

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING
HELD AT GROVE HOUSE ON
MONDAY 14TH DECEMBER 2020**

Meeting Commenced: 7.00 pm

Meeting Concluded: 9.00pm

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: Councillors Sonia Rusee, Catherine Gibbons, John Crockford-Hawley, Roger Bailey, Peter McAleer, Sarah Codling, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Tania Middlemiss (Assistant Town Clerk), Samantha Bishop (Committee Officer), Fiona Walsh (Finance Officer), Emma Williams (Tourism & Marketing Officer) and Alan Rice (parishioner).

The Chairman parishioners to address the meeting.

Alan Rice, central ward resident and trustee of Somewhere to Go addressed the committee and spoke in support of agenda item 9 'Somewhere to Go grant'.

The Council granted a sum of £25,000 towards helping rough sleepers in 2018/19, targeted at the specific project of establishing a night shelter for rough sleepers. Since then this sum has been given to Somewhere To Go charity (STG), to establish a 'Night Assessment Centre' providing a 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 was changing and STG were bringing their facilities up to a better standard for their guests. It was not just a housing problem but support was needed to help people with addiction and mental health. The STG were preparing to see an increase in rough sleepers due to the effects of the COVID pandemic and asked for the Council's support once again. Alan Rice thanked members for the opportunity to address and invited any members to visit the facility.

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| 112 | To receive Apologies for Absence and Notification of Substitutes There were no apologies for absence received. It was noted that Councillor David Dash was absent from the meeting. |
| 113 | To receive Declarations of Interest There were no declarations of interest received. |
| 114 | To approve the minutes of the Policy & Finance Committee meeting held on 19th October 2020 The minutes had been previously circulated with the agenda. It was highlighted that the minutes stated the wrong date and that the Apologies for Absence item was repeated on every page. |

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| | <p>The Committee Officer apologised and explained that it was as a result of an accessibility check which she would rectify.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p> <p>Councillor Dash joined the meeting at this point.</p> |
| 115 | <p>The minutes of the Working Party to Review Expenditure & Governance held on 5th November 2020 (unapproved)</p> <p>The minutes had been previously circulated with the agenda.</p> <p>In response to a question regarding Dartmouth Close play area, The Town Clerk informed that the Council was awaiting Big Worle's agreement to allow the Council to manage the play area and utilise grant funding.</p> <p>RESOLVED: That the minutes of the of the Working Party to Review Expenditure & Governance held on 5th November 2020 be noted.</p> |
| 116 | <p>Monthly Financial Reports: September & October 2020</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>PROPOSED BY: Councillor Marcia Pepperall SECONDED BY: Councillor Robert Payne</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>.1 RESOLVED: That the Schedule of Unapproved Expenditure for September & October 2020 be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i. Bank Reconciliations ii. Budgetary Control Report iii. Bank Interest Report iv. Schedule of Receipted Income v. Overspend Month end report vi. Bad debt report <p>The Chairman queried the bad debt report status.</p> <p>The Deputy Town Clerk explained that the report included a recommendation to refund Visit Weston Members and that Weston College had settled most of their debt and headway was being made.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>.2 RESOLVED: That reports 5b i – vi for be noted.</p> |

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| 117 | <p>To approve the Town Council charges for the year 2021/2022</p> <p>The charges had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk suggested in view of the Pandemic to allow the Town Clerk and Deputy Town Clerk to authorise discounts of up to 50% at their discretion.</p> <p>A member suggested adding the hiring charges for the newly opened Ellenborough park West. The Deputy Town Clerk advised that research was being undertaken by the Grounds Manager and that proposed charges would be available for inclusion within the budget for approval in January.</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:</p> <ol style="list-style-type: none"> 1. To approve the charges for the year 2021/2022 2. That the Town Clerk and Deputy Town Clerk (DTC) have discretion to approve discounts from the charging schedule when required (up to 50% maximum of approved charges) with notification given to the Chairman of the Committee. 3. Any request for a discount on approved charges to be received in writing from the service manager to the DTC or Town Clerk for approval to be granted. |
| 118 | <p>To recommend a Draft Budget for 2021/2022 to the Council</p> <p>There were two budgets previously circulated. Budget 1 a – Covid Restricted 2021/2022 and Budget 2 – A non-Restricted Budget.</p> <p>The Deputy Town Clerk advised that the budgets were colour coded for ease, amber representing Budget 1 – Covid Restricted and green representing the Budget 2 - Non Restricted. The layout had not changed.</p> <p>A further Business Review Document had been circulated earlier that day which looked at the council's businesses as requested by the Expenditure and Governance working party to identify where efficiency savings and improved business function could be made. This could be discussed in more depth at a later date but the principles of which had been used to aid the budget being considered. Members had also been made aware that the changes in recent Band D figures reflected a reduction of 249 properties from the previous year's tax base. Both budgets would need alterations in order to get them to 0%, which included an inflationary increase of 2% across services. The council was expected to come in with a slight surplus at its year end prediction as services had not been able to open as much as hoped due to the seconded lockdown.</p> <p>The Town Clerk informed that in order for the budget to be at 0%, £42,671 would need to be saved somewhere. This was mainly due to the change in tax base figures.</p> <p>It was then</p> |

PROPOSED BY: Councillor Ian Porter

SECONDED BY: Councillor Gill Bute

To approve the production of a 0% budget: based on that circulated but finding the £42,671 savings from three areas of the budget; £20,000 each from Training and Tourism Advertising; and the remainder from the Staff salary budget.

The Town Clerk confirmed that the savings would need to be identified from specific budget headings.

The Deputy Town Clerk informed that Training sat across many service areas of the budget and that she would need to do some work with the Assistant Town Clerk to find a way of identifying savings without impacting on service performance.

An **amendment** was then

PROPOSED BY: Councillor Helen Thornton

SECONDED BY: Councillor Tim Taylor

That the proposals to achieve 0% budget be not supported and the following increases be made to the budget:

To increase the Community Grants budget to £10,000 to make allowance for £2,500 annual dotation to PRIDE.

In increase the Street Furniture budget to £20,000 to £40,000

To increase the Professional Fees budget from £15,000 to £30,000 to fund feasibility studies for future projects.

To utilise the underspent Community Events budget to fund a Street Art Festival in July 2021 (£20,000).

Substantial debate ensued, where members spoke strongly for and against the proposal and the amendment.

To aid debate regarding the General Reserves budget, the Deputy Town Clerk advised that any underspent funds would go into general reserves unless specified as an earmarked reserve. This decision could be made at the full council meeting in January.

The Town Clerk clarified that the effects of the amendment changes to the budget resulted in a 0.6% increase to the draft budget and a 63p difference per Band D property.

Further Debate ensued.

A vote was taken on the **amendment** which was **lost** (4 for; 6 against).

The first proposition thus became the **substantive** motion.

The Deputy Town Clerk recommended that due to the ongoing uncertainty of the COVID pandemic likely to affect the budget for 2021 / 2022, it was necessary and

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| | <p>prudent for a full 6 month budget review to be undertaken via the Expenditure & Governance Working Party in September 2021 the outcomes of which would be recommended to the Policy and Finance Committee in October.</p> <p>The proposer informed that the £42,671 reduction was to be recovered from the following budgets; Training (£20,000); Tourism Advertising (£20,000); Staffing (£2,671) and that officers advise on how the changes can be implemented.</p> <p>A vote was then taken and carried (7 for; 5 against). Accordingly, it was:</p> <p>RESOLVED: That the draft Budget 2 – Non Restricted 2021/2022, incorporating the above reductions to enable a 0% increase, be recommended to the Town Council for approval on 25th January 2021.</p> <p>The DTC confirmed that she would prepare the budget for approval to take into account the resolution passed in readiness for the Town Council meeting and final precept setting. The effect of a 0% precept would mean a remaining cost of £98.37 p per month on a Band D property. The impact on the revenue budget itself would show an estimated budget reduction of £24,674 noting that this was reflecting the impact of a reduction in BAND D properties for 2021 /2022 as confirmed by NSC.</p> <p>The Deputy Town Clerk advised that the Business Review Document would ideally also require members’ approval.</p> <p>A vote was then taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Business Review Document be approved and incorporated as part of the draft budget for recommendation to the Town Council for approval on 25th January 2021 and that actions to work towards the contents should be progressed in time for the forthcoming financial year where possible.</p> <p>The Town Clerk advised that any detailed decisions could be discussed at committee level.</p> |
| 119 | <p>To receive the external Audit report for 2019 / 2020</p> <p>The external Audit report had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk was pleased to advise that the external auditor had returned a clean audit and therefore had concluded and provided final sign off of the accounts for the year 2019 / 2020.</p> <p>In response to a member, the Deputy Town Clerk confirmed that both an internal and external audit had been undertaken on the Blakehay as per members’ request.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To receive and approve the external Audit report for 2019 / 2020.</p> |
| 120 | <p>Somewhere to Go Grant</p> <p>The report of the Town Clerk had been previously circulated which recommended members to approve the repurposed uses of the grant money.</p> |

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| | <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:</p> <ol style="list-style-type: none"> 1. That the committee approve the uses of the grant of £25,000 in 2020/21 as described within the Town Clerk's report. and 2. Approve that a grant should be included in the draft budget for 2021/22. |
| 121 | <p>Proposed lease of Old Town Quarry</p> <p>The overview condition report from the Deputy Town Clerk and site plan and budget cost estimates from the Town Council's Surveyor had been previously distributed.</p> <p>The Town Clerk reported that the item had been discussed at length with group leaders and approved at Heritage Arts and Culture Committee. It was felt to be a good opportunity for the council. It would require some one-off funding to get the building up to standard but there would be no extra staff required to take on the opportunity. Members were then referred to the recommendation within the report.</p> <p>The Deputy Town Clerk added that the reports were self-explanatory and that officers had met with the Civic Society and North Somerset Council. The council's surveyor had revisited the site to understand the condition of the buildings. The intention was to move the Grounds administration team to one of the buildings along with the environmental ranger's service (operational team) as they had outgrown their current base at the cemetery. The cemetery records were kept in fire proof cabinets at Grove lodge and would also be moved with the Grounds Administration team. In order to make the building fit for purpose to accommodate staff there would need to provide welfare facilities.</p> <p>Members were in support of the opportunity and the recommendations.</p> <p>The Deputy Town Clerk added that the recommendation of the HAC Committee needed to be included with the resolution.</p> <p>In response to a member, the Deputy Town Clerk clarified that the Stables would occupy the café building which offered opportunities and was also an attractive element for grant funding in terms of community backing.</p> <p>PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Peter Fox</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 contents of the reports. 2. To approve the plan order for works to be prioritised. 3. To support the proposal for discussions to take place with North Somerset Council, the Civic Society and the Stable to take a lease of the Quarry and develop a proposal to keep the Quarry open as a community facility, with further reports to be submitted to the HAC Committee as and when they become available. |

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| 122 | <p>Victoria Methodist Church - Asset of Community Value</p> <p>The report of the Town Clerk had been circulated to members that morning.</p> <p>The Town Clerk apologised for the late circulation of the report and reiterated the main points for the benefit of members who had not had the chance to read it.</p> <p>The report asked the Committee to determine whether or not the application to register an Asset of Community Value (ACV) should be continued; to consider whether the application should be withdrawn in the event of the landowner accepting a bid from another church or a community group; and lastly to consider whether assistance could be given towards funding a community acquisition of the site, should go ahead, for example by research and preparation of grant applications.</p> <p>The bids for the site would be opened on 16th December, it was hoped that another church or community group would apply. In this event, the application for a ACV could be withdrawn.</p> <p>Debate ensued. A member reported that the church was a very well used facility and he had attended a meeting as part of a Steering Group where there was a lot of demand for a community hub. Concern was raised over the state of the old buildings and the costs involved with maintaining them. There was lots of work to be done and other building sites to consider as a wider project.</p> <p>Concern was raised that the Steering Group may be doubling up on work already being considered via the Placemaking Agency and that the Placemaking Agency should be, if they had not been already, consulted on the idea of a community hub.</p> <p>Further concern over the state of the buildings and costs involved with maintaining them was raised. It was highlighted that the buildings were in a conservation area.</p> <p>The council's involvement was merely a holding operation until a bid was accepted.</p> <p>PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Ray Armstrong</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the Committee approve that the application to register an ACV be continued. 2. That the application should be withdrawn in the event of the landowner accepting a bid from another church or a community group. 3. That assistance be given towards funding a community acquisition of the site, should it go ahead, for example by research and preparation of grant applications. |
| 123 | <p><i>It was resolved under the Public Bodies (Admissions of Meeting) Act 1960 that the press and public be excluded from the meeting for reasons of confidential nature of business.</i></p> |
| 124 | <p>Legal Claim from Towerpiece Ltd</p> |

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| | <p>The confidential report of the Town Clerk and correspondence from the Councils appointed solicitors had been previously circulated.</p> <p>On 28 October 2020 a legal claim in the county court had been received completely out of the blue from John Hodge solicitors on behalf of Towerpiece Ltd against the town council for £18,250 plus statutory interest up to £25,000 in total.</p> <p>The claim had arrived with no prior warning or correspondence from the claimant themselves as was normal and indeed required by court protocols.</p> <p>The claim had had to be responded to within 21 days and therefore the Town Clerk had instructed Wards Solicitors to defend the claim. The Leader and Deputy Leader of the council had been made aware of the claim and the council's defence of it.</p> <p>The letter from Wards had been attached to the report setting out the claim, the initial basis of a defence, and costs. The Town Clerk, in liaison with the Deputy Town Clerk, was continuing to deal with the matter to try to protect the council's interests.</p> <p>The Town Clerk explained that the claim had derived from an ongoing issue and saga since 2005 to do with the electricity supply for a building the council had formally leased, known as Barcode. As far as the council were concerned, the saga had ended in 2014 when an amount of £14,000 had been agreed on and paid to the electricity supplier. Although legal costs were being incurred by defending the claim the amount in question was substantial.</p> <p>Members instructions were requested to continue defence of the claim.</p> <p>PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Town Clerk be authorised to continue to defend the claim on behalf of the council.</p> |
| 125 | <p>Proposal to Give Staff Additional Leave This Year</p> <p>The item at the request of a Member</p> <p>Councillor Helen Thornton proposed that the council use its surplus funds from its 2020/2021 budget to grant 2 days extra annual leave to its employees as a thank you for their hard working during the pandemic. Other organisations and agencies had agreed this and it would be a great way for the council to show its appreciation and recognition of its staff.</p> <p>The Deputy Town Clerk had previously advised her that there would be a budget implication of approx. £7,700 to do this.</p> <p>PROPOSED BY: Councillor Helen Thornton SECONDED BY: Councillor Ciaran Cronnelly</p> <p>Debate ensued, where members spoke for and against the proposal.</p> <p>A vote was taken and tied (6 for, 6 against).</p> |

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| | <p>The Chairman gave his casting vote in favour of the motion and the vote was therefore, carried.</p> <p>Accordingly, it was:</p> <p>RESOLVED: That as a thank you to staff, the council grant its employees two days extra annual leave each within the year 2020/2021, to be taken by 31st March 2021.</p> <p>The Chairman thanked all for attending and wished everyone a Merry Christmas.</p> |
| | <p>There being no further business, the Chairman closed the meeting at 9.00 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 28th JANUARY 2021**

Meeting Commenced: 10:01am

Meeting Concluded: 12:05 pm

PRESENT: Councillors Robert Payne (Chairman), Jan Holloway, Alan Peak, Sonia Russe, Gill Bute, Richard Tucker, Roger Bailey, Helen Thornton and Councillors Mike Bell and Pete McAleer (part attendance).

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer/Office Manager), Tania Middlemiss (Assistant Town Clerk), Fay Powell (Assistant Town Clerk/Grounds Manager), Molly Maher (Development Officer), Becky Walsh (Communications & Marketing Officer), Emma Williams (Tourism Marketing Officer/Committee Administrator)

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| 1. | Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Peter Crew and Ciaran Cronnelly, who were substituted by Councillors Roger Bailey and Helen Thornton, respectively. It was noted that Councillor Peter McAleer was hoping to attend 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 5th November 2020 PROPOSED: Councillor Jan Holloway SECONDED: Councillor Alan Peak RECOMMENDED: That the minutes be approved and signed by the Chairman. |
| 4. | To receive notes of the Health & Safety meetings held in November and December 2020 The notes of the meeting had been previously circulated with the agenda. The Chairman queried the inclusion of two question marks following reports of leak in Weston Museum. The Deputy Town Clerk clarified that the time of reporting, a leak was suspected, but has since been investigated by contractors and confirmed. The flashing on the roof needed to be thoroughly inspected and repaired as necessary. |

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| | RECOMMENDED: That the notes of the Health & Safety meeting be noted. |
| 5. | <p>The Grounds Review</p> <p>The report had been previously circulated with the agenda.</p> <p>The Grounds Manager responded to questions surrounding the appointment of an officer to the Community Response role. Interviews had taken place on Microsoft Teams on 27th January and a successful candidate had been selected, however the unsuccessful candidates had not yet been informed at that time. The newly appointed officer would be line managed by both the Grounds Manager and North Somerset Council, and would be responsible for overseeing crime and antisocial behaviour in Weston-super-Mare only. Two other members of the Community Response team at NSC, controlled the wider North Somerset area.</p> <p>RECOMMENDED: To note The Grounds Manager's report.</p> |
| 6. | <p>Big Worle - progress with Dartmouth Close</p> <p>The Grounds Manager had met with recently appointed Mary Morgan of Big Worle, to discuss the Town Council's acquisition of Dartmouth Close play area which had been ongoing for some time. A 'Play Inspection' had been ordered, as the equipment had previously been checked around eighteen months ago. This would ensure due diligence ahead of taking over the playground. There would also be improvements made including painted murals and anti-graffiti coating to equipment.</p> <p>The Chairman enquired into timescales for the take-over, and was advised that once the play inspection had been carried out, that progress would be swift in taking ownership. One member asked whether Dartmouth Close would be owned or leased by the Town Council, to which the Clerk advised that it was a long-term lease agreement with Big Worle.</p> <p>RECOMMENDED: To await further progress.</p> |
| 7. | <p>To receive the Building and Assets/Office Plans report (attached)</p> <p>Detailed reports outlining options and recommendations for building works and reconfiguration of Town Council premises had been previously circulated. All recommendations would be considered via the Policy & Finance Committee, on the 15th February.</p> <p>The Deputy Town Clerk summarised the four potential scope of works under consideration:</p> <ul style="list-style-type: none"> • Grove House – 3x options • Grove Lodge • Satellite VIC at the Water Park |

- Weston Museum – additional kitchen prep area to the museum function room.

Grove House & Grove Lodge

The Deputy Town Clerk advised that works orders for improvements to the upstairs of Grove House had been placed and work to be undertaken before 31st March.

GH - Option 2 of described the potential to convert the existing garage space at Grove House into additional office space and/or breakout meeting room facilities – to compensate for the loss of the original meeting room, now being transformed into office space for the Finance team.

There were two important factors consideration; one if members wished for GH to remain a public building and two; if they were happy to relocate meetings to the Blakehay Theatre, as option 2 would utilise the current meeting/public waiting area.

It was noted that GH and GL had a huge problem with storage of files/records, stationery and equipment. The garage, where most of these items were stored was in a very poor state and items were becoming ruined. If staff were to be relocated from GL to GH then adequate storage space would need to be provided, such as a container to be placed in the back yard area.

Members thanked the Deputy Town Clerk for her reports and summary and discussed their thoughts surrounding the three options.

Members agreed that until the acquisition of the Old Town Quarry was resolved, it was prudent to retain Grove Lodge as a Town Council premises, for the Grounds Team to occupy, with the Finance Team moving to expanded workspaces within Grove House.

Councillor Peter McAleer entered the meeting at 10:26 am

It was thought that Option 3 would only be necessary should all staff be based at Grove House as well as retaining the meeting room in its current capacity. This would be the largest undertaking and most costly scope of works, as it would entail a two-storey extension adding to Grove House.

PROPOSED: Councillor Sonia Russe

SECONDED: Councillor Gill Bute

RECOMMENED: That Option 2 would be recommended for alterations to Grove House and Grove Lodge.

Satellite VIC at the Water Park

The Deputy Town Clerk outlined the options to construct a non-permanent structure (in line with flood defence regulations on the seafront) at the Water Park. This would act as a satellite Visitor Information Centre and as a base for staff manning the Water Park.

Previously there had been uncertainty regarding the availability of the Tropicana VIC space, however, this had since been confirmed by North Somerset Council. Two

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| | <p>locations for visitor information services was agreed as an improvement for the town, especially if located at each end of the main beach and promenade.</p> <p>RECOMMENDED: That the Water Park would house a structure intended for usage as ‘satellite’ VIC in readiness for the 2021 season and base for staff overseeing the Water Park operation.</p> <p><u>Museum</u></p> <p>The Deputy Town Clerk went on to explain the lack of adequate food preparation space in Weston Museum and that by increasing this, staff would be able to accept larger catered bookings at the Museum i.e. weddings, to be handled more easily.</p> <p>PROPOSED: Councillor Alan Peak SECONDED: Councillor Jan Holloway</p> <p>RECOMMENDED: That expansions to the food preparation area at Weston Museum, would go ahead.</p> <p>RECOMMENDED: That reports on progress of the acquisition of the Old Town Quarry and improvements to the public toilets in Grove Park, be noted as discussed along with Grove House and Grove Lodge plans.</p> |
| <p>8.</p> | <p>Committee Structure</p> <p>The Town Clerk reminded members of his previous reports to council back in March and September 2020, for options of Streamlining of Committees. Due to the pandemic it was agreed to defer the discussion until the March council meeting. He felt it appropriate to have the working party discuss it and give him a steer. He would also take the item to the Policy & Finance Committee in February.</p> <p>The Town Clerk reminded for the options as follows:</p> <ul style="list-style-type: none"> i. To review the committee membership numbers. ii. To merge the Tourism & Leisure and Heritage, Arts and Culture Committees. (this had previously been requested by the Chairman of the T&L Committee and more recently been retracted). iii. To reduce the frequency of meetings i.e. bi-monthly meetings become quarterly iv. To remove the Planning Committee. <p>Debate ensued.</p> <p>It was agreed that meetings to receive information-only reports were not essential, and that reports could be sent to members, independent of committee meetings.</p> <p>Several members were keen to see the retention of the Planning Committee, as many other North Somerset parishes had discussed ways for NSC Planning Committee to work more transparently with them; and that planning decisions for Weston residents would be better made by better-informed Weston Town Councillors.</p> |

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| | <p><i>Councillor Mike Bell left the meeting at 11:23 am</i></p> <p>Largely, it was agreed that the frequency of meetings should remain as currently scheduled, however, the size of larger committees should be reduced from 13 members, no larger than 1/3 of the total number of Town Councillors.</p> <p>Members felt that the committee membership and frequency of meetings of the Community Services Committee should remain unchanged as handled the prime functions of the council.</p> <p>Consideration was also given to how committees may be impacted by the move that they be held – in part, virtually, even after Covid restrictions were lifted.</p> <p><i>Councillor Peter McAleer left the meeting at 11:35am</i></p> <p>RECOMMENDED: That the Town Clerk noted the views of the Working Party and thanked members for their contribution.</p> |
| <p>9.</p> | <p>Town Council Strategy Update</p> <p>The Town Clerk offered an update on the approval and adoption of the new Town Council Strategy, and that it would be presented at both the Policy & Finance Committee and Town Council meetings. The document was 'live' and could be amended in real time as circumstances altered, including those relating to Covid restrictions and the impact on the town/residents.</p> <p>RECOMMENDED: That the verbal report be noted</p> |
| <p>10.</p> | <p>Black Lives Matter – Appointment of Working Group</p> <p>The Town Clerk referred to the recent Town Council motion which had been previously circulated to members. The council needed to now implement the motion, by firstly setting up a small working party of cross party members.</p> <p>The Communications and Marketing Officer was asked to comment on the current situation and the Town Council's involvement in the BLM movement and BAME community. She confirmed that herself and another Councillor had already attended meetings, and it would be useful to have working group that could discuss the matters further.</p> <p>The Communications and Marketing Officer informed that both Councillors Catherine Gibbons and Sarah Codling had shown an interest becoming a working party member.</p> <p>A suggestion was made by a member that Equality and Diversity training be quality assured by an accredited body to guarantee the efficacy of the course material.</p> <p>RECOMMENDED: That Group Leaders would nominate 1-2 members from their party to sit on the new BLM Working Group.</p> |

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| <p>11.</p> | <p>Town Councillor Email Addresses (Support)</p> <p>The Development Officer confirmed the purchase of five tablet devices for Councillors whom had requested such. Members were encouraged to contact the Development Officer or the Communications and Marketing Officer if they had any problems with those devices or with the roll-out of new Town Council email addresses.</p> <p>One member asked why they were receiving emails in duplicate – to their personal and new addresses simultaneously. It was advised that after the 31st January 2021, only the new Town Council addresses would be used and this was simply a phasing-in of the new procedure to ensure no recipients were missed during the transition.</p> <p>A request was heard that on the morning of any meetings, a final email with a Zoom invitation be sent to members again, to assist in locating the necessary information. This was agreed by the Committee Officer. Suggestions were also made that in time, using the calendar function on Councillors' emails could facilitate easier scheduling and access for meetings.</p> |
| <p>12.</p> | <p>Future Areas to be considered by the Working Party</p> <ul style="list-style-type: none"> The Grounds Manager suggested a future discussion as to the acquisition of an additional cemetery facility, as plot space was becoming critical at Milton Road Cemetery. <p>Debate ensued regarding the suggestion, and it was fully supported.</p> |
| | <p>There being no further business, the Chairman closed the meeting at 12:05 pm.</p> <p>Signed..... Dated..... Chairman of the Expenditure & Governance Working Party</p> |

Policy & Finance Committee

Bank Reconcilliation Statements – Report of the Finance Officer

BANK RECONCILIATIONS

| BANK RECONCILIATIONS | Agenda Item | | | | ADD | | Petty Cash & floats held: | | | | | Monthly totals | |
|--|------------------------|------------------------|-----------------------------|---------------------------|-------------------------|-----------------|---------------------------|------------------------|-----------------------|----------------------------|-------------------------|----------------|-----------------|
| | Lloyds Current Account | Lloyds Imprest Account | Lloyds Mayor's Charity Fund | NatWest Liquidity Manager | Bank Accounts sub-total | 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 November 2020 | | | | | | | | | | | | | |
| Account Balance | 1,664,512.58 | 33,612.00 | 10,953.20 | 30,127.54 | | | | | | | | | |
| Less: Unpresented cheques and BACS (p/l & imprest trs) | 0.00 | 44.06 | 0.00 | 0.00 | | | | | | | | | |
| plus: receipts not banked | 404.23 | 0.00 | 0.00 | 0.00 | | | | | | | | | |
| | 1,664,916.81 | 33,567.94 | 10,953.20 | 30,127.54 | 1,739,565.49 | 100,000.00 | 420,000.00 | 250.00 | 50.00 | 540.00 | 150.00 | 320.00 | 2,260,875.49 |
| 31st December 2020 | | | | | | | | | | | | | |
| Account Balance | 1,758,559.84 | 33,587.80 | 10,913.30 | 30,127.54 | | | | | | | | | |
| Less: Unpresented cheques and BACS (p/l & imprest trs) | 0.00 | 448.50 | 0.00 | 0.00 | | | | | | | | | |
| plus: receipts not banked | 329.23 | 0.00 | 0.00 | 0.00 | | | | | | | | | |
| | 1,758,889.07 | 33,139.30 | 10,913.30 | 30,127.54 | 1,833,069.21 | 100,000.00 | 420,000.00 | 250.00 | 50.00 | 540.00 | 150.00 | 320.00 | 2,354,379.21 |

Bank Interest Report:

- **for April'20 to December'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.
- to the value of £160.52 on 2nd November 2020
- to the value of £155.34 on 2nd December 2020

Santander Actual Cash Received 1st April 2020 to 31st December 2020 = £1990.10

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.
- to the value of £7.45 on 3rd November 2020
- to the value of £5.12 on 2nd December 2020

CCLA Actual Cash Received 1st April 2020 to 31st December 2020 = £187.42

Policy & Finance Committee

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 |
|--|--|---|----------------------------------|------------------------------------|-------------------------------|
| | £ | £ | £ | £ | £ |
| November 2020 | 17,623.82 | 0.00 | 0.00 | 0.00 | 17,623.82 |
| December 2020 | 295,140.39 | 0.00 | 60.00 | 0.52 | 295,200.91 |

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 | £37.00 | £1,145.00 | £0.00 | -£1,145.00 | COVID PPE not included in budget estimates |
| <u>Grove Lodge</u> | | | | | | |
| PPE - COVID related | 104/4041 | £100.00 | £371.00 | £0.00 | -£371.00 | 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 |
| | 120/4019 | £1,494.00 | £1,494.00 | £1,000.00 | -£494.00 | Website costs |
| <u>Museum (Central costs)</u> | | | | | | |
| PPE - COVID related and other | 140/4014 | £339.00 | £3,130.00 | £1,000.00 | -£2,130.00 | COVID PPE not included in budget estimates |
| <u>Milton Road Cemetery</u> | | | | | | |
| Utilities | 420/4104 | £529.00 | £843.00 | £299.00 | -£544.00 | 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 | £160.00 | £3,225.00 | £1,987.00 | -£1,238.00 | CPI Increase |

Outstanding Balances by Month as at 31/12/2020

| A/C Code | Customer Name | Balance | Dec 2020 | Nov 2020 | Oct 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 |
| HONALEE | HONALEE | 14.00 | 14.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PILATES | PILATES | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 |
| SALSAVIDA | SALSAVIDA | -252.00 | -108.00 | 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 | | 3,210.18 | -94.00 | 0.00 | 0.00 | 3,764.98 | -460.80 |
| Ledger No 2, Council Sales Ledger | | | | | | | |
| ADAM | ADAM | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| ALBANY | ALBANY | -4.17 | 0.00 | -25.00 | -204.17 | 225.00 | 0.00 |
| ALLIANCEDB | ALLIANCEDOGBIN | 1,016.40 | 363.00 | 290.40 | 0.00 | 363.00 | 0.00 |
| BELLAVISTA | BELLAVISTA | -29.17 | 0.00 | -50.00 | -204.17 | 225.00 | 0.00 |
| BLEADONG | BLEADONGOLF | -560.00 | 0.00 | -560.00 | 0.00 | 0.00 | 0.00 |
| BOURNVILLE | BOURNVILLE | 70.00 | 70.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| BREAN | BREAN | -450.00 | 0.00 | 0.00 | -450.00 | 0.00 | 0.00 |
| BRISTOLCC | BRISTOLCC | 975.00 | 0.00 | 0.00 | 975.00 | 0.00 | 0.00 |
| CAVACIUTI | CAVACIUTI | 1,750.00 | 0.00 | 0.00 | 0.00 | 1,750.00 | 0.00 |
| CHURCHILLP | CHURCHILLP | 604.80 | 432.00 | 172.80 | 0.00 | 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 | -90.00 | 0.00 | 0.00 |
| CORBYFC | CORBYFC | 1,428.00 | 0.00 | 0.00 | 1,428.00 | 0.00 | 0.00 |
| DAVISJM | DAVISJM | -71.00 | 0.00 | 0.00 | 0.00 | 0.00 | -71.00 |
| ELM001 | ELMS | 714.00 | 714.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FINE | FINE | -565.00 | 0.00 | 0.00 | 0.00 | 0.00 | -565.00 |
| GILDA | GILDA | 120.00 | 0.00 | 0.00 | 0.00 | 120.00 | 0.00 |
| GOWER | GOWER | 117.00 | 117.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GROVES | GROVES | 902.00 | 902.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HADLEYS | HADLEYS | -22.50 | 0.00 | -60.00 | -97.50 | 135.00 | 0.00 |
| HAYWARDV | HAYWARDV | 35.00 | 35.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HIGHLEA | HIGHLEA | -66.67 | 0.00 | -150.00 | -366.67 | 450.00 | 0.00 |
| JONESM | JONESM | -1,173.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,173.00 |
| KEWSTOKE | KEWSTOKEDOGBIN | 534.60 | 297.00 | 237.60 | 0.00 | 0.00 | 0.00 |
| OLDMIXON | OLDMIXON | 140.00 | 140.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PALMER | PALMER | -40.00 | 0.00 | 0.00 | 0.00 | 0.00 | -40.00 |
| PITMANS | PITMANS | 714.00 | 714.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ROCKPOOL | ROCKPOOL | -3.34 | 0.00 | -45.00 | -408.34 | 450.00 | 0.00 |
| STEELC | STEELC | -1,128.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,128.00 |
| STYLISH | STYLISH | -41.00 | 0.00 | 0.00 | 0.00 | 0.00 | -41.00 |
| THEBEACHE | THEBEACHES | 180.00 | 0.00 | 0.00 | -135.00 | 315.00 | 0.00 |
| THELITTLE | THELITTLE | -0.10 | 0.00 | 0.00 | -315.10 | 315.00 | 0.00 |
| WALLEDEN | WALLEDEN | 58.33 | 0.00 | 0.00 | -571.67 | 630.00 | 0.00 |
| WINSCOMBE | WINSCOMBES | 576.00 | 360.00 | 216.00 | 0.00 | 0.00 | 0.00 |
| Sub Total C/Fwd | | 8,862.36 | 4,050.00 | 27.80 | -439.62 | 8,742.98 | -3,518.80 |

Outstanding Balances by Month as at 31/12/2020

| A/C Code | Customer Name | Balance | Dec 2020 | Nov 2020 | Oct 2020 | Prior Months | On A/c Pymnts |
|---|-----------------------------|-----------|----------|----------|-----------|--------------|---------------|
| | Sub Total B/Fwd | 8,862.36 | 4,050.00 | 27.80 | -439.62 | 8,742.98 | -3,518.80 |
| Ledger No 2, Council Sales Ledger (Continued) | | | | | | | |
| WINSTONS | WINSTONS | -122.50 | 0.00 | 0.00 | -122.50 | 0.00 | 0.00 |
| WOOKEY | WOOKEY | 345.00 | 0.00 | 0.00 | -495.00 | 840.00 | 0.00 |
| WORLEVILL | WORLEVILLAGE | 35.00 | 35.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WSMGOLF | WSMGOLF | -180.00 | 0.00 | 0.00 | 0.00 | 0.00 | -180.00 |
| | Total Sales Ledger No 2 | 5,729.68 | 4,179.00 | 27.80 | -1,057.12 | 5,818.00 | -3,238.00 |
| 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 |
| | Total Sales Ledger No 4 | 1,686.75 | 0.00 | 0.00 | 0.00 | 1,734.25 | -47.50 |
| | TOTAL SALES LEDGER BALANCES | 10,626.61 | 4,085.00 | 27.80 | -1,057.12 | 11,317.23 | -3,746.30 |

Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

| | | General Account - (Direct Debits, Standing Orders) | | General Account - (pymt run inv's (CHQS,BACS) and salary payments) | | Imprest Account | | Mayors Charity Fund | | Totals | |
|---|--|--|-----------|---|------------|-----------------|-------|------------------------|------|---------------------|--|
| <u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u> | | | | | | | | | | | |
| November 2020 | | £ | 24,801.52 | £ | 196,117.26 | £ | 12.80 | £ | 7.50 | <u>£ 220,939.08</u> | |
| December 2020 | | £ | 4,974.53 | £ | 136,270.51 | £ | 14.10 | £ | 8.20 | <u>£ 141,267.34</u> | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 102 Central Administration | | | | | | | | |
| 4000 Staffing Costs | 27,391 | 219,251 | 308,369 | 89,118 | | 89,118 | 71.1% | |
| 4006 Moorepay/IT payroll HR softwar | 0 | 0 | 2,700 | 2,700 | | 2,700 | 0.0% | |
| 4007 Personnel Consultants | 0 | 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 | 0 | 3,133 | 2,500 | (633) | | (633) | 125.3% | |
| 4012 Travel & Subsistence Expenses | 0 | 19 | 650 | 631 | | 631 | 2.9% | |
| 4013 Training | 0 | 1,447 | 7,500 | 6,053 | | 6,053 | 19.3% | |
| 4030 Equipment Purchase | 0 | 434 | 500 | 66 | | 66 | 86.8% | |
| 4031 Equipment - Rental | 278 | 3,210 | 5,500 | 2,290 | | 2,290 | 58.4% | |
| 4034 Equipment Repairs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4035 Telephone | 242 | 2,239 | 4,400 | 2,161 | | 2,161 | 50.9% | |
| 4036 Stationery | 172 | 1,329 | 3,000 | 1,671 | | 1,671 | 44.3% | |
| 4038 Recruitment / Advertising | 0 | 82 | 4,000 | 3,918 | | 3,918 | 2.1% | |
| 4040 Audit & Accountancy | 0 | 691 | 6,000 | 5,310 | | 5,310 | 11.5% | |
| 4041 Fees, Subs and Conferences | 156 | 890 | 4,360 | 3,470 | | 3,470 | 20.4% | |
| 4042 Postages | 0 | 2,318 | 3,000 | 682 | | 682 | 77.3% | |
| 4043 Ink Cartridges/printing | 152 | 1,077 | 1,500 | 423 | | 423 | 71.8% | |
| 4044 Insurance | 0 | 6,135 | 13,600 | 7,465 | | 7,465 | 45.1% | |
| 4049 Legal fees | 0 | 4,211 | 5,000 | 789 | | 789 | 84.2% | |
| 4102 NNDR | (349) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4107 IT Support & Upgrade | 2,037 | 17,893 | 29,002 | 11,109 | | 11,109 | 61.7% | |
| 4136 Credit Card Chgs | (7) | 26 | 0 | (26) | | (26) | 0.0% | |
| 4151 Catering | 83 | 621 | 3,000 | 2,379 | | 2,379 | 20.7% | |
| 6020 Allocation to Cost Centres | (30,174) | (265,903) | (307,842) | (41,939) | | (41,939) | 86.4% | |
| Central Administration :- Indirect Expenditure | (19) | (12) | 101,039 | 101,051 | 0 | 101,051 | 0.0% | 0 |
| Net Expenditure | 19 | 12 | (101,039) | (101,051) | | | | |
| 103 Grove House | | | | | | | | |
| 4014 P P E / Health & Safety | 37 | 1,145 | 0 | (1,145) | | (1,145) | 0.0% | |
| 4030 Equipment Purchase | 0 | 158 | 1,000 | 842 | | 842 | 15.8% | |
| 4102 NNDR | 417 | 4,229 | 5,390 | 1,161 | | 1,161 | 78.5% | |
| 4104 Utilities - Water | 0 | 90 | 150 | 60 | | 60 | 60.1% | |
| 4105 Utilities - Heat & Light | 322 | 1,701 | 3,638 | 1,937 | | 1,937 | 46.8% | |
| 4109 Alarm system | 0 | 418 | 600 | 182 | | 182 | 69.7% | |
| 4110 Cleaning | 434 | 2,587 | 5,486 | 2,899 | | 2,899 | 47.2% | |
| 4111 Window Cleaning | 10 | 70 | 113 | 43 | | 43 | 61.9% | |
| 4114 Refuse Removal | 120 | 684 | 800 | 116 | | 116 | 85.5% | |
| 6020 Allocation to Cost Centres | (1,205) | (10,953) | (13,163) | (2,210) | | (2,210) | 83.2% | |
| Grove House :- Indirect Expenditure | 136 | 129 | 4,014 | 3,885 | 0 | 3,885 | 3.2% | 0 |
| Net Expenditure | (136) | (129) | (4,014) | (3,885) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 104 Grove Lodge | | | | | | | | |
| 4014 P P E / Health & Safety | 15 | 271 | 0 | (271) | | (271) | 0.0% | |
| 4030 Equipment Purchase | 0 | 81 | 1,000 | 919 | | 919 | 8.1% | |
| 4102 NNDR | 225 | 2,021 | 2,257 | 237 | | 237 | 89.5% | |
| 4104 Utilities - Water | 0 | 257 | 439 | 182 | | 182 | 58.6% | |
| 4105 Utilities - Heat & Light | 85 | 1,090 | 1,120 | 30 | | 30 | 97.3% | |
| 4109 Alarm system | 0 | 250 | 600 | 350 | | 350 | 41.7% | |
| 4110 Cleaning | 225 | 1,608 | 2,500 | 892 | | 892 | 64.3% | |
| 4111 Window Cleaning | 10 | 70 | 113 | 43 | | 43 | 61.9% | |
| 4132 Rent | 417 | 3,750 | 5,000 | 1,250 | | 1,250 | 75.0% | |
| 6020 Allocation to Cost Centres | (978) | (9,399) | (8,107) | 1,292 | | 1,292 | 115.9% | |
| Grove Lodge :- Indirect Expenditure | (1) | (1) | 4,922 | 4,923 | 0 | 4,923 | 0.0% | 0 |
| Net Expenditure | 1 | 1 | (4,922) | (4,923) | | | | |
| 105 Community Services | | | | | | | | |
| 1025 Donations and Grants rec'd | 256 | 15,941 | 0 | (15,941) | | | 0.0% | |
| Community Services :- Income | 256 | 15,941 | 0 | (15,941) | | | | 0 |
| 4158 Weston in Bloom | 0 | 641 | 16,000 | 15,359 | | 15,359 | 4.0% | |
| 4200 Small grants to Voluntary Orgs | 3,000 | 4,432 | 7,500 | 3,068 | | 3,068 | 59.1% | |
| 4204 VANS | 3,000 | 3,000 | 3,000 | 0 | | 0 | 100.0% | |
| 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 | 0 | 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 | 3,217 | 5,207 | 6,500 | 1,293 | | 1,293 | 80.1% | |
| 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 | 1,622 | 12,979 | 13,785 | 806 | | 806 | 94.2% | |
| 6005 Admin Overhead Recharge | 164 | 2,758 | 4,521 | 1,763 | | 1,763 | 61.0% | |
| 6007 Grove House Recharge | 79 | 656 | 721 | 65 | | 65 | 91.0% | |
| 6008 Grove Lodge Recharges | 58 | 555 | 542 | (13) | | (13) | 102.4% | |
| 6010 Grounds Salaries Recharge | 552 | 4,256 | 4,882 | 626 | | 626 | 87.2% | |

| | 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 | 54 | 1,180 | 1,656 | 476 | | 476 | 71.3% | |
| Community Services :- Indirect Expenditure | 11,746 | 122,012 | 463,390 | 341,378 | 0 | 341,378 | 26.3% | 0 |
| Net Income over Expenditure | (11,490) | (106,071) | (463,390) | (357,319) | | | | |
| 107 Civic Support | | | | | | | | |
| 4000 Staffing Costs | 1,478 | 11,821 | 21,418 | 9,597 | | 9,597 | 55.2% | |
| 4036 Stationery | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4044 Insurance | 0 | 171 | 295 | 124 | | 124 | 58.1% | |
| 4050 Printing | 370 | 370 | 1,365 | 995 | | 995 | 27.1% | |
| 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 | 55 | 7,800 | 7,745 | | 7,745 | 0.7% | |
| 4152 Civic Miscellaneous | 130 | 367 | 3,990 | 3,623 | | 3,623 | 9.2% | |
| 4153 Chairman's Allowance | 0 | 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 | 1,452 | 11,621 | 12,344 | 723 | | 723 | 94.1% | |
| 6005 Admin Overhead Recharge | 147 | 2,469 | 4,047 | 1,578 | | 1,578 | 61.0% | |
| 6007 Grove House Recharge | 71 | 588 | 645 | 57 | | 57 | 91.2% | |
| 6008 Grove Lodge Recharges | 52 | 499 | 491 | (8) | | (8) | 101.6% | |
| 6010 Grounds Salaries Recharge | 59 | 451 | 516 | 65 | | 65 | 87.4% | |
| 6015 Grounds Overhead Recharge | 6 | 129 | 176 | 47 | | 47 | 73.5% | |
| Civic Support :- Indirect Expenditure | 3,765 | 32,026 | 69,473 | 37,447 | 0 | 37,447 | 46.1% | 0 |
| Net Expenditure | (3,765) | (32,026) | (69,473) | (37,447) | | | | |
| 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 | 5,122 | 40,978 | 43,527 | 2,549 | | 2,549 | 94.1% | |
| 6005 Admin Overhead Recharge | 518 | 8,704 | 14,270 | 5,566 | | 5,566 | 61.0% | |
| 6007 Grove House Recharge | 250 | 2,072 | 2,271 | 199 | | 199 | 91.2% | |
| 6008 Grove Lodge Recharges | 183 | 1,756 | 1,718 | (38) | | (38) | 102.2% | |
| 6010 Grounds Salaries Recharge | 696 | 5,338 | 6,162 | 824 | | 824 | 86.6% | |
| 6015 Grounds Overhead Recharge | 69 | 1,482 | 2,088 | 606 | | 606 | 71.0% | |
| Democratic Representation :- Indirect Expenditure | 6,838 | 60,330 | 89,036 | 28,706 | 0 | 28,706 | 67.8% | 0 |
| Net Expenditure | (6,838) | (60,330) | (89,036) | (28,706) | | | | |

| | 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 | | | | | | | | |
| 1176 Precept | 0 | 2,567,270 | 2,567,270 | 0 | | | 100.0% | |
| 1190 Bank Interest | 168 | 1,969 | 3,000 | 1,031 | | | 65.6% | |
| 1191 CIL Received | 0 | 77,636 | 0 | (77,636) | | | 0.0% | |
| Other Costs & Income :- Income | 168 | 2,646,876 | 2,570,270 | (76,606) | | | 103.0% | 0 |
| 4051 Bank Charges | 153 | 1,314 | 5,143 | 3,829 | | 3,829 | 25.5% | |
| 4060 PWLB Interest repaid-Blakehay | 0 | 5,883 | 5,883 | 0 | | 0 | 100.0% | |
| 4061 PWLB Capital repaid-Blakehay | 0 | 12,000 | 12,000 | 0 | | 0 | 100.0% | |
| 4068 PWLB Interest repaid-Water Pk | 0 | 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 | 153 | 39,556 | 73,383 | 33,827 | 0 | 33,827 | 53.9% | 0 |
| Net Income over Expenditure | 15 | 2,607,320 | 2,496,887 | (110,433) | | | | |
| 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 | 3,484 | 27,887 | 29,626 | 1,739 | | 1,739 | 94.1% | |
| 6005 Admin Overhead Recharge | 352 | 5,924 | 9,709 | 3,785 | | 3,785 | 61.0% | |
| 6007 Grove House Recharge | 170 | 1,409 | 1,544 | 135 | | 135 | 91.3% | |
| 6008 Grove Lodge Recharges | 124 | 1,195 | 1,168 | (27) | | (27) | 102.3% | |
| Strategic Planning/Projects :- Indirect Expenditure | 4,130 | 41,083 | 58,047 | 16,964 | 0 | 16,964 | 70.8% | 0 |
| Net Expenditure | (4,130) | (41,083) | (58,047) | (16,964) | | | | |
| 120 Blakehay Central Costs | | | | | | | | |
| 4000 Staffing Costs | 3,774 | 29,751 | 44,338 | 14,587 | | 14,587 | 67.1% | |
| 4013 Training | 0 | 297 | 2,355 | 2,058 | | 2,058 | 12.6% | |
| 4014 P P E / Health & Safety | (187) | 600 | 1,000 | 400 | | 400 | 60.0% | |
| 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 | (1) | 951 | 2,936 | 1,985 | | 1,985 | 32.4% | |
| 4034 Equipment Repairs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4035 Telephone | 72 | 850 | 995 | 145 | | 145 | 85.4% | |
| 4044 Insurance | 0 | 347 | 600 | 253 | | 253 | 57.9% | |
| 4102 NNDR | 659 | 2,600 | 3,510 | 910 | | 910 | 74.1% | |
| 4104 Utilities - Water | 0 | 0 | 906 | 906 | | 906 | 0.0% | |
| 4105 Utilities - Heat & Light | 204 | 2,796 | 6,986 | 4,190 | | 4,190 | 40.0% | |
| 4109 Alarm system | 0 | 713 | 600 | (113) | | (113) | 118.9% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4110 Cleaning | 0 | 114 | 700 | 586 | | 586 | 16.3% | |
| 4111 Window Cleaning | 35 | 110 | 300 | 190 | | 190 | 36.7% | |
| 4114 Refuse Removal | 14 | 1,143 | 1,500 | 357 | | 357 | 76.2% | |
| 4131 Licenses | 0 | 231 | 295 | 64 | | 64 | 78.3% | |
| 4136 Credit Card Chgs | (7) | 26 | 0 | (26) | | (26) | 0.0% | |
| 6000 Admin Salaries Recharge | 1,895 | 15,171 | 16,114 | 943 | | 943 | 94.1% | |
| 6005 Admin Overhead Recharge | 192 | 3,222 | 5,287 | 2,065 | | 2,065 | 60.9% | |
| 6007 Grove House Recharge | 92 | 768 | 840 | 72 | | 72 | 91.4% | |
| 6008 Grove Lodge Recharges | 68 | 651 | 635 | (16) | | (16) | 102.5% | |
| 6010 Grounds Salaries Recharge | 29 | 226 | 258 | 32 | | 32 | 87.6% | |
| 6015 Grounds Overhead Recharge | 3 | 66 | 84 | 18 | | 18 | 79.0% | |
| Blakehay Central Costs :- Indirect Expenditure | 6,842 | 60,906 | 93,645 | 32,739 | 0 | 32,739 | 65.0% | 0 |
| Net Expenditure | (6,842) | (60,906) | (93,645) | (32,739) | | | | |
| <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 | 1,756 | 13,976 | 29,599 | 15,623 | | 15,623 | 47.2% | |
| 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 | 1,756 | 14,018 | 36,499 | 22,481 | 0 | 22,481 | 38.4% | 0 |
| Net Income over Expenditure | (1,756) | (14,018) | 6,601 | 20,619 | | | | |
| <u>122 Blakehay - Upper Studio</u> | | | | | | | | |
| 1014 BH evening classes income | 0 | 0 | 1,400 | 1,400 | | | 0.0% | |
| 1090 Bookings | 0 | (102) | 12,000 | 12,102 | | | (0.8%) | |
| Blakehay - Upper Studio :- Income | 0 | (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 | 0 | (2,322) | 6,244 | 8,566 | | | | |
| <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 |

| | 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 | 357 | 3,275 | 8,683 | 5,408 | | 5,408 | 37.7% | |
| 4031 Equipment - Rental | 180 | 1,284 | 2,574 | 1,290 | | 1,290 | 49.9% | |
| 4405 Blakehay Bar Expenditure | 0 | 73 | 5,000 | 4,927 | | 4,927 | 1.5% | |
| Blakehay Bar :- Indirect Expenditure | 536 | 4,632 | 16,257 | 11,625 | 0 | 11,625 | 28.5% | 0 |
| Net Income over Expenditure | (536) | (4,632) | 493 | 5,125 | | | | |
| <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 | 10,428 | 18,312 | 7,884 | | 7,884 | 56.9% | |
| 4031 Equipment - Rental | 0 | 110 | 0 | (110) | | (110) | 0.0% | |
| 4036 Stationery | 0 | 25 | 800 | 775 | | 775 | 3.1% | |
| 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 | 10,611 | 19,640 | 9,029 | 0 | 9,029 | 54.0% | 0 |
| Net Income over Expenditure | (1,278) | (10,641) | (8,840) | 1,801 | | | | |
| <u>125 Blakehay -Live Shows</u> | | | | | | | | |
| 1106 Blakehay events income | 520 | 484 | 48,000 | 47,516 | | | 1.0% | |
| Blakehay -Live Shows :- Income | 520 | 484 | 48,000 | 47,516 | | | 1.0% | 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 | 520 | (1,766) | 21,600 | 23,366 | | | | |
| <u>140 Museum Central Costs</u> | | | | | | | | |
| 1034 Grant funding | 0 | (747) | 0 | 747 | | | 0.0% | |
| 1100 Miscellaneous Income | 2 | 1,138 | 7,500 | 6,362 | | | 15.2% | |
| 1122 Fundraising | 0 | 18 | 0 | (18) | | | 0.0% | |
| Museum Central Costs :- Income | 2 | 409 | 7,500 | 7,091 | | | 5.5% | 0 |
| 4000 Staffing Costs | 9,879 | 76,008 | 113,822 | 37,814 | | 37,814 | 66.8% | |
| 4012 Travel & Subsistence Expenses | 0 | 70 | 200 | 130 | | 130 | 34.9% | |
| 4013 Training | 0 | 358 | 5,000 | 4,642 | | 4,642 | 7.2% | |
| 4014 P P E / Health & Safety | 23 | 2,792 | 1,000 | (1,792) | | (1,792) | 279.2% | |
| 4019 Website Costs-TC | 0 | 639 | 600 | (39) | | (39) | 106.4% | |
| 4030 Equipment Purchase | 0 | 198 | 1,300 | 1,102 | | 1,102 | 15.2% | |

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Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4031 Equipment - Rental | 22 | 340 | 1,616 | 1,276 | | 1,276 | 21.0% | |
| 4033 Equipment mtce contracts | 0 | (25) | 0 | 25 | | 25 | 0.0% | |
| 4034 Equipment Repairs | 0 | 112 | 200 | 88 | | 88 | 56.0% | |
| 4035 Telephone | 136 | 1,390 | 1,600 | 210 | | 210 | 86.9% | |
| 4036 Stationery | 0 | 113 | 750 | 637 | | 637 | 15.0% | |
| 4039 Advertising & Marketing | 6 | 992 | 4,000 | 3,008 | | 3,008 | 24.8% | |
| 4041 Fees, Subs and Conferences | 0 | 115 | 300 | 185 | | 185 | 38.3% | |
| 4043 Ink Cartridges/printing | 0 | 25 | 0 | (25) | | (25) | 0.0% | |
| 4044 Insurance | 0 | 878 | 1,600 | 722 | | 722 | 54.9% | |
| 4102 NNDR | 5,325 | 49,405 | 53,551 | 4,146 | | 4,146 | 92.3% | |
| 4104 Utilities - Water | 447 | 1,139 | 978 | (161) | | (161) | 116.5% | |
| 4105 Utilities - Heat & Light | 780 | 5,016 | 12,547 | 7,531 | | 7,531 | 40.0% | |
| 4109 Alarm system | 0 | 614 | 1,000 | 386 | | 386 | 61.4% | |
| 4110 Cleaning | 50 | 6,584 | 12,000 | 5,416 | | 5,416 | 54.9% | |
| 4111 Window Cleaning | 0 | 350 | 600 | 250 | | 250 | 58.3% | |
| 4114 Refuse Removal | 0 | 1,086 | 1,800 | 714 | | 714 | 60.3% | |
| 4131 Licenses | 91 | 386 | 1,350 | 964 | | 964 | 28.6% | |
| 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 | 2,635 | 21,091 | 22,403 | 1,312 | | 1,312 | 94.1% | |
| 6005 Admin Overhead Recharge | 267 | 4,482 | 7,347 | 2,865 | | 2,865 | 61.0% | |
| 6007 Grove House Recharge | 128 | 1,065 | 1,170 | 105 | | 105 | 91.0% | |
| 6008 Grove Lodge Recharges | 94 | 904 | 881 | (23) | | (23) | 102.6% | |
| 6010 Grounds Salaries Recharge | 59 | 451 | 516 | 65 | | 65 | 87.4% | |
| 6015 Grounds Overhead Recharge | 6 | 129 | 176 | 47 | | 47 | 73.5% | |
| Museum Central Costs :- Indirect Expenditure | 19,948 | 176,705 | 318,761 | 142,056 | 0 | 142,056 | 55.4% | 0 |
| Net Income over Expenditure | (19,946) | (176,296) | (311,261) | (134,965) | | | | |
| <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 | 0 | 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 | 0 | 290 | 17,352 | 17,062 | | | 1.7% | 0 |
| 4000 Staffing Costs | 2,255 | 18,127 | 29,353 | 11,226 | | 11,226 | 61.8% | |
| 4020 Learning/Event education equip | 280 | 1,230 | 1,000 | (230) | | (230) | 123.0% | |
| 4039 Advertising & Marketing | 0 | 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 | 2,535 | 19,265 | 32,353 | 13,088 | 0 | 13,088 | 59.5% | 0 |
| Net Income over Expenditure | (2,535) | (18,975) | (15,001) | 3,974 | | | | |

Continued over page

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 142 Museum Cafe | | | | | | | | |
| 1004 Cafe Sales | 219 | 1,480 | 62,000 | 60,520 | | | 2.4% | |
| Museum Cafe :- Income | 219 | 1,480 | 62,000 | 60,520 | | | 2.4% | 0 |
| 4000 Staffing Costs | 3,175 | 27,637 | 48,023 | 20,386 | | 20,386 | 57.5% | |
| 4014 P P E / Health & Safety | 0 | 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 | 204 | 1,268 | 0 | (1,268) | | (1,268) | 0.0% | |
| 4031 Equipment - Rental | (52) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4058 Learning/Events Museum events | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4110 Cleaning | 0 | 21 | 845 | 824 | | 824 | 2.5% | |
| 4114 Refuse Removal | 0 | 394 | 800 | 406 | | 406 | 49.2% | |
| 4151 Catering | 0 | 225 | 500 | 275 | | 275 | 45.1% | |
| 4406 Bar Stock | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4407 Museum cafe stock | 98 | 1,353 | 13,000 | 11,647 | | 11,647 | 10.4% | |
| Museum Cafe :- Indirect Expenditure | 3,426 | 32,229 | 69,592 | 37,363 | 0 | 37,363 | 46.3% | 0 |
| Net Income over Expenditure | (3,207) | (30,749) | (7,592) | 23,157 | | | | |
| 143 Museum shop/retail | | | | | | | | |
| 1005 Museum Shop Sales | 350 | 701 | 13,500 | 12,799 | | | 5.2% | |
| 1009 Museum sale or return comm | 0 | 145 | 4,000 | 3,855 | | | 3.6% | |
| Museum shop/retail :- Income | 350 | 846 | 17,500 | 16,654 | | | 4.8% | 0 |
| 4031 Equipment - Rental | 65 | 117 | 0 | (117) | | (117) | 0.0% | |
| 4136 Credit Card Chgs | (7) | 26 | 312 | 286 | | 286 | 8.2% | |
| 4408 Museum shop stock | 373 | 2,384 | 7,000 | 4,616 | | 4,616 | 34.1% | |
| Museum shop/retail :- Indirect Expenditure | 431 | 2,526 | 7,312 | 4,786 | 0 | 4,786 | 34.6% | 0 |
| Net Income over Expenditure | (81) | (1,680) | 10,188 | 11,868 | | | | |
| 144 Museum Temporary Gallery | | | | | | | | |
| 4039 Advertising & Marketing | 0 | 292 | 1,000 | 708 | | 708 | 29.2% | |
| Museum Temporary Gallery :- Indirect Expenditure | 0 | 292 | 1,000 | 708 | 0 | 708 | 29.2% | 0 |
| Net Expenditure | 0 | (292) | (1,000) | (708) | | | | |
| 145 Museum Function | | | | | | | | |
| 1104 Function Income | (63) | (265) | 31,500 | 31,765 | | | (0.8%) | |
| Museum Function :- Income | (63) | (265) | 31,500 | 31,765 | | | (0.8%) | 0 |
| 4000 Staffing Costs | 0 | 0 | 2,385 | 2,385 | | 2,385 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4030 Equipment Purchase | 0 | 22 | 500 | 478 | | 478 | 4.4% | |
| 4039 Advertising & Marketing | 21 | 61 | 1,000 | 939 | | 939 | 6.1% | |
| Museum Function :- Indirect Expenditure | 21 | 83 | 3,885 | 3,802 | 0 | 3,802 | 2.1% | 0 |
| Net Income over Expenditure | (84) | (348) | 27,615 | 27,963 | | | | |
| 199 Capital Projects | | | | | | | | |
| 4103 Capital project | 22,264 | 40,829 | 173,000 | 132,171 | | 132,171 | 23.6% | |
| Capital Projects :- Indirect Expenditure | 22,264 | 40,829 | 173,000 | 132,171 | 0 | 132,171 | 23.6% | 0 |
| Net Expenditure | (22,264) | (40,829) | (173,000) | (132,171) | | | | |
| 300 Planning | | | | | | | | |
| 6000 Admin Salaries Recharge | 904 | 7,236 | 7,685 | 449 | | 449 | 94.2% | |
| 6005 Admin Overhead Recharge | 91 | 1,536 | 2,517 | 981 | | 981 | 61.0% | |
| 6007 Grove House Recharge | 44 | 365 | 399 | 34 | | 34 | 91.5% | |
| 6008 Grove Lodge Recharges | 32 | 310 | 305 | (5) | | (5) | 101.6% | |
| Planning :- Indirect Expenditure | 1,071 | 9,447 | 10,906 | 1,459 | 0 | 1,459 | 86.6% | 0 |
| Net Expenditure | (1,071) | (9,447) | (10,906) | (1,459) | | | | |
| 400 Central Grounds Maintenance | | | | | | | | |
| 4000 Staffing Costs | 18,289 | 140,915 | 243,593 | 102,678 | | 102,678 | 57.8% | |
| 4013 Training | 0 | 228 | 6,500 | 6,272 | | 6,272 | 3.5% | |
| 4014 P P E / Health & Safety | 84 | 1,078 | 3,000 | 1,922 | | 1,922 | 35.9% | |
| 4015 SLA Somerset | 0 | 10,477 | 13,499 | 3,022 | | 3,022 | 77.6% | |
| 4025 Vehicle Maintenance | 0 | 344 | 2,000 | 1,656 | | 1,656 | 17.2% | |
| 4026 Petrol / Diesel | 401 | 1,853 | 6,000 | 4,147 | | 4,147 | 30.9% | |
| 4030 Equipment Purchase | 272 | 4,266 | 4,300 | 34 | | 34 | 99.2% | |
| 4031 Equipment - Rental | 559 | 13,569 | 15,700 | 2,131 | | 2,131 | 86.4% | |
| 4034 Equipment Repairs | 0 | 1,234 | 2,000 | 766 | | 766 | 61.7% | |
| 4035 Telephone | 71 | 566 | 1,000 | 434 | | 434 | 56.6% | |
| 4039 Advertising & Marketing | 12 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4044 Insurance | 0 | 1,720 | 4,500 | 2,780 | | 2,780 | 38.2% | |
| 4107 IT Support & Upgrade | 3,940 | 7,796 | 6,552 | (1,244) | | (1,244) | 119.0% | |
| 4114 Refuse Removal | 0 | 259 | 6,000 | 5,741 | | 5,741 | 4.3% | |
| 4116 Dogbin Emptying | (3,536) | (4,413) | 0 | 4,413 | | 4,413 | 0.0% | |
| 6020 Allocation to Cost Centres | (20,092) | (179,892) | (216,500) | (36,608) | | (36,608) | 83.1% | |
| Central Grounds Maintenance :- Indirect Expenditure | (0) | (1) | 98,144 | 98,145 | 0 | 98,145 | 0.0% | 0 |
| Net Expenditure | 0 | 1 | (98,144) | (98,145) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 403 Allotments | | | | | | | | |
| 1100 Miscellaneous Income | 7,500 | 7,500 | 0 | (7,500) | | | 0.0% | |
| Allotments :- Income | 7,500 | 7,500 | 0 | (7,500) | | | | 0 |
| 4108 Building / Maintenance | 27 | 219 | 4,000 | 3,781 | | 3,781 | 5.5% | |
| 6000 Admin Salaries Recharge | 362 | 2,895 | 3,073 | 178 | | 178 | 94.2% | |
| 6005 Admin Overhead Recharge | 37 | 616 | 1,011 | 395 | | 395 | 60.9% | |
| 6007 Grove House Recharge | 18 | 147 | 161 | 14 | | 14 | 91.3% | |
| 6008 Grove Lodge Recharges | 13 | 123 | 119 | (4) | | (4) | 103.4% | |
| 6010 Grounds Salaries Recharge | 144 | 1,112 | 1,280 | 168 | | 168 | 86.9% | |
| 6015 Grounds Overhead Recharge | 14 | 311 | 435 | 124 | | 124 | 71.6% | |
| Allotments :- Indirect Expenditure | 615 | 5,423 | 10,079 | 4,656 | 0 | 4,656 | 53.8% | 0 |
| Net Income over Expenditure | 6,885 | 2,077 | (10,079) | (12,156) | | | | |
| 406 Environmental / climate | | | | | | | | |
| 4600 Environmental / Climate | 2,707 | 2,707 | 100,000 | 97,293 | | 97,293 | 2.7% | |
| Environmental / climate :- Indirect Expenditure | 2,707 | 2,707 | 100,000 | 97,293 | 0 | 97,293 | 2.7% | 0 |
| Net Expenditure | (2,707) | (2,707) | (100,000) | (97,293) | | | | |
| 420 Milton Road Cemetery | | | | | | | | |
| 1010 Interments | 1,525 | 41,615 | 50,000 | 8,385 | | | 83.2% | |
| 1011 Memorials | 81 | 1,473 | 6,000 | 4,527 | | | 24.6% | |
| 1100 Miscellaneous Income | 71 | 1,596 | 3,250 | 1,654 | | | 49.1% | |
| Milton Road Cemetery :- Income | 1,677 | 44,684 | 59,250 | 14,566 | | | 75.4% | 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 | 850 | 6,400 | 12,500 | 6,100 | | 6,100 | 51.2% | |
| 4055 Memorials | 0 | 5,808 | 7,200 | 1,392 | | 1,392 | 80.7% | |
| 4102 NNDR | 354 | 2,840 | 3,301 | 461 | | 461 | 86.0% | |
| 4104 Utilities - Water | 529 | 843 | 299 | (544) | | (544) | 282.1% | |
| 4105 Utilities - Heat & Light | 14 | 114 | 390 | 276 | | 276 | 29.2% | |
| 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 | 1,156 | 9,252 | 9,825 | 573 | | 573 | 94.2% | |
| 6005 Admin Overhead Recharge | 117 | 1,965 | 3,219 | 1,254 | | 1,254 | 61.0% | |
| 6007 Grove House Recharge | 56 | 468 | 509 | 41 | | 41 | 91.9% | |
| 6008 Grove Lodge Recharges | 41 | 397 | 389 | (8) | | (8) | 102.1% | |
| 6010 Grounds Salaries Recharge | 9,289 | 71,571 | 82,141 | 10,570 | | 10,570 | 87.1% | |

| | 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 | 916 | 19,799 | 27,820 | 8,021 | | 8,021 | 71.2% | |
| Milton Road Cemetery :- Indirect Expenditure | 13,323 | 119,458 | 150,793 | 31,335 | 0 | 31,335 | 79.2% | 0 |
| Net Income over Expenditure | (11,646) | (74,774) | (91,543) | (16,769) | | | | |
| <u>451 Youth Activities</u> | | | | | | | | |
| 4057 Youth Council Budget | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4142 YMCA SLA | 0 | 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 | 690 | 5,524 | 5,872 | 348 | | 348 | 94.1% | |
| 6005 Admin Overhead Recharge | 70 | 1,173 | 1,924 | 751 | | 751 | 61.0% | |
| 6007 Grove House Recharge | 34 | 277 | 308 | 31 | | 31 | 89.9% | |
| 6008 Grove Lodge Recharges | 25 | 237 | 229 | (8) | | (8) | 103.5% | |
| Youth Activities :- Indirect Expenditure | 819 | 54,581 | 76,383 | 21,802 | 0 | 21,802 | 71.5% | 0 |
| Net Expenditure | (819) | (54,581) | (76,383) | (21,802) | | | | |
| <u>460 Street Furniture</u> | | | | | | | | |
| 4115 Dogbin purchase | 0 | 395 | 1,500 | 1,105 | | 1,105 | 26.3% | |
| 4116 Dogbin Emptying | 3,161 | 2,953 | 9,775 | 6,822 | | 6,822 | 30.2% | |
| 4119 Notice Boards | 0 | 37 | 1,500 | 1,463 | | 1,463 | 2.4% | |
| 4120 Bus Shelter Cleaning / Graffit | 132 | 396 | 500 | 104 | | 104 | 79.2% | |
| 4133 Bus Shelter - Repairs | 0 | 1,810 | 3,100 | 1,290 | | 1,290 | 58.4% | |
| 4157 Prince Wales Clock/welcome sig | 12 | 426 | 550 | 124 | | 124 | 77.5% | |
| 6000 Admin Salaries Recharge | 1,129 | 9,034 | 9,597 | 563 | | 563 | 94.1% | |
| 6005 Admin Overhead Recharge | 114 | 1,918 | 3,145 | 1,227 | | 1,227 | 61.0% | |
| 6007 Grove House Recharge | 55 | 457 | 498 | 41 | | 41 | 91.8% | |
| 6008 Grove Lodge Recharges | 40 | 388 | 381 | (7) | | (7) | 101.8% | |
| 6010 Grounds Salaries Recharge | 2,235 | 17,220 | 19,760 | 2,540 | | 2,540 | 87.1% | |
| 6015 Grounds Overhead Recharge | 220 | 4,764 | 6,698 | 1,934 | | 1,934 | 71.1% | |
| Street Furniture :- Indirect Expenditure | 7,098 | 39,799 | 57,004 | 17,205 | 0 | 17,205 | 69.8% | 0 |
| Net Expenditure | (7,098) | (39,799) | (57,004) | (17,205) | | | | |
| <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 |
| 4034 Equipment Repairs | 5,070 | 5,070 | 0 | (5,070) | | (5,070) | 0.0% | |
| 4039 Advertising & Marketing | 0 | 0 | 275 | 275 | | 275 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4102 NNDR | 45 | 404 | 449 | 45 | | 45 | 90.0% | |
| 4104 Utilities - Water | 0 | 10 | 4,000 | 3,990 | | 3,990 | 0.3% | |
| 4105 Utilities - Heat & Light | 0 | 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 | 39,030 | 78,060 | 79,292 | 1,232 | | 1,232 | 98.4% | |
| 4144 Water Park Resident Scheme pas | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4300 Parks&Play Area EMRRP Holding | 0 | (0) | 151,382 | 151,382 | | 151,382 | 0.0% | |
| 4301 Ashcombe Park Lower | 0 | 268 | 279 | 11 | | 11 | 96.2% | |
| 4302 Ashcombe Park Upper | 756 | 1,025 | 1,035 | 10 | | 10 | 99.0% | |
| 4303 Broadway Play | 0 | 268 | 279 | 11 | | 11 | 96.2% | |
| 4304 Broadway Skate Park | 0 | 268 | 279 | 11 | | 11 | 96.2% | |
| 4305 Byron Rec | 0 | 268 | 279 | 11 | | 11 | 96.2% | |
| 4306 Castle Batch Lower | 0 | 268 | 279 | 11 | | 11 | 96.2% | |
| 4307 Canberra Road | 0 | 268 | 279 | 11 | | 11 | 96.2% | |
| 4308 Clarence Park | 0 | (2,521) | (15) | 2,506 | | 2,506 | 16803.9 | |
| 4309 Conniston Green | 0 | 7,768 | 7,779 | 11 | | 11 | 99.9% | |
| 4310 Ellenborough Park East | 0 | 1,508 | 1,519 | 11 | | 11 | 99.3% | |
| 4311 Grove Park | 0 | 268 | 3,082 | 2,814 | | 2,814 | 8.7% | |
| 4312 Hutton Moor Skate Park | 0 | 268 | 279 | 11 | | 11 | 96.2% | |
| 4313 Jubilee Park | 0 | 268 | 278 | 10 | | 10 | 96.6% | |
| 4314 Locking Castle (Maltlands) | 0 | 268 | 278 | 10 | | 10 | 96.6% | |
| 4315 Lynch Farm | 0 | 268 | 278 | 10 | | 10 | 96.6% | |
| 4316 Millennium Green | 0 | 268 | 278 | 10 | | 10 | 96.6% | |
| 4317 Uphill Junior Play Area | 0 | 5,109 | 10,127 | 5,018 | | 5,018 | 50.5% | |
| 4318 Uphill Toddler Play Area | 0 | 268 | 9,567 | 9,299 | | 9,299 | 2.8% | |
| 4319 Water Adventure Play Park | 672 | 9,889 | 9,963 | 74 | | 74 | 99.3% | |
| 4320 Worle Recreation Ground | 0 | 0 | 10 | 10 | | 10 | 0.0% | |
| 4321 Wyvern Close | 0 | 0 | 10 | 10 | | 10 | 0.0% | |
| 4322 Ellenborough Park West | 842 | 842 | 2,483 | 1,641 | | 1,641 | 33.9% | |
| 6000 Admin Salaries Recharge | 1,402 | 11,226 | 11,926 | 700 | | 700 | 94.1% | |
| 6005 Admin Overhead Recharge | 142 | 2,385 | 3,911 | 1,526 | | 1,526 | 61.0% | |
| 6007 Grove House Recharge | 68 | 568 | 619 | 51 | | 51 | 91.8% | |
| 6008 Grove Lodge Recharges | 50 | 480 | 474 | (6) | | (6) | 101.3% | |
| 6010 Grounds Salaries Recharge | 4,558 | 35,116 | 40,301 | 5,185 | | 5,185 | 87.1% | |
| 6015 Grounds Overhead Recharge | 449 | 9,715 | 13,647 | 3,932 | | 3,932 | 71.2% | |
| Parks & Play Areas :- Indirect Expenditure | 53,085 | 180,552 | 377,087 | 196,535 | 0 | 196,535 | 47.9% | 0 |
| Net Income over Expenditure | (53,085) | (178,802) | (340,087) | (161,285) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 475 Planned maintenance | | | | | | | | |
| 4231 Planned maint holding budget | (121) | (81) | 72,169 | 72,250 | | 72,250 | (0.1%) | |
| 4232 Allotments PPM | 0 | 376 | 376 | (0) | | (0) | 100.1% | |
| 4233 Blakehay PPM | 258 | 13,837 | 14,291 | 454 | | 454 | 96.8% | |
| 4234 Museum PPM | 3,282 | 6,419 | 7,314 | 895 | | 895 | 87.8% | |
| 4235 Cemetery PPM | 0 | 5,518 | 5,938 | 420 | | 420 | 92.9% | |
| 4236 Parks & play areas PPM | 0 | 0 | 4 | 4 | | 4 | 0.0% | |
| 4237 Grove House PPM | 92 | 1,640 | 2,616 | 976 | | 976 | 62.7% | |
| 4238 Grove Lodge PPM | 201 | 666 | 505 | (161) | | (161) | 132.0% | |
| 4240 Public toilets | 857 | 6,084 | 6,788 | 704 | | 704 | 89.6% | |
| 6000 Admin Salaries Recharge | 1,594 | 12,761 | 12,062 | (699) | | (699) | 105.8% | |
| 6005 Admin Overhead Recharge | 272 | 4,573 | 7,502 | 2,929 | | 2,929 | 61.0% | |
| 6007 Grove House Recharge | 78 | 645 | 704 | 59 | | 59 | 91.6% | |
| 6008 Grove Lodge Recharges | 57 | 548 | 533 | (15) | | (15) | 102.8% | |
| Planned maintenance :- Indirect Expenditure | 6,570 | 52,987 | 130,802 | 77,815 | 0 | 77,815 | 40.5% | 0 |
| Net Expenditure | (6,570) | (52,987) | (130,802) | (77,815) | | | | |
| 480 Tourism & Marketing | | | | | | | | |
| 4019 Website Costs-TC | 0 | 198 | 5,000 | 4,802 | | 4,802 | 4.0% | |
| 4062 Tourism-Love Weston website | 0 | 5,083 | 0 | (5,083) | | (5,083) | 0.0% | |
| Tourism & Marketing :- Indirect Expenditure | 0 | 5,281 | 5,000 | (281) | 0 | (281) | 105.6% | 0 |
| Net Expenditure | 0 | (5,281) | (5,000) | 281 | | | | |
| 481 Tourism Love Weston / Dest Mar | | | | | | | | |
| 1040 VIC Advertising Income | (5,687) | (263) | 27,500 | 27,763 | | | (1.0%) | |
| Tourism Love Weston / Dest Mar :- Income | (5,687) | (263) | 27,500 | 27,763 | | | (1.0%) | 0 |
| 4000 Staffing Costs | 3,994 | 34,019 | 49,096 | 15,077 | | 15,077 | 69.3% | |
| 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 | 850 | 329 | 15,428 | 15,099 | | 15,099 | 2.1% | |
| 6000 Admin Salaries Recharge | 2,690 | 21,530 | 22,866 | 1,336 | | 1,336 | 94.2% | |
| 6005 Admin Overhead Recharge | 161 | 2,711 | 4,440 | 1,729 | | 1,729 | 61.1% | |
| 6007 Grove House Recharge | 0 | 956 | 1,128 | 172 | | 172 | 84.8% | |
| 6008 Grove Lodge Recharges | 96 | 922 | 450 | (472) | | (472) | 204.9% | |
| Tourism Love Weston / Dest Mar :- Indirect Expenditure | 7,791 | 62,759 | 123,351 | 60,592 | 0 | 60,592 | 50.9% | 0 |
| Net Income over Expenditure | (13,478) | (63,022) | (95,851) | (32,829) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 482 Tourism VIC costs | | | | | | | | |
| 1040 VIC Advertising Income | 100 | 1,100 | 2,400 | 1,300 | | | 45.8% | |
| 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 | 1,100 | 19,100 | 18,000 | | | 5.8% | 0 |
| 4000 Staffing Costs | 0 | 0 | 24,378 | 24,378 | | 24,378 | 0.0% | |
| 4013 Training | 0 | 228 | 1,000 | 772 | | 772 | 22.8% | |
| 4014 P P E / Health & Safety | 0 | 207 | 0 | (207) | | (207) | 0.0% | |
| 4031 Equipment - Rental | 65 | 170 | 459 | 289 | | 289 | 37.0% | |
| 4035 Telephone | 26 | 345 | 650 | 305 | | 305 | 53.1% | |
| 4036 Stationery | 27 | 80 | 600 | 520 | | 520 | 13.3% | |
| 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 | (7) | 24 | 0 | (24) | | (24) | 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% | |
| Tourism VIC costs :- Indirect Expenditure | 111 | 1,202 | 41,420 | 40,218 | 0 | 40,218 | 2.9% | 0 |
| Net Income over Expenditure | (11) | (102) | (22,320) | (22,218) | | | | |
| 485 PublicToilets | | | | | | | | |
| 1080 Toilet income | 257 | 2,397 | 5,500 | 3,103 | | | 43.6% | |
| PublicToilets :- Income | 257 | 2,397 | 5,500 | 3,103 | | | 43.6% | 0 |
| 4044 Insurance | 0 | 197 | 350 | 153 | | 153 | 56.3% | |
| 4102 NNDR | 397 | 5,024 | 4,420 | (604) | | (604) | 113.7% | |
| 4104 Utilities - Water | 132 | 728 | 1,560 | 832 | | 832 | 46.6% | |
| 4105 Utilities - Heat & Light | 330 | 3,064 | 1,987 | (1,077) | | (1,077) | 154.2% | |
| 4110 Cleaning | 3,052 | 24,414 | 38,000 | 13,586 | | 13,586 | 64.2% | |
| 4135 Community Investment | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 6000 Admin Salaries Recharge | 1,265 | 10,130 | 10,759 | 629 | | 629 | 94.2% | |
| 6005 Admin Overhead Recharge | 128 | 2,152 | 3,528 | 1,376 | | 1,376 | 61.0% | |
| 6007 Grove House Recharge | 62 | 512 | 560 | 48 | | 48 | 91.4% | |
| 6008 Grove Lodge Recharges | 45 | 434 | 878 | 444 | | 444 | 49.4% | |
| 6010 Grounds Salaries Recharge | 668 | 5,143 | 5,905 | 762 | | 762 | 87.1% | |
| 6015 Grounds Overhead Recharge | 66 | 1,430 | 1,999 | 569 | | 569 | 71.6% | |
| PublicToilets :- Indirect Expenditure | 6,144 | 53,229 | 71,946 | 18,717 | 0 | 18,717 | 74.0% | 0 |
| Net Income over Expenditure | (5,887) | (50,831) | (66,446) | (15,615) | | | | |

| | 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 | 5,299 | 2,723,097 | 2,986,522 | 263,425 | | | 91.2% | |
| Expenditure | 185,118 | 1,249,114 | 2,921,719 | 1,672,605 | 0 | 1,672,605 | 42.8% | |
| Net Income over Expenditure | <u>(179,818)</u> | <u>1,473,983</u> | <u>64,803</u> | <u>(1,409,180)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>(179,818)</u> | <u>1,473,983</u> | | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 102 Central Administration | | | | | | | | |
| 4000 Staffing Costs | 27,313 | 246,563 | 308,369 | 61,806 | | 61,806 | 80.0% | |
| 4006 Moorepay/IT payroll HR softwar | 0 | 0 | 2,700 | 2,700 | | 2,700 | 0.0% | |
| 4007 Personnel Consultants | 385 | 1,222 | 1,800 | 578 | | 578 | 67.9% | |
| 4008 CRB Checks/staff services | 0 | 50 | 2,000 | 1,950 | | 1,950 | 2.5% | |
| 4009 Health & Safety Consultant | 292 | 3,425 | 2,500 | (925) | | (925) | 137.0% | |
| 4012 Travel & Subsistence Expenses | 0 | 19 | 650 | 631 | | 631 | 2.9% | |
| 4013 Training | 95 | 1,543 | 7,500 | 5,957 | | 5,957 | 20.6% | |
| 4030 Equipment Purchase | 0 | 434 | 500 | 66 | | 66 | 86.8% | |
| 4031 Equipment - Rental | 971 | 4,181 | 5,500 | 1,319 | | 1,319 | 76.0% | |
| 4034 Equipment Repairs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4035 Telephone | 240 | 2,479 | 4,400 | 1,921 | | 1,921 | 56.3% | |
| 4036 Stationery | 29 | 1,358 | 3,000 | 1,642 | | 1,642 | 45.3% | |
| 4038 Recruitment / Advertising | 0 | 82 | 4,000 | 3,918 | | 3,918 | 2.1% | |
| 4040 Audit & Accountancy | (281) | 410 | 6,000 | 5,591 | | 5,591 | 6.8% | |
| 4041 Fees, Subs and Conferences | 1,721 | 2,611 | 4,360 | 1,749 | | 1,749 | 59.9% | |
| 4042 Postages | 355 | 2,673 | 3,000 | 327 | | 327 | 89.1% | |
| 4043 Ink Cartridges/printing | 61 | 1,138 | 1,500 | 362 | | 362 | 75.9% | |
| 4044 Insurance | 1,484 | 7,619 | 13,600 | 5,981 | | 5,981 | 56.0% | |
| 4049 Legal fees | 868 | 5,079 | 5,000 | (79) | | (79) | 101.6% | |
| 4107 IT Support & Upgrade | 3,137 | 21,030 | 29,002 | 7,972 | | 7,972 | 72.5% | |
| 4136 Credit Card Chgs | 3 | 29 | 0 | (29) | | (29) | 0.0% | |
| 4151 Catering | 0 | 621 | 3,000 | 2,379 | | 2,379 | 20.7% | |
| 6020 Allocation to Cost Centres | (36,676) | (302,579) | (307,842) | (5,263) | | (5,263) | 98.3% | |
| Central Administration :- Indirect Expenditure | (2) | (14) | 101,039 | 101,053 | 0 | 101,053 | 0.0% | 0 |
| Net Expenditure | 2 | 14 | (101,039) | (101,053) | | | | |
| 103 Grove House | | | | | | | | |
| 4014 P P E / Health & Safety | 0 | 1,145 | 0 | (1,145) | | (1,145) | 0.0% | |
| 4030 Equipment Purchase | 0 | 158 | 1,000 | 842 | | 842 | 15.8% | |
| 4102 NNDR | 417 | 4,646 | 5,390 | 744 | | 744 | 86.2% | |
| 4104 Utilities - Water | 0 | 90 | 150 | 60 | | 60 | 60.1% | |
| 4105 Utilities - Heat & Light | 285 | 1,986 | 3,638 | 1,652 | | 1,652 | 54.6% | |
| 4109 Alarm system | (185) | 233 | 600 | 367 | | 367 | 38.9% | |
| 4110 Cleaning | 0 | 2,587 | 5,486 | 2,899 | | 2,899 | 47.2% | |
| 4111 Window Cleaning | 10 | 80 | 113 | 33 | | 33 | 70.8% | |
| 4114 Refuse Removal | 34 | 718 | 800 | 82 | | 82 | 89.7% | |
| 6020 Allocation to Cost Centres | (623) | (11,576) | (13,163) | (1,587) | | (1,587) | 87.9% | |
| Grove House :- Indirect Expenditure | (62) | 67 | 4,014 | 3,947 | 0 | 3,947 | 1.7% | 0 |
| Net Expenditure | 62 | (67) | (4,014) | (3,947) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 104 Grove Lodge | | | | | | | | |
| 4014 P P E / Health & Safety | 100 | 371 | 0 | (371) | | (371) | 0.0% | |
| 4030 Equipment Purchase | 60 | 141 | 1,000 | 859 | | 859 | 14.1% | |
| 4102 NNDR | 225 | 2,246 | 2,257 | 12 | | 12 | 99.5% | |
| 4104 Utilities - Water | 74 | 331 | 439 | 108 | | 108 | 75.4% | |
| 4105 Utilities - Heat & Light | 37 | 1,127 | 1,120 | (7) | | (7) | 100.6% | |
| 4109 Alarm system | 0 | 250 | 600 | 350 | | 350 | 41.7% | |
| 4110 Cleaning | 0 | 1,608 | 2,500 | 892 | | 892 | 64.3% | |
| 4111 Window Cleaning | 10 | 80 | 113 | 33 | | 33 | 70.8% | |
| 4132 Rent | 0 | 3,750 | 5,000 | 1,250 | | 1,250 | 75.0% | |
| 6020 Allocation to Cost Centres | (505) | (9,904) | (8,107) | 1,797 | | 1,797 | 122.2% | |
| Grove Lodge :- Indirect Expenditure | 1 | (0) | 4,922 | 4,922 | 0 | 4,922 | 0.0% | 0 |
| Net Expenditure | (1) | 0 | (4,922) | (4,922) | | | | |
| 105 Community Services | | | | | | | | |
| 1025 Donations and Grants rec'd | 0 | 15,941 | 0 | (15,941) | | | 0.0% | |
| Community Services :- Income | 0 | 15,941 | 0 | (15,941) | | | | 0 |
| 4158 Weston in Bloom | 0 | 641 | 16,000 | 15,359 | | 15,359 | 4.0% | |
| 4200 Small grants to Voluntary Orgs | 0 | 4,432 | 7,500 | 3,068 | | 3,068 | 59.1% | |
| 4204 VANS | 0 | 3,000 | 3,000 | 0 | | 0 | 100.0% | |
| 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 | 0 | 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 | 0 | 5,207 | 6,500 | 1,293 | | 1,293 | 80.1% | |
| 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 | 1,617 | 14,596 | 13,785 | (811) | | (811) | 105.9% | |
| 6005 Admin Overhead Recharge | 553 | 3,311 | 4,521 | 1,210 | | 1,210 | 73.2% | |
| 6007 Grove House Recharge | 41 | 697 | 721 | 24 | | 24 | 96.7% | |
| 6008 Grove Lodge Recharges | 30 | 585 | 542 | (43) | | (43) | 107.9% | |
| 6010 Grounds Salaries Recharge | 490 | 4,746 | 4,882 | 136 | | 136 | 97.2% | |

| | 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 | 224 | 1,404 | 1,656 | 252 | | 252 | 84.8% | |
| Community Services :- Indirect Expenditure | 2,955 | 124,967 | 463,390 | 338,423 | 0 | 338,423 | 27.0% | 0 |
| Net Income over Expenditure | (2,955) | (109,026) | (463,390) | (354,364) | | | | |
| 107 Civic Support | | | | | | | | |
| 4000 Staffing Costs | 2,473 | 14,295 | 21,418 | 7,123 | | 7,123 | 66.7% | |
| 4036 Stationery | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4044 Insurance | 49 | 221 | 295 | 74 | | 74 | 74.8% | |
| 4050 Printing | 0 | 370 | 1,365 | 995 | | 995 | 27.1% | |
| 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 | 55 | 7,800 | 7,745 | | 7,745 | 0.7% | |
| 4152 Civic Miscellaneous | 0 | 367 | 3,990 | 3,623 | | 3,623 | 9.2% | |
| 4153 Chairman's Allowance | 0 | 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 | 1,448 | 13,069 | 12,344 | (725) | | (725) | 105.9% | |
| 6005 Admin Overhead Recharge | 495 | 2,964 | 4,047 | 1,083 | | 1,083 | 73.2% | |
| 6007 Grove House Recharge | 37 | 625 | 645 | 20 | | 20 | 96.9% | |
| 6008 Grove Lodge Recharges | 27 | 526 | 491 | (35) | | (35) | 107.1% | |
| 6010 Grounds Salaries Recharge | 52 | 503 | 516 | 13 | | 13 | 97.5% | |
| 6015 Grounds Overhead Recharge | 24 | 153 | 176 | 23 | | 23 | 87.1% | |
| Civic Support :- Indirect Expenditure | 4,606 | 36,632 | 69,473 | 32,841 | 0 | 32,841 | 52.7% | 0 |
| Net Expenditure | (4,606) | (36,632) | (69,473) | (32,841) | | | | |
| 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 | 5,107 | 46,085 | 43,527 | (2,558) | | (2,558) | 105.9% | |
| 6005 Admin Overhead Recharge | 1,748 | 10,452 | 14,270 | 3,818 | | 3,818 | 73.2% | |
| 6007 Grove House Recharge | 129 | 2,201 | 2,271 | 70 | | 70 | 96.9% | |
| 6008 Grove Lodge Recharges | 94 | 1,850 | 1,718 | (132) | | (132) | 107.7% | |
| 6010 Grounds Salaries Recharge | 618 | 5,956 | 6,162 | 206 | | 206 | 96.7% | |
| 6015 Grounds Overhead Recharge | 280 | 1,762 | 2,088 | 326 | | 326 | 84.4% | |
| Democratic Representation :- Indirect Expenditure | 7,976 | 68,306 | 89,036 | 20,730 | 0 | 20,730 | 76.7% | 0 |
| Net Expenditure | (7,976) | (68,306) | (89,036) | (20,730) | | | | |

| | 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 | | | | | | | | |
| 1176 Precept | 0 | 2,567,270 | 2,567,270 | 0 | | | 100.0% | |
| 1190 Bank Interest | 160 | 2,130 | 3,000 | 870 | | | 71.0% | |
| 1191 CIL Received | 0 | 77,636 | 0 | (77,636) | | | 0.0% | |
| Other Costs & Income :- Income | 160 | 2,647,036 | 2,570,270 | (76,766) | | | 103.0% | 0 |
| 4051 Bank Charges | 164 | 1,478 | 5,143 | 3,665 | | 3,665 | 28.7% | |
| 4060 PWLB Interest repaid-Blakehay | 0 | 5,883 | 5,883 | 0 | | 0 | 100.0% | |
| 4061 PWLB Capital repaid-Blakehay | 0 | 12,000 | 12,000 | 0 | | 0 | 100.0% | |
| 4068 PWLB Interest repaid-Water Pk | 0 | 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 | 164 | 39,720 | 73,383 | 33,663 | 0 | 33,663 | 54.1% | 0 |
| Net Income over Expenditure | (4) | 2,607,316 | 2,496,887 | (110,429) | | | | |
| 111 Strategic Planning/Projects | | | | | | | | |
| 4049 Legal fees | 1,745 | 6,056 | 15,000 | 8,944 | | 8,944 | 40.4% | |
| 4213 Development budget | (8) | 349 | 1,000 | 651 | | 651 | 34.9% | |
| 6000 Admin Salaries Recharge | 3,474 | 31,361 | 29,626 | (1,735) | | (1,735) | 105.9% | |
| 6005 Admin Overhead Recharge | 1,189 | 7,113 | 9,709 | 2,596 | | 2,596 | 73.3% | |
| 6007 Grove House Recharge | 88 | 1,497 | 1,544 | 47 | | 47 | 97.0% | |
| 6008 Grove Lodge Recharges | 64 | 1,259 | 1,168 | (91) | | (91) | 107.8% | |
| Strategic Planning/Projects :- Indirect Expenditure | 6,552 | 47,635 | 58,047 | 10,412 | 0 | 10,412 | 82.1% | 0 |
| Net Expenditure | (6,552) | (47,635) | (58,047) | (10,412) | | | | |
| 120 Blakehay Central Costs | | | | | | | | |
| 4000 Staffing Costs | 3,716 | 33,467 | 44,338 | 10,871 | | 10,871 | 75.5% | |
| 4013 Training | 100 | 397 | 2,355 | 1,958 | | 1,958 | 16.8% | |
| 4014 P P E / Health & Safety | 296 | 897 | 1,000 | 103 | | 103 | 89.7% | |
| 4019 Website Costs-TC | 1,494 | 1,494 | 1,000 | (494) | | (494) | 149.4% | |
| 4030 Equipment Purchase | 0 | 271 | 1,906 | 1,635 | | 1,635 | 14.2% | |
| 4031 Equipment - Rental | 44 | 995 | 2,936 | 1,941 | | 1,941 | 33.9% | |
| 4034 Equipment Repairs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4035 Telephone | 71 | 921 | 995 | 74 | | 74 | 92.6% | |
| 4044 Insurance | 100 | 447 | 600 | 153 | | 153 | 74.6% | |
| 4102 NNDR | 310 | 2,910 | 3,510 | 600 | | 600 | 82.9% | |
| 4104 Utilities - Water | 0 | 0 | 906 | 906 | | 906 | 0.0% | |
| 4105 Utilities - Heat & Light | 147 | 2,943 | 6,986 | 4,043 | | 4,043 | 42.1% | |
| 4109 Alarm system | (213) | 500 | 600 | 100 | | 100 | 83.4% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4110 Cleaning | 0 | 114 | 700 | 586 | | 586 | 16.3% | |
| 4111 Window Cleaning | 0 | 110 | 300 | 190 | | 190 | 36.7% | |
| 4114 Refuse Removal | 83 | 1,226 | 1,500 | 274 | | 274 | 81.8% | |
| 4131 Licenses | 30 | 261 | 295 | 34 | | 34 | 88.5% | |
| 4136 Credit Card Chgs | 3 | 29 | 0 | (29) | | (29) | 0.0% | |
| 6000 Admin Salaries Recharge | 1,890 | 17,061 | 16,114 | (947) | | (947) | 105.9% | |
| 6005 Admin Overhead Recharge | 647 | 3,869 | 5,287 | 1,418 | | 1,418 | 73.2% | |
| 6007 Grove House Recharge | 48 | 816 | 840 | 24 | | 24 | 97.1% | |
| 6008 Grove Lodge Recharges | 35 | 686 | 635 | (51) | | (51) | 108.0% | |
| 6010 Grounds Salaries Recharge | 26 | 252 | 258 | 6 | | 6 | 97.7% | |
| 6015 Grounds Overhead Recharge | 12 | 78 | 84 | 6 | | 6 | 93.3% | |
| Blakehay Central Costs :- Indirect Expenditure | 8,841 | 69,746 | 93,645 | 23,899 | 0 | 23,899 | 74.5% | 0 |
| Net Expenditure | (8,841) | (69,746) | (93,645) | (23,899) | | | | |
| <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 | 15,657 | 29,599 | 13,942 | | 13,942 | 52.9% | |
| 4039 Advertising & Marketing | 11 | 54 | 5,900 | 5,846 | | 5,846 | 0.9% | |
| 4224 Blakehay Performing Rights | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Blakehay -Auditorium :- Indirect Expenditure | 1,693 | 15,711 | 36,499 | 20,788 | 0 | 20,788 | 43.0% | 0 |
| Net Income over Expenditure | (1,693) | (15,711) | 6,601 | 22,312 | | | | |
| <u>122 Blakehay - Upper Studio</u> | | | | | | | | |
| 1014 BH evening classes income | 0 | 0 | 1,400 | 1,400 | | | 0.0% | |
| 1090 Bookings | 30 | (72) | 12,000 | 12,072 | | | (0.6%) | |
| Blakehay - Upper Studio :- Income | 30 | (72) | 13,400 | 13,472 | | | (0.5%) | 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 | (2,292) | 6,244 | 8,536 | | | | |
| <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 |

| | 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 | 357 | 3,631 | 8,683 | 5,052 | | 5,052 | 41.8% | |
| 4031 Equipment - Rental | 312 | 1,596 | 2,574 | 978 | | 978 | 62.0% | |
| 4405 Blakehay Bar Expenditure | 0 | 73 | 5,000 | 4,927 | | 4,927 | 1.5% | |
| Blakehay Bar :- Indirect Expenditure | 668 | 5,300 | 16,257 | 10,957 | 0 | 10,957 | 32.6% | 0 |
| Net Income over Expenditure | (668) | (5,300) | 493 | 5,793 | | | | |
| <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 | 11,706 | 18,312 | 6,606 | | 6,606 | 63.9% | |
| 4031 Equipment - Rental | 0 | 110 | 0 | (110) | | (110) | 0.0% | |
| 4036 Stationery | 0 | 25 | 800 | 775 | | 775 | 3.1% | |
| 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 | 11,889 | 19,640 | 7,751 | 0 | 7,751 | 60.5% | 0 |
| Net Income over Expenditure | (1,278) | (11,919) | (8,840) | 3,079 | | | | |
| <u>125 Blakehay -Live Shows</u> | | | | | | | | |
| 1106 Blakehay events income | 14 | 498 | 48,000 | 47,502 | | | 1.0% | |
| Blakehay -Live Shows :- Income | 14 | 498 | 48,000 | 47,502 | | | 1.0% | 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 | 14 | (1,752) | 21,600 | 23,352 | | | | |
| <u>140 Museum Central Costs</u> | | | | | | | | |
| 1034 Grant funding | 0 | (747) | 0 | 747 | | | 0.0% | |
| 1100 Miscellaneous Income | 0 | 1,138 | 7,500 | 6,362 | | | 15.2% | |
| 1122 Fundraising | 0 | 18 | 0 | (18) | | | 0.0% | |
| Museum Central Costs :- Income | 0 | 409 | 7,500 | 7,091 | | | 5.5% | 0 |
| 4000 Staffing Costs | 9,772 | 85,780 | 113,822 | 28,042 | | 28,042 | 75.4% | |
| 4012 Travel & Subsistence Expenses | 6 | 76 | 200 | 124 | | 124 | 37.9% | |
| 4013 Training | 619 | 978 | 5,000 | 4,022 | | 4,022 | 19.6% | |
| 4014 P P E / Health & Safety | 339 | 3,130 | 1,000 | (2,130) | | (2,130) | 313.0% | |
| 4019 Website Costs-TC | (621) | 18 | 600 | 582 | | 582 | 3.0% | |
| 4030 Equipment Purchase | 15 | 213 | 1,300 | 1,087 | | 1,087 | 16.4% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4031 Equipment - Rental | 22 | 362 | 1,616 | 1,254 | | 1,254 | 22.4% | |
| 4033 Equipment mtce contracts | 0 | (25) | 0 | 25 | | 25 | 0.0% | |
| 4034 Equipment Repairs | 0 | 112 | 200 | 88 | | 88 | 56.0% | |
| 4035 Telephone | 137 | 1,527 | 1,600 | 73 | | 73 | 95.4% | |
| 4036 Stationery | 64 | 177 | 750 | 573 | | 573 | 23.6% | |
| 4039 Advertising & Marketing | 235 | 1,227 | 4,000 | 2,773 | | 2,773 | 30.7% | |
| 4041 Fees, Subs and Conferences | 0 | 115 | 300 | 185 | | 185 | 38.3% | |
| 4043 Ink Cartridges/printing | (25) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4044 Insurance | 267 | 1,145 | 1,600 | 455 | | 455 | 71.6% | |
| 4102 NNDR | 532 | 49,937 | 53,551 | 3,614 | | 3,614 | 93.3% | |
| 4104 Utilities - Water | 0 | 1,139 | 978 | (161) | | (161) | 116.5% | |
| 4105 Utilities - Heat & Light | 364 | 5,380 | 12,547 | 7,167 | | 7,167 | 42.9% | |
| 4109 Alarm system | (26) | 587 | 1,000 | 413 | | 413 | 58.7% | |
| 4110 Cleaning | 0 | 6,584 | 12,000 | 5,416 | | 5,416 | 54.9% | |
| 4111 Window Cleaning | 0 | 350 | 600 | 250 | | 250 | 58.3% | |
| 4114 Refuse Removal | 65 | 1,151 | 1,800 | 649 | | 649 | 63.9% | |
| 4131 Licenses | 0 | 386 | 1,350 | 964 | | 964 | 28.6% | |
| 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 | 2,627 | 23,718 | 22,403 | (1,315) | | (1,315) | 105.9% | |
| 6005 Admin Overhead Recharge | 899 | 5,381 | 7,347 | 1,966 | | 1,966 | 73.2% | |
| 6007 Grove House Recharge | 66 | 1,131 | 1,170 | 39 | | 39 | 96.7% | |
| 6008 Grove Lodge Recharges | 49 | 953 | 881 | (72) | | (72) | 108.2% | |
| 6010 Grounds Salaries Recharge | 52 | 503 | 516 | 13 | | 13 | 97.5% | |
| 6015 Grounds Overhead Recharge | 24 | 153 | 176 | 23 | | 23 | 87.1% | |
| Museum Central Costs :- Indirect Expenditure | 15,482 | 192,188 | 318,761 | 126,573 | 0 | 126,573 | 60.3% | 0 |
| Net Income over Expenditure | (15,482) | (191,778) | (311,261) | (119,483) | | | | |
| 141 Museum Learning and Events | | | | | | | | |
| 1006 Museum Learning Room Hire | 0 | (60) | 8,487 | 8,547 | | | (0.7%) | |
| 1008 Museum handling box hire | 280 | 630 | 1,575 | 945 | | | 40.0% | |
| 1103 Other event misc income | 0 | 0 | 7,290 | 7,290 | | | 0.0% | |
| Museum Learning and Events :- Income | 280 | 570 | 17,352 | 16,782 | | | 3.3% | 0 |
| 4000 Staffing Costs | 2,255 | 20,382 | 29,353 | 8,971 | | 8,971 | 69.4% | |
| 4020 Learning/Event education equip | 72 | 1,302 | 1,000 | (302) | | (302) | 130.2% | |
| 4039 Advertising & Marketing | 0 | 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 | 2,327 | 21,593 | 32,353 | 10,760 | 0 | 10,760 | 66.7% | 0 |
| Net Income over Expenditure | (2,047) | (21,023) | (15,001) | 6,022 | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 142 Museum Cafe | | | | | | | | |
| 1004 Cafe Sales | 0 | 1,480 | 62,000 | 60,520 | | | 2.4% | |
| Museum Cafe :- Income | 0 | 1,480 | 62,000 | 60,520 | | | 2.4% | 0 |
| 4000 Staffing Costs | 3,285 | 30,922 | 48,023 | 17,101 | | 17,101 | 64.4% | |
| 4014 P P E / Health & Safety | (100) | 1,232 | 1,100 | (132) | | (132) | 112.0% | |
| 4015 SLA Somerset | 0 | 0 | 1,824 | 1,824 | | 1,824 | 0.0% | |
| 4017 Museum cafe equip rental | 152 | 1,420 | 0 | (1,420) | | (1,420) | 0.0% | |
| 4031 Equipment - Rental | 13 | 13 | 0 | (13) | | (13) | 0.0% | |
| 4058 Learning/Events Museum events | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4110 Cleaning | 0 | 21 | 845 | 824 | | 824 | 2.5% | |
| 4114 Refuse Removal | 94 | 487 | 800 | 313 | | 313 | 60.9% | |
| 4151 Catering | 0 | 225 | 500 | 275 | | 275 | 45.1% | |
| 4406 Bar Stock | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4407 Museum cafe stock | 0 | 1,353 | 13,000 | 11,647 | | 11,647 | 10.4% | |
| Museum Cafe :- Indirect Expenditure | 3,444 | 35,673 | 69,592 | 33,919 | 0 | 33,919 | 51.3% | 0 |
| Net Income over Expenditure | (3,444) | (34,193) | (7,592) | 26,601 | | | | |
| 143 Museum shop/retail | | | | | | | | |
| 1005 Museum Shop Sales | 226 | 927 | 13,500 | 12,573 | | | 6.9% | |
| 1009 Museum sale or return comm | 0 | 145 | 4,000 | 3,855 | | | 3.6% | |
| Museum shop/retail :- Income | 226 | 1,072 | 17,500 | 16,428 | | | 6.1% | 0 |
| 4031 Equipment - Rental | 13 | 130 | 0 | (130) | | (130) | 0.0% | |
| 4136 Credit Card Chgs | 3 | 29 | 312 | 283 | | 283 | 9.3% | |
| 4408 Museum shop stock | 123 | 2,507 | 7,000 | 4,493 | | 4,493 | 35.8% | |
| Museum shop/retail :- Indirect Expenditure | 140 | 2,666 | 7,312 | 4,646 | 0 | 4,646 | 36.5% | 0 |
| Net Income over Expenditure | 86 | (1,594) | 10,188 | 11,782 | | | | |
| 144 Museum Temporary Gallery | | | | | | | | |
| 4039 Advertising & Marketing | 0 | 292 | 1,000 | 708 | | 708 | 29.2% | |
| Museum Temporary Gallery :- Indirect Expenditure | 0 | 292 | 1,000 | 708 | 0 | 708 | 29.2% | 0 |
| Net Expenditure | 0 | (292) | (1,000) | (708) | | | | |
| 145 Museum Function | | | | | | | | |
| 1104 Function Income | 0 | (265) | 31,500 | 31,765 | | | (0.8%) | |
| Museum Function :- Income | 0 | (265) | 31,500 | 31,765 | | | (0.8%) | 0 |
| 4000 Staffing Costs | 0 | 0 | 2,385 | 2,385 | | 2,385 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4030 Equipment Purchase | 0 | 22 | 500 | 478 | | 478 | 4.4% | |
| 4039 Advertising & Marketing | 0 | 61 | 1,000 | 939 | | 939 | 6.1% | |
| Museum Function :- Indirect Expenditure | 0 | 83 | 3,885 | 3,802 | 0 | 3,802 | 2.1% | 0 |
| Net Income over Expenditure | 0 | (348) | 27,615 | 27,963 | | | | |
| <u>199 Capital Projects</u> | | | | | | | | |
| 4103 Capital project | 1,045 | 41,874 | 173,000 | 131,126 | | 131,126 | 24.2% | |
| Capital Projects :- Indirect Expenditure | 1,045 | 41,874 | 173,000 | 131,126 | 0 | 131,126 | 24.2% | 0 |
| Net Expenditure | (1,045) | (41,874) | (173,000) | (131,126) | | | | |
| <u>300 Planning</u> | | | | | | | | |
| 6000 Admin Salaries Recharge | 901 | 8,137 | 7,685 | (452) | | (452) | 105.9% | |
| 6005 Admin Overhead Recharge | 309 | 1,845 | 2,517 | 672 | | 672 | 73.3% | |
| 6007 Grove House Recharge | 23 | 388 | 399 | 11 | | 11 | 97.2% | |
| 6008 Grove Lodge Recharges | 17 | 327 | 305 | (22) | | (22) | 107.2% | |
| Planning :- Indirect Expenditure | 1,250 | 10,697 | 10,906 | 209 | 0 | 209 | 98.1% | 0 |
| Net Expenditure | (1,250) | (10,697) | (10,906) | (209) | | | | |
| <u>400 Central Grounds Maintenance</u> | | | | | | | | |
| 4000 Staffing Costs | 16,233 | 157,148 | 243,593 | 86,445 | | 86,445 | 64.5% | |
| 4013 Training | 65 | 293 | 6,500 | 6,207 | | 6,207 | 4.5% | |
| 4014 P P E / Health & Safety | 258 | 1,336 | 3,000 | 1,664 | | 1,664 | 44.5% | |
| 4015 SLA Somerset | 2,757 | 13,234 | 13,499 | 265 | | 265 | 98.0% | |
| 4025 Vehicle Maintenance | 740 | 1,084 | 2,000 | 916 | | 916 | 54.2% | |
| 4026 Petrol / Diesel | 283 | 2,137 | 6,000 | 3,863 | | 3,863 | 35.6% | |
| 4030 Equipment Purchase | 31 | 4,297 | 4,300 | 3 | | 3 | 99.9% | |
| 4031 Equipment - Rental | 532 | 14,100 | 15,700 | 1,600 | | 1,600 | 89.8% | |
| 4034 Equipment Repairs | 0 | 1,234 | 2,000 | 766 | | 766 | 61.7% | |
| 4035 Telephone | 71 | 636 | 1,000 | 364 | | 364 | 63.6% | |
| 4044 Insurance | 750 | 2,470 | 4,500 | 2,030 | | 2,030 | 54.9% | |
| 4107 IT Support & Upgrade | (2,488) | 5,308 | 6,552 | 1,244 | | 1,244 | 81.0% | |
| 4114 Refuse Removal | 0 | 259 | 6,000 | 5,741 | | 5,741 | 4.3% | |
| 4116 Dogbin Emptying | 4,413 | 0 | 0 | 0 | | 0 | 0.0% | |
| 6020 Allocation to Cost Centres | (23,644) | (203,536) | (216,500) | (12,964) | | (12,964) | 94.0% | |
| Central Grounds Maintenance :- Indirect Expenditure | 0 | (0) | 98,144 | 98,144 | 0 | 98,144 | 0.0% | 0 |
| Net Expenditure | (0) | 0 | (98,144) | (98,144) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 403 Allotments | | | | | | | | |
| 1100 Miscellaneous Income | 0 | 7,500 | 0 | (7,500) | | | 0.0% | |
| Allotments :- Income | 0 | 7,500 | 0 | (7,500) | | | | 0 |
| 4108 Building / Maintenance | 0 | 219 | 4,000 | 3,781 | | 3,781 | 5.5% | |
| 6000 Admin Salaries Recharge | 361 | 3,256 | 3,073 | (183) | | (183) | 106.0% | |
| 6005 Admin Overhead Recharge | 123 | 739 | 1,011 | 272 | | 272 | 73.1% | |
| 6007 Grove House Recharge | 9 | 156 | 161 | 5 | | 5 | 96.9% | |
| 6008 Grove Lodge Recharges | 7 | 130 | 119 | (11) | | (11) | 109.2% | |
| 6010 Grounds Salaries Recharge | 128 | 1,240 | 1,280 | 40 | | 40 | 96.9% | |
| 6015 Grounds Overhead Recharge | 59 | 370 | 435 | 65 | | 65 | 85.1% | |
| Allotments :- Indirect Expenditure | 687 | 6,110 | 10,079 | 3,969 | 0 | 3,969 | 60.6% | 0 |
| Net Income over Expenditure | (687) | 1,390 | (10,079) | (11,469) | | | | |
| 406 Environmental / climate | | | | | | | | |
| 4600 Environmental / Climate | 0 | 2,707 | 100,000 | 97,293 | | 97,293 | 2.7% | |
| Environmental / climate :- Indirect Expenditure | 0 | 2,707 | 100,000 | 97,293 | 0 | 97,293 | 2.7% | 0 |
| Net Expenditure | 0 | (2,707) | (100,000) | (97,293) | | | | |
| 420 Milton Road Cemetery | | | | | | | | |
| 1010 Interments | 3,899 | 45,514 | 50,000 | 4,486 | | | 91.0% | |
| 1011 Memorials | 220 | 1,693 | 6,000 | 4,307 | | | 28.2% | |
| 1100 Miscellaneous Income | 142 | 1,738 | 3,250 | 1,512 | | | 53.5% | |
| Milton Road Cemetery :- Income | 4,261 | 48,945 | 59,250 | 10,305 | | | 82.6% | 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 | 400 | 6,800 | 12,500 | 5,700 | | 5,700 | 54.4% | |
| 4055 Memorials | 0 | 5,808 | 7,200 | 1,392 | | 1,392 | 80.7% | |
| 4102 NNDR | 0 | 2,840 | 3,301 | 461 | | 461 | 86.0% | |
| 4104 Utilities - Water | 0 | 843 | 299 | (544) | | (544) | 282.1% | |
| 4105 Utilities - Heat & Light | 0 | 114 | 390 | 276 | | 276 | 29.2% | |
| 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 | 1,153 | 10,405 | 9,825 | (580) | | (580) | 105.9% | |
| 6005 Admin Overhead Recharge | 395 | 2,360 | 3,219 | 859 | | 859 | 73.3% | |
| 6007 Grove House Recharge | 29 | 497 | 509 | 12 | | 12 | 97.6% | |
| 6008 Grove Lodge Recharges | 21 | 418 | 389 | (29) | | (29) | 107.5% | |
| 6010 Grounds Salaries Recharge | 8,245 | 79,816 | 82,141 | 2,325 | | 2,325 | 97.2% | |

| | 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 | 3,764 | 23,563 | 27,820 | 4,257 | | 4,257 | 84.7% | |
| Milton Road Cemetery :- Indirect Expenditure | 14,007 | 133,465 | 150,793 | 17,328 | 0 | 17,328 | 88.5% | 0 |
| Net Income over Expenditure | (9,746) | (84,520) | (91,543) | (7,023) | | | | |
| <u>451 Youth Activities</u> | | | | | | | | |
| 4057 Youth Council Budget | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4142 YMCA SLA | 15,790 | 63,160 | 64,550 | 1,390 | | 1,390 | 97.8% | |
| 4219 Youth Grants | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 6000 Admin Salaries Recharge | 688 | 6,212 | 5,872 | (340) | | (340) | 105.8% | |
| 6005 Admin Overhead Recharge | 236 | 1,409 | 1,924 | 515 | | 515 | 73.2% | |
| 6007 Grove House Recharge | 20 | 297 | 308 | 11 | | 11 | 96.4% | |
| 6008 Grove Lodge Recharges | 13 | 250 | 229 | (21) | | (21) | 109.2% | |
| Youth Activities :- Indirect Expenditure | 16,747 | 71,328 | 76,383 | 5,055 | 0 | 5,055 | 93.4% | 0 |
| Net Expenditure | (16,747) | (71,328) | (76,383) | (5,055) | | | | |
| <u>460 Street Furniture</u> | | | | | | | | |
| 4115 Dogbin purchase | 0 | 395 | 1,500 | 1,105 | | 1,105 | 26.3% | |
| 4116 Dogbin Emptying | (5,036) | (2,082) | 9,775 | 11,857 | | 11,857 | (21.3%) | |
| 4119 Notice Boards | 0 | 37 | 1,500 | 1,463 | | 1,463 | 2.4% | |
| 4120 Bus Shelter Cleaning / Graffit | 0 | 396 | 500 | 104 | | 104 | 79.2% | |
| 4133 Bus Shelter - Repairs | 0 | 1,810 | 3,100 | 1,290 | | 1,290 | 58.4% | |
| 4157 Prince Wales Clock/welcome sig | 11 | 437 | 550 | 113 | | 113 | 79.5% | |
| 6000 Admin Salaries Recharge | 1,125 | 10,159 | 9,597 | (562) | | (562) | 105.9% | |
| 6005 Admin Overhead Recharge | 385 | 2,303 | 3,145 | 842 | | 842 | 73.2% | |
| 6007 Grove House Recharge | 26 | 483 | 498 | 15 | | 15 | 97.0% | |
| 6008 Grove Lodge Recharges | 21 | 409 | 381 | (28) | | (28) | 107.3% | |
| 6010 Grounds Salaries Recharge | 1,984 | 19,204 | 19,760 | 556 | | 556 | 97.2% | |
| 6015 Grounds Overhead Recharge | 906 | 5,670 | 6,698 | 1,028 | | 1,028 | 84.7% | |
| Street Furniture :- Indirect Expenditure | (578) | 39,221 | 57,004 | 17,783 | 0 | 17,783 | 68.8% | 0 |
| Net Expenditure | 578 | (39,221) | (57,004) | (17,783) | | | | |
| <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 |
| 4034 Equipment Repairs | (5,070) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4039 Advertising & Marketing | 0 | 0 | 275 | 275 | | 275 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4102 NNDR | 45 | 449 | 449 | (0) | | (0) | 100.0% | |
| 4104 Utilities - Water | 0 | 10 | 4,000 | 3,990 | | 3,990 | 0.3% | |
| 4105 Utilities - Heat & Light | 0 | 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 | 78,060 | 79,292 | 1,232 | | 1,232 | 98.4% | |
| 4144 Water Park Resident Scheme pas | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4300 Parks&Play Area EMRRP Holding | (11) | (11) | 151,382 | 151,393 | | 151,393 | 0.0% | |
| 4301 Ashcombe Park Lower | 11 | 279 | 279 | (0) | | (0) | 100.0% | |
| 4302 Ashcombe Park Upper | 11 | 1,036 | 1,035 | (1) | | (1) | 100.1% | |
| 4303 Broadway Play | 11 | 279 | 279 | (0) | | (0) | 100.0% | |
| 4304 Broadway Skate Park | 11 | 279 | 279 | (0) | | (0) | 100.0% | |
| 4305 Byron Rec | 11 | 279 | 279 | (0) | | (0) | 100.0% | |
| 4306 Castle Batch Lower | 11 | 279 | 279 | (0) | | (0) | 100.0% | |
| 4307 Canberra Road | 11 | 279 | 279 | (0) | | (0) | 100.0% | |
| 4308 Clarence Park | 2,506 | (15) | (15) | 0 | | 0 | 100.4% | |
| 4309 Conniston Green | 11 | 7,779 | 7,779 | (0) | | (0) | 100.0% | |
| 4310 Ellenborough Park East | 11 | 1,519 | 1,519 | (0) | | (0) | 100.0% | |
| 4311 Grove Park | 2,814 | 3,082 | 3,082 | (0) | | (0) | 100.0% | |
| 4312 Hutton Moor Skate Park | 11 | 279 | 279 | (0) | | (0) | 100.0% | |
| 4313 Jubilee Park | 11 | 279 | 278 | (1) | | (1) | 100.4% | |
| 4314 Locking Castle (Maltlands) | 11 | 279 | 278 | (1) | | (1) | 100.4% | |
| 4315 Lynch Farm | 11 | 279 | 278 | (1) | | (1) | 100.4% | |
| 4316 Millennium Green | 11 | 279 | 278 | (1) | | (1) | 100.4% | |
| 4317 Uphill Junior Play Area | 5,018 | 10,127 | 10,127 | (0) | | (0) | 100.0% | |
| 4318 Uphill Toddler Play Area | 9,299 | 9,567 | 9,567 | (0) | | (0) | 100.0% | |
| 4319 Water Adventure Play Park | 74 | 9,963 | 9,963 | 0 | | 0 | 100.0% | |
| 4320 Worle Recreation Ground | 11 | 11 | 10 | (1) | | (1) | 107.1% | |
| 4321 Wyvern Close | 11 | 11 | 10 | (1) | | (1) | 107.1% | |
| 4322 Ellenborough Park West | 1,641 | 2,483 | 2,483 | 0 | | 0 | 100.0% | |
| 6000 Admin Salaries Recharge | 1,398 | 12,624 | 11,926 | (698) | | (698) | 105.9% | |
| 6005 Admin Overhead Recharge | 479 | 2,864 | 3,911 | 1,047 | | 1,047 | 73.2% | |
| 6007 Grove House Recharge | 35 | 603 | 619 | 16 | | 16 | 97.4% | |
| 6008 Grove Lodge Recharges | 26 | 506 | 474 | (32) | | (32) | 106.8% | |
| 6010 Grounds Salaries Recharge | 4,045 | 39,161 | 40,301 | 1,140 | | 1,140 | 97.2% | |
| 6015 Grounds Overhead Recharge | 1,847 | 11,562 | 13,647 | 2,085 | | 2,085 | 84.7% | |
| Parks & Play Areas :- Indirect Expenditure | 24,316 | 204,867 | 377,087 | 172,220 | 0 | 172,220 | 54.3% | 0 |
| Net Income over Expenditure | (24,316) | (203,117) | (340,087) | (136,970) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 475 Planned maintenance | | | | | | | | |
| 4231 Planned maint holding budget | 81 | 0 | 72,169 | 72,169 | | 72,169 | 0.0% | |
| 4232 Allotments PPM | 0 | 376 | 376 | (0) | | (0) | 100.1% | |
| 4233 Blakehay PPM | 454 | 14,291 | 14,291 | 0 | | 0 | 100.0% | |
| 4234 Museum PPM | 894 | 7,313 | 7,314 | 1 | | 1 | 100.0% | |
| 4235 Cemetery PPM | 420 | 5,938 | 5,938 | 0 | | 0 | 100.0% | |
| 4236 Parks & play areas PPM | 4 | 4 | 4 | 0 | | 0 | 93.8% | |
| 4237 Grove House PPM | 975 | 2,616 | 2,616 | 0 | | 0 | 100.0% | |
| 4238 Grove Lodge PPM | (80) | 586 | 505 | (81) | | (81) | 116.0% | |
| 4240 Public toilets | 704 | 6,788 | 6,788 | (0) | | (0) | 100.0% | |
| 6000 Admin Salaries Recharge | 1,590 | 14,351 | 12,062 | (2,289) | | (2,289) | 119.0% | |
| 6005 Admin Overhead Recharge | 918 | 5,491 | 7,502 | 2,011 | | 2,011 | 73.2% | |
| 6007 Grove House Recharge | 40 | 685 | 704 | 19 | | 19 | 97.3% | |
| 6008 Grove Lodge Recharges | 29 | 577 | 533 | (44) | | (44) | 108.3% | |
| Planned maintenance :- Indirect Expenditure | 6,028 | 59,016 | 130,802 | 71,786 | 0 | 71,786 | 45.1% | 0 |
| Net Expenditure | (6,028) | (59,016) | (130,802) | (71,786) | | | | |
| 480 Tourism & Marketing | | | | | | | | |
| 4019 Website Costs-TC | 0 | 198 | 5,000 | 4,802 | | 4,802 | 4.0% | |
| 4062 Tourism-Love Weston website | (5,083) | 0 | 0 | 0 | | 0 | 0.0% | |
| Tourism & Marketing :- Indirect Expenditure | (5,083) | 198 | 5,000 | 4,802 | 0 | 4,802 | 4.0% | 0 |
| Net Expenditure | 5,083 | (198) | (5,000) | (4,802) | | | | |
| 481 Tourism Love Weston / Dest Mar | | | | | | | | |
| 1040 VIC Advertising Income | 0 | (263) | 27,500 | 27,763 | | | (1.0%) | |
| Tourism Love Weston / Dest Mar :- Income | 0 | (263) | 27,500 | 27,763 | | | (1.0%) | 0 |
| 4000 Staffing Costs | 4,241 | 38,259 | 49,096 | 10,837 | | 10,837 | 77.9% | |
| 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 | 6,377 | 6,706 | 15,428 | 8,722 | | 8,722 | 43.5% | |
| 6000 Admin Salaries Recharge | 2,682 | 24,212 | 22,866 | (1,346) | | (1,346) | 105.9% | |
| 6005 Admin Overhead Recharge | 544 | 3,255 | 4,440 | 1,185 | | 1,185 | 73.3% | |
| 6007 Grove House Recharge | 0 | 956 | 1,128 | 172 | | 172 | 84.8% | |
| 6008 Grove Lodge Recharges | 50 | 972 | 450 | (522) | | (522) | 216.0% | |
| Tourism Love Weston / Dest Mar :- Indirect Expenditure | 13,894 | 76,653 | 123,351 | 46,698 | 0 | 46,698 | 62.1% | 0 |
| Net Income over Expenditure | (13,894) | (76,916) | (95,851) | (18,935) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 482 Tourism VIC costs | | | | | | | | |
| 1040 VIC Advertising Income | 0 | 1,100 | 2,400 | 1,300 | | | 45.8% | |
| 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 | 0 | 1,100 | 19,100 | 18,000 | | | 5.8% | 0 |
| 4000 Staffing Costs | 0 | 0 | 24,378 | 24,378 | | 24,378 | 0.0% | |
| 4013 Training | 65 | 293 | 1,000 | 707 | | 707 | 29.3% | |
| 4014 P P E / Health & Safety | 0 | 207 | 0 | (207) | | (207) | 0.0% | |
| 4031 Equipment - Rental | 31 | 200 | 459 | 259 | | 259 | 43.6% | |
| 4035 Telephone | 26 | 371 | 650 | 279 | | 279 | 57.1% | |
| 4036 Stationery | 26 | 106 | 600 | 494 | | 494 | 17.7% | |
| 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 | 3 | 27 | 0 | (27) | | (27) | 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% | |
| Tourism VIC costs :- Indirect Expenditure | 152 | 1,354 | 41,420 | 40,066 | 0 | 40,066 | 3.3% | 0 |
| Net Income over Expenditure | (152) | (254) | (22,320) | (22,066) | | | | |
| 485 PublicToilets | | | | | | | | |
| 1080 Toilet income | 160 | 2,557 | 5,500 | 2,943 | | | 46.5% | |
| PublicToilets :- Income | 160 | 2,557 | 5,500 | 2,943 | | | 46.5% | 0 |
| 4044 Insurance | 58 | 255 | 350 | 95 | | 95 | 73.0% | |
| 4102 NNDR | 187 | 5,211 | 4,420 | (791) | | (791) | 117.9% | |
| 4104 Utilities - Water | (21) | 707 | 1,560 | 854 | | 854 | 45.3% | |
| 4105 Utilities - Heat & Light | 160 | 3,225 | 1,987 | (1,238) | | (1,238) | 162.3% | |
| 4110 Cleaning | 0 | 24,414 | 38,000 | 13,586 | | 13,586 | 64.2% | |
| 4135 Community Investment | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 6000 Admin Salaries Recharge | 1,263 | 11,393 | 10,759 | (634) | | (634) | 105.9% | |
| 6005 Admin Overhead Recharge | 432 | 2,584 | 3,528 | 944 | | 944 | 73.2% | |
| 6007 Grove House Recharge | 32 | 544 | 560 | 16 | | 16 | 97.1% | |
| 6008 Grove Lodge Recharges | 22 | 456 | 878 | 422 | | 422 | 51.9% | |
| 6010 Grounds Salaries Recharge | 593 | 5,736 | 5,905 | 169 | | 169 | 97.1% | |
| 6015 Grounds Overhead Recharge | 271 | 1,701 | 1,999 | 298 | | 298 | 85.1% | |
| PublicToilets :- Indirect Expenditure | 2,997 | 56,226 | 71,946 | 15,720 | 0 | 15,720 | 78.2% | 0 |
| Net Income over Expenditure | (2,837) | (53,669) | (66,446) | (12,777) | | | | |

| | 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 | 5,131 | 2,728,228 | 2,986,522 | 258,294 | | | 91.4% | |
| Expenditure | 131,527 | 1,380,640 | 2,921,719 | 1,541,079 | 0 | 1,541,079 | 47.3% | |
| Net Income over Expenditure | <u>(126,395)</u> | <u>1,347,588</u> | <u>64,803</u> | <u>(1,282,785)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>(126,395)</u> | <u>1,347,588</u> | | | | | | |

WESTON-SUPER-MARE TOWN COUNCIL



FINANCIAL REGULATIONS

(reviewed 15.07.19)

These Financial Regulations were adopted by the Council at its meeting held 14th March 2016 and have been subsequently reviewed annually.

1. General

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 In these regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Local Audit and Accountability Act 2014 and then in force.
- 1.3 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England), which is published jointly by NALC and SLCC and updated from time to time.
- 1.4 The Responsible Financial Officer (RFO), is a statutory office and shall be appointed by the Town Council. The Deputy Town Clerk holds the role of RFO as appointed by Council and these regulations will apply accordingly.

The RFO, acting under the Policy direction of the Council, shall be responsible for the proper administration of the Council's affairs. Allowing that delegation to other members of staff is necessary, the Responsible Financial Officer's duties are as follows:

- 1.4.1 Prepare Financial Reports for the Council and Committees as required. These reports will cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matters
- 1.4.2 Prepare Draft Estimates which, when approved by the Council, will form the Annual Budget for authorised spend, monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.
- 1.4.3 Submit the Precept to the District Council.
- 1.4.4 Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.
- 1.4.5 Ensure that all money due to the Council is billed, collected and banked promptly.
- 1.4.6 Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibility of those officers to avoid potential conflict.
- 1.4.7 Control and manage all payments by cheque, auto-pay, Bank Transfer /BACS, cash or Direct Debit.
- 1.4.8 Undertake the overall management of payroll including the Local Government Pension Scheme. Ensure the prompt payment of tax and national insurance payments at the correct times and ensure, where appropriate, the prompt payment of sums due to the Pension Authority.
- 1.4.9 Ensure all VAT returns are submitted promptly and VAT inspections are dealt with in a proper and timely manner.
- 1.4.10 Ensure that all invoices for payment are allocated to the correct expenditure heads.
- 1.4.11 Ensure the production of final accounts and financial statements and report to the appropriate committee and Council in accordance with the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998.
- 1.4.12 Ensure the productions of accounts and records for external audit in accordance with the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998.
- 1.4.13 Monitor compliance with the Council's Financial Regulations to ensure correct financial systems are in place and to ensure compliance with accounting requirements and legislation.
- 1.4.14 Manage insurance and other risks, process claims as necessary and report as appropriate to the Council or appropriate Committee.
- 1.4.15 Maintain the Council's register of property and assets as required by section 5 (3b) of the Accounts and Audit (England) Regulations 2011

2. Annual Estimates

- 2.1 The policy and Finance Committee, together with each Standing Committee, shall formulate and submit proposal to the Council in respect of Revenue and Capital costs for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all income and expenditure including the use of reserves / earmarked reserves and all sources of funding for the year shall be prepared each year by the RFO

- 2.3 The Council shall review and set the Budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to North Somerset District Council, the billing authority, and shall supply each member with a copy of the approved Budget
- 2.4 The annual Budget shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a 5 year forecast (Medium Term Financial Plan) which shall be prepared and reviewed annually.
- 2.6 The Council will aim to maintain a general reserve at a level normally 4 x monthly revenue expenditure excluding any approved Earmarked Funds.

3. Budget Control

- 3.1 Expenditure on Revenue items may be incurred up to the amounts included in the approved budget. Virement within individual budget headings shall be delegated to the Town Clerk having been prepared by the RFO. Virement between one cost centre and another shall be determined by the Town Council.
- 3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget without reference to the Policy and Finance Committee, who may decide to refer the matter to the Town Council
- 3.3 The RFO shall provide the Policy and Finance Committee and the Council with a monthly statement of Income and Expenditure under each head of the budgets, comparing actual expenditure against the Budget.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is a budgetary provision for the expenditure, subject to a limit of £5,000. Such decisions will be reported to the Town Council at the earliest opportunity.
- 3.5 The Town Clerk, together with the Leader of the Council and Chairman of the Policy and Finance Committee, shall be authorised under extreme urgency to incur such expenditure up to the sum of £10,000. Such decision will be reported to the Town Council at the earliest opportunity.
- 3.6 Unspent provisions in the Revenue budget shall not be carried forward to a subsequent year unless approved by the Policy and Finance Committee.
- 3.7 No expenditure shall be incurred in relation to any Capital project and no contract entered into tender accepted involving Capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.8 All works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit (England) Regulations, appropriate guidelines and proper practices.
- 4.2 The RFO shall ensure completion of the annual statement of accounts for the Council including the Annual return (AGAR) as soon as practicable after the end of the financial year, and shall submit them and report thereon to the Council.

(England) Regulations as amended or set by the auditor.

- 4.4 The Council shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with necessary Regulations and proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices, The Internal Auditor, who shall be competent and independent of the operations of the Council, shall be appointed by the Council. The Internal Auditor will report to the Council in writing as per the agreed Internal Audit plan with a minimum of one annual report in respect of each financial year.
- 4.6 The Internal Auditor shall carry out work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as complied.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and voucher and for the display or publication of any Notices and statements of account required by the Accounts and Audit (England) Regulations and the Local Audit and Accountability Act 2014 section 15 and any subsequent amendments thereto.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor unless the correspondence is of a purely administrative matter.
- 4.9 On a regularly basis at least once in each quarter, and at each financial year end, a member other than the Chairman (or cheque signatory) from the Policy & Finance Committee will be asked to verify the bank reconciliations (for all accounts) produced by the RFO. The member shall sign and reconciliations and the original bank statements (or similar documents) as evidence of verification.

5. Banking Arrangements

- 5.1 The Council's and Youth Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

- 5.2 A schedule of the payments made, forming part of the agenda, shall be presented to each meeting of the Policy and Finance Committee. If the schedule is in order it shall be authorised by a resolution of the Council and shall form part of the Minutes of the meeting.
- 5.3 Cheques and BACS payments drawn on the bank account in accordance with the schedule referred to in Paragraph 5.2 or with paragraph 6.7 shall be signed by 2 nominated members of the Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payments the signatories shall each also sign the schedule presented with the cheques for signature, cheques will also have the counterfoil initialled.
- 5.5 Access to any internet banking accounts will be directly to the access page (which may be saved under 'favourites'), and not through a search engine or email link. Remembered passwords must not be saved on any computer used for council banking work.
- 5.6 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification to the finance officer. This will be overseen and approved by the RFO. Regular checks of standing data for suppliers will be undertaken.

6. Payment of Accounts

- 6.1 All payment shall be effected by cheque or other payment drawn on the Council's Bankers
- 6.2 All invoices for payments shall be examined and verified by the finance department and spending officer, then certified by the RFO who shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The Finance department shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The approved Spending Officer or RFO shall approve the invoices for payment.
- 6.4 The RFO shall maintain a Petty Cash float of £250 (admin) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

Other Petty Cash Floats will be:

- Grounds Team - £50
 - Museum Café - £100
 - Visitor Information Centre - £50
- 6.5 Income received must not be paid into the Petty Cash Float but must be separately banked, as provided elsewhere in these regulations.
 - 6.6 Payments to maintain Petty Cash Float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

- 6.7 If payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debt (interest) Act 1998 and the due date for payment is before the next scheduled Meeting of the Policy and Finance Committee, where the RFO certifies that there is no dispute or other reason to delay payment the Clerk may (not withstanding para. 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee.
- 6.8 Small local businesses will be paid before the next scheduled Meeting of the Policy and Finance Committee if necessary, subject to the RFO certifying that there is no dispute or other reason to delay the payment.
- 6.9 The Town Council operates on an Imprest Account for the day to day administration and salaries.
- a) The balance of the Imprest Account is determined by the Policy and Finance Committee and is reimbursed monthly as such.
 - b) Funds are transferred into the Imprest Account by approval and cheque or bank transfer / BACS signed by two nominated members from the Policy and Finance Committee.
 - c) Imprest cheques are to be signed by two out of four administrative members of staff.
- 6.10 A BACS Payment Authorisation Approval form will be used without exception for any BACS payments made. This has clear segregation of duties within the First Approval (undertaken by Finance Office and agreed by RFO), Councillors Approval (Two nominated signatories to approval after checking details provided and detailed) Second Approval and release of bank file (Undertaken by 2 members of SMT having satisfied themselves that all other stages have been carried out correctly).

7. Payment of Salaries

- 7.1 The Payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary, such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates.
- 7.3 Payment of salaries, wages, emoluments or allowances will be made via BACS and Direct Debit accordingly.
- 7.4 All timesheets or other pay documents shall be in the form prescribed by the RFO and be certified by relevant Line Managers as approved by the Town Clerk.

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be set for a period in accordance with the Council's Treasury Management Strategy.

- 8.2 The Council's Investment Policy shall be in accordance with the Trustee Act 2000 and shall be reviewed on a regular basis.
- 8.3 All investments and money under the control of the Council shall be in the name of the Council
- 8.4 All borrowings shall be effected in the name of the Council after obtaining the necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of, the RFO.
- 9.2 The Council will review all fees and charges annually following a report by the RFO or other relevant officer.
- 9.3 All sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year. Any bad debts amounting to less than £100 may be written off by the RFO and will be reported to the Council at the next appropriate meeting.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all income shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.6 The RFO shall ensure that any VAT Return that is required is promptly completed. Any payment claims due in accordance with VAT Act 1994 section 33, shall be made as required by HMRC.
- 9.7 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are necessary to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.8 The design and ordering of official orders, receipts and tickets shall be carried out by or on behalf of the RFO who will be responsible for ensuring they are fit for purpose and are satisfactory. Arrangement will be made to ensure these remain secure.

10. Orders for Works, Goods and Services

- 10.1 A Purchase Order or letter shall be issued for all works, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained and attached to invoices.

- 10.2 All members and Officer are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provision in Regulation 11 below and Standing Order 39.2. (Full details are described within the Council's approved procurement guide).
- 10.3 Order books shall be controlled by the RFO.
- 10.4 The RFO /Town Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used (as one example: grants).
- 10.5 A procurement guide will be issued to Spending Officers and will be used and does not withstand and other Financial Regulation or Standing Order.
- 10.6 An Elected Member may not issue an official order or make a contract on behalf of the council.

11. Contracts (to be read in conjunction with Standing Orders)

11.1 Procedures as to contracts are laid down as follows:

- 11.1.1 Every contract shall comply with these financial regulations and no exceptions shall be made other than in an emergency as described at regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items 1 to 5 below
1. for the supply of gas, electricity, water, sewerage and telephone services.
 2. for specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
 3. for works to be executed or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 4. for work to be executed or goods or materials to be supplied which constitute and extension of an existing contract by the Council.
 5. for goods or materials proposed to be purchased which are propriety articles and/or are only sold at a fixed price.
 6. for additional audit work of the external Auditors up to an estimated £1000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Policy & Finance Committee);
- 11.1.2 Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 11.1.1 the RFO shall act in accordance with Standing Order 39.

- 11.1.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a Resolution of the Council.
- 11.1.4 Any invitation to tender shall state the general nature of the intended contract and the Town Clerk / RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall, in addition, state that the tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.1.5 All sealed tenders (Above £25,000 as per Public Contracts 2014/24/EU) shall be opened at the same time on the prescribed date by the Town Clerk or RFO in the presence of at least two Members of the Council.
- 11.1.6 If less than three tenders are received for contract above £25,000 or if all the tenders are identical the Council may make such an arrangement as it thinks fit for procuring the goods or materials or executing the works.
- 11.1.7 Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 39(e) and 39(f).
- 11.1.8 When it is intended to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 11.1.1, the RFO shall apply principles detailed in standing order 39.2(a) The RFO shall strive to obtain three estimates. Otherwise, regulation 10 (2) above shall apply.
- 11.1.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.1.10 The Council will work within its Procurement Policy.

11.2 Where there is any procurement and award of a contract covered by the Regulations 2015 ("the regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014 / 24 / EU (which may change from time to time).

12. Payments under Contracts for Building or Other Construction Works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage retention as may be agreed in the particular contract).
- 12.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of

the work carried out under contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

- 12.3 Any variations or additions to or omission from a contract must be approved by the Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of store and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for the periodic checks of stocks and stores at least annually.
- 13.5 In consultation with the RFO, inventories and stores records shall be established and maintained. Proper arrangements shall be made for periodic stock checks and the RFO shall lay down procedures for dealing with surpluses and deficiencies with reference to 13.6 below
- 13.6 Moveable property surplus to the Council's requirements with a value in excess of £1000 shall not be disposed of except by sale on the authority of the Council. Efforts to transfer stock to other departments will be explored before disposal.

14. Properties and Estates

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of the properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of Accounts and Audit (England) Regulations 2011 or as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents by law, save where the estimated value of any one item of tangible movable property does not exceed £1000, in which case the Town Clerk may make the decision to dispose.

15. Insurance

- 15.1 Following an annual risk assessment, the RFO shall effect insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

- 15.3 The RFO shall be notified of any loss, liability, damage or any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4 All appropriate members, volunteers and employees of the Council shall be included in a suitable Fidelity Guarantee insurance which shall cover the maximum risk exposure as determined by the council

16. Charities

- 16.1 Where the Council is the sole Trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on Charitable trusts and separate financial reports made in such form as shall be appropriate in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit of Independent Examination as may be required by Charity Law or any Governing Document.

17. Risk Management

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The RFO shall carry out Risk Assessment and Management using a robust, proportionate and appropriate method across all activities of the Council together with Risk Management Policy. Risk assessments and the Risk Register Action plan shall be reviewed by the Council at least annually.
- 17.2 All reports prepared for a decision by the Town Council shall include sections on "Financial Implications" and "Risk Assessments".

19. Revision of Financial Regulations

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

WESTON-SUPER-MARE TOWN COUNCIL

STANDING ORDERS

1. Meetings

- 1.1 Meetings of the Council shall be held at Weston-super-Mare Town Hall at 7.00pm unless the Council otherwise decides at a previous meeting.
- 1.2 The Statutory Annual Meeting
 - 1.2.1 In an election year shall be held on a day to be agreed by the retiring Council which shall be in the period between the fourth working day after the ordinary day of elections and the fourteenth day after the day on which the newly elected councillors take office.
 - 1.2.2 In a year which is not an election year shall be held between 1st and 31st of May.
- 1.3 Other Meetings
 - 1.3.1 All other meetings of the Council shall be held on such dates as may be fixed by the Council.
 - 1.3.2 The Town Mayor, or if absent Deputy Town Mayor, may at any time call a special meeting of the Council and, in addition, he/she shall do so on the requisition in writing of two or more members of the Council.

2. Presence of Public

- 2.1 The statutory right of the public to attend meetings shall be subject to common law rules as to:
 - 2.1.1 Availability of reasonable accommodation for the public to attend, and
 - 2.1.2 All powers of the Town Mayor or Chairman of Committee to exclude any person or persons from a meeting or to adjourn a meeting in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. If a member of the public interrupts the proceedings at any meeting, the Chairman shall warn that person.
 - 2.1.3 If the interruption continues the Chairman shall order the person to be removed from the meeting room. In the case of general disturbance in any part of the meeting room the Chairman shall order that part to be cleared.

3. Chairman of Meeting

- 3.1 The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- 3.2 At each Annual Meeting the first business shall be to elect and ratify the appointments of a Town Mayor and a Deputy Town Mayor and to receive the Town Mayor's Declaration of Acceptance of Office or, if not received, decide when it shall be received.

- 3.3 At the full Town Council meeting preceding the Annual Meeting, the Deputy Town Mayor, shall be appointed for the following year subject only to 3.2 above.
- 3.4 The Deputy Town Mayor once elected shall be the Town Mayor-Elect for the following year and shall be nominated as Town Mayor for the following year subject only to ratification by the Town Council at its Annual Meeting.
- 3.5 The Town Mayor and the Deputy Town Mayor shall continue in office until the next Annual Meeting unless either resigns or becomes disqualified, in which case the Town Council shall forthwith elect a successor.

4. Town Clerk and Proper Officer

- 4.1 Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, the proper officer shall be the Town Clerk:-
 1. To receive declarations of acceptance of office.
 2. To receive and record notices disclosing pecuniary interests.
 3. To receive and retain plans and documents.
 4. To sign notices or other documents on behalf of the Council.
 5. To receive copies of bye-laws made by a District Council.
 6. To certify copies of bye-laws made by the Council.
 7. To sign summonses to attend meetings of the Council.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, that officer shall be the Town Clerk.

5. Quorum – Meetings of the Council

- 5.1 No business of the Council shall be conducted unless at least eleven Members of the Council are present.
- 5.2 If, at the expiration of fifteen minutes after the time at which any meeting of the Council is appointed to be held, the Town Clerk, after counting the number of Members present, announces that a quorum is not present, then no meeting shall take place.
- 5.3 If, during any meeting of the Council the attention of the Mayor shall be called to the fact that there is not one third of the Members present, the Town Clerk shall call over the names of the Members of the Council, and if there be not one third of the Members present, the Mayor shall adjourn the meeting of the Council and the names of those who are present and those who are absent shall be recorded in the minutes of the Council.

Consideration of any business not transacted shall be given at the next meeting of the Council.

6. Voting

- 6.1 Members shall vote by show of hands.

- 6.2 If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it or abstained. Such a request must be made before the vote is taken.
- 6.3 Subject to 6.4 and 6.5 below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not the Chairman gave an original vote.
- 6.4 If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office that person may not give an original vote in an election for Chairman.
- 6.5 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

7. Agenda

- 7.1 The Town Clerk shall set out with every summons for a meeting of the Council notice of all business which in the Town Clerk's judgement requires to be brought before the Council, and all other business where notice in writing, by way of notice of motion signed by a Member of the Council, has been duly given.
- 7.2 The Minutes of the various Committees shall be sent to each Member of the Council electronically unless requested otherwise by that Member.

8. Public Participation

- 8.1 Each meeting of the Town Council and its Standing Committees (but not its Sub-Committees or working groups) shall be preceded by a period of 'Public Participation' not exceeding fifteen minutes.
- 8.2 Each participant shall be allowed to speak for a maximum of five minutes.
- 8.3 Questions shall be directed to the Chairman of the meeting who may request another member or the Town Clerk to reply.
- 8.4 Answers to questions may take the form of:
 - 8.4.1 A direct oral response, or
 - 8.4.2 When the desired information is contained in a publication, reference to that publication, or
 - 8.4.3 When it is more convenient to do so a written answer subsequent to the meeting.
- 8.5 Every question shall be put and answered without discussion, although the questioner shall be permitted to ask supplementary questions.
- 8.6 Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.

- 8.7 The Chairman of the meeting shall disallow any question that is in his or her opinion, scurrilous, improper, pernicious, irrelevant or otherwise objectionable.

9. Order of Business.

- 9.1 At each Annual Meeting the first business shall be:

- 9.1.1 To elect a Town Mayor.
- 9.1.2 To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- 9.1.3 In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 9.1.4 To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the Council which have not been received as provided by law, shall be received.
- 9.1.5 To elect a Deputy Town Mayor.
- 9.1.6 To appoint statutory or standing committees and sub-committees.
- 9.1.7 To appoint representatives on outside bodies.
- 9.1.8 To receive the Deputy Town Mayor's declaration of acceptance of office, or it not then received, to decide when it shall be received.

The order of business shall thereafter follow the order set out in Standing Order 9.4.

- 9.2 At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman, if the Mayor and Deputy Town Mayor be absent, and to receive such Declarations of Acceptance of Office and written undertakings to observe the Code of Conduct (if any) as are required by law to be made, or if not then received to decide when they shall be received.
- 9.3 In every year, not later than the meeting at which the budget for the next year is settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 22 must be read in conjunction with this requirement.
- 9.4 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
- 9.4.1 To read and consider the Minutes of the last meeting of the Council, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - 9.4.2 After consideration to approve the signature of the Minutes by the presiding Chairman as a correct record.
 - 9.4.3 To deal with business expressly required by statute to be done.
 - 9.4.4 To dispose of business, if any, remaining from the last meeting.
 - 9.4.5 To receive such communications as the Town Mayor may wish to lay before the Council.
 - 9.4.6 To receive and consider reports and minutes of committees and advisory committees.
 - 9.4.7 To receive and consider reports from officers of the Council.
 - 9.4.10 To consider motions or recommendations in the order in which they have been notified.
 - 9.4.11 Any other business specified in the summons.

10. Variation of Order of Business

10.1 A motion to vary the order of business on the grounds of urgency:

10.1.1 May be proposed by any member, and

10.1.2 Shall be put to the vote without discussion.

11. Resolutions Moved On Notice

11.1 Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.

11.2 The Town Clerk shall date every notice of motion or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

11.3 The Town Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing the intention to move at some later meeting or has withdrawn it in writing.

11.4 If a resolution or recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without new notice.

11.5 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report, provided that the Chairman, if considering it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

11.6 Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

12. Improper Motions

12.1 If the Town Clerk receives notice of motion and has doubt as to the propriety of inserting it in the summons, it shall be submitted to the Chairman who, if of the opinion that the motion is vexatious, scurrilous or otherwise improper, may direct such notice to be returned with an intimation that it will not be inserted in the summons, and the Town Clerk shall return the same accordingly.

12.2 No motion substantially the same as a motion rejected within the preceding three months shall be allowed.

13. Resolutions Moved Without Notice

13.1 Resolutions dealing with the following matters may be moved without notice:-

13.1.1 To appoint a Chairman of the meeting.

- 13.1.2 To correct the minutes.
- 13.1.3 To approve the minutes.
- 13.1.4 To alter the order of business.
- 13.1.5 To proceed to the next business.
- 13.1.6 To close or adjourn the debate.
- 13.1.7 To refer a matter to a committee.
- 13.1.8 To appoint a committee or sub-committee or any members thereof.
- 13.1.9 To adopt or amend a report.
- 13.1.10 To authorise the sealing of documents.
- 13.1.11 To amend a motion.
- 13.1.12 To give leave to withdraw a motion or amendment.
- 13.1.13 To exclude the press and the public (see Standing Order 35)
- 13.1.14 To silence or eject from the meeting a member named for misconduct (see Standing Order 17)
- 13.1.15 To extend the time limit for speeches.
- 13.1.16 To give the consent of the Council where such consent is required by these Standing Orders.
- 13.1.17 To suspend any Standing Order (see Standing Order 41)

14. Questions

- 14.1 A member may ask the Chairman, the Chairman of a Committee or the Town Clerk any question concerning the business of the Council.
- 14.2 (paragraph deleted)
- 14.3 Every question shall be put and answered without discussion.
- 14.4 A person to whom a question has been put may decline to answer.
- 14.5 Where the reply to any question cannot conveniently be given orally, it shall be a sufficient reply if the answer is circulated to Members of the Council with the Minutes of the Meeting at which the question has been asked.

15. Rules of Debate

- 15.1 No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be included in the Minutes of the meeting at which the correction is made.
- 15.2 A resolution or amendment shall not be discussed unless it has been proposed and seconded. Unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to the Chairman before it is further discussed or put to the meeting.
- 15.3 A member when seconding a resolution or amendment may declare to reserve his speech until a later period of the debate.
- 15.4 A member shall speak to the question under discussion or to a personal explanation or to a question of order.
- 15.5 No speech shall exceed five minutes, except by consent of the Council.

15.6 An amendment shall be either:

1. To leave out words.
2. To leave out words and insert or add others.
3. To insert or add words.

15.7 An amendment shall not have the effect of negating the motion before the Council.

15.8 If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

15.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

15.10 The mover of a resolution or of an amendment shall have a right of reply not exceeding five minutes.

15.11 A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.

15.12 A member may speak to make a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by that member which may have been misunderstood.

15.13 A motion or amendment may be withdrawn by the proposer with the consent of his or her seconder unanimous consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

15.14 When a resolution is under debate no other resolution shall be moved except the following:-

- 15.14.1 To amend the resolution.
- 15.14.2 To proceed to the next business.
- 15.14.3 To adjourn the debate.
- 15.14.4 That the question be now put.
- 15.14.5 That a member named be not further heard.
- 15.14.6 That a member named do leave the meeting.
- 15.14.7 That the resolution be referred to a committee.
- 15.14.8 To exclude the public or the press or both.
- 15.14.9 To adjourn the meeting.

15.15 The ruling of the Chairman on a point of order or on the admissibility of personal explanation shall not be discussed.

15.16 Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

- 15.17 The Chairman shall call upon individual members to speak and when the member or the Chairman is speaking all other members shall be silent.

16. Closure

- 16.1 At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), shall forthwith put the motion. If the motion "that the question be now put" is carried, the Chairman shall call upon the mover to exercise or waive the right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

17. Disorderly Conduct

- 17.1 All members of the Council must observe the Code of Conduct which was adopted by the Council on 2nd July 2012, a copy of which is annexed to these Standing Orders.
- 17.2 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- 17.3 If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Local Standards Committee.
- 17.4 If the motion mentioned in paragraph 17.3 is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce it.

18. Right of Reply

- 18.1 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

19. Alteration of Resolution

- 19.1 A member may, with the consent of his seconder, move amendments to his or her own resolution.

20. Rescission of Previous Resolution

- 20.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least eight members of the Council.

- 20.2 When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- 20.3 This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendation of a committee.

21. Voting on Appointments

- 21.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a new vote taken, and so on until a majority of votes is given in favour of one person. This Standing Order shall not apply in any case where the method of voting is prescribed by statute.

22. Discussions and Resolutions Affecting Employees of the Council

- 22.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No 35).

23. Resolutions on Expenditure

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

24. Sealing of Documents

- 24.1 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

25. Committees and Sub-Committees

- 25.1 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary but subject to any statutory provision in that behalf:
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting,
 - (b) may appoint persons other than members of the Council to any committee;

- 25.2 The Town Mayor and Deputy Town Mayor ex-officio shall be non-voting members of every committee unless appointed as a voting member.
- 25.3 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
- 25.4. The Chairman of a committee or the Chairman of the Council may summon an additional meeting or change the date of a meeting of that committee at any time subject to giving the required statutory notice. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- 25.5 Every committee may appoint sub-committees for purposes to be specified by the committee.
- 25.6 The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 25.7 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members (rounded down).
- 25.7(a) To note the Planning Quorum will be one third of its members.
- 25.8 The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
All other Standing Orders shall, with any necessary modifications, apply to Committees and sub-Committees.

26. Advisory Committees

- 26.1 The Council may create advisory committees, whose name, number of members and the bodies to be invited to nominate members shall be specified.
- 26.2 The Town Clerk shall inform the members of each advisory committee of the terms of reference of the advisory committee.
- 26.3 An advisory committee may make recommendations and give notice thereof to the Council.
- 26.4 An advisory committee may consist wholly of persons who are not members of the Council.

27. Voting in Committees

- 27.1 Members of committees and sub-committees shall vote by show of hands. The provisions of Standing Order 6.2 apply to Committees and Sub-Committees.
- 27.2 Chairmen of committees and sub-committees shall, in the case of an equality of votes, have a second or casting vote.

- 27.3 Co-opted members of Committees and Sub-committees will not be eligible to vote, however, due consideration will be given to their input to the debate.

28. Presence of Non-Members of Committees at Committee Meetings

- 28.1 A member who has proposed a motion which has been referred to any committee of which that person is not a member, may explain the motion to the committee but shall not vote.
- 28.2 Any Council member shall, unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee of which that person is not a member and, at the discretion of the Chairman, be permitted to speak but not vote.

29. Delegated Powers

- 29.1 Without prejudice to the Town Clerk's general managerial responsibilities and the approved scheme of Committee and Officer Delegations no group of Members, individual Member or Officer shall have delegated power to take decisions on behalf of the Council save as provided by this Standing Order.
- 29.2 The Council may at any time delegate its authority to deal with any particular matter under consideration to a Committee or to a Sub-committee or to an ad-hoc group of Members (which shall consist of at least three) or to the Town Clerk.
- 29.3 In the event of any matter arising which requires an urgent decision the Town Clerk shall forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee (and also with the Chairman and Vice-Chairman of the Policy and Finance Committee if the matter involves expenditure not provided for in the annual estimates) and those Members so consulted shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 29.4 Before exercising the delegated powers granted by paragraph 29.3 of this Standing Order, those Members consulted shall consider whether the matter is of sufficient import to justify the summoning of a Special Meeting of the appropriate Committee in accordance with Standing Order 25 and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 29.5 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned.

30. Code of Conduct and Interests

- 30.1 If a member has a non pecuniary interest as defined by the Code of Conduct adopted by the Council on 2nd July 2012, then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required. A copy of the Code of Conduct is available on request and published on the Town Council's website.

- 30.2 If a member who has declared a non pecuniary interest then considers the interest to be pecuniary, he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.
- 30.3 The Town Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, and in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by Statute.
- 30.4 If a candidate for any appointment under the Council is, to his/her knowledge related to any member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.
- 30.5 The Town Clerk shall make known the purpose of this Standing Order to every candidate.

31. Canvassing of and Recommendation by Members

- 31.1 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this paragraph of this Standing Order to every candidate.
- 31.2 A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion. Nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

32. Tenders and Contracts

- 32.1 Standing Orders 39(e) and (f) shall apply to tenders and contracts for work as if the person making the tender or applying for a contract for work were a candidate for an appointment.
- 32.2 The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the council of a pecuniary interest in a contract or tender, and the book shall be open during reasonable hours of the day for the inspection of any member.
- 33.3 *All procurement and award of contracts covered by the 2015 Regulations which have an estimated value of £25,000 or more must satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website*

33. Inspection of Documents

- 33.1 A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

- 33.2 All Minutes kept by the Council and by any Committees shall be open for the inspection of any member of the council.
- 33.3 The Minutes of the Council shall be open to inspection by any elector of the parish.
- 33.4 All other documents of the Council shall be open to inspection in accordance with the Publication Scheme adopted by the Council under the Freedom of Information Act 2000.

34. Unauthorised Activities

- 34.1 No member of the Council or of any committee or sub-committee shall in the name of, or on behalf of, the Council:-
 - 34.1.1 Inspect any lands or premises which the Council has a right or duty to inspect, or
 - 34.1.2 Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee/subcommittee.

35. Admission of Public and Press to Meetings

- 35.1 The public and the press shall be admitted to all meetings of the Council and its Committees and Sub-Committees, which may, however, temporarily exclude the public or the press or both by means of the following resolution:

“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw.”
- 35.2 The Council, committee or sub-committee shall state the special reason for exclusion.
- 35.3 The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- 35.4 Audio or video recording the recording of proceedings on a device or photographs may be made of any part of the the meeting from which the press and public are not excluded without the express permission of the Chairman provided that they cause no disruption or intrusion into the business of the Council. Oral commentary is not permitted during a meeting and children or vulnerable adults should not be filmed or photographed.
- 35.5 If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that the person be removed from the meeting room or that the part of the meeting room open to the public be cleared. The Chairman may adjourn the meeting for such period as is necessary to restore order.

36. Confidential Business

- 36.1 No Member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 36.2 Any Member in breach of the provisions of paragraph 36.1 of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

37. Liaison with Unitary Councillors

- 37.1 A notice of Council meetings and minutes shall be sent to the Unitary Authority Liaison Officer.

38. Planning Applications

- 38.1 Every planning application notified to the Council shall be recorded in the Minutes of the Planning Committee.
- 38.2 The Town Clerk shall refer every planning application to the Planning Committee except in the case of major planning applications of a strategic nature when the application shall be referred to Council.

39. Contracts

- 39.1 Contracts to comply with Standing Orders

- (a) Every contract, whether made by the Council or by a committee or sub-committee to which the power of making contracts shall have been delegated, shall comply with these Standing Orders and no exception from any of the following provisions of these Orders shall be made otherwise than by direction of the Council or, in an emergency, by such a committee or sub-committee as aforesaid with the approval of the Chairman of the Policy and Finance Committee.

Exceptions

- (b) Every exception made by a committee or sub-committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.
- (c) Express note of any exception from any of the provisions of these Standing orders and of the emergency, if any, by which the exception shall have been justified shall, unless recorded, in the report of a committee or sub-committee, which is laid before the Council, be made in the minutes of the Council.
- (d) Before any contract for the supply of goods and materials, execution of works, or any provision as to the maintenance or servicing thereof is made, the Town Clerk or Head of Service initiating such order shall ensure that the estimated cost of said supply or works has been included in the annual budget of the Council under the appropriate heading.
- (e) Any proposed contract for the supply of goods and materials, execution of works or any provision as to the maintenance or servicing thereof which has not been included in the annual budget shall be the subject of a separate report to the appropriate committee or the Council. If approved, normal tender procedures will apply.

Financial Variations

- (f) All financial figures contained within these Standing Orders are agreed as at 16th March 2015.

39.2 Tendering Procedures

Arrangements for invitation of tenders

- (a) Where the estimated cost of works, goods and materials and related services is as set below and the requisite provision thereof has been made in the approved budget, the arrangements for the invitation of tenders or quotations and the subsequent acceptance thereof shall be as shown.

| <u>Estimated Value</u> | <u>Method of Invitation</u> | <u>Acceptance by</u> |
|------------------------|---|---|
| £7,500 to £20,000 | Minimum of three invitations for quotations | Town Clerk and Committee Chairman |
| £20,001 to £65,000 | Minimum of four invitations for quotations | Town Clerk and Chairman of appropriate Committee |
| Above £65,000 | Minimum of five invitations for tenders (with discretion to invite tenders by public advertisement up to £95,000) | Town Clerk and Chairmen of appropriate Committee and Policy and Finance Committee |

In all cases up to £20,000 where the lowest tender received is in excess of 5% above the original estimate, or in cases over £20,000 where it is in excess of the original estimate, it shall be reported to the appropriate committee for acceptance or otherwise.

(b) Public Advertisement

Contracts which exceed £95,000 in value or amount for the supply of goods or materials or the execution of any work for which provision has been made in the annual budget shall not be made unless at least ten days public notice has been given in one or more of the local newspapers circulating in the district. Provided that it shall not be obligatory for the Council or any committee or sub-committee exercising powers delegated by the Council to invite tenders for a contract or materials where effective competition is prevented by Government control or where the Town Clerk reports in writing to the Council or to the committee or sub-committee exercising such powers that effective competition is prevented by the special nature of the goods or materials required. Nor shall it be necessary to give public notice of the intention to enter into such a contract.

(c) Standing Lists of Tenderers

- (i) Where the Council has determined that lists shall be kept of persons to be invited to tender for contracts for the supply of goods and materials of specified categories, values or amounts or for the execution of specified categories of work, notices inviting applications for inclusion in the lists shall be published in one or more newspapers or journals

circulating amongst such persons as undertake contracts of specified values or amounts or categories.

- (ii) The list shall contain the names of all persons who wish to be included in it and are approved by the appropriate committee and indicate whether a person whose name is included on it is approved for contracts for all, or only some of the specified values or amounts or categories.
- (iii) The said list shall be amended as required from time to time and shall be reviewed at intervals not exceeding five years.
- (iv) Where, by virtue of a decision of the Council or of the committee or the Town Clerk duly authorised on that behalf, invitation to tender for a contract is limited to persons whose names appear on the list maintained under this Order, an invitation to tender for a particular contract shall be sent:

In respect of contracts of above £7,500 but less than £20,000 to three tenderers, less than £65,000 to four tenderers, £65,000 and above to five tenderers. Should the said list not include the required number of tenderers, then a minimum of three will be invited to tender.

(d) Exceptions to procedures

The Order shall not apply to:-

- (i) the supply of goods and materials or the execution of works of less than £7,500 in value;
- (ii) purchase by auction;
- (iii) purchase or repair of patented or proprietary goods or materials sold at fixed price;
- (iv) purchase of materials normally supplied by specialist contractors;
- (v) the execution of work, the purchase of goods or materials or the provision of services involving special, scientific or artistic knowledge;
- (vi) the execution of work or the purchase of goods or materials which are a matter of urgency after prior reference to the appropriate Committee Chairman;
- (vii) the purchase of goods or materials which the Town Clerk may, from time to time, deem it expedient to make in the open market provided that before making any such purchase the approval of the Chairman of the appropriate committee concerned is obtained and finance is available in the appropriate budget;
- (viii) contracts with professional persons for the execution of works in which the personal skills of the person is of primary importance, and
- (ix) those contracts where a committee may expressly determine that it is in the Council's interest that a tender be negotiated directly with a contractor or supplier of goods or services.

(e) Requirements for submission of tenders

Where in pursuance of Standing Order 39.2(a) public invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a plain sealed envelope which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall remain in the custody of the Town Clerk until the time appointed for their opening.

(f) Declarations as to conduct of Tenderer

In connection with the submission of tenders for the execution of works or supply of goods and materials, declaration shall be obtained from each tenderer in the following form:

"We declare that we are not parties to any scheme or arrangement under which

- (i) We communicate the amount of our tender to any other person or body before the contract is let;
- (ii) Any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his tendering costs, and
- (iii) Our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

No provision is made in our tender price for any reimbursement of any adjustment of any contribution thereto."

(g) Procedure for opening tenders

Tenders shall be opened by the Town Clerk or an official of the Council designated by him at one time and only in the presence of such Member or Members of the Council as may have been designated for the purpose by the Council or by the committee or sub-committee to which the power of making the contract to which the tenders relate has been delegated. Where tenders have been opened in pursuance of this paragraph they shall be recorded and reported to the next meeting of the appropriate committee or sub-committee.

(h) Limitations of acceptance of tenders

A tender other than the lowest tender if payment is to be made by the Council or the highest tender if payment is to be received by the Council shall not be accepted until the Council shall have considered a written report from the appropriate Officer or other appointed specialist advisor.

39.3 Contracts for Supplies and Services, etc.

Every contract which exceeds £10,000 in value or amount shall be in writing.

Every contract in writing shall be signed by the Town Clerk on behalf of the Council.

39.4 Contracts for Supplies, Services or Works

Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £10,000 shall be entered into on behalf of the Council by the Town Clerk or his nominated representative by issuing an official order only.

39.5 Contents of written Contracts and Penalties

Every written contract shall specify:

- (i) the work, materials, matters or things to be furnished, had or done;
- (ii) the price to be paid with a statement of discounts or other deductions, and
- (iii) the time or times within which the contract is to be performed.

39.6 Corrupt Practices

There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation if the contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do for having done or forborne to do any action in relation to the obtaining or execution of the contract or any other contract with the Council, or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Council, or if the like acts shall have been done by any person employed by him/her or acting on his/her behalf (whether with or without the knowledge of the contractor) or if in relation to any contract with the Council the contractor or any person employed by him/her or acting on his/her behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under section 117(2) of the Local Government Act 1972.

40. Complaints Procedure

- 40.1 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner outlined in the Council's adopted Complaints Procedure, other than those complaints which should be properly directed to the North Somerset Standards Committee.

41. Variation, Revocation and Suspension of Standing Order

- 41.1 Any part of these Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- 41.2 A motion permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council to allow time for the Town Clerk to research the implications of the proposal.

42. Record of Attendance at Meetings

- 42.1 The Town Clerk shall maintain a Record of Attendances in respect of meetings of the Council and of its Committees.

43. Distribution and Construction of Standing Orders

- 43.1 A printed copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to the Town Clerk of the Member's Declaration of Acceptance of Office.
- 43.2 The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at a meeting of the Council.

44. Code of Conduct

- 44.1 Members of the Council shall be bound by the Code of Conduct which was adopted by Weston-super-Mare Town Council on 2nd July 2012. The Code is available on request and published on the Town Council's website.

45. Financial Regulations

- 45.1 These Standing Orders shall be read in conjunction with the Financial Regulations of the Council as amended from time to time, which shall be available on request and published on the Town Council's website.

ITEM 7.



Weston super Mare Town Council

2020/2021

**Community Infrastructure Levy (CIL) Policy and Terms of
Reference**

Draft @ 27.10.2020

Full Details of CIL guidance can be found: <https://www.gov.uk/guidance/community-infrastructure-levy>

WSMTC – CIL Policy & Terms of Reference Nov 2020
Version 1.0

ITEM 7.

| Version | First Draft received by | Approved at |
|--------------------|--|--------------------|
| Version 1.0 | Expenditure & Governance Working Party November 2020 | |
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ITEM 7.

1. Governance & Review of CIL Monies

1.1 CIL Monies received are given with a strict expectation on how they are spent and indeed governed by the council's policy and terms of reference. They require annual review by full town council. The Council's Policy & Finance Committee will be the committee to which spend can be authorised and annual plans reviewed as per the Policy and they to be undertaken prior to final approval by Full Council annually. draft policy and terms may also be reviewed by the Expenditure & Governance Working Group in the first instance.

1.2 For the purpose of CIL members of the public are not permitted to join the annual review process.

2. Conduct of Meetings

2.1 The first discussion on CIL by the Policy & Finance committee will be held after the Annual Meeting of Council each year whereby confirmation and review of the CIL process and how projects will be accessed and scored will be approved.

2.2 In its first year of receipt of monies this may be undertaken part way through the year to reflect implementation.

2.3 Further meetings may be held to provide updates on individual scoring, and update the CIL Summary which will then be presented to Full Town Council for formal Approval (See Appendix 1). Any amendments to the CIL process will be explained and recommended by Policy & Finance committee for Full Council. Recommendations cannot be made by members of the public directly to Full Council without having first been received and reviewed by the Policy & Finance Committee.

3. Powers of CIL

3.1 Policy and Finance Committee within its terms of reference may make decisions on behalf of the Council within the parameters of the CIL Policy which has been reviewed and approved annually.

4. What is CIL?

4.1 CIL (Community Infrastructure Levy) is a payment made by developers building in Weston super Mare to North Somerset District council (NSC) to help improve facilities within the parish of Weston super Mare.

5. What can CIL be spent on?

5.1 CIL is a levy that local authorities can choose to charge on new developments in their area. The money should be used to support development by funding infrastructure that the council, local community and neighbourhoods want. This includes (but is not limited to) a very broad range of facilities such as:

ITEM 7.

- Cultural facilities
- Sports facilities
- Play Areas, Parks & Green Spaces
- Open Spaces or flood defences
- Health
- Roads and other transport
- Other Community facilities
- Community Safety facilities

5.2 Local authorities (NSC) must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed.

5.3 The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

5.4 WSMTC will use the CIL receipts passed to it to support the development of the parish /town council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places within the town boundary.

6. How much CIL money will WSMTC receive?

6.1 The size of the CIL pot is determined by the size of development and what is being built. CIL money is not paid on affordable housing.

6.2 WSMTC currently receives 15% as it does not have an adopted neighbourhood plan (with a neighbourhood plan this increases to 25%).

6.3 Funds must be spent within five years or paid back to NSC.

7. Who can utilise the CIL Fund received by WSMTC?

7.1 Bids for CIL funds can be submitted by any group within the town and can also be identified directly by WSMTC

7.2 While WSMTC is not required to spend their CIL funding in accordance with the charging authority's priorities, WSMTC will liaise with NSC at its discretion to agree priorities for spending the neighbourhood funding element as there may be a common goal or project in mind.

7.3 Where a neighbourhood plan has been made, it should be used to identify these priorities.

7.4 WSMTC via considered consultation (committees, ward councillors, public consultation, will identify priority areas for CIL monies to be allocated on an annual basis.

ITEM 7.

7.5 WSMTC will then encourage community participation and written BID proposals via either its committee structure or from community groups respectively to demonstrate need and benefits to the community.

8. How does the process work?

8.1 WSMTC will then encourage community participation and written BID proposals via either its committee structure (internal suggestions) or from community groups respectively. (CIL Grant form to be developed), There is a requirement to engage and demonstrate benefits to the community

8.2 Proposals will be sent to the Policy & Finance Committee twice a year in order to allocate necessary funds and ensure spend is within timescales (dates of submission to be agreed by P & F)

8.3 Submissions will be scored via an agreed process (Appendix 1)

9. How will WSMTC report on its levy spending?

Whilst there is no prescribed legal format for reporting:

9.1 WSMTC will make arrangements for the proper administration of their financial affairs (see [section 151 of the Local Government Act 1972](#)). They must have systems in place to ensure effective financial control (see [Accounts and Audit \(England\) Regulations 2011](#)). These requirements also apply when dealing with neighbourhood funding payments under the levy.

9.2 For each year when they have received neighbourhood funds through the levy, WSMTC will publish the information specified in [regulation 121B](#) (a re-enactment of regulation 62A inserted by the 2019 Regulations). It will be published on the Town Council's website. If no monies are received there is no requirement to publish as report but may choose to publish some information to this effect in the interests of transparency.

9.3 WSMTC will use the report in Appendix 2 of this document to submit its annual report to NSC and meet publication requirements.

Appendix 1

CIL bid request form & scoring matrix to be developed

Areas to consider within this to be discussed at E & G

Appendix 2

ITEM 7.

| | |
|--|--------------|
| Annual report from WSMTC | |
| 1. Report of WSMTC for the Financial Year In which CIL Monies receipts have been received. | Year: |
| 2.Total CIL Receipts for the reported Year | £ |
| 3.Total CIL Expenditure for the reported Year | £ |
| 4. summary details of CIL expenditure during the reported year including | |
| 4.1 the items to which CIL has been applied | |
| 4.2 the amount of CIL expenditure on each item | |
| 4.3 details of any notices received in accordance with regulation 59E, including— | |
| 4.3.1 the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; | |
| 4.3.2 the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year; | |
| 4.4 the total amount of— | |
| 4.4.1 CIL receipts for the reported year retained at the end of the reported year | |

ITEM 7.

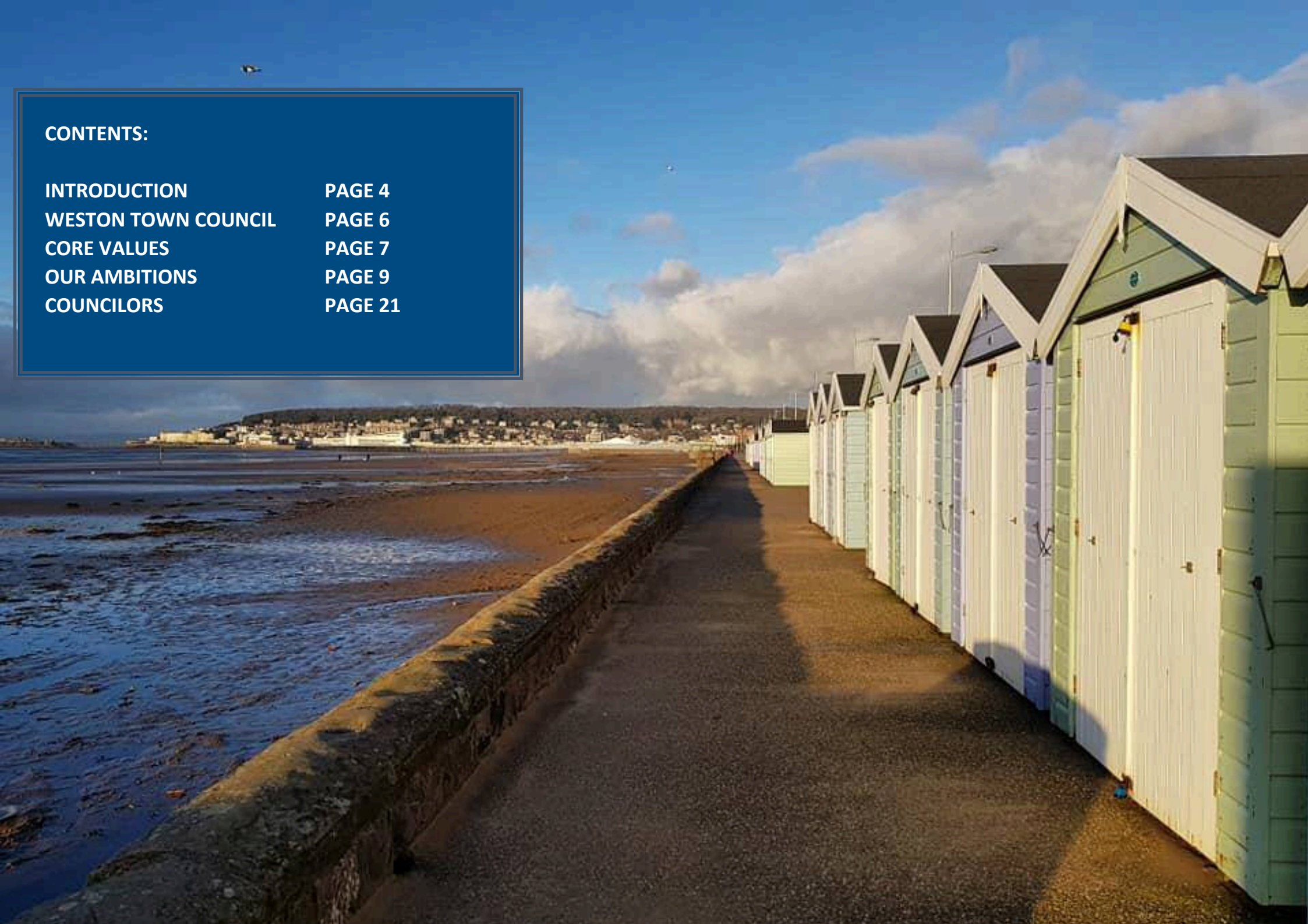
| Annual report from WSMTC | |
|--|--|
| 4.4.2 CIL receipts from previous years retained at the end of the reported year | |
| 5. WSMTC will publish this report as follows: | <ul style="list-style-type: none"> • On its website • By sending a copy of the report to NSC no later than the 31st December following the reported year. |

Weston-super-Mare Town Council
TOWN COUNCIL STRATEGY
April 2020 – March 2030



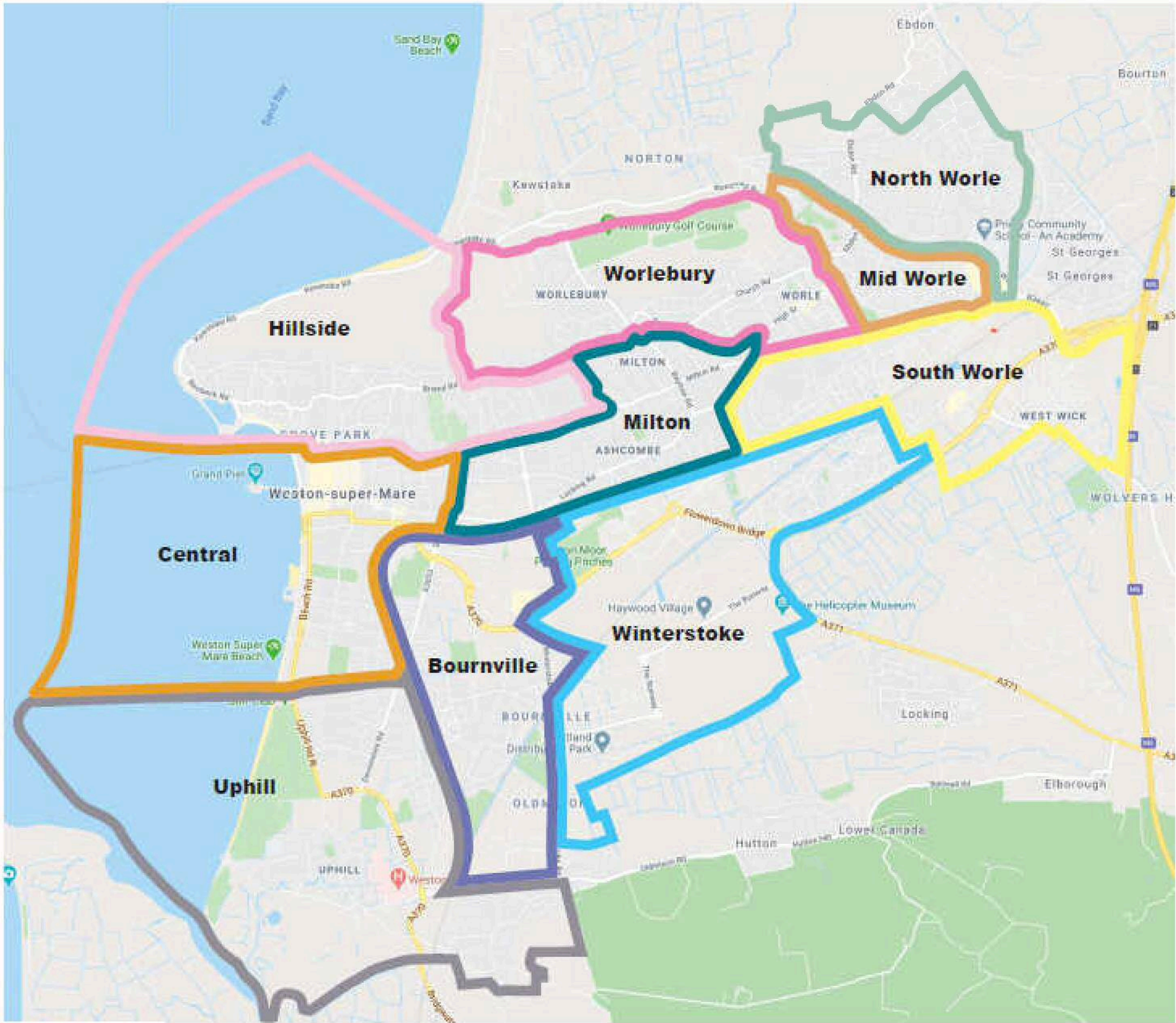
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Weston-super-Mare
Town Council
Wards

-  **North Worle Ward**
-  **Mid Worle Ward**
-  **South Worle Ward**
-  **Worlebury Ward**
-  **Hillside Ward**
-  **Milton Ward**
-  **Central Ward**
-  **Winterstoke Ward**
-  **Bournville Ward**
-  **Uphill Ward**



INTRODUCTION

Weston Town Council is an ambitious organisation that wants to do all it can to make our town of Weston-super-Mare a better place to live, work and visit.

We understand that Weston-super-Mare needs a unique, positive identity. Weston Town Council through its cultural, heritage, arts and tourism services is integral to the town's future identity.

We believe that in these uncertain times with town centre shops closing, challenges to the climate/environment, pockets of social deprivation with differences in health outcomes between wards etc. town councils like ours must play an increasingly important role in helping to maintain and improve local quality of life. Weston-super-Mare is already the third-largest settlement in the West of England with significant further expansion expected.

Like many towns, Weston needs to reinvent itself as a key destination not only for retail but for leisure, events, working, visiting and living.

Through our assets, we are creating a cleaner, greener, safer, more vibrant place to enjoy and where everyone is proud to live and work. Putting a strong emphasis on community benefit, enhancing civic pride, boosting wellbeing, improving mental health and tackling social isolation.

We also want to recognise the town's unique, rich history as a Victorian seaside town and the traditions of being a Town council.

We believe it is important to engage with our local communities. We will continue to listen to ensure that the people of our community are at the forefront of how we shape the outcomes we strive to achieve. The Town Council uses a range of channels for communication to connect with people, including social media alongside the more traditional methods.

We will continue to develop community engagement to make sure even the harder to reach community demographics get their voice heard. We are strongly influenced by what local people have to say about Weston. We are keen to maintain an open dialogue and will listen and respond to suggestions and concerns which are brought to our attention.

This Strategy builds upon and expands that initial work. It provides a comprehensive framework to guide future activities and help us ensure we realise our ambitions for the town. It is a 'living document' and will be developed and referred to as we move forward with our plans.

The Town Council understands that not everything will be possible in a shorter time frame and there are many factors outside our control. However, by being clear in our intentions and direct in our efforts, we should ensure we will be more effective in influencing key decisions which affect all aspects of the town and in taking direct action where appropriate to maintain or improve services.

We will seek a constructive partnership and engagement with a broad range of stakeholders who can help us deliver this plan. That said we will always retain the interests of our town at the core of all of our plans. If this means challenging traditional models and looking for new and innovative solutions for Weston-super-Mare then it is our duty to do so.

The plan is above all a recognition that we must be a Town Council that is relevant and responsible.

This Strategy provides enough detail to prepare annual plans and budgets, while being flexible enough to seize new opportunities as they arise. As a living document it will be developed and evolve as circumstances change around us.

It will undergo annual review, with a full review during 2024.



The Council's main funding comes via its precept - this is a levy made and collected via the council tax charge payable by Weston super Mare residents. Other income is sourced through service provision and external grants.

The 2020 / 2021 expenditure budget is £2,986,522, of which £2,567,270 will be collected via the precept. This equates to £98.37 per year on an average, Band D, household. Within this overall budget, the council has allocated resources to fund projects identified within the strategic plan for this year. Within its financial management, the council will maintain adequate levels of general reserves in line with its financial regulations and will where appropriate maintain a scheme of earmarked reserves which can be used as required to help fund the key strategies and any future major projects identified in this plan.

The Town Council is supported by an officer structure with a core of staff employed within each service area to deliver the Council's services and policies and ensure decisions are made appropriately. The Council is also committed to using volunteers who work with employed staff to meet objectives and ensure community cohesion.

The structure is headed by a Town Clerk. The officer structure is reviewed annually to ensure that it is able to deliver the broad spectrum of planned activities.

We recognise that the core staff number remains relatively small in number and this will be supplemented as necessary by procuring expertise or services externally in order to ensure there is the capacity to deliver, whilst remaining flexible. The Council is committed to the development of an efficient and innovative operating model in order to achieve its strategic objectives.

The Town Council will adhere to good governance best practice via its adopted and published policies and procedures.

The Town Council will act in the best interests of local people in making representations to:

- North Somerset Council.
- Outside Agencies.
- Central Government.
- Other appropriate private or public sector groups.

The Town Council will operate to the letter and in the spirit of the Equality Act 2010 and in the exercise of all its functions.

The Council has devised 'five pillars' or themes that will be referred to later in this document, these 'pillars' will form the basis of its strategic aims. This is the Town Council's statement of what it aims to achieve within the next 5 years 2019 -2024 (short term) whilst also recognising longer-term ambitions (eg. climate change) over 10 years. Whilst not exclusive the projects included have been agreed in principle as areas to support and resource. All projects will be kept under review and may be amended or added to as circumstances change within the duration of the plan.

CORE VALUES

The Council believes it is important to establish a core set of organisational values that determine the way we operate and conduct business.

These three core values are:

- To conduct its business with integrity, impartiality, and transparency in the spirit of the Freedom of Information Act.
- Be a listening and caring Council that treats all views with courtesy and respect.
- To have a positive 'can do' attitude in which we believe in the people, businesses and communities of Weston and strive to support them to flourish.

Ambitions involve the Town Council being actively engaged to find solutions which best meet local needs and priorities in respect of significant choices to be made affecting the town's future.

We will work with the local community and partners to ensure that the Town becomes a more vibrant, better served, more prosperous, cleaner, greener, safer and inclusive place in which to live, work and enjoy life. We will encourage public participation and make known the availability of a public speaking session prior to all Town Council and committee meetings.

The Council will at all times recognise its responsibilities surrounding governance and good financial practice. It will comply with the Code of Conduct and the Nolan Principles in public life and work to an appropriate complaints procedure for use by the public in regards to the Town Council its staff and councilors.

Human Resources - 2020-2024 HRM Function

The Council will act as a good employer to all Town Council employees, who are entitled to:

- Equal Opportunities.
- A Contract of Employment, Job Description and Person Specification each subject to terms and conditions as determined by current employment legislation.
- Training and development within staff development plans to meet business requirements.
- Recognition in respect of staff pay and grades under the Local Government terms and conditions.
- Issue of Employee Handbooks clearly setting out terms and conditions of employment and maintaining effective grievance and disciplinary procedures.
- Real Living Wage
- Encouragement to join a Trade Union

Town Council staff provide 'value-added' in the provision of effective and efficient service provisions. The areas this is achieved and measured are:

- 1) Reducing absence
- 2) Good recruitment decisions
- 3) Raising performance levels

We continue to invest in our workforce via training and development, effective leadership and management and the promotion of consistent 'Management Standards'.



MISSION –

WORKING WITH THE PEOPLE OF OUR TOWN

CELEBRATING TRADITIONS AND MAKING WESTON SUPER MARE A GREATER PLACE TO LIVE, WORK, VISIT AND ENJOY

VISION -

‘EVER FORWARD’ WE WILL ENSURE OUR TOWN BECOMES A MORE VIBRANT, PROSPEROUS, CLEANER, GREENER, SAFER, AND INCLUSIVE PLACE FOR EVERYONE TO ENJOY.

Key actions under this priority are based on five “pillars” or themes comprising the following:

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

Cleaner and Greener – Measures to improve the local environment.

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

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

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

1. Weston view

To work with local community and partners to ensure that the town of Weston-super-Mare has a positive image, with a vibrant town centre.

| Ambition | Council Committee / Department | Timescale | Success would be |
|---|---|---------------|--|
| 1.1 Improve the image of and pride within the town and make it attractive for visitors and businesses. | Communications and Marketing Tourism and leisure Civic consultation | 0 to 10 years | Weston-super-Mare having a positive image and identity locally and nationally |
| 1.2 Continue to develop and improve the content of the Town Councils websites and social media. | Communications and Marketing Policy and finance Tourism & Leisure | 0 to 1 year | New Town Council website operational by September 2020. Full compliance of all council websites with WCAG 2.1 regulations. Improved Website traffic. All web content kept up to date. |
| 1.3 To encourage local shopping parades to become vibrant well used areas across the town. | Town Council | 0 to 5 years | Proactive work with the partner organisations (i.e BID HAZ) to improve local parades. Empty shops being used productively and encourage a higher footfall in the town. |
| 1.4 To encourage community initiatives to use the town centre to create events, festivals, fetes, pop-up shops, etc. | Community services | 0 to 5 years | To provide financial assistance for event creation. More events in the whole town, higher footfall and secondary spend to current retailers |
| 1.5 To oppose additional drug and alcohol rehabilitation centres | Town Council Planning Committee | 0 to 5 years | Reduction in badly managed drug rehabilitation centres whilst encouraging approved facilities only |
| 1.6 Supporting 'Somewhere to go' for homeless people | Town Council | 0 to 5 years | Reduction of homeless people on the streets |
| 1.7 To actively support anti-crime and disorder campaigns within the town, in | Town Council Community services | 0 to 5 years | Provide a safer town environment by a drop in ad-hoc crime |

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| liaison with the police and North Somerset Council | | | |
| 1.8 Implement a Communication Strategy | Communications and Marketing Policy and finance | 0 to 5 years | Effective internal and external communications. Provide framework for creating opportunities to raise awareness of and encourage community participation in the work of the Town Council. |
| 1.9 Implement a Marketing Strategy | Communications and Marketing Policy and finance Tourism & Leisure | 0 to 5 years | Marketing is effective in promoting the work of the council, including town branding, Blakehay Theatre, Waterpark / outdoor spaces, Weston Museum and Tourism. |
| 1.10 Support and increase the range of information available to residents about community based projects, activities and services available to them for the purposes of wellbeing, business and civic pride | Communications and Marketing Tourism and leisure HAC Community services Civic consultation | 0 to 5 years | Improved use all communication channels (digital, print, and face to face) to provide clear and timely information. Wherever possible, all communications to include 'why' WTC is doing something. |
| 1.11 Provide, fund and support cultural events in the community in collaboration with Place Agency and partners such as Culture Weston | Communications and Marketing Community Services Blakehay Theatre Weston Museum Grounds | 0 to 5 years | To hold a minimum of three successful events, in the old Town Quarry. Well attended with positive feedback, critical acclaim each year. Successful joint events in the Italian Gardens bringing footfall into the town and elsewhere enabled with Town Council financial support. |
| 1.11.5 Produce a Central Event Listing across departments and organisations in collaboration with the Place Agency. | Visit Weston | 0 to 5 years | To attract large numbers of people and support the art and business economy of the town. |
| 1.12 Provide Christmas lights with Christmas light switch on event | Civic Community services | On going | A display of Christmas lights in the town, in co-operation with other interested bodies, each year to assist the economic health of the town centre and other appropriate areas. |
| 1.13 The Town Council will support and seek to control the extent and location of CCTV coverage which meets the needs of the town | Town Council Community services | On going | Provide a safer town environment by a reduction in crime and antisocial behaviour. |

| | | | |
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| 1.14 Provision of a Visitor information Centre for tourists and residents in a visible and busy location. Improve signage around the town for pedestrians. | VIC Tourism and leisure Visit Weston | On going | Measured increased numbers of tourists to Weston Measured usage of VIC by local residents. Identify and move to a more central location resulting in greater footfall Greater connectivity on foot – easier to find key WTC and other facilities – link seafront better to town centre businesses |
| 1.15 To encourage licensing of private landlords owning rental properties (inc HMO's) | Planning Committee and Town Council | On going | Licensing in place, better quality accommodation within the town |
| 1.16 Encourage people living and working in Weston to participate and to engage in decision making. | Communications and Marketing Policy and finance | On going | Implemented activities and surveys that improve public participation and engagement, demonstrating proactive community governance |
| 1.17 Internal Communications between all departments, staff and Cllrs | Communications and Marketing Policy and finance | On going | Improved clear and up to date news and information across all departments. With all departments using the Hub and the weekly Highlight report. |
| 1.18 Provide the Visit Weston (website) to promote destination marketing | VIC Tourism and leisure | On going | Up to date information on the Visit Weston website and social media. |
| 1.19 Enable provision and maintenance of street furniture | Grounds Community services | On going | Providing where needed and maintaining street furniture eg bins, bus shelters, benches etc |
| 1.20 To work with Weston Town Centre Partnership via Service level agreement | Policy and finance | On going | Work within the criteria of the SLA in the promotion of Weston-super-Mare Town centre including the up-keep of the town clock |
| 1.21 Fund Uphill church lighting electricity costs | Policy and finance | On going | Continued floodlighting of iconic landmark in Uphill |
| 1.22 The Town Council will maintain and provide new community notice boards in key locations throughout the town as a means for publicising Town Council and community facilities and activities. | Communications and Marketing Community services | On going | Locations with noticeboards reviewed every six months. Noticeboards kept up to date. Noticeboards clean and in good condition |
| 1.23 The Town Council will fully consider local opinion when presenting recommendations to North Somerset | Town Council Planning Committee | On going | To act as proactive consultee to North Somerset Council for all planning applications and developments in the town |

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| Council regarding planning applications and relevant consultations. | | | |
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2. Cleaner and Greener

To work with local community and partners to ensure that the town and its wards become a cleaner and greener place to live and work protecting and enhancing the environment.

| Ambition | Council Committee / Department | Timescale | Success would be |
|---|--|---------------|---|
| 2.1 The Town Council aims to be carbon neutral by 2030 | Town Council Climate emergency working group | 0 to 10 Years | Understanding our current carbon footprint at 2020. Establish and follow a programmed 'road map' of key performance areas to achieve carbon neutral status 2030. Areas covered: Buildings, operations, activities, vehicles (Both Town Council and Staff) |
| 2.2 Reduce waste and consider disposal options to include composting, recycling and reusing across all Town Council services | Climate emergency working group | 0 to 2 years | Demonstrable reduction in all waste products to reduce carbon footprint |
| 2.3 Supporting 'Cleaner coastlines' for Weston's plastic free ambitions | Communications and Marketing Climate emergency working group | 0 to 2 years | Actively support with publicity of beach cleans and other events. Eliminate single use plastic in all Town Council facilities. |
| 2.4 To promote biodiversity. To create a 'rewilding' programme in cohesion with North Somerset Council in appropriate areas | Grounds Climate emergency working group | 0 to 5 years | Established 'rewilded' areas of natural beauty in place. |
| 2.5 To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area. | Grounds Community services Climate emergency working group Planning Committee | 0 to 5 years | To maintain a robust tree management plan for all Council owned land, to include that when a tree is felled, a replacement is planted. More established trees on Council land. |
| 2.6 To provide community support to ensure the up-keep of community areas i.e. paths, | Community services | 0 to 5 years | Clean open spaces and safe environments for community use, with feedback from general public. |

| | | | |
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| cycleway and verges in conjunction with North Somerset council. Identifying needs through ward members and working with community groups | | | Improved cleanliness of public spaces above SNC standards |
| 2.7 To continually review the effect of any proposed expansion plans at Bristol airport | Town Council | 0 to 5 years | Reduced carbon footprint of Bristol airport. |
| 2.8 To provide Town Council Staff / members opportunity to engage in 'ride to work' and bike purchase schemes | Town Council Climate emergency working group | 0 to 5 years | Reduction in car use and carbon footprint. Improve health and wellbeing. |
| 2.9 Provision of Allotments to meet local demand and enable residents to grow their own food. | Grounds Community services | 0 to 10 years | Quarterly meetings in the calendar; progress reports discussed at quarterly meetings; and works completed to the satisfaction of the allotment holders. Review of current allotment sites and provision of new facilities if required by demand. |
| 2.10 To encourage North Somerset Council to include cycle paths on new development sites | Town Council Planning Committee | 0 to 10 years | Weston becomes a safer town encouraging cyclists, with more people choosing a bike as their mode of transport and to reduce area carbon footprint |
| 2.11 To improve the provision of Dog waste bins and service to the community | Grounds Community services | 0 to 2 year | Make clear which are Town Council bins and which are North Somerset. Continue to empty bins in a timely fashion. Create a map of the locations of the bins for the Town Council website. Review of the location of the dog waste bins and place or remove them where needed. |
| 2.12 To reduce energy and fuel consumption across all council activities and services. To change to 100% renewable energy (i.e. solar panels, electric vans and energy providers) | Climate emergency working group | 0 to 10 years | Demonstrable reduction of energy use. Use of Green energy providers Change to green vehicles for operational teams, including use of electric bikes. |
| 2.13 The Town Council will continue to maintain and improve the facilities at Milton Road Cemetery as a heritage site, a wildlife and environmental amenity, and as a working cemetery for burials and the interment of cremated remains | Grounds Community services | 0 to 10 years | Continue to maintain high standards in the cemetery, working to deliver climate emergency criteria. Increased public use of the cemetery. Demonstrable improvements to support biodiversity, rewilding, reduce waste generation (composting) |

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| 2.14 To give preference wherever possible to the procurement of goods and services from locally based suppliers subject to best value principles | Finance Policy and finance | On going | Reduced carbon footprint from travel / supply distance consistent with best value and use of public funds. |
| 2.15 Weston in Bloom and flower bed provision. Provide floral displays for spring / to decorate centres | Grounds Community services | On going | Continue to enter 'In Bloom' awards and gain positive feedback from local residents. Consider alternative/sustainable planting schemes where appropriate and reduce waste. |
| 2.16 Enable provision of parks and play areas as community facility | Climate emergency working group Tourism and leisure | On going | Continue to maintain high standards in the parks and play area locations. Working efficiently to deliver every day and reactive work meeting climate emergency criteria. To encourage increased public use of parks, biodiversity, rewilding, reduce waste generation (composting) |
| 2.17 To support and work with Weston in Bloom volunteers and partner organisations on floral displays | Grounds Weston in Bloom working party | | Provision of beautiful and award winning flower displays around Weston and Worle |

3. Healthier and Happier

To work with local community and partners to ensure that the town of Weston-super-Mare and its wards prioritise its residents' health and wellbeing.

| Ambition | Council Committee / Department | Timescale | Success would be |
|--|--|----------------------|--|
| 3.1 Develop and maintain Community Support and Resilience working with community volunteer groups to enhance the town Identify opportunities for greater use of community groups to operate services and facilities | Town Council E&G Community Resilience Team | 1-5 years Ongoing | Community Support a permanent activity following Covid 19 pandemic, fulfilling community needs through volunteers An agreed Community Engagement/ Resilience Outcomes Framework to identify prioritise and Community Resilience Team and voluntary group efforts. |

| | | | |
|---|--|---------------|---|
| 3.2 To work with community partners (NSC, Police, street wardens) to create a safe environment for local residents | Policy and finance Community Services | 0 to 5 years | Work closely with the police, resident groups, the business community and other bodies resulting in improved community safety and reduced crime throughout the town (Crime and Disorder Act s.17) |
| 3.3 To find sustainable solutions to secure the future of some key community assets such as - Drop in cafes, dementia activities, SEN sessions, volunteering, Mayors charity ETC | Museum Blakehay Theatre Civic Community Resilience Team to this column | 0 to 10 years | Continue to create events via our assets that are inclusive of a diverse range of our community and inclusive for demographics that can be excluded. To reduce loneliness in the town by giving access for community groups to gather in our venues. Liaison with specialist groups. Target old-age loneliness and explore opportunities to bring old and young together. Help to promote diversity and equality. |
| 3.4 The Town Council will maintain, support and encourage a Youth Council to enable and encourage young people to take part in the democratic governance of the town | Youth Council | On going | A vibrant youth council with a good membership. Good communications between the youth council and the Town Council. |
| 3.5 The Town Council will work in partnership with the YMCA and others to support the provision of necessary youth services in the town | Community services | On going | Having a YMCA that benefits young people and gives them support and somewhere to go that suits their needs supported by the Town Council via an SLA. |
| 3.6 Follow and regularly review an appropriate Health and Safety Policy that complies with the relevant legislation for the Town Council | Health and safety team Policy and finance | On going | To provide a safe, secure working environment for all staff, councillors, volunteers and service users. |
| 3.7 To support local voluntary organisations where deemed appropriate via the grant system | Community services | On going | Grant application forms are continually available throughout the year with decisions normally made at the appropriate Community Services Committee meetings. Applications from organisations requiring financial assistance over £1,000 considered at the Policy and Finance Committee. Increased public awareness of the availability of grants Continuing to aid VANS and CAB with financial support |

| | | | |
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| <p>3.8 Provide provision of Allotments as community facilities</p> | <p>Grounds Allotments committee</p> | <p>On going</p> | <p>Provide practical support in our partnership with the Allotments Club.</p> <p>Completing agreed works in a timely fashion.</p> <p>Quarterly meetings in the calendar with the Allotments Club. To provide additional allotments where needed.</p> <p>To encourage health and wellbeing in the community</p> |
| <p>3.9 Provision of parks and play areas as a community facility</p> <p>To maintain and develop the Water Park to meet the needs of both local residents and visitors.</p> <p>Celebrate and enhance Grove Park as showpiece town centre park</p> <p>ADD Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks</p> | <p>Grounds</p> | <p>On going</p> | <p>Existing play areas maintained to a high standard.</p> <p>Provide, in consultation with local communities, new or refurbished play areas and associated equipment in each ward.</p> <p>Healthier and Happier communities. Safe, clean environments for families.</p> <p>Well designed and good play equipment.</p> <p>Encourage opportunities to increase participation in personal health and fitness activities</p> <p>Provide support for social inclusion initiatives for people with additional needs in more locations around Weston and Worle.</p> |
| <p>3.10 Provision of public toilets to meet need.</p> <p>Review and improve provision of public toilets to meet need</p> <p>Develop Community Toilet Scheme</p> | <p>Grounds Community services</p> | <p>On going</p> | <p>Public toilets provided and safe and clean for the community to use.</p> <p>More Toilets open to the public</p> <p>Fewer incidents of vandalism and closure</p> |
| <p>3.11 The Town Council will work to the letter and in the spirit of equality and health and safety legislation and continue to develop</p> | <p>HR</p> | <p>On going</p> | <p>Equality and health and safety legislation compliant.</p> |

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| our commitments towards 'Disability Confident'. | | | |
| 3.12 The Town Council will strive to ensure good year-on-year practices in health and safety; equality and diversity; wellbeing; inclusivity and safeguarding initiatives in all our departments | HR and all departments | On going | No staff members involved in accidents, time off due to stress, bullying, and inclusion in all areas of employment. |

4. A Bright Future

To work with its own resources and with the local community and partners to ensure that the town of Weston-super-Mare and its wards has a bright long term future for its local economy

| Ambition | Council Committee / Department | Timescale | Success would be |
|--|---------------------------------|--------------|---|
| 4.1 To work with business in the town, in the economic development of Weston-super-Mare. Work with business in the town in the economic development of WsM ADD through the Place Agency to support business and the town economy. | Town Council | Ongoing | A vibrant business community with growth of employment and fewer retail and office vacancies. Town Council a central partner in the Place Agency, with a place on the Board to ensure strong influence Agency to bring inward investment |
| 4.2 To provide a voice for the local business community to North Somerset Council Place Agency. | Town Council | Ongoing | Evidence that local business opinion and voice is being heard and considered by North Somerset Council in its policy ambitions |
| 4.3 To support any improvement to the visual impact of the access routes into town | Town Council Planning committee | 0 to 5 years | To be a consultee to North Somerset Council strategic planning |
| 4.4 Consult with local people regarding the provision of Town Council services and facilities | All | 0 to 5 years | Production of community engagement policy and annual programme of consultation to enable an open forum for residents to voice any concerns or raise any subject affecting Weston-super-Mare. |

| | | | |
|--|--|---------------|--|
| | | | <p>Community organisations to participate in events held at Town council sites</p> <p>Use of all appropriate means including an annual report, website, social media and noticeboards to inform residents of the Town Council's activities.</p> |
| 4.5 The Town Council will keep all Town Council services under review to ensure economy, efficiency and effectiveness. | Town Council | 0 to 5 years | <p>Annual reviews of services and adjusting its precept according to the town's needs.</p> <p>Comparing its services with similar organisations</p> |
| 4.6 To support the sustained growth of tourism business to Weston-super-Mare. | Tourism and leisure | 0 to 10 years | <p>Greater footfall into Weston-super-Mare.</p> <p>Increase number of business partners to support the Visit Weston brand</p> |
| <p>4.7 Deliver services to the highest quality in terms of efficiency, effectiveness and value for money.</p> <p>Adopt a Social Value Policy. Assess on a consistent basis the Social Value of WTC services and facilities.</p> | Policy and Finance, Expenditure and Governance Working Party | 0 to 10 years | <p>Annual review of strategy.</p> <p>Regular and robust internal and external audit reports and positive satisfaction surveys.</p> <p>The social value of services facilities and contracts consistently assessed against financial costs, using recognised and respected criteria</p> |
| 4.8 Fit for purpose Standing Orders and Financial Regulations | Town Council Policy & Finance committee | Annually | Regularly reviewed and robust standing orders and financial regulations |
| 4.9 Ensure its staffing structure is fit to meet business needs | Personnel Committee | | Annual reviews of staffing structure completed and actioned. |
| 4.10 Seek, subject to agreed budgets, to maximize income derived from all sources | Policy and Finance Committee | Annually | Income targets are realistic and achieved in any financial year |
| 4.11 To comply with legislation to ensure healthy financial records | Town Council | Annually | Accounts prepared to comply with the Local Audit and Accountability Act 2014, The Accounts and Audit Regulations 2015 and follow advice from the external auditor |
| 4.12 Ensure adequate level of insurance provision for Town Council operations and assets | Town Council Policy and finance | Annually | Regularly review public liability and indemnity insurance values |

| | | | |
|---|--|---------------------------|--|
| 4.13 The Town Council will only put in place facilities and premises which it can afford to maintain. | Town Council Policy and finance | Annually | An adequate percentage of revenue funding is placed in the budget each year for planned maintenance of Town Council premises and facilities |
| 4.14 To support the local economy with the use locally based contractors and partners. Social Value of contracts (eg local employment) included in review of procurement policies | All | On going | Use of mainly locally based contractors and partners for outsourced services and works where practical. Social value of all contracts measured against economic costs using consistent criteria |
| 4.15 Identify opportunities from new technology for more efficient working for staff and councillors. | E&G Personnel Committee | 0 to 5 years | Enable part time home working for more employees on a permanent basis Reduction in premises required through homeworking and desk sharing. reduce unnecessary travel |
| 4.15.5 Enable small committees and working parties meeting on a remote basis permanently Consider more remote meetings in winter months | Town Council All committees Administration | | Increase meeting attendance. Equalities – where remote mtgs easier for people with children or disabilities Climate Change – reduced member and officer travel |
| 4.16 Support development of broadband connection by Fibre across the whole of Weston super Mare. | Town Council | 2021-23 and ongoing | Ultra high speed 5G connectivity for all 45-50,000 homes and business premises in the town, enhancing business opportunities and jobs |
| 4.17 Support development of Autonomous Vehicles on the sea front and beyond | Town Council Tourism and Leisure Cttee Visit Weston | 0 – 10 years | Weston recognised as a tech leader Autonomous vehicles running a regular service on the sea front or elsewhere by say 2025 |
| 4.18 promote Fairtrade business practices in the town | Town Council | 0-5 years | Weston-super-Mare achieves Fairtrade Town certification from the Fairtrade Foundation |

5. Heritage, Arts and Culture

To work with local community and partners to ensure that the town of Weston-super-Mare has growing opportunity for Culture, Heritage and the Arts.

| Ambition | Council Committee / Department | Timescale | Success would be |
|---|--------------------------------|--------------|---|
| 5.1 The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town | HAC | 0 to 5 years | Increased arts and culture presence in Weston-super-Mare including music, visual arts, dance and performance venues. |
| 5.2 The Blakehay Theatre to become a zeitgeist for cultural development and dramatic arts in the town. Providing modern facilities for the performing and visual arts and community activities. The Town Council will develop and further promote the management and marketing of the Blakehay Theatre so that it becomes a recognised venue for regular drama, comedy, musical and other productions of performing arts. | HAC | 0 to 5 years | Increased use of the theatres facilities with a growing number of shows and events To create Theatre for the whole community, bringing national popular shows and treading subject matters onto the stage. To promote a creative hub for artists and performers in the local area and a cultural home for fans of the arts. To create a uniquely diverse program of locally produced and touring work. Creation of an inclusive creative community. |
| 5.3 Weston Museum (as a result of heritage lottery funding) will be maintained as a diverse community resource whilst maintaining its Museum focus and access to heritage and learning. The Museum to be the best tourist attraction in the Town centre, whilst developing itself as an arts and cultural destination for the benefit of both the local community and visitors to the town. | HAC | 0 to 5 years | The management and marketing of the Weston Museum further developed so that it becomes a regionally recognised venue for heritage arts and culture. Increased use of the hire space with a growing number of events and education sessions, with adequate resources to support. Creation of a uniquely diverse program of events. Current volunteer programme extended and increase in number of active volunteers. |

| | | | |
|--|---|---------------|---|
| | | 0 to 10 years | To redevelop Clara's cottage, securing grant funding to support this. (Phase 2) To redevelop remaining spaces within the Museum (Phase 3) |
| 5.4 Promote and celebrate sites of local historical interest. | HAC | 0 to 5 years | Completed current programme of personal Blue Plaques with link to the website and audio tour. |
| | | 5 to 10 years | Following the completion of personal Blue Plaques to effect a Blue Plaque scheme for buildings within Weston-super-Mare |
| 5.5 To host and organise a Weston 'community focus' festival | HACC | 0 to 5 years | Popular event measured by high footfall and from residents and from outside the town. |
| 5.6 To strengthen social cohesion through running and supporting activities events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community | Community services | 0 to 5 years | Increased community event programme within Weston-super-Mare and Town Centre (both directly put on by the Town Council or supported by the Town Council.) |
| 5.7 To maintain the civic traditions of the town's Mayoralty. | Civic consultation Town Council | On going | Election of a Mayor annually and robust program of engagements within the town. Recognition of the Mayor as the town's ceremonial head. The Town Mayor chairs all meetings of the Town Council. |
| 5.8 To maintain and assist community organisations with the town twinning with Hildesheim. Review twinning arrangements | Civic consultation Town Council Youth Council | On going | Active communication and promotion of twinning links Identify opportunities for new or improved twinning links Use of volunteers |
| 5.9 Take over and operate Town Quarry in conjunction with local arts community | HAC Cttee Grounds | 0 – 10 years | Secured long term future for Quarry as an arts heritage and culture venue |
| 5.10 Explore restoration of historic Grove House to its original size and footprint | HAC Cttee | 0 - 10 years | Grove House restored as close as possible to its original appearance and in beneficial and economic use |
| 5.11 Work with North Somerset Council to safeguard and interpret Worlebury Hillfort | HAC Cttee Museum Grounds | 0 – 10 years | Improved and interpreted Hillfort a visible and accessible visitor and local attraction |

| | | | |
|---|-----------|-------------|---|
| 5.12 Support North Somerset Council's Heritage Action Zone | HAC Cttee | 0 – 5 years | Regeneration of historic buildings and streetscapes in Weston |
|---|-----------|-------------|---|

Weston-super-Mare Town Councilors 2019 - 2024

| COUNCILLOR | PARTY | WARD |
|---------------------------|---------------------|-------------|
| AGASSIZ, Dorothy | LABOUR | MILTON |
| APLIN, Marc | CONSERVATIVE | NORTH WORLE |
| ARMSTRONG, Ray | LIBERAL DEMOCRAT | HILLSIDE |
| BAILEY, Roger | CONSERVATIVE | UPHILL |
| BELL, Mike | LIBERAL DEMOCRAT | CENTRAL |
| BUTE, Gillian | CONSERVATIVE | MID WORLE |
| CANNIFORD, Mark | LIBERAL DEMOCRAT | HILLSIDE |
| CARPENTER, Gillian | LABOUR | SOUTH WORLE |
| CLAYTON, James | LABOUR | BOURNVILLE |
| CODLING, Sarah | CONSERVATIVE | WINTERSTOKE |
| CREW, Peter | CONSERVATIVE | SOUTH WORLE |
| CROCKFORD-HAWLEY, John | LIBERAL DEMOCRAT | HILLSIDE |
| CRONNELLY, Ciaran | LABOUR | WINTERSTOKE |
| DASH, David | LABOUR | SOUTH WORLE |

| | | |
|----------------------------|---------------------|-------------|
| FOX, Peter | CONSERVATIVE | UPHILL |
| GIBBONS, Catherine | LABOUR | BOURNVILLE |
| HITCHINS, David | CONSERVATIVE | SOUTH WORLE |
| HOLLOWAY, Jan | CONSERVATIVE | NORTH WORLE |
| MARCOS-ASHWORTH, Daniel | CONSERVATIVE | WINTERSTOKE |
| MCALKEER, Peter | LABOUR | MILTON |
| PAYNE, Robert | LIBERAL DEMOCRAT | CENTRAL |
| PEPPERALL, Marcia | CONSERVATIVE | NORTH WORLE |
| PEAK, Alan | LABOUR | BOURNVILLE |
| PILGRIM, Lisa | CONSERVATIVE | WORLEBURY |
| PORTER, Ian | CONSERVATIVE | WORLEBURY |
| RUSSE, Sonia | CONSERVATIVE | MID WORLE |
| SAYCE, Ella | LIBERAL DEMOCRAT | CENTRAL |
| TAYLOR, Timothy | LABOUR | MILTON |
| THORNTON, Helen | LABOUR | UPHILL |
| TUCKER, Richard | LABOUR | MILTON |
| WILLIS, ROSSLYN | CONSERVATIVE | WORLEBURY |



Weston-super-Mare Town Council

Grove House

Grove Park

Weston-super-Mare

BS23 2QJ

Produced by Becky Walsh and Sarah Pearse

**Approved by Town Clerk Malcolm Nicholson
on behalf of Weston-super-Mare Town
Council**

ITEM 9. POLICY AND FINANCE COMMITTEE – 15TH FEBRUARY 2020

COMMITTEE STREAMLINING OPTIONS – REPORT OF THE TOWN CLERK

1. Streamlining Committees and Meetings

In 2019 I was asked by Group Leaders' meeting to review and if possible recommend ways to streamline decision making a) to reduce the number of meetings and b) to reduce the number of seats on committees.

Accordingly I submitted a report to the Town Council meeting on 16th March. However due to the rapidly developing pandemic the item was deferred, and when reconsidered in September 2020 it was again deferred until the March 2021 meeting. A discussion has also taken place at Expenditure and Governance on 25th January and I have based this report on member's preferences at E&G.

2. Political Balance at Meetings

The current political balance on the council is as follows:

| | Conservative | Labour | Liberal Democrat |
|-------------|--------------|--------|------------------|
| 30 | 13 | 11 | 6 |
| percentage: | 43.33% | 36.66% | 20% |
| 12 | 5 | 4 | 3 |
| 11 | 5 | 4 | 2 |
| 10 | 4 | 4 | 2 |
| 9 | 4 | 3 | 2 |
| 8 | 3 | 3 | 2 |
| 7 | 3 | 3 | 1 |
| 6 | 3 | 2 | 1 |
| 5 | 2 | 2 | 1 |
| 4 | 2 | 1 | 1 |
| 3 | 1 | 1 | 1 |

3. Options to reduce the Sizes of Committees

In general it's best to have committees of an odd number. A reduction of the largest committees from 13 to 11 members, that would be a net saving of 6 meeting seats in each cycle and be more manageable. Currently, Policy and Finance Committee, Community Services Committee and Tourism and Leisure Committee all have 13 seats each.

(In discussions at E&G however it appears there is little appetite to reduce the smaller committees.)

4. Merger of Tourism & Leisure and Heritage Arts & Culture

It was previously suggested to merge the Tourism and Leisure Committee and Heritage, Arts and Culture Committee. However the chairman of T&L no longer supports this suggestion and its pointed out that the large number of co-opted members on HAC who

are specific to the arts and cultural sectors would be a difficulty in merging the two. I am therefore not recommending any change here.

5. Frequency of formal Meetings

Currently most committees meet bi-monthly, the exceptions being Personnel Committee and Allotments Sub-committee which meet quarterly. A lot of items at Arts Heritage & Culture Committee and at Tourism & Leisure Committee are management updates for information. At E&G the general feeling was that these committees could move to meeting quarterly rather than bi-monthly.

6. Planning Committee

Differing members' opinions have been put forward regarding the value of the Planning Committee. However at E&G the general feeling was that planning is important, that the Town Council is a statutory consultee and that this should continue on the current cycle. I am therefore not recommending any change here .

7. Timescale

I recommend that any changes take effect from Mayormaking in May 2021.

8. Recommendations (based on discussions at E&G):

To recommend to the Town Council meeting in March that:

1. Committees of 12 or 13 seats be reduced to 11 seats.
2. No change be made to committees of 9 seats.
3. Heritage Arts and Culture Committee and Tourism and Leisure Committee move from bi-monthly to quarterly meetings.
4. The new political balance be noted and group leaders advise the Town Clerk of their group's appointments ahead of Mayormaking.
5. The above changes to take effect from Mayormaking on 20th May 2021.

Malcolm L Nicholson LL.B (Hons), DMS, PSLCC
Town Clerk
5th February 2021

ITEM 10. Expenditure and Governance Working Party 28th January 2021

Buildings and Asset / Offices plans Report

Written by the Deputy Town Clerk / RFO, Sarah Pearce

Members will be aware of the numerous recommendations provided in a report to Policy & Finance committee on the 14th December which passed the following resolution:

RESOLVED: *That the Business Review Document be approved and incorporated as part of the draft budget for recommendation to the Town Council for approval on 25th January 2021 and that actions to work towards the contents should be progressed in time for the forthcoming financial year where possible.*

Within this business review there is requirement the following building asset to improve efficiency and recognises the needs of services in doing so:

- Grove House
- Grove Lodge
- Satellite VIC at the Waterpark
- Weston Museum – additional 'kitchen' prep area to the museum function room.
- Old Town Quarry
- Grove Park Toilets - relocation

Since this meeting the Deputy Town Clerk has been working with the councils appointed surveyor, contractors and relevant service managers to draw up plans to reflect the business review. There is a relevance to the order of works in relation to the council's business needs as such this is broken down into the following order and suggested timescales. Members are requested to note that the timescales are draft at this time as they have not been fully confirmed with contractor's availability.

Options for Grove House and Lodge have been provided for members to consider

1.0 Grove House – Alterations

Timescale January 2021 – April 2021 estimated for upstairs works

Timescale between February - May 2021 estimated for downstairs works

Grove House Option 1

Grove house would no longer be the public building as 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.

To take advantage of staff not being in the building and to utilise the current years PPM budgets the first 3 points (upstairs) orders have been placed and work is due to commence imminently:

Upstairs alterations x 3

1.1 Refurbishment of upstairs toilet and removal of robe storage in this room.

This room has not been touched since the council moved into Grove house, with just the addition of a 'make shift' rail and shelving to keep the Civic robes.

The toilet cistern and lighting are not energy efficient and the flooring is carpet and threadbare. Improvements to this room will allow for a secondary toilet facility in the building to accommodate the increased staffing levels suggested to be based in Grove House. The space could also accommodate staff lockers if there was a need for them in the future.

1.2 Creation of dedicated Civic Robe storage within the Front Left hand Office (current Assistant Town Clerk – HR and Admin).

The creation of a purpose built storage facility for the Civic robes is deemed as essential to not only preserve and ensure that they are able to be stored in a better environment but to ensure that staff & councillor welfare facilities are improved.

1.3 Town Clerks Office – redecoration & use as a small meeting area

With the proposal to convert the meeting room at Grove house into offices there is a need to be able to have some areas within the building that can accommodate small meetings of councillors and staff. The Clerk's office is the biggest and most appropriate space to do this, however it will require the removal of unnecessary furniture which has accumulated over the years to allow a meeting table and stackable chairs to accommodate approx. 6 people in addition to the desk. The redecoration will include measures identified in the councils Road Map to Carbon neutral and will have insulation board fitted to provide much needed insulation in this one of the oldest parts of the building.

The following works would ideally be undertaken following this meeting and approval by P & F in February to allow for works to commence whilst COVID restrictions mean a reduced staffing number working in Grove house.

Downstairs alterations

1.4 Meeting Room Conversion

The meeting room has had plans drawn to allow conversion into 2 x offices (1 x Senior manager office and 1 x large office with 3 / 4 desks for the remaining team). The councils Quantity Surveyor has provided outline costs (Costing schedule attached). A provision has been made in the budget to reflect this for 2021 / 2022. Windows will be replaced (subject to conservation consent) to improve this rooms energy efficiency as per recommendations in the Road Map to carbon neutral and to increase security with

the finance team being located to this area. Landlord and necessary planning consents are being obtained at the time of writing this report to allow these works to commence. The conversion of the meeting room would see the Finance / Development and Marketing teams move from Grove Lodge up to Grove House.

1.5 Main Office

The main office would be improved in terms of storage and flow by seeing the current access to the kitchen blocked up. This would allow for a floor to ceiling storage cupboard to be placed where the door was to ease space in this room. (removing it from the kitchen where it currently is). Quotations for the replacement of windows and doors is being sourced and ideally would follow on from the essential works to the meeting room (budgets permitting in 2021/2022) or alternatively will be programmed in the next PPM schedules.

1.6 Downstairs toilets

The downstairs toilet is already in plans for refurbishment (as per the approved PPM schedule for 2021/ 2022). The current facility is coming to the end of its life with chipped and broken tiles and inefficient hand drying. Plans would look to increase the toilets to 2 x cubicles (if possible) rather than the badly designed 1 which is there currently, this recognises an increase in staffing within this building from 6 to 12 should all staff be in the building at once in the future.

1.7 Storage

There is a need to move the current storage from the garage at Grove House. The garage space is damp and no longer meets the demands of the council and Central services teams in terms of access and its size. The most effective way to provide adequate storage is to put a purpose built container into the garden at Grove House utilising currently not used space adjacent to and up to the house (the wall adjacent to the stairs inside). This would accommodate archive storage from Grove Lodge (finance legal requirements) also.

Grove House Option 2

1.8 Garage Conversion

Option 2 for Grove house would see points 1.1 – 1.7 still achieved with the addition of a conversion of the Garage to accommodate another office or meeting room in the event that members wish to hold some meetings on site at GH or it to remain as a public facing building. Outline costs have been provided by the councils QS on the costing schedule attached.

Creation of this space would also mean the need to redecorate the Mayors Parlour. This will require planning consent but may be an option for members to consider for use. Its use could be for the following if required:

- Use as a reception area so members of the public can still access the council and have a space to be seen by officers and councillors face to face rather than by via appointment and booking of offices to see them etc.
- Use by Tourism staff out of season as a base

- Use as a medium sized meeting room to allow for working groups or small committee / public meetings/ councillor and group meetings

Grove House Option 3

1.9 Full conversion of Grove house (as per plans submitted a few years ago).

This option assumes that the Old Town Quarry will not go ahead or indeed if it does be used by the grounds department. Instead all staff would be based at Grove House in a much bigger premises – allowing Grove Lodge tenancy to cease.

This would see the creation of a two storey extension to Grove House and allow the meeting room to remain as it is for use by the council. The office accommodation would be improved and there would be a creation of a reception area understanding that with this option Grove House would remain a building open to the public. Costs and plans of this option are included for members to consider. Cost of this are included (as at time of writing in these would need to be reviewed fully)

2.0 Grove Lodge – use options

Timescale between February - May 2021 estimated if approved by P & F)

Grove Lodge Option 1 – subject to conversion of meeting room at Grove house.

With plans in discussion to take over the Old Town quarry and utilise some of this space for the Grounds administration and operational teams there is recognition that the timescales for this to happen is impeding the ability to employ the councils Environmental Rangers. By moving the Finance / Development and Marketing services to Grove House with almost immediate effect (after conversion works completed). This would allow Grove Lodge to be temporarily used as the base for Grounds Administration in a more efficient way at a nominal cost.

The only works required would be an office reorganisation (moving upstairs for the ATC- public services and Grounds supervisors) and relocating the Cemetery Office to the downstairs front office to allow public access from the front door.

The back door / kitchen area and current cemetery office would then be used as a breakout room/ office and welfare facilities for the 4 Ranger positions and admin teams. Gates would be reinstalled on the driveway to Grove lodge and container storage would be placed at the back of the drive for equipment and parking of one vehicle behind secure gates.

Grove Lodge Option 2 – Long term

Grove Lodge remains as it is with the aspiration to surrender the lease when full conversion of Grove House and the Old Town Quarry has been converted to allow both Grounds and Finance, Development and Marketing services to move out at a later date.

Note: if this option is preferred there is further potential for a delay in employment of rangers as we do not currently have storage of adequate welfare facilities to increase the grounds team with these extra 4 staff.

Grove Lodge Option 3 – GH Full Extension to allow surrender of lease at GL

This option would follow Option 3 for Grove House – Full extension and would see the surrender of Grove Lodge lease when works to accommodate staff have been completed.

3.0 Satellite VIC at Waterpark for the season 2021 / 2022

Timescale between February - May 2021 estimated if approved by P & F)

Working with the Assistant Town clerk – public services, there is recognition of a more effective and efficient option of operating services at both the VIC and Waterpark by combining staff resources to cover both and not renew the SLA with NSC for the Waterpark staffing. This has been fully costed and forms part of the budget proposal for 2021 / 2022.

In order to achieve this there would need to be a new facility at the front of the Waterpark entrance to accommodate both admissions to the park (In charging season) alongside a VIC satellite point which would offer a reduced but similar facility at this end of the seafront.

Plans are being drawn at the time of writing this report but the structure envisaged to achieve this would be something like the attached photo to provide an idea of what can be done. It is key this is more than just a shed but also that it meets with the ability to be 'non-permanent' due to the flood defensive systems that are within the park's boundary. Services are already at the site so would just be moved to accommodate the new structure and make it full heated and operational (phones etc.) as a VIC.

A provision cost for these works has been included in the budget for 2021 / 2022.

4.0 Weston Museum – additional 'kitchen' prep area to function room

Timescale – Spring / Summer 2021.

The creation of an additional 'kitchen' prep area has been recognised 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. An 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 and is included in the costing schedule attached.

These works would follow on from works to Grove House / Grove Lodge and the Waterpark which are deemed to be the priority, but should be done when staffing capacity to do so allows taking advantage of the reduced operations at the Museum at the current time due to COVID.

5.0 Old Town Quarry

Timescales – During 2021 / 2022

Negotiations for the Old Town Quarry are ongoing at the present time. Initial plans have been drawn and outline costing have been provided by the Councils QS. Full plans will go to the councils HAC committee when appropriate following the legal and transfer works currently being undertaken.

For the purpose of this meeting and to recognise that the HAC committee will pick this up under there terms of reference, only budget figures have been included in the costing schedule attached.

6.0 Grove Park Toilets Relocations

Timescale = ongoing

No further work has been done on this area to date with the transfer of the Cleaning and Maintenance contract taking a priority in the first instance. Healthmatic are due to take over all the toilet sites provision in March 2021. Further work will be needed after this to identify potential locations, working with NSC in any future plans they have for Grove Park.

Members are requested to:

1. Note the current works going ahead detailed in 1.1 – 1.3 above.
2. **Grove House** - Consider and make recommendation for works to proceed with section 1.0 choosing Options 1, 2 or 3 proposed for Grove House further alterations,
3. **Grove Lodge** - Consider and make recommendation for works to proceed with section 2.0 choosing Options 1, 2 or 3 proposed use of Grove Lodge including minor adaptations as detailed, with a further recommendation to P & F to allow works to proceed with immediate effect ahead of the budget year 2021 / 2022. Budget provisions would then replace spend made in advance.
4. **Waterpark / VIC** - Recommend approval of works to create a Satellite VIC at the Waterpark in readiness for the season 2021, with a further recommendation to P & F to allow works to proceed with immediate effect

ahead of the budget year 2021 / 2022. Budget provisions would then replace spend made in advance.

5. **Weston Museum** - Consider and make recommendation for works to proceed at Weston Museum within the financial year 2021 / 2022
6. **Old Town Quarry** – To note the contents of this report and that further actions and reporting will go to the HAC committee in the first instance or Town Council meetings as appropriate following ongoing negotiations.
7. **Grove Park Toilets** – To note the contents of this report.

Item 10. Policy & Finance Committee 15th February 2021

Building & Office works following Business reviews and budget setting

Report of the Deputy Town Clerk / RFO

The business review document was approved by P & F in December 2020 and the budget for the year 2021 /2022 has now been set based on the recommendations within it.

The Expenditure and Governance Working Party at its meeting held 28th January 2021 received a further more in depth report from the DTC on options of how works could commence. This report is appended to this document to allow members to have the full details. The Working group has lengthy discussion about the options and recommendations were made as follows

Grove House

RECOMMENDED: That Option 2 would be recommended for alterations to Grove House and Grove Lodge.

Waterpark & Satellite VIC

RECOMMENDED: That the Water Park would house a structure intended for usage as 'satellite' VIC in readiness for the 2021 season and base for staff overseeing the Water Park operation.

Weston Museum

RECOMMENDED: That expansions to the food preparation area at Weston Museum, would go ahead.

Old Town Quarry & Grove Park toilets

RECOMMENDED: That reports on progress of the acquisition of the Old Town Quarry and improvements to the public toilets in Grove Park, be noted as discussed along with Grove House and Grove Lodge plans.

Members will note the timescales in the report to Expenditure and Governance which has been devised as a guide to accomplish works and is subject to the necessary building consents and contractor's availability following procurement. It does however aim to take advantage of the restricted number of people working within the buildings due to the COVID lockdown as an opportunity for works to commence with the least disruption to services as lock down eases.

Budget provision have been made within the 2021 / 2022 final approved document however as stated above there is now opportunity to take advantage of the lockdown

situation and commence works asap if members are in approval. Any monies physically paid in advance of April 2021 would be replaced as such with the provisions approved. There is as reported expected to be a surplus to the 2020 / 2021 budget which would accommodate any advance spend needed.

Members are requested to:

1. Consider and approve the recommendations by E & G above from its meeting held 28th January 2021.
2. Approve works to be pursued with immediate effect with necessary, building consents and procurement being undertaken at required levels as per financial regulations.
3. Approve the use of surplus budgets from 2020/2021 provisions to allow works to commence within this financial year (prior to 31.03.2021). Noting that any spend of this surplus would be replaced by provisions from 2021/2022 which would automatically go back to general reserves at this yearend.

ITEM 11. Policy & Finance Committee 15th February 2021

Integrated Telephone System – procurement

Report of the Deputy Town Clerk

A verbal report updating the status of this service provision will be advised at the meeting in order to provide the most up to date information to members whilst procurement is underway.

The contract is estimated to be in the region of £18-£20k over a (min) three-year period as such necessary financial regulations are being followed to obtain the quotation from contractors.

In order to prevent further delays on the procurement and improve the telephone system across all council services and improve the ability and efficiency whilst working at home the following is asked for members to consider.

Members are requested to:

1. Approve upon the conclusion of the procurement and evaluation that the contract upgrade to an integral telephone system for all services be implemented, approving further that the Town Clerk in liaison with the Chairman and Vice Chairman of Policy & Finance make the final award based on suitability and best value within the budgets available for 2021/2022.

ITEM 12. Policy & Finance Committee 15th February 2021

North Somerset Council – Community Grant award - £28,000

Report from the Deputy Town Clerk / RFO

Members will be aware of the ongoing work being done with Community groups in partnership with the councils Community Resilience team here at the council. These efforts continue as a result of the COVID pandemic and are now leading to more long term projects and community collaboration. One of the areas that we have enabled successfully is the ability to access external grant funding for the community directly. We have made the applications using our skills and staff (Development Officer) and have received the monies on their behalf, we then either helped them with direct procurement (Finance & Development teams) for the purpose of the award or indeed passed the funds on for them to do this themselves. Permission was given under delegated authority (following consultations with Mayor and group leaders) to allow this to happen earlier in the year for these cases. To date this has been as follows:

- Quartet Community Grant - £6,365
- Western Power Distribution Grant - £10,000

We have now been advised that NSC are also able to pass down funding to us in the region of £28,000 which must also be used by the community directly. Due to this being given to them by Central Government it is key that the monies adhere to governance and as such are overseen by a local authority to ensure use as specifically intended. NSC, following the lead from WSMTC in prior months have now recognised that town and parish councils are best placed to facilitate this across the district, being the most local level governing body and hence the request for monies coming down to us to administer again.

It must be noted that these monies **have to be spent** on a community recognised and instigated project as part of the condition of use. It is not up to either NSC or the Town Council to control what this is – it has to be community driven and led. We would act as the governing conduit to receive and distribute monies as we did prior with the other grants received. Further and exact guidance on this is expected from NSC in the next few weeks.

It is important to note that like monies received for the Mayors Charity (as example) these monies do not belong to WSMTC and will be recognised as such in the council's accounts.

We have been working with ROC, AFHLC, Helping People, The Food Bank, The Stable and YMCA over the months and they have recognised and would like these funds to be used on a long term self-sustaining Food Club initiative in 3 areas within the town. This aspiration has also been considered by the councils Climate Change working group who are keen to support it further in order to work with the community on reducing food waste (See report further in agenda).

Members are requested to:

- Further approve WSMTC to receive monies on behalf of the community going forward and oversee the governance of spending as per the grant or funding requirement source. All monies held would be ring-fenced during the financial year with aims to spend within the year received. Any monies not spent would if committed go into a EMR or returned to the originator as they are not additional funds for WSMTC general reserves



**Tender Report
Ventilation & Air Conditioning
Internal Alterations &
Electrical Services Refurbishment
Blakehay Theatre
20 Wadham Street
Weston-super-Mare
BS23 1JZ**

Contract Ref: 19/148

Amended 16 November 2020

**On Behalf of
Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ**

Prepared By:
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Tender Report

Contract: Installation of Ventilation and Air Conditioning and Internal Refurbishment & Electrical Services

Refurbishment – Blakehay Theatre

Client: Weston-super-Mare Town Council

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1.0 Introduction

1.01 Generally

This Tender Report provides an analysis of the Tenders submitted in connection with two projects at The Blakehay, these are the electrical refurbishment which has been a planned & programmed upgrade of the building, together with the installation of ventilation and internal alterations which have been funded by a recent Arts Council grant.

Due to the scope and complexity of the works and the disruption they could cause it is anticipated that both projects will be run concurrently. Some of the information on the electrical tenders has previously been submitted to committee, however, this information has been updated and clarified. Further updating and clarification is required in connection with the overlap with the ventilation works. This information has been requested.

Due to the timescales imposed by the Arts Council grant there is a time period of one week between receiving and opening tenders and the issue of the committee reports and agenda. Additional information and clarifications have been requested from the contractors, not all of these have been made available prior to issue of this report.

This report assesses the information provided with the tender documents and provided to ourselves by Friday 05 February 2021 to provide an initial assessment. The Mechanical & Electrical Engineers have been unable to undertake their assessment at this point in time as the outstanding information is essential to their assessment.

It must be noted that the current COVID-19 pandemic is having a disruptive impact on construction programmes with the need for operative to self-isolate affecting programmes and delivery of materials.

Brexit is causing significant price increase and fluctuations from January 2021, the new rules are also causing significant delays to deliveries of materials. Contractors are unable to confirm prices when material costs are being adjusted on a weekly basis.

2.0 Installation of Ventilation, Air Conditioning, and Internal Alterations

2.01 Introduction

2.01.1 Generally

This Tender Report provides an analysis of the Tenders submitted in response to enquiries sent out on 21 December 2020 to twelve contractors for works associated with the installation of ventilation and air conditioning, internal alterations at The Blakehay, Wadham St, Weston-super-Mare. The twelve contractors were:

1. 21CBS Unit E, Malago Vale Trading Estate, St John's Lane, Bristol, BS3 5BQ
2. Chedvale Construction, Hylton Hayes, Lower North Street, Cheddar, Somerset, BS27 3HH
3. DR Jones Yeovil Ltd Willow House, Artillery Road, Lufton Trading Estate, Yeovil, BA22 8RP
4. EDS Ltd (Registered office address) 153 Sixtowns Road, Draperstown, County Derry, BT45 7BG: (head office) Unit A8 The Business Centre, 5 Tobermore Road, Draperstown, BT45 7AG: (Regional Office) 180 Piccadilly, London, W1J 9HF
5. Heat Radiation Ltd Belvedere Trading Estate, Belvedere Road, Taunton, TA1 1BH
6. J. Storey & Associates T/S JSA Service Ltd 123 Harris Way, Windmill Road, Sunbury on Thames, Middlesex TW167EL
7. John West (Contractors) Ltd Unit 1 Vernon Court, The Great Weston Centre, Weston Super Mare, Somerset, BS22 8NA
8. Johnson Controls Building Efficiency UK Ltd 9/10 The Briars, Waterberry Drive, Waterlooville, Hampshire, PO7 7YH
9. MD Building Services Ltd The Malt House, Durnford Street, Bristol, BS3 2AW
10. Nor Vent Ltd Unit 33 Green Box, Westenhall Road, Stoke Prior, Bromsgrove, Worcestershire, B60 4AL

11. Oakland Construction Ltd The Old Bank – 88 High Street, Hanham,
Bristol, BS15 3EJ

12. Unitary Engineering Services, 12 Dragon Court, Bristol, BS5 7XX

The project has two distinct elements, the installation of the mechanical and electrical works for the new ventilation and heating and the internal alterations and refurbishment works to the dressing rooms, provision of new ramp and builders works in connection with the new mechanical and electrical installation. Each of the contractors above was invited to tender for all elements of the works.

2.01.2 Tenders

Tenders were due to be received by 12.00 noon on Friday 29 January 2021. Eight contractor submitted tenders, one contractor formally withdrew from the process and three contractors failed to tender.

| <u>Contractor</u> | <u>Tender Return</u> | <u>Lead-in</u> | <u>Duration</u> |
|----------------------------------|----------------------|----------------|-----------------|
| a) Heat Radiation Ltd | £147,347.19 | To Be Agreed | To Be Agreed |
| b) EDS Ltd | £318,860.00 | 1 week | To Be Agreed |
| c) MD Building Services Ltd | £330,722.98 | 3 weeks | 10 weeks |
| d) Unitary Engineering Services, | £336,339.10 | 10 weeks | 26 weeks |
| e) Chedvale Construction | £359,686.00 | To Be Agreed | To Be Agreed |
| f) 21CBS | £369,674.38 | To Be Agreed | 8 weeks |
| g) John West (Contractors) Ltd | £388,945.00 | To Be Agreed | To Be Agreed |
| h) Oakland Construction Ltd | £400,513.20 | 2 weeks | 10 weeks |

One contractor formally withdrew from the tender process.

i) DR Jones Yeovil Ltd

Three contractors failed to respond to the invitation to tender and have not submitted any information to the Town Council.

- j) J. Storey & Associates T/S JSA Service Ltd
- k) Johnson Controls Building Efficiency UK Ltd
- l) Nor Vent Ltd

Notes:

All Tenders were delivered to the offices of Weston-super-Mare Town Council at Grove House. The Tenders submitted were opened by Mrs Sarah Pearce and Ms Molly Maher of Weston-super-Mare Town Council and Mr S Matthews of SJ Surveyors at the offices of Weston-super-mare Town Council.

2.02 Tender Process

2.02.1 Process

This Tender Report provides an analysis of the Tenders submitted in response to enquiries sent out on 21 December 2020 to twelve contractors for works associated with the installation of ventilation and air conditioning, internal alterations at The Blakehay, Wadham St, Weston-super-Mare. The tenders submitted are set out in section 1.02 above.

2.03 Technical report

2.03.1 Technical Submission Generally

The eight tenders received in accordance with tender instructions were opened in the presence of two Officers of Weston-super-Mare Town Council, and a director of SJ Surveyors in accordance with Weston-super-Mare Town Council's standing orders and standard JCT procedures.

2.03.2 Programme and Phasing

Several of the contractors have indicated their programmes for the works, lead in times vary between 1 and 10 weeks, the contract period varies between 8 and 26 weeks, these will need to be confirmed and will commence from the receipt of an official order.

The majority of the contractors have not provided indicative timescales and further information will be required before a decision can be made.

| <u>Contractor</u> | <u>Lead-in</u> | <u>Duration</u> |
|----------------------------------|----------------|-----------------|
| a) Heat Radiation Ltd | To Be Agreed | To Be Agreed |
| b) EDS Ltd | 1 week | To Be Agreed |
| c) MD Building Services Ltd | 3 weeks | 10 weeks |
| d) Unitary Engineering Services, | 10 weeks | 26 weeks |
| e) Chedvale Construction | To Be Agreed | To Be Agreed |
| f) 21CBS | To Be Agreed | 8 weeks |
| g) John West (Contractors) Ltd | To Be Agreed | To Be Agreed |
| h) Oakland Construction Ltd | 2 weeks | 10 weeks |

The lead-in time and delivery of materials may affect the contract delivery, this will need to be assessed when the programme is finalised with the successful contractor.

2.03.3 Contract Conditions, Warranties, Insurances

There were some qualifications, queries or changes contained in the tenders received with regard to contract conditions, warranties or insurance within the tenders, these are set out below.

Electrical and Data Systems Ltd (trading as: EDS Ltd)

- Given the uncertainty arising from COVID-19, and the critically to the programme of the timeous and complete delivery of the specified air handling and cooling equipment, we are unable to accept the stated or any liquidated damages applicable to this contract. In any case, we consider the level stated to be unrealistic given the current status of the theatre in the light of lockdowns and COVID-19 restrictions. We will strive to ensure works are completed within a 6-week period on site.

2.03.4 Site Set-up

No specific site set up plans have been submitted; these will need to be confirmed with the successful contractor prior to issuing an order at the pre-contract meeting.

2.03.5 Health & Safety/Quality Control

The successful Contractor will have to submit acceptable Health & Safety and Quality Control proposals.

2.04 Financial Report

2.04.1 Tenders

A copy of the priced schedule of works and summaries for the contractors have been requested. Some information has been provided but it is insufficient to fully assess the submissions.

The tender returns are listed below. Heat Radiation Ltd have withdrawn their tender. They have priced the M&E works only and not included the costs for the associated construction works, including access and opening up the building for ductwork runs. This means they are unable to complete the works for the sum tendered.

| <u>Contractor</u> | <u>Tender Return</u> |
|----------------------------------|----------------------|
| a) Heat Radiation Ltd | £147,347.19 |
| b) EDS Ltd | £318,860.00 |
| c) MD Building Services Ltd | £330,722.98 |
| d) Unitary Engineering Services, | £336,339.10 |
| e) Chedvale Construction | £359,686.00 |
| f) 21CBS | £369,674.38 |
| g) John West (Contractors) Ltd | £388,945.00 |

h) Oakland Construction Ltd £400,513.20

2.04.2 Provisional sums

Heat Radiation Ltd.

Heat Radiation have withdrawn their tender.

Electrical and Data Systems Ltd (trading as: EDS Ltd)

EDS Ltd's tender submission included the following Contingencies, Provisional Sums and Qualifications: -

Contingency

The provisional sum of £15,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £15,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums set out below within the documentation supplied.

- Our current percentage additions to the BESA/RICS and ECA/RICS rates for work carried out under Daywork are as follows: Labour +180%, Materials and Goods +30%, and Plant +150%, which should apply to all additional works incidental to this contract.

The contractor has not included the provisional sums that were instructed by Weston-super-Mare Town Council during the procurement of the works for elements that could not adequately be designed. Until there is scaffold access to the relevant areas of the building these elements cannot be fully designed.

- A provisional sum of £15,000 to be spent in connection with builders works to run the ducts at high level through the building for the auditorium.
- A provisional sum of £10,000 to be spent in connection with the builders works running ducts and forming openings to the studio.

Qualifications

The contractor has included the qualifications set out below within the documentation supplied.

- We have based our tender on a six week's lead in period for the main mechanical plant based on the advice of the nominated supplier. Should that not be attainable then we would require that the completion date should be adjusted accordingly.
- We have based our tender on obtaining vacant possession of the site with no other works being carried out concurrently in our work locations or vicinity thereof.
- We have assumed that all condensate drainage will be discharged directly onto the roof coverings and not piped to any existing service pipework installation and have priced on this basis.
- We have based our tender on the assumption that no asbestos will be encountered.
- We have excluded any allowance for boxing in of structural steel, ducted or pipework services.
- We have excluded the cost of the employment of an acoustic consultant.
- We have excluded the cost any maintenance of plant and equipment during or after the defect's liability period.
- We have made no allowance for ant costs associated with Western Power Distribution's works
- We have excluded any allowances for the stripping out or alterations to the existing services installations except to the controls installations that have been expressly identified.
- We have excluded any allowances for asbestos removal, encapsulation or working in areas containing untreated asbestos.
- Insufficient information exists to determine the full extent and programme implications of the Provisional Sum works. Therefore, we have excluded these works from our programme. Discussion is required on this.

- We have priced our tender on the basis that the drawings and the Schedule of Works define the scope and limits of our works and have not made any allowance for any other works. Discussion is required on this.
- Finally, if our offer is of interest to the Council and design team, then we would require a discussion and agreement on the appropriateness and details of the proposed form of contract prior to any acceptance of our tender.

MD Building Services Ltd

MD Building Services Ltd's tender submission included the following Contingencies, Provisional Sums and Qualifications: -

Contingency

The provisional sum of £15,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £15,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums that were instructed by Weston-super-Mare Town Council during the procurement of the works for elements that could not adequately be designed. Until there is scaffold access to the relevant areas of the building these elements cannot be fully designed.

- A provisional sum of £15,000 to be spent in connection with builders works to run the ducts at high level through the building for the auditorium.
- A provisional sum of £10,000 to be spent in connection with the builders works running ducts and forming openings to the studio.

The contractor has included the provisional sums set out below within the documentation supplied.

- Drainage, provisional sum £2,000.00

- Daywork rates: Labour +120%, Materials and Goods +20%, and Plant +20%, which should apply to all additional works incidental to this contract.

Qualifications

The contractor has not included any qualifications within the documentation supplied.

Unitary Engineering Services

Unitary Engineering Service's tender submission included the following Contingencies, Provisional Sums and Qualifications: -

Contingency

The provisional sum of £15,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £15,000 for contingencies was not shown as included within the tender, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has not included the provisional sums that were instructed by Weston-super-Mare Town Council during the procurement of the works for elements that could not adequately be designed. Until there is scaffold access to the relevant areas of the building these elements cannot be fully designed.

- A provisional sum of £15,000 to be spent in connection with builders works to run the ducts at high level through the building for the auditorium.
- A provisional sum of £10,000 to be spent in connection with the builders works running ducts and forming openings to the studio.

The contractor has not included the daywork rates as requested within the document.

- Daywork rates have not been supplied.

Qualifications

The contractor has not included any qualifications within the documentation supplied.

Chedvale Construction Ltd

Chedvale Construction's tender submission included the following Contingencies, Provisional Sums and Qualifications: -

Contingency

The provisional sum of £15,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £15,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums set out below within the documentation supplied.

- D.14 provisional sum of £500 in connection with alarms
- E.12-15 provisional sum of £1,250 in connection with lighting
- E.32-34 provisional sum of £2,000 in connection with new WC
- E.35-39 provisional sum of £1,500 in connection with extract fans
- E.41-42 provisional sum of £3,000 in connection with lighting
- E.59-60 provisional sum of £1,000 in connection with lighting
- E.62-63 provisional sum of £3,000 in connection with lighting
- E.64 provisional sum of £1,500 in connection with power supply
- Provisional sum of £25,000 for electrical works including alarms.
- Provisional sum of £10,000 for roof edge protection
- Provisional sum of £2,000 for making good roof penetrations.

The contractor has included the provisional sums that were instructed by Weston-super-Mare Town Council during the procurement of the works for

elements that could not adequately be designed. Until there is scaffold access to the relevant areas of the building these elements cannot be fully designed.

- A provisional sum of £15,000 to be spent in connection with builders works to run the ducts at high level through the building for the auditorium.
- A provisional sum of £10,000 to be spent in connection with the builders works running ducts and forming openings to the studio.

The contractor has not included the daywork rates as requested within the document.

- Daywork rates have not been supplied.

Qualifications

The contractor has included the qualifications set out below within the documentation supplied.

- The price excludes the removal and refitting of the stage lighting rig.

21 CBS

21 CBS's tender submission included the following Contingencies, Provisional Sums and Qualifications: -

Contingency

The provisional sum of £15,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £15,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums set out below within the documentation supplied.

- Page 20 item 32 – We have allowed a provisional sum of £500 for the relocation of the existing sectional radiator.

- Page 26 Item 7 – We have included a provisional sum £1000 for the sealing roof following the installation of rooflights.
- Steel support beams- We are advised of increase cost particularly around this material we would advise we have made allow of material cost at today's cost. Should this increase dramatically we would want discuss increase costs.

The contractor has included the provisional sums that were instructed by Weston-super-Mare Town Council during the procurement of the works for elements that could not adequately be designed. Until there is scaffold access to the relevant areas of the building these elements cannot be fully designed.

- A provisional sum of £15,000 to be spent in connection with builders works to run the ducts at high level through the building for the auditorium.
- A provisional sum of £10,000 to be spent in connection with the builders works running ducts and forming openings to the studio.

The contractor has not included the daywork rates as requested within the document.

- Daywork rates have not been supplied.

Qualifications

The contractor has included the qualifications set out below within the documentation supplied.

- Access to the roof has been allowed in two locations. (Theatre viewed from front elevation).
 - AHU 1 - Access & egress tower to the furthestmost point of access lane, scaffold dimensions 6.5m x 3.0m x 2.0m, edge protection offered by way of scaffold handrail.
 - AHU 2 - Access & egress tower to the front elevation recess section from pavement to eaves, scaffold dimension 6.5 x 2.4 x 2.4, edge protection offered by way scaffold handrail.

- Given the location of AHU's. We propose to apply for road a closure to Wadham Street Weston super Mare. Subject to approval, an out of hours attendance will be programmed to lift both AHU units to roof position, we believe this action will be undertaken in as single day. Rams will be provided should our submission be successful.
- As a proportion of works include the installation of fire door sets, we would advise. All our 21st Century Carpentry direct employees have completed a training course provided by the Fire Protection Association (FPA) C17c Understanding Fire Doors. I can provide an overview that will give you a better idea of what they covered. We also had some of our sub-contractors undertake this as well.
- With the ongoing Pandemic and restrictions being implemented we have made now allowance within our tender submission for any unforeseen forced stoppages or interruptions to programme of works implemented by the Government should circumstances change whilst works are being undertaken we would want to discuss any financial implication at that time.

John West (Contractors) Ltd

John West (Contractors) Ltd's tender submission included the following Contingencies, Provisional Sums and Qualifications: -

Contingency

The provisional sum of £15,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £15,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums set out below within the documentation supplied.

- Section D item 7 - We have allowed the provisional sum of £750.00 (Seven hundred and fifty pounds) for drilling/forming holes through boiler room walls following the asbestos

encapsulation work and removal of contaminated surface finish by others.

- Section E item 11 - We have allowed the provisional sum of £500.00 (Five hundred pounds) for the supply and installation of stainless-steel handrail and glass infill panel the design and extent of which is not clear at the time of tendering.
- Section E - item 23, 27 & 58 - We have now allowed for certified fire door installations. If required, this would be subject to an additional charge of £220.00 + VAT per door set.
- Section E item 50 - We have not allowed for site formed coving. If required, this will be the additional charge of £195.00 + VAT.
- Section G item 12 - We have allowed the provisional sum of £2,000.00 (Two thousand pounds) for making good to disturbed areas. The extent of this making good is un known whilst certain areas of the proposed work are provisional.
- Section F- We have allowed the provisional sum of £3,500.00 (Three thousand five hundred pounds) for the supply and installation of key clamp style handrail to the roof, the extent, design, fixing detail and making good requirements of which are un-known at the time of tendering.
- As per S Matthews e-mail 20/1/21 we have allowed the provisional sum of £1,500.00 (One thousand five hundred pounds) for heating alterations
-

The contractor has included the provisional sums that were instructed by Weston-super-Mare Town Council during the procurement of the works for elements that could not adequately be designed. Until there is scaffold access to the relevant areas of the building these elements cannot be fully designed.

- A provisional sum of £15,000 to be spent in connection with builders works to run the ducts at high level through the building for the auditorium.
- A provisional sum of £10,000 to be spent in connection with the builders works running ducts and forming openings to the studio.

The contractor has not included the daywork rates as requested within the document.

- Daywork rates have not been supplied.

Qualifications

The contractor has included the qualifications set out below within the documentation supplied.

- We assume that the Client will allow us the use of existing water and electricity supplies as required for the duration of the works, at no cost to us.
- Section C Item 18 - Due to the restricted site, we assume that the Client will allow us the use of an existing office, kitchenette, toilet and wash facilities as required for the duration of the works, at no cost to us.
- We have not included for the alteration, adaptation or removal of any asbestos or asbestos containing products should any such products be found to exist on the site of our works.
- We have not included for the alteration, adaptation or removal of any lead paint containing products should any such products be found to exist on the site of our works. We note the requirements of Section D item 7, which requires us to undertake a visual inspection of the site with the R&D survey to hand and to advise of any concerns.
- Section A item 10 - We assume that the site will be closed to the public for the duration of our works.
- Section G items 7 & 8 - We note that no kerb detail is specified and therefore we have not allowed for this provision.
- Brunel Integrated Services Specification Section 3 item 3.1 - We have not allowed for submitting drawings for building regulation or fire officer approval nor have we included any fees associated with these submissions. We assume that this process (including the payment of fee's and the seeking of approval) will be undertaken by Client and its design team, prior to our arrival on site.

- Brunel Integrated Services Specification Section 6 - As noted above, we have allowed a provisional sum elsewhere for forming holes in the boiler room.
- Brunel Integrated Services Specification Section 9 Item 9.6 - We have not allowed for any costs associated with Western Power Distribution increasing the existing supply size. We assume that the client has organised and paid for this work.
- Brunel Integrated Services Specification Section 6 item 6.1.2-We assume that the existing auditorium “curved” ceiling can take the fixings and weight of the proposed ventilation ductwork and support framework. Our price assumes we can drill threaded bar into this ceiling from below, to hang the support frame and ventilation socks.
- Brunel Integrated Solutions Specification and Drawings require access to the roof void above the “curved” auditorium ceiling for the installation of electrical services. We assume that safe access is currently in place via access walkways/gantries and have not allowed for the cost of providing safe access to this area or for any making good.
- Brunel Integrated Solutions Mechanical and electrical tender summary pages both include lines for 3no provisional sums. None are specified or noted and therefore we have not allowed for any costs against these items. The same is the case for individual line items which are clearly not require - for example TV Installation.
- Installation of the ventilation system above the main stage will require the removal of the existing lights & lighting gantry by others prior to our arrival on site. We assume that others will subsequently re-install, test and re-commission the lights and gantry following completion of our work.
- With the implications of Brexit still un-known it is likely that there will be continued products price increases due to importation issues and delays leading to increased shipping charges and stretched lead-in times. Should these effects increase prices or taxes during our contracted works, we reserve the right to pass these increases on as a variation to the contract as these changes

are outside of control. We will highlight any risks to the CA/Client as soon as they are known.

- In light of the current Covid19 pandemic, any delays associated with Covid19 will be subject to an extension of time with any associated preliminaries becoming chargeable. Delays include new lockdowns, new social distancing measures reducing productivity/delays and shortages of materials. We will highlight any risks to the CA/Client as soon as they are known.

Oakland Construction Ltd

Oakland Construction Ltd's tender submission included the following Contingencies, Provisional Sums and Qualifications: -

Contingency

The provisional sum of £15,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £15,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums set out below within the documentation supplied.

- Provisional sum of £5,000 in relation to drilling through asbestos encapsulation.
- Provisional sum of £9,000 in relation to the provision of costume hanging systems.

The contractor has included the provisional sums that were instructed by Weston-super-Mare Town Council during the procurement of the works for elements that could not adequately be designed. Until there is scaffold access to the relevant areas of the building these elements cannot be fully designed.

- A provisional sum of £15,000 to be spent in connection with builders works to run the ducts at high level through the building for the auditorium.
- A provisional sum of £10,000 to be spent in connection with the builders works running ducts and forming openings to the studio.

The contractor has included the daywork rates as requested within the document.

- Our current percentage additions to the Daywork rates are as follows: Labour +147%, Materials and Goods +12.5%, and Plant +12.5%, which should apply to all additional works incidental to this contract.

Qualifications

The contractor has not included any qualifications within the documentation supplied.

2.04.3 Tender Evaluation

All of the contractors have included the contingency sum, as set out in the specification.

There is a substantial number of inconsistencies between the tenders, this is due to the way the contractors have interpreted the works and has led to potentially slightly different schemes being priced.

A clarification sheet has been prepared and sent out to the contractors who have priced both elements of the work initially. It is anticipated that this will lead to a revision of the submitted tender figures.

2.05 Summary

2.05.1 Summary:

Eight contractors submitted tenders, which are technically in order for contract purposes. The total value of the quotes is set out below: -

| <u>Contractor</u> | <u>Tender Return</u> |
|-----------------------|----------------------|
| a) Heat Radiation Ltd | £147,347.19 |

Tender Report

Contract: Installation of Ventilation and Air Conditioning and Internal Refurbishment & Electrical Services
Refurbishment – Blakehay Theatre

Client: Weston-super-Mare Town Council

| | |
|----------------------------------|-------------|
| b) EDS Ltd | £318,860.00 |
| c) MD Building Services Ltd | £330,722.98 |
| d) Unitary Engineering Services, | £336,339.10 |
| e) Chedvale Construction | £359,686.00 |
| f) 21CBS | £369,674.38 |
| g) John West (Contractors) Ltd | £388,945.00 |
| h) Oakland Construction Ltd | £400,513.20 |

Heat Radiation have not priced all of the requested works and have withdrawn their tender, the other quotes all include a combined contingency sum of £15,000, this allows for unforeseen or unexpected works which are always possible when working within an existing building.

The lowest tender of £318,860.00 has been submitted by EDS Ltd, However, there are several inconsistencies and discrepancies with this tender that require clarification before the works can be awarded.

3.0 Electrical Services Refurbishment

3.01 Introduction

3.01.1 Generally

This Tender Report provides an analysis of the Tenders submitted in response to enquiries sent out on 30 September 2020 to eight contractors for works associated with the Electrical Services Refurbishment at The Blakehay, Wadham St, Weston-super-Mare. The eight contractors were:

1. Avonlea Electrical Contractors Ltd, Unit 1, Moravian Road Business Park, Moravian Road, Kingswood, Bristol BS15 8NF
2. BATH PROPERTY MAINTENANCE LIMITED (trading as: BPM Maintenance), 3 Park Lane, Bath, BA1 2XG
3. Electrical and Data Systems Ltd (trading as: EDS Ltd), 153 Sixtowns Road, Draperstown, BT45 7BG (correspondence address - Unit A8 The Business Centre, 5 Tobermore Road, Draperstown, BT45 7AG)
4. HB Electrical SW LTD, 7 High Leaze Road, Patchway Bristol, BS34 5AF
5. John West (Contractors) Ltd, Unit 1 Vernon Court, The Great Weston Centre, Weston-super-Mare, BS22 8NA
6. Lionel Saunders & Co (Bristol) Ltd, Unit 4B Trubody's Business Park, 121 London Road, Bridgegate, Bristol BS30 5NA
7. SA3 Group Ltd, Unit G17 Clarendon Road, Watford, England, WD17 1DU
8. Snape Contracting Services Ltd, Willow End Stoke Orchard Road, Bishops Cleeve, Cheltenham, Gloucestershire, GL52 7DG

The project has been broken down into three phases for budgeting and programming reasons. Each of the contractors above was invited to tender for all elements of the works. Originally the works were to be programmed over three years to make use of the annual shutdown and minimise the impact of the works on the provision of the service. However, given the constraints imposed by social distancing this proposal will need to be reviewed.

3.01.2 Tenders

Tenders were due to be received by 12.00 noon on Friday 06 November 2020. Five contractor submitted tenders in accordance with the tender instructions. One contractor submitted a late tender to the offices of SJ Surveyors and two contractors failed to tender.

| <u>Contractor</u> | <u>Tender Return</u> | <u>Lead-in</u> | <u>Duration</u> |
|--|----------------------|----------------|-----------------|
| 1. Electrical and Data Systems Ltd (trading as: EDS Ltd) | £80,965.00 | 3 weeks | 12 weeks |
| 2. Lionel Saunders & Co (Bristol) Ltd | £105,371.04 | 4-6 weeks | 10 weeks |
| 3. John West (Contractors) Ltd | £123,486.00 | 3 weeks | 18 weeks |
| 4. Avonlea Electrical Contractors Ltd | £137,182.00 | 4 weeks | 16 weeks |
| 5. Snape Contracting Services Ltd | £174,157.92 | 4 weeks | 26 weeks |
| 6. HB Electrical SW LTD | Submitted Late | | |
| 7. BATH PROPERTY MAINTENANCE LIMITED (trading as: BPM Maintenance) | Failed to Tender | | |
| 8. SA3 Group Ltd | Failed to Tender | | |

One contractor submitted a late tender, emailed to the offices of SJ Surveyors, this tender was submitted by HB Electrical SW Ltd. The tender was opened and is recorded below, however, this was not submitted in accordance with standing orders or the tender instructions and is recorded below for information only and has not been assessed.

| <u>Contractor</u> | <u>Tender Return</u> | <u>Lead-in</u> | <u>Duration</u> |
|-------------------------|----------------------|----------------|-----------------|
| 6. HB Electrical SW LTD | £192,000.00 | TBA | TBA |

One tender pack was returned by Royal Mail to the offices of SJ Surveyors, this was received on Monday 16 November at the offices of SJ Surveyors. The information sticker attached to the envelope has the 'address incomplete' box ticked on. The tender was addressed to SA3 Group Ltd at the address supplied by them in their expression of interest.

Contractor

8. SA3 Group Ltd

Tender Return

Tender documents returned by Royal Mail

Notes:

All Tenders were delivered to the offices of Weston-super-Mare Town Council at Grove House. The Tenders submitted were opened by Ms Molly Maher of Weston-super-Mare Town Council and Mr S Matthews of SJ Surveyors at the offices of SJ Surveyors.

3.02 Tender Process

3.02.1 Process

This Tender Report provides an analysis of the Tenders submitted in response to enquiries sent out on 30 September 2020 to eight contractors for works associated with the Electrical Services Refurbishment at The Blakehay, Wadham St, Weston-super-Mare. The tenders submitted are set out in section 1.02 above.

3.03 Technical report

3.03.1 Technical Submission Generally

The five tenders received in accordance with tender instructions were opened in the presence of an Officer of Weston-super-Mare Town Council, and a director of SJ Surveyors in accordance with Weston-super-Mare Town Council's standing orders and standard JCT procedures.

The Tender submitted electronically and late was opened by a director of SJ Surveyors. As this was not submitted in accordance with the Town Council's standing orders it is not being assessed within this report.

3.03.2 Programme and Phasing

The contractors have indicated their programmes for the works, lead in times vary between 3 and 6 weeks, the contract period varies between 10 and 26 weeks, these will need to be confirmed and will commence from the receipt of an official order.

Contractor

Lead-in

Duration

1. Electrical and Data Systems Ltd
(trading as: EDS Ltd)

3 weeks

12 weeks

| | | |
|---------------------------------------|-----------|----------|
| 2. Lionel Saunders & Co (Bristol) Ltd | 4-6 weeks | 10 weeks |
| 3. John West (Contractors) Ltd | 3 weeks | 18 weeks |
| 4. Avonlea Electrical Contractors Ltd | 4 weeks | 16 weeks |
| 5. Snape Contracting Services Ltd | 4 weeks | 26 weeks |

The lead-in time and delivery of materials may affect the contract delivery, this will need to be assessed when the programme is finalised with the successful contractor.

3.03.3 Contract Conditions, Warranties, Insurances

There were no qualifications, queries or changes contained in the tenders received with regard to contract conditions, warranties or insurance within the tenders.

3.03.4 Site Set-up

No specific site set up plans have been submitted, these will need to be confirmed with the successful contractor prior to issuing an order at the pre-contract meeting.

3.03.5 Health & Safety/Quality Control

The successful Contractor will have to submit acceptable Health & Safety and Quality Control proposals.

3.04 Financial Report

3.04.1 Tenders

A copy of the priced schedule of works and summaries for the lowest contractors have been requested. Information has been provided by Electrical and Data Systems Ltd (trading as: EDS Ltd) and Lionel Saunders & Co (Bristol) Ltd for checking.

| <u>Contractor</u> | <u>Quote Return</u> |
|---|---------------------|
| 1. Electrical and Data Systems Ltd (trading as: EDS Ltd) | £80,965.00 |
| 2. Lionel Saunders & Co (Bristol) Ltd | £105,371.04 |
| 3. John West (Contractors) Ltd | £123,486.00 |

| | |
|---------------------------------------|-------------|
| 4. Avonlea Electrical Contractors Ltd | £137,182.00 |
|---------------------------------------|-------------|

| | |
|-----------------------------------|-------------|
| 5. Snape Contracting Services Ltd | £174,157.92 |
|-----------------------------------|-------------|

3.04.2 Provisional sums

Electrical and Data Systems Ltd (trading as: EDS Ltd)

EDS Ltd's priced summary included the following Provisional Sums and Contingencies: -

Contingency

The provisional sum of £10,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £10,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has not included any provisional sums within the documentation supplied.

Qualifications

The contractor has not included any provisional sums within the documentation supplied.

Lionel Saunders & Co (Bristol) Ltd

Lionel Saunders & Co (Bristol) Ltd's priced summary included the following Provisional Sums and Contingencies: -

Contingency

The provisional sum of £10,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £10,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums set out below within the documentation supplied.

- The contractor has included provisional costs to the value of £10,000.00 within the tender, these require further information.

Qualifications

The contractor has included the additional qualifications set out below within the documentation supplied.

- We write this letter to confirm our tender submission includes the following items listed in the schedule of works.
 - Welfare, Storage and skip facilities to be located in parking bays outside the theatre with correct licences.
 - All internal access equipment to reach high level areas of work in entrance stairway and theatre only.
 - Removal of ceiling and re-decoration works of bar area.
 - Lead Paint Survey
 - Contingency Sum
- Our tender omits the following from the schedule of works as itemised in the electrical specification.
 - All works associated with Intruder Alarm, Fire Alarm, CCTV Systems, Lightning Protection System, Assistance Call Alarms & Emergency Voice Communication System, Door Access Systems
 - Data Distribution System including wiring of new points as indicated on drawings.
 - Redecoration Works following removal of existing lighting, containment and wiring accessories.

John West (Contractors) Ltd

John West (Contractors) Ltd's priced summary included the following
Provisional Sums and Contingencies: -

Contingency

The provisional sum of £10,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £10,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has included the provisional sums set out below within the documentation supplied.

- Item D 5 - We have allowed the provisional sum of £500.00 (Five hundred pounds) for undertaking the lead survey as required.

Qualifications

The contractor has included the additional qualifications set out below within the documentation supplied.

- We assume that the Client will allow us the use of existing water and electricity supplies as required for the duration of the works, at no cost to us.
- We assume that the Client will allow us the use of existing toilet and wash facilities as required for the duration of the works, at no cost to us.
- We have not included for the alteration, adaptation or removal of any asbestos or asbestos containing products should any such products be found to exist on the site of our works.
- We have not included for the alteration, adaptation or removal of any lead paint containing products should any such products be found to exist on the site of our works.

- Item B 48 - We assume that retention will only be held for 12 months from the practical completion of each section.
- Item D 24 - As discussed with Mr S Matthews, the bar does not have an existing suspended ceiling and therefore we have allowed to remove the existing plasterboard ceiling above the bar and for replacing it with a suspended ceiling.
- Electrical works are based upon the Edifice Design Ltd drawings and specification submitted as part of the tender package and as detailed in your invitation to tender letter dated 30th September 2020.

Avonlea Electrical Services Ltd

Avonlea Electrical Services Ltd's priced summary included the following Provisional Sums and Contingencies: -

Contingency

The provisional sum of £10,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £10,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has not included any additional provisional within the documentation supplied.

Qualifications

The contractor has included the additional qualifications set out below within the documentation supplied.

- Our intention is to work in partnership with MD Group who would take on the responsibility of the Construction Health & Safety plan, CDM and the builder's works element of the project whilst Avonlea Electrical Contractors complete the electrical refurbishment.

- All work to be completed to the 18th Edition of the IEE Wiring regulations BS7671 - 2018. NICEIC

Snap Contracting Services Ltd

Snap Contracting Services Ltd's priced summary included the following Provisional Sums and Contingencies: -

Contingency

The provisional sum of £10,000.00 was included within the specification of works as part of the quote instruction and is at the direction of the Contract Administrator for all quotes.

- Provisional sum of £10,000 for contingencies, to be spent at the direction of the Contract Administrator within the SJ Surveyors specification

Provisional Sums

The contractor has not included any additional provisional within the documentation supplied.

Qualifications

The contractor has not included any qualifications within the documentation supplied.

3.04.3 Tender Evaluation

All of the contractors have included the contingency sum, as set out in the specification.

There is a substantial number of inconsistencies between the tenders, this is due to the way the contractors have interpreted the works and has led to potentially slightly different schemes being priced.

A clarification sheet has been prepared and sent out to the contractors who have priced both elements of the work initially. It is anticipated that this will lead to a revision of the submitted tender figures.

3.05 Summary

3.05.1 Summary:

Five contractors submitted tenders, which are technically in order for contract purposes. The total value of the quotes is set out below:-

Tender Report

Contract: Installation of Ventilation and Air Conditioning and Internal Refurbishment & Electrical Services
Refurbishment – Blakehay Theatre

Client: Weston-super-Mare Town Council

| <u>Contractor</u> | <u>Quote Return</u> |
|---|---------------------|
| 1. Electrical and Data Systems Ltd (trading as: EDS Ltd) | £80,965.00 |
| 2. Lionel Saunders & Co (Bristol) Ltd | £105,371.04 |
| 3. John West (Contractors) Ltd | £123,486.00 |
| 4. Avonlea Electrical Contractors Ltd | £137,182.00 |
| 5. Snape Contracting Services Ltd | £174,157.92 |

The lowest tender of £80,965.00 has been submitted by EDS Ltd, However, there are several inconsistencies and discrepancies with this tender that require clarification before the works can be awarded.

4.0 Combined Projects

4.01 Introduction

Five contractors submitted tenders for the electrical works and eight contractors have submitted tenders for the ventilation works. Both of these projects have been tendered as stand-alone projects to include all the necessary prelims, welfare costs, access costs, supervision costs etc. If both projects are undertaken by a single contractor there is the potential for savings to be made on the duplicated elements that could be passed onto the Town Council.

4.02 Tender Returns

The tender returns are set out below for both projects:-

Electrical Works

| <u>Contractor</u> | <u>Tender Return</u> |
|---|----------------------|
| 1. Electrical and Data Systems Ltd (trading as: EDS Ltd) | £80,965.00 |
| 2. Lionel Saunders & Co (Bristol) Ltd | £105,371.04 |
| 3. John West (Contractors) Ltd | £123,486.00 |
| 4. Avonlea Electrical Contractors Ltd | £137,182.00 |
| 5. Snape Contracting Services Ltd | £174,157.92 |

Ventilation works.

| <u>Contractor</u> | <u>Tender Return</u> |
|----------------------------------|----------------------|
| a) Heat Radiation Ltd | withdrawn |
| b) EDS Ltd | £318,860.00 |
| c) MD Building Services Ltd | £330,722.98 |
| d) Unitary Engineering Services, | £336,339.10 |
| e) Chedvale Construction | £359,686.00 |
| f) 21CBS | £369,674.38 |
| g) John West (Contractors) Ltd | £388,945.00 |

EDS Ltd have submitted the lowest tender for both projects, MD building services submitted the second lowest price for the ventilation works and the fourth lowest for the electrical works. John West (Contractors) Ltd submitted the fifth lowest ventilation price and the third lowest electrical price. These are the only three contractors who have submitted both Tenders.

The other companies have not tendered for both elements of the work, however, it would be possible to appoint two separate contractors to work as a team to undertake the works. Health & safety legislation requires a principal contractor to be appointed when two or more contractors are working on one site. This contractor will charge a management fee for this service, this is generally between 8% and 12% of the subcontractors' costs and is referred to as Overhead and Profit (OHP).

If two separate contractors are appointed for the works, the ventilation contractor will need to be appointed as main contractor as this is the larger value contract, they would then expect OHP to be paid on the electrical works. This may outweigh any savings that can be obtained by doing the works as one project.

4.03 Summary:

The three contractors have been approached about undertaking both elements of the work, MD Building Services and John West (Contractors) have indicated their willingness to do so and to look at any potential savings they can offer. EDS have confirmed receipt of the approach and are considering the option, at the time of writing this report they had not responded.

The contractors who have submitted tenders for one element of the work only have been approached to clarify their tenders and confirm their willingness to work with another contractor to deliver the project.

5.0 Summary & Recommendations

5.01 Summary:

Five contractors submitted tenders, which are technically in order for contract purposes for the electrical works and eight contractors submitted tenders for the ventilation works. The total value of the tenders is set out below: -

Electrical Works

| <u>Contractor</u> | <u>Tender Return</u> |
|---|----------------------|
| 1. Electrical and Data Systems Ltd (trading as: EDS Ltd) | £80,965.00 |
| 2. Lionel Saunders & Co (Bristol) Ltd | £105,371.04 |
| 3. John West (Contractors) Ltd | £123,486.00 |
| 4. Avonlea Electrical Contractors Ltd | £137,182.00 |
| 5. Snape Contracting Services Ltd | £174,157.92 |

Ventilation works.

| <u>Contractor</u> | <u>Tender Return</u> |
|----------------------------------|----------------------|
| a) Heat Radiation Ltd | Withdrawn |
| b) EDS Ltd | £318,860.00 |
| c) MD Building Services Ltd | £330,722.98 |
| d) Unitary Engineering Services, | £336,339.10 |
| e) Chedvale Construction | £359,686.00 |
| f) 21CBS | £369,674.38 |
| g) John West (Contractors) Ltd | £388,945.00 |

As has been discussed above there is a potential saving to the Town Council by combining the works into one project.

Additional information has been requested from the contractors who to resolve the inconsistencies and clarify costs in the tenders. The contractors who have tendered for both projects have been asked if they would undertake both elements of the work and to identify any savings from undertaking both elements of the work.

5.02 Recommendation:

Consideration should be given to commissioning both projects with one contractor to take advantage of any savings available. EDS Ltd submitted the lowest tender for both contracts and subject to clarification of their submissions are in an advantageous position to undertake the works.

We would recommend that further investigation and clarification is undertaken to identify the contractors with the lowest costs that can undertake both projects.

Should the total cost be over the available budget then consideration should be given to reducing the scope of the works, this could be done by removing the refurbishment works from the project.

We would recommend the assessment of the returns is undertaken and a report taken to the Heritage Arts and Culture Committee on 18 March 2021 to appoint a suitable contractor or contractors for the project.

ITEM 13. Policy & Finance Committee 15th February 2021

Blakehay Procurement, Electrical Upgrades & CRF Fund works

Report of the Deputy Town Clerk / RFO

Members will also have received the tender report from SJ Surveyors which provides more in depth detail in regard to these procurements and as such it should be read alongside this report. This report will provide a snap shot summary for member's ease of understanding.

A. Blakehay Electrical Upgrade

The council after undergoing statutory Periodic Fixed Wiring Test and Inspections were made aware that the current wiring in the Theatre was nearing the end of its usable life and as such needed to be replaced in a programme of works at the earliest convenience – to not do so would mean running the Theatre at risk as if a fault occurred the obsolete wiring and fixings could not be replaced and would result in the Theatre needing to close. This resulted in the council agreeing to fund the necessary works over a 3 /5-year period of time with £30K per year being allocated to do so. This fund now stands at £90k.

Works to draw zone specifications, gain cost estimates (QS), work diagrams and consider a planned order for these works to allow the Theatre to remain operational have been developed over the last 18 months (prior to COVID) with the upgrade of the main fuse box and electrical supply already having now been undertaken as the first part of this process.

The Procurement (Formal Tender process) started in March 2020 with Expressions of Interest required by May 2020.

Since this time the COVID pandemic hit and as such delays on procurement have occurred with the inability for contractors to visit site as one factor of this delay. However, tenders have now been received as per the report from SJ Surveyors.

B. CRF Funded improvements: Ventilation and Building Refurbishment.

As a result of the COVID pandemic the council saw the closure of the Blakehay Theatre to meet the requirements of the lockdown status as it was deemed unsafe to remain open (Government Guidance). This saw the Blakehay like other Theatres up and down the country facing considerable risk.

The Arts Council England opened a fund to safeguard the future of Arts and Culture nationally as a result of COVID and as a result of successful application the Blakehay was awarded £323,000 to carry out internal improvements. (including a COVID safe ventilation system and dressing room improvements). This alongside the development of digital events would allow the Theatre open as soon as it could by providing a safe environment for customers going forward in the wake of COVID.

The ventilation in particular would require specific Electrical fixed wiring requirements and as such there was some synergy in ensuring that any procurement for this contract was considered at the same time as the prior procurement for the Electrical upgrade in order to recognise shared costs and ensure all wiring undertaken accommodated this new need (as per the CRF fund grant). In addition, having one main contractor to do both jobs taking advantage of a closed building is also felt to be prudent. The capital budget included in the CRF Fund is £265,742 of which fees associated with design costs, planning and structural costs have reduced this to £247,315.

Budget available for both Blakehay project procurements:

| Budget Heading | Amount available | Allocated For |
|-----------------------------------|------------------|--|
| EMR – Blakehay Electrical upgrade | £90,000 | Upgrade of fixed wiring |
| CRF Fund | £247,315 | Ventilation and refurbishment costs |
| EMR PPM (2020/2021) | £20,000 | Blakehay programmed works associated with Electrical upgrades (fees etc) |
| Total | £357,315 | |

Budget Issues:

A. Blakehay Electrical Upgrade.

The cheapest Tender received is within the current budget of £90,000 but has discrepancies that do not permit award until clarified.

B. CRF Fund Ventilation and refurbishments

All tenders received for these works have exceeded the current budget provision – the cheapest being £319,000

There are many factors that will account for the increase in costs to the estimates used for setting the budgets for these projects, these are not exclusive to but we have been advised are a combination of: The increased cost of materials due to Brexit (post grant application), the revised and increased specification for the ventilation system to meet COVID guidance, the amount of structural works needed to accommodate the ventilation systems.

Next steps:

As per the report from SJ Surveyors we are now in the position of having to do further tender reviews to ascertain potential combined cost savings and options for works to provide a recommendation for member's approval. Until further specification breakdowns have been received from all contractors who have

submitted tenders we are not in a position to make recommendation at the time of writing this report. We will be looking into the three areas below as potential options:

Option 1

Ascertain if there are cost savings by negotiation with contractors who have submitted tenders for both procurement elements (Electrical upgrade and CRF fund works) – To have one main contractor for all works.

Option2

Ascertain and understand if there is ability to use 2 different contractors who have provided tenders respectfully (not necessarily for both elements) – this option would need to still appoint a main contractor to meet JCT requirements.

Option 3

Reduce specification for CRF funded works and break down into sections in order of need. Ventilation (priority) Refurbishment of dressing rooms (secondary), Additional Exterior Ramp (secondary). With this option there may be ability to programme non priority works into the following years PPM schedules, subject to this being acceptable to the CRF (Arts Council) and them giving approval.

Additional Information:

We have gained extension of CRF fund deadlines to 30th June 2021 from the Arts Council but there is a likelihood to need further extension as works are unlikely to be completed by this date. (this is not thought to be an issue at this stage due to the uncertainty still surrounding COVID and recognition from the Arts council of difficulties this is causing to all grant recipients).

We have written to the Arts Council to advise of increased cost and to see if there is opportunity to gain extra funds needed. (with the lowest costs for both estimated in the region of £400K – the shortfall is likely to be a minimum of £45k). There are however as per SJ Surveyors reports some tender discrepancies that need to be resolved so this shortfall could in reality be between £45k - £100k which is why options 1 – 3 above need to be explored fully.

Members are requested to:

1. Receive and note the contents of the tender report from SJ Surveyors as an overview of the procurement process to date for both Blakehay Electrical upgrade and CRF fund works. Noting the intention to explore all options (1-3 above) and any other options that are thought as viable as a result of further review.
2. Consider the budget shortfall and make recommendation to address this:
 - 2.1 Consider recommendation of use of general reserves (to enable this will need approval by Town Council in March 2021). Subject to reply from Arts Council for potential to increase grant award. (amounts required from General reserves would be determined by this and final tender reviews)

- 2.2** Consider recommendation for a revised (reduced or phased) scheme (subject to Arts Council approval) for the CRF fund element of this procurement to reduce need for use of general reserves
- 2.3** Return CRF fund award (Capital elements) as the project is not deemed financially viable to the council. – Noting this will affect any future ability to reopen the Theatre and will be subject to acceptance from the Arts Council.
- 3.** Approve that the Heritage Arts & Culture Committee receive final recommendations and if able will approve contract award for both procurement exercises (Blakehay Electrical upgrade & CRF Fund Works) (18th March 2021) based on production and consideration of all available options presented to them. Any HAC approval will also take into account this committee's decision needed in 2 above. (noting that any use of General Reserves will need approval of Full Council 22.03.21).

Please Note: Any changes in relation to the CRF fund will also require full Arts Council Approval.

ITEM 14. Policy & Finance Committee 15th February 2021

Climate Change Working Group recommendation – Food Club Development Consultant

Report of the Deputy Town Clerk / RFO

The councils Climate Change Working Group has been looking at initiatives suitable to the community with the aim of reducing Food Waste in the town whilst finding sustainable ways of doing this working with them. This has included looking into Community Fridge ideas and Food Clubs and as such they have developed willing relationships with community groups to achieve this ambition.

A report on 'Food Clubs' was introduced by Mary Morgan from Big Worle/ Alliance to the group at its meeting held 28th January 2021 alongside a brief for the employment of a Development Consultant. (Details of this report and brief are available upon request). The aim was to provide understanding and consideration of needs in order to achieve the ambition of Food Waste goals in the community. Prior to this a community led group had been formed including partners from, ROC AFHLC, Helping People, YMCA, The Food Bank and The Stable café who are working with the Council Community Resilience team to get the project to fruition, they had met numerous times to discuss and agree on best plans etc prior to the presentation to the Climate group. – all the community groups have expressed their commitment to this project as a they see it as valuable and essential fully inclusive addition to the overall community of Weston.

One of the next steps to develop this project is the need to get a dedicated and responsible person to identify locations, and work with the community directly to get them up and running and the Climate Working Group would like to support this element of the project as per their recommendation below. The development role would be overseen by the AFHLC and as such funding approved would be paid to them. This project has already gained £28k from the NSC funding stream that formed agenda item 12 of this meeting. These monies would be used for on the ground implementation and set up once the necessary development has been done. (ie shop fit out, premises cost and overheads).

It's important to note that these Food Clubs become self-sustaining by the very nature of what they are intended to be. They are not a new entity and there are successful examples of this up and down the country. They work with Fairshare and national food suppliers to tackle food waste in the localities. However, the success of them is reliant on the direct communities having the ability to input, develop and determine the final 'look' of what they become following a broad 'National conceptual brief'. For example; there may be opportunity to work with local allotment holders for some produce to be available. With this in mind the council is not expected to invest in 'ongoing' costs. Further funding may be needed as start-up costs and applications to other funds are currently being explored alongside options for locations etc.

PROPOSED: Councillor Helen Thornton

SECONDED: Councillor Catherine Gibbons

RECOMENDED: That £23,400 be allocated from the 2020/2021 Climate Change budget for the provision of a Development Consultant to initiate 3 x food club development and set up (Southward, Worle and Central Weston). Working with community groups and community areas to be self-sustainable models going forward. The consultant would be overseen by the All for Healthy Living Centre and as such payment for it should be paid to this group

ACTION (relevant to this item):

- *DTC to provide a report regarding budget allocation for food clubs be taken to the Policy and Finance Committee for approval*