

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING
HELD AT GROVE HOUSE ON
MONDAY 19TH OCTOBER 2020**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.37 pm

PRESENT: Councillors Alan Peak (Chairman), Ray Armstrong, Gill Bute, Ciaran Cronnelly, Dave Dash, Peter Fox, Robert Payne, Marcia Pepperall, Lisa Pilgrim, Ian Porter, Tim Taylor and Helen Thornton.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer), Matthew Hardy (Visitor Services Manager), Sally Heath (Theatre Supervisor), Molly Maher (Development Officer), Caroline Darlington (Tourism Manager), Emma Williams (Tourism & Marketing Officer) and Tania Middlemiss Assistant Town Clerk.

55	To receive Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Roger Bailey with no substitution.
56	To receive Declarations of Interest Councillor Robert Payne declared a personal interest in agenda item 7. Grant Applications as he was a trustee of the 'Birnbeck Regeneration Trust'.
57	To approve the minutes of the Policy & Finance Committee meeting held on 17th February 2020 The minutes had been previously circulated with the agenda. <i>Councillor Peter Mc Aleer joined the meeting at 7.02 pm</i> PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Gill Bute A vote was taken and carried . Accordingly, it was: RESOLVED: That the minutes be approved and signed by the Chairman. <i>Councillor David Dash and Caroline Darlington (Tourism Manager) joined the meeting at 7.04 pm</i>
58	The minutes of the Working Party to Review Expenditure & Governance held on 2nd March, 4th June and 3rd September 2020 The minutes had been previously circulated with the agenda. In reference to the minutes of the meeting held on the 3 rd September, a member asked for an update into the implementation of the real living wage. And if Councillors IPads and email addresses had been pursued. The Deputy Town Clerk reported that real living wage had been included within the

<p>55</p>	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Roger Bailey with no substitution.</p>
	<p>council’s procurement criteria and the Assistant Town Clerk had implemented from a HR perspective and so it was being actively pursued.</p> <p>A survey would be distributed to Councillors to establish the numbers of iPads required and that Councillors email addresses were imminent. Apologies for the delay were given.</p> <p>A member highlighted the point of Councillors undertaking speed connection tests and what was to be done if there was a connection issue? The Deputy Town Clerk explained that a connection test was easy to do and would establish if it was a connection issue or an equipment issue. There had been no discussion on the council funding Councillors broadband.</p> <p>The Town Clerk advised that further discussion was needed at the next Expenditure & Governance meeting and that in the meantime, instructions on how to undertake a speed connection test would be added to the survey and sent out that week.</p> <p>A member felt that Councillors should be provided with iPads and the council encouraged to go paperless. This could be funded by the Climate Change Working Party.</p> <p>A member aired caution before the investment of equipment as dual hatted members experienced technically problems with the software.</p> <p>A member suggested councillors utilising fellow councillors broadband for meetings in line with social distancing guidelines.</p> <p>RESOLVED: That the minutes of the of the Working Party to Review Expenditure & Governance held on 2nd March, 4th June and 3rd September 2020 be noted.</p> <p><i>Councillor Peter Fox joined the meeting at 7.16 pm.</i></p>
<p>59</p>	<p>Monthly Financial Reports: August 2020</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Ian Porter</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>59.1 RESOLVED: That the Schedule of Unapproved Expenditure for August 2020 be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i. Bank Reconciliations ii. Budgetary Control Report

<p>55</p>	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Roger Bailey with no substitution.</p>
	<ul style="list-style-type: none"> iii. Bank Interest Report iv. Schedule of Receipted Income v. Income Analysis vi. Overspend Month end report <p>A vote was taken and carried. Accordingly, it was:</p> <p>59.2 RESOLVED: That reports 5b i – vi for be noted.</p> <ul style="list-style-type: none"> vii. Bad debt report <p>The Deputy Town Clerk reported that a significant element to the bad debt report had been accrued by Visit Weston members. It was a very delicate situation as in some cases they were unable to trade due to the effects of the COVID-19 pandemic. It was suggested to look at each debt on an individual basis and work with the Tourism team to deal with. All partners had been given a 3month membership extension The Deputy Town Clerk asked members to consider writing off debts where there were no chance of recovery following a review with the Tourism Manager as these debts were unlikely to be retrieved and result in county court fees.</p> <p>A member made the suggestion to extend the membership discount and allow current members to benefit from a free subscription for 2020 2021 in order to demonstrate the councils full support of businesses in the town during these unprecedented times-as a gesture of good will.</p> <p>The Deputy Town Clerk agreed that this could be an option but explained that some businesses may not be open and trading by that time.</p> <p>PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Gill Bute</p> <p>59.3 RESOLVED: To apply a full year discount to existing Visit Weston members and refund or credit any monies due for the period 2020 / 2021 only-</p> <p>Any further bad debt incurred would be brought back to subsequent meetings.</p>
<p>60</p>	<p>Internal Audit</p> <p>The interim internal audit report for the year 2020 / 2021 had been previously circulated.</p> <p>The Deputy Town Clerk advised that there were 2 areas highlighted:</p> <ul style="list-style-type: none"> 1. Overdue Treasury reserve policy 2. Filing (as a result of staff changes and homeworking) <p>Difficulties had been experienced with payees not banking cheques as a knock on effect of COVID-19 and the team were doing what they could to address this.</p>

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	In response to a member the Deputy Town Clerk clarified that loss of revenue due to COVID-19 was not covered under the council's insurance. A member suggested seeking support from North Somerset Council on the matter. The Town Clerk would arrange a meeting with North Somerset Council to discuss. A vote was taken and carried . Accordingly, it was: RESOLVED: To note the interim internal audit report for the year 2020 / 2021.
61	Grant applications The report of the Deputy Town Clerk and applications for grant funding from community groups had been previously circulated. The Leader of the council explained that grant applications would normally be determined by the Community Services Committee but due to COVID-19 had been deferred. Grants had been given through the pandemic period via delegated powers from this year's financial budget (2020/21). It was therefore felt prudent to bring the grant applications to this meeting after the organisations had been contacted on their applications and still required them. The Town Clerk confirmed that the date of the next Community Services meeting was 9 th November. A member felt that the information received was minimal. The Deputy Town Clerk explained that the Community Services Committee had changed the grant criteria and this was reflected in the minimal information. PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Peter Fox A vote was taken and carried . Accordingly, it was: RESOLVED: That the grant applications be deferred to the Community Services Committee on the 9 th November 2020.
62	To approve the Planned Preventative Maintenance (PPM) programme for 2020/2021 The reports of the Surveyor and Deputy Town Clerk outlining recommendations for consideration had been previously circulated. The Deputy Town Clerk explained that this was the 1 st increment of this year's 5year PPM programme outlining capital works. The Town Clerk directed members to pages 6,7 and 8 of the Surveyors report where a summary of works was outlined.

<p>55</p>	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Roger Bailey with no substitution.</p>
	<p>It was noted that item 7. Public toilets members may want to defer work on the toilets until discussions on the Grove Park toilets had been held. They were currently closed due to an incident.</p> <p>Also item 5. Grove House plans to convert the toilet as it was not to DDA standard maybe superseded by plans to convert the meeting room into more office space. Meetings would then be held at the Blakehay Theatre.</p> <p>PROPOSED BY: Councillor Ian porter SECONDED BY: Councillor Gill Bute</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To note the reported works completion for the year 2019 /2020 (section 2.0) page4. 2. Approve the recommendations set out in (section 3.0) page 6 for the programme of works for the year 2020 / 2021. 3. Note the updated on Capital Schemes included in the report (section 6.0) pages 11 & 12. 4. To pause the works scheduled for Grove House and the Public toilets pending further discussions.
<p>63</p>	<p>2020/2021 Budget review</p> <p>a) The report of the Deputy Town Clerk on suggested budget changes for the remainder of 2020/2021 had been previously circulated.</p> <p>The Deputy Town Clerk advised that the budget had been overseen by the Expenditure & Governance Working Party through the COVID-19 period and that a 6month review was promised.</p> <p>There was caution aired around expenditure and a loss of income experienced in 3 areas. The Museum, Blakehay Theatre and Tourism.</p> <p>There had also been natural savings made in the areas of the Water Park SLA, Community events and a delay in the recruitment of Community Orderlies.</p> <p>Budgets had been balanced and offset which would give a surplus of approx. £120k prior to any adjustments made in the bad debt agenda item (min 59.2 above) This would go into General Reserves at the end of the year and would be therefore available to support the needs of the 2021/2022 budget.</p> <p>There had been no budgets cuts but savings would need to continue to be made on expenditure through monthly monitoring, it was felt that the revised budget had allowed a prudent approach to this.</p> <p>A member requested recruiting for the crime prevention positions now to provide much</p>

55	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Roger Bailey with no substitution.</p> <p>needed jobs.</p> <p>The Town Clerk advised that it was resolved by the Town council that Community Response Officers would be recruited and that a proposal would be coming to the next Town Council meeting in November.</p> <p>The Deputy Town Clerk informed that the Events and Climate Change Working Party budgets had been unspent and left in place for budget discussions in December.</p> <p>PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Peter Fox A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: Approve the revised budget which will be issued to service managers and note the predicated year end revenue position for 2020/2021.</p> <p>b) The report from the Deputy Town Clerk outlining recommendations for Future Planning, Community Resilience and Business Diversification requirements for 2021/2022 had been previously circulated.</p> <p>The Deputy Town Clerk advised that there would likely be a reduction in the tax base for the next year’s budget.</p> <p>The Town Council has recognised that there were groups operating in the community and needed to recognise this within its asset base. There was a need to change and work flexibly cross departmentally, with these organisations and there would be no changes to job descriptions or management responsibilities.</p> <p>The community sees the Town Council as a ‘leading enabler’.</p> <p>Wellbeing was becoming more of a recognised need to embrace.</p> <p>There was lots of opportunity to look at services and how the council delivers them. One of the obvious opportunities was to look at community events and dovetailing these.</p> <p>An example of how the council has outsourced a services now receiving an income was the dog bin emptying contact.</p> <p>The council had a Volunteering model which could be utilised by all internal services and is currently used as a model for other community organisations working alongside that outlined by VANS.</p> <p>The report outlined recommendations for various committees to consider before the December budget setting process.</p> <p>Members were pleased to see that the concept had been taken forward and agreed that there was benefits and opportunity of working together with other organisations.</p>
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	<p>A member raised concern, although not opposed to the use of volunteers over job creation as this was what people needed.</p> <p>It was asked whether individual group meetings on the budget would still be held.</p> <p>The Deputy Town Clerk explained that the use of volunteers was to enhance collaboration. The upcoming Halloween events being held at the quarry was an example. The volunteer model looked at utilising people's skills who wanted to contribute within their communities and would not intended to reduce job creation.</p> <p>The Town Clerk advised that he was submitting recommendations to the Personnel Committee as part of the Annual Staff Review on how the Tourism/Museum/Blakehay and Grounds departments would work more collaboratively.</p> <p>The Deputy Town Clerk informed that the council tax base would not be known until January. The council would try to get an indication for its budget setting meeting in December but this was unlikely.</p> <p>The council would need to make a decision in January on which budget to approve. The Deputy Town Clerk was happy to work with individual groups on their budget ideas and would work with council departments on their budgets.</p> <p>PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Helen Thornton</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none">1. The production of two alternative revenue budgets to aid precept setting decisions as follows:<ol style="list-style-type: none">1.1 Production of a COVID restricted budget to recognise loss of income with necessary budget reductions and potential changes to the tax base based on the 2020 2021 revised figures.1.2 Production of a non COVID restricted budget to time stage full service deliver as per 2021 / 2022 aspirations.2. Recommendation to the Personnel Committee to include the following in the annual staff review:<ol style="list-style-type: none">a) the development of a permanent Community Resilience staff base across departments utilising existing Job descriptions (which in a lot of cases) already have recognition of community work.b) Maximise the sharing of staff resources with consideration of team leads in

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	<p>the main areas (admin, comms and service development) to provide links for service departments and community needs.</p> <ul style="list-style-type: none"> c) Consolidate all front line public services under single management. d) Identify opportunities for savings to make the above changes cost neutral so far as possible. <p>3. Explore opportunities for Business diversification within current services provision and across departments to include (but not restricted to):</p> <ul style="list-style-type: none"> a) Blakehay Theatre – review service delivery options to include taking the Theatre outside & Digital streaming of shows in the auditorium b) Museum – Full review of current services offered to include consideration for outdoor events programme and revised use of function rooms. c) Tourism – to consider the VIC position and options for collaboration with the Waterpark SLA as one option alongside other routes being explored. d) Grounds Department – to identify increased service needs: including premises operation resources and to explore outsourcing further grounds services to a wider community to support costs of running. e) Community Asset Development – to actively explore, review and maximise business, community and voluntary partnerships to enable cohesive working and directly support current and new service delivery as a first option. f) Current buildings and town council premises – to explore options for efficiencies in office provision and council meeting spaces.
<p>64</p>	<p>Public Toilets Management Service Procurement</p> <p>The report of the Development Officer had been previously circulated.</p> <p>The Development Officer informed that the tenders were due back on the 4th November and that her report recommended that the contact award be made by the Community Services Committee.</p> <p>The Deputy Town Clerk advised that the council was tied until the appointment of tender. A meeting with the Chairman of the Community Services Committee on the outcomes of the toilet working group needed to be had before the Community Services meeting.</p> <p>The Town Clerk clarified the legalities of the tender process and explained the benefits of bringing the 3 elements together under 1 contact.</p> <p>A member wanted to know the details of the incident at Grove Park toilets and felt that the views of the toilet working group should be considered.</p> <p>PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Peter Fox</p>

<p>55</p>	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Roger Bailey with no substitution.</p>
	<p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To give authority for the award of the Contract to be made by the Community Services Committee on the 9th November to allow the new contract to be in place for spring 2021 ready for the seasonal increases in toilet use.</p>
<p>65</p>	<p>Blakehay Theatre - Arts Council England’s Cultural Recovery Fund</p> <p>The report of the Development Officer had been previously circulated.</p> <p>The Development Officer was pleased to announce that the Blakehay had been successful in receiving a grant of £323,000 from the Arts Council England’s Cultural Recovery Fund. The report outlined the terms and conditions and the timeline of the grant and so the council needed to formally agree to accept the funding.</p> <p>The Deputy Town Clerk conveyed her thanks to the team for quickly pulling together and submitting the grant in limited time.</p> <p>A member wanted to highlight the pressure the officers were under to get the grant application submitted and thanked them for their hard work and efforts.</p> <p>Members concurred and offered their thanks to Officers.</p> <p>The Deputy Town Clerk confirmed that the terms and conditions of the grant stipulated how the money could be spent on the Blakehay only and that procurement for works would need to be started the following day to spend the money by the deadline of 31st March.</p> <p>PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Robert Payne</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To confirm acceptance of the £323,000 funding from Arts Council England’s Cultural Recovery Fund for the Blakehay Theatre for the purpose noted within the report.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.37 pm</p> <p>Signed.....Dated..... Chairman of the Policy & Finance Committee</p>

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 5th NOVEMBER 2020**

Meeting Commenced: 2.00 pm

Meeting Concluded: 2.45 pm

PRESENT: Councillors Robert Payne (Chairman), Peter Crew, Jan Holloway, Alan Peak and Sonia Russe. Pete McAleer and Councillor Richard Tucker (part attendance).

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer/Office Manager), Fay Powell (Grounds Manager) and Molly Maher (Development Officer),

1.	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Gill Bute and Councillor Ciaran Cronnelly who was substituted by Councillor Pete McAleer. It was noted that Councillor Richard Tucker was hoping to attend the meeting. Councillor Mike Bell was absent from the meeting.
2.	Declarations of Interest There were no declarations of interest received.
3.	To agree the accuracy of the minutes of the previous meeting held on the 3rd September 2020 It was noted that Councillor Jan Holloway had given her apologies for not attending the last meeting. RESOLVED: That the minutes be approved and signed by the Chairman.
4.	To receive notes of the Health & Safety meetings held in August & October 2020 The notes of the meeting had been previously circulated with the agenda. A member queried if there had been sufficient PPE provided to staff. The Deputy Town Clerk advised that there had across all departments and that stock levels were monitored and ordered accordingly. RECOMMENDED: That the notes of the Health & Safety meeting be noted.

<p>5.</p>	<p>The Grounds Review</p> <p>The report of the Grounds Manager had been previously circulated. The Grounds Manager explained that the report was not in depth and that elements such as Community Orderlies and Crime Prevention had been held up due to COVID-19.</p> <p>The Town Clerk reported that the Crime and Prevention budget was underway as per the option selected for community response by Town Council. The proposal for town rangers had not yet been actioned, mainly because of a shortage of staff and storage space. A base for the rangers was needed and the Town Quarry was being explored as one option for this. Discussions with North Somerset Council and the Stables was being pursued.</p> <p><i>Councillor Peter McAleer joined the meeting at 2.07 pm.</i></p> <p>A member highlighted the timescales involved with recruitment and felt the council should progress with the appointments of the Town Rangers imminently to avoid further delay.</p> <p>The Town Clerk reported that the quarry was unlikely to be available as a base before next year but that there were ongoing discussions taking place.</p> <p>The Deputy Town Clerk informed that there were other elements to work on such as how members will work with officers to ascertain work capacity in their wards. The Grounds Manager was working on this with North Somerset Council and this would be a step forward before recruitment.</p> <p>The Grounds Manager added that if it had been for COVID -19 then the service would be up and running by now. The Grounds team were operating well and tightly in their bubbles and adding further people into this would complicate it.</p> <p>On a positive note, Ellenborough Park West should be ready to open the following week and fell in line with the Grounds department risk assessments.</p> <p>In response to a question, the Grounds Manager informed that she and the Town Clerk were due to meet with Colin Russell (NSC) to establish wards and workloads and would bring back any progress on this.</p> <p>RESOLVED: To note The Grounds Manager's report.</p>
<p>6.</p>	<p>Big Worle - progress with Dartmouth Close</p> <p>A member reported that she had met with Sophie Cowdell, chair of Big Worle, who agreed that she would take the project forwards and complete the transfer with the Town Council.</p> <p>RESOLVED: To await further progress.</p>

<p>7.</p>	<p>To receive the Town Council’s Risk Register (attached)</p> <p>The report of the Development Officer and Risk Register had been previously circulated.</p> <p>The Deputy Town Clerk advised that to approve the Risk Register was an annual audit requirement and formed part of the council’s annual governance statement. The programme, although not favoured by the Finance team was designed for use by councils. The Development Officer had reviewed risk actions with relevant officers and with herself and the Town Clerk had reviewed the action plan. Any comments/questions should be fed back the Deputy Town Clerk. The Action summary would be submitted to full council for adoption on the 23rd November as per the auditor’s request.</p> <p>A member highlighted action points 4-6 and explained that fly tipping would be very difficult to control and that PSPO may be able to help with this.</p> <p>A member queried whether any staff had tested positive for COVID-19 to which the Deputy Town Clerk informed that there had been one case reported at the beginning of the pandemic in March and that there had been no further cases.</p> <p>In answer to a question about dog fouling at the cemetery the Grounds Manager advised that staff had limited ability to enforce cemetery regulations but would advise dog owners if present and it was safe to do so.</p> <p>PROPOSED: Councillor Peter Crew SECONDED: Councillor Alan Peak</p> <p>RESOLVED: That the action plan be submitted to full Town Council as per the Town Council governance requirements, and that any risks scored above 4 to be actioned within 3 months.</p>
<p>8.</p>	<p>CIL Monies (Community Infrastructure Levy)</p> <p>It was noted that the report had not been sent to members due to a communication error. It was agreed that this could be circulated to members for comments and then be taken to the Policy and Finance Committee on the 14th December for debate.</p>
<p>9.</p>	<p>Councillors Email addresses and equipment (GDPR requirement)</p> <p>It was noted that progress was being made and the accounts had been setup with an anticipated delivery date of the 1st December. The Development Officer would be creating a setup guide for Councillors.</p> <p>The Development Officer asked members who had not already completed the survey to do so, as this was required to make progress regarding the issue of tablet purchase.</p>

<p>10.</p>	<p>Response from NSC regarding COVID financial support 2020 2021</p> <p>Correspondence from NSC had been previously circulated with the agenda.</p> <p>The Town Clerk advised that he and the Deputy Town Clerk had met with Richard Penska, Director of Finance at North Somerset Council, and that there would be a continued discussion regarding funding.</p> <p>There would be a reduction in the amount of tax next year due to CoCOVID-19, whilst the Town Council would have savings in expenditure, income was uncertain. It was noted that North Somerset Council were in a difficult position.</p> <p>There would be funding from CIL for community uses which the Town Council could be a conduit for the community.</p> <p>The Deputy Town Clerk informed that the proposed introduction of community larder schemes and food clubs to support members of the community with food, and food education. The All For Healthy Living Centre had offered to pilot the food clubs.</p> <p>A member stated that the Food Bank was already doing this. The Deputy Town Clerk explained that the aim was not to work against the Food Bank, but with them and the community larder schemes were intended to reduce food waste as much as aim at food poverty.</p> <p>RESOLVED That the report be noted.</p>
<p>11.</p>	<p>Future Areas to be considered by the Working Party</p> <p>The Grounds Review was ongoing with plenty of progress having been made.</p> <p>Big Worle was still unable to provide information and the Grounds Manager offered to attend their monthly meeting to try and gain some insight into the progress with Dartmouth Close.</p> <p>Other areas to be considered were:</p> <ul style="list-style-type: none"> • Committee structure • Strategy annual review • Community Resilience Team update at the next meeting.
	<p>There being no further business, the Chairman closed the meeting at 2:45pm.</p>

Signed.....
Chairman

Dated.....

Policy & Finance Committee 14th December 2020
 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
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>					
September 2020	£ 9,634.16	£ 129,171.87	£ 7.50	£ 8.20	<u>£ 138,821.73</u>
October 2020	£ 6,400.20	£ 146,166.49	£ 9.98	£ 8.20	<u>£ 152,584.87</u>

Policy & Finance Committee 14th December 2020
 Bank Reconciliation Statements – Report of the Finance Officer

BANK RECONCILIATIONS AS AT 30th June 2020

	Agenda Item				Bank Accounts sub-total	ADD		Petty Cash & floats held:					Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager		CCLA Investment	Sanatnder Investment	Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats	Blakehay Floats	
	£	£	£	£		£	£	£	£	£	£	£	
Summary of reconciliations attached													
30th September 2020													
Account Balance	1,920,848.50	34,278.56	10,953.20	30,126.79									
Less: Unpresented cheques and BACS (p/l & imprest trs)	56,504.53	44.06	0.00	0.00									
plus: receipts not banked	544.63	0.00	0.00	0.00									
	1,864,888.60	34,234.50	10,953.20	30,126.79	1,940,203.09	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,461,513.09
31st October 2020													
Account Balance	1,825,243.96	33,624.22	10,869.00	30,127.54									
Less: Unpresented cheques and BACS (p/l & imprest trs)	82,823.05	12.00	0.00	0.00									
plus: receipts not banked	449.96	0.00	0.00	0.00									
	1,742,870.87	33,612.22	10,869.00	30,127.54	1,817,479.63	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,338,789.63

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Central Administration</u>								
4000 Staffing Costs	29,535	163,602	308,369	144,767		144,767	53.1%	
4006 Moorepay/IT payroll HR softwar	0	0	2,700	2,700		2,700	0.0%	
4007 Personnel Consultants	193	644	1,800	1,156		1,156	35.8%	
4008 CRB Checks/staff services	0	50	2,000	1,950		1,950	2.5%	
4009 Health & Safety Consultant	946	2,987	2,500	(487)		(487)	119.5%	
4012 Travel & Subsistence Expenses	19	19	650	631		631	2.9%	
4013 Training	173	1,415	7,500	6,085		6,085	18.9%	
4030 Equipment Purchase	0	434	500	66		66	86.8%	
4031 Equipment - Rental	864	2,450	5,500	3,050		3,050	44.5%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	253	1,756	4,400	2,644		2,644	39.9%	
4036 Stationery	237	800	3,000	2,200		2,200	26.7%	
4038 Recruitment / Advertising	0	82	4,000	3,918		3,918	2.1%	
4040 Audit & Accountancy	0	431	6,000	5,569		5,569	7.2%	
4041 Fees, Subs and Conferences	36	699	4,360	3,661		3,661	16.0%	
4042 Postages	137	2,038	3,000	962		962	67.9%	
4043 Ink Cartridges/printing	21	636	1,500	864		864	42.4%	
4044 Insurance	760	5,209	13,600	8,391		8,391	38.3%	
4049 Legal fees	12	3,424	5,000	1,576		1,576	68.5%	
4102 NNDR	0	349	0	(349)		(349)	0.0%	
4107 IT Support & Upgrade	177	9,848	29,002	19,154		19,154	34.0%	
4110 Cleaning	0	(7)	0	7		7	0.0%	
4136 Credit Card Chgs	5	30	0	(30)		(30)	0.0%	
4151 Catering	133	362	3,000	2,638		2,638	12.1%	
6020 Allocation to Cost Centres	(33,491)	(197,257)	(237,080)	(39,823)		(39,823)	83.2%	
Central Administration :- Indirect Expenditure	9	(0)	171,801	171,801	0	171,801	0.0%	0
Net Expenditure	(9)	0	(171,801)	(171,801)				
<u>103 Grove House</u>								
4014 P P E / Health & Safety	0	1,065	0	(1,065)		(1,065)	0.0%	
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%	
4102 NNDR	538	3,395	5,390	1,995		1,995	63.0%	
4104 Utilities - Water	0	90	150	60		60	60.1%	
4105 Utilities - Heat & Light	82	1,130	3,638	2,508		2,508	31.1%	
4109 Alarm system	24	121	600	479		479	20.2%	
4110 Cleaning	338	1,822	5,486	3,664		3,664	33.2%	
4111 Window Cleaning	10	50	113	63		63	44.2%	
4114 Refuse Removal	173	517	800	283		283	64.6%	
6020 Allocation to Cost Centres	(1,164)	(8,190)	(11,108)	(2,918)		(2,918)	73.7%	
Grove House :- Indirect Expenditure	1	0	6,069	6,069	0	6,069	0.0%	0
Net Expenditure	(1)	(0)	(6,069)	(6,069)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Grove Lodge</u>								
4014 P P E / Health & Safety	0	215	0	(215)		(215)	0.0%	
4030 Equipment Purchase	81	81	1,000	919		919	8.1%	
4102 NNDR	225	1,571	2,257	687		687	69.6%	
4104 Utilities - Water	37	221	439	218		218	50.3%	
4105 Utilities - Heat & Light	103	948	1,120	172		172	84.7%	
4109 Alarm system	0	250	600	350		350	41.7%	
4110 Cleaning	225	1,157	2,500	1,343		1,343	46.3%	
4111 Window Cleaning	10	50	113	63		63	44.2%	
4132 Rent	417	2,917	5,000	2,083		2,083	58.3%	
6020 Allocation to Cost Centres	(1,098)	(7,409)	(6,516)	893		893	113.7%	
Grove Lodge :- Indirect Expenditure	(0)	0	6,513	6,513	0	6,513	0.0%	0
Net Expenditure	0	(0)	(6,513)	(6,513)				
<u>105 Community Services</u>								
1025 Donations and Grants rec'd	0	15,685	0	(15,685)			0.0%	
Community Services :- Income	0	15,685	0	(15,685)				0
4158 Weston in Bloom	0	421	16,000	15,579		15,579	2.6%	
4200 Small grants to Voluntary Orgs	432	1,432	7,500	6,068		6,068	19.1%	
4204 VANS	0	0	3,000	3,000		3,000	0.0%	
4205 Grants Donat'ns repaid Charity	152	13,209	0	(13,209)		(13,209)	0.0%	
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%	
4210 Weston Town Centre Co SLA	0	17,460	18,201	741		741	95.9%	
4212 CCTV (NSC)	0	0	83,232	83,232		83,232	0.0%	
4215 Uphill Church lights	0	0	350	350		350	0.0%	
4218 Flower Beds	75	2,167	6,500	4,333		4,333	33.3%	
4221 Citizens Advice Bureau	0	25,000	25,000	0		0	100.0%	
4223 Community Events	0	715	6,500	5,785		5,785	11.0%	
4228 Blue Plaques	0	1,052	1,000	(52)		(52)	105.2%	
4229 Armed Forces Celebrations	0	250	9,000	8,750		8,750	2.8%	
4250 Community Events Grants	0	0	50,000	50,000		50,000	0.0%	
4251 Community Orderlies	0	0	100,000	100,000		100,000	0.0%	
4252 Crime & Disorder	0	0	50,000	50,000		50,000	0.0%	
4864 Homeless Support Fund	0	25,000	25,000	0		0	100.0%	
6000 Admin Salaries Recharge	1,748	9,684	10,647	963		963	91.0%	
6005 Admin Overhead Recharge	234	1,989	3,472	1,483		1,483	57.3%	
6007 Grove House Recharge	69	485	595	110		110	81.5%	
6008 Grove Lodge Recharges	65	437	448	11		11	97.5%	
6010 Grounds Salaries Recharge	601	3,079	3,843	764		764	80.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6015 Grounds Overhead Recharge	115	927	1,253	326		326	74.0%	
Community Services :- Indirect Expenditure	3,491	103,308	457,541	354,233	0	354,233	22.6%	0
Net Income over Expenditure	(3,491)	(87,623)	(457,541)	(369,918)				
<u>107 Civic Support</u>								
4000 Staffing Costs	1,689	8,866	21,418	12,552		12,552	41.4%	
4036 Stationery	0	0	200	200		200	0.0%	
4044 Insurance	25	147	295	148		148	49.8%	
4050 Printing	0	0	1,365	1,365		1,365	0.0%	
4149 VE Day One off celebrations	0	0	3,000	3,000		3,000	0.0%	
4150 Chauffeur/travel costs	0	21	6,500	6,479		6,479	0.3%	
4151 Catering	0	0	7,800	7,800		7,800	0.0%	
4152 Civic Miscellaneous	45	237	3,990	3,753		3,753	5.9%	
4153 Chairman's Allowance	0	787	4,496	3,709		3,709	17.5%	
4154 Civic Regalia	0	220	2,190	1,970		1,970	10.0%	
6000 Admin Salaries Recharge	1,565	8,671	9,534	863		863	90.9%	
6005 Admin Overhead Recharge	210	1,781	3,108	1,327		1,327	57.3%	
6007 Grove House Recharge	62	434	532	98		98	81.6%	
6008 Grove Lodge Recharges	58	393	406	13		13	96.8%	
6010 Grounds Salaries Recharge	64	326	406	80		80	80.3%	
6015 Grounds Overhead Recharge	15	102	133	31		31	77.0%	
Civic Support :- Indirect Expenditure	3,733	21,984	65,373	43,389	0	43,389	33.6%	0
Net Expenditure	(3,733)	(21,984)	(65,373)	(43,389)				
<u>108 Democratic Representation</u>								
4013 Training	0	0	1,500	1,500		1,500	0.0%	
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%	
4023 Cllrs email provision	0	0	2,500	2,500		2,500	0.0%	
6000 Admin Salaries Recharge	5,511	30,583	33,615	3,032		3,032	91.0%	
6005 Admin Overhead Recharge	738	6,280	10,956	4,676		4,676	57.3%	
6007 Grove House Recharge	217	1,531	1,874	343		343	81.7%	
6008 Grove Lodge Recharges	205	1,384	1,421	37		37	97.4%	
6010 Grounds Salaries Recharge	727	3,853	4,851	998		998	79.4%	
6015 Grounds Overhead Recharge	141	1,167	1,582	415		415	73.8%	
Democratic Representation :- Indirect Expenditure	7,539	44,798	73,299	28,501	0	28,501	61.1%	0
Net Expenditure	(7,539)	(44,798)	(73,299)	(28,501)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Other Costs & Income								
1100 Miscellaneous Income	0	2	0	(2)			0.0%	
1176 Precept	1,283,635	2,567,270	2,567,270	0			100.0%	
1190 Bank Interest	172	1,634	3,000	1,366			54.5%	
1191 CIL Received	0	77,636	0	(77,636)			0.0%	
Other Costs & Income :- Income	<u>1,283,807</u>	<u>2,646,543</u>	<u>2,570,270</u>	<u>(76,273)</u>			103.0%	<u>0</u>
4051 Bank Charges	136	896	5,143	4,247		4,247	17.4%	
4060 PWLB Interest repaid-Blakehay	0	3,021	5,883	2,862		2,862	51.4%	
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%	
4068 PWLB Interest repaid-Water Pk	0	5,049	15,656	10,607		10,607	32.2%	
4069 PWLB Capital repaid-Water Pk	0	5,131	4,701	(430)		(430)	109.1%	
4999 General Reserve	0	0	30,000	30,000		30,000	0.0%	
Other Costs & Income :- Indirect Expenditure	<u>136</u>	<u>20,097</u>	<u>73,383</u>	<u>53,286</u>	<u>0</u>	<u>53,286</u>	27.4%	<u>0</u>
Net Income over Expenditure	<u>1,283,670</u>	<u>2,626,446</u>	<u>2,496,887</u>	<u>(129,559)</u>				
111 Strategic Planning/Projects								
4049 Legal fees	350	4,311	15,000	10,689		10,689	28.7%	
4213 Development budget	0	357	1,000	643		643	35.7%	
6000 Admin Salaries Recharge	3,757	20,809	22,883	2,074		2,074	90.9%	
6005 Admin Overhead Recharge	503	4,273	7,455	3,182		3,182	57.3%	
6007 Grove House Recharge	148	1,041	1,274	233		233	81.7%	
6008 Grove Lodge Recharges	140	942	966	24		24	97.5%	
Strategic Planning/Projects :- Indirect Expenditure	<u>4,898</u>	<u>31,733</u>	<u>48,578</u>	<u>16,845</u>	<u>0</u>	<u>16,845</u>	65.3%	<u>0</u>
Net Expenditure	<u>(4,898)</u>	<u>(31,733)</u>	<u>(48,578)</u>	<u>(16,845)</u>				
120 Blakehay Central Costs								
4000 Staffing Costs	4,222	22,266	44,338	22,072		22,072	50.2%	
4013 Training	50	247	2,355	2,108		2,108	10.5%	
4014 P P E / Health & Safety	(1,500)	597	1,000	403		403	59.7%	
4019 Website Costs-TC	0	0	1,000	1,000		1,000	0.0%	
4030 Equipment Purchase	225	271	1,906	1,635		1,635	14.2%	
4031 Equipment - Rental	294	867	2,936	2,069		2,069	29.5%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	68	706	995	289		289	70.9%	
4043 Ink Cartridges/printing	0	9	0	(9)		(9)	0.0%	
4044 Insurance	50	297	600	303		303	49.6%	
4102 NNDR	310	1,631	3,510	1,879		1,879	46.5%	
4104 Utilities - Water	0	0	906	906		906	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Utilities - Heat & Light	170	2,029	6,986	4,957		4,957	29.0%	
4109 Alarm system	42	338	600	262		262	56.3%	
4110 Cleaning	0	114	700	586		586	16.3%	
4111 Window Cleaning	0	75	300	225		225	25.0%	
4114 Refuse Removal	69	999	1,500	501		501	66.6%	
4131 Licenses	15	216	295	79		79	73.3%	
4136 Credit Card Chgs	5	30	0	(30)		(30)	0.0%	
6000 Admin Salaries Recharge	2,044	11,321	12,446	1,125		1,125	91.0%	
6005 Admin Overhead Recharge	274	2,323	4,060	1,737		1,737	57.2%	
6007 Grove House Recharge	81	568	693	125		125	82.0%	
6008 Grove Lodge Recharges	76	513	525	12		12	97.7%	
6010 Grounds Salaries Recharge	32	164	203	39		39	80.8%	
6015 Grounds Overhead Recharge	9	52	63	11		11	83.1%	
Blakehay Central Costs :- Indirect Expenditure	6,536	45,635	88,417	42,782	0	42,782	51.6%	0
Net Expenditure	(6,536)	(45,635)	(88,417)	(42,782)				
<u>121 Blakehay -Auditorium</u>								
1013 BH annual membership	0	0	100	100			0.0%	
1090 Bookings	0	0	43,000	43,000			0.0%	
Blakehay -Auditorium :- Income	0	0	43,100	43,100			0.0%	0
4000 Staffing Costs	2,005	10,538	29,599	19,061		19,061	35.6%	
4039 Advertising & Marketing	43	43	5,900	5,857		5,857	0.7%	
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%	
Blakehay -Auditorium :- Indirect Expenditure	2,047	10,580	36,499	25,919	0	25,919	29.0%	0
Net Income over Expenditure	(2,047)	(10,580)	6,601	17,181				
<u>122 Blakehay - Upper Studio</u>								
1014 BH evening classes income	0	0	1,400	1,400			0.0%	
1090 Bookings	60	(132)	12,000	12,132			(1.1%)	
Blakehay - Upper Studio :- Income	60	(132)	13,400	13,532			(1.0%)	0
4000 Staffing Costs	0	2,220	6,406	4,186		4,186	34.7%	
4141 BH evening classes expenditure	0	0	750	750		750	0.0%	
Blakehay - Upper Studio :- Indirect Expenditure	0	2,220	7,156	4,936	0	4,936	31.0%	0
Net Income over Expenditure	60	(2,352)	6,244	8,596				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>123 Blakehay Bar</u>								
1193 Blakehay Bar Events Hire	0	0	1,750	1,750			0.0%	
1194 Blakehay Bar Income	0	0	15,000	15,000			0.0%	
Blakehay Bar :- Income	0	0	16,750	16,750			0.0%	0
4000 Staffing Costs	357	2,561	8,683	6,122		6,122	29.5%	
4031 Equipment - Rental	44	1,077	2,574	1,497		1,497	41.8%	
4405 Blakehay Bar Expenditure	0	73	5,000	4,927		4,927	1.5%	
Blakehay Bar :- Indirect Expenditure	401	3,711	16,257	12,546	0	12,546	22.8%	0
Net Income over Expenditure	(401)	(3,711)	493	4,204				
<u>124 Blakehay Box Office</u>								
1105 Blakehay Box office income	0	(30)	10,800	10,830			(0.3%)	
Blakehay Box Office :- Income	0	(30)	10,800	10,830			(0.3%)	0
4000 Staffing Costs	1,512	7,871	18,312	10,441		10,441	43.0%	
4031 Equipment - Rental	0	110	0	(110)		(110)	0.0%	
4036 Stationery	0	0	800	800		800	0.0%	
4136 Credit Card Chgs	0	0	528	528		528	0.0%	
4407 Museum cafe stock	0	48	0	(48)		(48)	0.0%	
Blakehay Box Office :- Indirect Expenditure	1,512	8,029	19,640	11,611	0	11,611	40.9%	0
Net Income over Expenditure	(1,512)	(8,059)	(8,840)	(781)				
<u>125 Blakehay -Live Shows</u>								
1106 Blakehay events income	0	(36)	48,000	48,036			(0.1%)	
Blakehay -Live Shows :- Income	0	(36)	48,000	48,036			(0.1%)	0
4016 Show costs	0	2,250	24,000	21,750		21,750	9.4%	
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%	
Blakehay -Live Shows :- Indirect Expenditure	0	2,250	26,400	24,150	0	24,150	8.5%	0
Net Income over Expenditure	0	(2,286)	21,600	23,886				
<u>140 Museum Central Costs</u>								
1034 Grant funding	(2,247)	(2,247)	0	2,247			0.0%	
1100 Miscellaneous Income	1,095	1,116	7,500	6,384			14.9%	
1122 Fundraising	18	18	0	(18)			0.0%	
Museum Central Costs :- Income	(1,133)	(1,113)	7,500	8,613			(14.8%)	0
4000 Staffing Costs	10,295	55,972	113,822	57,850		57,850	49.2%	

14:32

Detailed Income & Expenditure by Budget Heading 30.09.2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Travel & Subsistence Expenses	(20)	70	200	130		130	34.9%	
4013 Training	50	308	5,000	4,692		4,692	6.2%	
4014 P P E / Health & Safety	(1,720)	2,584	1,000	(1,584)		(1,584)	258.4%	
4019 Website Costs-TC	0	0	600	600		600	0.0%	
4030 Equipment Purchase	22	178	1,300	1,122		1,122	13.7%	
4031 Equipment - Rental	22	132	1,616	1,484		1,484	8.2%	
4034 Equipment Repairs	112	112	200	88		88	56.0%	
4035 Telephone	136	1,113	1,600	487		487	69.6%	
4036 Stationery	16	24	750	726		726	3.2%	
4039 Advertising & Marketing	74	922	4,000	3,078		3,078	23.0%	
4041 Fees, Subs and Conferences	8	115	300	185		185	38.3%	
4043 Ink Cartridges/printing	18	43	0	(43)		(43)	0.0%	
4044 Insurance	133	745	1,600	855		855	46.6%	
4102 NNDR	6,495	38,755	53,551	14,796		14,796	72.4%	
4104 Utilities - Water	0	692	978	286		286	70.7%	
4105 Utilities - Heat & Light	465	3,732	12,547	8,815		8,815	29.7%	
4109 Alarm system	62	372	1,000	628		628	37.2%	
4110 Cleaning	888	5,430	12,000	6,570		6,570	45.2%	
4111 Window Cleaning	50	300	600	300		300	50.0%	
4114 Refuse Removal	55	970	1,800	830		830	53.9%	
4116 Dogbin Emptying	0	139	0	(139)		(139)	0.0%	
4131 Licenses	0	295	1,350	1,055		1,055	21.9%	
4161 Volunteer Training	0	0	1,000	1,000		1,000	0.0%	
4214 Somerset County Council - SLA	0	0	69,454	69,454		69,454	0.0%	
6000 Admin Salaries Recharge	2,841	15,738	17,304	1,566		1,566	91.0%	
6005 Admin Overhead Recharge	381	3,232	5,642	2,410		2,410	57.3%	
6007 Grove House Recharge	112	787	966	179		179	81.5%	
6008 Grove Lodge Recharges	106	713	728	15		15	97.9%	
6010 Grounds Salaries Recharge	64	326	406	80		80	80.3%	
6015 Grounds Overhead Recharge	15	102	133	31		31	77.0%	
Museum Central Costs :- Indirect Expenditure	20,682	133,901	311,447	177,546	0	177,546	43.0%	0
Net Income over Expenditure	(21,815)	(135,013)	(303,947)	(168,934)				
<u>141 Museum Learning and Events</u>								
1006 Museum Learning Room Hire	0	(60)	8,487	8,547			(0.7%)	
1008 Museum handling box hire	175	175	1,575	1,400			11.1%	
1103 Other event misc income	0	0	7,290	7,290			0.0%	
Museum Learning and Events :- Income	175	115	17,352	17,237			0.7%	0
4000 Staffing Costs	2,583	13,543	29,353	15,810		15,810	46.1%	

14:32

Detailed Income & Expenditure by Budget Heading 30.09.2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Learning/Event education equip	52	950	1,000	50		50	95.0%	
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%	
4058 Learning/Events Museum events	0	(175)	1,000	1,175		1,175	(17.5%)	
Museum Learning and Events :- Indirect Expenditure	2,635	14,318	32,353	18,035	0	18,035	44.3%	0
Net Income over Expenditure	(2,460)	(14,203)	(15,001)	(798)				
142 Museum Cafe								
1004 Cafe Sales	493	874	62,000	61,126			1.4%	
Museum Cafe :- Income	493	874	62,000	61,126			1.4%	0
4000 Staffing Costs	4,020	21,177	48,023	26,846		26,846	44.1%	
4014 P P E / Health & Safety	0	799	1,100	301		301	72.7%	
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%	
4017 Museum cafe equip rental	152	912	0	(912)		(912)	0.0%	
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%	
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%	
4110 Cleaning	0	0	845	845		845	0.0%	
4114 Refuse Removal	75	225	800	575		575	28.1%	
4151 Catering	0	129	500	371		371	25.8%	
4406 Bar Stock	0	0	2,500	2,500		2,500	0.0%	
4407 Museum cafe stock	742	1,172	13,000	11,828		11,828	9.0%	
Museum Cafe :- Indirect Expenditure	4,989	24,465	69,592	45,127	0	45,127	35.2%	0
Net Income over Expenditure	(4,496)	(23,591)	(7,592)	15,999				
143 Museum shop/retail								
1005 Museum Shop Sales	(321)	42	13,500	13,458			0.3%	
1009 Museum sale or return comm	145	145	4,000	3,855			3.6%	
Museum shop/retail :- Income	(176)	187	17,500	17,313			1.1%	0
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%	
4136 Credit Card Chgs	5	30	312	282		282	9.7%	
4407 Museum cafe stock	0	18	0	(18)		(18)	0.0%	
4408 Museum shop stock	429	1,867	7,000	5,133		5,133	26.7%	
Museum shop/retail :- Indirect Expenditure	433	1,966	7,312	5,346	0	5,346	26.9%	0
Net Income over Expenditure	(609)	(1,779)	10,188	11,967				
144 Museum Temporary Gallery								
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%	
Museum Temporary Gallery :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
145 Museum Function								
1104 Function Income	(333)	(298)	31,500	31,798			(0.9%)	
Museum Function :- Income	<u>(333)</u>	<u>(298)</u>	<u>31,500</u>	<u>31,798</u>			<u>(0.9%)</u>	<u>0</u>
4000 Staffing Costs	0	0	2,385	2,385		2,385	0.0%	
4030 Equipment Purchase	0	0	500	500		500	0.0%	
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%	
Museum Function :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,885</u>	<u>3,885</u>	<u>0</u>	<u>3,885</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(333)</u>	<u>(298)</u>	<u>27,615</u>	<u>27,913</u>				
199 Capital Projects								
4103 Capital project	1,465	18,565	173,000	154,435		154,435	10.7%	
Capital Projects :- Indirect Expenditure	<u>1,465</u>	<u>18,565</u>	<u>173,000</u>	<u>154,435</u>	<u>0</u>	<u>154,435</u>	<u>10.7%</u>	<u>0</u>
Net Expenditure	<u>(1,465)</u>	<u>(18,565)</u>	<u>(173,000)</u>	<u>(154,435)</u>				
300 Planning								
6000 Admin Salaries Recharge	975	5,399	5,936	537		537	91.0%	
6005 Admin Overhead Recharge	131	1,108	1,932	824		824	57.3%	
6007 Grove House Recharge	38	270	329	59		59	82.1%	
6008 Grove Lodge Recharges	36	245	252	7		7	97.2%	
Planning :- Indirect Expenditure	<u>1,180</u>	<u>7,022</u>	<u>8,449</u>	<u>1,427</u>	<u>0</u>	<u>1,427</u>	<u>83.1%</u>	<u>0</u>
Net Expenditure	<u>(1,180)</u>	<u>(7,022)</u>	<u>(8,449)</u>	<u>(1,427)</u>				
400 Central Grounds Maintenance								
4000 Staffing Costs	19,894	101,943	243,593	141,650		141,650	41.8%	
4013 Training	33	196	6,500	6,305		6,305	3.0%	
4014 P P E / Health & Safety	(399)	869	3,000	2,131		2,131	29.0%	
4015 SLA Somerset	0	7,720	13,499	5,779		5,779	57.2%	
4025 Vehicle Maintenance	15	140	2,000	1,860		1,860	7.0%	
4026 Petrol / Diesel	322	1,102	6,000	4,898		4,898	18.4%	
4030 Equipment Purchase	1,522	2,741	4,300	1,559		1,559	63.7%	
4031 Equipment - Rental	846	12,478	15,700	3,222		3,222	79.5%	
4034 Equipment Repairs	325	912	2,000	1,088		1,088	45.6%	
4035 Telephone	71	424	1,000	576		576	42.4%	
4039 Advertising & Marketing	0	(12)	0	12		12	0.0%	
4044 Insurance	375	1,345	4,500	3,155		3,155	29.9%	
4107 IT Support & Upgrade	559	3,297	6,552	3,255		3,255	50.3%	
4114 Refuse Removal	35	259	6,000	5,741		5,741	4.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Dogbin Emptying	0	(877)	0	877		877	0.0%	
6020 Allocation to Cost Centres	(23,596)	(132,534)	(168,749)	(36,215)		(36,215)	78.5%	
Central Grounds Maintenance :- Indirect Expenditure	0	0	145,895	145,895	0	145,895	0.0%	0
Net Expenditure	(0)	0	(145,895)	(145,895)				
403 Allotments								
4108 Building / Maintenance	27	164	4,000	3,836		3,836	4.1%	
6000 Admin Salaries Recharge	390	2,160	2,373	213		213	91.0%	
6005 Admin Overhead Recharge	52	444	777	333		333	57.1%	
6007 Grove House Recharge	15	108	133	25		25	81.2%	
6008 Grove Lodge Recharges	14	97	98	1		1	99.0%	
6010 Grounds Salaries Recharge	157	805	1,008	203		203	79.9%	
6015 Grounds Overhead Recharge	32	245	329	84		84	74.6%	
Allotments :- Indirect Expenditure	687	4,023	8,718	4,695	0	4,695	46.1%	0
Net Expenditure	(687)	(4,023)	(8,718)	(4,695)				
406 Environmental / climate								
4600 Environmental / Climate	0	0	100,000	100,000		100,000	0.0%	
Environmental / climate :- Indirect Expenditure	0	0	100,000	100,000	0	100,000	0.0%	0
Net Expenditure	0	0	(100,000)	(100,000)				
420 Milton Road Cemetery								
1010 Interments	3,589	29,998	50,000	20,002			60.0%	
1011 Memorials	0	993	6,000	5,007			16.6%	
1100 Miscellaneous Income	230	1,247	3,250	2,003			38.4%	
Milton Road Cemetery :- Income	3,819	32,238	59,250	27,012			54.4%	0
4034 Equipment Repairs	0	0	2,000	2,000		2,000	0.0%	
4039 Advertising & Marketing	0	0	450	450		450	0.0%	
4054 Grave Digging	0	4,700	12,500	7,800		7,800	37.6%	
4055 Memorials	1,243	3,964	7,200	3,236		3,236	55.1%	
4102 NNDR	354	2,132	3,301	1,169		1,169	64.6%	
4104 Utilities - Water	0	314	299	(15)		(15)	105.1%	
4105 Utilities - Heat & Light	0	71	390	319		319	18.2%	
4109 Alarm system	0	0	500	500		500	0.0%	
4110 Cleaning	0	0	100	100		100	0.0%	
4111 Window Cleaning	0	0	150	150		150	0.0%	
6000 Admin Salaries Recharge	1,246	6,904	7,588	684		684	91.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6005 Admin Overhead Recharge	167	1,417	2,471	1,054		1,054	57.3%	
6007 Grove House Recharge	49	346	420	74		74	82.4%	
6008 Grove Lodge Recharges	46	313	322	9		9	97.2%	
6010 Grounds Salaries Recharge	10,104	51,777	64,659	12,882		12,882	80.1%	
6015 Grounds Overhead Recharge	1,883	15,540	21,049	5,509		5,509	73.8%	
Milton Road Cemetery :- Indirect Expenditure	15,092	87,479	123,399	35,920	0	35,920	70.9%	0
Net Income over Expenditure	(11,273)	(55,241)	(64,149)	(8,908)				
<u>451 Youth Activities</u>								
4057 Youth Council Budget	0	0	500	500		500	0.0%	
4142 YMCA SLA	5,263	31,580	64,550	32,970		32,970	48.9%	
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%	
6000 Admin Salaries Recharge	744	4,122	4,536	414		414	90.9%	
6005 Admin Overhead Recharge	100	846	1,477	631		631	57.3%	
6007 Grove House Recharge	29	205	252	47		47	81.3%	
6008 Grove Lodge Recharges	28	187	189	2		2	98.9%	
Youth Activities :- Indirect Expenditure	6,164	36,940	74,504	37,564	0	37,564	49.6%	0
Net Expenditure	(6,164)	(36,940)	(74,504)	(37,564)				
<u>460 Street Furniture</u>								
4115 Dogbin purchase	395	395	1,500	1,105		1,105	26.3%	
4116 Dogbin Emptying	(459)	(235)	9,775	10,010		10,010	(2.4%)	
4119 Notice Boards	37	37	1,500	1,463		1,463	2.4%	
4120 Bus Shelter Cleaning / Graffit	0	264	500	236		236	52.8%	
4133 Bus Shelter - Repairs	1,810	1,810	3,100	1,290		1,290	58.4%	
4157 Prince Wales Clock/welcome sig	11	239	550	311		311	43.5%	
6000 Admin Salaries Recharge	1,217	6,741	7,413	672		672	90.9%	
6005 Admin Overhead Recharge	163	1,383	2,415	1,032		1,032	57.3%	
6007 Grove House Recharge	48	338	413	75		75	81.8%	
6008 Grove Lodge Recharges	45	306	315	9		9	97.1%	
6010 Grounds Salaries Recharge	2,431	12,457	15,554	3,097		3,097	80.1%	
6015 Grounds Overhead Recharge	455	3,740	5,068	1,328		1,328	73.8%	
Street Furniture :- Indirect Expenditure	6,153	27,476	48,103	20,627	0	20,627	57.1%	0
Net Expenditure	(6,153)	(27,476)	(48,103)	(20,627)				
<u>470 Parks & Play Areas</u>								
1076 Water Play Area Kiosk Income	0	1,750	7,000	5,250			25.0%	
1077 Water Park Admissions	0	0	30,000	30,000			0.0%	
Parks & Play Areas :- Income	0	1,750	37,000	35,250			4.7%	0

14:32

Detailed Income & Expenditure by Budget Heading 30.09.2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 Advertising & Marketing	0	0	275	275		275	0.0%	
4102 NNDR	45	314	449	135		135	70.0%	
4104 Utilities - Water	0	10	4,000	3,990		3,990	0.3%	
4105 Utilities - Heat & Light	(157)	157	8,254	8,097		8,097	1.9%	
4114 Refuse Removal	0	0	300	300		300	0.0%	
4138 Water Play Area Rent	0	10,041	8,632	(1,409)		(1,409)	116.3%	
4140 Recreation Grounds	0	39,030	79,292	40,262		40,262	49.2%	
4144 Water Park Resident Scheme pas	0	0	5,000	5,000		5,000	0.0%	
4300 Parks&Play Area EMRRP Holding	0	0	175,174	175,174		175,174	0.0%	
4301 Ashcombe Park Lower	106	137	268	131		131	51.3%	
4302 Ashcombe Park Upper	106	137	268	131		131	51.3%	
4303 Broadway Play	106	137	268	131		131	51.3%	
4304 Broadway Skate Park	106	137	268	131		131	51.3%	
4305 Byron Rec	106	137	268	131		131	51.3%	
4306 Castle Batch Lower	106	137	268	131		131	51.3%	
4307 Canberra Road	106	137	268	131		131	51.3%	
4308 Clarence Park	(2,683)	(2,652)	(2,521)	131		131	105.2%	
4309 Conniston Green	106	7,637	7,768	131		131	98.3%	
4310 Ellenborough Park East	1,346	1,377	1,508	131		131	91.3%	
4311 Grove Park	106	137	268	131		131	51.3%	
4312 Hutton Moor Skate Park	106	137	268	131		131	51.3%	
4313 Jubilee Park	106	137	268	131		131	51.3%	
4314 Locking Castle (Maltlands)	106	137	268	131		131	51.3%	
4315 Lynch Farm	106	137	268	131		131	51.3%	
4316 Millennium Green	106	137	268	131		131	51.3%	
4317 Uphill Junior Play Area	4,947	4,978	5,109	131		131	97.4%	
4318 Uphill Toddler Play Area	106	137	268	131		131	51.3%	
4319 Water Adventure Play Park	7,382	9,086	9,217	131		131	98.6%	
6000 Admin Salaries Recharge	1,512	8,377	9,212	835		835	90.9%	
6005 Admin Overhead Recharge	203	1,720	3,003	1,283		1,283	57.3%	
6007 Grove House Recharge	60	420	511	91		91	82.2%	
6008 Grove Lodge Recharges	56	378	392	14		14	96.4%	
6010 Grounds Salaries Recharge	4,958	25,404	31,724	6,320		6,320	80.1%	
6015 Grounds Overhead Recharge	926	7,626	10,325	2,699		2,699	73.9%	
Parks & Play Areas :- Indirect Expenditure	20,181	115,828	361,376	245,548	0	245,548	32.1%	0
Net Income over Expenditure	(20,181)	(114,078)	(324,376)	(210,298)				
475 Planned maintenance								
4231 Planned maint holding budget	468	(359)	80,149	80,508		80,508	(0.4%)	
4232 Allotments PPM	376	376	376	(0)		(0)	100.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4233 Blakehay PPM	1,804	13,490	13,579	89		89	99.3%	
4234 Museum PPM	519	1,537	3,138	1,601		1,601	49.0%	
4235 Cemetery PPM	422	5,518	5,518	0		0	100.0%	
4237 Grove House PPM	322	1,201	1,549	348		348	77.5%	
4238 Grove Lodge PPM	(118)	271	465	194		194	58.2%	
4240 Public toilets	134	4,797	5,227	430		430	91.8%	
6000 Admin Salaries Recharge	1,719	9,522	8,976	(546)		(546)	106.1%	
6005 Admin Overhead Recharge	388	3,298	5,761	2,463		2,463	57.2%	
6007 Grove House Recharge	68	476	581	105		105	81.9%	
6008 Grove Lodge Recharges	64	432	441	9		9	98.0%	
Planned maintenance :- Indirect Expenditure	6,166	40,557	125,760	85,203	0	85,203	32.2%	0
Net Expenditure	(6,166)	(40,557)	(125,760)	(85,203)				
480 Tourism & Marketing								
4019 Website Costs-TC	0	198	5,000	4,802		4,802	4.0%	
4039 Advertising & Marketing	(3,000)	0	0	0		0	0.0%	
4062 Tourism-Love Weston website	637	2,567	0	(2,567)		(2,567)	0.0%	
Tourism & Marketing :- Indirect Expenditure	(2,363)	2,765	5,000	2,235	0	2,235	55.3%	0
Net Expenditure	2,363	(2,765)	(5,000)	(2,235)				
481 Tourism Love Weston / Dest Mar								
1040 VIC Advertising Income	188	12,942	27,500	14,558			47.1%	
Tourism Love Weston / Dest Mar :- Income	188	12,942	27,500	14,558			47.1%	0
4000 Staffing Costs	4,835	25,784	49,096	23,312		23,312	52.5%	
4039 Advertising & Marketing	3,043	2,293	29,343	27,050		27,050	7.8%	
4041 Fees, Subs and Conferences	0	0	600	600		600	0.0%	
4062 Tourism-Love Weston website	20	1,337	15,428	14,091		14,091	8.7%	
6000 Admin Salaries Recharge	2,900	16,065	17,661	1,596		1,596	91.0%	
6005 Admin Overhead Recharge	230	1,956	3,409	1,453		1,453	57.4%	
6007 Grove House Recharge	114	685	987	302		302	69.4%	
6008 Grove Lodge Recharges	108	727	350	(377)		(377)	207.7%	
Tourism Love Weston / Dest Mar :- Indirect Expenditure	11,249	48,846	116,874	68,028	0	68,028	41.8%	0
Net Income over Expenditure	(11,062)	(35,904)	(89,374)	(53,470)				
482 Tourism VIC costs								
1040 VIC Advertising Income	100	900	2,400	1,500			37.5%	
1043 VIC Retail/Shop Income	0	0	16,500	16,500			0.0%	

14:32

Detailed Income & Expenditure by Budget Heading 30.09.2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1044 VIC Ticket sales	0	0	200	200			0.0%	
Tourism VIC costs :- Income	100	900	19,100	18,200			4.7%	0
4000 Staffing Costs	0	0	24,378	24,378		24,378	0.0%	
4013 Training	33	196	1,000	805		805	19.6%	
4014 P P E / Health & Safety	0	207	0	(207)		(207)	0.0%	
4031 Equipment - Rental	9	96	459	363		363	20.9%	
4035 Telephone	26	293	650	357		357	45.1%	
4036 Stationery	27	27	600	573		573	4.5%	
4102 NNDR	0	0	3,533	3,533		3,533	0.0%	
4104 Utilities - Water	0	0	600	600		600	0.0%	
4105 Utilities - Heat & Light	0	0	1,200	1,200		1,200	0.0%	
4136 Credit Card Chgs	5	28	0	(28)		(28)	0.0%	
4209 TIC -equipment purchase	0	0	1,000	1,000		1,000	0.0%	
4211 TIC running costs	0	149	1,000	851		851	14.9%	
4225 VIC Stock	0	0	7,000	7,000		7,000	0.0%	
6007 Grove House Recharge	0	118	0	(118)		(118)	0.0%	
Tourism VIC costs :- Indirect Expenditure	99	1,113	41,420	40,307	0	40,307	2.7%	0
Net Income over Expenditure	1	(213)	(22,320)	(22,107)				
<u>485 PublicToilets</u>								
1080 Toilet income	95	1,513	5,500	3,987			27.5%	
PublicToilets :- Income	95	1,513	5,500	3,987			27.5%	0
4044 Insurance	29	168	350	182		182	48.0%	
4102 NNDR	397	4,230	4,420	190		190	95.7%	
4104 Utilities - Water	154	596	1,560	964		964	38.2%	
4105 Utilities - Heat & Light	342	2,244	1,987	(257)		(257)	113.0%	
4110 Cleaning	3,052	18,310	38,000	19,690		19,690	48.2%	
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%	
6000 Admin Salaries Recharge	1,365	7,559	8,309	750		750	91.0%	
6005 Admin Overhead Recharge	183	1,552	2,709	1,157		1,157	57.3%	
6007 Grove House Recharge	54	378	462	84		84	81.8%	
6008 Grove Lodge Recharges	51	342	749	407		407	45.7%	
6010 Grounds Salaries Recharge	726	3,720	4,648	928		928	80.0%	
6015 Grounds Overhead Recharge	138	1,119	1,512	393		393	74.0%	
PublicToilets :- Indirect Expenditure	6,492	40,219	66,706	26,487	0	26,487	60.3%	0
Net Income over Expenditure	(6,397)	(38,707)	(61,206)	(22,499)				

Detailed Income & Expenditure by Budget Heading 30.09.2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,287,095	2,711,138	2,986,522	275,384			90.8%	
Expenditure	131,609	899,830	2,921,719	2,021,889	0	2,021,889	30.8%	
Net Income over Expenditure	<u>1,155,486</u>	<u>1,811,308</u>	<u>64,803</u>	<u>(1,746,505)</u>				
Movement to/(from) Gen Reserve	<u>1,155,486</u>	<u>1,811,308</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Central Administration</u>								
4000 Staffing Costs	28,258	191,859	308,369	116,510		116,510	62.2%	
4006 Moorepay/IT payroll HR softwar	0	0	2,700	2,700		2,700	0.0%	
4007 Personnel Consultants	193	837	1,800	963		963	46.5%	
4008 CRB Checks/staff services	0	50	2,000	1,950		1,950	2.5%	
4009 Health & Safety Consultant	146	3,133	2,500	(633)		(633)	125.3%	
4012 Travel & Subsistence Expenses	0	19	650	631		631	2.9%	
4013 Training	33	1,447	7,500	6,053		6,053	19.3%	
4030 Equipment Purchase	0	434	500	66		66	86.8%	
4031 Equipment - Rental	483	2,932	5,500	2,568		2,568	53.3%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	240	1,996	4,400	2,404		2,404	45.4%	
4036 Stationery	358	1,158	3,000	1,842		1,842	38.6%	
4038 Recruitment / Advertising	0	82	4,000	3,918		3,918	2.1%	
4040 Audit & Accountancy	260	691	6,000	5,310		5,310	11.5%	
4041 Fees, Subs and Conferences	35	734	4,360	3,626		3,626	16.8%	
4042 Postages	280	2,318	3,000	682		682	77.3%	
4043 Ink Cartridges/printing	289	925	1,500	575		575	61.7%	
4044 Insurance	925	6,135	13,600	7,465		7,465	45.1%	
4049 Legal fees	787	4,211	5,000	789		789	84.2%	
4102 NNDR	0	349	0	(349)		(349)	0.0%	
4107 IT Support & Upgrade	6,007	15,855	29,002	13,147		13,147	54.7%	
4110 Cleaning	0	(7)	0	7		7	0.0%	
4136 Credit Card Chgs	2	33	0	(33)		(33)	0.0%	
4151 Catering	177	539	3,000	2,461		2,461	18.0%	
6020 Allocation to Cost Centres	(38,472)	(235,729)	(237,080)	(1,351)		(1,351)	99.4%	
Central Administration :- Indirect Expenditure	(1)	(1)	171,801	171,802	0	171,802	0.0%	0
Net Expenditure	1	1	(171,801)	(171,802)				
<u>103 Grove House</u>								
4014 P P E / Health & Safety	42	1,107	0	(1,107)		(1,107)	0.0%	
4030 Equipment Purchase	158	158	1,000	842		842	15.8%	
4102 NNDR	417	3,812	5,390	1,578		1,578	70.7%	
4104 Utilities - Water	0	90	150	60		60	60.1%	
4105 Utilities - Heat & Light	249	1,379	3,638	2,259		2,259	37.9%	
4109 Alarm system	297	418	600	182		182	69.7%	
4110 Cleaning	338	2,160	5,486	3,326		3,326	39.4%	
4111 Window Cleaning	10	60	113	53		53	53.1%	
4114 Refuse Removal	47	564	800	236		236	70.5%	
6020 Allocation to Cost Centres	(1,558)	(9,748)	(11,108)	(1,360)		(1,360)	87.8%	
Grove House :- Indirect Expenditure	1	1	6,069	6,068	0	6,068	0.0%	0
Net Expenditure	(1)	(1)	(6,069)	(6,068)				

Detailed Income & Expenditure by Budget Heading 31.10.2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Grove Lodge</u>								
4014 P P E / Health & Safety	42	257	0	(257)		(257)	0.0%	
4030 Equipment Purchase	0	81	1,000	919		919	8.1%	
4102 NNDR	225	1,796	2,257	462		462	79.6%	
4104 Utilities - Water	37	257	439	182		182	58.6%	
4105 Utilities - Heat & Light	57	1,005	1,120	115		115	89.7%	
4109 Alarm system	0	250	600	350		350	41.7%	
4110 Cleaning	225	1,383	2,500	1,117		1,117	55.3%	
4111 Window Cleaning	10	60	113	53		53	53.1%	
4132 Rent	417	3,333	5,000	1,667		1,667	66.7%	
6020 Allocation to Cost Centres	(1,012)	(8,421)	(6,516)	1,905		1,905	129.2%	
Grove Lodge :- Indirect Expenditure	0	0	6,513	6,513	0	6,513	0.0%	0
Net Expenditure	(0)	(0)	(6,513)	(6,513)				
<u>105 Community Services</u>								
1025 Donations and Grants rec'd	0	15,685	0	(15,685)			0.0%	
Community Services :- Income	0	15,685	0	(15,685)				0
4158 Weston in Bloom	220	641	16,000	15,359		15,359	4.0%	
4200 Small grants to Voluntary Orgs	0	1,432	7,500	6,068		6,068	19.1%	
4204 VANS	0	0	3,000	3,000		3,000	0.0%	
4205 Grants Donat'ns repaid Charity	0	13,209	0	(13,209)		(13,209)	0.0%	
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%	
4210 Weston Town Centre Co SLA	0	17,460	18,201	741		741	95.9%	
4212 CCTV (NSC)	0	0	83,232	83,232		83,232	0.0%	
4215 Uphill Church lights	0	0	350	350		350	0.0%	
4218 Flower Beds	2,209	4,376	6,500	2,124		2,124	67.3%	
4221 Citizens Advice Bureau	0	25,000	25,000	0		0	100.0%	
4223 Community Events	1,275	1,990	6,500	4,510		4,510	30.6%	
4228 Blue Plaques	0	1,052	1,000	(52)		(52)	105.2%	
4229 Armed Forces Celebrations	0	250	9,000	8,750		8,750	2.8%	
4250 Community Events Grants	0	0	50,000	50,000		50,000	0.0%	
4251 Community Orderlies	0	0	100,000	100,000		100,000	0.0%	
4252 Crime & Disorder	0	0	50,000	50,000		50,000	0.0%	
4864 Homeless Support Fund	0	25,000	25,000	0		0	100.0%	
6000 Admin Salaries Recharge	1,673	11,357	10,647	(710)		(710)	106.7%	
6005 Admin Overhead Recharge	605	2,594	3,472	878		878	74.7%	
6007 Grove House Recharge	92	577	595	18		18	97.0%	
6008 Grove Lodge Recharges	60	497	448	(49)		(49)	110.9%	
6010 Grounds Salaries Recharge	625	3,704	3,843	139		139	96.4%	

Detailed Income & Expenditure by Budget Heading 31.10.2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6015 Grounds Overhead Recharge	199	1,126	1,253	127		127	89.9%	
Community Services :- Indirect Expenditure	<u>6,957</u>	<u>110,266</u>	<u>457,541</u>	<u>347,275</u>	<u>0</u>	<u>347,275</u>	<u>24.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,957)</u>	<u>(94,581)</u>	<u>(457,541)</u>	<u>(362,960)</u>				
107 Civic Support								
4000 Staffing Costs	1,478	10,343	21,418	11,075		11,075	48.3%	
4036 Stationery	0	0	200	200		200	0.0%	
4044 Insurance	25	171	295	124		124	58.1%	
4050 Printing	0	0	1,365	1,365		1,365	0.0%	
4149 VE Day One off celebrations	0	0	3,000	3,000		3,000	0.0%	
4150 Chauffeur/travel costs	0	21	6,500	6,479		6,479	0.3%	
4151 Catering	55	55	7,800	7,745		7,745	0.7%	
4152 Civic Miscellaneous	0	237	3,990	3,753		3,753	5.9%	
4153 Chairman's Allowance	2,457	3,244	4,496	1,252		1,252	72.1%	
4154 Civic Regalia	0	220	2,190	1,970		1,970	10.0%	
6000 Admin Salaries Recharge	1,498	10,169	9,534	(635)		(635)	106.7%	
6005 Admin Overhead Recharge	541	2,322	3,108	786		786	74.7%	
6007 Grove House Recharge	83	517	532	15		15	97.2%	
6008 Grove Lodge Recharges	54	447	406	(41)		(41)	110.1%	
6010 Grounds Salaries Recharge	66	392	406	14		14	96.6%	
6015 Grounds Overhead Recharge	21	123	133	10		10	92.8%	
Civic Support :- Indirect Expenditure	<u>6,277</u>	<u>28,261</u>	<u>65,373</u>	<u>37,112</u>	<u>0</u>	<u>37,112</u>	<u>43.2%</u>	<u>0</u>
Net Expenditure	<u>(6,277)</u>	<u>(28,261)</u>	<u>(65,373)</u>	<u>(37,112)</u>				
108 Democratic Representation								
4013 Training	0	0	1,500	1,500		1,500	0.0%	
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%	
4023 Cllrs email provision	0	0	2,500	2,500		2,500	0.0%	
6000 Admin Salaries Recharge	5,273	35,856	33,615	(2,241)		(2,241)	106.7%	
6005 Admin Overhead Recharge	1,906	8,186	10,956	2,770		2,770	74.7%	
6007 Grove House Recharge	291	1,822	1,874	52		52	97.2%	
6008 Grove Lodge Recharges	189	1,573	1,421	(152)		(152)	110.7%	
6010 Grounds Salaries Recharge	789	4,642	4,851	209		209	95.7%	
6015 Grounds Overhead Recharge	246	1,413	1,582	169		169	89.3%	
Democratic Representation :- Indirect Expenditure	<u>8,694</u>	<u>53,492</u>	<u>73,299</u>	<u>19,807</u>	<u>0</u>	<u>19,807</u>	<u>73.0%</u>	<u>0</u>
Net Expenditure	<u>(8,694)</u>	<u>(53,492)</u>	<u>(73,299)</u>	<u>(19,807)</u>				

Detailed Income & Expenditure by Budget Heading 31.10.2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Other Costs & Income								
1100 Miscellaneous Income	0	2	0	(2)			0.0%	
1176 Precept	0	2,567,270	2,567,270	0			100.0%	
1190 Bank Interest	167	1,801	3,000	1,199			60.0%	
1191 CIL Received	0	77,636	0	(77,636)			0.0%	
Other Costs & Income :- Income	167	2,646,710	2,570,270	(76,440)			103.0%	0
4051 Bank Charges	264	1,160	5,143	3,983	3,983		22.6%	
4060 PWLB Interest repaid-Blakehay	2,862	5,883	5,883	0	0		100.0%	
4061 PWLB Capital repaid-Blakehay	6,000	12,000	12,000	0	0		100.0%	
4068 PWLB Interest repaid-Water Pk	10,180	15,228	15,656	428	428		97.3%	
4069 PWLB Capital repaid-Water Pk	0	5,131	4,701	(430)	(430)		109.1%	
4999 General Reserve	0	0	30,000	30,000	30,000		0.0%	
Other Costs & Income :- Indirect Expenditure	19,306	39,403	73,383	33,980	0	33,980	53.7%	0
Net Income over Expenditure	(19,139)	2,607,308	2,496,887	(110,421)				
111 Strategic Planning/Projects								
4049 Legal fees	0	4,311	15,000	10,689	10,689		28.7%	
4213 Development budget	0	357	1,000	643	643		35.7%	
6000 Admin Salaries Recharge	3,594	24,403	22,883	(1,520)	(1,520)		106.6%	
6005 Admin Overhead Recharge	1,299	5,572	7,455	1,883	1,883		74.7%	
6007 Grove House Recharge	198	1,239	1,274	35	35		97.3%	
6008 Grove Lodge Recharges	129	1,071	966	(105)	(105)		110.9%	
Strategic Planning/Projects :- Indirect Expenditure	5,220	36,953	48,578	11,625	0	11,625	76.1%	0
Net Expenditure	(5,220)	(36,953)	(48,578)	(11,625)				
120 Blakehay Central Costs								
4000 Staffing Costs	3,711	25,977	44,338	18,361	18,361		58.6%	
4013 Training	50	297	2,355	2,058	2,058		12.6%	
4014 P P E / Health & Safety	190	787	1,000	213	213		78.7%	
4019 Website Costs-TC	0	0	1,000	1,000	1,000		0.0%	
4030 Equipment Purchase	0	271	1,906	1,635	1,635		14.2%	
4031 Equipment - Rental	85	952	2,936	1,984	1,984		32.4%	
4034 Equipment Repairs	0	0	500	500	500		0.0%	
4035 Telephone	73	778	995	217	217		78.2%	
4043 Ink Cartridges/printing	16	25	0	(25)	(25)		0.0%	
4044 Insurance	50	347	600	253	253		57.9%	
4102 NNDR	310	1,941	3,510	1,569	1,569		55.3%	
4104 Utilities - Water	0	0	906	906	906		0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Utilities - Heat & Light	563	2,592	6,986	4,394		4,394	37.1%	
4109 Alarm system	375	713	600	(113)		(113)	118.9%	
4110 Cleaning	0	114	700	586		586	16.3%	
4111 Window Cleaning	0	75	300	225		225	25.0%	
4114 Refuse Removal	130	1,129	1,500	371		371	75.3%	
4131 Licenses	15	231	295	64		64	78.3%	
4136 Credit Card Chgs	2	33	0	(33)		(33)	0.0%	
6000 Admin Salaries Recharge	1,955	13,276	12,446	(830)		(830)	106.7%	
6005 Admin Overhead Recharge	707	3,030	4,060	1,030		1,030	74.6%	
6007 Grove House Recharge	108	676	693	17		17	97.5%	
6008 Grove Lodge Recharges	70	583	525	(58)		(58)	111.0%	
6010 Grounds Salaries Recharge	33	197	203	6		6	97.0%	
6015 Grounds Overhead Recharge	11	63	63	(0)		(0)	100.6%	
Blakehay Central Costs :- Indirect Expenditure	8,454	54,089	88,417	34,328	0	34,328	61.2%	0
Net Expenditure	(8,454)	(54,089)	(88,417)	(34,328)				
<u>121 Blakehay -Auditorium</u>								
1013 BH annual membership	0	0	100	100			0.0%	
1090 Bookings	0	0	43,000	43,000			0.0%	
Blakehay -Auditorium :- Income	0	0	43,100	43,100			0.0%	0
4000 Staffing Costs	1,682	12,219	29,599	17,380		17,380	41.3%	
4039 Advertising & Marketing	0	43	5,900	5,857		5,857	0.7%	
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%	
Blakehay -Auditorium :- Indirect Expenditure	1,682	12,262	36,499	24,237	0	24,237	33.6%	0
Net Income over Expenditure	(1,682)	(12,262)	6,601	18,863				
<u>122 Blakehay - Upper Studio</u>								
1014 BH evening classes income	0	0	1,400	1,400			0.0%	
1090 Bookings	30	(102)	12,000	12,102			(0.8%)	
Blakehay - Upper Studio :- Income	30	(102)	13,400	13,502			(0.8%)	0
4000 Staffing Costs	0	2,220	6,406	4,186		4,186	34.7%	
4141 BH evening classes expenditure	0	0	750	750		750	0.0%	
Blakehay - Upper Studio :- Indirect Expenditure	0	2,220	7,156	4,936	0	4,936	31.0%	0
Net Income over Expenditure	30	(2,322)	6,244	8,566				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>123 Blakehay Bar</u>								
1193 Blakehay Bar Events Hire	0	0	1,750	1,750			0.0%	
1194 Blakehay Bar Income	0	0	15,000	15,000			0.0%	
Blakehay Bar :- Income	0	0	16,750	16,750			0.0%	0
4000 Staffing Costs	357	2,918	8,683	5,765		5,765	33.6%	
4031 Equipment - Rental	28	1,105	2,574	1,469		1,469	42.9%	
4405 Blakehay Bar Expenditure	0	73	5,000	4,927		4,927	1.5%	
Blakehay Bar :- Indirect Expenditure	384	4,095	16,257	12,162	0	12,162	25.2%	0
Net Income over Expenditure	(384)	(4,095)	493	4,588				
<u>124 Blakehay Box Office</u>								
1105 Blakehay Box office income	0	(30)	10,800	10,830			(0.3%)	
Blakehay Box Office :- Income	0	(30)	10,800	10,830			(0.3%)	0
4000 Staffing Costs	1,278	9,149	18,312	9,163		9,163	50.0%	
4031 Equipment - Rental	0	110	0	(110)		(110)	0.0%	
4036 Stationery	0	0	800	800		800	0.0%	
4136 Credit Card Chgs	0	0	528	528		528	0.0%	
4407 Museum cafe stock	0	48	0	(48)		(48)	0.0%	
Blakehay Box Office :- Indirect Expenditure	1,278	9,307	19,640	10,333	0	10,333	47.4%	0
Net Income over Expenditure	(1,278)	(9,337)	(8,840)	497				
<u>125 Blakehay -Live Shows</u>								
1106 Blakehay events income	0	(36)	48,000	48,036			(0.1%)	
Blakehay -Live Shows :- Income	0	(36)	48,000	48,036			(0.1%)	0
4016 Show costs	0	2,250	24,000	21,750		21,750	9.4%	
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%	
Blakehay -Live Shows :- Indirect Expenditure	0	2,250	26,400	24,150	0	24,150	8.5%	0
Net Income over Expenditure	0	(2,286)	21,600	23,886				
<u>140 Museum Central Costs</u>								
1034 Grant funding	1,500	(747)	0	747			0.0%	
1100 Miscellaneous Income	19	1,135	7,500	6,365			15.1%	
1122 Fundraising	0	18	0	(18)			0.0%	
Museum Central Costs :- Income	1,519	407	7,500	7,093			5.4%	0
4000 Staffing Costs	10,157	66,129	113,822	47,693		47,693	58.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Travel & Subsistence Expenses	0	70	200	130		130	34.9%	
4013 Training	50	358	5,000	4,642		4,642	7.2%	
4014 P P E / Health & Safety	185	2,769	1,000	(1,769)		(1,769)	276.9%	
4019 Website Costs-TC	639	639	600	(39)		(39)	106.4%	
4030 Equipment Purchase	20	198	1,300	1,102		1,102	15.2%	
4031 Equipment - Rental	186	318	1,616	1,298		1,298	19.7%	
4034 Equipment Repairs	0	112	200	88		88	56.0%	
4035 Telephone	140	1,254	1,600	346		346	78.3%	
4036 Stationery	45	70	750	680		680	9.3%	
4039 Advertising & Marketing	65	986	4,000	3,014		3,014	24.7%	
4041 Fees, Subs and Conferences	0	115	300	185		185	38.3%	
4043 Ink Cartridges/printing	0	43	0	(43)		(43)	0.0%	
4044 Insurance	133	878	1,600	722		722	54.9%	
4102 NNDR	5,325	44,080	53,551	9,471		9,471	82.3%	
4104 Utilities - Water	0	692	978	286		286	70.7%	
4105 Utilities - Heat & Light	504	4,235	12,547	8,312		8,312	33.8%	
4109 Alarm system	242	614	1,000	386		386	61.4%	
4110 Cleaning	1,104	6,534	12,000	5,466		5,466	54.4%	
4111 Window Cleaning	50	350	600	250		250	58.3%	
4114 Refuse Removal	116	1,086	1,800	714		714	60.3%	
4116 Dogbin Emptying	0	139	0	(139)		(139)	0.0%	
4131 Licenses	0	295	1,350	1,055		1,055	21.9%	
4161 Volunteer Training	0	0	1,000	1,000		1,000	0.0%	
4214 Somerset County Council - SLA	0	0	69,454	69,454		69,454	0.0%	
6000 Admin Salaries Recharge	2,718	18,456	17,304	(1,152)		(1,152)	106.7%	
6005 Admin Overhead Recharge	983	4,215	5,642	1,427		1,427	74.7%	
6007 Grove House Recharge	150	937	966	29		29	97.0%	
6008 Grove Lodge Recharges	97	810	728	(82)		(82)	111.3%	
6010 Grounds Salaries Recharge	66	392	406	14		14	96.6%	
6015 Grounds Overhead Recharge	21	123	133	10		10	92.8%	
Museum Central Costs :- Indirect Expenditure	22,996	156,896	311,447	154,551	0	154,551	50.4%	0
Net Income over Expenditure	(21,476)	(156,489)	(303,947)	(147,458)				
141 Museum Learning and Events								
1006 Museum Learning Room Hire	0	(60)	8,487	8,547			(0.7%)	
1008 Museum handling box hire	175	350	1,575	1,225			22.2%	
1103 Other event misc income	0	0	7,290	7,290			0.0%	
Museum Learning and Events :- Income	175	290	17,352	17,062			1.7%	0
4000 Staffing Costs	2,330	15,872	29,353	13,481		13,481	54.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Learning/Event education equip	0	950	1,000	50		50	95.0%	
4039 Advertising & Marketing	83	83	1,000	917		917	8.3%	
4058 Learning/Events Museum events	0	(175)	1,000	1,175		1,175	(17.5%)	
Museum Learning and Events :- Indirect Expenditure	2,413	16,731	32,353	15,622	0	15,622	51.7%	0
Net Income over Expenditure	(2,238)	(16,441)	(15,001)	1,440				
142 Museum Cafe								
1004 Cafe Sales	387	1,261	62,000	60,739			2.0%	
Museum Cafe :- Income	387	1,261	62,000	60,739			2.0%	0
4000 Staffing Costs	3,285	24,462	48,023	23,561		23,561	50.9%	
4014 P P E / Health & Safety	532	1,332	1,100	(232)		(232)	121.1%	
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%	
4017 Museum cafe equip rental	152	1,064	0	(1,064)		(1,064)	0.0%	
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%	
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%	
4110 Cleaning	21	21	845	824		824	2.5%	
4114 Refuse Removal	169	394	800	406		406	49.2%	
4151 Catering	96	225	500	275		275	45.1%	
4406 Bar Stock	0	0	2,500	2,500		2,500	0.0%	
4407 Museum cafe stock	83	1,255	13,000	11,745		11,745	9.7%	
Museum Cafe :- Indirect Expenditure	4,339	28,804	69,592	40,788	0	40,788	41.4%	0
Net Income over Expenditure	(3,951)	(27,542)	(7,592)	19,950				
143 Museum shop/retail								
1005 Museum Shop Sales	309	351	13,500	13,149			2.6%	
1009 Museum sale or return comm	0	145	4,000	3,855			3.6%	
Museum shop/retail :- Income	309	496	17,500	17,004			2.8%	0
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%	
4136 Credit Card Chgs	2	33	312	279		279	10.4%	
4407 Museum cafe stock	0	18	0	(18)		(18)	0.0%	
4408 Museum shop stock	127	1,994	7,000	5,006		5,006	28.5%	
Museum shop/retail :- Indirect Expenditure	129	2,096	7,312	5,216	0	5,216	28.7%	0
Net Income over Expenditure	180	(1,600)	10,188	11,788				
144 Museum Temporary Gallery								
4039 Advertising & Marketing	292	292	1,000	708		708	29.2%	
Museum Temporary Gallery :- Indirect Expenditure	292	292	1,000	708	0	708	29.2%	0
Net Expenditure	(292)	(292)	(1,000)	(708)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
145 Museum Function								
1104 Function Income	96	(203)	31,500	31,703			(0.6%)	
Museum Function :- Income	96	(203)	31,500	31,703			(0.6%)	0
4000 Staffing Costs	0	0	2,385	2,385		2,385	0.0%	
4030 Equipment Purchase	22	22	500	478		478	4.4%	
4039 Advertising & Marketing	40	40	1,000	960		960	4.0%	
Museum Function :- Indirect Expenditure	62	62	3,885	3,823	0	3,823	1.6%	0
Net Income over Expenditure	34	(265)	27,615	27,880				
199 Capital Projects								
4103 Capital project	0	18,565	173,000	154,435		154,435	10.7%	
Capital Projects :- Indirect Expenditure	0	18,565	173,000	154,435	0	154,435	10.7%	0
Net Expenditure	0	(18,565)	(173,000)	(154,435)				
300 Planning								
6000 Admin Salaries Recharge	933	6,332	5,936	(396)		(396)	106.7%	
6005 Admin Overhead Recharge	337	1,445	1,932	487		487	74.8%	
6007 Grove House Recharge	51	321	329	8		8	97.6%	
6008 Grove Lodge Recharges	33	278	252	(26)		(26)	110.3%	
Planning :- Indirect Expenditure	1,354	8,376	8,449	73	0	73	99.1%	0
Net Expenditure	(1,354)	(8,376)	(8,449)	(73)				
400 Central Grounds Maintenance								
4000 Staffing Costs	20,684	122,626	243,593	120,967		120,967	50.3%	
4013 Training	33	228	6,500	6,272		6,272	3.5%	
4014 P P E / Health & Safety	125	994	3,000	2,006		2,006	33.1%	
4015 SLA Somerset	2,757	10,477	13,499	3,022		3,022	77.6%	
4025 Vehicle Maintenance	205	344	2,000	1,656		1,656	17.2%	
4026 Petrol / Diesel	351	1,453	6,000	4,547		4,547	24.2%	
4030 Equipment Purchase	1,253	3,994	4,300	306		306	92.9%	
4031 Equipment - Rental	532	13,010	15,700	2,690		2,690	82.9%	
4034 Equipment Repairs	322	1,234	2,000	766		766	61.7%	
4035 Telephone	71	495	1,000	505		505	49.5%	
4039 Advertising & Marketing	0	(12)	0	12		12	0.0%	
4044 Insurance	375	1,720	4,500	2,780		2,780	38.2%	
4107 IT Support & Upgrade	559	3,856	6,552	2,696		2,696	58.9%	
4114 Refuse Removal	0	259	6,000	5,741		5,741	4.3%	

Detailed Income & Expenditure by Budget Heading 31.10.2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Dogbin Emptying	0	(877)	0	877		877	0.0%	
6020 Allocation to Cost Centres	(27,266)	(159,800)	(168,749)	(8,949)		(8,949)	94.7%	
Central Grounds Maintenance :- Indirect Expenditure	(0)	(0)	145,895	145,895	0	145,895	0.0%	0
Net Expenditure	0	0	(145,895)	(145,895)				
<u>403 Allotments</u>								
4108 Building / Maintenance	28	192	4,000	3,808		3,808	4.8%	
6000 Admin Salaries Recharge	373	2,533	2,373	(160)		(160)	106.7%	
6005 Admin Overhead Recharge	135	579	777	198		198	74.5%	
6007 Grove House Recharge	21	129	133	4		4	97.0%	
6008 Grove Lodge Recharges	13	110	98	(12)		(12)	112.2%	
6010 Grounds Salaries Recharge	163	968	1,008	40		40	96.0%	
6015 Grounds Overhead Recharge	52	297	329	32		32	90.4%	
Allotments :- Indirect Expenditure	785	4,808	8,718	3,910	0	3,910	55.2%	0
Net Expenditure	(785)	(4,808)	(8,718)	(3,910)				
<u>406 Environmental / climate</u>								
4600 Environmental / Climate	0	0	100,000	100,000		100,000	0.0%	
Environmental / climate :- Indirect Expenditure	0	0	100,000	100,000	0	100,000	0.0%	0
Net Expenditure	0	0	(100,000)	(100,000)				
<u>420 Milton Road Cemetery</u>								
1010 Interments	10,092	40,090	50,000	9,910			80.2%	
1011 Memorials	399	1,392	6,000	4,608			23.2%	
1100 Miscellaneous Income	278	1,525	3,250	1,725			46.9%	
Milton Road Cemetery :- Income	10,769	43,007	59,250	16,243			72.6%	0
4034 Equipment Repairs	0	0	2,000	2,000		2,000	0.0%	
4039 Advertising & Marketing	0	0	450	450		450	0.0%	
4054 Grave Digging	850	5,550	12,500	6,950		6,950	44.4%	
4055 Memorials	1,844	5,808	7,200	1,392		1,392	80.7%	
4102 NNDR	354	2,486	3,301	815		815	75.3%	
4104 Utilities - Water	0	314	299	(15)		(15)	105.1%	
4105 Utilities - Heat & Light	28	100	390	290		290	25.5%	
4109 Alarm system	0	0	500	500		500	0.0%	
4110 Cleaning	0	0	100	100		100	0.0%	
4111 Window Cleaning	0	0	150	150		150	0.0%	
6000 Admin Salaries Recharge	1,192	8,096	7,588	(508)		(508)	106.7%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6005 Admin Overhead Recharge	431	1,848	2,471	623		623	74.8%	
6007 Grove House Recharge	66	412	420	8		8	98.1%	
6008 Grove Lodge Recharges	43	356	322	(34)		(34)	110.6%	
6010 Grounds Salaries Recharge	10,505	62,282	64,659	2,377		2,377	96.3%	
6015 Grounds Overhead Recharge	3,343	18,883	21,049	2,166		2,166	89.7%	
Milton Road Cemetery :- Indirect Expenditure	18,657	106,135	123,399	17,264	0	17,264	86.0%	0
Net Income over Expenditure	(7,888)	(63,128)	(64,149)	(1,021)				
451 Youth Activities								
4057 Youth Council Budget	0	0	500	500		500	0.0%	
4142 YMCA SLA	15,790	47,370	64,550	17,180		17,180	73.4%	
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%	
6000 Admin Salaries Recharge	712	4,834	4,536	(298)		(298)	106.6%	
6005 Admin Overhead Recharge	257	1,103	1,477	374		374	74.7%	
6007 Grove House Recharge	38	243	252	9		9	96.4%	
6008 Grove Lodge Recharges	25	212	189	(23)		(23)	112.2%	
Youth Activities :- Indirect Expenditure	16,822	53,762	74,504	20,742	0	20,742	72.2%	0
Net Expenditure	(16,822)	(53,762)	(74,504)	(20,742)				
460 Street Furniture								
4115 Dogbin purchase	0	395	1,500	1,105		1,105	26.3%	
4116 Dogbin Emptying	(112)	(346)	9,775	10,121		10,121	(3.5%)	
4119 Notice Boards	0	37	1,500	1,463		1,463	2.4%	
4120 Bus Shelter Cleaning / Graffit	0	264	500	236		236	52.8%	
4133 Bus Shelter - Repairs	0	1,810	3,100	1,290		1,290	58.4%	
4157 Prince Wales Clock/welcome sig	175	414	550	136		136	75.3%	
6000 Admin Salaries Recharge	1,164	7,905	7,413	(492)		(492)	106.6%	
6005 Admin Overhead Recharge	421	1,804	2,415	611		611	74.7%	
6007 Grove House Recharge	64	402	413	11		11	97.3%	
6008 Grove Lodge Recharges	42	348	315	(33)		(33)	110.5%	
6010 Grounds Salaries Recharge	2,528	14,985	15,554	569		569	96.3%	
6015 Grounds Overhead Recharge	804	4,544	5,068	524		524	89.7%	
Street Furniture :- Indirect Expenditure	5,086	32,562	48,103	15,541	0	15,541	67.7%	0
Net Expenditure	(5,086)	(32,562)	(48,103)	(15,541)				
470 Parks & Play Areas								
1076 Water Play Area Kiosk Income	0	1,750	7,000	5,250			25.0%	
1077 Water Park Admissions	0	0	30,000	30,000			0.0%	
Parks & Play Areas :- Income	0	1,750	37,000	35,250			4.7%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 Advertising & Marketing	0	0	275	275		275	0.0%	
4102 NNDR	45	359	449	90		90	80.0%	
4104 Utilities - Water	0	10	4,000	3,990		3,990	0.3%	
4105 Utilities - Heat & Light	208	365	8,254	7,889		7,889	4.4%	
4114 Refuse Removal	0	0	300	300		300	0.0%	
4138 Water Play Area Rent	0	10,041	8,632	(1,409)		(1,409)	116.3%	
4140 Recreation Grounds	0	39,030	79,292	40,262		40,262	49.2%	
4144 Water Park Resident Scheme pas	0	0	5,000	5,000		5,000	0.0%	
4300 Parks&Play Area EMRRP Holding	(0)	(0)	175,174	175,174		175,174	0.0%	
4301 Ashcombe Park Lower	131	268	268	(0)		(0)	100.2%	
4302 Ashcombe Park Upper	131	268	268	(0)		(0)	100.2%	
4303 Broadway Play	131	268	268	(0)		(0)	100.2%	
4304 Broadway Skate Park	131	268	268	(0)		(0)	100.2%	
4305 Byron Rec	131	268	268	(0)		(0)	100.2%	
4306 Castle Batch Lower	131	268	268	(0)		(0)	100.2%	
4307 Canberra Road	131	268	268	(0)		(0)	100.2%	
4308 Clarence Park	131	(2,521)	(2,521)	(0)		(0)	100.0%	
4309 Conniston Green	131	7,768	7,768	(0)		(0)	100.0%	
4310 Ellenborough Park East	131	1,508	1,508	(0)		(0)	100.0%	
4311 Grove Park	131	268	268	(0)		(0)	100.2%	
4312 Hutton Moor Skate Park	131	268	268	(0)		(0)	100.2%	
4313 Jubilee Park	131	268	268	(0)		(0)	100.2%	
4314 Locking Castle (Maltlands)	131	268	268	(0)		(0)	100.2%	
4315 Lynch Farm	131	268	268	(0)		(0)	100.2%	
4316 Millennium Green	131	268	268	(0)		(0)	100.2%	
4317 Uphill Junior Play Area	131	5,109	5,109	(0)		(0)	100.0%	
4318 Uphill Toddler Play Area	131	268	268	(0)		(0)	100.2%	
4319 Water Adventure Play Park	131	9,217	9,217	(0)		(0)	100.0%	
6000 Admin Salaries Recharge	1,447	9,824	9,212	(612)		(612)	106.6%	
6005 Admin Overhead Recharge	523	2,243	3,003	760		760	74.7%	
6007 Grove House Recharge	80	500	511	11		11	97.8%	
6008 Grove Lodge Recharges	52	430	392	(38)		(38)	109.7%	
6010 Grounds Salaries Recharge	5,154	30,558	31,724	1,166		1,166	96.3%	
6015 Grounds Overhead Recharge	1,640	9,266	10,325	1,059		1,059	89.7%	
Parks & Play Areas :- Indirect Expenditure	11,639	127,467	361,376	233,909	0	233,909	35.3%	0
Net Income over Expenditure	(11,639)	(125,717)	(324,376)	(198,659)				
<u>475 Planned maintenance</u>								
4231 Planned maint holding budget	399	40	80,149	80,109		80,109	0.0%	
4232 Allotments PPM	0	376	376	(0)		(0)	100.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4233 Blakehay PPM	90	13,579	13,579	(0)		(0)	100.0%	
4234 Museum PPM	1,601	3,138	3,138	0		0	100.0%	
4235 Cemetery PPM	0	5,518	5,518	0		0	100.0%	
4237 Grove House PPM	348	1,549	1,549	0		0	100.0%	
4238 Grove Lodge PPM	194	465	465	(0)		(0)	100.0%	
4240 Public toilets	430	5,227	5,227	0		0	100.0%	
6000 Admin Salaries Recharge	1,645	11,167	8,976	(2,191)		(2,191)	124.4%	
6005 Admin Overhead Recharge	1,003	4,301	5,761	1,460		1,460	74.7%	
6007 Grove House Recharge	91	567	581	14		14	97.6%	
6008 Grove Lodge Recharges	59	491	441	(50)		(50)	111.3%	
Planned maintenance :- Indirect Expenditure	5,860	46,418	125,760	79,342	0	79,342	36.9%	0
Net Expenditure	(5,860)	(46,418)	(125,760)	(79,342)				
480 Tourism & Marketing								
4019 Website Costs-TC	0	198	5,000	4,802		4,802	4.0%	
4062 Tourism-Love Weston website	2,516	5,083	0	(5,083)		(5,083)	0.0%	
Tourism & Marketing :- Indirect Expenditure	2,516	5,281	5,000	(281)	0	(281)	105.6%	0
Net Expenditure	(2,516)	(5,281)	(5,000)	281				
481 Tourism Love Weston / Dest Mar								
1040 VIC Advertising Income	(7,518)	5,424	27,500	22,076			19.7%	
Tourism Love Weston / Dest Mar :- Income	(7,518)	5,424	27,500	22,076			19.7%	0
4000 Staffing Costs	4,241	30,025	49,096	19,071		19,071	61.2%	
4039 Advertising & Marketing	0	2,293	29,343	27,050		27,050	7.8%	
4041 Fees, Subs and Conferences	0	0	600	600		600	0.0%	
4062 Tourism-Love Weston website	(1,858)	(521)	15,428	15,949		15,949	(3.4%)	
6000 Admin Salaries Recharge	2,775	18,840	17,661	(1,179)		(1,179)	106.7%	
6005 Admin Overhead Recharge	594	2,550	3,409	859		859	74.8%	
6007 Grove House Recharge	153	838	987	149		149	84.9%	
6008 Grove Lodge Recharges	99	826	350	(476)		(476)	236.0%	
Tourism Love Weston / Dest Mar :- Indirect Expenditure	6,003	54,850	116,874	62,024	0	62,024	46.9%	0
Net Income over Expenditure	(13,522)	(49,426)	(89,374)	(39,948)				
482 Tourism VIC costs								
1040 VIC Advertising Income	100	1,000	2,400	1,400			41.7%	
1043 VIC Retail/Shop Income	0	0	16,500	16,500			0.0%	
1044 VIC Ticket sales	0	0	200	200			0.0%	
Tourism VIC costs :- Income	100	1,000	19,100	18,100			5.2%	0

Detailed Income & Expenditure by Budget Heading 31.10.2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Staffing Costs	0	0	24,378	24,378		24,378	0.0%	
4013 Training	33	228	1,000	772		772	22.8%	
4014 P P E / Health & Safety	0	207	0	(207)		(207)	0.0%	
4031 Equipment - Rental	9	105	459	354		354	22.8%	
4035 Telephone	26	319	650	331		331	49.1%	
4036 Stationery	26	53	600	547		547	8.8%	
4102 NNDR	0	0	3,533	3,533		3,533	0.0%	
4104 Utilities - Water	0	0	600	600		600	0.0%	
4105 Utilities - Heat & Light	0	0	1,200	1,200		1,200	0.0%	
4136 Credit Card Chgs	2	31	0	(31)		(31)	0.0%	
4209 TIC -equipment purchase	0	0	1,000	1,000		1,000	0.0%	
4211 TIC running costs	0	149	1,000	851		851	14.9%	
4225 VIC Stock	0	0	7,000	7,000		7,000	0.0%	
6007 Grove House Recharge	0	118	0	(118)		(118)	0.0%	
Tourism VIC costs :- Indirect Expenditure	96	1,209	41,420	40,211	0	40,211	2.9%	0
Net Income over Expenditure	4	(209)	(22,320)	(22,111)				
485 PublicToilets								
1080 Toilet income	627	2,140	5,500	3,360			38.9%	
PublicToilets :- Income	627	2,140	5,500	3,360			38.9%	0
4044 Insurance	29	197	350	153		153	56.3%	
4102 NNDR	397	4,627	4,420	(207)		(207)	104.7%	
4104 Utilities - Water	0	596	1,560	964		964	38.2%	
4105 Utilities - Heat & Light	490	2,734	1,987	(747)		(747)	137.6%	
4110 Cleaning	3,052	21,362	38,000	16,638		16,638	56.2%	
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%	
6000 Admin Salaries Recharge	1,306	8,865	8,309	(556)		(556)	106.7%	
6005 Admin Overhead Recharge	472	2,024	2,709	685		685	74.7%	
6007 Grove House Recharge	72	450	462	12		12	97.4%	
6008 Grove Lodge Recharges	47	389	749	360		360	51.9%	
6010 Grounds Salaries Recharge	755	4,475	4,648	173		173	96.3%	
6015 Grounds Overhead Recharge	245	1,364	1,512	148		148	90.2%	
PublicToilets :- Indirect Expenditure	6,865	47,084	66,706	19,622	0	19,622	70.6%	0
Net Income over Expenditure	(6,237)	(44,944)	(61,206)	(16,262)				
Grand Totals:- Income	6,662	2,717,800	2,986,522	268,722			91.0%	
Expenditure	164,166	1,063,996	2,921,719	1,857,723	0	1,857,723	36.4%	
Net Income over Expenditure	(157,504)	1,653,804	64,803	(1,589,001)				
Movement to/(from) Gen Reserve	(157,504)	1,653,804						

Policy & Finance Committee 14th December 2020

Bank Interest report – Report of the Finance Officer

For April'20 to October'20 (2020/2021).

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

Year 2020/2021

- to the value of £303.21 on 2nd April 2020.
- to the value of £293.42 on 2nd May 2020.
- to the value of £303.21 on 2nd June 2020.
- to the value of £293.42 on 2nd July 2020.
- to the value of £165.12 on 3rd August 2020.
- to the value of £160.52 on 2nd September 2020.
- to the value of £155.34 on 2nd October 2020.

Santander Actual Cash Received 1st April 2020 to 31st October 2020 = £1674.24

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

Year 2020/2021

- to the value of £50.34 on 2nd April 2020.
- to the value of £32.14 on 2nd May 2020.
- to the value of £28.81 on 2nd June 2020.
- to the value of £24.81 on 2nd July 2020.
- to the value of £16.29 on 4th August 2020.
- to the value of £11.33 on 2nd September 2020.
- to the value of £11.13 on 2nd October 2020.

CCLA Actual Cash Received 1st April 2020 to 31st October 2020 = £174.85

Policy & Finance Committee 14th December 2020
Schedule of receipts – Report of the Finance Officer

<u>SCHEDULE OF RECEIPTS</u> <u>FOR:</u>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	Total Gross Income
	£	£	£	£	£
September 2020	1,296,680.25	0.00	0.00	0.00	1,296,680.25
October 2020	43,399.10	0.00	0.00	0.52	43,399.62

Policy & Finance Committee 14th December 2020
 Overspend report – Report of the Finance Officer

PERIOD: 7

Oct-20

<u>Budget heading</u>	<u>code</u>	<u>Spend value in month</u>	<u>YTD Spend</u>	<u>Budget 2020/2021</u>	<u>Overspend</u>	<u>Reason</u>
<u>Grove House</u>						
PPE - COVID related	103/4014	£42.00	£1,107.00	£0.00	-£1,107.00	COVID PPE not included in budget estimates
<u>Grove Lodge</u>						
PPE - COVID related	104/4041	£42.00	£257.00	£0.00	-£257.00	COVID PPE not included in budget estimates
<u>Community services</u>						
Blue Plaque	105/4228	£0.00	£1,052.00	£1,000.00	-£52.00	Blue Plaque Overspend on last plaque installation
<u>Blakehay Central Costs</u>						
	120/4109	£375.00	£713.00	£700.00	-£13.00	Replace duel Comm
<u>Museum (Central costs)</u>						
PPE - COVID related and other	140/4014	£185.00	£2,769.00	£1,000.00	-£1,769.00	COVID PPE not included in budget estimates
<u>Milton Road Cemetery</u>						
Utilities	420/4104	£0.00	£314.00	£299.00	-£15.00	Increase water price
<u>Parks & Play Areas</u>						
Waterpark Rent	470/4138	£0.00	£10,041.00	£8,632.00	-£1,409.00	CPI increase on rent - not included in original estimates
<u>Toursim - VIC</u>						
PPE - COVID related	482/4014	£0.00	£207.00	£0.00	£207.00	COVID PPE not included in budget estimates
<u>Public toilets</u>						
Utilities - Heat & light	485/4105	£490.00	£2,734.00	£1,987.00	-£747.00	CPI Increase

Outstanding Balances by Month as at 30/09/2020

A/C Code	Customer Name	Balance	Sep 2020	Aug 2020	Jul 2020	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
CHELIS	CHELIS	1,212.62	0.00	0.00	0.00	1,212.62	0.00
PILATES	PILATES	60.00	0.00	0.00	0.00	60.00	0.00
SALSAVIDA	SALSAVIDA	-144.00	0.00	0.00	0.00	0.00	-144.00
THATCHERS	THATCHERS	120.00	0.00	0.00	0.00	120.00	0.00
THESTABLE	THESTABLE	120.00	0.00	0.00	0.00	120.00	0.00
TURNERJ	TURNERJ	475.20	0.00	0.00	0.00	475.20	0.00
WES002	WESTON COLLEGE	1,777.16	0.00	0.00	0.00	1,777.16	0.00
WORLEWB	WORLEWB	-316.80	0.00	0.00	0.00	0.00	-316.80
Total Sales Ledger No 1		3,304.18	0.00	0.00	0.00	3,764.98	-460.80
Ledger No 2, Council Sales Ledger							
ADAM	ADAM	1.00	0.00	0.00	0.00	0.00	0.00
ALBANY	ALBANY	20.83	0.00	0.00	0.00	225.00	0.00
ALLIANCEDB	ALLIANCEDOGBIN	653.40	363.00	0.00	0.00	0.00	0.00
BELLAVISTA	BELLAVISTA	20.83	0.00	0.00	225.00	0.00	0.00
BREAN	BREAN	-450.00	0.00	0.00	0.00	0.00	0.00
BRISTOLCC	BRISTOLCC	975.00	0.00	0.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,750.00	0.00	0.00	1,750.00	0.00	0.00
CLEVEDON	CLEVEDON	-40.00	0.00	0.00	0.00	0.00	-40.00
CLEVEDONG	CLEVEDONGOLF	-90.00	0.00	0.00	0.00	0.00	0.00
CORBYFC	CORBYFC	1,428.00	0.00	0.00	0.00	0.00	0.00
FINE	FINE	-565.00	0.00	0.00	0.00	0.00	-565.00
FIRSTBUS	FIRSTBUS	135.00	0.00	0.00	0.00	135.00	0.00
GILDA	GILDA	120.00	0.00	0.00	0.00	120.00	0.00
HADLEYS	HADLEYS	37.50	0.00	0.00	0.00	135.00	0.00
HIGHLEA	HIGHLEA	83.33	0.00	0.00	0.00	450.00	0.00
PALMER	PALMER	1.00	0.00	41.00	0.00	0.00	-40.00
ROCKPOOL	ROCKPOOL	41.66	0.00	0.00	450.00	0.00	0.00
STEELC	STEELC	-1,128.00	0.00	0.00	0.00	0.00	-1,128.00
THEBEACHE	THEBEACHES	180.00	0.00	0.00	135.00	180.00	0.00
THELITTLE	THELITTLE	-0.10	0.00	0.00	315.00	0.00	0.00
WALLEDEN	WALLEDEN	58.33	0.00	0.00	0.00	630.00	0.00
WINSTONS	WINSTONS	-122.50	0.00	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	585.00	0.00	0.00	840.00	0.00	0.00
WSMGOLF	WSMGOLF	-180.00	0.00	0.00	0.00	0.00	-180.00
Total Sales Ledger No 2		3,515.28	363.00	41.00	3,715.00	1,875.00	-1,953.00
Ledger No 4, Museum Sales Ledger							
AXE	AXE	255.00	0.00	0.00	0.00	255.00	0.00
BRAMMER	BRAMMER	824.40	0.00	0.00	0.00	824.40	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
HAYWARDV	HAYWARDV	26.25	0.00	0.00	0.00	26.25	0.00
HEALEY	HEALEYS	26.25	0.00	0.00	0.00	0.00	26.25
KEWSTOKE	KEWSTOKE	26.25	0.00	0.00	0.00	0.00	26.25
MEADVALE	MEADVALE	70.00	0.00	0.00	0.00	0.00	0.00
Sub Total C/Fwd		8,576.21	363.00	41.00	3,715.00	7,374.23	-2,461.30

Outstanding Balances by Month as at 30/09/2020

A/C Code	Customer Name	Balance	Sep 2020	Aug 2020	Jul 2020	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	8,576.21	363.00	41.00	3,715.00	7,374.23	-2,461.30
Ledger No 4, Museum Sales Ledger (Continued)							
	Total Sales Ledger No 4	1,756.75	0.00	0.00	0.00	1,734.25	-47.50
	TOTAL SALES LEDGER BALANCES	8,576.21	363.00	41.00	3,715.00	7,374.23	-2,461.30

Outstanding Balances by Month as at 31/10/2020

A/C Code	Customer Name	Balance	Oct 2020	Sep 2020	Aug 2020	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
CHELIS	CHELIS	1,212.62	0.00	0.00	0.00	1,212.62	0.00
PILATES	PILATES	60.00	0.00	0.00	0.00	60.00	0.00
SALSAVIDA	SALSAVIDA	-144.00	0.00	0.00	0.00	0.00	-144.00
THATCHERS	THATCHERS	120.00	0.00	0.00	0.00	120.00	0.00
THESTABLE	THESTABLE	120.00	0.00	0.00	0.00	120.00	0.00
TURNERJ	TURNERJ	475.20	0.00	0.00	0.00	475.20	0.00
WES002	WESTON COLLEGE	1,777.16	0.00	0.00	0.00	1,777.16	0.00
WORLEWB	WORLEWB	-316.80	0.00	0.00	0.00	0.00	-316.80
Total Sales Ledger No 1		3,304.18	0.00	0.00	0.00	3,764.98	-460.80
Ledger No 2, Council Sales Ledger							
ADAM	ADAM	1.00	0.00	0.00	0.00	0.00	0.00
ALBANY	ALBANY	20.83	-204.17	0.00	0.00	225.00	0.00
ALLIANCEDB	ALLIANCEDOGBIN	653.40	290.40	363.00	0.00	0.00	0.00
BELLAVISTA	BELLAVISTA	20.83	-204.17	0.00	0.00	225.00	0.00
BREAN	BREAN	-450.00	-450.00	0.00	0.00	0.00	0.00
BRISTOLCC	BRISTOLCC	975.00	975.00	0.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,750.00	0.00	0.00	0.00	1,750.00	0.00
CLEVEDON	CLEVEDON	-40.00	0.00	0.00	0.00	0.00	-40.00
CLEVEDONG	CLEVEDONGOLF	-90.00	-90.00	0.00	0.00	0.00	0.00
CORBYFC	CORBYFC	1,428.00	1,428.00	0.00	0.00	0.00	0.00
FINE	FINE	-565.00	0.00	0.00	0.00	0.00	-565.00
FIRSTBUS	FIRSTBUS	135.00	0.00	0.00	0.00	135.00	0.00
GILDA	GILDA	120.00	0.00	0.00	0.00	120.00	0.00
HADLEYS	HADLEYS	37.50	-97.50	0.00	0.00	135.00	0.00
HIGHLEA	HIGHLEA	83.33	-366.67	0.00	0.00	450.00	0.00
PALMER	PALMER	1.00	0.00	0.00	41.00	0.00	-40.00
ROCKPOOL	ROCKPOOL	41.66	-408.34	0.00	0.00	450.00	0.00
STEELC	STEELC	-1,128.00	0.00	0.00	0.00	0.00	-1,128.00
THEBEACHE	THEBEACHES	180.00	-135.00	0.00	0.00	315.00	0.00
THELITTLE	THELITTLE	-0.10	-315.10	0.00	0.00	315.00	0.00
WALLEDEN	WALLEDEN	58.33	-571.67	0.00	0.00	630.00	0.00
WINSTONS	WINSTONS	-122.50	-122.50	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	585.00	-375.00	0.00	0.00	840.00	0.00
WSMGOLF	WSMGOLF	-180.00	0.00	0.00	0.00	0.00	-180.00
Total Sales Ledger No 2		3,515.28	-646.72	363.00	41.00	5,590.00	-1,953.00
Ledger No 4, Museum Sales Ledger							
AXE	AXE	255.00	0.00	0.00	0.00	255.00	0.00
BRAMMER	BRAMMER	824.40	0.00	0.00	0.00	824.40	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
HAYWARDV	HAYWARDV	26.25	0.00	0.00	0.00	26.25	0.00
HEALEY	HEALEYS	26.25	0.00	0.00	0.00	0.00	26.25
KEWSTOKE	KEWSTOKE	26.25	0.00	0.00	0.00	0.00	26.25
MEADVALE	MEADVALE	70.00	70.00	0.00	0.00	0.00	0.00
Sub Total C/Fwd		8,576.21	-576.72	363.00	41.00	11,089.23	-2,461.30

Outstanding Balances by Month as at 31/10/2020

A/C Code	Customer Name	Balance	Oct 2020	Sep 2020	Aug 2020	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	8,576.21	-576.72	363.00	41.00	11,089.23	-2,461.30
Ledger No 4, Museum Sales Ledger (Continued)							
	Total Sales Ledger No 4	1,756.75	70.00	0.00	0.00	1,734.25	-47.50
	TOTAL SALES LEDGER BALANCES	8,576.21	-576.72	363.00	41.00	11,089.23	-2,461.30

Policy & Finance Committee 14th December 2020

Weston-super-Mare Town Council Charges for the year 2021 / 2022

TOWN COUNCIL FACILITY	2019 / 2020 Proposed Charges (@2.5% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2019 / 2020 Proposed Charges (@2.5 % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2020 / 2021 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)	2020 / 2021 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)
	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
Allotments				
Full size plot (one year notice required to raise charges)	TBC - as per Allotment Agreement 07.12.16 set by Club		TBC - as per Allotment Agreement 07.12.16 set by Club	
Milton Road Cemetery- Burial Fees (see Finance Office for VAT)	Cost compared to other providers in the area and adjusted accordingly		Cost compared to other providers in the area and adjusted accordingly	
	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
Interment Fees				
Child < 5 Years				
Child 5 - 16 years	£ 165	£ 330	168	337
Adult 16 + years (single depth)	£ 700	£ 1,400	714	1,428
Adult (double depth)	£ 750	£ 1,500	765	1,530
Adult (triple depth)	none available	none available	none available	none available
Use of cemetery Chapel	Free if interment within cemetery	£ 60	Free if interment within cemetery	61
Exclusive right to Burial				
Child	£ 221	£ 443	225	452
Adult	£ 850	£ 1,700	867	1,734
Ex-common graves (as per P&F resolution 15.06.15 charged at 75% of normal charge) to single depth only	£ 650	£ 1,300	663	1,326
Cremated Remains				
Child < 5 years	£ -	£ -	-	-
Child 5 - 16 years	£ 35	£ 70	36	71
Adult 16 + years	£ 115	£ 230	117	235
Interment of Ashes (without casket Adult)	£ 49	£ 98	50	100
Cemetery Memorials (Historically only charged single fee)				
Flat Stone	£ 175	£ 175	179	179
Headstone	£ 175	£ 175	179	179
Vase	£ 65	£ 65	66	66
2nd Inscription	£ 40	£ 40	41	41
Kerb Set	£ 175	£ 175	179	179
Tablet & Plaque (Desk style for use in Cremated Remains plot (not Mem Garden) only)	£ 175	£ 175	179	179
Cremated Remains Plots - within Cemetery (not Memorial Garden)				

Policy & Finance Committee 14th December 2020

Weston-super-Mare Town Council Charges for the year 2021 / 2022

	2019 / 2020 Proposed Charges (@2.5% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2019 / 2020 Proposed Charges (@2.5 % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2020 / 2021 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)	2020 / 2021 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)
TOWN COUNCIL FACILITY				
Exclusive right to burial in a cremated remains plot (80 years) Plot only from 01.04.19	£ 550	£ 1,100	£ 561	£ 1,122
Plots for cremated remains are available at various sections throughout the cemetery	£ 528	£ 1,056	£ 539	£ 1,077
<i>Cremated Remains Plots - Memorial Garden only</i>				
Memorial Garden plot Package (Inc. VAT) All deeds now 80 Years from 01.04.19	£ 1,150	£ 2,300	£ 1,173	£ 2,346
Children's Memorial Garden (new facilities available)				
Memorial Garden Plot (Private plot for ashes etc.)	£ 66	£ 131	£ 67	£ 134
Scattering of Ashes (child up to age of 16yrs)	FOC	FOC	FOC	FOC
Name Plaque on Memorial wall	TBC	TBC	TBC	TBC
<i>Miscellaneous Charges</i>				
Transfer of Ownership of Grave	£ 70	£ 70	£ 71	£ 71
For a copy of deed Grant	£ 25	£ 25	£ 26	£ 26
Register Search	£ 43	£ 43	£ 44	£ 44
Copy of Register Entry	£ 23	£ 23	£ 23	£ 23
Exhumations	Actual costs	Actual costs	Actual costs	Actual costs
Permission for Everlasting Candles	£ 8	£ 8	£ 8	£ 8
Memorial Benches	*827	*827	*844	*844
Extra letters for Memorial inscriptions	£ 2	£ 2	£ 2	£ 2
Memorial Trees (Methodology of spend approved P & F 20.02.17)				
Purchase of Tree plus 50% town council charge				
Plus £25 for Ground Preparation fee , Plus cost of Plaque				
Waterpark (fees shown include VAT - chargeable)				
Admission Fee - Child aged 1 - 16 years (Hours between 9:30am - 5.00pm - 7 days per week)	£ 2.50	£ 2.50	£ 2.50	£ 2.50
Seasonal charge to be applied (19th April 19 (Good Friday) - 1st September 19 (Sunday) (new term date NSC)				
Tourism Charges (fees shown are exclusive of VAT- chargeable)				
Website Packages				
Bronze	£ 150.00		£ 150.00	
Silver	£ 250.00		£ 250.00	
Gold	£ 350.00		£ 350.00	
Platinum	£ 500.00		£ 500.00	
Platinum Plus	£ 700.00		£ 700.00	
3 Month Seasonal Package				
Home Page Hero Banner (at top of page & whole width)	£ 210.00		£ 210.00	
We recommend Banner	£ 150.00		£ 150.00	
Section Banner (small at bottom of page)	£ 75.00		£ 75.00	
Event Marketing Package to include : Featured status on the event page	£ 420.00		£ 420.00	

Policy & Finance Committee 14th December 2020
Weston-super-Mare Town Council Charges for the year 2021 / 2022

	2019 / 2020 Proposed Charges (@2.5% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2019 / 2020 Proposed Charges (@2.5 % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2020 / 2021 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)	2020 / 2021 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)
TOWN COUNCIL FACILITY				
Promotion through Twitter and Facebook				
Advertising banner for the 3 months leading up to the event				
Ad Banner on consumer newsletter				
Museum (fees show VAT added -except Learning & Education charges which are exempt)				
Room Hire				
Learning Space ROOM HIRE (inclusive of VAT)				
Room hire - 1 hour (day) *	£ 24.00		£ 30.00	
Room hire - 1 hour (eve)*	£ 30.00		£ 36.00	
Upstairs Function Suite				
Room hire - 1 hour (day) *		n/a	£ 40.00	
Room hire - 1 hour (eve)*		n/a	£ 45.00	
Courtyard - Evening Hire only				
(Access to the Galleries is available upon request - please not there maybe and additional charge for this- at the desecration of the Museum Manager)				
COURTYARD HIRE (plus VAT)				
Room hire - 1 hour (eve)	£ 42.00		£ 60.00	
Function Charges				
Children's Party Package				
1 Activity		between £80-£90		between £80-£90
Room Hire Charge for 2 x hours		between £30-40		between £36-£46
Catering as per catering menu chosen				Price as per café menu
note: Adult supervision is required.				
Function packages can be tailored to request				
(prices as oer room hire and current café prices to included overhead charge where applicable)				
Conference delegate packages				Price on Asking
Training Packages				
Community Groups				
Private Parties				
Live Music				
Wedding Packages				
(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)				

Policy & Finance Committee 14th December 2020
Weston-super-Mare Town Council Charges for the year 2021 / 2022

	2019 / 2020 Proposed Charges (@2.5% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2019 / 2020 Proposed Charges (@2.5 % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2020 / 2021 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)	2020 / 2021 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)
TOWN COUNCIL FACILITY				
Café Refreshments Packages - only available with hourly hires above* (Inc. VAT)				
Air pot for hot refreshments to include tea and Coffee will serve up to 10 people	£	10.00	£	12.50
Drinks Package - Room Hire not included (min 20 people - max 80 people)				
Price per person to include: £5.50 per person	£	5.50	£	5.50
1 x drink (house wine / juice) on arrival				
Nibbles (crisp / nuts olives)				
Biscuit selection (based on 10 people) £5	£	5.00	£	5.00
Pastry Selection 85p per person - available on request	£	0.85	£	0.85
Fruit Selection 85p per person - available on request	£	0.85	£	0.85
Finger Buffet & Drinks Package - Room Hire not included				
		Price on application		Price on application
Costs available upon request				
Additional charged at normal bar rates.				
Education Charges				
Short session (x 1)	£	42.00	£	50.00
Small Group (SEN) 1 x session	£	42.00	£	45.00
Half Day Session	£	84.00	£	90.00
Double Session	£	126.00	£	140.00
Triple Session (full day to cover 3 x classes of 30 with group introduction each session approx. 1 hr duration)	£	157.50		Removed
Twilight session per child	£	5.25	£	5.50
Home School Education session per child	£	5.00	£	5.00
Home School Education additional child per session	£	4.20	£	5.00
Rusty Club - Child	£	5.00	£	5.00
Rusty Club 6 month advance payment	£	25.00	£	25.00
Handling Box or similar resource hire on tailored topic (for 2 week hire)	£	26.25	£	35.00
Introductory topic talks or assembly	£	40.00	£	40.00
Class Museum (school Lead projects)	£	45.00	£	50.00
Sessions for more than 100 pupils (small schools i.e.)		150-200	£	200.00
Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)	£	100.00	£	20.00
Out Of WSM - Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)			£	40.00
Teacher Inset training sessions	£	25.00	£	25.00
Heritage Workshops (Adult) per person tailored session.	£	50.00	£	35.00
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.				

Policy & Finance Committee 14th December 2020

Weston-super-Mare Town Council Charges for the year 2021 / 2022

	2019 / 2020 Proposed Charges (@2.5% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2019 / 2020 Proposed Charges (@2.5 % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2020 / 2021 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)	2020 / 2021 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)
TOWN COUNCIL FACILITY				
Craft Events				
Children's workshop (After School Event per child) (minimum)	£ 4.00		£ 5.00	
History Week Craft session per Child (minimum)	£ 3.00		£ 6.00	
School Holiday craft sessions per child (minimum)	£ 3.00		£ 6.00	
Exhibition Hire - Courtyard				
Hire Charge T & C apply				
Courtyard Exhibition (on display boards) - 7 day hire including get in set up and removal	£ 350.00		£ 350.00	
Exclusive use of learning space for exhibition - 7 day hire inclusive	£ 500.00		£ 500.00	
Upstairs Function Suite (non exclusive display use)			Price on asking	
Town Clerk & RFO Discretion on Charges				
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.				

Weston-super-Mare Town Council

Budget 2021/2022

Service / Cost Area	Page Number
Allotments	2
Blakehay Theatre	3-6
Capital Projects	7
Civic Support	8
Community Services	9-10
Democratic Representation	11
Environmental / Climate Change	12
Milton Road Cemetery	13-14
Museum	15-19
Other Costs & Income	20
Parks & Play Areas	21-22
Planned Maintenance	23-24
Planning	25
Strategic Planning	26
Street Furniture	27-28
Toilets	29-30
Tourism & Marketing	31-33
Youth Services	34
Revised Covid Budget 2020/2021	35
Year End Predictions (November 2020)	36
Budget 1 - Covid Restricted 2021/2022	37
Covid Restricted - Budget 2021/2022 Precept Requirement	38
Budget 2 - 2021/2022	39
Budget 2021/2022 precept Requirement and Band D Information	40
Central Services	41-42
Budget Summary	43
Grove House	44
Grove Lodge	45
Central Services - Budget 1 Covid Reallocation	46
Central Services - Budget 2 Reallocation	47
Grove House/Lodge - Budget 1 Covid Reallocation	48
Grove House/Lodge - Budget 2 Reallocation	49
Central Grounds Maintenance - Budget 1 Covid Reallocation	50
Central Grounds Maintenance - Budget 2 Reallocation	51

Allotments

Committee: Community Services

Department: Allotments

Cost Centre: 403

Code	Expenditure Heading	Budget		Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021				2021	2022	2021	2022
4108	Maintenance		4000	4000	192	192	4000		4000	
4132	Rent									
6000	Admin Salaries Recharge		4,070	4,070	2,533	4,341	4,172		4,172	
6005	Admin Overhead Recharge		1,327	1,225	579	1,188	1,247		1,282	
6007	Grove House Recharge		227	187	12	180	128		128	
6008	Grove Lodge Recharge		159	170	110	153	115		125	
6010	Grounds Salaries Recharge		1,924	1,699	968	1,702	5,546		5,546	
6015	Grounds Overhead Recharge		561	566	237	517	1,626		1,626	
	Total expenditure		12,268	11,917	4,631	8,273	16,833		16,878	
1000	Allotment rents		0	0	0	-	0		0	
1100	Misc Income				7500	7,500	0		0	
	Total Income		-	-	7,500	7,500	-		-	

Blakehay Theatre

Committee: Community Services
 Department: Blakehay Theatre
 Cost Centre: 120 - 125

Code	Expenditure	Budget 2020 2021	Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted 2021 2022	Budget 2 2021 2022
Blakehay Auditorium - 121							
4000	Staffing Costs	29,599	21,076	12219	20,947	27,379	27,379
4039	Advertising & Marketing	5,900	3,000	43	150	1,000	3,000
4224	PRS	1,000	250	0	0	522	522
	Expenditure Total	36,499	24,326	12,262	21,097	28,901	30,901
1090	Bookings	43,000	-	-	0	2,550	16,789
1013	Annual membership	100	-	-	0	-	100
	Income Total	43,100	-	-	-	2,550	16,889
	Auditorium Net Total	6,601		-12,262	-21,097	-26,351	-14,012
Blakehay Upper Studio- 122							
4000	Staffing cost	6,406	2,220	2,200	2,200	-	
4141	Evening classes expenditure	750	375	0	0	350	750
	Expenditure Total	7,156	2,595	2,200	2,200	350	750
1090	Bookings	12,000	600	0	0	10,125	12,000
New Code	Internal Bookings (council)	-	-	0	0	3,660	3,660
1014	Evening classes income	1,400	700	-120	-120	750	1,050

	Income Total	13,400	1,300	- 120	- 120	14,535	16,710
	Upper studio Net Total	6,244	-1,295	-2,320	-2,320	14,185	15,960
	Blakehay Bar- 123						
4000	Staffing Costs	8,683	2,204	2918	5,002	-	6,464
4031	Equipment rental (coffee Mach)	2,574	2,574	1284	2,574	2,574	2,574
4405	Bar stock	5,000	-	73	200	500	5,000
	Expenditure Total	16,257	4,778	4,275	7,776	3,074	14,038
1193	Events Hire	1,750	500	0	0	1,000	2,025
1194	Blakehay Bar Income	15,000	-	0	0	1,150	15,000
	Income Total	16,750	500	0	0	2,150	17,025
	Bar Net Total	493	-4,278	-4,275	-7,776	-924	2,987
	Blakehay Box Office - 124						
4000	Staffing Costs	18,312	16,456	9149	15,684	-	-
4036	Stationery	800	-	0	0	-	500
4136	Credit Card Charges	528	-	0	0	-	528
	Expenditure Total	19,640	16,456	9,149	15,684	-	1,028
1105	Box Office Income	10,800	- 30	0	0	1,995	4,547
	Income Total	10,800	- 30	-	-	1,995	4,547
	Box Office Net Total	-8,840	-16,486	-9,149	-15,684	1,995	3,519

Blakehay - Live Shows - 125

4016	Show Costs	24,000	3,000	2250	2,250	10,000	24,000
4039	Advertising	2,400	500	0	0	1,000	2,400
	Expenditure Total	26,400	3,500	2,250	2,250	11,000	26,400
1106	Events Income	48,000	4,000	-36	-36	22,500	48,000
	Income Total	48,000	4,000	36	36	22,500	48,000
	Live Shows Net Total	21,600	500	2,286	2,286	11,500	21,600

Blakehay Building Costs - 120

4000	Staffing Costs	44,338	44,532	25977	44,532	61,470	61,470
4013	Training	2,355	1,000	598	1,000	2,391	2,391
4014	PPE	1,000	2,500	2073	2,500	2,500	3,500
4019	Website	1,000	1,500	0	1,500	500	500
4030	Equipment Purchase	1,906	5,000	271	500	395	5,000
4031	Equipment Rentals	2,936	2,000	1048	1,797	1,833	1,833
4034	Equipment Repairs	500	-	0	0	500	500
4035	Telephone	995	1,400	850	1,400	1,400	1,400
4044	Insurance	600	747	525	747	762	762
4102	NNDR	3,510	3,510	2251	3,510	3,580	3,580
4104	Utilites - Water	906	500	0	500	500	924
4105	Utilities - Heat & Light	6,986	4,000	2796	4,194	4,200	7,126
4109	Alarm System	600	600	968	1,000	1,000	1,000
4110	Cleaning Materials*	700	200	114	200	700	5,000
4111	Window Cleaning	300	150	75	75	300	300
4114	Refuse Removal	1,500	948	1143	1,500	1,500	1,500
4131	Licenses (alcohol & ofcom)	295	351	351	351	351	1,191

	Total Building Costs	70,427	68,938	39,040	65,306	83,882	97,976
6000	Admin Salaries Recharge	21,339	21,339	13276	22,760	25,345	25,345
6005	Admin Overhead Recharge	6,955	6,420	3030	6,228	7,578	7,787
6007	Grove House Recharge	1,189	982	676	943	775	775
6008	Grove Lodge Recharge	832	891	583	800	698	762
6010	Grounds Salaries Recharge	390	344	197	345	3,321	3,321
6015	Grounds Overhead Recharge	114	115	63	105	973	973
	Total Recharges	30,819	30,091	17,825	31,180	38,690	38,963
	Total Blakehay Expenditure	207,198	150,684	87,001	145,493	165,896	210,057
	Total Blakehay Income	132,050	5,770	156	156	43,730	103,171
	Total Blakehay Net Costs	-75,148	-144,914	-87,157	-145,649	-122,166	-106,886

* Include Contract cleaners to top up employed staff as required

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Capital Projects - from revenue

Committee: Policy & Finance
 Department: Capital Projects
 Cost Centre: 199

Code	Expenditure	Budget		Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021				2021	2022	2021	2022
	Blakehay electric Est £150k Total (This is Year 3 of 5)				-	-	-	-	-	-
	Cemetery Wall -50%	30,000		30,000	-	30,000	-	-	-	-
**	Museum Alterations	15,000		15,000	-	15,000	-	-	-	-
*	Capital Provision (EMR)	28,000		28,000	18,565	28,000	20,000		20,000	
***	Waterpark VIC structure	100,000		100,000	-	100,000	100,000		100,000	
	Total Expenditure	173,000		173,000	173,000	173,000	145,000		145,000	

* Capital provision left in place to cover costs of GH renovations and Renovations of Grounds Area in the Barn at Quarry
 Estimates not yet received.

** Extra prep are for Kitchen on first floor next to function room

*** New High Spec VIC wooden structure at Waterpark to be entrance for Wpark including fit out

Civic Support

Committee: Policy & Finance

Department: Civic Support

Cost Centre: 107

Code	Expenditure	Budget		Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021				2021	2022	2021	2022
4000	Staffing Costs*	21,418		17,698	10343	17731	19,845		22,933	
4036	Stationery	200		-	0	0	-		200	
4044	Insurance	295		368	368	368	375		375	
4050	Printing	1,365		500	370	500	905		1,405	
4150	Chauffeur / travel costs	6,500		1,000	21	500	2,500		5,500	
4151	Catering	7,800		2,000	55	2000	5,500		9,150	
4152	Civic Miscellaneous	3,990		2,000	367	1000	2,000		3,115	
4149	VE Day One off celebrations	3,000		-	-	0	-		-	
4153	Mayors Allowance Inc	4,496		4,496	3,244	4496	4,496		4,496	
4154	Civic Insignia	2,190		1,000		1000	2,350		2,350	
6000	Admin Salaries Recharge	16,344		16,344	10169	17432	19,608		19,608	
6005	Admin Overhead Recharge	5,327		4,917	2322	4770	5,863		6,025	
6007	Grove House Recharge	910		752	517	722	600		600	
6008	Grove Lodge Recharge	638		682	447	613	540		590	
6010	Grounds salaries recharge	779		688	392	689	565		565	
6015	Grounds overhead recharge	227		115	123	210	165		165	
	Total Expenditure	75,479		52,560	28,738	52,030	65,312		77,077	

* Includes £250 provision for agency staff for remembrance

Community Services

Committee: Community Services

Department: Community Services

Charge Code: 105

Code	Expenditure	Budget		Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021				2021	2022	2021	2022
4158	Weston in Bloom	16,000		2,000	641	1,000	10,000		16,000	
4205	Grants / Donations repaid#				13209	15,941	-		-	
4250	Community Event Grants*	50,000		50,000	0	20,000	50,000		50,000	
4251	Community Orderlies **	100,000		33,500	0	8,333	-		-	
4252	Crime & Disorder	50,000		50,000	0	50,000	50,000		50,000	
4200	Small Grants to Voluntary	7,500		7,500	4432	7,500	7,500		7,500	
4204	VANS Contribution	3,000		3,000	3000	3,000	3,000		3,000	
4208	Christmas Lights - SLA	36,000		36,000	-	36,000	36,000		36,000	
4210	Weston Town Centre - SLA	18,201		18,201	17,460	17,460	17,809		17,809	
4212	CCTV (NSC)	83,232		83,232	-	83,232	84,897		84,897	
4215	Uphill Lights	350		350	-	350	350		350	
4218	Flower Beds	6,500		4,500	4,376	4,500	6,500		6,500	
4221	Citizens Advice Bureau	25,000		25,000	25,000	25,000	25,000		25,000	
4223	Community Event	6,500		1,500	5207	6,000	6,000		6,000	
4228	Blue Plaques	1,000		1,500	1,052	1,500	1,500		1,500	
4229	Armed Forces Celebrations	9,000		250	250	250	-		9,500	
4864	Homeless support Fund	25,000		25,000	25000	25,000	25,000		25,000	
6000	Admin Salaries Recharge	18,255		18,255	11,357	19,470.95	26,596		26,596	
6005	Admin Overhead Recharge	5,950		5,492	2594	5,327.88	7,952		8,172	
6007	Grove House Recharge	1,017		840	577	806.71	813		813	
6008	Grove Lodge Recharge	712		762	497	684.23	732		800	

6010	Grounds Salaries Recharge	7,357	6,493	3704	6,504.67	111,384	111,384
6015	Grounds Overhead Recharge	2,146	2,165	1126	1,977	32,647	32,647
	Total Expenditure	472,720	375,540	119,482	339,838	503,681	519,468
	Income#			15941	15,941	-	-
	Total Income			15941	15941	0	0

*

*

**

Community Grants to be confirmed during year
Community Orderlies costs now within Central Grounds cost centre

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Democratic Representation

Committee: Policy & Finance
 Department: Democratic Representation
 Charge Code: 108

Code	Expenditure	Budget		Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021			Revised Covid Budget October 2020	2021	2022	2021
4013	Training Costs		1,500	-	0	-	4,695		4,695
4018	Election Costs		15,000	15,000	0	15,000	15,000		15,000
New Code	Internal Meeting Provision		-	-	0	-	6,000		6,000
	Cllrs email provision*		2,500	2,500	2500	2,500	-		-
6000	Admin Salaries Recharge		57,665	57,665	35,856	61,373	94,495		94,496
6005	Admin Overhead Recharge		18,796	17,312	8,186	16,794	28,253		29,034
6007	Grove House Recharge		3,212	2,647	1,822	2,543	2,889		2,889
6008	Grove Lodge Recharge		2,249	2,402	1,573	2,157	2,602		2,841
6010	Grounds Salaries Recharge		9,281	8,192	4,642	8,206	6,908		6,908
6015	Grounds Overhead Recharge		68,344	2,731	1413	2,495	2,025		2,025
	Total Expenditure		178,547	108,449	55,992	111,067	162,866		163,887

* Cost now in central Service (IT) as ongoing

Environmental / Climate Change

Committee: Town Council
Department: Environmental
Charge Code: ?????

Code	Expenditure	Budget		Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021				2021	2022	2021	2022
?????	Environmental / climate	100,000		100,000	-	100,000	100,000		100,000	
6000	Admin Salaries Recharge				-		13,594		13,594	
6005	Admin Overhead Recharge				-		4,064		4,177	
6007	Grove House Recharge				-		416		416	
6008	Grove Lodge Recharge				-		374		409	
6010	Grounds Salaries Recharge				-		4,683		4,683	
6015	Grounds Overhead Recharge				-		1,372		1,372	
	Total Expenditure	100,000		100,000	-	100,000	124,503		124,650	

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1010	Interments	50,000	59,996	41615	62,423	60,000	58,000
1011	Memorials	6,000	4,000	1473	3,000.00	6,000	6,000
1100	Misc Income***	3,250	3,250	1596	2,394.00	2,500	3,250
	Total Income	59,250	67,246	44,684	67,817	68,500	67,250
	Net Costs	145,936	121,570	62,895	120,364	126,959	128,357

* Tree replacement programme - £1k

Benches & Planters - £1K

** Forever Young magazine

*** Cemetery misc charges

Income from events

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Museum

Committee: Community Services
Department: Museum
Charge Code: 140-145

Code	Expenditure	Budget 2020 2021	Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted 2021 2022	Budget 2 2021 2022
<u>Building / Collection (General) - 140</u>							
4000	Staffing Costs	113,822	113,822	66129	113,364	108,678	108,678
4012	Volunteer Travel & subsistence *	200	100	70	100	100	200
4013	Training	5,000	3,500	607	3,500	8,298	8,298
4013	Volunteer Training	1,000	500	-	0	500	1,000
4014	PPE & Health and Safety**	1,000	5,000	4,369	5,000	3,500	1,000
4019	Website***	600	2,000	1,570	2,000	2,000	600
4030	Equipment Purchase	1,300	500	198	500	1,000	1,500
4031	Equipment Rental	1,616	1,500	340	1,500	1,500	1,616
4034	Equipment Repairs	200	200	112	200	200	200
4035	Telephone	1,600	2,000	1,390	2,000	2,000	1,600
4036	Stationery	750	200	70	150	750	200
4039	Advertising	4,000	2,000	1004	2,000	2,000	4,000
4041	Fees & subscriptions	300	300	115	300	300	400
4044	Insurance	1,600	1,945	1,067	1,067	1,200	1,200
4102	NNDR	53,551	53,551	49405	53,551	54,622	54,622
4104	Utilities - Water	978	800	692	800	800	978
4105	Utilities - Heat & Light	12,547	9,000	4800	8,000	9,000	12,798
4109	Alarm System	1,000	975	2670	3,000	1,000	1,000
4110	Cleaning / Contractors	12,000	11,000	6534	11,000	11,000	12,000
4111	Window Cleaning	600	600	350	600	600	600

4114	Refuse Removal	1,800	1,800	1086	1,800	1,800	1,800
4131	Licences	1,350	1,350	295	1,350	1,350	1,600
4214	SLA SWHT	69,454	69,454	0	69,454	70,843	70,843
	Expenditure Total	286,268	282,097	142,873	281,236	283,041	286,733
1100	Misc Income / Donations	7,500	1,000	407	500	1,000	7,500
	Income Total	7,500	1,000	407	500	1,000	7,500
	Building General Net costs	-278,768	-281,097	-142,466	-280,736	-282,041	-279,233
Learning - 141							
4000	Staffing Costs	29,353	27,086	15872	27,209	18,885	18,885
4020	Education Equipment - sundry	1,000	1,000	1206	1,206	1,000	1,000
4039	Advertising & Marketing	1,000	-	83	500	1,000	1,000
4058	Museum Events	1,000	1,000	-175	200	-	-
	Expenditure Total	32,353	29,086	16,986	29,115	20,885	20,885
1006	Learning Income	8,487	500	-60	-60	-	-
1008	Handling Boxes	1,575	500	350	600	-	-
1103	Other events income	7,290	-	0	0	-	-
	Income Total	17,352	1,000	290	540	0	0
	Learning & Events Net Costs	-15,001	-28,086	-16,696	-28,575	-20,885	-20,885
Café -142							
4000	Staffing Costs	48,023	42,354	24462	41,935	36,886	44,616
4014	PPE & Health and Safety	1,100	1,100	1451	1,500	1,100	1,500

4017	Equipment Rental	1,824	1,824	1216	1,824	1,824	1,824
4030	Equipment Purchase	-	-	0	0	500	500
4058	Advertising	1,000	500	0	0	500	1,000
4110	Cleaning	845	300	21	50	300	845
4114	Refuse	800	300	394	400	300	800
4151	Catering (sundry)	500	400	225	400	400	500
4407	Cafe Stock	13,000	5,000	1353	3,000	5,000	13,000
4406	bar stock	2,500	-	0	0	-	2,500
	Expenditure Total	69,592	51,778	29,122	49,109	46,810	67,085
1004	Cafe / Bar Sales	62,000	8,000	1480	2,537	4,000	62,000
	Income Total	62,000	8,000	1,480	2,537	4,000	62,000
	Café Net costs	-7,592	-43,778	-27,642	-46,572	-42,810	-5,085
	Shop / Retail - 143						
4136	Credit Card Chgs	312	100	39	100	100	312
4408	Shop Stock	7,000	3,500	2366	2,500	3,500	7,000
	Expenditure Total	7,312	3,600	2,405	2,600	3,600	7,312
1005	Shop Sales	13,500	3,000	701	1,202	3,000	13,500
1009	Sale or return commission	4,000	2,000	145	249	2,000	4,000
	Income Total	17,500	5,000	846	1,450	5,000	17,500
	Shop Net Costs	10,188	1,400	-1,559	-1,150	1,400	10,188
	Temporary Gallery - 144						
4039	Advertising & Marketing	1,000	1,000	292	500	500	1,000
4059	Temp Exhibition buy in						

	Expenditure Total	1,000	1,000	292	500	500	1,000
1100	Temp Exhibition Income	-	-	0	0	-	-
	Income Total	0	0	0	0	0	0
	Temporary Gallery Net Costs	-1,000	-1,000	-292	-500	-500	-1,000
	Functions, Community & Events - 145						
4000	Staffing	2,385	0	0	0	25,089	32,819
4039	Advertising & Marketing	1,000	500	22	250	500	1,500
4030	Equipment Purchase	500	500	61	150	3,000	3,000
	Expenditure Total	3,885	1,000	83	400	28,589	37,319
1104	Function Income	31,500	3,000	-203	-203	3,000	9,000
1103	Events Income	0	0	0	0	0	9,000
New Code	Internal Bookings (Council)	0	0	0	0	2,040	2,040
1108	Handling Boxes	0	0	0	0	500	1,575
	Income Total	31,500	3,000	-203	-203	5,540	21,615
	Functions Net Costs	27,615	2,000	-286	-603	-23,049	-15,704
6000	Admin Salaries Recharge	29,665	29,665	18,456	31,640	30,073	30,073
6005	Admin Overhead Recharge	9,669	8,925	4,215	8,658	8,991	9,240
6007	Grove House Recharge	1,652	1,365	937	1,311	919	417

6008	Grove Lodge Recharge	1,157	1,238	810	1,112	828	904
6010	Grounds Salaries Recharge	779	688	392	689	3,321	3,321
6015	Grounds Overhead Recharge	227	229	123	210	973	973
Total Recharges		43,149	42,110	24,933	43,620	45,106	44,928
Total Museum Expenditure		443,559	410,671	216,694	406,580	428,531	465,262
Total Museum Income		135,852	18,000	2,820	4,824	15,540	108,615
Museum Net Costs		-307,707	-392,671	-213,874	-401,755	-412,991	-356,647

- * Vounteer Travel costs
- ** Misc Provision
- *** Update provision for Web Compliance legislation
- **** Includes PPL PRS & premises licences

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Other Costs & Income

Committee: Policy & Finance
Department: Other Costs & Income
Charge Code 110

Code Expenditure		Budget		Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021			October 2020	2021	2022	2021
4051	Bank Charges	5,143		1,800	1,160	1,800	1,800		5,143
4060	PWLB Interest Paid -Blakehay	5,883		5,883	5,883	5,883	5,883		5,883
4061	PWLB Capital Repaid- Blakehay	12,000		12,000	12,000	12,000	12,000		12,000
4068	PWLB Capital Repaid - Water Park	15,656		15,656	15,228	15,228	15,228		15,228
4069	PWLB Interest Repaid - Water Park	4,701		4,701	5,131	5,131	5,131		5,131
4999	General Reserve *	30,000		30,000	30,000	30,000			
Total Expenditure		73,383		70,040	35,131	70,042	40,042		43,385
Income									
1190	Bank Interest	3,000		3,000	1,801	2,702	2,702		3,000
1191	CIL Monies				77,636	77,636			
	Trf from General Reserves	-		-	-	-	-		-
Total Income		3,000		3,000	79,437	80,338	2,702		3,000

* Replacement of General Reserves

Parks & Play Areas

Committee: Tourism and Leisure

Department: Parks & Play Areas

Charge Code: 470

Code	Expenditure	Budget		Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021				2021	2022	2021	2022
4300	EMRRP	200,000		160,000	17065	160,000	160,000		160,000	
4030	Equipment Purchase									
4034	Equipment Repairs									
4074	NSC Waterpark SLA									
4100	Town Council Signs									
4110	Toilet cleaning									
4121	Safety Inspections									
4139	Maint of Water Play Area									
<u>Water Park other Charges</u>										
4039	Advertising (Waterpark)**		275	-				-		-
4102	NNDR		449	449	404	449	458	458		458
4104	Water Play Water		4,000	250	10	250	250	4,000		
4105	Water Play Heat & Light		8,254	500	365	500	500	8,254		
4114	Refuse removal		300	300	0	-	-	300		
4138	Water Play Area - Rent		8,632	10,041	10,041	10,041	10,041	10,041		10,041
	Residents scheme pass set up		5,000	5,000	0	-	-	5,000		
<u>Other Charges</u>										
4140	Rec Grounds (NSC)		79,291.74	78,060.00	39090	78,180	79,743.60	79,743.60		79,743.60

6000	Admin Salaries Recharge	15,788	15,788	9824	16,840	12,690	12,690
6005	Admin Overhead Recharge	5,146	4,750	2243	4,608	3,794	3,899
6007	Grove House Recharge	879	726	500	698	388	388
6008	Grove Lodge Recharge	616	659	430	592	279	382
6010	Grounds Salaries Recharge	60,703	53,578	30558	53,674	47,058	47,058
6015	Grounds Overhead Recharge	17,706	17,863	9266	16,316	13,793	13,793
	Total Expenditure	407,040	347,964	119,796	342,148	328,993	346,005
	Income						
1076	Income Kiosk Rental entrance fee *	7,000	3,500	1750	3,500	3,500	7,000
		30,000	-	0	-	-	30,000
	TOTAL	37,000	3,500	1,750	3,500	3,500	37,000

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Planned Maintenance

Committee: Policy & Finance
Department: Finance
Charge Code: 475

Code	Expenditure	Budget		Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021			October 2020	2021	2022	2021
4231	Holding Budget	110,000	110,000	35096	110,000	110,000	110,000	110,000	110,000
4232	Allotments								
4233	Blakehay								
4234	Museum								
4235	Cemetery								
4236	Parks & Play Area								
4237	Grove House								
4238	Grove Lodge								
4239	Cemetery (CHAPEL/HUT)								
4240	Old Town Quarry								
4241	VIC			-					
6000	Admin Salaries Recharge	17,947	17,947	11167	19,142	13,628	13,628	13,629	13,629
6005	Admin Overhead Recharge	5,850	5,400	4301	5,238	4,075	4,075	4,187	4,187
6007	Grove House Recharge	1,000	826	567	793	417	417	417	417
6008	Grove Lodge Recharge	700	749	491	673	375	375	410	410
TOTALS		135,497	134,922	51,622	135,846	128,495	128,495	128,642	128,642

* As per approved PPM schedules to include Healthmatic coin cost as approved nov 2020 TC

New Budget - proposal :-

Have one central allocation of Planned maintenance to be agreed by Council

Based on S Matthews schedules (when agreed), when work is undertaken by individual sites this money and budget will then be allocated within the site cost centres.

This will provide true costs associated within each site and also enable control and allocation of funds available to need at each site.(ie one site may have emergency work needed thus resulting in less for planned maint etc)

Please note the reduction of Toilet maintenance and GL costs have been left in to assume maintenance at the Quarry and Increased tree provision at Ellenborough Park East

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Planning

Committee: Planning

Department: Planning

Charge Code: 300

Code	Expenditure	Budget 2020 2021	Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted 2021 2022	Budget 2 2021 2022
6000	Admin Salaries Recharge	10,176	10,176	6,332	10,854	10,117	10,117
6005	Admin Overhead Recharge	3,317	3,062	1,445	2,970	3,025	3,109
6007	Grove House Recharge	567	468	321	450	309	309
6008	Grove Lodge Recharge	397	749	278	381	279	304
	Total Expenditure	14,457	14,455	8,376	14,655	13,730	13,839

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Strategic Planning

Committee: Policy & Finance
Department: Strategic Planning
Charge Code: 111

		Budget		Revised Covid	Month 8	Year End	Budget 1		Budget 2	
Code Expenditure		2020	2021	Budget	Actual	Prediction	restricted		2021	2022
				October		at Month 8	2021	2022	2021	2022
4049	Professional Fees	15,000	15,000	15,000	4,311	15,000	15,000		15,000	15,000
4213	Development Budget	1,000	1,000	1,000	357	500	500		1,000	1,000
New Code*	Old Town Quarry						7,500		7,500	7,500
6000	Admin Salaries Recharge	39,225	39,225	39,225	24,403	41,836	38,626		38,626	38,626
6005	Admin Overhead Recharge	12,785	11,801	11,801	5,572	11,448	11,549		11,868	11,868
6007	Grove House Recharge	2,185	1,804	1,804	1,239	1,733	1,181		1,181	1,181
6008	Grove Lodge Recharge	1,530	1,637	1,637	1,071	1,470	1,063		1,161	1,161
6010	Grounds Salaries Recharge	-	-	-	-	-	5,114		5,114	5,114
6015	Grounds Overhead Recharge	-	-	-	-	-	1,499		1,499	1,499
Total Expenditure		71,725	70,467	70,467	36,953	71,987	82,032		82,949	82,949
New Code	Old Town Quarry	0	0	0	0	0	7624		7624	7624
Total Income		-	-	-	-	-	7,624		7,624	7,624

* Old Town Quarry Running Costs and Income from Barn only

Street Furniture

Committee: Community Services
Department: Street Furniture
Charge Code: 460

		Budget	Revised Covid	Month 8	Year End	Budget 1	Budget 2
		2020	Budget October	Actual	Prediction at	Covid	
Code	Expenditure	2021	2020		Month 8	restricted	
						2021 2022	2021 2022
4115	Dog Bin Purchase	1,500	800	395	800	-	-
4116	Dog Bin Emptying*	9,775	4,000	-154	500	4,500	4,500
4119	Notice Board **	1,500	500	37	500	1,500	1,500
4120	Bus Shelter Cleaning / Graffiti	500	500	396	500	500	500
4133	Bus Shelter - Repairs / Replace ***	3,100	2,500	1,810	1,810	3,100	3,100
4157	Prince of Wales Clock	550	550	426	550	550	550
6000	Admin Salaries Recharge	12,705	12,705	7,905	13,551	10,812	10,812
6005	Admin Overhead Recharge	4,141	3,822	1,804	3,708	3,233	3,322
6007	Grove House Recharge	708	584	402	561	331	331
6008	Grove Lodge Recharge	496	530	348	476	298	325
6010	Grounds Salaries Recharge	29,767	26,273	14,985	26,320	24,907	24,907
6015	Grounds Overhead Recharge	8,682	8,759	4,554	8,001	7,300	7,300
Total Expenditure		73,424	61,523	32,908	56,277	57,031	57,148
New Code	Dog Bin Emptying Income	-	-	0	-	4,356	4,356
Total Income		-	-	-	-	4,356	4,356

- * Dog bin emptying costs to include outsourced services - see income below
- ** To replace 2 x tired Noticeboards within the year
- *** £1k repairs provisions
To allow for provision of 2 x new green roof shelters?? (replacements)

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Toilets

Committee: Community Services

Department: Grounds

Charge Code: 485

		Budget	Revised Covid	Month 8	Year End	Budget 1	Budget 2
Code Expenditure		2020 2021	Budget	Actual	Prediction	restricted	
			October 2020		at Month 8	2021 2022	2021 2022
4102	NNDR *	4,420	4,420	5313	6125	6,248	6,248
4044	Insurance	350	430	430	430	439	439
4104	Water	1,560	1,250	596	1,250	1,250	1,591
4105	Heat & Light	1,987	3,000	3026	4,000.00	4,000	4,080
4110	Cleaning	38,000	36,250	21362	36,250.00	36,600	36,600
	Community Investment	2,000	-			-	2,000
6000	Admin Salaries Recharge	14,247	14,247	8,865	15,195	7,962	7,962
6005	Admin Overhead Recharge	4,644	4,286	2,024	4,158	2,380	2,446
6007	Grove House Recharge	794	655	450	630	243	243
6008	Grove Lodge Recharge	556	595	389	534	219	239
6010	Grounds salaries recharge	8,891	7,848	4475	7,862	1,694	1,694
6015	Grounds overhead recharge	2,593	2,616	1,364	2,390	496	496
Total Expenditure		80,042	75,597	48,294	78,823	61,531	64,038
Income *		5,500	3,026	2359	3,026	-	-
Total Income		5,500	3,026	2,359	3,026	-	-

*

without Locking Road

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Tourism

Committee: Tourism & Leisure

Department: Tourism

Charge Code: 480-482

Code	Expenditure	Budget 2020 2021	Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted 2021 2022	Budget 2 2021 2022
<u>Love Weston Promotion / Destination Marketing 481</u>							
4000	Staffing costs	49,096	49,096	30,025	49,096	52,434	52,434
4041	Fees, Subs & Conferences	600	0	-	0	1,100	1,100
4039	Advertising**	29,343	29,343	2293	15,000	33,000	59,000
4062	Love Weston website Costs***	15,428	15,428	9,007	15,428	10,465	10,465
	Expenditure Total	94,467	93,867	41,325	79,524	96,999	122,999
1040	Tourism Website Income	27,500	20,000	-	0	0	0
	Income Total	27,500	20,000	0	0	0	0
	Love Weston Net Total	-66,967	-73,867	-41,325	-79,524	-96,999	-122,999
<u>Visitor Information Centre - 482 ****</u>							
4000	Staffing costs	24,378	0	0	0	29,657	29,657
4013	Training	1,000	500	391	500	6,366	6,366
4014	PPE / Health & Safety	0	0	207	207	500	1,000

4031	Equipment Rental****	459	314	157	314	314	314
4035	Telephone (mobile)	650	650	319	650	650	650
4036	Stationery	600	100	0	0	500	500
4039	Advertising	0	0	0	0	1,000	5,000
4102	NNDR*****	3,533	0	0	0	0	0
4104	Utilities - Water	600	0	0	0	0	0
4105	Utilites - Heat & Light	1,200	0	0	0	750	750
4209	Equipment Purchase **	1,000	0	0	0	1,000	1,000
4211	VIC Running Costs	1,000	150	149	149	500	1,000
4225	Stock	7,000	0	0	0	7,000	7,000
Total Expenditure		41,420	1,714	1,223	1,820	48,237	53,237
1040	Window Banners	2,400	1,000	800	1,200	1,200	1,200
1043	VIC Stock Sales	16,500	0	0	0	16,500	16,500
1044	Ticket Sales	200	0	0	0	200	200
Income Total		19,100	1,000	800	1,200	17,900	17,900
VIC Net Costs		-22,320	-714	-423	-620	-30,337	-35,337
6000	Admin Salaries Recharge	30,282	30,282	18840	32,298	19,330	19,330
6005	Admin Overhead Recharge	9,870	9,111	2550	8,838	5,779	5,939
6007	Grove House Recharge	1,687	1,393	838	1,338	591	591
6008	Grove Lodge Recharge	1,181	1,264	826	1,135	532	581
6010	Grounds salaries recharge					2,756	2,756
6015	Grounds overhead recharge					808	808
Total recharges		43,020	42,050	23,054	43,609	29,797	26,442
Total Tourism & Marketing Expenditure		178,907	137,631	65,602	124,953	175,033	202,678
Total Tourism & Marketing Income		46,600	21,000	800	1,200	17,900	17,900

Tourism & Marketing net Costs

-132,307	-116,631	-64,802	-123,753	-157,133	-184,778
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- * Allows for hosting fees and additional film content to be done
- ** Reviewed Advertising campaigns with Pear for both budget options
- *** 1 year contract for Simple View
- **** Satelite VIC at the Waterpark for 2021 /2022
- ***** NNDR covered in Parks & Play areas budget for 2021 / 2022
As well as water and rent

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Youth Council

Committee: Community Services

Department: Youth Activities

Charge Code: 451

		Budget	Revised Covid	Month 8	Year End	Budget 1	Budget 2
		2019 2020	Budget	Actual	Prediction at	Covid	2021
Code	Expenditure		October 2020		Month 8	restricted	2022
						2021 2022	2021 20222
4057	Youth Council Budget	500	500	-	-	500	500
4142	YMCA SLA	64,550	64,550	47,370	64,550	65,841	65,841
4219	Youth Grants	3,000	1,500	-	-	3,000	3,000
6000	Admin Salaries Recharge	7,771	7,771	4,834	8,288	6,988	6,988
6005	Admin Overhead Recharge	2,533	2,338	1,103	2,268	2,089	2,147
6007	Grove House Recharge	433	357	243	343	214	214
6008	Grove Lodge Recharge	303	324	212	291	192	210
Total Expenditure		79,090	77,340	53,762	75,741	78,824	78,900

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Weston super Mare Town Council

Revised Covid Budget 2020 / 2021

Cost Code	Expenditure	Income	Net
Allotments	11,917	-	11,917
Blakehay Theatre	150,684	5,770	144,914
Capital Projects	173,000		173,000
Civic Support	52,560		52,560
Community Services	375,540		375,540
Environmental	100,000		100,000
Democratic Representation	108,449		108,449
Museum	410,671	18,000	392,671
Milton Road Cemetery	188,816	67,246	121,570
Other Costs & Income	70,040	3,000	67,040
Parks & Play Areas	347,964	3,500	344,464
Planned Maintenance	134,922		134,922
Planning	14,455		14,455
Strategic Planning	70,467		70,467
Street Furniture	61,523		61,523
Toilets	75,597	3,026	72,571
Tourism & Marketing	137,631	21,000	116,631
Youth Activities	77,340		77,340

TOTAL 2,561,576 121,542 2,440,034

TOTAL BUDGET REQUIRED £ 2,440,034

Actual Budget 2020/2021

£ 2,567,270 Difference from £ 127,236

Weston super Mare Town Council

Year end Prediction (November 2020)

Cost Code	Expenditure	Income	Net
Allotments	8,273	7,500	773
Blakehay Theatre	145,493 -	156	145,649
Capital Projects	173,000		173,000
Civic Support	52,030		52,030
Community Services	339,838	15,941	323,897
Environmental	100,000		100,000
Democratic Representation	111,067		111,067
Milton Road Cemetery	188,180	67,817	120,364
Museum	406,580	4,824	401,755
Other Costs & Income	70,042	80,338 -	10,296
Parks & Play Areas	342,148	3,500	338,648
Planned Maintenance	135,846		135,846
Planning	14,655		14,655
Strategic Planning	71,987		71,987
Street Furniture	56,277		56,277
Toilets	78,823	3,026	75,797
Tourism & Marketing	124,953	1,200	123,753
Youth Activities	75,741		75,741

TOTAL 2,494,932 183,989 2,310,943

TOTAL BUDGET REQUIRED £ 2,310,943

Actual Budget 2020/2021

£ 2,567,270 Difference from £ 256,327

Difference from October Predicted Yr End Figures produced £ 127,236

Includes CIL monies received	£	77,636
Includes Community Grants not spent	£	30,000
Includes various other over and underspends	£	19,600

£ 127,236

Weston super Mare Town Council

BUDGET 1 - COVID RESTRICTED 2021 / 2022

Cost Code	Expenditure	Income	Net
Allotments	16,833	-	16,833
Blakehay Theatre	165,896	43,730	122,166
Capital Projects	145,000		145,000
Civic Support	65,312		65,312
Community Services	503,681	-	503,681
Environmental	124,503		124,503
Democratic Representation	162,866	-	162,866
Milton Road Cemetery	195,459	68,500	126,959
Museum	428,531	15,540	412,991
Other Costs & Income	40,042	2,702	37,340
Parks & Play Areas	328,993	3,500	325,493
Planned Maintenance	128,495		128,495
Planning	13,730		13,730
Strategic Planning	82,032	7,624	74,408
Street Furniture	57,031	4,356	52,675
Toilets	61,531	-	61,531
Tourism & Marketing	175,033	17,900	157,133
Youth Activities	78,824		78,824

TOTAL 2,773,793 163,852 2,609,941

TOTAL BUDGET REQUIRED £ 2,609,941

Actual Budget 2020/2021

£ 2,567,270 Difference from -£ 42,671

Weston super Mare Town Council

Covid restricted - Budget 2021 / 2022 Precept requirement

Column2 Column3

TOTAL BUDGET REQUIREMENT £ 2,609,941

PRECEPT 2020/2021 £ 2,609,941

2020/2021 Precept information

2,567,270

Precept for 2020/2021

Difference £ 42,671

Band D information

2021/ 2022 Band D Equivalent No's*

26,099.40

2020/2021 figures
(Draft)

WSMTC COSTS -Band D per household

£ 100.00

Cost Per band D 2020 / 2021

£ 98.37

Difference in cost to Band D from 2020 /2021

£ 1.63

* Band D Properties 2020 / 2021

26,099

Band D Properties 2021 / 2022

26,099 TBC

Difference

-

1.63%

Weston super Mare Town Council

BUDGET 2 - 2021/2022

Cost Code	Expenditure	Income	Net
Allotments	16,878	-	16,878
Blakehay Theatre	210,057	103,171	106,886
Capital Projects	145,000	-	145,000
Civic Support	77,077	-	77,077
Community Services	519,468	-	519,468
Environmental	124,650	-	124,650
Democratic Representation	163,887	-	163,887
Milton Road Cemetery	195,607	67,250	128,357
Museum	465,262	108,615	356,647
Other Costs & Income	43,385	3,000	40,385
Parks & Play Areas	346,005	37,000	309,005
Planned Maintenance	128,642		128,642
Planning	13,839		13,839
Strategic Planning	82,949	7,624	75,325
Street Furniture	57,148	4,356	52,792
Toilets	64,038	-	64,038
Tourism & Marketing	202,678	17,900	184,778
Youth Activities	78,900		78,900

TOTAL 2,935,470 348,916 2,586,554

TOTAL BUDGET REQUIRED £ 2,586,554

Actual Budget 2020/2021

£ 2,567,270 Difference from -£ 19,284

Weston super Mare Town Council

Budget 2021 / 2022 Precept requirement and Band D information

Column2 Column3

TOTAL BUDGET REQUIREMENT

£ 2,586,554

PRECEPT 2021/2022

2020/2021 Precept information

2,567,270

Precept for 2020/2021

Difference £ 19,284

Band D information

2021/ 2022 Band D Equivalent *

26,099.40

2020/2021 figures
(Draft)

WSMTC COSTS -Band D per household
(on actual precept requirement after grant applied)

£ 99.10

Cost Per band D 2020 / 2021

£ 98.37

Difference in cost to Band D from 2020 /2021

£ 0.73

* Band D Properties 2020 / 2021

26,099

Band D Properties 2021 / 2022

26,099 TBC

Difference

-

0.75%

CENTRAL SERVICES

Committee: Policy & Finance
 Department: Central SERVICES
 Charge Code: 102

Code	Expenditure	Budget		Revised Covid	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021	October 2020			2021	2022	2021	2022
4000	Staffing Costs	308,369	308,369	308,369	191859	328,901	347,666		347666	
4006	NSC / IT Payroll Hr Software	2,700	2,700	2,700	0	2,700	2,754		2754	
4007	Ellis Whittam Personnel	1,800	1,800	1,800	1800	1,800	1,836		1836	
4008	CRB / Personnel Checks	2,000	2,000	1,000	50	500	1,000		1000	
4009	Ellis Whittam H & S	2,500	2,500	4,662	4,662	4,662	4,500		4500	
4012	Travel & Subsistence	650	650	100	19	50	100		500	
4013	Training	7,500	7,500	7,500	1,610	4,000	11,301		11301	
4019	WSMTC Website Costs *	5,000	5,000	5,000	198	200	1,000		1,000	
4030	Equipment Purchase	500	500	500	434	500	500		500	
4031	Equipment Rental	5,500	5,500	5,500	5,052	7,578	7,730		7729.56	
4034	Equipment Repairs	500	500	250	-	-	250		500	
4035	Telephone	4,400	4,400	3,512	2239	3,359	4,000		4000	
4036	Stationery	3,000	3,000	1,500	1,329	1,500	1,500		1750	
4038	Recruitment Advertising	4,000	4,000	2,000	82	1,000	2,500		2500	
4040	Audit & Accountancy	6,000	6,000	6,000	1099	6,000	6,000		6000	
4041	Fees, Subs & Conferences	4,360	4,360	2,200	1088	1,500	850		2075	
4042	Postages	3,000	3,000	6,000	4,947	7,421	7,000		7000	
4043	Ink Cartridges (Printing)	1,500	1,500	1,500	925	1,150	1,500		1500	
4044	Insurance	13,600	13,600	11,327	11492	11,327	11,554		11553.54	
4049	Legal Fees	5,000	5,000	5,000	4282	5,000	5,000		5000	
4107	IT Support & Upgrade*	29,002	29,002	29,002	18737	29,002	32,323		32323	

4151	Catering / Sundry	3,000	724	621	750	750	1,500.00
	Total Expenditure	413,881	406,146	252,525	418,899	451,613	454,488

* It Support contract Citrix - & IT inc local IT Contract
4 x New pcs @ 350 per

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Budget		Month 8	Year End	Budget 1	Budget 2
2020	2021	Actual	Prediction at	Covid	
			Month 8	restricted	2021 2022
243593		125642	215,386	332,094	332,094
0					
6500		391	1,500	10,177	10,177
3000		1486	3,000	7,000	7,000
13499		10,477	13,499	13,769	13,769
2000		344	1,000	3,000	3,000
6000		1,853	2,780	7,500	7,500
4300		4,161	5,482	8,725	8,725
15700		13,541	23,213	20,954	20,954
2000		1,234	2,000	4,500	4,500
1000		495	849	2,160	2,160
4500		4,720	5,000	5,500	5,500
6552		6552	6,552	8,052	8,052
0		0	-	-	-
6000		259	600	6,000	6,000
314,644	171,155	280,861	429,431	429,431	

GROVE HOUSE

Committee: Policy & Finance
 Department: Grove House *
 Charge Code: 103

Code	Expenditure	Budget 2020 2021	Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted 2021 2022	Budget 2 2021 2022
4014	PPE	-	1,065	1,122	1,500	1,500	2,000
4030	Equipment Purchase	1,000	-	158	250	300	300
4102	NNDR	5,390	5,390	4224	5,390	5,552	5,552
4104	Utilities - Water	150	150	90	150	200	200
4105	Utilities - Heat & Light	3,638	3,500	1701	2,552	2,628	2,628
4109	Alarm system	600	600	758	758	800	800
4110	Cleaning Materials	5,486	3,644	2,256	3,867	250	250
4111	Window Cleaning	113	100	60	60	100	100
4114	Refuse Removal	800	800	564	600	800	800
Total Expenditure		17,177	14,184	9,811	13,627	10,630	10,630

* Noting G/Lodge Merged with GH pre April 2021

** Change from contract cleaning to inhouse prvision shared with Blakehay

DRAFT

GROVE LODGE

Committee: Policy & Finance
Department: Grove Lodge
Charge Code: 104

Code	Expenditure	Budget		Revised Covid Budget October 2020	Month 8 Actual	Year End Prediction at Month 8	Budget 1 Covid restricted		Budget 2	
		2020	2021				2021	2022	2021	2022
4014	PPE	-		215	271	350	350	350		350
4030	Equipment Purchase*	1,000		200	81	100	1,000	1,000		1,000
4102	NNDR	2,257		2,257	2021	2,257	2,302	2,302		2,302
4104	Utilities - Water	439		600	441	450	450	450		450
4105	Utilities - Heat & Light	1,120		2,000	1005	1,120	1,120	1,120		2,000
4109	Alarm system	600		600	250	300	600	600		600
4110	Contract cleaning	2,500		2,314	1,383	2,371	-	-		-
4111	Window Cleaning	113		100	60	60	100	100		100
4132	Rent	5,000		5,000	3,750	5,000	5,000	5,000		5,000
Total Expenditure		12,029		12,871	8,910	11,558	9,572.1	10,452.1		

* Replacement office chairs 6 over 10 years old and breaking



Central Services - Reallocation 2021/2022

BUDGET 1 - COVID REALLOCATION

<u>Central Services Staffing Costs</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		347,666
Allotments	1.20%	4,172
Blakehay Theatre	7.29%	25,345
Community Services	7.65%	26,596
Civic Support	5.64%	19,608
Democratic Representation	27.18%	94,495
Environmental	3.91%	13,594
Milton Road Cemetery	3.92%	13,628
Museum	8.65%	30,073
Parks & Play Areas	3.65%	12,690
Planning	2.91%	10,117
Planned Maintenance	3.92%	13,628
Strategic Planning	11.11%	38,626
Street Furniture	3.11%	10,812
Toilets	2.29%	7,962
Tourism	5.56%	19,330
Youth Activities	2.01%	6,988
	100.00%	347,666

<u>Central Services Overhead</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		103,947
Allotments	1.20%	1,247
Blakehay Theatre	7.29%	7,578
Community Services	7.65%	7,952
Civic Support	5.64%	5,863
Democratic Representation	27.18%	28,253
Environmental	3.91%	4,064
Milton Road Cemetery	3.92%	4,075
Museum	8.65%	8,991
Parks & Play Areas	3.65%	3,794
Planning	2.91%	3,025
Planned Maintenance	3.92%	4,075
Strategic Planning	11.11%	11,549
Street Furniture	3.11%	3,233
Toilets	2.29%	2,380
Tourism	5.56%	5,779
Youth Activities	2.01%	2,089
	100.00%	103,947

451,613

Central Services - Reallocation 2021/2022

BUDGET 2 - REALLOCATION

<u>Central Services Staffing Costs</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		347,666
Allotments	1.20%	4,172
Blakehay Theatre	7.29%	25,345
Community Services	7.65%	26,596
Civic Support	5.64%	19,608
Democratic Representation	27.18%	94,496
Environmental	3.91%	13,594
Milton Road Cemetery	3.92%	13,629
Museum	8.65%	30,073
Parks & Play Areas	3.65%	12,690
Planning	2.91%	10,117
Planned Maintenance	3.92%	13,629
Strategic Planning	11.11%	38,626
Street Furniture	3.11%	10,812
Toilets	2.29%	7,962
Tourism	5.56%	19,330
Youth Activities	2.01%	6,988
	100.00%	347,666

<u>Central Services Overhead</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		106,822
Allotments	1.20%	1,282
Blakehay Theatre	7.29%	7,787
Community Services	7.65%	8,172
Civic Support	5.64%	6,025
Democratic Representation	27.18%	29,034
Environmental	3.91%	4,177
Milton Road Cemetery	3.92%	4,187
Museum	8.65%	9,240
Parks & Play Areas	3.65%	3,899
Planning	2.91%	3,109
Planned Maintenance	3.92%	4,187
Strategic Planning	11.11%	11,868
Street Furniture	3.11%	3,322
Toilets	2.29%	2,446
Tourism	5.56%	5,939
Youth Activities	2.01%	2,147
	100.00%	106,822

454,488

Grove House / Grove Lodge - Reallocation 2021/2022

BUDGET 1 - COVID REALLOCATION

<u>Grove House</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		10,630
Allotments	1.20%	128
Blakehay Theatre	7.29%	775
Community Services	7.65%	813
Civic Support	5.64%	600
Democratic Representation	27.18%	2,889
Environmental	3.91%	416
Milton Road Cemetery	3.92%	417
Museum	8.65%	919
Parks & Play Areas	3.65%	388
Planning	2.91%	309
Planned Maintenance	3.92%	417
Strategic Planning	11.11%	1,181
Street Furniture	3.11%	331
Toilets	2.29%	243
Tourism	5.56%	591
Youth Activities	2.01%	214
	100.00%	10,630

Grove House / Grove Lodge - Reallocation 2021/2022

BUDGET 2 - REALLOCATION

<u>Grove House</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		10,630
Allotments	1.20%	128
Blakehay Theatre	7.29%	775
Community Services	7.65%	813
Civic Support	5.64%	600
Democratic Representation	27.18%	2,889
Environmental	3.91%	416
Milton Road Cemetery	3.92%	417
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Strategic Planning	11.11%	1,181
Street Furniture	3.11%	331
Toilets	2.29%	243
Tourism	5.56%	591
Youth Activities	2.01%	214
	100.00%	10,630

Central Grounds Maintenance - Reallaoation 2021/2022

BUDGET 1 - COVID REALLOCATION

<u>Grounds Staffing costs</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		332,094
Allotments	1.67%	5,546
Blakehay Theatre	1.00%	3,321
Civic Support	0.17%	565
Community Services	33.54%	111,384
Demographic	2.08%	6,908
Environemental	1.41%	4,683
Milton Road Cemetery	34.58%	114,838
Museum	1.00%	3,321
Parks & Play Areas & EMRRP	14.17%	47,058
Strategic Planning & Quarry	1.54%	5,114
Street Furniture	7.50%	24,907
Toursim	0.83%	2,756
Toilets	0.51%	1,694
	100.00%	332,094

<u>Grounds Overhead</u>		<u>Budget</u>
Cost Centres		97,337
Allotments	1.67%	1,626
Blakehay Theatre	1.00%	973
Civic Support	0.17%	165
Community Services	33.54%	32,647
Demographic	2.08%	2,025
Environemental	1.41%	1,372
Milton Road Cemetery	34.58%	33,659
Museum	1.00%	973
Parks & Play Areas & EMRRP	14.17%	13,793
Strategic Planning & Quarry	1.54%	1,499
Street Furniture	7.50%	7,300
Toursim	0.83%	808
Toilets	0.51%	496
	100.00%	97,337

Total Re-charge **429,431**

Central Grounds Maintenance - Reallaoation 2021/2022

BUDGET 2 - REALLOCATION

<u>Grounds Staffing costs</u>	<u>Percentage</u>	<u>Budget</u>
Cost Centres		332,094
Allotments	1.67%	5,546
Blakehay Theatre	1.00%	3,321
Civic Support	0.17%	565
Community Services	33.54%	111,384
Demographic	2.08%	6,908
Environemental	1.41%	4,683
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Strategic Planning & Quarry	1.54%	5,114
Street Furniture	7.50%	24,907
Toursim	0.83%	2,756
Toilets	0.51%	1,694
	100.00%	332,094

<u>Grounds Overhead</u>		<u>Budget</u>
Cost Centres		97,337
Allotments	1.67%	1,626
Blakehay Theatre	1.00%	973
Civic Support	0.17%	165
Community Services	33.54%	32,647
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Street Furniture	7.50%	7,300
Toursim	0.83%	808
Toilets	0.51%	496
	100.00%	97,337

Total Re-charge **429,431**

Policy & Finance Committee 14th December 2020

Business Review Document November 2020 for budget considerations 2021 2022

Report of the Deputy Town Clerk

This report at the request of members (Policy & Finance resolution October 2020) aims to identify business and building opportunities and challenges for 2021 / 2022 as a result of the budget setting process. The document should be read alongside the budget which this year has incorporated 2 x options for members to consider. The layout for this budget is described below for member's reference:

Peach Column: Revised 2020 / 2021 budget from P& F October 2020.

Grey Column: Yearend Prediction 2020 /2021 summary page 36

2021 / 2022 Budget

Yellow Column: Budget 1 - COVID restricted budget for the whole year based on revised budget approved at P & F October 2020. Summary page 37/ Precept information page 38.

Green Column: Budget 2 – Full year budget provision based on 6 months' full capacity and 6 months building back to full capacity. Summary Page 39 / Precept information page 40

Please note: We do not yet have BAND D figures from NSC to work out the tax base so the figures shown in relation to this are based on this year we can assume will change.

The DTC has worked with Service managers to identify areas to form the basis of this light touch review. Areas included will need further work and development but are deemed to be areas needing focus at this point in time. They are in no means meant to be fully inclusive as a fully costed and business review would take a much longer period, the report should therefore be read with this in mind.

Central Admin – Suggested rename Central Services for Budget Purposes

- a. Following recent Personnel committee resolutions and recognition of the cross department workings we now have roles that support central Admin teams yet do not specifically include working in administration as it was known with this in mind the budget heading is better described as Central Services rather than central admin.
- b. The current cleaning contract should be reviewed with the opportunity to share the employed Housekeeper from the Blakehay Theatre. (7 hrs per week) could be available to do this which is more than adequate for one building or even 2 if GL remains temporarily this will allow a cost saving of approx. £7,500.

Environmental Budget

- a. This budget will now show staff time apportioned to the cost centre to reflect and show consistency across this as a new budget area introduced last year. This does not affect the bottom line on the overall budget total.
- b. Consideration should be given to increasing the Development Officers role for a period of 1 year (and then reviewed) by 7 hrs per week to meet the demands and extra work that is required to meet carbon neutral requirements by 2030.
- c. It is recognised that there is a huge amount of work needed in the first years to meet this work. This should be directly attributed to the budget provided (£100k) as required each year. This was identified by CCWG at its meeting in November 2020 and as such is deemed a more cost effective and efficient solution to meet this need rather than employing a whole or even part time new post.

Museum

- a. Café – Consideration should be given to the staffing provision at the Café to allow a flexible system to increase and decrease with service demand. (reduce permanent hours by 20 hrs per week to 1.5 FT equivalent then use casual staff as and when required to flex with demand). This has been discussed with the Café Supervisor and Museum manager and they are happy that this will provide what the service needs.
- b. Learning – The current Learning model was introduced by the HLF grant and whilst is still deemed as an important part of the Museum and to provide access to heritage learning, this area and our ‘offer’ should be reviewed alongside Heritage partners (SWHT) to examine strengths and weaknesses and explore how this service now meets a very different demand due to COVID. Alternative working models and potential collaboration should be explored with the aim of maximising community and education use of this facility. This review should aim to identify the social value attributable to this function. (recognising this measure is equally if not more important than the limited financial income achievable from it).
- c. The central core staffing structure (excluding Learning & Café) at the Museum should be reviewed to maximise and fully utilise current staff’s individual’s skills whilst maximising resources and collaborative working. This should be done within current grades as there is clearly skills and development that has occurred that will allow and offset job tasks etc. In the first instance this should aim to review the ‘events’ offer to mirror the ethos and practices previously introduced with the new Functions during 2019 / 2020 (prior to lockdown) to maximise opportunities. Identification of internal supervision lines should also aim to match the budget suggested for 2021 2022. Job titles should better reflect this if possible?
- d. With points 2 & 3 in mind and in line with the Councils core pillars within its strategy, consideration should be given to the ‘Brand identity’ and purpose of the facility’ (not change of name) in order to maximise business and community opportunities that we are able to offer as this is not obvious or clear if you don’t know! This would enable clear marketing and promotion to compliment the ‘Heritage’ whilst identifying the community venue more prominently with sustainability in mind.

- e. The creation of an additional 'kitchen' prep area should be done to further enable a full function offer at the museum and be able to outsource the café offer as much as possible. During the end of 2019 /2020 this area had really started to take off at the Museum until the restrictions of COVID prevented. The café area is extremely small and as such it got to the point where staff were having to turn away potential bookings and income due to the space restrictions for food prep (buffets). By creating a dedicated space with surfaces and fridges (for storage) this would increase the ability to do more during normal café hours. Long term this could mean supplying for exterior clients (Blakehay and even the Waterpark) to further boost the 'Clara's café' opportunities and revenue streams. In addition, for internal bookings such as weddings and civic receptions which would need to move from GH if this becomes offices. This would be a one off cost and a area has been identified with access to plumbing etc. for it. A provision has been made to allow for this in the 2021 / 2022 budget.

Blakehay Theatre

- a. Housekeeping – we currently employ one PT housekeeper (16hrs per week) and this it is felt could reduce to 9 hours per week at the Theatre currently, the remaining hours should be considered for redeployed to GH / GL.
- b. When the Theatre is then able to resume full capacity, exterior contract cleaners would be used to support the 9 hrs of employed resource. This it is felt would allow for a more flexible on demand approach to cleaning (weekends or even afternoons between performances or hire as example on an ad hoc basis).
- c. The Box Office role should be reviewed urgently as the impact of COVID and the increase in digital and online buying means that there are by default less people now likely to walk into the Theatre ahead of the show date to buy tickets. The Facility could still be open on 'Show times' and be staffed by casual employees as and when required.
- d. Health & Safety – there will still be a need to have adequate staff in the building to meet Fire and H & S requirements but again this is thought to be able to be mobilised with a team of casual staff trained to do so supporting the existing permanent staff who should all have supervision ability ideally.
- e. The Theatre has undoubtedly moved into a new era, and with the successful CRF grant a focus on digital streaming to compliment the 'live' theatre when we can and this now needs to be the prominent marketing consideration. With this in mind there is now a need to create a dedicated position 'Events & Marketing Coordinator' who has experience and ideally should be trained in Audience development to support the Manager and Councils Communication & Marketing Officer with the aim of maximising income and use both of the live theatre, events and digital performances. In addition, this role could oversee the Theatre Bar (which was currently allocated 8 hrs per week which in reality was slightly excessive for the ordering and bar stock monitoring and rota's etc). This position would make a nominal saving of around £2k per year in permanent staff costs.

- f. The bar would continue to be operated by a casual bank of staff as and when demand needed it. This position would also enable resilience of 3 core team members of staff who could share Duty Person duties at the Theatre.

Tourism & VIC

- a. There is still uncertainty in relation to a permanent base for the VIC from its current location at the Tropicana building. With this in mind it is suggested that a satellite VIC is put into the Waterpark for 2021 / 2022 to offer the ability to run the Waterpark provision (currently done via a SLA with NSC) with any VIC provision and move the function to provide a more cohesive joint service. This would allow time over the course of 2021 / 2022 to find a more permanent and main VIC for future years, the intention would be that the satellite at the Waterpark remains here in addition to any more central position as the staff will need to be both VIC and Waterpark admission offices from a new dedicated building. (one off costs in 2021 / 2022) the cost of this dual function is offset by non-renewal of the SLA with NSC and would be more efficient business wise. The cost saving to this is in excess of £30k per year.
- b. The income from the Tourism Website is likely to still be reduced or non-existent in 2021 / 2022 with small businesses struggling especially in the hospitality sector currently.
- c. Whilst this may not be a permanent thing for 2021 /2022 it is suggest that the focus should now be on Visit Weston supporting the economy in the town rather than an income generating tool for at least another year. This will meet objectives in the Town council's strategy document.

Grove House / Lodge

- a. A cost and efficiency saving can be made allowing shared working offices at GH. This will mean the Finance and Comms team (5 staff) will move up to GH and the remaining 3 grounds staff currently in the lodge moving up to the Quarry and the ATC Public Services will float between premises as required, currently the staff in the lodge answer phones and door enquires and in some cases assist with Committee administration so combining these teams will enable a more robust service at GH. It should be noted that there is likely to be a high emphasis on some home working to keep numbers physically in the building at a sensible level. Otherwise there will be potentially 12 people working from what is predominantly a 3 bedroomed house.
- b. Grove house would no longer be the public building it currently is with limited space for visitors unless further development of either the garage area or indeed extension was considered at a later date.
- c. Grove Lodge – in 2021 / 2022 it is unlikely that we will be able to vacate Grove Lodge entirely although efforts should be made to achieve this fully within the year. In the main this is because the Grounds Admin team and Cemetery office has to be able to hold 2 x large fireproof cabinets with the historic and current record books in. Works

at the quarry will need to be done to allow this to happen as there is no room at Grove House for this admin function.

- d. Grove House – conversion. The meeting room should be converted into 2 x offices (1 x Senior manager office and 1 x large office with 3 / 4 desks for the remaining team). Initial draft plans have been measured and this is possible to achieve. Costing are still needed for this to confirm actual costs. A provision has been made in the budget to reflect this at this stage only.
- e. Senior Management Offices – there will be 3 SMT offices available for 4 managers which is not deemed to be a problem as the ATC Public Services will not be permanently in GH she will only be in as and when required. These offices will need to be also used for staff 1-2-1 to be able to provide private facility to do so properly. With this in mind a booking system should be used by SMT members on the electronic diary so it can be noted when rooms are free to allow this. A clear desk policy will need to be strict and adequate lockable storage provided for sensitive items as needed (HR / Payroll / Legal).
- f. Grove House – Facilities and Storage. There will be a need to purchase (one off) a container storage facility to put in the back garden at Grove house to relocate items currently be stored in GL and in the Garage at GH as this is completely damp now due to its location in the park hillside itself. This one off cost will be a good investment rather than month on month storage charges.
- g. It will also allow the continuation of only keeping necessary files and shredding any past years' information as we are able to do so. This is now a routine practice that has been in place for over 5 years now. However, staff should be encouraged to reduce paper copies further and aim to digitalise as many systems fully as we can.
- h. Toilets GH – the toilets upgrade is included in this year's 2020 /2021 PPM and should be undertaken in this financial year – creating 2 cubicles if possible downstairs and creating a separate cupboard for the Robes in the current ATC office before refurbishing the upstairs toilet also.
- i. Kitchen GH – consideration should be given to this space to utilise it better, it will not need to have the amount of crockery and worktops in the same way as functions should now be held at either the Museum of Blakehay. It does not need to be accessed by the main office with a new corridor being created in the meeting room linking to the other access route. This would improve flow to the main office and create more usable space in both the office and the kitchen for welfare facilities for the increased staff using the building.
- j. GH – Heating – consideration should be given to the upgrade of the heating at GH as this in not efficient and often not fit for purpose. The development officer is looking into funding options for this as part of the CCWG.
- k. Town Clerks Office – this office should be upgraded and redecorated fully (only been done once in the last 18 years!) This would include the removal of any unnecessary furniture to allow the purchase of a small conference type table to allow up to 6 people

to sit in this room as a small meeting room. This should be bookable with the TC/DTC/ATC offices used as alternative work space if needed by the TC. Again this would need to be on a booking system agreeable to the Town Clerk.

- I. Garage conversion – A costing is being done to see if it is viable to turn the garage into another office / meeting room. Whilst not essential it may be an option to allow more meetings to be held on site in the event that members would prefer to hold them at GH. Or indeed provide a more permanent base for the Visit Weston team. This area will need to be ‘tanked’ due to the damp issues but could be an additional asset in terms of space.

Old Town Quarry

This item will be addressed in a separate agenda item more fully.

Grove Park Toilets

- a. The toilets at GP are currently closed until the spring 2021 due to anti-social behaviour. Discussion have been held in relation to finding an alternative site within the park for the toilet provision. Whilst no provision has been put in place at this stage to do this, it is suggested this is explored fully over the course of 2021/2022 in readiness for future years budgeting where capital provision to do should be identified as such. (code 199) currently has council resolution to keep in place for future year projects this should continue with this in mind. In reality the permission etc. needed to build / design and find a suitable location with correct drainage etc. is not going to be a quick process and should be planned fully in 2021/2022. The existing site should remain open and run be the new maintenance and cleaning contractor for any interim period as such.

Town Council Charges – 2021 / 2022

- a. It is suggested that current year charges remain the same as for 2020/2021 with only additions for the new function room at the museum being added to this.
- b. Tourism charges – will need to be agreed if they are to be waived again for 2021/2022 accordingly.
- c. In addition, and in recognition of the uncertain year ahead it is suggested that the Town Clerk and Deputy Town Clerk (RFO) be granted extended ability to discount up to 50% on the charges approved. This would be done discretionally and based on individual cases to allow the business to grow again following COVID. Any discount given would then be reported back to P&F subsequently (there is currently a 10% discount desecration in place).

Council Meetings (committee / staff and other)

- a. The council during the year 2019 / 2020 held 250 meetings across varying locations but mainly at Grove House. (see Appendix 1) in terms of efficiency this should be reviewed as is intended in time for the next meeting calendar year. consideration should be given to:
- b. The Interval time between meetings: should they be bi-monthly as routine or changed to quarterly? The staff time involved in producing reports and meeting attendance should be considered alongside the councils need to be able to show due diligence to its governance responsibilities.
- c. It is suggested that Full council meetings resume when they can at the Town Hall to ensure accessibility for all councillors and members of the public.
- d. It should be considered the Blakehay Theatre is the default hireable space for committee meetings as this will allow parking in the carpark and at Grove House for councillors and others needing to attend.
- e. Civic functions should consider using the Museum as default with both the courtyard and private function room now available.
- f. Other Community Group meetings (ie WIB, WTCP and party group meetings) should be booked via Grove House who will book either the Blakehay or Museum as required.
- g. Committee should consider when setting up other working groups if existing groups ie: E & G can already deal with this rather than set up new ones?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Weston-Super Mare Town Council – AV0125**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP PKF LITTLEJOHN LLP

Date

26/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

REPORT TO THE POLICY AND FINANCE COMMITTEE - 14TH DECEMBER 2020

SOMEWHERE TO GO GRANT REPORT OF THE TOWN CLERK

Background

At its meeting on 22nd January 2018 the Council made provision of a sum of £25,000 towards helping rough sleepers in the Council's budget for 2018/19. The Policy and Finance Committee agreed on 19th February 2018 that the £25,000 be targeted at the specific project of establishing a night shelter for rough sleepers. This sum has since appeared as a specific item in the Town Council's budget each year, including for 2020/21.

Since then the sum has been given to Somewhere To Go charity (STG), to establish a 'Night Assessment Centre' providing managed and supported night shelter for rough sleepers. The NAC operated successfully throughout 2019 and early 2020. However with the pandemic and then complete lockdown in late March 2020 the shelter was required by Government to close and all rough sleepers were rehoused with Government funding. The Day Centre was also closed, however the latest advice is changing and STG are bringing their facilities up to a better standard for their guests.

It is important that public funds are spent on the purposes approved and I have therefore sought clarification from STG as to what exactly the Town Council's grant money is being spent on currently and their plans for the future.

Current Operation of STG

I am advised that STG's budget for this year 2020/2021 is for a total expenditure of £115,766 against an expected income of around £74,000 from all sources other than North Somerset or Town Council grants. It's current reserves are around £59,000. This gives us enough reserves to continue our work for another year perhaps two.

The money allocated from Town Council grant has gone towards the bathrooms and toilets which were intended for the dignity of the Night Assessment Centre guests but will be used now by the day centre, especially the showers which are sorely needed.

The cost of these shower and toilet units was paid for by Town Council grant and expected total including new gas supply, new boiler, new water tank and fire protection works will be around £37,000 of which £22,000 has already been paid out.

The Pods will still be used once the Covid issue has been resolved and have cost around £7,500 to complete.

Conclusion

While the Covid 19 pandemic has necessitated a change in the operation of STG, which at the moment is not able to operate a night shelter, the town council's money is still being spent on the issue of homelessness in a broader sense and providing services for people in desperate need of help. Seeking repayment of the current year's grant would cause the charity financial difficulties.

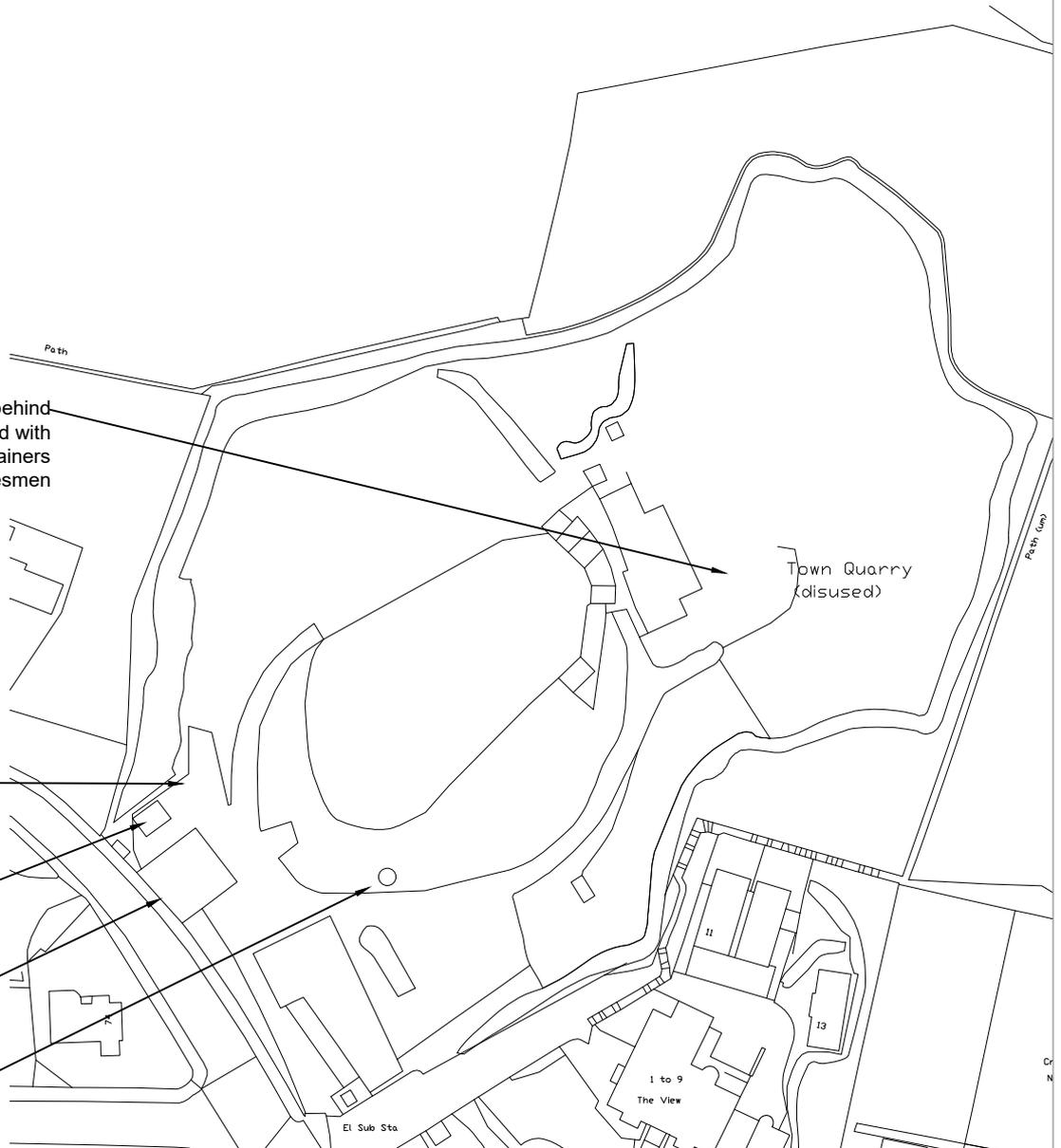
I would therefore recommend that the use of the town council's grant by STG in 2020/21 as described be approved.

The sum of £25,000 has been included in the Council's draft budget for 2021/22. There is still uncertainty as to what facilities STG will be able to operate in 2021 although recent news about the approval of a vaccine is promising. Instructions are sought as to whether this should remain in the draft budget for 2021/22.

Recommendation

That the committee approve the uses of the grant of £25,000 in 2020/21 as described in this report, and members' instructions are requested on whether a similar grant should be included in the draft budget for 2021/22.

Malcolm L Nicholson LL.B, DMS, PSLCC
Town Clerk
4th December 2020



Ground to be cleared behind building, surfaced with compacted hardcore, containers for use by tradesmen

Timber studios on concrete bases with electrical supply

Building to be cleared and used by Environmental team for storage

Building to be partially refurbished for use by Town council

Approximated position of foul drainage tank

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Client: Weston-super-Mare Town Council	Scale: 1:1250	Scale This drawing is to be checked and verified on site. SJ Surveyors Ltd are to be notified of all discrepancies. Dimensions are not to be scaled from the drawing - figured dimensions only are to be worked to.
Drawing Title: Location Plan	Date: Dec 20	
Job: Old Town Quarry Weston-super-Mare North Somerset	Drawing No: 20/165-100	Copyright Copyright of this design and drawing belongs to and remains the property of SJ Surveyors Ltd and may not be reproduced or distributed in any way or for any purpose without their written consent.
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Policy & Finance Committee 14th December 2020

Old Town Quarry Consideration - Report of the Deputy Town Clerk

The Deputy Town Clerk has met with the council's surveyor and Grounds Manager at the quarry 30.11.2020 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). As such a very broad estimate provision has been provided in the capital budget for 2020/ 2021.

A report from the survey and also costings from the councils Quantity surveyor have been included with this report.

To summarise this the following has been developed:

- a. A plan to meet the following priorities in this order is being developed:
- b. Barn area – Town Council will have this area designated to them in the current plans. The Café building is likely to be sub-let within any agreement so would not be fully accessible to the Town Council at all times potentially.
- c. Provision of a work base (storage) space for the environmental team, this can be done easily but as there are no welfare facilities directly to the barn area they would need to share this facility at the cemetery or even GL kitchen and toilet temporarily until the barn has been fully developed. There is only one toilet in the café and a currently disused composting toilet in the quarry grounds. It is felt that with some adjustment to where the current tenant (builder) is this could be done quickly when we take ownership.
- d. Provision of alternative 'studios' x 3 – this again can be done really quickly to the area adjacent to the barn in order to move and improve the current studio offer for tenants currently using the barn space which is needed to develop a more permanent base for the Grounds Admin team and also to free up the storage area within the barn that the town council needs for its own grounds provision
- e. Provision of Cemetery and grounds office within the rear of the barn to include toilet and welfare facilities. There may be a requirement for change of use and any future development will need to meet currently building regulations. In addition, it is key to make this area self-contained in terms of welfare and toilet provisions as the Café building may not be available or indeed ideal for both our grounds team and cemetery clients to use on a permanent basis.
- f. Note: These initial works at the quarry would ideally be financed using CIL monies and capital provisions available in year and from savings made 2020 /2021. Full estimates will be obtained and presented to P & F in December if possible.
- g. Any future development of the site should be planned and should aim to be grant funded if possible working with community and heritage partners to achieve desired outcomes.

Members are requested to:

- Consider and note the contents of the reports.
- Approve the plan order for works to be prioritised.

BUDGET COST ESTIMATE

FOR

ALTERATIONS TO VARIOUS BUILDINGS

AT

**THE OLD TOWN QUARRY, SOUTH ROAD,
WESTON-SUPER-MARE, NORTH SOMERSET**

FOR

WESTON-SUPER-MARE TOWN COUNCIL

KELVIN HERBERT QS

DATE: DECEMBER 2020

REFERENCE: K007

BUDGET COST ESTIMATE

£ p

Area for Shipping Containers

Clearing site of all undergrowth and scrub	m ²	215	3.00	645.00		
Excavate to reduce levels 150mm deep	m ³	32	15.00	480.00		
Remove all spoil off site	m ³	32	40.00	1,280.00		
Compact bottoms of excavations	m ²	215	2.00	430.00		
Lay geomembrane to excavated surface	m ²	215	5.00	1,075.00		
150mm thick granular sub-base	m ³	32	30.00	960.00		
Compact and blind surface of filling	m ²	215	6.00	1,290.00		
Supply and install metal shipping containers	Nr	3	3,000.00	9,000.00		
					£	15,160.00
Contractors Preliminaries				15.0%	£	2,274.00
						17,434.00
Contractors OH&P				15.0%	£	2,615.10
						20,049.10
Contingency and design risk				5.0%	£	1,002.46
						21,051.56
TOTAL CONSTRUCTION COSTS (Excluding VAT, fees and charges)					£	21,051.56
					say £	21,000.00

Timber Studios

Clearing site of all undergrowth and scrub	m ²	131	3.00	393.00		
Excavate to reduce levels 300mm deep	m ³	39	15.00	585.00		
Remove all spoil off site	m ³	39	40.00	1,560.00		
Compact bottoms of excavations	m ²	131	1.00	131.00		
Lay geomembrane to excavated surface	m ²	131	5.00	655.00		
150mm thick granular sub-base	m ³	20	30.00	600.00		
Compact and blind surface of filling	m ²	131	5.00	655.00		
150mm thick RC concrete slab	m ³	20	150.00	3,000.00		
A142 fabric reinforcement	m ²	262	8.00	2,096.00		
Tamped surface to concrete	m ²	131	5.00	655.00		
Formwork to slab edges	m	56	10.00	560.00		
Excavate 750 deep trench for ducts	m	50	30.00	1,500.00		
Clayware duct 100mm diameter with draw rope	m	50	18.00	900.00		
Vertical duct 100 diameter	m	3	20.00	60.00		
Long radius bends	Mr	4	30.00	120.00		
Single braches to ducts	Nr	2	25.00	50.00		
Electrical connections into existing building	Item	1	500.00	500.00		
Gabriella type log cabins 5950 x 4000mm	Nr	3	5,250.00	15,750.00		
Insulation to floor	m ²	66	20.00	1,320.00		
Floor boarding	m ²	66	15.00	990.00		
Insulation to roof	m ²	66	30.00	1,980.00		
Lining to ceiling	m ²	66	25.00	1,650.00		
Electrical outlets, heating and lights to each cabin	Nr	3	1,000.00	3,000.00		
Fixing cabins to concrete base	Nr	3	250.00	750.00		
Electrical supply to cabins	Item	1	1,500.00	1,500.00		
Floor coverings	m ²	66	30.00	1,980.00		
						£ 42,940.00
Contractors Preliminaries				15.0%		£ 6,441.00
						£ 49,381.00
Contractors OH&P				15.0%		£ 7,407.15
						£ 56,788.15
Contingency and design risk				5.0%		£ 2,839.41
TOTAL CONSTRUCTION COSTS (Excluding VAT, fees and charges)						£ 59,627.56
						say £ 60,000.00

Building 4 Masonry Store

No costs allow - building/area to be cleared by
current tenant

£ -

Building 6 Workshop/Store

Remove timber mezzanine over studios 2 & 3	Item	1	500.00	500.00
Remove internal doors complete	Nr	4	25.00	100.00
Remove internal dividing partitions	Item	1	250.00	250.00
Fire sealing to top of existing block partition	m	13	50.00	650.00
Isolated repairs to block and stone walls	Item	1	500.00	500.00
Clear any loose debris	Item	1	150.00	150.00
150mm Jabfloor 70 and 18mm chipboard to floors with cavity membrane	m ²	50	40.00	2,000.00
Floor finish to chipboard	m ²	50	30.00	1,500.00
52mm insulated plasterboard, skim and decoration to existing stone walls	m ²	50	45.00	2,250.00
Return insulation and plasterboard into reveals	Item	1	200.00	200.00
100mm Celotex insulation between existing studs, vapour barrier, 32mm insulated plasterboard with skim and decoration to internal face of existing metal cladding	m ²	22	50.00	1,100.00
Decoration to metal cladding externally	m ²	35	15.00	525.00
Line existing block wall; Insulation with treated timber studwork, vapour barrier, plasterboard, skim and decoration one side	m ²	75	55.00	4,125.00
Stud partitions: treated timber studs, insulation, plasterboard, skim and decoration to each side	m ²	65	75.00	4,875.00
Stud wall set into window recess	Item	1	50.00	50.00
Timber skirtings, decoration	m	60	15.00	900.00
Wall plates to bolted to existing walls	m	25	25.00	625.00
150 x 47mm C24 ceiling joists	m	150	15.00	2,250.00
150 x 47mm C24 solid strutting	m	13	20.00	260.00
Joist hangers	Nr	68	7.00	476.00
250mm insulation, plasterboard, skim and emulsion to ceilings	m ²	50	40.00	2,000.00
Ceiling access hatch	Nr	1	300.00	300.00
Chipboard storage area with timber supports	Item	1	250.00	250.00
Clear and repair existing gutters and downpipes, decoration of fascias	Item	1	750.00	750.00
Isolated repairs to roof cladding	Item	1	1,000.00	1,000.00
Internal doors complete, ironmongery, decoration	Nr	1	500.00	500.00
Internal fire doors complete, glazing, ironmongery, decoration	Nr	5	750.00	3,750.00
Work to existing external doors	Nr	2	100.00	200.00
Work to existing windows	Nr	6	250.00	1,500.00
Work to existing window boards	Nr	5	25.00	125.00
Work to existing storage sliding doors	Nr	1	500.00	500.00
WC suite complete	Nr	1	250.00	250.00
Basin complete	Nr	1	200.00	200.00
Mirror	Nr	1	75.00	75.00
Hand dryers	Nr	1	250.00	250.00
Toilet roll holder	Nr	1	15.00	15.00
Tiled splashback	Nr	1	25.00	25.00
Kitchenette	Nr	1	1,500.00	1,500.00
Tiled splashback	Nr	1	50.00	50.00
Soil and waste pipework	Item	1	500.00	500.00
Electric lighting, heating and power	Item	1	4,000.00	4,000.00
Extract fans	Nr	2	250.00	500.00
Internal signage	Item	1	250.00	250.00
Hot and cold water services	Item	1	750.00	750.00
Alter/extend IT	Item	1	1,000.00	1,000.00
Alter/extend fire alarm	Item	1	1,500.00	1,500.00
Alter/extend security system	Item	1	1,000.00	1,000.00
Builders work for services	Item	1	500.00	500.00

Forming concrete ramp/platform/step	m	10	100.00	1,000.00	
Guard rail to ramp	m	10	50.00	500.00	
External signage	Item	1	500.00	500.00	
Foul drainage 1000mm deep, 100mm upvc pipe and gravel surround	m	48	50.00	2,400.00	
Break up and reinstate existing paving	m	48	25.00	1,200.00	
600mm diameter inspection chambers	Nr	3	600.00	1,800.00	
Connection into existing tank	Nr	1	250.00	250.00	
Making good to external paving	Nr	1	500.00	500.00	
					£ 54,676.00
Contractors Preliminaries			15.0%		£ 8,201.40
					£ 62,877.40
Contractors OH&P			15.0%		£ 9,431.61
					£ 72,309.01
Contingency and design risk			5.0%		£ 3,615.45
					£ 75,924.46
TOTAL CONSTRUCTION COSTS (Excluding VAT, fees and charges)					£ 75,924.46
					say £ 76,000.00

Assumptions

- 1 Cost based as at 1st quarter 2021.
- 2 All quantities included are approximate.
- 3 Rates for similar projects used.
- 4 All work carried out in normal working hours.
- 5 The whole of the area will be granted as vacant possession.
- 6 The budget costs are based upon the following information:
CA drawings: 20/165-100A, 101

Exclusions

- A Clearance of masonry store - assumed by tenant.
- B Removal of contaminants on site
- C Costs for any decontamination of the site.
- D White goods
- E Blinds/curtains to windows.
- F Loose fittings and furniture.
- G Professional fees
- H Local Authority charges.
- I Value Added Tax.

POLICY AND FINANCE COMMITTEE - 14TH DECEMBER 2020**VICTORIA METHODIST CHURCH – ASSET OF COMMUNITY VALUE
REPORT OF THE TOWN CLERK**

The Church and Community Use

The Victoria Methodist Church on Station Road is a very central building and includes extensive premises including two meeting halls, a kitchen and various rooms, plus a second floor flat. These have long been used for many community uses and groups including meals for people in food poverty or who are homeless. It has also reportedly been used by many other community groups including the Weston Archaeology and Local History Society, Alcoholics Anonymous, BME network etc. The church closed as a place of worship in October and in late November the Methodist Church began marketing the site, looking for a quick agreement for sale of the premises by mid December.

At the same time we were made aware that there were various groups in the community, including the BME network and several other groups, concerned about the possible sale of Victoria Methodist Church on Station Road leading to its loss to the community if sold to a commercial developer.

Asset of Community Value Application

Under the Localism Act 2011 there is a power for local communities to apply to register land as an 'Asset of Community Value' (ACV). It was the clear intention of government when they drafted the legislation that in parished areas the applications would be made by parish and town councils; the ability for certain constituted community groups was only added to deal with unparished areas such as the big cities and carries some additional procedural requirements for applications to be made. I therefore agreed to start the process of research and putting together an application the Localism Act 2011 for the town council to apply to register it as an ACV.

Registration as an ACV does not guarantee transfer of the land to the community, it is essentially a delaying measure, imposing up to 6 months moratorium on sale but that the community must then come up with full market price if it wants to purchase the asset. I have also advised community groups that in my view its extremely unlikely that the town council could assist financially, however this would be a decision for elected members. I have also advised that we may be able to assist with grant applications.

Normally I would report this to committee before submitting an application but given the information that the owners having only closed the church in mid-November were looking for a very quick sale by 16th December we put in the application as a matter of urgency. This was purely a protective measure for the community groups we partner with to try to preserve the position and it is now submitted to Committee for further decision by elected members, as to whether to proceed with attempting to register the site as an ACV.

Issues

Given the urgency of the situation there are difficulties of timescale. North Somerset Council officers have declined to consider the application without submission of a site boundary plan. Normally this would be easy to obtain from the Land Registry, however as the land is unregistered a plan may have to be sourced from the landowner or from a surveyor. Concern has been expressed that the sale might short circuit the process although I would hope that NSC would process the application quickly and suggest it has a duty to do so. Unless contracts have actually been exchanged on a certain date though I believe registration of the ACV would still be legally effective.

The agent for the landowner has contacted me and argued that a quick sale might favour a purchase by a community group or by another church. He advised that a delay might enable commercial developers to assess the financial potential of the site for housing and to prepare a commercial bid. I am not qualified to debate whether this view is correct.

Finally councillors may want to consider, despite the interest being shown in the site by community groups, whether in fact a conversion of the premises for housing might not be a bad outcome. Good quality housing in the town centre can bring life to the area, including outside normal retail hours, supporting small business and jobs. There are arguably quite a number of church halls and premises around the town centre available for hire very cheaply by community groups, including (for example) Boulevard UR Church, Emmanuel CofE Church, the Stable and the Blakehay Theatre. Again this is not necessarily my own view but an issue which councillors may wish to consider.

Recommendations

1. The Committee determine whether or not the application to register an ACV be continued.
2. To consider whether the application should be withdrawn in the event of the landowner accepting a bid from another church or a community group.
3. To consider whether assistance can be given towards funding a community acquisition of the site, should this go ahead, for example by research and preparation of grant applications.

Malcolm L Nicholson LL.B, DMS, PSLCC
Town Clerk
11th December 2020