



**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE
ANNUAL MEETING AND MAYOR MAKING CEREMONY
HELD AT THE TOWN HALL ON
MONDAY 28TH MAY 2026**

Meeting Commenced: 5.02 pm

Meeting Concluded: 5.49 pm

PRESENT: Councillors Martin Williams (Retiring Town Mayor), Ray Armstrong, Roger Bailey, Mike Bell, Gill Bute, Mark Canniford, John Carson, Annabelle Chard, James Clayton, Jemma Coles, Peter Crew, John Crockford-Hawley Ciaran Cronnelly, Catherine Gibbons, Simon Harrison-Morse, Hugh Malyan, Owen James (Elected Town Mayor), Robert Payne, Alan Peak, Justyna Pecak-Michalowicz, Caroline Reynolds, John Standfield, Timothy Taylor, Richard Tucker and Charlie Williams.

IN ATTENDANCE: Sarah Pearse (CEO/Town Clerk), Samantha Bishop (Democratic Services Manager), Rebecca Saunders (Civic & Committee Officer), Darren Stephen (Acting Macebearer), Rev. Peter Ashman (Retiring Mayor's Chaplain), Reverend Brendan Clover (Incoming Mayor's Chaplain) Cadet Sgt Archie Stephen (Retiring Mayor's Cadet), Cadet Sgt Nyla Ingram (SCC) (Incoming Mayors Cadet).

The Macebearer requested that all present stand for the Mayor and Mayoress of Weston-super-Mare.

1.	<p>CEREMONY OF MAYOR MAKING AND FORMAL BUSINESS ITEMS 1 – 3</p> <p>The ceremonial proceedings for the Mayor Making were set out in a separate Order of Service and incorporated Formal Business Items 1–3.</p> <p>Election of the Town Mayor who shall be known as Chair of the Council for 2026/2027 (SO 6.5)</p> <p>PROPOSED BY: Councillor Catherine Gibbons SECONDED BY: Councillor James Clayton</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. Following the prior resolution of council appointing the Mayor elect for the municipal year 2026/27, and there being no further nominations, Council unanimously assented to and confirmed the appointment of Councillor Owen James as Mayor of Weston-Super-Mare for the municipal year 2026/27.
2.	<p>Election of the Deputy Town Mayor who shall be known as Vice Chair of the Council for 2026/2027 (SO 6.5)</p>

	<p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Simon Harrison-Morse</p> <p>RESOLVED:</p> <p>1. Following the prior resolution of council appointing the Deputy Mayor elect for the municipal year 2026/27, and there being no further nominations, Council unanimously assented to and confirmed the appointment of Councillor Caroline Reynolds as Deputy Mayor of Weston-Super-Mare for the municipal year 2026/27.</p>
3.	<p>Declaration(s) of Acceptance of Office (SO 6.10(i))</p> <p>RESOLVED: Declaration(s) of Acceptance of Office were duly signed.</p>
4.	<p>FORMAL BUSINESS OF THE ANNUAL MEETING ITEMS 4 - 15</p> <p>Apologies for Absence and Notification of Substitutions</p> <p>Apologies for absence were received from Councillors Lisa Pilgrim, Marcia Pepperall, Robert Skeen, Helen Thornton and Joe Bambridge.</p> <p>It was noted that Councillor Marc Aplin was absent from the meeting.</p>
5.	<p>Declarations of Interest (SO 3.21 and 14.1–14.8)</p> <p>All Members of the Council were reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. Councillors are reminded to declare any dispensation granted in relation to any relevant matter.</p> <p>There were none.</p>
6.	<p>To approve the accuracy of the minutes of the previous Town Council Meeting held on 23rd March 2026</p> <p>The minutes of the last meeting had been previously circulated.</p> <p>Minute number 370 - An amendment was requested to reflect that Councillor Helen Thornton seconded Councillor Owen James's designation of Town Mayor elect.</p> <p>PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor John Crockford-Hawley</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That with the above amendment, the minutes be approved and signed by the Chair as a true record of the meeting.</p>
7.	<p>Schedule of Meetings 2026/2027 (SO 6.10(xxi))</p> <p>The schedule of ordinary meetings of Council previously approved by Council on 23rd March 2026 had been previously circulated.</p> <p>It was requested that the time of the Grants and Governance Sub Committee meeting be changed from 10am to 11am , which sought agreement by the Council.</p>

	<p>RESOLVED: That inclusive of the above amendment, the schedule of ordinary meetings of Council be noted and recirculated.</p>
8.	<p>To receive the minutes of Committees (SO 6.10(iii))</p> <p>RESOLVED: That the minutes of meetings of the Council's Committees held since the last annual council meeting be received and noted.</p>
9.	<p>To consider recommendations from Committees (if any) (SO 6.10(iv))</p> <p>There were none to report.</p>
10.	<p>GOVERNANCE & COMMITTEE STRUCTURE</p> <p>Election of Leader of the Council 2026/2027</p> <p>PROPOSED BY: Councillor Richard Tucker SECONDED BY: Councillor Catherine Gibbons</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That Councillor Ciaran Cronnelly be appointed Leader of the Town Council for the municipal year 2026/27.</p>
11.	<p>Election of Deputy Leader of the Council 2026/2027</p> <p>PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Ciaran Cronnelly</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That Councillor John Crockford-Hawley be appointed Deputy Leader of the Town Council for the municipal year 2026/27.</p>
12.	<p>Review of Terms of Reference (SO 6.10(vi)) and Scheme of Delegation Arrangements (SO 6.10(v))</p> <p>PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Martin Williams</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That the Terms of Reference and Scheme of Delegation Arrangements be approved.</p>
13.	<p>Appointments to Committees, Sub-Committees, Consultative Groups, Start and Finish Groups and Outside Bodies (SO 6.10(vii), 6.10(viii) and 6.10(xi))</p> <p>13.1 Appointment of Councillors to Committees, Sub-Committees and Consultative Groups To appoint Councillors to Committees, Sub-Committees, Consultative Groups, Start and Finish Groups and outside bodies for the municipal year 2026/2027.</p> <p>It was requested to add Councillor Catherine Gibbons to the Blue Plaque Start and Finnish Group.</p>

PROPOSED BY: Councillor Ciaran Cronnelly
SECONDED BY: Councillor Peter Crew

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

RESOLVED: That inclusive of the above addition, the Appointments to Committees, Sub-Committees, Consultative Groups, Start and Finish Groups and Outside Bodies be approved and circulated.

13.2. Appointment of Chairs and Vice-Chairs of Standing Committees

To appoint the Chairs and Vice-Chairs of the Council's Standing Committees for the municipal year 2026/2027.

An amendment to reflect that the Vice Chair of the Planning and Environment Committee should state Councillor Richard Tucker was requested.

PROPOSED BY: Councillor Ciaran Cronnelly
SECONDED BY: Councillor Peter Crew

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

RESOLVED: That inclusive of the above amendment, the Appointment of Chairs and Vice-Chairs of Standing Committees be approved.

13.3 Appointment of Representation to Outside Bodies

To appoint Councillors to Outside Bodies for the municipal year 2026/2027.

The following change was requested:

That Councillor Robert Payne was the representative on the Citizens Advice Bureau and not Bristol Airport Consultative Committee; and that Councillor Marcia Pepperall be nominated to sit on the Bristol Airport Consultative Committee.

PROPOSED BY: Councillor Ciaran Cronnelly
SECONDED BY: Councillor John Standfield

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

RESOLVED: That inclusive of the above change, the Appointment of Representation to Outside Bodies be approved.

POLICY REVIEW & REGULATORY FRAMEWORK

14. To review and adopt the following documents: (SO 6.10(ix))

- .1 Standing Orders**
- .2 Financial Regulations**
- .3 Code of Conduct**

PROPOSED: Councillor Ciaran Cronnelly
SECONDED: Councillor Peter Crew

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

RESOLVED: That the following documents be adopted:

	<p>14.1 Standing Orders 14.2 Financial Regulations 14.3 Code of Conduct</p>
<p>15.</p>	<p>Annual Governance Reviews and Adoption of Policies (SO 6.10(xiii)–(xx)) The report of the CEO/Town Clerk had been previously circulated. The report was presented to enable the Council to meet its statutory and constitutional obligations to undertake annual reviews of governance arrangements, policies, procedures, and risk management controls. It summarised the reviews completed by the relevant committees, identified those scheduled for completion during 2026/27, and sought Council approval to reaffirm and formally adopt the reviewed governance documents, policies, and the Council’s Risk Register for 2026/27.</p> <p>PROPOSED: Councillor Peter Crew SECONDED: Councillor Ciaran Cronnelly</p> <p>A vote was taken and accordingly it was carried</p> <p>RESOLVED: That Council:</p> <ol style="list-style-type: none"> 1. notes the reviews completed to date in accordance with Standing Order 6.10(xiii)–(xx) and Financial Regulation 3; 2. approves and adopts the reviewed governance arrangements, policies and procedures identified within the report; 3. notes those reviews identified as scheduled or outstanding and delegates completion of those reviews to the relevant committee; 4. approves the Council’s Risk Register and associated Risk Management arrangements for 2026/2027. 5. That Council formally adopts the policies listed in Appendix A which had previously been reviewed by the Personnel Committee and/or the Finance and General Purposes Committee. <p>Details are included in the attached Appendix.</p>
	<p>There being no further business, the Chair closed the meeting at 5.47 pm.</p> <p>Signed: Dated:</p>



Appendix B

Annual Governance Reviews and Policy Adoption 2026/2027

In accordance with Standing Order 6.10(xiii)–(xx) and Financial Regulation 3, the Council considered the report of the Chief Executive Officer (Town Clerk) regarding the annual review of governance arrangements, policies, procedures and risk management controls.

1. Governance Reviews Completed and Reaffirmed

The Council noted and reaffirmed the following governance arrangements and procedures:

Governance Area	Relevant Standing Order / Regulation	Reviewing Committee	Status
Asset Register (including land, buildings and office equipment)	SO 6.10(xiii)	Finance and General Purposes Committee	Review undertaken as part of the 2025/26 Year End Accounts process. Current arrangements reaffirmed. Full non-financial review scheduled for June 2026.
Insurance Arrangements	SO 6.10(xiv)	Finance and General Purposes Committee	Reviewed April 2026. Continuation of arrangements approved.
Freedom of Information and Data Protection Policies and Procedures	SO 6.10(xvii)	Finance and General Purposes Committee	GDPR Data Breach Policy reviewed June 2025. Current policies reaffirmed.
Employment Policies and Procedures	SO 6.10(xix)	Personnel Committee / Finance and General	Employment-related policies reviewed and updated in line with current legislation between April 2025 and

		Purposes Committee	May 2026. Existing arrangements reaffirmed.
Expenditure under Section 137 of the Local Government Act 1972 and General Power of Competence	SO 6.10(xx)	Finance and General Purposes Committee	Continued compliance noted.
Arrangements with Other Local Authorities, Not-for-Profit Bodies and Businesses	SO 6.10(xx)	Grants and Governance Sub-Committee	Current arrangements and Service Level Agreement programme reaffirmed.
Risk Register and Risk Management Arrangements 2026/2027	Financial Regulation 3	Finance and General Purposes Committee	Reviewed April 2026 and approved by Council for 2026/2027.

2. Governance Reviews Scheduled During 2026/2027

The Council noted the following reviews remain scheduled within the 2026/2027 municipal year and delegated their completion to the relevant committee:

Governance Area	Responsible Committee	Scheduled Review Date
Asset Register (Non-Financial Review)	Finance and General Purposes Committee	June 2026
Subscriptions to Other Bodies	Finance and General Purposes Committee	June 2026
Complaints Procedure	Finance and General Purposes Committee	October 2026
Press and Media Policy	Finance and General Purposes Committee	August 2026

3. Policies Formally Adopted by Council

The Council formally adopted the following policies, having previously been reviewed and recommended by the Personnel Committee and/or the Finance and General Purposes Committee:

Policy	Reviewing Committee	Date Reviewed
Bad Debt Policy	Finance and General Purposes Committee	April 2026
Community Engagement Policy	Finance and General Purposes Committee	April 2026
Flag Flying Protocol	Finance and General Purposes Committee	April 2026

Lone Working Policy	Personnel Committee	May 2026
Prevention of Sexual Harassment in the Workplace Policy	Personnel Committee	May 2026
Probation Policy and Procedure	Personnel Committee	May 2026
Procurement Policy	Finance and General Purposes Committee	April 2026
Whistleblowing Policy	Personnel Committee	May 2026

4. Council Determination

Council:

1. Noted the governance reviews completed to date in accordance with Standing Order 6.10(xiii)–(xx) and Financial Regulation 3;
2. Approved and adopted the reviewed governance arrangements, policies and procedures identified within the report;
3. Noted those reviews identified as scheduled or outstanding and delegated completion of those reviews to the relevant committee;
4. Approved the Council's Risk Register and associated Risk Management arrangements for 2026/2027; and
5. Formally adopted the policies listed above following review by the Personnel Committee and/or the Finance and General Purposes Committee.

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 31/03/26 April's Meeting brought forward due to Easter holidays
B.	Meeting Start Time: 18.05
C.	Where is the meeting: YMCA Youth Hub
D.	Attendance – Oliver (OM) Ian (IR) Zac (ZR) Leo (LH) Lili (LAP) Inara (IP) Alli W (AW) YMCA Youth Officer
F.	Welcome – Good looking forward to the bank holiday
1.	Apologies for Absence – Sam Bishop (SB) (Democratic Services Manager – (DSM WSMTC) Alexa (AP) Sarah P (SP)-(CEO WSMTC)
2.	Declarations of Interest – None
3.	Notes of Last Meeting – noted that OM didn't contact the MP, a young person and came and asked if they could do a litter pick on summer lane. Also, the Proposal of the lanyard, just waiting a clearer image PROPOSED BY: OM SECONDED BY: IP RESOLVED: Noting the errors, the meeting notes were approved.
4,	Grants- None to be reviewed
5.	Youth Strategy review and update- want to make it more appealing and set out our actions with our priorities- LH said we have a solid design with our newsletter that should be carried through to the youth strategy. OM has set up google classroom for all documents to be added, members can then support to make the changes. To be done- new design - Set out your actions with your priorities- by next meeting.
6.	Town Council CEO- Due to change in the meeting date, Sarah Pearse was unable to attend - deferred to next meeting
7.	Newsletter- the online newsletter looks great. Well done to Oliver for pulling it together. AW- Members now need to ensure we have more info for the next newsletter due to go out at beginning of July. OM said we have lots that can go in there. Areas to be covered- -Highlights of the last term- Youth Exchange visit - LH said he would cover this section. -What the YC have been to- what's visible- litter pick? LAP offered to cover this section.

	<p>-Mayor making -As he will probably be attending, OM will cover this event.</p> <p>- Whats on in Weston- IP will update this with new events</p> <p>OM said we need something new to promote, like a group or organisation for young people, etc- ZR said his scout group, AW suggested Axe District scouts which covers all scout groups and IR suggested maybe music makers All agreed Axe District Scouts</p> <p>- In the spotlight- Axe District scouts- ZR to cover.</p>
8,	<p>Upcoming Events-</p> <p>- Litter pick- The date has now been agreed- 30th May @ Weston Youth Centre 2-5pm</p> <p>-Reset youth awards judging- 7th April – 2pm-7pm (youth council will be attending.</p> <p>- Reset Youth Awards 17th July (youth council will have a representative at the event)</p> <p>- Weston Town Council- AGM - Monday 27th April @ 6.30pm – town (IP, OM, LH, LAP will be attending)</p> <p>-Whirlygig outdoor festival of Arts - 6-8th June various area of WSM over the two days)</p> <p>Weston Pride- 27th June</p>
9,	<p>Logo- AW asked if the members were still happy with the Logo or did they want to change it. As they were getting Lanyards it was a great opportunity to think about it now. ZR said they didn't want to change the look. OM said it was just how it looked on the lanyards. If it was changed onto a translucent background it would look better.</p> <p>All in favour-</p> <p>Proposed By- OM Seconded By- ZR</p> <p>Resolved- logo to be arranged on a transparent background-OM to send to AW-</p>
10.	<p>Any Other Business –</p> <p>Gender neutral toilets in schools- OM informed the youth council, that he wanted to propose an issue that is currently in secondary schools- OM handed out the proposal.</p> <p>The aim is to make secondary schools more inclusive, safe and supportive for LGBTQ+ and young people by improving awareness, updating school culture and introducing a small number of gender-neutral toilets with a simple pass system. AW asked if he had checked the schools as she was sure some had accessible toilets that were non- gender. OM said that Worle had a few but were shut to students or were used for staff only. ZR said he had a friend in Hans Prices and they could check. OM said they could see how many young people felt the same way by doing a poll on the social media platforms. IR agreed saying that not all toilets are private. OM agreed saying</p>

	<p>he used to use some toilets that were out of the way, however they are now out of use in Worle. All members agreed this was a good opportunity to make students feel more comfortable at school.</p> <p>Action- all members to look at a school and what toilets they offer and report back at next meeting.</p> <p>Social Media Followers- OM showed the members the stats on the social media platforms they are good when we post but the posts need sharing with family and friends. AW asked how many had been sharing. Only a few said they were. OM stressed that this was very important for members to be sharing posts. We need to be sharing.</p> <p>LH- shared an idea about littering and to get more people involved with finding places that suffered with continuous littering.</p> <p>Adopt a spot – The idea is to find somewhere you walk past every day that has litter or a bench that needs cleaning, etc and keep a check on it, picking up litter to ensure it stays clean and tidy. Once the youth councillors have their area they can then put it out to general public offering others to adopt a spot. We would have a map with all the spots marked in the hope that people would message us to have their spot on our map too. We can then see what areas would benefit from a litter pick.</p> <p>AW suggested that they could use “what three words” as a way of pinpointing the areas already taken. All members thought it was a great idea.</p> <p>Action- Members to pick their spot, photograph it messy and then write a paragraph about why you chose it videos- to the group chat by April 30th. It will then be added to our social media platforms to get young people involved.</p>
11.	<p>Date of Next Meeting – 12/05/26 Meeting ended- 19.05pm</p>

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 12/05/26
B.	Meeting Start Time: 18.05pm
C.	Where is the meeting: WSM Council Chambers
D.	<p>Attendance – Oliver (OM) Natalie (NM) Ian (IR) Zac (ZR) Leo (LH) Lily (LAP) Alexa (AL) Inara (IP) Isaac (IS) Ivy (II)</p> <p>Eleanor (EH)- Chair Alli Waller (AW)- YMCA – Youth& Community- Programmes Manager Warren Parker Mills (WPM)- Communications & Visitor Experience Manager Sarah Pearse (SP)- Chief Executive Officer/ Town Clerk</p>
E.	Welcome – EH welcomed all members present including new member Isaac -Introductions were made.
1.	Apologies for Absence – Sam B (SB)
2.	Declarations of Interest – None
3.	<p>Notes of Last Meeting – Grammatical errors were highlighted and noted. Proposed- OM Second- IP RESOLVED: Noting the grammatical errors, the meeting notes were approved.</p>
4.	Grants – None to be reviewed
5.	<p>EH introduced -WTC-CEO- Sarah Pearse SP -Explained the grant process to members- The total grants budget available is £3,000. Youth organisations can apply for grants of up to £500 per application. Grant application forms are initially reviewed by the Weston Town Council Finance Team to ensure applicants meet the eligibility criteria and financial requirements before being presented to the Youth Council. It was noted that the funding has not been widely used over the past two years, creating a good opportunity to encourage more local groups and organisations to apply. Discussion took place around how to effectively advertise and promote the grant funding to youth organisations within the town area. Grants can only be awarded to projects and organisations operating within the Weston Town area. Funding can only be awarded for the specific items or purposes outlined within the application. Applicants must clearly state where any additional funding or contributions have come from within their application.</p>

	<p>SP Asked -if the Youth council had promoted the process? and had they utilised the Town Council for promoting the Grant process?</p> <p>OM- Explained that they had included it in the Newsletter, which had been sent out on their Social media and had also been sent to SB but to his knowledge had not been shared as it didn't go out to public.</p> <p>AW -Thought SB had sent this to internal staff to share, however had not seen it out to the public.</p> <p>SP- For all future correspondence, if it is sent to wsmcomms@wsm-tc.go.uk</p> <p>WPM- Suggested If you can highlight what you want us to achieve, then it will help our team promote it the best way.</p> <p>Any other questions?</p> <p>AL- I run a climate group- and we lost a grant recently- would we be able to apply for a grant?</p> <p>SP- Yes- fill in the application form, however there may be an issue as its with paying an academy as this is a school initiative.</p> <p>Actions- OM to send any correspondence to the WTC comms team via email address above with a clear instruction of where we want it to be seen, social media portals, noticeboards, websites, etc.</p>
6.	<p>Newsletter- Review next editions entries-</p> <p>OM- Explained that Google classroom had been set up for all members to join and help to edit documents and add their work to the newsletter. The first one had gone out but needed to be shared more. The hard work is done, we just need to update each area. IR agreed that we need to share more.</p> <p>AW- There was deadlines set but some members had not submitted their pieces of work. If those could be in before the next deadline 5th July? so we are ready to post Google classroom- all to join-</p> <p>IP – I will do an updated list of events nearer the time so they are relevant.</p> <p>AW- Suggested going onto visit Weston and what's on as they advertise events for the whole year.</p> <p>OM - Members need to be more pro-active in sending content. Including more photos.</p> <p>SP- Will challenge her team to create a grant form – on their site that supports the youth council application Warren</p> <p>WPM – It is really tough putting a newsletter together. I struggle getting content for our editions.</p> <p>SP- Suggested finding models that work for you like- Quick wins- Look how the YC has grown- that leads nicely into a hook for young people to join. or noting that members committed to having a full attendance at each YC meeting.</p> <p>WPM - I am happy to help to achieve this AW- When deadlines are set, try and achieve these and attend meetings.</p>

	<p>OM -Said they don't at the moment.</p> <p>WPM- Suggested a QR code as the Town Council has this. I can help with that also. Will give you a better understanding of who you are reaching.</p> <p>AL- Could we do <u>adopt</u> a spot in the <u>newsletter</u> and a post about the summer school with <u>the MP?</u></p> <p>OM -<u>It might be too late for the next edition but if someone was attending</u> the summer school, <u>they could do a post about it just afterwards.</u></p> <p>AL -I will be <u>attending</u>.</p> <p>Actions</p> <ul style="list-style-type: none"> • OM to arrange to meet with WPM to discuss comms and database • Members to submit their contributions to the newsletter by 5th July • Members to sign into the google classroom to ensure they can amend and see any changes made to documents being worked on.
7.	<p>Gender Neutral Toilet proposal – update</p> <p>AW- updated the members on the above proposal from the last meetings on AOB suggesting that schools need to be more aware of young peoples needs around using toilets.</p> <p>The question was what schools currently have GN toilets?</p> <p>Hans Price – entirely gender neutral</p> <p>Worle- None, there are extra toilets but these are either out of use or currently being used for staff only.</p> <p>Winterstoke hundred?</p> <p>Priory – Not currently they use <u>disabled ones if they need to.</u></p> <p>Weston College – Gender neutral options</p> <p>SP- <u>Suggested that</u> a letter to all schools and <u>colleges to ask if their toilets and changing rooms are gender neutral and are they</u> intentional or repurposed?</p> <p>OM- Schools are not responding to emails sent by us, they are not taken seriously.</p> <p>SP- Make it clear and give a deadline. Word it as freedom of information request.</p> <p>WPM- Happy to help with the letter do you have your own email address?</p> <p>LH- No but I have been looking into this as all our correspondence goes through</p> <p>AW- It would be great to have our own together with our own website which we can link to the WTC and YMCA.</p> <p>SP- why not use some of your budget to set this up.</p> <p>LH- That would be great I have looked at some potential ideas, happy to share.</p> <p>WPM- when setting up things ask if there is a discount</p> <p>Proposal- To use some of the budget- to buy dedicated an email address for Weston youth council and a domain for website-</p> <p>Propose LH</p> <p>Second – IS</p> <p>All agreed – Unanimous decision</p>

	<p>OM – The youth Parliament is developing a youth rights charter; their next meeting is on 15th of July. Youth Council members have been invited to attend the meeting. Who would like to go? Its 5- 730pm? Let AW know.</p> <p>SP - You could be the team that drives this important subject- Once you have your replies from the schools, why not take your findings to the youth Parliament. LH & AL said they would be happy to speak at the Youth Parliament meeting.</p> <p>Actions-</p> <ul style="list-style-type: none"> • LH to meet with WPM took into and set up email and website by next meeting • OM to meet with WPM to draw up a letter for schools • All members to notify AW if they will be attending the YP meeting on the 15th July
8.	<p>Adopt a Spot – Update</p> <p>AW-Reminded the members about the adopt a spot initiative around keeping the town cleaner</p> <p>AL- Has adopted a spot and used what three words (WTW) as suggested and she has cleaned their area-</p> <p>WPM- Asked why not use google maps, as this would be much easier to map out?</p> <p>LH- The reason we used the WTW so that it is more fun.</p> <p>AL - We can start with WTW and as we develop we can then transition into google if needed.</p> <p>WPM – Re Litter picking if you are happy to collaborate with WTC. We have litter pickers you can borrow also it will help to educate tourists if we can link it to our tourist website.</p> <p>SP- We can organise for any rubbish collected to be picked up</p> <p>Actions-</p> <ul style="list-style-type: none"> • By next meeting- everyone will have adopted a spot and let OM know • Add link to website once set up
9.	<p>Any Other Business</p> <p>AW-Youth Strategy- the youth strategy has been completely redone thank you LH.</p> <p>LH- I have totally rebranded the document please take a look</p> <p>IR- looks great.</p> <p>OM- We can start promoting it on our social media- please everyone share.</p> <p>AW- Town Council meeting can our attendance at the Town Council AGM be added to the Social media.</p> <p>OM- Social media has died, a bit. We need more stuff – New content-</p> <p>SP asked if the Youth council were on LinkedIn, if not set up a page?</p> <p>Wellbeing bench- AW- the bench now has its base coat and ready for us to decorate it- I propose we do it during half term, say 26th May – 2-4pm</p> <p>All agreed-</p> <p>Chair- Final Say- EH informed the youth council that due to exams and commuting from Taunton regularly now she has moved that she would unfortunately have to step down as chair.</p>

	<p>EH said “I have really enjoyed my time as chair I have met many friends through the youth council and wish everyone well”</p> <p>AW thanked EH for her time and explained that now this leaves a vacancy. I will send out the role description to all members and how to apply for the role as chair and three other officer roles-</p> <ul style="list-style-type: none">Finance & GrantsHealth & wellbeingClimate & Environment <p>Voting will take place at the next meeting.</p> <p>EH ended her last meeting.</p>
10.	Meeting ended- 19.38pm
11.	Date of Next Meeting – 09/05/24



REPORT TO WESTON-SUPER-MARE TOWN COUNCIL

29th June 2026

MAYOR'S ENGAGEMENTS

28th May-29th June 2026

Town Mayor

Councillor Owen James

ENGAGEMENTS SUMMARY

Council Representative	Number of Engagements
TOWN MAYOR Cllr Owen James	24
DEPUTY MAYOR Cllr Caroline Reynolds	3
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	0

TOTALS TO DATE

Council Representative	Number of Engagements
TOWN MAYOR Cllr Martin Williams	24
DEPUTY MAYOR Cllr Owen James	3
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	0
TOTAL	27

SIGNIFICANT EVENTS:

26th-30th May- Hildesheim visit

31st May EID celebration

31st May Waverly boat trip

1st June Pride flag raising

2nd June VANS picnic in the park

13th June Weston College summer spectacular

19th & 20th June Armed Forces events

UPCOMING EVENTS

4th July Mela celebration

13th July RBL Coffee morning

17th July RESET Youth awards

23rd July Weston Lions race night

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
Mar-26	£ 17,553.26	£ 446,889.18	£ 7.25	£ 4.25	£ 464,453.94

BANK RECONCILIATIONS

	Agenda Item				ADD								Monthly totals	
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Santander Investment	Lloyds Instant access savings	Petty Cash & floats held:					
	£	£	£	£	£	£	£	£	Petty Cash 32 Waterloo Street	Museum Petty Cash & Floats	VIC/WP Petty Cash & Floats	Blakehay Floats		£
Summary of reconciliations attached														
30th April 2025														
Account Balance	2,902,492.62	17,505.92	6,292.63	31,133.81										
Less: Unpresented cheques and BACS (p/l & imprest trs)	281,591.04	0.00	0.00	0.00										
plus: receipts not banked	3,101.79	0.00	0.00	0.00										
	2,624,003.37	17,505.92	6,292.63	31,133.81	2,678,935.73	100,000.00	420,000.00	0.00	300.00	540.00	300.00	350.00	3,200,425.73	
31st May 2025														
Account Balance	2,475,568.29	17,488.88	6,284.13	31,161.96										
Less: Unpresented cheques and BACS (p/l & imprest trs)	228,151.00	87.24	0.00	0.00										
plus: receipts not banked	8,565.24	0.00	0.00	0.00										
	2,255,982.53	17,401.64	6,284.13	31,161.96	2,310,830.26	100,000.00	420,000.00	0.00	300.00	540.00	300.00	350.00	2,832,320.26	
30th June 2025														
Account Balance	2,136,834.94	17,388.33	6,275.63	31,191.07										
Less: Unpresented cheques and BACS (p/l & imprest trs)	614,039.37	0.00	0.00	0.00										
plus: receipts not banked	11,532.37	0.00	0.00	0.00										
	1,534,327.94	17,388.33	6,275.63	31,191.07	1,589,182.97	100,000.00	420,000.00	0.00	300.00	540.00	300.00	350.00	2,110,672.97	
31st July 2025														
Account Balance	1,592,277.11	17,168.58	6,267.13	31,191.07										
Less: Unpresented cheques and BACS (p/l & imprest trs)	199,025.09	0.00	0.00	0.00										
plus: receipts not banked	4,347.35	0.00	0.00	0.00										
	1,397,599.37	17,168.58	6,267.13	31,191.07	1,452,226.15	100,000.00	420,000.00	0.00	300.00	540.00	300.00	350.00	1,973,716.15	
31st August 2025														
Account Balance	1,312,117.36	17,159.04	6,258.63	31,191.07										
Less: Unpresented cheques and BACS (p/l & imprest trs)	417,357.95	0.00	0.00	0.00										
plus: receipts not banked	4,884.75	0.00	0.00	0.00										
	899,644.16	17,159.04	6,258.63	31,191.07	954,252.90	100,000.00	420,000.00	0.00	300.00	510.00	200.00	0.00	1,475,262.90	
30th September 2025														
Account Balance	3,005,534.44	16,805.16	6,250.13	31,191.07										
Less: Unpresented cheques and BACS (p/l & imprest trs)	197,108.44	0.00	0.00	0.00										
plus: receipts not banked	3,308.62	0.00	0.00	0.00										
	2,811,734.62	16,805.16	6,250.13	31,191.07	2,865,980.98	100,000.00	420,000.00	0.00	300.00	510.00	100.00	0.00	3,386,890.98	
31st October 2025														
Account Balance	1,776,018.70	16,618.45	6,241.63	31,191.07										
Less: Unpresented cheques and BACS (p/l & imprest trs)	214,194.90	0.00	0.00	0.00										
plus: receipts not banked	1,318.48	0.00	0.00	0.00										
	1,563,142.28	16,618.45	6,241.63	31,191.07	1,617,193.43	600,000.00	420,000.00	0.00	300.00	510.00	100.00	0.00	2,638,103.43	
30th November 2025														
Account Balance	1,562,353.56	15,828.19	6,233.13	31,191.07				50,120.55						
Less: Unpresented cheques and BACS (p/l & imprest trs)	135,689.40	1,350.00	0.00	0.00										
plus: receipts not banked	3,086.54	0.00	38.00	0.00										
	1,429,750.70	14,478.19	6,271.13	31,191.07	1,481,691.09	600,000.00	420,000.00	50,120.55	300.00	510.00	100.00	0.00	2,552,721.64	
31st December 2025														
Account Balance	1,305,194.89	15,619.69	6,328.63	31,191.07				500,438.43						
Less: Unpresented cheques and BACS (p/l & imprest trs)	224,211.06	1,150.00	0.00	0.00										
plus: receipts not banked	622.51	0.00	0.00	0.00										
	1,081,606.34	14,469.69	6,328.63	31,191.07	1,133,595.73	600,000.00	420,000.00	500,438.43	300.00	510.00	100.00	0.00	2,654,944.16	
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)	257,108.47	1,150.00	0.00	0.00										
plus: receipts not banked	1,781.05	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)	78,734.61	500.00	0.00	0.00										
plus: receipts not banked	3,810.28	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	
31st March 2026														
Account Balance	672,188.91	14,046.98	7,766.12	31,191.07				301,458.69						
Less: Unpresented cheques and BACS (p/l & imprest trs)	257,427.88	250.00	0.00	0.00										
plus: receipts not banked	2,221.71	0.00	0.00	0.00										
	416,982.74	13,796.98	7,766.12	31,191.07	469,736.91	600,000.00	420,000.00	301,458.69	300.00	510.00	250.00	0.00	1,792,255.60	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>						
1100 Miscellaneous Income	2,707	0	(2,707)			0.0%
Central Administration :- Income	2,707	0	(2,707)			
4000 Staffing Costs	510,214	533,675	23,461		23,461	95.6%
4001 Salaries - Agency	8,968	10,323	1,355		1,355	86.9%
4006 HR/Payroll software (MHR)	13,171	5,500	(7,671)		(7,671)	239.5%
4007 Personnel Consultants	4,727	5,200	474		474	90.9%
4008 CRB Checks/staff services	860	1,200	340		340	71.7%
4009 Health & Safety Consultant	2,735	3,500	765		765	78.1%
4011 Employers Superannuation	19,260	0	(19,260)		(19,260)	0.0%
4012 Travel & Subsistence Expenses	55	400	345		345	13.7%
4013 Training	4,850	9,194	4,344	140	4,204	54.3%
4019 Website Costs-TC	372	600	228		228	62.0%
4036 Stationery	2,734	2,500	(234)		(234)	109.4%
4040 Audit & Accountancy	4,861	11,000	6,139	3,237	2,902	73.6%
4041 Fees, Subs and Conferences	9,685	8,570	(1,115)		(1,115)	113.0%
4042 Postages	2,264	2,000	(264)		(264)	113.2%
4043 Ink Cartridges/printing	2,405	3,000	595		595	80.2%
4044 Insurance	4,347	13,000	8,653		8,653	33.4%
4049 Legal fees	8,548	12,000	3,452		3,452	71.2%
4107 IT Support & Upgrade	19,546	15,000	(4,546)		(4,546)	130.3%
4136 Credit Card Chgs	0	500	500		500	0.0%
4151 Catering	2,738	3,000	262		262	91.3%
6020 Allocation to Cost Centres	(619,633)	(640,164)	(20,531)		(20,531)	96.8%
Central Administration :- Indirect Expenditure	2,707	(2)	(2,709)	3,377	(6,085)	(304162)
Net Income over Expenditure	0	2	2			
<u>103 Grove House</u>						
1100 Miscellaneous Income	6,445	6,000	(445)			107.4%
Grove House :- Income	6,445	6,000	(445)			107.4%
4044 Insurance	1,522	1,500	(22)		(22)	101.4%
4102 NNDR	(1,145)	1,479	2,624		2,624	(77.4%)
4104 Utilities - Water	(7)	0	7		7	0.0%
4109 Alarm system	664	621	(43)		(43)	106.9%
Grove House :- Indirect Expenditure	1,034	3,600	2,566	0	2,566	28.7%
Net Income over Expenditure	5,410	2,400	(3,010)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Grove Lodge</u>						
1100 Miscellaneous Income	5,000	5,000	0			100.0%
Grove Lodge :- Income	5,000	5,000	0			100.0%
4044 Insurance	646	1,500	854		854	43.0%
4102 NNDR	(940)	0	940		940	0.0%
4109 Alarm system	522	489	(33)		(33)	106.8%
4132 Rent	5,000	0	(5,000)		(5,000)	0.0%
Grove Lodge :- Indirect Expenditure	5,228	1,989	(3,239)	0	(3,239)	262.8%
Net Income over Expenditure	(228)	3,011	3,239			
<u>105 Community Services</u>						
4158 Weston in Bloom	7,267	8,000	733		733	90.8%
4200 Small grants to Voluntary Orgs	9,541	12,500	2,959		2,959	76.3%
4204 VANS	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	40,279	40,000	(279)		(279)	100.7%
4210 Weston Town Centre Co SLA	25,499	20,499	(5,000)		(5,000)	124.4%
4212 CCTV (NSC)	102,000	102,000	0		0	100.0%
4218 Flower Beds	575	3,000	2,425		2,425	19.2%
4221 Citizens Advice Bureau	18,750	25,000	6,250	6,250	0	100.0%
4223 Community Events	2,464	3,000	537		537	82.1%
4228 Blue Plaques	455	1,000	545		545	45.5%
4229 Armed Forces Celebrations	6,065	9,500	3,435		3,435	63.8%
4250 Community Events Grants	43,694	60,000	16,306		16,306	72.8%
4252 Crime & Disorder	85,000	93,550	8,550		8,550	90.9%
4254 CANS rent support (sovereign)	25,000	25,000	0		0	100.0%
4864 Homeless Support Fund	33,750	45,000	11,250	11,250	0	100.0%
6000 Admin Salaries Recharge	24,306	25,393	1,087		1,087	95.7%
6005 Admin Overhead Recharge	5,150	5,070	(80)		(80)	101.6%
6009 HQ recharges	5,481	5,986	505		505	91.6%
6010 Grounds Salaries Recharge	21,961	25,624	3,663		3,663	85.7%
6015 Grounds Overhead Recharge	4,711	5,997	1,286		1,286	78.6%
6030 Operational Staffing Recharge	21,705	22,589	884		884	96.1%
6035 Operational Overhead Recharge	1,572	2,422	850		850	64.9%
Community Services :- Indirect Expenditure	488,224	544,130	55,906	17,500	38,406	92.9%
Net Expenditure	(488,224)	(544,130)	(55,906)			
<u>107 Civic Support</u>						
4000 Staffing Costs	27,534	28,896	1,362		1,362	95.3%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	1,828	7,500	5,672		5,672	24.4%
4050 Printing	519	500	(19)	1	(20)	103.9%
4150 Chauffeur/travel costs	2,989	3,000	11		11	99.6%
4151 Catering	2,248	3,000	752	508	244	91.9%
4152 Civic Miscellaneous	1,267	1,000	(267)	62	(329)	132.9%
4153 Chair's Allowance	3,679	4,751	1,072		1,072	77.4%
4154 Clvic Regalia	3,017	4,000	983	250	733	81.7%
4164 Civic Events	8,262	5,800	(2,462)		(2,462)	142.5%
4165 Hildesheim	535	4,000	3,465	1,215	2,250	43.7%
6000 Admin Salaries Recharge	46,063	48,173	2,110		2,110	95.6%
6005 Admin Overhead Recharge	9,865	9,613	(252)		(252)	102.6%
6009 HQ recharges	11,367	12,208	841		841	93.1%
6010 Grounds Salaries Recharge	853	990	137		137	86.2%
6015 Grounds Overhead Recharge	158	234	76		76	67.5%
6030 Operational Staffing Recharge	2,586	2,681	95		95	96.5%
6035 Operational Overhead Recharge	172	282	110		110	61.0%
Civic Support :- Indirect Expenditure	122,940	136,628	13,688	2,037	11,651	91.5%
Net Expenditure	(122,940)	(136,628)	(13,688)			
108 Democratic Representation						
4012 Travel & Subsistence Expenses	135	100	(35)		(35)	135.2%
4013 Training	792	1,000	208		208	79.2%
4018 Election Costs	0	15,000	15,000		15,000	0.0%
4083 Security	945	0	(945)		(945)	0.0%
4107 IT Support & Upgrade	3,136	2,500	(636)		(636)	125.4%
6000 Admin Salaries Recharge	66,123	69,141	3,018		3,018	95.6%
6005 Admin Overhead Recharge	14,135	13,798	(337)		(337)	102.4%
6009 HQ recharges	18,522	19,592	1,070		1,070	94.5%
6030 Operational Staffing Recharge	5,593	5,824	231		231	96.0%
6035 Operational Overhead Recharge	405	623	218		218	65.0%
Democratic Representation :- Indirect Expenditure	109,786	127,578	17,792	0	17,792	86.1%
Net Expenditure	(109,786)	(127,578)	(17,792)			
110 Other Costs & Income						
1176 Precept	4,450,668	4,450,668	0			100.0%
1190 Bank Interest	12,179	20,000	7,821			60.9%
Other Costs & Income :- Income	4,462,847	4,470,668	7,821			99.8%
4051 Bank Charges	3,549	4,100	551		551	86.6%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4060 PWLB Interest repaid-Blakehay	2,703	2,703	0		0	100.0%
4061 PWLB Capital repaid-Blakehay	12,000	12,000	0		0	100.0%
4068 PWLB Interest repaid-Water Pk	7,316	6,316	(1,000)		(1,000)	115.8%
4069 PWLB Capital repaid-Water Pk	13,043	13,043	(0)		(0)	100.0%
4080 PWLB Capital HQ Loan Capital	10,000	10,000	0		0	100.0%
4081 PWLB Interest HQ Loan Interest	7,899	7,899	0		0	100.0%
4082 EMRRP devolution	81,130	350,000	268,870		268,870	23.2%
4999 General Reserve	31,936	319,465	287,529		287,529	10.0%
Other Costs & Income :- Indirect Expenditure	169,575	725,526	555,951	0	555,951	23.4%
Net Income over Expenditure	4,293,271	3,745,142	(548,129)			
<u>111 Strategic Planning/Projects</u>						
1130 Big Worle	49,713	63,045	13,332			78.9%
Strategic Planning/Projects :- Income	49,713	63,045	13,332			78.9%
4049 Legal fees	17,901	30,000	12,099	1,700	10,399	65.3%
4213 Development budget	377	1,000	623		623	37.7%
6000 Admin Salaries Recharge	39,256	41,056	1,800		1,800	95.6%
6005 Admin Overhead Recharge	3,779	8,192	4,413		4,413	46.1%
6009 HQ recharges	8,088	3,671	(4,417)		(4,417)	220.3%
6030 Operational Staffing Recharge	4,831	5,033	202		202	96.0%
6035 Operational Overhead Recharge	353	540	187		187	65.4%
Strategic Planning/Projects :- Indirect Expenditure	74,585	89,492	14,907	1,700	13,207	85.2%
Net Income over Expenditure	(24,873)	(26,447)	(1,574)			
<u>112 Environmental</u>						
4076 Environmental / Climate	12,150	46,125	33,975		33,975	26.3%
6000 Admin Salaries Recharge	28,010	29,286	1,276		1,276	95.6%
6005 Admin Overhead Recharge	5,979	5,846	(133)		(133)	102.3%
6009 HQ recharges	7,580	8,057	477		477	94.1%
6030 Operational Staffing Recharge	3,382	3,521	139		139	96.1%
6035 Operational Overhead Recharge	248	377	129		129	65.8%
Environmental :- Indirect Expenditure	57,349	93,212	35,863	0	35,863	61.5%
Net Expenditure	(57,349)	(93,212)	(35,863)			
<u>113 Operational Services</u>						
4000 Staffing Costs	144,927	150,948	6,021		6,021	96.0%
4013 Training	6,348	6,773	425		425	93.7%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014 P P E / Health & Safety	0	450	450		450	0.0%
4035 Telephone	511	400	(111)		(111)	127.6%
4107 IT Support & Upgrade	3,782	4,000	218		218	94.5%
6020 Allocation to Cost Centres	(155,568)	(167,124)	(11,556)		(11,556)	93.1%
Operational Services :- Indirect Expenditure	(0)	(4,553)	(4,553)	0	(4,553)	0.0%
Net Expenditure	0	4,553	4,553			
<u>114 Old Town Quarry</u>						
1044 Quarry sale or return comm	966	0	(966)			0.0%
1103 Other event misc income	1,375	0	(1,375)			0.0%
1301 Studio Letting Income	6,007	16,200	10,193			37.1%
1302 Catering	10,833	25,000	14,167			43.3%
1303 Community hire (hub)	270	4,680	4,410			5.8%
1304 Shop Sales	409	0	(409)			0.0%
1306 Donations/Grant Funding	91	0	(91)			0.0%
Old Town Quarry :- Income	19,951	45,880	25,929			43.5%
4421 Sale or Return Exp (1009)	380	0	(380)		(380)	0.0%
Old Town Quarry :- Direct Expenditure	380	0	(380)	0	(380)	
4014 P P E / Health & Safety	335	529	194		194	63.4%
4019 Website Costs-TC	349	513	164		164	68.0%
4030 Equipment Purchase	335	0	(335)	41	(376)	0.0%
4031 Equipment - Rental	678	410	(268)		(268)	165.4%
4034 Equipment Repairs	1,597	10,250	8,653		8,653	15.6%
4035 Telephone	450	578	128		128	77.9%
4039 Advertising & Marketing	140	0	(140)		(140)	0.0%
4044 Insurance	6,981	9,250	2,269		2,269	75.5%
4051 Bank Charges	17	0	(17)		(17)	0.0%
4102 NNDR	6,048	3,229	(2,819)		(2,819)	187.3%
4104 Utilities - Water	418	1,082	664	97	567	47.6%
4105 Utilities - Heat & Light	(2,033)	8,111	10,144	7,647	2,497	69.2%
4109 Alarm system	0	1,057	1,057		1,057	0.0%
4110 Cleaning	4,893	1,057	(3,836)		(3,836)	462.9%
4114 Refuse Removal	204	529	325		325	38.6%
4131 Licenses	0	150	150		150	0.0%
4408 Shop stock	103	0	(103)	78	(181)	0.0%
6000 Admin Salaries Recharge	73,646	76,942	3,296		3,296	95.7%
6005 Admin Overhead Recharge	15,618	15,353	(265)		(265)	101.7%
6009 HQ recharges	8,826	10,898	2,072		2,072	81.0%
6010 Grounds Salaries Recharge	3,145	3,674	529		529	85.6%

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6015 Grounds Overhead Recharge	706	862	156		156	81.9%
6030 Operational Staffing Recharge	25,600	26,663	1,063		1,063	96.0%
6035 Operational Overhead Recharge	1,880	2,861	981		981	65.7%
Old Town Quarry :- Indirect Expenditure	149,938	173,998	24,060	7,863	16,197	90.7%
Net Income over Expenditure	(130,367)	(128,118)	2,249			
<u>115 HQ</u>						
1100 Miscellaneous Income	14,979	0	(14,979)			0.0%
HQ :- Income	14,979	0	(14,979)			
4014 P P E / Health & Safety	295	10,250	9,955		9,955	2.9%
4030 Equipment Purchase	1,923	15,375	13,452	516	12,937	15.9%
4031 Equipment - Rental	7,925	5,500	(2,425)		(2,425)	144.1%
4035 Telephone	8,287	7,000	(1,287)		(1,287)	118.4%
4044 Insurance	14,424	6,180	(8,244)		(8,244)	233.4%
4102 NNDR	19,237	20,334	1,097		1,097	94.6%
4104 Utilities - Water	1,114	1,000	(114)	118	(232)	123.2%
4105 Utilities - Heat & Light	29,713	12,000	(17,713)		(17,713)	247.6%
4109 Alarm system	1,652	1,544	(108)		(108)	107.0%
4110 Cleaning	20,129	16,640	(3,489)		(3,489)	121.0%
4111 Window Cleaning	390	500	110		110	78.0%
4114 Refuse Removal	2,983	2,563	(420)	14	(434)	116.9%
4136 Credit Card Chgs	547	300	(247)		(247)	182.4%
4171 Parking	9,900	9,500	(400)		(400)	104.2%
4172 Garage rental	1,500	1,550	50		50	96.8%
6020 Allocation to Cost Centres	(105,041)	(115,824)	(10,783)		(10,783)	90.7%
HQ :- Indirect Expenditure	14,979	(5,588)	(20,567)	648	(21,215)	(279.7%)
Net Income over Expenditure	0	5,588	5,588			
<u>116 Volunteer costs</u>						
4012 Travel & Subsistence Expenses	243	500	257		257	48.6%
4013 Training	272	900	628		628	30.2%
4014 P P E / Health & Safety	78	200	122		122	38.8%
4030 Equipment Purchase	337	700	363		363	48.1%
4039 Advertising & Marketing	0	500	500		500	0.0%
4041 Fees, Subs and Conferences	775	500	(275)		(275)	155.1%
4151 Catering	484	500	16		16	96.8%
4253 Volunteer Events	230	750	520		520	30.7%
Volunteer costs :- Indirect Expenditure	2,419	4,550	2,131	0	2,131	53.2%
Net Expenditure	(2,419)	(4,550)	(2,131)			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>120 Blakehay Central Costs</u>						
1100 Miscellaneous Income	8,472	0	(8,472)			0.0%
Blakehay Central Costs :- Income	8,472	0	(8,472)			
4000 Staffing Costs	25,919	75,008	49,089		49,089	34.6%
4013 Training	475	1,183	708		708	40.1%
4014 P P E / Health & Safety	48	500	452		452	9.6%
4019 Website Costs-TC	263	250	(13)		(13)	105.2%
4030 Equipment Purchase	20,255	8,500	(11,755)		(11,755)	238.3%
4031 Equipment - Rental	1,726	416	(1,310)		(1,310)	414.9%
4034 Equipment Repairs	643	500	(143)		(143)	128.7%
4035 Telephone	2,246	1,730	(516)		(516)	129.8%
4036 Stationery	39	250	211		211	15.6%
4043 Ink Cartridges/printing	107	250	143		143	43.0%
4044 Insurance	2,232	5,900	3,668		3,668	37.8%
4102 NNDR	2,464	3,226	762		762	76.4%
4104 Utilities - Water	811	624	(187)	71	(259)	141.4%
4105 Utilities - Heat & Light	17,536	22,068	4,532		4,532	79.5%
4107 IT Support & Upgrade	2,516	2,916	400		400	86.3%
4109 Alarm system	75	684	609		609	11.0%
4110 Cleaning	14,870	19,486	4,616		4,616	76.3%
4111 Window Cleaning	75	150	75		75	50.0%
4114 Refuse Removal	1,854	2,700	846		846	68.7%
4131 Licenses	180	1,200	1,020		1,020	15.0%
4136 Credit Card Chgs	872	487	(385)		(385)	179.0%
4211 Blakehay	172,570	0	(172,570)		(172,570)	0.0%
6000 Admin Salaries Recharge	9,133	9,960	827		827	91.7%
6005 Admin Overhead Recharge	2,795	1,990	(805)		(805)	140.5%
6009 HQ recharges	3,959	3,675	(284)		(284)	107.7%
6010 Grounds Salaries Recharge	1,907	2,240	333		333	85.1%
6015 Grounds Overhead Recharge	474	525	51		51	90.3%
6030 Operational Staffing Recharge	6,442	6,825	383		383	94.4%
6035 Operational Overhead Recharge	622	730	108		108	85.2%
Blakehay Central Costs :- Indirect Expenditure	293,109	173,973	(119,136)	71	(119,207)	168.5%
Net Income over Expenditure	(284,637)	(173,973)	110,664			
<u>121 Blakehay -Auditorium</u>						
1090 Bookings	9,911	35,000	25,089			28.3%
Blakehay -Auditorium :- Income	9,911	35,000	25,089			28.3%
4000 Staffing Costs	28,418	68,457	40,039		40,039	41.5%

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4039 Advertising & Marketing	135	2,500	2,365		2,365	5.4%
4224 Blakehay Performing Rights	0	3,500	3,500		3,500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	28,553	74,457	45,904	0	45,904	38.3%
Net Income over Expenditure	(18,642)	(39,457)	(20,815)			
<u>122 Blakehay - Upper Studio</u>						
1090 Bookings	2,242	8,000	5,758			28.0%
Blakehay - Upper Studio :- Income	2,242	8,000	5,758			28.0%
Net Income	2,242	8,000	5,758			
<u>123 Blakehay Bar</u>						
1015 Internal Bookings (Council)	0	1,000	1,000			0.0%
1193 Blakehay Bar Events Hire	0	500	500			0.0%
1194 Bar Income	8,734	26,000	17,266			33.6%
Blakehay Bar :- Income	8,734	27,500	18,766			31.8%
4000 Staffing Costs	2,363	13,184	10,821		10,821	17.9%
4031 Equipment - Rental	255	1,246	991		991	20.5%
4405 Blakehay Bar Expenditure	4,964	13,000	8,036		8,036	38.2%
Blakehay Bar :- Indirect Expenditure	7,582	27,430	19,848	0	19,848	27.6%
Net Income over Expenditure	1,152	70	(1,082)			
<u>125 Blakehay -Live Shows</u>						
1106 Blakehay events income	13,325	40,000	26,675			33.3%
Blakehay -Live Shows :- Income	13,325	40,000	26,675			33.3%
4000 Staffing Costs	643	13,182	12,539		12,539	4.9%
4016 Show costs	4,384	24,000	19,617		19,617	18.3%
4039 Advertising & Marketing	0	2,500	2,500		2,500	0.0%
Blakehay -Live Shows :- Indirect Expenditure	5,026	39,682	34,656	0	34,656	12.7%
Net Income over Expenditure	8,299	318	(7,981)			
<u>140 Museum Central Costs</u>						
1100 Miscellaneous Income	6,658	10,000	3,342			66.6%
Museum Central Costs :- Income	6,658	10,000	3,342			66.6%
4000 Staffing Costs	109,430	144,789	35,359		35,359	75.6%
4012 Travel & Subsistence Expenses	35	100	65		65	35.1%

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Training	1,804	2,854	1,050		1,050	63.2%
4014 P P E / Health & Safety	1,692	1,000	(692)		(692)	169.2%
4019 Website Costs-TC	447	250	(197)		(197)	178.9%
4030 Equipment Purchase	484	1,000	516		516	48.4%
4031 Equipment - Rental	1,717	1,500	(217)		(217)	114.5%
4034 Equipment Repairs	98	500	402		402	19.6%
4035 Telephone	4,311	3,000	(1,311)		(1,311)	143.7%
4036 Stationery	452	500	48		48	90.5%
4039 Advertising & Marketing	2,091	2,500	409		409	83.6%
4041 Fees, Subs and Conferences	134	250	116		116	53.7%
4044 Insurance	16,934	14,539	(2,395)		(2,395)	116.5%
4104 Utilities - Water	534	450	(84)	26	(109)	124.3%
4105 Utilities - Heat & Light	18,468	13,926	(4,542)		(4,542)	132.6%
4107 IT Support & Upgrade	8,401	8,500	99		99	98.8%
4109 Alarm system	1,256	790	(466)		(466)	159.0%
4110 Cleaning	17,786	16,000	(1,786)		(1,786)	111.2%
4111 Window Cleaning	700	500	(200)		(200)	140.0%
4114 Refuse Removal	6,980	3,500	(3,480)		(3,480)	199.4%
4131 Licenses	954	1,150	196		196	83.0%
4136 Credit Card Chgs	374	750	376		376	49.9%
4214 Somerset County Council - SLA	88,787	85,537	(3,250)		(3,250)	103.8%
6000 Admin Salaries Recharge	25,104	26,225	1,121		1,121	95.7%
6005 Admin Overhead Recharge	5,319	5,233	(86)		(86)	101.6%
6009 HQ recharges	5,948	6,446	498		498	92.3%
6010 Grounds Salaries Recharge	3,526	4,118	592		592	85.6%
6015 Grounds Overhead Recharge	782	963	181		181	81.2%
6030 Operational Staffing Recharge	26,494	27,550	1,056		1,056	96.2%
6035 Operational Overhead Recharge	1,880	2,949	1,069		1,069	63.8%
Museum Central Costs :- Indirect Expenditure	352,924	377,369	24,445	26	24,419	93.5%
Net Income over Expenditure	(346,266)	(367,369)	(21,103)			
<u>141 Museum Learning and Events</u>						
1006 Learning Income	7,486	9,425	1,939			79.4%
1008 Museum handling box hire	900	899	(1)			100.1%
1103 Other event misc income	1,850	269	(1,581)			687.7%
Museum Learning and Events :- Income	10,236	10,593	357			96.6%
4000 Staffing Costs	35,799	40,124	4,325		4,325	89.2%
4012 Travel & Subsistence Expenses	29	154	125		125	18.7%
4020 Learning/Event education equip	872	1,025	153		153	85.1%

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4030 Equipment Purchase	1,541	2,563	1,022		1,022	60.1%
Museum Learning and Events :- Indirect Expenditure	38,241	43,866	5,625	0	5,625	87.2%
Net Income over Expenditure	(28,005)	(33,273)	(5,268)			
142 Museum Cafe						
1004 Cafe Sales	78,193	90,000	11,807			86.9%
1194 Bar Income	12,658	15,000	2,342			84.4%
1197 Function food income	27,206	25,000	(2,206)			108.8%
Museum Cafe :- Income	118,057	130,000	11,943			90.8%
4000 Staffing Costs	75,723	77,121	1,398		1,398	98.2%
4014 P P E / Health & Safety	849	1,500	651		651	56.6%
4030 Equipment Purchase	1,905	2,500	595		595	76.2%
4031 Equipment - Rental	3,070	2,000	(1,070)		(1,070)	153.5%
4110 Cleaning	855	1,000	145		145	85.5%
4114 Refuse Removal	402	750	348		348	53.6%
4136 Credit Card Chgs	374	500	126		126	74.8%
4406 Bar Stock/Sundry Items Kiosk	3,131	5,000	1,869	402	1,467	70.7%
4407 Cafe stock	22,320	24,000	1,680		1,680	93.0%
4511 Function food costs	7,919	5,500	(2,419)		(2,419)	144.0%
Museum Cafe :- Indirect Expenditure	116,548	119,871	3,323	402	2,921	97.6%
Net Income over Expenditure	1,509	10,129	8,620			
143 Museum shop/retail						
1005 Museum Shop Sales	11,919	12,539	620			95.1%
1009 Museum sale or return comm	29,911	7,313	(22,598)			409.0%
Museum shop/retail :- Income	41,830	19,852	(21,978)			210.7%
4421 Sale or Return Exp (1009)	19,612	3,612	(16,000)	15	(16,016)	543.4%
Museum shop/retail :- Direct Expenditure	19,612	3,612	(16,000)	15	(16,016)	543.4%
4030 Equipment Purchase	1,237	2,783	1,546		1,546	44.5%
4031 Equipment - Rental	1,246	953	(293)		(293)	130.7%
4136 Credit Card Chgs	374	88	(286)		(286)	424.9%
4408 Shop stock	5,161	6,627	1,466		1,466	77.9%
Museum shop/retail :- Indirect Expenditure	8,019	10,451	2,432	0	2,432	76.7%
Net Income over Expenditure	14,199	5,789	(8,410)			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>145 Museum Function</u>						
1019 Internal Bookings (Council)	254	200	(54)			127.1%
1103 Other event misc income	11,419	13,500	2,081			84.6%
1104 Function Income	17,058	23,500	6,442			72.6%
Museum Function :- Income	28,731	37,200	8,469			77.2%
4000 Staffing Costs	23,259	18,252	(5,007)		(5,007)	127.4%
4030 Equipment Purchase	2,746	5,000	2,254		2,254	54.9%
4420 Function Expenditure (1104)	8,549	12,000	3,451	112	3,339	72.2%
Museum Function :- Indirect Expenditure	34,554	35,252	698	112	586	98.3%
Net Income over Expenditure	(5,823)	1,948	7,771			
<u>199 Capital Projects</u>						
4101 VW Website	0	0	0	33,750	(33,750)	0.0%
4103 Capital project	0	70,000	70,000		70,000	0.0%
Capital Projects :- Indirect Expenditure	0	70,000	70,000	33,750	36,250	48.2%
Net Expenditure	0	(70,000)	(70,000)			
<u>300 Planning</u>						
6000 Admin Salaries Recharge	27,165	28,399	1,234		1,234	95.7%
6005 Admin Overhead Recharge	5,788	5,663	(125)		(125)	102.2%
6009 HQ recharges	3,906	4,612	706		706	84.7%
Planning :- Indirect Expenditure	36,859	38,674	1,815	0	1,815	95.3%
Net Expenditure	(36,859)	(38,674)	(1,815)			
<u>400 Central Grounds Maintenance</u>						
4000 Staffing Costs	424,169	493,503	69,334		69,334	86.0%
4013 Training	3,502	8,629	5,127		5,127	40.6%
4014 P P E / Health & Safety	3,736	4,000	264	194	70	98.3%
4025 Vehicle Maintenance	3,078	4,197	1,119	292	827	80.3%
4026 Petrol / Diesel	6,365	15,000	8,635		8,635	42.4%
4030 Equipment Purchase	10,021	10,000	(21)		(21)	100.2%
4031 Equipment - Rental	25,402	41,354	15,952	2,573	13,379	67.6%
4034 Equipment Repairs	2,214	2,563	349		349	86.4%
4035 Telephone	3,586	2,764	(822)		(822)	129.7%
4044 Insurance	9,195	10,000	805		805	92.0%
4107 IT Support & Upgrade	16,965	15,890	(1,075)		(1,075)	106.8%
4114 Refuse Removal	1,215	1,200	(15)		(15)	101.3%

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6020 Allocation to Cost Centres	(509,448)	(609,096)	(99,648)		(99,648)	83.6%
Central Grounds Maintenance :- Indirect Expenditure	<u>1</u>	<u>4</u>	<u>3</u>	<u>3,059</u>	<u>(3,056)</u>	<u>76494.2%</u>
Net Expenditure	<u>(1)</u>	<u>(4)</u>	<u>(3)</u>			
<u>403 Allotments</u>						
1100 Miscellaneous Income	0	400	400			0.0%
Allotments :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>
4105 Utilities - Heat & Light	894	770	(124)		(124)	116.1%
4108 Building / Maintenance	580	4,000	3,420	1,220	2,200	45.0%
4261 Accessibility plot all sites	5,000	5,000	0		0	100.0%
6000 Admin Salaries Recharge	13,747	14,359	612		612	95.7%
6005 Admin Overhead Recharge	2,913	2,867	(46)		(46)	101.6%
6009 HQ recharges	1,591	1,979	388		388	80.4%
6010 Grounds Salaries Recharge	1,462	1,693	231		231	86.4%
6015 Grounds Overhead Recharge	271	393	122		122	69.0%
Allotments :- Indirect Expenditure	<u>26,458</u>	<u>31,061</u>	<u>4,603</u>	<u>1,220</u>	<u>3,383</u>	<u>89.1%</u>
Net Income over Expenditure	<u>(26,458)</u>	<u>(30,661)</u>	<u>(4,203)</u>			
<u>420 Milton Road Cemetery</u>						
1010 Interments	42,460	68,000	25,540			62.4%
1011 Memorials	5,471	4,000	(1,471)			136.8%
1100 Miscellaneous Income	4,736	5,000	264			94.7%
Milton Road Cemetery :- Income	<u>52,667</u>	<u>77,000</u>	<u>24,333</u>			<u>68.4%</u>
4034 Equipment Repairs	3,439	5,000	1,561		1,561	68.8%
4054 Grave Digging	3,575	12,000	8,425		8,425	29.8%
4055 Memorials	6,779	8,000	1,221	1,275	(54)	100.7%
4102 NNDR	3,511	4,009	498		498	87.6%
4104 Utilities - Water	1,505	640	(865)		(865)	235.1%
4105 Utilities - Heat & Light	221	218	(3)		(3)	101.2%
4109 Alarm system	522	334	(188)		(188)	156.2%
4110 Cleaning	33	2,050	2,017		2,017	1.6%
4114 Refuse Removal	0	192	192		192	0.0%
6000 Admin Salaries Recharge	23,564	24,625	1,061		1,061	95.7%
6005 Admin Overhead Recharge	5,010	4,916	(94)		(94)	101.9%
6009 HQ recharges	4,537	5,075	538		538	89.4%
6010 Grounds Salaries Recharge	164,867	191,693	26,826		26,826	86.0%
6015 Grounds Overhead Recharge	32,627	44,902	12,275		12,275	72.7%

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6030 Operational Staffing Recharge	9,636	10,024	388		388	96.1%
6035 Operational Overhead Recharge	689	1,074	385		385	64.2%
Milton Road Cemetery :- Indirect Expenditure	260,514	314,752	54,238	1,275	52,963	83.2%
Net Income over Expenditure	(207,847)	(237,752)	(29,905)			
<u>451 Youth Activities</u>						
4057 Youth Council Budget	0	500	500		500	0.0%
4142 YMCA SLA	76,926	76,926	0		0	100.0%
4219 Youth Grants	1,000	3,000	2,000		2,000	33.3%
6000 Admin Salaries Recharge	17,878	18,675	797		797	95.7%
6005 Admin Overhead Recharge	3,778	3,727	(51)		(51)	101.4%
6009 HQ recharges	2,730	3,193	463		463	85.5%
6030 Operational Staffing Recharge	3,184	3,306	122		122	96.3%
6035 Operational Overhead Recharge	233	359	126		126	64.9%
Youth Activities :- Indirect Expenditure	105,729	109,686	3,957	0	3,957	96.4%
Net Expenditure	(105,729)	(109,686)	(3,957)			
<u>460 Street Furniture</u>						
1112 Dog Bin Emptying	15,264	15,364	100			99.4%
Street Furniture :- Income	15,264	15,364	100			99.4%
4105 Utilities - Heat & Light	1,363	2,000	637		637	68.2%
4115 Dogbin purchase	2,255	5,000	2,745		2,745	45.1%
4116 Dogbin Emptying	10,688	20,000	9,312		9,312	53.4%
4119 Notice Boards	216	1,500	1,284	390	894	40.4%
4133 Bus Shelter - Repairs	1,950	2,000	50		50	97.5%
4157 Prince Wales Clock/welcome sig	2,111	550	(1,561)	136	(1,697)	408.5%
4245 Town Council Signs	3,199	15,000	11,801		11,801	21.3%
4246 Transfer NSC bins emptying cos	0	31,332	31,332		31,332	0.0%
6000 Admin Salaries Recharge	17,766	18,568	802		802	95.7%
6005 Admin Overhead Recharge	8,402	3,705	(4,697)		(4,697)	226.8%
6009 HQ recharges	3,251	8,922	5,671		5,671	36.4%
6010 Grounds Salaries Recharge	76,410	88,893	12,483		12,483	86.0%
6015 Grounds Overhead Recharge	15,333	20,821	5,488		5,488	73.6%
6030 Operational Staffing Recharge	971	1,008	37		37	96.3%
6035 Operational Overhead Recharge	71	108	37		37	65.7%
Street Furniture :- Indirect Expenditure	143,987	219,407	75,420	526	74,894	65.9%
Net Income over Expenditure	(128,723)	(204,043)	(75,320)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>470 Parks & Play Areas</u>						
1076 Water Play Area Kiosk Income	0	10,000	10,000			0.0%
Parks & Play Areas :- Income	0	10,000	10,000			0.0%
4044 Insurance	13,374	20,000	6,626		6,626	66.9%
4140 Recreation Grounds	78,060	82,492	4,432		4,432	94.6%
4300 Parks&Play Area EMRRP Holding	0	415,144	415,144	270,600	144,544	65.2%
4301 Ashcombe Park Lower	926	926	(0)		(0)	100.0%
4302 Ashcombe Park Upper	926	926	(0)		(0)	100.0%
4303 Broadway Play	3,823	3,823	(0)		(0)	100.0%
4304 Broadway Skate Park	744	744	0		0	99.9%
4305 Byron Rec	2,439	2,439	(0)		(0)	100.0%
4306 Castle Batch Lower	2,309	2,309	0		0	100.0%
4307 Canberra Road	2,140	2,140	(0)		(0)	100.0%
4308 Clarence Park	863	863	0		0	100.0%
4309 Conniston Green	3,303	3,303	(0)		(0)	100.0%
4310 Ellenborough Park East	1,041	1,041	0		0	100.0%
4311 Grove Park	3,065	3,065	0		0	100.0%
4312 Hutton Moor Skate Park	744	744	0		0	99.9%
4313 Jubilee Park	8,466	8,466	0		0	100.0%
4314 Locking Castle (Maltlands)	1,183	1,183	(0)		(0)	100.0%
4315 Lynch Farm	744	744	0		0	99.9%
4316 Millennium Green	838	838	(0)		(0)	100.0%
4317 Uphill Junior Play Area	899	899	0		0	100.0%
4318 Uphill Toddler Play Area	1,229	1,229	(0)		(0)	100.0%
4319 Water Adventure Play Park	24,020	24,020	0		0	100.0%
4320 Worle Recreation Ground	1,023	1,023	0		0	100.0%
4321 Wyvern Close	743	743	(0)		(0)	100.1%
4322 Ellenborough Park West	649	649	0		0	100.0%
4324 Dartmouth Close	1,319	1,319	0		0	100.0%
4325 Devolution	1,421	1,420	(1)		(1)	100.0%
6000 Admin Salaries Recharge	33,562	35,073	1,511		1,511	95.7%
6005 Admin Overhead Recharge	7,137	6,995	(142)		(142)	102.0%
6009 HQ recharges	6,460	7,231	771		771	89.3%
6010 Grounds Salaries Recharge	138,680	161,319	22,639		22,639	86.0%
6015 Grounds Overhead Recharge	27,753	37,787	10,034		10,034	73.4%
6030 Operational Staffing Recharge	18,101	18,858	757		757	96.0%
6035 Operational Overhead Recharge	1,329	2,021	692		692	65.8%
Parks & Play Areas :- Indirect Expenditure	389,312	851,776	462,464	270,600	191,864	77.5%
Net Income over Expenditure	(389,312)	(841,776)	(452,464)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
475 Planned maintenance						
4231 Planned maint holding budget	0	65,911	65,911	51,742	14,169	78.5%
4232 Allotments PPM	3,368	3,368	(0)		(0)	100.0%
4233 Blakehay PPM	21,489	21,489	0		0	100.0%
4234 Museum PPM	17,197	17,197	(0)		(0)	100.0%
4235 Cemetery PPM	6,410	6,410	0		0	100.0%
4236 Parks & play areas PPM	21,692	21,692	0		0	100.0%
4237 Grove House PPM	1,138	1,138	(0)		(0)	100.0%
4238 Grove Lodge PPM	1,372	1,372	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	2,673	2,673	0		0	100.0%
4240 Public toilets	3,259	3,259	0		0	100.0%
4241 VIC PPM	716	716	0		0	100.0%
4242 HQ PPM	29,417	29,417	(0)		(0)	100.0%
4243 Quarry PPM	7,764	7,764	0		0	100.0%
4244 Xmas Lights PPM	0	1	1		1	0.0%
4247 Tree Management PPM	6,296	6,296	(0)		(0)	100.0%
6000 Admin Salaries Recharge	26,460	27,654	1,194		1,194	95.7%
6005 Admin Overhead Recharge	5,615	5,517	(98)		(98)	101.8%
6009 HQ recharges	5,104	5,716	612		612	89.3%
6030 Operational Staffing Recharge	971	1,008	37		37	96.3%
6035 Operational Overhead Recharge	72	108	36		36	66.7%
Planned maintenance :- Indirect Expenditure	161,014	228,706	67,692	51,742	15,950	93.0%
Net Expenditure	(161,014)	(228,706)	(67,692)			
481 Tourism Visit Weston/Dest Mar						
1040 Digital Advertising	365	20,000	19,635			1.8%
Tourism Visit Weston/Dest Mar :- Income	365	20,000	19,635			1.8%
4000 Staffing Costs	69,897	79,901	10,004		10,004	87.5%
4030 Equipment Purchase	35	100	65		65	35.0%
4035 Telephone	1,976	1,500	(476)		(476)	131.8%
4039 Advertising & Marketing	2,146	7,500	5,354		5,354	28.6%
4041 Fees, Subs and Conferences	152	625	473		473	24.3%
4062 Tourism-Love Weston website	6,554	14,500	7,946		7,946	45.2%
4107 IT Support & Upgrade	2,827	1,750	(1,077)		(1,077)	161.6%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	83,587	105,876	22,289	0	22,289	78.9%
Net Income over Expenditure	(83,222)	(85,876)	(2,654)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>482 Tourism VIC costs</u>						
1043 VIC Retail/Shop Income	225	18,000	17,775			1.2%
1045 Sale or return	35	0	(35)			0.0%
1251 VW Notice boards (NSC)	0	10,000	10,000			0.0%
Tourism VIC costs :- Income	260	28,000	27,740			0.9%
4000 Staffing Costs	43,843	48,881	5,038	5,038		89.7%
4013 Training	327	1,695	1,368	1,368		19.3%
4014 P P E / Health & Safety	730	1,025	295	295		71.2%
4030 Equipment Purchase	49	1,000	951	951		4.9%
4031 Equipment - Rental	138	300	162	162		45.9%
4036 Stationery	1	250	249	249		0.5%
4039 Advertising & Marketing	750	1,000	250	250		75.0%
4119 Notice Boards	262	1,000	738	738		26.2%
4136 Credit Card Chgs	83	450	367	367		18.5%
4151 Catering	194	300	106	106		64.6%
4225 VIC Stock	13	10,000	9,987	9,987		0.1%
4255 VW Notice boards (NSC)	3,738	5,000	1,262	1,262		74.8%
6000 Admin Salaries Recharge	23,490	24,530	1,040	1,040		95.8%
6005 Admin Overhead Recharge	4,947	4,887	(60)	(60)		101.2%
6009 HQ recharges	5,115	5,626	511	511		90.9%
6010 Grounds Salaries Recharge	2,731	3,205	474	474		85.2%
6015 Grounds Overhead Recharge	677	750	73	73		90.3%
6030 Operational Staffing Recharge	14,460	15,050	590	590		96.1%
6035 Operational Overhead Recharge	1,044	1,614	570	570		64.7%
Tourism VIC costs :- Indirect Expenditure	102,591	126,563	23,972	0	23,972	81.1%
Net Income over Expenditure	(102,331)	(98,563)	3,768			
<u>483 Silica</u>						
1040 Digital Advertising	253	5,125	4,873			4.9%
1100 Miscellaneous Income	17,460	0	(17,460)			0.0%
Silica :- Income	17,713	5,125	(12,588)			345.6%
4039 Advertising & Marketing	18,850	2,000	(16,850)	(16,850)		942.5%
4044 Insurance	0	500	500	500		0.0%
4102 NNDR	0	1,875	1,875	1,875		0.0%
4105 Utilities - Heat & Light	0	500	500	500		0.0%
4107 IT Support & Upgrade	510	0	(510)	(510)		0.0%
4109 Alarm system	0	500	500	500		0.0%
Silica :- Indirect Expenditure	19,359	5,375	(13,984)	0	(13,984)	360.2%
Net Income over Expenditure	(1,647)	(250)	1,397			

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
484 Waterpark Kiosk and Admissions						
1004 Cafe Sales	46,803	50,000	3,197			93.6%
1077 Water Park Admissions	47,921	50,000	2,079			95.8%
1198 Kiosk sales	0	10,000	10,000			0.0%
Waterpark Kiosk and Admissions :- Income	94,724	110,000	15,276			86.1%
4000 Staffing Costs	61,054	39,672	(21,382)		(21,382)	153.9%
4013 Training	260	543	283		283	47.9%
4014 P P E / Health & Safety	297	1,538	1,241	100	1,141	25.8%
4030 Equipment Purchase	6,443	10,000	3,557	430	3,127	68.7%
4031 Equipment - Rental	655	2,030	1,375	68	1,307	35.6%
4035 Telephone	550	200	(350)		(350)	275.0%
4110 Cleaning	151	200	49		49	75.4%
4114 Refuse Removal	1,640	2,050	410		410	80.0%
4136 Credit Card Chgs	748	461	(287)		(287)	162.2%
4406 Bar Stock/Sundry Items Kiosk	323	750	427		427	43.1%
4407 Cafe stock	18,169	16,634	(1,535)		(1,535)	109.2%
4408 Shop stock	310	5,125	4,815		4,815	6.1%
6010 Grounds Salaries Recharge	4,897	5,709	812		812	85.8%
6015 Grounds Overhead Recharge	1,028	1,342	314		314	76.6%
Waterpark Kiosk and Admissions :- Indirect Expenditure	96,526	86,254	(10,272)	598	(10,870)	112.6%
Net Income over Expenditure	(1,802)	23,746	25,548			
485 PublicToilets						
4044 Insurance	1,807	6,500	4,693		4,693	27.8%
4102 NNDR	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	2,676	2,000	(676)	210	(886)	144.3%
4105 Utilities - Heat & Light	4,698	3,500	(1,198)		(1,198)	134.2%
4109 Alarm system	66	124	58		58	53.0%
4110 Cleaning	40,890	35,000	(5,890)		(5,890)	116.8%
6000 Admin Salaries Recharge	14,942	15,617	675		675	95.7%
6005 Admin Overhead Recharge	3,188	3,116	(72)		(72)	102.3%
6009 HQ recharges	2,576	2,937	361		361	87.7%
6010 Grounds Salaries Recharge	3,730	4,342	612		612	85.9%
6015 Grounds Overhead Recharge	759	1,020	261		261	74.4%
6030 Operational Staffing Recharge	971	1,008	37		37	96.3%
6035 Operational Overhead Recharge	71	108	37		37	65.7%
PublicToilets :- Indirect Expenditure	76,374	67,879	(8,495)	210	(8,705)	112.8%
Net Expenditure	(76,374)	(67,879)	8,495			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>486 Waterpark other charges</u>						
4102 NNDR	0	887	887		887	0.0%
4104 Utilities - Water	2,757	2,200	(557)	239	(796)	136.2%
4105 Utilities - Heat & Light	19,274	20,000	726		726	96.4%
4109 Alarm system	1,055	836	(219)		(219)	126.2%
4138 Water Play Area Rent	12,802	13,722	920		920	93.3%
Waterpark other charges :- Indirect Expenditure	35,887	37,645	1,758	239	1,518	96.0%
Net Expenditure	(35,887)	(37,645)	(1,758)			
<u>801 Earmarked Reserves</u>						
8041 Tree planting (Fundraising)	115	367	252		252	31.3%
Earmarked Reserves :- Direct Expenditure	115	367	252	0	252	31.3%
8000 EMR Allotments General	2,366	3,500	1,134		1,134	67.6%
8001 EMR Armed forces affiliation	0	596	596		596	0.0%
8003 EMR Elections	0	30,000	30,000		30,000	0.0%
8008 EMR Milton Road Cemetery	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	0	1,705	1,705		1,705	0.0%
8011 EMR Blakehay Vols Fundraising	(31)	343	374		374	(9.1%)
8014 EMR Mus phase 2/HLF	0	1,311	1,311		1,311	0.0%
8017 EMR Capital Proj - Cemetery	0	30,000	30,000		30,000	0.0%
8019 EMR Old Mill Way	0	18,313	18,313		18,313	0.0%
8023 Cil Monies Received	0	164,495	164,495		164,495	0.0%
8024 Environmental Climate Change	0	20,666	20,666		20,666	0.0%
8025 Blakehay CRF Grant Award	0	3	3		3	0.0%
8026 Com Res - Food Proj / Climate	(4,244)	12,824	17,068		17,068	(33.1%)
8027 Cllrs Email / Tablet Provision	0	225	225		225	0.0%
8036 Com Res - Wellbeing	65	11,056	10,991		10,991	0.6%
8040 Wellbeing staff grant	1,854	6,258	4,404		4,404	29.6%
8042 EMR Talking Nature	2,414	2,558	144		144	94.4%
8043 Community Events	16,570	27,000	10,430		10,430	61.4%
8044 Unfulfilled Purchase Orders	150,475	150,475	0		0	100.0%
Earmarked Reserves :- Indirect Expenditure	169,469	483,344	313,875	0	313,875	35.1%
Net Expenditure	(169,584)	(483,711)	(314,127)			
<u>901 Capital Works Reserves</u>						
9002 HQ Refurbishment Wokrs	0	13,061	13,061		13,061	0.0%
9003 Old Town Quarry Works	128,379	237,727	109,348	24,934	84,414	64.5%
Capital Works Reserves :- Direct Expenditure	128,379	250,788	122,409	24,934	97,475	61.1%
Net Expenditure	(128,379)	(250,788)	(122,409)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	4,990,830	5,174,627	183,797			96.4%
Expenditure	3,939,474	5,824,680	1,885,206	421,903	1,463,303	74.9%
Net Income over Expenditure	1,051,356	(650,053)	(1,701,409)			
Movement to/(from) Gen Reserve	1,051,356	(650,053)	(1,701,409)			

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
- To the value of £1732.37 on the 3rd March 2026

CCLA actual cash received 1st April 2025 to 31st March 2026 = **£10523.45**

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
- To the value of £368.80 on the 9th March 2026

Lloyds instant access actual cash received 1st November 2025 to 30th March 2026 = **£1458.69**

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**;

A withdrawal of £600,000 was then made on the 17th March 2026 taking the total investment to **£300,000** 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
Mar-26	£ 651,778.50	£ 201.00	£ 1,462.00	£ -	£ 368.80	£ 653,810.30

Outstanding Balances by Month as at 31/03/2026

A/C Code	Customer Name	Balance	Mar 2026	Feb 2026	Jan 2026	Prior Months	On A/c Pymnts
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	525.31	525.31	0.00	0.00	0.00	0.00
BEACHSIDE	BEACHSIDE	222.00	222.00	0.00	0.00	0.00	0.00
CCTV	CCTVNSC	1,290.14	1,290.14	0.00	0.00	0.00	0.00
CHILDREN	CHILDREN	844.00	844.00	0.00	0.00	0.00	0.00
EASTFIELD	EASTFIELD	48.79	48.79	0.00	0.00	0.00	0.00
HUBWESTO	HUBWESTON	222.00	222.00	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	429.79	429.79	0.00	0.00	0.00	0.00
THEBLAKEH	THEBLAKEHAY	2,255.73	2,255.73	0.00	0.00	0.00	0.00
WEST5	WESTCOUNTRYPARKS	222.00	0.00	222.00	0.00	0.00	0.00
Total Sales Ledger No 2		6,059.76	5,837.76	222.00	0.00	0.00	0.00
Ledger No 4: Museum Sales Ledger							
AXE	AXE SCOUTS	110.00	0.00	110.00	0.00	0.00	0.00
CHESTNUT	CHESTNUT PARK	45.00	45.00	0.00	0.00	0.00	0.00
CIVIC	CIVIC	87.50	87.50	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	80.00	80.00	0.00	0.00	0.00	0.00
HERONSMO	HERONSMOOR	45.00	45.00	0.00	0.00	0.00	0.00
STURSULAS	STURSULAS	305.00	305.00	0.00	0.00	0.00	0.00
UBLEYPR	UBLEYPR	120.00	120.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 4		792.50	682.50	110.00	0.00	0.00	0.00
Ledger No 5: Old Town Quarry							
ARTSPACE	ARTSPACE	1,062.00	330.00	402.00	330.00	0.00	0.00
FARMFIT	FARMFIT	18.00	18.00	0.00	0.00	0.00	0.00
PRATTL	PRATTL	2,638.54	2,600.00	38.54	0.00	0.00	0.00
Total Sales Ledger No 5		3,718.54	2,948.00	440.54	330.00	0.00	0.00
TOTAL SALES LEDGER BALANCES		10,570.80	9,468.26	772.54	330.00	0.00	0.00

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

<u>Budget heading</u>	<u>code</u>	<u>YTD Spend</u>	<u>Budget 2025/2026</u>	<u>Overspend</u>	<u>Reason</u>
<u>Central Administration 102</u>					
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	£ 19,546.00	£ 15,000.00	-£ 4,546.00	Increase in annual costs
<u>Grove Lodge 103</u>					
Alarm system	4109	£ 664.00	£ 621.00	-£ 43.00	Increase in annual costs
<u>Grove Lodge 104</u>					
Alarm system	4109	£ 522.00	£ 489.00	-£ 33.00	Increase in annual costs
<u>Civic support 107</u>					
Civic Miscellaneous	4152	£ 1,329.00	£ 1,000.00	-£ 329.00	Increase in linen usage/dry cleaning costs
Civic events	4164	£ 8,262.00	£ 5,800.00	-£ 2,462.00	Mayor making 26/27 deposit paid
<u>Operational services 113</u>					
Telephone	4035	£ 511.00	£ 400.00	-£ 111.00	Need for new phones reviewed and upgraded in year
<u>Old Town Quarry 114</u>					
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
<u>HQ 115</u>					
Equipment rental	4031	£ 7,925.00	£ 5,550.00	-£ 2,375.00	Equipment rental cost increase
Telephone	4035	£ 8,287.00	£ 7,000.00	-£ 1,287.00	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	£ 29,713.00	£ 12,000.00	-£ 17,713.00	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	£ 547.00	£ 300.00	-£ 247.00	Increase in rental charges
Parking	4171	£ 9,900.00	£ 9,500.00	-£ 400.00	Increase in car park rent
<u>Blakehay central costs 120</u>					
Equipment purchase	4030	£ 20,255.00	£ 8,500.00	-£ 11,755.00	New lighting equipment purchase (overspend agreed by Group Leaders)
<u>Museum Central costs 140</u>					
PPE/H&S	4014	£ 1,692.00	£ 1,000.00	-£ 692.00	Rentokill needed
Alarm system	4109	£ 1,256.00	£ 790.00	-£ 466.00	Increase in annual costs
Website costs	4019	£ 447.00	£ 250.00	-£ 197.00	Increase in annual costs
Telephone	4035	£ 4,311.00	£ 3,000.00	-£ 1,311.00	Need for new phones reviewed and upgraded in year
Refuse removal	4114	£ 6,980.00	£ 3,500.00	-£ 3,480.00	Introduction of recycling
<u>Museum shop/retail 143</u>					
Credit card charges	4136	£ 374.00	£ 88.00	-£ 286.00	Increase in charges
<u>Central Grounds 400</u>					
Telephone	4035	£ 3,586.00	£ 2,764.00	-£ 822.00	Nore staff increased the need for new phones alongside the new to update the old phones



Full Town Council 29th June 2026

Cash Flow Movement between Approved Council Bank Accounts (Transfer of Funds to and from Instant Access Savings Account and CCLA Public sector deposit fund – April & May 2026)

Report from the Finance Administration Manager

1. Purpose and Background of Report

This report is to inform Members of the transfer of funds from the Council's main Lloyds Bank current account to the Council's Instant Access Savings Account and the Council's CCLA Public Sector Deposit Fund account during April 2026. It also details the withdrawal of funds from the Council's Instant Access Savings Account to the Council's main Lloyds Bank current account during May 2026.

Due to the timings of the Finance & General Purposes meetings being bi-monthly it 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 22nd April 2026, a sum of £1,000,000 was transferred from the Council's main Lloyds bank current account to the Council's Lloyds Bank Instant Access Savings Account. On the 22nd April 2026, a sum of £900,000 was transferred from the Council's main Lloyds bank current account to the Council's CCLA Public Sector Deposit Fund account. This transfer was undertaken to gain as much interest as possible after the precept had come in as per the Council's investment strategy.

On the 19th May 2026, a sum of £500,000 was transferred from the Council's Lloyds Bank Instant Access Savings Account to 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 May 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 £1,900,000 from the Council's main Lloyds bank current account to the Council's Instant Access Savings Account and the Council's CCLA Public Sector Deposit Fund account during April 2026.



WESTON-SUPER-MARE TOWN COUNCIL

ITEM 10.2.2.7

To note the withdrawal of funds of £500,000 the from the Council's Instant Access Savings Account to the Council's main Lloyds Bank current account during May 2026 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 liquidity is maintained to meet the Council's operational expenditure and financial commitments.

Supports effective cash flow management through the appropriate investment and transfer of surplus funds.

Enables the Council to achieve the best income return on surplus balances, in accordance with the Council's Investment Strategy.

Maximises interest earned on available funds through the use of suitable investment accounts.

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 £1,900,000 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 22nd April 2026 to ensure the best interest return is achieved on surplus balances and to support cash flow management.

5.5. Stakeholders

Members of the Council

5.6. Contractors

None.



WESTON-SUPER-MARE TOWN COUNCIL

ITEM 10.2.2.7

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 transfer of funds form relating to the above transactions was completed in accordance with the Council's financial procedures.

7. Members are recommended to:

Note the transfer of £1,900,000 from the Council's main Lloyds bank current account to the Council's Instant Access Savings Account and the Council's CCLA Public Sector Deposit Fund account during April 2026.

Note the withdrawal of funds of £500,000 the from the Council's Instant Access Savings Account to the Council's main Lloyds Bank current account during May 2026 to support cashflow management

Fiona Gardner

Finance Administration Manager

Drafted 20th May 2026



Appendix 1

INVESTMENT APPROVAL SHEET (LLOYDS)

1. FIRST APPROVAL

Proposed payment drafted by: Fiona Gardner Position: FAM date: 15/04/2026
Proposed payment approved by: Helen Morton Position: DoF&R date: 15/04/2026
FIRST APPROVAL by: Sarah Pearse Position: TC/CEO date: 15/04/2026

2. Councillors Approval

Councillor (name): Ciaran Cronnelly Signature: email approval date: 15/04/2026
Councillor (name): John Crockford-Hawley Signature: email approval date: 15/04/2026

3. SECOND APPROVAL AND RELEASE

BACS/INVESTMENT value checked and agreed by :

(name): Fay Powell Position: DTC date: 15/04/2026

Number of investments submitted: 1

Investment value to be reported to F&GP after investment- £1,000,000 Apr 2026

RFO (Signature): [Signature] _____ Date: 16.4.2026
 Town Clerk / CEO (Signature) [Signature] _____ Date: 20/4/26.
 Signatory 1 Ciaran Cronnelly _____ Date: 21/4/26
 Signatory 2 John Crockford-Hawley _____ Date: 21/4/26



WESTON-SUPER-MARE TOWN COUNCIL

ITEM 10.2.2.7

Section 1 Transaction details

Organisation name

Weston-super-Mare Town Council

Account number

PS3077521-001

Value

£ 900000

Number of shares

OR

Value in words

Nine hundred thousand pounds

OR Number of shares in words

Note: This transaction will be processed as detailed in the fund's Prospectus.

I/We have read, understood and retained the Key Investor Information Document in conjunction with the Prospectus.

Authorised signature(s)

This form must be signed in accordance with the current mandate.

In particular, we acknowledge and agree that, until the end of the business day following the date of receipt of our money, it is possible that CCLA will not hold our money as client money and therefore it will not be segregated under the FCA's client money rules. In addition, we acknowledge and agree that, where we request to redeem our shares, it is possible that the redemption proceeds will not be held by CCLA as client money, and therefore will not be segregated under the FCA's client money rules, until the end of the business day following the day that CCLA receives our redemption proceeds from the depository.

Authorised signature

Ciaran Cronnelly

Full name

CIARAN CRONNELLY

Daytime telephone number

07791635572

Date (dd/mm/yyyy)

21/04/2026

Authorised signature

John Croxford-Hawley

Full name

John Croxford-Hawley

Daytime telephone number

07576941412

Date (dd/mm/yyyy)

21/04/26

A contract note confirming the transaction will be sent to the main contact. Please help us keep our records up to date by notifying us immediately of any changes. A form is available on request for this purpose.

CCLA
One Angel Lane
London EC4R 3AB

CCLA
BECAUSE GOOD IS BETTER

Freephone 0800 022 3505
clientservices@ccla.co.uk
www.ccla.co.uk

CCLA Investment Management Limited (registered in England & Wales No. 2183088), whose registered address is: One Angel Lane, London EC4R 3AB, is authorised and regulated by the Financial Conduct Authority and is the Authorised Corporate Director of the Public Sector Deposit Fund. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

Data Protection Legislation: CCLA is a data controller and will hold relevant personal details which have been supplied to the Authorised Corporate Director for the purposes of fulfilling its obligations to clients. Data will be stored by CCLA and treated as confidential. CCLA will not provide details to any other party except where necessary to fulfill the service obligations described, or where required by law. Full details of CCLA's Privacy Notice are available on CCLA's website. Full details of CCLA's Data Protection Policy are available on request.



WESTON-SUPER-MARE TOWN COUNCIL

ITEM 10.2.2.7



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: £500,000

Withdrawal Amount: £500,000

Withdrawal Provider: Lloyds Instant Access

Date of Withdrawal: May 2026

Authorisation:

RFO (Signature): [Signature] Date: 16.4.2026

Town Clerk / CEO (Signature): [Signature] Date: 20/4/26

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

Date: 21 April 2026

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

CASHFLOW FORECAST

MEETING DATES	16TH							13TH		
	Year end									
	Balances	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
Investments /income										
Lloyds opening balance (actual bk balance)		£2,811,735	£1,579,078	£1,368,332	£1,305,195	£1,056,803	£304,571		£672,323	£562,206
Precept (incl NSC grant)									£2,234,117	
Other income (revenue) from CB			£32,744	£159,042	£29,792	£45,569	£44,178	£49,557	£52,292	£35,000
VAT return refund			£79,207			£60,073			£61,369	
Unpresented income							£3,810	£2,222	£919	
Transfer from investments CCLA										
Transfer from investments Santander										
Transfer from investments Lloyds								£600,000		£500,000
Income sub total	£0	£0	£111,951	£159,042	£29,792	£105,643	£47,988	£651,779	£2,347,778	£535,000
Service pyt run (BACS)			£197,108	£214,195	£135,689	£224,211	£257,108	£140,331	£368,924	£105,420
Salaries and on costs (Pension/Tax))			£127,496	£124,453	£120,410	£115,671	£118,255	£126,392	£132,402	£128,500
Other payments (D/D)			£20,004	£31,141	£33,315	£12,994	£97,752	-£59,708	£16,069	£22,000
Unpresented payments							£78,735	£257,428	£0	
Capital projects/ retentions/ PPM										
Quarry retention (est)									£40,500	
Visit Weston Website										
Conniston refurb										
Maltlands refurb										
Quarry barn										£35,733
Transfer to investments			£1,000,000				£400,000		£1,900,000	
Forecasted Expenditure	£0	£0	£1,344,608	£369,789	£289,415	£352,876	£951,850	£464,442	£2,457,895	£291,653
Gen account Bank reconciliation (check line)		£2,811,735	£1,561,992	£1,351,245	£1,081,606	£1,056,803	£229,647	£416,983	£562,991	
Predicted bank balance	£0	£0	£1,579,078	£1,368,332	£1,108,709	£1,057,961	£293,272	£491,908	£562,206	£805,553

Current investments profile (Investment Strategy section 4.1 limit of 40% in one institution)

Lloyds Bank 6 month fixed term deposit (Instant Access)		£500,000	£500,000	£500,000	£500,000	£500,000	£301,459	£301,699	£1,301,699	
	investment						£400,000	£1,000,000		
	withdrawal						£600,000		£500,000	
Natwest		£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	
	investment									
	withdrawal									
Santander (95 day account)		£420,000	£420,000	£420,000	£420,000	£420,000	£420,000	£420,000	£420,000	
	investment									
	withdrawal									
CCLA (Public Sector Deposit Fund - SC4)		£100,000	£600,000	£600,000	£600,000	£600,000	£600,000	£600,000	£1,500,000	
	investment							£900,000		
	withdrawal									
Total investment available		£520,000	£1,551,191	£1,551,191	£1,551,191	£1,551,191	£1,951,191	£1,952,650	£3,252,890	£3,752,890

Weston-super-Mare Town Council

Internal Audit Report 2025-26 (2nd 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 the subsequent two onsite interim update reviews for the year that took place on 17th February and 16th April 2026. We have agreed with officers that we will undertake our final review visit for the year on 1st June 2026 following completion of preparation of the year's detailed accounts by DCK Accounting, which feed into the annual AGAR that is subject to external audit review and certification.

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 now 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 of the year's AGAR and will, consequently, issue a positive response in that respect in our IA Certificate at Box "O" at the time of our final review visit.

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

Conclusions

We are pleased to record that no concerns have been identified in the work undertaken in this area this year: we will, at our final review visit, ensure 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 now 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 we note will be adopted at the May 2026 full Council meeting.

We note that the external auditors have still to formally sign off the 2024-25 AGAR, having only issued an interim certificate to date. We note that the RFO is pursuing completion and will again check on progress at our final review visit in June 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 final visit for the year.

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 108 individual payments in the financial year 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 £2,445,700 and equating to 61% by value of the year's 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 warranting formal comment or recommendation. We will check detail of the remaining quarterly VAT reclaim at our final visit for the year, 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. 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 will check for any progress on implementation of the new format at our final review.

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 (year-end pre-final closedown) 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 noted that at the end of January 2026 total income in the Omega Budget / Income & Expenditure Account report showed as 95% following inclusion of the year's precept value, as recommended in our first report for the year: total expenditure stood at 63% of the annual budget with neither giving cause for concern at that time. We will re-examine the year-end position at our final review for the year once the accounts have been finally closed down.

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: this has now been addressed appropriately. We shall, as above, 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. This has been actioned accordingly.

Review of Income

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

Heritage Centre / Museum

As indicated above, in addition to the availability of rooms for hire at this venue, income is also received by way of retail and cafe sales, together with donations placed in various collection boxes on site. We have visited the museum during our visit to the Council on 16th April 2026 reviewing the controls in place over room bookings and physical cash handling.

In examining the recovery of hire fees, we note that the Museum uses the Rialtas Bookings software to record and manage the recovery of fees. We have selected a week's bookings as recorded in the software (w/c 19th January 2026) ensuring that the Council's approved fees have been invoiced for each chargeable booking and that payment has been received in a timely manner. We have also visited the Museum on 16th April 2026, examining the cash handling procedures in relation to café / bar and retail sales.

A "change float" of £200.00 is retained in the Museum safe: we have checked the physical cash holding balance during our visit and are pleased to record that it equated to the issued £200 float. Due to the café and shop both being open for trade during the course of our visit, it was not practicable to check the day's takings to the time of our visit. We have, however, discussed the procedures in place for cashing-up the tills at the end of the day (or, if an even tis on, when the bar is closed) and are pleased to record that appropriate controls are in place with the opening £50 float being checked and agreed at the start of the day with detail of the physical constitution of that float duly recorded and signed off by the two checking officers. Similarly, the end of day cash holding is checked and agreed to the till "Z" reading and also duly recorded and signed-off on the daily sales cash-up sheet. The daily takings and float are securely locked away in the Museum safe at the end of each day and are banked once weekly.

Additionally, a few cash donation boxes are in situ around the Museum: these are cashed up once monthly.

We also understand that stock checks of catering supplies and retail goods held for resale are only undertaken at the end of the financial year: we consider that more frequent checks should be undertaken, ideally at least quarterly with the actual income received and recorded checked against that anticipated with detail recorded in a formalised “Retail Price Control Account” based on the anticipated income value of goods sold in each area.

Unpaid Sales Invoices

We have reviewed the three active Omega Sales Ledger – “Unpaid invoices by date” records as they stand currently at the year-end and are pleased to note that there are no long-standing unpaid accounts.

Conclusions

As indicated above, no issues arise in this review area warranting formal attention or comment at this stage of our review process. We will be undertaking our final review visit in early June and will, time permitting, visit the quarry site examining the controls over cash handling and reporting our conclusions accordingly.

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 presumably 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>



AUDITING SOLUTIONS LTD

Weston-super-Mare Town Council

Internal Audit Report 2025-26 (Final Update)

Stuart J Pollard

Director

Auditing Solutions Limited

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent Internal Audit (IA) examination of their Accounts and accounting processes annually. The Council has complied accordingly in terms of independence from the Council decision making process appointing us, at Auditing Solutions Ltd: the following detailed report sets out those areas examined during the course of our mix of onsite visits and remote reviews for the year that took place onsite on 17th February and 16th April 2026. We had intended to undertake the final review on site on 1st June 2026 following completion and preparation of the year's detailed accounts by BC&A Accounting (formerly DCK Accounting), but the Council had not received the documentation from DCK by that date, nor had they by the date of this final update report on 21st June 2026. We re issuing this report in advance of the accountants' final visit now planned for Monday 22nd June in order that officers may issue the various documents for the planned Council meeting when the AGAR will be signed off. We have arranged with the RFO that we will be provided with the accountants' final Statement of Accounts and supporting working papers once received and we will then undertake a review of the resultant detail for inclusion in the AGAR at Section 2, issuing an addendum to this report at that time should that be required.

Internal Audit Approach

In conducting 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 and AGAR, employing a range of selective sampling techniques across the Council's various activities.

We have reviewed the Council's approach to ensuring compliance with the new, for 2025-26 Assertion 10 in the AGAR Governance Statement, discussing detail with the RFO at our final interim review visit: we are pleased to note the positive action taken to meet the requirements with a raft of appropriate policies and procedures already prepared and adopted by the Council. Consequently, we consider that the Council is able to give a positive assurance in this respect as will we in the IA Certificate at Box "O".

We again thank officers for their assistance in progressing the year's review programme providing all necessary documentation accordingly to assist completion of the year's review.

Overall Conclusion

We are pleased to report that no major concerns have been identified from the work undertaken 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 are pleased to note that those issues have now been addressed appropriately.

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured the accurate roll forward of the 2024-25 closing Omega account balances as opening balances in the Omega software for 2025-26;
- Checked and agreed four months' transactions (April and October 2025, plus January and March 2026 on the Lloyds Current account and the full financial year transactions (due to their low volume) on all other accounts by reference to the supporting bank statements;
- Checked and agreed all account bank reconciliations as at 30th April and 31st October 2025, plus 31st January and March 2026; and
- Ensured the accurate disclosure of the combined year-end bank account balances in the year's AGAR at Section 2, box 8.

Conclusions

We are pleased to record that no concerns have been identified from the work undertaken in this area this year. We also note the Council's ongoing attempts to close the residual NatWest bank account.

Review of Corporate Governance

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

We have at this final update review continued our examination of 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. We are pleased to record that no such issues have been identified this year.

We have previously noted that both the formal SOs and Financial Regulations (FRs) were reviewed and re-adopted in September 2025 both now 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 we note were presented to and adopted at the May 2026 full Council meeting.

We are also pleased to note and record the positive action already undertaken and continuing to ensure full compliance with the new, for 2025-26, AGAR Governance Statement Assertion 10 requirements with a raft of GDPR related Policies and procedures adopted. Based on the work undertaken and policies now in place, we consider that the Council is in a satisfactory position to provide a positive assurance in the Governance Statement in this respect, as will we in the IA Certificate at Box "O".

We note that the external auditors have still, at the date of this report, to formally sign off the 2024-25 AGAR, having only issued an interim certificate to date: as indicated in our last interim update report, we note that the RFO is still pursuing completion. 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.

Conclusions and recommendations

We are pleased to record that no serious issues arise in this area, although we urge that a consistent value for formal tender action is recorded in both the SOs and FRs.

R1. A consistent value for formal tender action should be recorded in both the Standing Orders and Financial Regulations. Updated documentation has been prepared and adopted by the Council at the May 2026 Annual Meeting.

Review of Purchasing and Payment Procedures

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

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

We have extended our testing in this area at this final review to ensure compliance with the above criteria now selecting a total sample of 108 individual payments in the financial year: our test sample includes all payments in excess of £6,000 plus every 60th other payment totalling £2,445,700 and equating to 61% of the year's non-pay related expenditure. We take this opportunity to thank the Finance Manager for her assistance in providing soft copies of all the invoices in our selected test sample, which allowed us to complete that element of our review process remotely during the year.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have ensured recovery of the 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: we have also agreed the final 2025-26 quarterly reclaim detail to the Omega accounts.

Conclusions

We are pleased to report that no issues have been identified in this review area warranting formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate 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 was again reviewed at the February 2026 F&GP Committee meeting: we have reviewed the content and consider that it remains appropriate for the Council's present requirements. In discussing the content of the software with the Clerk during the course of our visits this year, 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, although we suggest 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.

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 for the present.

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 agreed its budget and precept requirements for 2026-27 setting the latter at £4,465,654.

We are pleased to note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega detail: we have reviewed the year-end final budget position, as presented in the available (at the time of this report) year-end Omega accounts, with a few potential “hotspots” noted: consequently, we have examined the individual nominal account codes in Omega, also discussing their detail with the RFO at the time of our last visit who has provided appropriate explanations of the variances with no residual issues of concerns arising or warranting further detailed enquiry or investigation.

In examining the available year-end Omega budget report, we note that income stands at 100% of the approved budget, whilst expenditure stands at 85% neither of which give cause for concern.

Once the accountants have finalised the detailed Statement of Accounts, we will review the status of the Council’s year-end reserves and will update this report accordingly.

Conclusions

No significant issues arise in this area warranting formal comment or recommendation.

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.

Heritage Centre / Museum

In addition to the availability of rooms for hire at this venue, income is also received by way of retail and cafe sales, together with donations placed in various collection boxes on site. We have visited the museum during our visit to the Council on 16th April 2026 reviewing the controls in place over room bookings and physical cash handling during 2025-26.

In examining the recovery of hire fees, we note that the Museum uses the Rialtas Bookings software to record and manage the recovery of fees. We have selected a week’s bookings as recorded in the software (w/c 19th January 2026) ensuring that the Council’s approved fees have been invoiced for each chargeable booking and that payment has been received in a timely manner. We have also visited the Museum on 16th April 2026, examining the cash handling procedures in relation to café / bar and retail sales.

A “change float” of £200 is retained in the Museum safe: we have checked the physical cash holding balance during our visit and are pleased to record that it equated to the issued £200 float. Due to the café and shop both being open for trade during our visit, it was not practicable to check the day’s takings to the time of our visit. We have, however, discussed the procedures in place for cashing-up the tills at the end of the day (or, if an event is on, when the bar is closed) and are pleased to record that appropriate controls are in place with the opening float being checked and agreed at the start of the day with detail of the physical constitution of that float duly recorded and signed off by the two checking officers. Similarly, the end of day cash holding is checked and agreed to the till “Z” reading and also duly recorded and signed-off on the daily sales cash-up sheet. The daily takings and float are securely locked away in the Museum safe at the end of each day and are banked once weekly.

Additionally, a few cash donation boxes are in situ around the Museum: these are cashed up once monthly with the resultant receipts banked accordingly.

We also understand that stock checks of catering supplies and retail goods held for resale are only undertaken at the end of the financial year: we consider that more frequent checks should be undertaken, ideally at least quarterly, with the actual income received and recorded checked against that anticipated with detail recorded in a formalised “Retail Price Control Account” based on the anticipated income value of goods sold in each area.

The Quarry

We had intended to visit the Quarry site a tour planned review visit at the start of June, but, due to the non-finalisation of the accountants’ Statement of Accounts at that time, the visit was cancelled.

Unpaid Sales Invoices

We have reviewed the three active Omega Sales Ledger – “Unpaid invoices by date” records as they stand currently at the year-end and are pleased to note that there are no long-standing unpaid accounts.

Conclusions

As indicated above, no issues arise in this review area warranting formal attention or comment this year.

Petty Cash Account and change floats

We are required, as part of the AGAR IA certification process to assess and comment on the security and operational controls over the Council’s various petty cash accounts and change float holdings which currently total £1,060. Consequently, we have at our visits this year examined the Council office’s petty cash account agreeing the physical holding to the supporting spreadsheet and handwritten petty cash control records. We also examined (at that visit) the spreadsheet control record of payments processed since the last “top-up” agreeing detail to the supporting till receipts / purchase invoices to return the holding to the imprest value of £250 with no issues arising. As indicated in the previous section, we have also reviewed and verified the cash held and handling procedures at the Museum with no issues arising.

Conclusions

We are pleased to record that no issues arise in this area.

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 are pleased to note that appropriate adjustments have been made with the January 2026 payroll detail.

Conclusions and recommendation

As above, we note that the payroll service provider has taken appropriate action 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.

R3. 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.

Fixed Asset Registers

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

We are pleased to note the continued maintenance of an appropriate and detailed asset register and have examined its content as at 31st March 2026, noting the appropriate inclusion of newly acquired assets during the financial year at net cost. We also note that the accounting contractor will, as previously, include an appropriate disclosure note in the formal detailed Statement of Accounts, identifying the gross cost of assets, together with new additions in the financial year and detail of "in-year" and cumulative depreciation to 31st March 2026, the Net Book Value being recorded in the detailed Balance Sheet. We have also agreed the total asset value to be recorded in the AGAR at Section 2, Box 9 to the above detailed asset register.

Conclusions

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

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. We note that action in this respect is ongoing.

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

Conclusions

We are pleased to record that no issues arise in this area this year currently warranting formal comment or recommendation.

Statement of Accounts and Annual Governance Return

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

As referred to previously in this report, we have not at the time of issuing this report had access to the final closed down Omega accounts and have consequently, not been able to undertake a full review of the detail in the formal Statement of Accounts nor AGAR Section 2, but will do so, once the year-end closed down Omega accounts are provided for our scrutiny. If appropriate, we will update this report accordingly.

Conclusions

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

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	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 adopted by the Council at the May 2026 Annual Meeting.</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 "invested" funds held and will retain the current level of insurance cover for the present.</i>
Review of Staff Salaries		
R3	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>

Annual Internal Audit Report 2025/26

Weston-super-Mare Town Council

www.WSM-tc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		<i>See report</i>
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/12/2025

17/02/2026

16/04/2026

21/06/2026

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

21/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



WESTON-SUPER-MARE TOWN COUNCIL

Town Council Meeting 29th June 2026

Formal Adoption of Council Policies and Documents Reviewed by Committees

Report from the CEO/Town Clerk/Democratic Services Manager

1. Purpose of Report

To seek formal adoption by Town Council of a number of policies and strategic documents which have been reviewed by the relevant committees and recommended for adoption.

This report forms part of the Council's ongoing programme of policy review and governance assurance, ensuring that key policies and strategic documents remain current, compliant with relevant legislation and aligned with Council priorities.

2. Background

The Council maintains a structured programme of policy and document review through its committee system to ensure that governance arrangements, employment policies and strategic documents remain fit for purpose and reflect current legislation, best practice and Council objectives.

In accordance with approved Terms of Reference:

- The Personnel Committee reviews employment-related policies and procedures;
- The Finance and General Purposes Committee reviews governance, financial and corporate matters; and
- The Planning and Environment Committee reviews environmental strategies, management plans and monitoring reports.

Following review, the committees listed above have recommended the documents identified in this report for formal adoption by Town Council.

Formal adoption of Council policies and strategic documents remains a matter for Full Council in accordance with the Council's Standing Orders.

3. Documents Recommended for Adoption

The following documents have been reviewed by the relevant committee and are recommended to Council for formal adoption:



WESTON-SUPER-MARE TOWN COUNCIL

Employment Policy

- Leave of Absence Policy

Governance and Environmental Documents

- Social Media Policy
- Community Arboretum Management Plan
- Roadmap to Zero Monitoring Report

The documents have been reviewed to ensure compliance with current legislation, recognised best practice and the Council's strategic objectives.

Members should note that minor administrative amendments identified during committee review of the Social Media Policy will be incorporated prior to publication. These amendments do not alter the substantive intent of the policy.

Members should also note that the Annual Governance and Accountability Return (AGAR), including the Annual Governance Statement and Accounting Statements for the year ended 31 March 2026, is presented separately elsewhere on this agenda for consideration and approval.

4. Governance Assurance

The Council continues to strengthen its governance framework through the regular review of policies, procedures and strategic documents.

Formal adoption of the documents presented within this report will:

- Ensure policies and documents remain compliant with current legislation and recognised best practice;
- Support effective organisational management and governance arrangements;
- Strengthen accountability, transparency and audit assurance;
- Support delivery of the Council's environmental and sustainability objectives;
- Promote effective communication and engagement with residents and stakeholders; and
- Demonstrate the Council's commitment to continuous improvement.

The Community Arboretum Management Plan and Roadmap to Zero Monitoring Report provide an important framework for the delivery, monitoring and review of the Council's environmental and biodiversity objectives.



WESTON-SUPER-MARE TOWN COUNCIL

5. Financial, Legal and Risk Implications

There are no direct financial implications arising from this report beyond those already approved through existing budgets and approved work programmes.

Formal adoption of the documents identified within this report supports compliance with Standing Orders, employment legislation, governance requirements and the Council's strategic objectives.

Failure to maintain and formally adopt current policies and strategic documents may expose the Council to governance, operational, legal and reputational risks.

6. Recommendations

Members are recommended to:

1. Formally adopt the Leave of Absence Policy following recommendation by the Personnel Committee.
2. Formally adopt the Social Media Policy following recommendation by the Finance and General Purposes Committee.
3. Formally adopt the Community Arboretum Management Plan and Roadmap to Zero Monitoring Report following recommendation by the Planning and Environment Committee.
4. Note that the Annual Governance and Accountability Return (AGAR) is presented separately elsewhere on the agenda for consideration and approval.
5. Authorise the CEO/Town Clerk to make any minor administrative, formatting, typographical, numbering or legislative amendments required prior to publication.

APPENDICES

Appendix A – Employment Policy Reviewed by Committee and Submitted for Formal Adoption

Policy	Reviewing Committee
Leave of Absence Policy	Personnel Committee



WESTON-SUPER-MARE TOWN COUNCIL

Appendix B – Governance and Environmental Documents Reviewed by Committee and Submitted for Formal Adoption

Document	Reviewing Committee
Social Media Policy	Finance and General Purposes Committee
Community Arboretum Management Plan	Planning and Environment Committee
Roadmap to Zero Monitoring Report	Planning and Environment Committee

Samantha Bishop

Democratic Services Manager

22.06.26



WESTON-SUPER-MARE TOWN COUNCIL

Town Council Meeting 29th June 2026

Capital Project – Installation of a Ramp at 32 Waterloo Street

Report from the Senior Development Officer

1. Purpose and Background of Report

This report provides an update on the proposed installation of an external accessibility ramp at 32 Waterloo Street, following the granting of planning permission and listed building consent.

Members will recall that the project has previously been considered by Committee, including approval of the design and submission of the planning application. Planning permission and listed building consent were subsequently granted in June 2024, following earlier revisions to address highways and conservation requirements.

The purpose of this report is to present the forthcoming Quantity Surveyor (QS) cost plan for the installation of the ramp, in advance of progressing to procurement. The QS assessment, currently being undertaken, will establish the estimated total project cost and inform budget allocation and tender documentation.

Whilst provision for the project was included within a previous financial year, the allocated budget was subsequently reallocated to address overspend on another capital project. As a result, delivery of the ramp has been delayed and now requires reconfirmation of costs prior to progressing.

This has now been done, with the values costed as follows:

- Build Cost £71,027
- Professional and statutory application charges £10,570
- **Total £81,597 plus vat.**

QS Assumptions

1. The Preliminaries costs assumes the need for highways pedestrian re-direction and potential closing off several parking bays
2. Assumed 6 week construction duration
3. C&B fees based on framework percentage rates and time charge rates
4. Assumed drainage requirements in costings. Subject to Civils design.
5. Assumed Contractor to prepare Construction Method Statement

The installation of the ramp remains a key element in improving accessibility to the Council's headquarters and supporting inclusive access to public services.



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2. Options for Council

Members are asked to consider the following options:

1. **Approve progression to procurement**, subject to confirmation of QS costs of £81,597, and include the scheme within the forthcoming capital programme.
2. **Defer the project** pending further review of financial priorities.
3. **Do not proceed** with the installation of the ramp.

3. Reason for Recommendation

Option 1 is recommended in order to progress the delivery of an approved accessibility improvement, ensuring compliance with the Council's responsibilities under equality legislation and improving access to its public building.

The design has already been approved through the planning process, and progressing at this stage ensures that the project can move forward efficiently once costs are confirmed.

Council is asked to consider this due to timings needed for procurement and to allow works to start within the Planning Permission timescales.

4. Expected Benefits

The installation of the ramp will:

- Improve accessibility to the building for individuals with reduced mobility
- Support the Council's commitment to inclusivity and equal access
- Enhance the usability of the building as a public facility
- Provide a permanent and appropriate solution, replacing temporary access arrangements

Improved accessibility contributes to dignity, independence, and increased engagement with Council services.

5. Implications

5.1. Legal

The Council has a duty under the Equality Act 2010 to make reasonable adjustments to ensure accessibility. Failure to take reasonable steps may expose the Council to legal challenge.

5.2. Risks

- Risk of non-compliance with accessibility legislation if the project is not progressed
 - Reputational risk associated with lack of inclusive access
-



WESTON-SUPER-MARE TOWN COUNCIL

- Potential ongoing reliance on unsuitable temporary access arrangements
- Cost escalation if the project is further delayed

5.3. Financial Implications

A detailed cost plan has been prepared by the appointed Quantity Surveyor.

- Estimated project cost: £71,027
- Professional fees: £10,570

The confirmed cost will inform budget allocation within the capital programme and the subsequent procurement process.

Budget available for Capital works in 2026/2027 - £62,160

Budget for Professional fees (for whole year all projects) in 2026 /2027 - £31,080

5.4. Timescales

A procurement exercise will take around 8-12 weeks.

Beyond this, timescales will be subject to contractors work programmes, lead time and availability.

5.5. Stakeholders

Members of the public, particularly those with accessibility needs

5.6. Contractors

A contractor will be appointed through a formal procurement process, in accordance with the Council's procurement requirements.

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

No significant implications identified. The design will continue to consider security and safe access to the building. As the installation of a ramp was considered at the point of the main building refurbishment, allowances to the gated building access were made, with the gate level allowing for the slope of the ramp.

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

N/a

5.9. Privacy Impact (consider Privacy Impact assessment)

N/a



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

The project will have a positive impact by improving access for individuals with disabilities and supporting compliance with equality legislation.

6. Appendices

Cost breakdown provided by Quantity Surveyors.

7. Members are recommended to:

1. Note the update on the accessibility ramp project at 32 Waterloo Street
2. Approve progression to procurement, subject to confirmation of costs
3. Agree to include the project within Budget allocations noting whilst approving overspend to this budget estimated at being circa £10,000 with regard to capital costs based on QS estimations.

Molly Matthews

Senior Development Officer

Drafted 28/04/2026

RAMP ESTIMATE

Dwg 22/118 - 107

Description	Quant	Unit	2026 MTC Rate	£
Take up paving slabs	12	m2	12.06	144.72
Take up paving slabs; set aside for re-use	8	m2	16.08	128.64
Exc trench over 300 wide	2	m3	19.56	39.12
Exc curved trench; over 300 wide	1	m3	19.56	19.56
Disposal off site	3	m3	96.11	288.33
WS	9	m2	24.2	217.8
L&C bottoms	3	m2	1.73	5.19
ES n e 1m	6	m2	19.76	118.56
ES n e 1m; curved	3	m2	19.76	59.28
Plain concrete blinding	1	m3	276.57	276.57
Formwork 500 - 1m	9	m	108.85	979.65
Formwork 500 - 1m; curved	6	m	108.85	653.1
Reinforced concrete	2	m3	294.17	588.34
Rebar 75kg / m3	0.15	t	5826.12	873.918
Exc to reduce levels n e 0.25m	5	m3	5.75	28.75
Disposal off site	5	m3	98.11	490.55
L&C bottoms	20	m2	1.73	34.6
Plain concrete blinding	2	m3	276.57	553.14
Formwork 500 - 1m	12	m	108.85	1306.2
Formwork 500 - 1m; curved	6	m	108.85	653.1
Reinforced concrete	5	m3	278.81	1394.05
Rebar 75kg / m3	0.38	t	5826.12	2213.926
Formwork n e 0.25m	9	m	41.61	374.49
Formwork n e 0.25m; curved	6	m	41.61	249.66
Surfs of unset conc	20	m2	14.95	299
Bath stone wall	2	m2	361.89	723.78
Bath stone wall; curved	1	m2	361.89	361.89
Precast concrete capping	5	m	77.8	389
Precast concrete capping; curved	3	m	77.8	233.4
Balustrading	7	m	900	6,300
Balustrading; faceted	5	m	1200	6,000
New paving slabs to ramp	12	m2	138.1	1657.2
New paving slabs to adjacent pavement	12	m2	138.1	1657.2
Access cover and frame	1	item	600.24	600.24
Provisional Sum - Lighting	1	item	1000	1000
Take up and set aside for reuse, concrete kerb	7	m	30.79	215.53
Rebedding existing concrete kerb	7	m	35.35	247.45
Removing bollard and refixing	2	nr	125	300
Extra over for breaking up and removing concrete base to any post	2	nr	4.95	9.9
Taking up macadam surface	12	m2	25.32	303.84
Extra for each additional 25 mm thickness	84	m2	1.35	113.4
Disposal off site	3	m3	98.11	294.33
Exc trench for new drainage channel	5	m	65.16	325.80
Domestic Channel drainage - Osma channel 1000 x 80mm depth Polymer concrete complete with galvanised grating, foundation 100 x 100 mm.	5	nr	289.67	1448.35
Sub-total £				34,172
Detailing / Contingency	10	%	3,417	37,589
Contractors tendered percentage adjustment (say)	15	%	5,638	43,227
Preliminaries (Contractors O/h, plant etc.)				27,800
Build Cost £(net)				71,027
Professional Charges				
Project Management (C&B framework percentage rate)	8.2	%	5824	
Planning application - discharge of conditions 4(CMS),BNG, 6(SWDr) - Time charge (C&B)			570	
Biodiversity Net Gain Condition - Specialist assessment			125	
Civils Engineer - surface water design			1200	
Disbursements (mileage) 80 miles rtn journey = £36	6	36	216	
Statutory Charges				
North Somerset Council Planning application charge			309	
Highways Licence application			500	
Utility works - licences for redirecting or relocating services			250	
Planning portal admin fee			75.83	
Building Regulations charge			1500	
				10570
Total £(net)				81,597

Assumptions

- 1 The Preliminaries costs assumes the need for highways pedestrian re-direction and potential closing off several parking bays
- 2 Assumed 6 week construction duration
- 3 C&B fees based on framework percentage rates and time charge rates
- 4 Assumed drainage requirements in costings. Subject to Civils design.
- 5 Assumed Contractor to prepare Construction Method Statement



WESTON-SUPER-MARE TOWN COUNCIL

Town Council Meeting 29TH June 2026

Appointment of Wellers Hedleys Solicitors LLP – Devolution Asset Transfer Programme

Report of the CEO/Town Clerk

1. Purpose and Background of Report

1. Purpose of Report

To seek Town Council approval for the appointment of Wellers Hedleys Solicitors LLP as specialist legal advisors to support Weston-super-Mare Town Council in the transfer and devolution of assets from North Somerset Council and to approve the transfer of legal work relating to the devolution programme from the Council's current solicitors. Due to the timescales of the next F & GP meeting (August 26) this report is being brought to council for approval to avoid delays with the programme.

2. Background

Weston-super-Mare Town Council is progressing a programme of asset transfers from North Somerset Council as part of the ongoing devolution programme. The current phase includes the proposed transfer of eight play areas and three parcels of land. These transfers form part of a wider programme intended to increase local control and management of community assets for the benefit of residents.

The transfer of public assets is a complex process involving detailed legal due diligence, title investigations, land registration matters, transfer documentation, liabilities, restrictions, covenants and ongoing maintenance obligations. Decisions made during this process will have long-term legal and financial implications for the Council.

The Devolution Start & Finish Group (13.05.26) considered a detailed report on the legal requirements of the programme and the suitability of existing legal



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arrangements. Following consideration, the Group recognised the need for specialist legal support to ensure that the Council is appropriately advised and protected throughout the transfer process.

3. Current Legal Arrangements

The Council's existing solicitors have supported the authority on a range of general legal matters. However, officers have identified that the specialist requirements associated with local authority devolution and asset transfer projects differ significantly from routine legal work.

The Devolution Start & Finish Group noted concerns regarding:

- the absence of specialist expertise in large-scale local authority asset devolution projects;
- limited proactive legal support and strategic guidance in relation to transfers;
- a reliance on officers to interpret and manage complex legal matters internally;
- increased officer time requirements due to the level of legal oversight required; and
- rising legal costs without the corresponding level of specialist support required for this programme.

Given the scale of the proposed transfers and the long-term implications for the Council, officers consider it necessary to secure specialist external legal expertise.

4. Appointment of Wellers Hedleys Solicitors LLP

Officers have obtained a proposal from Wellers Hedleys Solicitors LLP, a specialist legal practice with extensive experience in supporting parish and town councils and delivering devolution projects with principal authorities.

The firm has advised the local council sector for over forty years and acts as legal advisors to the Society of Local Council Clerks (SLCC). Wellers Hedleys also has



WESTON-SUPER-MARE TOWN COUNCIL

experience of working with North Somerset Council on similar devolution projects and already operates established transfer arrangements with the authority, which is expected to improve efficiency and consistency throughout the programme.

The appointment would provide the Council with dedicated expertise in:

- local government asset transfers;
- parish and town council governance;
- land transfer due diligence;
- title review and registration;
- property law; and
- associated legal and compliance matters.

5. Financial Implications

Wellers Hedleys Solicitors LLP has advised that legal costs are expected to range between:

- approximately £1,500 for straightforward transfers; and
- approximately £3,500 for more complex transfers, per asset.

The final cost will depend on the complexity of individual titles and any matters arising through due diligence investigations.

The firm has confirmed that:

- costs will be recorded against individual assets;
- the Council will only be charged for work undertaken; and
- any significant variation from estimated costs will be discussed and agreed in advance.

Whilst the appointment represents a financial commitment, officers consider that the benefits of specialist advice, improved due diligence, reduced risk and more efficient progression of the programme represent good value for money.



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6. Legal Implications

The transfer of land and public assets requires specialist legal oversight to ensure that Members are fully informed of any liabilities, restrictions, covenants, maintenance obligations and future responsibilities attaching to each asset.

The appointment of specialist legal advisors will assist the Council in ensuring that all transfers are subject to appropriate legal scrutiny before any final decision is taken to accept ownership.

7. Risk Implications

Failure to secure appropriate specialist legal advice may expose the Council to:

- unknown liabilities;
- unforeseen maintenance obligations;
- land restrictions affecting future use;
- incomplete due diligence;
- delays in completing transfers; and
- increased long-term legal and financial risk.

The appointment of Wellers Hedleys Solicitors LLP is considered a key mitigation measure against these risks.

8. Recommendation of the Devolution Start & Finish Group

The Devolution Start & Finish Group considered this matter and recommended:

1. The appointment of Wellers Hedleys Solicitors LLP as specialist legal advisors for the devolution asset transfer programme with North Somerset Council;
 2. The transfer of legal work relating to the devolution programme from the Council's current solicitors to Wellers Hedleys Solicitors LLP;
-



WESTON-SUPER-MARE TOWN COUNCIL

3. The delegation of authority to the CEO/Town Clerk, in consultation with the Chair of the Finance & General Purposes Committee, to progress instructions and associated legal matters relating to the transfer of assets; and
4. That Members note the indicative legal costs associated with the programme.

9. Recommendations

Members are recommended to:

1. Approve the appointment of Wellers Hedleys Solicitors LLP as specialist legal advisors for the devolution asset transfer programme with North Somerset Council;
2. Approve the transfer of legal work relating to the devolution programme from the Council's current solicitors to Wellers Hedleys Solicitors LLP;
3. Delegate authority to the CEO/Town Clerk, in consultation with the Chair of the Finance & General Purposes Committee, to progress instructions and associated legal matters relating to current and future asset transfers arising from the Council's devolution programme; and
4. Note the indicative legal costs associated with the appointment.

Sarah Pearse

CEO/Town Clerk

2nd June 2026



WESTON-SUPER-MARE TOWN COUNCIL

Town Council Meeting 15th June 2026

Play Area Transfer – Approval of Interim Service Level Agreement with North Somerset Council

Report from the CEO/Town Clerk

1. Purpose and Background of Report

To seek approval for Weston-super-Mare Town Council (WSMTC) to enter into an interim Service Level Agreement (SLA) with North Somerset Council (NSC) to enable the transfer of maintenance responsibilities for eight play areas from 6 July 2026, pending completion of the formal freehold asset transfer process under the Devolution Programme.

Background

As part of the ongoing Devolution Programme between North Somerset Council and Weston-super-Mare Town Council, a number of community assets are proposed to transfer into the ownership and management of the Town Council.

The first phase of this programme includes the transfer of eight public play areas located across the town. Whilst agreement has been reached in principle regarding the transfer of these assets, completion of the formal freehold transfer process is still progressing through the necessary legal procedures.

To avoid any interruption in inspection, maintenance, repair and operational management of the play areas, both authorities have explored arrangements that would allow Weston-super-Mare Town Council to assume maintenance responsibilities ahead of the legal transfer being completed.

An interim Service Level Agreement has therefore been proposed to provide a lawful and practical mechanism for the Town Council to undertake maintenance activities whilst ownership remains with North Somerset Council.

Play Areas Included in the Transfer

The proposed interim Service Level Agreement covers the following play areas:



WESTON-SUPER-MARE TOWN COUNCIL

- The Park, Bournville
- Thompson Way, West Wick
- Diamond Batch, Worle
- MUGA, Castle Batch
- The Shrubberies Park Play Area
- Plumley Park
- Walford Avenue
- The Runway

2. Proposed Interim Arrangement

Under the proposed Service Level Agreement:

- Ownership of the assets will remain with North Somerset Council until the legal transfer process has been completed.
- Weston-super-Mare Town Council will undertake routine inspections, maintenance, grounds maintenance and minor repairs in accordance with agreed service standards.
- Arrangements relating to insurance, health and safety responsibilities, defect reporting and emergency works will be clearly defined within the agreement.
- The arrangement is intended to be temporary and will cease upon completion of the freehold transfer or termination by mutual agreement.

The proposed agreement will ensure continuity of service for residents and prevent any deterioration in the condition or safety of the facilities during the legal transfer process.

3. Financial Implications

Provision for the maintenance of the play areas has been included within the financial planning associated with the Devolution Programme and the Council's approved budget.



WESTON-SUPER-MARE TOWN COUNCIL

The interim Service Level Agreement will enable Weston-super-Mare Town Council to commence delivery of these services from 6 July 2026 and aligns expenditure with the anticipated transfer timetable.

Any significant unforeseen liabilities identified prior to completion of the asset transfer will be reported to Members.

4. Legal Implications

The proposed Service Level Agreement provides an interim contractual arrangement allowing Weston-super-Mare Town Council to undertake maintenance activities prior to becoming the legal owner of the assets.

The formal transfer of ownership will remain subject to completion of the separate freehold transfer process and associated legal documentation.

Appropriate legal review of the agreement will be undertaken before execution.

5. Risk Assessment

Risk	Mitigation
Delay in completion of freehold transfer	Interim SLA enables maintenance responsibilities to commence without waiting for legal completion.
Service interruption or deterioration of play areas	WSMTC maintenance programme commences from 6 July 2026.
Unclear responsibilities during interim period	Responsibilities, liabilities and reporting arrangements clearly defined within the SLA.
Health and safety concerns	Inspection and maintenance regimes included within the SLA.



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Conclusion

The transfer of these eight play areas represents the first phase of the wider Devolution Programme between North Somerset Council and Weston-super-Mare Town Council.

Whilst the legal freehold transfer process continues, it is important that maintenance responsibilities can transfer without delay to ensure continuity of service, maintain safety standards and protect these valued community assets for residents.

Approval of the interim Service Level Agreement will enable Weston-super-Mare Town Council to commence maintenance from 6 July 2026 whilst the legal transfer process is finalised.

6. Members are recommended to:

1. Approves the principle of Weston-super-Mare Town Council assuming responsibility for the maintenance, inspection and operational management of the following eight play areas from 6 July 2026 through an Interim Service Level Agreement with North Somerset Council:

- The Park, Bournville
 - Thompson Way, West Wick
 - Diamond Batch, Worle
 - MUGA, Castle Batch
 - The Shrubberies Park Play Area
 - Plumley Park
 - Walford Avenue
 - The Runway
-



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2. Notes that the proposed arrangement forms part of the first phase of the Devolution Programme and is intended to ensure continuity of maintenance and public safety pending completion of the legal freehold transfer process.
3. Delegates authority, pursuant to Standing Order 5.2, to the Chief Executive Officer/Town Clerk, in consultation with the Chair of the Finance & General Purposes Committee, to negotiate, finalise, approve and execute an Interim Service Level Agreement with North Somerset Council in respect of the above play areas.
4. Authorises the Chief Executive Officer/Town Clerk to agree such amendments and ancillary provisions as may be required to give effect to the Interim Service Level Agreement, provided that these do not materially alter the scope of the arrangement approved by Council.
5. Confirms that entry into the Interim Service Level Agreement shall not constitute acceptance of the freehold transfer of the assets, nor acceptance of any liabilities beyond those expressly set out within the agreement.
6. Approves expenditure associated with the interim maintenance arrangements from existing approved budgets relating to the Devolution Programme and the management of public open spaces.
7. Notes that a further report will be brought to Council, if required, upon completion of the legal freehold transfer process.

This wording is robust from a governance perspective and gives sufficient delegated authority to avoid delays while retaining Member control over the principle, scope and financial implications of the arrangement.

Sarah Pearse

CEO/Town Clerk

2nd July 2026



WESTON-SUPER-MARE TOWN COUNCIL

Weston-Super-Mare Town Council 29th June 2026
Motion received Under Standing Order 10
From Councillor Catherine Gibbons

Motion to Support a Community Library in Worle in Principle

Weston Town Council recognises the significant value that libraries bring to local communities through education, literacy, digital inclusion, access to information, and the reduction of social isolation.

The Council further notes the strong public support for retaining library services in Worle, as demonstrated through community campaigns, local media coverage, petitions, and the engagement of residents, volunteers, parents, schools, and local organisations.

The Council believes that the establishment of a community library in Worle would provide a valuable and lasting benefit to local people of all ages and is consistent with the Council's objectives of supporting community wellbeing and opportunity.

The Council further believes that the provision of a community library in Worle should be explored as part of the Town Council's ongoing devolution programme and consideration of future community service delivery.

Therefore, Council resolves to:

1. Support in principle the creation and development of a community library in Worle.
 2. Include consideration of a community library in Worle within the Town Council's devolution programme and associated work-streams.
 3. Ask that the Devolution Start and Finish Group explore the feasibility of supporting such a project and bring forward recommendations for consideration by the appropriate committee and Council.
-



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4. Recognise that, should a viable proposal be developed, any future financial support would be considered through the Council's Devolution Budget and be subject to the normal budget-setting and approval processes of the Council.
 5. Work with local residents, volunteers, schools, community organisations and potential partners to explore sustainable arrangements for the long-term success of a community library in Worle.
 6. Consider any future proposals for financial or other support, including potential allocations from the Devolution Budget, once detailed plans, costs, and recommendations have been presented to the Council.
-



WESTON-SUPER-MARE TOWN COUNCIL

Weston-Super-Mare Town Council 29th June 2026 Grove Park Toilets – Lease Arrangements Report from the CEO/ Town Clerk

1. Purpose and Background of Report

To update Council on progress made by North Somerset Council (NSC) in relation to the concerns previously raised by the Amenities, Culture and Leisure Committee regarding the Grove Park toilet facilities and associated concession area, and to seek approval for the execution of the lease agreement.

BACKGROUND

Members will be aware that the Amenities, Culture and Leisure Committee previously considered the proposed lease arrangements for the Grove Park toilet facilities.

During discussions regarding the proposed transfer of maintenance responsibilities and lease arrangements, Members expressed concerns relating to visibility, anti-social behaviour and the long-term protection of the facilities. As a result, Members requested that a number of remedial measures be considered and progressed by North Somerset Council before the lease arrangements proceeded.

The matters identified included:

1. Reinstatement of the post at the entrance to prevent unauthorised vehicle access.
2. Shrub and tree removal between the concession and toilet facilities to improve visibility.
3. Removal of the existing timber fence behind the café concession and replacement with a metal gridded fence to improve sight lines and reduce opportunities for anti-social behaviour.

UPDATE



WESTON-SUPER-MARE TOWN COUNCIL

Officers have now received confirmation from North Somerset Council regarding the outstanding matters.

The position is as follows:

Action	Status
Reinstatement of entrance post	Completed
Shrub and tree removal between concession and toilet block	Programmed by NSC
Replacement of timber fence with metal gridded fence	Costs confirmed by NSC and project approved to proceed. Installation dates to be confirmed

Whilst final installation dates for the fencing works are still awaited, North Somerset Council has confirmed its commitment to undertaking the works identified by Members.

2. Reasons for Recommendation

Grove Park is one of the town centre's principal parks and attracts significant visitor numbers throughout the year, particularly during the summer season.

Members will also be aware that discussions are progressing regarding a new café concession operator who is seeking to undertake refurbishment works with a view to opening as soon as practicable.

The reopening of the public toilet facilities would represent a significant benefit to residents and visitors and would support wider activity within Grove Park and the town centre.

Officers consider that the commitments now received from North Somerset Council demonstrate that the concerns previously raised by the Amenities, Culture and Leisure Committee are being actively addressed and that there is a clear intention to deliver the requested improvements.



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Given the timing of the summer holidays, it is considered sensible to seek to facilitate the reopening of the facilities as soon as possible ahead of the school holidays (mid-July), should Council be minded to proceed.

4. GOVERNANCE CONSIDERATIONS

The assurances now received from North Somerset Council are considered to address the matters previously identified by the Amenities, Culture and Leisure Committee and provide Council with the opportunity to consider whether sufficient progress has been made to enable the lease arrangements to proceed.

Under Standing Order 6.10(iv), Full Council is responsible for considering recommendations made by Committees.

Furthermore, Standing Order 23.1 states that a legal deed shall not be executed on behalf of the Council unless authorised by a resolution of Council.

Accordingly, the decision regarding execution of the lease rests with Full Council.

5. IMPLICATIONS

5 FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report beyond those already considered as part of the proposed lease arrangements.

5.2 LEGAL IMPLICATIONS

Execution of the lease will be undertaken in accordance with the Council's Standing Orders and legal requirements.

5.3 RISK ASSESSMENT

The principal risks previously identified by Members related to visibility, anti-social behaviour and protection of the facilities.



WESTON-SUPER-MARE TOWN COUNCIL

North Somerset Council has now confirmed that the requested mitigation measures are either completed, programmed or approved for delivery.

6. MEMBERS ARE RECOMMENDED TO:

That Council:

1. Notes the update received from North Somerset Council regarding the works requested by the Amenities, Culture and Leisure Committee.
2. Notes that North Somerset Council has confirmed the delivery, programming or commitment of the works requested by the Amenities, Culture and Leisure Committee and considers these assurances sufficient to enable progression of the lease arrangements.
3. Approves the execution of the lease agreement for the Grove Park toilet facilities.
4. Authorises the Chief Executive Officer / Town Clerk to complete all necessary arrangements associated with the execution of the lease.

Sarah Pearce

CEO/Town Clerk

19th June 2026
