

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE
WORKING PARTY MEETING
HELD AT THE MUSEUM ON
MONDAY 21ST JUNE 2021**

Meeting Commenced: 7:00 pm

Meeting Concluded: 8.35 pm

PRESENT: Councillors Alan Peak (Chairman), Mark Canniford, Roger Bailey (S), Gillian Carpenter (S), Dave Dash, Peter Fox, Robert Payne, Ian Porter and Tim Taylor.

IN ATTENDANCE: Sarah Pearse (Deputy Town Clerk/RFO), Fay Powell (Assistant Town Clerk - Public Services) and Samantha Bishop (Committee Officer/Officer Manager).

52 Election of Chairman

The Deputy Town Clerk invited nominations for the position of Chairman.

PROPOSED BY: Councillor Tim Taylor

SECONDED BY: Councillor Dave Dash

RESOLVED: That Councillor Alan Peak be elected Chairman of the Policy & Finance Working Party for the year 2021-22.

Councillor Alan Peak took his place as Chairman of the meeting.

53 To receive Apologies for Absence and Notification of Substitutes

Apologies were received from Councillors Helen Thornton who was substituted by Councillor Gillian Carpenter, Councillor Sarah Codling who was substituted by Councillor Roger Bailey and Councillor Lisa Pilgrim with no substitution.

Councillor Ciaran Cronnelly was absent from the meeting.

54 Election of Vice Chairman

The Chairman invited nominations for the position of Vice-Chairman.

PROPOSED BY: Councillor Robert Payne

SECONDED BY: Councillor Ian Porter

RESOLVED: That Councillor Mark Canniford be elected Vice-Chairman of the Policy & Finance Working Party for the year 2021-22.

55 To receive Declarations of Interest

There were no declarations of interest received.

56 To approve the minutes of the Policy & Finance Committee meeting held on 24th April 2021

The minutes had been previously circulated with the agenda.

It was noted that the date of the previous minutes should be corrected to the 26th April 2021.

PROPOSED BY: Councillor Tim Taylor

SECONDED BY: Councillor Robert Payne

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

RESOLVED: That with the above amendment the minutes be approved and signed by the Chairman.

57 The minutes of the Working Party to Review Expenditure & Governance held 6th May 2021 (unapproved)

The minutes had been previously circulated with the agenda.

RESOLVED: That the minutes of the Working Party to Review Expenditure & Governance held on 6th May 2021 (unapproved) be noted.

58 Monthly Financial Reports: March & April 2021

a) For Approval

Schedule of Unapproved Expenditure

PROPOSED BY: Councillor Ian Porter

SECONDED BY: Councillor Pete Fox

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

58.1 RESOLVED: That the Schedule of Unapproved Expenditure for March & April 2021 be approved.

b) For Noting

- i. Bank Reconciliations
- ii. Budgetary Control Report
- iii. Bank Interest Report
- iv. Schedule of Receipted Income
- v. Overspend Month end report
- vi. Bad debt report

It was clarified that Health & Safety across all cost centres was over budget subject to the pandemic and compliance requirements.

It was informed that the over budgeted figure for Uphill Play Area was the cost of the equipment and fence.

It was explained that the figure for the toilets was a holding budget and a rounding issue subject to call outs. The Deputy Town Clerk would be happy explain this to any members outside of the meeting if requested.

Since the writing of the bad debt report some of the debt had been cleared or written off and the debt was reducing. An updated report reflecting the debt to date could be emailed to members on request.

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

58.2 RESOLVED: That reports 5b i – vi be noted.

59 To receive the Final Interim Audit Report for the year 2020-21

The Audit report had been previously circulated.

The Deputy Town Clerk reported that it was an overall acceptable audit with a few areas of improvement to be made. As a result of remote working and staff shortages, some accountancy housekeeping errors had been made. The team was now actively working on a time table from the office and were back on track with processes.

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

RESOLVED: That the Final Interim Audit Report for the year 2020-21 be received.

60 Year End Accounts for the year ending 31/03/21

The yearend accounts had been previously circulated.

As part of the Audit requirement members were requested to

- a) Consider the Accounting Statements (AGAR – Annual return) by members as a whole;
- b) Approve the Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)
- c) Sign and date as required (AGAR – Annual return)
- d) Receive and Note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return)

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

60.1 RESOLVED: To approve the Accounting Statements (AGAR – Annual return) by members as a whole;

60.2 RESOLVED: To approve the Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)

60.3 RESOLVED: That the Chairman sign and date as required (AGAR – Annual return)

60.4 RESOLVED: To receive and note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return)

61 To receive the Planned Maintenance proposals for 2021 / 2022 and relevant update

- a) To approve the PPM schedule for the 2021 / 2022 to enable works to occur within the year as per the report

The Deputy Town Clerk advised that the PPM schedule was a 60-year schedule, broken down into 5year programmes of which 2020/21 was the last year within the current 5year programme.

It was reported that there were substantial works on the cemetery wall and trees to be done.

It was noted that there would be a 12 week delay in the alterations to Grove House due to the quotes for works exceeding the budget and having to go back out on contact finder.

The vandalism to Grove Park toilets had been partly addressed by the contract cleaners and Deputy Town Clerk was considering whether or not an insurance claim was needed.

The Museum roof had been completed and the leak fixed which was funded from the capital works budget from the previous year.

The Deputy Town Clerk advised that the Council tendered for the PPM every 5years.

PROPOSED BY: Councillor Ian Porter

SECONDED BY: Councillor Robert Payne

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

61.1 RESOLVED:

1. To note the reported works completion for the year 2020/2021 (section 2.0, page 4).
 2. To approve the recommendations set out in (section 3.0, page 6/7) for the programme of works for the year 2021/2022.
- b) To consider and approve the recommendation for essential works at Milton Road Cemetery – quotation report and recommendation previously circulated.

The Deputy Town Clerk advised that the funds for the Quarry were separate to the PPM schedule and would come back to committee additionally. At December 2020 the works were reported at £120,000, which will have increased and would be funded from CIL monies and the capital works budget.

PROPOSED BY: Councillor Peter Fox

SECONDED BY: Councillor Robert Payne

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

61.2 RESOLVED:

1. To receive and note the contents of the tender report from SJ Surveyors.

2. To approve the recommendation to award contract to S Babbage at a value of £32,550.

62 To review the updated Procurement Guide

The report of the Deputy Town Clerk had been previously circulated which explained that from further work carried out by the climate change working party, a review of the procurement guide was required in order to accommodate a social value policy.

It was advised that a social value policy would encourage the council to consider more than cost when procuring goods and services, as well as other considerations such as: real living wage, community engagement, community partners and stakeholders and the community.

The existing procurement guide had been updated and previously circulated for members to consider. Changes in relation to social value were highlighted in red for ease of finding.

Discussion ensued on the how the social value criteria would be weighted, as this would differ in perspective. Further investigation was needed around a scoring matrix.

The Deputy Town Clerk agreed that the criteria were very subjective and the weighting of design/cost/social value needed to be considered.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

RESOLVED: That the updated Procurement Guide be referred to the Expenditure and Governance Working Party for further investigation around criteria and a scoring matrix.

63 Notes for Tree Charter motion

The reference from the Climate Change Working Party and report of the Deputy Town Clerk and Tree Officer had been previously circulated.

The Assistant Town Clerk - Public Services recommended the adoption of the Tree Charter as this would improve the Town Council's relationship with North Somerset Council and would benefit the Town Council long term. She had met with Officers at North Somerset Council who were very encouraging of the adoption of a tree charter.

It was advised that the Town Council had its own procedures in place for diseased or dangerous trees.

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

RESOLVED: To approve the adoption of the Woodland Trust Tree Charter.

64 Insurance

The report of the Deputy Town Clerk updating on policy options for members' consideration within the current fixed term agreement had been previously circulated.

The current insurance agreement was a 3 year fixed agreement with the option to extend for a further 2 years (1 year remaining).

Officers met with the insurers annually to review the policy detail to ensure that the insurance in place was adequate for the needs of the council, prior to the policy annual date of 1st July. The current insurers have provided the council with an option within the current policy to change insurer - information had been previously circulated for member's consideration.

The current insurers, during their time insuring town and parish councils over the last 2 years, have identified that their core business was outside of the sector and as such were willing to allow transfer (at the wish of clients) to another more bespoke insurer. However, if councils wished to remain with them, no changes to the original agreement would be made and it would be fully honoured.

The benefits of changing insurers were outlined within the report. It was highlighted that changing to a Mutual Insurer, the council would not pay Insurance premium tax and the non-payment would enable a small reduction in the current policy (up to 5% saving).

Other considerations were Building revaluations, April 2022 and options for additional cover, Terrorism.

The Deputy Town Clerk advised that the council had procedures in place for Terrorism within its Health & Safety policies.

It was clarified that the council could move insurers without undertaking procurement and that the policies were like for like, subject to the 5% tax saving.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Pete Fox

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

RESOLVED:

64.1 To approve the change of insurer to MTT from RSA, with WPS remaining the Council's insurance broker, effective from 1st July 2021.

64.2 That the 5% tax saving fund the re-evaluation of the insurance policy in 2years time, to include Building revaluation costs in the budget for 2022 / 2023.

65 Renewal of NALC ALCA Membership

The report of the Town Clerk requesting members' instructions on whether to renew the Town Council's membership had been previously circulated with the agenda.

Members felt that the council was adequately advised with the expertise of the senior management team and therefore should not renew the membership.

PROPOSED BY: Councillor Pete Fox

SECONDED BY: Councillor Ian Porter

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

RESOLVED: Not to renew the **NALC** ALCA Membership.

*It was **resolved** under the Public Bodies (Admissions of Meeting) Act 1960 that the press and public be excluded from the meeting for reasons of confidential nature of the following business.*

66 Town Quarry Lease

The report of the Town Clerk had been previously circulated.

On behalf of the Town Clerk, the Deputy Town Clerk summarised that there were two areas of concern that had arisen and it was the recommendation of the Town Clerk to defer completion of the head lease of the Quarry for up to three months.

Discussion ensued and officers clarified queries from members.

PROPOSED BY: Councillor Pete Fox

SECONDED BY: Councillor Ian Porter

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

RESOLVED:

- 66.1** To defer the completion of the head lease of the Quarry from North Somerset Council for up to three months.
- 66.2** That authority be given for necessary works to buildings 1 and 6 to enable the safety and financial issues to be resolved.
- 66.3** That authority for negotiation and completion of a sub-lease of Building 7 to The Stable and with individual occupiers be agreed.

There being no further business, the Chairman closed the meeting at 8.35 pm

Signed.....Dated.....
Chairman of the Policy & Finance Committee

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 15TH JULY 2021**

Meeting Commenced: 10:02 am

Meeting Concluded: 10:33 am

PRESENT: Councillors Robert Payne (Chairman), Mike Bell, Peter Crew, Peter McAleer (S) and Alan Peak.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Samantha Bishop (Committee Officer/Office Manager), Becky Walsh (Communications Officer) and Molly Maher (Development Officer).

1.	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Richard Tucker who was substituted by Councillor Peter Mc Aleer. Apologies were received councillors Roger Bailey and Catherine Gibbons with no substitutions.
2.	Declarations of Interest There were no declarations of interest received.
3.	To agree the accuracy of the minutes of the previous meeting held on the 6th May 2021 The minutes of the last meeting had been previously circulated with the agenda. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Alan Peak A vote was taken and carried , and accordingly it was: RECOMMENDED: That the minutes be approved and signed by the Chairman.
4.	To receive notes of the Health & Safety meetings held in April & May 2021 The notes of the meeting had been previously circulated with the agenda. The Town Clerk reported that he had asked all service managers to review their workplace risk assessments in line with the latest government guidelines. There was a noticeable increase in the amount of NHS app 'pings' and each service area would be affected differently if staff were infectious or in isolation.

	<p><i>Councillor Peter Mc Aleer joined the meeting at 10.05 pm.</i></p> <p>It was informed that the Mayor and Mayoress were isolating and suffering from COVID and that two staff were currently isolating after being pinged by the NHS app.</p> <p>RECOMMENDED: That the notes of the Health & Safety meetings be noted.</p>
5.	<p>Big Worle and Dartmouth Close Update</p> <p>The Town Clerk reported that Alliance Homes were finally ready to transfer the freehold of the play area to the Town Council. There were minor snagging issues being undertaken and as soon as these were confirmed, the transfer was imminent.</p> <p>A member requested that once the transfer was concluded that all members should be officially notified as this was positive news for the residents of Worle.</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. That the verbal update be noted. 2. That all members be officially notified when the transfer of the play area was concluded.
6.	<p>Black Lives Matter</p> <p>The Communications Officer reported that the meetings were very positive and working well. It was agreed to theme the meetings and invite speakers from key stakeholders. Dawn Jarvis from the NHS was invited to speak at the next meeting on 27th July on the Mental Health impacts of racism and would be live broadcast on Facebook.</p> <p>The African Music Festival which the council had awarded grant funding, had been delayed and was now taking place on 4th September at the Italian gardens. The Blakehay was in partnership with the event and the Communications Officer was providing communications support.</p> <p>Staff training on Allyship had been arranged for July & August (virtual) and face to face in September.</p> <p>A discussion ensued on the title of the agenda item and that it did not reflect or represent the activity and communities of the working group. It was not linked to the small group in London who were associated with demolishing capitalism.</p>

	<p>The Communications Officer informed that the working group had met 3times and represented people from many different communities and hard to reach groups and not just Black Lives Matter.</p> <p>It was therefore agreed and the title of the working group be changed and referred to as the 'Anti-Racism Working Group'.</p> <p>RECOMMENDED: That further updates of the Anti-Racism Working Group be provided at future meetings.</p>
7.	<p>Acquisition of an additional Cemetery Facility – Discussion</p> <p>In the absence of the Assistant Town Clerk – Operational Services, the Town Clerk advised that there was nothing to report and recommended members to defer the item and await further information from the Assistant Town Clerk.</p> <p>RECOMMENDED: To defer discussion of the acquisition of an additional Cemetery Facility for a report of the Assistant Town Clerk on research undertaken into three options; the acquisition of additional land, the reuse of consecrated areas and the reuse of unconsecrated areas to be presented at the next meeting.</p>
8.	<p>Re-evaluation of the Social Value Policy and Procurement Guide</p> <p>A copy of the draft Social Value Policy and current Procurement Guide had been previously circulated to members.</p> <p>The Development Officer informed that she was tasked by the Climate Change Working Group to develop a draft Social Value Policy to encompass travel and community engagement for consideration. The policy was considered and deemed to contradict the council's Procurement Guide and therefore, should be a standalone policy which was recommended to the Policy & Finance Committee.</p> <p>At its meeting on the 21st June the Policy & Finance Committee resolved that the updated Procurement Guide be referred to the Expenditure and Governance Working Party for further investigation around criteria and a scoring matrix of which was attached and indicated in red.</p> <p>It was therefore</p> <p>RECOMMENDED: That the changes to the Procurement Guide be accepted for final approval by the Policy & Finance Committee.</p>
9.	<p>Feasibility study for Grove Park toilets</p> <p>The report of the Deputy Town Clerk that was considered by the Community Services Committee on the 5th July had been previously circulated to members for information.</p>

	<p>The report requested members to note the appointment of Stephen Butt – Consultant, to undertake a Feasibility Study on Grove Park Toilets and details of the proposal were provided.</p> <p>The Town Clerk reported that since that meeting, a very productive meeting had taken place with North Somerset Council where toilets as a whole service provision across the town was discussed and options for consideration explored.</p> <p>The options from the feasibility study would be brought back to members for consideration which was anticipated to be by the end of August.</p> <p>Members were enthused by the progress and stressed the importance of the consultation process and providing an adequate service to its population.</p> <p>The Town Clerk informed that the idea of the Community Toilet Scheme instigated by a member could be revived once COVID had calmed down.</p> <p>It was reported that good community toilet schemes were being practiced in Devon & Cornwall.</p> <p>A dual hatted member advised that a community scheme should not replace the provision of a toilet facility but compliment it. Although Grove Park was the location experiencing the most issues, toilet provision across the town needed to be reviewed as a whole, which may help to alleviate the issues at Grove Park.</p> <p>RECOMMEDED: Members noted the update.</p>
10.	<p>Future Areas to be considered by the Working Party</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. Update on Feasibility study for Grove Park toilets 2. Update from the acquisition of an additional Cemetery Facility.
	<p>There being no further business, the Chairman closed the meeting at 10:33 am</p>

Signed.....Dated.....
Chairman

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 6th MAY 2021**

Meeting Commenced: 10.02 am

Meeting Concluded: 11:02 am

PRESENT: Councillors Robert Payne (Chairman), Mike Bell, Gill Bute, Peter Crew, Catherine Gibbons, Alan Peak, Sonia Russe and Richard Tucker.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Tania Middlemiss (Assistant Town Clerk) Fay Powell (Assistant Town Clerk – Operational Services) and Emma Williams (Tourism Marketing Officer/Committee Administrator).

1.	Election of Working Party Chairman Nominations were invited for the position of Chairman. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Mike Bell A vote was taken and carried , and accordingly it was: RESOLVED: That Councillor Robert Payne be elected Chairman of the Expenditure and Governance Working Party for the year 2021/22.
2.	Apologies for Absence and Notification of Substitutes There were no absences or substitutions received.
3.	Declarations of Interest There were no declarations of interest received.
4.	Election of Working Party Vice Chairman The Chairman invited nominations for the position of Vice Chairman. PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Gill Bute A vote was taken and carried , and accordingly it was: RESOLVED: That Councillor Peter Crew be elected Vice Chairman of the Expenditure and Governance Working Party for the year 2021/22.

5.	<p>To agree the accuracy of the minutes of the previous meeting held on the 28th January 2021</p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Mike Bell SECONDED BY: Councillor Robert Payne</p> <p>A vote was taken and carried, and accordingly it was:</p> <p>RECOMMENDED: That the minutes be approved and signed by the Chairman.</p>
6.	<p>To receive notes of the Health & Safety meetings held in January, February and March 2021</p> <p>The notes of the meeting had been previously circulated with the agenda.</p> <p>RECOMMENDED: That the notes of the Health & Safety meetings be noted.</p>
7.	<p>Big Worle and Dartmouth Close Update</p> <p>The Town Clerk recalled the timeline of events surrounding the play area at Dartmouth Close; reporting that the play area funded by Big Worle had been ran by the landowner, Alliance Homes. The Town Council had offered to take over the maintenance of the play area and received an offer from Alliance, of a freehold lease in April 2021.</p> <p>Due diligence inspections of the play equipment had already been carried out and with the approval of members at a future Town Council meeting, the ownership would be transferred promptly. The Assistant Town Clerk – Operational Services, added that due to the time elapsed since the last inspection, when the lease was transferred, an additional independent inspection would also be carried out.</p> <p>A member remarked that there may be delays owing to a change of board members at the Big Worle partnership meetings, however adding that the new line-up of members seemed very enthusiastic to see progress with the Big Worle projects.</p> <p>RECOMMENDED: That the verbal update be noted.</p>
8.	<p>Black Lives Matter</p> <p>The Deputy Town Clerk provided an update following her attendance at the most recent Anti Racism Group (BLM) meeting. There had been seventeen delegates on the virtual meeting from many organisations and the Development Officer had created an action report from the meeting. There had been an overriding sense from the group that the first objective was to receive a commitment from the Town Council that matters arisen at the meetings would go on to form resolutions and actions that</p>

	<p>created real change, and that the formulation of the group was not simply a knee-jerk reaction to wider societal exposure of the BLM movement.</p> <p>It was reported that Council staff training was a particularly contentious issue; with concerns arisen over the quality and diversity of the training provider(s) chosen to deliver the materials. Emphasis was given on the differences between training and education, with suggestions of accredited and recommended workshops and training providers offered by some meeting delegates. Details of an Eventbrite webinar were shared in the Zoom Chat, as a suggested first step, entitled 'How to Be An Ally'.</p> <p>The Assistant Town Clerk advised that the roll-out of training and awareness was not a 'box-ticking exercise' as had been suggested and was being introduced to meet a recognised need. Restrictions on social distancing and maximum indoor capacities had meant large-scale staff training had been untenable, but all staff had undertaken a preliminary awareness training session on Unconscious Bias. To cover the topic in appropriate depth would take 1-2 days. Louise Roberts from North Somerset Council had booked an external provider to deliver similar training to their staff, which the Assistant Town Clerk was planning to attend and evaluate for consideration as a Town Council training strategy.</p> <p>A member asked if it would help to bolster the feeling of support from the Council, if an offer was made to host an in-person meeting of the BLM Group at Weston Museum, enquiring whether this would encourage better debate and conversation. It was agreed that it would be a positive step.</p> <p>Councillor Catherine Gibbons who had also attended the meeting, added that she felt the most pressing objective was to demonstrate a commitment to being anti-racist by actively calling out and challenging racist views on behalf of the BAME community. She added that being educated in the correct and proper responses to racist behaviour was paramount, and this was an ongoing requirement as vernacular and high-profile issues were often changing.</p> <p>RECOMMENDED: That further updates would be provided following future meetings.</p>
9.	<p>Acquisition of an additional Cemetery Facility – Discussion</p> <p>The Assistant Town Clerk – Operational Services had previously requested the item be discussed as the long-standing issue of available space remaining at Milton Road cemetery, was reaching a critical point.</p> <p>It was reported that there were at present, only 15 single depth plots and 18 other plots left available, with very little uptake on common grave plots. Pre-purchased plots had not been an option for several years and it was clear that residents were keen to have this service reinstated.</p>

	<p>One suggestion from the Assistant Town Clerk was to acquire land for cemetery services at Ellenborough Park East, however this was acknowledged as potentially controversial. Alternatively, that new land would ideally be sought somewhere within the parish boundary.</p> <p>The Town Clerk added that there was potential to explore a scheme that would reuse existing areas at Milton Road. Permissions could be sought from the Church of England to reuse areas of historic graves (at least 80-100 years old) on consecrated land, of which some areas of Milton Road qualified. Some London boroughs had also been permitted to use this method on unconsecrated ground in municipal cemeteries, which may also be an option if the legislation which applies to London were to be widened to other areas of the country.</p> <p>A member remarked that back in 2013 the idea had been researched and figures then showed around 40% of Milton Road would become available for new burials, but there had been more options at that time for acquisition of new land, which had since decreased significantly.</p> <p>RECOMMENDED: That research be undertaken into all three options; the acquisition of additional land, the reuse of consecrated areas and the reuse of unconsecrated areas.</p>
10.	<p>Future Areas to be considered by the Working Party</p> <p>The Deputy Town Clerk advised that the Social Value Policy and Procurement Guide would ideally be re-evaluated before being presented to the Policy & Finance Committee, and could this be addressed at the next Expenditure & Governance Group meeting. The Chairman confirmed this.</p> <p>A member made a request on behalf of Councillor Pete McAleer, who had enquired as to the progress of funding for a feasibility study on changes in the public toilets in Grove Park.</p> <p>The Deputy Town Clerk responded that the funding was being held in the Strategic Planning budget, but no action had been taken yet as officers had been working on the closing of the financial year end. However, she offered to begin research with the Town Clerk into the formation of the feasibility study.</p> <p>The Town Clerk added that this would be handled via the Community Services Committee, but that it could be added to the agenda for the July 2021 meeting. A suggestion was made to invite Councillor Pete McAleer to that meeting to participate in any discussions.</p> <p>The Chairman recommended that updates from the BLM Group were established as a regular agenda item.</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. Re-evaluation of the Social Value Policy and Procurement Guide 2. Feasibility study for Grove Park toilets

	3. Update from the BLM Group
	There being no further business, the Chairman closed the meeting at 11:02am

Signed.....Dated.....
Chairman

Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

		General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>						
	Apr-21	£ 4,542.37	£ 189,192.94	£ 15.00	£ 15.00	£ 193,765.31
	May-21	£ 26,275.56	£ 152,655.19	£ 15.00	£ 15.00	£ 178,960.75
	Jun-21	£ 4,395.27	£ 292,298.09	£ 22.28	£ 16.37	£ 296,732.01
	Jul-21	£ 5,747.86	£ 185,332.69	£ 15.80	£ 15.00	£ 191,111.35

Policy & Finance Committee

Bank Reconciliation Statements – Report of the Finance Officer

BANK RECONCILIATIONS

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 Grove Lodge	Petty Cash & floats held:				
									Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats	Blakehay Floats	
Summary of reconciliations attached	£	£	£	£		£	£	£	£	£	£	£	£
30th April 2021													
Account Balance	2,350,952.35	32,259.52	10,985.55	30,127.54									
Less: Unpresented cheques and BACS (p/l & imprest trs)	0.00	1,164.00	0.00	0.00									
plus: receipts not banked	200.00	0.00	0.00	0.00									
	2,351,152.35	31,095.52	10,985.55	30,127.54	2,423,360.96	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,944,670.96
31st May 2021													
Account Balance	2,162,607.73	32,220.52	10,970.55	30,127.54									
Less: Unpresented cheques and BACS (p/l & imprest trs)	66,508.77	1,110.00	0.00	0.00									
plus: receipts not banked	2,252.78	0.00	0.00	0.00									
	2,098,351.74	31,110.52	10,970.55	30,127.54	2,170,560.35	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,691,870.35
30th June 2021													
Account Balance	2,015,216.92	31,542.96	11,106.18	30,127.54									
Less: Unpresented cheques and BACS (p/l & imprest trs)	201,704.41	830.00	0.00	0.00									
plus: receipts not banked	2,402.49	0.00	0.00	0.00									
	1,815,915.00	30,712.96	11,106.18	30,127.54	1,887,861.68	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,409,171.68
1st July 2021													
Account Balance	1,798,982.27	30,961.86	11,480.68	30,127.54									
Less: Unpresented cheques and BACS (p/l & imprest trs)	108,039.07	430.00	114.00	0.00									
plus: receipts not banked	2,728.75	0.00	0.00	0.00									
	1,693,671.95	30,531.86	11,366.68	30,127.54	1,765,698.03	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,287,008.03

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
4000 Staffing Costs	27,605	82,492	347,666	265,174		265,174	23.7%
4006 Moorepay/IT payroll HR softwar	0	(0)	5,254	5,254		5,254	0.0%
4007 Personnel Consultants	0	4,060	1,836	(2,224)		(2,224)	221.1%
4008 CRB Checks/staff services	100	500	1,000	500		500	50.0%
4009 Health & Safety Consultant	0	2,550	4,500	1,950		1,950	56.7%
4012 Travel & Subsistence Expenses	28	33	500	467		467	6.6%
4013 Training	0	560	26,383	25,823		25,823	2.1%
4019 Website Costs-TC	0	0	1,000	1,000		1,000	0.0%
4030 Equipment Purchase	0	12	500	488		488	2.4%
4031 Equipment - Rental	1,054	2,373	7,720	5,347		5,347	30.7%
4034 Equipment Repairs	349	349	500	151		151	69.9%
4035 Telephone	0	1,025	4,000	2,975		2,975	25.6%
4036 Stationery	281	581	1,750	1,169		1,169	33.2%
4038 Recruitment / Advertising	515	1,270	2,500	1,230		1,230	50.8%
4040 Audit & Accountancy	513	2,129	6,000	3,871		3,871	35.5%
4041 Fees, Subs and Conferences	238	957	1,800	843		843	53.2%
4042 Postages	280	645	7,000	6,355		6,355	9.2%
4043 Ink Cartridges/printing	52	354	1,500	1,146		1,146	23.6%
4044 Insurance	961	2,072	11,500	9,428		9,428	18.0%
4049 Legal fees	2,603	4,781	5,000	219		219	95.6%
4107 IT Support & Upgrade	2,658	7,311	32,323	25,012		25,012	22.6%
4110 Cleaning	219	222	0	(222)		(222)	0.0%
4136 Credit Card Chgs	3	5	0	(5)		(5)	0.0%
4151 Catering	102	383	1,500	1,117		1,117	25.5%
6020 Allocation to Cost Centres	(37,562)	(114,665)	(117,274)	(2,609)		(2,609)	97.8%
Central Administration :- Indirect Expenditure	0	(0)	354,458	354,458	0	354,458	0.0%
Net Expenditure	(0)	0	(354,458)	(354,458)			
103 Grove House							
4014 P P E / Health & Safety	105	157	2,000	1,843		1,843	7.9%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	0	1,072	5,552	4,480		4,480	19.3%
4104 Utilities - Water	0	0	200	200		200	0.0%
4105 Utilities - Heat & Light	653	1,099	2,628	1,529		1,529	41.8%
4109 Alarm system	39	141	800	659		659	17.6%
4110 Cleaning	686	1,056	250	(806)		(806)	422.6%
4111 Window Cleaning	0	10	100	90		90	10.0%
4114 Refuse Removal	21	85	800	715		715	10.6%
6020 Allocation to Cost Centres	(1,505)	(3,621)	(2,933)	688		688	123.5%
Grove House :- Indirect Expenditure	(1)	(0)	10,397	10,397	0	10,397	0.0%
Net Expenditure	1	0	(10,397)	(10,397)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104 Grove Lodge							
4014 P P E / Health & Safety	0	0	350	350		350	0.0%
4030 Equipment Purchase	0	57	1,000	943		943	5.7%
4102 NNDR	225	675	2,302	1,627		1,627	29.3%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	(104)	129	2,000	1,871		1,871	6.5%
4109 Alarm system	24	73	600	527		527	12.2%
4110 Cleaning	461	686	0	(686)		(686)	0.0%
4111 Window Cleaning	0	10	100	90		90	10.0%
4132 Rent	0	833	5,000	4,167		4,167	16.7%
6020 Allocation to Cost Centres	(606)	(2,464)	(2,126)	338		338	115.9%
Grove Lodge :- Indirect Expenditure	0	0	9,676	9,676	0	9,676	0.0%
Net Expenditure	(0)	(0)	(9,676)	(9,676)			
105 Community Services							
4030 Equipment Purchase	(1,251)	(1,251)	0	1,251		1,251	0.0%
4158 Weston in Bloom	103	(622)	16,000	16,622		16,622	(3.9%)
4200 Small grants to Voluntary Orgs	0	4,750	12,500	7,750		7,750	38.0%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%
4210 Weston Town Centre Co SLA	0	17,460	17,809	349		349	98.0%
4212 CCTV (NSC)	0	0	84,897	84,897		84,897	0.0%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	135	(648)	6,500	7,148		7,148	(10.0%)
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	0	0	6,000	6,000		6,000	0.0%
4228 Blue Plaques	0	0	1,500	1,500		1,500	0.0%
4229 Armed Forces Celebrations	0	0	9,500	9,500		9,500	0.0%
4250 Community Events Grants	0	6,000	60,000	54,000		54,000	10.0%
4252 Crime & Disorder	0	0	50,000	50,000		50,000	0.0%
4864 Homeless Support Fund	0	0	25,000	25,000		25,000	0.0%
6000 Admin Salaries Recharge	2,112	6,311	6,180	(131)		(131)	102.1%
6005 Admin Overhead Recharge	762	2,461	2,791	330		330	88.2%
6007 Grove House Recharge	115	277	290	13		13	95.5%
6008 Grove Lodge Recharges	46	188	223	35		35	84.3%
6010 Grounds Salaries Recharge	5,952	19,392	25,246	5,854		5,854	76.8%
6015 Grounds Overhead Recharge	3,526	6,288	5,888	(400)		(400)	106.8%
Community Services :- Indirect Expenditure	11,500	60,605	394,674	334,069	0	334,069	15.4%
Net Expenditure	(11,500)	(60,605)	(394,674)	(334,069)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107 Civic Support							
4000 Staffing Costs	2,760	7,329	22,933	15,604		15,604	32.0%
4036 Stationery	0	0	200	200		200	0.0%
4044 Insurance	25	74	277	203		203	26.6%
4050 Printing	0	36	1,405	1,369		1,369	2.6%
4150 Chauffeur/travel costs	0	119	5,500	5,381		5,381	2.2%
4151 Catering	5,100	5,400	9,150	3,750		3,750	59.0%
4152 Civic Miscellaneous	525	1,224	3,115	1,891		1,891	39.3%
4153 Chairman's Allowance	0	0	4,496	4,496		4,496	0.0%
4154 Civic Regalia	0	34	2,350	2,316		2,316	1.4%
6000 Admin Salaries Recharge	1,557	4,653	4,557	(96)		(96)	102.1%
6005 Admin Overhead Recharge	562	1,815	2,057	242		242	88.2%
6007 Grove House Recharge	85	204	573	369		369	35.6%
6008 Grove Lodge Recharges	34	139	496	357		357	28.0%
6010 Grounds Salaries Recharge	30	98	128	30		30	76.6%
6015 Grounds Overhead Recharge	18	32	30	(2)		(2)	106.7%
Civic Support :- Indirect Expenditure	10,696	21,157	57,267	36,110	0	36,110	36.9%
Net Expenditure	(10,696)	(21,157)	(57,267)	(36,110)			
108 Democratic Representation							
4013 Training	0	145	2,920	2,775		2,775	5.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	0	0	6,000	6,000		6,000	0.0%
6000 Admin Salaries Recharge	7,503	22,422	21,960	(462)		(462)	102.1%
6005 Admin Overhead Recharge	2,706	8,744	9,916	1,172		1,172	88.2%
6007 Grove House Recharge	409	984	422	(562)		(562)	233.2%
6008 Grove Lodge Recharges	165	670	230	(440)		(440)	291.3%
6010 Grounds Salaries Recharge	370	1,204	1,567	363		363	76.8%
6015 Grounds Overhead Recharge	219	391	365	(26)		(26)	107.1%
Democratic Representation :- Indirect Expenditure	11,372	34,560	58,380	23,820	0	23,820	59.2%
Net Expenditure	(11,372)	(34,560)	(58,380)	(23,820)			
110 Other Costs & Income							
1176 Precept	0	1,293,991	0	(1,293,991)			0.0%
1190 Bank Interest	163	485	3,000	2,515			16.2%
1191 CIL Received	0	6,353	0	(6,353)			0.0%
Other Costs & Income :- Income	163	1,300,829	3,000	(1,297,829)			43361.0
4051 Bank Charges	198	525	5,143	4,618		4,618	10.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4060 PWLB Interest repaid-Blakehay	0	2,703	5,883	3,180		3,180	45.9%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	4,809	15,228	10,419		10,419	31.6%
4069 PWLB Capital repaid-Water Pk	0	5,371	5,131	(240)		(240)	104.7%
Other Costs & Income :- Indirect Expenditure	198	19,408	43,385	23,977	0	23,977	44.7%
Net Income over Expenditure	(35)	1,281,421	(40,385)	(1,321,806)			
<u>111 Strategic Planning/Projects</u>							
1209 Old Town Quarry	0	0	7,624	7,624			0.0%
Strategic Planning/Projects :- Income	0	0	7,624	7,624			0.0%
4049 Legal fees	2,000	2,000	25,000	23,000		23,000	8.0%
4213 Development budget	318	335	1,000	665		665	33.5%
4216 Old Town Quarry	0	0	7,500	7,500		7,500	0.0%
6000 Admin Salaries Recharge	3,067	9,165	8,976	(189)		(189)	102.1%
6005 Admin Overhead Recharge	1,106	3,574	4,054	480		480	88.2%
6007 Grove House Recharge	167	402	154	(248)		(248)	261.0%
6008 Grove Lodge Recharges	67	274	97	(177)		(177)	282.5%
6010 Grounds Salaries Recharge	273	890	1,159	269		269	76.8%
6015 Grounds Overhead Recharge	162	288	269	(19)		(19)	107.1%
Strategic Planning/Projects :- Indirect Expenditure	7,160	16,928	48,209	31,281	0	31,281	35.1%
Net Income over Expenditure	(7,160)	(16,928)	(40,585)	(23,657)			
<u>112 Environmental</u>							
4076 Environmental / Climate	0	0	100,000	100,000		100,000	0.0%
6000 Admin Salaries Recharge	1,079	3,225	3,158	(67)		(67)	102.1%
6005 Admin Overhead Recharge	390	1,258	1,424	166		166	88.3%
6007 Grove House Recharge	59	141	115	(26)		(26)	122.6%
6008 Grove Lodge Recharges	24	97	84	(13)		(13)	115.5%
6010 Grounds Salaries Recharge	250	815	1,061	246		246	76.8%
6015 Grounds Overhead Recharge	147	264	247	(17)		(17)	106.9%
Environmental :- Indirect Expenditure	1,949	5,800	106,089	100,289	0	100,289	5.5%
Net Expenditure	(1,949)	(5,800)	(106,089)	(100,289)			
<u>120 Blakehay Central Costs</u>							
4000 Staffing Costs	5,253	15,473	61,470	45,997		45,997	25.2%
4013 Training	17	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	128	384	3,500	3,116		3,116	11.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	0	12	5,000	4,988		4,988	0.2%
4031 Equipment - Rental	0	192	1,162	970		970	16.5%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	106	365	1,400	1,035		1,035	26.1%
4043 Ink Cartridges/printing	0	18	0	(18)		(18)	0.0%
4044 Insurance	50	150	562	412		412	26.7%
4102 NNDR	349	1,047	3,600	2,553		2,553	29.1%
4104 Utilities - Water	0	0	924	924		924	0.0%
4105 Utilities - Heat & Light	98	1,683	7,126	5,443		5,443	23.6%
4109 Alarm system	43	128	1,000	872		872	12.8%
4110 Cleaning	0	0	5,000	5,000		5,000	0.0%
4111 Window Cleaning	0	0	300	300		300	0.0%
4114 Refuse Removal	41	214	1,500	1,286		1,286	14.3%
4131 Licenses	21	63	1,191	1,128		1,128	5.3%
4136 Credit Card Chgs	3	3	0	(3)		(3)	0.0%
6000 Admin Salaries Recharge	2,012	6,014	5,890	(124)		(124)	102.1%
6005 Admin Overhead Recharge	726	2,345	2,660	315		315	88.2%
6007 Grove House Recharge	110	264	182	(82)		(82)	145.1%
6008 Grove Lodge Recharges	44	179	126	(53)		(53)	142.1%
6010 Grounds Salaries Recharge	177	577	753	176		176	76.6%
6015 Grounds Overhead Recharge	105	187	176	(11)		(11)	106.3%
Blakehay Central Costs :- Indirect Expenditure	9,283	29,818	106,275	76,457	0	76,457	28.1%
Net Expenditure	(9,283)	(29,818)	(106,275)	(76,457)			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	20	100	80			20.0%
1090 Bookings	902	902	16,789	15,887			5.4%
Blakehay -Auditorium :- Income	902	922	16,889	15,967			5.5%
4000 Staffing Costs	1,793	5,378	27,379	22,001		22,001	19.6%
4039 Advertising & Marketing	0	0	3,000	3,000		3,000	0.0%
4224 Blakehay Performing Rights	0	0	500	500		500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	1,793	5,378	30,879	25,501	0	25,501	17.4%
Net Income over Expenditure	(891)	(4,456)	(13,990)	(9,534)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	0	0	1,050	1,050			0.0%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1090 Bookings	0	0	12,000	12,000			0.0%
Blakehay - Upper Studio :- Income	0	0	16,710	16,710			0.0%
4141 BH evening classes expenditure	0	0	750	750		750	0.0%
Blakehay - Upper Studio :- Indirect Expenditure	0	0	750	750	0	750	0.0%
Net Income over Expenditure	0	0	15,960	15,960			
123 Blakehay Bar							
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	0	0	15,000	15,000			0.0%
Blakehay Bar :- Income	0	0	17,025	17,025			0.0%
4000 Staffing Costs	0	0	6,464	6,464		6,464	0.0%
4031 Equipment - Rental	113	893	2,574	1,681		1,681	34.7%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	113	893	14,038	13,145	0	13,145	6.4%
Net Income over Expenditure	(113)	(893)	2,987	3,880			
124 Blakehay Box Office							
1105 Blakehay Box office income	0	0	4,547	4,547			0.0%
Blakehay Box Office :- Income	0	0	4,547	4,547			0.0%
4031 Equipment - Rental	22	22	0	(22)		(22)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	22	54	1,028	974	0	974	5.2%
Net Income over Expenditure	(22)	(54)	3,519	3,573			
125 Blakehay -Live Shows							
1106 Blakehay events income	1,767	2,238	48,000	45,763			4.7%
Blakehay -Live Shows :- Income	1,767	2,238	48,000	45,763			4.7%
4016 Show costs	0	0	24,000	24,000		24,000	0.0%
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%
Blakehay -Live Shows :- Indirect Expenditure	0	0	26,400	26,400	0	26,400	0.0%
Net Income over Expenditure	1,767	2,238	21,600	19,363			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
140 Museum Central Costs							
1034 Grant funding	0	(180)	0	180			0.0%
1100 Miscellaneous Income	152	162	7,500	7,338			2.2%
Museum Central Costs :- Income	152	(18)	7,500	7,518			(0.2%)
4000 Staffing Costs	10,967	32,938	108,678	75,740		75,740	30.3%
4012 Travel & Subsistence Expenses	139	139	200	61		61	69.4%
4013 Training	6	930	3,727	2,797		2,797	25.0%
4014 P P E / Health & Safety	143	429	1,000	571		571	42.9%
4019 Website Costs-TC	155	466	600	135		135	77.6%
4030 Equipment Purchase	1,656	1,784	1,500	(284)		(284)	119.0%
4031 Equipment - Rental	22	66	1,616	1,550		1,550	4.1%
4034 Equipment Repairs	167	173	200	27		27	86.3%
4035 Telephone	254	847	1,600	753		753	52.9%
4036 Stationery	0	46	200	154		154	23.0%
4039 Advertising & Marketing	1,014	1,154	4,000	2,846		2,846	28.9%
4041 Fees, Subs and Conferences	0	556	400	(156)		(156)	139.1%
4044 Insurance	133	0	1,200	1,200		1,200	0.0%
4102 NNDR	5,325	15,975	54,622	38,647		38,647	29.2%
4104 Utilities - Water	13	62	978	916		916	6.3%
4105 Utilities - Heat & Light	530	2,523	12,798	10,276		10,276	19.7%
4109 Alarm system	40	801	1,000	199		199	80.1%
4110 Cleaning	1,808	2,697	12,000	9,303		9,303	22.5%
4111 Window Cleaning	100	150	600	450		450	25.0%
4114 Refuse Removal	58	804	1,800	996		996	44.7%
4131 Licenses	590	590	1,600	1,010		1,010	36.9%
4161 Volunteer Training	139	139	0	(139)		(139)	0.0%
4214 Somerset County Council - SLA	0	0	70,843	70,843		70,843	0.0%
6000 Admin Salaries Recharge	2,388	7,136	6,988	(148)		(148)	102.1%
6005 Admin Overhead Recharge	861	2,782	3,155	373		373	88.2%
6007 Grove House Recharge	130	313	135	(178)		(178)	231.9%
6008 Grove Lodge Recharges	52	213	183	(30)		(30)	116.4%
6010 Grounds Salaries Recharge	177	577	753	176		176	76.6%
6015 Grounds Overhead Recharge	105	187	176	(11)		(11)	106.3%
Museum Central Costs :- Indirect Expenditure	26,972	74,476	292,552	218,076	0	218,076	25.5%
Net Income over Expenditure	(26,820)	(74,494)	(285,052)	(210,558)			
141 Museum Learning and Events							
1006 Museum Learning Room Hire	240	380	0	(380)			0.0%
1008 Museum handling box hire	175	420	0	(420)			0.0%
Museum Learning and Events :- Income	415	800	0	(800)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	2,269	6,807	18,885	12,078		12,078	36.0%
4020 Learning/Event education equip	29	134	1,000	866		866	13.4%
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
4058 Learning/Events Museum events	139	139	0	(139)		(139)	0.0%
Museum Learning and Events :- Indirect Expenditure	2,437	7,080	20,885	13,805	0	13,805	33.9%
Net Income over Expenditure	(2,022)	(6,280)	(20,885)	(14,605)			
142 Museum Cafe							
1004 Cafe Sales	1,550	2,169	62,000	59,831			3.5%
Museum Cafe :- Income	1,550	2,169	62,000	59,831			3.5%
4000 Staffing Costs	2,684	9,773	44,616	34,843		34,843	21.9%
4014 P P E / Health & Safety	20	60	1,500	1,440		1,440	4.0%
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%
4030 Equipment Purchase	0	0	500	500		500	0.0%
4031 Equipment - Rental	13	13	0	(13)		(13)	0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	112	144	845	701		701	17.0%
4114 Refuse Removal	53	219	800	581		581	27.4%
4151 Catering	139	139	500	361		361	27.8%
4406 Bar Stock	0	0	2,500	2,500		2,500	0.0%
4407 Museum cafe stock	995	1,504	13,000	11,496		11,496	11.6%
Museum Cafe :- Indirect Expenditure	4,015	11,851	67,085	55,234	0	55,234	17.7%
Net Income over Expenditure	(2,465)	(9,682)	(5,085)	4,597			
143 Museum shop/retail							
1004 Cafe Sales	(8)	(8)	0	8			0.0%
1005 Museum Shop Sales	503	929	13,500	12,571			6.9%
1009 Museum sale or return comm	261	261	4,000	3,739			6.5%
Museum shop/retail :- Income	756	1,181	17,500	16,319			6.8%
4031 Equipment - Rental	13	13	0	(13)		(13)	0.0%
4136 Credit Card Chgs	3	3	312	309		309	1.0%
4408 Museum shop stock	539	683	7,000	6,317		6,317	9.8%
Museum shop/retail :- Indirect Expenditure	555	699	7,312	6,613	0	6,613	9.6%
Net Income over Expenditure	201	482	10,188	9,706			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
144 Museum Temporary Gallery							
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
Museum Temporary Gallery :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
145 Museum Function							
1019 Internal Bookings (Council)	0	0	2,040	2,040			0.0%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	(489)	769	9,000	8,231			8.5%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	(489)	769	21,615	20,846			3.6%
4000 Staffing Costs	0	(242)	32,819	33,061		33,061	(0.7%)
4030 Equipment Purchase	167	1,419	3,000	1,581		1,581	47.3%
4039 Advertising & Marketing	139	126	1,500	1,374		1,374	8.4%
Museum Function :- Indirect Expenditure	306	1,302	37,319	36,017	0	36,017	3.5%
Net Income over Expenditure	(795)	(533)	(15,704)	(15,171)			
199 Capital Projects							
4103 Capital project	373	15,074	145,000	129,926		129,926	10.4%
Capital Projects :- Indirect Expenditure	373	15,074	145,000	129,926	0	129,926	10.4%
Net Expenditure	(373)	(15,074)	(145,000)	(129,926)			
300 Planning							
6000 Admin Salaries Recharge	803	2,400	2,351	(49)		(49)	102.1%
6005 Admin Overhead Recharge	290	937	1,062	125		125	88.2%
6007 Grove House Recharge	44	105	104	(1)		(1)	101.0%
6008 Grove Lodge Recharges	18	72	47	(25)		(25)	153.2%
Planning :- Indirect Expenditure	1,155	3,514	3,564	50	0	50	98.6%
Net Expenditure	(1,155)	(3,514)	(3,564)	(50)			
400 Central Grounds Maintenance							
4000 Staffing Costs	17,745	56,093	324,062	267,969		267,969	17.3%
4001 Salaries - Agency	4,210	8,032	8,032	0		0	100.0%
4013 Training	0	466	8,594	8,128		8,128	5.4%
4014 P P E / Health & Safety	360	776	2,000	1,224		1,224	38.8%
4015 SLA Somerset	0	0	13,769	13,769		13,769	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4025 Vehicle Maintenance	92	459	3,000	2,541		2,541	15.3%
4026 Petrol / Diesel	351	1,302	7,500	6,198		6,198	17.4%
4030 Equipment Purchase	125	1,546	8,725	7,179		7,179	17.7%
4031 Equipment - Rental	3,158	4,222	20,954	16,732		16,732	20.1%
4034 Equipment Repairs	1,086	1,086	4,500	3,414		3,414	24.1%
4035 Telephone	80	297	2,160	1,863		1,863	13.8%
4044 Insurance	375	400	5,500	5,100		5,100	7.3%
4107 IT Support & Upgrade	678	1,880	8,052	6,172		6,172	23.3%
4110 Cleaning	0	10	0	(10)		(10)	0.0%
4114 Refuse Removal	0	0	6,000	6,000		6,000	0.0%
6020 Allocation to Cost Centres	(28,259)	(76,568)	(92,827)	(16,259)		(16,259)	82.5%
Central Grounds Maintenance :- Indirect Expenditure	0	0	330,021	330,021	0	330,021	0.0%
Net Expenditure	(0)	(0)	(330,021)	(330,021)			
<u>403 Allotments</u>							
4108 Building / Maintenance	30	92	4,000	3,908		3,908	2.3%
6000 Admin Salaries Recharge	331	989	970	(19)		(19)	102.0%
6005 Admin Overhead Recharge	119	386	438	52		52	88.1%
6007 Grove House Recharge	18	44	157	113		113	28.0%
6008 Grove Lodge Recharges	7	30	139	109		109	21.6%
6010 Grounds Salaries Recharge	296	968	1,257	289		289	77.0%
6015 Grounds Overhead Recharge	176	314	293	(21)		(21)	107.2%
Allotments :- Indirect Expenditure	977	2,823	7,254	4,431	0	4,431	38.9%
Net Expenditure	(977)	(2,823)	(7,254)	(4,431)			
<u>420 Milton Road Cemetery</u>							
1010 Interments	1,629	9,500	58,000	48,500			16.4%
1011 Memorials	301	700	6,000	5,300			11.7%
1100 Miscellaneous Income	238	521	3,250	2,729			16.0%
Milton Road Cemetery :- Income	2,168	10,721	67,250	56,529			15.9%
4034 Equipment Repairs	51	51	2,000	1,949		1,949	2.5%
4039 Advertising & Marketing	0	0	450	450		450	0.0%
4054 Grave Digging	900	1,300	12,500	11,200		11,200	10.4%
4055 Memorials	744	3,509	7,000	3,491		3,491	50.1%
4102 NNDR	910	1,972	3,367	1,395		1,395	58.6%
4104 Utilities - Water	413	413	600	187		187	68.8%
4105 Utilities - Heat & Light	28	43	400	357		357	10.7%
4109 Alarm system	0	0	500	500		500	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4110 Cleaning	0	0	1,500	1,500		1,500	0.0%
4111 Window Cleaning	0	0	150	150		150	0.0%
6000 Admin Salaries Recharge	1,082	3,234	3,168	(66)		(66)	102.1%
6005 Admin Overhead Recharge	390	1,261	1,430	169		169	88.2%
6007 Grove House Recharge	59	142	205	63		63	69.3%
6008 Grove Lodge Recharges	24	97	65	(32)		(32)	149.2%
6010 Grounds Salaries Recharge	6,136	19,993	26,029	6,036		6,036	76.8%
6015 Grounds Overhead Recharge	3,636	6,484	6,070	(414)		(414)	106.8%
Milton Road Cemetery :- Indirect Expenditure	14,373	38,499	65,434	26,935	0	26,935	58.8%
Net Income over Expenditure	(12,205)	(27,778)	1,816	29,594			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	15,790	65,841	50,051		50,051	24.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	555	1,658	1,623	(35)		(35)	102.2%
6005 Admin Overhead Recharge	200	647	734	87		87	88.1%
6007 Grove House Recharge	30	73	125	52		52	58.4%
6008 Grove Lodge Recharges	12	49	50	1		1	98.0%
Youth Activities :- Indirect Expenditure	797	18,217	71,873	53,656	0	53,656	25.3%
Net Expenditure	(797)	(18,217)	(71,873)	(53,656)			
460 Street Furniture							
1112 Dog Bin Emptying	0	0	4,356	4,356			0.0%
Street Furniture :- Income	0	0	4,356	4,356			0.0%
4105 Utilities - Heat & Light	59	188	0	(188)		(188)	0.0%
4116 Dogbin Emptying	(180)	(869)	4,500	5,369		5,369	(19.3%)
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	132	132	500	368		368	26.4%
4133 Bus Shelter - Repairs	0	0	3,100	3,100		3,100	0.0%
4157 Prince Wales Clock/welcome sig	11	34	550	516		516	6.3%
6000 Admin Salaries Recharge	859	2,566	2,513	(53)		(53)	102.1%
6005 Admin Overhead Recharge	310	1,001	1,136	135		135	88.1%
6007 Grove House Recharge	47	113	91	(22)		(22)	124.2%
6008 Grove Lodge Recharges	19	77	76	(1)		(1)	101.3%
6010 Grounds Salaries Recharge	1,331	4,336	5,646	1,310		1,310	76.8%
6015 Grounds Overhead Recharge	789	1,407	1,316	(91)		(91)	106.9%
Street Furniture :- Indirect Expenditure	3,376	8,985	20,928	11,943	0	11,943	42.9%
Net Income over Expenditure	(3,376)	(8,985)	(16,572)	(7,587)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	875	1,750	7,000	5,250			25.0%
1077 Water Park Admissions	0	68	30,000	29,933			0.2%
Parks & Play Areas :- Income	875	1,818	37,000	35,183			4.9%
4102 NNDR	0	0	458	458		458	0.0%
4104 Utilities - Water	0	0	4,000	4,000		4,000	0.0%
4105 Utilities - Heat & Light	186	180	8,254	8,074		8,074	2.2%
4114 Refuse Removal	0	0	300	300		300	0.0%
4138 Water Play Area Rent	776	2,599	10,041	7,442		7,442	25.9%
4140 Recreation Grounds	0	0	79,744	79,744		79,744	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	148,633	148,633		148,633	0.0%
4301 Ashcombe Park Lower	0	1,100	1,100	0		0	100.0%
4302 Ashcombe Park Upper	0	58	57	(1)		(1)	101.0%
4303 Broadway Play	0	3	3	(0)		(0)	111.0%
4308 Clarence Park	60	60	60	0		0	100.0%
4318 Uphill Toddler Play Area	0	100	100	(0)		(0)	100.2%
4319 Water Adventure Play Park	6,797	10,047	10,047	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,008	3,011	2,948	(63)		(63)	102.1%
6005 Admin Overhead Recharge	363	1,174	1,331	157		157	88.2%
6007 Grove House Recharge	55	132	92	(40)		(40)	143.5%
6008 Grove Lodge Recharges	22	90	34	(56)		(56)	264.7%
6010 Grounds Salaries Recharge	2,515	8,193	10,665	2,472		2,472	76.8%
6015 Grounds Overhead Recharge	1,490	2,657	2,488	(169)		(169)	106.8%
Parks & Play Areas :- Indirect Expenditure	13,272	29,404	285,355	255,951	0	255,951	10.3%
Net Income over Expenditure	(12,397)	(27,586)	(248,355)	(220,769)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	93,010	93,010		93,010	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	0	175	175	0		0	100.0%
4234 Museum PPM	243	8,671	8,671	0		0	100.0%
4235 Cemetery PPM	299	579	578	(1)		(1)	100.1%
4236 Parks & play areas PPM	0	216	216	(0)		(0)	100.0%
4237 Grove House PPM	622	9,369	9,369	(0)		(0)	100.0%
4238 Grove Lodge PPM	390	(2,973)	(2,973)	(0)		(0)	100.0%
4240 Public toilets	162	311	311	0		0	99.9%
4241 VIC PPM	78	78	78	0		0	100.0%
6000 Admin Salaries Recharge	1,082	3,234	3,168	(66)		(66)	102.1%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	554	1,789	2,029	240		240	88.2%
6007 Grove House Recharge	59	142	63	(79)		(79)	225.4%
6008 Grove Lodge Recharges	24	97	83	(14)		(14)	116.9%
Planned maintenance :- Indirect Expenditure	3,512	22,253	115,343	93,090	0	93,090	19.3%
Net Expenditure	(3,512)	(22,253)	(115,343)	(93,090)			
480 Tourism & Marketing							
4062 Tourism-Love Weston website	(205)	0	0	0		0	0.0%
6007 Grove House Recharge	0	0	68	68		68	0.0%
6008 Grove Lodge Recharges	0	0	48	48		48	0.0%
Tourism & Marketing :- Indirect Expenditure	(205)	0	116	116	0	116	0.0%
Net Expenditure	205	0	(116)	(116)			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	(278)	1,081	0	(1,081)			0.0%
Tourism Love Weston / Dest Mar :- Income	(278)	1,081	0	(1,081)			
4000 Staffing Costs	4,448	13,344	52,434	39,090		39,090	25.4%
4039 Advertising & Marketing	4,455	4,595	36,000	31,405		31,405	12.8%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	8,404	8,690	10,465	1,775		1,775	83.0%
6000 Admin Salaries Recharge	1,535	4,586	4,492	(94)		(94)	102.1%
6005 Admin Overhead Recharge	390	1,261	1,430	169		169	88.2%
6007 Grove House Recharge	84	202	58	(144)		(144)	348.3%
6008 Grove Lodge Recharges	34	136	69	(67)		(67)	197.1%
6010 Grounds Salaries Recharge	147	479	625	146		146	76.6%
6015 Grounds Overhead Recharge	87	155	146	(9)		(9)	106.2%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	19,584	33,448	106,819	73,371	0	73,371	31.3%
Net Income over Expenditure	(19,862)	(32,367)	(106,819)	(74,452)			
482 Tourism VIC costs							
1040 VIC Advertising Income	0	0	1,200	1,200			0.0%
1043 VIC Retail/Shop Income	335	335	16,500	16,165			2.0%
1044 VIC Ticket sales	0	0	200	200			0.0%
Tourism VIC costs :- Income	335	335	17,900	17,565			1.9%
4000 Staffing Costs	2,712	2,712	29,657	26,945		26,945	9.1%
4013 Training	0	466	2,608	2,142		2,142	17.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	13	22	314	292		292	6.9%
4035 Telephone	27	138	650	512		512	21.3%
4036 Stationery	24	24	500	476		476	4.7%
4039 Advertising & Marketing	5	5	5,000	4,995		4,995	0.1%
4105 Utilities - Heat & Light	0	0	750	750		750	0.0%
4136 Credit Card Chgs	3	3	0	(3)		(3)	0.0%
4209 TIC -equipment purchase	397	530	1,000	470		470	53.0%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	1,719	1,776	7,000	5,224		5,224	25.4%

Tourism VIC costs :- Indirect Expenditure	4,900	5,675	49,479	43,804	0	43,804	11.5%
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Net Income over Expenditure	(4,566)	(5,341)	(31,579)	(26,238)			
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485 PublicToilets

1080 Toilet income	408	1,323	0	(1,323)			0.0%
PublicToilets :- Income	408	1,323	0	(1,323)			
4044 Insurance	29	1,213	439	(774)		(774)	276.2%
4102 NNDR	727	1,521	5,334	3,813		3,813	28.5%
4104 Utilities - Water	135	203	1,591	1,388		1,388	12.8%
4105 Utilities - Heat & Light	364	1,408	4,530	3,122		3,122	31.1%
4110 Cleaning	3,136	9,136	36,600	27,464		27,464	25.0%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	632	1,889	1,849	(40)		(40)	102.2%
6005 Admin Overhead Recharge	228	737	836	99		99	88.2%
6007 Grove House Recharge	34	83	98	15		15	84.7%
6008 Grove Lodge Recharges	14	56	77	21		21	72.7%
6010 Grounds Salaries Recharge	91	296	384	88		88	77.1%
6015 Grounds Overhead Recharge	54	96	90	(6)		(6)	106.7%

PublicToilets :- Indirect Expenditure	5,444	16,638	53,828	37,190	0	37,190	30.9%
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Net Income over Expenditure	(5,036)	(15,315)	(53,828)	(38,513)			
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Grand Totals:- Income	8,723	1,324,167	348,916	(975,251)			379.5%
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Expenditure	155,929	484,538	2,943,072	2,458,534	0	2,458,534	16.5%
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Net Income over Expenditure	(147,206)	839,629	(2,594,156)	(3,433,785)			
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Movement to/(from) Gen Reserve	(147,206)	839,629					
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Central Administration								
4000 Staffing Costs	32,041	54,887	347,666	292,779		292,779	15.8%	
4006 Moorepay/IT payroll HR softwar	0	(0)	5,254	5,254		5,254	0.0%	
4007 Personnel Consultants	0	4,060	1,836	(2,224)		(2,224)	221.1%	
4008 CRB Checks/staff services	400	400	1,000	600		600	40.0%	
4009 Health & Safety Consultant	0	2,550	4,500	1,950		1,950	56.7%	
4012 Travel & Subsistence Expenses	5	5	500	495		495	1.0%	
4013 Training	94	560	26,383	25,823		25,823	2.1%	
4019 Website Costs-TC	0	0	1,000	1,000		1,000	0.0%	
4030 Equipment Purchase	12	12	500	488		488	2.4%	
4031 Equipment - Rental	170	1,319	7,720	6,401		6,401	17.1%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	617	1,025	4,000	2,975		2,975	25.6%	
4036 Stationery	165	301	1,750	1,449		1,449	17.2%	
4038 Recruitment / Advertising	755	755	2,500	1,745		1,745	30.2%	
4040 Audit & Accountancy	658	1,616	6,000	4,384		4,384	26.9%	
4041 Fees, Subs and Conferences	143	719	1,800	1,081		1,081	39.9%	
4042 Postages	85	365	7,000	6,635		6,635	5.2%	
4043 Ink Cartridges/printing	100	302	1,500	1,198		1,198	20.1%	
4044 Insurance	555	1,110	11,500	10,390		10,390	9.7%	
4049 Legal fees	166	2,178	5,000	2,822		2,822	43.6%	
4107 IT Support & Upgrade	2,327	4,653	32,323	27,671		27,671	14.4%	
4110 Cleaning	3	3	0	(3)		(3)	0.0%	
4136 Credit Card Chgs	0	2	0	(2)		(2)	0.0%	
4151 Catering	157	281	1,500	1,219		1,219	18.8%	
6020 Allocation to Cost Centres	(38,451)	(77,103)	(77,963)	(860)		(860)	98.9%	
Central Administration :- Indirect Expenditure	0	(0)	393,769	393,769	0	393,769	0.0%	0
Net Expenditure	(0)	0	(393,769)	(393,769)				
103 Grove House								
4014 P P E / Health & Safety	52	52	2,000	1,948		1,948	2.6%	
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%	
4102 NNDR	536	1,072	5,552	4,480		4,480	19.3%	
4104 Utilities - Water	0	0	200	200		200	0.0%	
4105 Utilities - Heat & Light	0	446	2,628	2,182		2,182	17.0%	
4109 Alarm system	39	102	800	698		698	12.8%	
4110 Cleaning	370	370	250	(120)		(120)	148.1%	
4111 Window Cleaning	10	10	100	90		90	10.0%	
4114 Refuse Removal	64	64	800	736		736	7.9%	
6020 Allocation to Cost Centres	(1,071)	(2,116)	(1,989)	127		127	106.4%	
Grove House :- Indirect Expenditure	0	0	11,341	11,341	0	11,341	0.0%	0
Net Expenditure	(0)	(0)	(11,341)	(11,341)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Grove Lodge								
4014 P P E / Health & Safety	0	0	350	350		350	0.0%	
4030 Equipment Purchase	57	57	1,000	943		943	5.7%	
4102 NNDR	225	450	2,302	1,852		1,852	19.5%	
4104 Utilities - Water	0	0	450	450		450	0.0%	
4105 Utilities - Heat & Light	74	234	2,000	1,766		1,766	11.7%	
4109 Alarm system	49	49	600	551		551	8.2%	
4110 Cleaning	225	225	0	(225)		(225)	0.0%	
4111 Window Cleaning	10	10	100	90		90	10.0%	
4132 Rent	833	833	5,000	4,167		4,167	16.7%	
6020 Allocation to Cost Centres	(1,474)	(1,858)	(1,255)	603		603	148.0%	
Grove Lodge :- Indirect Expenditure	(0)	0	10,547	10,547	0	10,547	0.0%	0
Net Expenditure	0	(0)	(10,547)	(10,547)				
105 Community Services								
4158 Weston in Bloom	0	(725)	16,000	16,725		16,725	(4.5%)	
4200 Small grants to Voluntary Orgs	2,750	4,750	12,500	7,750		7,750	38.0%	
4204 VANS	0	0	3,000	3,000		3,000	0.0%	
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%	
4210 Weston Town Centre Co SLA	0	17,460	17,809	349		349	98.0%	
4212 CCTV (NSC)	0	0	84,897	84,897		84,897	0.0%	
4215 Uphill Church lights	0	0	350	350		350	0.0%	
4218 Flower Beds	1,817	(784)	6,500	7,284		7,284	(12.1%)	
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%	
4223 Community Events	0	0	6,000	6,000		6,000	0.0%	
4228 Blue Plaques	0	0	1,500	1,500		1,500	0.0%	
4229 Armed Forces Celebrations	0	0	9,500	9,500		9,500	0.0%	
4250 Community Events Grants	6,000	6,000	60,000	54,000		54,000	10.0%	
4252 Crime & Disorder	0	0	50,000	50,000		50,000	0.0%	
4864 Homeless Support Fund	0	0	25,000	25,000		25,000	0.0%	
6000 Admin Salaries Recharge	2,451	4,199	3,964	(235)		(235)	105.9%	
6005 Admin Overhead Recharge	490	1,699	2,000	301		301	85.0%	
6007 Grove House Recharge	82	162	185	23		23	87.6%	
6008 Grove Lodge Recharges	113	142	126	(16)		(16)	112.7%	
6010 Grounds Salaries Recharge	6,758	13,440	15,964	2,524		2,524	84.2%	
6015 Grounds Overhead Recharge	1,948	2,762	3,351	589		589	82.4%	
Community Services :- Indirect Expenditure	22,409	49,105	379,646	330,541	0	330,541	12.9%	0
Net Expenditure	(22,409)	(49,105)	(379,646)	(330,541)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Civic Support								
4000 Staffing Costs	3,061	4,569	22,933	18,364		18,364	19.9%	
4036 Stationery	0	0	200	200		200	0.0%	
4044 Insurance	25	49	277	228		228	17.8%	
4050 Printing	36	36	1,405	1,369		1,369	2.6%	
4150 Chauffeur/travel costs	0	119	5,500	5,381		5,381	2.2%	
4151 Catering	300	300	9,150	8,850		8,850	3.3%	
4152 Civic Miscellaneous	499	699	3,115	2,416		2,416	22.5%	
4153 Chairman's Allowance	0	0	4,496	4,496		4,496	0.0%	
4154 Civic Regalia	9	34	2,350	2,316		2,316	1.4%	
6000 Admin Salaries Recharge	1,807	3,096	2,923	(173)		(173)	105.9%	
6005 Admin Overhead Recharge	362	1,253	1,474	221		221	85.0%	
6007 Grove House Recharge	60	119	316	197		197	37.7%	
6008 Grove Lodge Recharges	83	105	259	154		154	40.5%	
6010 Grounds Salaries Recharge	34	68	81	13		13	84.0%	
6015 Grounds Overhead Recharge	10	14	17	3		3	82.4%	
Civic Support :- Indirect Expenditure	6,285	10,461	54,496	44,035	0	44,035	19.2%	0
Net Expenditure	(6,285)	(10,461)	(54,496)	(44,035)				
108 Democratic Representation								
4013 Training	0	145	2,920	2,775		2,775	5.0%	
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%	
4024 Internal Meeting Provision	0	0	6,000	6,000		6,000	0.0%	
6000 Admin Salaries Recharge	8,709	14,919	14,085	(834)		(834)	105.9%	
6005 Admin Overhead Recharge	1,742	6,038	7,106	1,068		1,068	85.0%	
6007 Grove House Recharge	291	575	353	(222)		(222)	162.9%	
6008 Grove Lodge Recharges	401	505	167	(338)		(338)	302.4%	
6010 Grounds Salaries Recharge	419	834	991	157		157	84.2%	
6015 Grounds Overhead Recharge	121	172	208	36		36	82.7%	
Democratic Representation :- Indirect Expenditure	11,683	23,188	46,830	23,642	0	23,642	49.5%	0
Net Expenditure	(11,683)	(23,188)	(46,830)	(23,642)				
110 Other Costs & Income								
1176 Precept	0	1,293,991	0	(1,293,991)			0.0%	
1190 Bank Interest	158	322	3,000	2,678			10.7%	
1191 CIL Received	0	6,353	0	(6,353)			0.0%	
Other Costs & Income :- Income	158	1,300,666	3,000	(1,297,666)			43355.5	0
4051 Bank Charges	163	328	5,143	4,815		4,815	6.4%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 PWLB Interest repaid-Blakehay	0	2,703	5,883	3,180		3,180	45.9%	
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%	
4068 PWLB Interest repaid-Water Pk	0	4,809	15,228	10,419		10,419	31.6%	
4069 PWLB Capital repaid-Water Pk	0	5,371	5,131	(240)		(240)	104.7%	
Other Costs & Income :- Indirect Expenditure	163	19,210	43,385	24,175	0	24,175	44.3%	0
Net Income over Expenditure	(5)	1,281,456	(40,385)	(1,321,841)				
111 Strategic Planning/Projects								
1209 Old Town Quarry	0	0	7,624	7,624			0.0%	
Strategic Planning/Projects :- Income	0	0	7,624	7,624			0.0%	0
4049 Legal fees	0	0	25,000	25,000		25,000	0.0%	
4213 Development budget	8	17	1,000	984		984	1.6%	
4216 Old Town Quarry	0	0	7,500	7,500		7,500	0.0%	
6000 Admin Salaries Recharge	3,560	6,098	5,757	(341)		(341)	105.9%	
6005 Admin Overhead Recharge	712	2,468	2,905	437		437	85.0%	
6007 Grove House Recharge	119	235	135	(100)		(100)	174.1%	
6008 Grove Lodge Recharges	164	207	70	(137)		(137)	295.7%	
6010 Grounds Salaries Recharge	310	617	733	116		116	84.2%	
6015 Grounds Overhead Recharge	89	126	153	27		27	82.4%	
Strategic Planning/Projects :- Indirect Expenditure	4,962	9,768	43,253	33,486	0	33,486	22.6%	0
Net Income over Expenditure	(4,962)	(9,768)	(35,629)	(25,862)				
120 Blakehay Central Costs								
4000 Staffing Costs	4,734	10,220	61,470	51,250		51,250	16.6%	
4013 Training	17	501	1,753	1,253		1,253	28.6%	
4014 P P E / Health & Safety	128	256	3,500	3,244		3,244	7.3%	
4019 Website Costs-TC	0	0	500	500		500	0.0%	
4030 Equipment Purchase	0	12	5,000	4,988		4,988	0.2%	
4031 Equipment - Rental	118	192	1,162	970		970	16.5%	
4034 Equipment Repairs	3	3	500	497		497	0.6%	
4035 Telephone	157	259	1,400	1,141		1,141	18.5%	
4043 Ink Cartridges/printing	0	18	0	(18)		(18)	0.0%	
4044 Insurance	50	100	562	462		462	17.8%	
4102 NNDR	349	698	3,600	2,902		2,902	19.4%	
4104 Utilities - Water	0	0	924	924		924	0.0%	
4105 Utilities - Heat & Light	228	1,586	7,126	5,540		5,540	22.2%	
4109 Alarm system	43	85	1,000	915		915	8.5%	
4110 Cleaning	0	0	5,000	5,000		5,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Window Cleaning	0	0	300	300		300	0.0%	
4114 Refuse Removal	173	173	1,500	1,327		1,327	11.5%	
4131 Licenses	21	42	1,191	1,149		1,149	3.5%	
6000 Admin Salaries Recharge	2,336	4,002	3,778	(224)		(224)	105.9%	
6005 Admin Overhead Recharge	467	1,619	1,906	287		287	84.9%	
6007 Grove House Recharge	78	154	129	(25)		(25)	119.4%	
6008 Grove Lodge Recharges	107	135	77	(58)		(58)	175.3%	
6010 Grounds Salaries Recharge	201	400	476	76		76	84.0%	
6015 Grounds Overhead Recharge	58	82	100	18		18	82.0%	
Blakehay Central Costs :- Indirect Expenditure	9,268	20,535	102,954	82,419	0	82,419	19.9%	0
Net Expenditure	(9,268)	(20,535)	(102,954)	(82,419)				
<u>121 Blakehay -Auditorium</u>								
1013 BH annual membership	0	20	100	80			20.0%	
1090 Bookings	0	0	16,789	16,789			0.0%	
Blakehay -Auditorium :- Income	0	20	16,889	16,869			0.1%	0
4000 Staffing Costs	1,793	3,586	27,379	23,793		23,793	13.1%	
4039 Advertising & Marketing	0	0	3,000	3,000		3,000	0.0%	
4224 Blakehay Performing Rights	0	0	500	500		500	0.0%	
Blakehay -Auditorium :- Indirect Expenditure	1,793	3,586	30,879	27,293	0	27,293	11.6%	0
Net Income over Expenditure	(1,793)	(3,566)	(13,990)	(10,424)				
<u>122 Blakehay - Upper Studio</u>								
1014 BH evening classes income	0	0	1,050	1,050			0.0%	
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%	
1090 Bookings	0	0	12,000	12,000			0.0%	
Blakehay - Upper Studio :- Income	0	0	16,710	16,710			0.0%	0
4141 BH evening classes expenditure	0	0	750	750		750	0.0%	
Blakehay - Upper Studio :- Indirect Expenditure	0	0	750	750	0	750	0.0%	0
Net Income over Expenditure	0	0	15,960	15,960				
<u>123 Blakehay Bar</u>								
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%	
1194 Blakehay Bar Income	0	0	15,000	15,000			0.0%	
Blakehay Bar :- Income	0	0	17,025	17,025			0.0%	0
4000 Staffing Costs	0	0	6,464	6,464		6,464	0.0%	

	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	448	780	2,574	1,794		1,794	30.3%	
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%	
Blakehay Bar :- Indirect Expenditure	448	780	14,038	13,258	0	13,258	5.6%	0
Net Income over Expenditure	(448)	(780)	2,987	3,767				
124 Blakehay Box Office								
1105 Blakehay Box office income	0	0	4,547	4,547			0.0%	
Blakehay Box Office :- Income	0	0	4,547	4,547			0.0%	0
4036 Stationery	32	32	500	468		468	6.4%	
4136 Credit Card Chgs	0	0	528	528		528	0.0%	
Blakehay Box Office :- Indirect Expenditure	32	32	1,028	996	0	996	3.1%	0
Net Income over Expenditure	(32)	(32)	3,519	3,551				
125 Blakehay -Live Shows								
1106 Blakehay events income	471	471	48,000	47,529			1.0%	
Blakehay -Live Shows :- Income	471	471	48,000	47,529			1.0%	0
4016 Show costs	0	0	24,000	24,000		24,000	0.0%	
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%	
Blakehay -Live Shows :- Indirect Expenditure	0	0	26,400	26,400	0	26,400	0.0%	0
Net Income over Expenditure	471	471	21,600	21,129				
140 Museum Central Costs								
1034 Grant funding	(180)	(180)	0	180			0.0%	
1100 Miscellaneous Income	10	10	7,500	7,490			0.1%	
Museum Central Costs :- Income	(170)	(170)	7,500	7,670			(2.3%)	0
4000 Staffing Costs	11,121	21,972	108,678	86,706		86,706	20.2%	
4012 Travel & Subsistence Expenses	0	0	200	200		200	0.0%	
4013 Training	11	924	3,727	2,803		2,803	24.8%	
4014 P P E / Health & Safety	143	286	1,000	714		714	28.6%	
4019 Website Costs-TC	155	310	600	290		290	51.7%	
4030 Equipment Purchase	30	129	1,500	1,371		1,371	8.6%	
4031 Equipment - Rental	22	44	1,616	1,572		1,572	2.7%	
4034 Equipment Repairs	6	6	200	194		194	2.9%	
4035 Telephone	473	593	1,600	1,007		1,007	37.0%	
4036 Stationery	0	46	200	154		154	23.0%	
4039 Advertising & Marketing	140	140	4,000	3,860		3,860	3.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Fees, Subs and Conferences	487	556	400	(156)		(156)	139.1%	
4044 Insurance	133	(133)	1,200	1,333		1,333	(11.1%)	
4102 NNDR	5,325	10,650	54,622	43,972		43,972	19.5%	
4104 Utilities - Water	49	49	978	929		929	5.0%	
4105 Utilities - Heat & Light	407	1,993	12,798	10,805		10,805	15.6%	
4109 Alarm system	669	761	1,000	239		239	76.1%	
4110 Cleaning	888	888	12,000	11,112		11,112	7.4%	
4111 Window Cleaning	50	50	600	550		550	8.3%	
4114 Refuse Removal	196	746	1,800	1,054		1,054	41.5%	
4131 Licenses	0	0	1,600	1,600		1,600	0.0%	
4214 Somerset County Council - SLA	0	0	70,843	70,843		70,843	0.0%	
6000 Admin Salaries Recharge	2,772	4,748	4,482	(266)		(266)	105.9%	
6005 Admin Overhead Recharge	554	1,921	2,261	340		340	85.0%	
6007 Grove House Recharge	93	183	112	(71)		(71)	163.4%	
6008 Grove Lodge Recharges	128	161	108	(53)		(53)	149.1%	
6010 Grounds Salaries Recharge	201	400	476	76		76	84.0%	
6015 Grounds Overhead Recharge	58	82	100	18		18	82.0%	
Museum Central Costs :- Indirect Expenditure	24,110	47,504	288,701	241,197	0	241,197	16.5%	0
Net Income over Expenditure	(24,280)	(47,674)	(281,201)	(233,527)				
141 Museum Learning and Events								
1006 Museum Learning Room Hire	0	140	0	(140)			0.0%	
1008 Museum handling box hire	35	245	0	(245)			0.0%	
Museum Learning and Events :- Income	35	385	0	(385)				0
4000 Staffing Costs	2,269	4,538	18,885	14,347		14,347	24.0%	
4020 Learning/Event education equip	105	105	1,000	895		895	10.5%	
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%	
Museum Learning and Events :- Indirect Expenditure	2,374	4,643	20,885	16,242	0	16,242	22.2%	0
Net Income over Expenditure	(2,339)	(4,258)	(20,885)	(16,627)				
142 Museum Cafe								
1004 Cafe Sales	620	620	62,000	61,380			1.0%	
Museum Cafe :- Income	620	620	62,000	61,380			1.0%	0
4000 Staffing Costs	2,684	7,089	44,616	37,527		37,527	15.9%	
4014 P P E / Health & Safety	20	40	1,500	1,460		1,460	2.7%	
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%	
4030 Equipment Purchase	0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%	
4110 Cleaning	32	32	845	813		813	3.8%	
4114 Refuse Removal	166	166	800	634		634	20.8%	
4151 Catering	0	0	500	500		500	0.0%	
4406 Bar Stock	0	0	2,500	2,500		2,500	0.0%	
4407 Museum cafe stock	509	509	13,000	12,491		12,491	3.9%	
Museum Cafe :- Indirect Expenditure	3,410	7,836	67,085	59,249	0	59,249	11.7%	0
Net Income over Expenditure	(2,791)	(7,216)	(5,085)	2,131				
143 Museum shop/retail								
1005 Museum Shop Sales	425	425	13,500	13,075			3.2%	
1009 Museum sale or return comm	0	0	4,000	4,000			0.0%	
Museum shop/retail :- Income	425	425	17,500	17,075			2.4%	0
4136 Credit Card Chgs	0	0	312	312		312	0.0%	
4408 Museum shop stock	124	144	7,000	6,856		6,856	2.1%	
Museum shop/retail :- Indirect Expenditure	124	144	7,312	7,168	0	7,168	2.0%	0
Net Income over Expenditure	302	281	10,188	9,907				
144 Museum Temporary Gallery								
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%	
Museum Temporary Gallery :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
145 Museum Function								
1019 Internal Bookings (Council)	0	0	2,040	2,040			0.0%	
1103 Other event misc income	0	0	9,000	9,000			0.0%	
1104 Function Income	0	1,258	9,000	7,742			14.0%	
1108 Handling Boxes	0	0	1,575	1,575			0.0%	
Museum Function :- Income	0	1,258	21,615	20,357			5.8%	0
4000 Staffing Costs	0	(242)	32,819	33,061		33,061	(0.7%)	
4030 Equipment Purchase	0	1,251	3,000	1,749		1,749	41.7%	
4039 Advertising & Marketing	185	(13)	1,500	1,513		1,513	(0.9%)	
Museum Function :- Indirect Expenditure	185	996	37,319	36,323	0	36,323	2.7%	0
Net Income over Expenditure	(185)	262	(15,704)	(15,966)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>199 Capital Projects</u>								
4103 Capital project	210	14,701	145,000	130,299		130,299	10.1%	
Capital Projects :- Indirect Expenditure	210	14,701	145,000	130,299	0	130,299	10.1%	0
Net Expenditure	(210)	(14,701)	(145,000)	(130,299)				
<u>300 Planning</u>								
6000 Admin Salaries Recharge	932	1,597	1,508	(89)		(89)	105.9%	
6005 Admin Overhead Recharge	187	647	761	114		114	85.0%	
6007 Grove House Recharge	31	61	67	6		6	91.0%	
6008 Grove Lodge Recharges	43	54	29	(25)		(25)	186.2%	
Planning :- Indirect Expenditure	1,193	2,359	2,365	6	0	6	99.7%	0
Net Expenditure	(1,193)	(2,359)	(2,365)	(6)				
<u>400 Central Grounds Maintenance</u>								
4000 Staffing Costs	20,150	38,348	328,272	289,924		289,924	11.7%	
4001 Salaries - Agency	2,098	3,822	3,822	(0)		(0)	100.0%	
4013 Training	0	466	8,594	8,128		8,128	5.4%	
4014 P P E / Health & Safety	214	416	2,000	1,584		1,584	20.8%	
4015 SLA Somerset	0	0	13,769	13,769		13,769	0.0%	
4025 Vehicle Maintenance	367	367	3,000	2,633		2,633	12.2%	
4026 Petrol / Diesel	566	950	7,500	6,550		6,550	12.7%	
4030 Equipment Purchase	883	1,422	8,725	7,303		7,303	16.3%	
4031 Equipment - Rental	532	1,063	20,954	19,891		19,891	5.1%	
4034 Equipment Repairs	0	0	4,500	4,500		4,500	0.0%	
4035 Telephone	144	217	2,160	1,943		1,943	10.1%	
4044 Insurance	375	25	5,500	5,475		5,475	0.5%	
4107 IT Support & Upgrade	621	1,202	8,052	6,850		6,850	14.9%	
4110 Cleaning	10	10	0	(10)		(10)	0.0%	
4114 Refuse Removal	0	0	6,000	6,000		6,000	0.0%	
6020 Allocation to Cost Centres	(25,958)	(48,309)	(57,589)	(9,280)		(9,280)	83.9%	
Central Grounds Maintenance :- Indirect Expenditure	0	0	365,259	365,259	0	365,259	0.0%	0
Net Expenditure	(0)	(0)	(365,259)	(365,259)				
<u>403 Allotments</u>								
4108 Building / Maintenance	32	63	4,000	3,937		3,937	1.6%	
6000 Admin Salaries Recharge	384	658	622	(36)		(36)	105.8%	
6005 Admin Overhead Recharge	77	267	314	47		47	85.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6007 Grove House Recharge	13	26	85	59		59	30.6%	
6008 Grove Lodge Recharges	18	23	72	49		49	31.9%	
6010 Grounds Salaries Recharge	339	672	795	123		123	84.5%	
6015 Grounds Overhead Recharge	97	138	167	29		29	82.6%	
Alotments :- Indirect Expenditure	960	1,847	6,055	4,208	0	4,208	30.5%	0
Net Expenditure	(960)	(1,847)	(6,055)	(4,208)				
420 Milton Road Cemetery								
1010 Interments	3,803	7,871	58,000	50,129			13.6%	
1011 Memorials	399	399	6,000	5,601			6.7%	
1100 Miscellaneous Income	166	283	3,250	2,967			8.7%	
Milton Road Cemetery :- Income	4,368	8,553	67,250	58,697			12.7%	0
4034 Equipment Repairs	0	0	2,000	2,000		2,000	0.0%	
4039 Advertising & Marketing	0	0	450	450		450	0.0%	
4054 Grave Digging	400	400	12,500	12,100		12,100	3.2%	
4055 Memorials	1,969	2,765	7,000	4,235		4,235	39.5%	
4102 NNDR	354	1,062	3,367	2,305		2,305	31.5%	
4104 Utilities - Water	0	0	600	600		600	0.0%	
4105 Utilities - Heat & Light	0	14	400	386		386	3.6%	
4109 Alarm system	0	0	500	500		500	0.0%	
4110 Cleaning	0	0	1,500	1,500		1,500	0.0%	
4111 Window Cleaning	0	0	150	150		150	0.0%	
6000 Admin Salaries Recharge	1,256	2,152	2,032	(120)		(120)	105.9%	
6005 Admin Overhead Recharge	251	871	1,025	154		154	85.0%	
6007 Grove House Recharge	42	83	123	40		40	67.5%	
6008 Grove Lodge Recharges	58	73	40	(33)		(33)	182.5%	
6010 Grounds Salaries Recharge	6,968	13,857	16,459	2,602		2,602	84.2%	
6015 Grounds Overhead Recharge	2,008	2,848	3,455	607		607	82.4%	
Milton Road Cemetery :- Indirect Expenditure	13,306	24,125	51,601	27,476	0	27,476	46.8%	0
Net Income over Expenditure	(8,938)	(15,572)	15,649	31,221				
451 Youth Activities								
4057 Youth Council Budget	0	0	500	500		500	0.0%	
4142 YMCA SLA	0	15,790	65,841	50,051		50,051	24.0%	
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%	
6000 Admin Salaries Recharge	644	1,103	1,041	(62)		(62)	106.0%	
6005 Admin Overhead Recharge	129	447	526	79		79	85.0%	
6007 Grove House Recharge	22	43	73	30		30	58.9%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6008 Grove Lodge Recharges	29	37	29	(8)		(8)	127.6%	
Youth Activities :- Indirect Expenditure	824	17,420	71,010	53,590	0	53,590	24.5%	0
Net Expenditure	(824)	(17,420)	(71,010)	(53,590)				
<u>460 Street Furniture</u>								
1112 Dog Bin Emptying	0	0	4,356	4,356			0.0%	
Street Furniture :- Income	0	0	4,356	4,356			0.0%	0
4105 Utilities - Heat & Light	66	129	0	(129)		(129)	0.0%	
4116 Dogbin Emptying	(293)	(689)	4,500	5,189		5,189	(15.3%)	
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%	
4120 Bus Shelter Cleaning / Graffit	0	0	500	500		500	0.0%	
4133 Bus Shelter - Repairs	0	0	3,100	3,100		3,100	0.0%	
4157 Prince Wales Clock/welcome sig	12	24	550	526		526	4.3%	
6000 Admin Salaries Recharge	996	1,707	1,612	(95)		(95)	105.9%	
6005 Admin Overhead Recharge	199	691	814	123		123	84.9%	
6007 Grove House Recharge	33	66	62	(4)		(4)	106.5%	
6008 Grove Lodge Recharges	46	58	44	(14)		(14)	131.8%	
6010 Grounds Salaries Recharge	1,511	3,005	3,570	565		565	84.2%	
6015 Grounds Overhead Recharge	436	618	749	131		131	82.5%	
Street Furniture :- Indirect Expenditure	3,006	5,609	17,001	11,392	0	11,392	33.0%	0
Net Income over Expenditure	(3,006)	(5,609)	(12,645)	(7,036)				
<u>470 Parks & Play Areas</u>								
1076 Water Play Area Kiosk Income	0	875	7,000	6,125			12.5%	
1077 Water Park Admissions	68	68	30,000	29,933			0.2%	
Parks & Play Areas :- Income	68	943	37,000	36,058			2.5%	0
4102 NNDR	0	0	458	458		458	0.0%	
4104 Utilities - Water	0	0	4,000	4,000		4,000	0.0%	
4105 Utilities - Heat & Light	28	(6)	8,254	8,260		8,260	(0.1%)	
4114 Refuse Removal	0	0	300	300		300	0.0%	
4138 Water Play Area Rent	1,823	1,823	10,041	8,218		8,218	18.2%	
4140 Recreation Grounds	0	0	79,744	79,744		79,744	0.0%	
4144 Water Park Resident Scheme pas	0	0	5,000	5,000		5,000	0.0%	
4300 Parks&Play Area EMRRP Holding	0	0	155,490	155,490		155,490	0.0%	
4301 Ashcombe Park Lower	0	1,100	1,100	0		0	100.0%	
4302 Ashcombe Park Upper	0	58	57	(1)		(1)	101.0%	
4303 Broadway Play	3	3	3	(0)		(0)	111.0%	
4318 Uphill Toddler Play Area	100	100	100	(0)		(0)	100.2%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4319 Water Adventure Play Park	1,694	3,250	3,250	0		0	100.0%	
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%	
6000 Admin Salaries Recharge	1,169	2,003	1,891	(112)		(112)	105.9%	
6005 Admin Overhead Recharge	234	811	954	143		143	85.0%	
6007 Grove House Recharge	39	77	65	(12)		(12)	118.5%	
6008 Grove Lodge Recharges	54	68	24	(44)		(44)	283.3%	
6010 Grounds Salaries Recharge	2,855	5,678	6,744	1,066		1,066	84.2%	
6015 Grounds Overhead Recharge	823	1,167	1,416	249		249	82.4%	
Parks & Play Areas :- Indirect Expenditure	8,822	16,132	283,891	267,759	0	267,759	5.7%	0
Net Income over Expenditure	(8,755)	(15,189)	(246,891)	(231,702)				
<u>475 Planned maintenance</u>								
4231 Planned maint holding budget	217	0	94,803	94,803		94,803	0.0%	
4232 Allotments PPM	565	565	565	0		0	100.0%	
4233 Blakehay PPM	0	175	175	0		0	100.0%	
4234 Museum PPM	255	8,428	8,428	0		0	100.0%	
4235 Cemetery PPM	280	280	280	0		0	100.0%	
4236 Parks & play areas PPM	216	216	216	(0)		(0)	100.0%	
4237 Grove House PPM	2,591	8,747	8,747	(0)		(0)	100.0%	
4238 Grove Lodge PPM	(190)	(3,363)	(3,363)	(0)		(0)	100.0%	
4240 Public toilets	0	149	149	(0)		(0)	100.1%	
6000 Admin Salaries Recharge	1,256	2,152	2,032	(120)		(120)	105.9%	
6005 Admin Overhead Recharge	356	1,235	1,454	219		219	84.9%	
6007 Grove House Recharge	42	83	52	(31)		(31)	159.6%	
6008 Grove Lodge Recharges	58	73	49	(24)		(24)	149.0%	
Planned maintenance :- Indirect Expenditure	5,646	18,741	113,587	94,846	0	94,846	16.5%	0
Net Expenditure	(5,646)	(18,741)	(113,587)	(94,846)				
<u>480 Tourism & Marketing</u>								
4062 Tourism-Love Weston website	205	205	0	(205)		(205)	0.0%	
6007 Grove House Recharge	0	0	34	34		34	0.0%	
6008 Grove Lodge Recharges	0	0	48	48		48	0.0%	
Tourism & Marketing :- Indirect Expenditure	205	205	82	(123)	0	(123)	250.0%	0
Net Expenditure	(205)	(205)	(82)	123				
<u>481 Tourism Love Weston / Dest Mar</u>								
1040 VIC Advertising Income	0	1,359	0	(1,359)			0.0%	
Tourism Love Weston / Dest Mar :- Income	0	1,359	0	(1,359)				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	4,448	8,896	52,434	43,538		43,538	17.0%	
4039 Advertising & Marketing	140	140	36,000	35,860		35,860	0.4%	
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%	
4062 Tourism-Love Weston website	154	285	10,465	10,180		10,180	2.7%	
6000 Admin Salaries Recharge	1,781	3,051	2,881	(170)		(170)	105.9%	
6005 Admin Overhead Recharge	251	871	1,025	154		154	85.0%	
6007 Grove House Recharge	60	118	58	(60)		(60)	203.4%	
6008 Grove Lodge Recharges	81	102	21	(81)		(81)	485.7%	
6010 Grounds Salaries Recharge	167	332	395	63		63	84.1%	
6015 Grounds Overhead Recharge	48	68	83	15		15	81.9%	
Tourism Love Weston / Dest Mar :- Indirect Expenditure	7,130	13,864	104,462	90,598	0	90,598	13.3%	0
Net Income over Expenditure	(7,130)	(12,505)	(104,462)	(91,957)				
<u>482 Tourism VIC costs</u>								
1040 VIC Advertising Income	0	0	1,200	1,200			0.0%	
1043 VIC Retail/Shop Income	0	0	16,500	16,500			0.0%	
1044 VIC Ticket sales	0	0	200	200			0.0%	
Tourism VIC costs :- Income	0	0	17,900	17,900			0.0%	0
4000 Staffing Costs	0	0	29,657	29,657		29,657	0.0%	
4013 Training	0	466	2,608	2,142		2,142	17.9%	
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%	
4031 Equipment - Rental	0	9	314	305		305	2.8%	
4035 Telephone	58	111	650	539		539	17.1%	
4036 Stationery	0	0	500	500		500	0.0%	
4039 Advertising & Marketing	0	0	5,000	5,000		5,000	0.0%	
4105 Utilities - Heat & Light	0	0	750	750		750	0.0%	
4209 TIC -equipment purchase	133	133	1,000	867		867	13.3%	
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%	
4225 VIC Stock	56	56	7,000	6,944		6,944	0.8%	
Tourism VIC costs :- Indirect Expenditure	247	775	49,479	48,704	0	48,704	1.6%	0
Net Income over Expenditure	(247)	(775)	(31,579)	(30,804)				
<u>485 PublicToilets</u>								
1080 Toilet income	424	915	0	(915)			0.0%	
PublicToilets :- Income	424	915	0	(915)				0
4044 Insurance	29	1,183	439	(744)		(744)	269.6%	
4102 NNDR	397	794	5,334	4,540		4,540	14.9%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4104 Utilities - Water	68	68	1,591	1,523		1,523	4.3%	
4105 Utilities - Heat & Light	230	1,045	4,530	3,486		3,486	23.1%	
4110 Cleaning	6,000	6,000	36,600	30,600		30,600	16.4%	
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%	
6000 Admin Salaries Recharge	734	1,257	1,186	(71)		(71)	106.0%	
6005 Admin Overhead Recharge	147	509	599	90		90	85.0%	
6007 Grove House Recharge	25	49	61	12		12	80.3%	
6008 Grove Lodge Recharges	33	42	43	1		1	97.7%	
6010 Grounds Salaries Recharge	103	205	243	38		38	84.4%	
6015 Grounds Overhead Recharge	30	42	51	9		9	82.4%	
PublicToilets :- Indirect Expenditure	<u>7,796</u>	<u>11,194</u>	<u>52,677</u>	<u>41,483</u>	<u>0</u>	<u>41,483</u>	<u>21.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,372)</u>	<u>(10,279)</u>	<u>(52,677)</u>	<u>(42,398)</u>				
Grand Totals:- Income	6,398	1,315,444	348,916	(966,528)			377.0%	
Expenditure	136,592	324,758	2,844,087	2,519,329	0	2,519,329	11.4%	
Net Income over Expenditure	<u>(130,194)</u>	<u>990,686</u>	<u>(2,495,171)</u>	<u>(3,485,857)</u>				
Movement to/(from) Gen Reserve	<u>(130,194)</u>	<u>990,686</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
4000 Staffing Costs	27,289	109,782	347,666	237,884		237,884	31.6%
4006 Moorepay/IT payroll HR softwar	0	(0)	5,254	5,254		5,254	0.0%
4007 Personnel Consultants	0	4,060	1,836	(2,224)		(2,224)	221.1%
4008 CRB Checks/staff services	0	500	1,000	500		500	50.0%
4009 Health & Safety Consultant	0	2,550	4,500	1,950		1,950	56.7%
4012 Travel & Subsistence Expenses	0	33	500	467		467	6.6%
4013 Training	0	560	26,383	25,823		25,823	2.1%
4019 Website Costs-TC	0	0	1,000	1,000		1,000	0.0%
4030 Equipment Purchase	0	12	500	488		488	2.4%
4031 Equipment - Rental	(271)	2,102	7,720	5,618		5,618	27.2%
4034 Equipment Repairs	0	349	500	151		151	69.9%
4035 Telephone	376	1,401	4,000	2,599		2,599	35.0%
4036 Stationery	120	701	1,750	1,049		1,049	40.0%
4038 Recruitment / Advertising	0	1,270	2,500	1,230		1,230	50.8%
4040 Audit & Accountancy	68	2,197	6,000	3,803		3,803	36.6%
4041 Fees, Subs and Conferences	234	1,191	1,800	609		609	66.2%
4042 Postages	75	720	7,000	6,280		6,280	10.3%
4043 Ink Cartridges/printing	0	354	1,500	1,146		1,146	23.6%
4044 Insurance	36	2,108	11,500	9,392		9,392	18.3%
4049 Legal fees	1,743	6,525	5,000	(1,525)		(1,525)	130.5%
4107 IT Support & Upgrade	2,993	10,304	32,323	22,019		22,019	31.9%
4110 Cleaning	0	222	0	(222)		(222)	0.0%
4136 Credit Card Chgs	7	12	0	(12)		(12)	0.0%
4151 Catering	144	527	1,500	973		973	35.1%
6005 Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020 Allocation to Cost Centres	(32,815)	(148,476)	(154,593)	(6,117)		(6,117)	96.0%
Central Administration :- Indirect Expenditure	(0)	(0)	317,139	317,139	0	317,139	0.0%
Net Expenditure	0	0	(317,139)	(317,139)			

103 Grove House							
4014 P P E / Health & Safety	0	157	2,000	1,843		1,843	7.9%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	536	1,608	5,552	3,944		3,944	29.0%
4104 Utilities - Water	0	0	200	200		200	0.0%
4105 Utilities - Heat & Light	0	1,099	2,628	1,529		1,529	41.8%
4109 Alarm system	39	180	800	620		620	22.5%
4110 Cleaning	0	1,056	250	(806)		(806)	422.6%
4111 Window Cleaning	10	20	100	80		80	20.0%
4114 Refuse Removal	7	92	800	708		708	11.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6020 Allocation to Cost Centres	(592)	(4,213)	(3,877)	336		336	108.7%
Grove House :- Indirect Expenditure	(0)	(0)	9,453	9,453	0	9,453	0.0%
Net Expenditure	0	0	(9,453)	(9,453)			
<u>104 Grove Lodge</u>							
4014 P P E / Health & Safety	0	0	350	350		350	0.0%
4030 Equipment Purchase	125	182	1,000	818		818	18.2%
4102 NNDR	225	900	2,302	1,402		1,402	39.1%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	63	193	2,000	1,807		1,807	9.6%
4109 Alarm system	24	98	600	502		502	16.3%
4110 Cleaning	0	686	0	(686)		(686)	0.0%
4111 Window Cleaning	10	20	100	80		80	20.0%
4132 Rent	833	1,667	5,000	3,333		3,333	33.3%
6020 Allocation to Cost Centres	(1,280)	(3,744)	(2,997)	747		747	124.9%
Grove Lodge :- Indirect Expenditure	1	1	8,805	8,804	0	8,804	0.0%
Net Expenditure	(1)	(1)	(8,805)	(8,804)			
<u>105 Community Services</u>							
4030 Equipment Purchase	0	(1,251)	0	1,251		1,251	0.0%
4158 Weston in Bloom	222	(401)	16,000	16,401		16,401	(2.5%)
4200 Small grants to Voluntary Orgs	0	4,750	12,500	7,750		7,750	38.0%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%
4210 Weston Town Centre Co SLA	0	17,460	17,809	349		349	98.0%
4212 CCTV (NSC)	0	0	84,897	84,897		84,897	0.0%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	0	(648)	6,500	7,148		7,148	(10.0%)
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	0	0	6,000	6,000		6,000	0.0%
4228 Blue Plaques	0	0	1,500	1,500		1,500	0.0%
4229 Armed Forces Celebrations	0	0	9,500	9,500		9,500	0.0%
4250 Community Events Grants	5,000	11,000	60,000	49,000		49,000	18.3%
4252 Crime & Disorder	12,537	12,537	50,000	37,463		37,463	25.1%
4864 Homeless Support Fund	0	0	25,000	25,000		25,000	0.0%
6000 Admin Salaries Recharge	2,088	8,399	8,396	(3)		(3)	100.0%
6005 Admin Overhead Recharge	423	2,884	3,430	546		546	84.1%
6007 Grove House Recharge	45	322	395	73		73	81.5%
6008 Grove Lodge Recharges	98	286	320	34		34	89.4%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010 Grounds Salaries Recharge	6,687	26,079	34,528	8,449		8,449	75.5%
6015 Grounds Overhead Recharge	2,767	9,055	8,425	(630)		(630)	107.5%
Community Services :- Indirect Expenditure	29,866	90,471	409,550	319,079	0	319,079	22.1%
Net Expenditure	(29,866)	(90,471)	(409,550)	(319,079)			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,220	9,550	22,933	13,383		13,383	41.6%
4036 Stationery	0	0	200	200		200	0.0%
4044 Insurance	0	74	277	203		203	26.6%
4050 Printing	65	101	1,405	1,304		1,304	7.2%
4150 Chauffeur/travel costs	380	498	5,500	5,002		5,002	9.1%
4151 Catering	374	5,774	9,150	3,376		3,376	63.1%
4152 Civic Miscellaneous	1,479	2,703	3,115	412		412	86.8%
4153 Chairman's Allowance	0	0	4,496	4,496		4,496	0.0%
4154 Civic Regalia	306	340	2,350	2,010		2,010	14.5%
6000 Admin Salaries Recharge	1,539	6,192	6,191	(1)		(1)	100.0%
6005 Admin Overhead Recharge	312	2,127	2,528	401		401	84.1%
6007 Grove House Recharge	33	237	830	593		593	28.6%
6008 Grove Lodge Recharges	72	211	733	522		522	28.8%
6010 Grounds Salaries Recharge	34	132	175	43		43	75.4%
6015 Grounds Overhead Recharge	14	46	43	(3)		(3)	107.0%
Civic Support :- Indirect Expenditure	6,828	27,985	59,926	31,941	0	31,941	46.7%
Net Expenditure	(6,828)	(27,985)	(59,926)	(31,941)			
<u>108 Democratic Representation</u>							
4013 Training	0	145	2,920	2,775		2,775	5.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	0	0	6,000	6,000		6,000	0.0%
6000 Admin Salaries Recharge	7,417	29,839	29,835	(4)		(4)	100.0%
6005 Admin Overhead Recharge	1,502	10,246	12,184	1,938		1,938	84.1%
6007 Grove House Recharge	161	1,145	491	(654)		(654)	233.2%
6008 Grove Lodge Recharges	348	1,018	293	(725)		(725)	347.4%
6010 Grounds Salaries Recharge	416	1,620	2,143	523		523	75.6%
6015 Grounds Overhead Recharge	172	563	522	(41)		(41)	107.9%
Democratic Representation :- Indirect Expenditure	10,016	44,576	69,388	24,812	0	24,812	64.2%
Net Expenditure	(10,016)	(44,576)	(69,388)	(24,812)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Other Costs & Income							
1176 Precept	0	1,293,991	0	(1,293,991			0.0%
1190 Bank Interest	158	643	3,000	2,357			21.4%
1191 CIL Received	0	6,353	0	(6,353)			0.0%
Other Costs & Income :- Income	158	1,300,987	3,000	(1,297,987			43366.2
4051 Bank Charges	192	717	5,143	4,426		4,426	13.9%
4060 PWLB Interest repaid-Blakehay	0	2,703	5,883	3,180		3,180	45.9%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	4,809	15,228	10,419		10,419	31.6%
4069 PWLB Capital repaid-Water Pk	0	5,371	5,131	(240)		(240)	104.7%
4999 General Reserve	3,037	3,037	0	(3,037)		(3,037)	0.0%
Other Costs & Income :- Indirect Expenditure	3,229	22,637	43,385	20,748	0	20,748	52.2%
Net Income over Expenditure	(3,072)	1,278,350	(40,385)	(1,318,735			
111 Strategic Planning/Projects							
1209 Old Town Quarry	0	0	7,624	7,624			0.0%
Strategic Planning/Projects :- Income	0	0	7,624	7,624			0.0%
4049 Legal fees	885	2,885	25,000	22,115		22,115	11.5%
4213 Development budget	8	343	1,000	657		657	34.3%
4216 Old Town Quarry	0	0	7,500	7,500		7,500	0.0%
6000 Admin Salaries Recharge	3,032	12,197	12,195	(2)		(2)	100.0%
6005 Admin Overhead Recharge	614	4,188	4,981	793		793	84.1%
6007 Grove House Recharge	66	468	173	(295)		(295)	270.5%
6008 Grove Lodge Recharges	142	416	124	(292)		(292)	335.5%
6010 Grounds Salaries Recharge	307	1,197	1,585	388		388	75.5%
6015 Grounds Overhead Recharge	127	415	385	(30)		(30)	107.8%
Strategic Planning/Projects :- Indirect Expenditure	5,181	22,109	52,943	30,834	0	30,834	41.8%
Net Income over Expenditure	(5,181)	(22,109)	(45,319)	(23,210)			
112 Environmental							
4076 Environmental / Climate	0	0	100,000	100,000		100,000	0.0%
6000 Admin Salaries Recharge	1,066	4,291	4,291	0		0	100.0%
6005 Admin Overhead Recharge	215	1,473	1,750	277		277	84.2%
6007 Grove House Recharge	24	165	152	(13)		(13)	108.6%
6008 Grove Lodge Recharges	51	148	118	(30)		(30)	125.4%
6010 Grounds Salaries Recharge	281	1,096	1,451	355		355	75.5%
6015 Grounds Overhead Recharge	117	381	353	(28)		(28)	107.9%
Environmental :- Indirect Expenditure	1,754	7,554	108,115	100,561	0	100,561	7.0%
Net Expenditure	(1,754)	(7,554)	(108,115)	(100,561)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
120 Blakehay Central Costs							
4000 Staffing Costs	3,999	19,472	61,470	41,998		41,998	31.7%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	165	549	3,500	2,951		2,951	15.7%
4019 Website Costs-TC	140	140	500	360		360	28.0%
4030 Equipment Purchase	0	12	5,000	4,988		4,988	0.2%
4031 Equipment - Rental	217	409	1,162	753		753	35.2%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	108	473	1,400	927		927	33.8%
4043 Ink Cartridges/printing	19	36	0	(36)		(36)	0.0%
4044 Insurance	0	150	562	412		412	26.7%
4102 NNDR	804	1,851	3,600	1,749		1,749	51.4%
4104 Utilities - Water	0	0	924	924		924	0.0%
4105 Utilities - Heat & Light	192	1,876	7,126	5,250		5,250	26.3%
4109 Alarm system	43	170	1,000	830		830	17.0%
4110 Cleaning	0	0	5,000	5,000		5,000	0.0%
4111 Window Cleaning	75	75	300	225		225	25.0%
4114 Refuse Removal	28	242	1,500	1,258		1,258	16.1%
4131 Licenses	229	292	1,191	899		899	24.5%
4136 Credit Card Chgs	7	10	0	(10)		(10)	0.0%
6000 Admin Salaries Recharge	1,989	8,003	8,002	(1)		(1)	100.0%
6005 Admin Overhead Recharge	403	2,748	3,268	520		520	84.1%
6007 Grove House Recharge	43	307	235	(72)		(72)	130.6%
6008 Grove Lodge Recharges	93	272	175	(97)		(97)	155.4%
6010 Grounds Salaries Recharge	199	776	1,030	254		254	75.3%
6015 Grounds Overhead Recharge	82	269	252	(17)		(17)	106.7%
Blakehay Central Costs :- Indirect Expenditure	8,834	38,652	109,450	70,798	0	70,798	35.3%
Net Expenditure	(8,834)	(38,652)	(109,450)	(70,798)			
121 Blakehay -Auditorium							
1013 BH annual membership	0	20	100	80			20.0%
1090 Bookings	0	902	16,789	15,887			5.4%
Blakehay -Auditorium :- Income	0	922	16,889	15,967			5.5%
4000 Staffing Costs	1,793	7,171	27,379	20,208		20,208	26.2%
4039 Advertising & Marketing	0	0	3,000	3,000		3,000	0.0%
4224 Blakehay Performing Rights	0	0	500	500		500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	1,793	7,171	30,879	23,708	0	23,708	23.2%
Net Income over Expenditure	(1,793)	(6,249)	(13,990)	(7,741)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
122 Blakehay - Upper Studio							
1014 BH evening classes income	0	0	1,050	1,050			0.0%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	0	0	12,000	12,000			0.0%
Blakehay - Upper Studio :- Income	0	0	16,710	16,710			0.0%
4141 BH evening classes expenditure	0	0	750	750		750	0.0%
Blakehay - Upper Studio :- Indirect Expenditure	0	0	750	750	0	750	0.0%
Net Income over Expenditure	0	0	15,960	15,960			
123 Blakehay Bar							
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	0	0	15,000	15,000			0.0%
Blakehay Bar :- Income	0	0	17,025	17,025			0.0%
4000 Staffing Costs	0	0	6,464	6,464		6,464	0.0%
4031 Equipment - Rental	(92)	801	2,574	1,773		1,773	31.1%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	(92)	801	14,038	13,237	0	13,237	5.7%
Net Income over Expenditure	92	(801)	2,987	3,788			
124 Blakehay Box Office							
1105 Blakehay Box office income	0	0	4,547	4,547			0.0%
Blakehay Box Office :- Income	0	0	4,547	4,547			0.0%
4031 Equipment - Rental	22	44	0	(44)		(44)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	22	76	1,028	952	0	952	7.4%
Net Income over Expenditure	(22)	(76)	3,519	3,595			
125 Blakehay -Live Shows							
1106 Blakehay events income	0	2,238	48,000	45,763			4.7%
Blakehay -Live Shows :- Income	0	2,238	48,000	45,763			4.7%
4016 Show costs	0	0	24,000	24,000		24,000	0.0%
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%
Blakehay -Live Shows :- Indirect Expenditure	0	0	26,400	26,400	0	26,400	0.0%
Net Income over Expenditure	0	2,238	21,600	19,363			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
140 Museum Central Costs							
1034 Grant funding	0	(180)	0	180			0.0%
1100 Miscellaneous Income	385	547	7,500	6,953			7.3%
1122 Fundraising	53	53	0	(53)			0.0%
Museum Central Costs :- Income	438	420	7,500	7,080			5.6%
4000 Staffing Costs	11,151	44,089	108,678	64,589		64,589	40.6%
4012 Travel & Subsistence Expenses	86	225	200	(25)		(25)	112.5%
4013 Training	205	1,135	3,727	2,592		2,592	30.5%
4014 P P E / Health & Safety	147	576	1,000	424		424	57.6%
4019 Website Costs-TC	155	621	600	(21)		(21)	103.4%
4030 Equipment Purchase	42	1,826	1,500	(326)		(326)	121.7%
4031 Equipment - Rental	22	88	1,616	1,528		1,528	5.4%
4034 Equipment Repairs	15	188	200	12		12	93.8%
4035 Telephone	254	1,101	1,600	499		499	68.8%
4036 Stationery	0	46	200	154		154	23.0%
4039 Advertising & Marketing	215	1,369	4,000	2,631		2,631	34.2%
4041 Fees, Subs and Conferences	(389)	168	400	233		233	41.9%
4044 Insurance	0	0	1,200	1,200		1,200	0.0%
4102 NNDR	5,325	21,300	54,622	33,322		33,322	39.0%
4104 Utilities - Water	7	69	978	909		909	7.1%
4105 Utilities - Heat & Light	602	3,124	12,798	9,674		9,674	24.4%
4109 Alarm system	40	841	1,000	159		159	84.1%
4110 Cleaning	0	2,697	12,000	9,303		9,303	22.5%
4111 Window Cleaning	0	150	600	450		450	25.0%
4114 Refuse Removal	471	1,275	1,800	525		525	70.8%
4131 Licenses	21	611	1,600	989		989	38.2%
4161 Volunteer Training	0	139	0	(139)		(139)	0.0%
4214 Somerset County Council - SLA	0	0	70,843	70,843		70,843	0.0%
6000 Admin Salaries Recharge	2,361	9,497	9,494	(3)		(3)	100.0%
6005 Admin Overhead Recharge	478	3,260	3,877	617		617	84.1%
6007 Grove House Recharge	51	364	158	(206)		(206)	230.4%
6008 Grove Lodge Recharges	111	324	258	(66)		(66)	125.6%
6010 Grounds Salaries Recharge	199	776	1,030	254		254	75.3%
6015 Grounds Overhead Recharge	82	269	252	(17)		(17)	106.7%
Museum Central Costs :- Indirect Expenditure	21,651	96,127	296,231	200,104	0	200,104	32.4%
Net Income over Expenditure	(21,213)	(95,706)	(288,731)	(193,025)			
141 Museum Learning and Events							
1006 Museum Learning Room Hire	230	610	0	(610)			0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1008 Museum handling box hire	0	420	0	(420)			0.0%
1103 Other event misc income	5	5	0	(5)			0.0%
Museum Learning and Events :- Income	235	1,035	0	(1,035)			
4000 Staffing Costs	2,269	9,076	18,885	9,809		9,809	48.1%
4020 Learning/Event education equip	91	225	1,000	775		775	22.5%
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
4058 Learning/Events Museum events	(80)	59	0	(59)		(59)	0.0%
Museum Learning and Events :- Indirect Expenditure	2,280	9,360	20,885	11,525	0	11,525	44.8%
Net Income over Expenditure	(2,045)	(8,325)	(20,885)	(12,560)			
142 Museum Cafe							
1004 Cafe Sales	1,201	3,370	62,000	58,630			5.4%
Museum Cafe :- Income	1,201	3,370	62,000	58,630			5.4%
4000 Staffing Costs	2,684	12,456	44,616	32,160		32,160	27.9%
4014 P P E / Health & Safety	20	80	1,500	1,420		1,420	5.3%
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%
4030 Equipment Purchase	797	797	500	(297)		(297)	159.4%
4031 Equipment - Rental	13	26	0	(26)		(26)	0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	39	183	845	662		662	21.6%
4114 Refuse Removal	17	236	800	564		564	29.5%
4151 Catering	52	191	500	309		309	38.2%
4406 Bar Stock	120	120	2,500	2,380		2,380	4.8%
4407 Museum cafe stock	437	1,941	13,000	11,059		11,059	14.9%
Museum Cafe :- Indirect Expenditure	4,179	16,030	67,085	51,055	0	51,055	23.9%
Net Income over Expenditure	(2,978)	(12,660)	(5,085)	7,575			
143 Museum shop/retail							
1004 Cafe Sales	0	(8)	0	8			0.0%
1005 Museum Shop Sales	970	1,899	13,500	11,601			14.1%
1009 Museum sale or return comm	0	261	4,000	3,739			6.5%
Museum shop/retail :- Income	970	2,151	17,500	15,349			12.3%
4031 Equipment - Rental	13	26	0	(26)		(26)	0.0%
4136 Credit Card Chgs	7	10	312	302		302	3.3%
4408 Museum shop stock	665	1,348	7,000	5,652		5,652	19.3%
Museum shop/retail :- Indirect Expenditure	685	1,384	7,312	5,928	0	5,928	18.9%
Net Income over Expenditure	285	767	10,188	9,421			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
144 Museum Temporary Gallery							
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
Museum Temporary Gallery :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
145 Museum Function							
1019 Internal Bookings (Council)	0	0	2,040	2,040			0.0%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	103	871	9,000	8,129			9.7%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	103	871	21,615	20,744			4.0%
4000 Staffing Costs	0	(242)	32,819	33,061		33,061	(0.7%)
4030 Equipment Purchase	0	1,419	3,000	1,581		1,581	47.3%
4039 Advertising & Marketing	0	126	1,500	1,374		1,374	8.4%
Museum Function :- Indirect Expenditure	0	1,302	37,319	36,017	0	36,017	3.5%
Net Income over Expenditure	103	(431)	(15,704)	(15,273)			
199 Capital Projects							
4103 Capital project	0	15,074	145,000	129,926		129,926	10.4%
Capital Projects :- Indirect Expenditure	0	15,074	145,000	129,926	0	129,926	10.4%
Net Expenditure	0	(15,074)	(145,000)	(129,926)			
300 Planning							
6000 Admin Salaries Recharge	794	3,194	3,194	0		0	100.0%
6005 Admin Overhead Recharge	161	1,098	1,305	207		207	84.1%
6007 Grove House Recharge	17	122	141	19		19	86.5%
6008 Grove Lodge Recharges	37	109	65	(44)		(44)	167.7%
Planning :- Indirect Expenditure	1,009	4,523	4,705	182	0	182	96.1%
Net Expenditure	(1,009)	(4,523)	(4,705)	(182)			
400 Central Grounds Maintenance							
4000 Staffing Costs	19,938	76,031	321,316	245,285		245,285	23.7%
4001 Salaries - Agency	2,746	10,778	10,778	0		0	100.0%
4013 Training	305	771	8,594	7,823		7,823	9.0%
4014 P P E / Health & Safety	755	1,531	2,000	469		469	76.5%
4015 SLA Somerset	0	0	13,769	13,769		13,769	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4025 Vehicle Maintenance	587	1,046	3,000	1,954		1,954	34.9%
4026 Petrol / Diesel	542	1,843	7,500	5,657		5,657	24.6%
4030 Equipment Purchase	869	2,415	8,725	6,310		6,310	27.7%
4031 Equipment - Rental	639	4,861	20,954	16,093		16,093	23.2%
4034 Equipment Repairs	17	1,102	4,500	3,398		3,398	24.5%
4035 Telephone	326	623	2,160	1,537		1,537	28.9%
4044 Insurance	881	1,281	5,500	4,219		4,219	23.3%
4107 IT Support & Upgrade	582	2,461	8,052	5,591		5,591	30.6%
4110 Cleaning	0	10	0	(10)		(10)	0.0%
4114 Refuse Removal	0	0	6,000	6,000		6,000	0.0%
6020 Allocation to Cost Centres	(28,187)	(104,755)	(128,065)	(23,310)		(23,310)	81.8%
Central Grounds Maintenance :- Indirect Expenditure	(1)	(0)	294,783	294,783	0	294,783	0.0%
Net Expenditure	1	0	(294,783)	(294,783)			
403 Allotments							
4108 Building / Maintenance	29	121	4,000	3,879		3,879	3.0%
6000 Admin Salaries Recharge	327	1,316	1,318	2		2	99.8%
6005 Admin Overhead Recharge	66	452	538	86		86	84.0%
6007 Grove House Recharge	7	51	229	178		178	22.3%
6008 Grove Lodge Recharges	15	45	206	161		161	21.8%
6010 Grounds Salaries Recharge	333	1,301	1,719	418		418	75.7%
6015 Grounds Overhead Recharge	138	452	419	(33)		(33)	107.9%
Allotments :- Indirect Expenditure	915	3,738	8,429	4,691	0	4,691	44.3%
Net Expenditure	(915)	(3,738)	(8,429)	(4,691)			
420 Milton Road Cemetery							
1010 Interments	7,053	16,553	58,000	41,447			28.5%
1011 Memorials	358	1,058	6,000	4,942			17.6%
1100 Miscellaneous Income	288	809	3,250	2,441			24.9%
Milton Road Cemetery :- Income	7,699	18,420	67,250	48,830			27.4%
4034 Equipment Repairs	0	51	2,000	1,949		1,949	2.5%
4039 Advertising & Marketing	0	0	450	450		450	0.0%
4054 Grave Digging	1,288	2,588	12,500	9,912		9,912	20.7%
4055 Memorials	870	4,379	7,000	2,621		2,621	62.6%
4102 NNDR	0	1,972	3,367	1,395		1,395	58.6%
4104 Utilities - Water	0	413	600	187		187	68.8%
4105 Utilities - Heat & Light	14	57	400	343		343	14.2%
4109 Alarm system	0	0	500	500		500	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4110 Cleaning	0	0	1,500	1,500		1,500	0.0%
4111 Window Cleaning	0	0	150	150		150	0.0%
6000 Admin Salaries Recharge	1,070	4,304	4,304	0		0	100.0%
6005 Admin Overhead Recharge	217	1,478	1,757	279		279	84.1%
6007 Grove House Recharge	23	165	287	122		122	57.5%
6008 Grove Lodge Recharges	50	147	90	(57)		(57)	163.3%
6010 Grounds Salaries Recharge	6,895	26,888	35,599	8,711		8,711	75.5%
6015 Grounds Overhead Recharge	2,852	9,336	8,685	(651)		(651)	107.5%
Milton Road Cemetery :- Indirect Expenditure	13,279	51,777	79,189	27,412	0	27,412	65.4%
Net Income over Expenditure	(5,580)	(33,357)	(11,939)	21,418			
<u>451 Youth Activities</u>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	15,790	31,580	65,841	34,261		34,261	48.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	549	2,207	2,205	(2)		(2)	100.1%
6005 Admin Overhead Recharge	111	758	902	144		144	84.0%
6007 Grove House Recharge	12	85	177	92		92	48.0%
6008 Grove Lodge Recharges	26	75	71	(4)		(4)	105.6%
Youth Activities :- Indirect Expenditure	16,488	34,705	72,696	37,991	0	37,991	47.7%
Net Expenditure	(16,488)	(34,705)	(72,696)	(37,991)			
<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	0	0	4,356	4,356			0.0%
Street Furniture :- Income	0	0	4,356	4,356			0.0%
4105 Utilities - Heat & Light	57	245	0	(245)		(245)	0.0%
4116 Dogbin Emptying	453	(416)	4,500	4,916		4,916	(9.2%)
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	0	132	500	368		368	26.4%
4133 Bus Shelter - Repairs	0	0	3,100	3,100		3,100	0.0%
4157 Prince Wales Clock/welcome sig	372	407	550	143		143	74.0%
6000 Admin Salaries Recharge	849	3,415	3,414	(1)		(1)	100.0%
6005 Admin Overhead Recharge	172	1,173	1,396	223		223	84.0%
6007 Grove House Recharge	18	131	120	(11)		(11)	109.2%
6008 Grove Lodge Recharges	40	117	108	(9)		(9)	108.3%
6010 Grounds Salaries Recharge	1,495	5,831	7,722	1,891		1,891	75.5%
6015 Grounds Overhead Recharge	619	2,026	1,883	(143)		(143)	107.6%
Street Furniture :- Indirect Expenditure	4,076	13,061	24,793	11,732	0	11,732	52.7%
Net Income over Expenditure	(4,076)	(13,061)	(20,437)	(7,376)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	1,750	7,000	5,250			25.0%
1077 Water Park Admissions	831	898	30,000	29,102			3.0%
Parks & Play Areas :- Income	831	2,648	37,000	34,352			7.2%
4102 NNDR	0	0	458	458		458	0.0%
4104 Utilities - Water	0	0	4,000	4,000		4,000	0.0%
4105 Utilities - Heat & Light	87	268	8,254	7,986		7,986	3.2%
4114 Refuse Removal	0	0	300	300		300	0.0%
4138 Water Play Area Rent	776	3,375	10,041	6,666		6,666	33.6%
4140 Recreation Grounds	0	0	79,744	79,744		79,744	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	146,507	146,507		146,507	0.0%
4301 Ashcombe Park Lower	0	1,100	1,100	0		0	100.0%
4302 Ashcombe Park Upper	0	58	57	(1)		(1)	101.0%
4303 Broadway Play	0	3	3	(0)		(0)	111.0%
4305 Byron Rec	550	550	550	0		0	100.0%
4308 Clarence Park	0	60	60	0		0	100.0%
4318 Uphill Toddler Play Area	0	100	100	(0)		(0)	100.2%
4319 Water Adventure Play Park	1,576	11,623	11,623	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	996	4,007	4,005	(2)		(2)	100.0%
6005 Admin Overhead Recharge	201	1,375	1,636	261		261	84.0%
6007 Grove House Recharge	22	154	119	(35)		(35)	129.4%
6008 Grove Lodge Recharges	47	137	44	(93)		(93)	311.4%
6010 Grounds Salaries Recharge	2,825	11,018	14,586	3,568		3,568	75.5%
6015 Grounds Overhead Recharge	1,169	3,826	3,560	(266)		(266)	107.5%
Parks & Play Areas :- Indirect Expenditure	8,249	37,653	291,747	254,094	0	254,094	12.9%
Net Income over Expenditure	(7,419)	(35,005)	(254,747)	(219,742)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	75,843	75,843		75,843	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	108	283	283	1		1	99.8%
4234 Museum PPM	691	9,362	9,362	0		0	100.0%
4235 Cemetery PPM	0	579	578	(1)		(1)	100.1%
4236 Parks & play areas PPM	0	216	216	(0)		(0)	100.0%
4237 Grove House PPM	16,195	25,564	25,564	(0)		(0)	100.0%
4238 Grove Lodge PPM	137	(2,836)	(2,836)	(0)		(0)	100.0%
4240 Public toilets	37	347	347	(0)		(0)	100.1%
4241 VIC PPM	0	78	78	0		0	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6000 Admin Salaries Recharge	1,070	4,304	4,304	0		0	100.0%
6005 Admin Overhead Recharge	307	2,096	2,494	398		398	84.0%
6007 Grove House Recharge	23	165	74	(91)		(91)	223.0%
6008 Grove Lodge Recharges	50	147	117	(30)		(30)	125.6%
Planned maintenance :- Indirect Expenditure	18,617	40,870	116,989	76,120	0	76,120	34.9%
Net Expenditure	(18,617)	(40,870)	(116,989)	(76,120)			
480 Tourism & Marketing							
6007 Grove House Recharge	0	0	102	102		102	0.0%
6008 Grove Lodge Recharges	0	0	48	48		48	0.0%
Tourism & Marketing :- Indirect Expenditure	0	0	150	150	0	150	0.0%
Net Expenditure	0	0	(150)	(150)			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	(333)	748	0	(748)			0.0%
Tourism Love Weston / Dest Mar :- Income	(333)	748	0	(748)			
4000 Staffing Costs	2,854	16,199	52,434	36,235		36,235	30.9%
4039 Advertising & Marketing	50	4,645	36,000	31,355		31,355	12.9%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	134	8,824	10,465	1,641		1,641	84.3%
6000 Admin Salaries Recharge	1,517	6,103	6,103	0		0	100.0%
6005 Admin Overhead Recharge	217	1,478	1,757	279		279	84.1%
6007 Grove House Recharge	33	235	58	(177)		(177)	405.2%
6008 Grove Lodge Recharges	71	207	117	(90)		(90)	176.9%
6010 Grounds Salaries Recharge	165	644	855	211		211	75.3%
6015 Grounds Overhead Recharge	68	223	209	(14)		(14)	106.7%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	5,110	38,557	109,098	70,541	0	70,541	35.3%
Net Income over Expenditure	(5,443)	(37,810)	(109,098)	(71,288)			
482 Tourism VIC costs							
1040 VIC Advertising Income	(188)	(188)	1,200	1,388			(15.6%)
1043 VIC Retail/Shop Income	727	1,062	16,500	15,438			6.4%
1044 VIC Ticket sales	0	0	200	200			0.0%
Tourism VIC costs :- Income	540	875	17,900	17,025			4.9%
4000 Staffing Costs	2,155	4,866	29,657	24,791		24,791	16.4%
4013 Training	45	511	2,608	2,097		2,097	19.6%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	13	35	314	279		279	11.1%
4035 Telephone	51	190	650	460		460	29.2%
4036 Stationery	120	144	500	356		356	28.7%
4039 Advertising & Marketing	0	5	5,000	4,995		4,995	0.1%
4049 Legal fees	24	24	0	(24)		(24)	0.0%
4105 Utilities - Heat & Light	0	0	750	750		750	0.0%
4136 Credit Card Chgs	7	10	0	(10)		(10)	0.0%
4209 TIC -equipment purchase	148	678	1,000	322		322	67.8%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	151	1,927	7,000	5,073		5,073	27.5%
Tourism VIC costs :- Indirect Expenditure	2,714	8,389	49,479	41,090	0	41,090	17.0%
Net Income over Expenditure	(2,174)	(7,515)	(31,579)	(24,064)			
485 PublicToilets							
1080 Toilet income	561	1,884	0	(1,884)			0.0%
PublicToilets :- Income	561	1,884	0	(1,884)			
4035 Telephone	25	25	0	(25)		(25)	0.0%
4044 Insurance	0	1,213	439	(774)		(774)	276.2%
4102 NNDR	457	1,978	5,334	3,356		3,356	37.1%
4104 Utilities - Water	0	203	1,591	1,388		1,388	12.8%
4105 Utilities - Heat & Light	571	1,980	4,530	2,550		2,550	43.7%
4110 Cleaning	5,083	14,219	36,600	22,381		22,381	38.8%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	625	2,514	2,512	(2)		(2)	100.1%
6005 Admin Overhead Recharge	127	864	1,027	163		163	84.1%
6007 Grove House Recharge	14	97	135	38		38	71.9%
6008 Grove Lodge Recharges	29	85	111	26		26	76.6%
6010 Grounds Salaries Recharge	102	398	525	127		127	75.8%
6015 Grounds Overhead Recharge	42	138	129	(9)		(9)	107.0%
PublicToilets :- Indirect Expenditure	7,075	23,712	54,933	31,221	0	31,221	43.2%
Net Income over Expenditure	(6,514)	(21,829)	(54,933)	(33,104)			
Grand Totals:- Income	12,402	1,336,569	348,916	(987,653)			383.1%
Expenditure	173,758	658,296	2,943,072	2,284,776	0	2,284,776	22.4%
Net Income over Expenditure	(161,356)	678,273	(2,594,156)	(3,272,429)			
Movement to/(from) Gen Reserve	(161,356)	678,273					

Bank Interest Report:

- **for April'21 to March 2022 (2021/2022).**

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

Year 2021/2022

- To the value of £160.52 on 6th April 2021.
- To the value of £155.34 on 4th May 2021.
- To the value of £160.52 on 2nd June 2021.
- To the value of £155.34 on 2nd July 2021

Santander Actual Cash Received 1st April 2021 to 31st July 2021 = £631.69

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

Year 2021/2022

- To the value of £3.94 on 6th April 2021.
- To the value of £2.64 on 5th May 2021.
- To the value of £2.13 on 2nd June 2021.
- To the value of £2.56 on 2nd July 2021

CCLA Actual Cash Received 1st April 2021 to 30th June 2021 = £11.27

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

<u>SCHEDULE OF RECEIPTS</u> <u>FOR:</u>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	Total Gross Income
	£	£	£	£	£
Apr-21	£ 1,362,561.96	£ -	£ 58.83	£ -	£ 1,362,620.79
May-21	£ 14,340.97	£ -	£ -	£ -	£ 14,340.97
Jun-21	£ 21,706.62	£ -	£ 152.00	£ -	£ 21,858.62
Jul-21	£ 68,837.50	£ -	£ 389.50	£ -	£ 69,227.00

Policy & Finance Committee 23rd August 21

Bad Debt Report

Report from the Finance Officer

The chairman of Tourism had been made aware of the following:

A decision was previously made to honour all Visit Weston fees for the financial year 20/21. However, there are a small amount of business' whose contracts were taken out as an automatic renewal pre lockdown by a month or two and therefore had a small amount of fees outstanding for their Visit Weston Packages.

Name of Debt: **Visit Weston Automatic Renewals**

Reason for Debt: Covid Pandemic

Net value of Debt: £333.34 across 8 visit Weston Partners.

It was therefore necessary to write this value off and reduce the relevant income cost centre to this value (Tourism – Visit Weston income). As per the financial regulations (9.3)

The Council are to be made aware of the following relating to a long term bad debt.

Name of Debt: **Debt 1**

Reason for Debt: The Wedding reception was held at Weston Museum on 19.10.2019. We have been chasing the final payment of this debt since. We spoke to Debt 1 on 12.03.2020 who advised that the original bill was incorrect. We amended this bill and he advised that once received he would pay the monies owing.

Despite numerous statements and reminders and Bad Debt letters advising that these monies are overdue and we will be seeking County Court intervention the debt remains unpaid.

Net value of Debt: £528.60

The council made application to recover this debt on the 27.07.20

We have now received confirmation that a CCJ has been requested.

The Council are to be made aware of the following relating to a long term bad debt.

Name of Debt: **Debt 2**

Reason for Debt: An event was paid for by the Town Council that was due to take place on the 23.03.2020 which was later postponed due to lockdown

Despite numerous attempts at contact for reimbursement of funds the company are not returning calls or emails and seem to have gone into liquidation although we have not had confirmation of this.

Net value of Debt: £589.00

The council made application to recover this debt on the 07.06.21

We have now received confirmation that a CCJ has been requested.

This element of the report is for noting.

Outstanding Balances by Month as at 20/07/2021

A/C Code	Customer Name	Balance	Jul 2021	Jun 2021	May 2021	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ELLIOTT	COLIN ELLIOTT	112.22	0.00	112.22	0.00	0.00	0.00
PILATES	PILATES	60.00	0.00	0.00	0.00	60.00	0.00
TURNERJ	TURNERJ	475.20	0.00	0.00	0.00	475.20	0.00
WORLEWB	WORLEWB	-316.80	0.00	0.00	0.00	0.00	-316.80
Total Sales Ledger No 1		330.62	0.00	112.22	0.00	535.20	-316.80
Ledger No 2, Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	653.40	0.00	363.00	290.40	0.00	0.00
BRISTOLCC	BRISTOLCC	975.00	0.00	0.00	0.00	975.00	0.00
CHARLISHA	CHARLISHA	349.20	0.00	349.20	0.00	0.00	0.00
CHURCHILLP	CHURCHILLP	432.00	0.00	432.00	0.00	0.00	0.00
ELM001	ELMS	-100.00	0.00	0.00	0.00	-100.00	0.00
GRACEFIELD	GRACEFIELD	67.50	0.00	0.00	67.50	0.00	0.00
GRAFTONP	GRAFTONP	71.00	0.00	71.00	0.00	0.00	0.00
GROVES	GROVES	100.00	0.00	100.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	535.20	0.00	297.00	237.60	0.60	0.00
PALMER	PALMER	41.00	0.00	0.00	0.00	41.00	0.00
PITMANS	PITMANS	82.00	0.00	41.00	0.00	41.00	0.00
WINSCOMBE	WINSCOMBES	360.00	0.00	360.00	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		3,731.30	0.00	2,013.20	595.50	1,302.60	-180.00
Ledger No 4, Museum Sales Ledger							
AXE	AXE	255.00	0.00	0.00	0.00	255.00	0.00
CASTLE	CASTLE	105.00	0.00	70.00	0.00	35.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
HAYWARDV	HAYWARDV	276.25	0.00	215.00	0.00	61.25	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
LOCKING	LOCKING	35.00	0.00	0.00	0.00	35.00	0.00
QUICKC	QUICKC	1,500.00	0.00	0.00	0.00	1,500.00	0.00
STJOSEPH	STJOSEPH	35.00	0.00	35.00	0.00	0.00	0.00
STREETSBR	STREETSBROOK	30.00	0.00	30.00	0.00	0.00	0.00
THEMEADO	THEMEADOWS	35.00	0.00	35.00	0.00	0.00	0.00
WALTONSC	WALTON CEVC PRIMARY	30.00	0.00	30.00	0.00	0.00	0.00
Total Sales Ledger No 4		2,882.35	0.00	415.00	0.00	2,514.85	-47.50
TOTAL SALES LEDGER BALANCES		6,944.27	0.00	2,540.42	595.50	4,352.65	-544.30

7. Policy & Finance Committee 23rd August 2021

Grove House Renovations – Procurement

Report of the Deputy Town Clerk / RFO

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

A. Grove House – Internal Alterations

The procurement of the internal works has now been undertaken and is summarised in the report from SJ Surveyors. The most competitive tender (subject to an outstanding query raised by SJ Surveyors is:

Chedvale construction limited - £51,549

B. Garage conversion to meeting room.

The procurement of the internal works has now been undertaken and is summarised in the report from SJ Surveyors. The most competitive tender is:

MD Group - £38,759.70

Having attended the measuring and site meetings in relation to this conversion the space is going to be limited due to the size of workable space in the garage area (It retains the wall to the park hillside on one side). It is envisaged a small meeting room is all that will be achieved which will hold between 5-7 people maximum only.

Budget provisions made in revenue budget 2021 / 2022:

Budget Heading	Amount available	Allocated For
Capital works in revenue allocation – GH & Old Town quarry provisional sum	£100,000	GH & Quarry
QS estimated costs for GH in December 2020	£48,500	GH element only
Total cost of procurement for A & B above	£90,308.70	
Budget over original estimates:	£41,808.70	53.7% increase in costs

Appointment of both A & B works would mean only a minor balance available for any renovations to the barn area at the quarry within this financial year. However, the

budget sums do fully include the upgrade to UPVC windows in the ground floor extension areas at Grove House which we now have conservation consent to do. Contractors have **not had** the opportunity to revise their submission on these costs so these will need to be checked within estimates.

Note: This is a considerable increase in costs and members would need to acknowledge this and decide if they feel this is good value for money on a building they do not own or if they wish to explore other options before committing to this particular scheme. In addition, GH is not planned to be a public building and ventilation limitations in the current Mayors Parlour itself may short term limit the Mayoral use working within recommended covid practices, should the garage area not be converted – we are working with our H & S advisors and will be undertaking a risk assessment this week to establish the parameters of any limitation.

Members are requested to:

1. Consider the tender report from SJ Surveyors and make recommendation to appoint the contract for:
 - a. Grove House internal alterations for office space.
 - b. Grove House Garage conversion to a small meeting space.

Or:

2. Explore other options i.e. revised or alternative schemes



Tender Report

Conversion of Garage

Grove House

Contract Ref: 21-121

On behalf of

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

**Prepared By:
SJ Surveyors
12 Woodstock Road
Milton
Weston-super-Mare
North Somerset
BS22 8AH**

**Tel: 01934 628698
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1.0 Introduction

1.01 Generally

This Tender Report provides an analysis of the tenders submitted in response to enquiries sent out on 15 July 2021 to seven contractors for works associated with internal alterations to convert the garage at Grove House. The seven contractors were:

1. John West (Contractors) Ltd, Unit 1 Vernon Court, The Great Weston Centre, Weston-super-Mare, BS22 8NA
2. Apache Construction, 20 Fernlea Rd, Weston-super-Mare, North Somerset, BS22 8NE
3. Chedvale Construction Ltd, Hylton Hayes, Lower North Street, Cheddar, Somerset, BS27 3HA
4. MD Group, The Malt House, Durnford Street, Bristol, BS3 2AW
5. South West Building and Maintenance Ltd, Allard House, 26 Merton Buildings, Glandwr Industrial Estate, Aberbeeg, Blaenau, Gwent, WALES, NP13 2LN
6. Creative Construction (South West Ltd), Unit 32 Southfields Trading Estate, Nailsea, BS48 1JE
7. D R Jones Yeovil Limited, Willow House, Artillery Road, Lufton Trading Estate, Yeovil, BA22 8RP

1.02 Tenders

Tenders were due to be received by 12.00 noon on Friday 13 August 2021. Five contractors returned tenders in accordance with the quotation instructions. Apache Construction formally withdrew from the process prior to the tender return date. The contractor responses and tenders are listed in the table below.

Contractor	Tender Return	Lead-in	Duration
1. MD Group	£38,759.70	3 weeks	6 weeks
2. Creative Construction	£45,671.00	4 weeks	5 weeks
3. Chedvale Construction Ltd	£49,600.00	TBA	TBA
4. John West (Contractors) Ltd	£50,287.00	4 weeks	4 weeks
5. South West Building and Maintenance Ltd	£52,673.62	6 weeks	6 weeks
6. Apache Construction	Formally Withdrew		
7. D R Jones Yeovil Limited	FTT		

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

2.0 Tender Process

2.01 Process

This Tender Report provides an analysis of the tenders submitted in response to enquiries sent out on 15 July 2021 to six contractors for works associated with internal alterations to form new offices at Grove House. The tender returns are set out in section 1.02 above.

The tender process has been undertaken in accordance with Weston-super-Mare Town Council standing orders and standard JCT procedures.

3.0 Technical report

3.01 Technical Submission Generally

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

South West Building and Maintenance Ltd submitted their tender by email at 12.41, after the deadline and without a paper copy as required by the tender instructions sent to them. For comparison purposes their tender has been assessed.

Should they be selected then a relaxation of the Town Council's standing orders will need to be agreed before they are formally appointed.

3.02 Programme and Phasing

The contractors have indicated their programmes for the works, lead in times vary between 3 and 4 weeks, the contract period varies between 5 and 6 weeks, these will need to be confirmed and will commence from the receipt of an official order.

Contractor	Lead-in	Duration
1. MD Group	3 weeks	6 weeks
2. Creative Construction	4 weeks	5 weeks
3. Chedvale Construction Ltd	TBA	TBA
4. John West (Contractors) Ltd	4 weeks	4 weeks
5. South West Building and Maintenance Ltd	6 weeks	6 weeks

Chedvale Construction have not advised the length of their lead in time leaving this to be agreed.

3.03 Contract Conditions, Warranties, Insurances

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

3.04 Site Set-up

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

3.05 Health & Safety/Quality Control

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

4.0 Financial Report

4.01 Tenders

A copy of the priced schedule of works from Chedvale Construction and Creative Construction have been requested for checking. The submissions from John West (Contractors), MD group and South West Building and Maintenance Ltd were included with their forms of tender.

Contractor	Tender Return
1. MD Group	£38,759.70
2. Creative Construction	£45,671.00
3. Chedvale Construction Ltd	£49,600.00
4. John West (Contractors) Ltd	£50,287.00
5. South West Building and Maintenance Ltd	£52,673.62

4.02 Provisional sums

4.02.1 MD Group

MD Groups's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £7,500.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders.

Provisional Sums

- Tender item E.6, the provisional sum of £1,800.00 included within the specification of works as by the contractor in connection with forming new opening through wall.
- Tender item E.11, the provisional sum of £2,700.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of new toughened glass sliding doors.
- Tender item E.14, the provisional sum of £400.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of wallpaper
- Tender item E.32, the provisional sum of £1,200.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of passive ventilation

Qualifications

- The contractor has placed no qualifications on their tender.

4.02.2 Creative Construction

Creative Construction's priced summary contained a mathematical error, when corrected the tender sum was greater than submitted on the form of tender. Creative construction have confirmed in writing that they are unable to undertake the works at the tendered price and have withdrawn their tender.

4.02.3 Chedvale Construction

Chedvale Construction's priced summary has been requested for checking.

4.02.4 John West (Contractors) Ltd

John West's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £7,500.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders.

Provisional Sums

- Tender item E.11, the provisional sum of £2,700.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of new toughened glass sliding doors.
- Tender item E.14, the provisional sum of £400.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of wallpaper
- Tender item E.32, the provisional sum of £1,200.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of passive ventilation

Qualifications

- The contractor has not qualified their tender, they have however provided some clarifications with the tender documents:-
 - All works to be undertaken during normal working hours, except the mains board replacement
 - The use of welfare facilities on site is assumed
 - The use of services supplies supplied by the client is assumed
 - No allowance has been made for testing, alteration, removal or testing of lead paint
 - It is assumed all furniture and belongings will be removed for the duration of the works
 - They have raised the potential for savings should they win both projects.

4.02.5 South West Building & Maintenance Group

South West Building & Maintenance Group's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £7,500.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders.

Provisional Sums

- Tender item E.11, the provisional sum of £2,700.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of new toughened glass sliding doors.
- Tender item E.14, the provisional sum of £400.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of wallpaper

- Tender item E.32, the provisional sum of £1,200.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of passive ventilation

Qualifications

- The contractor has placed no qualifications on their tender.

4.03 Tender Evaluation

None of the contractors have included any additional provisional sums or qualifications that affect the award of this contract.

5.0 Summary

5.01 Summary:

Four contractors submitted tenders, which are technically in order for contract purposes, these are set out below.

Contractor	Tender Return
1. MD Group	£38,759.70
2. Creative Construction	Withdrawn
3. Chedvale Construction Ltd	£49,600.00
4. John West (Contractors) Ltd	£50,287.00
5. South West Building and Maintenance Ltd	£52,673.62

The tenders all include a contingency sum of £7,500,000 and provisional sums of £4,300.00 as set out in the documentation. MD group have an additional provisional sum. The lowest tender has been submitted by MD Group at £38,759.70, Chedvale Construction are second with £49,600.00 which is £10,840.03 more than MD Group. South West Building & Maintenance and John West (Contractors) have submitted tenders which are non-competitive.

MD Group has advised a 3-week lead-in, and 6-week contract period for the works.

5.02 Recommendation:

MD Group have submitted the lowest tender and we would recommended they are awarded the works subject to providing suitable construction phase plan of works.



Tender Report
Internal Alterations to Form New Offices
Grove House

Contract Ref: 21-121

On behalf of

Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ

Prepared By:
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1.0 Introduction

1.01 Generally

This Tender Report provides an analysis of the tenders submitted in response to enquiries sent out on 15 July 2021 to six contractors for works associated with internal alterations to form new offices at Grove House. The six contractors were:

1. John West (Contractors) Ltd, Unit 1 Vernon Court, The Great Weston Centre, Weston-super-Mare, BS22 8NA
2. Apache Construction, 20 Fernlea Rd, Weston-super-Mare, North Somerset, BS22 8NE
3. Chedvale Construction Ltd, Hylton Hayes, Lower North Street, Cheddar, Somerset, BS27 3HA
4. MD Group, The Malt House, Durnford Street, Bristol, BS3 2AW
5. South West Building and Maintenance Ltd, Allard House, 26 Merton Buildings, Glandwr Industrial Estate, Aberbeeg, Blaenau, Gwent, WALES, NP13 2LN
6. Creative Construction (South West Ltd), Unit 32 Southfields Trading Estate, Nailsea, BS48 1JE

1.02 Tenders

Tenders were due to be received by 12.00 noon on Friday 13 August 2021. Five contractors returned tenders in accordance with the quotation instructions. Apache Construction formally withdrew from the process prior to the tender return date. The contractor responses and tenders are listed in the table below.

Contractor	Tender Return	Lead-in	Duration
1. Chedvale Construction Ltd	£51,549.00	TBA	TBA
2. Creative Construction	£52,547.00	3 weeks	5 weeks
3. MD Group	£54,004.34	3 weeks	6 weeks
4. South West Building and Maintenance Ltd	£60,707.20	6 weeks	6 weeks
5. John West (Contractors) Ltd	£68,236.00	4 weeks	5 weeks
6. Apache Construction	Formally Withdrew		

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

2.0 Tender Process

2.01 Process

This Tender Report provides an analysis of the tenders submitted in response to enquiries sent out on 15 July 2021 to six contractors for works associated with internal alterations to form new offices at Grove House. The tender returns are set out in section 1.02 above.

The tender process has been undertaken in accordance with Weston-super-Mare Town Council standing orders and standard JCT procedures.

3.0 Technical report

3.01 Technical Submission Generally

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

South West Building and Maintenance Ltd submitted their tender by email at 12.41, after the deadline and without a paper copy as required by the tender instructions sent to them. For comparison purposes their tender has been assessed.

Should they be selected then a relaxation of the Town Council's standing orders will need to be agreed before they are formally appointed.

3.02 Programme and Phasing

The contractors have indicated their programmes for the works, lead in times vary between 3 and 4 weeks, the contract period varies between 5 and 6 weeks, these will need to be confirmed and will commence from the receipt of an official order.

Contractor	Lead-in	Duration
1. Chedvale Construction Ltd	TBA	TBA
2. Creative Construction	3 weeks	5 weeks
3. MD Group	3 weeks	6 weeks
4. South West Building and Maintenance Ltd	6 weeks	6 weeks
5. John West (Contractors) Ltd	4 weeks	5 weeks

Chedvale Construction have not advised the length of their lead in time leaving this to be agreed.

3.03 Contract Conditions, Warranties, Insurances

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

3.04 Site Set-up

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

3.05 Health & Safety/Quality Control

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

4.0 Financial Report

4.01 Tenders

A copy of the priced schedule of works from Chedvale Construction and Creative Construction have been requested for checking. The submissions from John West (Contractors), MD group and South West Building and Maintenance Ltd were included with their forms of tender.

Contractor	Tender Return
1. Chedvale Construction Ltd	£51,549.00
2. Creative Construction	£52,547.00
3. MD Group	£54,004.34
4. South West Building and Maintenance Ltd	£60,707.20
5. John West (Contractors) Ltd	£68,236.00

4.02 Provisional sums

4.02.1 Chedvale Construction

Chedvale Construction's priced summary has been requested for checking.

4.02.2 Creative Construction

Creative Construction's priced summary contained a mathematical error, when corrected the tender sum was greater than submitted on the form of tender. Creative construction have confirmed in writing that they are unable to undertake the works at the tendered price and have withdrawn their tender.

4.02.3 MD Group

MD Groups's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £7,500.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders.

Provisional Sums

- Tender item E.27, the provisional sum of £500.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of wallpaper

- Tender item E.31, the provisional sum of £300.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is to rehang pictures

Qualifications

- The contractor has placed no qualifications on their tender.

4.02.4 South West Building & Maintenance Group

South West Building & Maintenance Group's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £7,500.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders.

Provisional Sums

- Tender item E.27, the provisional sum of £500.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of wallpaper
- Tender item E.31, the provisional sum of £300.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is to rehang pictures

Qualifications

- The contractor has placed no qualifications on their tender.

4.02.5 John West (Contractors) Ltd

John West's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £7,500.00 was included within the specification of works as part of the tender instruction and

expenditure is at the direction of the Contract Administrator for all tenders.

Provisional Sums

- Tender item E.27, the provisional sum of £500.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is for the supply of wallpaper
- Tender item E.31, the provisional sum of £300.00 included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all tenders. This is to rehang pictures

Qualifications

- The contractor has not qualified their tender, they have however provided some clarifications with the tender documents:-
 - All works to be undertaken during normal working hours, except the mains board replacement
 - The use of welfare facilities on site is assumed
 - The use of services supplies supplied by the client is assumed
 - No allowance has been made for testing, alteration, removal or testing of lead paint
 - It is assumed all furniture and belongings will be removed for the duration of the works
 - They have raised the potential for savings should they win both projects.

4.03 Tender Evaluation

None of the contractors have included any additional provisional sums or qualifications that affect the award of this contract within the documentation that we have examined.

5.0 Summary

5.01 Summary:

Four contractors submitted tenders, which are technically in order for contract purposes, these are set out below.

Contractor	Tender Return
1. Chedvale Construction Ltd	£51,549.00
2. Creative Construction	Withdrawn
3. MD Group	£54,004.34
4. South West Building and Maintenance Ltd	£60,707.20
5. John West (Contractors) Ltd	£68,236.00

The tenders examined all include a contingency sum of £7,500 and provisional sums of £800 in accordance with the tender instructions. The lowest tender has been submitted by Chedvale Construction at £51,549.00, MD Group are second with £54,004.34 which is £2,455.34 more than Chedvale Construction. South West Building & Maintenance and John West (Contractors) have submitted tenders which are non-competitive.

Chedvale Construction have not provided a firm lead-in but are willing to discuss programme.

5.02 Recommendation:

Chedvale Construction have submitted the lowest tender, however, at the time of preparing this report we had not received their priced schedule of works. We would recommend they are selected for the works subject to providing a priced schedule of works for checking and that there are no errors or inconsistencies within their priced documents when checked.