



**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE  
POLICY & FINANCE COMMITTEE MEETING  
HELD AT THE MUSEUM ON  
MONDAY 16<sup>TH</sup> OCTOBER 2023**

**Meeting Commenced:** 7:00 pm

**Meeting Concluded:** 8.04 pm

**PRESENT:** Councillors Alan Peak (Chair), Joe Bambridge (S), Gill Bute, Hugh Malyan, John Crockford-Hawley, Owen James (S), Lisa Pilgrim, and Tim Taylor

**IN ATTENDANCE :** Malcolm Nicholson (Town Clerk) and Sarah Pearse (Deputy Town Clerk/ Responsible Financial Officer).

<b>172</b>	<b>To receive Apologies for Absence and Notification of Substitutes</b>  Apologies for absence were received from Councillors Helen Thornton , who was substituted by Owen James , and Mark Canniford who was substituted by Joe Bambridge.
<b>173</b>	<b>To receive Declarations of Interest</b>  There were none received.
<b>174</b>	<b>To approve the minutes of the Policy &amp; Finance Committee Meeting held on the 19<sup>th</sup> June 2023</b>  The minutes had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Gill Bute <b>SECONDED BY:</b> Councillor Tim Taylor  A vote was taken and <b>carried</b> . Accordingly, it was:  <b>RESOLVED:</b> That the minutes be approved and signed by the Chair.
<b>175</b>	<b>To receive the minutes of the Working Party to Review Expenditure &amp; Governance held on 28<sup>th</sup> September 2023</b>  The minutes had been previously circulated with the agenda.  <b>RESOLVED:</b> That the minutes be noted.
<b>176</b>	<b>To receive the minutes of the HQ Working Party Meeting held on the 1<sup>st</sup> September 2023</b>  The minutes had been previously circulated with the agenda.  <b>RESOLVED:</b> That the minutes be noted.

<p><b>177</b></p>	<p><b>To receive the minutes of the Civic Consultation Meetings held on the 8<sup>th</sup> June and 21<sup>st</sup> September 2023</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p>Concerns about safety at the Worle Remembrance Day ceremony had been raised by officers of North Somerset Council. It was noted that although a member of the council normally attended the Worle ceremony, the event was not itself organised by the Town Council.</p>
<p><b>178</b></p>	<p><b>Budget Considerations for 2024/25</b></p> <p>The following items were put forward as considerations for the development of the 2024/25 budget:</p> <ul style="list-style-type: none"> <li>• Installation of Speed Awareness Signs to improve child safety in residential areas around the town.</li> <li>• As above, regarding safety at the Remembrance event in Worle where there was no responsible person to control highways and events management, noting it was not known who is the organiser of the event.</li> <li>• To review the effectiveness and value for money of the current budget for homelessness and service level agreement with Somewhere to Go.</li> <li>• Markings or signs for the ways into Weston Woods (noting that this was owned by North Somerset Council.)</li> <li>• The old ‘Weston-in-Bloom Award Winner’ sign on Somerset Avenue was in poor condition, difficult to maintain and clean, and should be removed, with the involvement of North Somerset highways.</li> <li>• Improvements to Worle High Street e.g. benches and walls around trees.</li> </ul>
<p><b>179</b></p>	<p><b>Monthly Financial Reports: July &amp; August 2023</b></p> <p><b>a) For Approval</b> Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>.1 RESOLVED:</b> That the Schedule of Unapproved Expenditure for July and August 2023 be approved.</p> <p><b>b) For Noting</b></p> <ul style="list-style-type: none"> <li>i. Bank Reconciliations</li> <li>ii. Budgetary Control Report</li> <li>iii. Bank Interest Report</li> <li>iv. Schedule of Receipted Income</li> <li>v. Bad debt report</li> <li>vi. Overspend report</li> </ul> <p><b>.2 RESOLVED:</b> That reports b) i – vi be noted.</p>
<p><b>180</b></p>	<p><b>Social Value – Recommendation from Expenditure and Governance Working Party</b></p>

The minute extract from the Expenditure and Governance Working Party meeting on 28<sup>th</sup> September had been previously circulated.

The Town Clerk briefly introduced the item and apologised that the report to the Expenditure and Governance Working Party meeting had not been included in the committee agenda documents. However, the recommendation was included within the E&G minutes that were attached to the agenda.

Discussion ensued.

Some members who had attended the Expenditure and Governance Working Party meeting said that they were happy with the proposals. The Working Party had selected three essential questions and the others would be optional.

A member felt strongly that the Social Value Policy was a load of nonsense and the need to have one as well as the content was challenged by others. It was an unnecessary complication for procurement.

The Town Clerk explained that the Social Value Policy had originally been proposed by a member and agreed by the council in 2021/22. The committee had authorised the Working Party to review and agree amendments to the Social Value elements in the Procurement Guide to ensure they were proportionate and measurable for smaller contracts and small local businesses who didn't have teams of people specialising in answering social value questions. His proposals had been aimed to achieve this, based on the three statutory considerations in the Social Value Act 2012.

Further discussion ensued and it was agreed that the committee could not take an informed decision without further information.

**PROPOSED BY:** Councillor Joe Bambridge

**SECONDED BY:** Councillor Owen James

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

**RESOLVED:** To defer the item to the December meeting.

**181 Audit 2022/23**

**PROPOSED BY:** Councillor Roger Bailey

**SECONDED BY:** Councillor Gill Bute

The Annual Governance Statement with the external auditor's certificate had been previously circulated.

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

Policy & Finance Committee	<b>RESOLVED:</b> That the Audit 2022/23 be noted.
	There being no further business, the Chairman closed the meeting at 8.04 pm  Signed.....Dated..... Chair of the Policy & Finance Committee

## **WESTON-SUPER- MARE TOWN COUNCIL NOTES OF THE WORKING PARTY TO REVIEW EXPENDITURE AND GOVERNANCE HELD AT GROVE HOUSE ON 30<sup>th</sup> NOVEMBER 2023**

**Meeting Commenced:** 10.00 pm

**Meeting Concluded:** 11.23 pm

**PRESENT:** Councillors Roger Bailey, Peter Crew (Vice Chair), Jemma Coles, Hugh Malyan, Alan Peak, Marcia Pepperall and Richard Tucker.

**IN ATTENDANCE:** Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee & Office Manager) Fay Powell (Assistant Town Clerk – Operational Services ATC ) and Molly Maher (Development Officer).

<b>1.</b>	<p><b>Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received by Councillors Robert Payne and Catherine Gibbons with no substitutions and Malcolm Nicholson (Town Clerk).</p> <p>In the absence of the Chair, the Vice chair resided over the meeting.</p>
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>3.</b>	<p><b>To agree the accuracy of the minutes of the previous meeting held on the 28th September 2023</b></p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Hugh Malyan <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMENDED:</b> That the minutes be approved and signed by the Chair.</p> <p><i>Councillor Marcia Pepperall and Alan Peak joined the meeting 10.04 pm</i></p>
<b>4.</b>	<p><b>To receive notes of the Health &amp; Safety meetings held in September &amp; October 2023</b></p> <p>The notes and been previously circulated.</p> <p>It was noted that service areas were trailing the lone working app with NSC after Christmas and that no issues had arisen.</p>

	<p>For clarity, it was explained that stiletto heels should not be worn at the Museum for all events.</p> <p><b>RECOMMENDED:</b> That the notes of the Health &amp; Safety meetings held in September &amp; October 2023 were received.</p>
<p>5.</p>	<p><b>References from other Committees:</b></p> <p>There were none received.</p>
<p>6.</p>	<p><b>Climate Change - Christmas Lighting Contract 2024 – 2026</b></p> <p>Due to the confidential nature of the item, the Chair moved to the end of the agenda.</p>
<p>7.</p>	<p><b>To consider the Medium-Term Financial Plan for 2024 / 2025</b></p> <p>The draft Medium-Term Financial Plan had been previously circulated. The Revenue and Capital Programme Budget Forecast 2023/24 – 2027/28 was distributed at the meeting. All proposed changes were highlighted in yellow and would be recommended to the Policy &amp; Finance Committee through the budget process.</p> <p>The following comments were made by members;</p> <ul style="list-style-type: none"> <li>• Item 3 - Pg11/12/13 too lengthy and should be summarised.</li> <li>• Item 5 - Pg 22 – point 513 should come before 509 change order and tenses.</li> <li>• That although CIL money was recognised through the document, the receiving and allocation of it should be bolstered.</li> <li>• 7105 Pg 37 – Check the figure to remove the million.</li> </ul> <p>It was noted that the public engagement evening had gone well and that 500-600 responses to the survey had been received.</p> <p><b>PROPOSED BY:</b> Councillor Crew  <b>SECONDEDED BY:</b> Councillor Tucker</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMENDED:</b> That with the above amendments and considerations, the Medium-Term Financial Plan for 2024 / 2025 be recommended to the Policy &amp; Finance Committee.</p>
<p>8.</p>	<p><i>The Chair brought forward item 9 for discussion.</i></p>

## **Blakehay Review Working Party**

The update report summary from the Blakehay Review Working Group had been previously circulated which outlined various recommendations for consideration. It was a complex review and the report was a bullet pointed summary based on vast amounts of data and information submitted to the working party.

Specifically, the working party wanted to look into marketing process and performance management of the theatre. The Blakehay was minimally staffed and flexible charging was in place but not being used.

The Assistant Town Clerk was conscious of the staff and stressed the importance of sensitivity when handling this review.

It was noted that the national effects to theatres, post covid were a big factor and the Blakehay needed to find its identity. Also looking at staff/volunteers' models that worked and potential partnerships.

The Deputy Town Clerk informed that initial conversations had been had with two potential interested parties in the town, that would be interested in proposing a partnership with the council.

The report required authority from this working party and the Policy & Finance Committee to continue the review outlined within the recommendations.

Members were advised that the council's duty was to provide a service to the community and not to make money.

The Blakehay's sizeable overheads were questioned and it was queried if and how other theatres survived with these overheads. Members were advised that Weston was accessible to Arts Council England funding and so the working party needed to look into how the Blakehay could tap into this funding.

**PROPOSED BY:** Councillor Marcia Pepperall

**SECONDEDED BY:** Councillor Hugh Malyan

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

**RECOMMENDED:** That in order to enable financial planning for 2024/2025 it was suggested that the Blakehay budgets should remain in the same context for the next financial year to allow reviews to be concluded during 2024 / 2025. It was further recommended that:

1. A full review of Marketing processes and management is undertaken.
2. Supported management and review is required to understand the impact and changes to the Theatre following the COVID pandemic and cost of living crises).
3. A full review of budget costs and break-even points for cost



	<p>A full review of programming and how this is done.</p> <ol style="list-style-type: none"><li>5. Implementation of a flexible charging schedule (24/25)</li><li>6. To keep options open for operational models and opportunities to work with partner organisations.</li></ol> <p>Councillor Jemma Coles advised of her intention to step down from the working party due to a potential conflict in her employment capacity.</p> <p>Councillor Roger Bailey was happy to replace but it was agreed to offer this to Councillor Robert Payne in the first instance to keep the political balance.</p>
<p><b>9.</b></p>	<p><b>To receive the results of the ‘Your Town, Your Voice Survey’</b></p> <p>The survey had been previously circulated to members.</p> <p>The key points of the survey were summarized on page 6.</p> <p>The results would feature as a traffic light system on the council’s budget to aid the budget setting process.</p> <p>The comments generated from the consultation evening were also fed in.</p> <p>Members attention was directed to Page 9 – ‘value for money’.</p> <p>On review, many questions had been skipped and so work needed to be done on the format of survey. However, 500/600 responses was considered very good for a 1<sup>st</sup> year.</p> <p>Members felt it was important to include work and make them feel part of Weston.</p> <p><i>Councillor Jemma Coles left the meeting at 10.59am</i></p> <p>It was noted that Climate Change was the only section not included in highest/lowest.</p>

The survey would be sent as an appendix with the budget for the Policy & Finance meeting and could be sent out to any members on request.

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

**RECOMMENDED:** That the results of the Your Town, Your Voice Survey' be received and would be send out to members for consideration within the council's 2024/2025 budget setting process.

### **Climate Change - Christmas Lighting Contract 2024 – 2026**

The report of the Town Clerk had been previously circulated which recommended the working party to make recommendations to the Community Services and Policy & Finance Committees as to environmental factors to include in the procurement process for a new Christmas lights contract.

The current contract was up for renewal and a new contract would be procured for a further 3 years. A public survey would be undertaken at the upcoming Christmas Lights Switch on that would aid the procurement process which would commence in the spring.

Discussion ensued regarding the reoccurring problems encountered with the sourcing/delivery/quality of the Christmas tree, which was included within the current contract. It was suggested to make this optional in the contract specification and look at organising with North Somerset Council for a mature tree to be planted in Italian gardens.

**PROPOSED BY:** Councillor Maylan  
**SECONDEDED BY:** Councillor Crew

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

**RECOMMENDED:**

1. That the report received.
2. That the provision of a Christmas Tree be optional in the contract specification and the council looks at organising the possibility for a mature tree to be planted in the Italian Gardens with North Somerset Council.

<b>10.</b>	<b>Future Areas to be considered by the Working Party</b>  i) Review of Allotments Management – following a meeting held with the Allotment Club.  ii) Long-term plan for Cemetery space - Noting that there were only 11 full burial graves left at Milton Road and exploration for further space and land was needed.
	There being no further business, the Chair closed the meeting at 11.23 am  Signed.....Dated..... Chair

**WESTON SUPER MARE TOWN COUNCIL  
MINUTES OF THE HQ WORKING PARTY HELD AT WESTON  
MUSEUM FRIDAY 1<sup>st</sup> DECEMBER 2023**

**Meeting Commenced:** 2:01pm

**Meeting Concluded:** 3:17pm

**PRESENT:** Councillors John Crockford-Hawley (Chair), Peter Crew, Alan Peak, Catherine Gibbons and Martin Williams

**ALSO IN ATTENDANCE:** Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk – Operational Services), Molly Maher (Senior Development Officer) and Steve Matthews (SJ Surveyors).

<b>No.</b>	<b>Item</b>
<b>1</b>	<b>Apologies for Absence</b>  Apologies for absence were received from Councillors Charles Williams and Robert Payne
<b>2</b>	<b>Declarations of Interest</b>  No declarations of interest were received.
<b>3</b>	<b>Approval of the notes of the meeting on 1<sup>st</sup> September 2023</b>  <b>RESOLVED:</b> That the notes of the previous meeting be agreed as correct by the working party.
<b>4</b>	<b>Contract updates</b>  <b>4.1 Project progress update</b> A site meeting had taken place the previous week and it was reported that everything was progressing well. Some minor decisions were required, which were discussed with the Chair outside of the meeting, which included the internal fire doors colour.  The current site manager would be retiring on the 31 <sup>st</sup> December, and a new site manager would be taking over. Adam's replacement, Mark, had been onsite with Adam shadowing to ensure he was in a position to take over.  Stone works on the tower had been temporarily halted due to the cold weather as the temperature was too cold to work with the mortar. The temperature was being monitored, and work would resume as soon as possible. The rear gable was nearly complete. The roof had been strengthened and repaired, and it was forecasted that the tower felt and batten would be completed by Christmas. The stonemasons were working on two statue carvings for the front façade. The stone was too eroded to know for sure what the original carvings were, and a lack of photographic or architectural evidence. Having looked at work from the same period, it is believed to be a girl holding a posy and a boy holding a book, which is what the stonemasons were working to.

The internal ramp being the reception and the meeting chamber had been started. Building control had visited the site. One requirement from them was the installation of thumb locks throughout the building.

Prior to agreement at the previous meeting, a communications plan was being developed with the communication and marketing officer, and information would start going out in the new year.

#### **4.2 Update on project costs**

There was a current projected overspend of £54,874.67. £16,583.10 had been previously agreed by Town Council for the additional stone works to the front of the building. this left a predicted shortfall of £38,291.57. The specification had already been reviewed and everything reasonable had been removed to reduce this amount. No additional works had been added per se, however, there was uplift on the original costings due to unavoidable external factors outside of the contractors control (e.g. Conservation consent requiring oak be used for the beams on the tower). The use of the contingency was still unknown as the lower pitched roofs had yet to be assessed and the level of decay was unknown. Members were assured that figures provided were considered the worst-case scenario, with some items included which were potentially not needed (e.g. cost of interim internal alarm system which may not be necessary). Members were advised that this shortfall would need to be taken from balances within the capital reserve or from General Reserves if the capital reserve did not allow. Due to an NNDR rebate it was noted that the general reserves would be in a better position than the end of last year, notwithstanding previous resolutions for this project, already made. It was reiterated that, in line with the Medium-Term Financial Plan, consideration would need to be given in future years on building back desired reserve levels. This decision would be taken to the Policy and Finance Committee, and the full Town Council meeting as required.

The Council's contract administrator provided a breakdown which was verbally delivered to the working group, and is attached to these minutes for reference.

Members noted that it would be useful to have a fact sheet on some of the benefits of the town council occupying the building, both financial and community, as a quick point of reference.

**ACTION:** create a short Communication guide regarding the purchase and occupation of 32 Waterloo Street for officers and councillors.

#### **4.3 Planning permissions**

An application for planning permission for the external ramp would be submitted before Christmas. this would be the original design, with additional information to meet highways requirements.

Advertising consent was also due to be submitted.

	<p><b>4.4 Internal Finishes</b></p> <p>The carpets and reception desk materials had been previously agreed by the committee. Officers were waiting on paint colour samples from the contractors, with a preference for neutral colours. Members agreed they were happy for this decision to be made by the Deputy Town Clerk and Assistant Town Clerk. Lighting was being installed as per the original specification. ceiling tiles were chosen in keeping with what was already in the building.</p> <p>A plan for various artworks, including Rosie Smiths paintings, was required.</p> <p>Corporate volunteers would be supporting the painting of non-public areas which were not within the contract with John West, with SITA on board to support.</p> <p>In January, Officers would begin planning for the move to 32 Waterloo Street from Grove House and Grove Lodge. It had been suggested that the officers at Grove Lodge moved to Grove House in order to achieve a cost saving from April 2024. It was noted that if this were possible, it would need to happen in February 2024 in order to fit in with team working patterns. This would likely require use of Grove House meeting room, and as such the tables in the meeting room would need to be removed and any meeting would be relocated to either the museum or the blakehay. The tables could not be reused in 32 Waterloo Street, as in order to get them out of the building, they would need to be taken apart.</p> <p>The South West Heritage Trust had agreed to temporarily store the newspapers from the Hunting Lodge, until a time where long term storage could be found. Councillor Martin Williams offered to speak with contacts with storage facilities. Storage containers were also suggested.</p> <p><b>RECOMMENDATION:</b> to explore long term storage for the copies of the Mercury currently in Grove House and with the Hunting Lodge/SWHT</p>
<p><b>5</b></p>	<p><b>Other project considerations:</b></p> <p><b>5.1 occupation of top floor</b></p> <p>The Town Centre Partnership had agreed to occupy one of the offices on the second floor, with rent agreed at £5,000pa. a licence agreement was being drawn up from the occupation.</p> <p>A second occupier had shown interest in the office space on the second floor for a similar value, but still needed to confirm.</p>
<p><b>6</b></p>	<p><b>To decide areas for consideration at next meeting agenda</b></p> <p>Members agreed to place the order for the additional display area included in the revised estimates for the civic insignia, as this was time sensitive, with the overspend to be taken to the Policy and Finance Committee.</p>



	<p>As such, as this was a key requirement for insurance purposes, to have secure facilities to store remaining civic silverware currently at Grove House, members felt there was no choice other than to approve the order be placed.</p> <p><b>RECOMMENDATION:</b> to proceed with the installation of a purpose built secure display area for the civic insignia at 32 Waterloo Street, noting the confirmation that the order has been place.</p>
<p><b>7</b></p>	<p><b>To note future meeting dates:</b></p> <p>Members felt that the January meeting date was too soon after the Christmas break, and there would not be enough progress to report on. It was agreed to cancel the January meeting, and resume at the next meeting date 2<sup>nd</sup> February 2024 at 2:30pm. The venue was to be confirmed.</p>
	<p>There being no further business the meeting ended at 3:17pm.</p> <p><b>Signed..... Dated.....</b></p>

## **Project Briefing Note**

**Project: 32 Waterloo Street**

Contract Number: 22/120

Subject: Financial Statement

Date: 30/11/23

A financial Statement has been prepared and issued by Kelvin, the Quantity Surveyor for the Project, this identifies a potential overspend on the project of approximately £55,000 over the original contract sum of £818,406.

This is a potential overspend based on the additional costs known about. Not all of the costs have been instructed at this point and some may not be. But there is the potential to require this figure.

There is an allowance for loss and/or expense (preliminary costs) for the extended contract period and also a sum for the shut down period, based upon the programme issued at the site meeting. These figures are approximate and are dependant on agreements to extension of time etc.

There is an allowance for the timber repair items, but this is only an estimate of cost. While we understand the extent of timber repairs to the tower roof, the lower roofs have not been uncovered and the timber is inaccessible to inspect.

At present, we have made no allowances for:

- Any acoustic enclosure(s) to the mechanical plant.
- Adjustment of the floor coverings pc sum (from discussions it appears we will not exceed the sums included).
- Any additional external decoration extra and above that included in the contract.
- Forming additional admin team office within main area.

All provisional sums other than those already expended remain in full. The provisional sum for the reception counter may reduce, but at present we have no firm cost for this item.

Some of the more significant cost variations are:-

- Additional scaffold costs to satisfy scaffold licence requirements - £17,321
- Additional repairs to tower roof following strip - £9,750
- Fire stopping identified once ceilings taken down - £9,000
- Provisional allowance for temporary fire alarm and security / smoke alarm - £7,540 (this has not been committed but element costed as continuity of alarm an insurance requirement)



HQWG 1<sup>st</sup> December 2023

- Removal of asbestos gutter and replacement with new heritage style gutter - £1,250
- Clearance of Pigeon guano - £1,391
- Glazed panels and door to front of robe store - £8,460
- Poss loss / expense claim for additional time - waiting on breakdown £25,00
- Reviewed completion date March 2023, 11 weeks later - additional works added in that have extended time. But confirmation and breakdown required before this element is agreed. Allowance for budgeting - £25,000

It is likely there will be further items that come to light during the coming months which may increase expenditure.

**WESTON-SUPER- MARE TOWN COUNCIL  
NOTES OF CIVIC CONSULTATION GROUP  
HELD AT GROVE HOUSE ON  
THURSDAY 28<sup>TH</sup> NOVEMBER 2023**

**Meeting Commenced:** 1.03 pm

**Meeting Concluded:** 1.50 pm

**PRESENT:** Councillors Ciaran Cronnelly (Town Mayor), John Crockford-Hawley (Deputy Mayor) and Alan Peak (Leader) (AP).

**IN ATTENDANCE:** Malcolm Nicholson (Town Clerk) (MN ), Rebecca Saunders (Civic & Committee Officer) (RS) , Samantha Bishop (Committee & Office Manager) (SB) , Fay Powell (Assistant Town Clerk-Operational Services) ( FP) and Sarah Pearse (Deputy Town Clerk/RFO).

<b>1.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  Apologies were received from Councillor Gill Bute.
<b>2.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>3.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 21<sup>st</sup> September 2023</b>  The minutes had been previously circulated with the agenda.  It was noted that the letters to the Brewery 's had been completed and that at the relevant point, a portrait of the King would be obtained.  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman as a true record of the meeting.
<b>4.</b>	<b>The Civic Officer to report on the following items:</b>  <b>4.1 Civic Events held to date</b> a. Remembrance Service  A full debrief meeting was held on the 21 <sup>st</sup> November where all comments were logged ready for the planning of next year.  Apart from the weather, the event went well, with no incidents. It was noted that the plan for next year would be very different with the council's move to Waterloo Street and the improvements to Grove Park as a result of the levelling up funding. with HQ. The YMCA were very accommodating.  Discussion regarding where and when the civic party would join the parade was had.

It was suggested extending the road closure beyond Longton Grove Road to allow the civic party to line up outside 32 Waterloo Street

Discussion would be had on this and included with planning meetings for next year's event.

The council invested in some radio's which were very effective and could be used for other events.

It was noted that the wreath laying was slicker and that having a spare cadet worked out well, to be included for future events.

The Deputy Town Mayor suggested involving 3 cadets representing the 3 forces for next year.

It was also noted that the Armistice Day service had gone well and that the RBL needed to source a burglar player.

#### **4.2 Insurance Overspend**

The DTC reported that due the council's insurance requirements changing, big events such as Remembrance were not covered. The cost of insuring this year's event was £19000. This would be covered within this year's budget but highlighted the need to include for future years event budget planning.

#### **4.3 Christmas Lights Switch-on 2023**

RS reported that all plans were on was on track, to include the addition of the Pauline Quirk Academy singing/parade/lanterns (50 children).

The civic party would leave the YMCA at 4.50pm.

Performers from the Blakehay would be in the crowd from 4pm. Santa would be in attendance and also rock dancers.

The winner of the Xmas card competition would be switching on the lights.

The unreliability of the Christmas Lights was discussed and the TC informed that he had emphasised with the contractors the need to have the lights in working order and on in good time before the switch on.

It was noted that the tree was due for delivery that evening and needed managing.

RS informed that she had had an effective response from councillors on their availability to attend. Approximately 12 were due to attend.

#### **4.4 Hildesheim Visit**

The visit was planned for 12<sup>th</sup> – 17<sup>th</sup> December and an itinerary received for the Town Mayor, Mayoress and Deputy Mayor. They would be joined late on the 14<sup>th</sup> December

	<p>by Malcolm Nicholson (Town Clerk), Samantha Bishop (Civic support line manager) and Graham Meikle (Scouting capacity to explore youth twinning opportunities).</p> <p>The TM informed that the council had bought a plank from Birnbeck Pier and a certificate would be made and given to the Mayor of Hildesheim as a gift as well as some beers from the twinning brewery to be taken over.</p> <p>It was suggested to also contact Winscombe Wines to take over some decent bottles of wine.</p> <p>It was noted that travel insurance for the traveling party was in place.</p> <p>It was noted that Cllr Solomon was going in a NSC capacity to try and secure a twinning between Hildesheim and Cyprus on behalf of the Cypriot community. He was flying from Bristol to Hanover and traveling to Hildesheim by train and these travel plans would be considered for future visits.</p> <p>The signing of the 1<sup>st</sup> business twinning was scheduled for the 19<sup>th</sup> December at the Museum.</p> <p>SB informed that as part of the schedule she had asked to visit the VIC to explore the twinning of gift shop items.</p> <p><b>4.5 AFD/999 Day 2024</b></p> <p>RS reported that the 1<sup>st</sup> meeting with the AF committee had been hard work due to their reluctance to combine the two events. However, a 2<sup>nd</sup> and more positive meeting was had where they were on board. It was early days but plans were going in the right direction. The Communications Officer will help with the website and create a marketing plan. The VIP reception was booked at the Grand Atlantic.</p> <p><b>4.6 Budget 2024/25</b></p> <p>RS had submitted a proposed budget to finance for inclusion in the budget setting process. Members were asked to be mindful that the budget had been reduced on the current years.</p> <p>Clarity was sought on whether the Deputy Town Mayor planned to host a visit from Hildesheim next year, to which he did not, but thought should be given to when an invitation should be offered to around events in the town.</p>
<p><b>5.</b></p>	<p><b>Any Other Business</b></p> <p>There being no further business, the Chairman closed the meeting at 1.50 pm</p> <p>Signed.....Dated..... Chairman</p>



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	28,821	171,218	386,251	215,033		215,033	44.3%
4006 Moorepay/IT payroll HR softwar	1,750	2,647	3,087	440		440	85.7%
4007 Personnel Consultants	355	1,776	4,415	2,639		2,639	40.2%
4008 CRB Checks/staff services	155	155	1,000	845		845	15.5%
4009 Health & Safety Consultant	292	1,633	3,500	1,867		1,867	46.7%
4012 Travel & Subsistence Expenses	0	0	250	250		250	0.0%
4013 Training	528	1,344	5,000	3,656		3,656	26.9%
4019 Website Costs-TC	0	150	650	500		500	23.1%
4030 Equipment Purchase	38	87	500	413		413	17.4%
4031 Equipment - Rental	180	3,948	8,456	4,508		4,508	46.7%
4034 Equipment Repairs	0	0	250	250		250	0.0%
4035 Telephone	534	3,651	5,879	2,228		2,228	62.1%
4036 Stationery	127	864	1,750	886		886	49.4%
4038 Recruitment / Advertising	0	0	3,000	3,000		3,000	0.0%
4040 Audit & Accountancy	0	1,267	6,000	4,733		4,733	21.1%
4041 Fees, Subs and Conferences	1,388	3,647	3,545	(102)		(102)	102.9%
4042 Postages	(100)	1,071	3,857	2,786		2,786	27.8%
4043 Ink Cartridges/printing	243	1,161	1,399	238		238	83.0%
4044 Insurance	377	6,275	13,363	7,088		7,088	47.0%
4049 Legal fees	0	1,360	2,000	640		640	68.0%
4107 IT Support & Upgrade	1,002	8,737	22,165	13,428		13,428	39.4%
4136 Credit Card Chgs	0	162	450	288		288	35.9%
4151 Catering	168	917	1,500	583		583	61.1%
4260 MHR People First Setup Costs	0	3,381	16,485	13,104		13,104	20.5%
6020 Allocation to Cost Centres	(35,859)	(215,451)	(247,380)	(31,929)		(31,929)	87.1%
Central Administration :- Indirect Expenditure	(1)	(0)	247,372	247,372	0	247,372	0.0%
Net Expenditure	1	0	(247,372)	(247,372)			
<u>103 Grove House</u>							
4102 NNDR	536	3,220	1,341	(1,879)		(1,879)	240.1%
4104 Utilities - Water	0	112	310	198		198	36.0%
4105 Utilities - Heat & Light	256	1,134	575	(559)		(559)	197.2%
4109 Alarm system	0	140	139	(1)		(1)	100.7%
4110 Cleaning	374	3,138	937	(2,201)		(2,201)	334.9%
4111 Window Cleaning	0	63	17	(46)		(46)	367.6%
4114 Refuse Removal	314	489	718	229		229	68.1%
Grove House :- Indirect Expenditure	1,480	8,296	4,037	(4,259)	0	(4,259)	205.5%
Net Expenditure	(1,480)	(8,296)	(4,037)	4,259			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Grove Lodge</u>							
4030 Equipment Purchase	0	0	9	9		9	0.0%
4102 NNDR	0	1,339	675	(664)		(664)	198.4%
4104 Utilities - Water	23	113	624	511		511	18.0%
4105 Utilities - Heat & Light	33	1,150	656	(494)		(494)	175.3%
4109 Alarm system	0	33	15	(18)		(18)	216.7%
4110 Cleaning	315	1,544	762	(782)		(782)	202.6%
4111 Window Cleaning	0	63	21	(42)		(42)	297.6%
4132 Rent	417	3,333	1,250	(2,083)		(2,083)	266.7%
Grove Lodge :- Indirect Expenditure	<u>787</u>	<u>7,574</u>	<u>4,012</u>	<u>(3,562)</u>	<u>0</u>	<u>(3,562)</u>	<u>188.8%</u>
Net Expenditure	<u>(787)</u>	<u>(7,574)</u>	<u>(4,012)</u>	<u>3,562</u>			
<u>105 Community Services</u>							
4158 Weston in Bloom	950	9,041	12,000	2,959		2,959	75.3%
4200 Small grants to Voluntary Orgs	2,500	2,500	12,500	10,000		10,000	20.0%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	160	39,996	39,836		39,836	0.4%
4210 Weston Town Centre Co SLA	0	19,398	19,398	0		0	100.0%
4212 CCTV (NSC)	23,925	47,850	81,600	33,750		33,750	58.6%
4218 Flower Beds	0	4,250	5,000	750		750	85.0%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	0	0	6,000	6,000		6,000	0.0%
4228 Blue Plaques	0	(45)	1,000	1,045		1,045	(4.5%)
4229 Armed Forces Celebrations	2,211	7,389	9,500	2,111		2,111	77.8%
4250 Community Events Grants	0	43,150	60,000	16,850		16,850	71.9%
4252 Crime & Disorder	0	19,852	50,000	30,148		30,148	39.7%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	2,435	14,467	16,320	1,853		1,853	88.6%
6005 Admin Overhead Recharge	595	4,030	4,584	554		554	87.9%
6009 HQ recharges	6	2,595	2,844	249		249	91.2%
6010 Grounds Salaries Recharge	4,122	26,565	30,150	3,585		3,585	88.1%
6015 Grounds Overhead Recharge	334	4,774	7,380	2,606		2,606	64.7%
6030 Operational Staffing Recharge	1,189	7,096	7,890	794		794	89.9%
6035 Operational Overhead Recharge	131	1,921	954	(967)		(967)	201.4%
Community Services :- Indirect Expenditure	<u>38,398</u>	<u>214,994</u>	<u>445,116</u>	<u>230,122</u>	<u>0</u>	<u>230,122</u>	<u>48.3%</u>
Net Expenditure	<u>(38,398)</u>	<u>(214,994)</u>	<u>(445,116)</u>	<u>(230,122)</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>107 Civic Support</u>							
4000 Staffing Costs	2,424	17,248	25,059	7,811		7,811	68.8%
4036 Stationery	0	11	200	189		189	5.5%
4044 Insurance	377	1,131	8,022	6,891		6,891	14.1%
4050 Printing	0	279	1,450	1,171		1,171	19.3%
4150 Chauffeur/travel costs	515	2,176	5,800	3,624		3,624	37.5%
4151 Catering	464	4,109	10,500	6,391		6,391	39.1%
4152 Civic Miscellaneous	382	2,710	3,994	1,284		1,284	67.9%
4153 Chairman's Allowance	0	2,349	4,496	2,147		2,147	52.2%
4154 Civic Regalia	0	462	2,700	2,238		2,238	17.1%
4163 Hildesheim Anniversary	0	1,799	0	(1,799)		(1,799)	0.0%
6000 Admin Salaries Recharge	4,139	24,585	27,732	3,147		3,147	88.7%
6005 Admin Overhead Recharge	1,011	6,849	7,788	939		939	87.9%
6009 HQ recharges	10	4,411	5,100	689		689	86.5%
6010 Grounds Salaries Recharge	1,058	6,817	7,734	917		917	88.1%
6015 Grounds Overhead Recharge	86	1,225	1,896	671		671	64.6%
6030 Operational Staffing Recharge	119	711	792	81		81	89.8%
6035 Operational Overhead Recharge	13	194	96	(98)		(98)	202.1%
Civic Support :- Indirect Expenditure	10,597	77,066	113,359	36,293	0	36,293	68.0%
Net Expenditure	(10,597)	(77,066)	(113,359)	(36,293)			
<u>108 Democratic Representation</u>							
1100 Miscellaneous Income	0	19	0	(19)			0.0%
Democratic Representation :- Income	0	19	0	(19)			
4013 Training	0	1,130	1,945	815		815	58.1%
4018 Election Costs	0	19,766	15,000	(4,766)		(4,766)	131.8%
4024 Internal Meeting Provision	0	2,165	3,413	1,248		1,248	63.4%
4107 IT Support & Upgrade	166	990	1,958	968		968	50.5%
6000 Admin Salaries Recharge	8,306	49,339	55,656	6,317		6,317	88.6%
6005 Admin Overhead Recharge	2,028	13,747	15,636	1,889		1,889	87.9%
6009 HQ recharges	20	8,851	9,852	1,001		1,001	89.8%
6030 Operational Staffing Recharge	48	286	318	32		32	89.9%
6035 Operational Overhead Recharge	5	77	36	(41)		(41)	213.9%
Democratic Representation :- Indirect Expenditure	10,573	96,350	103,814	7,464	0	7,464	92.8%
Net Income over Expenditure	(10,573)	(96,331)	(103,814)	(7,483)			
<u>110 Other Costs &amp; Income</u>							
1100 Miscellaneous Income	0	8,853	0	(8,853)			0.0%



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1176 Precept	1,468,119	2,936,238	0	(2,936,238			0.0%
1190 Bank Interest	443	9,334	6,000	(3,334)			155.6%
Other Costs & Income :- Income	1,468,562	2,954,425	6,000	(2,948,425			49240.4
4051 Bank Charges	302	1,731	4,000	2,269	2,269		43.3%
4060 PWLB Interest repaid-Blakehay	0	2,067	4,611	2,544	2,544		44.8%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000	6,000		50.0%
4068 PWLB Interest repaid-Water Pk	0	4,295	8,986	4,691	4,691		47.8%
4069 PWLB Capital repaid-Water Pk	0	5,884	1,373	(4,511)	(4,511)		428.6%
4080 PWLB Capital HQ Loan	0	5,000	9,394	4,394	4,394		53.2%
4081 PWLB Interest HQ Loan	0	4,450	9,394	4,944	4,944		47.4%
4999 General Reserve	0	(288,390)	0	288,390	288,390		0.0%
Other Costs & Income :- Indirect Expenditure	302	(258,962)	49,758	308,720	0	308,720	(520.4%)
Net Income over Expenditure	1,468,260	3,213,387	(43,758)	(3,257,145			
<u>111 Strategic Planning/Projects</u>							
4049 Legal fees	245	3,455	10,000	6,545	6,545		34.5%
4213 Development budget	10	463	1,000	537	537		46.3%
6000 Admin Salaries Recharge	2,542	15,100	17,034	1,934	1,934		88.6%
6005 Admin Overhead Recharge	621	4,208	4,782	574	574		88.0%
6009 HQ recharges	6	2,709	1,494	(1,215)	(1,215)		181.3%
6030 Operational Staffing Recharge	119	711	786	75	75		90.5%
6035 Operational Overhead Recharge	13	194	96	(98)	(98)		202.1%
Strategic Planning/Projects :- Indirect Expenditure	3,556	26,840	35,192	8,352	0	8,352	76.3%
Net Expenditure	(3,556)	(26,840)	(35,192)	(8,352)			
<u>112 Environmental</u>							
4076 Environmental / Climate	1,566	13,351	25,000	11,649	11,649		53.4%
6000 Admin Salaries Recharge	654	3,885	4,380	495	495		88.7%
6005 Admin Overhead Recharge	160	(2,365)	1,224	3,589	3,589		(193.2%)
6009 HQ recharges	2	696	1,254	558	558		55.5%
6030 Operational Staffing Recharge	238	1,419	1,578	159	159		89.9%
6035 Operational Overhead Recharge	26	384	192	(192)	(192)		200.0%
Environmental :- Indirect Expenditure	2,646	17,370	33,628	16,258	0	16,258	51.7%
Net Expenditure	(2,646)	(17,370)	(33,628)	(16,258)			
<u>113 Operational Services</u>							
4000 Staffing Costs	9,393	56,059	124,645	68,586	68,586		45.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Travel & Subsistence Expenses	3	199	500	301		301	39.9%
4013 Training	450	590	6,772	6,182		6,182	8.7%
4014 P P E / Health & Safety	114	199	1,000	801		801	19.9%
4030 Equipment Purchase	13	101	200	99		99	50.4%
4035 Telephone	38	186	268	82		82	69.4%
4041 Fees, Subs and Conferences	29	(182)	400	582		582	(45.5%)
4107 IT Support & Upgrade	311	2,084	4,684	2,600		2,600	44.5%
4151 Catering	75	79	500	421		421	15.8%
4253 Volunteer Events	0	150	750	600		600	20.0%
6020 Allocation to Cost Centres	(10,426)	(59,465)	(69,858)	(10,393)		(10,393)	85.1%
<b>Operational Services :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>69,861</b>	<b>69,861</b>	<b>0</b>	<b>69,861</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>(0)</b>	<b>(0)</b>	<b>(69,861)</b>	<b>(69,861)</b>			
<b>114 Old Town Quarry</b>							
1300 Licence Income	0	0	10,000	10,000			0.0%
<b>Old Town Quarry :- Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			<b>0.0%</b>
4014 P P E / Health & Safety	0	388	500	112		112	77.6%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	0	0	3,000	3,000		3,000	0.0%
4104 Utilities - Water	0	0	1,000	1,000		1,000	0.0%
4105 Utilities - Heat & Light	0	0	7,500	7,500		7,500	0.0%
4109 Alarm system	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	0	0	1,000	1,000		1,000	0.0%
4114 Refuse Removal	0	0	500	500		500	0.0%
<b>Old Town Quarry :- Indirect Expenditure</b>	<b>0</b>	<b>388</b>	<b>15,500</b>	<b>15,112</b>	<b>0</b>	<b>15,112</b>	<b>2.5%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(388)</b>	<b>(5,500)</b>	<b>(5,112)</b>			
<b>115 HQ</b>							
1100 Miscellaneous Income	0	0	5,000	5,000			0.0%
<b>HQ :- Income</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	0	0	10,000	10,000		10,000	0.0%
4044 Insurance	0	18,905	11,606	(7,299)		(7,299)	162.9%
4102 NNDR	0	611	15,594	14,983		14,983	3.9%
4104 Utilities - Water	29	76	1,000	924		924	7.6%
4105 Utilities - Heat & Light	39	111	7,500	7,389		7,389	1.5%
4109 Alarm system	0	0	1,320	1,320		1,320	0.0%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 23/10/2023

Month No: 6

Cost Centre Report 30.09.23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4111 Window Cleaning	0	54	384	330		330	14.1%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	0	10,950	9,500	(1,450)		(1,450)	115.3%
4213 Development budget	0	0	12,210	12,210		12,210	0.0%
6020 Allocation to Cost Centres	(68)	(30,707)	(38,160)	(7,453)		(7,453)	80.5%
HQ :- Indirect Expenditure	(0)	0	47,316	47,316	0	47,316	0.0%
Net Income over Expenditure	0	(0)	(42,316)	(42,316)			
<u>120 Blakehay Central Costs</u>							
1105 Blakehay Box office income	463	1,219	4,000	2,781			30.5%
Blakehay Central Costs :- Income	463	1,219	4,000	2,781			30.5%
4000 Staffing Costs	5,246	31,473	68,254	36,781		36,781	46.1%
4013 Training	0	181	1,050	869		869	17.2%
4014 P P E / Health & Safety	263	306	500	194		194	61.2%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	101	2,205	5,000	2,795		2,795	44.1%
4031 Equipment - Rental	145	311	139	(172)		(172)	223.8%
4034 Equipment Repairs	13	412	2,000	1,588		1,588	20.6%
4035 Telephone	134	830	1,344	514		514	61.7%
4036 Stationery	0	67	500	433		433	13.4%
4043 Ink Cartridges/printing	68	121	350	229		229	34.5%
4044 Insurance	377	8,957	10,363	1,406		1,406	86.4%
4102 NNDR	314	1,888	3,226	1,338		1,338	58.5%
4104 Utilities - Water	59	322	624	302		302	51.5%
4105 Utilities - Heat & Light	1,745	9,271	21,017	11,746		11,746	44.1%
4107 IT Support & Upgrade	226	2,086	3,500	1,414		1,414	59.6%
4109 Alarm system	28	28	641	614		614	4.3%
4110 Cleaning	1,632	9,797	19,766	9,969		9,969	49.6%
4111 Window Cleaning	0	75	308	233		233	24.4%
4114 Refuse Removal	1,068	1,354	2,029	675		675	66.7%
4131 Licenses	35	319	1,200	881		881	26.6%
4136 Credit Card Chgs	73	234	450	216		216	52.0%
6000 Admin Salaries Recharge	1,571	9,331	10,524	1,193		1,193	88.7%
6005 Admin Overhead Recharge	384	2,600	2,958	358		358	87.9%
6009 HQ recharges	3	1,366	1,698	332		332	80.4%
6010 Grounds Salaries Recharge	511	3,295	3,738	443		443	88.1%
6015 Grounds Overhead Recharge	41	591	918	327		327	64.4%
6030 Operational Staffing Recharge	1,334	7,961	8,850	889		889	90.0%
6035 Operational Overhead Recharge	147	2,154	1,068	(1,086)		(1,086)	201.7%
Blakehay Central Costs :- Indirect Expenditure	15,516	97,534	172,515	74,981	0	74,981	56.5%
Net Income over Expenditure	(15,053)	(96,315)	(168,515)	(72,200)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>121 Blakehay -Auditorium</u>							
1090 Bookings	152	11,169	38,089	26,920			29.3%
Blakehay -Auditorium :- Income	152	11,169	38,089	26,920			29.3%
4000 Staffing Costs	3,564	19,039	47,725	28,686		28,686	39.9%
4039 Advertising & Marketing	0	885	3,500	2,615		2,615	25.3%
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	3,564	19,925	52,225	32,300	0	32,300	38.2%
Net Income over Expenditure	(3,412)	(8,756)	(14,136)	(5,380)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	0	175	660	485			26.5%
1090 Bookings	446	3,861	6,621	2,760			58.3%
Blakehay - Upper Studio :- Income	446	4,036	7,281	3,245			55.4%
4141 BH evening classes expenditure	0	125	551	426		426	22.7%
Blakehay - Upper Studio :- Indirect Expenditure	0	125	551	426	0	426	22.7%
Net Income over Expenditure	446	3,911	6,730	2,819			
<u>123 Blakehay Bar</u>							
1193 Blakehay Bar Events Hire	0	125	1,000	875			12.5%
1194 Bar Income	742	5,046	15,000	9,954			33.6%
Blakehay Bar :- Income	742	5,171	16,000	10,829			32.3%
4000 Staffing Costs	1,457	9,870	20,967	11,097		11,097	47.1%
4031 Equipment - Rental	0	132	528	396		396	25.0%
4405 Blakehay Bar Expenditure	443	2,755	7,000	4,245		4,245	39.4%
Blakehay Bar :- Indirect Expenditure	1,901	12,757	28,495	15,738	0	15,738	44.8%
Net Income over Expenditure	(1,159)	(7,585)	(12,495)	(4,910)			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	98	5,027	48,000	42,973			10.5%
Blakehay -Live Shows :- Income	98	5,027	48,000	42,973			10.5%
4016 Show costs	0	3,750	24,000	20,250		20,250	15.6%
4039 Advertising & Marketing	440	1,095	3,500	2,405		2,405	31.3%
Blakehay -Live Shows :- Indirect Expenditure	440	4,845	27,500	22,655	0	22,655	17.6%
Net Income over Expenditure	(342)	182	20,500	20,318			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>140 Museum Central Costs</b>							
1034 Grant funding	0	(597)	0	597			0.0%
1100 Miscellaneous Income	713	2,729	5,000	2,271			54.6%
<b>Museum Central Costs :- Income</b>	<b>713</b>	<b>2,132</b>	<b>5,000</b>	<b>2,868</b>			<b>42.6%</b>
4000 Staffing Costs	9,794	50,950	123,542	72,592		72,592	41.2%
4012 Travel & Subsistence Expenses	0	23	50	27		27	45.7%
4013 Training	(179)	1,897	3,806	1,909		1,909	49.8%
4014 P P E / Health & Safety	0	926	500	(426)		(426)	185.1%
4019 Website Costs-TC	6	12	350	338		338	3.4%
4030 Equipment Purchase	100	520	1,000	480		480	52.0%
4031 Equipment - Rental	0	110	403	293		293	27.3%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	267	1,630	2,950	1,320		1,320	55.2%
4036 Stationery	0	181	500	319		319	36.3%
4039 Advertising & Marketing	27	754	4,000	3,246		3,246	18.8%
4041 Fees, Subs and Conferences	9	231	100	(131)		(131)	230.8%
4044 Insurance	377	8,957	10,363	1,406		1,406	86.4%
4102 NNDR	(8,452)	(8,447)	213	8,660		8,660	(3965.8)
4104 Utilities - Water	22	199	257	58		58	77.5%
4105 Utilities - Heat & Light	425	5,851	12,953	7,102		7,102	45.2%
4107 IT Support & Upgrade	489	3,319	5,348	2,029		2,029	62.1%
4109 Alarm system	30	283	1,060	777		777	26.7%
4110 Cleaning	0	6,045	14,492	8,447		8,447	41.7%
4111 Window Cleaning	50	150	616	466		466	24.4%
4114 Refuse Removal	1,128	1,895	2,068	173		173	91.6%
4131 Licenses	35	902	1,907	1,005		1,005	47.3%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,311	7,789	8,790	1,001		1,001	88.6%
6005 Admin Overhead Recharge	320	2,170	2,466	296		296	88.0%
6009 HQ recharges	3	1,398	2,292	894		894	61.0%
6010 Grounds Salaries Recharge	846	5,453	6,192	739		739	88.1%
6015 Grounds Overhead Recharge	69	981	1,518	537		537	64.6%
6030 Operational Staffing Recharge	2,140	12,772	5,472	(7,300)		(7,300)	233.4%
6035 Operational Overhead Recharge	235	3,455	660	(2,795)		(2,795)	523.5%
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>9,053</b>	<b>110,406</b>	<b>287,128</b>	<b>176,722</b>	<b>0</b>	<b>176,722</b>	<b>38.5%</b>
<b>Net Income over Expenditure</b>	<b>(8,339)</b>	<b>(108,274)</b>	<b>(282,128)</b>	<b>(173,854)</b>			
<b>141 Museum Learning and Events</b>							
1006 Learning Income	539	4,715	11,653	6,938			40.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1008 Museum handling box hire	200	600	2,404	1,804			25.0%
Museum Learning and Events :- Income	739	5,315	14,057	8,742			37.8%
4000 Staffing Costs	2,698	17,228	36,849	19,621		19,621	46.8%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%
4020 Learning/Event education equip	120	377	1,200	823		823	31.4%
4030 Equipment Purchase	0	180	2,500	2,320		2,320	7.2%
Museum Learning and Events :- Indirect Expenditure	2,818	17,785	40,649	22,864	0	22,864	43.8%
Net Income over Expenditure	(2,080)	(12,470)	(26,592)	(14,122)			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	4,511	31,324	66,000	34,676			47.5%
1194 Bar Income	8	978	10,000	9,023			9.8%
1197 Function food income	1,141	5,634	0	(5,634)			0.0%
Museum Cafe :- Income	5,660	37,936	76,000	38,064			49.9%
4000 Staffing Costs	3,536	28,716	46,746	18,030		18,030	61.4%
4014 P P E / Health & Safety	12	50	1,500	1,450		1,450	3.4%
4030 Equipment Purchase	819	2,243	2,500	257		257	89.7%
4031 Equipment - Rental	187	1,100	1,980	880		880	55.5%
4110 Cleaning	1,448	1,600	1,000	(600)		(600)	160.0%
4114 Refuse Removal	0	61	2,280	2,219		2,219	2.7%
4406 Bar Stock	302	1,326	5,000	3,674		3,674	26.5%
4407 Museum cafe stock	1,784	12,418	16,500	4,082		4,082	75.3%
4511 Function food costs	136	2,302	0	(2,302)		(2,302)	0.0%
Museum Cafe :- Indirect Expenditure	8,224	49,818	77,506	27,688	0	27,688	64.3%
Net Income over Expenditure	(2,564)	(11,882)	(1,506)	10,376			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	1,085	9,521	13,500	3,979			70.5%
1009 Museum sale or return comm	(319)	(1,267)	1,500	2,767			(84.5%)
Museum shop/retail :- Income	766	8,254	15,000	6,746			55.0%
4030 Equipment Purchase	0	218	300	82		82	72.7%
4031 Equipment - Rental	13	78	156	78		78	50.0%
4136 Credit Card Chgs	73	234	450	216		216	52.0%
4408 Museum shop stock	0	7,532	8,250	718		718	91.3%
Museum shop/retail :- Indirect Expenditure	86	8,063	9,156	1,093	0	1,093	88.1%
Net Income over Expenditure	681	191	5,844	5,653			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	0	1,500	1,500			0.0%
1103 Other event misc income	232	1,798	6,000	4,202			30.0%
1104 Function Income	4,662	15,902	16,000	98			99.4%
<b>Museum Function :- Income</b>	<b>4,894</b>	<b>17,700</b>	<b>23,500</b>	<b>5,800</b>			<b>75.3%</b>
4400 Museum Function Expenditure	(1,220)	0	0	0		0	0.0%
<b>Museum Function :- Direct Expenditure</b>	<b>(1,220)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4000 Staffing Costs	1,464	4,637	18,361	13,724		13,724	25.3%
4030 Equipment Purchase	899	1,789	5,000	3,211		3,211	35.8%
4420 Function Expenditure (1104)	1,607	2,898	0	(2,898)		(2,898)	0.0%
<b>Museum Function :- Indirect Expenditure</b>	<b>3,971</b>	<b>9,324</b>	<b>23,361</b>	<b>14,037</b>	<b>0</b>	<b>14,037</b>	<b>39.9%</b>
<b>Net Income over Expenditure</b>	<b>2,143</b>	<b>8,376</b>	<b>139</b>	<b>(8,237)</b>			
<b>300 Planning</b>							
6000 Admin Salaries Recharge	1,101	6,540	7,380	840		840	88.6%
6005 Admin Overhead Recharge	269	1,823	2,070	247		247	88.1%
6009 HQ recharges	3	1,173	3,366	2,193		2,193	34.8%
<b>Planning :- Indirect Expenditure</b>	<b>1,373</b>	<b>9,536</b>	<b>12,816</b>	<b>3,280</b>	<b>0</b>	<b>3,280</b>	<b>74.4%</b>
<b>Net Expenditure</b>	<b>(1,373)</b>	<b>(9,536)</b>	<b>(12,816)</b>	<b>(3,280)</b>			
<b>400 Central Grounds Maintenance</b>							
4000 Staffing Costs	23,346	149,926	340,070	190,144		190,144	44.1%
4013 Training	0	1,097	6,887	5,790		5,790	15.9%
4014 P P E / Health & Safety	363	756	3,000	2,244		2,244	25.2%
4015 SLA Somerset	0	(2,980)	0	2,980		2,980	0.0%
4025 Vehicle Maintenance	381	4,114	5,550	1,436		1,436	74.1%
4026 Petrol / Diesel	722	3,779	9,585	5,806		5,806	39.4%
4030 Equipment Purchase	502	5,020	7,000	1,980		1,980	71.7%
4031 Equipment - Rental	0	6,078	16,960	10,882		10,882	35.8%
4034 Equipment Repairs	289	1,075	2,500	1,425		1,425	43.0%
4035 Telephone	251	2,920	2,153	(767)		(767)	135.6%
4041 Fees, Subs and Conferences	0	0	95	95		95	0.0%
4044 Insurance	(2,190)	31	8,004	7,973		7,973	0.4%
4107 IT Support & Upgrade	948	4,118	8,751	4,633		4,633	47.1%
4114 Refuse Removal	462	531	12,765	12,234		12,234	4.2%
4151 Catering	56	287	0	(287)		(287)	0.0%
6020 Allocation to Cost Centres	(25,129)	(176,750)	(211,662)	(34,912)		(34,912)	83.5%
<b>Central Grounds Maintenance :- Indirect Expenditure</b>	<b>1</b>	<b>0</b>	<b>211,658</b>	<b>211,658</b>	<b>0</b>	<b>211,658</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>(1)</b>	<b>(0)</b>	<b>(211,658)</b>	<b>(211,658)</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>403 Allotments</b>							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	<u>0</u>	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>
4105 Utilities - Heat & Light	0	357	3,000	2,643	2,643		11.9%
4108 Building / Maintenance	0	(54)	1,444	1,498	1,498		(3.7%)
6000 Admin Salaries Recharge	130	772	870	98	98		88.7%
6005 Admin Overhead Recharge	32	215	246	31	31		87.4%
6009 HQ recharges	0	137	552	415	415		24.8%
6010 Grounds Salaries Recharge	1,478	9,528	10,812	1,284	1,284		88.1%
6015 Grounds Overhead Recharge	119	1,712	2,646	934	934		64.7%
6030 Operational Staffing Recharge	47	280	312	32	32		89.7%
6035 Operational Overhead Recharge	5	76	36	(40)	(40)		211.1%
Allotments :- Indirect Expenditure	<u>1,811</u>	<u>13,023</u>	<u>19,918</u>	<u>6,895</u>	<u>0</u>	<u>6,895</u>	<u>65.4%</u>
Net Income over Expenditure	<u>(1,811)</u>	<u>(13,023)</u>	<u>(19,518)</u>	<u>(6,495)</u>			
<b>420 Milton Road Cemetery</b>							
1010 Interments	2,220	13,470	49,500	36,030			27.2%
1011 Memorials	750	2,547	5,804	3,257			43.9%
1100 Miscellaneous Income	763	3,076	2,721	(355)			113.0%
Milton Road Cemetery :- Income	<u>3,733</u>	<u>19,092</u>	<u>58,025</u>	<u>38,933</u>			<u>32.9%</u>
4034 Equipment Repairs	0	96	2,000	1,904	1,904		4.8%
4054 Grave Digging	0	3,281	10,000	6,719	6,719		32.8%
4055 Memorials	407	1,691	7,000	5,309	5,309		24.2%
4102 NNDR	0	0	3,636	3,636	3,636		0.0%
4104 Utilities - Water	25	345	1,813	1,468	1,468		19.0%
4105 Utilities - Heat & Light	18	100	168	68	68		59.2%
4109 Alarm system	0	0	310	310	310		0.0%
4110 Cleaning	0	90	2,000	1,910	1,910		4.5%
6000 Admin Salaries Recharge	1,441	8,559	9,654	1,095	1,095		88.7%
6005 Admin Overhead Recharge	352	2,384	2,712	328	328		87.9%
6009 HQ recharges	3	1,535	1,284	(251)	(251)		119.5%
6010 Grounds Salaries Recharge	7,713	49,713	56,418	6,705	6,705		88.1%
6015 Grounds Overhead Recharge	625	8,934	13,812	4,878	4,878		64.7%
6030 Operational Staffing Recharge	357	2,131	11,094	8,963	8,963		19.2%
6035 Operational Overhead Recharge	39	576	1,188	612	612		48.5%
Milton Road Cemetery :- Indirect Expenditure	<u>10,980</u>	<u>79,435</u>	<u>123,089</u>	<u>43,654</u>	<u>0</u>	<u>43,654</u>	<u>64.5%</u>
Net Income over Expenditure	<u>(7,247)</u>	<u>(60,343)</u>	<u>(65,064)</u>	<u>(4,721)</u>			



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>451 Youth Activities</b>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	18,485	55,456	74,613	19,157		19,157	74.3%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	288	1,713	1,932	219		219	88.7%
6005 Admin Overhead Recharge	70	475	540	65		65	88.0%
6009 HQ recharges	1	307	1,740	1,433		1,433	17.6%
Youth Activities :- Indirect Expenditure	<u>18,844</u>	<u>57,951</u>	<u>82,325</u>	<u>24,374</u>	<u>0</u>	<u>24,374</u>	<u>70.4%</u>
Net Expenditure	<u>(18,844)</u>	<u>(57,951)</u>	<u>(82,325)</u>	<u>(24,374)</u>			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	322	7,178	14,538	7,360			49.4%
Street Furniture :- Income	<u>322</u>	<u>7,178</u>	<u>14,538</u>	<u>7,360</u>			<u>49.4%</u>
4105 Utilities - Heat & Light	154	979	1,400	421		421	70.0%
4115 Dogbin purchase	0	0	780	780		780	0.0%
4116 Dogbin Emptying	1,546	9,069	20,297	11,228		11,228	44.7%
4119 Notice Boards	0	1,983	1,500	(483)		(483)	132.2%
4120 Bus Shelter Cleaning / Graffit	0	396	500	104		104	79.2%
4133 Bus Shelter - Repairs	0	0	500	500		500	0.0%
4157 Prince Wales Clock/welcome sig	39	218	550	332		332	39.6%
6000 Admin Salaries Recharge	839	4,983	5,622	639		639	88.6%
6005 Admin Overhead Recharge	205	1,388	1,578	190		190	88.0%
6009 HQ recharges	2	893	1,188	295		295	75.2%
6010 Grounds Salaries Recharge	2,218	14,294	16,224	1,930		1,930	88.1%
6015 Grounds Overhead Recharge	180	2,568	3,972	1,404		1,404	64.7%
6030 Operational Staffing Recharge	48	286	1,566	1,280		1,280	18.3%
6035 Operational Overhead Recharge	5	77	192	115		115	40.1%
Street Furniture :- Indirect Expenditure	<u>5,236</u>	<u>37,134</u>	<u>55,869</u>	<u>18,735</u>	<u>0</u>	<u>18,735</u>	<u>66.5%</u>
Net Income over Expenditure	<u>(4,914)</u>	<u>(29,957)</u>	<u>(41,331)</u>	<u>(11,374)</u>			
<b>470 Parks &amp; Play Areas</b>							
1076 Water Play Area Kiosk Income	0	3,850	7,000	3,150			55.0%
1077 Water Park Admissions	1,755	18,381	45,000	26,619			40.8%
Parks & Play Areas :- Income	<u>1,755</u>	<u>22,231</u>	<u>52,000</u>	<u>29,769</u>			<u>42.8%</u>
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	179	132	3,004	2,872		2,872	4.4%
4105 Utilities - Heat & Light	3,449	10,453	11,500	1,047		1,047	90.9%
4109 Alarm system	0	398	500	102		102	79.6%

## Detailed Income &amp; Expenditure by Budget Heading 23/10/2023

Month No: 6

Cost Centre Report 30.09.23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	0	0	500	500		500	0.0%
4138 Water Play Area Rent	1,978	6,821	10,242	3,421		3,421	66.6%
4140 Recreation Grounds	0	78,060	86,725	8,665		8,665	90.0%
4300 Parks&Play Area EMRRP Holding	0	0	61,788	61,788		61,788	0.0%
4301 Ashcombe Park Lower	61	853	852	(1)		(1)	100.1%
4302 Ashcombe Park Upper	61	853	852	(1)		(1)	100.1%
4303 Broadway Play	61	853	852	(1)		(1)	100.1%
4304 Broadway Skate Park	61	853	852	(1)		(1)	100.1%
4305 Byron Rec	61	853	852	(1)		(1)	100.1%
4306 Castle Batch Lower	61	11,260	11,260	(0)		(0)	100.0%
4307 Canberra Road	61	853	852	(1)		(1)	100.1%
4308 Clarence Park	61	933	932	(1)		(1)	100.1%
4309 Conniston Green	61	853	852	(1)		(1)	100.1%
4310 Ellenborough Park East	61	958	956	(2)		(2)	100.2%
4311 Grove Park	61	853	853	(0)		(0)	100.0%
4312 Hutton Moor Skate Park	311	1,536	1,536	0		0	100.0%
4313 Jubilee Park	61	853	854	1		1	99.9%
4314 Locking Castle (Maltlands)	61	853	854	1		1	99.9%
4315 Lynch Farm	61	853	853	(0)		(0)	100.0%
4316 Millennium Green	823	1,615	1,616	1		1	99.9%
4317 Uphill Junior Play Area	3,114	3,905	3,907	2		2	100.0%
4318 Uphill Toddler Play Area	3,114	3,905	3,907	2		2	100.0%
4319 Water Adventure Play Park	206	61,728	61,729	1		1	100.0%
4320 Worle Recreation Ground	61	1,282	1,283	1		1	99.9%
4321 Wyvern Close	61	853	855	2		2	99.8%
4322 Ellenborough Park West	61	853	853	(0)		(0)	100.0%
6000 Admin Salaries Recharge	968	5,752	6,492	740		740	88.6%
6005 Admin Overhead Recharge	236	1,602	1,824	222		222	87.8%
6009 HQ recharges	2	1,033	1,842	809		809	56.1%
6010 Grounds Salaries Recharge	4,754	30,639	34,770	4,131		4,131	88.1%
6015 Grounds Overhead Recharge	385	5,507	8,514	3,007		3,007	64.7%
6030 Operational Staffing Recharge	475	2,836	1,908	(928)		(928)	148.6%
6035 Operational Overhead Recharge	52	767	384	(383)		(383)	199.7%
<b>Parks &amp; Play Areas :- Indirect Expenditure</b>	<b>21,085</b>	<b>242,212</b>	<b>328,654</b>	<b>86,442</b>	<b>0</b>	<b>86,442</b>	<b>73.7%</b>
<b>Net Income over Expenditure</b>	<b>(19,330)</b>	<b>(219,982)</b>	<b>(276,654)</b>	<b>(56,672)</b>			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	26,490	26,490		26,490	0.0%
4232 Allotments PPM	0	235	235	(0)		(0)	100.1%
4233 Blakehay PPM	884	11,645	11,645	(0)		(0)	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4234 Museum PPM	2,030	19,625	19,623	(2)		(2)	100.0%
4235 Cemetery PPM	970	1,534	1,535	1		1	99.9%
4236 Parks & play areas PPM	803	2,541	2,540	(1)		(1)	100.0%
4237 Grove House PPM	414	1,190	1,190	(0)		(0)	100.0%
4238 Grove Lodge PPM	166	971	970	(1)		(1)	100.1%
4239 Chapel/hut/toilets/shed PPM	0	244	244	(0)		(0)	100.1%
4240 Public toilets	1,023	3,289	3,289	0		0	100.0%
4241 VIC PPM	0	10	10	0		0	96.5%
4242 HQ PPM	2,039	9,397	9,400	3		3	100.0%
6000 Admin Salaries Recharge	1,101	6,539	7,380	841		841	88.6%
6005 Admin Overhead Recharge	218	1,478	1,680	202		202	88.0%
6009 HQ recharges	3	1,481	1,458	(23)		(23)	101.6%
6010 Grounds Salaries Recharge	334	2,157	2,448	291		291	88.1%
6015 Grounds Overhead Recharge	27	389	594	205		205	65.5%
6030 Operational Staffing Recharge	306	1,827	2,034	207		207	89.8%
6035 Operational Overhead Recharge	34	494	246	(248)		(248)	200.8%
Planned maintenance :- Indirect Expenditure	10,353	65,047	93,011	27,964	0	27,964	69.9%
Net Expenditure	(10,353)	(65,047)	(93,011)	(27,964)			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	0	9,493	15,000	5,508			63.3%
Tourism Love Weston / Dest Mar :- Income	0	9,493	15,000	5,508			63.3%
4000 Staffing Costs	4,224	32,449	53,427	20,978		20,978	60.7%
4030 Equipment Purchase	0	34	64	30		30	52.9%
4039 Advertising & Marketing	80	305	9,000	8,695		8,695	3.4%
4041 Fees, Subs and Conferences	0	0	250	250		250	0.0%
4062 Tourism-Love Weston website	1,076	2,431	11,500	9,069		9,069	21.1%
4107 IT Support & Upgrade	180	1,276	1,003	(273)		(273)	127.3%
6000 Admin Salaries Recharge	893	5,307	5,988	681		681	88.6%
6005 Admin Overhead Recharge	269	1,823	2,064	241		241	88.3%
6009 HQ recharges	1	950	768	(182)		(182)	123.7%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	6,723	44,575	84,064	39,489	0	39,489	53.0%
Net Income over Expenditure	(6,723)	(35,083)	(69,064)	(33,981)			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	99	1,500	1,401			6.6%
1043 VIC Retail/Shop Income	37	5,207	3,000	(2,207)			173.6%
Tourism VIC costs :- Income	37	5,306	4,500	(806)			117.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	10,054	40,416	61,137	20,721		20,721	66.1%
4013 Training	0	136	1,865	1,729		1,729	7.3%
4014 P P E / Health & Safety	0	51	1,000	949		949	5.1%
4031 Equipment - Rental	23	137	1,000	863		863	13.7%
4034 Equipment Repairs	0	71	1,000	929		929	7.1%
4035 Telephone	169	876	792	(84)		(84)	110.6%
4036 Stationery	0	179	200	21		21	89.7%
4039 Advertising & Marketing	0	96	1,000	904		904	9.6%
4119 Notice Boards	173	186	1,500	1,314		1,314	12.4%
4136 Credit Card Chgs	73	234	450	216		216	52.0%
4151 Catering	(18)	87	75	(12)		(12)	116.3%
4225 VIC Stock	0	1,052	2,000	948		948	52.6%
6030 Operational Staffing Recharge	2,854	5,267	18,930	13,663		13,663	27.8%
6035 Operational Overhead Recharge	315	4,609	2,292	(2,317)		(2,317)	201.1%
Tourism VIC costs :- Indirect Expenditure	13,643	53,397	93,241	39,844	0	39,844	57.3%
Net Income over Expenditure	(13,607)	(48,091)	(88,741)	(40,650)			
<b>485 PublicToilets</b>							
4044 Insurance	377	1,131	9,640	8,509		8,509	11.7%
4104 Utilities - Water	139	711	2,200	1,489		1,489	32.3%
4105 Utilities - Heat & Light	610	2,154	3,550	1,396		1,396	60.7%
4110 Cleaning	3,000	18,000	36,000	18,000		18,000	50.0%
6000 Admin Salaries Recharge	1,102	6,541	7,374	833		833	88.7%
6005 Admin Overhead Recharge	268	1,822	2,064	242		242	88.3%
6009 HQ recharges	3	1,172	1,464	292		292	80.1%
6010 Grounds Salaries Recharge	212	1,364	1,548	184		184	88.1%
6015 Grounds Overhead Recharge	17	244	378	134		134	64.6%
6030 Operational Staffing Recharge	119	711	792	81		81	89.8%
6035 Operational Overhead Recharge	13	193	96	(97)		(97)	201.0%
PublicToilets :- Indirect Expenditure	5,860	34,043	65,106	31,063	0	31,063	52.3%
Net Expenditure	(5,860)	(34,043)	(65,106)	(31,063)			
<b>801 Earmarked Reserves</b>							
8000 EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001 EMR Armed forces affiliation	(1,611)	8,404	9,000	596		596	93.4%
8003 EMR Elections	0	41,535	41,535	0		0	100.0%
8004 EMR Blakehay Live Shows	0	0	6,625	6,625		6,625	0.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	1,445	1,151	3,002	1,851		1,851	38.3%

## Detailed Income &amp; Expenditure by Budget Heading 23/10/2023

Month No: 6

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
8011 EMR Blakehay Vols Fundraising	195	1,295	1,345	50		50	96.3%
8014 EMR Mus phase 2/HLF	0	(500)	5,452	5,952		5,952	(9.2%)
8017 EMR Grit Bins/ street furnitur	0	0	3,735	3,735		3,735	0.0%
8018 CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019 EMR Old Mill Way	0	625	20,818	20,193		20,193	3.0%
8020 PPM & EMRRP	0	0	51,102	51,102		51,102	0.0%
8022 Civic Events	0	0	1,700	1,700		1,700	0.0%
8023 Cil Monies Received	0	0	217,585	217,585		217,585	0.0%
8024 Environmental Climate Change	0	1,150	8,810	7,660		7,660	13.1%
8025 Blakehay CRF Grant Award	0	75	2,587	2,512		2,512	2.9%
8026 Com Res - Food Proj / Climate	1,087	11,342	28,571	17,229		17,229	39.7%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8028 Town Council Community Project	0	2,237	10,000	7,763		7,763	22.4%
8030 Weston In Bloom	0	0	5,000	5,000		5,000	0.0%
8033 MUS - Wild Escape Grant	0	316	1,047	731		731	30.2%
8035 MUS - Understanding Hert Grant	0	15	2,025	2,010		2,010	0.7%
8036 Com Res - Wellbeing	(1,050)	7,510	5,489	(2,021)		(2,021)	136.8%
8040 Wellbeing staff grant	0	7,891	38,270	30,379		30,379	20.6%
Earmarked Reserves :- Indirect Expenditure	66	83,046	484,439	401,393	0	401,393	17.1%
Net Expenditure	(66)	(83,046)	(484,439)	(401,393)			
<u>901 Capital Works Reserves</u>							
9001 Castlebatch Play Refurbishent	0	273,149	273,149	(0)		(0)	100.0%
9002 HQ Refurbishment Wokrs	0	41,078	680,329	639,251		639,251	6.0%
Capital Works Reserves :- Direct Expenditure	0	314,228	953,478	639,250	0	639,250	33.0%
Net Expenditure	0	(314,228)	(953,478)	(639,250)			
Grand Totals:- Income	1,489,081	3,115,702	412,390	(2,703,312)			755.5%
Expenditure	208,664	1,554,122	4,495,719	2,941,597	0	2,941,597	34.6%
Net Income over Expenditure	1,280,417	1,561,580	(4,083,329)	(5,644,909)			
Movement to/(from) Gen Reserve	1,280,417	1,561,580					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	29,139	200,357	386,251	185,894		185,894	51.9%
4006 Moorepay/IT payroll HR softwar	309	2,956	3,087	131		131	95.8%
4007 Personnel Consultants	355	2,131	4,415	2,284		2,284	48.3%
4008 CRB Checks/staff services	66	221	1,000	779		779	22.1%
4009 Health & Safety Consultant	292	1,925	3,500	1,575		1,575	55.0%
4012 Travel & Subsistence Expenses	0	0	250	250		250	0.0%
4013 Training	232	1,576	5,000	3,424		3,424	31.5%
4019 Website Costs-TC	0	150	650	500		500	23.1%
4030 Equipment Purchase	0	87	500	413		413	17.4%
4031 Equipment - Rental	798	4,745	8,456	3,711		3,711	56.1%
4034 Equipment Repairs	0	0	250	250		250	0.0%
4035 Telephone	507	4,157	5,879	1,722		1,722	70.7%
4036 Stationery	143	1,007	1,750	743		743	57.5%
4038 Recruitment / Advertising	0	0	3,000	3,000		3,000	0.0%
4040 Audit & Accountancy	0	1,267	6,000	4,733		4,733	21.1%
4041 Fees, Subs and Conferences	631	4,279	3,545	(734)		(734)	120.7%
4042 Postages	0	1,071	3,857	2,786		2,786	27.8%
4043 Ink Cartridges/printing	174	1,335	1,399	64		64	95.4%
4044 Insurance	377	6,652	13,363	6,711		6,711	49.8%
4049 Legal fees	0	1,360	2,000	640		640	68.0%
4107 IT Support & Upgrade	1,260	9,998	22,165	12,167		12,167	45.1%
4136 Credit Card Chgs	106	268	450	182		182	59.5%
4151 Catering	133	1,050	1,500	450		450	70.0%
4260 MHR People First Setup Costs	5,789	9,170	16,485	7,315		7,315	55.6%
6020 Allocation to Cost Centres	(40,310)	(255,761)	(288,610)	(32,849)		(32,849)	88.6%
Central Administration :- Indirect Expenditure	0	(0)	206,142	206,142	0	206,142	0.0%
Net Expenditure	(0)	0	(206,142)	(206,142)			
<u>103 Grove House</u>							
4102 NNDR	536	3,756	1,341	(2,415)		(2,415)	280.1%
4104 Utilities - Water	309	421	310	(111)		(111)	135.7%
4105 Utilities - Heat & Light	36	1,171	575	(596)		(596)	203.6%
4109 Alarm system	0	140	139	(1)		(1)	100.7%
4110 Cleaning	9	3,148	937	(2,211)		(2,211)	335.9%
4111 Window Cleaning	25	88	17	(71)		(71)	514.7%
4114 Refuse Removal	56	544	718	174		174	75.8%
Grove House :- Indirect Expenditure	971	9,267	4,037	(5,230)	0	(5,230)	229.5%
Net Expenditure	(971)	(9,267)	(4,037)	5,230			

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Grove Lodge</u>							
4030 Equipment Purchase	0	0	9	9		9	0.0%
4102 NNDR	0	1,339	675	(664)		(664)	198.4%
4104 Utilities - Water	22	134	624	490		490	21.5%
4105 Utilities - Heat & Light	64	1,214	656	(558)		(558)	185.1%
4109 Alarm system	0	33	15	(18)		(18)	216.7%
4110 Cleaning	9	1,553	762	(791)		(791)	203.7%
4111 Window Cleaning	25	88	21	(67)		(67)	416.7%
4132 Rent	0	3,333	1,250	(2,083)		(2,083)	266.7%
Grove Lodge :- Indirect Expenditure	120	7,694	4,012	(3,682)	0	(3,682)	191.8%
Net Expenditure	(120)	(7,694)	(4,012)	3,682			
<u>105 Community Services</u>							
4158 Weston in Bloom	0	9,041	12,000	2,959		2,959	75.3%
4200 Small grants to Voluntary Orgs	0	2,500	12,500	10,000		10,000	20.0%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	85	245	39,996	39,751		39,751	0.6%
4210 Weston Town Centre Co SLA	0	19,398	19,398	0		0	100.0%
4212 CCTV (NSC)	34,440	82,290	81,600	(690)		(690)	100.8%
4218 Flower Beds	0	4,250	5,000	750		750	85.0%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	500	500	6,000	5,500		5,500	8.3%
4228 Blue Plaques	0	(45)	1,000	1,045		1,045	(4.5%)
4229 Armed Forces Celebrations	500	7,889	9,500	1,611		1,611	83.0%
4250 Community Events Grants	0	43,150	60,000	16,850		16,850	71.9%
4252 Crime & Disorder	10,449	30,301	50,000	19,699		19,699	60.6%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	2,462	16,929	19,040	2,111		2,111	88.9%
6005 Admin Overhead Recharge	944	4,974	5,348	374		374	93.0%
6009 HQ recharges	13	2,608	3,318	710		710	78.6%
6010 Grounds Salaries Recharge	4,464	31,029	35,175	4,146		4,146	88.2%
6015 Grounds Overhead Recharge	1,499	6,273	8,610	2,337		2,337	72.9%
6030 Operational Staffing Recharge	1,189	8,285	9,205	920		920	90.0%
6035 Operational Overhead Recharge	126	2,047	1,113	(934)		(934)	183.9%
Community Services :- Indirect Expenditure	56,671	271,665	456,803	185,138	0	185,138	59.5%
Net Expenditure	(56,671)	(271,665)	(456,803)	(185,138)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>107 Civic Support</u>							
4000 Staffing Costs	2,424	19,671	25,059	5,388		5,388	78.5%
4030 Equipment Purchase	5	5	0	(5)		(5)	0.0%
4036 Stationery	0	11	200	189		189	5.5%
4044 Insurance	377	1,508	8,022	6,514		6,514	18.8%
4050 Printing	288	567	1,450	883		883	39.1%
4150 Chauffeur/travel costs	1,184	3,359	4,800	1,441		1,441	70.0%
4151 Catering	535	4,644	10,500	5,856		5,856	44.2%
4152 Civic Miscellaneous	686	3,396	4,994	1,598		1,598	68.0%
4153 Chairman's Allowance	0	2,349	4,496	2,147		2,147	52.2%
4154 Civic Regalia	0	462	2,700	2,238		2,238	17.1%
4163 Hildesheim Anniversary	0	1,799	0	(1,799)		(1,799)	0.0%
6000 Admin Salaries Recharge	4,184	28,769	32,354	3,585		3,585	88.9%
6005 Admin Overhead Recharge	1,604	8,453	9,086	633		633	93.0%
6009 HQ recharges	22	4,433	5,950	1,517		1,517	74.5%
6010 Grounds Salaries Recharge	1,146	7,963	9,023	1,060		1,060	88.3%
6015 Grounds Overhead Recharge	385	1,610	2,212	602		602	72.8%
6030 Operational Staffing Recharge	119	830	924	94		94	89.8%
6035 Operational Overhead Recharge	13	207	112	(95)		(95)	184.8%
Civic Support :- Indirect Expenditure	12,971	90,037	121,882	31,845	0	31,845	73.9%
Net Expenditure	(12,971)	(90,037)	(121,882)	(31,845)			
<u>108 Democratic Representation</u>							
1100 Miscellaneous Income	0	19	0	(19)			0.0%
Democratic Representation :- Income	0	19	0	(19)			
4013 Training	0	1,130	1,945	815		815	58.1%
4018 Election Costs	0	19,766	15,000	(4,766)		(4,766)	131.8%
4024 Internal Meeting Provision	941	3,105	3,413	308		308	91.0%
4107 IT Support & Upgrade	166	1,156	1,958	802		802	59.0%
6000 Admin Salaries Recharge	8,398	57,737	64,932	7,195		7,195	88.9%
6005 Admin Overhead Recharge	3,219	16,966	18,242	1,276		1,276	93.0%
6009 HQ recharges	44	8,895	11,494	2,599		2,599	77.4%
6030 Operational Staffing Recharge	48	334	371	37		37	90.0%
6035 Operational Overhead Recharge	5	82	42	(40)		(40)	195.2%
Democratic Representation :- Indirect Expenditure	12,820	109,171	117,397	8,226	0	8,226	93.0%
Net Income over Expenditure	(12,820)	(109,152)	(117,397)	(8,245)			



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>110 Other Costs &amp; Income</u>							
1100 Miscellaneous Income	0	8,853	0	(8,853)			0.0%
1176 Precept	0	2,936,238	0	(2,936,238)			0.0%
1190 Bank Interest	535	9,869	6,000	(3,869)			164.5%
Other Costs & Income :- Income	535	2,954,960	6,000	(2,948,960)			49249.3
4051 Bank Charges	459	2,191	4,000	1,809	1,809		54.8%
4060 PWLB Interest repaid-Blakehay	0	2,067	4,611	2,544	2,544		44.8%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000	6,000		50.0%
4068 PWLB Interest repaid-Water Pk	0	4,295	8,986	4,691	4,691		47.8%
4069 PWLB Capital repaid-Water Pk	0	5,884	1,373	(4,511)	(4,511)		428.6%
4080 PWLB Capital HQ Loan	0	5,000	9,394	4,394	4,394		53.2%
4081 PWLB Interest HQ Loan	0	4,450	9,394	4,944	4,944		47.4%
4999 General Reserve	0	(288,390)	0	288,390	288,390		0.0%
Other Costs & Income :- Indirect Expenditure	459	(258,503)	49,758	308,261	0	308,261	(519.5%)
Net Income over Expenditure	76	3,213,463	(43,758)	(3,257,221)			
<u>111 Strategic Planning/Projects</u>							
4049 Legal fees	3,325	6,780	10,000	3,220	3,220		67.8%
4213 Development budget	21	484	1,000	516	516		48.4%
6000 Admin Salaries Recharge	2,570	17,670	19,873	2,203	2,203		88.9%
6005 Admin Overhead Recharge	985	5,193	5,579	386	386		93.1%
6009 HQ recharges	13	2,722	1,743	(979)	(979)		156.2%
6030 Operational Staffing Recharge	119	830	917	87	87		90.5%
6035 Operational Overhead Recharge	13	207	112	(95)	(95)		184.8%
Strategic Planning/Projects :- Indirect Expenditure	7,046	33,886	39,224	5,338	0	5,338	86.4%
Net Expenditure	(7,046)	(33,886)	(39,224)	(5,338)			
<u>112 Environmental</u>							
4076 Environmental / Climate	2,198	15,549	25,000	9,451	9,451		62.2%
6000 Admin Salaries Recharge	661	4,546	5,110	564	564		89.0%
6005 Admin Overhead Recharge	254	(2,111)	1,428	3,539	3,539		(147.8%)
6009 HQ recharges	3	699	1,463	764	764		47.8%
6030 Operational Staffing Recharge	238	1,657	1,841	184	184		90.0%
6035 Operational Overhead Recharge	25	409	224	(185)	(185)		182.6%
Environmental :- Indirect Expenditure	3,379	20,749	35,066	14,317	0	14,317	59.2%
Net Expenditure	(3,379)	(20,749)	(35,066)	(14,317)			

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>113 Operational Services</b>							
4000 Staffing Costs	9,393	65,452	124,645	59,193		59,193	52.5%
4012 Travel & Subsistence Expenses	0	199	500	301		301	39.9%
4013 Training	615	1,205	6,772	5,567		5,567	17.8%
4014 P P E / Health & Safety	0	199	1,000	801		801	19.9%
4030 Equipment Purchase	0	101	200	99		99	50.4%
4035 Telephone	38	224	268	44		44	83.5%
4041 Fees, Subs and Conferences	29	(153)	400	553		553	(38.3%)
4107 IT Support & Upgrade	311	2,395	4,684	2,289		2,289	51.1%
4151 Catering	0	79	500	421		421	15.8%
4253 Volunteer Events	0	150	750	600		600	20.0%
6020 Allocation to Cost Centres	(10,387)	(69,852)	(81,501)	(11,649)		(11,649)	85.7%
Operational Services :- Indirect Expenditure	(1)	(0)	58,218	58,218	0	58,218	0.0%
Net Expenditure	1	0	(58,218)	(58,218)			
<b>114 Old Town Quarry</b>							
1300 Licence Income	0	0	10,000	10,000			0.0%
Old Town Quarry :- Income	0	0	10,000	10,000			0.0%
4014 P P E / Health & Safety	0	388	500	112		112	77.6%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	0	0	3,000	3,000		3,000	0.0%
4104 Utilities - Water	0	0	1,000	1,000		1,000	0.0%
4105 Utilities - Heat & Light	0	0	7,500	7,500		7,500	0.0%
4109 Alarm system	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	0	0	1,000	1,000		1,000	0.0%
4114 Refuse Removal	0	0	500	500		500	0.0%
Old Town Quarry :- Indirect Expenditure	0	388	15,500	15,112	0	15,112	2.5%
Net Income over Expenditure	0	(388)	(5,500)	(5,112)			
<b>115 HQ</b>							
1100 Miscellaneous Income	0	0	5,000	5,000			0.0%
HQ :- Income	0	0	5,000	5,000			0.0%
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	0	0	10,000	10,000		10,000	0.0%
4044 Insurance	0	18,905	11,606	(7,299)		(7,299)	162.9%
4102 NNDR	0	611	15,594	14,983		14,983	3.9%
4104 Utilities - Water	28	104	1,000	896		896	10.4%
4105 Utilities - Heat & Light	124	235	7,500	7,265		7,265	3.1%

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4109 Alarm system	0	0	1,320	1,320		1,320	0.0%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	0	54	384	330		330	14.1%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	0	10,950	9,500	(1,450)		(1,450)	115.3%
4213 Development budget	0	0	12,210	12,210		12,210	0.0%
6020 Allocation to Cost Centres	(152)	(30,859)	(44,520)	(13,661)		(13,661)	69.3%
HQ :- Indirect Expenditure	0	0	40,956	40,956	0	40,956	0.0%
Net Income over Expenditure	(0)	(0)	(35,956)	(35,956)			
<b>120 Blakehay Central Costs</b>							
1105 Blakehay Box office income	(4,946)	(3,727)	4,000	7,727			(93.2%)
Blakehay Central Costs :- Income	(4,946)	(3,727)	4,000	7,727			(93.2%)
4000 Staffing Costs	5,246	36,719	68,254	31,535		31,535	53.8%
4013 Training	0	181	1,050	869		869	17.2%
4014 P P E / Health & Safety	0	306	500	194		194	61.2%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	65	2,270	5,000	2,730		2,730	45.4%
4031 Equipment - Rental	(170)	141	139	(2)		(2)	101.6%
4034 Equipment Repairs	264	677	2,000	1,323		1,323	33.8%
4035 Telephone	134	964	1,344	380		380	71.7%
4036 Stationery	0	67	500	433		433	13.4%
4043 Ink Cartridges/printing	0	121	350	229		229	34.5%
4044 Insurance	377	9,334	10,363	1,029		1,029	90.1%
4102 NNDR	314	2,202	3,226	1,024		1,024	68.2%
4104 Utilities - Water	16	337	624	287		287	54.0%
4105 Utilities - Heat & Light	1,187	10,458	21,017	10,559		10,559	49.8%
4107 IT Support & Upgrade	226	2,312	3,500	1,189		1,189	66.0%
4109 Alarm system	0	28	641	614		614	4.3%
4110 Cleaning	1,570	11,367	19,766	8,399		8,399	57.5%
4111 Window Cleaning	0	75	308	233		233	24.4%
4114 Refuse Removal	165	1,519	2,029	510		510	74.9%
4131 Licenses	0	319	1,200	881		881	26.6%
4136 Credit Card Chgs	34	268	450	182		182	59.5%
6000 Admin Salaries Recharge	1,588	10,919	12,278	1,359		1,359	88.9%
6005 Admin Overhead Recharge	609	3,209	3,451	242		242	93.0%
6009 HQ recharges	7	1,373	1,981	608		608	69.3%
6010 Grounds Salaries Recharge	554	3,849	4,361	512		512	88.3%
6015 Grounds Overhead Recharge	186	777	1,071	294		294	72.5%

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	1,334	9,295	10,325	1,030		1,030	90.0%
6035 Operational Overhead Recharge	141	2,295	1,246	(1,049)		(1,049)	184.2%
Blakehay Central Costs :- Indirect Expenditure	13,847	111,381	177,474	66,093	0	66,093	62.8%
Net Income over Expenditure	(18,792)	(115,108)	(173,474)	(58,367)			
<u>121 Blakehay -Auditorium</u>							
1090 Bookings	4,821	15,990	38,089	22,099			42.0%
Blakehay -Auditorium :- Income	4,821	15,990	38,089	22,099			42.0%
4000 Staffing Costs	3,564	22,603	47,725	25,122		25,122	47.4%
4039 Advertising & Marketing	676	1,562	3,500	1,938		1,938	44.6%
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	4,240	24,165	52,225	28,060	0	28,060	46.3%
Net Income over Expenditure	580	(8,175)	(14,136)	(5,961)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	0	175	660	485			26.5%
1090 Bookings	182	4,043	6,621	2,579			61.1%
Blakehay - Upper Studio :- Income	182	4,218	7,281	3,064			57.9%
4141 BH evening classes expenditure	0	125	551	426		426	22.7%
Blakehay - Upper Studio :- Indirect Expenditure	0	125	551	426	0	426	22.7%
Net Income over Expenditure	182	4,093	6,730	2,638			
<u>123 Blakehay Bar</u>							
1015 Internal Bookings (Council)	1,554	1,554	0	(1,554)			0.0%
1193 Blakehay Bar Events Hire	0	125	1,000	875			12.5%
1194 Bar Income	1,119	6,165	15,000	8,835			41.1%
Blakehay Bar :- Income	2,673	7,844	16,000	8,156			49.0%
4000 Staffing Costs	614	10,484	20,967	10,483		10,483	50.0%
4031 Equipment - Rental	236	368	528	160		160	69.7%
4405 Blakehay Bar Expenditure	0	2,755	7,000	4,245		4,245	39.4%
Blakehay Bar :- Indirect Expenditure	850	13,607	28,495	14,888	0	14,888	47.8%
Net Income over Expenditure	1,823	(5,763)	(12,495)	(6,732)			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	499	5,526	48,000	42,475			11.5%
Blakehay -Live Shows :- Income	499	5,526	48,000	42,475			11.5%

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4016 Show costs	0	3,750	24,000	20,250		20,250	15.6%
4039 Advertising & Marketing	183	1,278	3,500	2,222		2,222	36.5%
Blakehay -Live Shows :- Indirect Expenditure	183	5,028	27,500	22,472	0	22,472	18.3%
Net Income over Expenditure	316	498	20,500	20,002			
<b>140 Museum Central Costs</b>							
1034 Grant funding	0	(597)	0	597			0.0%
1100 Miscellaneous Income	506	3,235	5,000	1,765			64.7%
Museum Central Costs :- Income	506	2,638	5,000	2,362			52.8%
4000 Staffing Costs	9,397	60,348	123,542	63,194		63,194	48.8%
4012 Travel & Subsistence Expenses	0	23	50	27		27	45.7%
4013 Training	570	2,467	3,806	1,339		1,339	64.8%
4014 P P E / Health & Safety	(519)	407	500	93		93	81.3%
4019 Website Costs-TC	90	102	350	248		248	29.1%
4030 Equipment Purchase	(73)	448	1,000	552		552	44.8%
4031 Equipment - Rental	152	262	403	141		141	65.0%
4034 Equipment Repairs	23	23	1,000	977		977	2.3%
4035 Telephone	267	1,896	2,950	1,054		1,054	64.3%
4036 Stationery	0	181	500	319		319	36.3%
4039 Advertising & Marketing	220	974	4,000	3,026		3,026	24.3%
4041 Fees, Subs and Conferences	9	240	100	(140)		(140)	240.0%
4044 Insurance	377	9,334	10,363	1,029		1,029	90.1%
4102 NNDR	0	(8,447)	213	8,660		8,660	(3965.8)
4104 Utilities - Water	22	221	257	36		36	85.9%
4105 Utilities - Heat & Light	2,733	8,584	12,953	4,369		4,369	66.3%
4107 IT Support & Upgrade	621	3,940	5,348	1,408		1,408	73.7%
4109 Alarm system	30	313	1,060	747		747	29.5%
4110 Cleaning	2,760	8,806	14,492	5,686		5,686	60.8%
4111 Window Cleaning	0	150	616	466		466	24.4%
4114 Refuse Removal	716	2,610	2,068	(542)		(542)	126.2%
4131 Licenses	0	902	1,907	1,005		1,005	47.3%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,326	9,115	10,255	1,140		1,140	88.9%
6005 Admin Overhead Recharge	508	2,678	2,877	199		199	93.1%
6009 HQ recharges	7	1,405	2,674	1,269		1,269	52.5%
6010 Grounds Salaries Recharge	917	6,370	7,224	854		854	88.2%
6015 Grounds Overhead Recharge	308	1,289	1,771	482		482	72.8%
6030 Operational Staffing Recharge	2,140	14,912	6,384	(8,528)		(8,528)	233.6%
6035 Operational Overhead Recharge	226	3,681	770	(2,911)		(2,911)	478.1%
Museum Central Costs :- Indirect Expenditure	22,828	133,234	291,693	158,459	0	158,459	45.7%
Net Income over Expenditure	(22,322)	(130,595)	(286,693)	(156,098)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>141 Museum Learning and Events</b>							
1006 Learning Income	1,134	5,849	11,653	5,804			50.2%
1008 Museum handling box hire	240	840	2,404	1,564			34.9%
Museum Learning and Events :- Income	<u>1,374</u>	<u>6,689</u>	<u>14,057</u>	<u>7,368</u>			<u>47.6%</u>
4000 Staffing Costs	2,560	19,788	36,849	17,061		17,061	53.7%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%
4020 Learning/Event education equip	68	446	1,200	754		754	37.1%
4030 Equipment Purchase	0	180	2,500	2,320		2,320	7.2%
Museum Learning and Events :- Indirect Expenditure	<u>2,628</u>	<u>20,413</u>	<u>40,649</u>	<u>20,236</u>	<u>0</u>	<u>20,236</u>	<u>50.2%</u>
Net Income over Expenditure	<u>(1,254)</u>	<u>(13,724)</u>	<u>(26,592)</u>	<u>(12,868)</u>			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	5,498	36,822	66,000	29,178			55.8%
1044 VIC Ticket sales	1,044	1,044	0	(1,044)			0.0%
1194 Bar Income	0	978	10,000	9,023			9.8%
1197 Function food income	2,728	8,362	0	(8,362)			0.0%
Museum Cafe :- Income	<u>9,269</u>	<u>47,205</u>	<u>76,000</u>	<u>28,795</u>			<u>62.1%</u>
4000 Staffing Costs	3,492	32,209	46,746	14,537		14,537	68.9%
4014 P P E / Health & Safety	615	665	1,500	835		835	44.4%
4030 Equipment Purchase	85	2,328	2,500	172		172	93.1%
4031 Equipment - Rental	35	1,135	1,980	845		845	57.3%
4110 Cleaning	(1,333)	267	1,000	733		733	26.7%
4114 Refuse Removal	519	581	2,280	1,699		1,699	25.5%
4406 Bar Stock	0	1,326	5,000	3,674		3,674	26.5%
4407 Museum cafe stock	1,901	14,319	16,500	2,181		2,181	86.8%
4511 Function food costs	545	2,847	0	(2,847)		(2,847)	0.0%
Museum Cafe :- Indirect Expenditure	<u>5,859</u>	<u>55,677</u>	<u>77,506</u>	<u>21,829</u>	<u>0</u>	<u>21,829</u>	<u>71.8%</u>
Net Income over Expenditure	<u>3,410</u>	<u>(8,472)</u>	<u>(1,506)</u>	<u>6,966</u>			
<b>143 Museum shop/retail</b>							
1004 Cafe Sales	51	51	0	(51)			0.0%
1005 Museum Shop Sales	2,088	11,609	13,500	1,891			86.0%
1009 Museum sale or return comm	(777)	(2,044)	1,500	3,544			(136.3%)
Museum shop/retail :- Income	<u>1,362</u>	<u>9,615</u>	<u>15,000</u>	<u>5,385</u>			<u>64.1%</u>
4030 Equipment Purchase	0	218	300	82		82	72.7%
4031 Equipment - Rental	13	91	156	65		65	58.3%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4136 Credit Card Chgs	34	268	450	182		182	59.5%
4408 Museum shop stock	619	8,151	8,250	99		99	98.8%
Museum shop/retail :- Indirect Expenditure	665	8,728	9,156	428	0	428	95.3%
Net Income over Expenditure	696	887	5,844	4,957			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	0	1,500	1,500			0.0%
1103 Other event misc income	0	1,798	6,000	4,202			30.0%
1104 Function Income	3,209	19,111	16,000	(3,111)			119.4%
Museum Function :- Income	3,209	20,909	23,500	2,591			89.0%
4000 Staffing Costs	686	5,322	18,361	13,039		13,039	29.0%
4030 Equipment Purchase	42	1,831	5,000	3,169		3,169	36.6%
4420 Function Expenditure (1104)	(9)	2,890	0	(2,890)		(2,890)	0.0%
Museum Function :- Indirect Expenditure	720	10,043	23,361	13,318	0	13,318	43.0%
Net Income over Expenditure	2,489	10,865	139	(10,726)			
<b>300 Planning</b>							
6000 Admin Salaries Recharge	1,113	7,653	8,610	957		957	88.9%
6005 Admin Overhead Recharge	427	2,250	2,415	165		165	93.2%
6009 HQ recharges	6	1,179	3,927	2,748		2,748	30.0%
Planning :- Indirect Expenditure	1,546	11,082	14,952	3,870	0	3,870	74.1%
Net Expenditure	(1,546)	(11,082)	(14,952)	(3,870)			
<b>400 Central Grounds Maintenance</b>							
4000 Staffing Costs	25,179	175,104	340,070	164,966		164,966	51.5%
4013 Training	415	1,512	6,887	5,375		5,375	22.0%
4014 P P E / Health & Safety	79	835	3,000	2,165		2,165	27.8%
4015 SLA Somerset	2,757	(223)	0	223		223	0.0%
4025 Vehicle Maintenance	1,105	5,219	5,550	331		331	94.0%
4026 Petrol / Diesel	581	4,359	9,585	5,226		5,226	45.5%
4030 Equipment Purchase	777	5,797	7,000	1,203		1,203	82.8%
4031 Equipment - Rental	(120)	5,958	16,960	11,002		11,002	35.1%
4034 Equipment Repairs	993	2,068	2,500	432		432	82.7%
4035 Telephone	(1,066)	1,854	2,153	299		299	86.1%
4041 Fees, Subs and Conferences	0	0	95	95		95	0.0%
4044 Insurance	377	408	8,004	7,596		7,596	5.1%
4107 IT Support & Upgrade	2,398	6,516	8,751	2,235		2,235	74.5%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	83	614	12,765	12,151		12,151	4.8%
4151 Catering	78	365	0	(365)		(365)	0.0%
6020 Allocation to Cost Centres	(33,636)	(210,386)	(246,939)	(36,553)		(36,553)	85.2%
Central Grounds Maintenance :- Indirect Expenditure	(0)	0	176,381	176,381	0	176,381	0.0%
Net Expenditure	0	(0)	(176,381)	(176,381)			
<b>403 Allotments</b>							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	0	357	3,000	2,643		2,643	11.9%
4108 Building / Maintenance	0	(54)	1,444	1,498		1,498	(3.7%)
6000 Admin Salaries Recharge	131	903	1,015	112		112	89.0%
6005 Admin Overhead Recharge	50	265	287	22		22	92.3%
6009 HQ recharges	1	138	644	506		506	21.4%
6010 Grounds Salaries Recharge	1,601	11,129	12,614	1,485		1,485	88.2%
6015 Grounds Overhead Recharge	538	2,250	3,087	837		837	72.9%
6030 Operational Staffing Recharge	47	327	364	37		37	89.8%
6035 Operational Overhead Recharge	5	81	42	(39)		(39)	192.9%
Allotments :- Indirect Expenditure	2,373	15,396	22,497	7,101	0	7,101	68.4%
Net Income over Expenditure	(2,373)	(15,396)	(22,097)	(6,701)			
<b>420 Milton Road Cemetery</b>							
1010 Interments	5,200	18,670	49,500	30,830			37.7%
1011 Memorials	275	2,822	5,804	2,982			48.6%
1100 Miscellaneous Income	270	3,346	2,721	(625)			123.0%
Milton Road Cemetery :- Income	5,745	24,837	58,025	33,188			42.8%
4034 Equipment Repairs	0	96	2,000	1,904		1,904	4.8%
4054 Grave Digging	475	3,756	10,000	6,244		6,244	37.6%
4055 Memorials	1,473	3,164	7,000	3,836		3,836	45.2%
4102 NNDR	0	0	3,636	3,636		3,636	0.0%
4104 Utilities - Water	117	461	1,813	1,352		1,352	25.4%
4105 Utilities - Heat & Light	18	117	168	51		51	69.9%
4109 Alarm system	0	0	310	310		310	0.0%
4110 Cleaning	0	90	2,000	1,910		1,910	4.5%
6000 Admin Salaries Recharge	1,457	10,016	11,263	1,247		1,247	88.9%
6005 Admin Overhead Recharge	559	2,943	3,164	221		221	93.0%
6009 HQ recharges	8	1,543	1,498	(45)		(45)	103.0%



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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010 Grounds Salaries Recharge	8,354	58,067	65,821	7,754		7,754	88.2%
6015 Grounds Overhead Recharge	2,806	11,740	16,114	4,374		4,374	72.9%
6030 Operational Staffing Recharge	357	2,488	12,943	10,455		10,455	19.2%
6035 Operational Overhead Recharge	38	614	1,386	772		772	44.3%
<b>Milton Road Cemetery :- Indirect Expenditure</b>	<b>15,662</b>	<b>95,096</b>	<b>139,116</b>	<b>44,020</b>	<b>0</b>	<b>44,020</b>	<b>68.4%</b>
<b>Net Income over Expenditure</b>	<b>(9,917)</b>	<b>(70,259)</b>	<b>(81,091)</b>	<b>(10,832)</b>			
<b>451 Youth Activities</b>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	55,456	74,613	19,157		19,157	74.3%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	291	2,004	2,254	250		250	88.9%
6005 Admin Overhead Recharge	112	587	630	43		43	93.2%
6009 HQ recharges	2	309	2,030	1,721		1,721	15.2%
<b>Youth Activities :- Indirect Expenditure</b>	<b>405</b>	<b>58,356</b>	<b>83,027</b>	<b>24,671</b>	<b>0</b>	<b>24,671</b>	<b>70.3%</b>
<b>Net Expenditure</b>	<b>(405)</b>	<b>(58,356)</b>	<b>(83,027)</b>	<b>(24,671)</b>			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	1,196	8,374	14,538	6,164			57.6%
<b>Street Furniture :- Income</b>	<b>1,196</b>	<b>8,374</b>	<b>14,538</b>	<b>6,164</b>			<b>57.6%</b>
4105 Utilities - Heat & Light	140	1,119	1,400	281		281	79.9%
4115 Dogbin purchase	0	0	780	780		780	0.0%
4116 Dogbin Emptying	1,469	10,538	20,297	9,759		9,759	51.9%
4119 Notice Boards	(1,841)	143	1,500	1,357		1,357	9.5%
4120 Bus Shelter Cleaning / Graffit	0	396	500	104		104	79.2%
4133 Bus Shelter - Repairs	225	225	500	275		275	45.0%
4157 Prince Wales Clock/welcome sig	30	248	550	302		302	45.0%
6000 Admin Salaries Recharge	849	5,832	6,559	727		727	88.9%
6005 Admin Overhead Recharge	325	1,713	1,841	128		128	93.0%
6009 HQ recharges	4	897	1,386	489		489	64.7%
6010 Grounds Salaries Recharge	2,402	16,696	18,928	2,232		2,232	88.2%
6015 Grounds Overhead Recharge	807	3,375	4,634	1,259		1,259	72.8%
6030 Operational Staffing Recharge	48	334	1,827	1,493		1,493	18.3%
6035 Operational Overhead Recharge	5	82	224	142		142	36.6%
<b>Street Furniture :- Indirect Expenditure</b>	<b>4,463</b>	<b>41,597</b>	<b>60,926</b>	<b>19,329</b>	<b>0</b>	<b>19,329</b>	<b>68.3%</b>
<b>Net Income over Expenditure</b>	<b>(3,267)</b>	<b>(33,223)</b>	<b>(46,388)</b>	<b>(13,165)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>470 Parks &amp; Play Areas</u>							
1076 Water Play Area Kiosk Income	0	3,850	7,000	3,150			55.0%
1077 Water Park Admissions	0	18,381	45,000	26,619			40.8%
Parks & Play Areas :- Income	0	22,231	52,000	29,769			42.8%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	172	305	3,004	2,700		2,700	10.1%
4105 Utilities - Heat & Light	2,565	13,018	11,500	(1,518)		(1,518)	113.2%
4109 Alarm system	0	398	500	102		102	79.6%
4114 Refuse Removal	0	0	500	500		500	0.0%
4138 Water Play Area Rent	989	7,809	10,242	2,433		2,433	76.2%
4140 Recreation Grounds	0	78,060	86,725	8,665		8,665	90.0%
4300 Parks&Play Area EMRRP Holding	0	0	58,209	58,209		58,209	0.0%
4301 Ashcombe Park Lower	31	884	883	(1)		(1)	100.1%
4302 Ashcombe Park Upper	31	884	883	(1)		(1)	100.1%
4303 Broadway Play	165	1,018	1,017	(1)		(1)	100.1%
4304 Broadway Skate Park	31	884	883	(1)		(1)	100.1%
4305 Byron Rec	31	884	883	(1)		(1)	100.1%
4306 Castle Batch Lower	2,013	13,273	13,273	(0)		(0)	100.0%
4307 Canberra Road	230	1,083	1,082	(1)		(1)	100.1%
4308 Clarence Park	31	964	963	(1)		(1)	100.1%
4309 Conniston Green	31	884	883	(1)		(1)	100.1%
4310 Ellenborough Park East	31	989	987	(2)		(2)	100.2%
4311 Grove Park	31	884	885	1		1	99.9%
4312 Hutton Moor Skate Park	31	1,567	1,568	1		1	99.9%
4313 Jubilee Park	31	884	886	2		2	99.8%
4314 Locking Castle (Maltlands)	31	884	885	1		1	99.9%
4315 Lynch Farm	31	884	884	(0)		(0)	100.0%
4316 Millennium Green	31	1,646	1,647	1		1	100.0%
4317 Uphill Junior Play Area	206	4,111	4,113	2		2	100.0%
4318 Uphill Toddler Play Area	31	3,937	3,938	1		1	100.0%
4319 Water Adventure Play Park	93	61,821	61,822	1		1	100.0%
4320 Worle Recreation Ground	31	1,313	1,314	1		1	99.9%
4321 Wyvern Close	258	1,111	1,113	2		2	99.8%
4322 Ellenborough Park West	31	884	884	(0)		(0)	100.0%
4324 Dartmouth Close	115	115	115	(0)		(0)	100.3%
6000 Admin Salaries Recharge	979	6,731	7,574	843		843	88.9%
6005 Admin Overhead Recharge	375	1,977	2,128	151		151	92.9%
6009 HQ recharges	5	1,038	2,149	1,111		1,111	48.3%
6010 Grounds Salaries Recharge	5,149	35,788	40,565	4,777		4,777	88.2%
6015 Grounds Overhead Recharge	1,730	7,237	9,933	2,696		2,696	72.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	475	3,311	2,226	(1,085)		(1,085)	148.7%
6035 Operational Overhead Recharge	50	817	448	(369)		(369)	182.4%
Parks & Play Areas :- Indirect Expenditure	16,068	258,280	337,943	79,663	0	79,663	76.4%
Net Income over Expenditure	(16,068)	(236,049)	(285,943)	(49,894)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	23,126	23,126		23,126	0.0%
4232 Allotments PPM	0	235	235	(0)		(0)	100.1%
4233 Blakehay PPM	786	12,431	12,431	0		0	100.0%
4234 Museum PPM	1,811	21,436	21,434	(2)		(2)	100.0%
4235 Cemetery PPM	160	1,694	1,695	1		1	99.9%
4236 Parks & play areas PPM	0	2,541	2,540	(1)		(1)	100.0%
4237 Grove House PPM	(93)	1,097	1,097	(0)		(0)	100.0%
4238 Grove Lodge PPM	0	971	970	(1)		(1)	100.1%
4239 Chapel/hut/toilets/shed PPM	0	244	244	(0)		(0)	100.1%
4240 Public toilets	700	3,989	3,989	(0)		(0)	100.0%
4241 VIC PPM	0	10	10	0		0	96.5%
4242 HQ PPM	0	9,397	9,400	3		3	100.0%
6000 Admin Salaries Recharge	1,113	7,652	8,610	958		958	88.9%
6005 Admin Overhead Recharge	346	1,824	1,960	136		136	93.1%
6009 HQ recharges	6	1,487	1,701	214		214	87.4%
6010 Grounds Salaries Recharge	363	2,520	2,856	336		336	88.2%
6015 Grounds Overhead Recharge	121	510	693	183		183	73.6%
6030 Operational Staffing Recharge	306	2,133	2,373	240		240	89.9%
6035 Operational Overhead Recharge	32	526	287	(239)		(239)	183.3%
Planned maintenance :- Indirect Expenditure	5,651	70,698	95,651	24,953	0	24,953	73.9%
Net Expenditure	(5,651)	(70,698)	(95,651)	(24,953)			
<u>480 Tourism &amp; Marketing</u>							
4031 Equipment - Rental	13	13	0	(13)		(13)	0.0%
Tourism & Marketing :- Indirect Expenditure	13	13	0	(13)	0	(13)	
Net Expenditure	(13)	(13)	0	13			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	385	9,878	15,000	5,123			65.8%
Tourism Love Weston / Dest Mar :- Income	385	9,878	15,000	5,123			65.8%
4000 Staffing Costs	4,224	36,673	53,427	16,754		16,754	68.6%

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4030 Equipment Purchase	0	34	64	30		30	52.9%
4039 Advertising & Marketing	275	580	9,000	8,420		8,420	6.4%
4041 Fees, Subs and Conferences	0	0	250	250		250	0.0%
4062 Tourism-Love Weston website	881	3,312	11,500	8,188		8,188	28.8%
4107 IT Support & Upgrade	231	1,507	1,003	(504)		(504)	150.3%
6000 Admin Salaries Recharge	904	6,211	6,986	775		775	88.9%
6005 Admin Overhead Recharge	427	2,250	2,408	158		158	93.4%
6009 HQ recharges	5	955	896	(59)		(59)	106.6%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	<u>6,947</u>	<u>51,522</u>	<u>85,534</u>	<u>34,012</u>	<u>0</u>	<u>34,012</u>	<u>60.2%</u>
Net Income over Expenditure	<u>(6,562)</u>	<u>(41,645)</u>	<u>(70,534)</u>	<u>(28,889)</u>			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	99	1,500	1,401			6.6%
1043 VIC Retail/Shop Income	0	5,207	3,000	(2,207)			173.6%
Tourism VIC costs :- Income	<u>0</u>	<u>5,306</u>	<u>4,500</u>	<u>(806)</u>			<u>117.9%</u>
4000 Staffing Costs	5,698	46,114	61,137	15,023		15,023	75.4%
4013 Training	0	136	1,865	1,729		1,729	7.3%
4014 P P E / Health & Safety	0	51	1,000	949		949	5.1%
4031 Equipment - Rental	10	147	1,000	853		853	14.7%
4034 Equipment Repairs	0	71	1,000	929		929	7.1%
4035 Telephone	168	1,044	792	(252)		(252)	131.8%
4036 Stationery	0	179	200	21		21	89.7%
4039 Advertising & Marketing	67	163	1,000	837		837	16.3%
4119 Notice Boards	0	186	1,500	1,314		1,314	12.4%
4136 Credit Card Chgs	34	268	450	182		182	59.5%
4151 Catering	0	87	75	(12)		(12)	116.3%
4225 VIC Stock	113	1,165	2,000	835		835	58.3%
6030 Operational Staffing Recharge	2,854	8,121	22,085	13,964		13,964	36.8%
6035 Operational Overhead Recharge	302	4,911	2,674	(2,237)		(2,237)	183.7%
Tourism VIC costs :- Indirect Expenditure	<u>9,245</u>	<u>62,642</u>	<u>96,778</u>	<u>34,136</u>	<u>0</u>	<u>34,136</u>	<u>64.7%</u>
Net Income over Expenditure	<u>(9,245)</u>	<u>(57,337)</u>	<u>(92,278)</u>	<u>(34,941)</u>			
<u>485 PublicToilets</u>							
4044 Insurance	377	1,508	9,640	8,132		8,132	15.6%
4100 Town Council Signs	3,000	3,000	0	(3,000)		(3,000)	0.0%
4104 Utilities - Water	381	1,092	2,200	1,108		1,108	49.6%
4105 Utilities - Heat & Light	109	2,263	3,550	1,287		1,287	63.7%
4110 Cleaning	0	18,000	36,000	18,000		18,000	50.0%

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6000 Admin Salaries Recharge	1,113	7,654	8,603	949		949	89.0%
6005 Admin Overhead Recharge	427	2,249	2,408	159		159	93.4%
6009 HQ recharges	6	1,178	1,708	530		530	69.0%
6010 Grounds Salaries Recharge	229	1,593	1,806	213		213	88.2%
6015 Grounds Overhead Recharge	77	321	441	120		120	72.8%
6030 Operational Staffing Recharge	119	830	924	94		94	89.8%
6035 Operational Overhead Recharge	13	206	112	(94)		(94)	183.9%
PublicToilets :- Indirect Expenditure	5,850	39,893	67,392	27,499	0	27,499	59.2%
Net Expenditure	(5,850)	(39,893)	(67,392)	(27,499)			
<b>801 Earmarked Reserves</b>							
8000 EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001 EMR Armed forces affiliation	0	8,404	9,000	596		596	93.4%
8003 EMR Elections	0	41,535	41,535	0		0	100.0%
8004 EMR Blakehay Live Shows	0	0	6,625	6,625		6,625	0.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	0	1,151	3,002	1,851		1,851	38.3%
8011 EMR Blakehay Vols Fundraising	(1)	1,294	1,345	51		51	96.2%
8014 EMR Mus phase 2/HLF	5,500	5,000	5,452	452		452	91.7%
8018 CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019 EMR Old Mill Way	0	625	20,818	20,193		20,193	3.0%
8022 Civic Events	0	0	1,700	1,700		1,700	0.0%
8023 Cil Monies Received	0	0	217,585	217,585		217,585	0.0%
8024 Environmental Climate Change	0	1,150	8,810	7,660		7,660	13.1%
8025 Blakehay CRF Grant Award	0	75	2,587	2,512		2,512	2.9%
8026 Com Res - Food Proj / Climate	(355)	10,986	28,571	17,585		17,585	38.5%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8028 Town Council Community Project	0	2,237	2,800	563		563	79.9%
8033 MUS - Wild Escape Grant	0	316	1,047	731		731	30.2%
8035 MUS - Understanding Hert Grant	0	15	2,025	2,010		2,010	0.7%
8036 Com Res - Wellbeing	0	7,510	5,489	(2,021)		(2,021)	136.8%
8040 Wellbeing staff grant	2,635	10,526	38,270	27,744		27,744	27.5%
Earmarked Reserves :- Indirect Expenditure	7,778	90,824	417,402	326,578	0	326,578	21.8%
Net Expenditure	(7,778)	(90,824)	(417,402)	(326,578)			
<b>901 Capital Works Reserves</b>							
9001 Castlebatch Play Refurbishment	0	273,149	273,149	(0)		(0)	100.0%
9002 HQ Refurbishment Wokrs	146,233	187,311	747,366	560,055		560,055	25.1%
Capital Works Reserves :- Direct Expenditure	146,233	460,460	1,020,515	560,055	0	560,055	45.1%
Net Expenditure	(146,233)	(460,460)	(1,020,515)	(560,055)			

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	26,809	3,142,510	412,390	(2,730,120)			762.0%
Expenditure	368,492	1,922,614	4,495,719	2,573,105	0	2,573,105	42.8%
Net Income over Expenditure	<u>(341,683)</u>	<u>1,219,896</u>	<u>(4,083,329)</u>	<u>(5,303,225)</u>			
Movement to/(from) Gen Reserve	<u>(341,683)</u>	<u>1,219,896</u>					

**Bank Interest Report:**

- for April'23 to March 2024 (2023/2024).

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

## Year 2023/2024

- To the value of £1273.00 on the 3<sup>rd</sup> April 2023.
- To the value of £1301.42 on the 2<sup>nd</sup> May 2023.
- To the value of £1344.81 on the 2<sup>nd</sup> June 2023.
- To the value of £1370.47 on the 3<sup>rd</sup> July 2023.
- To the value of £1558.83 on the 2<sup>nd</sup> August 2023.

Santander Actual Cash Received 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 = £6848.53

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

## Year 2023/2024

- To the value of £338.30 on the 5<sup>th</sup> April 2023.
- To the value of £320.70 on the 3<sup>rd</sup> May 2023.
- To the value of £394.60 on the 2<sup>nd</sup> June 2023.
- To the value of £375.30 on the 4<sup>th</sup> July 2023.
- To the value of £414.16 on the 2<sup>nd</sup> August 2023.
- To the value of £433.19 on the 4<sup>th</sup> September 2023.
- To the value of £409.35 on the 3<sup>rd</sup> October 2023.
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CCLA Actual Cash Received 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 = £2685.60

**Policy & Finance Committee**  
**Schedule of receipts – Report of the Finance Officer**

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<b><u>SCHEDULE OF RECEIPTS</u></b> <b><u>FOR:</u></b>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	<b>Total Gross Income</b>
	£	£	£	£	£
Apr-23	£ 1,633,051.80	£ -	£ 110.00	£ -	£ <b>1,633,161.80</b>
May-23	£ 41,467.31	£ -	£ 350.00	£ -	£ <b>41,817.31</b>
Jun-23	£ 46,255.63	£ -	£ -	£ -	£ <b>46,255.63</b>
Jul-23	£ 177,055.50	£ -	£ 244.84	£ 81.71	£ <b>177,382.05</b>
Aug-23	£ 43,082.44	£ 24.50	£ -	£ -	£ <b>43,106.94</b>
Sep-23	£ 1,502,149.82	£ -	£ -	£ -	£ <b>1,502,149.82</b>
Oct-23	£ 74,680.68	£ -	£ -	£ 105.33	£ <b>74,786.01</b>



Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<b><u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u></b>					
Apr-23	£ 8,883.98	£ 399,440.81	£ 22.80	£ 23.86	<b>£ 408,371.45</b>
May-23	£ 28,254.03	£ 342,430.48	£ 16.60	£ 17.15	<b>£ 370,718.26</b>
Jun-23	£ 26,009.35	£ 436,259.48	£ 18.72	£ 17.65	<b>£ 462,305.20</b>
Jul-23	£ 13,829.04	£ 354,750.18	£ 15.00	£ 15.37	<b>£ 368,609.59</b>
Aug-23	£ 14,461.74	£ 401,166.20	£ 22.64	£ 16.40	<b>£ 415,666.98</b>
Sep-23	£ 12,797.70	£ 219,071.82	£ 17.40	£ 15.00	<b>£ 231,901.92</b>
Oct-23	£ 18,635.06	£ 386,878.72	£ 21.81	£ 15.00	<b>£ 405,550.59</b>

## Outstanding Balances by Month as at 21/11/2023

A/C Code	Customer Name	Balance	Nov 2023	Oct 2023	Sep 2023	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
GROVE	GROVE HOUSE	118.80	0.00	118.80	0.00	0.00	0.00
INSPIRE	INSPIRE	99.00	0.00	39.60	0.00	59.40	0.00
NOVANDA	NOVANDA	675.00	0.00	0.00	0.00	675.00	0.00
PEDRALTA	PEDRALTA DANCE	19.80	0.00	19.80	0.00	0.00	0.00
PRODUCER	PRODUCER ENTERTAINMENT	3,000.00	0.00	0.00	0.00	3,000.00	0.00
THEATRE	THEATRE	39.60	0.00	0.00	0.00	39.60	0.00
Total Sales Ledger No 1		3,952.20	0.00	178.20	0.00	3,774.00	0.00
Ledger No 2: Council Sales Ledger							
ABDULLAS	ABDULLAS	-80.00	0.00	0.00	0.00	0.00	-80.00
ALLIANCE	ALLIANCE DOGBIN	377.52	0.00	377.52	0.00	0.00	0.00
BUSINESS	BUSINESS LO	198.00	0.00	0.00	0.00	198.00	0.00
CAVACIUTI	CAVACIUTI	1,925.00	0.00	0.00	0.00	1,925.00	0.00
CHURCHILL	CHURCHILL P	374.40	0.00	374.40	0.00	0.00	0.00
CLASSICC	CLASSICC	462.00	0.00	0.00	0.00	462.00	0.00
COO001	COOKSLEY & SON	950.00	0.00	950.00	0.00	0.00	0.00
DULHORN	DULHORN	462.00	0.00	0.00	0.00	462.00	0.00
ELM001	ELMS	10.00	0.00	0.00	0.00	10.00	0.00
FOXA	FOXA	-80.00	0.00	0.00	0.00	0.00	-80.00
GO SOUTH	GO SOUTH	330.00	0.00	0.00	0.00	330.00	0.00
JUMP	JUMP	198.00	0.00	0.00	0.00	198.00	0.00
KEWSTOKE	KEWSTOKE DOGBIN	308.88	0.00	308.88	0.00	0.00	0.00
NANDOS	NANDOS	198.00	0.00	0.00	0.00	198.00	0.00
REDMOND	REDMOND	-5.00	0.00	0.00	0.00	0.00	-5.00
ROYAL	ROYAL	792.00	0.00	0.00	0.00	792.00	0.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
STELLANTIS	STELLANTIS	292.50	0.00	0.00	0.00	292.50	0.00
SUPERCULT	SUPERCULTURE	1,502.94	0.00	1,502.94	0.00	0.00	0.00
THOMASJM	THOMASJM	80.00	0.00	0.00	80.00	0.00	0.00
WALLACE	WALLACE	1,845.00	0.00	1,845.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	374.40	0.00	374.40	0.00	0.00	0.00
Total Sales Ledger No 2		2,215.64	0.00	5,733.14	80.00	5,567.50	-165.00
Ledger No 4: Museum Sales Ledger							
AGILISYS	AGILISYS	347.78	0.00	579.64	0.00	0.00	-231.86
AUKERD	AUKER DEANNA	158.40	0.00	0.00	0.00	158.40	0.00
AXE	AXE	-83.20	0.00	0.00	0.00	0.00	-83.20
BISHOPSL	BISHOPSL	40.00	0.00	0.00	40.00	0.00	0.00
BURRINGTO	BURRINGTON	154.00	0.00	154.00	0.00	0.00	0.00
CASTLE	CASTLE	80.00	0.00	40.00	40.00	0.00	0.00
CIVIC	CIVIC	237.60	0.00	237.60	0.00	0.00	0.00
CORPUS	CORPUS	194.00	0.00	194.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	55.00	0.00	55.00	0.00	0.00	0.00
GIRLGUIDIN	GIRLGUIDING	258.74	0.00	258.74	0.00	0.00	0.00
GREEN	GREEN	1,277.50	0.00	1,277.50	0.00	0.00	0.00
Sub Total C/Fwd		18,416.26	0.00	8,707.82	160.00	10,028.50	-480.06

## Outstanding Balances by Month as at 21/11/2023

A/C Code	Customer Name	Balance	Nov 2023	Oct 2023	Sep 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	18,416.26	0.00	8,707.82	160.00	10,028.50	-480.06
Ledger No 4: Museum Sales Ledger (Continued)							
HANNAHM	HANNAH MORE INFANTS	154.00	0.00	154.00	0.00	0.00	0.00
HAYWARDV	HAYWARDV	154.00	0.00	154.00	0.00	0.00	0.00
HERONSMO	HERONSMOOR	40.00	0.00	40.00	0.00	0.00	0.00
MILESJONES	MILESJONES	-2,670.00	0.00	0.00	0.00	0.00	-2,670.00
MULTI	MULTI	96.00	0.00	96.00	0.00	0.00	0.00
NSCOTHER	NSCOTHER	66.00	0.00	0.00	66.00	0.00	0.00
OLDMIXON	OLDMIXON	40.00	0.00	40.00	0.00	0.00	0.00
PEARSE	PEARSE	63.36	0.00	63.36	0.00	0.00	0.00
SANDFORD	SANDFORD	84.00	0.00	0.00	84.00	0.00	0.00
SANFORDS	SANFORDS	-598.00	0.00	0.00	0.00	0.00	-598.00
SEARLEA	SEARLEAIMEE	-250.00	0.00	0.00	0.00	0.00	-250.00
STANDREW	STANDREWS	84.00	0.00	84.00	0.00	0.00	0.00
STMARKS	STMARKS	40.00	0.00	40.00	0.00	0.00	0.00
STRINGER	STRINGER	-11.60	0.00	0.00	0.00	0.00	-11.60
SWHT	SWHT	1,306.80	0.00	1,306.80	0.00	0.00	0.00
WESTH	WESTH	-342.00	0.00	0.00	0.00	0.00	-342.00
	Total Sales Ledger Nd	16,504.98	0.00	4,774.64	230.00	687.00	-4,186.66
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>16,672.82</b>	<b>0.00</b>	<b>10,685.98</b>	<b>310.00</b>	<b>10,028.50</b>	<b>-4,351.66</b>

## Outstanding Balances by Month as at 23/10/2023

A/C Code	Customer Name	Balance	Oct 2023	Sep 2023	Aug 2023	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ANDYFORD	ANDYFORD	1,006.50	0.00	0.00	1,006.50	0.00	0.00
INSPIRE	INSPIRE	237.60	19.80	158.40	59.40	0.00	0.00
NOVANDA	NOVANDA	900.00	0.00	0.00	0.00	900.00	0.00
PEDRALTA	PEDRALTA DANCE	158.40	39.60	118.80	0.00	0.00	0.00
PILATES	PILATES	99.00	39.60	59.40	0.00	0.00	0.00
PRODUCER	PRODUCER ENTERTAINMEN	3,000.00	0.00	0.00	3,000.00	0.00	0.00
SOUNDAND	SOUNDAND VISION	2,016.00	288.00	0.00	1,728.00	0.00	0.00
THEATRE	THEATRE	158.40	79.20	39.60	39.60	0.00	0.00
WESTONBR	WESTON BRASS	890.39	0.00	0.00	890.39	0.00	0.00
Total Sales Ledger No 1		14,466.29	466.20	376.20	6,723.89	900.00	0.00
Ledger No 2: Council Sales Ledger							
ALLIANCE	ALLIANCE DOGBIN	377.52	0.00	377.52	0.00	0.00	0.00
ANDERSONS	ANDERSONS	-1,245.00	0.00	0.00	0.00	0.00	-1,245.00
BUSINESSLO	BUSINESSLO	198.00	0.00	0.00	198.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,925.00	0.00	0.00	1,925.00	0.00	0.00
CHURCHILL	CHURCHILL P	374.40	0.00	374.40	0.00	0.00	0.00
CLASSICC	CLASSICC	462.00	0.00	0.00	462.00	0.00	0.00
DULHORN	DULHORN	462.00	0.00	0.00	462.00	0.00	0.00
ELM001	ELMS	10.00	0.00	0.00	0.00	10.00	0.00
GO SOUTH	GO SOUTH	330.00	0.00	0.00	330.00	0.00	0.00
JUMP	JUMP	198.00	0.00	0.00	198.00	0.00	0.00
KEWSTOKE	KEWSTOKE DOGBIN	308.88	0.00	308.88	0.00	0.00	0.00
NANDOS	NANDOS	198.00	0.00	0.00	198.00	0.00	0.00
NATURALEN	NATURALEN ENGLAND	1,400.00	0.00	1,400.00	0.00	0.00	0.00
NOAHSARK	NOAHSARK	792.00	0.00	0.00	792.00	0.00	0.00
PITMANS	PITMANS	200.00	0.00	200.00	0.00	0.00	0.00
REDMOND	REDMOND	-5.00	0.00	0.00	0.00	0.00	-5.00
ROYAL	ROYAL	792.00	0.00	0.00	792.00	0.00	0.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
STELLANTIS	STELLANTIS	292.50	0.00	0.00	0.00	292.50	0.00
THOMASJM	THOMASJM	80.00	0.00	80.00	0.00	0.00	0.00
WINSCOMB	WINSCOMBES	374.40	0.00	374.40	0.00	0.00	0.00
Total Sales Ledger No 2		8,224.70	0.00	3,115.20	5,357.00	1,002.50	-1,250.00
Ledger No 4: Museum Sales Ledger							
AGILISYS	AGILISYS	-231.86	0.00	0.00	0.00	0.00	-231.86
AUKERD	AUKER DEANNA	158.40	0.00	0.00	158.40	0.00	0.00
AXE	AXE	-83.20	0.00	0.00	0.00	0.00	-83.20
BISHOPSL	BISHOPSL	40.00	0.00	40.00	0.00	0.00	0.00
BISHOPSUTT	BISHOPSUTT	99.00	0.00	99.00	0.00	0.00	0.00
BOURNVILLE	BOURNVILLE	40.00	0.00	40.00	0.00	0.00	0.00
BROWNA	BROWNANNE	-100.00	0.00	0.00	0.00	0.00	-100.00
CASTLE	CASTLE	40.00	0.00	40.00	0.00	0.00	0.00
CHEDDARFIR	CHEDDARFIR	154.00	0.00	154.00	0.00	0.00	0.00
CIVIC	CIVIC	257.40	0.00	257.40	0.00	0.00	0.00
Sub Total C/Fwd		17,064.73	466.20	4,121.80	12,239.29	1,902.50	-1,665.06

## Outstanding Balances by Month as at 23/10/2023

A/C Code	Customer Name	Balance	Oct 2023	Sep 2023	Aug 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	17,064.73	466.20	4,121.80	12,239.29	1,902.50	-1,665.06
Ledger No 4: Museum Sales Ledger (Continued)							
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	55.00	0.00	27.50	27.50	0.00	0.00
MILESJONES	MILESJONES	-2,670.00	0.00	0.00	0.00	0.00	-2,670.00
MULTI	MULTI	48.00	0.00	48.00	0.00	0.00	0.00
NSCOTHER	NSCOTHER	66.00	0.00	66.00	0.00	0.00	0.00
SANDFORD	SANDFORD	84.00	0.00	84.00	0.00	0.00	0.00
SANFORDS	SANFORDS	-598.00	0.00	0.00	0.00	0.00	-598.00
SEARLEA	SEARLEAIMEE	-250.00	0.00	0.00	0.00	0.00	-250.00
STRINGER	STRINGER	-11.60	0.00	0.00	0.00	0.00	-11.60
UPHILL	UPHILL	40.00	0.00	40.00	0.00	0.00	0.00
WESPORT	WESPORT	541.25	0.00	541.25	0.00	0.00	0.00
WESTH	WESTH	-342.00	0.00	0.00	0.00	0.00	-342.00
WINDWHISTL	WINDWHISTLE	154.00	0.00	0.00	0.00	154.00	0.00
	Total Sales Ledger No 4	1,981.01	0.00	1,437.15	185.90	682.60	-4,286.66
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>14,709.98</b>	<b>466.20</b>	<b>4,928.55</b>	<b>12,266.79</b>	<b>2,585.10</b>	<b>-5,536.66</b>

**Policy & Finance Committee**  
**Overspend report – Report of the Finance Officer**

<b>Budget heading</b>	<b>code</b>	<b>YTD Spend</b>	<b>Budget 2023/2024</b>	<b>Overpend</b>	<b>Reason</b>
<b>Central Administration</b>					
<b>Grove House</b>					
NNDR	103/4102	£3,220.00	£1,341.00	<b>£1,879.00</b>	Budget provision reallocated to HQ costs due to anticipated move
Utilities - heat & light	103/4105	£1,134.00	£575.00	<b>£559.00</b>	Budget provision reallocated to HQ costs due to anticipated move
Cleaning	103/4110	£3,138.00	£937.00	<b>£2,201.00</b>	Budget provision reallocated to HQ costs due to anticipated move
Window Cleaning	103/4111	£63.00	£17.00	<b>£46.00</b>	Budget provision reallocated to HQ costs due to anticipated move
<b>Grove Lodge</b>					
NNDR	104/4102	£1,339.00	£675.00	<b>£664.00</b>	Budget provision reallocated to HQ costs due to anticipated move
Utilities - heat & light	104/4105	£1,150.00	£656.00	<b>£494.00</b>	Budget provision reallocated to HQ costs due to anticipated move
Cleaning	104/4110	£1,544.00	£762.00	<b>£782.00</b>	Budget provision reallocated to HQ costs due to anticipated move
Window Cleaning	104/4111	£63.00	£21.00	<b>£42.00</b>	Budget provision reallocated to HQ costs due to anticipated move
Rent	104/4132	£3,333.00	£1,250.00	<b>£2,083.00</b>	Budget provision reallocated to HQ costs due to anticipated move
<b>HQ</b>					
Insurance	115/4044	£18,905.00	£11,606.00	<b>£7,299.00</b>	Insurance premiums higher due to the building being empty & no lightning protection at the moment
Parking	115/4171	£10,950.00	£9,500.00	<b>£1,450.00</b>	Increase in rent of parking spaces
<b>Central Grounds Maintenance</b>					
Telephone	400/4035	£2,920.00	£2,153.00	<b>£767.00</b>	More mobile phone users

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

*Internal Audit Report 2023-24 (First interim)*

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*Stuart J Pollard*

*Director  
Auditing Solutions Limited*

## **Background and Scope**

The Accounts and Audit Regulations introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their 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 first interim visit to the Council for 2023-24, which took place on 13<sup>th</sup> October 2023, together with preliminary and subsequent work at our own offices and will be subject to further update following our future reviews: the date of the next review has not yet been agreed, but will most probably take place in late January / early February 2024.

## **Internal Audit Approach**

In commencing our review for 2023-24, 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 (or 100% substantive testing where more appropriate) across the Council's various activities.

## **Overall Conclusion**

We are pleased to report that no major areas of concern have been identified from the work undertaken to date this year with only one matter identified, similar to that reported in 2022-23, that requires action to ensure that appropriate measures are taken to ensure that it does not recur.



# 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. We have to date: -

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place;
- Ensured the accurate roll forward of the 2022-23 closing Omega account balances as opening balances in the software for 2023-24;
- Checked and agreed two months' transactions (April and September 2023) on the Lloyds Current account and the year to 30<sup>th</sup> September 2023 transactions on the other two Lloyds accounts by reference to the supporting bank statements;
- Checked the three Lloyds Account bank reconciliations at 30<sup>th</sup> September 2023, noting that the Current account month-end cashbook balance recorded in Omega differs from that on the month-end bank reconciliation as saved in the Omega accounting software: the variance relates to the value of a late BACS payment schedule cashbook entry on 30<sup>th</sup> September 2023. We believe this to have arisen due to the reconciliation saved in the accounts being prepared in advance of that BACS schedule payment being recorded in the cashbook.

### Conclusions

*Whilst no significant concerns have been identified from the work undertaken to date in this area, we have noted, as indicated above, that the 30<sup>th</sup> September 2023 Current account bank reconciliation, as saved in the Omega accounts does not actually balance to the cashbook's recorded month-end balance.*

*We shall, as in prior years, undertake further work in this area at future visits for the year also ensuring the accurate disclosure of the combined account balances at the financial year-end in the AGAR at Section 2, Box 8.*

*R1. Care should be taken to ensure that the month-end bank reconciliations saved in the Omega software reflect the actual month-end cashbook balances before being saved in the accounting software and provided to the reviewing councillor(s) for review and sign-off in accordance with the Council's adopted Financial Regulations.*

## 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 to date as posted on the Council's website with no issues arising.

We have also aimed to ensure 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 currently.

We have previously noted that both the formal SOs and Financial Regulations (FRs) were reviewed, re-affirmed and re-adopted in March 2022, including necessary revisions in accordance with the revised 2015 EU Contract Regulations. We note the further review of the SOs and their re-adoption in September 2023, including reference to use of the Government's Contract Finder website for tenders exceeding £25,000. Due to some previous confusion among councils nationally, this value has now been clarified as excluding VAT; consequently, as advised in our final 2022-23 report, we urge that para 32.3 (currently mis-numbered as 33.3) should be amended accordingly to clarify that the value of £25,000 excludes VAT.

We are pleased to note that the external auditors have signed-off the 2022-23 AGAR with one or two "other matters" raised affecting the financial values recorded in the original submission, together with the endorsement of our final 2022-23 report recommendations. The financial values were subsequently revised and resubmitted. We shall continue to monitor progress on the implementation of those recommendations at future reviews for the current year.

We are also pleased to note that the Notice of Public Rights to examine the Council's 2022-23 financial records was posted on the website for the requisite 30 working days.

### **Conclusions**

***We are pleased to record that no additional issues arise in this area currently warranting formal recommendation, although, as indicated above, we urge that the SOs and FRs are suitably amended to ensure clarification of the value for formally advertising tenders on the Government's Contract Finder website at £25,000 excluding VAT. We will continue to monitor the Council's approach to governance issues, also continuing our review of Council and Committee minutes at future visits.***

## **Review of Purchasing and Payment Procedures**

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

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

We have examined an initial sample of purchase payments processed during the year to 30<sup>th</sup> September 2023 for compliance with the above criteria selecting a total sample of 44 individual payments including all those in excess of £4,000 plus every 40<sup>th</sup> other payment to that date. Our test sample totals £1,158,750 and equates to 75% of the year-to-date non-pay related expenditure.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have ensured recovery of the 2022-23 closing balance in the current financial year, together with the 2023-24 first quarterly reclaim by reference to the VAT control account in Omega.

### **Conclusions**

*We are pleased to report that no significant issues have been identified among our test sample to date: we will extend our testing in this area at future visits to cover the remainder of the financial year, also examining further quarterly submitted VAT reclaims and agreeing detail to the Omega control account.*

## **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 as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1<sup>st</sup> April 2020 as regards employee contribution bandings.

To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually;
- Noted previously that North Somerset Council continues to provide the payroll service for the Council;
- Agreed the amounts paid to a sample of 18 employees in September 2023, as recorded on their payslips, across the various sections of the Council by reference to the approved pay scales on the Deputy Town Clerk / RFO's establishment list for 2023-24;
- Ensured that Tax and National Insurance deductions for those 18 employees have been made applying the appropriate PAYE code and NIC Table, and
- Checked that the correct superannuation percentage deductions are being applied where applicable.

### **Conclusions**

*We are pleased to report that no issues have been identified among the test sample of employees' salaries paid in September 2023. We may undertake further work in this area to ensure that, once the national pay award for 2023-24 is determined and accepted by the unions, it is accurately implemented.*

## **Investments and Loans**

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an

appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We have previously recorded that the Council reviewed, updated and re-adopted its Investment Policy in June 2022: we will re-examine the document at our next review visit, also checking on the Council's progress to arrange the diversification of the funds currently all held in two Lloyds bank accounts, although we acknowledge that the existing surplus funds may, to a great degree, be reduced significantly with the intended move to new office accommodation and other capital schemes.

The Council has an outstanding loan with PWLB: we have verified the first instalment repayment paid in May 2023 to the third-party demand notice 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 currently and will undertake further work in this area at our next visit.***

Rec. No.	Recommendation	Response
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**Review of Accounting Arrangements and bank Reconciliations**

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R1	Care should be taken to ensure that the month-end bank reconciliations saved in the Omega software reflect the actual month-end cashbook balances before being saved in the accounting software and provided to the reviewing councillor(s) for review and sign-off in accordance with the Council's adopted Financial Regulations.	
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# **Weston-super-Mare Town Council**

*Internal Audit Report 2020-21 (Interim update)*

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*Stuart J Pollard*

*Director  
Auditing Solutions Limited*

## Background and Scope

The Accounts and Audit Regulations introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually: the Council has complied accordingly. The following detailed report sets out those areas examined during the course of our initial visit in October 2020 and subsequently remotely at our own offices in February 2021 due to the ongoing Covid restrictions. The report will be further updated following completion of our final review for the year: we hope to undertake that review on site and will liaise with the Deputy Town Clerk / RFO accordingly dependent on the prevailing Covid situation at that time.

## Internal Audit Approach

In continuing our review for 2020-21, 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 Governance and Accountability Return (AGAR), employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities. The impact of the Covid pandemic has obviously had a significant impact on the Council's finances to date in the current financial year with most venues closed for much of the year. Consequently, we have focused attention on the Council's expenditure and governance controls, also examining income arising from a selection of those areas still operational such as the cemetery.

At the request of the Town Clerk, we also undertook a specific review of certain issues at the Blakehay Theatre at our first review visit, details of which were set out in a separate report prepared and issued at that time.

## Overall Conclusion

We are pleased to report that no significant issues have been identified from the work undertaken to date, although, as per our first interim report for the year, we noted one or two areas where we considered that, inter alia, the filing of documentation required some improvement in order to provide a clear and comprehensive audit trail. Due to this update review being undertaken remotely, we have not been able to follow up on the recommendations raised at that time and will do so when we are next able to visit the Council. We have also identified a few additional areas where we consider action is required, detail of which is set out in the body of the report with resultant recommendations further summarised in the appended Action Plan.

# 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 Liquidity Manager account and surplus funds held in a Treasury Reserve Deposit account. To ensure compliance with the above criteria, we have: -

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place;
- Ensured the accurate roll-over of last year's closing balances as opening entries in the current year's financial ledger;
- Checked and agreed three sample months' transactions (April and August 2020, plus January 2021) on the Lloyds Current and Imprest accounts and the year to 31<sup>st</sup> January 2021 transactions on the other accounts by reference to the supporting bank statements; and
- Checked and agreed the Current Account bank reconciliations as at 30<sup>th</sup> April 2020 and the combined account reconciliations as at 31<sup>st</sup> August 2020 and January 2021 on all accounts. Whilst those for the Imprest and Mayor's accounts at 31<sup>st</sup> January 2021 have been agreed, a few anomalies are apparent in the Lloyds Current Account cashbook and / or bank reconciliation statement according to the backed-up Omega data provided for our examination, as below.

### *Conclusions and recommendations*

*We drew attention in our first report for the year to the existence of three "Ticket sour" receipts dated 20<sup>th</sup> April (2) and 1<sup>st</sup> June 2020 (1) that remained uncleared on the 31<sup>st</sup> August 2020 bank reconciliation, also noting that the August BACS payment (ref Page 5449) had been erroneously recorded in the cashbook as paid on 31<sup>st</sup> March 2020 and remained uncleared until after 31<sup>st</sup> August 2020. The three "ticket sour" payments are still showing as uncleared on the reconciliation as at 31<sup>st</sup> January 2021.*

*As also indicated above, we have identified a few anomalies in the Lloyds Current account January 2021 cashbook entries and / or the bank reconciliation: the cashbook per the backed-up detail provided for our examination shows a month-end cashbook balance of £1,568,775.96, whereas the month-end reconciliation shows a cashbook balance of £1,664,341.94, a difference of £95,565.98, which equates to the BACS payment on 31<sup>st</sup> January 2021 recorded in the cashbook as P/I Payment Page 5584. Consequently, the bank reconciliation is being represented incorrectly: BACS payments should, however, only be recorded in the cashbook on the date they are processed through the bank account, not the date of approval / release, although we acknowledge that these would normally be the same.*

*We shall undertake further testing in this area at our final review, ensuring the accurate disclosure of the year-end combined cash and bank balances in the year's AGAR and the detailed Statement of Accounts prepared on behalf of the Council by the external contractor.*



- R1. *Where cheques and deposits remain uncleared through the bank account for any length of time (ideally a maximum of three months) they should be pursued appropriately to establish the reason for their non-clearance.*
- R2. *BACS and Direct Debit payments should be recorded in the cashbook on the date they clear the bank, irrespective of when they are drawn / released by the Council.*
- R3. *Care should be taken to ensure that the cashbook balance recorded on the month-end bank reconciliation matches that on the cashbook itself. If in future: we appreciate that it is not now possible to retrospectively rework the 31<sup>st</sup> January 2021 bank reconciliation.*

## **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 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 of the Full Council and its Standing Committees (except Planning), as currently posted on the Council's website or provided in electronic format, held to date in the current financial year. In reviewing the minutes, we have aimed to ensure that no issues affecting the Council's financial stability either in the short, medium or long 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 to date.

We have previously noted that both Standing Orders (SOs) and Financial Regulations (FRs) were reviewed and re-affirmed in prior years, including necessary revisions in accord with revised 2015 EU Contract Regulations and, as recorded in last year's report, noted that appropriate "tidying up" was undertaken during that year in relation to the FRs.

We are pleased to note that the 2019-20 AGAR was duly signed-off by PKF Littlejohn (external auditors) without comment.

### ***Conclusions***

***We are pleased to record that no issues requiring formal recommendation have arisen in this area to date. We shall continue our review of minutes and the Council's approach to governance issues at future visits.***

## **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 Financial Regulations;

- Posted accurately to the Omega software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council; and
- That the calculation and recording of VAT to the relevant control account for subsequent recovery has been actioned appropriately.

We have extended testing for compliance with the above criteria selecting a total sample of 76 individual payments in the year to 31<sup>st</sup> January 2021 including all those individually in excess of £3,000 plus every 30<sup>th</sup> other payment to that date. Our test sample totals £704,700 and equates to 66% by value of non-pay related expenditure in the year to that date.

VAT Returns continue to be submitted electronically as required by extant legislation: we have ensured recovery of the 2019-20 closing VAT debtor balance in the current financial year and also the first three quarters' net reclaims by reference to the VAT control account in Omega.

### **Conclusions and recommendations**

*We are pleased to report that no significant issues have been identified among our test sample, apart from noting that the payments to "Simplicity in Business" for agency staff have been coded as a staff cost (Nominal account code 4000) and will consequently be aligned to Box 4 – Staff costs on the year's AGAR. As these payments do not relate directly to Council employees, the costs should be coded appropriately to a non-pay related code ensuring alignment with Box 6 in the year's AGAR at Section 2.*

*Additionally, a few invoices have, as yet not been traced and supplied for our review. As indicated in our first report for the year, we consider it essential that all documentation supporting payments is held on the appropriate monthly file, which includes full detail of all purchase ledger and other transactions, the former detailing individual invoices paid in the month to each trader. We will review the position in this respect when we are next able to visit the Council and, consequently, leave the recommendation as a "live" item.*

*We acknowledge that, due to the Covid situation with staff working at home, this process has been significantly hampered, but urge that, going forward, appropriate care is taken to ensure that all payments are fully and appropriately supported by relevant documentation in the monthly files.*

*We shall extend our test sample to cover the remainder of the year at our final review.*

- R4. *Payments to "Simplicity in Business" should be coded to a non-pay related nominal account code in the financial ledger thereby ensuring the accurate recording of such expenses at Section 2, Box 6 of the year's AGAR.*
- R5. *Care should be taken to ensure that the monthly files of processed purchase invoices are complete with all invoices, or copies thereof, held appropriately on file in support of every payment processed in the month.*

## **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 in order to minimise the opportunity for their coming to fruition.

We are pleased to note that, in line with the requirements of “The Practitioner’s Guide”, the Council has completed a review of its extant risk register, again using the LCRS software, adopting the updated documentation at the full Council meeting in November 2020. We have examined a sample of the LCRS output and consider it appropriate and in line with the potential risks facing the Council.

We have examined the Council’s 2020-21 insurance schedule, arranged through WPS, with Royal & Sun Alliance, noting that premises and contents appear to be appropriately covered, together with Public and Employer’s Liability standing at £15 million and £10 million respectively and Fidelity Guarantee cover at £1.4 million, together with Loss of Revenue cover at £699,000, all of which we consider appropriate for the Council’s present requirements.

### **Conclusions**

***No issues have been identified warranting formal comment in this area currently. We shall continue to monitor the Council’s approach to risk management at future visits.***

## **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 the parent District Council, 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 deliberation, members have determined the Council’s budgetary and precept requirements for 2021-22, adopting the latter at £2,587,982 at the January 2021 full Council meeting.

We are pleased to note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega detail, although the Covid situation has obviously affected the level of Council activity in the current financial year with significant depletion to the usual level of income receivable due to closure of the various Council venues.

We have examined the latest available Omega budget report (31<sup>st</sup> January 2021) with no unanticipated variances apparent at this stage of the financial year, other than the obvious loss of income impact of the ongoing Covid situation.

### **Conclusions**

***No issues arise in this area currently: we shall examine the year-end budget outturn at our final review, making allowance for the impact of the ongoing Covid situation, also considering the appropriateness of the level of retained reserves (General and Earmarked Funds) ensuring that they remain appropriate to the Council’s ongoing revenue spending needs and future development aspirations.***

## Review of Income

The Council usually receives income from a variety of sources in addition to the precept: we have previously agreed with the RFO a strategic approach to examining each income stream: however, due to the impact of Covid and the requirement for several of the Council's income generating sites to be "closed" for a large part of the year, income from those areas has understandably been significantly reduced. Consequently, we have restricted our review for the year to date to examining a sample of 10 interments in the last two months of 2020; examination of a sample of Museum cash takings sheets and examination of the status of outstanding debt.

As we have been unable to visit the Council at this review due to the Ongoing Covid restrictions, we sought assistance from Council staff requesting that they provide detail of 10 interments in November and December 2020, together with all necessary and relevant supporting documentation, including Burial and / or Cremation Certificates. We have duly reviewed the documentation provided, also ensuring that the appropriate approved fees have been charged, noting that, as at 31<sup>st</sup> January 2021, six of the ten invoices raised in relation to these interments remained unpaid. Given the present Covid situation, we appreciate that there will undoubtedly be delays in settling accounts and will review the position again at our final review.

We have reviewed the Sales Ledger "Unpaid accounts by date" reports for the three active Sales Ledgers to determine the extent of unpaid debt and / or unmatched receipts (copies attached as Appendices to this report) noting that in all three ledgers there are a significant number of long-standing debts where payment appears to have been received but not offset against the relevant invoice: some of these date back as far as 2018 and 2017. The attached reports should be reviewed and, where payment has been received, appropriate action be taken to match / marry the receipts against the relevant invoices thereby clearing them off the Sales Ledgers.

These reports also indicate that there are a number of invoices remaining unpaid, in some cases dating back to early 2019, together with a few where income is recorded but does not appear to match any invoices raised. As above, action is required to either pursue any long-standing debt and / or clear unmatched receipts.

### *Conclusions and recommendations*

*Whilst no issues have arisen from our review of burial income, other than to suggest that the position in relation to any relevant burial fee invoices remaining unpaid as at 31<sup>st</sup> January 2021 be reviewed and appropriate action taken to ensure recovery.*

*Our main concern here is the extent of payments received apparently relating to invoices raised that have not been matched to those invoices and cleared from the Sales Ledgers, as well as the need to ensure that all long-standing debt is being pursued actively for recovery.*

*We will revisit the Unpaid Sales Ledger reports at our final review and, assuming we are able to undertake the final review on site, examine other "active" income streams and report our findings accordingly.*

R6. *Detail in the attached Sales Ledgers – "Unpaid invoices by date" reports should be reviewed urgently with action taken to match receipts to the relevant invoices and clear them from the Sales Ledgers.*

- R7. *All long-standing debts on the three Sales Ledgers should be actively pursued for recovery or, if deemed irrecoverable, be reported to Council for a decision on the appropriate action to be taken.*
- R8. *All “unmatched” receipts (i.e., where they do not relate to a specific invoice) should be actively reviewed and, where appropriate, be cleared from the Sales Ledger.*

## Petty Cash Account and Debit Card Usage

Relatively limited petty cash accounts are operated at the Administration offices, the Museum / Café, at the Information Centre, and for the Grounds staff with Imprest holdings of £250, £100, £100 and £50 respectively which are “topped up” periodically.

Detail of payments from the Administrative Offices petty cash account are recorded in a spreadsheet: we have examined transactions in the year to early September 2020 totalling £183.93 by reference to the spreadsheet record and scanned copies of the supporting documents, as provided by the Finance Officer: the petty cash account was “topped-up” by cheque drawn on the Imprest account dated 23<sup>rd</sup> September 2020. In undertaking that review, we noted that VAT on one item (ref 3463) of £4.20 has not been identified for recovery.

### *Conclusions and recommendation*

***Whilst the amounts of recoverable VAT on petty cash spending will undoubtedly be minimal, care should be taken to ensure that, where invoices or till receipts identify a VAT Registration Number, the recoverable VAT is duly identified and posted to the VAT control account accordingly. We will, assuming we are able to undertake our final review for the year on site, undertake further work in this area examining the petty cash expenses on the other accounts, which we note were also reimbursed on 23<sup>rd</sup> September 2020.***

- R9. *Care should be taken to ensure that all recoverable VAT is identified and coded accordingly to the VAT control account.*

## 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 as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1<sup>st</sup> April 2020 as regards employee contribution bandings.

To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the nationally agreed pay award for 2020-21, together with back pay to 1<sup>st</sup> April 2020, which was paid with the September 2020 salaries;
- Noted previously that North Somerset Council has been engaged to provide the service;
- Agreed the amounts paid to a sample of 12 employees across the various sections of the Council by reference to the approved pay scales on the council’s establishment list and the 2020-21 national award detail, examining payments made in September 2020;

- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table; and
- Checked that the correct superannuation percentage deductions are being applied where applicable.

### **Conclusions**

***We are pleased to report that no issues have been identified among the test sample of 12 employees' salaries paid in September 2020.***

## **Investments and Loans**

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

We are pleased to note that the Council has a Treasury Management and Investment Strategy document in place which was last reviewed in February 2015 : we understand that it is due for review, update (where necessary) and formal re-adoption in the current financial year.

The Council currently has funds in the Santander Bank and the CCLA Public Sector Deposit fund, detail of which we checked and agreed to their third party statements as of 31<sup>st</sup> August 2020: we will check the remainder of the year's transactions at our final review.

The Council has an outstanding loan with PWLB: we have verified the first instalment repayment paid in May 2020 to the third-party demand notice as part of the sample of purchase invoice testing reported earlier in this report.

### **Conclusions**

***We are pleased to record that no significant issues arise in this area currently. We shall, as indicated above, undertake further work at our final review including ensuring that at the planned review and re-adoption the Treasury Management and Investment Strategy is undertaken. We will also ensure the accurate disclosure of the residual loan liability as at 31<sup>st</sup> March 2021 by reference to the UK Debt Agency website where all local government loan data is published.***

Rec. No.	Recommendation	Response
<b>Review of Accounting Arrangements and Bank Reconciliations</b>		
R1	Where cheques and deposits remain uncleared through the bank account for any length of time (ideally a maximum of three months) they should be pursued appropriately to establish the reason for their non-clearance.	
R2	BACS and Direct Debit payments should be recorded in the cashbook on the date they clear the bank, irrespective of when they are drawn / released by the Council.	
R3	Care should be taken to ensure that the Cashbook balance recorded on the month-end bank reconciliation matches that on the cashbook itself in future: we appreciate that it is not now possible to retrospectively rework the 31 <sup>st</sup> January 2021 bank reconciliation.	
<b>Review of Purchasing and Payment Procedures</b>		
R4	Payments to Simplicity in Business should be coded to a non-pay related nominal account code in the financial ledger thereby ensuring the accurate recording of such expenses at Section 2, Box 6 of the year's AGAR.	
R5	Care should be taken to ensure that the monthly files of processed purchase invoices are complete with all invoices, or copies thereof, held appropriately on file in support of every payment processed in the month.	
<b>Review of Income</b>		
R6	Detail in the attached Sales Ledgers – “Unpaid invoices by date” reports should be reviewed urgently with action taken to match receipts to the relevant invoices and clear them from the Sales Ledgers.	
R7	All long-standing debts on the three Sales Ledgers should be actively pursued for recovery or, if deemed irrecoverable, be reported to Council for a decision on the appropriate action to be taken.	
R8	All “unmatched” receipts (i.e., where they do not relate to a specific invoice) should be actively reviewed and, where appropriate, be cleared from the Sales Ledger.	
<b>Petty Cash Accounts</b>		
R9	Care should be taken to ensure that all recoverable VAT is identified and coded accordingly to the VAT control account.	

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SALES LEDGER 1 UNPAID INVOICES BY DATEPage 1  
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Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
27/02/2019	4494	MIDDLEMOOR	MIDDLEMOOR WATER PK	200.00	40.00	240.00	240.00
28/02/2019	4498	MIDDLEMOOR	MIDDLEMOOR WATER PK	-200.00	-40.00	-240.00	-240.00
24/04/2019	4573	WES002	WESTON COLLEGE	2,659.20	531.84	3,191.04	1,269.08
31/07/2019	4735	TURNERJ	TURNERJ	660.00	132.00	792.00	475.20
15/10/2019	4856	WES002	WESTON COLLEGE	4,118.40	823.68	4,942.08	508.08
13/01/2020	4979	BLAKEHAY	BLAKEHAY	368.33	73.67	442.00	442.00
13/01/2020	4980	CHELIS	CHELIS	1,350.87	270.17	1,621.04	812.62
13/01/2020	4981	BLAKEHAY	BLAKEHAY	-368.33	-73.67	-442.00	-442.00
18/02/2020	Payment 1449-1	WORLEWB	WORLEWB	0.00	0.00	0.00	-316.80
29/02/2020	5052	THATCHERS	THATCHERS	100.00	20.00	120.00	120.00
29/02/2020	5053	THESTABLE	THESTABLE	100.00	20.00	120.00	120.00
01/03/2020	5069	CHELIS	CHELIS	333.33	66.67	400.00	400.00
31/03/2020	5091	PILATES	PILATES	50.00	10.00	60.00	60.00
04/11/2020	Payment 1497-1	SALSAVIDA	SALSAVIDA	0.00	0.00	0.00	-144.00
31/12/2020	5335	SALSAVIDA	SALSAVIDA	-90.00	-18.00	-108.00	-108.00
<b>TOTAL INVOICES</b>				<b>9,281.80</b>	<b>1,856.36</b>	<b>11,138.16</b>	<b>3,196.18</b>



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SALES LEDGER 2 UNPAID INVOICES BY DATEPage 1  
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Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
28/06/2018	4179	HAYNESM	HAYNESM	63.00	0.00	63.00	63.00
28/06/2018	Payment 1034-0	HAYNESM	HAYNESM	0.00	0.00	0.00	-63.00
30/06/2018	4186	PITNEYPOST	PITNEYPOST	247.13	49.43	296.56	296.56
30/06/2018	4187	PITNEYPOST	PITNEYPOST	406.77	81.35	488.12	488.12
30/06/2018	4188	PITNEYPOST	PITNEYPOST	-247.13	-49.43	-296.56	-296.56
30/06/2018	4189	PITNEYPOST	PITNEYPOST	-406.77	-81.35	-488.12	-488.12
28/02/2019	4501	MIDDLEMOOR	MIDDLEMOOR WATER PK	200.00	40.00	240.00	240.00
21/06/2019	4654	THECURIOUS	THECURIOUS	150.00	30.00	180.00	180.00
22/07/2019	4710	MIDDLEMOOR	MIDDLEMOOR WATER PK	-200.00	-40.00	-240.00	-240.00
22/07/2019	4711	THECURIOUS	THECURIOUS	-150.00	-30.00	-180.00	-180.00
30/07/2019	4726	LANE	LANE	100.00	20.00	120.00	60.00
13/11/2019	Payment 1437-8	DAVIESJE	DAVIESJE	0.00	0.00	0.00	-49.00
21/11/2019	4926	DAVIESJE	DAVIESJE	49.00	0.00	49.00	49.00
28/11/2019	4930	SOMERSETME	SOMERSETMEM	40.00	0.00	40.00	40.00
28/11/2019	4933	SOMERSETME	SOMERSETMEM	-40.00	0.00	-40.00	-40.00
28/11/2019	4937	ROYAL	ROYAL	700.00	140.00	840.00	840.00
03/12/2019	4964	GAMBLINGJ	GAMBLINGJ	70.00	0.00	70.00	70.00
11/12/2019	Payment 1439-1	GAMBLINGJ	GAMBLINGJ	0.00	0.00	0.00	-70.00
16/01/2020	Payment 1442-2	TAYLOR7	TAYLOR7	0.00	0.00	0.00	-70.00
20/01/2020	4987	AXE	AXE	87.50	17.50	105.00	105.00
20/01/2020	4988	AXE	AXE	-87.50	-17.50	-105.00	-105.00
27/01/2020	5009	ROYAL	ROYAL	-700.00	-140.00	-840.00	-840.00
30/01/2020	5014	GILDA	GILDA	100.00	20.00	120.00	120.00
30/01/2020	5015	BUCKLEGROV	BUCKLEGROV	180.00	36.00	216.00	216.00
10/02/2020	5020	TAYLOR7	TAYLOR7	70.00	0.00	70.00	70.00
25/02/2020	5037	THEBEACHES	THEBEACHES	150.00	30.00	180.00	180.00
29/02/2020	5054	FLETCHERD	FLETCHERD	-138.00	0.00	-138.00	-138.00
29/02/2020	5055	FLETCHERD	FLETCHERD	138.00	0.00	138.00	138.00
01/03/2020	5071	ISLESK	ISLESK	98.00	0.00	98.00	98.00
16/03/2020	5068	LANE	LANE	-50.00	-10.00	-60.00	-60.00
17/03/2020	Payment 1460-1	ISLESK	ISLESK	0.00	0.00	0.00	-98.00
18/03/2020	Payment 1461-1	PALMER	PALMER	0.00	0.00	0.00	-40.00
30/03/2020	5079	ISLESK	ISLESK	132.00	0.00	132.00	132.00
31/03/2020	5085	ISLESK	ISLESK	-132.00	0.00	-132.00	-132.00
26/06/2020	Payment 1477-2	CLEVEDON	CLEVEDON	0.00	0.00	0.00	-40.00
30/06/2020	5159	HADLEYS	HADLEYS	112.50	22.50	135.00	135.00
30/06/2020	5161	ALBANY	ALBANY	187.50	37.50	225.00	225.00
30/06/2020	5162	WALLEDEN	WALLEDEN	525.00	105.00	630.00	630.00
30/06/2020	5164	MARTYNDALE	MARTYNDALE	112.50	22.50	135.00	135.00
30/06/2020	5165	HIGHLEA	HIGHLEA	375.00	75.00	450.00	450.00
23/07/2020	5173	WOOKEY	WOOKEY	700.00	140.00	840.00	840.00
31/07/2020	5187	THEBEACHES	THEBEACHES	112.50	22.50	135.00	135.00
31/07/2020	5190	TIMPERTOPS	TIMBERTOPS	187.50	37.50	225.00	225.00
31/07/2020	5191	ROCKPOOL	ROCKPOOL	375.00	75.00	450.00	450.00
31/07/2020	5192	BELLAVISTA	BELLAVISTA	187.50	37.50	225.00	225.00
31/07/2020	5193	THELITTLE	THELITTLE	262.50	52.50	315.00	315.00
31/07/2020	5196	WESTONGOLF	WESTONGOLF	150.00	30.00	180.00	180.00
Subtotal C/Fwd				<b>4,117.50</b>	<b>753.50</b>	<b>4,871.00</b>	<b>4,381.00</b>

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**SALES LEDGER 2 UNPAID INVOICES BY DATE**Page 2  
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Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	<b>4,117.50</b>	<b>753.50</b>	<b>4,871.00</b>	<b>4,381.00</b>
31/07/2020	5199	OAKOVER	OAKOVER	206.25	41.25	247.50	247.50
31/07/2020	5200	ELLENBOR	ELLENBOROUGH HALL	206.25	41.25	247.50	247.50
31/07/2020	5202	SOMERSETS	SOMERSET SPEEDWAY	150.00	30.00	180.00	180.00
31/07/2020	5204	TIMPERTOPS	TIMBERTOPS	-187.50	-37.50	-225.00	-225.00
20/08/2020	5215	SOMERSETS	SOMERSET SPEEDWAY	-150.00	-30.00	-180.00	-180.00
20/08/2020	5216	MARTYNDALE	MARTYNDALE	-112.50	-22.50	-135.00	-135.00
28/08/2020	Payment 1482-2	MENDIPMEM	MENDIP MEMORIALS	0.00	0.00	0.00	-179.00
28/08/2020	Payment 1482-4	DEANS	DEANS	0.00	0.00	0.00	-71.00
28/08/2020	Payment 1482-5	TANNERB	TANNERB	0.00	0.00	0.00	-117.00
31/08/2020	5218	BUCKLEGROV	BUCKLEGROV	-180.00	-36.00	-216.00	-216.00
31/08/2020	5220	MENDIPMEM	MENDIP MEMORIALS	179.00	0.00	179.00	179.00
31/08/2020	5221	TANNERB	TANNERB	117.00	0.00	117.00	117.00
31/08/2020	5222	DEANS	DEANS	71.00	0.00	71.00	71.00
10/09/2020	Payment 1483-1	SHARPEA	SHARPEA	0.00	0.00	0.00	-117.00
10/09/2020	Payment 1485-2	BOYDSA	BOYDSA	0.00	0.00	0.00	-539.00
22/09/2020	5232	SHARPEA	SHARPEA	117.00	0.00	117.00	117.00
22/09/2020	5234	BOYDSA	BOYDSA	539.00	0.00	539.00	539.00
22/09/2020	5236	SANDFARM	SANDFARM	187.50	37.50	225.00	225.00
30/09/2020	5241	ALLIANCEDB	ALLIANCEDOGBIN	302.50	60.50	363.00	363.00
22/10/2020	5260	CORBIFC	CORBIFC	1,428.00	0.00	1,428.00	1,428.00
22/10/2020	Payment 1494-1	WSMGOLF	WSMGOLF	0.00	0.00	0.00	-180.00
28/10/2020	Payment 1495-1	BUTTERWOR	BUTTERWOR	0.00	0.00	0.00	-117.00
31/10/2020	5265	WINSTONS	WINSTONS	-102.08	-20.42	-122.50	-122.50
31/10/2020	5266	KASPAS	KASPAS	-91.67	-18.33	-110.00	-110.00
31/10/2020	5268	HADLEYS	HADLEYS	-81.25	-16.25	-97.50	-97.50
31/10/2020	5269	ALBANY	ALBANY	-170.14	-34.03	-204.17	-204.17
31/10/2020	5270	WALLEDEN	WALLEDEN	-476.39	-95.28	-571.67	-571.67
31/10/2020	5271	HIGHLEA	HIGHLEA	-305.56	-61.11	-366.67	-366.67
31/10/2020	5272	THEBEACHES	THEBEACHES	-112.50	-22.50	-135.00	-135.00
31/10/2020	5274	BREAN	BREAN	-375.00	-75.00	-450.00	-450.00
31/10/2020	5275	ROCKPOOL	ROCKPOOL	-340.28	-68.06	-408.34	-408.34
31/10/2020	5276	BELLAVISTA	BELLAVISTA	-170.14	-34.03	-204.17	-204.17
31/10/2020	5277	THELITTLE	THELITTLE	-213.89	-42.78	-256.67	-256.67
31/10/2020	5278	WESTONGOLF	WESTONGOLF	-150.00	-30.00	-180.00	-180.00
31/10/2020	5279	WOOKEY	WOOKEY	-412.50	-82.50	-495.00	-495.00
31/10/2020	5280	OAKOVER	OAKOVER	-206.25	-41.25	-247.50	-247.50
31/10/2020	5281	ELLENBOR	ELLENBOROUGH HALL	-206.25	-41.25	-247.50	-247.50
31/10/2020	5282	CLEVEDONG	CLEVEDONGOLF	-75.00	-15.00	-90.00	-90.00
31/10/2020	5283	SANDFARM	SANDFARM	-187.50	-37.50	-225.00	-225.00
31/10/2020	5284	THELITTLE	THELITTLE	-48.69	-9.74	-58.43	-58.43
31/10/2020	5286	BRISTOLCC	BRISTOLCC	975.00	0.00	975.00	975.00
31/10/2020	5288	KASPAS	KASPAS	91.67	18.33	110.00	110.00
19/11/2020	5297	BUTTERWOR	BUTTERWOR	117.00	0.00	117.00	117.00
19/11/2020	5298	ADAM	ADAM	41.00	0.00	41.00	1.00
30/11/2020	5304	ALLIANCEDB	ALLIANCEDOGBIN	242.00	48.40	290.40	290.40
30/11/2020	5305	CHURCHILLP	CHURCHILLP	144.00	28.80	172.80	172.80
			Subtotal C/Fwd	<b>4,876.58</b>	<b>188.50</b>	<b>5,065.08</b>	<b>3,215.08</b>

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Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	<b>4,876.58</b>	<b>188.50</b>	<b>5,065.08</b>	<b>3,215.08</b>
30/11/2020	5306	KEWSTOKEDB	KEWSTOKEDOGBIN	198.00	39.60	237.60	237.60
30/11/2020	5307	WINSCOMBES	WINSCOMBES	180.00	36.00	216.00	216.00
30/11/2020	5308	ALBANY	ALBANY	-20.83	-4.17	-25.00	-25.00
30/11/2020	5309	BELLAVISTA	BELLAVISTA	-41.67	-8.33	-50.00	-50.00
30/11/2020	5310	HADLEYS	HADLEYS	-50.00	-10.00	-60.00	-60.00
30/11/2020	5311	HIGHLEA	HIGHLEA	-125.00	-25.00	-150.00	-150.00
30/11/2020	5312	ROCKPOOL	ROCKPOOL	-37.50	-7.50	-45.00	-45.00
30/11/2020	5313	BLEADONGOL	BLEADONGOLF	-466.67	-93.33	-560.00	-560.00
17/12/2020	5318	PITMANS	PITMANS	714.00	0.00	714.00	714.00
17/12/2020	5321	GOWER	GOWER	117.00	0.00	117.00	117.00
17/12/2020	5326	ELM001	ELMS	714.00	0.00	714.00	714.00
22/12/2020	Payment 1501-1	DAVISJM	DAVISJM	0.00	0.00	0.00	-71.00
31/12/2020	5332	CHURCHILLP	CHURCHILLP	360.00	72.00	432.00	432.00
31/12/2020	5333	ALLIANCEDB	ALLIANCEDOGBIN	302.50	60.50	363.00	363.00
04/01/2021	Payment 1503-1	GROVES	GROVES	0.00	0.00	0.00	-118.00
04/01/2021	Payment 1504-1	GROVES	GROVES	0.00	0.00	0.00	-70.00
19/01/2021	5348	MEMORIA	MEMORIA	765.00	0.00	765.00	765.00
19/01/2021	5349	MEMORIA	MEMORIA	867.00	0.00	867.00	867.00
19/01/2021	5352	ELM001	ELMS	765.00	0.00	765.00	765.00
19/01/2021	5355	PALMER	PALMER	41.00	0.00	41.00	41.00
19/01/2021	5357	ELM001	ELMS	714.00	0.00	714.00	714.00
19/01/2021	5358	ELM001	ELMS	867.00	0.00	867.00	867.00
21/01/2021	5361	ADAMSM	ADAMSM	220.00	0.00	220.00	220.00
21/01/2021	5362	PAYNEW	PAYNEW	1,187.00	0.00	1,187.00	1,187.00
21/01/2021	5364	GOWER	GOWER	714.00	0.00	714.00	714.00
27/01/2021	5368	DAVISJ2	MR J DAVIS	71.00	0.00	71.00	71.00
27/01/2021	5369	GROVES	GROVES	71.00	0.00	71.00	71.00
27/01/2021	5370	POWELLK2	MR K POWELL	71.00	0.00	71.00	71.00
28/01/2021	5371	ELM001	ELMS	714.00	0.00	714.00	714.00
31/01/2021	5373	WINSCOMBES	WINSCOMBES	240.00	48.00	288.00	288.00
31/01/2021	5374	KEWSTOKEDB	KEWSTOKEDOGBIN	198.00	39.60	237.60	237.60
31/01/2021	5375	ALLIANCE	ALLIANCE	242.00	48.40	290.40	290.40
31/01/2021	5376	CHURCHILLP	CHURCHILLP	288.00	57.60	345.60	345.60
			<b>TOTAL INVOICES</b>	<b>14,755.41</b>	<b>441.87</b>	<b>15,197.28</b>	<b>13,088.28</b>

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Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
29/09/2017	Payment 955-0	ROBINSWOOD	ROBINSWOOD	0.00	0.00	0.00	120.00
27/02/2018	4005	KALEV	KALEV	250.00	50.00	300.00	300.00
31/03/2018	4050	ROBINSWOOD	ROBINSWOOD	120.00	0.00	120.00	120.00
31/03/2018	4051	ROBINSWOOD	ROBINSWOOD	-240.00	0.00	-240.00	-240.00
27/04/2018	4075	WESSEX	WESSEX	150.00	30.00	180.00	180.00
30/04/2018	4087	STJOHNEVAN	STJOHNEVAN	20.00	0.00	20.00	20.00
30/04/2018	4171	STJOHNEVAN	STJOHNEVAN	-20.00	0.00	-20.00	-20.00
28/06/2018	4173	HAYNESM	HAYNESM	63.00	0.00	63.00	63.00
28/06/2018	4176	HAYNESM	HAYNESM	-63.00	0.00	-63.00	-63.00
31/08/2018	4296	WESSEX	WESSEX	-150.00	-30.00	-180.00	-180.00
30/09/2018	4325	KALEV	KALEV	-250.00	-50.00	-300.00	-300.00
27/06/2019	4672	ENERGEYES	ENERGEYES	20.00	4.00	24.00	24.00
30/06/2019	4679	ENERGEYES	ENERGEYES	-20.00	-4.00	-24.00	-24.00
14/10/2019	Payment 1434-1	EDMONDSN	EDMONDSN	0.00	0.00	0.00	-100.00
20/01/2020	4989	AXE	AXE	87.50	17.50	105.00	105.00
30/01/2020	5012	NSCPEOPLE	NSCPEOPLE	-410.00	-82.00	-492.00	-492.00
30/01/2020	5013	NSCPEOPLE	NSCPEOPLE	294.00	58.80	352.80	352.80
20/02/2020	5027	EDMONDSN	EDMONDSN	547.40	81.20	628.60	628.60
26/02/2020	5044	MILTON	MILTON	126.00	0.00	126.00	126.00
27/02/2020	5045	AXE	AXE	125.00	25.00	150.00	150.00
29/02/2020	5057	MILTON	MILTON	-126.00	0.00	-126.00	-126.00
16/03/2020	5065	BRAMMER	BRAMMER	727.40	97.00	824.40	824.40
16/03/2020	5066	NSCPEOPLE	NSCPEOPLE	410.00	82.00	492.00	492.00
16/03/2020	5067	NSCPEOPLE	NSCPEOPLE	-294.00	-58.80	-352.80	-352.80
20/03/2020	Payment 1462-1	HEALEY	HEALEYS	0.00	0.00	0.00	26.25
20/03/2020	Payment 1463-1	KEWSTOKE	KEWSTOKE	0.00	0.00	0.00	26.25
31/03/2020	5089	HAYWARDV	HAYWARDV	26.25	0.00	26.25	26.25
18/01/2021	5344	BOURNVILLE	BOURNVILLE	70.00	0.00	70.00	70.00
18/01/2021	5345	HAYWARDV	HAYWARDV	35.00	0.00	35.00	35.00
18/01/2021	5346	OLDMIXON	OLDMIXON	140.00	0.00	140.00	140.00
<b>TOTAL INVOICES</b>				<b>1,638.55</b>	<b>220.70</b>	<b>1,859.25</b>	<b>1,931.75</b>

# Weston-super-Mare Town Council

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## Medium Term Financial Plan

### 2023/24 to 2027/28

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# Medium Term Financial Plan

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## Foreword

Welcome to Weston-super-Mare Town Council's (WSMTC) Medium Term Financial Plan which sets out the Council's financial strategy for the five-year period to 2027/28.

This Plan has taken on increased importance as a consequence of the Coronavirus virus pandemic, Brexit and challenges with the Cost of Living and increased Energy costs as one factor of the effects of the war in Ukraine which has had an impact on WSMTC services and financial situation.

Reviewing the impact on the Council's finances and adjusting our financial strategy will be vital as WSMTC looks ahead to what is likely to be a continuing challenging future.

In preparing the Medium-Term Financial Plan it is assumed that business will return to normal after the implementation and relaxing of recent restrictions following the governments roadmap out of the Coronavirus pandemic which has occurred. However, it must be borne in mind that further limitations to business growth in some areas of services are being seen as we work through the first few years coming out of lock down.

Over coming years, the Council must deal with a number of longer-term budget pressures which are going to be faced.

These include increased pressure on the costs of running Council services, not least the unavoidable increases to staffing costs linked to planned increased in the Real Living Wage which WSMTC is committed to paying alongside the increase in fuel and general cost of living pressures in coming years.

On top of this, WSMTC faces significant potential commitments over the next few years relating to capital investment in new and current fixed asset, expenditure which will see its balances and reserves diminish.

All of these issues highlight the importance of having in place a prudent, robust, realistic, and forward-looking Medium-Term Financial Plan.

This Plan aims to highlight and quantify the key financial challenges facing WSMTC over the next five years, with particular emphasis on capital investment linked to the delivery of services and PPM/EMRRP plans and the resulting fall in WSMTC balances and reserves. This financial strategy will be key to meet these challenges.

The Plan sets out a Revenue and Capital Budget forecast for the five-year period and estimates the level of Precept and council tax increase that may be required in order to balance the budget and maintain an adequate level of reserves.

Whilst the next five years will undoubtedly present WSMTC with a number of challenges, we are confident that this Medium-Term Financial Plan provides a strategy for the planning of WSMTC's finances and budgets over this period, which ensures that services can be protected, and which aims to keep future council tax increases to a minimum.

WSMTC is a rule has been fortunate that its finances in the past had reasonably good health but reserve levels as a result of growth and capital commitments at the 31<sup>st</sup>

March 2023 are now well below the recommended level, which in turn means any future investment or service delivery needs to be carefully considered. The implementation of this Plan aims to ensure that WSMTC can build on its foundations, meet the needs of our local community, and provide value for money services to our local tax payers.

**Councillor Alan Peak** – Chairman of Policy & Finance Committee

**Councillor Robert Payne** – Chairman of Expenditure and Governance Working Party.

**Malcolm Nicholson** – Town Clerk

**Sarah Pearse** – Deputy Town Clerk Responsible Financial Officer

## 1. Introduction and Background

### Purpose of the Medium-Term Financial Plan

This Medium-Term Financial Plan (MTFP) of WSMTC covers the five-year period from 2023/24 to 2027/28.

- 1.1 The key purpose of the MTFP is to put in place a clear and robust financial strategy for the next five years that will help WSMTC to contend with the challenges it faces, achieve its strategic aims and meet community priorities, within the limited resources available, whilst delivering value for money to the local tax payers of Weston-super-Mare.
- 1.2 Strategic financial planning is of particular importance during this time as the country is recovering from national crisis with factors such as the cost of living crisis, war in Ukraine, and the Coronavirus pandemic having caused severe economic difficulties, significantly increased national debt and potential reintroduction of austerity measures.
- 1.3 The MTFP is also important in putting in place a clear link between WSMTC's strategic aims and targets and the priorities of the local community, as set out in WSMTC's Strategy. This helps to ensure that financial resources are allocated to services in a way that supports the delivery and achievement of these aims and priorities.
- 1.4 The MTFP aims to set out the ever changing national and local financial climate within which WSMTC will be working over the next five years and highlights the key financial challenges that it faces, as well as the strategic aims that it will be aspiring to deliver, and the community priorities that it will be striving to meet.
- 1.5 It then puts in place a financial strategy to meet these challenges and ensure the delivery of strategic aims and community priorities within the financial resources likely to be available. The Plan includes indicative Revenue and Capital budgets as well as projections of the likely level of Town Council Tax and balances and reserves over the five-year period.

- 1.6 Producing the MTFP each year will help WSMTC to: -
- Demonstrate and deliver value for money in the use of public resources; Ensure that a strategic approach is taken in the planning of WSMTC's future spending and finances;
  - Create stronger links between WSMTC's strategic aims and the priorities of local taxpayers, and future spending decisions;
  - Put in place a clear, understandable and forward-looking financial planning framework
  - Make it clear how WSMTC plans its spending and who is responsible for making spending decisions;
  - Ensure that it regularly reassess and review the cost of its services; and
  - Ensure that the views of the community are considered in deciding where and how WSMTC spends public money.

### **Development of the Medium-Term Financial Plan**

- 1.7 WSMTC has continued to grow in the last few years. The MTFP was originally developed in 2009 and was a spreadsheet numerical document only, it is believed that WSMTC now needs to adopt a more robust document relevant to its size, it is felt that the adoption of this document will meet those needs. As such going forward on an annual basis the following process should be undertaken:
- Maintaining a continuous focus on efficiency and value for money;
  - Review of WSMTC's priorities based on strategic aims and targets set out in the annual budget setting process;
  - Review of community priorities, informed by satisfaction surveys and full review of strategic aims and objectives;
  - Reviewing the resources required to fund future service needs, including providing for any pay awards, inflation and income, managing expected changes in demand for services and identifying efficiency savings and possible budget reductions;
  - Considering the costs of all new statutory requirements and any planned investment in existing services or new initiatives that have already been approved by WSMTC;
  - Projecting the likely available financial resources based on target council tax increases, projected council tax base changes, use of balances and reserves, the availability of external funding, and the potential for future capital receipts and borrowing opportunities; and
  - Assessing the ability of WSMTC to fund its on-going service needs, deliver its strategic aims and meet community priorities within the limited resources available;

1.8 This Medium-Term Financial Year was first drafted and formally adopted in February 2023. The plan has since been reviewed and adapted to allow for changes at a national, regional and local level. A breakdown of the reviews of this document can be found in Section 12.

## Key Stakeholders

- 1.9 The MTFP is published for use by all stakeholders to help review WSMTC's finances over the medium term, understand the spending pressures it faces and how WSMTC plans and makes decisions about spending on services, and show how this links to each stakeholder's relationship with WSMTC, and in particular:
- **For Councillors and Service Managers;** to help communicate WSMTC's overall financial strategy and to improve understanding of the links to and impact on the provision of local services and level of council tax, demonstrate how WSMTC seeks to prudently exercise stewardship of public money and look after community assets, and improve the openness and accountability of WSMTC's financial decision making; and
  - **For local businesses and community organisations;** to communicate WSMTC's financial MTFP linked to the strategy and its links to and impact on the provision of local services and to provide key financial information to support the development of opportunities for partnership working and joint venture in Weston-super-Mare.

## Financial Planning Responsibilities

- 1.10 **Service Managers;** working with the RFO and guidance of the Finance department are responsible for the review of the annual revenue budgets and capital or grant funding requirements in respect of services under their responsibility, in accordance with the Budget setting framework, and with regard to the principles set out in the MTFP.
- 1.11 **Service Managers** are responsible under the guidance of the RFO for managing, monitoring and controlling actual spend and income on the budgets under their responsibility during the year, via effective budget management, and informing the RFO of any potential problems of significant variations from the approved budgets as they occur and as necessary.
- 1.12 **The RFO** is responsible for developing and updating the MTFP and Budget framework each year and ensuring compliance with these, co-ordinating the development and setting of the annual Revenue and Capital Budgets as required, providing financial information and advice, implementing an effective system of budget monitoring and financial control, and regularly reporting financial information to WSMTC.
- 1.13 **Members of the Council** are responsible for reviewing and approving the MTFP and Budget Framework on an annual basis, considering and approving the annual Revenue and Capital Budgets as required, receiving budgetary control information, approving remedial action in respect of any significant budget variations and considering and approving capital spending decisions and additional budget requests.

## Links with Other Strategies and Plans

- 1.14 WSMTC produces its Strategy and any other plans as required which may have links to this MTFP. A list of appendices accompanies this plan, which have been considered in the development of the MTFP.
- 1.15 It is also important that the MTFP is clearly linked to strategic aims and objectives that WSMTC is trying to achieve. These are set out in WSMTC's Annual Budget.

## Consultation with the Local Community

- 1.16 The MTFP aims to be prepared considering the views of the local community and taxpayers as reflected in the strategy document, surveys will continue to be carried out in service areas and in general within each financial year.
- 1.17 WSMTC reserves the right to undertake and other surveys on budget setting processes as deemed necessary.

## 2. Financial Principles and Financial Planning Framework

### Introduction

- 2.1 In preparing a Medium-Term Financial Plan, it is first important to establish the key financial principles on which the Plan will be based, and to put in place a financial planning framework which will provide the guidelines for the annual budget setting process.

### Financial Principles

- 2.2 This Plan will be based on the overriding principle of Value for Money.
- 2.3 Achieving value for money that WSMTC receives from local taxpayers via the Town Council Tax, and subsequently spends on local services, is one of WSMTC's highest priorities. WSMTC is committed to the achievement of year-on-year efficiency savings and will have regard for this principle when setting its council tax.
- 2.4 This will be achieved by regularly reviewing services and monitoring performance to ensure that services continue to be needed and are well managed and cost effective, regularly testing the market, undertaking internal and external audit, and ensuring that all councillors and staff are aware of and are committed to achieving value for money. WSMTC will also ensure that public money is spent in consultation as required with the local community and that resources are invested in line with taxpayer's priorities going forward.
- 2.5 In order to ensure this, the following set of financial principles will be put in place for the period of this Medium-Term Financial Plan: -
- **A strong financial budgeting setting process** that enables WSMTC to take a long- and short-term view of its finances, achieving greater stability and

enhancing its ability to be proactive and have the capacity to take advantage of any opportunities and contend with challenges that may arise:

- **A level of spending that is affordable and sustainable** in the long term and which supports the effective delivery of services in line with strategic aims and the needs and priorities of the community.
- **A prudent but realistic assessment of future revenue spending commitments, capital investment requirements, income levels, council tax base movement, and external grant funding;**
- **A strong culture of financial management** where continuous improvement and drive for more economic, efficient and effective ways of working and use of resources is undertaken;
- **A prudent level of balances and reserves** that protects WSMTC against unforeseen budget pressures, provides sufficient resources to finance future capital investment commitments and enables WSMTC to be proactive and take advantage of any opportunities that may arise.
- **An effective and responsive finance department**, which provides sound financial information and advice to councillors and officers.

### **Financial Planning Framework**

- 2.6 The financial planning framework (in 2.8 below) will provide the overarching guidelines for the development of the Medium-Term Financial Plan and the setting of the annual Revenue and Capital budgets as required. It should be developed to reflect the plan implementation for the financial year **2024 / 2025** and be approved in the first instance by the Expenditure and Governance Working Party.
- 2.7 The financial planning framework should be based on key financial principles set out above and will be reviewed on an annual basis.
- 2.8 The financial planning framework is set out below: -
- The Revenue and Capital budget will be produced annually as required;
  - The revenue and Capital Budget will be developed in accordance with this financial planning framework and the key principles and assumptions set out in the Medium-Term Financial Plan;
  - In allocating resources to services, priority will be given to those areas of spending that contribute to the achievement of WSMTC's strategic aims and targets, or which clearly meet community needs and priorities;
  - Budgets will be prepared on the basis of a commitment to the achievement of year-on-year savings;
  - Budget resources will be redirected from low priority to high priority service areas as and when necessary;
  - Additional budget to meet new statutory requirements and unavoidable budget growth e.g. inflation and changes in demand, will clearly be identified and fully evidenced;



- All other requests for additional budgeted resources and investment in services will need to be fully justified and evidenced and will be subject to an appraisal process when setting the budget;
- An annual review of budgeted expenditure and income targets in respect of all service reviews will be incorporated into the annual Revenue and Capital Budget;
- A Capital Programme should be developed with priority given to those projects identified within and that contribute to the delivery of WSMTC's approved Strategy PPM and EMRRP schedules.
- Council balances and reserves will be maintained at prudent levels to protect WSMTC against and unforeseen budget pressures and liabilities, and provide resources to finance future year's capital investment commitments as set out in the strategy document.
- Annual internal budget consultation will be undertaken, and feedback will be taken into consideration by the Policy & Finance Committee prior to the setting of the Revenue and Capital Budgets by Council.

### **3. National Issues –**

#### **Coronavirus Pandemic**

3.1 The Coronavirus pandemic is now under control and the Government has now lifted all of the restrictions previously in place to control the virus.

3.2 However there remains a risk of future disruptions and restrictions being reintroduced if a new strain of Coronavirus takes hold.

3.3 The pandemic has had an impact on the national economy, and in turn on the Council's own financial situation.

3.4 Reviewing the impact caused by the pandemic and adjusting the Council's financial strategy moving forward to account for any ongoing impacts will therefore, be a consideration for this Plan.

#### **National Economic Situation and Cost of Living Crisis**

3.5 The Coronavirus pandemic had a significant impact on the UK economy with vast sums of money being spent by the Government supporting businesses and protecting jobs, reduced tax receipts, and an increased benefits bill all of which have substantially increased the national debt.

3.6 There have been further impacts from shortages of goods and materials, staff shortages and difficulties recruiting.

3.7 Since then, the war in Ukraine has caused significant further economic difficulties and this combined with issues relating to Brexit and the pandemic have combined to cause a cost-of-living crisis with inflation increasing to levels not seen since the 1970's, driven by substantial increases in oil, gas and electricity costs.

- 3.8 This is all coming at an unprecedented cost to the country and has resulted in reduced consumer and business confidence, the economy close to entering recession, substantial increases in public borrowing and the national budget deficit i.e. the gap between what the government spends and how much money is coming in to pay for this.
- 3.9 This is likely to lead to the Government needing to cut public spending in order to reduce the national budget deficit as raising taxes is not considered prudent during such turbulent economic times.
- 3.10 The rate of inflation is currently running at 4.6%. The effect of substantial increases in prices are being experienced in gas, electricity and fuel costs despite over the past year, slight drops.
- 3.11 The Bank of England is increasing interest rates to help control rising inflation with the Base Rate currently at 5.25%. Whilst this will bring difficulties to mortgage holders and those with outstanding debt, there will be a benefit to the Council in relation to the interest receivable on its invested balances and reserves.
- 3.12 Economic issues could therefore have a significant impact upon the Council's financial planning over the next five years and the potential financial impact of the relevant economic issues is considered in more detail in the key financial assumptions set out in Section 7 of the Plan.

### **Government Spending reviews and Local Government Finance Settlements**

- 3.13 Predicting the outcome of future Government spending reviews and Local Government Finance Settlements is almost impossible at the present time, with much dependent upon how the Government chooses to address the financial impacts of the economic difficulties and cost-of-living crisis triggered by the Coronavirus pandemic, Brexit and the war in Ukraine.
- 3.14 Prior to the Coronavirus outbreak in 2020, the Chancellor of the Exchequer had indicated that austerity was finally coming to an end, with sustained economic growth, the budget deficit and public sector borrowing down, increased tax receipts, more people in work, and wages growth exceeding inflation.
- 3.15 The increase in the national budget deficit, downturn in economic growth, high inflation and cost-of living crisis could lead to a renewed period of austerity, which could in turn lead to reductions in public sector spending.
- 3.16 Local government finance settlements are set out in the Government's Comprehensive Spending Review (CSR) which normally covers a four-year period. The current Spending Review (SR21) identified departmental budgets up to 2024-25 with the current Settlement covering only one year.



- 3.17 Government funding reductions for local government over the last ten years have already resulted in the Government Revenue Support Grant for principal authorities being largely phased out.
- 3.18 The Government has been undertaking a 'Fair Funding Review' of the relative needs and resources of local authorities and the formula for the distribution of resources to local government. It was intended that this review would inform the next Comprehensive Spending Review.
- 3.19 The Fair Funding Review has been delayed twice, the first time due to Brexit and the second time as a result of the Coronavirus pandemic.
- 3.20 It was previously confirmed that the Government was planning to increase the proportion of locally collected business rates income that principal councils can retain to 75%. This has now been delayed indefinitely.
- 3.21 There are no proposals within the Fair Funding Review for town and parish councils to receive a share of business rates.
- 3.22 The Government has also previously ruled out any reform of the council tax system or revaluation of council tax property valuation bands as part of this review. It can therefore be assumed that there will be no changes to the council tax system over the life of this Plan.
- 3.23 Clearly the Government's previous Comprehensive Spending Reviews have had a significant impact on principal councils, such as North Somerset Council, who have faced substantial cuts to their funding.
- 3.24 Further cuts in the coming years cannot now be ruled out, especially following the funding which has been injected into the economy to protect jobs and livelihoods as a result of the Coronavirus pandemic and to ease the pain of the cost-of-living crisis.
- 3.25 There will undoubtedly be implications for the Town Council as a result of the future financial pressures likely to be faced by North Somerset Council. These issues are discussed in more detail in the Section 4 of the Plan which covers 'Local Issues'.

#### **Local Council Tax Reduction Scheme Grant**

- 3.26 WSMTTC had, up until April 2013, been relatively sheltered from the public sector spending cuts, in that it had been in the fortuitous position of not being reliant on any funding from Government in order to finance the services that it provides.
- 3.27 However, this situation changed following the localisation of support for the council tax by the Government back in April 2013.

- 3.28 This has made the outcome of the Fair Funding Review and future Comprehensive Spending Reviews and Local Government Finance Settlements of increased relevance and importance to WSMTC in terms of the future payment of this funding.
- 3.29 The Welfare Reform Act 2012 abolished the national council tax benefits system with effect from 1<sup>st</sup> April 2013, paving the way for the implementation of new Local Council Tax Support Schemes (LCTSS) by council tax billing authorities.
- 3.30 Previously, council tax benefits were administered centrally by the Government and paid to principle councils via a subsidy system. However, the new LCTSS schemes are based around a discount on the council tax bill rather than a cash payment and this had the impact of reducing the Council Tax Base and therefore the tax raising capacity of all local authorities, including town and parish councils.
- 3.31 The Government provided funding for LCTSS within the Local Government Grant Settlement, and a proportion of this funding was specifically set aside for town and parish councils to offset the losses faced from these reductions in tax raising capacity.
- 3.32 The Government has stated that it 'expects' billing authorities to pass down and appropriate proportion of their grant settlements to town and parish councils to offset the impact of LCTSS each year
- 3.33 Enquiries should be made to NSC to see if it has developed a LCTSS that provides full protection to existing claimants of council tax benefits as other councils in the UK have to ensures no claimant is worse off under the new scheme.
- 3.34 However, any scheme in place (if there is one) in previous years this did not help WSMTC who still faced a shortfall from the reduction in their own Council Tax bases. This is because the funding provided by the Government and passed down to NSC did not offset, in full, the loss in tax raising capacity faced by it.
- 3.35 The actual impact varies by council depending upon a number of factors, including benefits caseload and numbers of empty properties. However, most town and parish councils have been left facing losses, because of the overall shortfall and subsequent cuts in the LCTSS funding.
- 3.36 The likely future financial impact of the above issue is discussed in more detail in the revenue and Capital Programme Budget Forecast which is set out in section 11 of the Plan.

### **Referendums to Veto Excessive Council Tax Increases**

- 3.37 The Government introduced legislation within the Localism Bill to provide a stronger role for the local community in determining annual council tax increase,

by giving local taxpayers the power to require local authorities to hold referendums, thereby providing them with the opportunity to veto 'excessive' increases in council tax.

3.38 These powers replaced the previous council tax capping powers available to the government.

3.39 Currently this legislation does not apply to town and parish councils and the Government confirmed in the 2022/2023 Local Government Finance Settlement that any consideration of the extension of council tax referendum principles to higher spending parish and town councils will be deferred. And confirmed again in the one-year finance settlement that any consideration of the extension of council tax referendum principles to higher spending parish and town councils will be deferred i.e. until the end of 2021/22. Monitoring of this will be required in the first year of this MTFP as it has still not occurred.

3.40 The government has indicated that it will be keeping a watching brief over Town and Parish Precept increases and will therefore be keeping this situation under review.

3.41 Clearly this was positive news, as it provided town and parish councils with the flexibility to raise additional Revenue Budgets resources, should they require to do so, without any restraint from the Government.

3.42 WSMTC has taken full advantage of this flexibility in increasing the Town Council Tax in recent years to meet service needs and continued growth in new projects, it has also used the ability to replenish general reserves prudently when additional spend has been incurred at both Weston Museum and The Blakehay Theatre.

3.43 The government confirmed in December 2022, in its local government finance policy statement 2023/2024-2024/2025, there will be no council tax referendum principles for Town and Parish Councils.

3.44 It has been assumed for the purpose of this Plan that referendum principles will not be applied to town and parish councils with effect from 2023/24 and WSMTC will not need to limit the annual increase in the Town Council Tax to 2% or less from this year. It is however recognised that this could indeed change and as such would need to be reflected in the annual review of the plan.

3.45 Clearly, there would be further implications for WSMTC if referendum limit was reduced by the Government at any stage from 2024/25 financial year onwards.

### **External Audit Arrangements**

3.46 The Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 set out the statutory provisions regarding WSMTC's external audit arrangements.

- 3.47 Under the Accounts and Audit Regulations 2015, the Council is classified as being a 'smaller relevant body', defined as being a public sector body with an annual income or expenditure of less than £6.5 million.
- 3.48 Smaller relevant bodies are required by the regulations to prepare accounts and governance statements via the completion of an 'Annual Governance and Accountability Return' (AGAR) and are subject to the 'limited assurance' audit regime.
- 3.49 The external audit fee for a limited assurance audit was set by Smaller Authorities Audit Appointment Limited at £2,400 per year for the period up to 2022/23, and this level of fee has continued to be provided for in the Revenue Budget Forecast in Section 11 of this Plan. For the Year 2024/2025 the councils external audit function will go out to full procurement and review.

### **Localism Act 2011**

- 3.50 The Localism Act came into force in 2011 and contained a package of reforms to devolve greater powers, responsibilities and freedoms to local councils, community organisations, neighbourhoods and individuals.
- 3.51 The four main measures of the Localism Act are: -
- New freedoms for flexibilities for local government;
  - New rights and powers for communities and individuals;
  - Reforms to make the planning system more effective; and
  - Reforms to ensure that decisions about housing are taken locally.
- 3.52 The key measure for local councils is the freedom to act in the interest of local communities through the 'General Power of Competence'.
- 3.53 This power gives local authorities the legal capacity to 'do anything that an individual can do' rather than relying on specific powers. This power applies as long as the action is not specifically prohibited by legislation.
- 3.54 However, it is important to note that the power does not raise money.
- 3.55 Town and parish councils qualify for the General Power of Competence if they meet certain criteria. WSMTC adopted this power at the Annual General Meeting following the last elections. In theory this power will increase WSMTC's ability in future to be creative and innovative in meeting the needs of the local community should the operational capacity and financial resources be available to do so.
- 3.56 The Act has also introduced greater powers for local people and community organisations to hold the Council to account including: -
- A right to challenge takeover of services;

- A right to bid for assets of community value;
  - A right to veto excessive council tax increases; and
  - Increased transparency over public sector data.
- 3.57 The right to challenge to take over services or bid for assets could strengthen WSMTC's ability to request to take over services from NSC should it wish to do so, and should the resources be available.
- 3.58 However, the above powers do not currently apply to town and parish councils in allowing local community organisations to approach the Council with a view to taking over its services of assets.
- 3.59 In addition, as already highlighted in paragraphs 3.45 to 3.48, WSMTC could also be required by local taxpayers, in future years, to hold a referendum to veto excessive council tax increase.
- 3.60 There has also been an increasing drive toward improving transparency in the public sector, and the Openness of Local Government Regulations and Local Government Transparency Code require the Council to publish specific information, including certain decisions taken by officers for the Council, expenditure over £500, senior officer pay, and details of council owned land. The Council already publishes all of this information on its website.
- 3.61 The final area of the Localism Act that has impact on the Council are the reforms to the planning system which are intended to provide more local control over planning decisions and make the planning system more democratic and effective.
- 3.62 The Act introduced a new right for communities to draw up a 'neighbourhood plan' which allows residents, employees, and businesses, to come together, through the Town Council if they wish, and have a say in terms of where they think new house, businesses and shops should go, and what they should look like.
- 3.63 Local communities are able to use neighbourhood planning to grant full outline planning permission in areas where they most want to see new homes and business, making it easier and quicker for development to go ahead. This enables WSMTC to currently oppose unwanted development, but would enable an extra 10% in Community Infrastructure Levy, should WSMTC wish in the future to adopt a Neighbourhood Plan.
- 3.64 WSMTC has taken the decision not to produce a neighbourhood plan in Weston-super-Mare. The introduction of a Neighbour Plan could be considered in the future.

- 3.65 In overall terms, many of the principles of the Localism Act promote building on the capacity of the town councils and increasing their role in local government through decentralisation, though it does not bring with it any additional income of tax raising capacity.
- 3.66 Depending on the resources available, this could result in functions, duties and services being devolved to WSMTC in the future. It is also likely to see WSMTC having a greater role to play in working with and passing powers and services to local communities, for example, to community and voluntary organisations.

### **Demographic Issues**

- 3.67 The MTFP will also need to have awareness of any demographic issues that may affect WSMTC's financial planning, such as the aging population, levels of unemployment, health issues, benefits dependency and deprivation.
- 3.68 All of these issues could impact upon demand for particular services, for example on income levels in respect of the Museum and Theatre and Cemeteries.

## **4. Local Issues –**

### **Introduction**

- 4.1 As well as considering national, political, legislative, economic, and demographic issues, it is also important that WSMTC's Medium Term Financial planning process considers any local issues specifically relevant to the Weston-super-Mare Parish.
- 4.2 The Following section of the Plan provides details of local issues currently affecting Weston-super-Mare, focussing particularly on issues relating to NSC, and on WSMTC's strategic aims and targets. Section 5 of the plan will then look at community priorities.

### **North Somerset Council**

- 4.3 The Governments Comprehensive Spending Reviews since 2010 have resulted in substantial reductions in grant funding for NSC. As a result, NSC has implemented budget reductions of approximately £50 million over the ten-year period.
- 4.4 This has resulted in many services being cut or ceased and had brought with it a significant number of job losses over past years.
- 4.5 There is significant uncertainty over the resources that will be available to NSC over the medium to longer term due to the delayed publication of Fair Funding Review and Comprehensive Spending Review and ongoing national challenges.
- 4.6 However, the implementation of renewed austerity measures by the Government is considered highly likely and this could bring with it further cuts to NSC grant funding.

- 4.7 A deterioration in the financial situation facing NSC could impact on WSMTC in a number of ways: -
- WSMTC could receive requests for financial support from community and voluntary organisations whose funding has been reduced or cut altogether by NSC;
  - Requests may be received from NSC for WSMTC to consider taking on services or to undertake joint working;
  - There may also be occasions where WSMTC may wish to step in to safeguarding local services and facilities at risk of being cut or ceased by NSC.
- 4.8 WSMTC continues to receive requests for financial support from community and voluntary organisations (some of which are within SLA's), the need for this appears to have been heightened by the Coronavirus pandemic where they have seen cuts in other funding they previously received. WSMTC has set aside a total value of £259,213 (2023/2024) to support (via SLA) initiatives such as Crime & Disorder, CCTV, Youth Provisions, Homeless support, Volunteer Action and ~~Grounds Service support works~~. WSMTC has in past years made considerable savings by the abolishment of special expenses which covered some of these areas.
- 4.9 WSMTC has in recent years been working closely with NSC in discussing opportunities for joint working or development / devolvment of services. These discussions have, up to now, been based on the principle that the initiative should be beneficial to both councils and will not result in any significant additional financial liability to WSMTC.
- 4.10 To date these discussions have led to joint working initiatives such as Community Response (Crime & Disorder), Community Resilience and Health & Wellbeing initiatives (with NSC Together and the Wellbeing Collective), Climate Initiatives (Food Clubs and Fridge of Free Stuff), Old Town Quarry (Ongoing negotiation), Town Centre improvements (Bins and Street Furniture) and works with the Place Agency and Super Weston for improvements initiatives across the town.
- 4.11 For the purpose of this Plan it has been assumed that any further joint working or taking on of services will only undertake if there is no additional cost to WSMTC and as such no additional budget will be assumed in the Revenue and Capital Budget Forecast.
- 4.12 WSMTC also worked with NSC to access services such as Recreational Ground Maintenance as well as professional officer support and advice on issues such as procurement, energy management, human resources and health and safety.
- 4.13 WSMTC has been keen to explore possible funding opportunities with NSC, and have a good track record of doing so. In recent years we have obtained grant funding to benefit both Health and Wellbeing, Climate initiatives and Heritage and Cultural projects such as Know your Place and Understanding our Heritage.



4.14 WSMTC will continue to actively seek further funding but for the purposes of this Plan only funding that has already been confirmed will be included in the Revenue and Capital Budget Forecast.

4.15 Finally, NSC continues to consult with all key stakeholders on all relevant issues including proposed spending cuts, service reviews, partnership working and devolvement of services. WSMTC has been participating in these consultations as required where relevant and will continue to do so.

### **Council Mission and Strategic Aims**

4.16 WSMTC adopted its Medium to Long term strategy (April 2020 – March 2030) in November 2020 following recognition of the council's growth and need to develop a more robust and 'live document'. Within this strategy WSMTC adopted the following Mission and Visions statements:

*'Working with the People of our town, celebrating traditions and making Weston-super-Mare a greater place to live, work, visit and enjoy'*

*'Everforward' we will ensure our town becomes a more vibrant, prosperous, cleaner, greener, safer and inclusive place for everyone to enjoy'.*

4.17 WSMTC also set 5 strategic pillars to support the delivery of its mission and vision. These pillars are detailed below: -

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

4.18 Strategic aims are then incorporated into individual service areas team plans which are reviewed annually and adapted to meet moving aims that WSMTC wishes to see reflected in the annual review of the Strategy document.

4.19 This review process and incorporation into team planning helps to ensure that WSMTC continues towards the achievement of its strategic aims in **2024/25**. A full copy of the Strategy is: <https://wsm-tc.gov.uk/wp-content/uploads/2023/09/4.-LIVE-Update-strategy-approved-July-2023-EG.pdf>

## **5. Community Priorities**

### **Introduction**

5.1 WSMTC's does not currently have a specific Service Delivery Plan to set out the Council's strategic aims and targets for the coming year. However, it does endeavour to seek the views of the local community.



- 5.2 Consultation is undertaken with the community, service users and local taxpayers in a variety of ways including: -
- The online Satisfaction Survey which is open and active on WSMTC's website;
  - project specific surveys such as play area surveys etc;
  - meetings with the Youth Council.
- 5.3 In future years WSMTC may wish to consider expansion of how we proactively engage in specific areas such as;
- Annual evaluation of Your Town Your Voice survey which was first implemented 2023/2024
  - development of an annual budget consultation event and online budget survey;
  - consultation with key strategic partners to review performance of SLA's and service provisions to review and further develop efficient work practices
- 5.4 Such consultation allows the views of the community and local taxpayers to be sought and then used to inform future decisions around allocation of resources, investment in services, and where any required efficiency savings should be targeted over the life of the Plan this approach would dovetail with WSMTCs adopted principles around community engagement.
- 5.5 Feedback from previous consultations, and in particular the results of the online Satisfaction Surveys have been used to improve service delivery where they provided relevant data, as such they have been included in the annual spending review process. Resulting where applicable to inform WSMTC's financial planning.

#### **Your Town, Your Choice, Your Voice Satisfaction Survey –**

- 5.6 Budget consultation forms part of the survey and community consultation evening, and will be carried out prior to the setting of the annual budget, whereby parishioners were asked to rate the services in order of priority when considering the costs to run. This helps provide feedback on WSMTC's annual budget proposals.
- 5.7 WSMTC have implemented a Your Town Your Voice survey in the year 2023/2024 to gain feedback on its services, like sized councils have started to use this approach along the following lines to aid its financial planning. This will be rolled out annually to assess year on year improvement, working with WSMTC's Communications and Marketing Officer and Development team.
- 5.8 During 2023/2024, an online survey was conducted over a 1-month period, from 1st October – 1st November. In this time, we received a total of 516 responses.
- 5.9 A community engagement evening was held during the survey period, in which the community was invited to come and discuss issues and understand more about council services. It offered residents the opportunity to meet key officers

and members of WSMTC and discuss any issues of interest or concern and the issue of the 'Your Town, Your Choice, Your Voice Satisfaction Survey'.

- 5.10 The survey was created in line with the Town Councils adopted 10-year strategy.
- 5.11 A comprehensive consultation exercise should be undertaken with the local community groups during 2024/2025, building on the community engagement held with parishioners in October 2023.
- 5.12 Open days should be held offering residents the opportunity to meet key officers and members of WSMTC and discuss any issues of interest or concern and the issue of the 'Your Town, Your Choice, Your Voice Satisfaction Survey'.
- 5.13 The survey asks a number of questions relating to satisfaction with the various services provided by WSMTC, value for money, community involvement and priorities for investment and disinvestment, seeking to establish the priorities of the local community for the future

### **Consultation Results and Community Priorities**

- 5.14 The key financial question asked within this type of the survey could relate to the Town Council proportion of the council tax and whether council taxpayers felt that this provided value for money for the services provided.
- 5.15 The responses could year on year provide comparison based on figures from previous years' surveys to demonstrate for example that the vast majority of council taxpayers believe that the Town Council delivers value for money services to the local community.
- 5.16 The survey aims to could identify and rank the services most important to them i.e. where service delivery should be continued, budget cuts avoided, and future investment targeted. This could also determine where investment is most needed (both capital and revenue). This could also enable understanding of where respondents feel less money could be spent to free up finances for other things potentially. Higher priority areas and Lower priority areas.
- 5.17 Every effort should be made to continue to invest in community priorities over the period of the MTFP. However, there will be limitations on any additional investment due to falling balances, reduced availability of external grant funding, increases in staffing costs linked to the Real Living Wage, and the need to keep future council tax increases as low as possible.
- 5.18 However, this information could also be useful in highlighting the services that are most important to council taxpayers, and which should be protected from

budget cuts, should revenue and capital spending need to be reduced in the future.

- 5.19 This would suggest that these are the service areas that are least important to council taxpayers and where spending reductions, if required in the future, should be targeted.

## **6. Key Financial Influences and Challenges**

### **Introduction**

- 6.1 This MTFP will need to address the following key financial influences and challenges: -
- the current national challenges and its impact on the economy and Government spending plans e.g. austerity measures and public sector spending cuts, inflation, interest rates and reduced consumer spending power;
  - the ongoing increases in the Real Living Wage, and its subsequent impact on the local government pay scale;
  - the implications of any new spending cuts made by NSC, which could result in increasing pressure to take over local services which have been reduced or withdrawn by NSC;
  - increased requests for financial assistance from community and voluntary organisations whose grant funding has been cut;
  - ensuring the funding of existing service requirements;
  - delivering WSMTC's strategic aims and targets;
  - meeting the needs and priorities of the local community, service users and taxpayers;
  - funding any new statutory requirements and any planned investment in existing services or new initiatives;
  - delivering value for money and ensuring the achievement of year-on-year efficiency savings;
  - minimising any future increases in the Town Council Tax;
  - working within the resources available and deciding how WSMTC's spending will be prioritised in the event of limited resources being available;
  - providing for the significant future capital investment commitments facing WSMTC and ensuring the delivery of the Asset Management Plan;
  - maintaining a prudent level of balances and reserves, whilst meeting the cost of this capital investment.
- 6.2 Many of these key financial influences and challenges are linked to the national economic situation and likely austerity measures, possible cuts to the Council Tax Support Grant, and the financial pressures faced by NSC. All of these issues were discussed in detail in Sections 3 and 4 of the Plan.

### **Sources of Funding**

- 6.3 WSMTC relies heavily upon the Precept and therefore the Town Council Tax to fund the services it provides and although it does it is limited in its ability to raise additional funds, other than through the Precept and Council Tax.

- 6.4 In addition, WSMTC is in a position whereby it does have increased reliance on gaining external grant funding in the year to support services in 2023 /2024 this equated to approximately £29,800 per year to support its community projects rather than Revenue Budget, with a further £500,000 pending decision which would impact on the revenue budget if successful.
- 6.5 WSMTC has a proven track record of acquiring external grant funding to support the implementation of new projects and development of existing services, to the value of £797,955 from the period 2020-2023.
- 6.6 The decision to implement a Neighbourhood Plan in the future would result in a 10% increase in Community Infrastructure Levy, from what is currently 15% to 25%.
- 6.7 WSMTC will also face increasing pressure on its spending budgets from staffing cost increases linked to the Real Living Wage, possible future employers' pension contribution increases, as well as inflation and other unavoidable budget pressures.
- 6.8 Any resulting shortfall in resources will need to be made up in the Revenue Budget via a combination of increases to the Town Council Tax, council tax base growth, savings, and budget reductions, and increases to fees and charges.
- 6.9 It is possible that the process of balancing WSMTC's Revenue Budget will become increasingly difficult over the medium to longer term.
- 6.10 At the same time WSMTC needs to be aware of the financial difficulties that continue to be faced by local taxpayers and the need to keep future increases in the Town Council Tax as low as possible. This is also important in the context of the possible implementation of the power allowing local communities to require town and parish councils to hold a referendum to veto an excessive council tax increase, from 2023/24 onwards.
- 6.11 WSMTC is also facing the prospect of needing to undertake significant capital investment in its fixed assets over the medium term and ensuring that sufficient balances and reserves are maintained to meet these commitments, is an ongoing challenge that WSMTC will need to address over the next five years. These include future refurbishment considerations at 32 Waterloo street, the Old Town Quarry, and significant required maintenance and replacement of equipment in the councils play areas following the development of a play strategy.
- 6.12 This MTFP has been prepared on the key principle of aiming to maintain existing levels of service, while keeping the increase in council tax as low as

possible. Prudent assumptions have been made around the impact of the various challenges faced and the key assumptions made are set out in Section 7 of the Plan.

- 6.13 A Revenue and Capital Budget Forecast is then set out in Section 11 of the Plan which highlights the likely changes to the budgets between 2023/24 and 2027/28 and the council tax increase that may be required in each year to balance the Revenue Budget.
- 6.14 This forecast will also quantify the possible savings and budget reductions that would be needed to freeze the council tax, should WSMTC wish to do so at any time over the period.
- 6.15 Actual options for delivering any required budget reductions and efficiency savings would need to be drawn up each year and agreed by WSMTC during the annual budget setting process.

## **7. Key Financial Assumptions**

- 7.1 Summarised in this section of the Plan are the specific assumptions that have been made in planning WSMTC's Revenue and Capital Budget forecast over the five-year period in order to respond to the key influences and challenges summarised in Section 6 of the Plan.

### **Providing for Inflation**

- 7.2 In order to ensure that the Revenue Budget accurately reflects future spending commitments, it is essential that WSMTC makes prudent provision for all unavoidable increases in costs that will arise from inflationary pressures over the five-year period.
- 7.3 Inflation has historically been a significant pressure on some expenditure budgets, particularly in relation to fuel and utilities costs.
- 7.4 Inflation had fallen back over the last few years, however due to increases in energy, fuel and clothing prices inflation has risen sharply over the last few months **it has decreased to 4.6% (CPI), however the market still remains volatile.**
- 7.5 A key principle of WSMTC's medium-term financial planning is to make provision only for unavoidable inflationary increases in budgets i.e. where there is a contractual obligation to pay the increased cost or where the increase literally cannot be avoided.
- 7.6 Budget provision for general expenditure such as (but not exclusively to) stationery and publicity has therefore been frozen at existing levels and the budgets will be expected to absorb any price variations year on year.

7.7 This approach encourages managers to shop around, and negotiate better deals with suppliers, and therefore ensures improved use of resources and helps WSMTC to achieve value for money.

### **Annual Pay Awards and the Real Living Wage**

7.8 47.6% (2023 2024) of WSMTC's gross expenditure relates to officer pay costs and therefore annual officer pay awards and the ongoing increases to the Real Living Wage are likely to be one of the most significant cost pressures on WSMTC's Revenue Budget moving forward.

7.9 The Real Living Wage sets out the minimum hourly rate for all staff based on the cost of living and is voluntarily chosen to be paid by the employer. This current rate has been set at £12 which has to be implemented in May 2024. WSMTC has resolved to apply this and any new rate increases annual in April in line with contracted staff pay increases.

7.10 WSMTC currently pays its staff in accordance with the National Joint Council for Local Government Services (NJC) pay scales.

7.11 The NJC Local Government Pay Agreement for the 2023/24 financial year has been agreed at a flat rate of £1925 per employee pro rata backdated to April 2023, for employees below SCP 44.

7.12 Moving forward, further increases in the Real Living Wage will cause the headroom between the lowest local government pay rate and the Real Living Wage to erode and potentially disappear altogether.

7.13 Based on the 7.11 above, an estimated provision of 4.5% has been assumed for 2024/2025.

7.14 If a higher-than-expected pay increase is awarded at any point over the next five years, for example following union action, a significant increase in the Real Living Wage, or the election of a new Government, then additional budget would need to be found to meet the increased cost.

7.15 For every 0.5% pay award above those budgeted for, WSMTC's salaries and wages budget would need to increase by around £6,000 based on 2024/2025 costs.

7.16 Any additional costs over the life of the Plan would be met in the first instance from efficiency savings elsewhere in the Revenue Budget and after this from General Reserves.

7.17 In the longer term, further expected increases in the Real Living Wage, are likely to bring about increasing compaction at the lower end of the local government pay scale, which may result in further restructure of the local government pay scale. Staffing costs increases are therefore likely to remain a key budget



pressure well into the future. WSMTC has undertaken a Job evaluation 'desk top' exercise in October 2022 to ensure contracted staff are on the correct grade.

### **Salary Increments**

7.18 Some Council staff are appointed on a salary grade that allows progression through the grade or successful completion of qualifications as set out in the contract of employment.

7.19 Full provision has been made in the Revenue Budget forecast for any salary increments that are due to such staff over the five-year period of the Plan.

### **Pension Costs**

7.20 Pension costs in respect of Council employees are another significant area of expenditure. The 2020 actuarial valuation of the Avon Pension Fund set the pension contributions for employers and employees.

7.21 WSMTC's employer's pension contribution rate for the period 2020/2021 – 2047 / 2048 was estimated at 17.0% with an increase year on year deficit payment plan in place until 2040 / 2041.

7.22 The next valuation of the pension fund is **estimated** to take place March **2024** and will review and set the pension contributions for the period **2024/25** to 2047/48.

7.23 WSMTC's employer's pension contribution rate will therefore be increased to 17% until the end of **2024/25** to reflect the pension position.

7.24 The other issue relating to pensions that will continue to have an impact upon WSMTC's pension costs over the next few years is the Government's automatic enrolment legislation.

7.25 This initiative aims to ensure that all workers are enrolled into an occupational pension scheme. It requires employers to automatically enrol all 'eligible' employees into a qualifying pension scheme, although employees do have the option of 'opting out' should they wish to do so.

7.26 WSMTC initially implemented automatic enrolment in May 2014, and this resulted in a number of additional staff joining the Local Government Pension Scheme. It has since undertaken annual reviews via the NSC payroll service to review re-enrolment for any staff currently opting out of the Pension Scheme.

7.27 The Revenue Budget provides fully for the costs of all staff who are currently members of the pension scheme.

7.28 The Government continues to encourage workers to enrol in a pension scheme and the Council must automatically enrol all eligible new staff and existing staff whose earnings exceed the automatic enrolment threshold of £10,000, and also re-enrol all 'opted out' staff every three years, with the next re-enrolment date

being **May 2024**. Currently there are only 2 contracted staff who are not included within the pension scheme.

- 7.29 This could result in more staff joining the pension scheme over the medium term. It has been assumed in the Revenue Budget projections for **2024/25 to 2027/28** that all new staff will join the pension scheme, while all existing staff who have previously opted out will remain outside of the pension scheme.

### **Savings from Staff Turnover and Flexible Retirements**

- 7.30 No provision has been made within the Revenue Budget forecast for savings from staff turnover e.g. savings from reductions to working hours, staff leaving the pension scheme, posts being vacant for a period of time, new staff commencing employment on lower grades etc., unless this has already been approved by WSMTC and removed from the Revenue Budget.

- 7.31 It has therefore been assumed in the Revenue Budget forecast that any future savings that are achieved from staff turnover or further flexible arrangements would be available to support the Revenue Budget in the year in which they were achieved, rather than permanently removed from the budget.

- 7.32 These savings would be used in the first instance to fund any recruitment costs or temporary cover arrangements, with any remaining savings added to Council balances at the end of the year.

### **Changes to the Staffing Structure**

- 7.33 There are **recognised (via personnel committee) to make changes to both central services (to support community resilience and projects), grounds, tourism and information services to reflect business need and aspirations that have been through committee decision. These are reflected in the draft the Revenue Budget Forecast for 2024/25 to 2027/28. However, the retirement of the existing Town Clerk January 2024, could see restructure in future years. The Medium-Term Financial Plan and Budget would need to be reviewed to reflect accordingly.**

### **Premises Costs**

- 7.34 There have been nominal increases to WSMTC's premises costs in recent years, although wherever possible WSMTC has actively worked to minimise these increases. With the purchase and change of WSMTC's main office to Waterloo Street, **now estimated to be during 2024, in-2023** further efficiencies will be explored to keep costs to a minimum. for example, by working to WSMTCs Road Map to Zero by 2030 and the implementation of energy saving measure within refurbishment plans. WSMTC will continue to review its energy suppliers for gas and electricity contracts and reduce usage to achieve better value for money.



- 7.35 In the short term, the surrendering of Grove Lodge back to NSC (April 2024), will see a £9,400 saving, in rent and NNDR.
- 7.36 However, WSMTC still faces some potentially unavoidable increases to its premise's costs in particular with regard to energy and NNDR costs over the next few years and these have been provided for within the Revenue Budget Forecast.
- 7.37 In respect of gas and electricity costs, the 2023/24 Revenue Budget figures reflected the then contract rates and latest annual usage information and have been increased by 5% to provide for forecasted national increases. All of WSMTC's premises have smart metres installed to ensure accurate billing.
- 7.38 Officers will continue to work within its procurement guidelines to minimise the actual increases in each year and may set up longer fixed term contracts if this is more cost effective.
- 7.39 Water budgets have been increased by 5% in 2024/2025, 4% in 2025/2026 and 3% in 2026/2027 to provide for likely inflationary (CPI) increases.
- 7.40 Business rates budgets have been increased by 5% in 2024/2025, 4% in 2025/2026 and 3% in 2026/2027 in line with the expected rate of (CPI) inflation, and service agreement costs will increase in line with contractual agreements.
- 7.41 WSMTC's has two separate Maintenance budgets which are managed within the allocated allowance made by council 2023 / 2024 £ 120,000 (PPM) & £160,000 (EMRRP). WSMTC has in place a 60-year cyclical plan which is broken down into 5-year maintenance budgets, reviewed annually. The purchase of a significantly larger premises at Waterloo Street has led to a suggested increase in the overall PPM maintenance provisions for future years. Both PPM and EMRRP maintenance schedules are being reviewed following the 5-year maintenance plan being carried out by the Town Council's appointed building surveyor.
- 7.42 In addition, significant asset management works have been completed to buildings and Outside assets in recent years and continue to be planned via the Planned Maintenance Programme (PPM)& Essential Maintenance Repair and Replacement programme for Parks & Play areas. Budget over the next five years which should help to limit the call on the maintenance budgets over the next few years.
- 7.43 Following the appointment of a dedicated grounds manager and review of current plan equipment, the current budget provision for the EMRRP is now not considered to be sufficient and as such will be increased in 2024/2025. Likewise, there is a need for PPM budget provisions to be reviewed and adjusted following

receipt of the 5-year maintenance plan. This element will be undertaken in 2025/2026.

### **Insurance Costs**

7.44 WSMTC's procured a new insurance provider in June 2023 and is locked in to a fixed rate for the next 3 years. After 2026, a CPI rate of 5% per year has been applied.

7.45 The only exception to the above is 32 Waterloo Street, which was not included in the original cover due to it being a vacant building at the time the cover was put in place. Additional insurance for this site will be procured when the building is signed back over to WSMTC.

7.46 Vehicle insurance does not form part of the long-term agreement and is negotiated annually. A 5% annual increase in premiums has been assumed for vehicle insurance.

### **Vehicle Costs**

7.47 Whilst vehicle fuel costs have marginally decreased within 2023 / 2024, the overall need for fuel to meet services needs has not. An assumed increase of 5% will be recognised based on current years' usage for the financial year 2024 / 2025. The use of Electronic vehicles will remain under review and should be done routinely at the point of any vehicle review; however, it is recognised that currently it may not be a practical solution to all of the needs of the grounds department for example

7.48 Vehicle maintenance costs also vary widely year to year but have increased with the introduction of additional services within the grounds department (Litter collection services). All council vehicles (with the exception of the ride on Mower) are leased to help reduce maintenance on ageing vehicles. There is a need to replace two of the existing vehicles to meet service needs and requirements and in addition to consider the lease of a ride on mower as the owned mower currently being used is at the end of its useable life. This will see an increase in the overall vehicle lease budget. The vehicle repair budget will increase slightly in 2024 / 2025 (Due to the return of leased vehicle and need to return them in acceptable condition) and then aim to be frozen for the remainder of this plan.

7.49 A freeze has been assumed in council mileage rates over the period of the Plan, and it has been assumed that the mileage claimed will remain broadly at current levels to remain with HMRC tax guidelines.

7.50 The budgets for Mayors' travel costs will increase by CPI to reflect current costs.

### **Supplies and Services Budgets**

7.51 The majority of supplies and services budgets have had CPI increases applied with the expectation that any inflationary increases are absorbed and income is increased at the same rate where applicable. This approach encourages managers to shop around, and negotiate better deals with suppliers, and helps

WSMTC to achieve value for money. Examples of budgets that have been frozen include equipment, stationery, cleaning materials, uniforms, training, and publicity.

- 7.52 An inflationary increase has been provided for over the life of the Plan for any supplies and services where there is a contractual obligation to pay the increased cost, or where the increase cannot be avoided. Examples include machine rentals, telephones, subscriptions, computer support contracts and licences, CCTV running costs, and the bar supplies contract.
- 7.53 In some cases, supplies and services budgets have been reduced, for example where the budget provision is of a one-off nature, where there are known savings, or where the budget has been regularly under-utilised in the past.

### **Town Council Elections**

- 7.54 The next Town Council Elections are due to take place in May 2027 and a revenue budget of £15,000 has been set aside annually in the Revenue Budgets to meet the cost for this. This is transferred to an Earmarked Elections Reserve to have adequate provision at the time of election. The EMR will stand at £0 due to the elections which took place in May 2023, and will need to be rebuilt for future years elections.
- 7.55 The cost of any by-elections held during the period of the Plan would also be met from the Elections Reserve.

### **Members Allowances**

- 7.56 WSMTC to date has made no provision for member's allowance as it has voted not to include one. On this basis no provision will be made for 2024/25. Further review of this should be undertaken following the elections in May 2023 (not yet undertaken) with provisions then included if required in future years' budgets.
- 7.57 As 7.56 above, moving forward, no increase has been assumed to the Member's Allowances rate over the period of the Plan.

### **Income Budgets**

#### **Blakehay Theatre**

- 7.58 Following recommendation by the Expenditure and Governance Working Party the Theatre is currently under business review. The Theatre was the last of WSMTCs' service venues to reopen following the pandemic enforced closure. In addition, it underwent refurbishment works with the introduction of a fresh air ventilation system and dressing room refurbishment which was done over the closed period but did mean a longer delay in opening. The Theatre remains an area of service that still requires subsidy within the revenue budget and for 2024 / 2025 is expected to have an increase in subsidy to that forecast partly due to the delay in opening. This review will continue into 2024/2025, and as such the

revenue budget for this year will remain consistent with years past pending any outcomes needing to be reflected in future years.

7.59 Since reopening the Theatre industry nationally has needed to build back and we have seen evidence of this at the Blakehay with Auditorium bookings still recovering to levels seen before closure towards the end of 2023 / 2024 and going into next year.

7.60 Community classes have increased significantly since opening but only attract a minimal income stream it is recognised.

7.61 Ticket sales to performances have seen a drop overall resulting in some of the auditorium bookings despite them being booked having to be postponed or cancelled. This is being seen nationally with the cost of living crisis leaving people with less disposable income to attend shows it is thought.

7.62 Auditorium hire and external bookings have also seen a drop, and have not returned to levels seen before the pandemic.

7.63 The Theatre Bar sales are down in the first half of 2022 / 2023 but have now started to pick up with increased performances booked.

### **Milton Road Cemetery**

7.64 Cemeteries fees and charges have seen the introduction of additional fees for deeds previously held at 30 years (enabling them to be increased). The Cemetery remains an area of service that still requires subsidy within the revenue budget and for 2024 / 2025 due to the volume of maintenance it takes to keep the cemetery in good order as a 'open' cemetery.

7.65 The cemetery has been able to maintain a steady level of income in past years, due to increased provision for grave use within the existing site. This ability is however decreasing as the plots are taken and there is now very limited ability to find more. In the very near future (within the next year) it is expected that the ability to sell full burial 'new' graves will be reduced to nil. The limited number remaining are not able to be pre-purchased which has impacted revenue ability.

7.66 The above will also result in a slight reduction in expenditure costs, such as grave digging.

### **Weston Museum**

7.67 The Museum prior to Closure for COVID 19 has seen a steady increase in footfall and related income. Following Café business reviews, it was recognised that Function income was needed to support the café function – this area has seen exponential growth with income increased. The Museum remains an area of service that still requires subsidy within the revenue budget and for 2024 / 2025, one significant change to reduce the subsidy is the revaluation of NNDR to nil, resulting in saving of over £50,000 annually. Secondary spend initiatives and increased functions / events will continue to be key to this within the MTFP.

- 7.68 The Café in particular has once again seen in 2023 / 2024 an increase in its ability to raise income following appointment of new staff. In future years it expected to make profit. The Café remains a key part of what the Museum is about as it provides additional reason to visit by both locals and tourists.
- 7.69 WSMTC resolved to install an additional kitchen at Weston Museum in order to support both internal and external functions and service areas. This has resulted in additional income from functions.
- 7.70 Learning and Events has a heavy focus on the delivery of education to the local and wider area. Handling boxes have seen a decrease due to restraints within school budgets. We are now seeing schools return to the museum to take advantage of the learning offer. This area of provision shows huge social value to the town as opposed to financial value and as such it remains a key part of the museums make up.

### Old Town Quarry

- 7.71 The Old Town Quarry was closed by NSC due to health and safety reasons in September 2023. The negotiation of transfer to WSMTC is in its final stages. Due to the uncertainty and minimal reserves currently available to WSMTC, no budget provision for income has been assumed due to the need for need essential health and safety works to reopen the site.
- 7.72 Several grant applications have been submitted for the quarry redevelopment, to supplement funds already held in reserves. A decision is pending on an application for £500,000, the result of which is due December 2023. Should the grant application prove unsuccessful, there would need to be an exercise to understand what works could be achieved within currently available budgets, whilst continuing to explore funding options. Any works untaken will need to be planned and programmed during 2024/2025.
- 7.73 A business plan for the Old Town Quarry was created specifically for the Community Ownership Fund Grant Application. Should the application be successful, there will be a need for members to review and adopt the business plan before works could begin.
- 7.74 As part of the grant application, a 5 year budget forecast was submitted in line with the business plan. For the purpose of this plan, and the five year budget forecast presented in section 11, the figures for the Quarry have been devised based on a successful grant application. Should the application be unsuccessful, there will be a need to review this budget forecast.
- 7.75 Following further business development, it would be prudent to carry out a more in-depth annual review of income and expenditure.

## Tourism and Information Services

7.76 For the year 2024/2025 following direction from the councils Tourism and Leisure Committee, the structure of the revenue budget for tourism and information services will change to reflect the operation of both waterpark admissions and refreshment kiosk now being undertaken and overseen by the operational services team (the café was previously run as a concession). Changes to staffing, and a review of current tourism offers has seen tourism income slowly increasing following charges being reintroduce to tourism partners.

7.77 The change in location from the Tropicana building has resulted in reduced ability to sell tourism merchandise, however this has been offset by selling merchandise more related to the waterpark.

## Waterpark Income

7.78 The Waterpark income decreased substantially in 2023/2024 due to the upgrade of the plant room and service not being fully operational for the season. It is thought it will return to a consistent level in 2024/2025. It remains a prominent and well used asset. The income generated is not profit making but does support the running costs associated with the park such as cleaning, general maintenance and toilet provisions.

## Dog waste Collection Income

7.79 The dog waste collection service operated by the grounds department to neighbouring parishes does in turn cover the cost of our own dog waste collection (actual disposal costs). The staffing costs associated with this are absorbed within our own service delivery. Increases in fuel costs will need to be reviewed and charges for outsourced service will need to reflect this.

## Investment Income

7.80 Investment income has been based on the projected level of balances and reserves as set out in the Revenue Forecast in Section 7 of the Plan.

7.81 It has been assumed that there will be a very gradual recovery in interest rates, based on the recent changes to interest rates from the past rate level of 3.77% at the start of financial year 2023/2024, to 4.37% in October 2023. Future year projections will be based on the Bank of England assumption in the November 2023 Monetary Policy Report, that there will be a constant interest rate of 5.25% over the forecast period (until end of 2026). For the purposed of future planning, an interest rate of 5.25% will be applied to each year of the forecast, to be reviewed annually. It is acknowledged with the volatility of market conditions this may need to be altered considerably at the point of annual review.

## Grant Funding

7.82 Grant funding has only been assumed in the MTFP projections where it is already in place or has already been approved.



7.83 No other revenue grant funding is currently receivable or had been approved at the time this Plan was prepared.

### **Investment in Services and New Initiatives**

7.84 As outlined earlier in the Plan, WSMTC has established, via its strategic aims, targets and priorities, which will guide future investment.

7.85 WSMTC has already actively responded to the delivery of many of the aims, targets, and priorities in previous budget setting exercises and in all cases sufficient revenue or capital budget provision is already in place or is contained within this plan to enable their achievement.

7.86 Clearly, WSMTC will be constrained over the next five years in its ability to raise additional resources for investment, by the funding cuts and other budget pressures faced. In the longer term, this could actually leave WSMTC needing to deliver savings and reduce expenditure rather than make further investment in services.

7.87 Budget provision has only therefore only been included in the Revenue Budget Forecast in this Plan for existing service provision and any already approved additional commitments.

7.88 No further additional investment in services or in new initiatives has been assumed. If any new investment was required, this would need to be met from the Revenue Budget, or by reducing spending on existing services.

### **Annual Council Tax Increase**

7.89 As highlighted earlier in the Plan, the Revenue Budget Forecast has been prepared on the principle of continuing to provide all current Council services, facilities, and events, maintaining current standards of service, and ensuring a prudent level of balances and reserves, whilst keeping any future increases in the Town Council Tax as low as possible.

7.90 This is in recognition of the 'cost of living' difficulties that may be faced by local taxpayers as a result of the COVID-19 pandemic and the austerity measures that we are now facing, as well as the possibility of council tax referendum principles being extended to higher spending town and parish councils which could be introduced at any time in the near future.

7.91 Clearly, there would be financial implications for WSMTC if a council tax referendum limit were implemented for town and parish councils by the Government **at any stage in the future.**

7.92 The base council tax referendum limit is currently set at 2% for principal councils, but could be reduced in the coming years, if local authorities are not seen to be showing restraint in setting their council tax rates.

## Council Tax Base

- 7.93 In order to calculate the possible changes that may be required to the level of council tax over the medium term, assumptions need to be made around the likely movement in the Council Tax Base.
- 7.94 The Council Tax Base is a calculation of the number of chargeable properties within the Parish for council tax purposes. The Council's Precept divided by the Tax Base calculates the Band D Council Tax.
- 7.95 The localisation of support for council tax had significant implications for the Council Tax Base calculation, and the future design of the NSC and any Local Council Tax Support Scheme could have a major impact on the Council Tax Base moving forward.
- 7.96 For example, if NSC chooses, in the future, to ask council tax support claimants to contribute towards their council tax liability, as many other councils in the country have already done, this would have the impact of increasing the Council Tax Base.
- 7.97 The Tax Base will also be influenced by the council tax benefits caseload in the Parish. An increase in caseload would reduce the Tax Base while a decrease in the caseload would increase the Tax Base.
- 7.98 For the purposes of estimating the Town Council Tax Base for the period of the MTFP, it is not considered prudent to make any assumptions around possible changes made by NSC the council tax benefits caseload.
- 7.99 The Council Tax Band D properties increased by 297.8 properties in 2023/24, however a reduction was seen to monies received per Band D this was largely as a result of the impact of the Coronavirus pandemic and number of people on benefits leading to a reduction in council tax revenue being collected. Weston sites plan is envisaged to deliver many more housing units in coming years. Every existing house that was built and extended also attracts Community Infrastructure Levy.
- 7.100 The Town Council has a Community Infrastructure Levy policy, and reports to and requires agreement from the Policy and Finance Committee for any fund allocations.
- 7.101 It is likely that the Council Tax Base will continue to benefit from some new housing development over the life of the Plan.
- 7.102 For the purposes of the Revenue Budget forecast for the four-year period 2024/25 to 2027/28, an annual increase in the Council's Tax Base of 200 properties per year has been assumed to provide for new housing development.



This would raise an additional £22,104.39 per year (Based on 23/24 Band D value of £110.52), to support the Revenue Budget.

### **Council Balances and Reserves**

7.99 Within the existing statutory and regulatory framework, it is the responsibility of the Responsible Financial Officer to advise WSMTC on the level of its reserves and to ensure that there are clear protocols for their establishment and use.

7.100 In accordance with Section 25 of the Local Government Act 2003, an annual assessment of the adequacy of the Council's balances and reserves is made at the time the Council Precept is set.

7.101 This assessment is based upon a guidance note on Local Authority Reserves and Balances issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), which is considered to be best practice with regard to balances and reserves (LAAP Bulletin 99).

7.102 CIPFA holds the view that a generally applicable minimum level of reserves is not appropriate. The guidance notes states that 'in assessing the appropriate level of reserves, a well-managed authority will ensure that the reserves are not only adequate but are also necessary', and that Council's 'should establish reserves including the level of those reserves based on the advice of their chief financial officer and make their own judgements considering local circumstances'.

7.103 In theory, a well-run Council with a prudent approach to setting its budget, should be able to operate with a relatively low level of general balances, which WSMTC has achieved in recent years, although these general balances will need to be supported by sufficient sums set aside in earmarked reserves to meet specific needs and fund future spending commitments.

7.104 In coming to a view on the adequacy of WSMTC's balances and reserves, account needs to be taken of the risks facing WSMTC, in terms of any significant unforeseen spending commitments or funding cuts, and also the capital investment requirements of WSMTC over the medium to long term, considering the ability of WSMTC to secure external funding via capital grants and contributions, take out additional borrowing, or generate capital receipts from sale of assets.

7.105 WSMTC held balances and reserves of £1,464,700 at the end of the 2022/23 financial year.

7.106 Consideration should be given to introduce a Revenue Support Fund; the aim is to provide support to the Revenue Budget in the event of any significant unforeseen spending commitments or funding cuts. Furthermore, the introduction of a Capital Investment Reserve has been undertaken, the balance

of which has been included in 7.105 above, to take in to consideration known upcoming projects with the redevelopment of Waterloo Street. No capital reserves are currently in place in addition to the approved allocation of CIL monies for the Old Town Quarry. The nature of the close during September 2023 has identified works in excess of the CIL value and as such the council will need to consider how works will be funded prior to any reopening of the quarry under its ownership.

7.107 The recommended policy for balances and reserves is as follows: -

1. Maintain minimum General Reserve Balances of 3.5 months' average revenue expenditure to protect against unforeseen budget pressures and cuts to the Council Tax Support Grant funding.
2. Introduce a Capital Reserve Fund based on estimated costs of known capital expenditure for new assets and projects.
3. Set aside such sufficient sums in Earmarked Reserves, as is considered prudent, to support future year's capital investment requirements and other specific commitments;
4. Undertake an annual review of the level of Balances and Earmarked Reserves as part of the budget setting process.

7.108 It is a key principle of WSMTC's financial strategy to limit support from Council balances and reserves to the Revenue Budget over the medium term as such support is not sustainable.

7.109 The introduction of a Revenue Budget Support Fund was not possible at the end of the financial year 2022/2023 due to the depletion in general reserves. It should however, be considered in future years to allow unspent budget resources to be carried forward from one year to another for specific approved purposes, while the Plan also provides for the use of Earmarked Revenue Reserves to fund the one-off costs of any elections and by-elections.

7.110 The policy regarding support from Council Balances to the Revenue Budget may also need to be reviewed in the future, should WSMTC face significant challenges such as capping of reductions in income which support the budget.

7.111 It is considered that the current level of balances and reserves, taken alongside the contingency sum and contribution to capital reserves set aside in the Revenue Budget, provides WSMTC with an adequate level of resources to protect against any unforeseen spending pressures and future funding cuts, and to fund capital investment requirements in the medium term.

7.112 However, it is inevitable that Council balances and reserves will fall over the life of this Plan as capital commitments are funded.

7.113 There has been need in past years to use General Reserve balances for specific spends, such as the Museum and Blakehay refurbishments however these have

been replenished via the Revenue budget and precept to keep a steady level of reserves at all times. Efficiency savings should continue to be enabled within the Revenue Budget moving forward, balances and reserves should be able to be maintained at prudent levels over the five-year period of the Plan.

7.114 However, in the longer term, WSMTC's balances and reserves are fully earmarked against future capital investment requirements, and the effect of the other Revenue Budget pressures may limit the Council's ability to replenish balances via Revenue Budget savings, which could lead to balances being significantly diminished by the beginning of the next decade.

7.115 This issue is considered in more detail in the Revenue and Capital Budget Forecast in Section 11 of the Plan.

### **Efficiency Savings**

7.116 WSMTC is committed to ensuring that year on year efficiency savings are achieved over the five-year period of the Plan.

7.117 The need to identify and achieve efficiency savings, in order to maintain current service provision, is likely to become increasingly important over the coming years given the ongoing increases in staffing costs and other budget pressures faced, as well as the potential need to limit council tax increases over the next five years.

7.118 WSMTC has a proven track record of achieving efficiency savings on its Revenue Budget over a number of years in varying service areas.

7.119 There were a number of reasons for these saving including:

- The budgeted review of revenue budgets and allow for build back following the COVID 19 pandemic.
- The unfortunate cancellation of most of WSMTC's community events programme due to the Coronavirus pandemic.
- Significant savings in staffing costs from unfilled staff vacancies, very limited overtime and use of casual staff during the COVID 19.
- A business review of current services and staffing requirements.
- Much lower spending during lockdown periods across all services.
- Delivery of additional income generating schemes such as waste collection to other councils within North Somerset.
- A review of use of Agency staff within the Grounds services.

7.120 Increased pressure on general reserves and a reduction in achieved income at the end of 2022/2023 saw a substantial decrease in the councils general reserves fund (-£209,970) and the purchase of 32 Waterloo Street, resulted in the inability to balance the revenue budget. However, a refund of £250,000 in NNDR revaluation at Weston Museum has gone some way to replenish this.

7.121 Any known savings or budget reductions have been built into the Revenue Budget Forecast for 2023/24 to 2027/28 in the Plan.

7.122 As highlighted earlier in the Plan, the Revenue Budget Forecast for the four years from 2023/24 to 2027/28 sets out the savings and budget reductions that would need to be made to freeze the Council Tax.

7.123 Options for delivering any required budget reductions and efficiency savings, should they be required, would need to be drawn up each year and agreed during the annual budget setting process.

## 8 Treasury Management Issues

### Introduction

8.1 WSMTC has in place an approved Treasury Management Policy which provides the framework for the management and control of WSMTC's borrowing, investment, and banking arrangements.

8.2 The Revenue Budgets and Capital Programme Forecast set out in this Medium-Term Financial Plan could have treasury management implications for WSMTC that will need to be accounted for.

8.3 The potential treasury management implications for WSMTC over the next five years are considered in this section of the Plan.

### Outstanding Loans / Borrowing

8.4 The total amount of loans outstanding to the Public Works Loans Board as at 31st March 2023 was £463,942 and relates to a loan taken out in previous years to fund the Blakehay, Waterpark and the purchase of 32 Waterloo Street.

8.5 Assuming no rescheduling or early repayment of the existing outstanding debt, the outstanding balance on the above loans will change over the period of the Plan, Estimates as follows: -

➤ 31st March 2024 £441,037

➤ 31st March 2025 £406,577

➤ 31st March 2026 £371,533

➤ 31st March 2027 £335,881

➤ 31st March 2028 £299,590

8.6 Annual repayment costs on WSMTC's remaining loan, including interest, amount to £54,042 for the year 2024/2025.

8.7 Annual repayments are set and fixed at the point of initial borrowing.

8.8 The Revenue Budget forecasts detailed in Section 11 provide fully for repayments and interest payable on WSMTC's existing borrowing.

- 8.9 It has been assumed for the purposes of the MTFP that there will not be any early repayment or rescheduling of WSMTC's outstanding loans over the period of the Plan, particularly bearing in mind the likely deterioration in WSMTC's balances and reserves over this period.
- 8.10 However, this position will continue to be reviewed on an annual basis when possible options for rescheduling or early repayment of debt will be assessed, considering various issues including the premiums that may be payable and the level of Council balances and reserves likely to be available to fund such a repayment.

### **Investments**

- 8.11 WSMTC currently invests its reserves any other surplus cash balances held as detailed with the Treasury Investment Policy.
- 8.12 Investment income is credited to the Revenue Budget and varies year to year depending upon the level of balances available to invest and interest rates. Income is currently negligible following the recent interest rate cut.
- 8.13 The estimates included within the MTFP for investment income have been based on the existing investment methods and on forecasted levels of balances.
- 8.14 It has been assumed that interest rates will increase marginally over the life of the Plan as the economy recovers from the Coronavirus pandemic.
- 8.15 Using this assumption and the projected average level of balances and reserves available in each year, investment income would vary depending on the amounts available to invest. In addition, the ability to invest capital monies will be very short term with the allocation and timescales of the projects identified within the next 5-year period of the Plan.

### **Long Term Treasury Management Issues**

- 8.16 The retention of a contribution to capital reserves in the Revenue Budget will help ensure that Council balances are replenished to a sufficient level to meet WSMTC's medium-term capital investment commitments.
- 8.17 Looking ahead beyond the life of the Plan, the likely need to remove the contribution to capital reserves in order to balance the Revenue Budget may lead to a reduced ability to replenish balances, but it is also possible that capital receipts from land sales and longer-term council tax base growth may offer WSMTC an alternative means of replenishing its balances and reserves in the future.
- 8.18 Additional borrowing could also be considered if absolutely necessary.

## **9 Risk Assessment**

### **Introduction**

- 9.1 WSMTC uses an approved Risk Management software to produce its Corporate Risk Register, which is updated on an annual basis.
- 9.2 Consideration should be given to the introduction of a Financial Risk register within 2024/2025 to allow all key decisions that have a financial implication made by WSMTC be subjected to a formal risk assessment where this is considered relevant whilst consideration has been given in the past a more formal robust procedure would be beneficial to financial planning.
- 9.3 The Corporate Risk Register covers all identified risks applicable to WSMTC and the services that it provides. The register provides full details of the risks broken down by service area, with an assessment of the impact of the risk and the likelihood of the risk occurring (low, medium or high), the controls put in place to minimise the risk, and any further actions required.
- 9.4 Financial risks should be identified and assessed and then going forward should be attached as an appendix to this document.

### **Links to Medium Term Financial Plan**

- 9.5 WSMTC is subject to a range of political, economic, demographic, sociological and technological influences. Many of these factors change on a regular basis resulting in new, and sometimes unexpected, financial pressures.
- 9.6 WSMTC should keep under constant review the key challenges and risks impacting on its financial position. This identification and assessment of risk is an essential element of the financial planning process and a key factor in informing financial planning decisions. The key influences and challenges facing WSMTC over the next five years were considered in Section 6 of the Plan.
- 9.7 The Medium-Term Financial Plan provides for the continued inclusion of a contingency sum and contribution to capital reserves within the Revenue Budget for the duration of the Plan, albeit on a reducing basis, and with the contingency sum needing to be removed in the final year of the Plan.
- 9.8 As highlighted earlier, WSMTC's balances and reserves should be able to be maintained at prudent levels over the five-year period of the plan, partly due to this contribution to capital reserves. These balances provide protection against any unforeseen budget pressures that might arise, as well as providing resources to fund capital investment requirements. The level of contingencies, balances and reserves is reviewed annually as part of the budget setting process.
- 9.9 The MTFP and annual Revenue and Capital Budgets are developed on a prudent basis considering all known commitments and spending pressures. The



key assumptions made in the MTFP Revenue and Capital Budget forecasts were set out in Section 7 of the Plan.

## Key Risk Areas

- 9.10 The key risk areas over the medium term that could potentially adversely impact upon the forecasts set out in the MTFP, have been identified and are summarised below. This includes details of how these risks might be mitigated.
- 9.11 Cost of Living Crisis / Austerity Measures - The key risk facing WSMTC is the ongoing impact of the Cost of Living Crisis and potential recession forecast. Alongside this is the impact on the economy and future Government spending plans e.g. austerity measures and public sector spending cuts that will follow, as well as the impact on inflation, interest rates and consumer spending power. There are also the implications of the impact of austerity on other organisations e.g. further grant cuts for NSC resulting in services being cut and increasing pressure for town and parish councils to take over local services, and increased requests for financial assistance from community and voluntary organisations whose grant funding has been cut. WSMTC can take comfort from the fact that its current financial situation is relatively healthy, and the levels of contingencies and balances held will provide it with a strong foundation to weather the storm and offset any financial liabilities in the short-term.
- 9.12 Real Living Wage and Annual Staff Pay Awards - The Real Living Wage **will is expected to increase to at least £10.90-£12 per hour to be rolled out by May 2024. in April 2023.** The assumptions around pay made in this MTFP are based on the known **2023/24** local government pay award and assumed pay awards of 7.5% in **future years 2023/24, 3.5% in 2024/25 and 3.5% in 2025/26 and 2026/27.** These assumptions are based around the need for local government pay to keep pace with increases in the Real Living Wage and are considered prudent. However, there is a risk that the Government could increase the Real Living Wage by more than previously indicated or that union action could result in actual pay awards being higher than provided for in the Plan. The Revenue Budget contingency sum provides some scope to meet any additional costs should this be the case.
- 9.13 Long-Term Restructure of the Local Government Pay Scale - In the longer term increases in the Real Living Wage beyond **£12** per hour are likely to lead to significant erosion of differentials between pay grades at the lower end of the salary scale and may lead to a requirement to undertake a fundamental restructure of the local government pay scale and job evaluation exercise. This issue represents the key risk to WSMTC's financial planning over the longer term.
- 9.14 Inflation - There is a risk that non-staffing-based inflation e.g. in respect of energy prices, fuel, supplies and services could be higher than provided for in the MTFP.

However, the assumptions made within the MTFP are considered to be prudent and the contingency sum provides some scope to meet any additional costs

- 9.15 Fall in Demand for Services and Reduced Income - The impact of the economic difficulties on usage levels in previous years, particularly in relation to the Blakehay Theatre and Milton Road Cemetery, has caused income in respect of these facilities to fall significantly. There is a risk that income levels may fall further in the future. **During 2022/2023 the loss of income did impact the final year end figures and contributed to a reduction in General Reserves. It is recommended that a Revenue Budget Support Fund is implemented to protect against this.**
- 9.16 Insurance Claims - A significant increase in the number or value of insurance claims would represent a financial risk to WSMTC as this would have an adverse impact on WSMTC's future insurance premiums, which would then impact on the Revenue Budget. However, WSMTC has a good recent claims history, evidenced by the fact that premiums reduced significantly on the recent renewal of WSMTC's policy. WSMTC's Risk Management Strategy also helps to minimise WSMTC's exposure to risk and this in turn should help to keep the number of future insurance claims to a minimum.
- 9.17 VAT - There is a financial penalty if WSMTC breaches the VAT Partial Exemption limit. However, this is regularly monitored and is not anticipated that WSMTC would ever breach the limit.
- 9.18 Plastic and Carbon Reduction Initiatives - WSMTC committed to reducing unnecessary single use plastics in all of its services over the next few years, whilst carbon reduction initiatives such as the move to electric vehicles are likely to increase in prominence over the medium term. There are likely to be costs associated with plastic and carbon reduction and WSMTC will need to factor this into its future financial planning. The Revenue Budget contingency sum provides some scope to meet any additional revenue costs, whilst the earmarked capital reserve for vehicles and machinery replacements provides for the costs of moving WSMTC's vehicle fleet over to electric alternatives.
- 9.19 General Data Protection Regulation (GDPR) - There are significant financial penalties under the GDPR if WSMTC suffers a significant loss of personal data. However, measures have been put in place to ensure WSMTC complies with GDPR and to minimise the risk of a breach occurring and the potential impact.
- 9.20 Council Balances and Reserves - WSMTC's balances are projected to fall over the five-year period of the Plan. However, the contribution to capital reserves set aside in the Revenue Budget will help to facilitate the partial replenishment of those balances and will help to mitigate this risk.



9.21 Capital Programme and Asset Management Plan Requirements - Making budget provision available for the potentially significant longer- term Capital Programme and Asset Management Plan requirements represents a risk to WSMTC. However, as highlighted above, the increased contribution to capital reserves, taken alongside Revenue Budget savings, fees and charges increases, and council tax base growth will help to replenish Council balances and reserves to prudent levels over this period.

### Mitigating Financial Risks

9.22 In terms of managing and mitigating financial risks, in the event of an unforeseen event during the year creating a substantial budget pressure, the following list details examples of the action that could be taken to mitigate the risk:

- use of Revenue Budget Contingency Sum;
- use of Council Balances and Earmarked Reserves;
- investigation of external funding opportunities;
- income generation activity e.g. pricing review, marketing;
- enhanced approval process for making financial commitments;
- recruitment freeze;
- all non-statutory spend frozen; and
- service reviews.

### Conclusion

9.23 The MTFP makes a key contribution towards the risk management process by putting in place a financial planning framework to efficiently manage WSMTC's finances, considering the key influences on its financial position and the main risks facing WSMTC.

9.24 Financial forecasts are reviewed and updated annually and regularly monitored throughout the year, as will this MTFP. The key challenges and risks that could have implications for WSMTC's financial position in the following year and over the medium term are subject to annual review.

9.25 Fortunately, WSMTC remains in a relatively healthy financial position at the present time and is therefore as well placed as it can be to meet the challenges that the next five years are likely to bring.

## 10 Review of Medium-Term Financial Plan

Draft Document	Formal Adoption
Expenditure and Governance Working Party 1 <sup>st</sup> December 2022	Policy and Finance Committee 20 <sup>th</sup> February 2023
Expenditure and Governance Working Party 30 <sup>th</sup> November 2023	Pending for the year 2024/2025

# Revenue and Capital Programme Budget Forecast and Balance Sheet Forecast

## 11 Revenue and Capital Programme Budget Forecast 2023/24 to 2027/28

### Introduction

11.1 A summary of the Revenue and Capital Programme Budget Forecast for the five-year period 2023/24 to 2027/28 will be completed following adoption of the principles of the plan and will be set out as below (example). Please note that the first year of the Plan will reflect the already approved 2023/24 Budget. A detailed analysis is attached at **Appendix A and B**.

Budget Description	Budget 2023/2024 £	Budget 2024/2025 £	Estimate 2025/2026 £	Estimate 2026/2027 £	Estimate 2027/2028 £
Allotments	34,999	21,655	22,524	23,445	24,387
Blakehay Theatre	198,438	236,746	246,730	256,704	267,718
Capital Projects	145,000	200,000	200,000	145,000	145,000
Civic	166,024	160,663	165,136	170,627	176,479
Community Services	516,755	543,687	554,736	565,568	575,619
Democratic Representation	188,373	187,230	192,536	199,679	206,931
Environmental	92,261	109,914	112,706	116,092	119,375
Milton Road Cemetery	163,244	132,394	138,211	144,575	151,252
Museum	388,275	382,293	389,385	402,830	415,894
Old Town Quarry	5,500	47,386	31,787	5,669	29,015
Other Cost & Income	43,758	88,042	98,641	97,700	97,451
Parks & Play Areas	332,016	360,169	369,355	378,282	386,414
Planned maintenance	153,992	178,222	182,210	186,075	189,441
Planning	22,578	13,405	13,782	14,326	14,884
Strategic Planning	63,906	71,647	73,693	76,364	79,062
Street Furniture	72,262	75,906	78,538	81,441	84,379
Toilets	79,595	66,281	67,898	69,774	71,550
Tourism	184,676	220,351	207,747	211,443	214,679
Youth Activities	84,586	92,847	92,645	94,378	95,810
<b>Council Precept</b>	<b>2,936,237</b>	<b>3,188,840</b>	<b>3,238,258</b>	<b>3,239,973</b>	<b>3,345,342</b>
At 29/11/2023 draft					

### Revenue Budget Forecast 2023/24 to 2027/28

11.2 The Revenue Budget forecast summarised above has been based on the detailed assumptions set out in Section 7 of the Plan, and the following key principles: -

1. Continuing to provide all Council services, facilities and events and maintaining current standards of service;
2. Ensuring continued delivery of the Capital works programme Budgets;
3. Safeguarding a prudent level of balances and reserves;
4. Keeping any increase in council tax as low as possible between the years **2023/24 to 2027/28**.

11.3 The forecast makes provision for likely future increases in costs from pay awards, pension increases, inflation, and any other unavoidable spending

commitments, forecast increases and decreases in income, as well as accounting for any known savings, assumed increases in fees and charges, and council tax base growth.

- 11.4 Not all budget items would be subject to CPI increases or sector specific increases, as the budget is set at a fixed value, for example grants schemes or Blue Plaques.
- 11.5 Public Works Loan Board borrowing is not subject to CPI increase, with the interest rate set at the point of initial borrowing. Payments are made on the basis of reducing interest. Further information in Section 8 of the plan.
- 11.6 In overall terms, the Revenue Budget forecast shows that WSMTC may need to increase the Precept by up to £156,502 or 4.9% over the four-year period between 2024/25 and 2027/28.
- 11.7 Any precept increases will be required in order to fund the various spending pressures that WSMTC faces including pay and pension contribution increases, inflation on running costs, and other unavoidable increases in costs and falls in income.
- 11.8 The precept increases also reflect the importance of maintaining a contribution to reserves, which helps to facilitate the replenishment of WSMTC's earmarked capital reserves, in light of the substantial capital investment faced by WSMTC over the medium to long term.
- 11.9 The increases to WSMTC Precept over the medium term will be offset, as far as possible, from savings and reduction of under-utilised budgets, as well as assumed increases in fees and charges and council tax base growth each year.
- 11.10 There may also be savings over the period of the Plan arising from the completion of service reviews by WSMTC.
- 11.11 This may restrict the need to increase the Precept, although it is not possible to quantify any such savings and include them in this Medium-Term Financial Plan.
- 11.12 In overall terms, the Revenue Budget Forecast highlights that WSMTC may need to consider increasing the Town Council Tax by a total of 8.94% between the financial years 2023/24 and 2027/28; an average increase of just under 2.23% per year.
- 11.13 The potential increases in the Town Council Tax would therefore have regard for any Government council tax referendum limits imposed and in accordance with one of the key principles of this Plan to keep any future increase in the council tax as low as possible.

11.14 In real terms, this would equate to an average increase of £1.99 per year at Council Tax Valuation Band D.

11.15 Commentary on the key issues and financial implications in each individual year is detailed in the following section of the Plan.

### **2023/24 Revenue Budget**

11.16 The 2023/24 Revenue Budget was set by WSMTC in January 2023, when an increase in the Town Council Tax was agreed.

11.17 The increase was approved and implemented in recognition of the aspirations to deliver specific projects and increases to varying cost centres within the revenue budget.

11.18 WSMTC has to date accommodated any surplus resources or need for additional funds via use of its general reserves whilst maintaining regard for the need to replenish WSMTC's balances and reserves.

### **2024/25 Revenue Budget**

11.19 Next year, WSMTC faces increases in staffing costs from an assumed local government pay award of 4.5%. This increase will likely be required in order for local government pay to keep pace with expected increases in the Real Living Wage.

11.20 However, these increases in costs and funding cuts will be able to be in part offset by assumed council tax base growth, increases in fees and charges, reductions in under-utilised budgets and efficiency savings.

11.21 In overall terms, it has been assumed that WSMTC would need to increase the Precept by around £252,601 in 2024/25. This would represent a council tax increase in the region of 8.6% next year.

11.22 This increase will enable WSMTC to maintain surplus resources within the contingency sum and contribution to capital reserves.

11.23 In real terms, this would result in a £118.69 per year increase in the Band D Council Tax.

### **2025/26 Revenue Budget**

11.24 WSMTC faces further forecast budget pressures in 2025/26, as a result of expected pay awards and inflation on running costs and the additional asset the Old Town Quarry, although these increases will be partly offset by council tax base growth and increases in fees and charges.

11.25 In overall terms, WSMTC would need to increase the Precept by around £49,419 in 2025/26, which, would represent a council tax increase in the region of 1.55%.

11.26 In real terms, this would result in a £119.21 per year increase in the Band D Council Tax.

### **2026/27 Revenue Budget**

11.27 WSMTC faces similar ongoing budget pressures in 2026/27, as a result of expected pay awards and inflation on running costs.

11.28 As in previous years, it is likely that these increases will be able to be partly offset by council tax base growth and increases in fees and charges, while it has been assumed that the contribution to capital reserves will remain at the value of £145,000.

11.29 Based on the above assumptions, it is likely that WSMTC will need to increase the Precept by around £1,714 in 2026/27, which would represent a council tax increase of 0.05%.

11.30 In real terms, this would result in a £117.98 per year increase in the Band D Council Tax.

### **2027/28 Revenue Budget**

11.31 WSMTC faces a similar situation in 2027/28, another pay award and inflation on running costs, although again these increases will be partly offset by council tax base growth and increases in fees and charges.

11.32 In overall terms, it is likely that WSMTC will need to increase the Precept by up to £105,369 in 2027/28, which would represent a council tax increase in 2027/28 in the region of 3.25%.

11.33 In real terms, this would result in a £120.51 per year increase in the Band D Council Tax.

### **2028/29 Onwards**

11.34 It is likely that by 2028/29, WSMTC may need to use up the remaining resources set aside in the contribution to capital reserves in order to offset the longer-term funding cuts and spending pressures faced and balance the Revenue Budget.

11.35 This could lead to a situation towards the end of the decade whereby there will be very limited surplus resources remaining in the Revenue Budget, and where all options for achieving further savings, without making cuts to services, will have been exhausted.

11.36 It will therefore be important that WSMTC continues the process of reviewing its services in the years leading up to the middle of the decade, with a view to determining where possible budget cuts will be made in the longer term, if required.

## Overall Summary of Revenue Budget Forecast

- 11.37 WSMTC remains in good financial health with a balanced Revenue Budget, ongoing savings, and strong levels of balances and reserves.
- 11.38 However, WSMTC has an increased asset based with two new assets within the 2024/2025 budget being accounted for, income generation initiatives will need to be part of the strategic aims to help keep revenue budgets at an expected level and to minimise the need to increase precept levels drastically.
- 11.39 Looking ahead, the medium-term outlook for WSMTC's Revenue Budget through to the middle of the decade is relatively positive.
- 11.40 Working on the assumption of a % council tax increase in each of the next four financial years from 2023/24 to 2027/28, WSMTC should be able to maintain current services until at least the middle of the decade.
- 11.41 The downside of this it is highly likely that balancing the Revenue Budget will be dependent on reducing and ultimately removing the contingency sum from the budget and making year on year reductions to the contribution to capital reserves.
- 11.42 It is also apparent that the process of balancing the Revenue Budget will get progressively harder as WSMTC moves beyond the middle of the decade.
- 11.43 WSMTC also needs to try and maintain surplus resources in the Revenue Budget for as long as possible, in order to provide protection against any unforeseen budget pressures, help offset future year's budget pressures, and ensure that earmarked and capital reserves can be replenished each year to meet specific project needs.
- 11.44 These Revenue Budget pressures will need to be funded by a combination of increases to the Town Council Tax, increases in fees and charges, council tax base growth, and efficiency savings and budget reductions.
- 11.45 The Revenue Budget Forecast has been prepared on the assumption that WSMTC will be limited to a maximum 2% increase the Town Council Tax in the 2024/25 to 2027/28 financial years. However, decisions will need to be made for the year 2024/2025 to enable this, as first draft forecasts are currently standing at 9.2%.
- 11.46 Beyond the end of this Medium-Term Financial Plan period i.e. from 2028/29 onwards, it is likely that WSMTC will reach a position whereby the remaining contribution to capital reserves will need to be removed, and where all options for achieving further savings, without making cuts to services, are likely to have been exhausted.



11.47 As a result, whilst it is likely that services will be able to be maintained until the middle of the decade, beyond this, WSMTC is likely to need to begin the difficult process of considering reductions to services and reassessing its priorities in light of the limited resources that will be available without increase being applied to the council tax.

11.48 Clearly the Revenue Budget projections included in this MTFP are subject to change depending upon a number of factors including: -

- the final financial impact of the Cost of Living and rises in Energy prices
- the impact of the subsequent government austerity measures;
- any further implications linked to 'Brexit';
- increases in the Council Tax Base from new housing;
- the likely extension of council tax referendum principles to large town councils;
- significant increases to the Real Living Wage and further restructuring of the local government pay scale; and
- Government reform to local government finance;

11.49 These issues will need to be considered, in detail, via future budget setting processes annually, when the options for delivering any required budget reductions and efficiency savings, if these are required, would need to be drawn up and agreed.

11.50 It would also be advisable for WSMTC to continue with its programme of service reviews and annual appraisal of WSMTC's strategic aims and community priorities, with a view to determining which services are to be protected and which services may be subject to budget reductions in the longer term.

### **Capital Programme Budget Forecast 2024/25 to 2027/28**

11.51 The Capital Programme Budget alongside provision in the Revenue Budget will aim to provide for major investment in WSMTC's assets including planned refurbishment to buildings such as roofing works and heating system replacements, replacement vehicles, plant, machinery and office equipment, and investment in community assets such as play areas.

11.52 A detailed breakdown of the Capital Programme Budget Forecast for the five-year period 2024/25 to 2027/28 is attached at Appendix B will be available at the meeting of the Policy and Finance Committee December 2023.

11.53 The forecast has been based on the capital investment requirements set out in WSMTC's strategy including the carry forward of on-going commitments from 2023/24, as well as the likely commitments for the following four years, as identified in both PPM and EMRRP plans.

11.54 The 2024/25 Capital Programme Budget will be estimated to be confirmed at £855,069 and will be reviewed to allow the carry forward of ongoing and delayed



projects from the 2023/24 financial year considering balances unpaid for 32 Waterloo Street which at the time of writing this plan had not yet been fully paid.

11.55 The revenue budget provides for a number of projects including within the PPM and EMRRP programmes.

11.56 The indicative Capital Programme Budgets for the five-year period 2024/25 to be confirmed 2027/28 total £2,182,780 and provide for a number of further projects including the completion of the refurbishment of Waterloo Street property and the Old Town Quarry and Waterpark.

11.57 The budget focusses on investment linked to the delivery of WSMTC's services to ensure all essential building works and replacements of vehicles, machinery, office equipment, street equipment and play equipment are kept up to date.

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

11.59 The Capital Programme forecast does not take account of any further external funding that may become available over the five-year period from external capital grants or contributions such as Community Infrastructure levy funds or Section 106 Agreement monies.

11.60 Any external capital funding that was secured, would provide resources over and above those shown in the MTFP.

11.61 WSMTC will continue to actively pursue any grants that may be available to support relevant projects. However, external funding opportunities may be limited in light of the expected public spending cuts by the Government.

11.62 In overall terms, the 2024/25 to 2027/28 Capital Programme Forecast identifies a total potential investment of as much as to be confirmed £1,190,000, and this would need to be funded, in full, from WSMTC's revenue, earmarked reserves, Capital Reserves, or by gaining additional grant funding.

11.63 If all of this capital investment goes ahead, this would inevitably lead to a significant fall in WSMTC's balances and reserves.

11.64 It is for this reason that an annual contribution to capital reserves was established in the Revenue Budget. This will allow WSMTC to partially replenish its balances and reserves in each year of the Plan moving forward.

11.65 Alongside this, it would also be prudent for WSMTC to continue its policy of undertaking only essential capital projects contained within WSMTC's strategy

over the period of this MTFP and beyond, in order to preserve Council balances and earmarked reserves for as long as possible.

### **Council Balances and Reserves**

11.66 WSMTC held Balances and Earmarked Reserves at the end of the 2022/23 financial year, totalling £1.464 million.

11.67 The Capital Programme Budget forecast for the five-year period potentially totals up to £ and does require annual revenue provisions to be made to increase the capital reserve from projects identified. Not doing so at the level contained in the plan would jeopardise ability to complete projects.

11.68 It is clear therefore that WSMTC's balances and reserves would be largely used up funding capital investment commitments over the next five years.

11.69 However, as highlighted earlier, the inclusion in the Revenue Budget of the contribution to capital reserves will allow balances and reserves to be replenished each year and will contribute towards maintaining balances at prudent levels over the period of this Plan.

11.70 Any savings that can be achieved on the Revenue Budget over the five-year period will also be used to top up balances and reserves.

11.71 It is difficult to accurately estimate exactly how balances and reserves may change over the five-year period due the uncertainty around the various budget pressures and the level of savings that may or may not be delivered on the Revenue Budget.

11.72 In order to provide an indication of the possible movement in WSMTC's balances and reserves over the five-year period, a forecast has been produced based around a scenario.

11.73 A detailed projection of the likely movement on WSMTC's Balances between 2023/24 and 2027/28, under the two scenarios highlighted above is attached at Appendix C.

11.74 The recommended policy for balances and reserves is to aim to hold a minimum General Reserve Balance of 3.5 months' average revenue supported by such balances in Earmarked Reserves, as is considered prudent, to support future year's capital investment requirements and any other specific commitments.

11.75 This equates to a General Reserve Balance in the region of £350,000 to £400,000 (Ideal minimum), with the remainder of WSMTC's balances set aside in Earmarked Revenue and Capital Reserves to support future year's revenue budget and capital investment commitments. There is a requirement to take this

to a minimum level in year 2023/2024 to support the capital works programme, this is however replenished in the following year.

- 11.76 The projection of Balances and Reserves assumes that there will be no further purchase of assets within the five-year period.
- 11.77 The Plan does not make any provision for additional borrowing, in light of the assumed replenishment of earmarked capital reserves from the Revenue Budget, or for the use of balances to fund the early repayment or rescheduling of WSMTC's remaining outstanding loan, in light of the need to replenish balances rather than use them up.
- 11.78 Looking ahead beyond the life of the Plan, balances will continue to deteriorate as the contribution to capital reserves is eventually removed and as longer-term capital investment is financed, but it is also possible that receipts from council tax base growth may enable WSMTC to replenish its balances and reserves. This has not been forecast within the plan. Additional borrowing could also be considered if absolutely necessary.

## 12 Balance Sheet Forecast

- 12.1 The Revenue and Capital Budget Forecast set out in Section 11 of the Plan will have an impact on the overall financial standing or 'net worth' of WSMTC as shown in WSMTC's Balance Sheet within the Statement of Accounts.
- 12.2 The Balance Sheet Forecast for the five-year period 2023/24 will be produced at year end and will be included as Appendix D at the 31.03.24.
- 12.3 The Balance Sheet shows that WSMTC has a healthy financial standing at the present time with a net worth, as represented by the value of its fixed assets and its balances and reserves, net of any outstanding debt, of £ as at 31st March 2023.
- 12.4 This position will deteriorate slightly over the medium term as Council balances and reserves are used up to meet capital investment requirements and savings on the Revenue Budget fall.

Medium Term Financial Plan - Appendix B

Capital Programme Budget Forecast@ 11.12.2023 ( to be reviewed annually)

Project	Total Project Value	Year 2023/2024					Year 2024/2025					Year 2025/2026					Year 2026/2027					Year 2027/2028					Check	
		Allocated funding brought forward 01.04.2023	WSMTC allocated funding in year	Exterior Secured / Grant Funding Required	Estimated Spend IN Year	Allocated Funding Remaining at 31.03.2024	Allocated funding brought forward 01.04.2024	WSMTC allocated funding in year	Exterior Secured / Grant Funding Required	Estimated Spend IN Year	Allocated Funding Remaining at 31.03.2025	Allocated funding brought forward 01.04.2025	WSMTC allocated funding in year	Exterior Secured / Grant Funding Required	Estimated Spend IN Year	Allocated Funding Remaining at 31.03.2026	Allocated funding brought forward 01.04.2026	WSMTC allocated funding in year	Exterior Secured / Grant Funding Required	Estimated Spend IN Year	Allocated Funding Remaining at 31.03.2027	Allocated funding brought forward 01.04.2027	WSMTC allocated funding in year	Exterior Secured / Grant Funding Required	Estimated Spend IN Year	Allocated Funding Remaining at 31.03.2028		
Castle Batch Play Area	£ 400,000.00	205,332		-	205,332	-	0		-		-				-						-						-	0
Waterloo Street	£ 1,282,780.67	491,536	449,486		785,953	155,069	155,069		-	87,328	67,741				-						-							0
Old Town Quarry	£ 700,000.00	-	200,000	500,000		700,000	700,000			699,992	8				-						-							8
Waterpark	£ 200,000.00	-	-	-	-	-	-	200,000			200,000																	200,000
Unallocated Capital Monies		-	-	-	-	-	-	-	-	-	-	200,000	-	-	-	145,000	-	-	-	-	-	145,000	-	-	-	-	-	
<b>Capital Reserve Estimates</b>	<b>£ 2,582,780.67</b>	<b>696,868</b>	<b>649,486</b>	<b>500,000</b>	<b>991,285</b>	<b>855,069</b>	<b>855,069</b>	<b>200,000</b>	<b>-</b>	<b>787,320</b>	<b>267,749</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,008</b>	
Balances ( Without Additional		696,868					855,069					-					-											

Black Actual  
 Red Grant /estimate (pending decision)  
 Blue Known contract sum

Accounts Reconciliation

			<u>Balance</u>
Capital Reserve Balance @31.03.2023			696,868.00
<u>Spend in Year 2023/2024</u>			
Castle Batch Play Area	Expenditure	Income	491,535.72
	205,332.28		
<u>32 Waterloo Street</u>			
Capital Rev Prov 23/24 ( to be Moved to capital reserve)		£ 145,000.00	
Environmental Rev provision to 23/24 ( to be Moved to Capital reserve)		£ 50,000.00	
PPM Revenue Provision		£ 42,829.00	
Museum NNDR provision (not required)		£ 57,000.00	
EMR provision for plant room		£ 51,102.00	
EMR provision for grit bins		£ 3,735.00	
EMR WIB provision for planter at Weston Station		£ 5,000.00	
EMR community projects - changing facilities at Waterpark		£ 7,200.00	
		<u>£ 361,866.00</u>	
	<b>subtotal</b>		<b>853,401.72</b>
John West: 75048	£ 41,078.24		
John West: 75501	£ 51,642.14		
John West: 75588	£ 94,590.64		
	<u>£ 187,311.02</u>		
	<b>subtotal</b>		<b>666,090.70</b>
<b>General Reserve Spend Approval (additional)</b>			
<b>General Reserves (contingent on use of full contingency sums) (TC May 2023)</b>	<b>£ 71,037.00</b>		
<b>General Reserves (approved TC18.09.2023)</b>	<b>£ 16,583.10</b>		
	<u>87,620.10</u>		
	<b>Total</b>		<b>753,710.80</b>
Contract sum remaining (unpaid) costs as per valuation No 4 ( November 2023)		£ 685,969.65	67,741.15

**Balance Sheet (Unaudited)****as at 31 March 2023**

<b>2022</b> £		<b>Note</b>	<b>2023</b> £	<b>2023</b> £
	<b>Fixed Assets</b>			
	Tangible fixed assets	5		
1,348,683	Land and Buildings		1,744,527	
540,667	Vehicles and Equipment		553,194	
8,400	Infrastructure Assets		7,122	
146,741	Community Assets		146,741	
				2,451,584
2,044,491				
	<b>Current Assets</b>			
130,417	Debtors	8	140,758	
4,522	Stock		7,106	
1,581,401	Cash at Bank and In-hand		1,514,917	
1,716,341			1,662,781	
	<b>Current Liabilities</b>			
74,520	Creditors and accrued expenses	9	198,082	
74,520			198,082	
1,641,821	<b>Net Current Assets</b>			1,464,699
3,686,313	<b>Total Assets Less Current Liabilities</b>			3,916,283
	<b>Long Term Liabilities</b>			
287,315	Long Term Borrowing	10		463,942
3,398,998				3,452,341
	<b>Financed by:</b>			
	<b>Reserves available to the Council</b>			
1,148,458	Funds Earmarked for Future Projects	11	484,438	
	Capital Projects		696,868	
493,364	General Reserve		283,394	
1,641,822				1,464,700
	<b>Reserves Not Available to Council:</b>			
	<b>Represents the Council's Net Investment in Fixed Assets less Outstanding Loans</b>			
1,757,176	Capital Financing Account			1,987,641
3,398,998				3,452,341

These accounts have been approved by the Council.

.....  
**Chair, Policy and Finance Committee**

Date: .....

.....  
**Responsible Financial Officer**

Date: .....

## Policy & Finance Committee Meeting 18<sup>th</sup> December 2023

### NNDR Rebate Weston Museum

#### Report of the Deputy Town Clerk

#### 1.0 Overview

Weston Museum saw a significant increase to its NNDR liability following its reopening (from refurbishment) in 2017. The NNDR details payable prior to the refurbishment are included in Table 1 below for members reference.

The council currently uses Avison Young (Previously GVA Grimley) as its rates assessor who are one of the UK's largest business rates specialists.

**Table 1**

#### Original Rateable Values/Reliefs Prior to Avison Young Action

Rateable Value	Start Date	End Date	Relief	Start Date	End Date
£45,500	01/04/2017	25/08/2017	100.00%	01/04/2017	25/08/2017
£104,000	26/08/2017	31/03/2023			
£1	01/04/2023	31/03/2026			

#### Revised Rateable Values/Reliefs Post Avison Young Action

Rateable Value	Start Date	End Date	Relief	Start Date	End Date
£45,500	01/04/2017	25/08/2017	100.00%	01/04/2017	25/08/2017
£1	26/08/2017	31/03/2023			
£1	01/04/2023	31/03/2026			

#### Rates Saving Summary

01/04/2017 - 31/03/2026

Rate Year (01/04 - 31/03)

Rate Year	Inflation	Original Rates Liability	Revised Rates Liability	Rates Saving
2017/2018	2.00% C	£29,753.12	£0.29	<b>£29,752.83</b>
2018/2019	3.00% C	£51,272.00	£0.49	<b>£51,271.51</b>
2019/2020	2.30% C	£52,416.00	£0.50	<b>£52,415.50</b>
2020/2021	1.60% C	£53,248.00	£0.51	<b>£53,247.49</b>
2021/2022	0.00% C	£53,248.00	£0.51	<b>£53,247.49</b>
2022/2023	0.00% C	£53,248.00	£0.51	<b>£53,247.49</b>
2023/2024	0.00% C	£0.51	£0.51	<b>£0.00</b>
2024/2025	5.00% F	£0.54	£0.54	<b>£0.00</b>
2025/2026	3.00% F	£0.55	£0.55	<b>£0.00</b>

Inflation: C = Confirmed, F = Forecast

Total Savings	<b>£293,182.30</b>
Professional Fees @ 20% of Savings	<b>£58,636.46</b>
<b>Savings Net of Professional Fees</b>	<b>£234,545.84</b>

#### 2.0 NNDR Refund Value

2.1 Following a lengthy 5-year legal appeal we were advised in August 2023 that

the court had ruled that the Museum's revised rateable value had been decreased to £1.00 from 26.08.2017. As detailed in Table 2 below:

**Table 2**

WESTON MUSEUM, BURLINGTON STREET, WESTON

RV History		BA Schedule	Programming VTS		Summary Valuation	Directory		
LIST	STATUS	RV	EFFECTIVE	ALTERED	SETTLEMENT	PSD	COMPOSITE	
▶ 2023	LIVE	1	01/04/2023	COMPILED		EM1		1
2017	LIVE	1	26/08/2017	18/07/2023	AGREE (Check Stage)	EM1		1
2017	HISTORIC	104,000	26/08/2017	17/10/2017		EM1		Value

## 2.2 Fees and Refunded Amount:

As a result of the successful appeal the council received (10.11.23) the sum of £297,680.81.

A previous year's balance was confirmed as having not been billed by NSC to the value of £4,793.80 and this was deducted from the value indicated in Table 1 above.

Fees are now due to be paid to Avison Young for the work undertaken to secure this refund:- The amount due therefore is £58,636.46 plus VAT.

### Members are requested to:

1. Formal note the conclusion of the NNDR refund rebate and receipt of monies as a result which will go back into the councils General Reserve Balances.
2. Approve the payment of fees as due to Avison Young to the value of £58,636.46 plus VAT.



## **Policy & Finance Committee Meeting 18<sup>th</sup> December 2023**

### **PPM Review Update – Issue of Purchase order for revision of PPM programme following appointment of the Building Surveyor**

#### **Report of the Deputy Town Clerk**

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#### **1.0 Overview**

The council undertook a full procurement exercise for all of its professional services contracts and Appointed Currie Brown as its Building Surveyor on the 19<sup>th</sup> June 2023 for a fixed term contract (3 years with the option to extend for a further 2 years).

#### **1.1 Tender specification**

As part of the tender specification all interested parties were requested to submit costs to undertake a full review of the council cyclical quinquennial Planned Maintenance Programme (PPM) as this had only had annual update reviews for the previous 5 years rather than a full condition and programme review. In order to produce a schedule of maintenance works for 2024/2025 this review does need to take place. It will include 32 Waterloo Street following acquisition alongside all other assets.

##### **1.1.2 Quotation**

The quotation to undertake the cyclical quinquennial Planned Maintenance Programme is £27,800.

This cost would be spread over the five-year duration of the plan and equates therefore as £5,560 per year. This does not include annual review costs for any changes to programme and introduction of new facilities.

Full details of the specifications of rates associated with the appointment of Currie Brown will be available to the meeting (on red paper – due to commercial sensitivity) for members acknowledgement.

#### **2.0 5 year - PPM Programme for approval**

Following the completion of the necessary reviews and surveys full details of the PPM 5-year programme will be submitted to Policy & Finance Committee for approval to allow works to be undertaken for the forthcoming year, as is the current practice.

#### **Members are requested to:**

1. Approve the issue of the purchase order to Currie Brown following appointment as the councils Building Surveyor to undertake the quinquennial programme. - £27,800
2. Receive and approve use of the schedule of rates related to the Building Surveyors professional services for use over the duration of the contract as required following the procurement exercise undertaken and subsequent

appointment in June 2023.

## **POLICY AND FINANCE COMMITTEE - 15<sup>TH</sup> FEBRUARY 2021**

### **TOWN QUARRY LEASE HEADS OF TERMS REPORT OF THE TOWN CLERK**

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#### **Background and Brief History**

1. As members are aware, discussions have taken place for at least 6 years about the possibility of the Town Council taking on the lease of the former Town Quarry.
2. This is a very brief overview for the benefit of new members, surveys, financial information. All of the previous reports are available both on the town council's website and on request from officers, so councillors are asked to research any financial or other information or data they may want ahead of the meeting.
3. The Quarry was previously leased by Weston Civic Society from North Somerset Council. It is operated as a delightful culture, arts and crafts venue open to the public, including a popular café and an open area available for events. It is also popular with birdwatchers due to the frequent presence of peregrine falcons. However the Civic Society felt that they are no longer able to run the Quarry and approached the Town Council about taking on the lease.
4. Councillors felt that the Quarry would be a good fit with other cultural venues like the Weston Museum and Blakehay Theatre. The Quarry was felt to be a good opportunity for the council. It was reported that it would require additional funding to get the buildings up to standard but it was hoped that once refurbished it would cover its costs and eventually operate at a surplus. There is potential for income generation from the many occupiers and craft workshops on the site along with the opportunity to develop a small heritage interpretation centre for the Worlebury Hillfort, the path to which rises from next to the quarry, as well as providing some much needed space for a staff and storage base for the council's grounds team.
5. In December 2018 the Policy and Finance Committee resolved that, without making a commitment, further investigation, surveys and discussions with the Civic Society take place around the possibility of the Town Council supporting the Town Quarry as an arts and community venue.
6. It initially appeared that taking it on would not be a financially viable option due to some capital investment required. The pandemic and lockdowns also caused some delay as initially councillors could not meet to make decisions. However officer investigations continued through remote working and following receipt of CIL money and a change of approach from North Somerset Council (NSC) further investigation took place with the support of all groups through 2020.
7. On 11<sup>th</sup> November 2020 the Heritage Arts and Culture (HAC) Committee resolved to support further negotiation to develop a proposal to keep the Quarry open as a community facility.
8. On 14<sup>th</sup> December 2020 the Policy and Finance Committee received a report from the Deputy Town Clerk to ascertain works required from the original survey and also

to explore options to convert the necessary office space needed for the grounds department (both operational storage and admin base). The Committee also received costings from the councils Quantity surveyor and a very broad estimate provision for the works was provided in the capital budget for 2020/ 2021 and instructed officers develop a proposal to keep the Quarry open as a community facility, with further reports to be submitted as and when they become available.

## **Heads of Terms for a Lease**

9. In accordance with the decision of the HAC and P&F Committees, negotiations on the main heads of terms of a new long lease with NSC officers over the details and agreement was finally reached in 2021 on terms for the Town Council to take on a 35 year lease of the Quarry and to manage it as a community arts, heritage and cultural venue open to the public.
10. Discussion of new documentation and terms for licences took place with the many occupiers of arts studios and other spaces to regularise the position of the various occupiers which varies and in some cases was unclear. It is fair to say that no-one had fully anticipated the rapid increase in inflation that has particularly affected the cost of building work. However on more than one occasion Town Council committee meetings saw members reaffirm their intention, subject to contract, to take on the site on a long 'peppercorn' lease. However structural surveys by the Town Council then showed that the tall former Quarrying structure at the far side of the quarry was unsafe and needed to be completely demolished.
11. Further surveys by North Somerset Council showed that all the buildings in the Quarry had been poorly maintained and were unsafe. After much soul searching they decided in 2023 they had no alternative but to forfeit the Lease from the Civic Society and regretfully require all the occupiers of the Quarry to leave. (For the record, this was not the Town Council's decision as at that point the Town Council was merely an interested party with no power or control over the site.)
12. Over time the original Heads of Terms for the Lease have become obsolete. For example they require the retention of some existing occupiers, who are no longer there, and partnership with other community bodies whose priorities have changed in the new financial climate. Accordingly, while retaining the approved intention of the fundamentals to take a 35 year peppercorn lease I have taken the opportunity to renegotiate the Heads of Terms with North Somerset council.
13. The renegotiated Heads of Terms are attached for approval. The Committee's options are to approve or reject them. It could if desired seek to amend the HOT but members would then need to be aware that this is likely to cause a further delay in completing the matter.
14. I believe they are much improved and enable much more flexible operation of the site by the Town Council with minimal interference, removing complications introduced by different stakeholders in the past while still being fair to both parties. For example, they will give the Town Council freedom to phase back in the reoccupation of the premises while still retaining the fundamental aim of both councils to create a vibrant community art, craft, cultural and heritage facility. To enable this matter to progress I therefore recommend their approval.

15. Acquisition of either a freehold or long (over 7 years) lease of land requires the full Town Council's approval. Following a recommendation by the Policy and Finance Committee the Town Council at its meeting on 22<sup>nd</sup> March 2021 (Proposed by Cllr Peak and seconded by Cllr Crockford-Hawley) "To approve the acquisition of the Quarry on a 35-year Lease." The amended Heads of terms are still on this basis and therefore the Committee is able to approve detailed amendments within this overall scope.

### **The next Steps**

16. If the Committee approves the amended Heads of Terms the intention will be to seek to negotiate and through the council's solicitor finalise and complete the Lease, if possible by 1<sup>st</sup> April 2024. Reoccupation of the site can be phased and is likely to start later in the year, this will be the subject of future reports.

### **Recommendation:**

- 1) To approve the Heads of Terms reported as the basis for a 'peppercorn' long Lease of the Quarry and to authorise the Town Clerk to complete the Lease.
- 2) To note that further reports will be brought to committee on the timescale and terms of future occupation and reopening of the site.

Malcolm L Nicholson LL.B (Hons), DMS, PSLCC  
Town Clerk  
7<sup>th</sup> December 2022

**HEADS OF TERMS – WESTON TOWN QUARRY - DRAFT  
SUBJECT TO CONTRACT AND NSC APPROVAL**

1 **PROPERTY:** Town Quarry,  
South Road, Weston-super-Mare, BS23 2LS  
Plan Attached

2 **LANDLORD:** North Somerset Council,  
Town Hall, Weston-super-Mare

Contact – Martin O’Neill – martin.oneill@n-somerset.gov.uk or 01275 884441

3 **LESSEE:** Weston-super-Mare Town Council,  
Grove House, Grove Park  
Weston-super-Mare  
BS23 2QJ

Contact - Malcolm Nicholson - 01934 632567 or [malcolm.nicholson@wsm-tc.gov.uk](mailto:malcolm.nicholson@wsm-tc.gov.uk)

4 **LEASE TERM:** Lease for a fixed term of 35 years from and including ~~1<sup>st</sup> April~~  
2024 or such earlier date as is agreed (the Commencement Date).

5 **RENT/FEE:** One peppercorn (if demanded) p/a

6 **RENT/FEE DEPOSIT:** Not applicable

7 **USER CLAUSE:** The Lessee is permitted to manage the Quarry as a community asset for the local area and shall have regard to the Placemaking Strategy of North Somerset Council. In particular:

- a. Community Uses including (without prejudice to the generality of the foregoing) Visual and Performing Arts and Crafts, Culture and Heritage, formal and informal Education, promotion of Health & Wellbeing; in addition to
- b. Town Council and Business uses including workspace, artist studios, storage, meeting and co-working spaces; and uses ancillary to the above including a café, retail, outreach and visitor facilities

8 **ALIENATION:**

- a Assignment of the Lease will not be permitted.
- b Subletting of parts of the Property will be permitted subject to similar user clauses being imposed on any sub-lessee and subject to sub-leases being contracted out of the Landlord & Tenant Act 1954.
- c Individual units, studios and workspaces and outdoor spaces may be licensed or hired out on a temporary basis provided that no permanent rights of occupation are allowed to be created without prior landlord consent.
- d Landlord’s consent to sub-let the main building with the Café and Art Studios will be granted subject to approval of the tenant’s specific proposals and full disclosure of

the terms of the sub-letting, including a plan to identify the property to be sub-let.

- 9 **OPENING HOURS:** The Lessee may determine opening hours subject only to any statutory restrictions.
- 10 **LEGAL COSTS:** Both parties are responsible for their own legal and other professional costs incurred in the letting and occupation of the Property.
- 11 **NATIONAL NON-DOMESTIC RATES:** Payable directly by the Lessee
- 12 **OTHER COSTS:** The Lessee is responsible for all other occupancy costs (except as in 15 below)
- 13 **INSURANCE:** The Lessee to be responsible for all insurance costs e.g. Buildings, Public Liability etc (except as in 15 below)
- 14 **ALTERATIONS:** The Lessee will be permitted to make alterations or additions to the Property with the prior written approval (not to be unreasonably withheld) of the Landlord.
- 15 **MAINTENANCE AND REPAIR:** The Lessee to have full responsibility for all maintenance and repair of the Property including the land and buildings of the Quarry, keeping them in no less good a state of repair than at the date of commencement of the lease (excluding the rock face and outer perimeter boundary).

The Landowner will carry out annual inspections of and be responsible for (including insurance of) safety and maintenance of the rock face and maintenance of the secure safety fencing around the top perimeter of the Quarry.

The lessee should seek to ensure that long-term development of the site demonstrably contributes to meeting a target of zero-carbon operation

- 16 **CONTRACTING OUT:** The Lease will be contracted out of the 1954 Landlord and Tenant Act. Agreements between the Lessee and sublessees will also be contracted out of the Act
- 17 **LANDOWNERS SOLICITORS:** T.B.A.
- 18 **LESSEES SOLICITORS:** Wards Solicitors, 37 Boulevard, Weston-super-Mare, BS23 1PE

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BS23 2QJ

Contact - Malcolm Nicholson - 01934 632567 or [malcolm.nicholson@wsm-tc.gov.uk](mailto:malcolm.nicholson@wsm-tc.gov.uk)

4 **LEASE TERM:** Lease for a fixed term of 35 years from and including ~~1<sup>st</sup> April~~  
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5 **RENT/FEE:** One peppercorn (if demanded) p/a

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- 18 **LESSEES SOLICITORS:** Wards Solicitors, 37 Boulevard, Weston-super-Mare, BS23 1PE

## POLICY AND FINANCE COMMITTEE – 11<sup>th</sup> DECEMBER 2023

### REVIEW OF SOCIAL VALUE REQUIREMENTS IN PROCUREMENT REPORT OF THE TOWN CLERK

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#### Introduction

1. The Town Council has been informally considering social value without a policy for a number of years, for example the decision to involve volunteers in Weston Museum, and to open it free admission and to run social and learning activities. In 2021 at the initiative of councillors the Council resolved to introduce a Social Value Policy and include this element in all council procurement.

2. Social value is defined through the Public Services (Social Value) Act 2012 and looks beyond the financial cost of a contract and consider how the services they commission and procure might improve the economic, social and environmental well-being of an area. This is reflected in the Town Council Strategy. The metrics used to measure social value will differ from project to project but considerations can include eg:

- Community pride
- Reduction in crime
- Increase in social media engagement
- Procurement Locally from SMEs
- Increased visitor numbers
- Time saved
- Distance travelled
- Increased sense of safety
- Number of community partners supported/involved

#### Procurement

3. On adopting a formal policy the Town Council agreed to have regards to social value within its procurement procedures, considering Price, Quality and Social Value in its decision making, with a scoring matrix to support this. In accordance with this, changes were made to the Procurement Guide and approved in February 2022.

4. In its own strategy (2020 – 2030) the Council agreed themed Pillars being:

- **Weston View** – Measures to promote and better present the Town.
- **Cleaner and Greener** – Measures to improve the local environment.
- **Healthier and Happier** – Measures to promote the health and wellbeing of local residents.
- **A Bright Future** – Measures to support and enhance the local economy.

- **Heritage, Arts and Culture**– Measures to ensure that Weston super Mare thrives as a vibrant place for arts and culture

The Council then applied these to its procurement policy and required businesses quoting for **all** contracts over £20,000 to fill in how they will benefit the economic, social and environmental well being within **each** of the 5 pillars as follows:

<b>Town Council Strategy Theme</b>	<b>Measurement</b>	<b>Description</b>	<b>Scoring Requirement</b>
Weston View	<b>Social</b>	Through this Theme the council is aiming to create, healthier and a more resilient community	Interested parties must be able to demonstrate and provided detail via an impact statement of how their company has had regard for the local community within their tender documentation.
Cleaner and Greener	<b>Environmental</b>	Through this Theme the council is focused on decarbonisation and safeguarding the planet.	Interested parties will be required to provide an environmental impact statement as part of the tender process to demonstrate regard to the environment within the works required.
A Bright Future	<b>Growth</b>	This Theme supports the growth of responsible regional business via local jobs or utilising local skills and employment.	The council will have regard for the local economy. Companies will be required to provide detail of how they have regard for local growth in the tender documents: companies that are able to demonstrate meeting this criteria will be preferred (subject to meeting all other criteria and cost comparison is competitive – this will be at the councils discretion) <b>Interested parties <u>must</u> be able to demonstrate paying the RLW to staff they employ.</b>
Heritage, Arts and Culture (HAC)	<b>Innovation</b>	This Theme looks to support the towns Heritage, Arts and Culture where relevant.	Depending on specifics within the tender, where relevant the Council will require an impact statement from interested

			parties which demonstrates regard to HAC and the positive impact their services will bring to this within the town.
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**Difficulties experienced in procurement**

5. Unfortunately it appears that the social value element is causing difficulties in practice for local businesses particularly small and medium enterprises (SMEs). While large companies, particularly those who deal regularly with principal councils, have the staff and resources to fully answer questionnaires about social value, small local businesses tend to be baffled by questions for example about crime reduction , heritage arts and culture or community engagement.

6. As a result there have been cases where small local businesses which the council has used in the past and which have offered good value and local employment have missed out on contracts in favour of larger companies that can answer the social value questions.

7. Moreover, social value questions are very hard to respond to for some types of contracts, eg for professional services. For example, the council recently procured a quantity surveyor on a call off contract. How can a quantity surveyor contracted on a call off basis to price building projects show how they will support the ‘growth of the local economy’, or ‘have regard for the local community’? Finally the rather general questions as adopted are difficult for the procuring committee or officer to measure and score objectively.

9. While Social Value is extensively used by county and district councils they have much bigger contracts and specialist procurement departments to manage the process. I have made enquiries on the town clerks’ network and have not been able to identify any town or large parish councils who use social value as a scored metric in their procurement.

10. At its meeting in August the Policy and Finance Committee agreed to amend the Council’s Procurement Guide subject to approval of amendments by the Working Party. I felt it right to bring the matter back to Policy and Finance Committee on 16th October. However this prompted considerable debate with some members challenging the principle of a Social Value Policy and the matter was therefore deferred to the December committee meeting.

**Consideration at E&G Working Party**

11. The Expenditure and Governance Working Party on 28<sup>th</sup> September considered a number of possible solutions including:

- Increasing the threshold for procurements for which scored social value responses are required from the current very low £20,000
- Limiting social value elements to contracts for works and large scale services
- Limiting the social value questions so that the procuring committee or officer can choose which of the questions they wish to address

- Simplifying the questions for SMEs by making them much more specific

To be clear, the council's requirement for contractors to pay the Real Living Wage to their employed staff is a full Council resolution and will remain unchanged.

12. Following some research as to what small businesses could cope with I produced Appendix A containing some specific questions which may be easier for small local businesses to answer. I split them into economic, social and environmental wellbeing headings as per the Social Value Act 2012. Different questions will be relevant for each type and size of contract, but being specific should make them easier for small local companies. I suggested that the procuring officer or committee pick at least one from each of the three headings for each contract, more for large contracts.

13. At E&G members agreed that they would like to see contracts going to local businesses but debated the proposals. Some members felt that a threshold of £65,000 was too high and it should remain at £20,000. I explained that £65,000 was the point at which tenders were required but agreed that this was the very highest he thought would be reasonable but suggested a modest change from £20,000 to £25,000 which was the point at which opportunities had to be advertised on the Government Contracts Finder website.

14. The policy is lawful under the Social Value Act 2012 and I categorised the questions recommended in appendix A in accordance with that Act. Following further debate the Working Party recommended to Policy and Finance Committee as below

**Recommendation:**

1. Contractors continue to be required to pay the Real Living Wage as a minimum to all people working on all council contracts.
2. The threshold for other social value questions be increased to contracts with a value of £25,000 (from £20,000).
3. Appendix A be adopted as the questions with questions 1, 8 and 15 as mandatory questions to be asked with other questions at the discretion by the procuring committee or officer.
4. The council's Procurement Guide be amended accordingly.

Malcolm L Nicholson LL.B (Hons) DMS PSLCC  
Town Clerk  
18<sup>th</sup> September 2023

**Appendix A – Social Value Questions for Contracts**

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

contract, more for large contracts. (The Real Living Wage question will always be asked.)

### **Supporting the Local Economy**

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

### **Support Community Wellbeing**

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

### **Moving towards a sustainable Environment**

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

**Policy and Finance December 2023**  
**Communication and Marketing Report**  
**Report of the Communications and Marketing Officer**

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1. This report provides an update on the use of Twitter for Weston Town Council.
2. The Communications and Marketing Officer has been researching the recent changes to Twitter since Elon Musk's rebranding of Twitter as "X".
3. The shift is part of Elon Musk's attempt to turn X into an app that is seen as an "everything" platform that allows users to do things like banking, e-commerce, and expanded social media features<sup>1</sup>. The conversations on the platform feel more toxic as the restrictions have been lifted. The Town council has experienced issues for Weston Museum recently which spilled over onto the Town Council twitter feed since the restrictions have been lifted. Any repose often escalates quickly. Unlike other social media platforms, you have no control in terms of deleting comments or turning comments off. This can create reputational damage with the 'right to reply' being challenging.
4. We have 1,824 Followers <https://twitter.com/WsMTC>
5. Members will find below a 'For and against' to help decide if we should leave the platform.

**For Staying on Twitter:**

1. Community Engagement: Twitter provides a platform to actively engage with the local community, share updates, and respond to their concerns and inquiries.
2. Transparency: Being on Twitter can enhance transparency by sharing important council decisions, meeting schedules, and updates on local projects.
3. Promoting Local Events: Twitter is an effective tool for promoting local events, festivals, and activities, which can boost community participation.
4. Feedback Collection: It provides a space to collect feedback from residents, allowing the council to understand their concerns and preferences.
5. Crisis Communication: Twitter can serve as a vital communication channel during emergencies, providing essential information to the public.

**Against Staying on Twitter:**

1. Negative Feedback: Twitter can be a platform for negative feedback, criticism, and public disputes, which can be challenging to manage.
2. Time and Resource Intensive: Maintaining an active Twitter presence requires time and resources for content creation, engagement, and moderation.
3. Misinformation: Twitter can be a breeding ground for misinformation, which can harm the council's reputation if not addressed promptly.
4. Limited Character Limit: The character limit on Twitter may constrain the council's ability to provide comprehensive information.
6. Trolling and Harassment: The council do encounter trolls and online harassment, necessitating moderation and crisis management.
7. Legal Risks Posting on Twitter without considering legal implications, like defamation or copyright issues, can lead to legal problems.
8. Algorithm Changes: Changes in Twitter's algorithms can affect the visibility of the council's tweets, potentially reducing the reach of their messages.
9. Audience Expectations: Maintaining a consistent and engaging presence can be challenging, and residents may have high expectations for timely responses. This was a problem for us at the last election when the public were told the results were coming from us by North Somerset Council and we didn't have the staff setup to deliver the results in a timey way.

**Members are requested to:**

1. Review the information and come to a decision on if we should come off the twitter platform.

**Becky Walsh**

Communications and Marketing Officer

Drafted 30<sup>th</sup> October 2023

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<sup>1</sup> <https://www.forbes.com/sites/garydrenik/2023/09/08/unveiling-x-the-implications-of-twitters-bold-rebranding-move/?sh=23f4a94d2ff2>



**Policy and Finance Committee 18<sup>th</sup> December 2023**  
**Town Council Charges 2024/2025**  
**Report of the Deputy Town Clerk**

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Town Council charges for the year 2024/2025 are attached for members consideration and approval. As a rule, 10% has been added and then rounded for ease of application with only a few charge areas (cemetery / waterpark) where charges have remained the same due to the in-depth review last year.

Blakehay Theatre

The Blakehay Theatre is undergoing a full review via the Expenditure and Governance Working Party and as such charges for 2024/2025 will remain the same until the review is concluded. A further report following the review will bring back any changes to charges as necessary within the next financial year.

Ability to action flexible charges (controlled)

The current charging policy gives discretion to the Town Clerk and RFO to award up to 25% discount to any charges approved by the Policy and Finance Committee.

Notwithstanding this policy, it is recognised that for services such as tourism, museum and Blakehay, there is need to have a more flexible charging approach on occasion to meet business need. This will be considered on a case by case basis and will not be applied as routine. The aim is to be able to make business decisions around repeat business opportunity, maximise growth (i.e. repeat and new hire), alongside secondary spend and an increase in services users numbers.

It is therefore suggested, that operational managers in the first instance discuss any need for flexible charging with the Assistant Town Clerk (operational Services) who is the senior lead across charging departments, to ensure business risk and a robust reason to apply a flexible charge has been fully considered. On this basis, the proposal will then go to the Town Clerk or RFO to grant permission to do so. All requests for flexible charging will be reported to Policy and Finance Committee subsequently in the same way that the 25% is applied.

Controlled flexible charging would be applied for a trial period of one year, and will be subject to evaluation before the charges are set annually for future years implementation.

**Members are requested to:**

1. Approve the charging schedules for 2024/2025
2. Approve the use of flexible charging for the year 2024/2025

**Sarah Pearce**

Deputy Town Clerk/ Responsible Financial Officer

Drafted 11/12/2023

**Policy & Finance Committee 18th December 2023 PENDING APPROVAL**

**Weston-super-Mare Town DRAFT Council Charges for the year 2024 / 2025**

	2023 / 2024 Proposed Charges (@2.% CPI increase except where complete review has taken place ( all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2023 / 2024 Proposed Charges (@2. % CPI increase except where complete review has taken place ( all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2024 / 2025 Proposed Charges (@10.% CPI increase except where complete review has taken place ( all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2024 / 2025 Proposed Charges (@10. % CPI increase except where complete review has taken place ( all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
TOWN COUNCIL FACILITY	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
<b>Allotments</b>				
Full size plot (one year notice required to raise charges)				
<b>Milton Road Cemetery- Burial Fees (see Finance Office for VAT )</b>				
	<b>TBC - as per Allotment Agreement 07.12.16 set by Club Cost compared to other providers in the area and adjusted accordingly</b>	<b>TBC - as per Allotment Agreement 07.12.16 set by Club Cost compared to other providers in the area in 2022 and adjusted accordingly</b>		
	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
<b>Internment Fees</b>				
Child < 5 Years				
Child 5 - 16 years	280	560	£ 308	£ 616
Adult 16 + years (single depth)	800	1,600	£ 880	£ 1,760
Adult (double depth)	950	1,900	£ 1,045	£ 2,090
Adult ( triple depth)	none available	none available		
Use of cemetery Chapel - internment in Cemetery	55	110	£ 61	£ 121
Use of cemetery Chapel - internment elsewhere	75	150	£ 83	£ 165
<b>Exclusive right to Burial</b>				
Child	270	540	£ 297	£ 594
Adult	990	1,980	£ 1,089	£ 2,178
Ex-common graves (as per P&F resolution 15.06.15 charged at 75% of normal charge) to single depth only	750	1,500	£ 825	£ 1,650
<b>Cremated Remains</b>				
Child < 5 years				
Child 5 - 16 years	185.00	370	£ 204	£ 407
Adult 16 + years	150	300	£ 165	£ 330
Internment of Ashes (without casket Adult)	100	200	£ 110	£ 220
<b>Cemetery Memorials (Historically only charged single fee)</b>				
Flat Stone	200	400	£ 220	£ 440
Headstone	200	400	£ 220	£ 440

**Policy & Finance Committee 18th December 2023 PENDING APPROVAL**

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<b>TOWN COUNCIL FACILITY</b>				
Vase	85	170	£ 94	£ 187
2nd Inscription	75	150	£ 75	£ 150
Kerb Set	200	400	£ 220	£ 440
Tablet & Plaque (Desk style for use in Cremated Remains plot (not Mem Garden) only)	190	380	£ 209	£ 418
<i>Cremated Remains Plots - within Cemetery (not Memorial Garden)</i>				
Exclusive right to burial in a cremated remains plot (80 years) Plot only from 01.04.19	630	1,260	£ 693	£ 1,386
Plots for cremated remains are available at various sections throughout the cemetery	650	1,300	£ 715	£ 1,430
<i>Cremated Remains Plots - Memorial Garden only</i>				
Memorial Garden plot Package (Inc. VAT) All deeds now 80 Years from 01.04.19	1,320	2,640	£ 1,520	£ 3,040
<i>Children's Memorial Garden (new facilities available)</i>				
Memorial Garden Plot (Private plot for ashes etc.)	80.00	160	£ 88	£ 176
Memorial Garden Plot small coffin (under 5)	385.00	770	£ 424	£ 847
Scattering of Ashes (child up to age of 16yrs)	50	100	£ 50	£ 100
Name Plaque on Memorial wall	TBC	TBC	TBC	TBC
<i>Miscellaneous Charges</i>				
Transfer of Ownership of Grave	80	80	£ 88	£ 88
For a copy of deed Grant	30	30	£ 33	£ 33
Register Search	50	50	£ 55	£ 55
Copy of Register Entry	30	30	£ 33	£ 33
Exhumations	cost +10%	cost + 10%	cost +10%	cost + 10%
Permission for Everlasting Candles	10	10	£ 11	£ 11
Memorial Benches	930	930	£ 1,023	£ 1,023
Extra letters for Memorial inscriptions	2	2	£ 2	£ 2
<b>Memorial Trees (Methodology of spend approved P &amp; F 20.02.17)</b>				
Purchase of Tree plus 50% town council charge Plus £25 for Ground Preparation fee , Plus cost of Plaque				
<b>Waterpark (fees shown include VAT - chargeable)</b>				
Admission Fee - Child aged 1 - 16 years (Hours between 9:30am - 5.00pm - 7 days per week)	£ 3.00	£ 3.00	£ 3	£ 3
Seasonal charge to be applied ( 19th April 19 (Good Friday) - 1st September 19 (Sunday) (new term date NSC)				
<b>Tourism Charges (fees shown are exclusive of VAT- chargeable)</b>				
<b>Website Packages</b>				
Bronze	£ 165.00		£ 180	
Silver	£ 275.00		£ 300	
Gold	£ 385.00		£ 420	

**Policy & Finance Committee 18th December 2023 PENDING APPROVAL**

**Weston-super-Mare Town DRAFT Council Charges for the year 2024 / 2025**

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<b>TOWN COUNCIL FACILITY</b>				
Platinum	£ 550.00		£ 600	
Special Offer Food and Beverage			£ 99	
Special Offer Year 1			£ 99	
<b>3 Month Seasonal Package</b>				
Home Page Hero Banner ( at top of page & whole width)	£ 231.00		£ 250	
We recommend Banner	£ 165.00		£ 180	
Section Banner ( small at bottom of page)	£ 82.50		£ 90	
<b>Museum (fees show VAT added -except Learning &amp; Education charges which are exempt)</b>				
<b>Room Hire</b>				
<b>Learning Space ROOM HIRE (inclusive of VAT)</b>				
Room hire - 1 hour (day) *	£ 33.00		£ 30	
Room hire - 1 hour (eve)*	£ 39.60		£ 35	
<b>Upstairs Function Suite</b>				
Room hire - 1 hour (day) *	£ 44.00		£ 25	
Room hire - 1 hour (eve)*	£ 49.50		£ 30	
<b>Courtyard - Evening Hire only</b>				
(Access to the Galleries is available upon request - please not there maybe and additional charge for this- at the desecration of the Museum Manager)				
<b>COURTYARD HIRE (plus VAT)</b>				
Room hire - 1 hour (eve)		Price on asking		Price on asking
<b>Function Charges</b>				
<b>Children's Party Package</b>				
1 Activity		Price on asking		Price on asking
Room Hire Charge for 2 x hours		Price on asking		Price on asking
Catering as per catering menu chosen		Price on asking		Price on asking
note: Adult supervision is required.				
<b>Function packages can be tailored to request</b>				
(prices as oer room hire and current café prices to included overhead charge where applicable)				
Conference delegate packages		Price on Asking		Price on Asking
Training Packages				

**Policy & Finance Committee 18th December 2023 PENDING APPROVAL**

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<b>TOWN COUNCIL FACILITY</b>				
Community Groups				
Private Parties				
Live Music				
<b>Wedding Packages</b>				
(Prices will be tailored on asking)				
(minimum charge £2,000 for exclusive use of museum)				
Offers and prices available for:				
Catering				
Bar requirements				
Dressing of room (Chair covers, feature items)				
<b>Café Refreshments Packages - only available with hourly hires above* (Inc. VAT)</b>				
Air pot for hot refreshments to include tea and Coffee will serve up tp 10 people	£	13.75		Price on Asking
<b>Drinks Package - Room Hire not included (min 20 people - max 80 people)</b>	£	6.05		Price on Asking
Price per person to include: £5.50 per person				
1 x drink (house wine / juice) on arrival				
Nibbles (crisp / nuts olives)				
Biscuit selection (based on 10 people) £5	£	5.50		Price on Asking
Pastry Selection 85p per person - available on request	£	0.94		Price on Asking
Fruit Selection 85p per person - available on request	£	0.94		Price on Asking
<b>Finger Buffet &amp; Drinks Package - Room Hire not included</b>		Price on application		Price on application
Costs available upon request				
Additional charged at normal bar rates.				
<b>Education Charges</b>				
Short session ( x 1)	£	55.00	£	60
Small Group (SEN) 1 x session	£	49.50	£	55
Half Day Session	£	99.00	£	110
Double Session	£	154.00	£	170
Triple Session (full day to cover 3 x classes of 30 with group introduction each session approx. 1 hr duration)				

**Policy & Finance Committee 18th December 2023 PENDING APPROVAL**

**Weston-super-Mare Town DRAFT Council Charges for the year 2024 / 2025**

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<b>TOWN COUNCIL FACILITY</b>				
Twilight session per child	£ 6.05		£ 7	
Home School Education session per child	£ 5.50		£ 6	
Home School Education additional child per session	£ 5.50		£ 6	
Rusty Club - Child	£ 5.50		£ 6	
Rusty Club 6 month advance payment	£ 27.50		£ 30	
Handling Box or similar resource hire on tailored topic (for 2 week hire)	£ 40.00		£ 45	
Introductory topic talks or assembly	£ 44.00		£ 48	
Class Museum (school Lead projects)	£ 55.00		£ 60	
Sessions for more than 100 pupils (small schools i.e. )	£ 220.00		£ 240	
Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)	£ 22.00		£ 25	
Out Of WSM - Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)	£ 44.00		£ 48	
Teacher Inset training sessions	£ 27.50		£ 30	
Heritage Workshops (Adult) per person tailored session.	£ 38.50		£ 40	
Any Session held at an alternative location i.e. YMCA will have the same charge applied as above plus the hire fee of the location.				
<b>Craft Events</b>				
Children's workshop ( After School Event per child) (minimum)	£ 5.50		£ 6	
History Week Craft session per Child (minimum)	£ 6.60		£ 7	
School Holiday craft sessions per child (minimum)	£ 6.60		£ 7	
<b>Exhibition Hire - Courtyard</b>				
<b>Hire Charge T &amp; C apply</b>				
Courtyard Exhibition (on display boards) - 7 day hire including get in set up and removal	£ 385.00		Charge removed	
Courtyard Exhibition (on display boards) - 14 day hire including get in set up and removal			£ 400	
Exclusive use of learning space for exhibition - 7 day hire inclusive	£ 550.00		£ 600	
Upstairs Function Suite (non exclusive display use)		Price on asking		Price on asking
<b>Town Clerk &amp; RFO Discretion on Charges</b>				
Town Clerk & Deputy Town Clerk / RFO discretion on approval of charges not included within above when required (within 25% maximum of approved charges) With Notification given to the Chairman of P & F Committee				
Any request for a discount on charges stated above will be received in writing from the service manager to the RFO (or Clerk) for approval to be granted.				
Records will be kept of approved charges by the RFO / Town Clerk and will be reported to P & F Committee as & when given.				

**Blakehay Theatre Proposed Charges 2023-2024**

NEW CODES	ROOM ONLY RATES	TIME	All - VAT (Net)	Price including VAT	Notes
AP23MH4H	Main House Room Only	Per hour - up to 4 hours	£85.00	£102.00	Must be consecutive
AP23MH5H	Main House Room Only	Per Hour - 5 hours or more maximum of 12	£80.00	£96.00	Must be consecutive
AP23MH6S	Main House Show	Per Hour - Up to 6 hours with Tech equipment & PRS & Box office	£125.00	£150.00	1 x performance only (no operating tech)
AP23MH7S	Main House Show	Per Hour - 7 hours to a max of 12 with Tech equipment & PRS & Box Office	£120.00	£144.00	maximum 2 performances per day (no operating tech)
AP23ST4H	Whole Studio	Per hour - up to 4 hours	£70.00	£84.00	Must be consecutive
AP23ST5H	Whole Studio	Per Hour - 5 hours or more maximum of 12	£65.00	£78.00	Must be consecutive
AP23ST6S	Studio Theatre Show	Per Hour - Up to 6 hours with Tech equipment & PRS & Box office	£95.00	£114.00	1 x performance only (no operating tech)
AP23ST7S	Studio Theatre Show	Per Hour - 7 hours to a max of 12 with Tech equipment & PRS & Box Office	£90.00	£108.00	maximum 2 performances per day (no operating tech)
AP23STC	Studio Theatre Cinema	Per Hour - Up to 3 hours with Tech equipment & Box office	£60.00	£72.00	1 x showing only and with an operating tech
AP23S14H	Studio 1	Per hour - up to 4 hours	£45.00	£54.00	Must be consecutive
AP23S15H	Studio 1	Per Hour - 5 hours or more maximum of 12	£40.00	£48.00	Must be consecutive
AP23S24H	Studio 2	Per hour - up to 4 hours	£40.00	£48.00	Must be consecutive
AP23S25H	Studio 2	Per Hour - 5 hours or more maximum of 12	£35.00	£42.00	Must be consecutive
AP23SC1	Studio Classes	Per Hour - Maximum of 2 hours	£16.50	£19.80	Must be public classes
<b>ADDITIONAL CHARGES - Extra Dressing Rooms</b>					
AP23ST4D	Whole Studio	Per hour - up to 4 hours	£40.00	£48.00	Must be consecutive and only for additional dressing room space
AP23ST5D	Whole Studio	Per Hour - 5 hours or more maximum of 12	£35.00	£42.00	Must be consecutive and only for additional dressing room space
<b>ADDITIONAL CHARGES</b>					
AP23OPTEC	Operating Technician	Per Hour	£30.00	£36.00	Minimum of 4 hours and per operating Technician
AP23OVER	Overtime charge	Per Hour	£35.00	£42.00	Minimum of an hour after 15 minutes of leaway (all rooms)
AP23PRES	Pre get in set up	Set	£250.00	£300.00	
AP23POSTS	Post show sort	Set	£250.00	£300.00	
AP23MTECH	Extra Tech Meetings	per hour	£20.00	£24.00	1 hour tech meeting included in hire
AP23MOFFTE	Tech Meeting Off site	per Hour	£25.00	£30.00	Minimum of 2 hours
AP23PYRO	Use of Pyrotechnics	Set	£35.00	£42.00	
AP23HKEX	Post show additional cleaning	Set	£65.00	£78.00	If not left in a reasonable state
AP23BOALT	Alterations to Tickets after they are live (incl cancellation and Postponing)	Per Change (each time)	£45.00	£54.00	
AP23EVBO	External Venue Box Office Charge	Set	£350.00	£420.00	
AP23WSR	Weekly Event Run Summary Ticket reports	Per Week	£2.25	£2.70	Per report
AP23MIMAGE	Digital Imagary	Set	£75.00	£90.00	If unable to give us what is required for Tickets and Online marketing
AP23MDM	Direct Marketing	Set (once out)	£25.00	£30.00	A direct marketing to our online database about the show
AP23MSMC	Social media Campaign	Set	£75.00	£90.00	Working with our marketing co-ordinator for 4 x extra social media launches



# Weston super Mare Town Council



## Draft Annual Budget 2024/2025

## Weston-super-Mare Town Council

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### Budget 2024 / 2025

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## Allotments

<b>Committee</b>		Community Services		Current Year 1			Year 2	
<b>Department</b>		Grounds		2023-2024			Future Year Projection	
<b>Cost Centre</b>		403					2024-2025	
<b>Code</b>	<b>Expenditure heading</b>	<b>Budget 2023</b>	<b>Budget @ 2024</b>	<b>Budget @ Month 7</b>	<b>Year End prediction</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	<b>% Increase</b>
#	Utilities - Heat & Light	3,000		357	612	3,000		
4108	Maintenance *	1,444	-	54	1,000	1,489		3.1%
6000	Central Serv Sals Recharge	1,738		903	1,637	1,161		
6005	Central Serv Overhead Recharge	488		265	410	190		
6007	HQ Recharge	1,107		138	340	190		
6010	Grounds Sals Recharge	21,628		11,129	#	12,828		
6015	Grounds Overhead Recharge	5,295		2,250	3,807	3,197		
6030	Ops Serv Sals Recharge	623		327	597	-		
6035	Ops Serv Overhead Recharge	75		81	38	-		
<b>Total Expenditure</b>		<b>35,399</b>		<b>15,396</b>	<b>28,412</b>	<b>22,055</b>		<b>0</b>
	1100 Misc Income	400		-	400	400		
<b>Total Income</b>		<b>400</b>		<b>-</b>	<b>400</b>	<b>400</b>		<b>-</b>
<b>Total Net Costs</b>		<b>34,999</b>		<b>15,396</b>	<b>28,012</b>	<b>21,655</b>		<b>0</b>

\* Misc fencing £800 and general £500

**Blakehay Theatre**

Committee HAC  
 Department Operational Services  
 Cost Centre 120-125

Current Year 1  
2023-2024

Year 2  
Future Year Projection  
2024-2025

Code	Expenditure heading	Budget 2023	2024	Budget @ Month 7	Year End prediction	Budget 2024	2025	% Increase
<b>Blakehay Auditorium 121</b>								
4000	Staffing Costs	47,725	28,331	28,331	42,497	38,343		
4039	Advertising and Marketing	3,500	1,562	1,562	2,678	2,500		
4224	PRS	1,000	-	-	1,000	1,000		
	<b>Expenditure Total</b>	<b>52,225</b>	<b>29,893</b>	<b>29,893</b>	<b>46,174</b>	<b>41,843</b>		<b>-</b>
1090	Bookings	38,089	15,990	15,990	27,411	35,000		
1013	Annual Membership	-	-	-	-	-		
	<b>Income Total</b>	<b>38,089</b>	<b>15,990</b>	<b>15,990</b>	<b>27,411</b>	<b>35,000</b>		
	<b>Auditorium Net Total</b>	<b>14,136</b>	<b>13,903</b>	<b>13,903</b>	<b>18,763</b>	<b>6,843</b>		
<b>Blakehay Studio 122</b>								
4141	Evening Classes	551	125	125	214	300		
	<b>Expenditure Total</b>	<b>551</b>	<b>125</b>	<b>125</b>	<b>214</b>	<b>300</b>		
1090	Bookings	6,621	4,043	4,043	6,931	8,000		
1015	Internal Bookings (Council)	-	-	-	-	-		
1014	Evening Classes	660	175	175	300	600		
	<b>Income Total</b>	<b>7,281</b>	<b>4,218</b>	<b>4,218</b>	<b>7,231</b>	<b>8,600</b>		
	<b>Studio Net Total</b>	<b>- 6,730</b>	<b>- 4,093</b>	<b>- 4,093</b>	<b>- 7,017</b>	<b>- 8,300</b>		
<b>Blakehay Bar 123</b>								
4000	Staffing Costs	20,967	11,300	11,300	16,950	12,433		
4031	Equipment rental	528	368	368	631	650		
4405	Bar Stock	7,000	2,755	2,755	4,723	7,000		
	<b>Expenditure Total</b>	<b>28,495</b>	<b>14,423</b>	<b>14,423</b>	<b>22,304</b>	<b>20,083</b>		
	<b>1015 Internal bookings Council</b>		1,554	1,554	2,664	1,000		
1193	Events Hire	1,000	125.00	125.00	214	500		
1194	Bar Income	15,000	6,165	6,165	16,000	20,000		
	<b>Income Total</b>	<b>- 16,000</b>	<b>7,844</b>	<b>7,844</b>	<b>18,878</b>	<b>21,500</b>		
	<b>Bar Net Total</b>	<b>12,495</b>	<b>6,579</b>	<b>6,579</b>	<b>3,425</b>	<b>- 1,417</b>		
<b>Blakehay Live Shows 125</b>								
4000	Staffing Costs	-	-	-	-	12,433		
4016	Show costs	24,000	3,750	3,750	24,000.00	24,000		
4039	Advertising	3,500	1,278	1,278	2,191	2,500		
	<b>Expenditure Total</b>	<b>27,500</b>	<b>5,028</b>	<b>5,028</b>	<b>26,191</b>	<b>38,933</b>		
1106	Events Income	48,000	5,526	5,526	9,473	30,000		3.1%
	<b>Income Total</b>	<b>48,000</b>	<b>5,526</b>	<b>5,526</b>	<b>9,473</b>	<b>30,000</b>		
	<b>Bar Net Total</b>	<b>- 20,500</b>	<b>- 498</b>	<b>- 498</b>	<b>16,718</b>	<b>8,933</b>		
<b>Blakehay Central Costs</b>								
4000	Staffing costs	68,254	45,004	45,004	67,506	72,161		
4013	Training	1,050	181	181	310	1,050		
4014	PPE	500	306	306	500	500		
4019	Website	500	-	-	-	250		
4030	Equipment Purchase*	5,000	2,270	2,270	4,000	5,000		

4031 Equipment Rentals	139	141	242	416	
4034 Equipment Repairs	2,000	677	1,161	2,000	
4035 Telephone	1,344	964	1,653	1,730	
4036 Stationery	500	67	115	250	
4043 Ink Cartridges/Printing	350	121	207	250	
4044 Insurance	10,363	9,334	9,334	7,900	
4102 NNDR	3,226	2,202	3,775	3,226	
4104 Utilities Water	624	337	578	624	
4105 Utilities Heat & Light	21,017	10,458	17,928	22,068	5.0%
4107 IT Support & Upgrade	3,500	2,312	2,312	2,916	
4109 Alarm System	641	28	650	756	
4110 Cleaning (Contractors)	19,766	11,367	19,486	19,486	
4111 Window Cleaning	308	75	129	150	
4114 Refuse removal	2,029	1,519	2,604	2,700	
4131 Licenses (alcohol & ofcom)	1,200	319	1,200	1,200	
4136 Card Machine Charges	450	268	459	487	
<b>Expenditure Total</b>	<b>142,761</b>	<b>87,950</b>	<b>134,148</b>	<b>145,119</b>	
1100 Misc Income ( Grant award)				-	3.1%
1105 Box Office Income	4,000	3,727	6,389	4,124	3.1%
<b>Income Total</b>	<b>4,000</b>	<b>3,727</b>	<b>6,389</b>	<b>4,124</b>	
6000 Central Serv Sals Recharge	21,051	10,919	19,823	38,474	
6005 Central Serv Overhead Recharge	5,913	3,209	4,966	6,309	
6007 HQ Recharge	4,159	1,373	3,361	6,290	
6010 Grounds Sals Recharge	7,482	3,849	6,908	6,261	
6015 Grounds Overhead Recharge	1,831	777	1,317	1,560	
6030 Ops Serv Sals Recharge	17,700	9,295	16,968	27,672	
6035 Ops Serv Overhead Recharge	2,140	2,295	1,071	3,125	
<b>Total Recharges</b>	<b>60,276</b>	<b>31,717</b>	<b>54,415</b>	<b>89,692</b>	
<b>Total Expenditure</b>	<b>311,808</b>	<b>169,136</b>	<b>283,446</b>	<b>335,970</b>	
<b>Total Income</b>	<b>113,370</b>	<b>37,305</b>	<b>69,383</b>	<b>99,224</b>	
<b>Total Net Costs</b>	<b>198,438</b>	<b>131,831</b>	<b>214,063</b>	<b>236,746</b>	

\* £2100 sound drapes in auditorium plus Misc Provision.

**Capital Projects**

<b>Committee</b>	Policy and Finance	<b>Current Year 1</b>			<b>Year 2</b>	
<b>Department</b>	Central Services	2023-2024			Future Year Projection	
<b>Cost Centre</b>	199	2023-2024			2024-2025	
<b>Code</b>	<b>Expenditure heading</b>	<b>Budget 2023</b>	<b>Budget @ Month 7</b>	<b>Year End prediction</b>	<b>Budget 2024</b>	<b>% Increase</b>
	Capital Provision - HQ Purchase	145,000	145,000	145,000	200,000	
	New Website	-			-	
<b>Total Expenditure</b>		<b>145,000</b>	<b>145,000</b>	<b>145,000</b>	<b>200,000</b>	
	1100 PWLB Received					
<b>Total Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Net Costs</b>		<b>145,000</b>	<b>145,000</b>	<b>145,000</b>	<b>200,000</b>	

\*

Parks &amp; Play Areas £200K

**Civic**

**Committee** Civic Consultation / Policy & Finance  
**Department** Central Services  
**Cost Centre** 107

Current Year 1

2023-2024

**Year 2**  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Budget 2023 2024	Budget @ Month 7	Year End prediction	Budget 2024 2025	% Increase
4000	Staffing costs	25,059	23,801	35,702	27,067	
4036	Stationery	200	11	19		
4044	Insurance	8,022	1,508	6,316	6,500	
4050	Printing	1,450	567	972	1,200	
4150	Chauffer / Travel Costs	5,800	3,359	5,758	5,300	
4151	Catering	10,500	4,544	7,790	10,500	
4152	Civic Miscellaneous	3,994	3,396	3,994	3,994	
4153	Mayors Allowance Inc	4,496	2,349	4,027	4,635	3.1%
4154	Civic Insignia	2,700	462	792	2,700	
4162	On Off in Year Event	-	1,799	1,799	-	
				-		
6000	Central Serv Sals Recharge	55,466	28,769	52,231	63,719	
6005	Central Serv Overhead Recharge	15,581	512	13,086	10,449	
6007	HQ Recharge	11,722	4,433	10,846	10,418	
6010	Grounds Sals Recharge	15,473	7,963	14,287	3,131	
6015	Grounds Overhead Recharge	3,788	1,610	2,724	780	
6030	Ops Serv Sals Recharge	1,583	830	1,518	9,229	
6035	Ops Serv Overhead Recharge	191	207	96	1,042	
		-				
<b>Total Expenditure</b>		<b>166,025</b>	<b>86,120</b>	<b>161,956</b>	<b>160,663</b>	
<b>Total Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Net Costs</b>		<b>166,025</b>	<b>86,120</b>	<b>161,956</b>	<b>160,663</b>	

Remembrance

**Community Services**

**Committee** Community Services  
**Department** Community Services  
**Cost Centre** 105

**Current Year 1**  
**2023-2024**

**Year 2**  
**Future Year Projection**  
**2024-2025**

<b>Code</b>	<b>Expenditure heading</b>	<b>Budget 2023 2024</b>	<b>Budget @ Month 7</b>	<b>Year End prediction</b>	<b>Budget 2024 2025</b>	<b>% Increase</b>
4158	Weston In Bloom	12,000	9,041	15,499	8,000	
4200	Small Grants to Voluntary	12,500	2,500	12,500	12,500	
4204	VANS Contribution	3,000	-	3,000	3,000	
4208	Christmas Lights - SLA	39,996	245	39,996	40,000	
4210	Weston Town Centre - SLA	19,398	19,398	19,398	19,999	3.1%
4212	CCTV (NSC)*	81,600	82,290	82,290	95,700	
4215	Uphill Lights	-	-	-	-	
4218	Flower Beds	5,000	4,250	7,286	3,000	
4221	Citizens Advice Bureau	25,000	-	25,000	25,000	
4223	Community Events **	6,000	500	2,000	3,000	
4228	Blue Plaques	1,000	45	45	1,000	
4229	Armed Forces Celebrations	9,500	7,889	7,889	9,500	
4250	Community Events Grants	60,000	43,150	60,000	60,000	
4252	Crime & Disorder	50,000	30,301	50,000	51,550	3.1%
4864	Homeless Support Fund	50,000	-	50,000	50,000	
				-		
6000	Central Serv Sals Recharge	32,638	16,929	30,735	27,972	
6005	Central Serv Overhead Recharge	9,168	4,974	7,700	4,587	
6007	HQ Recharge	7,212	2,608	6,382	4,573	
6010	Grounds Sals Recharge	60,294	31,029	55,674	93,345	
6015	Grounds Overhead Recharge	14,760	6,273	10,613	23,261	
6030	Ops Serv Sals Recharge	15,780	8,285	15,128	6,918	
6035	Ops Serv Overhead Recharge	1,908	2,047	955	781	
<b>Total Expenditure</b>		<b>516,755</b>	<b>271,664</b>	<b>501,999</b>	<b>543,687</b>	
<b>Total Income</b>		-	-	-	-	
<b>Total Net Costs</b>		<b>516,755</b>	<b>271,664</b>	<b>501,999</b>	<b>543,687</b>	

\* 55 cameras @1750

\*\* £1,500 for Xmas lights  
£1,500 for Youth Event



**Democratic Representation**

<b>Committee</b> Policy and Finance		<b>Current Year 1</b>			<b>Year 2</b>	
<b>Department</b> Central Services		<b>2023-2024</b>			<b>Future Year Projection</b>	
<b>Cost Centre</b> 108		<b>2023-2024</b>			<b>2024-2025</b>	
<b>Code</b>	<b>Expenditure heading</b>	<b>Budget 2023 2024</b>	<b>Budget @ Month 7</b>	<b>Year End prediction</b>	<b>Budget 2024 2025</b>	<b>% Increase</b>
4013	Training Costs	1,945	1,130	1,937	1,945	
4018	Election Costs	15,000	19,766	19,766	15,000	
4024	Internal Meeting Provision	3,413	3,105	5,323	1,000	
1407	IT Support & Upgrade	1,958	1,156	1,982	2,090	
				-	-	
6000	Central Serv Sals Recharge	111,318	57,737	104,827	112,644	
6005	Central Serv Overhead Recharge	31,270	16,966	26,263	18,472	
6007	HQ Recharge	22,757	8,895	21,767	18,416	
6010	Grounds Sals Recharge				5,918	
6015	Grounds Overhead Recharge				1,475	
6030	Ops Serv Sals Recharge	636	334	609	9,229	
6035	Ops Serv Overhead Recharge	77	82	38	1,042	
<b>Total Expenditure</b>		<b>188,373</b>	<b>109,171</b>	<b>182,513</b>	<b>187,230</b>	
<b>Total Income</b>		-	-	-	-	
<b>Total Net Costs</b>		<b>188,373</b>	<b>109,171</b>	<b>182,513</b>	<b>187,230</b>	

**Environmental**

**Committee** CCWG / Policy & Finance  
**Department** Central Services  
**Cost Centre** 112

Current Year 1  
 2023-2024

Year 2  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Budget		Budget @ Month	Year End prediction	Budget 2024	% Increase
		2023	2024	7		2025	
4076	Environmental/Climate	75,000		15,549	75,000	45,000	
6000	Central Serv Sals Recharge	8,768		4,546	8,257	45,037	
6005	Central Serv Overhead Recharge	2,463	-	2,111	2,069	7,385	
6007	HQ Recharge	2,495		699	1,714	7,363	
6030	Ops Serv Sals Recharge	3,154		1,657	3,023	4,607	
6035	Ops Serv Overhead Recharge	381		409	191	520	
<b>Total Expenditure</b>		<b>92,261</b>		<b>20,749</b>	<b>90,254</b>	<b>109,914</b>	
<b>Total Income</b>		-		-	-	-	
<b>Total Net Costs</b>		<b>92,261</b>		<b>20,749</b>	<b>90,254</b>	<b>109,914</b>	

## Milton Road Cemetery

Committee	Community Services	Current Year 1			Year 2		
Department	Grounds				Future Year Projection		
Cost Centre	420	2023-2024			2024-2025		
Code	Expenditure heading	Budget		Budget @	Year End	Budget	% Increase
		2023	2024	Month 7	prediction	2024	2025
4034	Repairs / planting	2,000		96	165	1,000	
4054	Grave Digging	10,000		3,756	6,439	7,500	
4055	Memorials	7,000		3,164	5,424	7,000	
4102	NNDR	3,636		-	-	0	
4104	Utilities - Water	1,813		461	790	727	
4105	Utilities - Gas and Light	168		117	201	212	
4109	Alarm System	310		-	-	326	
4110	Cleaning *	2,000		90	154	2,000	
4111	Window Cleaning	0		-	-	0	
4114	Refuse Removal	0		-	-	0	
6000	Central Serv Sals Recharge	19,313		10,016	18,186	19,792	
6005	Central Serv Overhead Recharge	5,425		2,943	4,556	3,246	
6007	HQ Recharge	4,579		1,543	3,776	3,236	
6010	Grounds Sals Recharge	112,835		58,067	104,188	107,090	
6015	Grounds Overhead Recharge	27,622		11,740	19,861	26,686	
6030	Ops Serv Sals Recharge	22,187		2,488	4,541	2,767	
6035	Ops Serv Overhead Recharge	2,382		614	287	313	
	<b>Expenditure Total</b>	<b>221,269</b>		<b>95,095</b>	168,568	<b>181,894</b>	
1010	Interments	49,500		18,670	32,006	40,000	
1011	Memorials	5,804		2,822	4,838	5,500	
1100	Misc Income	2,721		3,346	5,736	4,000	
	<b>Income Total</b>	<b>58,025</b>		<b>24,838</b>	42,579	<b>49,500</b>	
<b>Total Expenditure</b>		<b>221,269</b>		<b>95,095</b>	168,568	<b>181,894</b>	
<b>Total Income</b>		<b>58,025</b>		<b>24,838</b>	42,579	<b>49,500</b>	
<b>Total Net Costs</b>		<b>163,244</b>		<b>70,257</b>	125,988	<b>132,394</b>	

\* Including contract cleaning

**Museum**

**Committee** HAC  
**Department** Operational Services  
**Cost Centre** 140 - 145

Current Year 1  
 2023-2024

Year 2  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Budget		Budget @ Month	Year End prediction	Budget		% Increase
		2023	2024	7		2024	2025	
<b>Museum Central Costs 140</b>								
4000	Staffing Costs	123,542		77,867	116,801		133,629	
4012	Travel & Subsistence	50		23	39		100	
4013	Training	3,806		2,467	4,229		2,854	
4014	PPE & Health & Safety	500		407	698		1,000	
4019	Website	350		102	175		175	
4030	Equipment Purchase	1,000		448	768		1,000	
4031	Equipment Rental	403		262	449		416	
4034	Equipment Repairs	1,000		23	39		500	
4035	Telephone	2,950		1,896	3,250		3,407	
4036	Stationery	500		181	310		500	
4039	Advertising	4,000		974	1,670		3,000	
4041	Fees & Subscriptions	100		240	250		250	
4044	Insurance	10,363		9,334	9,334		9,500	
4102	NNDR	57,213	-	8,447	-	8,447	-	
4104	Utilities - Water	257		221	379		348	
4105	Utilities - Heat & Light	12,953		8,584	13,500		13,520	
4107	IT support & Upgrade	5,348		3,940	6,754		8,394	
4109	Alarm System	1,060		313	537		1,113	
4110	Cleaning / Contractors*	14,492		8,806	15,096		17,260	
4111	Window Cleaning	616		150	257		500	
4114	Refuse Removal	2,068		2,610	4,474		3,332	
4131	Licences	1,907		902	1,150		1,150	
4214	SLA SWHT	72,260		-	72,260		85,537	
	<b>Expenditure Total</b>	<b>316,738</b>		<b>111,303</b>	<b>243,973</b>		<b>287,485</b>	
1100	Misc Income / Donations	5,000		3,235	5,546		5,500	
	<b>Income Total</b>	<b>5,000</b>		<b>3,235</b>	<b>5,546</b>		<b>5,500</b>	
	<b>Central Costs Net Total</b>	<b>311,738</b>		<b>108,068</b>	<b>238,427</b>		<b>281,985</b>	
<b>Learning &amp; Events 141</b>								
4000	Staffing Costs	36,849		24,365	36,548		39,346	
4012	Travel & Subsistence costs	100		-	-		150	
4020	Education Equipment - sundry	1,200		446	1,000.00		1,000	
4030	Events ( Equip & Half Term)	2,500		180	2,500.00		2,500	
	<b>Expenditure Total</b>	<b>40,649</b>		<b>24,991</b>	<b>40,048</b>		<b>42,996</b>	
1006	Learning & Events Income	11,653		5,849	9,000.00		9,500	
1008	Handling Boxes	2,404		840	1,440.00		1,840	
1103	Other Events Income			-	-		450	
	<b>Income Total</b>	<b>14,057</b>		<b>6,689</b>	<b>10,440</b>		<b>11,790</b>	
	<b>Learning &amp; Events Net Total</b>	<b>26,592</b>		<b>18,302</b>	<b>29,608</b>		<b>31,206</b>	
<b>Café 142</b>								
4000	Staffing Costs	46,746		38,463	57,695		53,601	
4014	PPE & Health & Safety	1,500		665	1,500		1,500	
4017	Equipment Rental	1,980		1,135	1,946		1,980	
4030	Equipment Purchase( Till & Misc)	2,500		2,328	2,500		4,645	
4110	Cleaning	1,000		267	458		1,250	
4114	Refuse Removal	2,280		581	996		1,000	
4407	Café Stock	16,500		14,319	20,000		24,000	

4406 Bar Stock	5,000	1,326	2,273	5,000	
New Code Function Food Costs	-	2,847	4,881	5,500	
<b>Expenditure Total</b>	<b>77,506</b>	<b>61,931</b>	<b>87,367</b>	<b>98,476</b>	
1004 Café Sales	66,000	41,743	71,559	76,000	
1194 Bar Income	10,000	978	2,500	10,000	
Function Food Income		8,362	12,000	15,000	
<b>Income Total</b>	<b>76,000</b>	<b>41,743</b>	<b>86,059</b>	<b>101,000</b>	
<b>Café Net Total</b>	<b>1,506</b>	<b>20,188</b>	<b>1,308</b>	<b>- 2,524</b>	
<b>Shop / Retail 143</b>					
4017 Equipment Rental	156	91	156	156	
4030 Equipment Purchase ( Till & Misc)	300	218	300	2,715	
4136 Credit Card Charges	450	268	460	487	
4408 Shop Stock	8,250	8,151	13,973	9,000	
<b>Expenditure Total</b>	<b>9,156</b>	<b>8,728</b>	<b>14,889</b>	<b>12,358</b>	
1005 Shop Sales	13,500	8,106	13,896	15,000	
1009 Sale or Return Commission	1,500	911	1,562	2,000	
<b>Income Total</b>	<b>15,000</b>	<b>9,017</b>	<b>15,458</b>	<b>17,000</b>	
<b>Shop Net Total</b>	<b>- 5,844</b>	<b>- 289</b>	<b>- 569</b>	<b>- 4,642</b>	
<b>Temporary Gallery 144</b>					
4039 Advertising & Marketing	-	-	-	-	
<b>Expenditure Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
1100 Temp Exhibition Income	-	-	-	-	
<b>Income Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Temp Gallery Net Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Functions, Community &amp; Events 145</b>					
4000 Staffing Costs	18,361	6,209	9,314	19,187	4.5%
4030 Equipment Purchase	5,000	1,831	2,500	6,000	3.1%
4420 Func expenditure (1104)		2,890	4,954		
<b>Expenditure Total</b>	<b>23,361</b>	<b>10,930</b>	<b>16,768</b>	<b>25,187</b>	
1019 Internal Bookings (Council)	1,500	750	900	200	
1104 Function Income	16,000	19,111	22,000	23,000	3.1%
1103 Events Income	6,000	1,798	3,500	6,000	3.1%
<b>Income Total</b>	<b>23,500</b>	<b>21,659</b>	<b>26,400</b>	<b>29,200</b>	
<b>Functions Net Total</b>	<b>- 139</b>	<b>- 10,729</b>	<b>- 9,632</b>	<b>- 4,013</b>	
6000 Central Serv Sals Recharge	17,574	9,115	16,550	31,708	
6005 Central Serv Overhead Recharge	4,937	2,678	4,146	5,200	
6007 HQ Recharge	4,235	1,405	3,437	5,184	
6010 Grounds Sals Recharge	12,379	6,370	11,430	5,918	
6015 Grounds Overhead Recharge	3,030	1,289	2,179	1,475	
6030 Ops Serv Sals Recharge	10,944	14,912	27,221	27,672	
6035 Ops Serv Overhead Recharge	1,323	3,681	1,718	3,125	
<b>Total Recharges</b>	<b>54,423</b>	<b>39,450</b>	<b>66,680</b>	<b>80,281</b>	
<b>Total Expenditure</b>	<b>521,833</b>	<b>257,333</b>	<b>469,724</b>	<b>546,783</b>	
<b>Total Income</b>	<b>133,557</b>	<b>82,343</b>	<b>143,903</b>	<b>164,490</b>	
<b>Total Net Costs</b>	<b>388,276</b>	<b>174,990</b>	<b>325,821</b>	<b>382,293</b>	

\* Change in Cleaning Contractor

**Old Town Quarry**

Committee HAC  
 Department Operational Services  
 Cost Centre 114

Current Year 1  
 2023-2024

Year 2  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Budget 2023	Budget 2024	Budget @ Month 7	Year End prediction	Budget 2024 2025	% Increase
<b>Premises Costs</b>							
	4231 ongoing Repairs and Maintenance						
	4019 Website						
	4102 NNDR		3000		-	3,150	5.00%
	4104 Utilites- Water		1000		-	1,050	
	4105 Utilites- Heat & Light		7500		-	7,875	
	4109 Alarm System		1000		-	1,031	
	4110 Cleaning		1000		-	1,031	
	4111 Window Cleaning		0		-		3.10%
	4114 Refuse Removal		500		-	516	
	4044 Insurance						
	<b>Premises cost expenditure total</b>		<b>14000</b>			<b>14,653</b>	<b>0</b>
<b>Supplies and Services</b>							
	4014 Health & Safety (inc PPE)		500			516	
	4019 Website						
	4030 Equipment Purchase		1000			1,031	
	4034 Equipment Repairs / Maintenance						
	4031 Equipment Rental						
	4035 Telephone						
	4039 General Marketing						
	<b>Total Supplies &amp; Services exp total</b>		<b>1500</b>			<b>1,547</b>	<b>-</b>
<b>Development Costs</b>							
New Code	Professional Fees						
New Code	Feasibility Study for Café Operations Community Engagment and						
New Code	Programming development						
	<b>Development expenditure total</b>					<b>-</b>	<b>-</b>
	6000 Central Serv Sals Recharge					9,340.72	
	6005 Central Serv Overhead Recharge					1,532	
	6007 HQ Recharge					1,527	
	6010 Grounds Sals Recharge					12,980.55	
	6015 Grounds Overhead Recharge					3,234.72	
	6030 Ops Serv Sals Recharge					2,310.61	
	6035 Ops Serv Overhead Recharge					260.97	
	<b>Recharge expenditure total</b>		<b>-</b>			<b>31,186</b>	<b>-</b>
	<b>Expenditure Total</b>		<b>15,500</b>			<b>47,386</b>	<b>0</b>
<b>Income</b>							
1003	Studio Letting Income						
1004	Catering (café Concession or income)						
1005	Shop Sales						
1005	Community Events / activity income						
1029	Donations / Grant Funding						
New Code	Lease /Licence Income		10000				
new Code	reinvested surplus						
	<b>Income Total</b>		<b>10,000</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Total Expenditure</b>	15,500	-	-	47,386	0
<b>Total Income</b>	10,000	-	-	-	-
<b>Total Net Costs</b>	5,500	-	-	47,386	0

**Other Costs and Income**

**Committee** Policy & Finance  
**Department** Central Services  
**Cost Centre** 110

Current Year 1  
 2023-2024

Year 2  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Budget		Budget @	Year End	Budget		% Increase
		2023	2024	Month 7	prediction	2024	2025	
4051	Bank Charges	4,000		2,191	3,756	4,000		
4060	PWLB Interest paid - Blakehay	4,611		2,067	4,611	3,339		
4061	PWLB Capital paid - Blakehay	12,000		6,000	12,000	12,000		
4068	PWLB interest paid - Waterpark	8,986		4,295	8,986	7,898		
4069	PWLB capital repaid - Waterpark	1,373		5,884	1,373	12,461		
4080	PWLB HQ Capital Paid	18,788		5,000	18,788	10,000		
4081	PWLB HQ Interest Paid			4,450		8,344		
4999	General/ capital Reserve			- 288,390	- 243,390	50,000		
	<b>Expenditure Total</b>	<b>49,758</b>	<b>- 258,503</b>	<b>- 193,876</b>		<b>108,042</b>		
1190	Bank Interest	6,000		9,869	16,918	20,000		
1191	CIL Received	-		-		-		
1176	Precept			2,936,238	2,936,238			
1100	Misc Income *			8,853	8,853			
New Code	General Reserve Movement					-		
	<b>Income Total</b>	<b>6,000</b>	<b>2,954,960</b>	<b>16,918</b>		<b>20,000</b>		
<b>Total Expenditure</b>		<b>49,758</b>	<b>- 258,503</b>	<b>- 193,876</b>		<b>108,042</b>		
<b>Total Income</b>		<b>6,000</b>	<b>2,954,960</b>	<b>16,918</b>		<b>20,000</b>		
<b>Total Net Costs</b>		<b>43,758</b>	<b>- 3,213,463</b>	<b>- 210,794</b>		<b>88,042</b>		



## Parks & Play Areas

Committee Department Cost Centre	Tourism and Leisure Grounds	470	Current Year 1 2023-2024			Year 2 Future Year Projection 2024-2025	
Code	Expenditure heading	Budget 2023 2024	Budget @ Month 7	Year End prediction	Budget 2024 2025	% Increase	
	4300 EMRRP	160,000	101,788	160,000	160,000		
				-	-		
				-	-		
	<b>Other Charges</b>						
	4140 Rec Grounds (NSC)	86,725	78,060	78,060	80,480	3.1%	
				-	-		
	6000 Central Serv Sals Recharge	12,978	6,731	12,221	28,174		
	6005 Central Serv Overhead Recharge	3,646	1,977	3,062	4,620		
	6007 HQ Recharge	3,327	1,038	2,538	4,606		
	6010 Grounds Sals Recharge	69,544	35,788	64,215	59,711		
	6015 Grounds Overhead Recharge	17,024	7,237	12,241	14,880		
	6030 Ops Serv Sals Recharge	3,814	3,311	6,046	6,918		
	6035 Ops Serv Overhead Recharge	763	817	382	781		
	<b>Total Expenditure</b>	<b>357,821</b>	<b>236,747</b>	<b>338,765</b>	<b>360,169</b>		
	1076 Income Kiosk Rental	7,000	3,850	3,850	-		
	1077 Admissions*	45,000	18,381	18,381	-		
	<b>Total Income</b>	<b>52,000</b>	<b>22,231</b>	<b>22,231</b>	<b>-</b>		
	<b>Total Net Costs</b>	<b>305,821</b>	<b>214,516</b>	<b>316,534</b>	<b>360,169</b>		

\* Moved To Tourism & Information services 24/25

**Planned Maintenance**

Committee	Policy & Finance	Department	Central Services	Cost Centre	475	Current Year 1			Year 2	
						2023-2024			Future Year Projection 2024-2025	
Code	Expenditure heading					Budget	@ Month	Year End	Budget	% Increase
						Budget 2023	7	prediction	2024 2025	
						2024				
4231	Holding Budget					120,000	54045	130,000	140,000	
6000	Central Serv Sals Recharge					14,755	7,652	13,894	22,216	
6005	Central Serv Overhead Recharge					4,145	1,824	3,481	3,643	
6007	HQ Recharge					4,441	1,487	3,640	3,632	
6010	Grounds Sals Recharge					4,897	2,520	4,522	-	
6015	Grounds Overhead Recharge					1,199	510	862	-	
6030	Ops Serv Sals Recharge					4,063	2,133	3,895	7,845	
6035	Ops Serv Overhead Recharge					491	526	246	886	
<b>Total Expenditure</b>						153,992	70,697	160,541	178,222	
<b>Total Income</b>										
<b>Total Net Costs</b>						153,992	70,697	160,541	178,222	

**Planning**

**Committee** Planning  
**Department** Central Services  
**Cost Centre** 300

Current Year 1  
 2023-2024

Year 2  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Current Year 1			Year 2		% Increase
		Budget 2023	Budget @ Month 7 2024	Year End prediction	Budget 2024	Budget 2025	
6000	Central Serv Sals Recharge	14,755	7,653	13,894	10,098		
6005	Central Serv Overhead Recharge	4,145	2,250	3,481	1,656		
6007	HQ Recharge	3,678	1,179	2,885	1,651		
<b>Total Expenditure</b>		<b>22,578</b>	<b>11,082</b>	<b>20,261</b>	<b>13,405</b>		
<b>Total Income</b>							
<b>Total Net Costs</b>		<b>22,578</b>	<b>11,082</b>	<b>20,261</b>	<b>13,405</b>		

**Strategic Planning**

Committee	Policy & Finance		Current Year 1			Year 2	
Department	Central Services		2023-2024			Future Year Projection	
Cost Centre		111				2024-2025	
Code	Expenditure heading		Budget 2023 2024	Budget @ Month 7	Year End prediction	Budget 2024 2025	% Increase
	4049 Professional Fees		10,000	6,780	10,000	10,000	
	421 Development Budget		1,000	484	830	1,000	
					-	-	
	6000 Central Serv Sals Recharge		34,067	17,670	32,081	38,726	
	6005 Central Serv Overhead Recharge		9,570	5,193	8,037	6,350	
	6007 HQ Recharge		7,494	2,722	6,662	6,331	
	6030 Ops Serv Sals Recharge		1,583	830	1,518	8,302	
	6035 Ops Serv Overhead Recharge		191	207	96	938	
<b>Total Expenditure</b>			<b>63,906</b>	<b>33,886</b>	<b>59,223</b>	<b>71,647</b>	
	1209 Old Town Quarry					-	3.1%
<b>Total Income</b>			-	-	-	-	
<b>Total Net Costs</b>			<b>63,906</b>	<b>33,886</b>	<b>59,223</b>	<b>71,647</b>	

**Street Furniture & Waste Collection**

**Committee** Community Services  
**Department** Operational Services  
**Cost Centre** 460

Current Year 1

2023-2024

**Year 2**  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Current Year 1			Year 2	
		Budget 2023	Budget @ Month 7	Year End prediction	Budget 2024	% Increase
4115	Dog Bin Purchase *	780	-	-	780	
4116	Dog Bin Emptying & Grounds Waste Collection	20,297	10,538	18,065	20,297	
4119	Notice Board	1,500	143	245	1,500	
4120	Bus Shelter Cleaning / Graffiti	500	396	679	-	
4133	Bus Shelter - Repairs / Replace **	500	225	386	500	
4157	Prince of Wales Clock	550	248	425	550	
4105	Xmas Lights - electricity	1,400	1,119	1,918	2,000	
				-	-	
6000	Central Serv Sals Recharge	11,240	5,832	10,585	13,279	
6005	Central Serv Overhead Recharge	3,157	1,713	2,652	2,178	
6007	HQ Recharge	2,984	897	2,198	2,171	
6010	Grounds Sals Recharge	32,443	16,696	29,956	36,078	
6015	Grounds Overhead Recharge	7,942	3,375	5,710	8,991	
6030	Ops Serv Sals Recharge	3,129	334	609	2,311	
6035	Ops Serv Overhead Recharge	378	82	38	261	
<b>Total Expenditure</b>		<b>86,800</b>	<b>41,598</b>	<b>73,467</b>	<b>90,895</b>	
1112	Dog Bin Emptying	14,538	8,374	14,355.43	14,989	3.1%
<b>Total Income</b>		<b>14,538</b>	<b>8,374</b>	<b>14,355</b>	<b>14,989</b>	
<b>Total Net Costs</b>		<b>72,262</b>	<b>33,224</b>	<b>59,112</b>	<b>75,906</b>	

\* 6 x replacement and new provisions

\*\* Repairs

## Toilets

Committee		Community Services		Current Year 1			Year 2	
Department		Operational Services		2023-2024			Future Year Projection	
Cost Centre		485					2024-2025	
Code	Expenditure heading	Budget 2023	Budget @ 2024 Month 7	Year End prediction	Budget 2024	Budget 2025	% Increase	
4044	Insurance	9,640	1,508	2,585	4,524			
4104	Utilities - Water	2,200	1,092	1,716	1,719			
4105	Utilities - Heat & Light	3,550	2,263	3,879	4,039			
4110	Cleaning	36,000	18,000	30,857	37,116		3.1%	
4135	Community Investment	-	-	-	-			
6000	Central Serv Sals Recharge	14,755	7,654	13,894	9,795			
6005	Central Serv Overhead Recharge	4,145	2,249	3,481	1,606			
6007	HQ Recharge	3,678	1,178	2,885	1,601			
6010	Grounds Sals Recharge	3,095	1,593	2,857	3,474			
6015	Grounds Overhead Recharge	758	321	545	866			
6030	Ops Serv Sals Recharge	1,583	830	1,518	1,384			
6035	Ops Serv Overhead Recharge	191	206	96	156			
<b>Total Expenditure</b>		<b>79,595</b>	<b>36,894</b>	<b>64,314</b>	<b>66,281</b>			
1080	Toilet Income	-	-	-	-		3.1%	
<b>Total Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>Total Net Costs</b>		<b>79,595</b>	<b>36,894</b>	<b>64,314</b>	<b>66,281</b>			

**Tourism / information services**

Committee Tourism and Leisure  
 Department Operational Services  
 Cost Centre 480 - 482

Current Year 1

Year 2

Future Year Projection  
 2024-2025

2023-2024

Code	Expenditure heading	Budget 2023	Budget 2024	Budget @ Month 7	Year End prediction	Budget 2024	Budget 2025	% Increase
<b>Visit Weston Promotion / Destination Marketing 481</b>								
4000	Staffing Costs	53,427	43,506	43,506	65,259	59,837		
4041	Fees, Subs & Conferences	250	-	-	-	2,500		
4030	Equipment Purchase	64	34	34	58	100		
4035	Telephone (mobile)	792	163	163	279	1,911		
4039	Advertising	9,000	580	580	6,000	9,000		
4062	Visit Weston Website Costs	11,500	3,312	3,312	11,500	12,500		
4107	IT Support & Upgrade	1,003	1,507	1,507	2,583	2,687		
	<b>Expenditure Total</b>	<b>76,036</b>	<b>49,102</b>	<b>49,102</b>	<b>83,097</b>	<b>88,535</b>		
1040	Tourism Website Income	15,000	9,878	9,878	16,934	20,000		
	<b>Income Total</b>	<b>15,000</b>	<b>9,878</b>	<b>9,878</b>	<b>16,934</b>	<b>20,000</b>		
	<b>Destination Marketing Net Total</b>	<b>61,036</b>	<b>-</b>	<b>39,224</b>	<b>-</b>	<b>66,163</b>		
<b>Visitor Information Services 482</b>								
4000	Welcome Hosts	61,137	48,046	48,046	72,069	62,134		
4013	Training	1,865	136	136	233	500		
4014	PPE & Health & Safety	1,000	51	51	87	1,000		
4031	Equipment Rental * card rental machine	1,000	147	147	252	300		
4030	Equipment Purchase	1,000	71	71	122	1,000		
4119	Notice Board / Signage	1,500	1,044	1,044	1,790	1,000		
4136	Card Machine Charges	450	179	179	307	487		
4036	Stationery	200	186	186	319	200		
4039	Advertising (maps etc)	1,000	268	268	459	1,000		
4151	Catering	75	87	87	149			
4225	Stock ( HQ & Satelites)	2,000	1,165	1,165	1,997	1,000		
					-			
	<b>Expenditure Total</b>	<b>71,227</b>	<b>51,380</b>	<b>51,380</b>	<b>77,784</b>	<b>68,621</b>		
1040	Window Banners ( Wpark)	1,500	99	99	170	-		
1043	VI Stock Sales (HQ)	3,000	5,207	5,207	8,926	2,500		
1044	Ticket Sales	-	-	-	-	-		
	<b>Income Total</b>	<b>4,500</b>	<b>5,306</b>	<b>5,306</b>	<b>9,096</b>	<b>2,500</b>		
	<b>VIC Net Total</b>	<b>66,727</b>	<b>-</b>	<b>46,074</b>	<b>-</b>	<b>66,121</b>		
<b>Silica - 483?</b>								
4039	Advertising							
4102	NNDR					1,000		
4044	Insurance							
4105	Utilities - Heat & Light	500				500		
4109	Alarm System	500				500		
	<b>Silica Expenditure Total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>		
1040	Digital Advertising	5,000				5,000		
	<b>Silica Income Total</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>		
	<b>Silica Net Total</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	
<b>Waterpark Café &amp; Admissions 484</b>								
4000	Staffing Costs					30,829		
4014	PPE & Health & Safety					1,500		
4013	Training					530		
4017	Equipment Rental					1,980		
4030	Equipment Purchase					14,320		
4035	Telephone					200		
4110	Cleaning					450		
4114	Refuse Removal**					2,000		

4136 Credit Card	-	-	-	450
4407 Café Stock - Food	-	-	-	15,500
4406 Sundry Items	-	-	-	1,000
Shop Stock	-	-	-	5,000
<b>Café &amp; Admissions Expenditure Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,759</b>
1004 Café Sales	-	-	-	54,000
1194 Admissions	-	-	-	45,000
Shop Sales	-	-	-	12,500
<b>Café &amp; Admissions Income Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>111,500</b>
Café & Admissions Net Total	-	-	-	- 37,741
<b>Waterpark other charges 485</b>				
4039 Advertising	-	-	-	-
4102 NNDR	449	-	-	-
4104 Utilities - Water	3,004	305	523	2,181
4105 Utilities - Heat & Light	11,500	15,800	17,000	12,000
4109 Alarm System	500	398	682	418
4114 Refuse removal	500	-	-	-
4138 Water park - Rent	10,242	7,809	13,387	13,387
Waterpark Other Expenditure totals	<b>26,195</b>			<b>27,986</b>
6000 Central Serv Sals Recharge	11,974	6,211	11,276	24,942
6005 Central Serv Overhead Recharge	3,364	2,250	2,825	4,090
6007 HQ Recharge	3,129	955	2,341	4,078
6010 Grounds Sals Recharge				35,047
6015 Grounds Overhead Recharge				8,734
6030 Ops Serv Sals Recharge	37,867	8,121	36,302	19,370
6035 Ops Serv Overhead Recharge	4,579	4,911	2,291	2,188
<b>Recharge Total</b>	<b>60,913</b>	<b>22,448</b>	<b>55,035</b>	<b>98,450</b>
<b>Total Expenditure</b>	<b>235,371</b>	<b>122,930</b>	<b>215,916</b>	<b>359,351</b>
<b>Total Income</b>	<b>24,500</b>	<b>15,184</b>	<b>26,030</b>	<b>139,000</b>
<b>Total Net Costs</b>	<b>210,871</b>	<b>107,746</b>	<b>189,886</b>	<b>220,351</b>



**Youth Services**

<b>Committee</b>		Community Services		<b>Current Year 1</b>			<b>Year 2</b>	
<b>Department</b>		Central Services		2023-2024			Future Year Projection	
<b>Cost Centre</b>		451		2023-2024			2024-2025	
<b>Code</b>	<b>Expenditure heading</b>	<b>Budget 2023</b>	<b>Budget @ 2024</b>	<b>Budget @ Month 7</b>	<b>Year End prediction</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	<b>% Increase</b>
4057	Youth Council Budget	500	-	-	-	500	-	
4142	YMCA SLA	74,613	55,456	55,456	74,613	76,926	76,926	3.1%
4219	Youth Grants	3,000	-	-	-	3,000	3,000	
6000	Central Serv Sals Recharge	3,863	2,004	2,004	3,637	7,826	7,826	
6005	Central Serv Overhead Recharge	1,085	587	587	911	1,283	1,283	
6007	HQ Recharge	1,526	309	309	755	1,279	1,279	
6030	Ops Serv Sals Recharge					1,826	1,826	
6035	Ops Serv Overhead Recharge					206	206	
<b>Total Expenditure</b>		<b>84,586</b>	<b>58,356</b>	<b>58,356</b>	<b>79,917</b>	<b>92,847</b>	<b>92,847</b>	
<b>Total Income</b>								
<b>Total Net Costs</b>		<b>84,586</b>	<b>58,356</b>	<b>58,356</b>	<b>79,917</b>	<b>92,847</b>	<b>92,847</b>	

**Budget Summary 2024 2025**

<b>Cost Code</b>	<b>Expenditure</b>	<b>Income</b>	<b>Net</b>
Allotments	22,055	400	21,655
Blakehay Theatre	335,970	99,224	236,746
Capital Projects	200,000	-	200,000
Civic	160,663	-	160,663
Community Services	543,687	-	543,687
Democratic Representation	187,230	-	187,230
Environmental	109,914	-	109,914
Milton Road Cemetery	181,894	49,500	132,394
Museum	546,783	164,490	382,293
Old Town Quarry	47,386	-	47,386
Other Costs & Income	108,042	20,000	88,042
Parks & Play Areas	360,169	-	360,169
Planned Maintenance	178,222	-	178,222
Planning	13,405	-	13,405
Strategic Planning	71,647	-	71,647
Street Furniture	90,895	14,989	75,906
Toilets	66,281	-	66,281
Tourism / Information services	359,351	139,000	220,351
Youth Activities	92,847	-	92,847
<b>TOTALS</b>	<b>3,676,442</b>	<b>487,603</b>	<b>3,188,840</b>

**TOTAL BUDGET REQUIRED** 3,188,840

Budget 2024/ 2025                      £ 2,936,237                                      8.60 %  
**Difference**                                      **252,603**

**Precept Requirement and Band D information**

	<b><u>2023/2024 Actual</u></b>		<b><u>2024/2025 Forecast</u></b>
	<b><u>Year 1</u></b>		<b><u>Year 2</u></b>
Total Budget Requirement	2,936,237	£	3,188,840
Precept Requirement Previous Year	2,631,385		2,936,237
Difference	304,852		252,602
<b><u>Band Information</u></b>			
Previous year Band D Equivalent Nos;	26269.20		26567.00
Cost per Band D - previous year	100.17		110.52
Band D Equivalent Nos (not confirmed)	26567.00		26864.80
WSMTC Cost per Band D	110.52		118.70
Difference in Band D figures	10.35		8.18
Band D Properties previous year	26269.20		26567.00
Band D Properties current year	26567.00		26864.80
Difference	297.8	10.33 %	297.80 7.40 %

**Central Services**

<b>Committee</b>		Policy & Finance		<b>Current Year 1</b>			<b>Year 2</b>	
<b>Department</b>		Central Services		2023-2024			Future Year Projection	
<b>Cost Centre</b>		102		2023-2024			2024-2025	
<b>Code</b>	<b>Expenditure heading</b>	<b>Budget 2023 2024</b>	<b>Budget @ Month 7</b>	<b>Year End prediction</b>	<b>Budget 2024 2025</b>	<b>% Increase</b>		
	4000 Staffing	386,251	242,486	363,729	504,904			
	4006 Payroll & HR Services Combine	3,087	2,956	3,087	4,000			
	4007 HR Services Worknest	4,415	2,131	3,653	4,657			
New Code	Set up Costs (1yr) for HR Software	16,485	9,170	16,485				
	4008 DBS Checks	1,000	221	379	1,000			
	4009 Health & Safety (Worknest)	3,500	1,925	3,300	4,657			
	4012 Travel & Subsistence / Expenses	250	-	-	250			
	4013 Training	5,000	1,576	5,000	8,550			
	4019 Website Costs	650	150	257	400			
	4030 Equipment Purchase	500	87	149	500			
	4031 Equipment Rental	8,456	4,745	8,134	8,100			
	4034 Equipment Repairs	250	-	-	-			
	4035 Telephone	5,879	4,175	7,157	6,503			
	4036 Stationery	1,750	1,007	1,726	1,750			
	4038 Recruitment Advertising	3,000	-	-	-			
	4040 Audit & Accountancy	6,000	1,267	2,172	5,500			
	4041 Fees, Subs & Conferences	3,545	4,279	5,000	3,470			
	4042 Postages	3,857	1,071	1,836	1,500			
	4043 Ink Cartridges	1,399	1,335	2,289	2,000			
	4044 Insurance	13,363	6,652	8,773	9,000			
	4049 Legal Fees	2,000	1,360	2,331	2,000			
	4107 IT support & Upgrade	22,165	9,998	17,139	16,973			
	4136 Credit Card Charges	450	268	459	487			
	4151 Catering	1,500	1,050	1,800	1,500			
					-			
<b>Total Expenditure</b>		<b>494,752</b>	<b>297,909</b>	<b>454,857</b>	<b>587,700</b>			
	1020 Kickstarter Income	-			-			
<b>Total Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>Total Net Costs</b>		<b>494,752</b>	<b>297,909</b>	<b>454,857</b>	<b>587,700</b>			

**Central Grounds Services**

<b>Committee</b> Community Services		<b>Current Year 1</b>			<b>Year 2</b>	
<b>Department</b> Operational Services					<b>Future Year Projection</b>	
<b>Cost Centre</b> 400		<b>2023-2024</b>			<b>2024-2025</b>	
<b>Code</b>	<b>Expenditure heading</b>	<b>Budget 2023 2024</b>	<b>Budget @ Month 7</b>	<b>Year End prediction</b>	<b>Budget 2024 2025</b>	<b>% Increase</b>
4000	Staffing Costs	340,070	209,339	314,009	381,781	
4013	Training	6,887	1,512	2,592	5,739	
4014	PPE / Health & Safety	3,000	835	1,431	6,000	
4015	SLA - Somerset wood	-	223	382	-	
4025	Vehicle Maintenance	5,550	5,219	8,947	6,550	
4026	Petrol / Diesel	9,585	4,359	7,473	10,064	5.0%
4030	Equipment - Purchase	7,000	5,797	9,938	13,000	
4031	Equipment - Rental	16,960	5,958	10,214	24,397	
4034	Equipment - Repairs	2,500	2,068	3,545	6,000	
4035	Telephone	2,153	1,854	3,178	3,109	
4041	Fees, subs and conferences	95	-	-	-	
4044	Insurance *	8,004	408	699.43	7,524	
4107	IT support (Micorshade/ PSS)	8,751	6,516	11,170	11,556	
4114	Refuse Removal (phs & all Waste)	12,765	614	1,052.57	1,200	
<b>Total Expenditure</b>		<b>423,319</b>	<b>244,256</b>	<b>373,866</b>	<b>476,920</b>	
<b>Total Income</b>		-	-	-	-	
<b>Total Net Costs</b>		<b>423,319</b>	<b>244,256</b>	<b>373,866</b>	<b>476,920</b>	

**Central Operational Services**

**Committee** Hac / Community Services / T&L  
**Department** Operational Services  
**Cost Centre** 113-114

Current Year 1

2023-2024

**Year 2**  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Budget		Budget @	Year End	Budget		%
		2023	2024	Month 7	prediction	2024	2025	Increase
4000	Staffing Costs	124,645		79,662	119,493		138,360	
4013	Training	6,072		1,205	2,066		6,148	
4014	PPE / Health & Safety	500		199	341		500	
4035	Telephone	268		224	384		403	
4107	IT support (Microshade)	4,684		2,395	4,106		4,206	
					-		-	
					-		-	
					-		-	
	<b>Volunteer Costs</b>							
4013	Training ***	700		-	-		900	
4012	Volunteer Travel & Subsistence	500		199	341		500	
4014	PPE / Health & Safety	500			-		200	
4030	Equipment Purchase **	200		101	173		700	
4039	Advertising and Marketing	-		-	-		200	
4041	Fees, subs & Conferences *	400	-	153	262		620	
4151	Catering Sundry	500		79	135		500	
4253	Volunteer Events	750		150	257		750	
	<b>Total Expenditure</b>	139,719		84,061	127,034		153,987	
	<b>Total Income</b>	-		-	-		-	
	<b>Total Net Costs</b>	139,719		84,061	127,034		153,987	

\* Better impact rota system  
 \*\* Lanyards & Misc Provision  
 \*\*\* Customer Serv, Food hygiene & Manual Handling

**HQ Overhead Costs**

**Committee** P & F  
**Department** Central & Operational Services  
**Cost Centre** 103 104 115

Current Year 1  
 2023-2024

Year 2  
 Future Year Projection  
 2024-2025

Code	Expenditure heading	Budget 2023	2024	Budget @ Month 7	Year End prediction	Budget 2024	2025	% Increase
<b>Grove House 103 @ 3 Months costs</b>								
4014	PPE / Health & Safety	-	-	0	-	-	-	
4030	Equipment Purchase	-	-	0	-	-	-	
4102	NNDR	1,341	3,756	3,756	5,366	1,409	5,000	5.0%
4104	Utilites- Water	310	421	421	722	166	722	
4105	Utilites- Heat & Light	575	1,171	1,171	2,007	461	2,007	
4109	Alarm System	139	140	140	240	155	240	
4110	Cleaning	937	3,148	3,148	5,397	966	5,397	3.1%
4111	Window Cleaning	17	88	88	151	18	151	3.1%
4114	Refuse Removal	718	544	544	933	740	933	3.1%
<b>Total Expenditure</b>		<b>4,037</b>	<b>9,268</b>	<b>9,268</b>	<b>14,815</b>	<b>3,914</b>		
<b>Grove Lodge 104 @ 3 Months Cost</b>								
4014	PPE / Health & Safety	-	-	0	-	-	-	
4030	Equipment Purchase	9	0	0	-	-	-	
4136	Credit Card Charges	-	435	435	435	487	435	
4102	NNDR	675	1,339	1,339	1,913	-	1,913	
4104	Utilites- Water	624	134	134	230	-	230	
4105	Utilites- Heat & Light	656	1,214	1,214	2,081	-	2,081	
4109	Alarm System	15	33	33	57	-	57	
4110	Cleaning	762	1,553	1,553	2,662	-	2,662	
4111	Window Cleaning	21	88	88	151	-	151	
4132	Rent	1,250	3,333	3,333	5,714	-	5,714	
<b>Total Expenditure</b>		<b>4,011</b>	<b>8,129</b>	<b>8,129</b>	<b>13,242</b>	<b>487</b>		
<b>Mercury Building @ 12 Months costs 115</b>								
4014	PPE / Health & Safety	4,000	-	-	-	10,000	-	
4030	Equipment Purchase*	10,000	-	-	-	15,000	-	
4044	Insurance	11,606	18,905	18,905	22,000	6,000	22,000	
4102	NNDR	15,594	611	611	611	15,594	611	
4104	Utilites- Water	1,000	104	104	200	1,000	200	
4105	Utilites- Heat & Light	7,500	235	235	1,000	7,500	1,000	
4109	Alarm System	1,320	1,320	1,320	500	1,320	500	
4110	Cleaning	10,000	10,000	10,000	-	15,746	-	3.1%
4111	Window Cleaning	384	384	384	-	500	-	
4114	Refuse Removal	2,362	2,362	2,362	-	2,500	-	
4136	Credit card Charges	-	-	-	-	487	-	
4171	Parking	9,500	10,950	10,950	10,950	10,950	10,950	
	Garage Rental	-	-	-	-	1,550	-	
4213	Development	12,210	-	-	12,210	-	-	
<b>Total Expenditure</b>		<b>73,266</b>	<b>44,871</b>	<b>44,871</b>	<b>47,471</b>	<b>88,147</b>		
1100	Misc Income	5,000	-	-	-	10,000	-	3.1%
<b>Total Income</b>		<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>		
<b>Total HQ Expenditure</b>		<b>81,314</b>	<b>62,268</b>	<b>62,268</b>	<b>75,528</b>	<b>92,548</b>		
<b>Total HQ Income</b>		<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>		
<b>Total Net Costs</b>		<b>76,314</b>	<b>62,268</b>	<b>62,268</b>	<b>75,528</b>	<b>82,548</b>		

\* To include IT upgrade and equipment and Meeting Room Provisions

**Central Services reallocation 2022/2023**

			Year 1		Year 1		Year 2	
			Current Year		Year end Prediction		Future Year Projection	
			2023-2024		2023-2024		2024-2025	
			386,251		363,729		504,904	
<b>Central Services Staffing Cost</b>								
Code	Centre	Description	Percentage	Budget	Percentage	Budget	Percentage	Budget
6000	403	Allotments	0.45	1,738.13	0.45	1,636.78	0.23	1,161.28
6000	120	Blakehay Theatre	5.45	21,051	5.45	19,823	7.62	38,474
6000	105	Community Services	8.45	32,638	8.45	30,735	5.54	27,972
6000	107	Civic	14.36	55,466	14.36	52,231	12.62	63,719
6000	108	Democratic Representation	28.82	111,318	28.82	104,827	22.31	112,644
6000	112	Environmental	2.27	8,768	2.27	8,257	8.92	45,037
6000	420	Milton Road Cemetery	5	19,313	5	18,186	3.92	19,792
6000	140	Museum	4.55	17,574	4.55	16,550	6.28	31,708
6000	114	Old Town Quarry	0	-	0	-	1.85	9,340.72
6000	470	Parks & Play Areas	3.36	12,978	3.36	12,221	5.58	28,174
6000	300	Planning	3.82	14,755	3.82	13,894	2	10,098
6000	475	Planned Maintenance	3.82	14,755	3.82	13,894	4.4	22,216
6000	111	Strategic Planning	8.82	34,067	8.82	32,081	7.67	38,726
6000	460	Street Furniture	2.91	11,240	2.91	10,585	2.63	13,279
6000	485	Toilets	3.82	14,755	3.82	13,894	1.94	9,795
6000	482	Tourism / Information services	3.1	11,974	3.1	11,276	4.94	24,942
6000	451	Youth Activities	1	3,863	1	3,637	1.55	7,826
		<b>TOTAL</b>	<b>100</b>	<b>386,251</b>	<b>100</b>	<b>363,729</b>	<b>100</b>	<b>504,904</b>
<b>Central Services Overhead</b>								
			108,501.33		91,127.91		82,795.52	
Code	Centre	Description	Percentage	Budget	Percentage	Budget	Percentage	Budget
6005	403	Allotments	0.45	488	0.45	410	0.23	190
6005	120	Blakehay Theatre	5.45	5,913	5.45	4,966	7.62	6,309
6005	105	Community Services	8.45	9,168	8.45	7,700	5.54	4,587
6005	107	Civic	14.36	15,581	14.36	13,086	12.62	10,449
6005	108	Democratic Representation	28.82	31,270	28.82	26,263	22.31	18,472
6005	112	Environmental	2.27	2,463	2.27	2,069	8.92	7,385
6005	420	Milton Road Cemetery	5	5,425	5	4,556	3.92	3,246
6005	140	Museum	4.55	4,937	4.55	4,146	6.28	5,200
6005	114	Old Town Quarry	0	-	0	-	1.85	1,532
6005	470	Parks & Play Areas	3.36	3,646	3.36	3,062	5.58	4,620
6005	300	Planning	3.82	4,145	3.82	3,481	2	1,656
6005	475	Planned Maintenance	3.82	4,145	3.82	3,481	4.4	3,643
6005	111	Strategic Planning	8.82	9,570	8.82	8,037	7.67	6,350
6005	460	Street Furniture	2.91	3,157	2.91	2,652	2.63	2,178
6005	485	Toilets	3.82	4,145	3.82	3,481	1.94	1,606
6005	482	Tourism / Information services	3.1	3,364	3.1	2,825	4.94	4,090
6005	451	Youth Activities	1	1,085	1	911	1.55	1,283
		<b>TOTAL</b>	<b>100</b>	<b>108,501</b>	<b>100</b>	<b>91,128</b>	<b>100</b>	<b>82,796</b>
<b>TOTAL</b>			<b>494,752</b>		<b>454,857</b>		<b>587,700</b>	



**HQ reallocaton 2022/2023****HQ Costs**

			Year 1 Current Year 2023-2024		Year 1 Year end Prediction 2023-2024		Year 2 Future Year Projection 2024-2025	
			76,314		75,528		82,548	
Code	Cost Centre	Description	Percentage	Budget	Percentage	Budget	Percentage	Budget
6007	403	Allotments	1.45	1,107	0.45	340	0.23	190
6007	120	Blakehay Theatre	5.45	4,159	4.45	3,361	7.62	6,290
6007	105	Community Services	9.45	7,212	8.45	6,382	5.54	4,573
6007	107	Civic	15.36	11,722	14.36	10,846	12.62	10,418
6007	108	Democratic Representation	29.82	22,757	28.82	21,767	22.31	18,416
6007	112	Environmental	3.27	2,495	2.27	1,714	8.92	7,363
6007	420	Milton Road Cemetery	6	4,579	5	3,776	3.92	3,235.87
6007	140	Museum	5.55	4,235	4.55	3,437	6.28	5,184
6007	114	Old Town Quarry		-	0	-	1.85	1,527
6007	470	Parks & Play Areas	4.36	3,327.29	3.36	2,538	5.58	4,606
6007	300	Planning	4.82	3,678.33	3.82	2,885	2	1,651
6007	475	Planned Maintenance	5.82	4,441.47	4.82	3,640	4.4	3,632
6007	111	Strategic Planning	9.82	7,494.03	8.82	6,662	7.67	6,331
6007	460	Street Furniture	3.91	2,983.88	2.91	2,198	2.63	2,171
6007	485	Toilets	4.82	3,678.33	3.82	2,885	1.94	1,601
6007	482	Tourism / Information services	4.1	3,128.87	3.1	2,341	4.94	4,078
6007	451	Youth Activities	2	1,526.28	1	755	1.55	1,279
<b>TOTAL</b>			<b>116</b>	<b>88,524</b>	<b>100</b>	<b>75,528</b>	<b>100</b>	<b>82,548</b>

**Central Grounds 2022/2023**

			Year 1 Current Year 2023-2024		Year 1 Year end Prediction 2023-2024		Year 2 Future Year Projection 2024-2025	
<b>Grounds Staffing Costs</b>			340,070		314,009		381,781	
Code	Cost Centre	Description	Percentage	Budget	Percentage	Budget	Percentage	Budget
6010	403	Allotments	6.36	21,628	6.36	19,971	3.36	12,828
6010	120	Blakehay Theatre	2.2	7,482	2.2	6,908	1.64	6,261
6010	105	Community Services	17.73	60,294	17.73	55,674	24.45	93,345
6010	107	Civic	4.55	15,473	4.55	14,287	0.82	3,131
6010	108	Democratic Representation	0	-	0	-	1.55	5,918
6010	112	Environmental	0	-	0	-	0	-
6010	420	Milton Road Cemetery	33.18	112,835	33.18	104,188	28.05	107,090
6010	140	Museum	3.64	12,379	3.64	11,430	1.55	5,918
6010	114	Old Town Quarry					3.4	12,980.55
6010	470	Parks & Play Areas	20.45	69,544	20.45	64,215	15.64	59,711
6010	300	Planning	0	-	0	-	0	-
6010	475	Planned Maintenance	1.44	4,897	1.44	4,522	0	-
6010	111	Strategic Planning	0	-	0	-	0	-
6010	460	Street Furniture	9.54	32,443	9.54	29,956	9.45	36,078
6010	485	Toilets	0.91	3,095	0.91	2,857	0.91	3,474
6010	482	Tourism / Information services	0	-	0	-	9.18	35,047
6010	451	Youth Activities	0	-	0	-	0	-
<b>TOTAL</b>			<b>100</b>	<b>340,070</b>	<b>100</b>	<b>314,009</b>	<b>100</b>	<b>381,781</b>
<b>Grounds Overheads</b>			83,249		59,858		95,139	
Code	Cost Centre	Description	Percentage	Budget	Percentage	Budget	Percentage	Budget
6015	403	Allotments	6.36	5,295	6.36	3,807	3.36	3,197
6015	120	Blakehay Theatre	2.2	1,831	2.2	1,317	1.64	1,560
6015	105	Community Services	17.73	14,760	17.73	10,613	24.45	23,261
6015	107	Civic	4.55	3,788	4.55	2,724	0.82	780
6015	108	Democratic Representation	0	-	0	-	1.55	1,475
6015	112	Environmental	0	-	0	-	0	-
6015	420	Milton Road Cemetery	33.18	27,622	33.18	19,861	28.05	26,686
6015	140	Museum	3.64	3,030	3.64	2,179	1.55	1,475
6015	114	Old Town Quarry					3.4	3,234.72
6015	470	Parks & Play Areas	20.45	17,024	20.45	12,241	15.64	14,880
6015	300	Planning	0	-	0	-	0	-
6015	475	Planned Maintenance	1.44	1,199	1.44	862	0	-
6015	111	Strategic Planning	0	-	0	-	0	-
6015	460	Street Furniture	9.54	7,942	9.54	5,710	9.45	8,991
6015	485	Toilets	0.91	758	0.91	545	0.91	866
6015	482	Tourism / Information services	0	-	0	-	9.18	8,734
6015	451	Youth Activities	0	-	0	-	0	-
<b>TOTAL</b>			<b>100</b>	<b>83,249</b>	<b>100</b>	<b>59,858</b>	<b>100</b>	<b>95,139</b>
<b>TOTAL</b>			423,319		373,866		476,920	

**Central Operational Services 2022/2023**

			Year 1		Year 1		Year 2	
			Current Year		Year end Prediction		Future Year Projection	
			2023-2024		2023-2024		2024-2025	
			124,645		119,493		138,360	
<b>Operational Staffing costs</b>								
Code	Centre	Description	Percentage	Budget	Percentage	Budget	Percentage	Budget
6030	403	Allotments	0.5	623	0.5	597	0	-
6030	120	Blakehay Theatre	14.2	17,700	14.2	16,968	20	27,672
6030	105	Community Services	12.66	15,780	12.66	15,128	5	6,918
6030	107	Civic	1.27	1,583	1.27	1,518	6.67	9,229
6030	108	Democratic Representation	0.51	636	0.51	609	6.67	9,229
6030	112	Environmental	2.53	3,154	2.53	3,023	3.33	4,607
6030	420	Milton Road Cemetery	17.8	22,187	3.8	4,541	2	2,767
6030	140	Museum	8.78	10,944	22.78	27,221	20	27,672
6030	114	Old Town Quarry	0	-	0	-	1.67	2,310.61
6030	470	Parks & Play Areas	3.06	3,814	5.06	6,046	5	6,918
6030	300	Planning	0	-	0	-	0	-
6030	475	Planned Maintenance	3.26	4,063	3.26	3,895	5.67	7,845
6030	111	Strategic Planning	1.27	1,583	1.27	1,518	6	8,302
6030	460	Street Furniture	2.51	3,129	0.51	609	1.67	2,311
6030	485	Toilets	1.27	1,583	1.27	1,518	1	1,384
6030	482	Tourism / Information services	30.38	37,867	30.38	36,302	14	19,370
6030	451	Youth Activities	0	-	0	-	1.32	1,826
		<b>TOTAL</b>	<b>100</b>	<b>124,645</b>	<b>100</b>	<b>119,493</b>	<b>100</b>	<b>138,360</b>
<b>Operational Overhead Costs</b>								
Code	Centre	Description	Percentage	Budget	Percentage	Budget	Percentage	Budget
				15,074		7,541		15,627
6035	403	Allotments	0.5	75	0.5	38	0	-
6035	120	Blakehay Theatre	14.2	2,140	14.2	1,071	20	3,125
6035	105	Community Services	12.66	1,908	12.66	955	5	781
6035	107	Civic	1.27	191	1.27	96	6.67	1,042
6035	108	Democratic Representation	0.51	77	0.51	38	6.67	1,042
6035	112	Environmental	2.53	381	2.53	191	3.33	520
6035	420	Milton Road Cemetery	15.8	2,382	3.8	287	2	313
6035	140	Museum	8.78	1,323	22.78	1,718	20	3,125
6035	114	Old Town Quarry	0	-	0	-	1.67	260.97
6035	470	Parks & Play Areas	5.06	763	5.06	382	5	781
6035	300	Planning	0	-	0	-	0	-
6035	475	Planned Maintenance	3.26	491	3.26	246	5.67	886
6035	111	Strategic Planning	1.27	191	1.27	96	6	938
6035	460	Street Furniture	2.51	378	0.51	38	1.67	261
6035	485	Toilets	1.27	191	1.27	96	1	156
6035	482	Tourism / Information services	30.38	4,579	30.38	2,291	14	2,188
6035	451	Youth Activities	0	-	0	-	1.32	206
		<b>TOTAL</b>	<b>100</b>	<b>15,074</b>	<b>100</b>	<b>7,541</b>	<b>100</b>	<b>15,627</b>
<b>TOTAL</b>				<b>139,719</b>		<b>127,034</b>		<b>153,987</b>



# Your Town Your Voice Community Consultation

Weston-super-Mare Town Council  
16<sup>th</sup> November 2023

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## **Collecting the information**

The online survey was conducted over a 1-month period, from 1<sup>st</sup> October – 1<sup>st</sup> November. In this time, we received a total of 516 responses.

Upon conclusion of the survey, the closed question data has been condensed, and the open question data was fed into an analytics programme to enable the information to be objectively condensed and summarised, highlighting recurring themes and concerns. Rude and salacious comments, where no viable data could be extracted, have been removed.

Please note, every attempt has been made to make clear the difference between North Somerset Councils' responsibilities and our own. There are still responses which refer to areas covered by NSC, and have been left in so not to distort results.

A community engagement evening was held during the survey period, in which the community was invited to come and discuss issues and understand more about council services. The feedback from these sessions have been collated separately and can be found in section '[Your Town Your Voice Community Consultation Evening](#)'.

The survey has been created in line with the Town Councils adopted 10-year strategy, with the 5 pillars forming the line of questioning. These five pillars are:

**Weston View** – Measures to promote and better present the Town.

**Cleaner and Greener** – Measures to improve the local environment.

**Healthier and Happier** – Measures to promote the health and wellbeing of local residents.

**A Bright Future** – Measures to support and enhance the local economy.

**Heritage, Arts and Culture** – Measures to ensure that Weston super Mare thrives as a vibrant place for arts and culture

## **Executive Summary**

The Council adopted its Medium-Term Financial Plan (MTFP) on the 20<sup>th</sup> February 2023. This is the first year of the plan, and using the Your Town Your Voice satisfaction survey as a conduit to aid and inform the budget setting process.

Following the principles of the MTFP, the key financial question asked within this survey relate to the Town Council proportion of the council tax and whether council taxpayers felt that this provided value for money for the services provided. It is hoped that this will



provide year on year comparison based on figures from previous years' surveys. We have asked the community to identify and rank the services most important to them, in order to understand where service delivery should be continued, budget cuts avoided, and future investment targeted. Every effort should be made to continue to invest in community priorities over the period of the MTFP. In finding these priorities, this would suggest that these are the service areas that are least important to council taxpayers and where spending reductions, if required in the future, should be targeted.

The survey has been based on a mixed method research approach, using both quantitative and qualitative data. Each section therefore will include both qualitative and quantitative data. The quantitative data is displayed in chart and table form, with both the number of responses and the percentages. The qualitative data has been summarised.

Members of the public were asked to rate 20 of our services in the order of most to least value to them (1 being most, 20 being least). This data is complex to analyse, and as such we have chosen to display the order of services rated highest (1) and lowest (20). As you will see, a service can be both in the top 5 for both.

An element of risk is recognised, an evaluation of which will be included at the conclusion of this document:

- Ability to a relevant and engaging survey (in year one) and community engagement opportunities
- poor response to the research project to provide data for analysis.

In summary, the top 7 highest voted services (in order) are:

1. Parks and Play Area
2. Weston Museum
3. Public Toilets
4. Climate Emergency
5. Youth Services
6. CCTV
7. Blakehay Theatre

The top 7 lowest voted services (in order) are:

1. Climate emergency
2. Remembrance Sunday
3. Armed Forces Celebration
4. Blue Plaques
5. Noticeboards
6. Christmas Lights
7. Milton Road Cemetery

Full breakdown of service priorities can be found under [question 88](#).

In order to analyse the mixed method approach of the sample data achieved, and to be able to offer insight for budget formulation, the following table provides the average votes based on the top 10 and bottom 10.

Rate service top to bottom	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Top 10	Bottom 10	Average
Parks and Play Areas	63	52	59	25	14	7	8	5	8	5	2	0	0	0	0	0	0	1	1	3	246	7	239
Public Toilets	37	30	33	30	25	30	35	15	5	5	1	1	3	1	1	1	0	0	0	0	245	8	237
Weston Museum	48	41	32	20	22	17	15	12	13	10	5	2	6	0	2	0	2	2	2	2	230	23	207
Dog Waste Bins	1	11	8	24	26	22	24	48	29	13	19	10	6	5	2	0	0	3	1	1	206	47	159
Visitor Information Centre	8	8	29	38	31	25	28	11	14	11	12	9	8	7	2	2	4	3	2	1	203	50	153
Visit Weston	10	14	5	27	44	27	24	21	14	12	14	14	9	3	5	5	2	1	1	1	198	55	143
Blakehay Theatre	10	37	19	19	15	23	15	23	11	20	6	10	9	5	6	3	6	6	4	6	192	61	131
Water Adventure Play Park	2	17	9	22	13	37	23	22	23	21	17	9	3	5	3	5	3	7	7	5	189	64	125
CCTV	13	14	14	11	17	11	10	16	11	12	23	53	20	10	4	4	4	3	1	2	129	124	5
Bus Shelters	2	0	5	3	13	7	11	10	23	54	30	18	21	12	13	11	8	3	6	3	128	125	3
Youth Services	16	11	14	9	9	11	11	18	11	13	11	14	13	49	23	8	8	3	1	0	123	130	-7
Noticeboards	1	0	3	2	3	9	8	16	56	24	16	25	5	20	10	8	8	15	10	14	122	131	-9
Climate Emergency	34	9	6	8	4	2	4	6	5	6	5	9	7	11	4	5	7	5	19	97	84	169	-85
Allotments	5	1	3	3	7	5	11	9	8	12	55	32	29	16	9	18	13	5	6	6	64	189	-125
Christmas Lights	1	0	2	2	2	3	7	6	4	10	4	10	14	13	12	23	71	40	17	12	37	216	-179
Weston In Bloom	0	2	3	3	2	3	5	5	2	10	7	10	18	10	27	70	37	21	14	4	35	218	-183
Remembrance Sunday	2	4	2	1	2	4	6	4	5	3	1	4	12	12	15	21	19	14	78	44	33	220	-187
Milton Road Cemetery	0	1	3	2	2	5	4	4	4	6	13	14	60	44	27	18	12	16	9	9	31	222	-191
armed forces celebration	0	1	3	3	2	5	1	2	4	3	4	5	4	13	15	9	22	79	55	23	24	229	-205
Blue Plaques	0	0	1	1	0	0	3	0	3	3	8	4	6	17	73	42	27	26	19	20	11	242	-231

These results have been identified in a traffic light system, both in this report and will also be identifiable within the budget preparation documents for members to identify and consider.

## Survey Discoveries

### Town Council Services

#### **Q88 – Town Council Services**

Which council services hold the most value to you as a member of our community? To identify where future investment should be targeted rather than considered budget cuts if necessary? Please rate in order of which has more value.

Members of the public were asked to rate 20 of our services in the order of most to least value to them (1 being most, 20 being least). This data is complex to analyse, and as such we have chosen to display the order of services rated highest (1) and lowest (20). As you will see, a service can be both in the top 5 for both. The number along the X axis is the number rating it has been given (1-20), and the services are listed down the Y axis.

<b>Rate service – highest voted</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>Parks and Play Areas</b>	63	52	59	25	14	7	8	5	8	5	2	0	0	0	0	0	0	1	1	3
<b>Weston Museum</b>	48	41	32	20	22	17	15	12	13	10	5	2	6	0	2	0	2	2	2	2
<b>Public Toilets</b>	37	30	33	30	25	30	35	15	5	5	1	1	3	1	1	1	0	0	0	0
<b>Climate Emergency</b>	34	9	6	8	4	2	4	6	5	6	5	9	7	11	4	5	7	5	19	97
<b>Youth Services</b>	16	11	14	9	9	11	11	18	11	13	11	14	13	49	23	8	8	3	1	0
<b>CCTV</b>	13	14	14	11	17	11	10	16	11	12	23	53	20	10	4	4	4	3	1	2
<b>Blakehay Theatre</b>	10	37	19	19	15	23	15	23	11	20	6	10	9	5	6	3	6	6	4	6
<b>Visit Weston</b>	10	14	5	27	44	27	24	21	14	12	14	14	9	3	5	5	2	1	1	1
<b>Visitor Information Centre</b>	8	8	29	38	31	25	28	11	14	11	12	9	8	7	2	2	4	3	2	1
<b>Allotments</b>	5	1	3	3	7	5	11	9	8	12	55	32	29	16	9	18	13	5	6	6
<b>Remembrance Sunday</b>	2	4	2	1	2	4	6	4	5	3	1	4	12	12	15	21	19	14	78	44
<b>Water Adventure Play Park</b>	2	17	9	22	13	37	23	22	23	21	17	9	3	5	3	5	3	7	7	5
<b>Bus Shelters</b>	2	0	5	3	13	7	11	10	23	54	30	18	21	12	13	11	8	3	6	3
<b>Noticeboards</b>	1	0	3	2	3	9	8	16	56	24	16	25	5	20	10	8	8	15	10	14
<b>Christmas Lights</b>	1	0	2	2	2	3	7	6	4	10	4	10	14	13	12	23	71	40	17	12
<b>Dog Waste Bins</b>	1	11	8	24	26	22	24	48	29	13	19	10	6	5	2	0	0	3	1	1
<b>armed forces celebration</b>	0	1	3	3	2	5	1	2	4	3	4	5	4	13	15	9	22	79	55	23
<b>Blue Plaques</b>	0	0	1	1	0	0	3	0	3	3	8	4	6	17	73	42	27	26	19	20
<b>Milton Road Cemetery</b>	0	1	3	2	2	5	4	4	4	6	13	14	60	44	27	18	12	16	9	9
<b>Weston In Bloom</b>	0	2	3	3	2	3	5	5	2	10	7	10	18	10	27	70	37	21	14	4

The above demonstrates that Parks and Play Area, Weston Museum, Public Toilets, Climate Emergency and Youth Services are the top 7 highest voted services.

Rate service - Lowest voted	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Climate Emergency	34	9	6	8	4	2	4	6	5	6	5	9	7	11	4	5	7	5	19	97
Remembrance Sunday	2	4	2	1	2	4	6	4	5	3	1	4	12	12	15	21	19	14	78	44
armed forces celebration	0	1	3	3	2	5	1	2	4	3	4	5	4	13	15	9	22	79	55	23
Blue Plaques	0	0	1	1	0	0	3	0	3	3	8	4	6	17	73	42	27	26	19	20
Noticeboards	1	0	3	2	3	9	8	16	56	24	16	25	5	20	10	8	8	15	10	14
Christmas Lights	1	0	2	2	2	3	7	6	4	10	4	10	14	13	12	23	71	40	17	12
Milton Road Cemetery	0	1	3	2	2	5	4	4	4	6	13	14	60	44	27	18	12	16	9	9
Blakehay Theatre	10	37	19	19	15	23	15	23	11	20	6	10	9	5	6	3	6	6	4	6
Allotments	5	1	3	3	7	5	11	9	8	12	55	32	29	16	9	18	13	5	6	6
Water Adventure Play Park	2	17	9	22	13	37	23	22	23	21	17	9	3	5	3	5	3	7	7	5
Weston In Bloom	0	2	3	3	2	3	5	5	2	10	7	10	18	10	27	70	37	21	14	4
Parks and Play Areas	63	52	59	25	14	7	8	5	8	5	2	0	0	0	0	0	0	1	1	3
Bus Shelters	2	0	5	3	13	7	11	10	23	54	30	18	21	12	13	11	8	3	6	3
Weston Museum	48	41	32	20	22	17	15	12	13	10	5	2	6	0	2	0	2	2	2	2
CCTV	13	14	14	11	17	11	10	16	11	12	23	53	20	10	4	4	4	3	1	2
Visit Weston	10	14	5	27	44	27	24	21	14	12	14	14	9	3	5	5	2	1	1	1
Visitor Information Centre	8	8	29	38	31	25	28	11	14	11	12	9	8	7	2	2	4	3	2	1
Dog Waste Bins	1	11	8	24	26	22	24	48	29	13	19	10	6	5	2	0	0	3	1	1
Public Toilets	37	30	33	30	25	30	35	15	5	5	1	1	3	1	1	1	0	0	0	0
Youth Services	16	11	14	9	9	11	11	18	11	13	11	14	13	49	23	8	8	3	1	0

The above demonstrates that Climate emergency, Remembrance Sunday, Armed Forces Celebration, Blue Plaques and noticeboards are the top 7 lowest voted services.

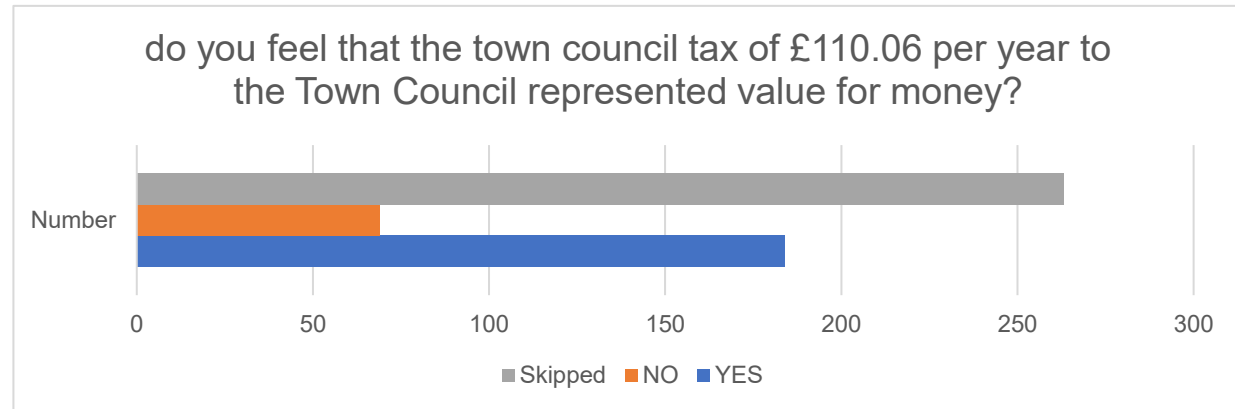
### Q89 – Town Council Services

Having considered all of the services provided by the town council, do you feel that the town council tax of £110.06 per year (£9.17 per month for the average Band D household) to the Town Council. represented value for money?

Value for money?	Number
YES	184
NO	69
Skipped	263

Value for money?	percentage
YES	35.66%
NO	13.37%
Skipped	50.97%



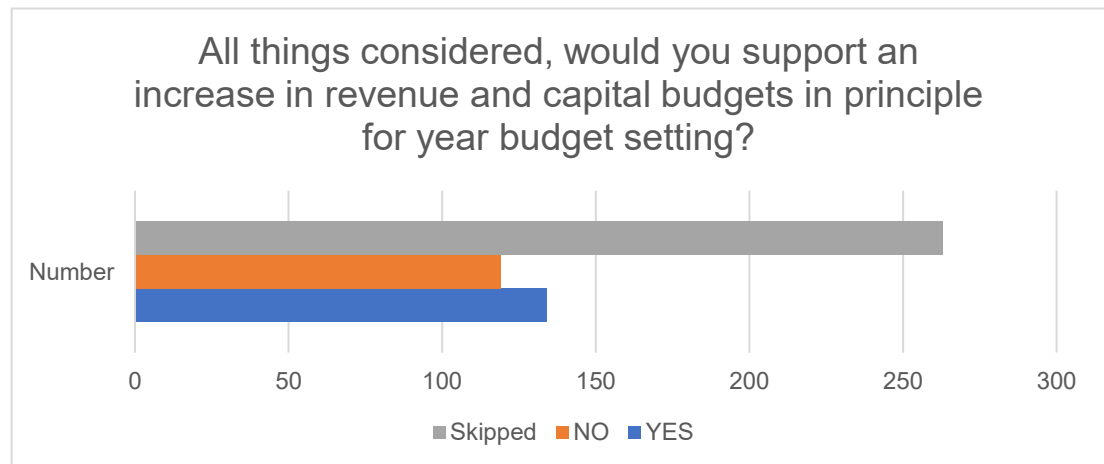
### Q90 – Town Council Services

All things considered, would you support an increase in revenue and capital budgets in principle for year budget setting?

Support an increase?	Number
YES	134
NO	119
Skipped	263

Support an increase?	Percentage
YES	25.97%
NO	23.06%
Skipped	50.97%



## **Q91 – Town Council Services**

Do you have any specific comments to make on the town council budget, and what, if any, changes would you like to see in future years?

### **1. Positive Feedback:**

- **Appreciation for Inclusion:** Some respondents appreciate the opportunity to contribute opinions on how tax is spent, considering it a positive step.
- **Increased Revenue for Environmental and Sustainable Initiatives:** Several respondents expressed a desire for increased revenue to support environmental matters, awareness-raising activities, and sustainable events like Glow.

### **2. Challenges and Concerns:**

- **Financial Strain on Residents:** Many respondents highlighted financial challenges, expressing concerns about tax increases when residents are already struggling financially.
- **Concerns About Budget Allocation:** Some respondents raised concerns about budget allocation, calling for clarity, better communication, and a focus on efficient spending.
- **Opposition to Specific Initiatives:** A few respondents expressed opposition to initiatives related to diversity, equity, and inclusion (DEI), climate, and suggested redirecting funds to more pressing issues like cleanliness and public toilets.

### **3. Specific Suggestions:**

- **Accessibility and Inclusivity:** Suggestions for improved accessibility and inclusivity for disabled groups.
- **Clarity and Communication:** Calls for clearer communication, more effective surveys, and greater resident involvement in budget decisions.
- **Investment in Infrastructure:** Recommendations to invest in public toilets, street cleaning, and the restoration of key site buildings, particularly along the seafront and high street.
- **Focus on Basic Services:** Requests for a focus on essential services like street cleaning, public toilets, and efficient use of funds.
- **Youth Programs and Public Spaces:** Suggestions to allocate funds for youth programs, public spaces, and initiatives that enhance the town's appearance.
- **Increased Policing:** Calls for more police presence, especially on the streets.
- **Prioritising Heritage and Future:** Differing opinions on whether to prioritise heritage or focus on future-oriented initiatives.
- **Self-Sustainability:** Recommendations for greater self-sustainability from revenue-generating assets, with funds reinvested into the community.

- Consideration of Residents' Financial Status: Calls for consideration of residents' financial situations, with reluctance to support any substantial increase in taxes.

Overall, the feedback reflects a diverse range of opinions, with residents expressing varying perspectives on budget priorities and allocations. Financial strain on residents and concerns about the effectiveness of certain initiatives are key themes.

### **Q92 – Town Council Services**

Are there any new services or initiatives in which you would like to see the town council make investment in the future, either by raising the town council tax or by reducing spending in existing services?

1. Improved Public Transport:
  - Calls for a more efficient public transport system, addressing current issues with buses.
2. Park Refurbishments and Inclusive Facilities:
  - Requests for additional park refurbishments, including the addition of SEND equipment.
  - Suggestions for improving play facilities, outdoor gyms, and adding more SEND play equipment in parks.
3. Environmental Initiatives:
  - Emphasis on greening the town, encouraging sustainability, and promoting a planting-for-pollinators agenda.
  - Calls for alternative transport options, cycle lanes, and public areas.
4. Infrastructure and Maintenance:
  - Proposals for enforcing maintenance of seafront properties.
  - Requests for cleaning roads, sweeping, and maintaining drains.
  - Suggestions for street cleaning, litter picking, and pressure washing buildings.
5. Community Support and Mental Health Initiatives:
  - Calls for increased funding for community work, volunteering initiatives, and mental health support.
  - Recommendations for reducing social alienation, improving mental health, and empowering marginalised groups.
6. Business and Economic Support:
  - Suggestions for business support structures for the high street and surrounding areas.
  - Calls for more support for small, independent businesses, including reduced rents and incentives.
7. Tourism and Awareness:
  - Recommendations for raising awareness of parks, green spaces, and local attractions.
  - Suggestions for outdoor markets, including independent traders and sponsored initiatives.

8. Accessibility and Inclusivity:
  - Calls for improved accessibility options, particularly for those with disabilities and the visually impaired.
  - Recommendations for information centres providing details about local events and services.
9. Community Safety:
  - Requests for more police presence, reduction of anti-social behaviour, and zero tolerance policies.
10. Youth Services and Facilities:
  - Suggestions for youth programs, youth clubs, and events specifically tailored for young people.
11. Review of Spending:
  - Recommendations to review spending on specific initiatives, including armed forces events, climate-related activities, and cemeteries.
12. Collaboration with North Somerset Council:
  - Calls for collaboration with North Somerset Council, particularly in the management of parks.
13. Business Innovation:
  - Proposals for innovative ideas like the Weston Doughnut Economics program and research into pollution and ecological impact.
14. Cultural and Heritage Focus:
  - Emphasis on the importance of culture, heritage, and utilising spaces like the Old Town Quarry for events.
15. Zero Tolerance Measures:
  - Calls for zero tolerance of anti-social behaviour and increased efforts to address its causes.
16. Specific Events:
  - Suggestions to bring back the air show, outdoor markets, and focus on specific events that draw tourists and locals alike.
17. Street Cleaning:
  - Requests for daily street cleaning, including the use of pressure washers, and improved cleanliness in public spaces.
18. Business Rates and Mayor Position:
  - Calls for zero business rates for shop owners, reconsideration of the mayoral position, and reduction of expenses on certain events.
19. Swimming Pool:
  - Proposal for the establishment of a swimming pool in the town centre.
20. Focus on Basic Services:



- Emphasis on prioritising essential services like toilets, cleanliness, and street maintenance over non-essential initiatives.

Overall, the suggestions reflect a diverse range of priorities, including infrastructure improvement, community support, economic development, and cultural initiatives. Residents are seeking a balance between maintaining essential services and investing in projects that enhance the overall quality of life in Weston-super-Mare.

### **Q93 – Town Council Services**

Do you have any other comments which you would like to make about the council and services it provides, or do you have any issues or concerns which you wish to raise?

#### 1. Traffic Safety:

- Concerns about the dangerous M5 Junction 21 exit (Southbound) into Weston, suggesting the need for dedicated lane setups.
- Dangerous positioning of bus stops, particularly on the route toward Next and Asda.

#### 2. Dog Control and Park Safety:

- Issues with aggressive dogs off leads in Ashcombe Park, leading to a suggestion for a dogs-on-leads requirement.

#### 3. Town Centre Condition:

- Despite improvements on the promenade, concerns about the town centre being run down.
- Call for initiatives to improve Weston's appearance and cleanliness.

#### 4. Anti-Social Behaviour:

- Highlighting concerns about antisocial behaviour, particularly involving youths.
- Request for more visible policing and control over parking, especially in residential areas.

#### 5. Community Engagement and Communication:

- Calls for better communication between the Town Council and communities, especially regarding museum events.
- Suggestions for more visible and open engagement with the public through drop-in sessions.

#### 6. Transport Links and Infrastructure:

- Reiteration of the need for better and more reliable transport links.
- Request for a better website for contacting the correct people for specific problems.

#### 7. Street Cleanliness and Maintenance:

- Concerns about the cleanliness of streets, pavements, and roadside areas.
- Suggestions for regular maintenance, including cutting back vegetation, cleaning gutters, and proper road repairs.

8. Cultural and Recreational Opportunities:

- Support for events in Grove Park and a desire for a weekly market in the high street.
- Emphasis on promoting Weston's positive aspects and cultural offerings.

9. Council Communication and Engagement:

- Critique of the Town Council's communication, with suggestions for improvement.
- Calls for clarity on responsibilities between North Somerset Council and the Town Council.

10. Miscellaneous Concerns:

- Concerns about the treatment of artists and businesses during the Old Town Quarry takeover.
- Suggestions for addressing noise pollution, increasing recycling facilities, and tackling motorhome parking issues.

11. Positive Feedback:

- Positive feedback regarding the town's cleanliness, green spaces, and community spirit.
- Recognition of the Town Council's efforts in comparison to experiences in other areas.

12. Recommendations for Improvement:

- Calls for more innovation, fresh ideas, and youth representation in the council.
- Suggestions for attracting food festivals, Christmas markets, and more cultural events.

13. Specific Requests:

- Requests for a list of councillors' surgeries and more opportunities for face-to-face interactions.
- Specific concerns about the state of Ashcombe Park, flower beds, and paths.

14. Youth Engagement and Facilities:

- Emphasis on the importance of engaging with and providing facilities for the younger generation.
- Suggestions for addressing the needs of older children, pre-teens, and teens.

15. Concerns about the Museum:

- Concerns about alleged misogyny and sexism at Weston Museum and criticism related to Drag Queen Story Time.

16. Financial Considerations:

- Concerns about the value for money spent on traditional projects and a desire for more financial accountability.

17. Tourist Season and Year-Round Focus:

- Calls for a balance between focusing on the tourist season and providing year-round benefits for residents.

18. Traffic and Parking Management:

- Suggestions for controlling parent parking and reducing charges for Blakehay.

19. Suggestions for Improvement:

- Recommendations for more responsive services and better promotion of council events.
- Calls for better use of open spaces and promotion of Weston to attract more visitors.

20. Overall Satisfaction:

- Overall positive feedback and expressions of appreciation for the Town Council's efforts.

Note: The comments reflect a diverse range of perspectives, covering traffic management, safety, cleanliness, cultural events, engagement, and financial considerations. Residents express a mix of satisfaction and concerns, providing valuable insights for the Town Council's consideration.

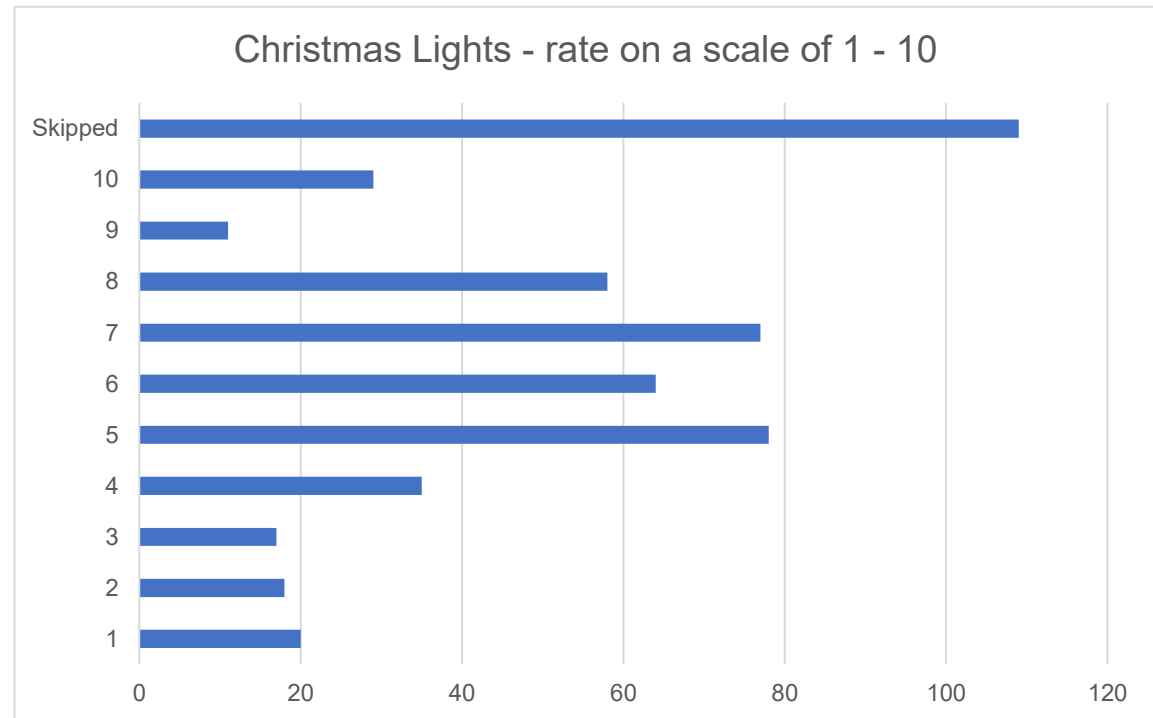
**Pillar 1 – Weston View**

**Q6 – Christmas Lights**

£39,996 for the Service Level Agreement. The Town Council works with experience and professional companies to deliver an ambitious programme of Christmas lights. The current contract was awarded for 3 years with a two-year extension. This approach allows for a fresh perspective on what is delivered in timely periods. During previous evaluation of the light scheme, we were asked to extend the display to areas of Grove Village and Orchard Meadows which we have now done. We are coming to the end of our 5-year contract and are excited to see a new programme developed following a consultation process. On a scale of one to ten how satisfied are you with the quality and quantity of the Christmas lights?

Scale 1-10	Number
1	20
2	18
3	17
4	35
5	78
6	64
7	77
8	58
9	11
10	29
Skipped	109

Scale 1-10	Percentage
1	3.88%
2	3.49%
3	3.29%
4	6.78%
5	15.12%
6	12.40%
7	14.92%
8	11.24%
9	2.13%
10	5.62%
Skipped	21.12%



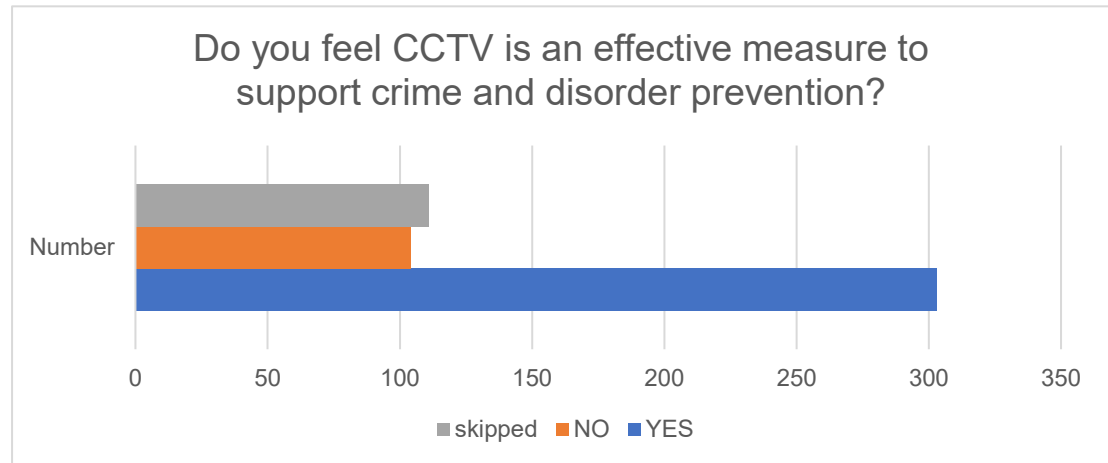
**Q7 – CCTV / Crime and Disorder**

£81,600 for CCTV and £50,000 for community response. Weston-super-Mare Town Council is committed to supporting crime and disorder prevention within the town. This includes supporting CCTV provision, as well as dedicated community response positions managed in coordination with North Somerset Council. Do you feel CCTV is an effective measure to support crime and disorder prevention?

CCTV Effective?	Number
YES	303
NO	104
skipped	111

CCTV Effective?	Percentage
YES	58.72%
NO	20.16%
skipped	21.51%



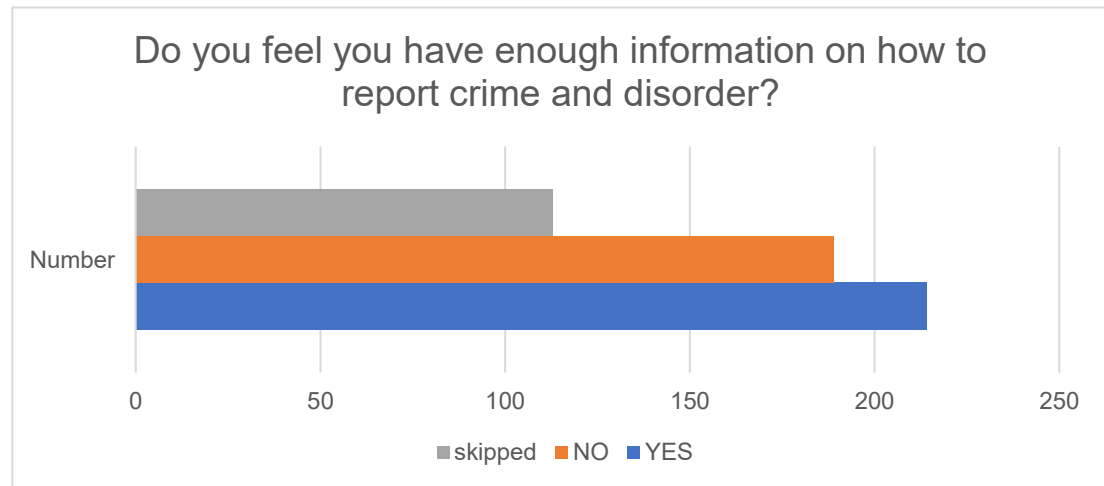
**Q8 – Crime and Disorder**

Do you feel you have enough information on how to report crime and disorder?

Enough information?	Number
YES	214
NO	189
skipped	113

Enough information?	Percentage
YES	41.47%
NO	36.63%
skipped	21.90%



## Q9 – Crime and Disorder

Do you feel there are hotspots within Weston-super-Mare which require further focus?

### 1. Areas Identified as Hotspots:

- Top section of High Street
- Town Gardens
- Outside McDonald's on Regent Street
- Central Large Tesco Forecourt Area

### 2. Specific Locations Mentioned:

- Lane between Summerland's and Ashcombe Road
- Summerland's
- Grove Village and Grove Park
- Albert Avenue
- Alexandra Parade
- Underpasses at Morrisons and Locking Parklands
- Alfred Street to Swiss Road
- Ashcombe Park car park
- Illegal travellers' sites
- Beach, parks, and town centre
- Bournville and Town Centre
- Bus interchange and town centre
- Castle Batch and surrounding areas
- Central areas and parks

### 2. continued

- Clifton Road
- Gallagher Industrial Estate
- Haywood Village
- High Street and surrounding areas
- Italian Gardens
- Magic roundabout
- Marine Lake
- Oldmixon, Coronation, Bournville Estates
- Oxford Street and surrounding area
- Parks and town centre
- Regent Street, Alexandra Parade, Boulevard
- Sandbay
- Seafront
- Streets near Tesco
- The Boulevard area
- Town Centre, especially at night
- Walford Avenue Park
- Walliscote Road
- Weston Village

### 3. Comments and Observations:

- Concerns about anti-social behaviour, drug use, and vandalism were frequently mentioned.
- Some respondents expressed a lack of confidence in existing CCTV and police presence.
- Suggestions for improvement included better street lighting, increased police visibility, and enhanced monitoring of parks and public spaces.

- Mention of specific incidents, such as fights, inappropriate behaviour, and hate incidents, contributed to the perception of hotspots.
4. Mixed Opinions:
- While some respondents felt that the town centre and certain areas were problematic, others believed the issues were exaggerated, emphasising the positive aspects of the town.
5. Overall Concern:
- A significant number of respondents expressed concerns about safety in various parts of Weston-super-Mare, especially at night.

### **Q10 – Planning**

£21,815 We act as a consultee on planning applications for North Somerset Council. This means that a dedicated planning committee received pending planning applications from North Somerset Council to discuss and agree as to whether they are found to be appropriate against pre-set criteria. As a consultee, the Town Council does not have the capacity to bar or block a planning application, but all advice, comments and consideration are passed to the North Somerset Council planning team, who make the final decision. In your opinion, to what extent do you believe Weston Town Council effectively fulfils its role as a planning consultee?

1. *Positive Responses:*

- Some respondents believe that the Town Council adds benefit and is effective in its role.
- Others think that Weston Town Council fulfils its role effectively and provides an additional layer of scrutiny.

2. *Neutral/No Opinion:*

- Many respondents expressed uncertainty or stated that they don't have enough information to form an opinion.

3. *Negative Responses:*

- Some respondents expressed dissatisfaction, stating that the Town Council is limited by only being a consultative group and has no real power.
- Others mentioned that the council seems disconnected from environmental and heritage priorities.

4. *Suggestions for Improvement:*

- Some respondents suggested that there should be more collaboration and wider consultation on agenda-driven proposals like bicycle lanes and 20mph zones.
- A few respondents mentioned that the council needs to listen more to the needs of the residents and challenge decisions more effectively.

5. *Specific Issues Raised:*

- Concerns were raised about the lack of power to veto decisions made by North Somerset Council.
- Questions were raised about the qualifications and transparency of the planning committee.
- Some respondents mentioned specific instances where they felt let down or disappointed by the council's input.

Overall, opinions on the effectiveness of Weston Town Council as a planning consultee vary, with a mix of positive, neutral, and negative sentiments. Some respondents appreciate the council's efforts, while others feel that improvements could be made, particularly in terms of transparency and influence.

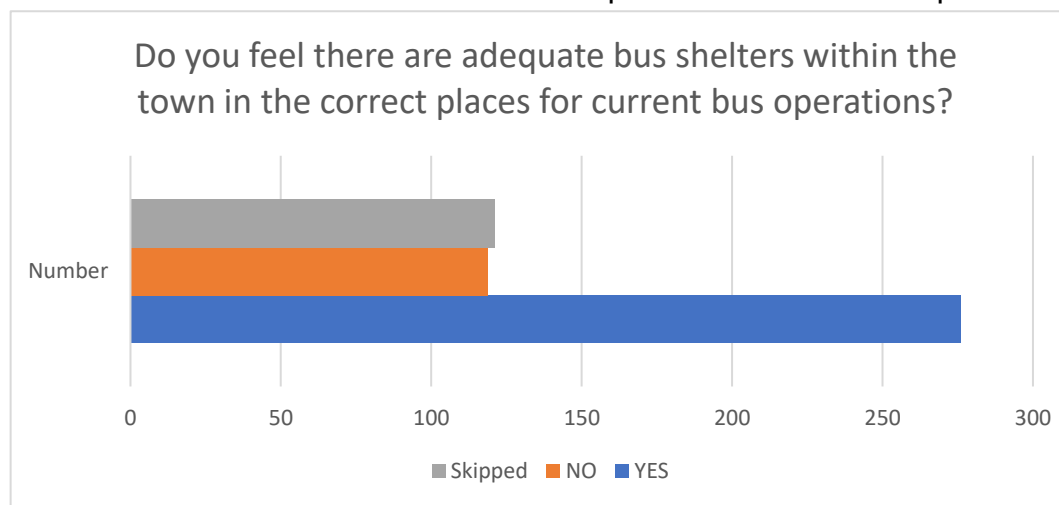
### Q11 – Bus Shelters

Street Furniture - Bus shelter cleaning £500, bus shelter replacement £500, Prince of Wales Clock £550 The Town Council is responsible for some of the street furniture throughout the Town, a responsibility shared with North Somerset Council, and private individuals and business owners. Included within this are:- Noticeboards- Bus Shelters- The Prince of Wales Clock. There is a full bus shelter review exercise, working with North Somerset Council, which would see the bus shelter provision being undertaken by one party. Bus Shelters - Do you feel there are adequate bus shelters within the town in the correct places for current bus operations?

	<b>Number</b>
YES	276
NO	119
Skipped	121

	<b>Percentage</b>
YES	53.49%
NO	23.06%
Skipped	23.45%

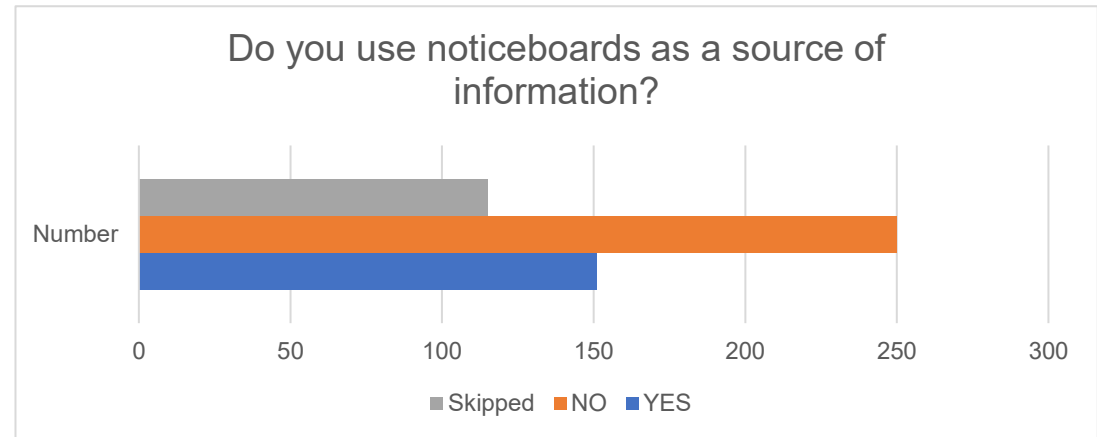




### Q12 - Noticeboards

Do you use noticeboards as a source of information?	Number
YES	151
NO	250
Skipped	115

Do you use noticeboards as a source of information?	Percentage
YES	29.26%
NO	48.45%
Skipped	22.29%



### Q13 – Noticeboards

Are there areas where you think noticeboards would be beneficial?

#### 1. Popular Suggestions:

- A common suggestion is to have noticeboards outside key locations such as the Town Hall, Library, entrances to parks (Grove and Clarence Parks), and major bus stops.
- Digital noticeboards or electronic displays within bus shelters are recommended for advertising local charities, businesses, and events.
- Specific locations mentioned include the seafront, Beach Lawns, The Tropicana, McDonalds/Costa/Palmers plaza, supermarkets, and the bus interchange.

#### 2. Suggested High Footfall Areas:

- Several respondents suggest placing noticeboards at places with high footfall, like the High Street, Italian Gardens, and entrances to parks.
- Bus stops, especially major ones, are frequently mentioned as suitable locations for noticeboards.
- The Sovereign Centre and other shopping areas are suggested for noticeboards.

#### 3. Variety of Locations:

- Suggestions include railway stations, outside schools, pubs/clubs, Prince Consort Gardens, Prince Consort Gardens, and parks.
  - Some respondents recommend noticeboards in housing estates like Oldmixon, Bournville, and Coronation.
4. Concerns and Alternative Suggestions:
- Some express concerns about noticeboards being defaced or becoming outdated. A few suggest that money might be better spent on social media.
  - A suggestion is made for more online sharing and the use of electronic means rather than traditional noticeboards.
5. Specific Improvements Proposed:
- Recommendations for more, larger, and electronic noticeboards in prominent locations like Italian Gardens, Sovereign and Dolphin Square, and the seafront.
  - Emphasis on regular updates and maintenance of noticeboards to keep information current.
  - Suggestions for specific information on noticeboards, such as bus timetables, local businesses, and events.

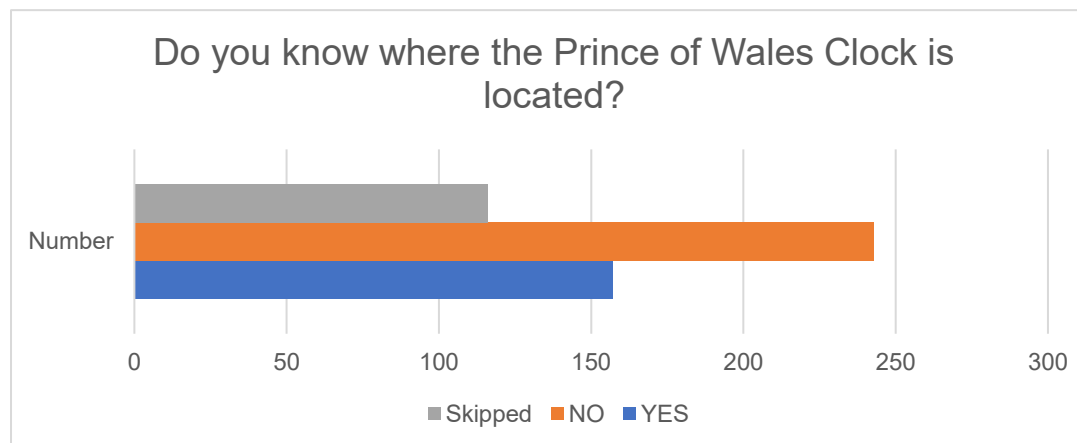
Overall, respondents provide a range of suggestions regarding where noticeboards would be beneficial, emphasising high footfall areas, key locations, and a mix of traditional and electronic displays.

#### Q14 – Prince of Wales Clock

Do you know where the Prince of Wales Clock is located?

Do you know where the Prince of Wales Clock is located?	Number
YES	157
NO	243
Skipped	116

Do you know where the Prince of Wales Clock is located?	Percentage
YES	30.43%
NO	47.09%
Skipped	22.48%



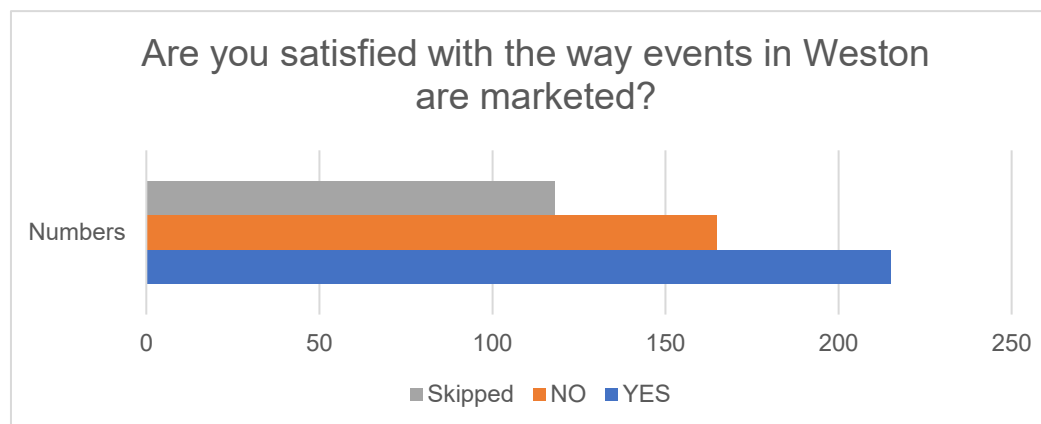
## Q15 – Tourism

£183,913 Weston-super-Mare Town Council supports the growth of tourism within the Town. This is achieved through several means, the satellite Visitor Information Centre at the Water Adventure & Play Park (currently seasonal), Welcome Hosts in the town seasonally and via the Visit Weston Website. In addition, the tourism team supports local businesses in advertising and marketing events and activities. Are you satisfied with the way events in Weston are marketed?

Are you satisfied with the way events in Weston are marketed?	Numbers
YES	215
NO	165
Skipped	118

Are you satisfied with the way events in Weston are marketed?	Percentage
YES	215
NO	165
Skipped	118



**People were given the option to provide comments on the above question. These are the results summarised:**

### 1. Positive Feedback:

- Some respondents express satisfaction, noting that marketing has improved recently, and the town feels like it's booming.
- Social media, particularly platforms like Facebook and Instagram, is acknowledged as a useful source for event information.

### 2. Concerns and Dissatisfaction:

- Many respondents express dissatisfaction, indicating that events are often not well advertised or that they find out about them after they have occurred.
- Some mention a lack of clear, central information on events, making it challenging to stay informed.
- Concerns are raised about the effectiveness of traditional methods like newspapers, and some suggest the need for more use of social media for promotion.
- A few respondents mention confusion due to the presence of multiple organisations, such as Visit Weston and Culture Weston, and suggest a need for a single, comprehensive source of event information.

### 3. Suggestions for Improvement:

- Recommendations include the use of more social media channels, electronic rolling boards, and a dedicated social media page advertised to every household.
  - Several respondents suggest the need for a central information centre, possibly rebranding the Visit Weston website, and promoting local activities through accommodation providers.
  - Some recommend simplifying and centralising event marketing, emphasising a clear brand, identity, and strategy across organisations.
  - The location of the Visitor Information Centre is questioned, with suggestions for a more central and accessible site.
4. Specific Issues Raised:
- Concerns about the water park being perceived as a water park and issues related to its operation are mentioned.
  - Some respondents express concerns about the lack of effective wayfinding and the need for better pre-advertising and promotion of events.
  - A desire for more sustainable tourism and the promotion of Weston as a sustainable destination is mentioned.

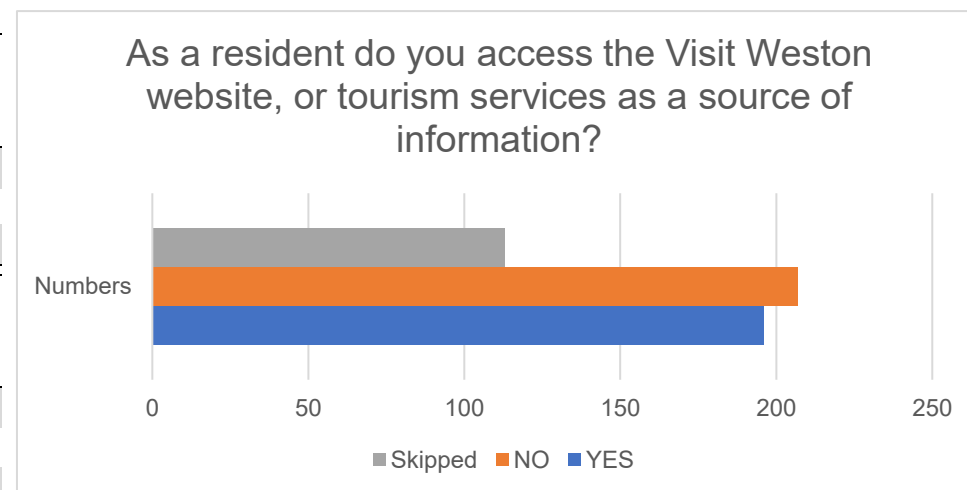
Overall, the feedback suggests a mix of positive and negative sentiments, with a strong emphasis on the importance of effective marketing, use of social media, and the need for clear, centralised information on events.

#### Q16 – Visit Weston

As a resident do you access the Visit Weston website, or tourism services as a source of information?		Numbers
YES		196
NO		207
Skipped		113

As a resident do you access the Visit Weston website, or tourism services as a source of information?		Percentage
YES		37.98%
NO		40.12%
Skipped		21.90%



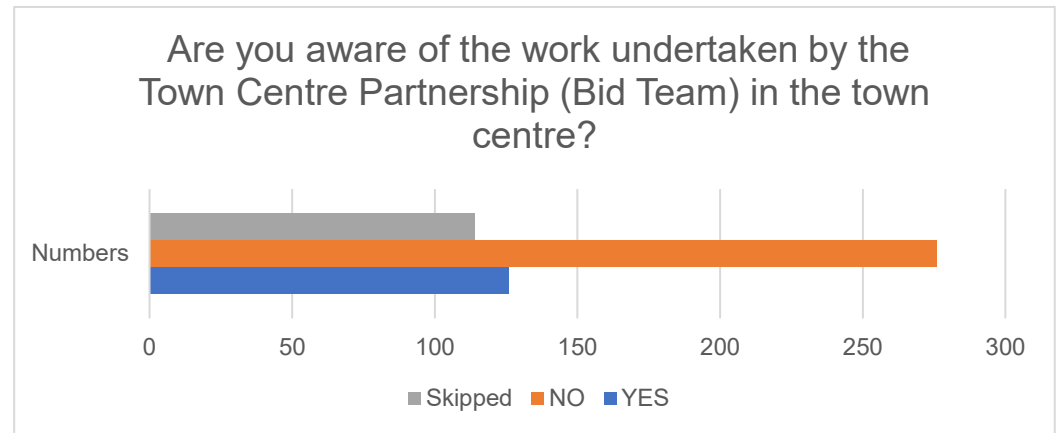
### Q17 - Service Level Agreements

Homelessness £50,000 & Town Centre Partnership £19,398. The council has a long-running relationship with the Town Centre Partnership which works with us to facilitate events in the town and promote a vibrant town centre. Are you aware of the work undertaken by the Town Centre Partnership (Bid Team) in the town centre?

Town Centre Partnership	Numbers
YES	126
NO	276
Skipped	114

Town Centre Partnership	Percentage
YES	24.42%
NO	53.49%
Skipped	22.09%



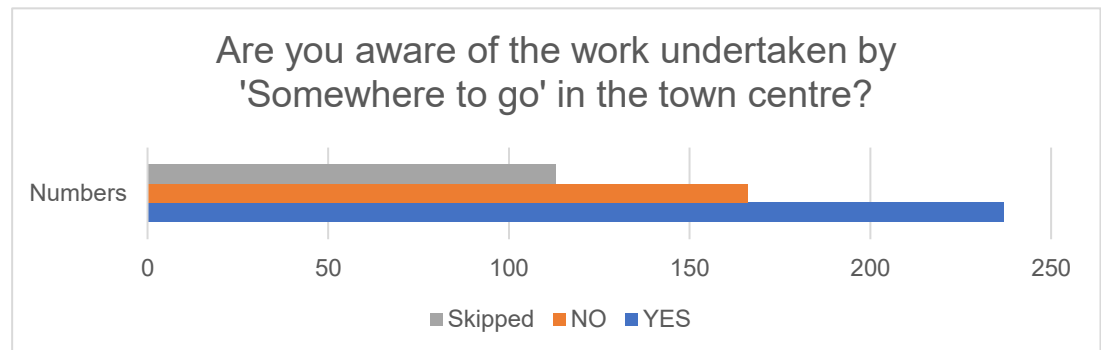
### Q18 – Somewhere to Go

The council has committed to supporting efforts to reduce homelessness and night sleeping within the town, working with partner organisations to support those in need. Are you aware of the work undertaken by 'Somewhere to go' in the town centre?

Somewhere to go	Numbers
YES	237
NO	166
Skipped	113

Somewhere to go	Percentage
YES	45.93%
NO	32.17%
Skipped	21.90%



## **Q19 – Summary of Weston View**

Do you have any comments about these areas of service provision?

The feedback about Weston View covers a range of concerns and suggestions. Here are some common themes:

1. **Visible Homelessness Issues:** Many respondents expressed concerns about the visibility of homelessness in Weston. Some mentioned witnessing incidents of theft and harassment by homeless individuals.
2. **Social Media Promotion:** A recurring suggestion is to use social media platforms to share success stories, positive outcomes, and information about available services. This could help change the public perception and increase awareness.
3. **Detailed Cost Breakdown:** Some respondents expressed a desire for more transparency regarding the allocation and breakdown of costs associated with homelessness services. Providing a detailed breakdown could address concerns about the effectiveness of spending.
4. **Stricter Enforcement and Collaboration:** Calls for stricter enforcement against vagrancy and the need for collaborative efforts between different organisations to address homelessness were mentioned.
5. **Infrastructure Improvements:** Suggestions were made to improve infrastructure, such as providing bins near bus shelters, addressing potholes, and creating pleasant waiting areas for public transit users.
6. **Concerns about BID Effectiveness:** Some respondents questioned the effectiveness of the Business Improvement District (BID) and its impact on different areas of the town, suggesting a need for improvement.
7. **Winter Support:** Several comments emphasised the need for increased support for the homeless during winter months, including the provision of night shelters.
8. **Issues with Somewhere to Go:** Concerns were raised about the management and effectiveness of Somewhere to Go, with some suggesting that the facility might not be fit for its purpose under current management.
9. **Prevention and Proactive Measures:** There's a call for more proactive measures to prevent homelessness, addressing root causes such as mental health and addiction issues.
10. **Improving Town Image:** Some respondents mentioned the negative impact of homelessness on the town's image and suggested that addressing this issue could contribute to a more vibrant town centre.

It's evident that the community has diverse opinions and concerns. Addressing these issues may require a multi-faceted approach involving collaboration between various stakeholders, improved communication strategies, and a focus on both short-term and long-term solutions.

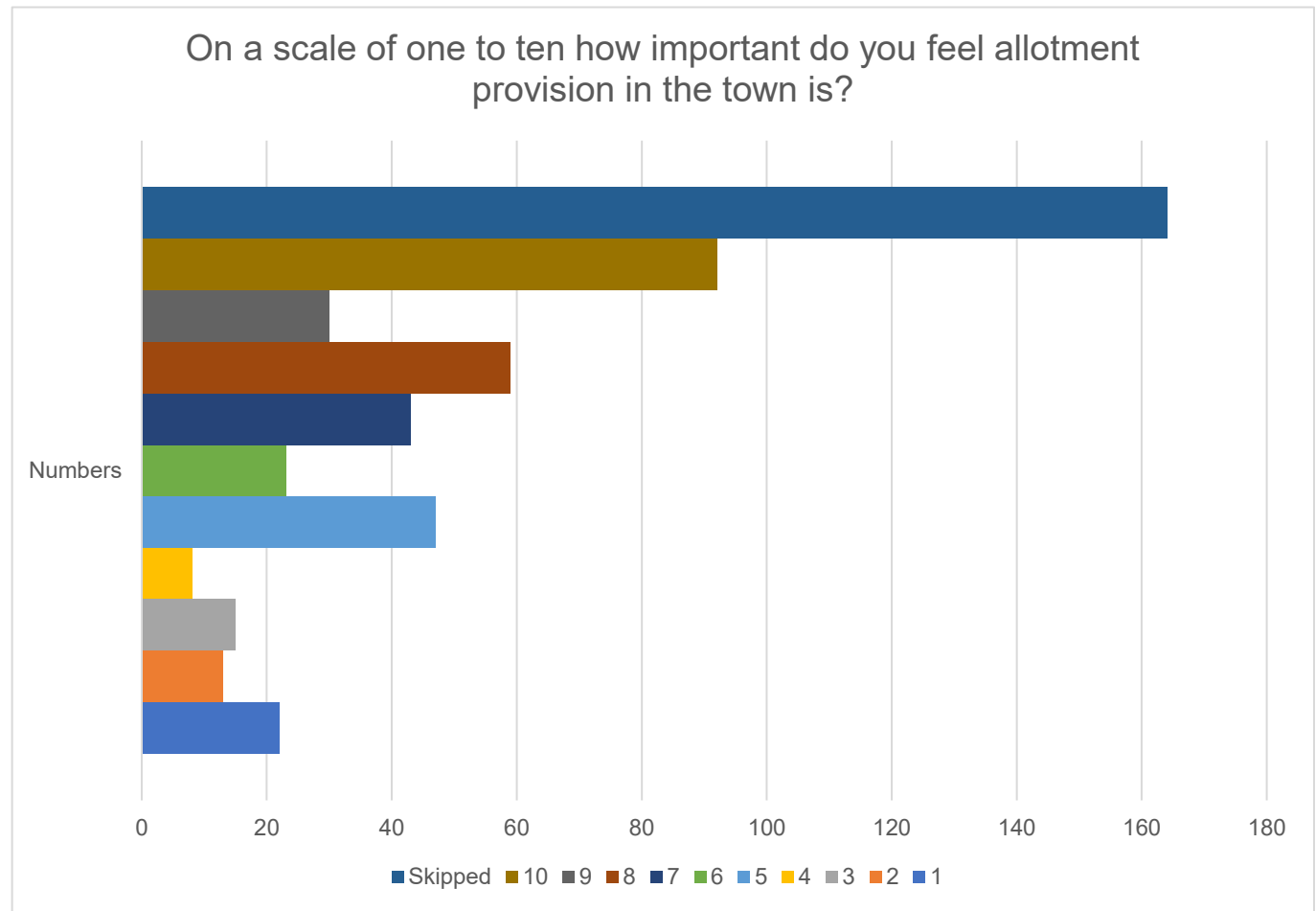
**Pillar 2 – Cleaner and Greener**

**Q20 – Allotments**

£34,999.00 Weston-super-Mare Town Council have several allotment sites for which the management is devolved to the Allotment Club. On a scale of one to ten how important do you feel allotment provision in the town is?

Scale 1-10	Numbers
1	22
2	13
3	15
4	8
5	47
6	23
7	43
8	59
9	30
10	92
Skipped	164

Scale 1-10	Percentage
1	4.26%
2	2.52%
3	2.91%
4	1.55%
5	9.11%
6	4.46%
7	8.33%
8	11.43%
9	5.81%
10	17.83%
Skipped	31.78%

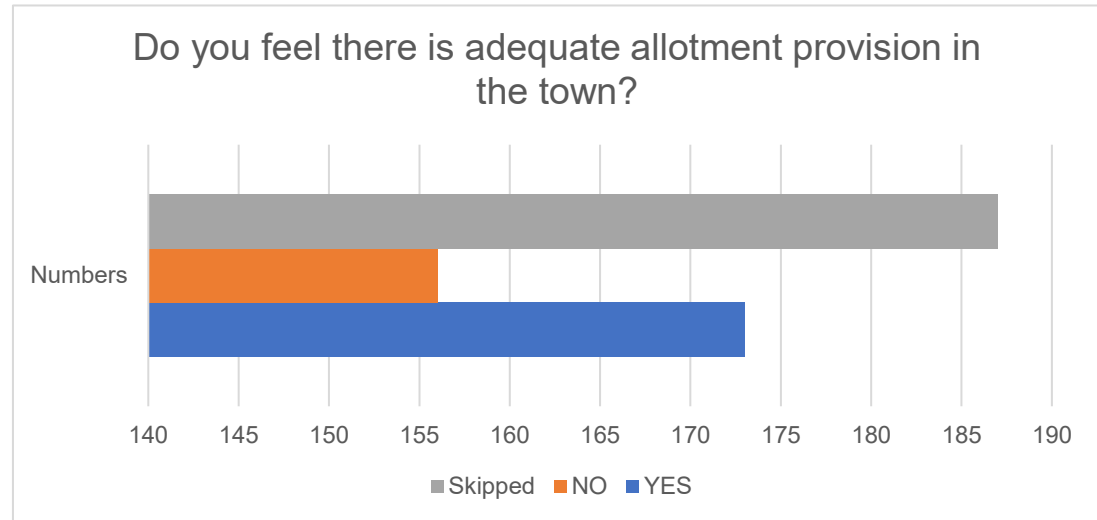


### Q21 – Allotments

Do you feel there is adequate allotment provision in the town?

Do you feel there is adequate allotment provision in the town?	Numbers
YES	173
NO	156
Skipped	187

Do you feel there is adequate allotment provision in the town?	Percentage
YES	33.53%
NO	30.23%
Skipped	36.24%





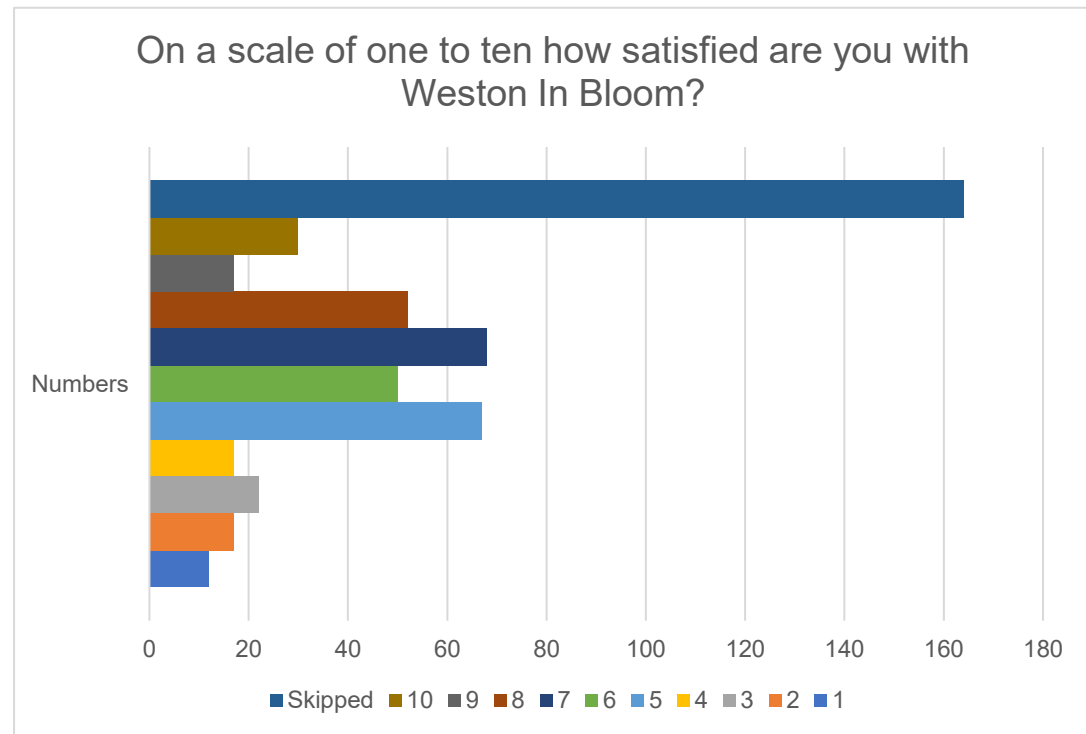
## Q22 – Weston In Bloom

£12,000.00 and Flower Beds - £5,000.00. Weston in Bloom attempts to align with the national Britain in Bloom programme which is part of the Royal Horticultural Society. In previous years the Town Council have entered Britain in Bloom we have won silver and gold in certain categories, and we currently have multiple features around Weston-super-Mare in addition to responsibility for some flowerbeds in Grove and Clarence parks the challenge for us here is to ensure our flower bed provision is maintained to a certain standard. In recent years this has also encompassed the desire to make our planting more sustainable environmentally and financially. On a scale of one to ten how satisfied are you with Weston In Bloom?

Weston In Bloom?	Numbers
1	12
2	17
3	22
4	17
5	67
6	50
7	68
8	52
9	17
10	30
Skipped	164

Weston In Bloom?	Percentage
1	2.33%
2	3.29%
3	4.26%
4	3.29%
5	12.98%
6	9.69%
7	13.18%
8	10.08%
9	3.29%
10	5.81%
Skipped	31.78%



## **Q23 – Weston in Bloom**

How can we make Weston In Bloom initiatives more effective and enjoyable for the community?

1. Advertisement and Promotion:
  - There is a consensus that the initiatives need better advertising to raise awareness in the community.
  - Some respondents suggested involving local schools and children to increase engagement.
2. Community Involvement:
  - Many respondents highlighted the importance of involving the community, including local groups, schools, and volunteers.
  - Suggestions were made for community ownership, with specific groups responsible for caring for planting areas.
3. Diversification and Sustainability:
  - People suggested a balance between sustainable and annual planting, focusing on plants that benefit pollinators.
  - Ideas were shared for more sustainable, long-lasting displays rather than seasonal replanting.
4. Expansion of Initiatives:
  - Respondents recommended expanding initiatives beyond the town centre, including areas like the seafront, parks, and neighbourhoods.
  - Suggestions were made to include more areas in need of improvement, rather than focusing solely on already presentable spaces.
5. Business and Sponsorship:
  - Recommendations were made to engage local businesses for sponsorship, especially for maintaining and planting in more areas.
6. Education and Workshops:
  - Suggestions included educational initiatives, workshops, and competitions to promote gardening skills and knowledge.
  - Involving schools and youth groups in growing and tending displays was emphasised.
7. Vandalism Prevention:
  - Several respondents expressed concerns about vandalism and suggested ways to address and prevent it.
8. Environmental Considerations:
  - There were suggestions to focus on sustainable and environmentally friendly aspects of gardening and planting.
9. General Improvement Suggestions:
  - Some respondents provided specific suggestions for improvement in certain areas, like tidying up overgrown locations and improving specific parks.

10. Critical Voices:

- A few respondents expressed scepticism about the initiative's priority, suggesting that funds could be spent more effectively elsewhere.

11. Maintenance and Tidiness:

- Recommendations were made for regular maintenance and tidying of floral displays, particularly in neglected areas.

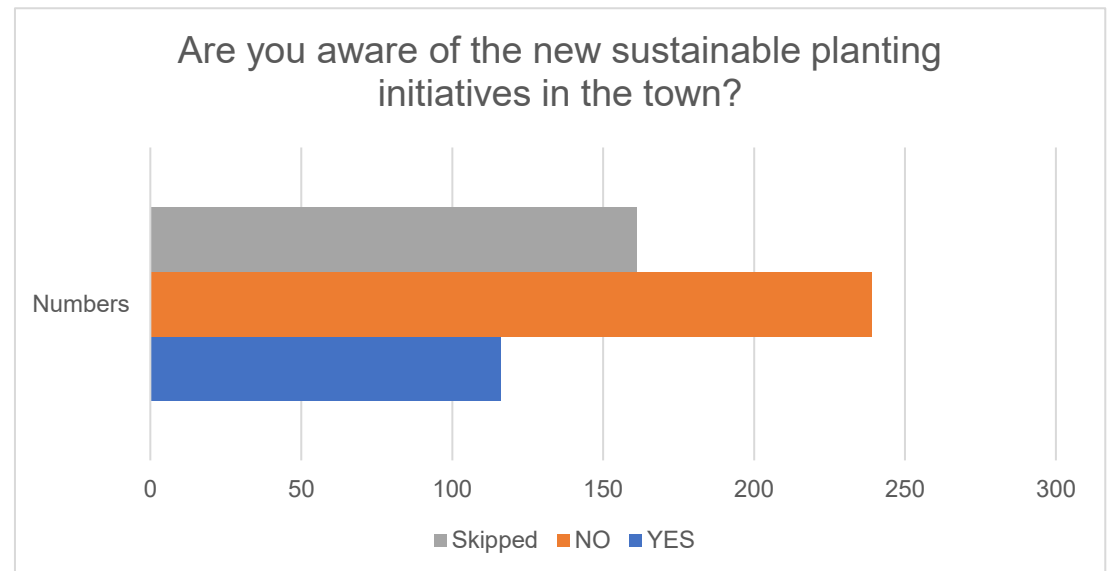
These insights reflect a diverse range of opinions and ideas, providing a comprehensive view of the community's thoughts on the Weston in Bloom initiatives.

**Q24 – Sustainable Planting**

Are you aware of the new sustainable planting initiatives in the town?

Are you aware of the new sustainable planting initiatives in the town?	Numbers
YES	116
NO	239
Skipped	161

Are you aware of the new sustainable planting initiatives in the town?	Percentage
YES	22.48%
NO	46.32%
Skipped	31.20%

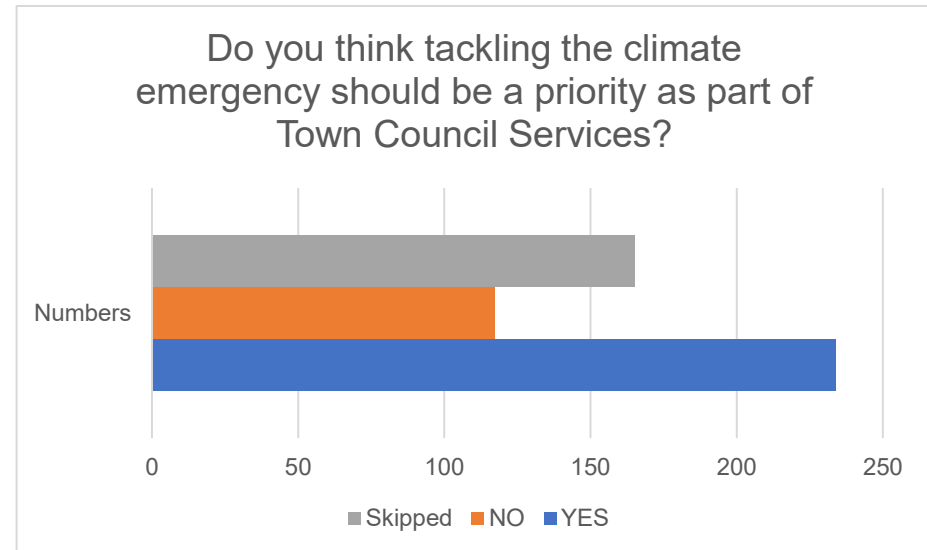


### Q25 – Environmental

£92,261.00 - Weston Town Council continues to build on its clear environmental agenda with the aim of becoming Carbon neutral by 2030 and taking what actions it can to mitigate the effects. The Council has funded a full-time Climate and Community Development Officer who is working to develop current and create new initiatives to reduce our carbon expenditure, not just as an organisation, but across the town. Do you think tackling the climate emergency should be a priority as part of Town Council Services?

Do you think tackling the climate emergency should be a priority as part of Town Council Services?	Numbers
YES	234
NO	117
Skipped	165

Do you think tackling the climate emergency should be a priority as part of Town Council Services?	Percentage
YES	45.35%
NO	22.67%
Skipped	31.98%



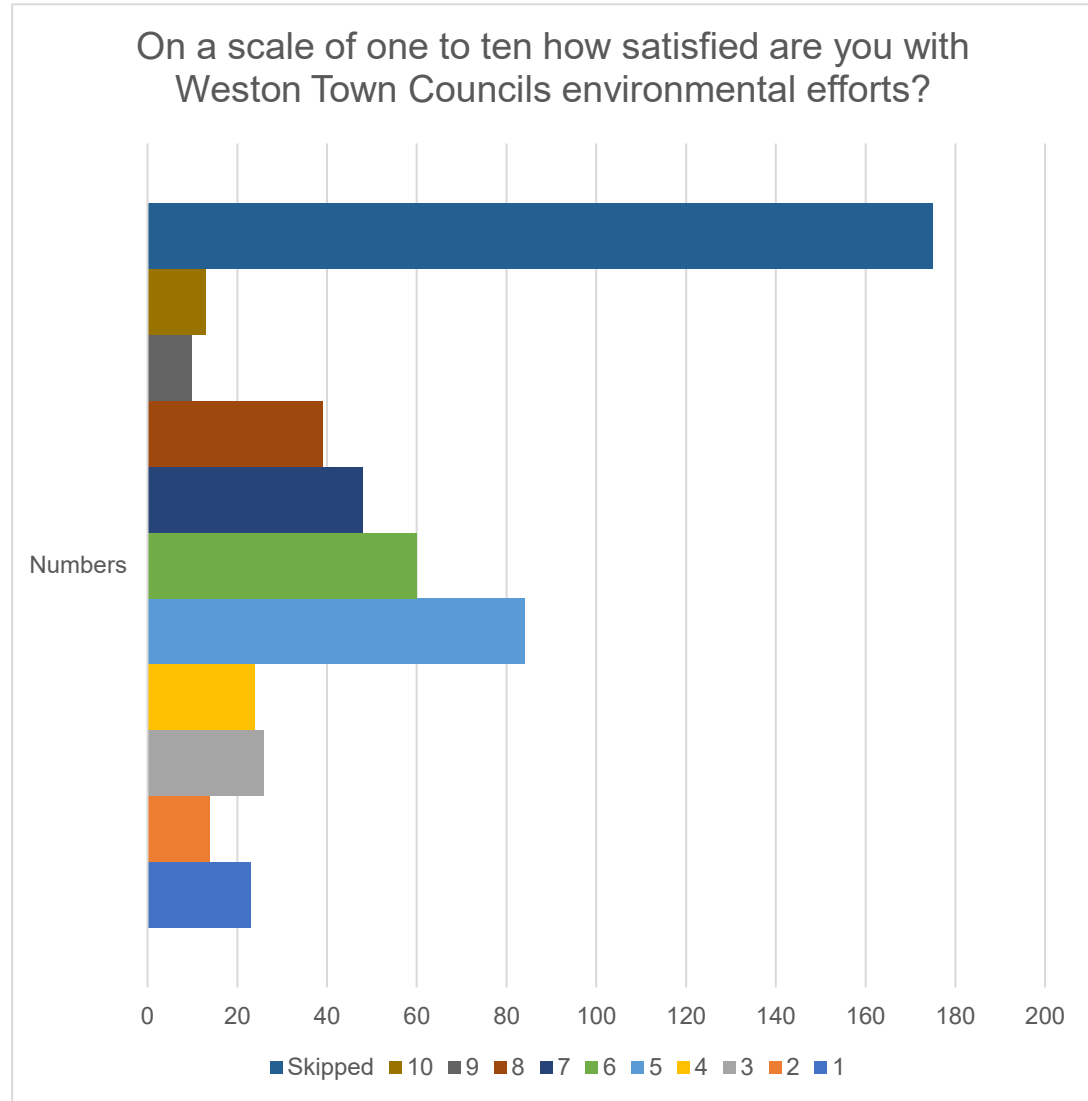
**Q26 – Environmental**

On a scale of one to ten how satisfied are you with Weston Town Councils environmental efforts?

Environmental efforts?	Numbers
1	23
2	14
3	26
4	24
5	84
6	60
7	48
8	39
9	10
10	13
Skipped	175

Environmental efforts?	Numbers
1	23
2	14
3	26
4	24
5	84
6	60
7	48
8	39
9	10
10	13
Skipped	175



## **Q27 – Environmental**

What specific environmental concerns do you have in our town?

**There are various environmental concerns raised by the residents of your town. Some of the recurring themes include:**

1. **Littering and Pollution:** Many people are concerned about the amount of litter in public spaces, particularly on beaches, streets, and parks. They also express worries about air and water pollution, including the dumping of raw sewage in the Severn Estuary.
2. **Traffic and Transportation:** Concerns about car traffic, lack of reliable public transport, and the need for better bus routes are mentioned. Some residents advocate for more sustainable transportation options.
3. **Green Spaces and Trees:** There are opinions about the maintenance of green spaces, rewilding initiatives, and tree planting. Some express concerns about the impact of rewilding on the town's appearance.
4. **Waste Management:** Issues related to waste collection, recycling facilities, and the need for more bins, especially for recycling, are raised by several respondents.
5. **Climate Change and Sea Level Rise:** A few respondents express concerns about climate change, rising sea levels, and the potential impact on the town.
6. **Infrastructure and Planning:** Some mention concerns about planning regulations for environmentally friendly initiatives, like installing solar panels, and the need for clear communication on such matters.
7. **General Maintenance:** There are comments about the general upkeep of the town, including pot holes, dirty streets, and unkept areas.
8. **Social Issues:** A few respondents express concerns about social issues like homelessness, anti-social behaviour, and a dying high street, indicating a broader perspective on the town's well-being.

It's clear that residents have a range of environmental and social concerns, and addressing these issues would likely contribute to the overall well-being and sustainability of the town.

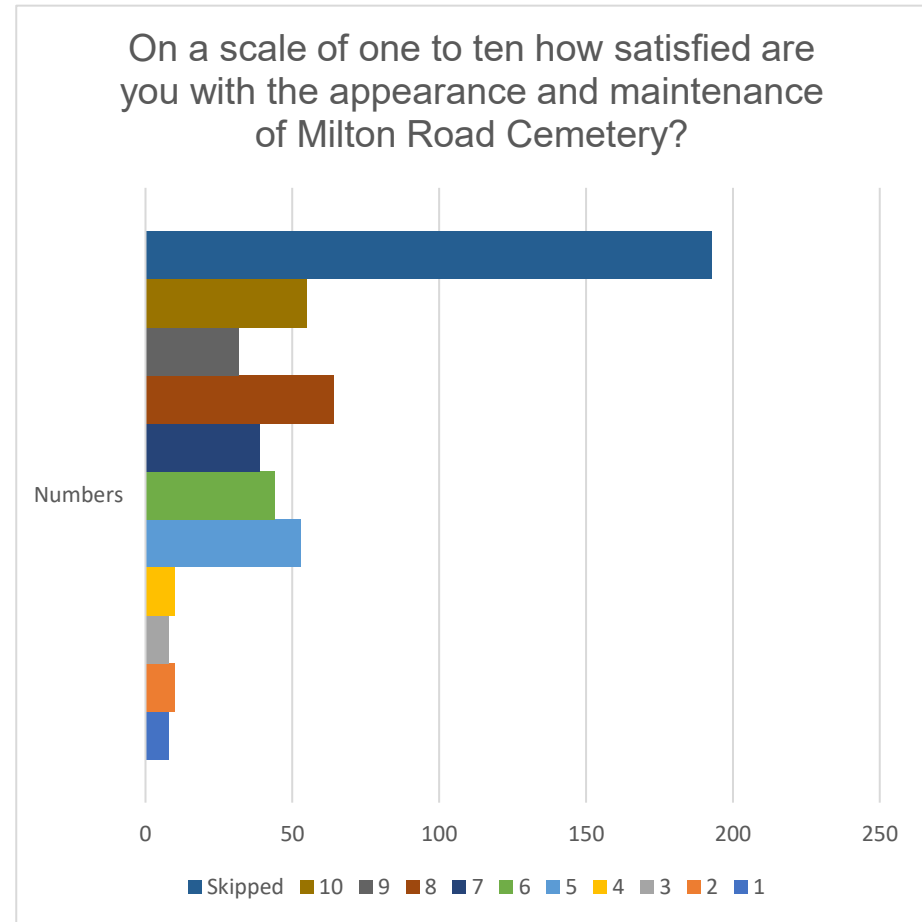
### Q28 – Milton Road Cemetery

£163,244.00 Milton Road Cemetery is an 18-acre Cemetery and home to a grade II listed chapel. It remains an open cemetery, with limited full grave space available alongside a dedicated memorial garden for the burial of ashes. Designed as a Victorian Garden Cemetery and former arboretum, it is home to some significant trees within the town. The Town Council supports the maintenance and running of the cemetery facility.

Milton Road Cemetery?	Numbers
1	8
2	10
3	8
4	10
5	53
6	44
7	39
8	64
9	32
10	55
Skipped	193

Milton Road Cemetery?	Percentage
1	1.55%
2	1.94%
3	1.55%
4	1.94%
5	10.27%
6	8.53%
7	7.56%
8	12.40%
9	6.20%
10	10.66%
Skipped	37.40%



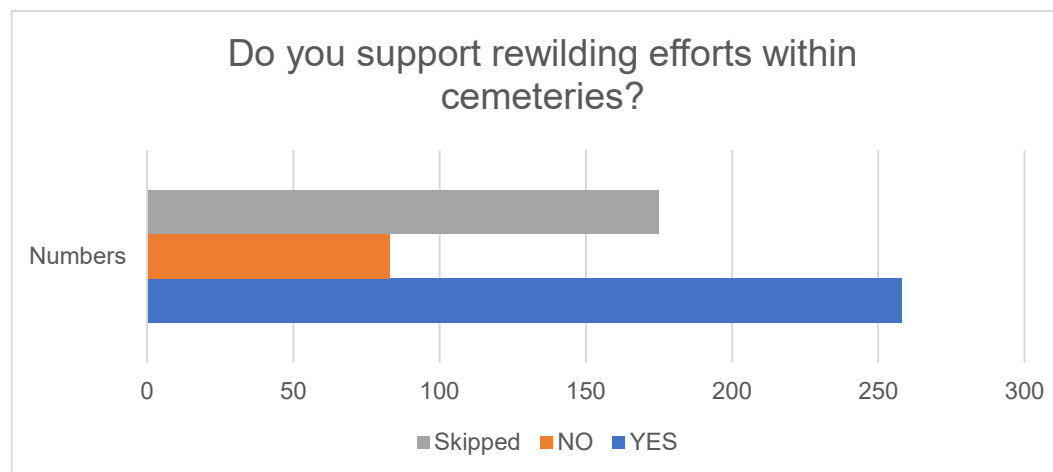
## Q29 – Rewilding

Do you support rewilding efforts within cemeteries?

Do you support rewilding efforts within cemeteries?	Numbers
YES	258
NO	83
Skipped	175

Do you support rewilding efforts within cemeteries?	Percentage
YES	50.00%
NO	16.09%
Skipped	33.91%



## Q30 – Milton Road Cemetery

Do you feel Milton Road Cemetery can be enhanced to better serve the community and honour the memory of loved ones? Feel free to share any ideas or improvements you believe would be beneficial.

It seems like there are varied opinions about Milton Road Cemetery. Some suggestions include better maintenance, improved signposting, allowing dogs on leads, and creating spaces for reflection and events. There are also concerns about the cost and the effectiveness of rewilding, with some emphasising the need for proper management.

### 1. Positive Comments:

- "I think it's a lovely area."
- "Milton Rd Cemetery is a very historical place."
- "It's a beautiful cemetery and a lovely environment for wildlife."
- "This is a flagship green space, and I think you do an excellent job here."
- "Yes, I often run through there."
- "It would be good if there was more money all round to better support the living too."
- "More events to attract people there, such as opening up the chapel more frequently with specific local historical interest exhibitions."
- "Make it a space for the living whilst maintaining the history."



## 2. Negative Comments:

- "Compared with the appearance of Worle Cemetery & Crematorium, Milton Cemetery is sad, tired, and mostly poorly maintained."
- "Rewilding is an excuse not to attend to the gardening of areas."
- "Although I support rewilding, I feel areas should not be left completely untouched as they invade pathways and make areas look neglected and messy."
- "Certain parts need a tidy; the rewilding looks dishevelled."
- "Cut the grass more often."
- "It seems a little sad that there is a disproportionate sum of money being spent in remembering the dead."
- "Stop wasting money on the Milton Road Cemetery - (£163,244.00) and focus more on improving infrastructure (cycle lanes)."
- "Rewilding done properly and not just not cutting grasses."
- "You're spending a lot of money to mow a bit of lawn every now and again."

Overall, there's a mix of views on how the cemetery can be enhanced to better serve the community and honour the memory of loved ones.

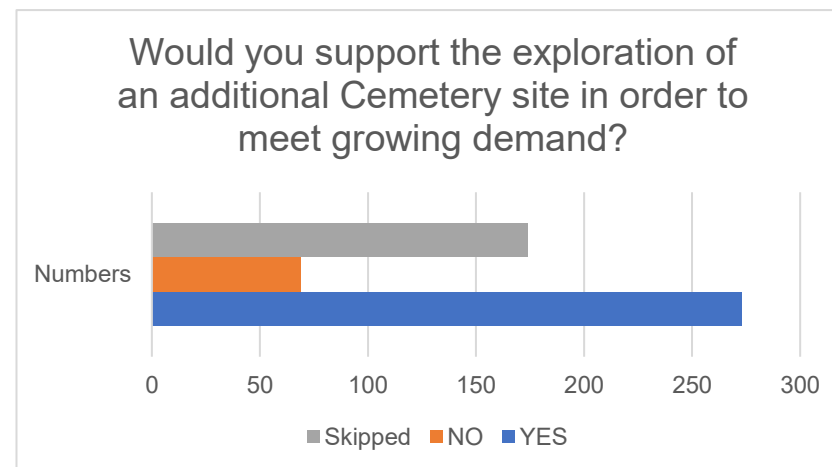
### Q31 – Milton Road Cemetery

Would you support the exploration of an additional Cemetery site in order to meet growing demand?

Would you support the exploration of an additional Cemetery site in order to meet growing demand?	Numbers
YES	273
NO	69
Skipped	174

Would you support the exploration of an additional Cemetery site in order to meet growing demand?	Percentage
YES	52.91%
NO	13.37%
Skipped	33.72%



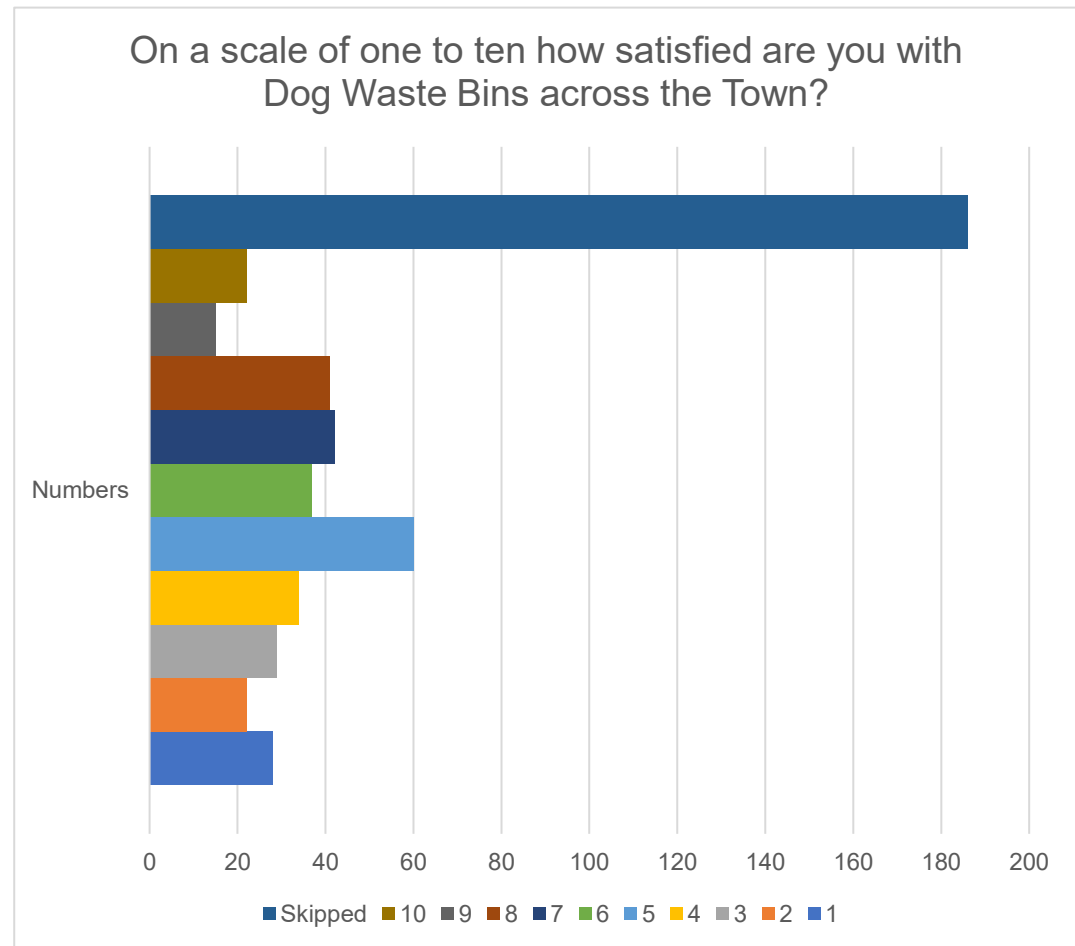
### Q32 – Dog Waste Bins

£780.00 and Dog Bin Emptying & Grounds Waste Collection - £5,759.02. We maintain 45 dog waste bins throughout Weston-super-Mare, there is a table of the locations on our website. Our bins are clearly marked so as not to be confused with North Somerset Council bins, where a similar provision is provided by them. We empty our own bins as we found this was a more cost-effective and efficient service. On a scale of one to ten how satisfied are you with Dog Waste Bins across the Town?

Dog Waste Bins	Numbers
1	28
2	22
3	29
4	34
5	60
6	37
7	42
8	41
9	15
10	22
Skipped	186

Dog Waste Bins	Percentage
1	5.43%
2	4.26%
3	5.62%
4	6.59%
5	11.63%
6	7.17%
7	8.14%
8	7.95%
9	2.91%
10	4.26%
Skipped	36.05%



### **Q33 – Dog Waste Bins**

We appreciate your understanding that we empty our own bins to ensure cost-effectiveness. In your experience, how regularly are these bins emptied, and do you believe the service meets the community's needs? Please provide any comments or concerns you may have.

#### 1. Positive Comments:

- "Bins emptied regularly and are not often observed to be overflowing."
- "The workers who empty the bins do a grand job, maybe more of them!"
- "The bins are usually not full or overflowing, so I feel you do an excellent job."
- "Yes, meets the need, overflowing bins are rare."
- "Yes, it is so much better than before."
- "They often overflow."

#### 2. Negative Comments:

- "Needs to be emptied more at weekends and bank holidays."
- "A lot of the time bins are overflowing."
- "Bins are sometimes overflowing."
- "Bins in the North Worle area could be emptied more frequently."
- "Bins need to be emptied more regularly and there needs to be more bins."
- "Bins not big enough; always overflowing."
- "Dog bins in Worle are often overflowing, not enough of them either."
- "Dog waste bins are sparse and often overflowing."
- "Dog bins need to be visited and emptied on a much higher cadence."
- "Not enough bins, often overflowing; used to be more."
- "The bins are not empty nearly enough, and there are poop bags everywhere."

#### 3. Common Concerns:

- Frequency of Emptying: Many respondents express concerns about bins being regularly overflowing, especially during weekends, holidays, and in popular areas.
- Dog Waste Bins: Issues related to dog waste bins are frequently mentioned, with concerns about their sparse distribution, overflow, and the need for more frequent emptying.

- General Waste Bins: Some mention issues with general waste bins, indicating that they often observe bins being full and sometimes overflowing.
- Responsibility of Dog Owners: A recurring theme is the responsibility of dog owners in ensuring proper disposal of dog waste, with suggestions for more awareness campaigns and stricter measures against irresponsible owners.
- Improvement Suggestions: Several suggestions are made, including more bins in widely used areas, larger bins, educational projects, increased fines for dog fouling, and better distribution of bins.

#### 4. Analysis:

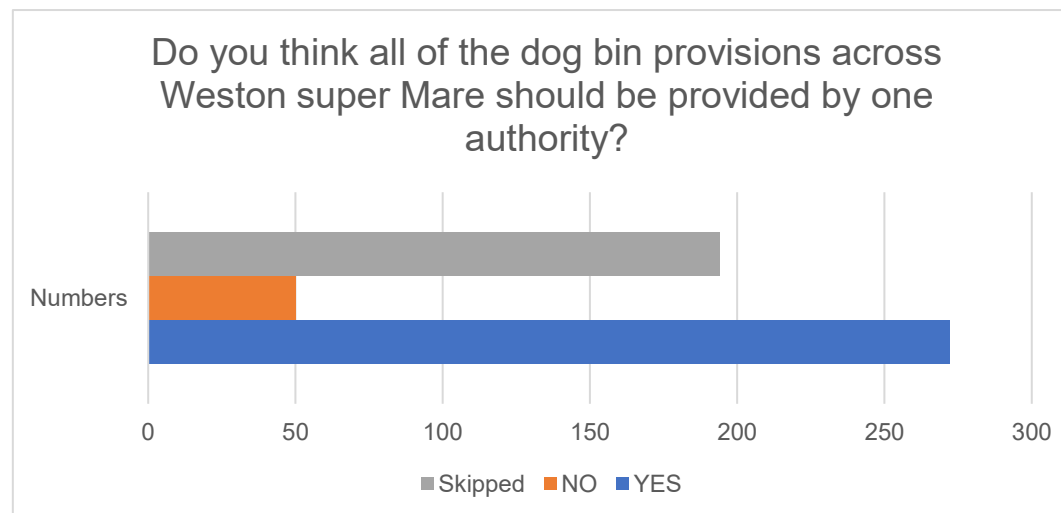
The comments highlight a mix of positive and negative experiences with the bin emptying service. While some respondents acknowledge the efforts of the workers and the improvement in the service, others express concerns about the frequency of emptying, especially in high-traffic areas. Issues related to dog waste bins are particularly prominent, with calls for increased distribution, more frequent emptying, and measures against irresponsible dog owners. Overall, there is a consensus that the service could be enhanced to better meet the community's needs, especially during peak times and in areas with high footfall.

#### Q34 – Dog Waste Bins

Do you think all of the dog bin provisions across Weston super Mare should be provided by one authority?

Do you think all of the dog bin provisions across Weston super Mare should be provided by one authority?	Numbers
YES	272
NO	50
Skipped	194

Do you think all of the dog bin provisions across Weston super Mare should be provided by one authority?	Percentage
YES	52.71%
NO	9.69%
Skipped	37.60%

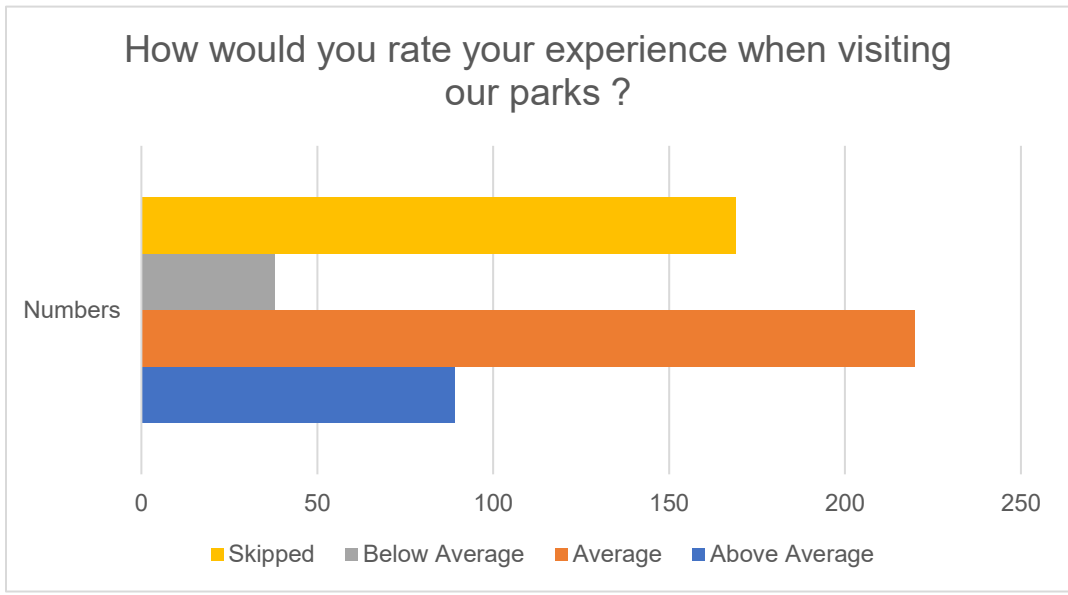


**Q35 – Parks and Play Areas**

£331,253. We maintain and look after a total of 22 parks and play areas. How would you rate your experience when visiting our parks?

How would you rate your experience when visiting our parks ?	Numbers
Above Average	89
Average	220
Below Average	38
Skipped	169

How would you rate your experience when visiting our parks ?	Percentage
Above Average	17.25%
Average	42.64%
Below Average	7.36%
Skipped	32.75%

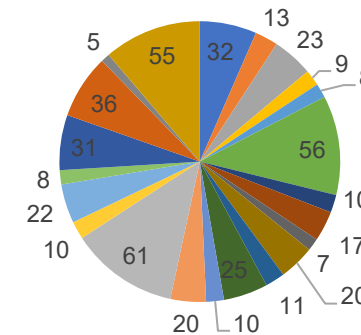


### Q36 – Parks and Play Areas

Are there any park play areas that you feel are in need of an update?

Are there any park play areas that you feel are in need of an update?	Number	Percentage
Ellenborough Park West - Well being park	32	6.20%
Castle Batch All inclusive SEND Play Park	13	2.52%
Hutton Moor Skate Park	23	4.46%
Conniston Green Play Area	9	1.74%
Canberra Road Play Area	8	1.55%
Ashcombe Park Play Area	56	10.85%
Broadway Play Area	10	1.94%
Jubilee Park Play Area	17	3.29%
Broadway Skate Park	7	1.36%
Locking Castle (Maltlands) Play Area	20	3.88%
Byron Recreation Ground Play Area	11	2.13%
Lynch Farm Play Area	25	4.84%
Millennium Green Play Area	10	1.94%
Uphill Junior Park Play Area	20	3.88%
Clarence Park Play Area	61	11.82%
Dartmouth Close Play Area	10	1.94%
Uphill Toddler Park Play Area	22	4.26%
Coniston Green Play Area	8	1.55%
Worle Recreation Ground Play Area	31	6.01%
Ellenborough Park East Park and Play Area	36	6.98%
Wyvern Close Play Area	5	0.97%
Grove Park Play Area and 6 Flower beds	55	10.66%
Skipped	324	62.79%

Are there any park play areas that you feel are in need of an update?



- Ellenborough Park West - Well being park
- Castle Batch All inclusive SEND Play Park
- Hutton Moor Skate Park
- Conniston Green Play Area
- Canberra Road Play Area
- Ashcombe Park Play Area
- Broadway Play Area
- Jubilee Park Play Area
- Broadway Skate Park
- Locking Castle (Maltlands) Play Area
- Byron Recreation Ground Play Area
- Lynch Farm Play Area
- Millennium Green Play Area
- Uphill Junior Park Play Area
- Clarence Park Play Area
- Dartmouth Close Play Area
- Uphill Toddler Park Play Area
- Coniston Green Play Area
- Worle Recreation Ground Play Area
- Ellenborough Park East Park and Play Area
- Wyvern Close Play Area
- Grove Park Play Area and 6 Flower beds

### **Q37 – Parks and Play Areas**

Do you think there is a need for an updated play strategy to determine what play provision should look like e.g. natural play, alternative equipment, more SEND provision?

The responses to the question about the need for an updated play strategy to determine play provision revealed a variety of opinions:

#### 1. Positive Comments:

- Several respondents expressed support for a natural play strategy, emphasising the importance of interaction with nature.
- Many respondents advocated for more SEND (Special Educational Needs and Disabilities) provision in play areas.
- Some respondents commended the success of specific parks, such as Castle Batch, and suggested replicating similar models in other areas.
- Suggestions for improvements included better safety provisions, cost-effective maintenance, and increased accessibility and inclusivity in play areas.

#### 2. Negative Comments:

- A few respondents expressed concerns about corruption related to the allocated budget for parks.
- Some respondents raised issues with existing parks, mentioning vandalism, unsavoury individuals, and the need for maintenance and updates.
- Others questioned the need for more focus on SEND provision, suggesting that the current emphasis might be excessive.
- A couple of comments suggested that teenagers were causing issues in parks, including vandalism and leaving knives.

#### 3. Neutral/Unsure Comments:

- Some respondents indicated that they didn't have enough information to provide a specific opinion.
- A few mentioned not using parks or not having children, making them unsure about the current state of play areas.

#### 4. General Themes:

- suggested involving local schools and residents in decision-making processes regarding play provision.

In summary, while there was support for updating play strategies, concerns about corruption, vandalism, and the emphasis on certain provisions were also evident. Balancing the needs of different age groups, addressing safety concerns, and involving the community in decision-making emerged as key considerations.

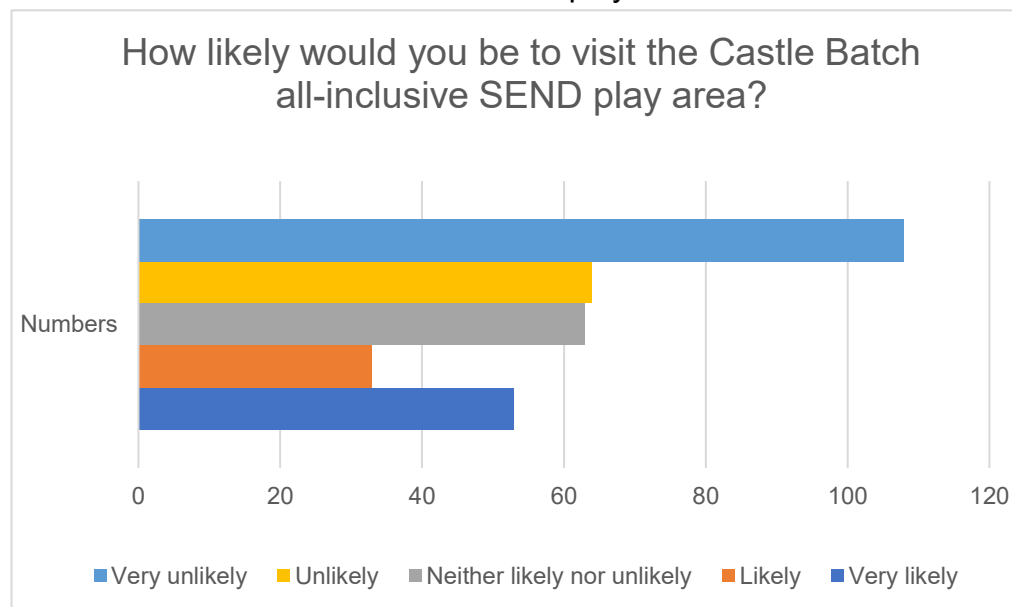
### Q38 – Castle Batch SEND Play Area

Castle Batch SEND Play Area Castle Batch has a newly refurbished all-inclusive SEND play area. Following a lengthy period of consultation with the community, we identified a need to cater for children with special educational needs and disabilities. This play area is inclusive and open to all. How likely would you be to visit the Castle Batch all-inclusive SEND play area?

How likely would you be to visit?	Numbers
Very likely	53
Likely	33
Neither likely nor unlikely	63
Unlikely	64
Very unlikely	108
Skipped	195

How likely would you be to visit?	Percentage
Very likely	10.27%
Likely	6.40%
Neither likely nor unlikely	12.21%
Unlikely	12.40%
Very unlikely	20.93%
Skipped	37.79%



### Q39 – Castle Batch SEND Play Area

Do you have any other comments or suggestions? (Castle Batch Play Area)

#### 1. Positive Comments:

- Many respondents praised the Castle Batch Play Area, describing it as fantastic, joyous, and inclusive.
- There were calls for more parks of similar standards within Weston.
- Support for more inclusive areas, facilities for pre-teens/teens, and improvements in the play area were expressed.
- Some respondents appreciated the efforts of those involved in the Castle Batch redevelopment.
- The suggestion of having toilets and a kiosk at Castle Batch for longer visits received positive feedback.
- Recognition of the facility's importance to the local community was evident.

#### 2. Negative Comments:



- Concerns were raised about vandalism and the need for better security, including suggestions for CCTV.
  - Some respondents expressed dissatisfaction with the current state of other parks, mentioning broken equipment, litter, and outdated facilities.
  - Issues with parking and suggestions for better maintenance of grass areas were raised.
  - A few comments mentioned concerns about dogs not being on leads in Ashcombe Park.
  - Some respondents criticised the allocation of funds for parks, suggesting that maintenance could be done at a lower cost.
3. Neutral/Unsure Comments:
- Several respondents mentioned not having children or not using the play areas, making them unsure about the current conditions.
  - Some respondents highlighted the need for facilities for older children and youths.
  - Suggestions for more visible wardens, increased security, and outdoor gyms were mentioned.
4. General Themes:
- The Castle Batch Play Area received overall positive feedback for its inclusivity and contribution to the community.
  - Vandalism and security concerns emerged as key issues, with suggestions for CCTV and increased visibility of wardens.
  - Requests for more parks of similar standards and facilities for different age groups were prevalent.
  - Issues with maintenance, litter, and outdated equipment in other parks were raised.
  - Concerns about the allocation of funds and the need for clear communication with grass-roots organisations for park development were mentioned.

In summary, while the Castle Batch Play Area was widely appreciated, concerns about vandalism, security, and the state of other parks were significant themes in respondents' comments. The need for inclusive facilities for various age groups and better communication about park developments were also emphasised.

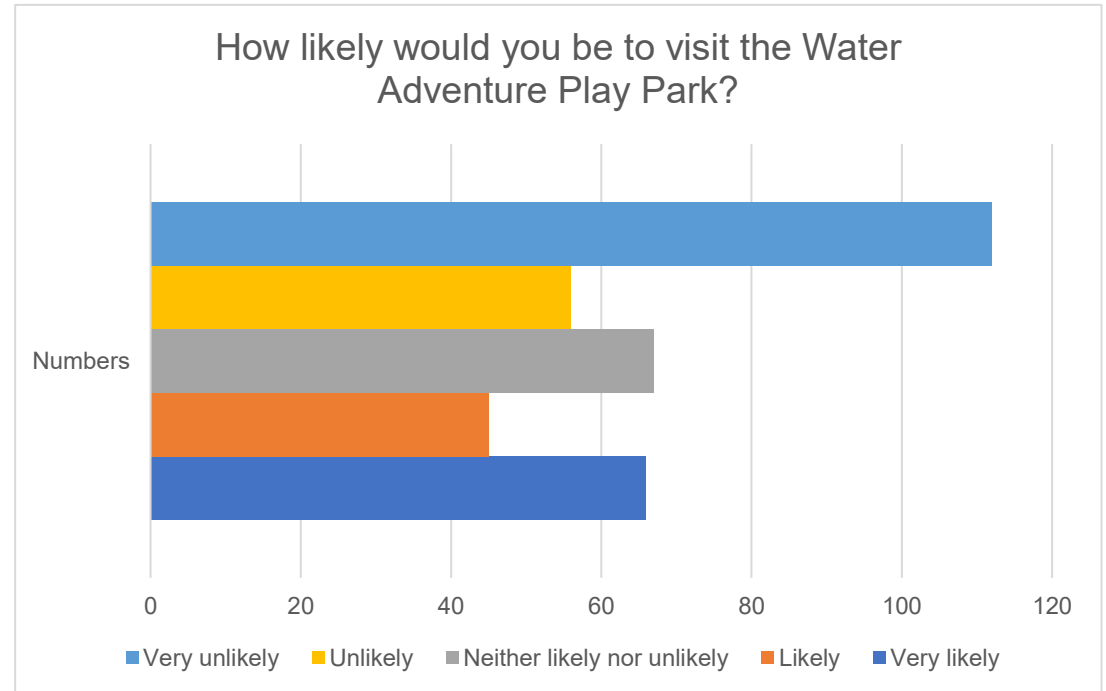
### Q40 – Water Adventure Play Park

Weston-super-Mare Town Council operates this popular seafront provision. How likely would you be to visit the Water Adventure Play Park?

How likely would you be to visit the Water Adventure Play Park?	Numbers
Very likely	66
Likely	45
Neither likely nor unlikely	67
Unlikely	56
Very unlikely	112
Skipped	170

How likely would you be to visit the Water Adventure Play Park?	Percentage
Very likely	12.79%
Likely	8.72%
Neither likely nor unlikely	12.98%
Unlikely	10.85%
Very unlikely	21.71%
Skipped	32.95%



## **Q41 – Water Adventure Play Park**

In your opinion, do you find the additional amenities at the site (e.g. café, toilets, satellite Visitor Information Centre) to be suitable and effective for their intended purposes?

### 1. Positive Comments:

- Many respondents expressed positive opinions about the amenities at the Waterpark Adventure Play Area, considering them suitable and effective.
- Positive remarks included appreciation for the facilities being good, great, and suitable for families and visitors.
- Some respondents praised the staff and the overall experience at the park.
- Suggestions for improvement were made, such as a better cafe facility, refurbishment of toilets, and environmental friendliness.

### 2. Negative Comments:

- Concerns were raised about the cafe being frequently shut, the need for better environmental practices, and the desire for an overhaul of play equipment.
- Some respondents called for the return of staffed toilets and the elimination of charges for toilet usage.
- Criticisms were made about the water feature's inconsistency, with observations that it is often not in action, leading to doubts about its suitability as a water park.
- Issues were raised regarding the cleanliness and condition of the amenities, with calls for more toilets and better maintenance.
- Some respondents expressed uncertainty or lack of knowledge about the amenities, as they either haven't visited recently or don't have children.

### 3. Neutral/Unsure Comments:

- Several respondents mentioned not using the facility due to not having children or not visiting the area.
- Some expressed uncertainty about the amenities, stating they don't know or haven't visited recently.
- Mixed opinions were expressed about the visitor information centre's location and usefulness.

### 4. General Themes:

- While the majority of respondents found the amenities suitable and effective, there were specific concerns and suggestions for improvements.
- Common suggestions included better environmental practices, improved cleanliness, refurbishment of facilities, and addressing the inconsistency of the water feature.
- Some respondents expressed uncertainty or lack of knowledge about the amenities, indicating a need for better communication or promotion of the facilities.

In summary, the Waterpark Adventure Play Area received a mix of positive feedback, concerns, and suggestions for improvement. The most common themes included the need for better maintenance, environmental practices, and communication about the amenities.

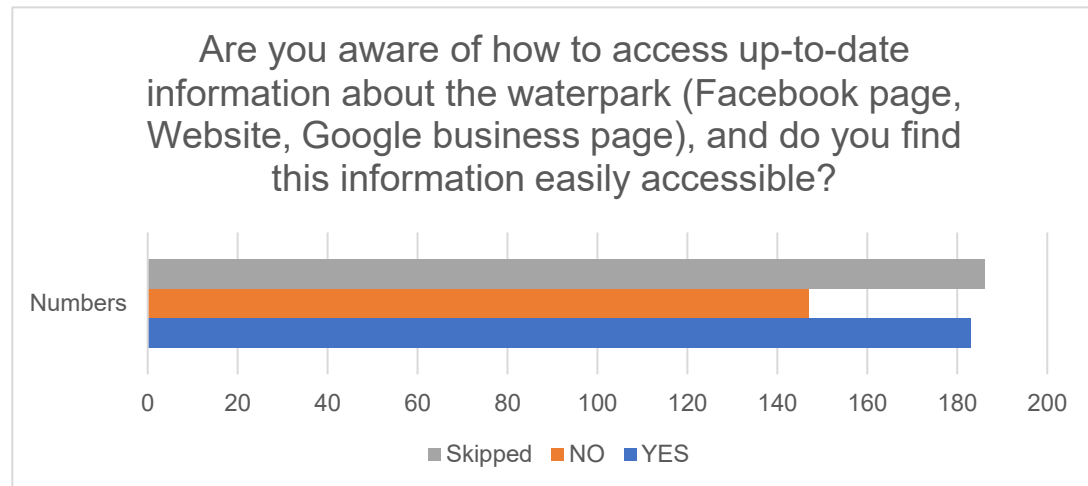
#### Q42 – Water Adventure Play Park

Are you aware of how to access up-to-date information about the waterpark (Facebook page, Website, Google business page), and do you find this information easily accessible?

Do you find this information easily accessible?	Numbers
YES	183
NO	147
Skipped	186

Do you find this information easily accessible?	Percentage
YES	35.47%
NO	28.49%
Skipped	36.05%



**Pillar 3 – Healthier and Happier**

**Q43 - Small and Voluntary Grants**

£12,500.00. The Town Council supports small and volunteer organisations via a dedicated community grants scheme. Were you aware of the opportunity for eligible community groups to apply for grants?

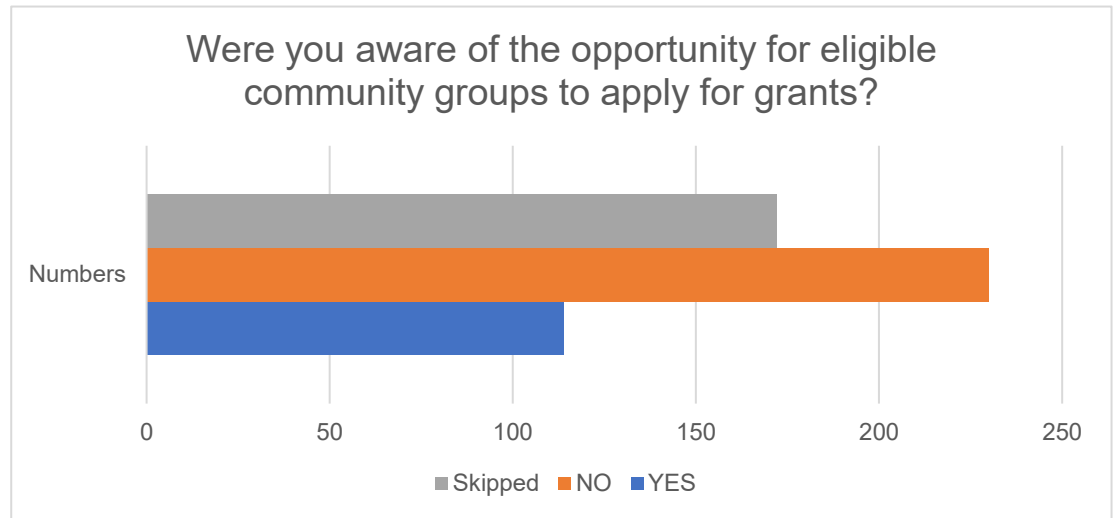
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Were you aware of the opportunity for eligible community groups to apply for grants?	Numbers
YES	114
NO	230
Skipped	172

---

Were you aware of the opportunity for eligible community groups to apply for grants?	Percentage
YES	22.09%
NO	44.57%
Skipped	33.33%

---



#### **Q44 – Small and Voluntary Grants**

If you have applied for a grant, do you feel that the grant process is simple to follow?

1. Uncertain/Not Applicable Comments:

- A significant number of respondents expressed uncertainty or lack of knowledge about the grant application process, stating they don't know, haven't applied, or haven't tried.
- Some respondents mentioned that they haven't applied for a grant and, therefore, cannot provide feedback on the process.
- One respondent mentioned that they do not see the need to understand the grant process at their age.

2. Negative Comments:

- A few respondents expressed negative sentiments about the grant process, with one stating it results in more waste for minority groups.
- One respondent expressed a lack of interest in understanding the grant process, deeming it of no value to them.

3. Positive Comments:

- Some respondents indicated a positive stance toward the grant process, stating "YES" or affirming that they will try and apply for a grant.
- One respondent mentioned that the process could be more streamlined but did not explicitly express a negative opinion.

4. General Themes:

- A considerable number of respondents were unsure or had not applied for a grant, indicating a potential lack of engagement or awareness about the grant application process.
- Limited negative feedback was provided, with some expressing dissatisfaction or disinterest in the grant process.
- Positive responses were present, with a few respondents expressing willingness to apply for a grant or affirming a positive view of the process.

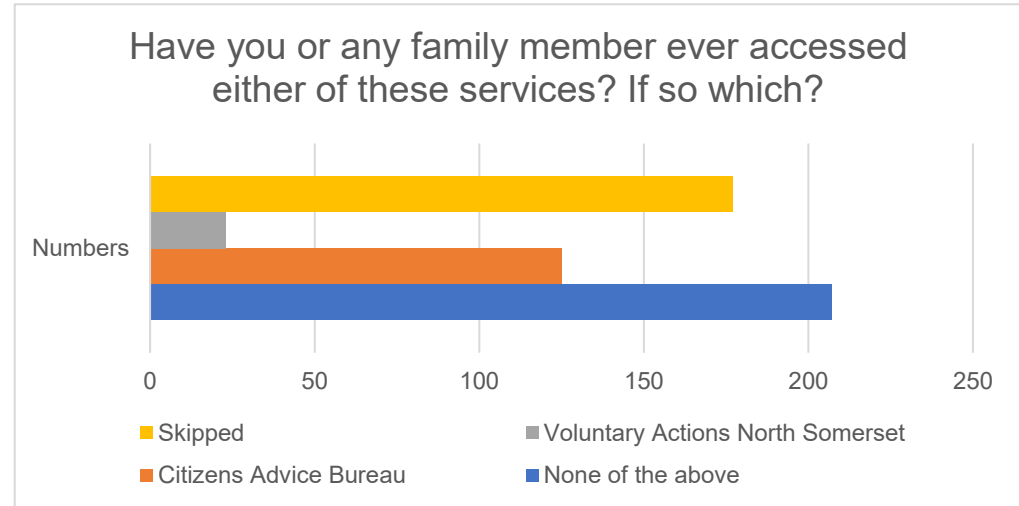
In summary, there is a notable level of uncertainty and limited engagement with the grant application process among the respondents. While some expressed positive sentiments, others conveyed a lack of interest or knowledge about the process. The feedback suggests a potential need for increased awareness and communication regarding grant opportunities within the community.

### Q45 – Voluntary Action North Somerset

Voluntary Actions North Somerset. £3,000.00(VANS) and Citizens Advice Bureau £25,000.00 (CAB) Weston-super-Mare Town Council supports certain organisations through service-level agreements. This includes Citizens Advice Bureau and Voluntary Actions North Somerset. Have you or any family member ever accessed either of these services? If so which?

Have you or any family member ever accessed either of these services?	Numbers
None of the above	207
Citizens Advice Bureau	125
Voluntary Actions North Somerset	23
Skipped	177

Have you or any family member ever accessed either of these services?	Percentage
None of the above	40.12%
Citizens Advice Bureau	24.22%
Voluntary Actions North Somerset	4.46%
Skipped	34.30%

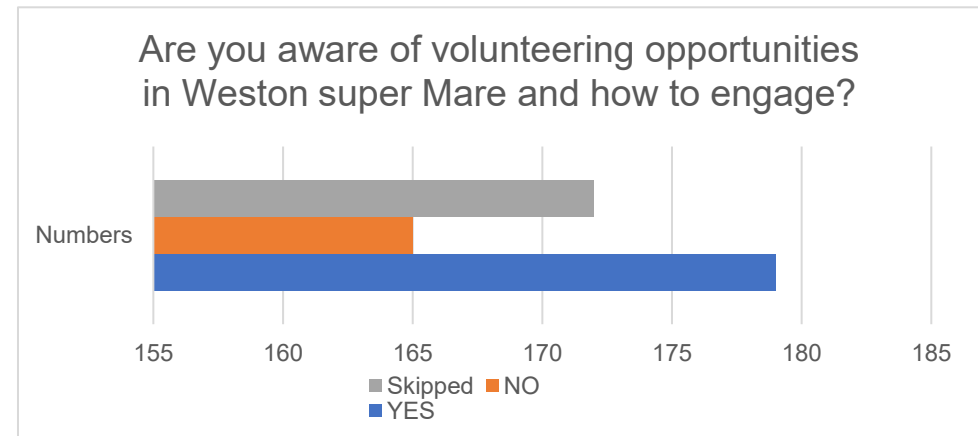


### Q46 – Volunteering

Are you aware of volunteering opportunities in Weston super Mare and how to engage?

Are you aware of volunteering opportunities in Weston super Mare?	Numbers
YES	179
NO	165
Skipped	172

Are you aware of volunteering opportunities in Weston super Mare?	Percentage
YES	34.69%
NO	31.98%
Skipped	33.33%

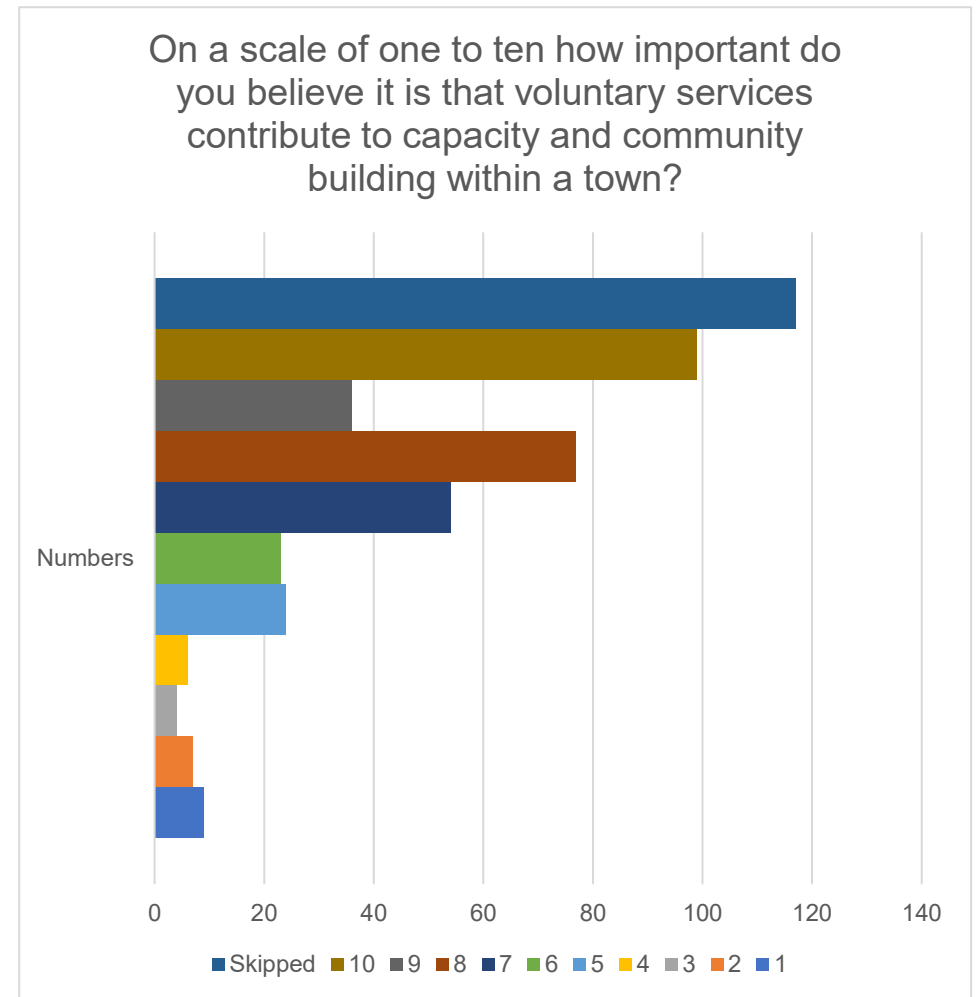


### Q47 – Volunteering

On a scale of one to ten how important do you believe it is that voluntary services contribute to capacity and community building within a town?

How important do you believe it is that voluntary services contribute to capacity and community building within a town?	Numbers
1	9
2	7
3	4
4	6
5	24
6	23
7	54
8	77
9	36
10	99
Skipped	117

How important do you believe it is that voluntary services contribute to capacity and community building within a town?	Percentage
1	1.74%
2	1.36%
3	0.78%
4	1.16%
5	4.65%
6	4.46%
7	10.47%
8	14.92%
9	6.98%
10	19.19%
Skipped	22.67%



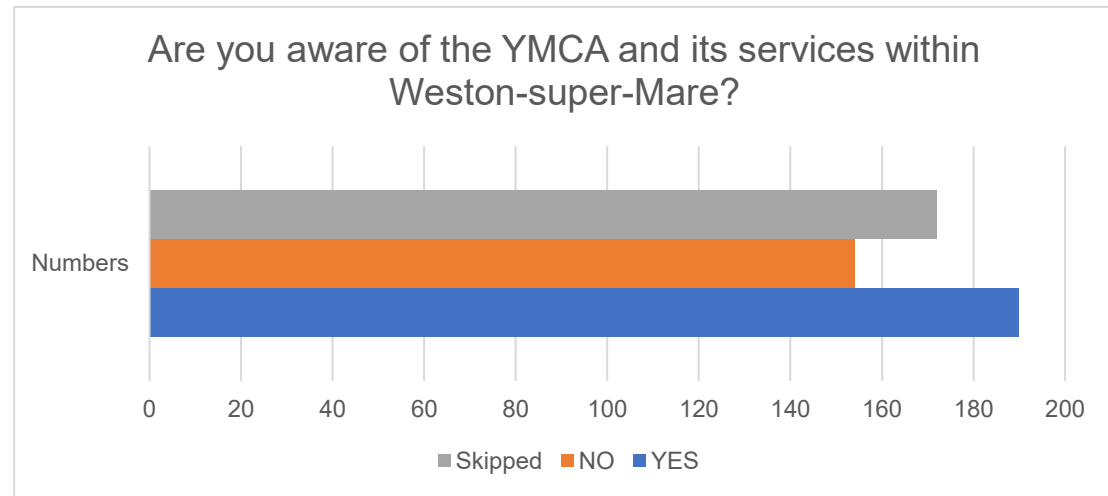


### Q48 – Youth Services

Youth Services £84,586.00The council is committed to supporting the youth within the town. As such has a long-standing relationship with the YMCA which has expertise and are dedicated to youth service provision. Are you aware of the YMCA and its services within Weston-super-Mare?

Are you aware of the YMCA and its services within Weston-super-Mare?	Numbers
YES	190
NO	154
Skipped	172

Are you aware of the YMCA and its services within Weston-super-Mare?	Percentage
YES	36.82%
NO	29.84%
Skipped	33.33%



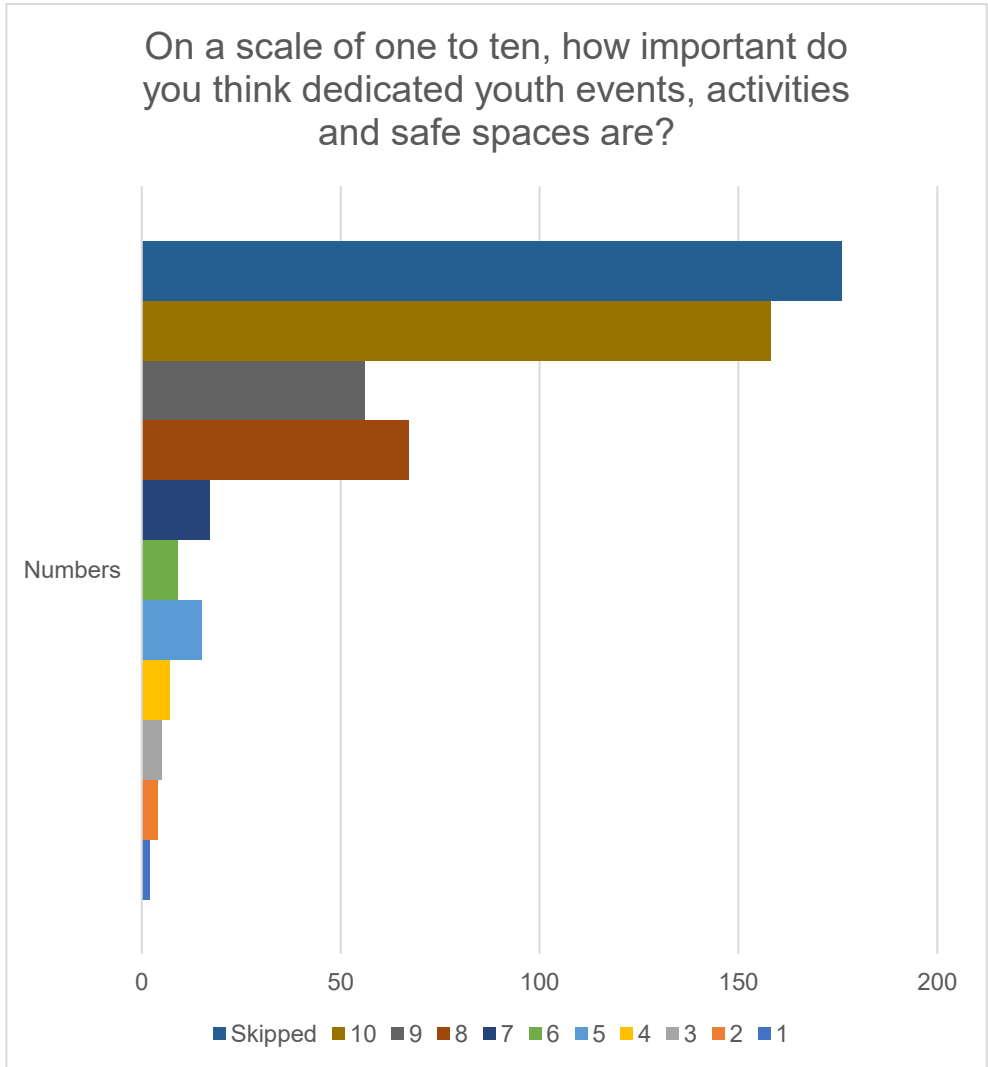
### Q49 – Youth Services

On a scale of one to ten, how important do you think dedicated youth events, activities and safe spaces are?

how important do you think dedicated youth events, activities and safe spaces are?	Numbers	
1	2	
2	4	
3	5	
4	7	
5	15	
6	9	
7	17	
8	67	
9	56	
10	158	
Skipped	176	

how important do you think dedicated youth events, activities and safe spaces are?	Percentage	
1	0.39%	
2	0.78%	
3	0.97%	
4	1.36%	
5	2.91%	
6	1.74%	
7	3.29%	
8	12.98%	
9	10.85%	
10	30.62%	
Skipped	34.11%	



## **Q50 – Youth Services**

Do you have any comments or suggestions on how youth services could be improved?

### **1. Community Engagement and Facilities:**

- Respondents expressed concerns about engaging the youth in the current climate, with some suggesting the need for a community hub and appropriate places for older teens, such as parks open later and designated spaces for activities like skateboarding.
- Calls for more facilities for youth, including astro pitches, basketball/netball courts, youth centres, and gyms accessible to all.
- Suggestions to ask young people directly, involve them in designing services, and create spaces like a media gaming centre for their use.
- Emphasis on the importance of engaging young people in their community to build pride, reduce vandalism, and enhance town safety.
- Calls for better advertising and promotion of available youth services to ensure inclusivity and awareness among all youth.

### **2. Specific Suggestions:**

- Some respondents mentioned the need for consequences for bad behaviour in minors, with an emphasis on responsibility for any damage caused.
- Calls for banning mobile phones and providing more employability opportunities and support for youth.
- Suggestions to expand youth services with more youth clubs across the town, extension to support small start-up businesses, and funding for more opportunities for young people.
- Comments about the need for mental health support for young people, including activities promoting healthy minds.
- Calls for more collective mental health support, group activities, and collaboration with psychotherapists and counsellors in the area.

### **3. Issues and Concerns:**

- Concerns about disengaged youth and a suggestion to offer safe spaces to reduce boredom-related misbehaviour.
- Some respondents expressed dissatisfaction with current youth services, mentioning the need for more funding, specialised training for staff/volunteers, and expanded services to tackle youth problems in the town centre.
- Concerns about the lack of provision for older children and teenagers, with calls for more free-to-use facilities, youth centres, and amenities specifically for this age group.
- Comments about the need to address specific challenges, such as youth congregating in certain areas, causing a nuisance, and engaging in antisocial behaviour.

#### 4. Other Suggestions:

- Calls for involving young people in the design of services, providing opportunities for work experience, and linking with schools and Weston College.
- Suggestions for a media gaming centre, a dedicated place for youth, and a focus on creating spaces for teenagers to congregate during summer months.
- Calls for more outreach efforts, marketing, and promotion to ensure youth are aware of available services.
- Mention of concerns about youth engaging in illegal activities and suggestions to weed out those involved in recruiting for such activities.

#### 5. General Themes:

- There is a widespread call for more facilities, activities, and engagement opportunities for young people in Weston-super-Mare.
- Concerns about youth engagement, mental health support, and the need for consequences for negative behaviour were expressed.
- The importance of communication, collaboration, and involvement of young people in the design and promotion of services was emphasised.

Overall, the feedback suggests a desire for more comprehensive and accessible youth services in the community, with a focus on engagement, mental health support, and creating spaces for recreational activities.

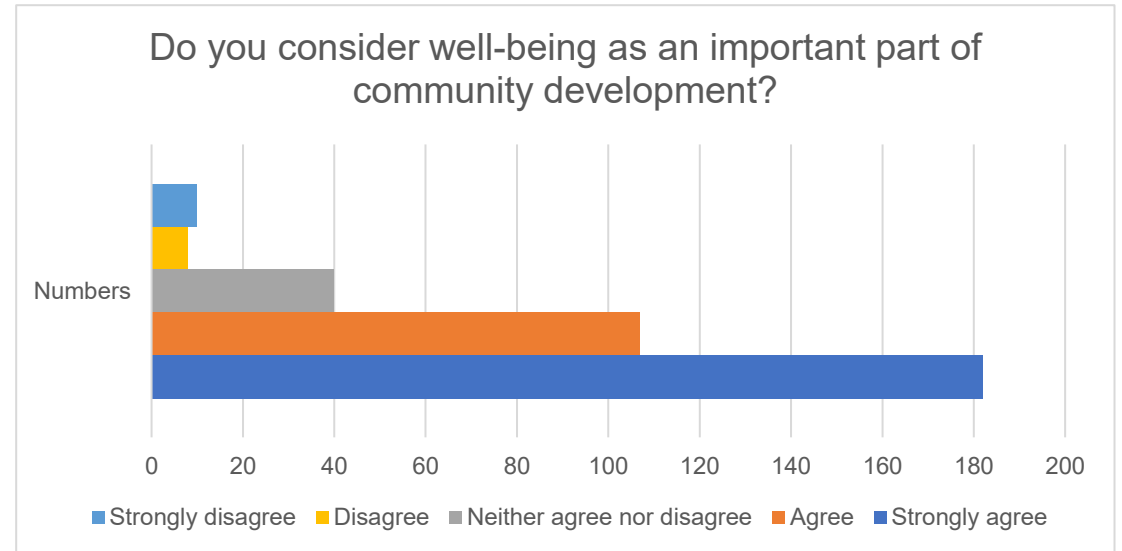
### Q51 – Wellbeing

Weston Town Council has introduced the role of Community Wellbeing Development Officer. This enabled the continuation and creation of food-based projects, including supporting the creation of two food clubs and the community fridge in town and a programme of well-being events in Ellenborough Park West, and supporting anti-racism initiatives to name a few. Do you consider well-being as an important part of community development?

Do you consider well-being as an important part of community development?	Numbers
Strongly agree	182
Agree	107
Neither agree nor disagree	40
Disagree	8
Strongly disagree	10
Skipped	169

Do you consider well-being as an important part of community development?	Percentage
Strongly agree	35.27%
Agree	20.74%
Neither agree nor disagree	7.75%
Disagree	1.55%
Strongly disagree	1.94%
Skipped	32.75%



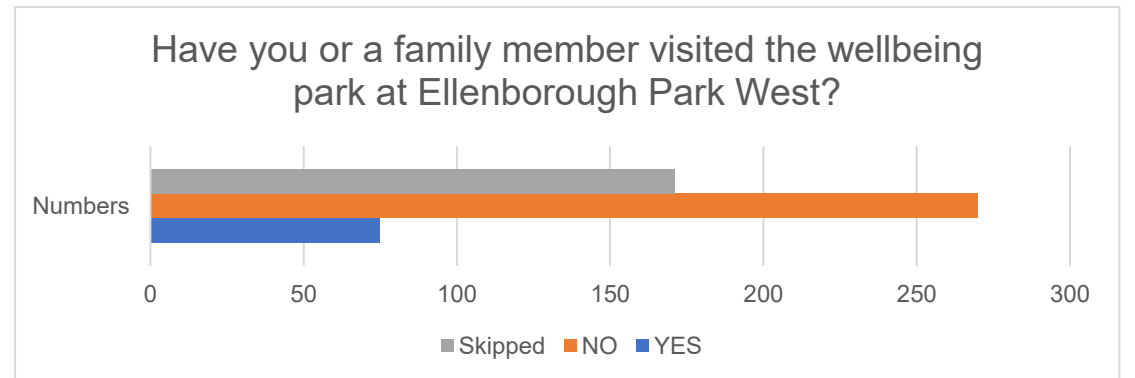
### Q52 – Ellenborough Park West

Have you or a family member visited the wellbeing park at Ellenborough Park West?

Have you or a family member visited the wellbeing park at Ellenborough Park West?	Numbers
YES	75
NO	270
Skipped	171

Have you or a family member visited the wellbeing park at Ellenborough Park West?	Percentage
YES	14.53%
NO	52.33%
Skipped	33.14%

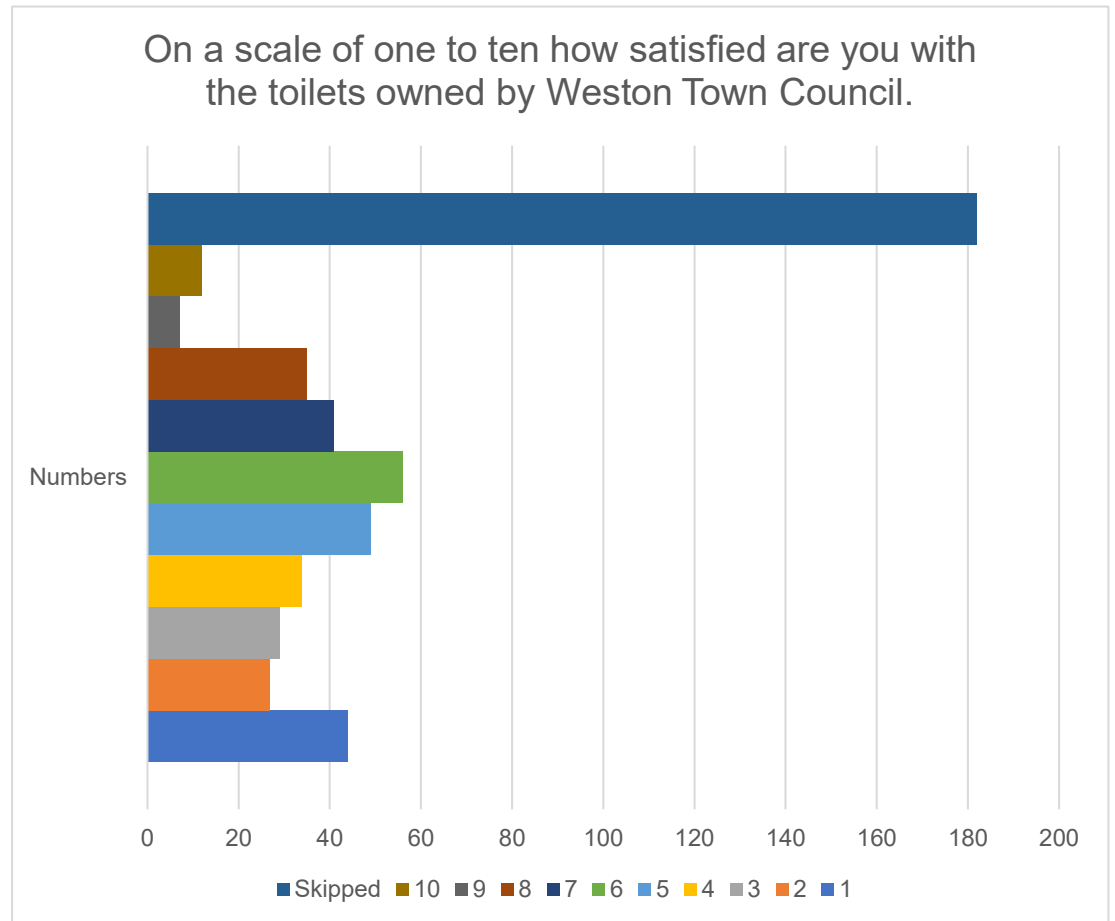


### Q53 – Public Toilets

£78,831.00 The Town Council has several Toilet sites throughout the town: Clarence Park, Grove Park, Ashcombe Park, Uphill and the Maltings. The management and maintenance of these toilets are contracted out to an external company. On a scale of one to ten how satisfied are you with the toilets owned by Weston Town Council.

how satisfied are you with the toilets owned by Weston Town Council?	Numbers
1	44
2	27
3	29
4	34
5	49
6	56
7	41
8	35
9	7
10	12
Skipped	182

How satisfied are you with the toilets owned by Weston Town Council?	Percentage
1	8.53%
2	5.23%
3	5.62%
4	6.59%
5	9.50%
6	10.85%
7	7.95%
8	6.78%
9	1.36%
10	2.33%
Skipped	35.27%

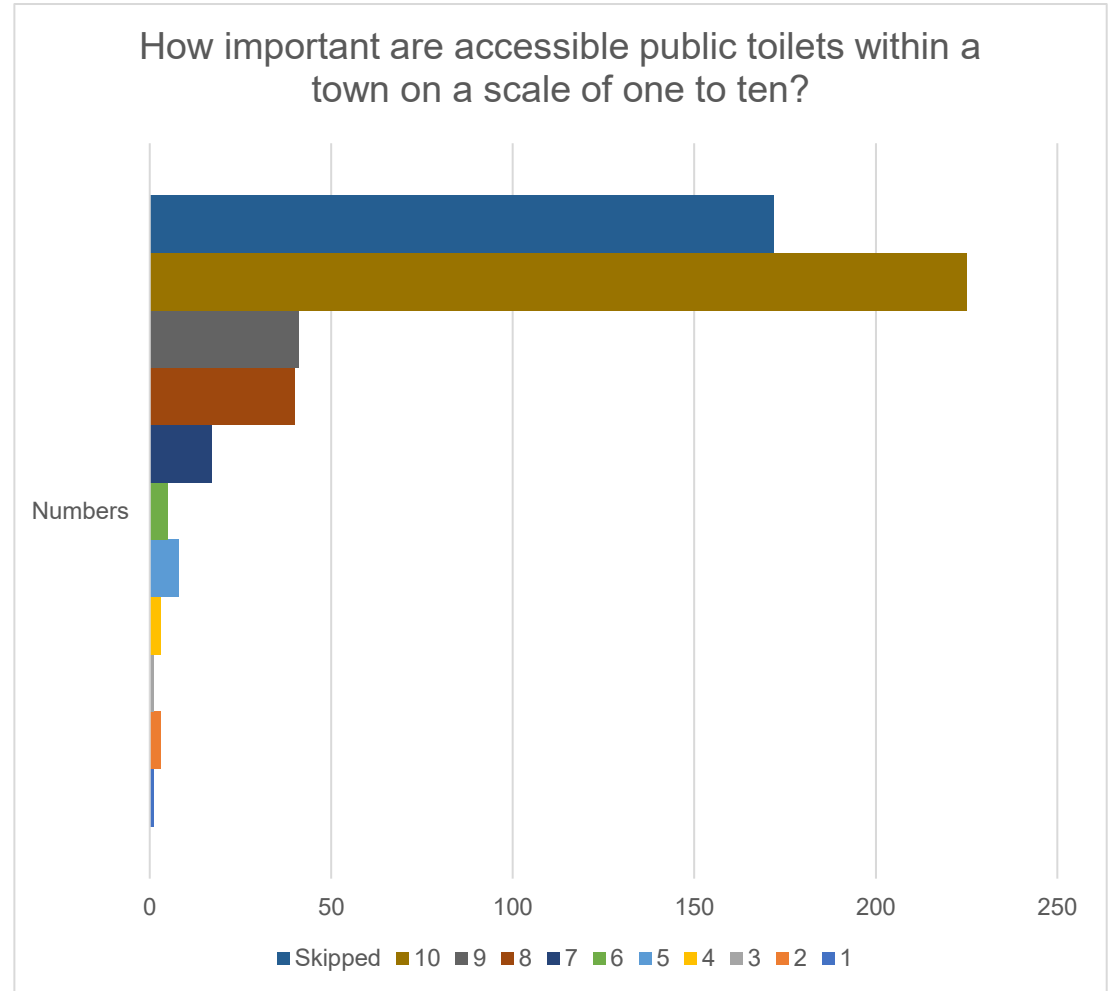


### Q54 – Public Toilets

How important are accessible public toilets within a town on a scale of one to ten?

How important are accessible public toilets within a town on a scale of one to ten?	Numbers
1	1
2	3
3	1
4	3
5	8
6	5
7	17
8	40
9	41
10	225
Skipped	172

How important are accessible public toilets within a town on a scale of one to ten?	Percentage
1	0.19%
2	0.58%
3	0.19%
4	0.58%
5	1.55%
6	0.97%
7	3.29%
8	7.75%
9	7.95%
10	43.60%
Skipped	33.33%



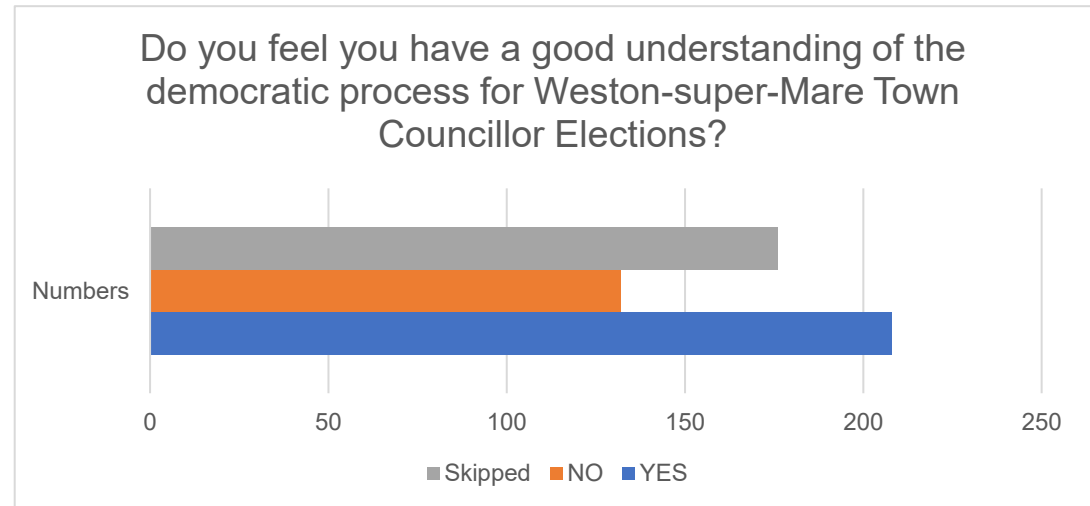
## Pillar 4 – A Bright Future

### Q55 – Democratic Representation

£185,321.00 In order to deliver our services and operate as a council, we have certain legal obligations. Amongst this is the requirement to elect councillors to represent the residents of the town. Elections are held every 4 years, to which staffing operation, building costs, and other associated costs are required. The Election process is the responsibility of North Somerset Council, but is paid for via Weston-super-Mare Town Council. Upon election, successful candidates then represent their ward constituents on Weston-super-Mare Town Council. Do you feel you have a good understanding of the democratic process for Weston-super-Mare Town Councillor Elections?

Do you feel you have a good understanding of the democratic process for Weston-super-Mare Town Councillor Elections?	Numbers
YES	208
NO	132
Skipped	176

Do you feel you have a good understanding of the democratic process for Weston-super-Mare Town Councillor Elections?	Percentage
YES	40.31%
NO	25.58%
Skipped	34.11%

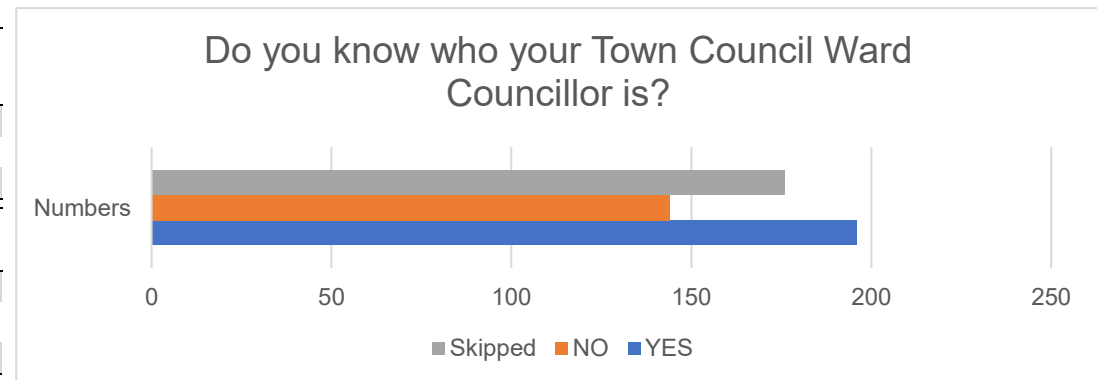


### Q56 – Democratic Representation

Do you know who your Town Council Ward Councillor is?

Do you know who your Town Council Ward Councillor is?	Numbers
YES	196
NO	144
Skipped	176

Do you know who your Town Council Ward Councillor is?	Percentage
YES	37.98%
NO	27.91%
Skipped	34.11%





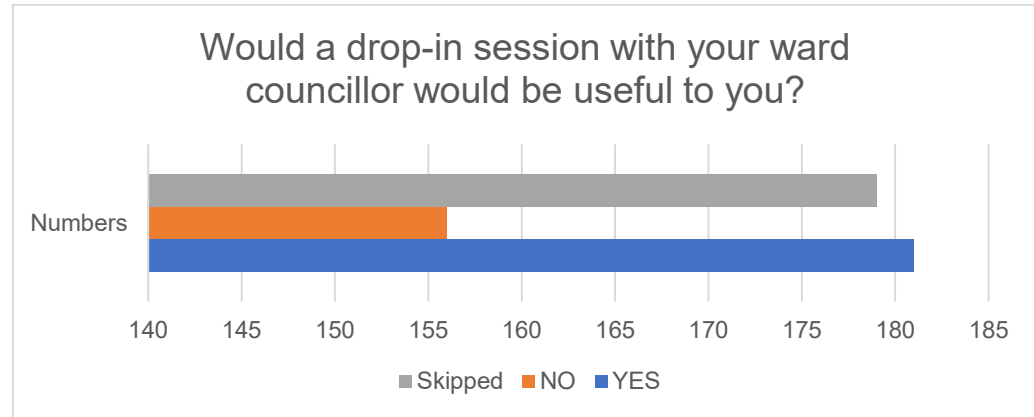
### Q57 – Democratic Representation

Would a drop-in session with your ward councillor would be useful to you?

Would a drop-in session with your ward councillor would be useful to you?		Numbers
YES		181
NO		156
Skipped		179

Would a drop-in session with your ward councillor would be useful to you?		Percentage
YES		35.08%
NO		30.23%
Skipped		34.69%



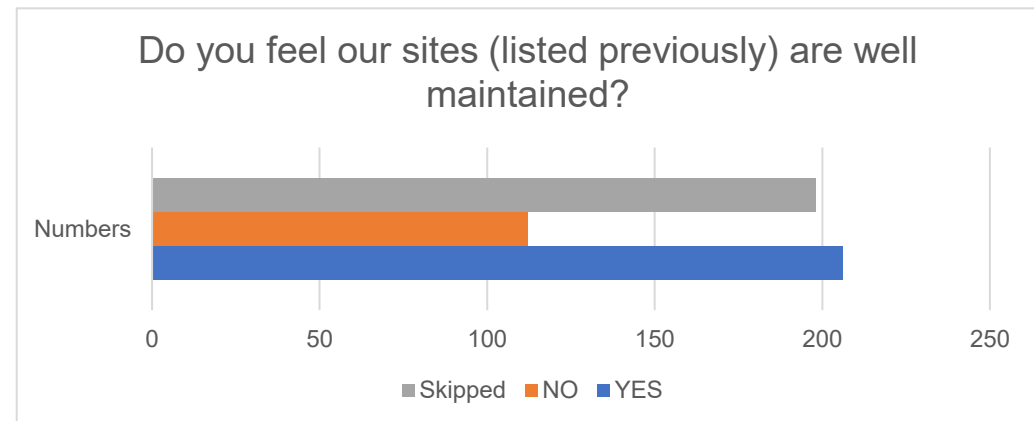
### Q58 – Planned Maintenance

£153,229.00The Town Council ensures that our services are maintained to the best of our ability. In order to achieve this, we have a programme for planned and preventative maintenance. Within this, we programme works based on priority and deterioration. Do you feel our sites (listed previously) are well maintained?

Do you feel our sites are well maintained?		Numbers
YES		206
NO		112
Skipped		198

Do you feel our sites are well maintained?		Percentage
YES		39.92%
NO		21.71%
Skipped		38.37%



## **Q59 – Planned Maintenance**

Is there a particular site that you feel is in need of greater maintenance or repair?

### 1. Specific Locations Mentioned:

- Grove Park: Comments about the poor condition of Grove Park play area, Grove Park toilets, and the need for more accessibility on pathways.
- Birnbeck Area: Mentioned as in serious need of a makeover.
- Lynch Farm: Concerns about the play area, with a need for separate areas for dog walking and addressing mounds of nettles/weeds.
- Dolphin Square: Concerns about the land in front of Dolphin Square looking awful.
- Town Centre: General comments about the town centre, including shop fronts, roads, and the general appearance of the area.
- Milton Cemetery: Mentioned as needing maintenance.
- North Worle Underpasses: Identified as an area requiring attention.
- Seafront Areas (Knightstone, Anchorhead, Marine Lake): Mentioned as requiring maintenance, especially walking areas.
- Water Park: Comments about its reliability and the need for it to be open with water running next summer.

### 2. General Themes:

- Town-Wide Concerns: Many respondents expressed concerns about the overall state of the town, including decaying buildings, poor road conditions, and a lack of cleanliness.
- Public Toilets: Several comments focused on the need for maintenance and cleanliness in public toilets across various locations.
- Parks and Play Areas: Specific concerns about the conditions of play areas in parks such as Castle Batch, Clarence Park, Coniston Green, and Millennium Green.

### 3. General Suggestions:

- Full Review and Transparency: Calls for a full review of all sites, with expenditures and maintenance history made publicly available and open to scrutiny.
- Improved Communication and Accessibility: Suggestions to improve communication with residents, involve them in decision-making, and make public spaces more accessible.
- Concerns About Vandalism: Acknowledgment of the challenges posed by vandalism and suggestions for increased security options.

### 4. Acknowledgment of Efforts:

- Recognition of Constraints: Some respondents acknowledged financial constraints and prioritisation challenges faced by the council, recognising that maintenance is subject to limitations.

Overall, the comments reflect a diverse range of concerns about specific locations, with an overarching theme of a desire for improved maintenance, cleanliness, and accessibility across various sites in Weston-super-Mare.

### **Q60 – Strategic Planning**

£63,142.00 The Council continues to evolve and has seen an increase in service provision as a result of the Localism Act, with the devolvement of services to Town and Parish Councils a continuing theme. In the past, this has included the takeover of Weston Museum, public toilets, community wellbeing and food projects and play facilities. Ongoing projects include the Old Town Quarry takeover. Are there any areas/projects within the town you feel could be considered by Weston-super-Mare Town Council?

#### 1. Desired Projects/Initiatives:

- A decent natural play provision in the woods, including a forest school.
- Development of a new site in North Worle, such as Ebdon village green.
- Establishment of a youth centre.
- Access to disabled toilets near the golf course, addressing the prolonged out-of-service issue in public toilets.
- Utilisation of empty shops for community projects.
- Creation of an open-air pool.
- Improvement of the approach to the old pier and reopening the café in the Quarry.
- Enhancement of community accessibility for Blakehay, with more attractions and opportunities along the seafront, including the marine lake.
- Revival of the air show.
- Provision of cleaner and more accessible toilets for everyone without the need to pay.
- Establishment of a community centre at Castle Batch.
- Creation of a community theatre space, affordable for smaller groups to hire/use.
- Development of facilities for pre-teens/teens, including a music venue in Worle.
- Expedited project for rebuilding/renovating Grove Park Toilets.
- Support for smaller businesses in Dolphin Square empty units.
- Expansion of Weston woods play area using natural materials.

- Focus on heritage, creativity, and wellbeing, with an emphasis on things the district council lacks funds for due to financial pressures.
- Redevelopment of the old quarry area.
- Improvement of Blakehay Theatre to make it more vibrant and accessible.
- Improvement of the intersection by Tesco and provision of adequate shelters and toilets, especially with longer waits for buses.
- Redevelopment of the land behind the station for a community project.
- Community paint and plant project, focusing on eco tourism.
- Return of the Tropicana to a swimming pool.
- Road and pavement maintenance, with a map for disabled individuals showing dropped kerbs and access points.
- Support for smaller businesses and fringe entertainment venues like The Front Room.
- Tidying/improving the routes into Weston-super-Mare.
- Revitalisation of town gateways.
- Introduction of a local food market, preferably indoor, once a week.
- Creation of facilities for older children, pre-teens, and teens, including sports pitches and youth centres.

## 2. General Themes:

- Concerns about the council's understanding of and integrated planning for strategic planning.
- Emphasis on cleanliness, maintenance, and improvement of the town's appearance.
- Desire for more community involvement in planning processes.
- Calls for the involvement of residents in the planning processes rather than relying on external consultants.
- Support for the reopening of the Old Town Quarry and the need to involve the community fully.
- Suggestions to address the issue of abandoned or poorly maintained buildings and areas.
- Concerns about the decline of Weston's high street and the need for measures to revitalise it, such as free parking and street markets.
- Desire for more activities aimed at those who work during the day.
- Suggestions for initiatives to improve the appearance of specific areas like the approach to Claremont Vaults.
- Requests for facilities for youth, prevention of anti-social behaviour, and improvement of youth employability.

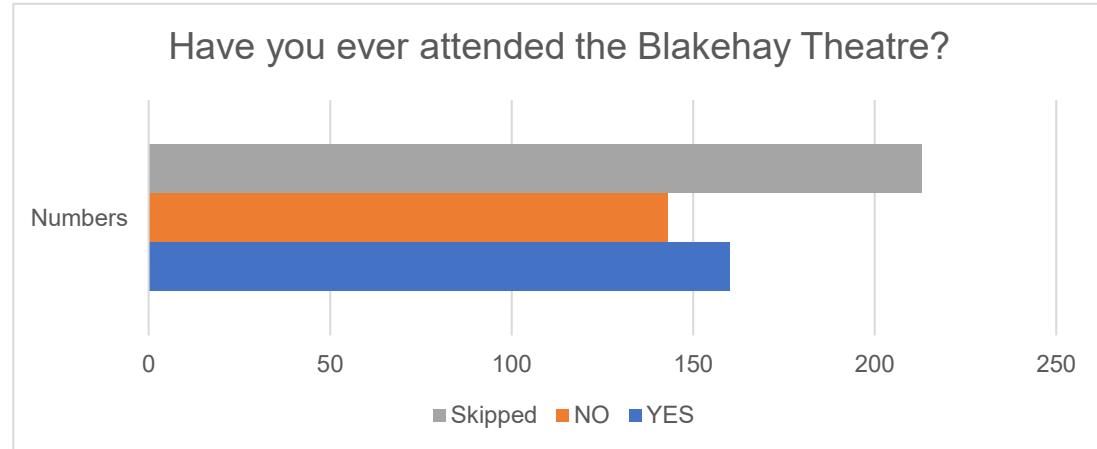
## **Pillar 5 – Heritage Arts and Culture**

### **Q61 – Blakehay Theatre**

£198,438.00 The Blakehay aims to create Theatre for the whole community, bringing national popular shows and trading subject matters, alongside community classes into the venue. Our objective is to promote a creative hub for artists and performers in the local area and a cultural home for fans of the arts. Have you ever attended the Blakehay Theatre?

<b>Have you ever attended the Blakehay Theatre?</b>	<b>Numbers</b>
YES	160
NO	143
Skipped	213

<b>Have you ever attended the Blakehay Theatre?</b>	<b>Percentage</b>
YES	31.01%
NO	27.71%
Skipped	41.28%

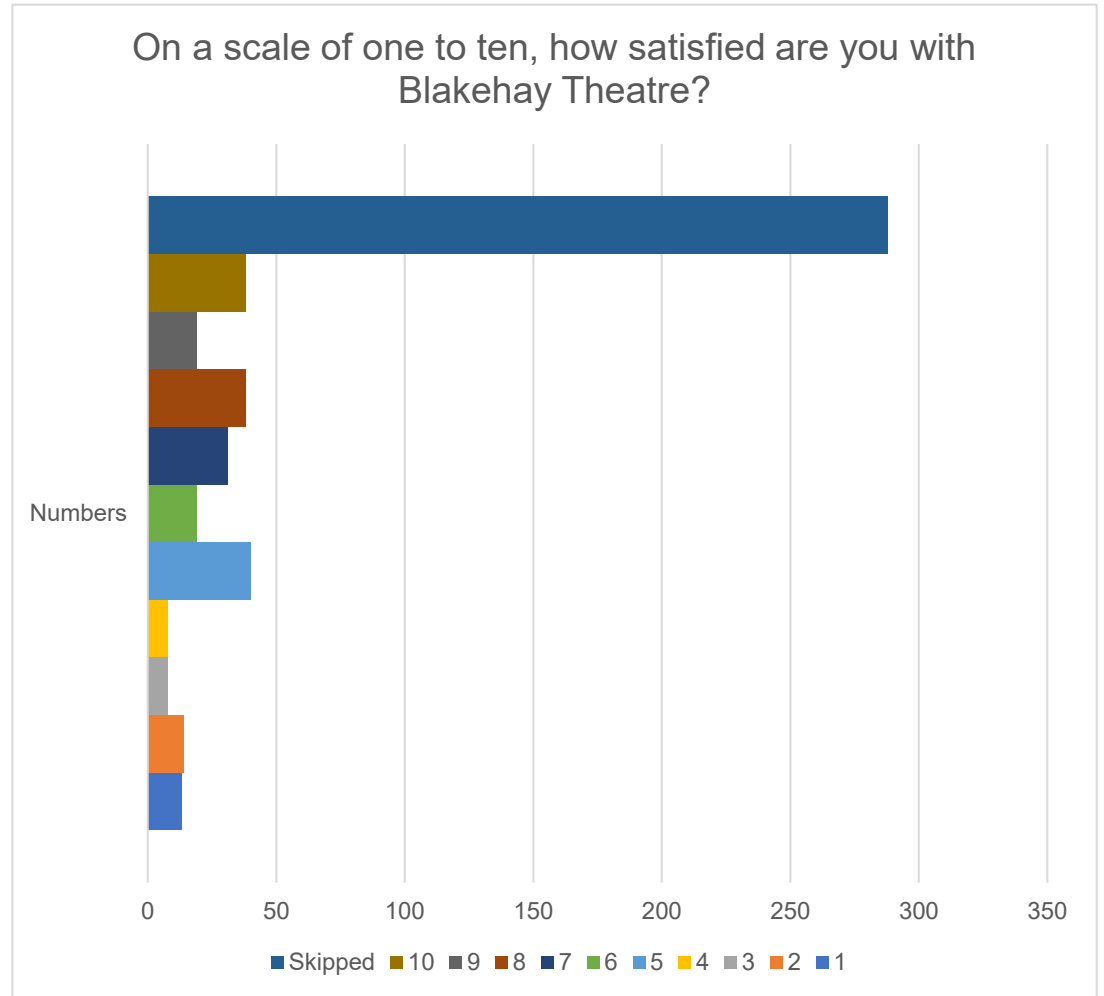


**Q62 – Blakehay Theatre**

On a scale of one to ten, how satisfied are you with Blakehay Theatre?

How satisfied are you with Blakehay Theatre?	Numbers
1	13
2	14
3	8
4	8
5	40
6	19
7	31
8	38
9	19
10	38
Skipped	288

How satisfied are you with Blakehay Theatre?	Percentage
1	2.52%
2	2.71%
3	1.55%
4	1.55%
5	7.75%
6	3.68%
7	6.01%
8	7.36%
9	3.68%
10	7.36%
Skipped	55.81%



### **Q63 – Blakehay Theatre**

How would you describe your experiences with the Blakehay Theatre, including attending performances or events? Please share any memorable experiences or suggestions for improvement.

#### **1. Positive Feedback:**

- **Friendly Staff:** Several respondents mentioned the friendly and helpful staff at the Blakehay Theatre.
- **Community Facility:** Recognised as a fabulous community facility, especially for youth theatre groups.
- **Lovely Venue:** Described as a lovely, warm, and welcoming venue with a good view from all seats.
- **Great for Upcoming Actors:** Acknowledged as a great venue for up-and-coming actors and local productions.

#### **2. Concerns and Suggestions for Improvement:**

- **Acoustics:** Some respondents expressed concerns about the acoustics, mentioning dead zones where the sound quality was poor during performances.
- **Maintenance and Refurbishment:** Suggestions for refurbishment and maintaining the venue, including a complete tidy-up of the surrounding area to make it more welcoming.
- **Programming Variety:** Some mentioned a lack of variety in the programming, with a desire for more diverse and adventurous shows.
- **Cost:** Concerns about the cost, both for attending events and for local theatre groups to hire the venue, making it less accessible to the community.
- **Advertising and Marketing:** Recommendations for better advertising and marketing of events to attract a broader audience.
- **Underutilisation:** Some respondents felt that the theatre is underused, and there is a need for more events to fill the sparse calendar.
- **Accessibility:** Comments about the steepness of stairs and challenges with raked seating for individuals with poor mobility.

#### **3. Miscellaneous Comments:**

- **Niche Programming:** Some respondents mentioned that the programming seemed niche, and there was a desire for more varied and high-quality cultural performances.
- **Confusion with Playhouse:** Mention of confusion regarding the proximity of the Blakehay Theatre to the Playhouse.
- **Tribute Bands:** Some expressed a desire for fewer tribute bands and more diverse performances.

Overall, while there is positive feedback about the friendly staff and the venue's potential, there are concerns about accessibility, acoustics, cost, and the need for more diverse programming to attract a broader audience. Improving marketing efforts and addressing maintenance issues were also suggested.

#### **Q64 – Blakehay Theatre**

In your opinion, what aspects of the Blakehay Theatre contribute most to its cultural significance in Weston-super-Mare?

##### **1. Contributions to Cultural Significance:**

- Community Venue: Mentioned as a community venue with a long and good history, contributing to its cultural significance.
- Architecture and History: Appreciation for the architecture and historical productions, with the building itself being considered culturally significant.
- Alternative to Playhouse: Seen as a cheaper alternative to the larger Playhouse, providing a cost-efficient option for local events.
- Support for Local Culture/Arts: Acknowledged for supporting local culture, arts, and local talent/groups, showcasing small acts and providing a focal point for local events.
- Versatility and Flexibility: Recognised for its versatility, flexibility, and inclusive design, with non-proscenium presentation and varied entrances/exits.
- Variety of Shows: Highlighted as a venue offering a good variety of events and productions, including local shows, youth productions, and performances by local operatic and youth drama groups.
- Local Community Engagement: Commended for its engagement with the local community, hosting classes, and providing space for local small businesses.
- Location: Mentioned as a positive factor, with its location contributing to its cultural significance.

##### **2. Concerns and Suggestions:**

- Underutilisation: Several respondents expressed concern about the underutilisation of the Blakehay, with comments suggesting it is hardly ever open and not fit for purpose.
- Pricing and Accessibility: Concerns were raised about pricing policies, with suggestions that local groups are being priced out, limiting accessibility.

##### **3. Mixed or Neutral Opinions:**

- Limited Information: Some respondents indicated a lack of personal experience or information about the Blakehay, making it challenging for them to provide detailed opinions.



- Confusion with Playhouse: A few respondents mentioned confusion regarding what makes the Blakehay different from the Playhouse.

Overall, while there is appreciation for the Blakehay's community-oriented approach, architectural significance, and support for local culture, there are concerns about underutilisation and pricing policies limiting accessibility for local groups. The venue's versatility and variety of shows received positive feedback.

### **Q65 – Blakehay Theatre**

Are there any specific events or programs you particularly value, or areas where you believe enhancements could be made?

#### 1. Valued Events and Programs:

- Variety of Programs: Appreciation for a good variety of programs, including drama, plays, comedy, and affordable events.
- Community Well-being Events: Recognition and support for community well-being events.
- Youth and Children Engagement: Emphasis on encouraging young musicians and bands, supporting local new talent, and engaging youth and children through drama workshops and employability programs.
- Cultural and Art Festivals: Positive feedback for art festivals, through-the-mud plays, and efforts to provide SEN (Special Educational Needs) shows and events.
- Local Productions: Support for local productions and community involvement projects.
- Specific Themes: Suggestions for events and programs related to climate and sustainability, performing arts, literature, history, and heritage.

#### 2. Areas for Improvement and Suggestions:

- Better Advertising: Several respondents emphasised the need for better advertising to improve awareness of events and programs.
- More Mainstream and Well-Known Acts: Suggestions for occasional mainstream events to attract a wider audience, including more well-known comedians and acts similar to those in Bristol and Bath.
- Affordability and Variety: Concerns about affordability and suggestions for more affordable venue hire for touring shows, workshops, courses, musicals, special interest events, and talks.
- Diversification of Programs: Calls for more dramatic theatre, classical music performances, and a wider variety of classes such as Taekwondo, Boogie Bounce, and Zumba.
- Cinema and Concerts: Suggestions to consider transforming the venue into a cinema and hosting concerts.

- Modernisation and Technical Provisions: Requests for updated and modernised technical provisions, including modernised sound systems.
- Niche Programming: Recommendations for niche programming, such as horror movie marathons, sing-along events for adult audiences, candlelight concertos, and Christmas carol concerts.
- Commercial Utilisation: Emphasis on making the venue self-sufficient and commercially viable, with suggestions for commercial utilisation of available spaces like the cafe/bar area.

### 3. Mixed or Neutral Opinions:

- Limited Information or Experience: Some respondents mentioned a lack of information or personal experience with the events and programs at Blakehay, impacting their ability to provide detailed feedback.

Overall, respondents appreciate the variety of programs offered but highlight the need for better advertising, affordability, and diversification of events to cater to a broader audience. There is also a call for modernisation of technical provisions and a focus on making the venue self-sufficient through niche and commercial programming.

## **Q66 – Blakehay Theatre**

Please share your ideas and visions for the future of the theatre.

### 1. Collaborations and Partnerships:

- Dedicated Groups or Collaborations with Theatre Clubs: Suggested collaboration with or the formation of dedicated groups, such as the previously named Blakehay Actors company or collaboration with local theatre clubs like WODS or Weston Operatic.
- Collaboration with Community Organisations: Recommendations for collaborations with local community organisations like Super Culture and Front Room to enhance the theatre's programming.

### 2. Advertising and Accessibility:

- Improved Advertising: Emphasis on the need for better advertising to raise awareness of events and programs.
- Accessibility for the Community: Calls for proactive programming and affordability for small groups to make the venue accessible to the community.

### 3. Diverse Programming:

- Affordable Venue for Local Artists: Suggestions for concessions and cheaper rates for local artists and groups to perform.
- Art Gallery and Exhibits: Proposals for an art gallery, possibly a Banksy-dedicated gallery, and free gallery exhibits for local arts groups.

- Film Festival and Concerts: Ideas for hosting a film festival, concerts, and community events to diversify programming.
  - Commercial Utilisation: Recommendations for utilising commercial events to fund free events and creating a self-sufficient venue.
4. Community Engagement and Education:
- Hosting Workshops: Suggestions for hosting drama workshops for young people, collaborating with colleges for touring events, and providing courses for the public.
  - Engagement with Schools and Colleges: Encouragement to engage with local schools, colleges, and dance/drama groups.
  - Live Streaming: Proposal for live streaming events to reach a wider audience.
  - Community Collaboration: Recommendations for collaboration and joint partnerships with neighbouring venues like The Stable and Front Room.
  - Support for Local Talent: Support and promotion of up-and-coming actors, playwrights, and local talent from Weston and the region.
5. Diverse and Regular Programming:
- More Comedy and Plays: Requests for more comedy, plays, and performances by local theatre groups and artists.
  - Variety of Events: Suggestions for more word-of-mouth advertising, volunteer programs, workshops, and diverse productions.
  - Regular Toddler Theatre and Mums/Babies Groups: Calls for a regular program of toddler theatre and productions for mums and babies.
  - Talk-like Events and 'An Evening With' Sessions: Ideas for hosting talk-like events and 'an evening with' sessions featuring popular figures, authors, artists, and musicians.
6. Concerns and Criticisms:
- Cost of Hire and Redundancy Concerns: Concerns about the high cost of hire, making it unaffordable for local voluntary groups, and perceptions of the venue as redundant compared to other cultural events in the town.
7. Mixed or Neutral Opinions:
- Limited Information or Experience: Some respondents mentioned a lack of information or personal experience with the theatre, impacting their ability to provide detailed feedback.
  - Varied Preferences: Diverse preferences, including a mix of comedy, live music, performance poetry, and a desire for less amateur dramatics and tribute acts.

Overall, respondents envision a future for Blakehay Theatre that involves diverse programming, community engagement, collaborations, and efforts to make the venue more accessible and affordable for local artists and groups. There is a focus on fostering partnerships with community organisations, expanding advertising efforts, and creating a self-sustaining and vibrant cultural hub.

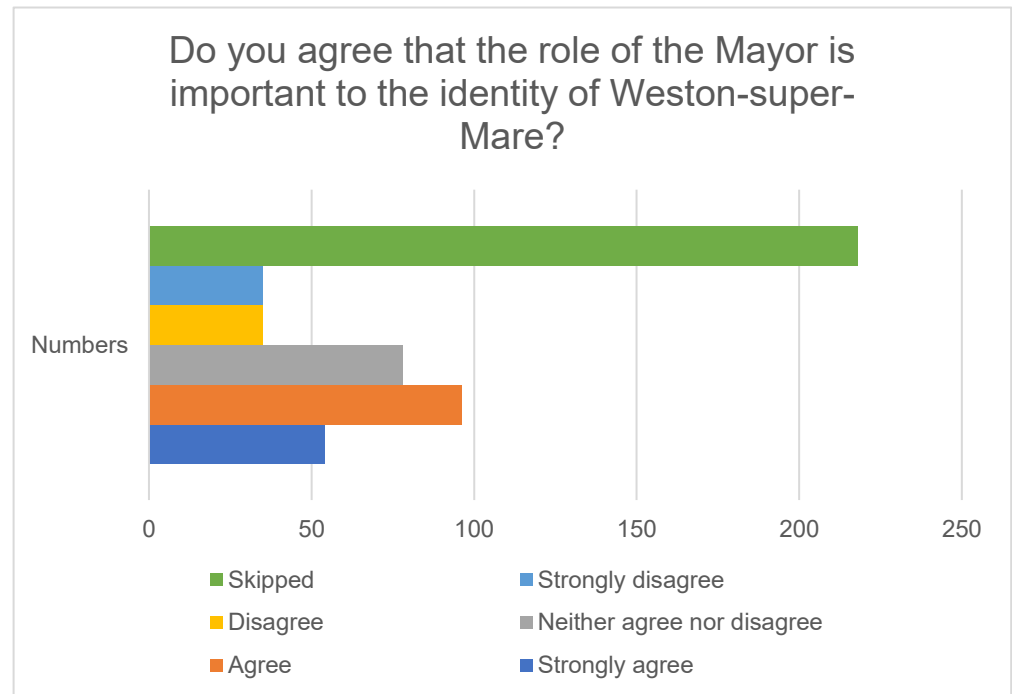
**Q67 – Civic**

£166,024.00 Weston-super-Mare supports the civic function through the election of a Town Mayor on an annual basis. The office of Mayor is steeped in tradition and ceremony. The role is strictly non-political and representative of every section of the community. It is particularly focused on cultivating the positive image of the Town and enhancing the well-being of its citizens. Whilst in office the Mayor hosts civic events and acts as the representative of the town. Do you agree that the role of the Mayor is important to the identity of Weston-super-Mare?

<b>Do you agree that the role of the Mayor is important to the identity of Weston-super-Mare?</b>	<b>Numbers</b>
Strongly agree	54
Agree	96
Neither agree nor disagree	78
Disagree	35
Strongly disagree	35
Skipped	218

<b>Do you agree that the role of the Mayor is important to the identity of Weston-super-Mare?</b>	<b>Percentage</b>
Strongly agree	10.47%
Agree	18.60%
Neither agree nor disagree	15.12%
Disagree	6.78%
Strongly disagree	6.78%
Skipped	42.25%



## Q68 – Civic

To what extent do you believe that tradition and ceremonial events contribute to the overall character of a town?

### 1. Positive Views:

- **Significant Contribution:** Many respondents express that tradition and ceremonial events contribute significantly or a great deal to the overall character of a town. They mention the importance of history, continuity, and pride associated with these events.
- **Social Cohesion:** Some respondents believe that these events are important for social cohesion and community building.
- **Tourism and Identity:** Positive mentions include the positive impact on tourism, the preservation of British traditions, and the sense of identity they bring to a town.
- **Support for Mayor:** Several respondents appreciate the role of the Mayor, considering it an important tradition and expressing pride in having a town figurehead.

### 2. Mixed or Neutral Views:

- **Cost Considerations:** Some respondents express concerns about the cost associated with ceremonial events, especially in comparison to other pressing needs like homelessness and mental health services.
- **Relevance to Younger Generations:** There's a sentiment that younger people may not find these events as relevant or meaningful, suggesting a potential generational divide.

### 3. Negative Views:

- **Waste of Money:** A significant number of respondents view ceremonial events, especially the role of the Mayor, as a waste of public money. They question the value and relevance of these traditions, particularly in the context of budget priorities.

### 4. Specific Concerns:

- **Mayoral Role:** Some respondents specifically question the role of the Mayor, suggesting it is an anachronism, divisive, or not aligned with contemporary needs.
- **Diversity and Representation:** Concerns are raised about the underrepresentation of certain groups, such as disabled people, and the exclusivity of some events.

### 5. Suggestions for Improvement:

- **Modernisation:** Some respondents suggest modernising ceremonial events to reduce costs or make them more appealing to younger generations.
- **Community Engagement:** There's a call for better communication about these events to ensure residents are aware and can participate.

- Balancing Tradition and Change: Several respondents express the need to balance tradition with changing times and consider the costs associated with these events.

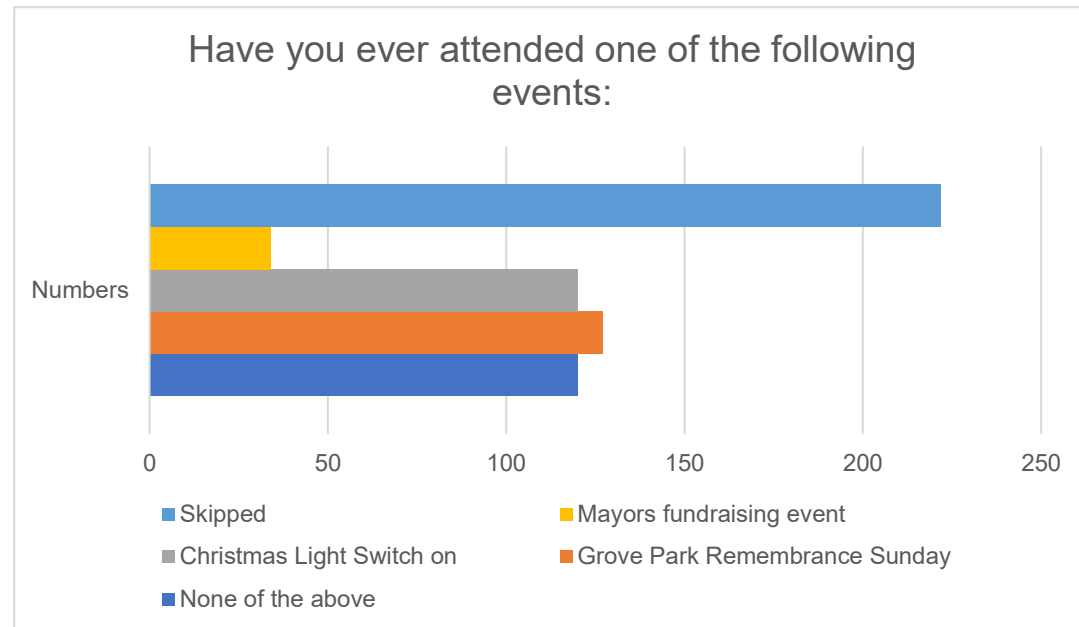
Overall, while there is appreciation for the historical and cultural aspects of tradition and ceremonial events, there are concerns about their cost, relevance to younger generations, and the need for inclusive representation.

### Q69 – Civic

Have you ever attended one of the following events?

Have you ever attended one of the following events?	Numbers
None of the above	120
Grove Park Remembrance Sunday	127
Christmas Light Switch on	120
Mayors fundraising event	34
Skipped	222

Have you ever attended one of the following events?	Percentage
None of the above	23.26%
Grove Park Remembrance Sunday	24.61%
Christmas Light Switch on	23.26%
Mayors fundraising event	6.59%
Skipped	43.02%



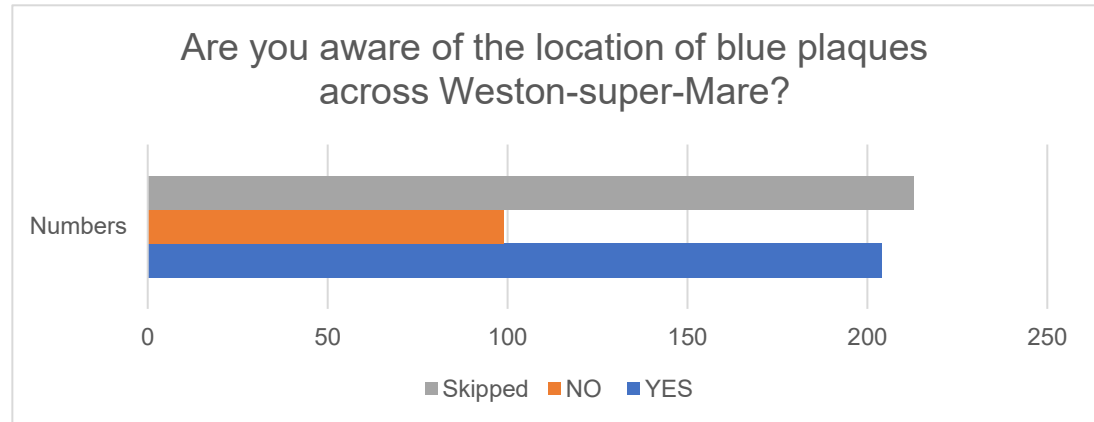
### Q70 – Blue Plaques

£1,000.00 Weston-super-Mare’s history is long and varied and people from the town and those who visited have left a lasting legacy. The town council have overseen the installation of commemorative blue plaques around Weston. Are you aware of the location of blue plaques across Weston-super-Mare?

Are you aware of the location of blue plaques across Weston-super-Mare?	Numbers
YES	204
NO	99
Skipped	213

Are you aware of the location of blue plaques across Weston-super-Mare?	Percentage
YES	39.53%
NO	19.19%
Skipped	41.28%



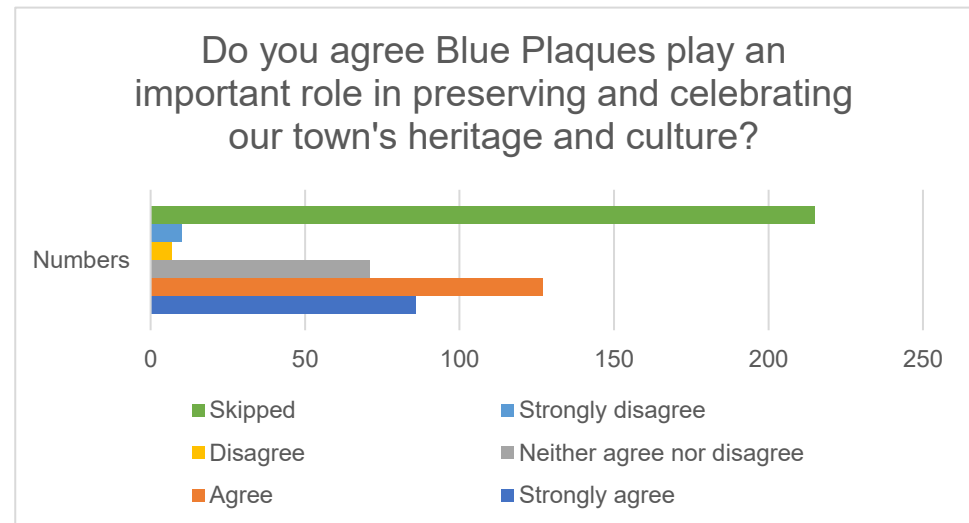
### Q71 – Blue Plaques

Do you agree Blue Plaques play an important role in preserving and celebrating our town's heritage and culture?

Do you agree Blue Plaques play an important role?	Numbers
Strongly agree	86
Agree	127
Neither agree nor disagree	71
Disagree	7
Strongly disagree	10
Skipped	215

Do you agree Blue Plaques play an important role?	Percentage
Strongly agree	16.67%
Agree	24.61%
Neither agree nor disagree	13.76%
Disagree	1.36%
Strongly disagree	1.94%
Skipped	41.67%



## Q72 – Blue Plaques

As we continue to honour our local history through Blue Plaques, we are now looking to put plaques on historical buildings in Weston. Would you like to nominate a building or support the new plaque installations? Please provide any ideas or insights you have on fostering community involvement in this heritage initiative.

### 1. Nomination of Buildings:

- Popular Choices: Respondents express interest in nominating or supporting plaques for buildings with historical significance to Weston. Suggestions include Birnbeck, Knightstone Theatre, Royal Hospital, General Hospital (boulevard), Library, and the Mercury offices.
- Jill Dando: There's a specific nomination for a plaque for Jill Dando, with suggestions for locations like the Mercury office or her former home.
- Council House at Milton Rise: A suggestion to place a blue plaque on the first-ever council house at Milton Rise.
- Hans Price Buildings: Some respondents suggest making more of Weston's wonderful Hans Price buildings.

### 2. Community Involvement Ideas:

- Online Link/Map: Several respondents suggest an online link or map showing plaque locations with details of the person.
- Tourist Attraction - Walk of Fame: Some propose a walk of fame on the seafront as a great tourist attraction, featuring plaques for famous individuals associated with Weston.
- Involvement of Worle Historic Society: A suggestion to involve the Worle Historic Society in the initiative.
- Street Theatre Program: A creative idea involves supporting a street theatre program with performances based on the person celebrated by each plaque. This could engage the community and make the initiative more interactive.
- Annual Event: A proposal for an annual event that celebrates the history of Weston, potentially involving the unveiling of new plaques.

### 3. Improvement Suggestions:

- QR Codes: A suggestion to put QR codes on plaques, similar to Wikitown, for easy access to information.
- Promotion of Blue Plaque Map and Booklet: Some respondents call for more promotion of the blue plaques map and booklet, making them available in more places.
- Relevance of Plaques: Concerns are raised about the relevance of recent plaques, with a suggestion to ensure direct links to Weston's history and notable individuals.
- Public Voting for Plaques: A proposal for a voting page to decide the next plaques, involving the community in the decision-making process.



- Trail of Plaques: Some respondents express the view that having a trail to seek out plaques makes the experience more special and interesting.

4. Mixed or Critical Views:

- Stop Wasting Money: Some respondents express a critical view, suggesting that money should not be spent on blue plaques.

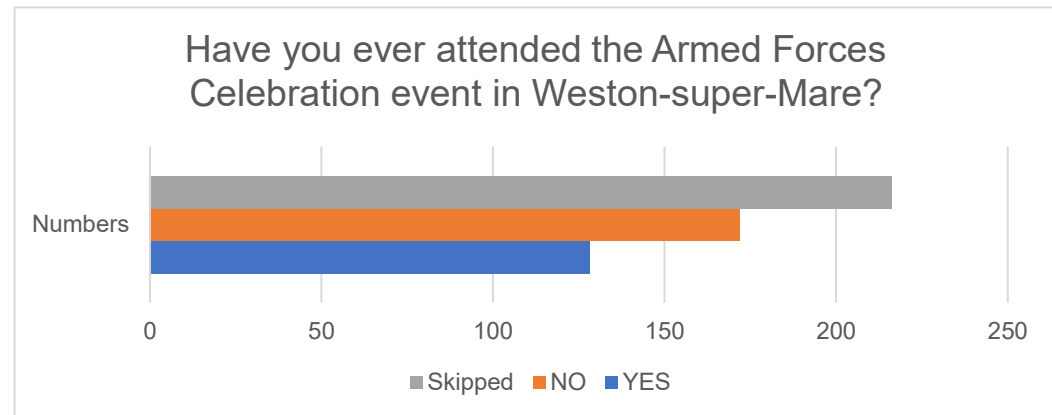
Overall, there is support for the heritage initiative, with a focus on meaningful nominations, community involvement, creative events, and effective promotion of the initiative. Suggestions range from online maps to street theatre programs, indicating a desire for an engaging and interactive experience.

**Q73 – Armed Forces Celebrations**

£9,500.00 The Town Council supports national initiatives to recognise the work and efforts of Her Majesty’s Armed Forces and works with community partners to deliver an annual event. Have you ever attended the Armed Forces Celebration event in Weston-super-Mare?

Have you ever attended the Armed Forces Celebration event in Weston-super-Mare?	Numbers
YES	128
NO	172
Skipped	216

Have you ever attended the Armed Forces Celebration event in Weston-super-Mare?	Percentage
YES	24.81%
NO	33.33%
Skipped	41.86%



## Q74 – Armed Forces Day

How did you find out about this event? (armed forces day)

### 1. Channels of Awareness:

- Word of Mouth: Many respondents mentioned learning about the Armed Forces Day event through word of mouth. This includes friends, family, neighbours, and community groups spreading information.
- Social Media: Facebook is a prominent source of information, with multiple respondents citing it as the platform through which they discovered the event. Other mentions include "Online" and "Social Media."
- Traditional Media: The local newspaper, the Weston Mercury, and other media outlets, including the press, local news, and newsletters, played a role in informing people about the event.
- Personal Connection: Some respondents mentioned a personal connection to the armed forces, such as having a family member involved or being an ex-serviceman.
- Attendance in the Past: A few respondents mentioned attending the event in the past, either as part of the Cubs and Scouts or during the air festival, contributing to their awareness.
- Miscellaneous: Other sources of awareness include chance encounters, seeing stands being set up, being part of military organisations like the Army Cadet Force (ACF), and community-specific channels like neighbourhood watch information.

### 2. Feedback on Awareness:

- Positive Feedback: Some respondents expressed positive sentiments about the event, using words like "good," "great," "excellent," and "humbling."
- Limited Advertising Concerns: There were concerns raised about the limited advertising or promotion of the event, with some respondents expressing that it wasn't well-advertised or that more promotion is needed.
- Change in Event Dynamics: A few respondents mentioned that the event felt downgraded without the air show or some supporting event to attract more people.
- Different Perspectives: Responses varied from those who actively follow and engage with community information on social media to those who might not have attended or heard about the event.

Overall, the awareness of the Armed Forces Day event is driven by personal connections, community communication, and traditional and online media. Feedback on the event itself ranges from positive experiences to concerns about advertising and event dynamics.

## Q75 – Armed Forces Day

Are there any improvements you would like to see? (armed forces day)

### 1. Common Suggestions for Improvement:

- **Bring Back the Air Show:** Several respondents expressed a desire to bring back the air show as part of the Armed Forces Day event.
- **Better Advertising/Publicity:** Many respondents mentioned the need for improved advertising and publicity for the event. This includes better communication, more awareness throughout the town, and increased promotion, especially for those not online.
- **Increase Budget:** Some respondents suggested an increase in the budget for the event.
- **More Events/Activities:** A few respondents recommended having more events, hands-on stalls for children, and ad hoc seating areas for watching events or eating food.
- **Separate Event from 999 Emergency Services Day:** One respondent suggested that Armed Forces Day should be a separate event from the 999 Emergency Services Day.

### 2. Varied Opinions and Specific Requests:

- **Mixed Opinions:** While some respondents expressed satisfaction with the event, others indicated a lack of interest or questioned the purpose of the event.
- **Specific Requests:** There were specific requests, such as cheaper beer, avoiding single-use plastic, and a call for respecting the Armed Forces at the forefront of policy.

### 3. Notable Comments:

- **Negative Feedback on Recent Event:** Some respondents expressed dissatisfaction with the recent Armed Forces Day event, mentioning it as a farce with no publicity.
- **Scepticism about the Event's Necessity:** A couple of respondents questioned the need for the event, stating that it doesn't need to happen or labelling it a waste of money.

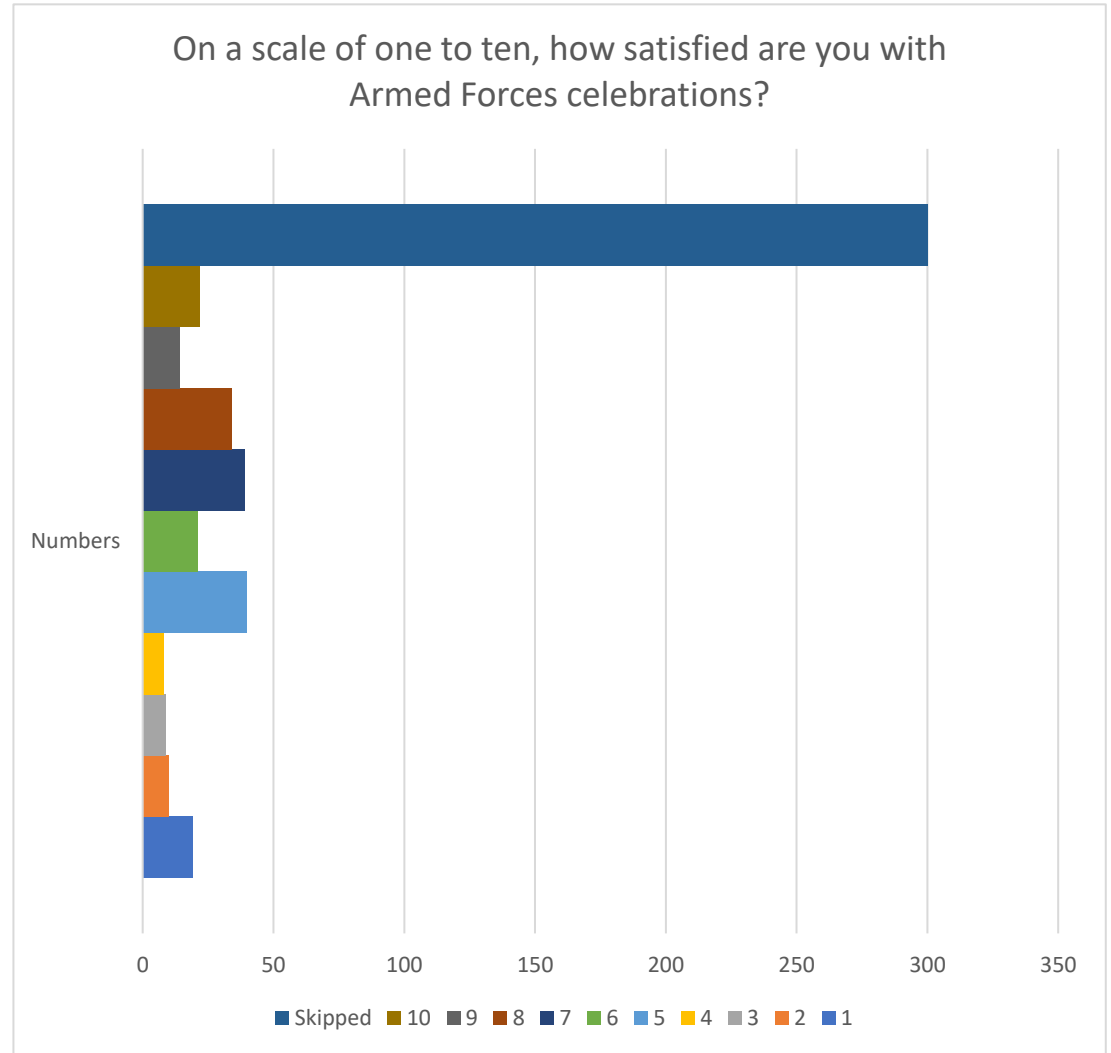
Overall, the key themes for improvement include bringing back the air show, better advertising, increasing the budget, offering more events/activities, and considering the separation of Armed Forces Day from the 999 Emergency Services Day. There is a range of opinions, from positive feedback to scepticism about the event's purpose and effectiveness.

**Q76 – Armed Forces Day**

On a scale of one to ten, how satisfied are you with Armed Forces celebrations?

how satisfied are you with Armed Forces celebrations?	Numbers
1	19
2	10
3	9
4	8
5	40
6	21
7	39
8	34
9	14
10	22
Skipped	300

how satisfied are you with Armed Forces celebrations?	Percentage
1	3.68%
2	1.94%
3	1.74%
4	1.55%
5	7.75%
6	4.07%
7	7.56%
8	6.59%
9	2.71%
10	4.26%
Skipped	58.14%



## **Q77 – Community Events**

£6,000.00 The Town Council has a budget for small-scale community events. In the past these have included the YMCA summer starter, Christmas light Switch on and the Literary Festival. Do you think the town council should play an active role in the organisation of community events?

### 1. Positive Responses and Opinions:

- **Strong Support for Council Involvement:** The majority of respondents expressed a positive view, indicating that the town council should play an active role in organising community events.
- **Examples of Successful Events:** The Literary Festival, Christmas light switch-on, and other mentioned events received positive mentions, with some respondents emphasising their enjoyment of these activities.
- **Community Collaboration:** Many respondents supported an active collaborative role, suggesting that the council should collaborate with local groups and provide support rather than organising events independently.
- **Promotion and Profile:** Some respondents noted that council involvement in events raises the council's profile and is crucial for promoting the town.

### 2. Concerns and Criticisms:

- **Budget Discrepancy Criticism:** Several respondents raised concerns about the budget allocation, particularly in comparison to other expenditures such as the Mayor's budget. There were remarks expressing dissatisfaction with the Mayor's budget being higher than the community events budget.
- **Scepticism about Impact:** Some respondents expressed scepticism about the impact of the events, stating that the budget may not be impactful enough to warrant the expense.
- **Not Needed Due to Super Culture:** A few respondents mentioned that the council's active role might not be needed now due to the presence of Super Culture, an organisation dedicated to cultural initiatives.

### 3. Specific Suggestions for Improvement:

- **More Funding Needed:** Some respondents suggested that more funding is needed for community events.
- **Focus on Specific Events:** Recommendations were made to focus on specific events such as the Shanty Festival and to consider bringing back the air show.
- **Community Involvement:** Respondents emphasised the importance of community involvement in organising events, with the council providing support.

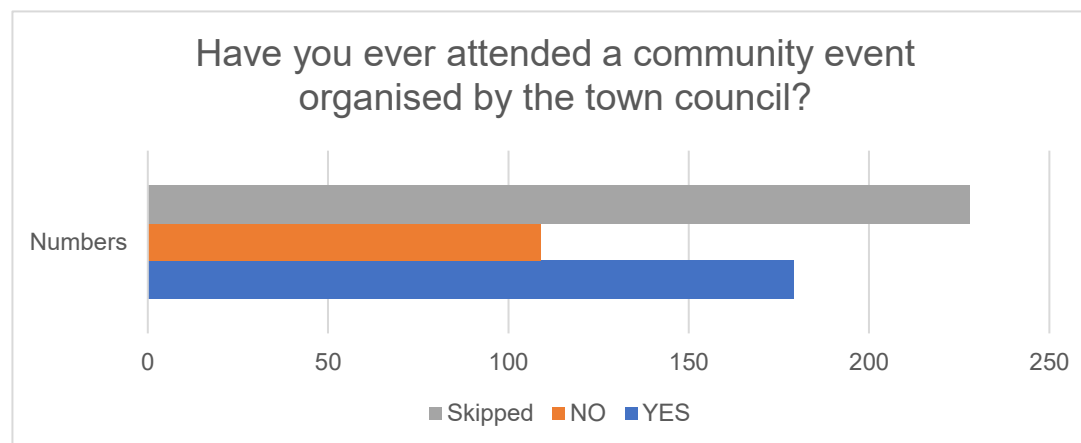
Overall, there is a prevalent positive sentiment towards the town council's involvement in organising community events. However, concerns about budget allocation and suggestions for improvement, including collaboration with local groups and focusing on impactful events, were also highlighted. The community's input underscores the importance of transparent budgeting and effective community engagement in event planning.

### Q78 – Community Events

Have you ever attended a community event organised by the town council?

Have you ever attended a community event organised by the town council?	Numbers
YES	179
NO	109
Skipped	228

Have you ever attended a community event organised by the town council?	Percentage
YES	34.69%
NO	21.12%
Skipped	44.19%



## **Q79 – Community Events**

Are there any community events that you would like to see the town council support?

1. Diversity and Inclusion:
  - A significant number of respondents expressed a desire for the town council to support events that celebrate diversity and inclusion, particularly those benefiting minority communities in Weston-super-Mare.
  - Pride events and LGBT History Month were specifically mentioned, indicating a need for continued support and promotion.
2. Return of Past Events:
  - Respondents welcomed the idea of bringing back past events, such as the community festival in Grove Park and a summer carnival.
  - The Glow event in Grove Park received positive mentions, and there were calls for similar events in the future.
3. Specific Event Suggestions:
  - Art-related Events: Several respondents suggested supporting art-related events, including art festivals, an art gallery in town, and art-focused markets.
  - Christmas Market: There was a call for the council to support a Christmas market.
  - Competitive Events: Suggestions were made for introducing competitive events, such as skateboard competitions, roller skating, and BMX events.
  - Environmental and Sustainability Events: Some respondents suggested supporting events related to climate, sustainability, and clean seas, aligning with the community's interest in promoting a positive image of Weston.
4. Youth and Family-Focused Events:
  - Respondents emphasised the importance of events aimed at children during holidays and events catering to younger adults.
  - Suggestions included events like the Glow festival and more family-focused activities.
5. Community Engagement and Collaboration:
  - There were calls for more community engagement, including involving deprived areas like Old Mixon and Coronation, and bringing events to the people rather than expecting them to come to town.
  - Collaborative efforts with Super Culture, The Front Room theatre, and The Other Place in Meadow Street were highlighted as valuable for supporting community events.
6. Market Events:
  - Requests were made for more markets in the High Street/Italian Garden areas, including farmers' markets and EAT festivals.
  - A regular market in Weston-super-Mare, similar to those in other towns, was suggested.

7. Wellbeing and Health-Related Events:

- Suggestions included more wellbeing events, health walks to combat loneliness among older people, and events supporting refugees to integrate into the community.

8. Specific Cultural and Artistic Events:

- Respondents expressed interest in events like Indigenous British roots celebrations, a celebration of local writers and authors, and an exhibition featuring local schools' art.

9. Concerns and Criticisms:

- Some respondents expressed concerns about the appropriateness of certain elements in events, such as explicit content in Pride parades, emphasising the need for family-friendly considerations.

Overall, the community's suggestions highlight a diverse range of interests, including a focus on diversity, cultural celebrations, art-related events, and family-oriented activities. Community engagement and collaboration with existing cultural initiatives are seen as crucial for successful event planning and execution.

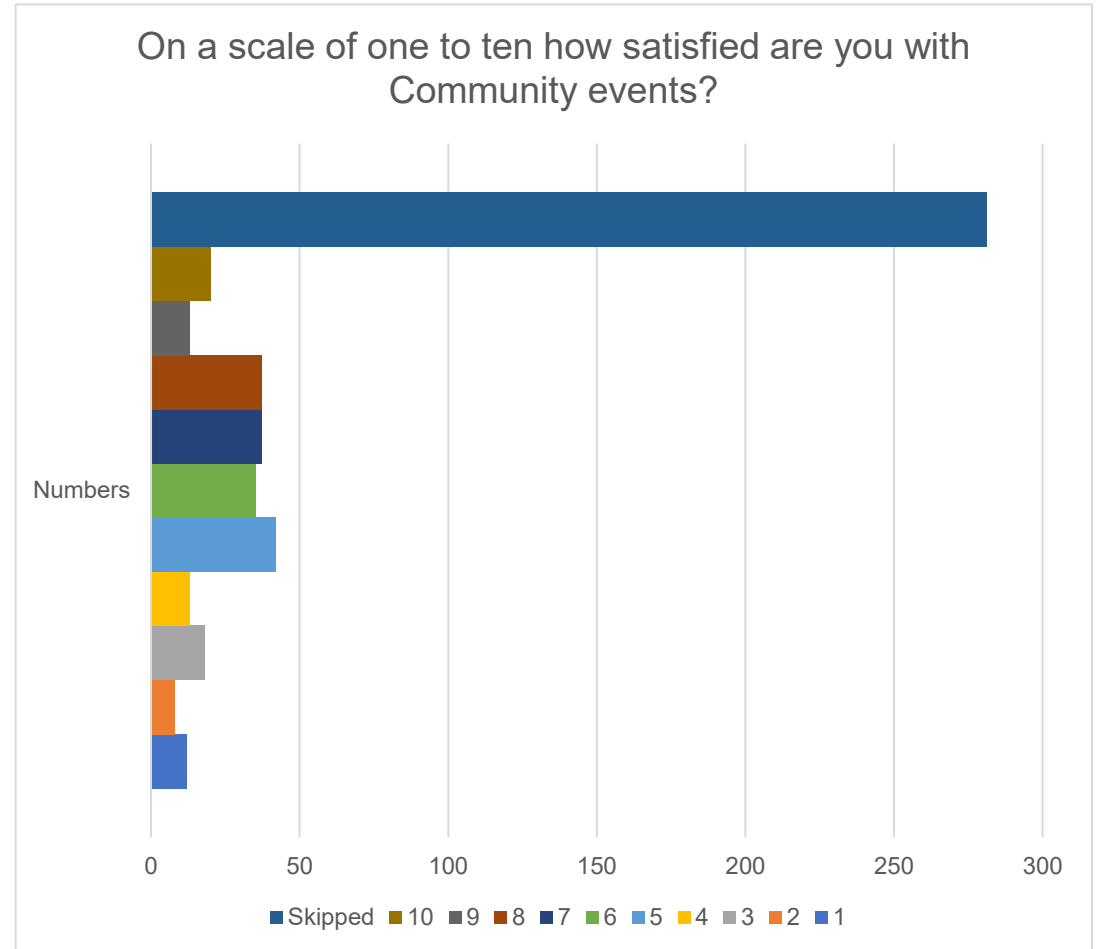


### Q80 – Community Events

On a scale of one to ten how satisfied are you with Community events?

On a scale of one to ten how satisfied are you with Community events?		
	Numbers	
1	12	
2	8	
3	18	
4	13	
5	42	
6	35	
7	37	
8	37	
9	13	
10	20	
Skipped	281	

On a scale of one to ten how satisfied are you with Community events?		
	Percentage	
1	2.33%	
2	1.55%	
3	3.49%	
4	2.52%	
5	8.14%	
6	6.78%	
7	7.17%	
8	7.17%	
9	2.52%	
10	3.88%	
Skipped	54.46%	

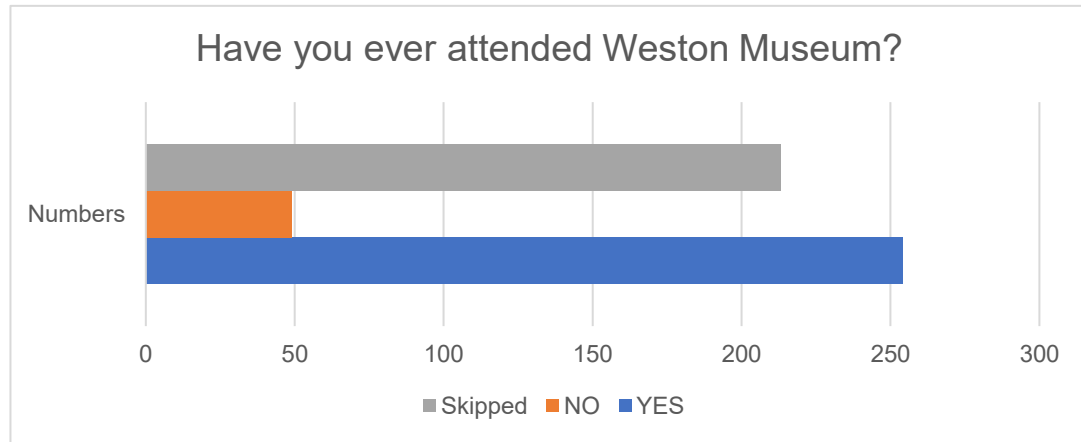


### Q81 – Weston Museum

£387,512.00 Weston Museum tells the story of local history from prehistoric times to the present day. featuring items of local and sometimes national significance, the museum is housed in a distinctive Grade II listed building. featuring events, functions and a popular café, Weston Museum has something to offer to the whole community. Have you ever attended Weston Museum?

Have you ever attended Weston Museum?	Numbers
YES	254
NO	49
Skipped	213

Have you ever attended Weston Museum?	Percentage
YES	49.22%
NO	9.50%
Skipped	41.28%

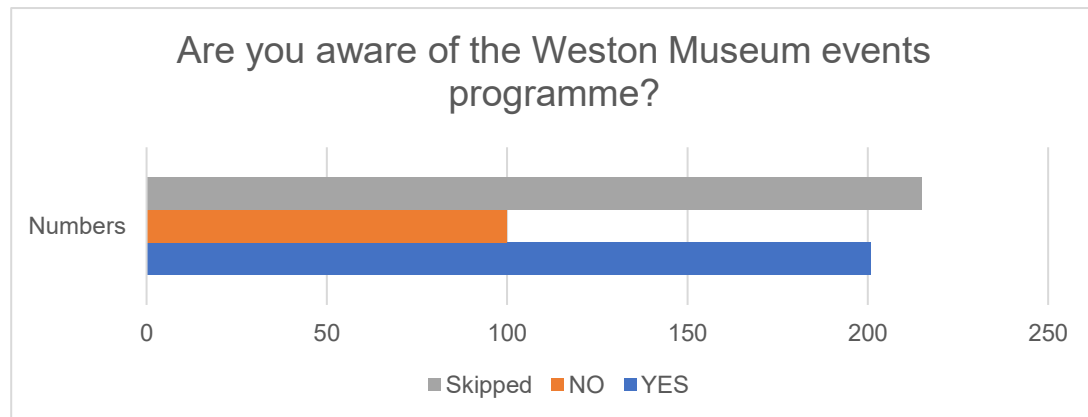


### Q82 – Weston Museum

Are you aware of the Weston Museum events programme?

Are you aware of the Weston Museum events programme?	Numbers
YES	201
NO	100
Skipped	215

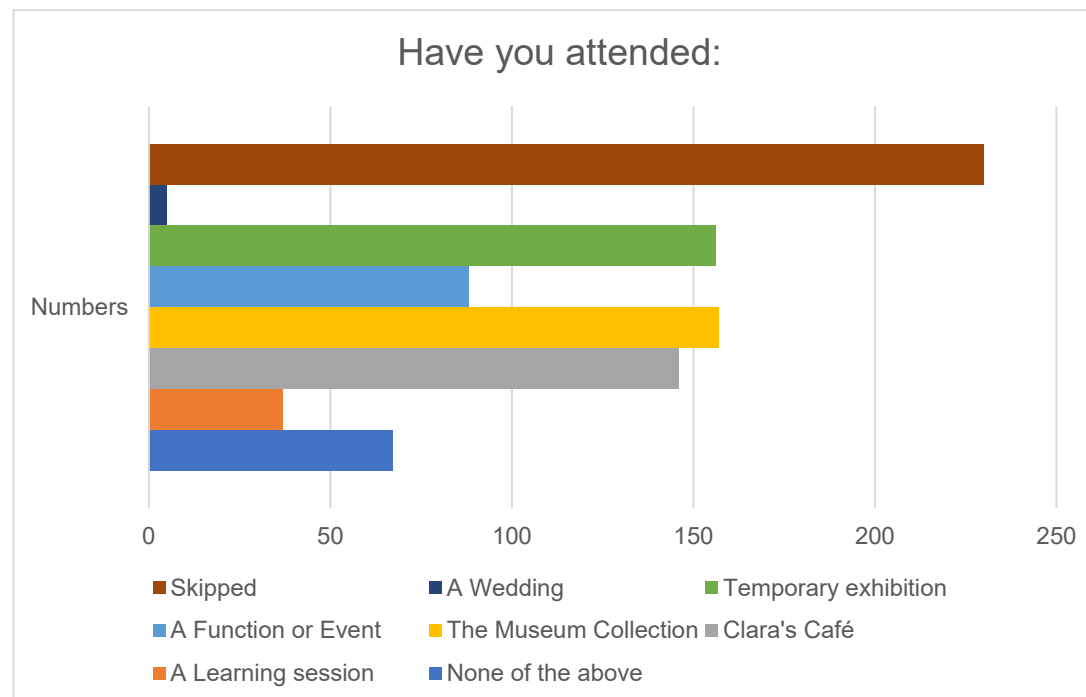
Are you aware of the Weston Museum events programme?	Percentage
YES	38.95%
NO	19.38%
Skipped	41.67%



### Q83 – Weston Museum

Have you attended:

Have you attended:	Numbers
None of the above	67
A Learning session	37
Clara's Café	146
The Museum Collection	157
A Function or Event	88
Temporary exhibition	156
A Wedding	5
Skipped	230
Have you attended:	Percentage
None of the above	12.98%
A Learning session	7.17%
Clara's Café	28.29%
The Museum Collection	30.43%
A Function or Event	17.05%
Temporary exhibition	30.23%
A Wedding	0.97%
Skipped	44.57%



## **Q84 – Weston Museum**

Are there any specific events or programmes you particularly value, or areas where you believe enhancements could be made?

### 1. Valued Events/Programs:

- Educational Workshops: The provision of workshops, especially for home education, was highlighted as excellent and valuable for teachers.
- Grove Park Events: The community expressed a desire for the return of events like the community festival in Grove Park.
- Museum Exhibitions: Various museum exhibitions received positive mentions, including those featuring Quentin Blake, Roald Dahl, wildlife photography, and historical themes.
- Learning Events: There was a call for more learning events, particularly focusing on historical topics like the Great War, WW11, and the Falklands.
- Craft and Social Events: Suggestions included more craft events, knit and natter sessions, and afternoon craft events for those who cannot attend in the mornings.
- Youth Programs: The community expressed a desire for more programs aimed at children, including under-5s, and the expansion of holiday programs for children.
- Community Picnic: The Friends of Grove Park annual Community Picnic was specifically mentioned as a valued event.

### 2. Areas for Enhancements:

- Accessibility: Some respondents highlighted challenges with access for disabled individuals and suggested improvements, such as better signage and parking enhancements.
- Communication and Promotion: Concerns were raised about the communication and promotion of events, with suggestions for better signage, pavement directions, and improved communication channels for museum events.
- Budget Concerns: Some respondents expressed concerns about budget allocation and suggested cutting expenses, particularly if they perceive events as a waste of money.
- Museum Exhibits: While the museum received praise, some respondents suggested improvements, including more objects on display, updates to staple exhibits, and more temporary collections.
- Variety and Interactivity: Suggestions were made for more variation in museum programs, increased interactivity to engage children, and longer learning sessions.
- Addressing Mobility Issues: Concerns were raised about the impact of mobility issues on visits to the museum, particularly regarding cobbles and stairs. Suggestions included addressing mobility challenges and improving the area outside the museum.

- Focus of Exhibitions: Some respondents expressed concerns about the focus of certain exhibitions, suggesting a shift away from topics like transsexuals and groups perceived as not representative of the town.
- Community Representation: There were calls for more representation of diverse community members, including older women, men in caring roles, women in adventurous roles, and disabled individuals in events.
- Quintin Blake Exhibition Feedback: Feedback on the Quintin Blake exhibition varied, with some finding it boring and others considering it a missed opportunity.

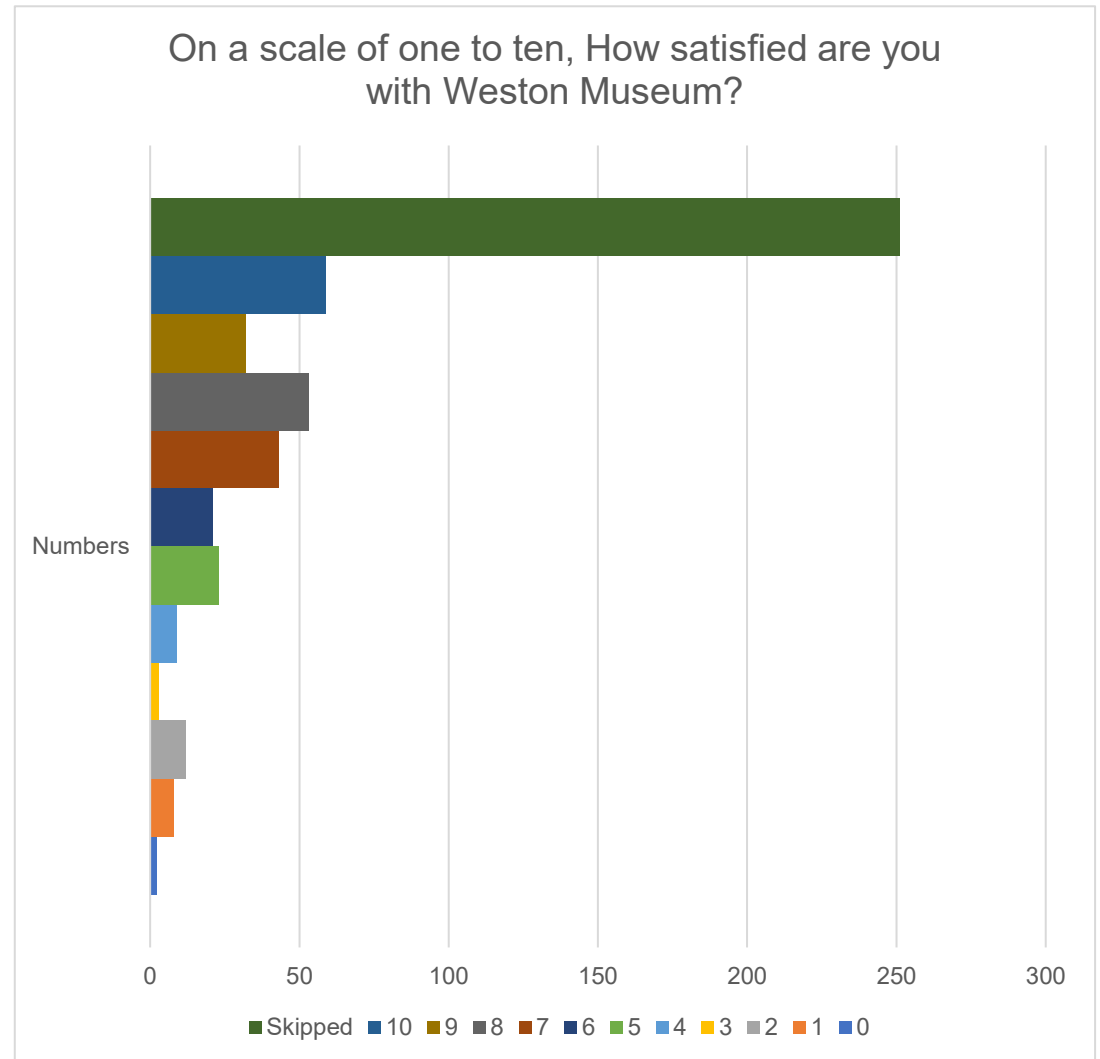
Overall, the community values a diverse range of events, programs, and exhibitions. Suggestions for enhancements include addressing accessibility issues, improving communication and promotion, ensuring budget efficiency, and diversifying the focus of exhibitions to better represent the community.

### Q85 – Weston Museum

On a scale of one to ten, How satisfied are you with Weston Museum?

How satisfied are you with Weston Museum?	Numbers	
0		2
1		8
2		12
3		3
4		9
5		23
6		21
7		43
8		53
9		32
10		59
Skipped		251

How satisfied are you with Weston Museum?	Percentage	
0		0.39%
1		1.55%
2		2.33%
3		0.58%
4		1.74%
5		4.46%
6		4.07%
7		8.33%
8		10.27%
9		6.20%
10		11.43%
Skipped		48.64%



## **Q86 – Community Events Grants**

£60,000.00 The Town Council through a grant application scheme aims to: Promote activities that have regard for the benefit of local residents, To support the creative sector of Weston-super-Mare, To encourage further investment in the Heritage Arts and Culture Community, To promote activities which demonstrate benefit to the local economy. In 2023/2024 this has included: the Sea Shanty Festival, Glow, and Weston Wallz. Have you attended one of the events mentioned above? If so which ones?

### 1. Events Attended:

- Glow: Many respondents attended the Glow event.
- Sea Shanty Festival: A significant number of respondents attended the Sea Shanty Festival.
- Weston Wallz: A considerable portion of the community attended Weston Wallz.
- Multiple Events: Several respondents mentioned attending all of the mentioned events, including Glow, Sea Shanty Festival, and Weston Wallz.
- Other Events: Some respondents mentioned attending additional events like food festivals, events at the quarry, and the Whirligig Festival.

### 2. Comments and Feedback:

- Positive Feedback: Attendees expressed positive sentiments about the events, describing them as amazing, excellent, and well-organised.
- Specific Feedback:
  - o Glow: Positive feedback included praise for Glow, with mentions of it being great, wonderful, and having impressive artwork.
  - o Sea Shanty Festival: Positive feedback was also given for the Sea Shanty Festival, with attendees expressing love for the event.
  - o Weston Wallz: Respondents appreciated Weston Wallz, with comments about it being excellent and suggestions to update the map regularly.
- Attendance Challenges: Some respondents did not attend the events, citing reasons such as not knowing about them, parking issues, and a lack of awareness unless on social media.

Overall, the community has actively attended and enjoyed the mentioned events, with positive feedback about their organisation and impact. Attendees expressed enthusiasm for cultural events in Weston-super-Mare.

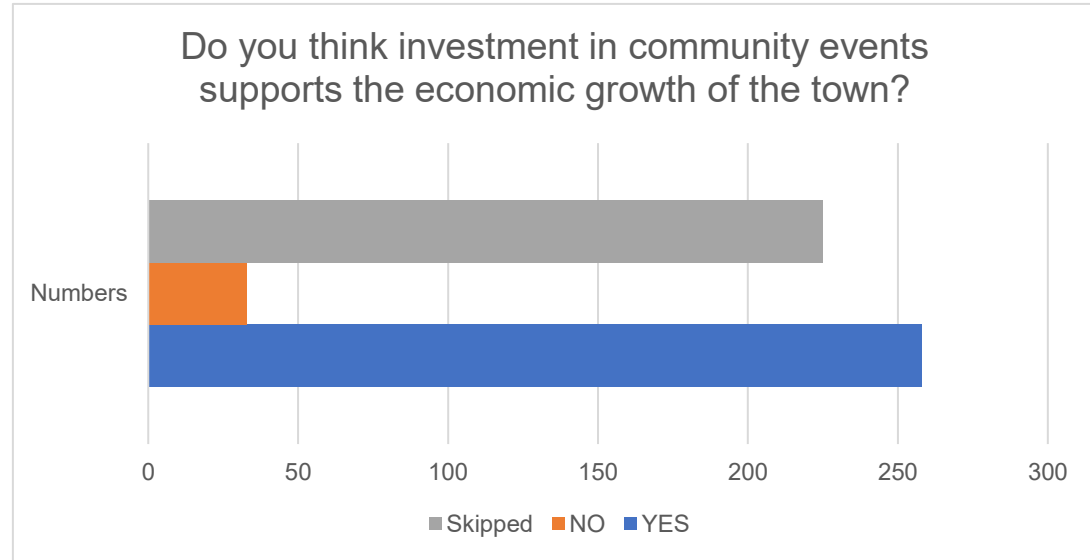
**Q87 – Community Events Grants**

Do you think investment in community events supports the economic growth of the town?

Do you think investment in community events supports the economic growth of the town?	
	Numbers
YES	258
NO	33
Skipped	225

Do you think investment in community events supports the economic growth of the town?	
	Percentage
YES	50.00%
NO	6.40%
Skipped	43.60%



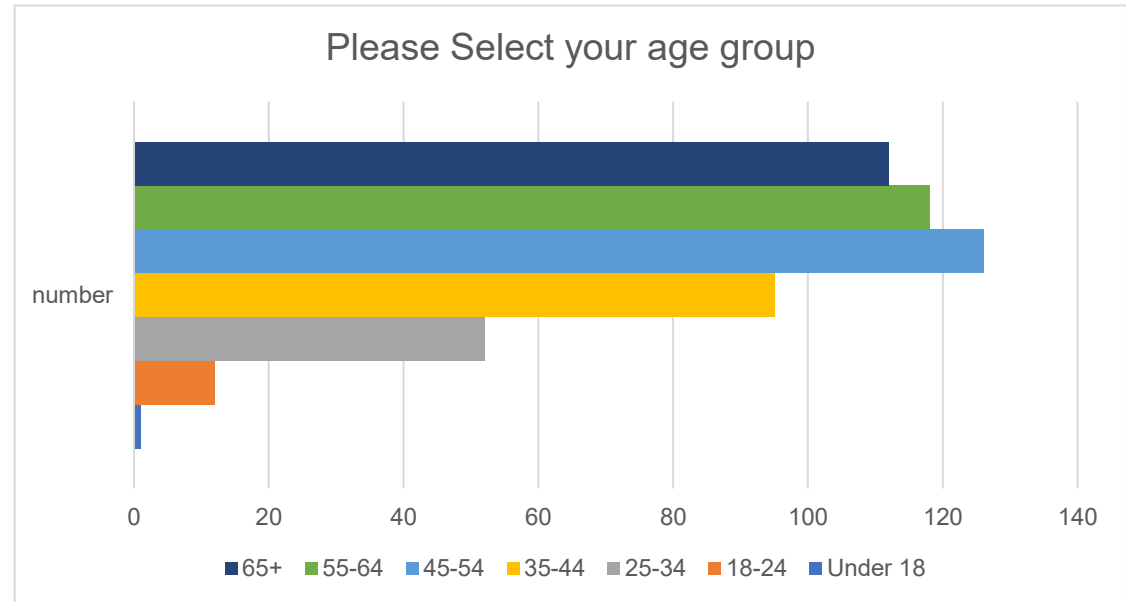


## Demographic Information

### Q1 – Age Group

Please select your age group	number
Under 18	1
18-24	12
25-34	52
35-44	95
45-54	126
55-64	118
65+	112

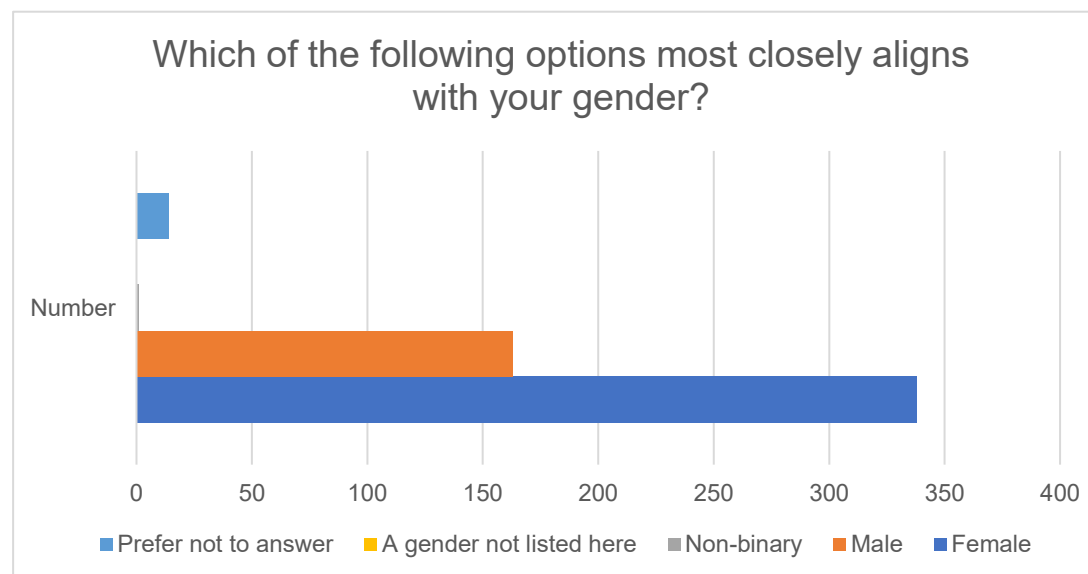
Please select your age group	Percentage
Under 18	0.19%
18-24	2.33%
25-34	10.08%
35-44	18.41%
45-54	24.42%
55-64	22.87%
65+	21.71%



## Q2 – Gender

Gender	Number
Female	338
Male	163
Non-binary	1
A gender not listed here	0
Prefer not to answer	14

Gender	Percentage
Female	65.50%
Male	31.59%
Non-binary	0.19%
A gender not listed here	0.00%
Prefer not to answer	2.71%



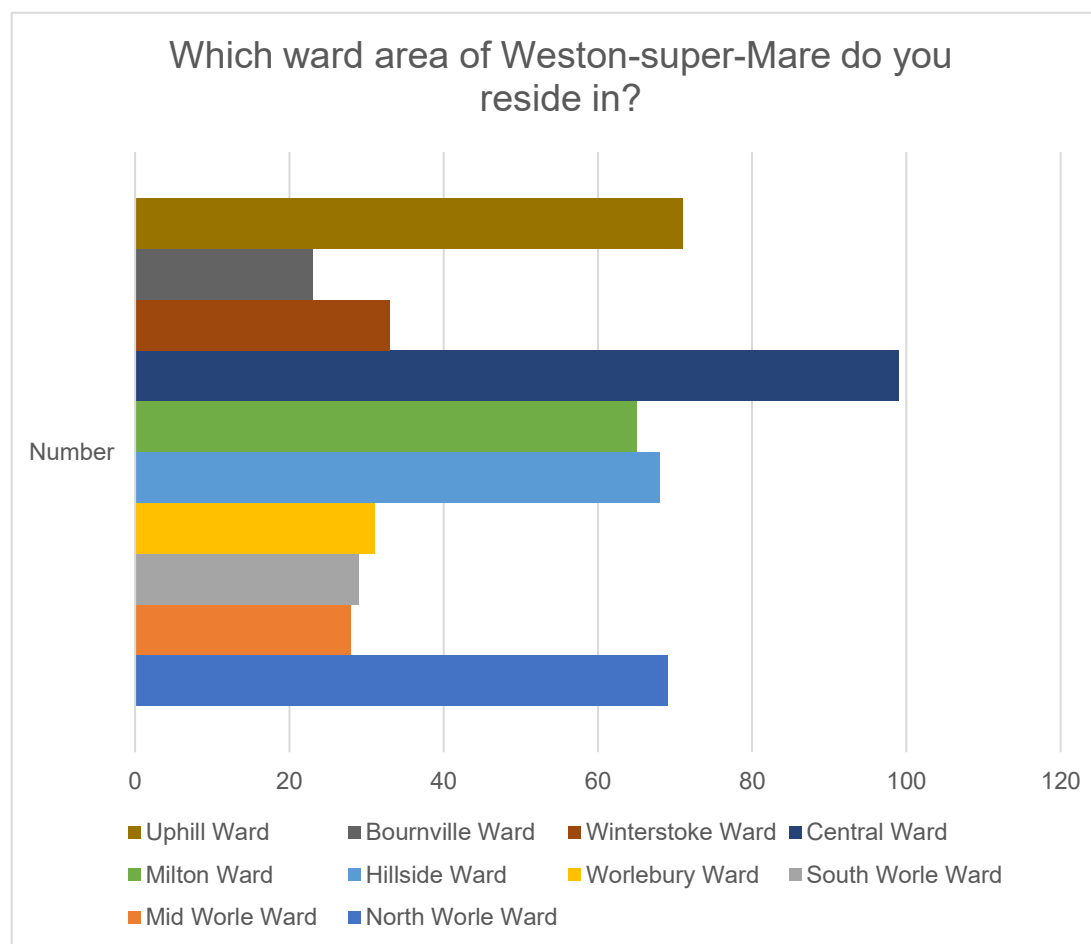
### Q3 – Ethnicity or race

How do you identify your ethnicity or race?	Number	Percentage
British	81	15.70%
White British	262	50.78%
Anglo Irish	1	0.19%
British Irish	1	0.19%
English	21	4.07%
White	76	14.73%
White English	18	3.49%
White European	6	1.16%
Prefer not to say	18	3.49%
Asian	1	0.19%
British/English	2	0.39%
Caucasian	6	1.16%
Chinese	1	0.19%
Christian	1	0.19%
Cornish white	1	0.19%
English/ Russian	1	0.19%
Ethnic British	1	0.19%
European	2	0.39%
French	1	0.19%
Irish	1	0.19%
Mixed	1	0.19%
Mixed race	1	0.19%
Mixed white	1	0.19%
non-white British	1	0.19%
Welsh	1	0.19%
White British European	2	0.39%
White but doesn't matter	1	0.19%
White Caribbean	1	0.19%
White Cornish	1	0.19%
White Irish/English	1	0.19%
White other	1	0.19%
White other (originally South African)	1	0.19%
White, mixed	1	0.19%

#### Q4 – Ward area of Weston-super-Mare

Ward	Number
North Worle Ward	69
Mid Worle Ward	28
South Worle Ward	29
Worlebury Ward	31
Hillside Ward	68
Milton Ward	65
Central Ward	99
Winterstoke Ward	33
Bournville Ward	23
Uphill Ward	71

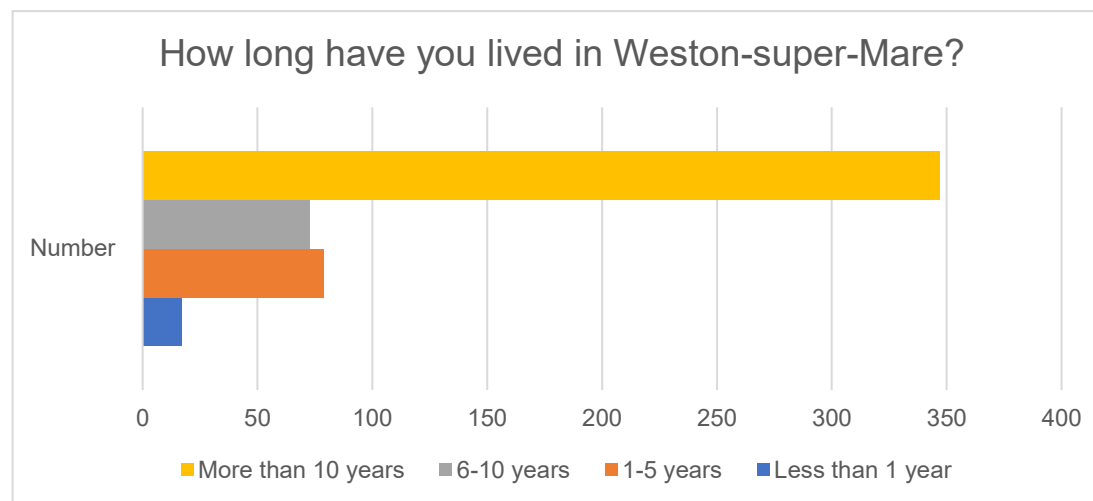
Ward	Percentage
North Worle Ward	13.37%
Mid Worle Ward	5.43%
South Worle Ward	5.62%
Worlebury Ward	6.01%
Hillside Ward	13.18%
Milton Ward	12.60%
Central Ward	19.19%
Winterstoke Ward	6.40%
Bournville Ward	4.46%
Uphill Ward	13.76%



### Q5 – Living in Weston-super-Mare

How long have you lived in Weston-super-Mare?	Number
Less than 1 year	17
1-5 years	79
6-10 years	73
More than 10 years	347

How long have you lived in Weston-super-Mare?	Percentage
Less than 1 year	3.29%
1-5 years	15.31%
6-10 years	14.15%
More than 10 years	67.25%



## **Your Town Your Voice Community Consultation Evening 17<sup>th</sup> October 2023**

### **Weston View**

- Lots of events but people don't know happening
  - Signage/way finder
    - Spray painting floors
    - Signage
    - Poster sites
  - Social media
    - Toy swap
    - Follow through with initiatives
  - Website
    - Links to Blakehay / Playhouse
    - Single website
    - Evenings and night life
      - Playhouse
    - Add more current photos rather than things in the past
  - Let people help you
  - Posters
    - C weekender posters didn't work
  - Changed
  - Mainly look at Facebook
  - Real mixture of events in the town
  - Events should be throughout the town
  - Marine lake has replaced the trop
  - Welcome hosts need to be around the town
  - NSC – way finder/spray painting on the floor
  - More consultation with groups when planning takes place
- More consultation when strategy/feedback
  - Accessibility through high street – lift (street furniture) – FP to speak to NS
    - More consideration for
    - A-frames in the Highstreet are an issue
  - Accessibility to be included on the next strategy
  - Changed the survey/survey money
  - Working closer with the police
  - Supportive of Christmas lights
    - Energy efficient Christmas lights
  - 20mph/25mph in built up areas' flashy sigs
  - Supporting traders in other areas of town centre to fund Christmas lights – signage saying X shop has supported
  - Improve quality of CCTV – couldn't see people who damaged castle batch
  - Must adequately protect castle batch

### **Cleaner & Greener**

- Improve alexander clock – working and planted
- Supports re wilding in the cemetery
- iPad visual photo id / location finder in cemetery
- Dog waste, look at liaising with scouts and other groups – provide dog waste bags
- Parks and play make them more of a feature, lack of welcoming signage near to parks
- Swimming pool wanted
- X5 bus takes you past Ashcombe park making it more accessible, look at all transport links to make all our parks accessible
- Waterpark should be free
- Allotments are essential, not enough in the town, open allotments up to the public to see
- Tackling climate change as a TC positive
- Ultra Low Emission Zone in WSM
- Heavy rainfall with pollution going into the sea
- More hanging baskets in the Highstreet – made by the community
- Use an allotment site to grow our own plants
- Website – TC with box on main page with weekly events links
- Environmental - public transport note reliable
- Lack of recycling bins along sea front
- Litter on the streets and beach
- Showers on the beach
- Accessibility to parks
- Clarity on NSC + WSMTC areas of responsibility

### **Healthier and Happier**

- Increased provision for skate and bike parks – town centre (seafront)
- Leisure centre
- Feeling safe and secure in our town
- Street wardens not effective
- Ellenborough park positive
- Boarded up shops etc – anti-social behaviour
- Accessibility for disabled people
- Blakehay – what's on and booking – an alternative to online
- Representation for disabled groups
- Clarity on council responsibilities document – not online
- Grove parks toilets – vandalism
- List of TC assets
  - Statutory obligation - allotment

### **A Bright Future**

- Planned Maintenance:
  - transparency Re budget – breakdown – understand how money is being spent
  - how is maintenance carried out? onsite staff or tendered contract
  - splash park closure for nearly 3 months disappointing – result of specialist works
  - well maintained sites in general
  - solar panels on roofs – consider at the same time as any other roof works to reduce on amount of scaffold
  - ASB in parks – ensure sites are kept nice

- Make more of the Blakehay
  - Better publicity
  - More theatre
  - Good artists
- Strategic planning
  - Out of the centre shopping – difficult for pedestrians. Not common sense with layouts
  - Public toilets in Grove Park
  - Marine Lake – Beach huts as changing facilities
  - Old Court House and Houses next to Town Hall – something needs to be done with them
- Democratic Processes
  - Accessibility with actual voting – ballot not accessible for visual impairments, cannot do a postal vote
  - Distance to voting centre, particularly in Central Ward having to go to the Tropicana
  - WSMTC vs NSC – responsibilities?
  - Drop in sessions with councillors would be welcomed
  - Donate button on the website – to donate generally to the council
  - Encourage councillors to do more canvassing – lack of understanding of polices, particularly in the lead up to elections
  - Suggest mock vote within schools to teach younger generations about voting processes, engage councillors in this.

### **Heritage Arts and Culture**

- E-newsletter (events) – newspaper – centralised – digital boards
- Expand income opportunities at Museum
- Volunteering
- Monetise Website
- Blakehay – Comedy, Plays
- A lot going on in Weston
- Blue Plaques – Neutral but would like to know more
- Need for up-to-date information and removal of out-of-date posters etc asap – noticeboard
- A lot of electronic information and not enough paper
- More vegan events/ vegan inclusive
- Get the word out RE: Blakehay box office
- Local influencer evening
- Adult waterpark
- Who does what? WSMTC or NSC
- What are the blue plaques – more information needed
- Audio interpretation for museum exhibits
- Museum – jewel in the crown
- Experiment with Blakehay programme, wider audience
- Name of the theatre – emphasis on the word theatre
- Been to a few community events e.g. Christmas lights
- Wearing the chains more at events
- Armed forces



## **Conclusion and Evaluation of Process**

The introduction of your town your voice survey has enabled opportunity for the council to consider alternative perspectives and get a more complete overview and insight into community aspirations, with the aim of providing a fuller and more complete picture for members to consider within the budget setting process and when reviewing strategic aims. We recognise this is the first year of implementation, which gives opportunity to review what has worked and not worked. Suggestions for improvement are concluded below.

Suggestions for future consultation:

- **Survey participation** – aim to increase sample size year on year to further reflect a bigger demographic of people. For example, a sample size of 800 people would represent 1% of the population. By further promotion and timely execution across the year.
- **Survey Length and Structure** – the structure of the survey could be explored, potentially rolling out a smaller survey for example, 1 or 2 pillars every quarter
- **Audience Engagement** - To ensure broader community representation, it's crucial to work closely with community groups, building on current works undertaken by the councils community resilience team. In the 2023, it is recognised that certain demographics were underrepresented which includes, Under 25-year olds, Bournville ward, Male participants and Multicultural voices. Proactive engagement in the future would ensure a more diverse and inclusive voice in our community feedback process.
- **Offline Survey Distribution** - To enhance accessibility, we could explore distributing paper versions of the survey. For instance, during the summer, we can collaborate with Welcome Hosts to reach out to residents. Additionally, as we transition to Waterloo Street, we can host drop-in sessions, making it even easier for residents to participate.
- **Future Years** - In future years, as recognised in the MTFP, it is suggested that we may wish to consider expansion of how we proactively engage in specific areas such as;
  - Complete review of current surveys which are limiting in what they provide assessment on.
  - development of an annual budget consultation event and online budget survey;
  - consultation with key strategic partners to review performance of SLA's and service provisions to review and further develop efficient work practices

- Open days should be held offering residents the opportunity to meet key officers and members of WSMTC and discuss any issues of interest or concern and the issue of the 'Your Town, Your Choice, Your Voice Satisfaction Survey'.

**Qualitative analysis carried out:** 13<sup>th</sup> November 2023

**Data summarised:** 13<sup>th</sup> November 2023

**Report drafted by:** 15<sup>th</sup> November 2023