

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE  
WORKING PARTY MEETING  
HELD VIA ZOOM ON  
MONDAY 23<sup>rd</sup> AUGUST 2021**

**Meeting Commenced:** 7:00 pm

**Meeting Concluded:** 8.12 pm

**PRESENT:** Councillors Alan Peak (Chairman), Mark Canniford, Sarah Codling, Dave Dash, Peter Fox, Robert Payne, Lisa Pilgrim, Ian Porter Tim Taylor and Helen Thornton.

**IN ATTENDANCE:** Councillor John Crockford-Hawley, Malcolm Nicholson (Town Clerk), Sarah Pearce (Deputy Town Clerk/RFO), Fay Powell (Assistant Town Clerk - Public Services), Samantha Bishop (Committee Officer/Officer Manager) and Rebecca Saunders (Civic Officer/Committee Officer).

**102** In the absence of the Chairman, the Vice Chairman took the chair at the start of the meeting.

**To receive Apologies for Absence and Notification of Substitutes**

There were no apologies for absence received.

**103 To receive Declarations of Interest**

There were no declarations of interest received.

**104 To approve the minutes of the Policy & Finance Committee meeting held on 21<sup>ST</sup> June 2021**

The minutes had been previously circulated with the agenda.

It was noted that the previous meeting met as a Committee and not a Working Party and that Councillor Ciaran Cronnelly was not a member of the Committee.

**PROPOSED BY:** Councillor Ian Porter

**SECONDED BY:** Councillor Dave Dash

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

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

**105 The minutes of the Working Party to Review Expenditure & Governance held on 6<sup>th</sup> May 2021 (approved) and 15<sup>th</sup> July (unapproved)**

The minutes had been previously circulated with the agenda.

**RESOLVED:** That the minutes of the Working Party to Review Expenditure & Governance held on 6<sup>th</sup> May 2021 (approved) and 15<sup>th</sup> July (unapproved) be noted.

## 106 Monthly Financial Reports: May, June & July 2021

### a) For Approval

#### Schedule of Unapproved Expenditure

The Deputy Town Clerk clarified that the Tuks Tuks were purchased from the previous year's revenue budget which was unspent and were included on the council's asset register.

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

**.1 RESOLVED:** That the Schedule of Unapproved Expenditure for May, June & July 2021 be approved.

### b) For Noting

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

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

**.2 RESOLVED:** That reports 5b i – v be noted.

## 107 To approve the updated Procurement Guide

Members referred to minute no8 of the Expenditure & Governance Working Party minutes held on 15<sup>th</sup> July which had been previously circulated.

*Councillor Alan Peak (Chairman) joined the meeting at 7.10 pm.*

The Deputy Town Clerk advised that no further changes had been made since the previous Policy & Finance meeting.

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

**RESOLVED:** That the approval of the updated Procurement Guide be deferred until any changes were outlined.

*Councillor Alan Peak took his place as Chairman of the meeting and thanked the Vice Chairman.*

## 108 Grove House renovations

The report of the Deputy Town Clerk and tender submissions for works at Grove House from SJ Surveyors had been previously circulated earlier than day.

The Deputy Town Clerk advised that the tender report provided more in depth detail with regard to the procurements and should be read alongside her report.

### Grove House – Internal Alterations

The procurement of the internal works had now been undertaken and was summarised in the report from SJ Surveyors. The most competitive tender, subject to an outstanding query raised by SJ Surveyors was £51,549.

#### A. Garage conversion to meeting room.

The procurement of the internal works had now been undertaken and was summarised in the report from SJ Surveyors and the most competitive tender was £38,759.70.

The Deputy Town Clerk reported that having attended the measuring and site meetings in relation to the conversion, the space was going to be limited due to the size of workable space in the garage area as it retained the wall to the park hillside on one side. It was envisaged that a small meeting room was all that would be achieved to hold between 5-7 people maximum only.

The tenders had come in 53.7% over the budget provisions made in the revenue budget for 2021 / 2022 outlined within the report.

The appointment of both A & B works would mean only a minor balance available for any renovations to the barn area at the quarry within the current financial year. However, the budget sums did fully include the upgrade to UPVC windows on the ground floor extension areas at Grove House of which now had conservation consent.

Members were asked to note that this was a considerable increase in costs and to acknowledge and decide if they felt it was good value for money on a building that they did not own or if they wished to explore other options before committing to the scheme. In addition, GH was 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. Officers were working with the H & S advisors and would be undertaking a risk assessment that week to establish the parameters of any limitation.

Other factors to bear in mind were that space at Grove Lodge was very restricted, currently a base for the Grounds and Finance teams. A recent review of working arrangements for the Finance team highlighted that they needed to be working in an office on a 75% arrangement in order to work effectively. The Grounds team were a front facing service and therefore needed to be 100% operational. This would differ for other teams.

The Town Clerk advised that members seriously needed to question the suggested budget for what would be achieved on what was not the council's own building and advised that in his view to proceed would not be not a good business decision.

Debate ensued and members agreed that the scheme should be abandoned and other options explored such as finding space at the Town Quarry.

Grove House and Grove Lodge were both inadequate and inappropriate for the council to operate from as a headquarters and had been for some time as the council had expanded. The council had 5 of its own premises that should be considered for diversification as opposed to spending money on a building that it did not own.

Staff were also able to operate working from home which would take the pressure off finding office space immediately.

The Committee Officer/Officer Manager (Admin/Civic) reported that the option of working from home worked well for some tasks but there was still a requirement to be in the office and would really welcome a hybrid system which could be determined by department managers moving forward. This may help alleviate the lack of office space problem short term.

**PROPOSED BY:** Councillor Mark Canniford

**SECONDED BY:** Councillor Pete Fox

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

**RESOLVED:** That the Expenditure & Governance Working Party review and explore council office space and ways of working and that the current proposals for Grove House be put on hold.

**109** *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.*

**110 Town Quarry Lease**

The report of the Town Clerk had been previously circulated.

Discussion ensued and officers clarified queries from members.

**PROPOSED BY:** Councillor Robert Payne

**SECONDED BY:** Councillor Ian Porter

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

**RESOLVED:** That:

1. The Structural Engineer's Report be received and the issues and concerns regarding the condition of building 1 be noted.
2. Completion of the head lease be deferred to enable resolution of this issue to be explored.
3. Quotations be obtained for the costs of partial demolition of Building 1
4. The Town Clerk be authorised to make a planning application for partial demolition of Building 1
5. Progress be reported back to councillors in due course.

It was requested that the Civic Society be informed of the decision.

**111 Towerpiece Legal Claim**

The Town Clerk verbally updated members with the latest advice.

Discussion ensued and officers clarified queries from members.

**PROPOSED BY:** Councillor Ian Porter

**SECONDED BY:** Councillor Pete Fox

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

**RESOLVED:** That the Town Clerk makes an application for summary dismissal of the claim against the council and consults with the Chairman and Vice Chairman as required on the ongoing claim.

There being no further business, the Chairman closed the meeting at 8.12 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 9<sup>TH</sup> SEPTEMBER 2021**

**Meeting Commenced:** 10:00 am

**Meeting Concluded:** 11.45 am

**PRESENT:** Councillors Robert Payne (Chairman), Mike Bell, Roger Bailey, Catherine Gibbons, Alan Peak, Sonia Russe and Richard Tucker.

**IN ATTENDANCE:** Councillors Peter McAleer, John Crockford-Hawley, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer/Office Manager), Tania Middlemiss (Assistant Town Clerk – HR/Admin), Rebecca Saunders (Civic & Committee Admin Officer), Fay Powell (Assistant Town Clerk – Public Services) and Molly Maher (Development Officer).

<b>1.</b>	<p>In the absence of the Chairman who would be late to the meeting, it was therefore</p> <p><b>PROPOSED BY:</b> Councillor Roger Bailey <b>SECONDED BY:</b> Councillor Richard Tucker</p> <p><b>RESOLVED:</b> That Councillor Alan Peak took the place as Chairman of the meeting.</p> <p><b>Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies were received from Councillor Peter Crew with no substitution.</p>
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>3.</b>	<p><b>To agree the accuracy of the minutes of the previous meeting held on the 15<sup>th</sup> July 2021</b></p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak <b>SECONDED BY:</b> Councillor Catherine Gibbons</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMEDED:</b> That the minutes be approved and signed by the Chairman.</p> <p><i>Councillor Robert Payne joined the meeting at 10.03 pm.</i></p> <p><i>Councillor Mike Bell joined the meeting at 10.04 pm.</i></p>

<p>4.</p>	<p>Councillor Robert Payne took his place as Chairman of the meeting.</p> <p><b>To receive notes of the Health &amp; Safety meetings held in July &amp; August 2021</b></p> <p>The notes of the meeting had been previously circulated with the agenda.</p> <p><b>RECOMMENDED:</b> That the notes of the Health &amp; Safety meetings held in July &amp; August be noted.</p>
<p>5.</p>	<p><b>Big Worle and Dartmouth Close Update</b></p> <p>The Town Clerk reported that no update had been received from Alliance Homes but he was chasing.</p> <p>The Assistant Town Clerk – Public Services informed that the play area was to be officially opening by the Town Mayor the following day.</p> <p>The Town Clerk confirmed that Big Worle had funded the capital cost of the play area but the Town Council would maintain it long term.</p> <p>A member reported that she would be attending a partnership meeting the following week and she would report back any updates.</p> <p><b>RECOMMENDED:</b> That the Town Clerk chase for an update before the next meeting.</p>
<p>6.</p>	<p><b>Anti-Racism Working Group Update</b></p> <p>The Deputy Town Clerk reported that meetings were well attended and received.</p> <p>Ally-ship training had been attended by SMT and various members which was well received and considered valuable. Further training was scheduled for 16<sup>th</sup> November and members would be reminded nearer the time.</p> <p>The Deputy Town Clerk welcomed members to attend meetings which were held on the last Tuesday of the month at 6pm. Officers were trying to encourage the community to take the lead and various speakers were organised to come.</p> <p>The Communications Officer had been organising community events projects.</p> <p><b>RECOMMENDED:</b> That the update be noted.</p>
<p>7.</p>	<p><b>Acquisition of an additional Cemetery Facility – Discussion</b></p> <p>The Assistant Town Clerk – Public Services apologised that due to staff resourcing and sickness absence within the grounds team it had not been a priority at this time. However, the project had been looked at and a report would be submitted at next</p>

	<p>meeting.</p> <p><b>RECOMMENDED:</b> To defer the item for a report to be received at the next meeting.</p>
<p><b>8.</b></p>	<p><b>Feasibility study for Grove Park toilets</b></p> <p>The Feasibility study had been previously circulated with the agenda which concluded options for recommendation.</p> <p>The Town Clerk advised that much consultation and research had been undertaken by the consultant. He added that the options would require a large amount of budget and support from North Somerset Council.</p> <p>Discussions with North Somerset Council led by Councillor Mike Bell had already commenced on plans for Grove Park and the future provision of toilets in the town.</p> <p>Members were asked to discuss the options and make a recommendation to the Community Services Committee for consideration.</p> <p>The Town Clerk asked members to also bear in mind the Community Toilet Scheme that was started pre COVID and could be revisited in addition to the provision of toilets.</p> <p>The report was generally welcomed, although considered broadly it did not provide a solution to the antisocial behavior, vandalism, drug use and homelessness problems.</p> <p>The report concluded that the problems laid with the existing site. North Somerset Council had been consulted as part of the report conclusions and further conversations with them were required in order to identify funding.</p> <p>Members referred to the grant for redeveloping Grove Park which never came to fruition and the work that had already been done. It was advised that unfortunately the town council was involved very late in the day and the consultation was not carried out correctly.</p> <p>It was reported that the toilets were closed at present due to vandalism and drug use and regular patrols were being undertaken. It was agreed that a short term decision was needed to keep the toilets open.</p> <p>The design of the toilets was key and needed to be considered as well as the possibility of eco toilets to fulfill the town council's commitment to tackle climate change and was suggested that funding could be utilised from the Climate Change budget.</p>



	<p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMENDED:</b></p> <ol style="list-style-type: none"><li>1. That the reports' recommendation to relocate the public toilets with the café be recommended to the Community Services Committee.</li><li>2. That partnership working with North Somerset Council to identify funding be continued.</li><li>3. That the town council look at options to improve short term management of the Grove Park toilets to the year end 2021/22.</li></ol>
<p>9.</p>	<p><b>Grove House renovations</b></p> <p>Members were requested to note the decision by the Policy &amp; Finance Committee at its meeting held on 23<sup>rd</sup> August to discontinue the project and discuss other options.</p> <p>The Town Clerk advised that other options for council accommodation were available. Members should consider whether they wanted to purchase or rent premises and to consider the location and identity of the town council.</p> <p>The cost of building materials had increased significantly which had resulted in the Grove House renovations coming in 54% over budget, which was a lot of money to spend on a building which was not owned by the council to achieve limited extra office space, while losing the last remaining meeting room.</p> <p>The town council workforce had expanded and was at crunch point outgrowing both Grove House &amp; Lodge as well as meeting space being very limited.</p> <p>The Deputy Town Clerk advised that the revenue budget could be used to purchase as well as general reserves or the option to pursue a loan from the PWLB. Members directions was needed to form part of the budget process.</p> <p>It was advised that the old Mercury building was currently for sale.</p> <p>The Town Clerk informed that Grove House was nearly 10 years into a 25-year lease with North Somerset Council and would need to be discussed at some point in the future. It was not a long term home for the town council and maybe be a valuable asset for North Somerset Council to consider in its plans for Grove Park.</p> <p><i>Councillor John Crockford-Hawley joined the meeting at 11.00 am.</i></p> <p>Members were in agreement that Grove House was no longer fit for purpose and that alternative options such as the old Mercury building should be explored. Concerns were raised regarding the parking being a problem and that the building</p>

	<p>may need work to make it fit for purpose resulting in further costs.</p> <p>It was advised by a member that Roselawn was another option for consideration. A member suggested consulting the NHS Primary Care Trust report on suitable buildings as a useful tool to consider options for future accommodation.</p> <p>The Town Clerk advised that he would be happy to book appointment for members to view alternative locations.</p> <p>The Deputy Town Clerk informed of the other projects planned for Grove House which fed into the Climate Change Working Party's remit to improve the heating system and replace windows and requested whether this should as well be discontinued. Members agreed to abandon the projects.</p> <p>It was agreed that work would be carried out to establish what office space was required and that members could be involved in site visits.</p> <p>Members were reminded of the resolution to review ways of working and it was discussed that a hybrid (office/working from home) system should continue to suit each department requirements.</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMENDED:</b></p> <ol style="list-style-type: none"> <li>1. That the Deputy Town Clerk provide a financial report to the next meeting.</li> <li>2. That site visits to both the old Mercury office and Roselawn be organised with the council's surveyor, the Chairman and Councillors Roger Bailey and John Crockford-Hawley.</li> <li>3. That exploration into office relocation be included on the 20<sup>th</sup> September Town Council Agenda.</li> <li>4. That a hybrid (office/working from home) system should continue to suit each department's requirements.</li> </ol>
<p><b>10.</b></p>	<p><b>Risk Register for the year 2021 / 2022</b></p> <p>The risk register &amp; action summary had been previously circulated.</p> <p>The Development Officer reported that sections were added for Covid, working from home and vandalism the previous year with only minor changes to scoring this year to reflect service provision.</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMENDED:</b> To approve risk actions to be forwarded to full Town Council for final adoption to meet Town Council Governance requirements.</p>

11.	<p><i>Councillor Catherine Gibbons left the meeting at 11.33 am</i></p> <p><b>Future Areas to be considered by the Working Party</b></p> <ol style="list-style-type: none"><li>1. Big Worle – Dartmouth Close Update.</li><li>2. Acquisition of an additional Cemetery Facility – Report of the ATC.</li><li>3. Office relocation decision from TC – 20<sup>th</sup> September.</li></ol>
	<p>There being no further business, the Chairman closed the meeting at 11.45 am</p>

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

Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

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	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<b><u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u></b>					
Apr-21	£ 4,542.37	£ 189,192.94	£ 15.00	£ 15.00	<b>£ 193,765.31</b>
May-21	£ 26,275.56	£ 152,655.19	£ 15.00	£ 15.00	<b>£ 178,960.75</b>
Jun-21	£ 4,395.27	£ 292,298.09	£ 22.28	£ 16.37	<b>£ 296,732.01</b>
Jul-21	£ 5,747.86	£ 185,332.69	£ 15.80	£ 15.00	<b>£ 191,111.35</b>
Aug-21	£ 6,100.64	£ 328,471.85	£ 21.32	£ 15.37	<b>£ 334,609.18</b>

Policy & Finance Committee

Bank Reconciliation Statements – Report of the Finance Officer

**BANK RECONCILIATIONS**

	Agenda Item				Bank Accounts sub-total	ADD		Petty Cash & floats held:					Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager		CCLA Investment	Sanatnder Investment	Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats	Blakehay Floats	
	£	£	£	£		£	£	£	£	£	£	£	
<b>Summary of reconciliations attached</b>													
<b>30th April 2021</b>													
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	<b>2,423,360.96</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,944,670.96</b>
<b>31st May 2021</b>													
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	<b>2,170,560.35</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,691,870.35</b>
<b>30th June 2021</b>													
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	<b>1,887,861.68</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,409,171.68</b>
<b>31st July 2021</b>													
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	<b>1,765,698.03</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,287,008.03</b>
<b>31st August 2021</b>													
Account Balance	1,636,806.93	30,842.30	11,847.01	30,127.54									
Less: Unpresented cheques and BACS (p/l & imprest trs)	246,228.99	430.00	38.00	0.00									
plus: receipts not banked	4,486.73	0.00	0.00	0.00									
	1,395,064.67	30,412.30	11,809.01	30,127.54	<b>1,467,413.52</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>1,988,723.52</b>

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	28,762	138,543	347,666	209,123		209,123	39.8%
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	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	16	49	500	451		451	9.7%
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	241	253	500	247		247	50.5%
4031 Equipment - Rental	220	2,323	7,720	5,397		5,397	30.1%
4034 Equipment Repairs	(349)	0	500	500		500	0.0%
4035 Telephone	879	2,280	4,000	1,720		1,720	57.0%
4036 Stationery	132	833	1,750	917		917	47.6%
4038 Recruitment / Advertising	260	1,530	2,500	970		970	61.2%
4040 Audit & Accountancy	68	2,265	6,000	3,735		3,735	37.8%
4041 Fees, Subs and Conferences	205	1,396	1,800	404		404	77.6%
4042 Postages	280	1,000	7,000	6,000		6,000	14.3%
4043 Ink Cartridges/printing	0	354	1,500	1,146		1,146	23.6%
4044 Insurance	3,036	5,144	11,500	6,356		6,356	44.7%
4049 Legal fees	172	6,697	5,000	(1,697)		(1,697)	133.9%
4107 IT Support & Upgrade	2,402	12,706	32,323	19,617		19,617	39.3%
4110 Cleaning	85	307	0	(307)		(307)	0.0%
4136 Credit Card Chgs	11	23	0	(23)		(23)	0.0%
4151 Catering	463	990	1,500	510		510	66.0%
6005 Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020 Allocation to Cost Centres	(36,880)	(185,356)	(193,904)	(8,548)		(8,548)	95.6%
Central Administration :- Indirect Expenditure	3	3	277,828	277,825	0	277,825	0.0%
Net Expenditure	(3)	(3)	(277,828)	(277,825)			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	242	399	2,000	1,601		1,601	20.0%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	657	2,265	5,552	3,287		3,287	40.8%
4104 Utilities - Water	100	100	200	100		100	49.9%
4105 Utilities - Heat & Light	0	1,099	2,628	1,529		1,529	41.8%
4109 Alarm system	39	219	800	581		581	27.4%
4110 Cleaning	338	1,395	250	(1,145)		(1,145)	557.8%
4111 Window Cleaning	10	30	100	70		70	30.0%
4114 Refuse Removal	675	766	800	34		34	95.8%

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6020 Allocation to Cost Centres	(2,061)	(6,274)	(4,821)	1,453		1,453	130.1%
Grove House :- Indirect Expenditure	(1)	(1)	8,509	8,510	0	8,510	0.0%
Net Expenditure	1	1	(8,509)	(8,510)			
<u>104 Grove Lodge</u>							
4014 P P E / Health & Safety	0	0	350	350		350	0.0%
4030 Equipment Purchase	0	182	1,000	818		818	18.2%
4102 NNDR	225	1,125	2,302	1,177		1,177	48.9%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	136	329	2,000	1,671		1,671	16.5%
4109 Alarm system	24	122	600	478		478	20.4%
4110 Cleaning	225	912	0	(912)		(912)	0.0%
4111 Window Cleaning	10	30	100	70		70	30.0%
4132 Rent	417	2,083	5,000	2,917		2,917	41.7%
6020 Allocation to Cost Centres	(1,039)	(4,783)	(3,868)	915		915	123.7%
Grove Lodge :- Indirect Expenditure	(1)	0	7,934	7,934	0	7,934	0.0%
Net Expenditure	1	(0)	(7,934)	(7,934)			
<u>105 Community Services</u>							
4030 Equipment Purchase	0	(1,251)	0	1,251		1,251	0.0%
4158 Weston in Bloom	1,618	1,217	16,000	14,783		14,783	7.6%
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)	81,600	81,600	84,897	3,297		3,297	96.1%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	2,740	2,091	6,500	4,409		4,409	32.2%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	32	32	6,000	5,968		5,968	0.5%
4228 Blue Plaques	767	767	1,500	733		733	51.1%
4229 Armed Forces Celebrations	0	0	9,500	9,500		9,500	0.0%
4250 Community Events Grants	0	11,000	60,000	49,000		49,000	18.3%
4252 Crime & Disorder	0	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	2,200	10,599	10,612	13		13	99.9%
6005 Admin Overhead Recharge	621	3,505	4,221	716		716	83.0%
6007 Grove House Recharge	158	480	500	20		20	96.0%
6008 Grove Lodge Recharges	79	365	417	52		52	87.5%

## Detailed Income &amp; Expenditure by Budget Heading 31082021

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010 Grounds Salaries Recharge	7,606	33,685	43,810	10,125		10,125	76.9%
6015 Grounds Overhead Recharge	2,589	11,644	10,962	(682)		(682)	106.2%
Community Services :- Indirect Expenditure	100,010	190,480	424,578	234,098	0	234,098	44.9%
Net Expenditure	(100,010)	(190,480)	(424,578)	(234,098)			
<u>107 Civic Support</u>							
4000 Staffing Costs	4,653	14,203	22,933	8,730		8,730	61.9%
4036 Stationery	0	0	200	200		200	0.0%
4044 Insurance	0	74	277	203		203	26.6%
4050 Printing	0	101	1,405	1,304		1,304	7.2%
4150 Chauffeur/travel costs	21	519	5,500	4,981		4,981	9.4%
4151 Catering	(86)	5,687	9,150	3,463		3,463	62.2%
4152 Civic Miscellaneous	0	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	0	340	2,350	2,010		2,010	14.5%
6000 Admin Salaries Recharge	1,622	7,814	7,825	11		11	99.9%
6005 Admin Overhead Recharge	458	2,585	3,111	526		526	83.1%
6007 Grove House Recharge	116	353	1,087	734		734	32.5%
6008 Grove Lodge Recharges	59	270	970	700		700	27.8%
6010 Grounds Salaries Recharge	39	171	222	51		51	77.0%
6015 Grounds Overhead Recharge	13	59	56	(3)		(3)	105.4%
Civic Support :- Indirect Expenditure	6,895	34,879	62,697	27,818	0	27,818	55.6%
Net Expenditure	(6,895)	(34,879)	(62,697)	(27,818)			
<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	90	6,000	5,910		5,910	1.5%
6000 Admin Salaries Recharge	7,818	37,657	37,710	53		53	99.9%
6005 Admin Overhead Recharge	2,207	12,453	14,994	2,541		2,541	83.1%
6007 Grove House Recharge	560	1,705	560	(1,145)		(1,145)	304.5%
6008 Grove Lodge Recharges	282	1,300	356	(944)		(944)	365.2%
6010 Grounds Salaries Recharge	471	2,091	2,719	628		628	76.9%
6015 Grounds Overhead Recharge	161	724	679	(45)		(45)	106.6%
Democratic Representation :- Indirect Expenditure	11,499	56,165	80,938	24,773	0	24,773	69.4%
Net Expenditure	(11,499)	(56,165)	(80,938)	(24,773)			



## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>110 Other Costs &amp; Income</b>							
1176 Precept	0	1,293,991	0	(1,293,991)			0.0%
1190 Bank Interest	163	805	3,000	2,195			26.8%
1191 CIL Received	0	6,353	0	(6,353)			0.0%
Other Costs & Income :- Income	163	1,301,149	3,000	(1,298,149)			43371.6
4051 Bank Charges	225	943	5,143	4,200		4,200	18.3%
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	5,371	10,180	15,228	5,048		5,048	66.8%
4069 PWLB Capital repaid-Water Pk	(5,371)	0	5,131	5,131		5,131	0.0%
4999 General Reserve	0	3,037	0	(3,037)		(3,037)	0.0%
Other Costs & Income :- Indirect Expenditure	225	22,863	43,385	20,522	0	20,522	52.7%
Net Income over Expenditure	(63)	1,278,287	(40,385)	(1,318,672)			
<b>111 Strategic Planning/Projects</b>							
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	4,052	6,937	25,000	18,064		18,064	27.7%
4213 Development budget	8	351	1,000	649		649	35.1%
4216 Old Town Quarry	0	0	7,500	7,500		7,500	0.0%
6000 Admin Salaries Recharge	3,195	15,392	15,414	22		22	99.9%
6005 Admin Overhead Recharge	902	5,090	6,130	1,040		1,040	83.0%
6007 Grove House Recharge	229	697	192	(505)		(505)	363.0%
6008 Grove Lodge Recharges	115	531	151	(380)		(380)	351.7%
6010 Grounds Salaries Recharge	349	1,546	2,011	465		465	76.9%
6015 Grounds Overhead Recharge	119	534	501	(33)		(33)	106.6%
Strategic Planning/Projects :- Indirect Expenditure	8,969	31,078	57,899	26,821	0	26,821	53.7%
Net Income over Expenditure	(8,969)	(31,078)	(50,275)	(19,197)			
<b>112 Environmental</b>							
4076 Environmental / Climate	0	0	100,000	100,000		100,000	0.0%
6000 Admin Salaries Recharge	1,125	5,416	5,424	8		8	99.9%
6005 Admin Overhead Recharge	318	1,791	2,154	363		363	83.1%
6007 Grove House Recharge	81	246	189	(57)		(57)	130.2%
6008 Grove Lodge Recharges	41	189	153	(36)		(36)	123.5%
6010 Grounds Salaries Recharge	320	1,416	1,841	425		425	76.9%
6015 Grounds Overhead Recharge	109	490	459	(31)		(31)	106.8%
Environmental :- Indirect Expenditure	1,994	9,548	110,220	100,672	0	100,672	8.7%
Net Expenditure	(1,994)	(9,548)	(110,220)	(100,672)			

## Detailed Income &amp; Expenditure by Budget Heading 31082021

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>120 Blakehay Central Costs</b>							
4000 Staffing Costs	4,006	23,478	61,470	37,992		37,992	38.2%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	128	677	3,500	2,823		2,823	19.3%
4019 Website Costs-TC	0	140	500	360		360	28.0%
4030 Equipment Purchase	0	12	5,000	4,988		4,988	0.2%
4031 Equipment - Rental	0	409	1,162	753		753	35.2%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	200	673	1,400	727		727	48.1%
4043 Ink Cartridges/printing	0	36	0	(36)		(36)	0.0%
4044 Insurance	2,905	3,055	562	(2,493)		(2,493)	543.6%
4102 NNDR	349	2,200	3,600	1,400		1,400	61.1%
4104 Utilities - Water	93	93	924	831		831	10.1%
4105 Utilities - Heat & Light	320	2,196	7,126	4,930		4,930	30.8%
4109 Alarm system	43	213	1,000	787		787	21.3%
4110 Cleaning	0	0	5,000	5,000		5,000	0.0%
4111 Window Cleaning	0	75	300	225		225	25.0%
4114 Refuse Removal	1,805	2,046	1,500	(546)		(546)	136.4%
4131 Licenses	15	307	1,191	884		884	25.7%
4136 Credit Card Chgs	11	22	0	(22)		(22)	0.0%
6000 Admin Salaries Recharge	2,097	10,100	10,114	14		14	99.9%
6005 Admin Overhead Recharge	592	3,340	4,022	682		682	83.0%
6007 Grove House Recharge	150	457	288	(169)		(169)	158.7%
6008 Grove Lodge Recharges	76	348	224	(124)		(124)	155.4%
6010 Grounds Salaries Recharge	227	1,003	1,307	304		304	76.7%
6015 Grounds Overhead Recharge	77	346	328	(18)		(18)	105.5%
Blakehay Central Costs :- Indirect Expenditure	13,094	51,746	112,771	61,025	0	61,025	45.9%
Net Expenditure	(13,094)	(51,746)	(112,771)	(61,025)			
<b>121 Blakehay -Auditorium</b>							
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	8,964	27,379	18,415		18,415	32.7%
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	8,964	30,879	21,915	0	21,915	29.0%
Net Income over Expenditure	(1,793)	(8,042)	(13,990)	(5,948)			

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	(50)	(50)	12,000	12,050			(0.4%)
Blakehay - Upper Studio :- Income	(50)	(50)	16,710	16,760			(0.3%)
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	(50)	(50)	15,960	16,010			
<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%
4000 Staffing Costs	0	0	6,464	6,464		6,464	0.0%
4031 Equipment - Rental	88	889	2,574	1,685		1,685	34.6%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	88	889	14,038	13,149	0	13,149	6.3%
Net Income over Expenditure	(88)	(889)	2,987	3,876			
<u>124 Blakehay Box Office</u>							
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	66	0	(66)		(66)	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	98	1,028	930	0	930	9.5%
Net Income over Expenditure	(22)	(98)	3,519	3,617			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	(33)	2,205	48,000	45,796			4.6%
Blakehay -Live Shows :- Income	(33)	2,205	48,000	45,796			4.6%
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	(33)	2,205	21,600	19,396			

## Detailed Income &amp; Expenditure by Budget Heading 31082021

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>140 Museum Central Costs</u>							
1034 Grant funding	0	(180)	0	180			0.0%
1100 Miscellaneous Income	278	825	7,500	6,675			11.0%
1122 Fundraising	5	58	0	(58)			0.0%
<b>Museum Central Costs :- Income</b>	<b>283</b>	<b>703</b>	<b>7,500</b>	<b>6,797</b>			<b>9.4%</b>
4000 Staffing Costs	9,422	53,511	108,678	55,167		55,167	49.2%
4012 Travel & Subsistence Expenses	21	246	200	(46)		(46)	123.1%
4013 Training	655	1,790	3,727	1,937		1,937	48.0%
4014 P P E / Health & Safety	143	719	1,000	281		281	71.9%
4019 Website Costs-TC	155	776	600	(176)		(176)	129.3%
4030 Equipment Purchase	87	1,913	1,500	(413)		(413)	127.5%
4031 Equipment - Rental	22	110	1,616	1,506		1,506	6.8%
4034 Equipment Repairs	50	238	200	(38)		(38)	118.8%
4035 Telephone	348	1,449	1,600	151		151	90.5%
4036 Stationery	24	70	200	130		130	34.8%
4038 Recruitment / Advertising	130	130	0	(130)		(130)	0.0%
4039 Advertising & Marketing	104	1,473	4,000	2,527		2,527	36.8%
4041 Fees, Subs and Conferences	0	168	400	233		233	41.9%
4043 Ink Cartridges/printing	75	75	0	(75)		(75)	0.0%
4044 Insurance	2,905	2,905	1,200	(1,705)		(1,705)	242.1%
4102 NNDR	6,495	27,795	54,622	26,827		26,827	50.9%
4104 Utilities - Water	44	113	978	865		865	11.5%
4105 Utilities - Heat & Light	936	4,061	12,798	8,737		8,737	31.7%
4109 Alarm system	40	881	1,000	119		119	88.1%
4110 Cleaning	938	3,635	12,000	8,365		8,365	30.3%
4111 Window Cleaning	0	150	600	450		450	25.0%
4114 Refuse Removal	1,969	3,243	1,800	(1,443)		(1,443)	180.2%
4131 Licenses	(110)	501	1,600	1,099		1,099	31.3%
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	2,488	11,985	12,000	15		15	99.9%
6005 Admin Overhead Recharge	702	3,962	4,771	809		809	83.0%
6007 Grove House Recharge	178	542	181	(361)		(361)	299.4%
6008 Grove Lodge Recharges	90	414	333	(81)		(81)	124.3%
6010 Grounds Salaries Recharge	227	1,003	1,307	304		304	76.7%
6015 Grounds Overhead Recharge	77	346	328	(18)		(18)	105.5%
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>28,213</b>	<b>124,340</b>	<b>300,082</b>	<b>175,742</b>	<b>0</b>	<b>175,742</b>	<b>41.4%</b>
<b>Net Income over Expenditure</b>	<b>(27,930)</b>	<b>(123,637)</b>	<b>(292,582)</b>	<b>(168,945)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>141 Museum Learning and Events</b>							
1006 Learning Income	80	690	0	(690)			0.0%
1008 Museum handling box hire	0	420	0	(420)			0.0%
1103 Other event misc income	90	95	0	(95)			0.0%
<b>Museum Learning and Events :- Income</b>	<b>170</b>	<b>1,205</b>	<b>0</b>	<b>(1,205)</b>			
4000 Staffing Costs	2,403	11,479	18,885	7,406	7,406		60.8%
4020 Learning/Event education equip	60	284	1,000	716	716		28.4%
4039 Advertising & Marketing	639	639	1,000	361	361		63.9%
4058 Learning/Events Museum events	(59)	0	0	0	0		0.0%
<b>Museum Learning and Events :- Indirect Expenditure</b>	<b>3,042</b>	<b>12,402</b>	<b>20,885</b>	<b>8,483</b>	<b>0</b>	<b>8,483</b>	<b>59.4%</b>
<b>Net Income over Expenditure</b>	<b>(2,872)</b>	<b>(11,197)</b>	<b>(20,885)</b>	<b>(9,688)</b>			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	2,679	6,049	62,000	55,951			9.8%
<b>Museum Cafe :- Income</b>	<b>2,679</b>	<b>6,049</b>	<b>62,000</b>	<b>55,951</b>			<b>9.8%</b>
4000 Staffing Costs	2,684	15,140	44,616	29,476	29,476		33.9%
4014 P P E / Health & Safety	20	100	1,500	1,400	1,400		6.6%
4015 SLA Somerset	0	0	1,824	1,824	1,824		0.0%
4030 Equipment Purchase	0	797	500	(297)	(297)		159.4%
4031 Equipment - Rental	13	39	0	(39)	(39)		0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000	1,000		0.0%
4110 Cleaning	7	190	845	655	655		22.5%
4114 Refuse Removal	170	406	800	394	394		50.7%
4151 Catering	0	191	500	309	309		38.2%
4406 Bar Stock	0	120	2,500	2,380	2,380		4.8%
4407 Museum cafe stock	1,525	3,466	13,000	9,534	9,534		26.7%
<b>Museum Cafe :- Indirect Expenditure</b>	<b>4,418</b>	<b>20,448</b>	<b>67,085</b>	<b>46,637</b>	<b>0</b>	<b>46,637</b>	<b>30.5%</b>
<b>Net Income over Expenditure</b>	<b>(1,739)</b>	<b>(14,399)</b>	<b>(5,085)</b>	<b>9,314</b>			
<b>143 Museum shop/retail</b>							
1004 Cafe Sales	93	85	0	(85)			0.0%
1005 Museum Shop Sales	1,416	3,314	13,500	10,186			24.6%
1009 Museum sale or return comm	0	261	4,000	3,739			6.5%
<b>Museum shop/retail :- Income</b>	<b>1,509</b>	<b>3,660</b>	<b>17,500</b>	<b>13,840</b>			<b>20.9%</b>
4031 Equipment - Rental	13	39	0	(39)	(39)		0.0%
4136 Credit Card Chgs	11	22	312	290	290		6.9%

## Detailed Income &amp; Expenditure by Budget Heading 31082021

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4408 Museum shop stock	472	1,820	7,000	5,180		5,180	26.0%
Museum shop/retail :- Indirect Expenditure	496	1,881	7,312	5,431	0	5,431	25.7%
Net Income over Expenditure	1,012	1,779	10,188	8,409			
<b>144 Museum Temporary Gallery</b>							
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)			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	90	2,040	1,950			4.4%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	1,275	2,147	9,000	6,853			23.9%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	1,275	2,237	21,615	19,378			10.3%
4000 Staffing Costs	0	(242)	32,819	33,061		33,061	(0.7%)
4030 Equipment Purchase	12	1,431	3,000	1,569		1,569	47.7%
4039 Advertising & Marketing	0	126	1,500	1,374		1,374	8.4%
Museum Function :- Indirect Expenditure	12	1,315	37,319	36,004	0	36,004	3.5%
Net Income over Expenditure	1,263	922	(15,704)	(16,626)			
<b>199 Capital Projects</b>							
4103 Capital project	818	15,892	145,000	129,108		129,108	11.0%
Capital Projects :- Indirect Expenditure	818	15,892	145,000	129,108	0	129,108	11.0%
Net Expenditure	(818)	(15,892)	(145,000)	(129,108)			
<b>300 Planning</b>							
6000 Admin Salaries Recharge	837	4,031	4,037	6		6	99.9%
6005 Admin Overhead Recharge	236	1,334	1,606	272		272	83.1%
6007 Grove House Recharge	60	182	178	(4)		(4)	102.2%
6008 Grove Lodge Recharges	30	139	83	(56)		(56)	167.5%
Planning :- Indirect Expenditure	1,163	5,686	5,904	218	0	218	96.3%
Net Expenditure	(1,163)	(5,686)	(5,904)	(218)			

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>400 Central Grounds Maintenance</b>							
4000 Staffing Costs	22,678	98,709	320,497	221,788		221,788	30.8%
4001 Salaries - Agency	819	11,597	11,597	0		0	100.0%
4013 Training	0	771	8,594	7,823		7,823	9.0%
4014 P P E / Health & Safety	165	1,696	2,000	304		304	84.8%
4015 SLA Somerset	0	0	13,769	13,769		13,769	0.0%
4025 Vehicle Maintenance	1,515	2,561	3,000	439		439	85.4%
4026 Petrol / Diesel	469	2,312	7,500	5,188		5,188	30.8%
4030 Equipment Purchase	0	2,415	8,725	6,310		6,310	27.7%
4031 Equipment - Rental	532	5,392	20,954	15,562		15,562	25.7%
4034 Equipment Repairs	0	1,102	4,500	3,398		3,398	24.5%
4035 Telephone	160	783	2,160	1,377		1,377	36.3%
4044 Insurance	2,905	4,186	5,500	1,314		1,314	76.1%
4107 IT Support & Upgrade	693	3,154	8,052	4,898		4,898	39.2%
4110 Cleaning	0	10	0	(10)		(10)	0.0%
4114 Refuse Removal	462	462	6,000	5,538		5,538	7.7%
6020 Allocation to Cost Centres	(30,397)	(135,152)	(163,303)	(28,151)		(28,151)	82.8%
Central Grounds Maintenance :- Indirect Expenditure	(1)	(1)	259,545	259,546	0	259,546	0.0%
Net Expenditure	1	1	(259,545)	(259,546)			
<b>403 Allotments</b>							
4108 Building / Maintenance	29	150	4,000	3,850		3,850	3.7%
6000 Admin Salaries Recharge	345	1,661	1,666	5		5	99.7%
6005 Admin Overhead Recharge	97	549	662	113		113	82.9%
6007 Grove House Recharge	25	76	301	225		225	25.2%
6008 Grove Lodge Recharges	12	57	273	216		216	20.9%
6010 Grounds Salaries Recharge	379	1,680	2,181	501		501	77.0%
6015 Grounds Overhead Recharge	129	581	545	(36)		(36)	106.6%
Allotments :- Indirect Expenditure	1,016	4,754	9,628	4,874	0	4,874	49.4%
Net Expenditure	(1,016)	(4,754)	(9,628)	(4,874)			
<b>420 Milton Road Cemetery</b>							
1010 Interments	1,916	18,469	58,000	39,531			31.8%
1011 Memorials	220	1,278	6,000	4,722			21.3%
1100 Miscellaneous Income	71	880	3,250	2,370			27.1%
Milton Road Cemetery :- Income	2,207	20,627	67,250	46,623			30.7%
4034 Equipment Repairs	0	51	2,000	1,949		1,949	2.5%

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4039 Advertising & Marketing	0	0	450	450		450	0.0%
4054 Grave Digging	0	2,588	12,500	9,912		9,912	20.7%
4055 Memorials	240	4,619	7,000	2,381		2,381	66.0%
4102 NNDR	455	2,427	3,367	940		940	72.1%
4104 Utilities - Water	0	413	600	187		187	68.8%
4105 Utilities - Heat & Light	14	71	400	329		329	17.8%
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	1,127	5,431	5,440	9		9	99.8%
6005 Admin Overhead Recharge	318	1,796	2,162	366		366	83.1%
6007 Grove House Recharge	81	246	369	123		123	66.7%
6008 Grove Lodge Recharges	41	188	115	(73)		(73)	163.5%
6010 Grounds Salaries Recharge	7,842	34,730	45,169	10,439		10,439	76.9%
6015 Grounds Overhead Recharge	2,669	12,005	11,300	(705)		(705)	106.2%
<b>Milton Road Cemetery :- Indirect Expenditure</b>	<b>12,788</b>	<b>64,565</b>	<b>93,022</b>	<b>28,457</b>	<b>0</b>	<b>28,457</b>	<b>69.4%</b>
<b>Net Income over Expenditure</b>	<b>(10,581)</b>	<b>(43,938)</b>	<b>(25,772)</b>	<b>18,166</b>			
<b>451 Youth Activities</b>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	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	578	2,785	2,787	2		2	99.9%
6005 Admin Overhead Recharge	163	921	1,110	189		189	83.0%
6007 Grove House Recharge	41	126	229	103		103	55.0%
6008 Grove Lodge Recharges	21	96	91	(5)		(5)	105.5%
<b>Youth Activities :- Indirect Expenditure</b>	<b>803</b>	<b>35,508</b>	<b>73,558</b>	<b>38,050</b>	<b>0</b>	<b>38,050</b>	<b>48.3%</b>
<b>Net Expenditure</b>	<b>(803)</b>	<b>(35,508)</b>	<b>(73,558)</b>	<b>(38,050)</b>			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	0	0	4,356	4,356			0.0%
<b>Street Furniture :- Income</b>	<b>0</b>	<b>0</b>	<b>4,356</b>	<b>4,356</b>			<b>0.0%</b>
4105 Utilities - Heat & Light	54	299	0	(299)		(299)	0.0%
4116 Dogbin Emptying	159	(257)	4,500	4,757		4,757	(5.7%)
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	23	430	550	120		120	78.2%



## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6000 Admin Salaries Recharge	894	4,309	4,315	6		6	99.9%
6005 Admin Overhead Recharge	253	1,426	1,718	292		292	83.0%
6007 Grove House Recharge	64	195	149	(46)		(46)	130.9%
6008 Grove Lodge Recharges	32	149	140	(9)		(9)	106.4%
6010 Grounds Salaries Recharge	1,701	7,532	9,798	2,266		2,266	76.9%
6015 Grounds Overhead Recharge	579	2,605	2,450	(155)		(155)	106.3%
Street Furniture :- Indirect Expenditure	3,759	16,820	28,720	11,900	0	11,900	58.6%
Net Income over Expenditure	(3,759)	(16,820)	(24,364)	(7,544)			
<b>470 Parks &amp; Play Areas</b>							
1076 Water Play Area Kiosk Income	0	1,750	7,000	5,250			25.0%
1077 Water Park Admissions	8,033	8,931	30,000	21,069			29.8%
Parks & Play Areas :- Income	8,033	10,681	37,000	26,319			28.9%
4102 NNDR	0	0	458	458		458	0.0%
4104 Utilities - Water	416	416	4,000	3,584		3,584	10.4%
4105 Utilities - Heat & Light	142	409	8,254	7,845		7,845	5.0%
4114 Refuse Removal	0	0	300	300		300	0.0%
4138 Water Play Area Rent	776	4,151	10,041	5,890		5,890	41.3%
4140 Recreation Grounds	0	0	79,744	79,744		79,744	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	144,814	144,814		144,814	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	0	550	550	0		0	100.0%
4308 Clarence Park	0	60	60	0		0	100.0%
4309 Conniston Green	860	860	860	0		0	100.0%
4317 Uphill Junior Play Area	(1,795)	(1,795)	(1,795)	0		0	100.0%
4318 Uphill Toddler Play Area	0	100	100	(0)		(0)	100.2%
4319 Water Adventure Play Park	2,628	14,251	14,251	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,050	5,057	5,062	5		5	99.9%
6005 Admin Overhead Recharge	296	1,671	2,013	342		342	83.0%
6007 Grove House Recharge	75	229	146	(83)		(83)	156.8%
6008 Grove Lodge Recharges	38	175	54	(121)		(121)	324.1%
6010 Grounds Salaries Recharge	3,213	14,231	18,507	4,276		4,276	76.9%
6015 Grounds Overhead Recharge	1,094	4,920	4,632	(288)		(288)	106.2%
Parks & Play Areas :- Indirect Expenditure	8,793	46,446	298,211	251,765	0	251,765	15.6%
Net Income over Expenditure	(760)	(35,765)	(261,211)	(225,446)			

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>475 Planned maintenance</b>							
4231 Planned maint holding budget	0	0	70,426	70,426		70,426	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	476	759	759	1		1	99.9%
4234 Museum PPM	1,144	10,506	10,506	0		0	100.0%
4235 Cemetery PPM	988	1,567	1,566	(1)		(1)	100.0%
4236 Parks & play areas PPM	785	1,001	1,001	(0)		(0)	100.0%
4237 Grove House PPM	1,592	27,156	27,156	0		0	100.0%
4238 Grove Lodge PPM	382	(2,454)	(2,454)	0		0	100.0%
4239 Chapel/hut/toilets/shed PPM	50	50	50	0		0	100.0%
4240 Public toilets	0	347	347	(0)		(0)	100.1%
4241 VIC PPM	0	78	78	0		0	100.0%
6000 Admin Salaries Recharge	1,127	5,431	5,440	9		9	99.8%
6005 Admin Overhead Recharge	452	2,548	3,069	521		521	83.0%
6007 Grove House Recharge	81	246	85	(161)		(161)	289.4%
6008 Grove Lodge Recharges	41	188	151	(37)		(37)	124.5%
Planned maintenance :- Indirect Expenditure	7,118	47,987	118,745	70,758	0	70,758	40.4%
Net Expenditure	(7,118)	(47,987)	(118,745)	(70,758)			
<b>480 Tourism &amp; Marketing</b>							
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)			
<b>481 Tourism Love Weston / Dest Mar</b>							
1040 VIC Advertising Income	0	748	0	(748)			0.0%
1042 Tourism - Love Weston accredit	9	9	0	(9)			0.0%
Tourism Love Weston / Dest Mar :- Income	9	756	0	(756)			
4000 Staffing Costs	5,046	21,244	52,434	31,190		31,190	40.5%
4039 Advertising & Marketing	0	4,770	36,000	31,230		31,230	13.3%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	134	8,958	10,465	1,507		1,507	85.6%
6000 Admin Salaries Recharge	1,599	7,702	7,714	12		12	99.8%
6005 Admin Overhead Recharge	318	1,796	2,162	366		366	83.1%
6007 Grove House Recharge	115	350	92	(258)		(258)	380.4%
6008 Grove Lodge Recharges	58	265	165	(100)		(100)	160.6%
6010 Grounds Salaries Recharge	188	832	1,085	253		253	76.7%

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6015 Grounds Overhead Recharge	64	287	272	(15)		(15)	105.5%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	7,522	46,204	111,489	65,285	0	65,285	41.4%
Net Income over Expenditure	(7,513)	(45,448)	(111,489)	(66,041)			
<b>482 Tourism VIC costs</b>							
1040 VIC Advertising Income	100	(88)	1,200	1,288			(7.3%)
1043 VIC Retail/Shop Income	3,569	4,632	16,500	11,868			28.1%
1044 VIC Ticket sales	(2,968)	(2,968)	200	3,168			(1483.9)
Tourism VIC costs :- Income	702	1,576	17,900	16,324			8.8%
4000 Staffing Costs	3,014	7,880	29,657	21,777		21,777	26.6%
4013 Training	0	511	2,608	2,097		2,097	19.6%
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	13	48	314	266		266	15.2%
4035 Telephone	51	241	650	409		409	37.0%
4036 Stationery	92	235	500	265		265	47.0%
4038 Recruitment / Advertising	130	130	0	(130)		(130)	0.0%
4039 Advertising & Marketing	0	5	5,000	4,995		4,995	0.1%
4049 Legal fees	0	24	0	(24)		(24)	0.0%
4105 Utilities - Heat & Light	0	0	750	750		750	0.0%
4136 Credit Card Chgs	11	21	0	(21)		(21)	0.0%
4209 TIC -equipment purchase	145	698	1,000	302		302	69.8%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	0	1,927	7,000	5,073		5,073	27.5%
Tourism VIC costs :- Indirect Expenditure	3,456	11,720	49,479	37,759	0	37,759	23.7%
Net Income over Expenditure	(2,754)	(10,144)	(31,579)	(21,435)			
<b>485 PublicToilets</b>							
1080 Toilet income	398	2,282	0	(2,282)			0.0%
PublicToilets :- Income	398	2,282	0	(2,282)			
4035 Telephone	0	25	0	(25)		(25)	0.0%
4044 Insurance	2,905	4,117	439	(3,678)		(3,678)	937.9%
4102 NNDR	746	2,724	5,334	2,610		2,610	51.1%
4104 Utilities - Water	134	337	1,591	1,254		1,254	21.2%
4105 Utilities - Heat & Light	226	2,206	4,530	2,324		2,324	48.7%
4110 Cleaning	3,000	17,219	36,600	19,381		19,381	47.0%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	659	3,173	3,175	2		2	99.9%

## Detailed Income &amp; Expenditure by Budget Heading 31082021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	186	1,050	1,264	214		214	83.1%
6007 Grove House Recharge	47	144	172	28		28	83.7%
6008 Grove Lodge Recharges	24	109	145	36		36	75.2%
6010 Grounds Salaries Recharge	116	514	666	152		152	77.2%
6015 Grounds Overhead Recharge	39	177	168	(9)		(9)	105.4%
PublicToilets :- Indirect Expenditure	8,082	31,794	56,084	24,290	0	24,290	56.7%
Net Income over Expenditure	(7,683)	(29,512)	(56,084)	(26,572)			
Grand Totals:- Income	17,344	1,354,002	348,916	(1,005,086)			388.1%
Expenditure	236,086	894,472	2,943,072	2,048,600	0	2,048,600	30.4%
Net Income over Expenditure	(218,742)	459,530	(2,594,156)	(3,053,686)			
Movement to/(from) Gen Reserve	(218,742)	459,530					

**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 6<sup>th</sup> April 2021.
- To the value of £155.34 on 4<sup>th</sup> May 2021.
- To the value of £160.52 on 2<sup>nd</sup> June 2021.
- To the value of £155.34 on 2<sup>nd</sup> July 2021
- To the value of £160.52 on 2<sup>nd</sup> August 2021

Santander Actual Cash Received 1<sup>st</sup> April 2021 to 31<sup>st</sup> August 2021 = £792.21

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 6<sup>th</sup> April 2021.
- To the value of £2.64 on 5<sup>th</sup> May 2021.
- To the value of £2.13 on 2<sup>nd</sup> June 2021.
- To the value of £2.56 on 2<sup>nd</sup> July 2021
- To the value of £1.98 on 3<sup>rd</sup> August 2021

CCLA Actual Cash Received 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021 = £13.25

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

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<b><u>SCHEDULE OF RECEIPTS</u></b> <b><u>FOR:</u></b>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	<b>Total Gross Income</b>
	£	£	£	£	£
Apr-21	£ 1,362,561.96	£ -	£ 58.83	£ -	<b>£ 1,362,620.79</b>
May-21	£ 14,340.97	£ -	£ -	£ -	<b>£ 14,340.97</b>
Jun-21	£ 21,706.62	£ -	£ 152.00	£ -	<b>£ 21,858.62</b>
Jul-21	£ 68,837.50	£ -	£ 389.50	£ -	<b>£ 69,227.00</b>
Aug-21	£ 35,965.21	£ -	£ 466.00	£ -	<b>£ 36,431.21</b>

## Outstanding Balances by Month as at 01/09/2021

A/C Code	Customer Name	Balance	Sep 2021	Aug 2021	Jul 2021	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ADVENTURE	ADVENTURE	-633.60	0.00	0.00	0.00	0.00	-633.60
ELLIOTT	COLIN ELLIOTT	112.22	0.00	0.00	0.00	112.22	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		-362.98	0.00	0.00	0.00	587.42	-950.40
Ledger No 2, Council Sales Ledger							
ABBEY	ABBEY	-714.00	0.00	0.00	714.00	0.00	-1,428.00
ALLIANCEDB	ALLIANCEDOGBIN	871.20	0.00	290.40	290.40	290.40	0.00
CASTLES	CASTLES	1,173.00	1,173.00	0.00	0.00	0.00	0.00
CHAMPS	CHAMPS	71.00	71.00	0.00	0.00	0.00	0.00
CHURCHILLP	CHURCHILLP	345.60	0.00	345.60	0.00	0.00	0.00
COLE	COLE	71.00	71.00	0.00	0.00	0.00	0.00
ELM001	ELMS	-100.00	0.00	0.00	0.00	-100.00	0.00
FINE	FINE	-41.00	0.00	0.00	0.00	0.00	-41.00
GRATTONP	GRATTONP	250.00	179.00	71.00	0.00	0.00	0.00
HOLEN	HOLEN	117.00	117.00	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	713.40	0.00	237.60	237.60	238.20	0.00
MANNERSE	MANNERSE	71.00	71.00	0.00	0.00	0.00	0.00
MULHALL	MULHALL	10.80	2,410.80	0.00	0.00	0.00	-2,400.00
NEATEML	NEATEML	179.00	0.00	179.00	0.00	0.00	0.00
PALMER	PALMER	41.00	0.00	0.00	0.00	41.00	0.00
PITMANS	PITMANS	41.00	0.00	0.00	0.00	41.00	0.00
STYLISH	STYLISH	41.00	41.00	0.00	0.00	0.00	0.00
VINCENTP	VINCENTP	539.00	539.00	0.00	0.00	0.00	0.00
WINSCOMB	WINSCOMBES	288.00	0.00	288.00	0.00	0.00	0.00
WOOKEY	WOOKEY	240.00	0.00	120.00	120.00	0.00	0.00
WSMGOLF	WSMGOLF	-180.00	0.00	0.00	0.00	0.00	-180.00
Total Sales Ledger No 2		4,028.00	4,672.80	1,531.60	1,362.00	510.60	-4,049.00
Ledger No 4, Museum Sales Ledger							
BISHOPSL	BISHOPSL	35.00	35.00	0.00	0.00	0.00	0.00
BOURNVILLE	BOURNVILLE	35.00	35.00	0.00	0.00	0.00	0.00
BRENTKNOL	BRENTKNOL	36.00	0.00	0.00	36.00	0.00	0.00
CASTLE	CASTLE	35.00	0.00	0.00	0.00	35.00	0.00
CIVIC	CIVIC	324.00	324.00	0.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
FRANCISM	FRANCISM	250.00	250.00	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	60.00	60.00	0.00	0.00	0.00	0.00
HAYWARDV	HAYWARDV	157.50	157.50	0.00	0.00	0.00	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
OLDMIXON	OLDMIXON	105.00	105.00	0.00	0.00	0.00	0.00
QUICKC	QUICKC	1,500.00	0.00	0.00	0.00	1,500.00	0.00
ROTARY	ROTARY	280.00	280.00	0.00	0.00	0.00	0.00
STMARTINS	STMARTINS	75.00	75.00	0.00	0.00	0.00	0.00
Sub Total C/Fwd		7,138.62	5,994.30	1,531.60	1,398.00	3,261.62	-5,046.90

## Outstanding Balances by Month as at 01/09/2021

A/C Code	Customer Name	Balance	Sep 2021	Aug 2021	Jul 2021	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	7,138.62	5,994.30	1,531.60	1,398.00	3,261.62	-5,046.90
Ledger No 4, Museum Sales Ledger (Continued)							
	STREETSBR STREETSBR	30.00	0.00	0.00	0.00	30.00	0.00
	WHEATFIELDWHEATFIELD	35.00	35.00	0.00	0.00	0.00	0.00
	WORLEBUR WORLEBURY	35.00	35.00	0.00	0.00	0.00	0.00
	WSMHOSPICWSMHOSPICE	280.00	280.00	0.00	0.00	0.00	0.00
	Total Sales Ledger No 4	3,853.60	1,671.50	0.00	36.00	2,193.60	-47.50
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>7,518.62</b>	<b>6,344.30</b>	<b>1,531.60</b>	<b>1,398.00</b>	<b>3,291.62</b>	<b>-5,046.90</b>





# Weston-super-Mare Town Council Procurement Guide

# Town Council Guide to Procurement

## 1. Introduction

The purpose of this guide is to provide an overview of the procurement of goods and services. It is intended to complement, but not replace Town Council Standing Order and Financial Regulations.

Procurement has a key role to play in implementing the overall vision and Aims of the Town Council. Procurement practice should meet Town Council goals of sustainable development and resource minimisation by ensuring that products, suppliers and contractors have the best value performance. The pursuit of sustainability and continual improvement is a key goal of the Procurement Policy and innovative ways of meeting objectives might be sought, using the techniques of whole life costing plus product and supplier assessment.

The Town Council is committed to providing quality services irrespective of whether it uses its own staff or operates in partnership with private, voluntary or other public service providers. It will use fair and open competition, and will use external as well as internal providers whether practical as a mean of securing efficient and effective service.

## 2. Principles of Good Practice Procurement

“Best value may not always mean the cheapest. Quality products or services which cost more may sustain themselves in the long term and therefore may be the better option where best value is concerned”

- Take a strategic long term approach; look at the objectives of the service as well as the whole life costs.
- Establish how the service will be delivered in the future to achieve the standard of performance of the best value.
- Ensure that all realistic alternative options have been explored and that evidence to support decisions made can be provided. It should be noted that these decisions will be audited by the section 151 Officer (RFO) as part of the best value inspection process.
- Be clear about the overall specification and what outputs and outcomes are sought.
- Review related services and activities so that the scope for improvement can be maximised and the cost of achieving improvements is kept to a minimum.
- Explore the scope for cross agency work.
- Research the market; speak to the private and voluntary sectors, to customers and to staff about the required outputs and outcomes.
- Decide whether to continue providing the service in-house, in partnership or to use external providers, by effectively appraising the options. Whatever decision is made, it must be a rational one, which can be defended as being in the interest of service users.

- **Have regard for social value and the impact of this when procuring goods and services**
- Seek and encourage innovation to find step changes in quality, performance and costs. Do not limit this by specifying inputs and working methods.
- Ensure that the appropriate legal financial and other specialist advice early in the procurement process has been sought, and that specialist involvement continues as appropriate throughout the process.
- Ensure that risk has been recognised and managed. In order to do this the present worth of assets, and recognise the commercial aspects of contracting.
- Ensure that any major policy decision affecting procurement of any goods and services is submitted for Members approval.

### 3. The Procurement Process

There are various stages involved in the procurement of goods or services. This section provides an overview of these stages, which are explained in greater detail later in this guide. Note that Project/Expenditure approval (Form of Authority to place Orders E.g. page 4) should be obtained from the section 152 Officer for orders over £7,500, before commencement of the procurement process.

Stage	Description
Specification	A Statement of requirements, the first step in any procurement Process should be to identify and define the need and estimate the Likely costs.
Supplier Selection and Appraisal	The next step is to identify potential suppliers who have the capability, capacity and commitment to meet the requirement.
Quotations/Tendering	Having established a list of potential suppliers and a robust specification suppliers are invited to tender or quote for provision of the goods or services.
Tender Evaluation	The majority of contracts are awarded to the supplier who submits the lowest cost tender or quotation. However, in many cases, other factors are taken into consideration and the best value for money Tender or quotation is accepted.
Post-Tender Negotiation	Once suppliers have submitted tenders or quotations, there may be opportunities to negotiate with a view to improve the overall bid.
Contract Award	Committee approval is required before contracts can be awarded for goods or services not previously approved.
Contract Management	Ensuring that the goods or services detailed in the specification are provided in accordance with the specification to the appropriate quality, within specified timescale and at the agreed price.

## 4. Specifications

The specification is the first step in the procurement process. Put simply, a specification is the description of the product or service required.

An effective specification should not be biased towards any one company and should enable suppliers to tender or quote the Town Council on a common basis.

The content and format of a specification should ensure that there is no ambiguity, and that all relevant parts of the description are included.

Note that the specification will form part of the contract with the selected supplier, and that changes/additions to the specification post-contract may entail extra costs. It is therefore very important to include all key deliverables.

Specifications should include where applicable:

- The functions and performance required.
- Any essential design requirements/limitations.
- Relevant National or European standards.
- Details of any existing suitable products.
- Health and Safety considerations.

In addition, specification for services should include:

- Key deliverables
- Timescale
- Relevant experience required.
- Details of information required to be submitted with the tender.
- **Social Value considerations**

## 5. Supplier Selection and Appraisal

Having stated a requirement by the production of a specification, the next step is to identify suppliers who are capable and willing to provide the goods or services. This process falls into two stages:

- Identification of potentially capable suppliers
- Assessment of capabilities.

### Supplier Identification

In many cases, a list of potential suppliers can be produced through previous experience and market knowledge. (See Section 14). Where Town Council Standing Orders/Financial Regulations apply (see section 6+9) then potential contracts must be advertised in trade journals and newspapers appropriate to the product or service being sought.

## Supplier Appraisal

Once potential suppliers have been identified, they should be assessed to ensure that they are capable of meeting requirements. This assessment should be on a technical, commercial and financial grounds and may involved one of the following:

- Requesting that potential suppliers complete a pre-qualification document providing information relevant to the contract ( where allowed, ie below Government procurement levels).
- Visiting and assessing the premises of a supplier.
- Taking up references from appropriate professional organisations.

Where possible, suppliers should be contacted prior to the issue of invitations to tender in order to establish:

- That they are willing to tender for the work.
- Timescales for return of tenders.
- A contract name

The level of time and effort involved in supplier selection and appraisal depends on the value, complexity and risk of the relevant product or service being purchased.

## Specialist Expertise

If supplies/service can be supplied or local specialists are needed or the supplies/services are proprietary they can be sourced outside the normal procurement procedure (see Standing Order 39.z (d) and section 17 Appendix 2 of this document), subject to the approval of the section 151 Officer or appropriate Committee.

## 6. Quotations

Contracts and orders should be awarded through competition to achieve Best Value whenever possible. If in the case of specialist suppliers and there is a lack of competitors, then seek advice from the Section 151 Officer to obtain approval to purchase. The relevant thresholds for quotation/tenders are as follows:

Amount	Requirement
£7,500 to £20,000	A minimum of three quotations should be invited.
£20,000 to £65,000	A minimum of four written quotations should be invited (see below for further details)
£65,000 or over	Full tendering procedures are required (see section 9 and Paragraph 39.2 (a) of standing order)

## Invitations to quote

Invitations to submit quotations should normally be in writing. Invitations must be issued in identical terms, simultaneously to all suppliers selected. The instructions to suppliers must include the following:

- The latest time of quotations.
- A copy of specification.
- Statement to the effect that non-compliance with instructions may lead to disqualification.

## 7. Expenditure

Expenditure on goods and services within the estimates shall only be incurred after approval by the appropriate Committee, except that approval by the council of estimates of a Committee shall unless the Council otherwise decide be deemed to be approval for the Town Clerk to incur expenditure upon:

- Claims which by the statute have to be met, including any County Court Judgement.
- Salaries and wages and any other expenses of staff employed within the approved establishment.
- Repairs and maintenance of buildings, grounds and equipment.
- Normal day-to-day requirements of the service including minor works, supplies and replacement of equipment.
- Supplies and services costing under £10,000, either capital or revenue, may be ordered by an authorised Officer from a previously approved budget subject to receipt of quotation where applicable.
- Any proposed capital expenditure over £10,000 must be subject to specific Committee approval regardless of it being financed from a previously approved budget, although no such approval is needed in the case of revenue expenditure exceeding £10,000 from a previously approved budget.

## 8. Authorisation of Expenditure

- Expenditure on goods and services within the estimates approved by the Council may be authorised, subject to the provisions of the Council's Standing Orders on Contracts, by the Town Clerk or by delegation to another Senior Officer.
- The certification of an invoice prior to payment by those officers shall be taken to mean that the certifying officer is satisfied that the goods or services to be paid for have been received by the Council and represent proper value for money.
- In case of emergency an order may be given by the persons authorised above and where items of a trivial amount are purchased from suppliers with whom no account is held, payment may be made on the authority of the Town Clerk in cash or from the imprest account held for that purpose.

## 9. Tendering

Tendering is basically a more formal and exhaustive method of obtaining quotations. Legally, a tender submitted by a supplier is a legal offer, and when accepted by the Town Council, a formal contract exists.

Tendering must be used for all purchases where there is a possibility that the **overall contract value may exceed £65,000 although in some instances it may be advisable to use the tendering procedure below this figure.**

### Invitations to Tender

An invitation to tender comprises the following documentation.

- Covering letter specifying date and time for return of Tender
- Conditions of Tender
- Conditions of Contract
- Financial Cost Statement
- Specification
- Form of Offer
- Stamped envelope for return of Tender specifying date and time for return.

It is the responsibility of the Spending Officer to produce a Tender document, although the appropriate Manager can provide advice on format and content if required.

Where the use of a third party is felt necessary, the above must still be complied with and tenders returned to the Town Council.

Further information on preparation of a Specification is given in section 4 and a template example is given in section 16 Appendix 1.

### Financial Cost Statement

The financial Cost Statement is the pricing schedule which tenderers must complete. Its purpose is to ensure that all tenderers submit prices on a common basis and in a common format, making evaluation more straightforward. For instance, with consultancy contracts, the Manager must consider whether the contract is to be priced on a fixed price or time based rate basis. Similarly, where the contract is for the purchase of goods, are prices required per item or for multiple thereof? The financial Cost Statement should therefore state the basis of pricing, and leave spaces for the tender to insert prices. The mechanism for pricing scope variations, where applicable, should also be included here.

### Tendering Period

The time allowed for return of tenders depends on the complexity of the contract, and the amount of information being requested as part of the tender submission. Normally, a minimum period of two weeks should be allowed: however, this period may be reduced

in some circumstances provided that all tenders have been contracted prior to the invitation to Tender, and are able and willing to meet the timescale.

During the period between invitation to tender and receipt of tenders, it is vital that all tenderers are treated equitably and equally. For instance, any queries of substance raised by one tenderer must be answered to all tenderers simultaneously. Similarly, if one tenderer requests an extension to the tendering deadline, and this is accepted, then the deadline must be extended for all tenderers.

### Tender Opening

When tenders are received they are opened simultaneously by a Councillor's Tender Panel, which is to comprise a minimum of 2 councillors who will record prices and sign tender documents accordingly to ensure propriety and regularity. This process will be administered and evaluated by a Manager and the result of tenders will then be reported to Committee.

## 10. Tender Evaluation

Once tenders have been received from suppliers, they must be evaluated to ensure that the Best Value for money tender is accepted. In majority of cases, pre-tender appraisal of suppliers, who are all accepted, subject to analysis to ensure that the tender is compliant. However, in many contracts, particularly those for the provision of consultancy, research and other services, whilst all tenders may be capable of meeting the requirement, some may be capable of meeting it better than others. In such cases, tenders are evaluated in terms of both cost (in £'s), and pre-defined quality criteria, and a judgement must be made, if the lowest cost involved is compensated by a suitable and relevant increase in quality. This, in essence, is the assessment of Best Value.

### Cost

The whole life cost of the asset or service being provided is to be assessed for each tender. Note that cost does not necessarily equate with price as other factors such as maintenance costs and re-sale value should be considered. Where the actual cost exceeds the estimated cost, a 5% overspend may be permitted with the section 151 Officers approval.

### Quality

In order to ensure that the evaluation process can be seen to be ethical, quality criteria should be documented prior to the receipt of tenders. Quality criteria may include such factors as proposed methodology, quality of staff, availability of resources etc.

### Social Value

The Town Council will have regards to social value and community engagement within the Procurement procedures, as required by the Town Council's Financial Regulations,



considering Price, Quality and Social Value in its decision making, with a scoring matrix to support this. The scoring weighting should reflect the needs of the project / service being procured.

## 11. Post Tender Evaluation

Once bids (i.e. tenders or quotes) have been evaluated, it may be possible to improve the overall value for money of bids through the use of negotiation. Effective negotiation is much more than simply bargaining or haggling, and demands certain skills which can be identified and put into practice. For this reason, any post tender negotiation must be planned thoroughly.

Post-tender negotiation may be entered into with the two or three tenderers who offer the best overall value for money as defined by the tender evaluation process. However, in certain cases, where evaluation has proved a clear leader, only this tenderer needs to be negotiated with.

In deciding when to negotiate, it is important to remember that potential areas of improvement may involve areas other than cost. For instance, improved delivery times (for goods as well as service) can be negotiated which will raise the overall quality of the bid. As far as the contract is concerned, even where one particular bid offers the lowest overall cost, there may still be opportunities for reductions in cost in certain areas.

If during such negotiations the requirement is vastly changed, the Town Council should give serious consideration to re-tendering and reserve the right to do so if necessary.

## 12. Contract Award

The authorisation of purchase or awards of contract involves separate levels of authorisation.

The contract award must be authorised by:

Amount	Authority
Up to £7,500	Manager/ Designated Spending Officer / RFO
£7,501 - £65,000	Section 151 Officer (RFO – approval ) & Committee where relevant.
£65,001 and over	Committee Approval

### Town Council Financial Regulation No 11: Contracts

To be read in conjunction with Standing Orders

- The Responsible Financial Officer should keep an approved list of tenderers and Follow tender procedures.

- The Town Clerk shall arrange for the keeping of a Register of Tenderers received.
- The final sum due under any major contract shall not be certified for payment until RFO or Town Clerk has carried out or arranged for an audit examination of the final Account.
- Authorisation must also be obtained to ensure expenditure under the Order Book Scheme of Delegation, by an individual suitably empowered by the Management Team. The Mechanism for this authorisation involves purchase requisitions and/or Contract forms for use in connection with the Town Councils Accounting system.

Tenders that fail to comply with the specification should not be treated as valid tenders. The lowest whole-life cost, after Post-Tender Negotiation is the method used to ascertain lowest tender, rather than price. In certain circumstances, the lowest tender, whilst complying with the minimum requirements of the specification, will clearly result in additional costs for the Council, which will be avoided by accepting a higher tender. In such circumstances, “preferred tender not the lowest” is required.

Once the above authorisations have been obtained, a contract award letter will be sent by the Manager to the successful tenderers, for contracts in excess of £20,000. The Manager will also notify unsuccessful tenderers accordingly. For contracts below £10,000 the successful supplier will be formally notified via the purchase order, which will be raised by the relevant nominated officer.

Any unsuccessful tenderer may request a de-brief in respect of their tender although the Town Council reserves the right not to declare all information relating to the award of the relevant contract.

### 13. Contract Management

Once a contract has been let, it is the responsibility of the Manager to ensure that as far as practicable, the goods or services are delivered to time, cost and quality. The following measures may be applicable.

- Detailed inspection of goods and equipment provide by contractor to ensure that they comply with the specification.
- Continual appraisal of the specification to ensure that matters such as delivery dates are adhered to.
- For service contracts, regular progress meetings are advisable. Milestones should be established and reviewed, and performance assessed against pre-agreed measures.
- Procurement assistance is available with the above if required and the Section 151 Officer should always be advised in case of unsatisfactory performance, in order that:
  - Suitable measures can be taken under the contract, such as compensation, and, as last resort termination.
  - Any such incidents will be considered before inviting the contractor to tender for other contracts.

## Variation and Extension

From time to time, variation and extensions to contracts are required. These require varying types and levels of approval, depending on their nature. These generally fall into three areas.

- Time extensions with no extra cost: These can be issued by the Manager to the contractor. No further authorisation is required.
- Extensions to fixed term contracts: These are classified as single tender actions, and require Section 1512 Officer Approval, unless reference was made in the original Tender Document to the possibility of extension.
- Extra work within the same overall contract: The approval required here depends on the nature of the extra work. If it is essentially, an area that would have formed part of the original specification had it been envisaged at the time, then no approval is necessary other than normal “incur expenditure” approval under the Section 151 Officer. If, however, it is a distinct item of work separate to the specification, such as an extra phase, Committee approval is required. Obviously there are grey areas in this definition, and a pragmatic view should be applied. If in doubt speak to the appropriate manager or Section 151 Officer.

## 14. Regular Service Contracts

Regular Service Contracts are arrangements with suppliers to provide an unspecified amount of goods and services at fixed prices, over a fixed period of time. They are used to purchase items on a regular basis to avoid obtaining quotes/tenders on each occasion these items are required.

The majority support specialist requirements of Council Facilities. Examples of those likely to be relevant are as follows:

- Stationery
- Computer equipment/Ongoing support
- Fuel Supplies
- Contract Cleaning
- Alarm and Fire Systems

The Responsible Financial Officer has a full list of all contracts, and should be contacted in instances where opportunities for development of further contracts were identified.

**Note that the use of Regular Service Contract where they exist is mandatory, i.e.: other suppliers must not be used for the purchase of these goods or services unless authorised.**

## 15. Social Value

The Town Council will have regards to social value and community engagement within the Procurement procedures, as required by the Town Council's Financial Regulations, considering Price, Quality and Social Value in its decision making, with a scoring matrix to support this. The scoring weighting should reflect the needs of the project / service being procured. This matrix and weighting should be reviewed and reflected in the tender documents and specifications sent out to be clear of its purpose.

## 16. Employed Consultants

It is important to be clear about the reasons for hiring an external consultant. Before beginning the process of hiring an outside firm, Managers should have determined that in-house resources are not sufficient and that the extra expense involved in hiring a firm of consultants is clearly justified.

Managers should always prepare a detailed project brief before selecting a consultant. If necessary, it can be refined later to take account of the consultants' idea. The brief becomes the consultants' Terms of Reference.

The discipline of preparing a detailed project brief is helpful because it forces Managers to consider what they want to achieve from the project. It also helps them to assess the extent of the commitment they will need to make to the project in providing data to the consultants; attending meetings, reviewing results etc. A clear project brief is also necessary to facilitate evaluation on completion.

The lack of a project brief can lead to misunderstanding between consultants and client.

The following is a checklist for Managers in the use of consultants.

### Check list for Managers

This checklist is designed to provide Managers with a summary of good practice in commissioning and managing consultants.

#### Identification of need:

- Identify the objectives of the project and what the recommendations are intended to achieve or change.
- Consider the availability of potential in-house resources before seeking to engage external consultants.
- Assess and document the benefits of employing consultants in the light of probable cost.
- Identify costs of Council's contribution, i.e., time of Manager, Working party and staff.
- Agree a budget.

- Obtain approval Section 151 Officer and Committee, if appropriate.
- Ensure that any committee report seeking approval for consultants specifically addresses the justification for commissioning consultants.

#### Preparation of Project Brief:

- The Project brief should include:
  - Background to the project
  - Project objectives
  - Expected product or deliverables
  - Project timetable
  - Council's own contribution
  - Reporting requirements
  - Relevant source documents available for inspection.

#### Request for Proposals or Invitation to Tender

- The request for proposals or invitations to tender includes:
  - Basis upon which tenders are sought (fixed price or daily rate)
  - Specification of minimum number of tenders
  - Timetable for submitting proposals
  - Contact name and telephone numbers for enquiries
  - Details of any pre-bid conference
  - These documents include what the Council requires in each consultant's proposal.
    - This might include:
      - An outline of the consultants' approach or understanding of the project
      - Summary of the firm's relevant experience
      - Cost including proposed hours for each team member and rate/hour
      - References

#### Selection of Consultants

- Where larger projects are concerned, form a Working Party if appropriate.
- Set comprehensive criteria against which proposals will be evaluated, including:
  - Price
  - Experience and qualifications of consultancy team members
  - Understanding of client's needs
  - Feasibility and credibility of proposed approach
  - Ability to complete the project on time
  - Check references
- Establish what previous work has been done for the authority by the consultants and how successful it was.
- Clearly document why tenders were chosen and rejected.

### Employment of Consultants

- Draft agreement ensuring that it contains the following elements:
- Description of all project deliverables
- Project schedule with key milestones
- Fees, including definition of reimbursable expenses
- How payment will be made
- Reporting arrangements
- Arbitration/termination arrangements
- Involvement of named Council staff
- Terms of reference agreed between the authority and the consultants should be attached to the agreement and incorporated by reference.
- Agree clear end-point and procedures for “signing off” project when complete.
- Once the contract is signed, give consultants official notification to proceed in writing. This can include information to the consultants on the Authority’s preferred format for invoices.

### Monitoring Progress

- Appoint a named Project Officer, and, where justified, Working Party responsible for overseeing progress.
- Monitor consultants’ progress key milestones.
- Monitor costs against budget; ensure that the invoices are charged against correct account codes.
- Arrange regular progress meetings.
- Scrutinise invoices and obtain necessary approvals.

### Record Keeping

- Set up and maintain contact file which should include:
- Project brief or terms of reference
- Minutes showing member approval, if needed
- Agreement between authority and consultant
- Document of the selection process
- Record of payments made under the agreement
- Implementation plan

### Reviewing Performance

- Establish formal review process when project is finished.
- Complete a project evaluation put in contract file.

## 17. Appendix 1 Example of Tender Document

### **Form of Tender – [Project Title/Description]**

**To Client:** Weston-super-Mare Town Council

**Quote in Respect of:** [Project Summary]

**Quote Return Deadline:** [Deadline date and time]

Sirs,

Having read the requirements of the project management brief and associated documentation delivered I/We do hereby offer to execute and complete the **whole of the works described** for the annual sum of

..... (in words) (exclusive of VAT)

£..... (in numbers) (exclusive of VAT)

I/We agree that the information supplied with this Form of Tender are complete and correct and that this quotation remains open for consideration for 12 weeks from the date fixed for the submission of quotations. In the event of our quotation being accepted we will execute a formal contract with Weston-super-Mare Town Council. We understand and acknowledge that no pledge is given to accept the lowest or any other tender.

We acknowledge that if our quotation is accepted, we will be appointed as Principle Contractor as defined in the Construction (Design & Management) Regulations 2015 and we confirm that we will comply in all respects with the requirements set out therein.

We have not computed the amount of my/our quotation figure by consultation with any other person, firm, company or organisation of any kind whatsoever (except where it was essential for the purpose of obtaining prices for materials and/or services).

**Contractor:**.....

**Date:**.....

**Address:** .....

**Signature:** .....

## 18. Appendix 2 Contract Standing Orders

### 1. Procedures as to contracts are laid down as follows:

- 1.1 Every contract shall comply with these financial regulations and no exceptions shall be made other than in an emergency as described at regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items 1 to 5 below
  1. for the supply of gas, electricity, water, sewerage and telephone services.
  2. for specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
  3. for works to be executed or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
  4. for work to be executed or goods or materials to be supplied which constitute and extension of an existing contract by the Council.
  5. for goods or materials proposed to be purchased which are propriety articles and/or are only sold at a fixed price.
  6. for additional audit work of the external Auditors up to an estimated £250 £1000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Policy & Finance Committee);
- 1.2 Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 1.1 the RFO shall act in accordance with Standing Order 39.
- 1.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a Resolution of the Council.
- 1.4 Any invitation to tender shall state the general nature of the intended contract and the Town Clerk / RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall, in addition, state that the tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 1.5 All sealed tenders (Above £25,000 as per Public Contracts 2014/24/EU) shall be opened at the same time on the prescribed date by the Town Clerk or RFO in the presence of at least two Members of the Council.
- 1.6 If less than three tenders are received for contract above £25,000 ~~10,000~~ or if all the tenders are identical the Council may make such an arrangement as it thinks fit for procuring the goods or materials or executing the works.



- 1.7 Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 39(e) and 39(f).
  - 1.8 When it is intended to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 1.1, the RFO shall apply principles detailed in standing order 39.2(a) The RFO shall strive to obtain three estimates. Otherwise, regulation 10 (2) above shall apply.
  - 1.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
  - 1.10 The Council will work within its Procurement Policy.
2. Where there is any procurement and award of a contract covered by the Regulations 2015 ("the regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014 / 24 / EU (which may change from time to time

ITEM 7 WESTON SUPER MARE TOWN COUNCIL  
 Cil – Annual report at 31.03.21

<b>Annual report from WSMTC</b>	
1. Report of WSMTC for the Financial Year 31 <sup>st</sup> March 2021. In which CIL Monies receipts have been received.	<b>Year: 31.03.21</b>
<b>2.Total CIL Receipts for the reported Year</b>	<b>£77,636</b>
<b>3.Total CIL Expenditure for the reported Year</b>	<b>£0</b>
4. summary details of CIL expenditure during the reported year including	<b>N/A – No spend in year</b>
4.1 the items to which CIL has been applied	<b>N/A – No spend in year</b>
4.2 the amount of CIL expenditure on each item	<b>N/A – No spend in the year</b> <b>£0</b>
4.3 details of any notices received in accordance with regulation 59E, including—	<b>N/A</b>
4.3.1 the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;	<b>£0</b>
4.3.2 the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;	<b>£0</b>
4.4 the total amount of—	<b>£0</b>
4.4.1 CIL receipts for the reported year retained at the end of the reported year	<b>£77,636</b>

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<b>Annual report from WSMTC</b>	
4.4.2 CIL receipts from previous years retained at the end of the reported year	<b>£104,601</b>
<b>5. WSMTC will publish this report as follows:</b>	<ul style="list-style-type: none"><li>• <b>On its website</b></li><li>• <b>By sending a copy of the report to NSC no later than the 31<sup>st</sup> December following the reported year.</b></li></ul>