

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING  
HELD VIA ZOOM ON  
MONDAY 15<sup>TH</sup> FEBRUARY 2021**

**Meeting Commenced:** 7:03 pm

**Meeting Concluded:** 9:07 pm

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

**IN ATTENDANCE:** Councillor John Crockford-Hawley, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer), Fiona Walsh (Finance Officer), Molly Maher (Development Officer), Emma Williams (Tourism Marketing Officer) and Steve Matthews (SJ Surveyors).

<b>184</b>	<b>To receive Apologies for Absence and Notification of Substitutes</b>  There were no apologies for absence received.
<b>185</b>	<b>To receive Declarations of Interest</b>  There were no declarations of interest received.
<b>186</b>	<b>To approve the minutes of the Policy &amp; Finance Committee meeting held on</b>  The minutes had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Ciaran Cronnelly  A vote was taken and <b>carried</b> . Accordingly, it was:  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman.
<b>187</b>	<b>The minutes of the Working Party to Review Expenditure &amp; Governance held on 29<sup>th</sup> January (unapproved)</b>  The minutes had been previously circulated with the agenda.  <b>RESOLVED:</b> That the minutes of the of the Working Party to Review Expenditure & Governance held on 29 <sup>th</sup> January 2021 be noted.
<b>188</b>	<b>Monthly Financial Reports: November &amp; December 2020</b>  <b>a) For Approval</b> Schedule of Unapproved Expenditure  <b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Robert Payne

	<p><i>Councillor David Dash joined the meeting at 7:08 pm</i></p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>.1 RESOLVED:</b> That the Schedule of Unapproved Expenditure for November and December 2020 be approved.</p> <p><b>b) For Noting</b></p> <ul style="list-style-type: none"><li>i. Bank Reconciliations</li><li>ii. Budgetary Control Report</li><li>iii. Bank Interest Report</li><li>iv. Schedule of Receipted Income</li><li>v. Overspend Month end report</li><li>vi. Bad debt report</li></ul> <p><b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Robert Payne</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>.2 RESOLVED:</b> That reports 5b i – vi be noted.</p>
<p><b>189</b></p>	<p><b>Annual Review of Standing Orders and Financial Regulations</b></p> <p>The current Standing Orders and Financial Regulations had been previously circulated.</p> <p>The Town Clerk reported that he felt there were no significant changes required to either document at this time; but that following any potential changes to legislation allowing councils to hold virtual meetings, the Standing Orders may have to be readdressed after 7<sup>th</sup> May 2021.</p> <p>The Deputy Town Clerk recommended that Fay Powell was added as an authorised signatory for payments, in case of absences within the Senior Management Team (detailed link to financial reg. 6.10 which does not need to change).</p> <p><b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Timothy Taylor</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That Assistant Town Clerk Fay Powell be added to list of authorised signatories, as per item 6.10 of the Financial Regulations. Further that Standing Orders be reviewed again after 07/05/21, following the expiration of current legislation on councils holding virtual meetings.</p> <p><i>Councillor Marcia Pepperall joined the meeting at 7:14pm</i></p>
<p><b>190</b></p>	<p><b>To receive the draft Community Infrastructure Levy (CIL) policy</b></p> <p>The draft Community Infrastructure Levy (CIL) policy had been previously circulated. Members were requested to consider and adopt the suggested CIL Policy to allow monies revived to be spent in the future.</p>

It was enquired as to the current timescales attached to the usage of the CIL monies, and the justification for having established a policy.

The Deputy Town Clerk advised that once in receipt of CIL monies, a policy must be present, and that the current structure had been established around the electoral year and budget-setting process. However, this could be amended at members' discretion if necessary.

Debate ensued. It was to be prudent to announce a programme of community engagement for further suggestions as to the use of the funds, across all wards of the parish. Guidance and support would be given to the community to assist their proposals, so that they reflected the council's current strategy and objectives.

In response to a member, the Deputy Town Clerk advised that the council's current earmarked reserve was £182,273.

**PROPOSED BY:** Councillor Ian Porter

**SECONDED BY:** Councillor Peter Fox

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

**RESOLVED:** That the Community Infrastructure Levy (CIL) policy as circulated be adopted.

*Councillor John Crockford-Hawley joined the meeting at 7:27 pm*

**191 Town Council Strategy 2020 – 30, as amended by Strategy Group**

The report of the Town Clerk had been previously circulated.

The Town Clerk reported that the new Town Council Strategy had been created at the request of the new administration, and had been most recently amended in September 2020, reflecting requirements relating to the pandemic.

The formulation of the five pillars, timescales, and measures of success were the most significant alterations against the old strategy.

It was recommended by the Town Clerk that the strategy be approved by Town Council in March 2021.

The Chairman requested that page 23 of the strategy be amended to reflect the departure of Councillor Daniel Marcus-Ashworth, who was no longer a town Councillor. This was noted by the Town Clerk.

**PROPOSED BY:** Councillor Ian Porter

**SECONDED BY:** Councillor Ciaran Cronnelly

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

**RECOMMENDED:** to Town Council at its meeting on 22<sup>nd</sup> March 2021, that the Town Council Strategy 2020–30, with the above amendment, be approved.

**192 Committee Structure**

The report of the Town Clerk had been previously circulated.

A request to the Town Clerk had previously been made by members to simplify or streamline the committee structure and membership. Suggestions had been sought from the Expenditure and Governance Working Party.

The Town Clerk reported that feedback had suggested reductions to members of the largest committees, from 13 to 11 members. Also, that the Tourism & Leisure Committee and Heritage, Arts and Culture Committee move to a quarterly schedule, rather than bi-monthly.

The Chairman of Expenditure & Governance Working Party was invited to comment and added that his understanding was that it was suggested that larger committees contained one third of the council, allocating 10 councillors, rather than 11.

A member suggested that 10 councillors on large committees would be preferable, and that 8 councillors should make up the smaller committees. It was also suggested that the Tourism & Leisure and Heritage, Arts and Culture Committees remain as bi-monthly meetings. Consideration should also be given to the permanent inclusion of virtual meetings, which had helped bolster attendance, especially at evening meetings, held during the winter months.

Debate ensued, with concerns from some members that an even number of councillors would create more tied votes. Virtual meetings were discussed, with some members expressing a preference for more effective debates held during in-person meetings.

The Chairman of the Allotment Management Sub Committee requested that his former proposal for meetings of the Allotment Management Sub-Committee be replaced by informal meetings between one councillor and one representative of the Allotment Club be included.

It was then

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Ciaran Cronnelly

To reduce the committee membership for large committees from 12/13 to 10 and small committees from 9 to 8; and to keep the frequency of the Tourism & Leisure and Heritage Arts and Culture committee meetings bi-monthly, for recommendation to Town Council.

A vote was taken and **tied**.

The Chairman casted his vote in favour of the amendment, and the vote was therefore **carried**. Accordingly, it was:

**RECOMMENDED:** to Town Council on 22<sup>nd</sup> March 2021 that the Committee Structure and Membership be amended to reduce the committee membership for large committees to 10 and small committees to 8; and to keep the frequency of the Tourism & Leisure and Heritage Arts and Culture committee meetings bi-monthly.

<p><b>193</b></p>	<p><b>Building &amp; Office Works</b></p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>It was reported that the recommendation from the last Expenditure &amp; Governance Working Party meeting was for ‘Option 2’ from the potential scopes of work to be approved. The Deputy Town Clerk requested approval for the commencement of works before 31<sup>st</sup> March 2021, financed with surplus funds from 2020/2021, which would be replenished after April 2021 from the new budget.</p> <p>The scheme of works included the conversion of the Grove House garage into new office and meeting space, the relocation of the Grounds Outdoor Team to Grove Lodge, and the conversion of the Grove House meeting room into office space for those Finance Team officers previously based at Grove Lodge. The programme of works also included the expansion of the food preparation area at Weston Museum and the construction of an office/retail space, as a supplementary Visitor Information Centre at the Water Park.</p> <p>It was suggested by a member, that the review of the Grove Park public toilets be prioritised in order to expedite their potential demolition.</p> <p><b>PROPOSED BY:</b> Councillor Ian Porter  <b>SECONDED BY:</b> Councillor Gill Bute</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To note the current works going ahead detailed in 1.1 – 1.3 of the report.</li> <li>2. <b>Grove House</b> – That works proceed with section 1.0, approving option 2 for Grove House further alterations,</li> <li>3. <b>Grove Lodge</b> – That works proceed with section 2.0, choosing options 2 proposed use of Grove Lodge including minor adaptations as detailed, with a further recommendation agreed to allow works to proceed with immediate effect ahead of the budget year 2021 / 2022. Budget provisions would then replace spend made in advance.</li> <li>4. <b>Waterpark / VIC</b> - Approval of works to create a Satellite VIC at the Waterpark in readiness for the season 2021, with a further recommendation to P &amp; 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.</li> <li>5. <b>Weston Museum</b> – That works proceed at Weston Museum within the financial year 2021 / 2022.</li> <li>6. <b>Old Town Quarry</b> – To note the contents of the report and further actions and reporting to the HAC committee in the first instance or Town Council meetings as appropriate following ongoing negotiations.</li> <li>7. <b>Grove Park Toilets</b> – To note the contents of the report.</li> </ol>
<p><b>194</b></p>	<p><b>Upgraded Integrated Phone System</b></p> <p>The report of the Deputy Town Clerk had been previously circulated.</p>

	<p>The contract was estimated to be in the region of £18-£20k over a (min) three-year period as such necessary financial regulations were being followed to obtain the quotation from contractors.</p> <p>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. Members were asked to approve upon the conclusion of the procurement and evaluation that the contract upgrade to an integral telephone system for <u>all services</u> be implemented, approving further that the Town Clerk in liaison with the Chairman and Vice Chairman of Policy &amp; Finance make the final award based on suitability and best value within the budgets available for 2021/2022</p> <p>It was reported that the process of procurement was ongoing with three of five tender applications received at time of reporting. The current contract with the telephone provider for the council had expired, so once a supplier was approved, there would be few delays to change to the chosen provider.</p> <p>The Finance Officer had worked with all service managers to establish their individual requirements for a system that would be able to adapt and grow to accommodate the evolving needs of the council, whether working at home or in the office. Every council site would be connected in the new system, as well as retaining their own telephone numbers. Having automated answering services that directed callers to the relevant departments would improve efficiency for all officers.</p> <p>Once a supplier had been approved, the finance team would work with the Office Manager and service managers to implement an improved and efficient telephone system.</p> <p><b>PROPOSED BY:</b> Councillor Ian Porter  <b>SECONDED BY:</b> Councillor Robert Payne</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To 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 &amp; Finance Committee make the final award based on suitability and best value within the budgets available for 2021/2022.</p>
<p><b>195</b></p>	<p><b>North Somerset Council – Community Grant award - £28,000</b></p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>The council had been notified that they were able to receive £28,000 in funding from NSC, passed down by Central Government to be spent on community initiatives. The Deputy Town Clerk advised that there were a number of potential projects and organisations where the money would be the most useful. The monies would aim to be spent within the financial year, however funds would remain ring-fenced for this purpose, until such suitable projects could be agreed upon. Any unspent funds after this time would return to the source. Noting that the monies use needed to be identified by the community and groups directly rather than initiated by the town council in this instance.</p> <p><b>PROPOSED BY:</b> Councillor Ian Porter  <b>SECONDED BY:</b> Councillor Ciaran Cronnelly</p>

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

**RESOLVED:** To 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 were not additional funds for WSMTC general reserves.

**196 Blakehay Procurement**

The tender reports for the following works had been previously circulated:

- a) Blakehay Electrical Upgrade – to approve and appoint contractor for works
- b) Blakehay Cultural Relief Fund (CRF) ventilation and refurbishment works – to consider and appoint contractor for works

The Deputy Town Clerk had written a supplementary report, summarising the tender reports, which had also been previously circulated.

Following statutory periodic Fixed Wiring tests and inspections, the council had been made aware that the current wiring in the Blakehay Theatre was nearing the end of its usable life. For the last three years, £30,000 per year had been saved to fund the necessary work, with a total of £90,000 now available. Tenders had been received to undertake the electrical works, within budget, but some clarification over the application was required before the contract could be awarded.

Further building works to the Blakehay had also been identified as necessary, chiefly to the ventilation system and ramps for better inclusive access. These were to be funded by the CRF monies received in 2020, however it had become apparent that on receipt of quotations and tenders for the work, there was a shortfall of between £45,000 and £100,000 to complete all necessary improvements.

A number of options were available to address the issue, and were outlined by the Deputy Town Clerk before seeking recommendations from the committee.

Debate ensued.

*Councillor Lisa Pilgrim temporarily left the meeting at 8:08 pm*

It was agreed that it would not be in the best interest of the council to return the CRF awarded monies, and that the full scope of works should be undertaken as financed by general reserves, requiring approval by Town Council on 22<sup>nd</sup> March 2021.

The Chairman of Heritage, Arts and Culture Committee added that it would be beneficial to report the recommendation at the next HAC meeting.

*Councillor Lisa Pilgrim re-joined the meeting at 8:24 pm*

**PROPOSED BY:** Councillor Ciaran Cronnelly

**SECONDED BY:** Councillor Ian Porter

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

**RESOLVED:**

To 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.

1. To approve the report of the Deputy Town Clerk, noting the needs detailed in Options 1 & 2 for further negotiation with relevant parties to ensure best value and allow works to proceed within both tender procurement specifications in tandem whilst still meeting the necessary JCT contract requirements,
  - 1.1 In addition to approve recommendation to address the funding shortfall with recommendation that Town Council approve the use of general reserves, on the 22<sup>nd</sup> March 2021 (amounts required from General reserves would be determined by this exercise and final tender reviews will be available at the meeting on the 22<sup>nd</sup> March 2021).
2. To approve the Heritage Arts & Culture Committee receive final recommendations and to approve contract award for both procurement exercises (Blakehay Electrical upgrade & CRF Fund Works) (18<sup>th</sup> March 2021) based on production and consideration of all available options presented to them. Noting, any HAC approval will also take into account the committees decision needed in 2.1 above. (noting that any use of General Reserves will need approval by Town Council on 22<sup>nd</sup> March.
3. To note that any changes in relation to the CRF fund will also require full Arts Council Approval.

**197 Climate Change Working Group**

The minute extract had been previously circulated, recommending to approve use of funds for a Development Consultant to launch Food Clubs (Community initiative).

The Deputy Town Clerk reported on recommendations from the Climate Change Working Party to use funds to support community food clubs, established to reduce both food poverty and food waste, as outlined as an objective in the council’s strategy document.

The funds would finance the recruitment of a Development Consultant to be employed by the All for Healthy Living Centre and would work to coordinate and establish three food clubs situated in Worle, South Ward and Central Weston.

These food clubs would be based in their own designated premises (to be decided), and eventually operate autonomously, once club members were paying monthly subscription fees in return for their food parcels - valued significantly higher than the subscription fees.

Debate ensued, with some Members concerned as to the legitimacy of the requirement to support the hiring of a project consultant. The Deputy Town Clerk added that the task of coordinating the launch of three food clubs, was too great for any of the current stakeholders to undertake, including the council’s own Development Officer.

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Timothy Taylor

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

	<p><b>RESOLVED:</b> 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 will be overseen by the All for Healthy Living Centre and as such payment for it should be paid to this group.</p>
<p><b>198</b></p>	<p><i>It was <b>resolved</b> 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 the following business.</i></p>
<p><b>199</b></p>	<p><b>Lease of Town Quarry</b></p> <p>The report of the Town Clerk which outlined the background, progress and proposed next steps had been previously circulated, accompanied by the proposed Heads of Terms for a 35-year lease from North Somerset Council.</p> <p>Discussions were ongoing about a possible sub-lease of the main café / art building to The Stable CIC.</p> <p>Discussion and agreement of new documentation would be needed with the many occupiers of arts studios and other spaces to regularise the position of the various occupiers, which varied and in some cases was unclear. However, the intention was to allow all current individual occupiers to remain for at least three years and probably indefinitely in most cases, although a few may be asked to move to different spaces within the premises.</p> <p>Acquisition of a freehold or long lease of land required the full Town Council's approval. The next steps would be to seek to agree a sub-lease with The Stable, and to instruct the council's external solicitors to negotiate and complete the Lease and sub-Lease.</p> <p>Discussion ensued. Members agreed that the acquisition of the Quarry was a good opportunity for the council to pursue.</p> <p><b>PROPOSED BY:</b> Councillor Helen Thornton  <b>SECONDED BY:</b> Councillor Ciaran Cronnelly</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To recommend to the Town Council on the 22<sup>nd</sup> March 2021 the acquisition of the Quarry on a 35-year Lease.</li> <li>2. To approve the Heads of Terms reported as the basis for a Lease of the Quarry.</li> <li>3. To authorise the negotiation of a sub-lease of part of the premises to The Stable on the basis reported.</li> <li>4. To note that discussion will commence with occupiers of the site on the terms of their future occupation.</li> </ol>
<p><b>200</b></p>	<p><b>Towerpiece Legal Claim</b></p>

	<p>The Town Clerk verbally reported on progress of the case and that he was continuing to defend the claim, using Wards solicitors to conduct the litigation on behalf of the Town Council, as instructed.</p> <p>There had been just over £2,000 legal costs incurred so far, which could be claimed back, and he was continuing to liaise with group leaders on the issue.</p> <p><b>RESOLVED:</b> That the update from the Town Clerk be noted.</p>
	<p>There being no further business, the Chairman closed the meeting at 9:07 pm</p> <p>Signed.....Dated..... Chairman of the Policy &amp; Finance Committee</p>

**WESTON-SUPER- MARE TOWN COUNCIL  
NOTES OF THE WORKING PARTY TO REVIEW  
EXPENDITURE AND GOVERNANCE  
HELD AT VIA ZOOM ON 28<sup>th</sup> 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)

<b>1.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  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.
<b>2.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>3.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on 5<sup>th</sup> November 2020</b>  <b>PROPOSED:</b> Councillor Jan Holloway <b>SECONDED:</b> Councillor Alan Peak  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>4.</b>	<b>To receive notes of the Health &amp; Safety meetings held in November and December 2020</b>  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.

	<b>RESOLVED:</b> That the notes of the Health & Safety meeting be noted.
<b>5.</b>	<p><b>The Grounds Review</b></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 27<sup>th</sup> 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 jointly 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><b>RESOLVED:</b> To note The Grounds Manager's report.</p>
<b>6.</b>	<p><b>Big Worle - progress with Dartmouth Close</b></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 would be a long-term lease agreement with Alliance Homes.</p> <p><b>RECOMMENDED:</b> To await further progress.</p>
<b>7.</b>	<p><b>To receive the Building and Assets/Office Plans report (attached)</b></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 &amp; Finance Committee, on the 15<sup>th</sup> February.</p> <p>The Deputy Town Clerk summarised the four potential scope of works under consideration:</p> <ul style="list-style-type: none"> <li>• Grove House – 3x options</li> <li>• Grove Lodge</li> <li>• Satellite VIC at the Water Park</li> <li>• Weston Museum – additional kitchen prep area to the museum function room.</li> </ul>

Grove House (GH) & Grove Lodge (GL)

The Deputy Town Clerk advised that works orders for improvements to the upstairs of Grove House had been placed, work to be undertaken before 31<sup>st</sup> 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.

The Town Clerk advised that there were two important factors for members' 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 area.

It was noted that GH and GL had a space 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 being 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 be adopted 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

	<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><b>RECOMMENDED:</b> That the Water Park house a structure intended for usage as 'satellite' VIC in readiness for the 2021 season and also as a base for staff overseeing the Water Park operation.</p> <p><u>Museum</u> 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><b>PROPOSED:</b> Councillor Alan Peak <b>SECONDED:</b> Councillor Jan Holloway</p> <p><b>RECOMMENDED:</b> That expansion to the food preparation area at Weston Museum should go ahead as proposed.</p> <p>It was further</p> <p><b>RESOLVED:</b> 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><b>8.</b></p>	<p><b>Committee Structure</b></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 had been agreed to defer the discussion until the March 2021 council meeting. He felt it appropriate for the working party to discuss it and give him a steer for his report to the Policy &amp; Finance Committee in February.</p> <p>The Town Clerk reminded of the options which had been put forward originally by group leaders as follows:</p> <ol style="list-style-type: none"> <li>i. To reduce committee membership numbers.</li> <li>ii. To merge the Tourism &amp; Leisure and Heritage, Arts and Culture Committees (this had previously been requested by the Chairman of the T&amp;L Committee and more recently been retracted).</li> <li>iii. To reduce the frequency of meetings i.e. bi-monthly meetings become quarterly</li> <li>iv. To remove the Planning Committee.</li> </ol> <p>Debate ensued. 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</p>

	<p>Weston residents would be better made by better-informed Weston Town Councillors.</p> <p><i>Councillor Mike Bell left the meeting at 11:23 am</i></p> <p>Largely, it was agreed that the frequency of most meetings should remain as currently scheduled, apart from HAC and T&amp;L Committees which received a lot of management reports purely for information and could go from bi-monthly to quarterly meetings. However, the size of larger committees should be reduced from 13 members to 11, to be around 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 it handled the primary 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><b>RECOMMENDED:</b> That the noted the views of the Working Party be noted and included in his report by the Town Clerk.</p>
<p><b>9.</b></p>	<p><b>Town Council Strategy Update</b></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 &amp; 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><b>RESOLVED:</b> That the verbal report be noted</p>
<p><b>10.</b></p>	<p><b>Black Lives Matter – Appointment of Working Group</b></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 cross party working group of members.</p> <p>The Town Clerk added that he had asked the Communications and Marketing Officer to work on implementing the Town Council’s resolution regarding the Black Lives Matter (BLM) movement and BAME community.</p> <p>The Communications and Marketing Officer confirmed that she and a councillor had already attended meetings with local BLM representatives and it would be useful to have working group that could discuss the matters further. She 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><b>RECOMMENDED:</b> That Group Leaders nominate 1-2 members from their group to sit on the new BLM Working Group.</p>
<p><b>11.</b></p>	<p><b>Town Councillor Email Addresses (Support)</b></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 31<sup>st</sup> 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><b>12.</b></p>	<p><b>Future Areas to be considered by the Working Party</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <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 &amp; Governance Working Party</p>

**Policy & Finance Committee**

**Schedule of unapproved expenditure – Report of the Finance Officer**

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	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	<b>Totals</b>
<b><u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u></b>					
February 2021	£ 7,954.57	£ 241,115.34	£ 7.50	£ 10.01	<b><u>£ 249,087.42</u></b>

**Policy & Finance Committee**

**Schedule of unapproved expenditure – Report of the Finance Officer**

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	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	<b>Totals</b>
<b><u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u></b>					
January 2021	£ 6,308.92	£ 164,117.86	£ 7.50	£ 7.82	<b><u>£ 170,442.10</u></b>

Policy & Finance Committee  
 Bank Reconciliation Statements – Report of the Finance Officer

**BANK RECONCILIATIONS**

	Agenda Item				ADD							Monthly totals		
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash & floats held:						
	£	£	£	£		£	£	Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats		Blakehay Floats	£
<b>Summary of reconciliations attached</b>														
<b>31st January 2021</b>														
Account Balance	1,663,967.71	33,580.30	10,960.48	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	0.00	448.50	0.00	0.00										
plus: receipts not banked	374.23	0.00	0.00	0.00										
	1,664,341.94	33,131.80	10,960.48	30,127.54	<b>1,738,561.76</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,259,871.76</b>	
<b>28th February 2021</b>														
Account Balance	1,496,863.81	33,222.80	10,950.47	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	0.00	98.50	0.00	0.00										
plus: receipts not banked	374.23	0.00	0.00	0.00										
	1,497,238.04	33,124.30	10,950.47	30,127.54	<b>1,571,440.35</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,092,750.35</b>	

## Detailed Income &amp; Expenditure by Budget Heading 28022021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Central Administration</u>								
4000 Staffing Costs	28,006	301,095	308,369	7,274		7,274	97.6%	
4006 Moorepay/IT payroll HR softwar	0	0	2,700	2,700		2,700	0.0%	
4007 Personnel Consultants	193	1,608	1,800	192		192	89.3%	
4008 CRB Checks/staff services	0	50	2,000	1,950		1,950	2.5%	
4009 Health & Safety Consultant	146	3,716	2,500	(1,216)		(1,216)	148.6%	
4012 Travel & Subsistence Expenses	0	19	650	631		631	2.9%	
4013 Training	118	1,813	7,500	5,687		5,687	24.2%	
4030 Equipment Purchase	145	579	500	(79)		(79)	115.8%	
4031 Equipment - Rental	100	4,794	5,500	706		706	87.2%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	240	2,983	4,400	1,417		1,417	67.8%	
4036 Stationery	42	1,530	3,000	1,470		1,470	51.0%	
4038 Recruitment / Advertising	1,198	1,280	4,000	2,720		2,720	32.0%	
4040 Audit & Accountancy	68	546	6,000	5,455		5,455	9.1%	
4041 Fees, Subs and Conferences	351	3,549	4,360	811		811	81.4%	
4042 Postages	380	3,238	3,000	(238)		(238)	107.9%	
4043 Ink Cartridges/printing	13	1,487	1,500	13		13	99.1%	
4044 Insurance	796	9,211	13,600	4,389		4,389	67.7%	
4049 Legal fees	12	5,103	5,000	(103)		(103)	102.1%	
4107 IT Support & Upgrade	2,283	25,547	29,002	3,455		3,455	88.1%	
4114 Refuse Removal	14	14	0	(14)		(14)	0.0%	
4136 Credit Card Chgs	(2)	29	0	(29)		(29)	0.0%	
4151 Catering	82	703	3,000	2,297		2,297	23.4%	
6020 Allocation to Cost Centres	(34,185)	(368,908)	(376,014)	(7,106)		(7,106)	98.1%	
Central Administration :- Indirect Expenditure	(2)	(15)	32,867	32,882	0	32,882	0.0%	0
Net Expenditure	2	15	(32,867)	(32,882)				
<u>103 Grove House</u>								
4014 P P E / Health & Safety	37	1,181	0	(1,181)		(1,181)	0.0%	
4030 Equipment Purchase	(85)	593	1,000	407		407	59.3%	
4102 NNDR	834	5,485	5,390	(95)		(95)	101.8%	
4104 Utilities - Water	92	182	150	(32)		(32)	121.4%	
4105 Utilities - Heat & Light	156	2,812	3,638	826		826	77.3%	
4109 Alarm system	63	360	600	241		241	59.9%	
4110 Cleaning	338	3,601	5,486	1,885		1,885	65.6%	
4111 Window Cleaning	10	90	113	23		23	79.6%	
4114 Refuse Removal	36	781	800	19		19	97.6%	
6020 Allocation to Cost Centres	(1,481)	(15,019)	(16,027)	(1,008)		(1,008)	93.7%	
Grove House :- Indirect Expenditure	(0)	67	1,150	1,083	0	1,083	5.8%	0
Net Expenditure	0	(67)	(1,150)	(1,083)				

## Detailed Income &amp; Expenditure by Budget Heading 28022021

Month No: 11

## 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
<b>104 Grove Lodge</b>								
4014 P P E / Health & Safety	0	371	0	(371)		(371)	0.0%	
4030 Equipment Purchase	0	730	1,000	270		270	73.0%	
4102 NNDR	0	2,246	2,257	12		12	99.5%	
4104 Utilities - Water	37	405	439	34		34	92.2%	
4105 Utilities - Heat & Light	220	1,439	1,120	(319)		(319)	128.5%	
4109 Alarm system	0	250	600	350		350	41.7%	
4110 Cleaning	225	2,284	2,500	216		216	91.4%	
4111 Window Cleaning	10	90	113	23		23	79.6%	
4132 Rent	417	4,583	5,000	417		417	91.7%	
6020 Allocation to Cost Centres	(909)	(12,398)	(10,279)	2,119		2,119	120.6%	
Grove Lodge :- Indirect Expenditure	(1)	(0)	2,750	2,750	0	2,750	0.0%	0
Net Expenditure	1	0	(2,750)	(2,750)				
<b>105 Community Services</b>								
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	6,332	7,500	1,168		1,168	84.4%	
4204 VANS	0	3,000	3,000	0		0	100.0%	
4205 Grants Donat'ns repaid Charity	0	13,329	0	(13,329)		(13,329)	0.0%	
4208 Christmas Lights - SLA	0	36,000	36,000	0		0	100.0%	
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	12	4,388	6,500	2,112		2,112	67.5%	
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	20,000	50,000	30,000		30,000	40.0%	
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	1,658	17,824	16,827	(997)		(997)	105.9%	
6005 Admin Overhead Recharge	366	4,009	5,513	1,504		1,504	72.7%	
6007 Grove House Recharge	97	923	891	(32)		(32)	103.6%	
6008 Grove Lodge Recharges	54	733	670	(63)		(63)	109.4%	
6010 Grounds Salaries Recharge	562	5,838	5,980	142		142	97.6%	

13:15

## Detailed Income &amp; Expenditure by Budget Heading 28022021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6015 Grounds Overhead Recharge	68	1,629	2,014	385		385	80.9%	
Community Services :- Indirect Expenditure	<u>2,817</u>	<u>188,616</u>	<u>469,178</u>	<u>280,562</u>	<u>0</u>	<u>280,562</u>	<u>40.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,817)</u>	<u>(172,675)</u>	<u>(469,178)</u>	<u>(296,503)</u>				
<u>107 Civic Support</u>								
4000 Staffing Costs	1,478	17,250	21,418	4,168		4,168	80.5%	
4036 Stationery	0	0	200	200		200	0.0%	
4044 Insurance	25	270	295	25		25	91.5%	
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	31	6,500	6,469		6,469	0.5%	
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	1,484	15,959	15,068	(891)		(891)	105.9%	
6005 Admin Overhead Recharge	328	3,589	4,935	1,346		1,346	72.7%	
6007 Grove House Recharge	86	827	797	(30)		(30)	103.8%	
6008 Grove Lodge Recharges	48	658	607	(51)		(51)	108.4%	
6010 Grounds Salaries Recharge	60	619	632	13		13	97.9%	
6015 Grounds Overhead Recharge	7	177	214	37		37	82.9%	
Civic Support :- Indirect Expenditure	<u>3,515</u>	<u>43,635</u>	<u>73,507</u>	<u>29,872</u>	<u>0</u>	<u>29,872</u>	<u>59.4%</u>	<u>0</u>
Net Expenditure	<u>(3,515)</u>	<u>(43,635)</u>	<u>(73,507)</u>	<u>(29,872)</u>				
<u>108 Democratic Representation</u>								
4013 Training	1,275	1,275	1,500	225		225	85.0%	
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	5,237	56,282	53,137	(3,145)		(3,145)	105.9%	
6005 Admin Overhead Recharge	1,155	12,655	17,402	4,747		4,747	72.7%	
6007 Grove House Recharge	305	2,912	2,807	(105)		(105)	103.7%	
6008 Grove Lodge Recharges	170	2,316	2,124	(192)		(192)	109.0%	
6010 Grounds Salaries Recharge	709	7,333	7,548	215		215	97.2%	
6015 Grounds Overhead Recharge	85	2,046	2,540	494		494	80.6%	
Democratic Representation :- Indirect Expenditure	<u>8,936</u>	<u>84,819</u>	<u>104,558</u>	<u>19,739</u>	<u>0</u>	<u>19,739</u>	<u>81.1%</u>	<u>0</u>
Net Expenditure	<u>(8,936)</u>	<u>(84,819)</u>	<u>(104,558)</u>	<u>(19,739)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 28022021

Month No: 11

## 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
<b>110 Other Costs &amp; Income</b>								
1176 Precept	0	2,567,270	2,567,270	0			100.0%	
1190 Bank Interest	164	2,458	3,000	542			81.9%	
1191 CIL Received	0	77,636	0	(77,636)			0.0%	
Other Costs & Income :- Income	164	2,647,365	2,570,270	(77,095)			103.0%	0
4051 Bank Charges	131	1,742	5,143	3,401		3,401	33.9%	
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	131	39,984	73,383	33,399	0	33,399	54.5%	0
Net Income over Expenditure	33	2,607,381	2,496,887	(110,494)				
<b>111 Strategic Planning/Projects</b>								
4049 Legal fees	255	6,311	15,000	8,689		8,689	42.1%	
4213 Development budget	8	365	1,000	635		635	36.5%	
6000 Admin Salaries Recharge	3,562	38,297	36,164	(2,133)		(2,133)	105.9%	
6005 Admin Overhead Recharge	785	8,611	11,839	3,228		3,228	72.7%	
6007 Grove House Recharge	208	1,982	1,908	(74)		(74)	103.9%	
6008 Grove Lodge Recharges	116	1,577	1,444	(133)		(133)	109.2%	
Strategic Planning/Projects :- Indirect Expenditure	4,934	57,143	67,355	10,212	0	10,212	84.8%	0
Net Expenditure	(4,934)	(57,143)	(67,355)	(10,212)				
<b>120 Blakehay Central Costs</b>								
4000 Staffing Costs	3,716	40,900	44,338	3,438		3,438	92.2%	
4013 Training	50	496	2,355	1,859		1,859	21.1%	
4014 P P E / Health & Safety	128	1,173	1,000	(173)		(173)	117.3%	
4019 Website Costs-TC	0	1,494	1,000	(494)		(494)	149.4%	
4030 Equipment Purchase	474	745	1,906	1,161		1,161	39.1%	
4031 Equipment - Rental	104	1,126	2,936	1,810		1,810	38.3%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	99	1,081	995	(86)		(86)	108.6%	
4043 Ink Cartridges/printing	0	19	0	(19)		(19)	0.0%	
4044 Insurance	50	547	600	53		53	91.2%	
4102 NNDR	620	3,530	3,510	(20)		(20)	100.6%	
4104 Utilities - Water	164	164	906	742		742	18.1%	
4105 Utilities - Heat & Light	981	4,166	6,986	2,820		2,820	59.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4109 Alarm system	43	585	600	15		15	97.6%	
4110 Cleaning	0	114	700	586		586	16.3%	
4111 Window Cleaning	35	145	300	155		155	48.3%	
4114 Refuse Removal	103	1,395	1,500	105		105	93.0%	
4131 Licenses	15	291	295	4		4	98.7%	
4136 Credit Card Chgs	(2)	29	0	(29)		(29)	0.0%	
6000 Admin Salaries Recharge	1,938	20,835	19,670	(1,165)		(1,165)	105.9%	
6005 Admin Overhead Recharge	428	4,685	6,447	1,762		1,762	72.7%	
6007 Grove House Recharge	113	1,079	1,038	(41)		(41)	103.9%	
6008 Grove Lodge Recharges	63	859	785	(74)		(74)	109.4%	
6010 Grounds Salaries Recharge	30	310	316	6		6	98.1%	
6015 Grounds Overhead Recharge	4	90	102	12		12	88.6%	
Blakehay Central Costs :- Indirect Expenditure	9,156	85,860	98,785	12,925	0	12,925	86.9%	0
Net Expenditure	(9,156)	(85,860)	(98,785)	(12,925)				
<b>121 Blakehay -Auditorium</b>								
1013 BH annual membership	0	28	100	72			27.6%	
1090 Bookings	0	0	43,000	43,000			0.0%	
Blakehay -Auditorium :- Income	0	28	43,100	43,072			0.1%	0
4000 Staffing Costs	1,756	19,170	29,599	10,429		10,429	64.8%	
4039 Advertising & Marketing	0	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	1,756	19,224	36,499	17,275	0	17,275	52.7%	0
Net Income over Expenditure	(1,756)	(19,196)	6,601	25,797				
<b>122 Blakehay - Upper Studio</b>								
1014 BH evening classes income	0	0	1,400	1,400			0.0%	
1090 Bookings	0	(72)	12,000	12,072			(0.6%)	
Blakehay - Upper Studio :- Income	0	(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	0	(2,292)	6,244	8,536				
<b>123 Blakehay Bar</b>								
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

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4000 Staffing Costs	151	4,139	8,683	4,544		4,544	47.7%	
4031 Equipment - Rental	381	2,113	2,574	461		461	82.1%	
4405 Blakehay Bar Expenditure	0	73	5,000	4,927		4,927	1.5%	
Blakehay Bar :- Indirect Expenditure	533	6,325	16,257	9,932	0	9,932	38.9%	0
Net Income over Expenditure	(533)	(6,325)	493	6,818				
<b>124 Blakehay Box Office</b>								
1105 Blakehay Box office income	(1,237)	(1,267)	10,800	12,067			(11.7%)	
Blakehay Box Office :- Income	(1,237)	(1,267)	10,800	12,067			(11.7%)	0
4000 Staffing Costs	1,484	14,468	18,312	3,844		3,844	79.0%	
4031 Equipment - Rental	22	132	0	(132)		(132)	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	1,506	14,673	19,640	4,967	0	4,967	74.7%	0
Net Income over Expenditure	(2,742)	(15,940)	(8,840)	7,100				
<b>125 Blakehay -Live Shows</b>								
1106 Blakehay events income	0	498	48,000	47,502			1.0%	
Blakehay -Live Shows :- Income	0	498	48,000	47,502			1.0%	0
4016 Show costs	24	2,274	24,000	21,726		21,726	9.5%	
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%	
Blakehay -Live Shows :- Indirect Expenditure	24	2,274	26,400	24,126	0	24,126	8.6%	0
Net Income over Expenditure	(24)	(1,776)	21,600	23,376				
<b>140 Museum Central Costs</b>								
1034 Grant funding	0	(747)	0	747			0.0%	
1100 Miscellaneous Income	(385)	753	7,500	6,747			10.0%	
1122 Fundraising	0	18	0	(18)			0.0%	
Museum Central Costs :- Income	(385)	24	7,500	7,476			0.3%	0
4000 Staffing Costs	11,287	106,895	113,822	6,927		6,927	93.9%	
4012 Travel & Subsistence Expenses	38	122	200	78		78	61.2%	
4013 Training	77	1,105	5,000	3,895		3,895	22.1%	
4014 P P E / Health & Safety	271	4,200	1,000	(3,200)		(3,200)	420.0%	
4019 Website Costs-TC	155	328	600	272		272	54.7%	
4030 Equipment Purchase	628	944	1,300	356		356	72.6%	

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4031 Equipment - Rental	22	406	1,616	1,210		1,210	25.1%	
4033 Equipment mtce contracts	0	(25)	0	25		25	0.0%	
4034 Equipment Repairs	100	212	200	(12)		(12)	106.0%	
4035 Telephone	99	1,760	1,600	(160)		(160)	110.0%	
4036 Stationery	0	177	750	573		573	23.6%	
4039 Advertising & Marketing	160	1,448	4,000	2,552		2,552	36.2%	
4041 Fees, Subs and Conferences	40	155	300	145		145	51.7%	
4043 Ink Cartridges/printing	48	48	0	(48)		(48)	0.0%	
4044 Insurance	133	1,412	1,600	188		188	88.2%	
4102 NNDR	0	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	1,180	7,026	12,547	5,521		5,521	56.0%	
4109 Alarm system	310	989	1,000	11		11	98.9%	
4110 Cleaning	888	9,299	12,000	2,701		2,701	77.5%	
4111 Window Cleaning	50	450	600	150		150	75.0%	
4114 Refuse Removal	(172)	1,446	1,800	354		354	80.3%	
4131 Licenses	0	386	1,350	964		964	28.6%	
4161 Volunteer Training	88	88	1,000	912		912	8.8%	
4214 Somerset County Council - SLA	68,569	68,569	69,454	885		885	98.7%	
6000 Admin Salaries Recharge	2,694	28,964	27,347	(1,617)		(1,617)	105.9%	
6005 Admin Overhead Recharge	594	6,514	8,959	2,445		2,445	72.7%	
6007 Grove House Recharge	158	1,496	1,446	(50)		(50)	103.5%	
6008 Grove Lodge Recharges	87	1,192	1,089	(103)		(103)	109.5%	
6010 Grounds Salaries Recharge	60	619	632	13		13	97.9%	
6015 Grounds Overhead Recharge	7	177	214	37		37	82.9%	
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>87,571</b>	<b>297,478</b>	<b>325,955</b>	<b>28,477</b>	<b>0</b>	<b>28,477</b>	<b>91.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(87,956)</b>	<b>(297,453)</b>	<b>(318,455)</b>	<b>(21,002)</b>				
<b>141 Museum Learning and Events</b>								
1006 Museum Learning Room Hire	0	(60)	8,487	8,547			(0.7%)	
1008 Museum handling box hire	0	630	1,575	945			40.0%	
1103 Other event misc income	0	0	7,290	7,290			0.0%	
<b>Museum Learning and Events :- Income</b>	<b>0</b>	<b>570</b>	<b>17,352</b>	<b>16,782</b>			<b>3.3%</b>	<b>0</b>
4000 Staffing Costs	2,255	24,892	29,353	4,461		4,461	84.8%	
4020 Learning/Event education equip	0	1,393	1,000	(393)		(393)	139.3%	
4039 Advertising & Marketing	0	83	1,000	917		917	8.3%	
4058 Learning/Events Museum events	250	75	1,000	925		925	7.5%	
<b>Museum Learning and Events :- Indirect Expenditure</b>	<b>2,505</b>	<b>26,444</b>	<b>32,353</b>	<b>5,909</b>	<b>0</b>	<b>5,909</b>	<b>81.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,505)</b>	<b>(25,874)</b>	<b>(15,001)</b>	<b>10,873</b>				

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<b>142 Museum Cafe</b>								
1004 Cafe Sales	0	1,615	62,000	60,385			2.6%	
Museum Cafe :- Income	0	1,615	62,000	60,385			2.6%	0
4000 Staffing Costs	3,527	37,521	48,023	10,502		10,502	78.1%	
4014 P P E / Health & Safety	20	1,272	1,100	(172)		(172)	115.6%	
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%	
4017 Museum cafe equip rental	0	1,572	0	(1,572)		(1,572)	0.0%	
4031 Equipment - Rental	0	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	150	710	800	90		90	88.7%	
4151 Catering	152	512	500	(12)		(12)	102.4%	
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	3,849	42,974	69,592	26,618	0	26,618	61.8%	0
Net Income over Expenditure	(3,849)	(41,359)	(7,592)	33,767				
<b>143 Museum shop/retail</b>								
1005 Museum Shop Sales	0	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	0	1,072	17,500	16,428			6.1%	0
4031 Equipment - Rental	0	130	0	(130)		(130)	0.0%	
4136 Credit Card Chgs	(2)	29	312	283		283	9.3%	
4408 Museum shop stock	0	2,547	7,000	4,453		4,453	36.4%	
Museum shop/retail :- Indirect Expenditure	(2)	2,706	7,312	4,606	0	4,606	37.0%	0
Net Income over Expenditure	2	(1,634)	10,188	11,822				
<b>144 Museum Temporary Gallery</b>								
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)				
<b>145 Museum Function</b>								
1104 Function Income	(100)	(365)	31,500	31,865			(1.2%)	
Museum Function :- Income	(100)	(365)	31,500	31,865			(1.2%)	0
4000 Staffing Costs	0	0	2,385	2,385		2,385	0.0%	

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4030 Equipment Purchase	224	246	500	254		254	49.2%	
4039 Advertising & Marketing	170	330	1,000	670		670	33.0%	
Museum Function :- Indirect Expenditure	394	576	3,885	3,309	0	3,309	14.8%	0
Net Income over Expenditure	(494)	(941)	27,615	28,556				
<b>199 Capital Projects</b>								
4103 Capital project	0	32,114	173,000	140,886		140,886	18.6%	
Capital Projects :- Indirect Expenditure	0	32,114	173,000	140,886	0	140,886	18.6%	0
Net Expenditure	0	(32,114)	(173,000)	(140,886)				
<b>300 Planning</b>								
6000 Admin Salaries Recharge	924	9,936	9,381	(555)		(555)	105.9%	
6005 Admin Overhead Recharge	203	2,233	3,069	836		836	72.8%	
6007 Grove House Recharge	56	515	493	(22)		(22)	104.5%	
6008 Grove Lodge Recharges	30	409	377	(32)		(32)	108.5%	
Planning :- Indirect Expenditure	1,213	13,093	13,320	227	0	227	98.3%	0
Net Expenditure	(1,213)	(13,093)	(13,320)	(227)				
<b>400 Central Grounds Maintenance</b>								
4000 Staffing Costs	18,625	193,312	243,593	50,281		50,281	79.4%	
4013 Training	33	358	6,500	6,142		6,142	5.5%	
4014 P P E / Health & Safety	37	1,410	3,000	1,590		1,590	47.0%	
4015 SLA Somerset	0	13,234	13,499	265		265	98.0%	
4025 Vehicle Maintenance	187	1,271	2,000	729		729	63.6%	
4026 Petrol / Diesel	243	2,663	6,000	3,337		3,337	44.4%	
4030 Equipment Purchase	168	6,037	4,300	(1,737)		(1,737)	140.4%	
4031 Equipment - Rental	546	15,178	15,700	522		522	96.7%	
4034 Equipment Repairs	0	2,955	2,000	(955)		(955)	147.7%	
4035 Telephone	73	782	1,000	218		218	78.2%	
4044 Insurance	375	3,220	4,500	1,280		1,280	71.6%	
4107 IT Support & Upgrade	586	6,480	6,552	73		73	98.9%	
4114 Refuse Removal	0	259	6,000	5,741		5,741	4.3%	
6020 Allocation to Cost Centres	(20,873)	(247,158)	(264,714)	(17,556)		(17,556)	93.4%	
Central Grounds Maintenance :- Indirect Expenditure	(1)	(0)	49,930	49,930	0	49,930	0.0%	0
Net Expenditure	1	0	(49,930)	(49,930)				

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<b>403 Allotments</b>								
1100 Miscellaneous Income	0	7,500	0	(7,500)			0.0%	
Allotments :- Income	0	7,500	0	(7,500)				0
4108 Building / Maintenance	28	305	4,000	3,695	3,695	7.6%		
6000 Admin Salaries Recharge	370	3,976	3,751	(225)	(225)	106.0%		
6005 Admin Overhead Recharge	81	894	1,233	339	339	72.5%		
6007 Grove House Recharge	21	206	199	(7)	(7)	103.5%		
6008 Grove Lodge Recharges	12	163	147	(16)	(16)	110.9%		
6010 Grounds Salaries Recharge	147	1,526	1,568	42	42	97.3%		
6015 Grounds Overhead Recharge	18	429	529	100	100	81.2%		
Allotments :- Indirect Expenditure	677	7,499	11,427	3,928	0	3,928	65.6%	0
Net Income over Expenditure	(677)	1	(11,427)	(11,428)				
<b>406 Environmental / climate</b>								
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)				
<b>420 Milton Road Cemetery</b>								
1010 Interments	3,956	61,061	50,000	(11,061)			122.1%	
1011 Memorials	358	4,091	6,000	1,909			68.2%	
1100 Miscellaneous Income	374	2,371	3,250	879			73.0%	
Milton Road Cemetery :- Income	4,688	67,523	59,250	(8,273)			114.0%	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	800	10,250	12,500	2,250	2,250	82.0%		
4055 Memorials	0	6,271	7,200	929	929	87.1%		
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	14	142	390	248	248	36.5%		
4109 Alarm system	501	501	500	(1)	(1)	100.1%		
4110 Cleaning	0	0	100	100	100	0.0%		
4111 Window Cleaning	0	0	150	150	150	0.0%		
6000 Admin Salaries Recharge	1,182	12,706	11,993	(713)	(713)	105.9%		
6005 Admin Overhead Recharge	260	2,857	3,925	1,068	1,068	72.8%		
6007 Grove House Recharge	69	659	629	(30)	(30)	104.8%		
6008 Grove Lodge Recharges	38	523	481	(42)	(42)	108.7%		
6010 Grounds Salaries Recharge	9,460	98,184	100,615	2,431	2,431	97.6%		

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6015 Grounds Overhead Recharge	1,142	27,351	33,834	6,483		6,483	80.8%	
Milton Road Cemetery :- Indirect Expenditure	13,466	163,128	178,367	15,239	0	15,239	91.5%	0
Net Income over Expenditure	(8,778)	(95,605)	(119,117)	(23,512)				
<b>451 Youth Activities</b>								
4057 Youth Council Budget	0	0	500	500		500	0.0%	
4142 YMCA SLA	0	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	706	7,587	7,168	(419)		(419)	105.8%	
6005 Admin Overhead Recharge	155	1,705	2,346	641		641	72.7%	
6007 Grove House Recharge	43	394	380	(14)		(14)	103.7%	
6008 Grove Lodge Recharges	23	313	283	(30)		(30)	110.6%	
Youth Activities :- Indirect Expenditure	927	73,159	78,227	5,068	0	5,068	93.5%	0
Net Expenditure	(927)	(73,159)	(78,227)	(5,068)				
<b>460 Street Furniture</b>								
4105 Utilities - Heat & Light	90	144	0	(144)		(144)	0.0%	
4115 Dogbin purchase	0	395	1,500	1,105		1,105	26.3%	
4116 Dogbin Emptying	(409)	(2,336)	9,775	12,111		12,111	(23.9%)	
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	606	550	(56)		(56)	110.1%	
6000 Admin Salaries Recharge	1,154	12,406	11,715	(691)		(691)	105.9%	
6005 Admin Overhead Recharge	254	2,788	3,835	1,047		1,047	72.7%	
6007 Grove House Recharge	69	642	616	(26)		(26)	104.2%	
6008 Grove Lodge Recharges	37	511	471	(40)		(40)	108.5%	
6010 Grounds Salaries Recharge	2,276	23,623	24,204	581		581	97.6%	
6015 Grounds Overhead Recharge	275	6,582	8,146	1,564		1,564	80.8%	
Street Furniture :- Indirect Expenditure	3,756	47,604	65,912	18,308	0	18,308	72.2%	0
Net Expenditure	(3,756)	(47,604)	(65,912)	(18,308)				
<b>470 Parks &amp; Play Areas</b>								
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
4039 Advertising & Marketing	0	0	275	275		275	0.0%	

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4102 NNDR	0	449	449	(0)		(0)	100.0%	
4104 Utilities - Water	10	21	4,000	3,979		3,979	0.5%	
4105 Utilities - Heat & Light	0	160	8,254	8,094		8,094	1.9%	
4114 Refuse Removal	0	0	300	300		300	0.0%	
4138 Water Play Area Rent	0	10,041	8,632	(1,409)		(1,409)	116.3%	
4140 Recreation Grounds	0	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	(7,511)	128,311	135,822		135,822	(5.9%)	
4301 Ashcombe Park Lower	1,270	1,549	1,549	(0)		(0)	100.0%	
4302 Ashcombe Park Upper	240	1,276	1,275	(1)		(1)	100.0%	
4303 Broadway Play	2,773	3,052	3,052	(0)		(0)	100.0%	
4304 Broadway Skate Park	240	519	519	(0)		(0)	100.0%	
4305 Byron Rec	240	519	519	(0)		(0)	100.0%	
4306 Castle Batch Lower	240	519	519	(0)		(0)	100.0%	
4307 Canberra Road	240	519	519	(0)		(0)	100.0%	
4308 Clarence Park	240	225	225	0		0	100.0%	
4309 Conniston Green	240	8,019	8,019	(0)		(0)	100.0%	
4310 Ellenborough Park East	240	1,759	1,759	(0)		(0)	100.0%	
4311 Grove Park	240	3,322	3,322	(0)		(0)	100.0%	
4312 Hutton Moor Skate Park	240	519	519	(0)		(0)	100.0%	
4313 Jubilee Park	240	519	518	(1)		(1)	100.2%	
4314 Locking Castle (Maltlands)	240	519	518	(1)		(1)	100.2%	
4315 Lynch Farm	0	279	278	(1)		(1)	100.4%	
4316 Millennium Green	0	279	278	(1)		(1)	100.4%	
4317 Uphill Junior Play Area	0	10,127	10,127	(0)		(0)	100.0%	
4318 Uphill Toddler Play Area	0	9,567	9,567	(0)		(0)	100.0%	
4319 Water Adventure Play Park	14,056	24,019	24,019	0		0	100.0%	
4320 Worle Recreation Ground	0	11	10	(1)		(1)	107.1%	
4321 Wyvern Close	0	11	10	(1)		(1)	107.1%	
4322 Ellenborough Park West	292	4,574	4,574	(0)		(0)	100.0%	
6000 Admin Salaries Recharge	1,434	15,416	14,558	(858)		(858)	105.9%	
6005 Admin Overhead Recharge	317	3,468	4,769	1,301		1,301	72.7%	
6007 Grove House Recharge	83	798	765	(33)		(33)	104.3%	
6008 Grove Lodge Recharges	47	634	586	(48)		(48)	108.2%	
6010 Grounds Salaries Recharge	4,641	48,173	49,365	1,192		1,192	97.6%	
6015 Grounds Overhead Recharge	560	13,420	16,597	3,177		3,177	80.9%	
Parks & Play Areas :- Indirect Expenditure	<u>28,363</u>	<u>234,832</u>	<u>392,848</u>	<u>158,016</u>	<u>0</u>	<u>158,016</u>	<u>59.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(28,363)</u>	<u>(233,082)</u>	<u>(355,848)</u>	<u>(122,766)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>475 Planned maintenance</b>								
4231 Planned maint holding budget	0	0	45,061	45,061		45,061	0.0%	
4232 Allotments PPM	0	376	376	(0)		(0)	100.1%	
4233 Blakehay PPM	3,672	18,280	18,279	(1)		(1)	100.0%	
4234 Museum PPM	2,507	20,545	20,545	0		0	100.0%	
4235 Cemetery PPM	5,837	12,472	12,473	1		1	100.0%	
4236 Parks & play areas PPM	220	224	224	0		0	99.9%	
4237 Grove House PPM	545	3,128	3,128	0		0	100.0%	
4238 Grove Lodge PPM	0	1,050	969	(81)		(81)	108.3%	
4239 Chapel/hut/toilets/shed PPM	998	998	998	(0)		(0)	100.0%	
4240 Public toilets	677	7,948	7,949	1		1	100.0%	
6000 Admin Salaries Recharge	1,630	17,525	15,054	(2,471)		(2,471)	116.4%	
6005 Admin Overhead Recharge	607	6,648	9,148	2,500		2,500	72.7%	
6007 Grove House Recharge	95	907	870	(37)		(37)	104.3%	
6008 Grove Lodge Recharges	53	722	659	(63)		(63)	109.6%	
Planned maintenance :- Indirect Expenditure	16,840	90,822	135,733	44,911	0	44,911	66.9%	0
Net Expenditure	(16,840)	(90,822)	(135,733)	(44,911)				
<b>480 Tourism &amp; Marketing</b>								
1040 VIC Advertising Income	(15)	(15)	0	15			0.0%	
Tourism & Marketing :- Income	(15)	(15)	0	15				0
4019 Website Costs-TC	773	971	5,000	4,029		4,029	19.4%	
4062 Tourism-Love Weston website	0	130	0	(130)		(130)	0.0%	
Tourism & Marketing :- Indirect Expenditure	773	1,101	5,000	3,899	0	3,899	22.0%	0
Net Income over Expenditure	(788)	(1,116)	(5,000)	(3,884)				
<b>481 Tourism Love Weston / Dest Mar</b>								
1040 VIC Advertising Income	1,390	1,126	27,500	26,374			4.1%	
Tourism Love Weston / Dest Mar :- Income	1,390	1,126	27,500	26,374			4.1%	0
4000 Staffing Costs	4,418	46,918	49,096	2,178		2,178	95.6%	
4039 Advertising & Marketing	19,490	21,783	29,343	7,560		7,560	74.2%	
4041 Fees, Subs and Conferences	0	0	600	600		600	0.0%	
4062 Tourism-Love Weston website	623	7,967	15,428	7,461		7,461	51.6%	
6000 Admin Salaries Recharge	2,745	29,562	27,912	(1,650)		(1,650)	105.9%	
6005 Admin Overhead Recharge	360	3,941	5,414	1,473		1,473	72.8%	
6007 Grove House Recharge	0	956	1,410	454		454	67.8%	
6008 Grove Lodge Recharges	89	1,217	550	(667)		(667)	221.3%	
Tourism Love Weston / Dest Mar :- Indirect Expenditure	27,726	112,344	129,753	17,409	0	17,409	86.6%	0
Net Income over Expenditure	(26,336)	(111,217)	(102,253)	8,964				

## Detailed Income &amp; Expenditure by Budget Heading 28022021

Month No: 11

## 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
<b>482 Tourism VIC costs</b>								
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%	
<b>Tourism VIC costs :- Income</b>	<b>0</b>	<b>1,100</b>	<b>19,100</b>	<b>18,000</b>			<b>5.8%</b>	<b>0</b>
4000 Staffing Costs	0	0	24,378	24,378		24,378	0.0%	
4013 Training	53	378	1,000	622		622	37.8%	
4014 P P E / Health & Safety	0	207	0	(207)		(207)	0.0%	
4031 Equipment - Rental	9	218	459	241		241	47.4%	
4035 Telephone	51	447	650	203		203	68.8%	
4036 Stationery	0	251	600	349		349	41.8%	
4102 NNDR	0	0	3,533	3,533		3,533	0.0%	
4104 Utilities - Water	0	0	600	600		600	0.0%	
4105 Utilities - Heat & Light	0	0	1,200	1,200		1,200	0.0%	
4136 Credit Card Chgs	(2)	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%	
<b>Tourism VIC costs :- Indirect Expenditure</b>	<b>111</b>	<b>1,677</b>	<b>41,420</b>	<b>39,743</b>	<b>0</b>	<b>39,743</b>	<b>4.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(111)</b>	<b>(577)</b>	<b>(22,320)</b>	<b>(21,743)</b>				
<b>485 PublicToilets</b>								
1080 Toilet income	141	2,906	5,500	2,594			52.8%	
<b>PublicToilets :- Income</b>	<b>141</b>	<b>2,906</b>	<b>5,500</b>	<b>2,594</b>			<b>52.8%</b>	<b>0</b>
4044 Insurance	29	314	350	36		36	89.7%	
4102 NNDR	0	5,211	4,420	(791)		(791)	117.9%	
4104 Utilities - Water	114	821	1,560	739		739	52.6%	
4105 Utilities - Heat & Light	414	4,450	1,987	(2,463)		(2,463)	224.0%	
4110 Cleaning	3,052	33,569	38,000	4,431		4,431	88.3%	
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%	
6000 Admin Salaries Recharge	1,288	13,907	13,133	(774)		(774)	105.9%	
6005 Admin Overhead Recharge	286	3,129	4,302	1,173		1,173	72.7%	
6007 Grove House Recharge	78	723	692	(31)		(31)	104.5%	
6008 Grove Lodge Recharges	42	571	1,092	521		521	52.3%	
6010 Grounds Salaries Recharge	680	7,056	7,233	177		177	97.6%	
6015 Grounds Overhead Recharge	82	1,973	2,431	458		458	81.2%	
<b>PublicToilets :- Indirect Expenditure</b>	<b>6,065</b>	<b>71,724</b>	<b>77,200</b>	<b>5,476</b>	<b>0</b>	<b>5,476</b>	<b>92.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,924)</b>	<b>(68,818)</b>	<b>(71,700)</b>	<b>(2,882)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 28022021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	4,646	2,747,299	2,986,522	239,223			92.0%	
Expenditure	227,538	1,767,096	2,921,719	1,154,623	0	1,154,623	60.5%	
Net Income over Expenditure	<u>(222,892)</u>	<u>980,202</u>	<u>64,803</u>	<u>(915,399)</u>				
Movement to/(from) Gen Reserve	<u>(222,892)</u>	<u>980,202</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Central Administration</u>								
4000 Staffing Costs	26,526	273,090	308,369	35,279		35,279	88.6%	
4006 Moorepay/IT payroll HR softwar	0	0	2,700	2,700		2,700	0.0%	
4007 Personnel Consultants	193	1,415	1,800	385		385	78.6%	
4008 CRB Checks/staff services	0	50	2,000	1,950		1,950	2.5%	
4009 Health & Safety Consultant	146	3,570	2,500	(1,070)		(1,070)	142.8%	
4012 Travel & Subsistence Expenses	0	19	650	631		631	2.9%	
4013 Training	153	1,695	7,500	5,805		5,805	22.6%	
4030 Equipment Purchase	0	434	500	66		66	86.8%	
4031 Equipment - Rental	513	4,694	5,500	806		806	85.3%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	265	2,743	4,400	1,657		1,657	62.3%	
4036 Stationery	130	1,488	3,000	1,512		1,512	49.6%	
4038 Recruitment / Advertising	0	82	4,000	3,918		3,918	2.1%	
4040 Audit & Accountancy	68	478	6,000	5,523		5,523	8.0%	
4041 Fees, Subs and Conferences	588	3,199	4,360	1,161		1,161	73.4%	
4042 Postages	185	2,858	3,000	142		142	95.3%	
4043 Ink Cartridges/printing	336	1,474	1,500	26		26	98.2%	
4044 Insurance	796	8,415	13,600	5,185		5,185	61.9%	
4049 Legal fees	12	5,091	5,000	(91)		(91)	101.8%	
4107 IT Support & Upgrade	2,234	23,264	29,002	5,738		5,738	80.2%	
4136 Credit Card Chgs	2	31	0	(31)		(31)	0.0%	
4151 Catering	0	621	3,000	2,379		2,379	20.7%	
6020 Allocation to Cost Centres	0	(302,579)	(307,842)	(5,263)		(5,263)	98.3%	
Central Administration :- Indirect Expenditure	32,145	32,131	101,039	68,908	0	68,908	31.8%	0
Net Expenditure	(32,145)	(32,131)	(101,039)	(68,908)				
<u>103 Grove House</u>								
4014 P P E / Health & Safety	0	1,145	0	(1,145)		(1,145)	0.0%	
4030 Equipment Purchase	520	678	1,000	322		322	67.8%	
4102 NNDR	5	4,651	5,390	739		739	86.3%	
4104 Utilities - Water	0	90	150	60		60	60.1%	
4105 Utilities - Heat & Light	670	2,657	3,638	981		981	73.0%	
4109 Alarm system	63	296	600	304		304	49.4%	
4110 Cleaning	676	3,263	5,486	2,223		2,223	59.5%	
4111 Window Cleaning	0	80	113	33		33	70.8%	
4114 Refuse Removal	27	745	800	55		55	93.1%	
6020 Allocation to Cost Centres	0	(11,576)	(13,163)	(1,587)		(1,587)	87.9%	
Grove House :- Indirect Expenditure	1,962	2,029	4,014	1,985	0	1,985	50.6%	0
Net Expenditure	(1,962)	(2,029)	(4,014)	(1,985)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Grove Lodge</u>								
4014 P P E / Health & Safety	0	371	0	(371)		(371)	0.0%	
4030 Equipment Purchase	588	730	1,000	270		270	73.0%	
4102 NNDR	0	2,246	2,257	12		12	99.5%	
4104 Utilities - Water	37	368	439	71		71	83.8%	
4105 Utilities - Heat & Light	93	1,220	1,120	(100)		(100)	108.9%	
4109 Alarm system	0	250	600	350		350	41.7%	
4110 Cleaning	451	2,059	2,500	441		441	82.4%	
4111 Window Cleaning	0	80	113	33		33	70.8%	
4132 Rent	417	4,167	5,000	833		833	83.3%	
6020 Allocation to Cost Centres	0	(9,904)	(8,107)	1,797		1,797	122.2%	
Grove Lodge :- Indirect Expenditure	1,585	1,585	4,922	3,337	0	3,337	32.2%	0
Net Expenditure	(1,585)	(1,585)	(4,922)	(3,337)				
<u>105 Community Services</u>								
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	1,900	6,332	7,500	1,168		1,168	84.4%	
4204 VANS	0	3,000	3,000	0		0	100.0%	
4205 Grants Donat'ns repaid Charity	120	13,329	0	(13,329)		(13,329)	0.0%	
4208 Christmas Lights - SLA	36,000	36,000	36,000	0		0	100.0%	
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	20,000	20,000	50,000	30,000		30,000	40.0%	
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	0	14,596	13,785	(811)		(811)	105.9%	
6005 Admin Overhead Recharge	0	3,311	4,521	1,210		1,210	73.2%	
6007 Grove House Recharge	0	697	721	24		24	96.7%	
6008 Grove Lodge Recharges	0	585	542	(43)		(43)	107.9%	
6010 Grounds Salaries Recharge	0	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	0	1,404	1,656	252		252	84.8%	
Community Services :- Indirect Expenditure	58,020	182,986	463,390	280,404	0	280,404	39.5%	0
Net Income over Expenditure	(58,020)	(167,046)	(463,390)	(296,344)				
<b>107 Civic Support</b>								
4000 Staffing Costs	1,478	15,772	21,418	5,646		5,646	73.6%	
4036 Stationery	0	0	200	200		200	0.0%	
4044 Insurance	25	245	295	50		50	83.1%	
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	10	31	6,500	6,469		6,469	0.5%	
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	0	13,069	12,344	(725)		(725)	105.9%	
6005 Admin Overhead Recharge	0	2,964	4,047	1,083		1,083	73.2%	
6007 Grove House Recharge	0	625	645	20		20	96.9%	
6008 Grove Lodge Recharges	0	526	491	(35)		(35)	107.1%	
6010 Grounds Salaries Recharge	0	503	516	13		13	97.5%	
6015 Grounds Overhead Recharge	0	153	176	23		23	87.1%	
Civic Support :- Indirect Expenditure	1,512	38,144	69,473	31,329	0	31,329	54.9%	0
Net Expenditure	(1,512)	(38,144)	(69,473)	(31,329)				
<b>108 Democratic Representation</b>								
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	0	46,085	43,527	(2,558)		(2,558)	105.9%	
6005 Admin Overhead Recharge	0	10,452	14,270	3,818		3,818	73.2%	
6007 Grove House Recharge	0	2,201	2,271	70		70	96.9%	
6008 Grove Lodge Recharges	0	1,850	1,718	(132)		(132)	107.7%	
6010 Grounds Salaries Recharge	0	5,956	6,162	206		206	96.7%	
6015 Grounds Overhead Recharge	0	1,762	2,088	326		326	84.4%	
Democratic Representation :- Indirect Expenditure	0	68,306	89,036	20,730	0	20,730	76.7%	0
Net Expenditure	0	(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
<b>110 Other Costs &amp; Income</b>								
1176 Precept	0	2,567,270	2,567,270	0			100.0%	
1190 Bank Interest	165	2,295	3,000	705			76.5%	
1191 CIL Received	0	77,636	0	(77,636)			0.0%	
Other Costs & Income :- Income	165	2,647,201	2,570,270	(76,931)			103.0%	0
4051 Bank Charges	133	1,611	5,143	3,532		3,532	31.3%	
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	133	39,853	73,383	33,530	0	33,530	54.3%	0
Net Income over Expenditure	32	2,607,348	2,496,887	(110,461)				
<b>111 Strategic Planning/Projects</b>								
4049 Legal fees	0	6,056	15,000	8,944		8,944	40.4%	
4213 Development budget	8	357	1,000	643		643	35.7%	
6000 Admin Salaries Recharge	0	31,361	29,626	(1,735)		(1,735)	105.9%	
6005 Admin Overhead Recharge	0	7,113	9,709	2,596		2,596	73.3%	
6007 Grove House Recharge	0	1,497	1,544	47		47	97.0%	
6008 Grove Lodge Recharges	0	1,259	1,168	(91)		(91)	107.8%	
Strategic Planning/Projects :- Indirect Expenditure	8	47,643	58,047	10,404	0	10,404	82.1%	0
Net Expenditure	(8)	(47,643)	(58,047)	(10,404)				
<b>120 Blakehay Central Costs</b>								
4000 Staffing Costs	3,716	37,184	44,338	7,154		7,154	83.9%	
4013 Training	50	447	2,355	1,908		1,908	19.0%	
4014 P P E / Health & Safety	148	1,045	1,000	(45)		(45)	104.5%	
4019 Website Costs-TC	0	1,494	1,000	(494)		(494)	149.4%	
4030 Equipment Purchase	0	271	1,906	1,635		1,635	14.2%	
4031 Equipment - Rental	26	1,022	2,936	1,914		1,914	34.8%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	61	982	995	13		13	98.7%	
4043 Ink Cartridges/printing	19	19	0	(19)		(19)	0.0%	
4044 Insurance	50	497	600	103		103	82.9%	
4102 NNDR	0	2,910	3,510	600		600	82.9%	
4104 Utilities - Water	0	0	906	906		906	0.0%	
4105 Utilities - Heat & Light	242	3,185	6,986	3,801		3,801	45.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4109 Alarm system	43	543	600	57		57	90.5%	
4110 Cleaning	0	114	700	586		586	16.3%	
4111 Window Cleaning	0	110	300	190		190	36.7%	
4114 Refuse Removal	65	1,292	1,500	208		208	86.1%	
4131 Licenses	15	276	295	19		19	93.6%	
4136 Credit Card Chgs	2	31	0	(31)		(31)	0.0%	
6000 Admin Salaries Recharge	0	17,061	16,114	(947)		(947)	105.9%	
6005 Admin Overhead Recharge	0	3,869	5,287	1,418		1,418	73.2%	
6007 Grove House Recharge	0	816	840	24		24	97.1%	
6008 Grove Lodge Recharges	0	686	635	(51)		(51)	108.0%	
6010 Grounds Salaries Recharge	0	252	258	6		6	97.7%	
6015 Grounds Overhead Recharge	0	78	84	6		6	93.3%	
Blakehay Central Costs :- Indirect Expenditure	4,438	74,184	93,645	19,461	0	19,461	79.2%	0
Net Expenditure	(4,438)	(74,184)	(93,645)	(19,461)				
<u>121 Blakehay -Auditorium</u>								
1013 BH annual membership	28	28	100	72			27.6%	
1090 Bookings	0	0	43,000	43,000			0.0%	
Blakehay -Auditorium :- Income	28	28	43,100	43,072			0.1%	0
4000 Staffing Costs	1,756	17,414	29,599	12,185		12,185	58.8%	
4039 Advertising & Marketing	0	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	1,756	17,467	36,499	19,032	0	19,032	47.9%	0
Net Income over Expenditure	(1,729)	(17,440)	6,601	24,041				
<u>122 Blakehay - Upper Studio</u>								
1014 BH evening classes income	0	0	1,400	1,400			0.0%	
1090 Bookings	0	(72)	12,000	12,072			(0.6%)	
Blakehay - Upper Studio :- Income	0	(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	0	(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	3,988	8,683	4,695		4,695	45.9%	
4031 Equipment - Rental	136	1,731	2,574	843		843	67.3%	
4405 Blakehay Bar Expenditure	0	73	5,000	4,927		4,927	1.5%	
Blakehay Bar :- Indirect Expenditure	492	5,792	16,257	10,465	0	10,465	35.6%	0
Net Income over Expenditure	(492)	(5,792)	493	6,285				
<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	12,984	18,312	5,328		5,328	70.9%	
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	13,167	19,640	6,473	0	6,473	67.0%	0
Net Income over Expenditure	(1,278)	(13,197)	(8,840)	4,357				
<u>125 Blakehay -Live Shows</u>								
1106 Blakehay events income	0	498	48,000	47,502			1.0%	
Blakehay -Live Shows :- Income	0	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	0	(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	9,828	95,608	113,822	18,214		18,214	84.0%	
4012 Travel & Subsistence Expenses	9	85	200	115		115	42.4%	
4013 Training	50	1,027	5,000	3,973		3,973	20.5%	
4014 P P E / Health & Safety	799	3,929	1,000	(2,929)		(2,929)	392.9%	
4019 Website Costs-TC	155	173	600	427		427	28.9%	
4030 Equipment Purchase	103	316	1,300	984		984	24.3%	

	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	384	1,616	1,232		1,232	23.8%	
4033 Equipment mtce contracts	0	(25)	0	25		25	0.0%	
4034 Equipment Repairs	0	112	200	88		88	56.0%	
4035 Telephone	135	1,662	1,600	(62)		(62)	103.9%	
4036 Stationery	0	177	750	573		573	23.6%	
4039 Advertising & Marketing	61	1,288	4,000	2,712		2,712	32.2%	
4041 Fees, Subs and Conferences	0	115	300	185		185	38.3%	
4044 Insurance	133	1,278	1,600	322		322	79.9%	
4102 NNDR	0	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	466	5,846	12,547	6,701		6,701	46.6%	
4109 Alarm system	92	679	1,000	321		321	67.9%	
4110 Cleaning	1,826	8,410	12,000	3,590		3,590	70.1%	
4111 Window Cleaning	50	400	600	200		200	66.7%	
4114 Refuse Removal	467	1,618	1,800	182		182	89.9%	
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	0	23,718	22,403	(1,315)		(1,315)	105.9%	
6005 Admin Overhead Recharge	0	5,381	7,347	1,966		1,966	73.2%	
6007 Grove House Recharge	0	1,131	1,170	39		39	96.7%	
6008 Grove Lodge Recharges	0	953	881	(72)		(72)	108.2%	
6010 Grounds Salaries Recharge	0	503	516	13		13	97.5%	
6015 Grounds Overhead Recharge	0	153	176	23		23	87.1%	
Museum Central Costs :- Indirect Expenditure	14,196	206,384	318,761	112,377	0	112,377	64.7%	0
Net Income over Expenditure	(14,196)	(205,975)	(311,261)	(105,286)				
<b>141 Museum Learning and Events</b>								
1006 Museum Learning Room Hire	0	(60)	8,487	8,547			(0.7%)	
1008 Museum handling box hire	0	630	1,575	945			40.0%	
1103 Other event misc income	0	0	7,290	7,290			0.0%	
Museum Learning and Events :- Income	0	570	17,352	16,782			3.3%	0
4000 Staffing Costs	2,255	22,637	29,353	6,716		6,716	77.1%	
4020 Learning/Event education equip	91	1,393	1,000	(393)		(393)	139.3%	
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	2,346	23,939	32,353	8,414	0	8,414	74.0%	0
Net Income over Expenditure	(2,346)	(23,369)	(15,001)	8,368				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## 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
<b>142 Museum Cafe</b>								
1004 Cafe Sales	135	1,615	62,000	60,385			2.6%	
Museum Cafe :- Income	135	1,615	62,000	60,385			2.6%	0
4000 Staffing Costs	3,072	33,994	48,023	14,029		14,029	70.8%	
4014 P P E / Health & Safety	20	1,252	1,100	(152)		(152)	113.8%	
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%	
4017 Museum cafe equip rental	152	1,572	0	(1,572)		(1,572)	0.0%	
4031 Equipment - Rental	0	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	73	560	800	240		240	70.0%	
4151 Catering	135	360	500	140		140	72.0%	
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	3,451	39,125	69,592	30,467	0	30,467	56.2%	0
Net Income over Expenditure	(3,316)	(37,510)	(7,592)	29,918				
<b>143 Museum shop/retail</b>								
1005 Museum Shop Sales	0	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	0	1,072	17,500	16,428			6.1%	0
4031 Equipment - Rental	0	130	0	(130)		(130)	0.0%	
4136 Credit Card Chgs	2	31	312	281		281	10.1%	
4408 Museum shop stock	39	2,547	7,000	4,453		4,453	36.4%	
Museum shop/retail :- Indirect Expenditure	42	2,708	7,312	4,604	0	4,604	37.0%	0
Net Income over Expenditure	(42)	(1,636)	10,188	11,824				
<b>144 Museum Temporary Gallery</b>								
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)				
<b>145 Museum Function</b>								
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	99	160	1,000	840		840	16.0%	
Museum Function :- Indirect Expenditure	99	182	3,885	3,703	0	3,703	4.7%	0
Net Income over Expenditure	(99)	(447)	27,615	28,062				
<b>199 Capital Projects</b>								
4103 Capital project	(9,760)	32,114	173,000	140,886		140,886	18.6%	
Capital Projects :- Indirect Expenditure	(9,760)	32,114	173,000	140,886	0	140,886	18.6%	0
Net Expenditure	9,760	(32,114)	(173,000)	(140,886)				
<b>300 Planning</b>								
6000 Admin Salaries Recharge	0	8,137	7,685	(452)		(452)	105.9%	
6005 Admin Overhead Recharge	0	1,845	2,517	672		672	73.3%	
6007 Grove House Recharge	0	388	399	11		11	97.2%	
6008 Grove Lodge Recharges	0	327	305	(22)		(22)	107.2%	
Planning :- Indirect Expenditure	0	10,697	10,906	209	0	209	98.1%	0
Net Expenditure	0	(10,697)	(10,906)	(209)				
<b>400 Central Grounds Maintenance</b>								
4000 Staffing Costs	17,539	174,687	243,593	68,906		68,906	71.7%	
4013 Training	33	326	6,500	6,174		6,174	5.0%	
4014 P P E / Health & Safety	37	1,373	3,000	1,627		1,627	45.8%	
4015 SLA Somerset	0	13,234	13,499	265		265	98.0%	
4025 Vehicle Maintenance	0	1,084	2,000	916		916	54.2%	
4026 Petrol / Diesel	283	2,420	6,000	3,580		3,580	40.3%	
4030 Equipment Purchase	1,571	5,868	4,300	(1,568)		(1,568)	136.5%	
4031 Equipment - Rental	532	14,632	15,700	1,068		1,068	93.2%	
4034 Equipment Repairs	1,721	2,955	2,000	(955)		(955)	147.7%	
4035 Telephone	73	709	1,000	291		291	70.9%	
4044 Insurance	375	2,845	4,500	1,655		1,655	63.2%	
4107 IT Support & Upgrade	586	5,894	6,552	658		658	90.0%	
4114 Refuse Removal	0	259	6,000	5,741		5,741	4.3%	
6020 Allocation to Cost Centres	0	(203,536)	(216,500)	(12,964)		(12,964)	94.0%	
Central Grounds Maintenance :- Indirect Expenditure	22,749	22,749	98,144	75,395	0	75,395	23.2%	0
Net Expenditure	(22,749)	(22,749)	(98,144)	(75,395)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Allotments</b>								
1100 Miscellaneous Income	0	7,500	0	(7,500)			0.0%	
Allotments :- Income	0	7,500	0	(7,500)				0
4108 Building / Maintenance	58	277	4,000	3,723		3,723	6.9%	
6000 Admin Salaries Recharge	0	3,256	3,073	(183)		(183)	106.0%	
6005 Admin Overhead Recharge	0	739	1,011	272		272	73.1%	
6007 Grove House Recharge	0	156	161	5		5	96.9%	
6008 Grove Lodge Recharges	0	130	119	(11)		(11)	109.2%	
6010 Grounds Salaries Recharge	0	1,240	1,280	40		40	96.9%	
6015 Grounds Overhead Recharge	0	370	435	65		65	85.1%	
Allotments :- Indirect Expenditure	58	6,168	10,079	3,911	0	3,911	61.2%	0
Net Income over Expenditure	(58)	1,332	(10,079)	(11,411)				
<b>406 Environmental / climate</b>								
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)				
<b>420 Milton Road Cemetery</b>								
1010 Interments	10,418	55,932	50,000	(5,932)			111.9%	
1011 Memorials	2,040	3,733	6,000	2,267			62.2%	
1100 Miscellaneous Income	259	1,997	3,250	1,253			61.4%	
Milton Road Cemetery :- Income	12,717	61,662	59,250	(2,412)			104.1%	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	2,650	9,450	12,500	3,050		3,050	75.6%	
4055 Memorials	463	6,271	7,200	929		929	87.1%	
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	14	128	390	262		262	32.8%	
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	0	10,405	9,825	(580)		(580)	105.9%	
6005 Admin Overhead Recharge	0	2,360	3,219	859		859	73.3%	
6007 Grove House Recharge	0	497	509	12		12	97.6%	
6008 Grove Lodge Recharges	0	418	389	(29)		(29)	107.5%	
6010 Grounds Salaries Recharge	0	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	0	23,563	27,820	4,257		4,257	84.7%	
Milton Road Cemetery :- Indirect Expenditure	3,127	136,592	150,793	14,201	0	14,201	90.6%	0
Net Income over Expenditure	9,590	(74,930)	(91,543)	(16,613)				
<b>451 Youth Activities</b>								
4057 Youth Council Budget	0	0	500	500		500	0.0%	
4142 YMCA SLA	0	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	0	6,212	5,872	(340)		(340)	105.8%	
6005 Admin Overhead Recharge	0	1,409	1,924	515		515	73.2%	
6007 Grove House Recharge	0	297	308	11		11	96.4%	
6008 Grove Lodge Recharges	0	250	229	(21)		(21)	109.2%	
Youth Activities :- Indirect Expenditure	0	71,328	76,383	5,055	0	5,055	93.4%	0
Net Expenditure	0	(71,328)	(76,383)	(5,055)				
<b>460 Street Furniture</b>								
4105 Utilities - Heat & Light	54	54	0	(54)		(54)	0.0%	
4115 Dogbin purchase	0	395	1,500	1,105		1,105	26.3%	
4116 Dogbin Emptying	1,124	(959)	9,775	10,734		10,734	(9.8%)	
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	158	595	550	(45)		(45)	108.2%	
6000 Admin Salaries Recharge	0	10,159	9,597	(562)		(562)	105.9%	
6005 Admin Overhead Recharge	0	2,303	3,145	842		842	73.2%	
6007 Grove House Recharge	0	483	498	15		15	97.0%	
6008 Grove Lodge Recharges	0	409	381	(28)		(28)	107.3%	
6010 Grounds Salaries Recharge	0	19,204	19,760	556		556	97.2%	
6015 Grounds Overhead Recharge	0	5,670	6,698	1,028		1,028	84.7%	
Street Furniture :- Indirect Expenditure	1,336	40,556	57,004	16,448	0	16,448	71.1%	0
Net Expenditure	(1,336)	(40,556)	(57,004)	(16,448)				
<b>470 Parks &amp; Play Areas</b>								
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
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	0	449	449	(0)		(0)	100.0%	
4104 Utilities - Water	0	10	4,000	3,990		3,990	0.3%	
4105 Utilities - Heat & Light	(205)	160	8,254	8,094		8,094	1.9%	
4114 Refuse Removal	0	0	300	300		300	0.0%	
4138 Water Play Area Rent	0	10,041	8,632	(1,409)		(1,409)	116.3%	
4140 Recreation Grounds	0	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	(7,500)	(7,511)	149,582	157,093		157,093	(5.0%)	
4301 Ashcombe Park Lower	0	279	279	(0)		(0)	100.0%	
4302 Ashcombe Park Upper	0	1,036	1,035	(1)		(1)	100.1%	
4303 Broadway Play	0	279	279	(0)		(0)	100.0%	
4304 Broadway Skate Park	0	279	279	(0)		(0)	100.0%	
4305 Byron Rec	0	279	279	(0)		(0)	100.0%	
4306 Castle Batch Lower	0	279	279	(0)		(0)	100.0%	
4307 Canberra Road	0	279	279	(0)		(0)	100.0%	
4308 Clarence Park	0	(15)	(15)	0		0	100.4%	
4309 Conniston Green	0	7,779	7,779	(0)		(0)	100.0%	
4310 Ellenborough Park East	0	1,519	1,519	(0)		(0)	100.0%	
4311 Grove Park	0	3,082	3,082	(0)		(0)	100.0%	
4312 Hutton Moor Skate Park	0	279	279	(0)		(0)	100.0%	
4313 Jubilee Park	0	279	278	(1)		(1)	100.4%	
4314 Locking Castle (Maltlands)	0	279	278	(1)		(1)	100.4%	
4315 Lynch Farm	0	279	278	(1)		(1)	100.4%	
4316 Millennium Green	0	279	278	(1)		(1)	100.4%	
4317 Uphill Junior Play Area	0	10,127	10,127	(0)		(0)	100.0%	
4318 Uphill Toddler Play Area	0	9,567	9,567	(0)		(0)	100.0%	
4319 Water Adventure Play Park	0	9,963	9,963	0		0	100.0%	
4320 Worle Recreation Ground	0	11	10	(1)		(1)	107.1%	
4321 Wyvern Close	0	11	10	(1)		(1)	107.1%	
4322 Ellenborough Park West	1,800	4,283	4,283	0		0	100.0%	
6000 Admin Salaries Recharge	0	12,624	11,926	(698)		(698)	105.9%	
6005 Admin Overhead Recharge	0	2,864	3,911	1,047		1,047	73.2%	
6007 Grove House Recharge	0	603	619	16		16	97.4%	
6008 Grove Lodge Recharges	0	506	474	(32)		(32)	106.8%	
6010 Grounds Salaries Recharge	0	39,161	40,301	1,140		1,140	97.2%	
6015 Grounds Overhead Recharge	0	11,562	13,647	2,085		2,085	84.7%	
Parks & Play Areas :- Indirect Expenditure	(5,905)	198,962	377,087	178,125	0	178,125	52.8%	0
Net Income over Expenditure	5,905	(197,212)	(340,087)	(142,875)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>475 Planned maintenance</u>								
4231 Planned maint holding budget	0	0	59,516	59,516		59,516	0.0%	
4232 Allotments PPM	0	376	376	(0)		(0)	100.1%	
4233 Blakehay PPM	316	14,607	14,607	(0)		(0)	100.0%	
4234 Museum PPM	10,724	18,038	18,038	0		0	100.0%	
4235 Cemetery PPM	698	6,636	6,636	0		0	100.0%	
4236 Parks & play areas PPM	0	4	4	0		0	93.8%	
4237 Grove House PPM	(33)	2,583	2,583	0		0	100.0%	
4238 Grove Lodge PPM	464	1,050	969	(81)		(81)	108.3%	
4240 Public toilets	483	7,271	7,272	1		1	100.0%	
6000 Admin Salaries Recharge	0	14,351	12,062	(2,289)		(2,289)	119.0%	
6005 Admin Overhead Recharge	0	5,491	7,502	2,011		2,011	73.2%	
6007 Grove House Recharge	0	685	704	19		19	97.3%	
6008 Grove Lodge Recharges	0	577	533	(44)		(44)	108.3%	
Planned maintenance :- Indirect Expenditure	12,653	71,668	130,802	59,134	0	59,134	54.8%	0
Net Expenditure	(12,653)	(71,668)	(130,802)	(59,134)				
<u>480 Tourism &amp; Marketing</u>								
4019 Website Costs-TC	0	198	5,000	4,802		4,802	4.0%	
4062 Tourism-Love Weston website	130	130	0	(130)		(130)	0.0%	
Tourism & Marketing :- Indirect Expenditure	130	328	5,000	4,672	0	4,672	6.6%	0
Net Expenditure	(130)	(328)	(5,000)	(4,672)				
<u>481 Tourism Love Weston / Dest Mar</u>								
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	42,500	49,096	6,596		6,596	86.6%	
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	637	7,344	15,428	8,085		8,085	47.6%	
6000 Admin Salaries Recharge	0	24,212	22,866	(1,346)		(1,346)	105.9%	
6005 Admin Overhead Recharge	0	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	0	972	450	(522)		(522)	216.0%	
Tourism Love Weston / Dest Mar :- Indirect Expenditure	4,878	81,531	123,351	41,820	0	41,820	66.1%	0
Net Income over Expenditure	(4,878)	(81,795)	(95,851)	(14,056)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>482 Tourism VIC costs</b>								
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%	
<b>Tourism VIC costs :- Income</b>	<b>0</b>	<b>1,100</b>	<b>19,100</b>	<b>18,000</b>			<b>5.8%</b>	<b>0</b>
4000 Staffing Costs	0	0	24,378	24,378		24,378	0.0%	
4013 Training	33	326	1,000	674		674	32.6%	
4014 P P E / Health & Safety	0	207	0	(207)		(207)	0.0%	
4031 Equipment - Rental	9	209	459	250		250	45.5%	
4035 Telephone	24	396	650	254		254	60.9%	
4036 Stationery	145	251	600	349		349	41.8%	
4102 NNDR	0	0	3,533	3,533		3,533	0.0%	
4104 Utilities - Water	0	0	600	600		600	0.0%	
4105 Utilities - Heat & Light	0	0	1,200	1,200		1,200	0.0%	
4136 Credit Card Chgs	2	29	0	(29)		(29)	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%	
<b>Tourism VIC costs :- Indirect Expenditure</b>	<b>212</b>	<b>1,566</b>	<b>41,420</b>	<b>39,854</b>	<b>0</b>	<b>39,854</b>	<b>3.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(212)</b>	<b>(466)</b>	<b>(22,320)</b>	<b>(21,854)</b>				
<b>485 PublicToilets</b>								
1080 Toilet income	208	2,765	5,500	2,735			50.3%	
<b>PublicToilets :- Income</b>	<b>208</b>	<b>2,765</b>	<b>5,500</b>	<b>2,735</b>			<b>50.3%</b>	<b>0</b>
4044 Insurance	29	285	350	65		65	81.3%	
4102 NNDR	0	5,211	4,420	(791)		(791)	117.9%	
4104 Utilities - Water	0	707	1,560	854		854	45.3%	
4105 Utilities - Heat & Light	812	4,036	1,987	(2,049)		(2,049)	203.1%	
4110 Cleaning	6,103	30,517	38,000	7,483		7,483	80.3%	
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%	
6000 Admin Salaries Recharge	0	11,393	10,759	(634)		(634)	105.9%	
6005 Admin Overhead Recharge	0	2,584	3,528	944		944	73.2%	
6007 Grove House Recharge	0	544	560	16		16	97.1%	
6008 Grove Lodge Recharges	0	456	878	422		422	51.9%	
6010 Grounds Salaries Recharge	0	5,736	5,905	169		169	97.1%	
6015 Grounds Overhead Recharge	0	1,701	1,999	298		298	85.1%	
<b>PublicToilets :- Indirect Expenditure</b>	<b>6,944</b>	<b>63,170</b>	<b>71,946</b>	<b>8,776</b>	<b>0</b>	<b>8,776</b>	<b>87.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,737)</b>	<b>(60,405)</b>	<b>(66,446)</b>	<b>(6,041)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	13,252	2,741,480	2,986,522	245,042			91.8%	
Expenditure	159,886	1,540,527	2,921,719	1,381,192	0	1,381,192	52.7%	
Net Income over Expenditure	<u>(146,634)</u>	<u>1,200,954</u>	<u>64,803</u>	<u>(1,136,151)</u>				
Movement to/(from) Gen Reserve	<u>(146,634)</u>	<u>1,200,954</u>						

## Policy & Finance Committee

### Agenda Item 5.b.iii

#### Bank Interest Report:

- for April '20 to February 2021 (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 2<sup>nd</sup> April 2020.
- to the value of £293.42 on 2<sup>nd</sup> May 2020.
- to the value of £303.21 on 2<sup>nd</sup> June 2020.
- to the value of £293.42 on 2<sup>nd</sup> July 2020.
- to the value of £165.12 on 3<sup>rd</sup> August 2020.
- to the value of £160.52 on 2<sup>nd</sup> September 2020.
- to the value of £155.34 on 2<sup>nd</sup> October 2020.
- to the value of £160.52 on 2<sup>nd</sup> November 2020
- to the value of £155.34 on 2<sup>nd</sup> December 2020
- to the value of £160.52 on 4<sup>th</sup> January 2021
- to the value of £160.52 on 2<sup>nd</sup> February 2021

Santander Actual Cash Received 1<sup>st</sup> April 2020 to 28<sup>th</sup> February 2021 = £2311.14

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 2<sup>nd</sup> April 2020.
- to the value of £32.14 on 2<sup>nd</sup> May 2020.
- to the value of £28.81 on 2<sup>nd</sup> June 2020.
- to the value of £24.81 on 2<sup>nd</sup> July 2020.
- to the value of £16.29 on 4<sup>th</sup> August 2020.
- to the value of £11.33 on 2<sup>nd</sup> September 2020.
- to the value of £11.13 on 2<sup>nd</sup> October 2020.
- to the value of £7.45 on 3<sup>rd</sup> November 2020
- to the value of £5.12 on 2<sup>nd</sup> December 2020
- to the value of £4.38 on 5<sup>th</sup> January 2021
- to the value of £3.10 on 2<sup>nd</sup> February 2021

CCLA Actual Cash Received 1<sup>st</sup> April 2020 to 28<sup>th</sup> February = £194.90

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

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<b><u>SCHEDULE OF RECEIPTS</u></b> <b><u>FOR:</u></b>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	<b>Total Gross Income</b>
	£	£	£	£	£
Feb-21	8,532.97	0.00	0.00	0.00	<b>8,532.97</b>

Policy & Finance Committee  
 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>
<b><u>Grove House</u></b>						
PPE - COVID related	103/4014	£37.00	£1,145.00	£0.00	-£1,145.00	COVID PPE not included in budget estimates
<b><u>Grove Lodge</u></b>						
PPE - COVID related	104/4041	£100.00	£371.00	£0.00	-£371.00	COVID PPE not included in budget estimates
<b><u>Community services</u></b>						
Blue Plaque	105/4228	£0.00	£1,052.00	£1,000.00	-£52.00	Blue Plaque Overspend on last plaque installation
<b><u>Blakehay Central Costs</u></b>						
	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
<b><u>Museum ( Central costs)</u></b>						
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
<b><u>Milton Road Cemetery</u></b>						
Utilites	420/4104	£529.00	£843.00	£299.00	-£544.00	Increase water price
<b><u>Parks &amp; Play Areas</u></b>						
Waterpark Rent	470/4138	£0.00	£10,041.00	£8,632.00	-£1,409.00	CPI increase on rent - not included in original estimates
<b><u>Toursim - VIC</u></b>						
PPE - COVID related	482/4014	£0.00	£207.00	£0.00	£207.00	COVID PPE not included in budget estimates
<b><u>Public toilets</u></b>						
Utilities - Heat & light	485/4105	£160.00	£3,225.00	£1,987.00	-£1,238.00	CPI Increase

## Outstanding Balances by Month as at 28/02/2021

A/C Code	Customer Name	Balance	Feb 2021	Jan 2021	Dec 2020	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
PILATES	PILATES	60.00	0.00	0.00	0.00	60.00	0.00
SALSAVIDA	SALSAVIDA	-252.00	0.00	0.00	-108.00	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		1,983.56	0.00	0.00	-108.00	2,552.36	-460.80
Ledger No 2, Council Sales Ledger							
ADAM	ADAM	1.00	0.00	0.00	0.00	1.00	0.00
ADAMSM	ADAMSM	220.00	0.00	220.00	0.00	0.00	0.00
ALBANY	ALBANY	20.84	0.00	0.00	0.00	20.84	0.00
ALLIANCEDB	ALLIANCEDOGBIN	1,016.40	290.40	0.00	363.00	0.00	0.00
BELLAVISTA	BELLAVISTA	20.83	20.83	0.00	0.00	0.00	0.00
BRISTOLCC	BRISTOLCC	975.00	0.00	0.00	0.00	975.00	0.00
CHURCHILLP	CHURCHILLP	432.00	0.00	0.00	0.00	0.00	0.00
ELM001	ELMS	1,581.00	0.00	0.00	0.00	0.00	0.00
GOWER	GOWER	117.00	0.00	0.00	117.00	0.00	0.00
GROVES	GROVES	2,480.00	1,424.00	71.00	0.00	0.00	-188.00
HADLEYS	HADLEYS	37.50	15.00	0.00	0.00	22.50	0.00
HIGHLEA	HIGHLEA	83.33	0.00	0.00	0.00	83.33	0.00
KEWSTOKE	KEWSTOKEDOGBIN	534.60	237.60	0.00	0.00	0.00	0.00
MEMORIA	MEMORIA	765.00	0.00	765.00	0.00	0.00	0.00
PALMER	PALMER	41.00	0.00	0.00	0.00	0.00	0.00
PITMANS	PITMANS	41.00	0.00	0.00	0.00	0.00	0.00
ROCKPOOL	ROCKPOOL	41.68	0.00	0.00	0.00	41.68	0.00
THELITTLE	THELITTLE	58.33	0.00	0.00	0.00	58.33	0.00
WALLEDEN	WALLEDEN	58.33	0.00	0.00	0.00	58.33	0.00
WINSCOMB	WINSCOMBES	360.00	0.00	0.00	0.00	0.00	0.00
WINSTONS	WINSTONS	12.50	12.50	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	345.00	0.00	0.00	0.00	345.00	0.00
WSMGOLF	WSMGOLF	-180.00	0.00	0.00	0.00	0.00	-180.00
Total Sales Ledger No 2		9,062.34	2,000.33	1,056.00	480.00	1,606.01	-368.00
Ledger No 4, Museum Sales Ledger							
AXE	AXE	255.00	0.00	0.00	0.00	255.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
HAYWARDV	HAYWARDV	61.25	0.00	35.00	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		897.35	0.00	35.00	0.00	909.85	-47.50
TOTAL SALES LEDGER BALANCES		11,943.25	2,000.33	1,091.00	372.00	5,068.22	-876.30

**EMR for the year 2021 2022 - first draft**

**Final EMR requirements Policy & Finance 26th April 2021**

No	Description	Nominal Code	Balance @ 15.01.2021	Added from Revenue Budget 2020 / 2021 Provision	Added from Receipted Income 2020 / 2021	Added from General Reserves 2020/ 2021	Returned to General Reserves	Spend in year 2020 / 2021 @ Month 9 (YTD)	Estimated Balance / Requirement - EMR 2021/2022
1	Armed Forces Affiliation	8001	£ 3,762	£ -	£ -	£ -	£ -	£ -	£ 3,762
2	Park & Play Area Refurb /EMRRP	8002	£ 7,500	£ -	£ -	£ -	£ -	£ 7,500	£ -
3	Election Costs	8003	£ 7,500	£ 15,000	£ -	£ -	£ -	£ -	£ 22,500
4	Blakehay Live Shows	8004	£ 3,468	£ -	£ -	£ -	£ -	£ -	£ 3,468
5	Milton Road Cemetery	8008	£ 2,016	£ -	£ -	£ -	£ -	£ -	£ 2,016
6	Buy A Block Fund raising campaign Phase 2	8009	£ 1,186	£ -	£ 77	£ -	£ -	£ -	£ 1,263
7	Blakehay Theatre Vols Fundraising	8011	£ 1,567	£ -	£ 56	£ -	£ -	£ -	£ 1,623
8	Museum Roof Repairs (Spring 2020)	8013	£ 82,400	£ -	£ -	£ -	£ -	£ 69,531	£ 12,869
9	Museum Phase 2 Fund & HLF balance	8014	£ 8,467	£ 18	£ -	£ -	£ -	£ 2,326	£ 6,160
10	Grit Bins	8017	£ 3,735	£ -	£ -	£ -	£ -	£ -	£ 3,735
11	Capital Projects	8018	£ 69,545	£ 145,000	£ -	£ -	£ -	£ 5,800	£ 208,745
12	Old Mill Way Allotment (only)	8019	£ 20,568	£ -	£ -	£ -	£ -	£ -	£ 20,568
13	PPM & EMRRP Works	8020	£ 18,676	£ 143,902	£ -	£ -	£ -	£ 18,676	£ 143,902
14	Know Your Place Grant ( rename)	8021	£ 3,656	£ -	£ -	£ -	£ -	£ -	£ 3,656
15	Civic Event Budget	8022	£ 5,205	£ -	£ -	£ -	£ -	£ -	£ 5,205
16	CIL Receipts	8023	£ 104,601	£ -	£ 77,636	£ -	£ -	£ -	£ 182,237
17	Environmental Climate Change	New Code	£ -	£ 97,293	£ -	£ -	£ -	£ 23,400	£ 73,893
18	Blakehay CRF Grant Award	New Code	£ -	£ 273,093	£ -	£ -	£ -	£ -	£ 273,093
19	Community Grant award ( NSC)	New Code	£ -	£ 28,571	£ -	£ -	£ -	£ -	£ 28,571
20	Cllrs Email / Tablet Provision	New Code	£ -	£ 225	£ -	£ -	£ -	£ -	£ 225
			<b>£ 343,852</b>	<b>£ 401,213</b>	<b>£ 77,769</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 127,233</b>	<b>£ 997,490</b>

**Members are requested to**

- 1 Approve the recognised Final Earmarked Reserve requirements for the year 2021 / 2022  
Balance changes at the year end position have been updated and reflected in the above figures



## **7. POLICY & FINANCE COMMITTEE – 26<sup>TH</sup> APRIL 2021**

### **Budget Overspend – Public Toilets**

**DRAFT minute extract from the Community Services Committee meeting held on 8<sup>th</sup> March 2021**

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#### **Public Toilets – Contract Update:**

The report of the Deputy Town Clerk had been previously circulated.

Members noted the transfer to a fully maintained and cleaning contract which was successfully awarded to Healthmatic Ltd following the tender exercise that had been undertaken. Confirmation had been received that the Contract would transfer on 15<sup>th</sup> March 2021 and all relevant transfers from the existing contractor were being finalised to meet the date. One of the items included as an extra and approved by council, was the upgrade of the coin entry mechanism units at each of the 5 toilet blocks at a cost of £5,950. Following on from site surveys and compatibility to do so there would be a delay in this element only that will be ongoing after the transfer date of 15<sup>th</sup> March, however this would not affect use of the toilets by the public in the meantime.

There were 3 options in relation to the coin pay that Healthmatic needed the council to approve as the units varied in cost depending on what the preferred method of entry was (i.e. completely contactless card payment only or coin and card pay option). Cost options were outlined within the report. The Deputy Town Clerk advised that options 2 & 3 exceeded the budget provision and so would need approval from the Policy & Finance Committee.

The Town Clerk reported that contactless payment systems were increasing around the country and was a more favourable option in the current pandemic. It would also help to deter vandalism. Young people as young as 8yrs had access to prepaid cards now. It was the way that society was going.

It was therefore

**PROPOSED BY:** Councillor Roger Baily

**SECONDED BY:** Councillor Ciaran Cronnelly

‘That option 1 of the report be approved.’

Discussion ensued amongst members, and opposing views raised. A member requested that an impact assessment should be carried out in order to make the decision and raised the point that old people did not have access to contactless and therefore favoured option 3 of the report.

The Chairman advised that he would of expected impact assessments to have already been carried out.

The Deputy Town Clerk informed that undertaking any further assessments would delay the opening of the toilets further.

It was felt that there needed to be a mix of both payment methods to retain the importance of money in society and equality for the elderly/vulnerable and young. It was argued that people would not be venturing out until April so there was time to implement option 3.

The Deputy Town Clerk clarified that option 3 was only available for toilets at Grove Park.

A vote was taken on the proposal and was **lost** by 3 votes to 6.

It was then:

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Pete McAleer

**RESOLVED:**

1. That option 2. to retain coin access in tandem with contactless -Removing the current coin pay units completely. To create space required for new combined coin/contactless unit and fit interior lock/unlock. Fit new combi unit to allow user to enter using coin or card at the cost of £17,800, for 7 cubicles (7 off at £2550) be recommended to the Policy & Finance Committee for approval.
2. That an Equality Impact Assessment be undertaken as part of the process.

## **POLICY AND FINANCE COMMITTEE – 26<sup>th</sup> APRIL 2021**

### **REMOTE MEETINGS AND CONSULTATION FROM MHCLG REPORT FROM THE TOWN CLERK**

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#### **Remote Meetings**

As members will recall, in late March 2020 all meetings had to cease due to the Covid pandemic. Arrangements were put in place for the council to operate under delegated powers, on the understanding that these would be used to maintain essential services. Legislation was put in place which enabled councils to operate with remote/ virtual meetings, which recommenced in part from July and fully from September. At that time the pandemic was expected to be in decline by the summer and the legislation runs out on 7<sup>th</sup> May 2021.

While members may wish to go back to physical meetings, and I have booked the Museum Courtyard to try to enable this, it is important that meetings can be held safely with adequate social distancing and ventilation. Although the success of the UK's vaccination programme is now creating optimism that the worst will be over by late June, doubts remain whether it will be safe for everyone to go back to physical meetings. The virus is likely to persist for some time, if not permanently, and physical meetings are subject under the Health and Safety Act to the need for risk assessment.

#### **Letter from MHCLG**

Given the second wave in the winter and new/continuing restrictions everyone expected the regulations to be extended for a temporary period of at least another six months or more likely a year to enable virtual meetings to continue. Instead to the astonishment of almost everyone in local government the minister Luke Hall MP has taken the decision to not renew the regulations beyond 7<sup>th</sup> May.

I feel the minister has been poorly advised and show ignorance in Whitehall of the operation of local councils.

To analyse the decision further as it affects parish and town councils (with thanks to colleague clerks in SLCC) I would like to pick out a few salient points:

**“While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place.”**

This simply has not been possible on any significant scale once risk assessments are done and bearing in mind that some councillors (and staff) have health conditions that make them more vulnerable to Covid than the general population. Even larger councils have found this impractical and the majority of parish councils rent a room in a local community building; these have all been shut so very few if any have been able to hold meetings in person during the pandemic. In our case North Somerset refused us the use of the New Council Chamber for a meeting last September when Covid was at its lowest point.

**“These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service.”**

While this is a legal option to conduct business, and one which this council adopted in the emergency situation of late March 2020 it is hardly ideal or democratic to delegate all powers indefinitely to an unelected officer such as myself.

**“Some of you will be able to rely on single member decision making without the need for cabinet meetings”.**

While it says ‘some of you’, covering the 300-odd principal authorities, none of the 9,000 Parish or Town Councils can legally hold a “cabinet meeting”. Parish and town councillors cannot make individual decisions; the decision unless delegated to the clerk must come from the full council or a committee.

**“If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower)”**

I have provisionally booked the Museum courtyard for all council and committee meetings but this statement is wildly optimistic, the council has a duty under the Health and Safety Act 1974 to risk assess meetings, it is common ground that social distancing and other precautions will still be required and it’s still very doubtful when physical meetings can safely take place. It is also discriminatory against older and disabled people who are more likely to have health conditions meaning their attendance at physical meetings will continue to be risky in the near future.

**“While you do have a legal obligation to ensure the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June.”**

This is impracticable for the majority of parish councils. While streaming for people to view meetings is relatively easy, in order for hybrid meetings to run successfully to enable people remotely to take part, there needs to be a strong broadband connection, ideally fibre, to ensure these can work. Few parishes have this, and Weston’s fibre network is not yet in place. Moreover quality audio and video equipment needs to be installed but the technology is not straightforward or inexpensive to enable hybrid meetings where councillors with health conditions (nor members of the public who wish to speak and answer questions) can take part.

## **Practical Steps**

In the short term at least however the Council must try to live with this decision and I would therefore recommend the following practical steps to the Town Council:

- 1) That until it is safe to meet in person, all committees operate as Working Parties to enable them to meet virtually and make recommendations either to Council or to the Town Clerk.
- 2) That the power of delegation to the Town Clerk of all statutory powers not reserved to the full Council, originally made in March 2020, be reconfirmed to enable implementation of decisions.
- 3) That wherever possible, any delegated decisions under this resolution which are not in consideration of working party recommendations be taken by the Town Clerk in consultation with the relevant committee chairman and vice-chairman.
- 4) That the Council agrees to resume normal committee decision making at the first opportunity and that this decision be reviewed at the latest after 6 months (IE before the end of November 2021).

### **Consultation and Court Proceedings**

The minister's letter has provoked a storm of protest from councils and I understand that some councils have commenced a High Court proceedings seeking a declaration that remote meetings are, in any event, lawful under the existing wording of the Local Government Act 1972 without the need for new legislation. In the meantime the MHCLG has instituted a consultation on possible permanent legislative change. A copy of the consultation can be found via the link below:

[Please click/tap here](#)

Councillors' instructions are requested on how to reply. In order to assist debate, I have suggested some responses below:

#### **Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?**

Very Well

#### **Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?**

Yes

#### **Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.**

- More accessible for local authority members
- Reduction in travel time for councillors
- Meetings more easily accessed by local residents
- Greater transparency for local authority meetings
- Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- Easier to chair meetings in an orderly fashion

- A virtual format promotes greater equality in speaking time during meetings

**Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?**

Yes

**Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.**

It can be harder for members to talk to one another informally  
Meetings are less accessible for members or residents who have a poor-quality internet connection or who are unfamiliar with video conferencing/technology

**Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?**

Many but not all councillors find them easier to attend. In general, full council meetings are better as a physical meeting because of large numbers involved, but committees and sub committees can easily and more effectively be done remotely.

**Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?**

For all meetings. Local authorities as democratically elected bodies should be able to decide themselves for which meetings they should have the option to meet remotely.

**Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?**

In any circumstances. Local authorities as democratically elected bodies should be able to decide for themselves in which circumstances they should have the option to meet remotely.

**Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?**

No

**Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?**

N/A

**Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any**

## **individuals with protected characteristics e.g. those with disabilities or caring responsibilities?**

There is a potential for those who are digitally excluded to be disadvantaged by remote meetings including older people who may lack equipment and training.

Outweighing this there are also groups of people who find remote meetings easier to attend and so would benefit from remote meetings - particularly people with disabilities, people with caring responsibilities and, older people who are less willing to go out on dark evenings and younger people.

### **Recommendation**

1. To recommend to the Town Council as follows:
  - 1) That, until it is safe to meet in person (or the law is clarified to allow remote committee meetings), all committees operate as Working Parties to enable them to meet virtually and make recommendations either to Council or to the Town Clerk as appropriate.
  - 2) The power of delegation to the Town Clerk of all statutory powers not reserved to the full Council, originally made in March 2020, be reconfirmed for the municipal year 2021-22 to enable implementation of decisions.
  - 3) Any delegated decisions under this resolution which are not in consideration of working party recommendations be taken by the Town Clerk in consultation with the relevant committee chairman and vice-chairman, or where they are unavailable the Leader and Deputy Leader of the Council.
  - 4) That the Council agrees to resume normal committee decision making at the first opportunity and that this decision be reviewed at the latest after 6 months (IE at the latest before the end of November 2021).
2. That the above response to the MHCLG consultation, with any amendments determined by Members, be sent as the Town Council's response.

Malcolm L Nicholson LL.B DMS PSLCC  
Town Clerk  
19<sup>th</sup> April 2021

## Policy & Finance Committee 26<sup>th</sup> April 2021

### Cil Allocation of Funds re: Old Town Quarry Report of the Deputy Town Clerk

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Members will be aware of the recently adopted CIL Policy with regard to the spending of allocated CIL funds received. Furthermore, as in previous reports to various committee it has been acknowledged that there is opportunity to consider allocation of some monies from this fund for works required at The Old Town Quarry in the event that it transfers to the Town Council's management via lease currently being negotiated with NSC.

The Cil EMR funds currently stands at £182,237 at 31.03.21

#### The Cil Policy (Extracts)

3.1 allows the Policy & Finance Committee to make decisions on behalf of the council within the parameters of the Policy document.

5.1 Allows the use of Cil funds for use in development of Community Facilities and also Cultural facilities of which the Old Town Quarry falls into these criteria.

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.

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.

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

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

#### Next Steps

1. The council has identified outline costs from its Quantity Surveyor for the necessary works to enable the Quarry to be improved and provide a permanent base for the Grounds teams and cemetery office in readiness for completion of the lease negotiations being undertaken by the Town Clerk.
2. In line with the Cil Policy (2.1) the first consideration of CIL money allocation will be held at the first meeting of Policy & Finance committee following the Annual Meeting of Council. At this meeting we will be bringing the proposal to

use CIL monies for the Old Town Quarry project for members to consider for use within 2021 / 2022.

3. A scoring Matrix needs to be adopted to comply with the Cil policy, a draft copy of which is attached for discussion. This matrix will then be completed for the Old Town Quarry project and any other future applications or council identified projects that are wanting to utilise / allocate CIL monies in accordance with policy.

**Documents for consideration**

The following documents are attached for member's consideration

- Cil Policy
- Draft Scoring Matrix for CIL allocation of funds

**Members are requested to:**

1. Consider and approve the draft scoring matrix for use in the allocation of CIL funding

**CIL Scoring Matrix - Draft @ 23.04.23**

Name of Project	<input type="text"/>		
Amount Required	<input type="text"/>		
Date considered by Council	<input type="text"/>	CIL Year	<input type="text" value="2021"/>
Date of Project commencement	<input type="text"/>		
Previously Funded details	<input type="text"/>		
<b>Grant Eligibility - Scoring Summary</b>	<input type="text" value="Dates / Amounts"/>		

Scoring has been identified as appropriate in the following areas following CIL Policy Criteria, the purpose of which is to aid councillors in understanding the proposed use of CIL monies in the forthcoming year - it does not give a finite outcome as members will need to consider other (non scored) information alongside this as necessary.

CRITERIA		
YES	Unclear	NO

**1.0 Direct Policy considerations**

**1.1 Does the Project fall into one or more of the approved uses for CIL monies ( not limited to)**

- 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

**1.2 Has the project got demonstrated community / neighbourhood support**

Details to be summarised in the comments box below

**1.3 Is the project intended to be used to increase the capacity or existing infrastructure or to repair falling existing infrastructure, if that is necessary to support development.**

**1.4 Is the project within the boundary of Weston super Mare**

**1.5 Can any monies allocated be spent within the necessary period (5 years on receipt of funds to WSMTC)**

**1.6 Has the project been considered via public consultation or council committee in order to be considered for CIL fund allocation**

**1.7 Is there adequate information (written proposal/ estimates) for what funds will be used for**

**1.8 Is the organisation a Charity or Non Profit Making Body that benefits the local community**

**2.0 Other Considerations (if external application)**

2.1 The organisation has submitted a trading account and balance sheet for the last financial year

2.2 The organisation has submitted bank / building society statements

2.3 The organisation has provided clear justification why it needs CIL funding

2.4 Application provides indication of percentage number of beneficiaries are residents to WSM

2.5 The organisation has provided evidence of any other financial backing from other sources & the outcome

2.6 Is the organisation based in the parish of WSM ( including Worle & Uphill) or serving a significant amount of residents

**Scoring TOTAL**

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**Additional Information**

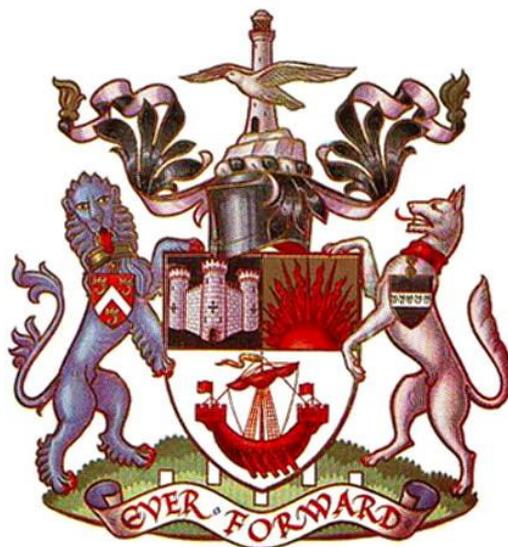
How much £'s Resource does the organisation have in total ( Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

Additional comments ( Section 1.2)



## **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



## 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 maybe 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:

- 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.

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**

<b>Annual report from WSMTC</b>	
1. Report of WSMTC for the Financial Year ..... In which CIL Monies receipts have been received.	<b>Year:</b>
<b>2.Total CIL Receipts for the reported Year</b>	<b>£</b>
<b>3.Total CIL Expenditure for the reported Year</b>	<b>£</b>
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	

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