

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
POLICY & FINANCE COMMITTEE MEETING
HELD AT THE MUSEUM ON
MONDAY 18TH OCTOBER 2021**

Meeting Commenced: 7:00 pm

Meeting Concluded: 7:58 pm

PRESENT: Councillors Mark Canniford (Chairman), Sarah Codling, Dave Dash, Peter Fox, Pete McAleer (S), Lisa Pilgrim, Ian Porter and Tim Taylor.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer/Officer Manager) and John Christopher (Conservative Party member).

In the absence of the Chairman, the Vice Chairman chaired the meeting.

171 To receive Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Helen Thornton who was substituted by Councillor Pete McAleer and Councillors Alan Peak and Robert Payne with no substitutions.

172 To receive Declarations of Interest

There were no declarations of interest received.

173 To approve the minutes of the Policy & Finance Committee meeting held on 23rd August 2021

The minutes had been previously circulated with the agenda.

PROPOSED BY: Councillor Sarah Codling

SECONDED BY: Councillor Peter Fox

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

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

174 The minutes of the Working Party to Review Expenditure & Governance held on 9th September (unapproved)

The minutes had been previously circulated with the agenda.

An update with regards to the toilets and progress on partnership working with North Somerset Council (NSC) was requested. It was advised that two meetings with NSC had already taken place and third scheduled for November. It was hoped that a plan could be put in place to address problems in Grove Park by the end of the year.

Members noted that the vandalism problems were nearly impossible to resolve but stressed the importance of a solution as soon as practically possible.

The Town Council's relationship with Alliance Homes was queried in respect of the Dartmouth Close play area transfer. The Town Clerk advised that the process had been very slow and although verbal approval of the freehold transfer had been received, confirmation in writing was still awaited.

It was noted that there seemed to be communication problems within the Worle community groups which was holding up the releasing of funds and that relationships needed to be improved.

RESOLVED: That the minutes of the Working Party to Review Expenditure & Governance held on 9th September (unapproved) be noted.

175 Monthly Financial Reports: August 2021

a) For Approval

Schedule of Unapproved Expenditure

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

.1 RESOLVED: That the Schedule of Unapproved Expenditure for August 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.

176 To approve the updated Procurement Guide

The updated Procurement Guide had been previously circulated.

The Deputy Town Clerk reported that no further changes had been made by the Expenditure & Governance Working Party since the previous Policy & Finance meeting in June.

Discussion ensued regarding what Social Value was and how this should be weighted.

The Deputy Town Clerk advised that members may wish to weight social value differently for contracts over or under £25k. Finding a policy/guide for comparison had proved difficult as there seemed to be none for town/parish councils, only unitary authorities whose budgets were far larger.

Members direction on the definition of social value and how this should be weighted would be helpful for officers when undertaking Procurement.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

RESOLVED: That a small cross party working group of interested members meet to agree the parameters of social value within the procurement process (it's meaning) and to devise guidelines on how this should be consider within the current scoring matrix system used currently – for approval at the next meeting.

177 CIL Annual Report for year ending 31.03.21

The annual report which had been sent to NSC and published on the Town Council's website had been previously circulated.

The Deputy Town Clerk informed that £150k had been received to date and that these monies needed to be spent within a 5 year turnaround from the time each instalment was received.

Members would like to see definitive areas identified for the funding and infrastructure to support developments such as maintenance of community areas and play areas.

The Deputy Town Clerk clarified the policy criteria and advised that CIL money could be spent on projects within the revenue budget. Funds were received twice a year and a bid request form was suggested which could be displayed on the council's website for applicants.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Sarah Codling

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

RESOLVED:

1. To receive and approve the CIL Annual Report for year ending 31.03.21.
2. That a bid request form and criteria be produced for approval at the February 2022 Policy & Finance Committee meeting.

At the request of the Chairman, item 9 was brought forward for discussion.

178 Proposed Relocation of the Town Council

The Town Clerk verbally reported that as instructed by the council at its meeting on 20th September, an offer had been made and following negotiations a purchase price of £450k had been negotiated for the freehold premises at 32 Waterloo Street. This was over £100k saving on the initial guide price and the Town Clerk gave his thanks to the Deputy Town Clerk for completing the negotiation in his absence.

It was noted that a professional valuation had been undertaken and confirmed that the deal was good value for money. Solicitors had been instructed on both sides and the next step was to instruct a full structural survey.

A full report including a specific proposal for Public Works Loan Board borrowing would be submitted to the full council meeting on 22nd November.

The Deputy Town Clerk informed that the structural and condition/ME surveys were anticipated w/c 1st November and there was provision within the Climate Change budget (£150k), previously earmarked for Grove House, to address heating improvements. Monies earmarked for Grove House works and accrued revenue budget at the yearend 31.03.22 would accrue to £500k which was in excess of the agreed building purchase price and so monies could be allocated without identifying further budget or loan.

It was agreed that the decision to purchase the premises and relocate the Town Council would need to be articulated and communicated effectively to the public.

RESOLVED: That the verbal report be noted.

179 *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.*

180 Legal Claim Update

The Town Clerk verbally updated members on the litigation and counsel’s advice. A claim for summary dismissal was being made as per resolution in August and that a report would be submitted to the next Policy & Finance Committee meeting in December.

RESOLVED: That the verbal report be noted.

There being no further business, the Chairman closed the meeting at 7.58 pm

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

Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>					
Apr-21	£ 4,542.37	£ 189,192.94	£ 15.00	£ 15.00	£ 193,765.31
May-21	£ 26,275.56	£ 152,655.19	£ 15.00	£ 15.00	£ 178,960.75
Jun-21	£ 4,395.27	£ 292,298.09	£ 22.28	£ 16.37	£ 296,732.01
Jul-21	£ 5,747.86	£ 185,332.69	£ 15.80	£ 15.00	£ 191,111.35
Aug-21	£ 6,100.64	£ 328,471.85	£ 21.32	£ 15.37	£ 334,609.18
Sep-21	£ 11,656.78	£ 230,447.41	£ 19.05	£ 18.74	£ 242,141.98
Oct-21	£ 7,300.83	£ 462,568.21	£ 16.68	£ 20.69	£ 469,906.41

Policy & Finance Committee

Bank Reconciliation Statements – Report of the Finance Officer

BANK RECONCILIATIONS

	Agenda Item				ADD							Monthly totals		
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash & floats held:						
	£	£	£	£		£	£	Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats		Blakehay Floats	£
Summary of reconciliations attached														
30th April 2021														
Account Balance	2,350,952.35	32,259.52	10,985.55	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	0.00	1,164.00	0.00	0.00										
plus: receipts not banked	200.00	0.00	0.00	0.00										
	2,351,152.35	31,095.52	10,985.55	30,127.54	2,423,360.96	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,944,670.96	
31st May 2021														
Account Balance	2,162,607.73	32,220.52	10,970.55	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	66,508.77	1,110.00	0.00	0.00										
plus: receipts not banked	2,252.78	0.00	0.00	0.00										
	2,098,351.74	31,110.52	10,970.55	30,127.54	2,170,560.35	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,691,870.35	
30th June 2021														
Account Balance	2,015,216.92	31,542.96	11,106.18	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	201,704.41	830.00	0.00	0.00										
plus: receipts not banked	2,402.49	0.00	0.00	0.00										
	1,815,915.00	30,712.96	11,106.18	30,127.54	1,887,861.68	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,409,171.68	
31st July 2021														
Account Balance	1,798,982.27	30,961.86	11,480.68	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	108,039.07	430.00	114.00	0.00										
plus: receipts not banked	2,728.75	0.00	0.00	0.00										
	1,693,671.95	30,531.86	11,366.68	30,127.54	1,765,698.03	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,287,008.03	
31st August 2021														
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	1,467,413.52	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,988,723.52	
30th September 2021														
Account Balance	2,611,108.58	30,462.73	12,199.97	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	3,098.50	621.58	38.00	0.00										
plus: receipts not banked	3,643.82	0.00	0.00	0.00										
	2,611,653.90	29,841.15	12,161.97	30,127.54	2,683,784.56	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	3,205,094.56	
31st October 2021														
Account Balance	2,489,830.32	29,039.33	15,221.56	30,127.54										
Less: Unpresented cheques and BACS (p/l & imprest trs)	378,464.61	191.58	0.00	0.00										
plus: receipts not banked	11,579.20	0.00	0.00	0.00										
	2,122,944.91	28,847.75	15,221.56	30,127.54	2,197,141.76	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,718,451.76	

Detailed Income & Expenditure by Budget Heading 30.09.21

Month No: 6

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	27,195	165,738	347,666	181,928		181,928	47.7%
4006 Moorepay/IT payroll HR softwar	0	(0)	5,254	5,254		5,254	0.0%
4007 Personnel Consultants	0	4,060	1,836	(2,224)		(2,224)	221.1%
4008 CRB Checks/staff services	0	500	1,000	500		500	50.0%
4009 Health & Safety Consultant	0	2,550	4,500	1,950		1,950	56.7%
4012 Travel & Subsistence Expenses	0	49	500	451		451	9.7%
4013 Training	425	985	26,383	25,398		25,398	3.7%
4019 Website Costs-TC	0	0	1,000	1,000		1,000	0.0%
4030 Equipment Purchase	0	253	500	247		247	50.5%
4031 Equipment - Rental	3,939	6,262	7,720	1,458		1,458	81.1%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	829	3,109	4,000	891		891	77.7%
4036 Stationery	162	995	1,750	755		755	56.8%
4038 Recruitment / Advertising	123	1,653	2,500	847		847	66.1%
4040 Audit & Accountancy	340	2,605	6,000	3,395		3,395	43.4%
4041 Fees, Subs and Conferences	809	2,205	1,800	(405)		(405)	122.5%
4042 Postages	4,090	5,091	7,000	1,909		1,909	72.7%
4043 Ink Cartridges/printing	446	800	1,500	700		700	53.3%
4044 Insurance	324	5,468	11,500	6,032		6,032	47.5%
4049 Legal fees	3,198	9,895	5,000	(4,895)		(4,895)	197.9%
4107 IT Support & Upgrade	3,699	16,406	32,323	15,917		15,917	50.8%
4110 Cleaning	0	307	0	(307)		(307)	0.0%
4114 Refuse Removal	28	28	0	(28)		(28)	0.0%
4136 Credit Card Chgs	43	66	0	(66)		(66)	0.0%
4151 Catering	76	1,067	1,500	433		433	71.1%
6005 Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020 Allocation to Cost Centres	(45,729)	(231,085)	(233,215)	(2,130)		(2,130)	99.1%
Central Administration :- Indirect Expenditure	(2)	0	238,517	238,517	0	238,517	0.0%
Net Expenditure	2	(0)	(238,517)	(238,517)			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	227	626	2,000	1,374		1,374	31.3%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	536	2,801	5,552	2,751		2,751	50.4%
4104 Utilities - Water	0	100	200	100		100	49.9%
4105 Utilities - Heat & Light	198	1,297	2,628	1,331		1,331	49.4%
4109 Alarm system	195	414	800	386		386	51.7%
4110 Cleaning	338	1,733	250	(1,483)		(1,483)	693.1%
4111 Window Cleaning	10	40	100	60		60	40.0%

Detailed Income & Expenditure by Budget Heading 30.09.21

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	46	812	800	(12)		(12)	101.5%
6020 Allocation to Cost Centres	(1,549)	(7,823)	(5,765)	2,058		2,058	135.7%
Grove House :- Indirect Expenditure	1	(0)	7,565	7,565	0	7,565	0.0%
Net Expenditure	(1)	0	(7,565)	(7,565)			
<u>104 Grove Lodge</u>							
4014 P P E / Health & Safety	0	0	350	350		350	0.0%
4030 Equipment Purchase	90	271	1,000	729		729	27.1%
4102 NNDR	225	1,350	2,302	952		952	58.6%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	51	380	2,000	1,620		1,620	19.0%
4109 Alarm system	318	441	600	159		159	73.5%
4110 Cleaning	225	1,137	0	(1,137)		(1,137)	0.0%
4111 Window Cleaning	10	40	100	60		60	40.0%
4132 Rent	0	2,083	5,000	2,917		2,917	41.7%
6020 Allocation to Cost Centres	(920)	(5,703)	(4,739)	964		964	120.3%
Grove Lodge :- Indirect Expenditure	(0)	(0)	7,063	7,063	0	7,063	0.0%
Net Expenditure	0	0	(7,063)	(7,063)			
<u>105 Community Services</u>							
4030 Equipment Purchase	1,251	0	0	0		0	0.0%
4158 Weston in Bloom	18	1,236	16,000	14,764		14,764	7.7%
4200 Small grants to Voluntary Orgs	1,700	6,450	12,500	6,050		6,050	51.6%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%
4210 Weston Town Centre Co SLA	0	17,460	17,809	349		349	98.0%
4212 CCTV (NSC)	0	81,600	84,897	3,297		3,297	96.1%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	0	2,091	6,500	4,409		4,409	32.2%
4221 Citizens Advice Bureau	25,000	25,000	25,000	0		0	100.0%
4223 Community Events	654	685	6,000	5,315		5,315	11.4%
4228 Blue Plaques	0	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	2,080	12,679	12,828	149		149	98.8%
6005 Admin Overhead Recharge	1,418	4,923	5,012	89		89	98.2%
6007 Grove House Recharge	118	598	605	7		7	98.8%

Detailed Income & Expenditure by Budget Heading 30.09.21

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6008 Grove Lodge Recharges	70	435	514	79		79	84.6%
6010 Grounds Salaries Recharge	8,575	42,260	53,092	10,832		10,832	79.6%
6015 Grounds Overhead Recharge	3,234	14,878	13,499	(1,379)		(1,379)	110.2%
Community Services :- Indirect Expenditure	<u>44,118</u>	<u>234,599</u>	<u>439,606</u>	<u>205,007</u>	<u>0</u>	<u>205,007</u>	<u>53.4%</u>
Net Expenditure	<u>(44,118)</u>	<u>(234,599)</u>	<u>(439,606)</u>	<u>(205,007)</u>			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,466	16,669	22,933	6,264		6,264	72.7%
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	183	702	5,500	4,798		4,798	12.8%
4151 Catering	608	6,296	9,150	2,854		2,854	68.8%
4152 Civic Miscellaneous	2	2,705	3,115	410		410	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	1,534	9,348	9,459	111		111	98.8%
6005 Admin Overhead Recharge	1,045	3,630	3,694	64		64	98.3%
6007 Grove House Recharge	87	440	1,344	904		904	32.7%
6008 Grove Lodge Recharges	52	322	1,207	885		885	26.7%
6010 Grounds Salaries Recharge	43	214	269	55		55	79.6%
6015 Grounds Overhead Recharge	16	75	69	(6)		(6)	108.7%
Civic Support :- Indirect Expenditure	<u>6,037</u>	<u>40,916</u>	<u>65,468</u>	<u>24,552</u>	<u>0</u>	<u>24,552</u>	<u>62.5%</u>
Net Expenditure	<u>(6,037)</u>	<u>(40,916)</u>	<u>(65,468)</u>	<u>(24,552)</u>			
<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	7,392	45,049	45,585	536		536	98.8%
6005 Admin Overhead Recharge	5,038	17,491	17,804	313		313	98.2%
6007 Grove House Recharge	421	2,126	629	(1,497)		(1,497)	338.0%
6008 Grove Lodge Recharges	250	1,550	419	(1,131)		(1,131)	369.9%
6010 Grounds Salaries Recharge	532	2,623	3,295	672		672	79.6%
6015 Grounds Overhead Recharge	201	925	836	(89)		(89)	110.6%
Democratic Representation :- Indirect Expenditure	<u>13,834</u>	<u>69,999</u>	<u>92,488</u>	<u>22,489</u>	<u>0</u>	<u>22,489</u>	<u>75.7%</u>
Net Expenditure	<u>(13,834)</u>	<u>(69,999)</u>	<u>(92,488)</u>	<u>(22,489)</u>			

Detailed Income & Expenditure by Budget Heading 30.09.21

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Other Costs & Income							
1176 Precept	1,293,991	2,587,982	0	(2,587,982)			0.0%
1190 Bank Interest	163	968	3,000	2,032			32.3%
1191 CIL Received	0	6,353	0	(6,353)			0.0%
Other Costs & Income :- Income	<u>1,294,154</u>	<u>2,595,303</u>	<u>3,000</u>	<u>(2,592,303)</u>			<u>86510.1</u>
4051 Bank Charges	266	1,209	5,143	3,934		3,934	23.5%
4060 PWLB Interest repaid-Blakehay	0	2,703	5,883	3,180		3,180	45.9%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	10,180	15,228	5,048		5,048	66.8%
4069 PWLB Capital repaid-Water Pk	0	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	<u>266</u>	<u>23,129</u>	<u>43,385</u>	<u>20,256</u>	<u>0</u>	<u>20,256</u>	<u>53.3%</u>
Net Income over Expenditure	<u>1,293,887</u>	<u>2,572,174</u>	<u>(40,385)</u>	<u>(2,612,559)</u>			
111 Strategic Planning/Projects							
1209 Old Town Quarry	0	0	7,624	7,624			0.0%
Strategic Planning/Projects :- Income	<u>0</u>	<u>0</u>	<u>7,624</u>	<u>7,624</u>			<u>0.0%</u>
4049 Legal fees	1,747	8,684	25,000	16,317		16,317	34.7%
4213 Development budget	173	525	1,000	476		476	52.5%
4216 Old Town Quarry	1,013	1,013	7,500	6,488		6,488	13.5%
6000 Admin Salaries Recharge	3,021	18,413	18,633	220		220	98.8%
6005 Admin Overhead Recharge	2,059	7,149	7,279	130		130	98.2%
6007 Grove House Recharge	172	869	211	(658)		(658)	411.8%
6008 Grove Lodge Recharges	102	633	178	(455)		(455)	355.6%
6010 Grounds Salaries Recharge	394	1,940	2,437	497		497	79.6%
6015 Grounds Overhead Recharge	148	682	617	(65)		(65)	110.5%
Strategic Planning/Projects :- Indirect Expenditure	<u>8,829</u>	<u>39,907</u>	<u>62,855</u>	<u>22,949</u>	<u>0</u>	<u>22,949</u>	<u>63.5%</u>
Net Income over Expenditure	<u>(8,829)</u>	<u>(39,907)</u>	<u>(55,231)</u>	<u>(15,325)</u>			
112 Environmental							
4076 Environmental / Climate	2,500	2,500	100,000	97,500		97,500	2.5%
6000 Admin Salaries Recharge	1,063	6,479	6,557	78		78	98.8%
6005 Admin Overhead Recharge	724	2,515	2,558	43		43	98.3%
6007 Grove House Recharge	61	307	226	(81)		(81)	135.8%
6008 Grove Lodge Recharges	36	225	188	(37)		(37)	119.7%
6010 Grounds Salaries Recharge	360	1,776	2,231	455		455	79.6%
6015 Grounds Overhead Recharge	137	627	565	(62)		(62)	111.0%
Environmental :- Indirect Expenditure	<u>4,881</u>	<u>14,429</u>	<u>112,325</u>	<u>97,896</u>	<u>0</u>	<u>97,896</u>	<u>12.8%</u>
Net Expenditure	<u>(4,881)</u>	<u>(14,429)</u>	<u>(112,325)</u>	<u>(97,896)</u>			

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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
120 Blakehay Central Costs							
4000 Staffing Costs	4,087	27,565	61,470	33,905		33,905	44.8%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	136	813	3,500	2,687		2,687	23.2%
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	69	478	1,162	684		684	41.1%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	350	1,023	1,400	377		377	73.0%
4043 Ink Cartridges/printing	0	36	0	(36)		(36)	0.0%
4044 Insurance	0	3,055	562	(2,493)		(2,493)	543.6%
4102 NNDR	349	2,549	3,600	1,051		1,051	70.8%
4104 Utilities - Water	0	93	924	831		831	10.1%
4105 Utilities - Heat & Light	(111)	2,085	7,126	5,041		5,041	29.3%
4109 Alarm system	213	426	1,000	574		574	42.6%
4110 Cleaning	0	0	5,000	5,000		5,000	0.0%
4111 Window Cleaning	35	110	300	190		190	36.7%
4114 Refuse Removal	101	2,147	1,500	(647)		(647)	143.1%
4131 Licenses	160	466	1,191	725		725	39.2%
4136 Credit Card Chgs	43	64	0	(64)		(64)	0.0%
6000 Admin Salaries Recharge	1,983	12,083	12,226	143		143	98.8%
6005 Admin Overhead Recharge	1,351	4,691	4,776	85		85	98.2%
6007 Grove House Recharge	113	570	341	(229)		(229)	167.2%
6008 Grove Lodge Recharges	67	415	273	(142)		(142)	152.0%
6010 Grounds Salaries Recharge	256	1,259	1,584	325		325	79.5%
6015 Grounds Overhead Recharge	96	442	404	(38)		(38)	109.4%
Blakehay Central Costs :- Indirect Expenditure	9,297	61,042	116,092	55,050	0	55,050	52.6%
Net Expenditure	(9,297)	(61,042)	(116,092)	(55,050)			
121 Blakehay -Auditorium							
1013 BH annual membership	0	20	100	80			20.0%
1090 Bookings	0	902	16,789	15,887			5.4%
Blakehay -Auditorium :- Income	0	922	16,889	15,967			5.5%
4000 Staffing Costs	1,793	10,757	27,379	16,622		16,622	39.3%
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	10,757	30,879	20,122	0	20,122	34.8%
Net Income over Expenditure	(1,793)	(9,835)	(13,990)	(4,155)			

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	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	0	(50)	12,000	12,050			(0.4%)
Blakehay - Upper Studio :- Income	0	(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	0	(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	44	933	2,574	1,641		1,641	36.3%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	44	933	14,038	13,105	0	13,105	6.6%
Net Income over Expenditure	(44)	(933)	2,987	3,920			
<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	0	66	0	(66)		(66)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4114 Refuse Removal	85	85	0	(85)		(85)	0.0%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	85	183	1,028	845	0	845	17.8%
Net Income over Expenditure	(85)	(183)	3,519	3,702			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	0	2,205	48,000	45,796			4.6%
Blakehay -Live Shows :- Income	0	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	0	2,205	21,600	19,396			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
140 Museum Central Costs							
1034 Grant funding	180	0	0	0			0.0%
1100 Miscellaneous Income	1,217	2,042	7,500	5,458			27.2%
1122 Fundraising	0	58	0	(58)			0.0%
Museum Central Costs :- Income	1,397	2,100	7,500	5,400			28.0%
4000 Staffing Costs	10,023	63,534	108,678	45,144		45,144	58.5%
4012 Travel & Subsistence Expenses	0	246	200	(46)		(46)	123.1%
4013 Training	0	1,790	3,727	1,937		1,937	48.0%
4014 P P E / Health & Safety	151	870	1,000	130		130	87.0%
4019 Website Costs-TC	466	1,241	600	(641)		(641)	206.9%
4030 Equipment Purchase	(1,181)	732	1,500	768		768	48.8%
4031 Equipment - Rental	96	206	1,616	1,410		1,410	12.7%
4034 Equipment Repairs	0	238	200	(38)		(38)	118.8%
4035 Telephone	497	1,946	1,600	(346)		(346)	121.6%
4036 Stationery	75	145	200	55		55	72.3%
4038 Recruitment / Advertising	(130)	0	0	0		0	0.0%
4039 Advertising & Marketing	365	1,838	4,000	2,162		2,162	45.9%
4041 Fees, Subs and Conferences	0	168	400	233		233	41.9%
4043 Ink Cartridges/printing	(75)	0	0	0		0	0.0%
4044 Insurance	0	2,905	1,200	(1,705)		(1,705)	242.1%
4102 NNDR	5,325	33,120	54,622	21,502		21,502	60.6%
4104 Utilities - Water	22	134	978	844		844	13.7%
4105 Utilities - Heat & Light	644	4,705	12,798	8,093		8,093	36.8%
4109 Alarm system	400	1,281	1,000	(281)		(281)	128.1%
4110 Cleaning	888	4,523	12,000	7,477		7,477	37.7%
4111 Window Cleaning	50	200	600	400		400	33.3%
4114 Refuse Removal	106	3,350	1,800	(1,550)		(1,550)	186.1%
4131 Licenses	0	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	2,352	14,337	14,506	169		169	98.8%
6005 Admin Overhead Recharge	1,603	5,565	5,665	100		100	98.2%
6007 Grove House Recharge	134	676	204	(472)		(472)	331.4%
6008 Grove Lodge Recharges	80	494	408	(86)		(86)	121.1%
6010 Grounds Salaries Recharge	256	1,259	1,584	325		325	79.5%
6015 Grounds Overhead Recharge	96	442	404	(38)		(38)	109.4%
Museum Central Costs :- Indirect Expenditure	22,243	146,583	303,933	157,350	0	157,350	48.2%
Net Income over Expenditure	(20,846)	(144,483)	(296,433)	(151,950)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
141 Museum Learning and Events							
1006 Learning Income	1,108	1,798	0	(1,798)			0.0%
1008 Museum handling box hire	350	770	0	(770)			0.0%
1103 Other event misc income	205	300	0	(300)			0.0%
Museum Learning and Events :- Income	1,663	2,868	0	(2,868)			
4000 Staffing Costs	2,603	14,082	18,885	4,803	4,803		74.6%
4020 Learning/Event education equip	24	308	1,000	692	692		30.8%
4039 Advertising & Marketing	0	639	1,000	361	361		63.9%
4058 Learning/Events Museum events	205	205	0	(205)	(205)		0.0%
Museum Learning and Events :- Indirect Expenditure	2,831	15,233	20,885	5,652	0	5,652	72.9%
Net Income over Expenditure	(1,169)	(12,366)	(20,885)	(8,519)			
142 Museum Cafe							
1004 Cafe Sales	2,844	8,894	62,000	53,106			14.3%
Museum Cafe :- Income	2,844	8,894	62,000	53,106			14.3%
4000 Staffing Costs	2,441	17,581	44,616	27,035	27,035		39.4%
4014 P P E / Health & Safety	100	199	1,500	1,301	1,301		13.3%
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	52	0	(52)	(52)		0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000	1,000		0.0%
4110 Cleaning	42	232	845	613	613		27.5%
4114 Refuse Removal	0	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	715	4,181	13,000	8,819	8,819		32.2%
Museum Cafe :- Indirect Expenditure	3,311	23,760	67,085	43,325	0	43,325	35.4%
Net Income over Expenditure	(467)	(14,866)	(5,085)	9,781			
143 Museum shop/retail							
1004 Cafe Sales	(85)	0	0	0			0.0%
1005 Museum Shop Sales	1,272	4,586	13,500	8,914			34.0%
1009 Museum sale or return comm	0	261	4,000	3,739			6.5%
Museum shop/retail :- Income	1,187	4,847	17,500	12,653			27.7%
4031 Equipment - Rental	(39)	0	0	0	0		0.0%
4136 Credit Card Chgs	43	64	312	248	248		20.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4408 Museum shop stock	497	2,317	7,000	4,683		4,683	33.1%
Museum shop/retail :- Indirect Expenditure	501	2,381	7,312	4,931	0	4,931	32.6%
Net Income over Expenditure	686	2,465	10,188	7,723			
144 Museum Temporary Gallery							
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
Museum Temporary Gallery :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
145 Museum Function							
1019 Internal Bookings (Council)	0	90	2,040	1,950			4.4%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	660	2,807	9,000	6,193			31.2%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	660	2,897	21,615	18,718			13.4%
4000 Staffing Costs	0	(242)	32,819	33,061		33,061	(0.7%)
4030 Equipment Purchase	185	1,616	3,000	1,384		1,384	53.9%
4039 Advertising & Marketing	0	126	1,500	1,374		1,374	8.4%
Museum Function :- Indirect Expenditure	185	1,500	37,319	35,819	0	35,819	4.0%
Net Income over Expenditure	475	1,397	(15,704)	(17,101)			
199 Capital Projects							
4103 Capital project	0	15,892	145,000	129,108		129,108	11.0%
Capital Projects :- Indirect Expenditure	0	15,892	145,000	129,108	0	129,108	11.0%
Net Expenditure	0	(15,892)	(145,000)	(129,108)			
300 Planning							
6000 Admin Salaries Recharge	791	4,822	4,880	58		58	98.8%
6005 Admin Overhead Recharge	539	1,873	1,907	34		34	98.2%
6007 Grove House Recharge	45	227	215	(12)		(12)	105.6%
6008 Grove Lodge Recharges	27	166	101	(65)		(65)	164.4%
Planning :- Indirect Expenditure	1,402	7,088	7,103	15	0	15	99.8%
Net Expenditure	(1,402)	(7,088)	(7,103)	(15)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400 Central Grounds Maintenance							
4000 Staffing Costs	25,566	124,275	320,081	195,806		195,806	38.8%
4001 Salaries - Agency	416	12,013	12,013	0		0	100.0%
4013 Training	300	1,071	8,594	7,523		7,523	12.5%
4014 P P E / Health & Safety	75	1,771	2,000	229		229	88.5%
4015 SLA Somerset	0	0	13,769	13,769		13,769	0.0%
4025 Vehicle Maintenance	0	2,561	3,000	439		439	85.4%
4026 Petrol / Diesel	77	2,389	7,500	5,111		5,111	31.9%
4028 Grounds / Maintenance	376	376	0	(376)		(376)	0.0%
4030 Equipment Purchase	1,357	3,772	8,725	4,953		4,953	43.2%
4031 Equipment - Rental	1,582	6,974	20,954	13,980		13,980	33.3%
4034 Equipment Repairs	992	2,095	4,500	2,405		2,405	46.6%
4035 Telephone	331	1,115	2,160	1,045		1,045	51.6%
4044 Insurance	0	4,186	5,500	1,314		1,314	76.1%
4107 IT Support & Upgrade	4,146	7,300	8,052	752		752	90.7%
4110 Cleaning	(10)	0	0	0		0	0.0%
4114 Refuse Removal	0	462	6,000	5,538		5,538	7.7%
6020 Allocation to Cost Centres	(35,207)	(170,359)	(198,541)	(28,182)		(28,182)	85.8%
Central Grounds Maintenance :- Indirect Expenditure	1	(0)	224,307	224,307	0	224,307	0.0%
Net Expenditure	(1)	0	(224,307)	(224,307)			
403 Allotments							
1100 Miscellaneous Income	400	400	0	(400)			0.0%
Allotments :- Income	400	400	0	(400)			
4108 Building / Maintenance	32	182	4,000	3,818		3,818	4.5%
6000 Admin Salaries Recharge	326	1,987	2,014	27		27	98.7%
6005 Admin Overhead Recharge	222	771	786	15		15	98.1%
6007 Grove House Recharge	19	95	373	278		278	25.5%
6008 Grove Lodge Recharges	11	68	340	272		272	20.0%
6010 Grounds Salaries Recharge	427	2,107	2,643	536		536	79.7%
6015 Grounds Overhead Recharge	161	742	671	(71)		(71)	110.6%
Allotments :- Indirect Expenditure	1,198	5,952	10,827	4,875	0	4,875	55.0%
Net Income over Expenditure	(798)	(5,552)	(10,827)	(5,275)			
420 Milton Road Cemetery							
1010 Interments	8,249	26,718	58,000	31,282			46.1%
1011 Memorials	1,949	3,227	6,000	2,773			53.8%

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1100 Miscellaneous Income	572	1,452	3,250	1,798			44.7%
Milton Road Cemetery :- Income	10,770	31,397	67,250	35,853			46.7%
4034 Equipment Repairs	0	51	2,000	1,949	1,949		2.5%
4039 Advertising & Marketing	0	0	450	450	450		0.0%
4054 Grave Digging	0	2,588	12,500	9,912	9,912		20.7%
4055 Memorials	1,074	5,693	7,000	1,307	1,307		81.3%
4102 NNDR	455	2,882	3,367	485	485		85.6%
4104 Utilities - Water	0	413	600	187	187		68.8%
4105 Utilities - Heat & Light	0	71	400	329	329		17.8%
4109 Alarm system	0	0	500	500	500		0.0%
4110 Cleaning	10	10	1,500	1,490	1,490		0.7%
4111 Window Cleaning	0	0	150	150	150		0.0%
6000 Admin Salaries Recharge	1,066	6,497	6,576	79	79		98.8%
6005 Admin Overhead Recharge	727	2,523	2,567	44	44		98.3%
6007 Grove House Recharge	61	307	451	144	144		68.1%
6008 Grove Lodge Recharges	36	224	140	(84)	(84)		160.0%
6010 Grounds Salaries Recharge	8,841	43,571	54,739	11,168	11,168		79.6%
6015 Grounds Overhead Recharge	3,334	15,339	13,915	(1,424)	(1,424)		110.2%
Milton Road Cemetery :- Indirect Expenditure	15,604	80,169	106,855	26,686	0	26,686	75.0%
Net Income over Expenditure	(4,834)	(48,772)	(39,605)	9,167			
<u>451 Youth Activities</u>							
4057 Youth Council Budget	0	0	500	500	500		0.0%
4142 YMCA SLA	15,790	47,370	65,841	18,471	18,471		71.9%
4219 Youth Grants	0	0	3,000	3,000	3,000		0.0%
6000 Admin Salaries Recharge	547	3,332	3,369	37	37		98.9%
6005 Admin Overhead Recharge	373	1,294	1,318	24	24		98.2%
6007 Grove House Recharge	31	157	281	124	124		55.9%
6008 Grove Lodge Recharges	18	114	111	(3)	(3)		102.7%
Youth Activities :- Indirect Expenditure	16,759	52,267	74,420	22,153	0	22,153	70.2%
Net Expenditure	(16,759)	(52,267)	(74,420)	(22,153)			
<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	0	0	4,356	4,356			0.0%
Street Furniture :- Income	0	0	4,356	4,356			0.0%
4105 Utilities - Heat & Light	56	354	0	(354)	(354)		0.0%
4116 Dogbin Emptying	361	104	4,500	4,396	4,396		2.3%
4119 Notice Boards	0	0	1,500	1,500	1,500		0.0%

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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	58	487	550	63		63	88.6%
6000 Admin Salaries Recharge	846	5,155	5,216	61		61	98.8%
6005 Admin Overhead Recharge	576	2,002	2,040	38		38	98.1%
6007 Grove House Recharge	48	243	178	(65)		(65)	136.5%
6008 Grove Lodge Recharges	29	178	172	(6)		(6)	103.5%
6010 Grounds Salaries Recharge	1,917	9,449	11,874	2,425		2,425	79.6%
6015 Grounds Overhead Recharge	723	3,328	3,017	(311)		(311)	110.3%
Street Furniture :- Indirect Expenditure	<u>4,613</u>	<u>21,432</u>	<u>32,647</u>	<u>11,215</u>	<u>0</u>	<u>11,215</u>	<u>65.6%</u>
Net Income over Expenditure	<u>(4,613)</u>	<u>(21,432)</u>	<u>(28,291)</u>	<u>(6,859)</u>			
<u>470 Parks & Play Areas</u>							
1076 Water Play Area Kiosk Income	0	1,750	7,000	5,250			25.0%
1077 Water Park Admissions	0	8,931	30,000	21,069			29.8%
Parks & Play Areas :- Income	<u>0</u>	<u>10,681</u>	<u>37,000</u>	<u>26,319</u>			<u>28.9%</u>
4102 NNDR	0	0	458	458		458	0.0%
4104 Utilities - Water	0	416	4,000	3,584		3,584	10.4%
4105 Utilities - Heat & Light	1,312	1,721	8,254	6,533		6,533	20.9%
4114 Refuse Removal	0	0	300	300		300	0.0%
4138 Water Play Area Rent	0	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	144,290	144,290		144,290	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	0	860	860	0		0	100.0%
4317 Uphill Junior Play Area	0	(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	524	14,775	14,775	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	993	6,050	6,119	69		69	98.9%
6005 Admin Overhead Recharge	677	2,348	2,390	42		42	98.2%
6007 Grove House Recharge	57	286	173	(113)		(113)	165.3%
6008 Grove Lodge Recharges	34	209	64	(145)		(145)	326.6%
6010 Grounds Salaries Recharge	3,623	17,854	22,428	4,574		4,574	79.6%
6015 Grounds Overhead Recharge	1,366	6,286	5,704	(582)		(582)	110.2%
Parks & Play Areas :- Indirect Expenditure	<u>8,586</u>	<u>55,032</u>	<u>304,675</u>	<u>249,643</u>	<u>0</u>	<u>249,643</u>	<u>18.1%</u>
Net Income over Expenditure	<u>(8,586)</u>	<u>(44,351)</u>	<u>(267,675)</u>	<u>(223,324)</u>			

Detailed Income & Expenditure by Budget Heading 30.09.21

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	60,464	60,464		60,464	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	908	1,667	1,667	0		0	100.0%
4234 Museum PPM	1,849	12,355	12,355	0		0	100.0%
4235 Cemetery PPM	989	2,555	2,555	(0)		(0)	100.0%
4236 Parks & play areas PPM	0	1,001	1,001	(0)		(0)	100.0%
4237 Grove House PPM	641	27,797	27,797	0		0	100.0%
4238 Grove Lodge PPM	5,575	3,121	3,121	0		0	100.0%
4239 Chapel/hut/toilets/shed PPM	0	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	1,066	6,497	6,576	79		79	98.8%
6005 Admin Overhead Recharge	1,031	3,579	3,644	65		65	98.2%
6007 Grove House Recharge	61	307	96	(211)		(211)	319.8%
6008 Grove Lodge Recharges	36	224	185	(39)		(39)	121.1%
Planned maintenance :- Indirect Expenditure	12,156	60,143	120,501	60,358	0	60,358	49.9%
Net Expenditure	(12,156)	(60,143)	(120,501)	(60,358)			
<u>480 Tourism & Marketing</u>							
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)			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	0	748	0	(748)			0.0%
1042 Tourism - Love Weston accredit	0	9	0	(9)			0.0%
Tourism Love Weston / Dest Mar :- Income	0	756	0	(756)			
4000 Staffing Costs	5,121	26,365	52,434	26,069		26,069	50.3%
4039 Advertising & Marketing	50	4,820	36,000	31,180		31,180	13.4%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	1,442	10,400	10,465	65		65	99.4%
6000 Admin Salaries Recharge	1,512	9,214	9,325	111		111	98.8%
6005 Admin Overhead Recharge	727	2,523	2,567	44		44	98.3%
6007 Grove House Recharge	86	436	126	(310)		(310)	346.0%
6008 Grove Lodge Recharges	51	316	213	(103)		(103)	148.4%
6010 Grounds Salaries Recharge	212	1,044	1,315	271		271	79.4%

Detailed Income & Expenditure by Budget Heading 30.09.21

Month No: 6

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	80	367	335	(32)		(32)	109.6%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	9,280	55,485	113,880	58,395	0	58,395	48.7%
Net Income over Expenditure	(9,280)	(54,728)	(113,880)	(59,152)			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	100	13	1,200	1,188			1.0%
1043 VIC Retail/Shop Income	2,739	7,371	16,500	9,129			44.7%
1044 VIC Ticket sales	0	(2,968)	200	3,168			(1483.9)
Tourism VIC costs :- Income	2,839	4,415	17,900	13,485			24.7%
4000 Staffing Costs	4,977	12,857	29,657	16,800		16,800	43.4%
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	61	314	253		253	19.3%
4035 Telephone	25	265	650	385		385	40.8%
4036 Stationery	40	275	500	225		225	55.0%
4038 Recruitment / Advertising	0	130	0	(130)		(130)	0.0%
4039 Advertising & Marketing	310	315	5,000	4,685		4,685	6.3%
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	43	64	0	(64)		(64)	0.0%
4209 TIC -equipment purchase	0	698	1,000	302		302	69.8%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	271	2,198	7,000	4,802		4,802	31.4%
Tourism VIC costs :- Indirect Expenditure	5,678	17,398	49,479	32,081	0	32,081	35.2%
Net Income over Expenditure	(2,839)	(12,983)	(31,579)	(18,596)			
<u>485 PublicToilets</u>							
1080 Toilet income	199	2,481	0	(2,481)			0.0%
PublicToilets :- Income	199	2,481	0	(2,481)			
4035 Telephone	0	25	0	(25)		(25)	0.0%
4044 Insurance	0	4,117	439	(3,678)		(3,678)	937.9%
4102 NNDR	746	3,470	5,334	1,864		1,864	65.1%
4104 Utilities - Water	414	751	1,591	840		840	47.2%
4105 Utilities - Heat & Light	84	2,290	4,530	2,240		2,240	50.5%
4110 Cleaning	3,000	20,219	36,600	16,381		16,381	55.2%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	623	3,796	3,838	42		42	98.9%

Detailed Income & Expenditure by Budget Heading 30.09.21

Month No: 6

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	424	1,474	1,501	27		27	98.2%
6007 Grove House Recharge	35	179	209	30		30	85.6%
6008 Grove Lodge Recharges	21	130	179	49		49	72.6%
6010 Grounds Salaries Recharge	130	644	807	163		163	79.8%
6015 Grounds Overhead Recharge	49	226	207	(19)		(19)	109.2%
PublicToilets :- Indirect Expenditure	<u>5,526</u>	<u>37,320</u>	<u>57,235</u>	<u>19,915</u>	<u>0</u>	<u>19,915</u>	<u>65.2%</u>
Net Income over Expenditure	<u>(5,328)</u>	<u>(34,840)</u>	<u>(57,235)</u>	<u>(22,395)</u>			
Grand Totals:- Income	1,316,113	2,670,115	348,916	(2,321,199)			765.3%
Expenditure	199,056	1,093,528	2,943,072	1,849,544	0	1,849,544	37.2%
Net Income over Expenditure	<u>1,117,056</u>	<u>1,576,587</u>	<u>(2,594,156)</u>	<u>(4,170,743)</u>			
Movement to/(from) Gen Reserve	<u>1,117,056</u>	<u>1,576,587</u>					

	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	28,072	193,810	347,666	153,856		153,856	55.7%
4006 Moorepay/IT payroll HR softwar	3,035	3,035	5,254	2,219		2,219	57.8%
4007 Personnel Consultants	0	4,060	1,836	(2,224)		(2,224)	221.1%
4008 CRB Checks/staff services	600	1,100	1,000	(100)		(100)	110.0%
4009 Health & Safety Consultant	0	2,550	4,500	1,950		1,950	56.7%
4012 Travel & Subsistence Expenses	143	192	500	308		308	38.4%
4013 Training	2,970	3,955	26,383	22,428		22,428	15.0%
4019 Website Costs-TC	0	0	1,000	1,000		1,000	0.0%
4030 Equipment Purchase	0	253	500	247		247	50.5%
4031 Equipment - Rental	1,166	7,428	7,720	292		292	96.2%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	366	3,474	4,000	526		526	86.9%
4036 Stationery	342	1,337	1,750	413		413	76.4%
4038 Recruitment / Advertising	535	2,188	2,500	312		312	87.5%
4040 Audit & Accountancy	(68)	2,537	6,000	3,463		3,463	42.3%
4041 Fees, Subs and Conferences	120	2,325	1,800	(525)		(525)	129.2%
4042 Postages	130	5,220	7,000	1,780		1,780	74.6%
4043 Ink Cartridges/printing	423	1,223	1,500	277		277	81.5%
4044 Insurance	(36)	5,432	11,500	6,068		6,068	47.2%
4049 Legal fees	2,056	11,950	5,000	(6,950)		(6,950)	239.0%
4107 IT Support & Upgrade	3,617	20,022	32,323	12,301		12,301	61.9%
4110 Cleaning	0	307	0	(307)		(307)	0.0%
4114 Refuse Removal	7	35	0	(35)		(35)	0.0%
4136 Credit Card Chgs	12	78	0	(78)		(78)	0.0%
4151 Catering	307	1,373	1,500	127		127	91.6%
6005 Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020 Allocation to Cost Centres	(43,797)	(274,882)	(272,526)	2,356		2,356	100.9%
Central Administration :- Indirect Expenditure	(1)	(0)	199,206	199,206	0	199,206	0.0%
Net Expenditure	1	0	(199,206)	(199,206)			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	0	626	2,000	1,374		1,374	31.3%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	0	2,801	5,552	2,751		2,751	50.4%
4104 Utilities - Water	0	100	200	100		100	49.9%
4105 Utilities - Heat & Light	123	1,421	2,628	1,207		1,207	54.1%
4109 Alarm system	723	1,137	800	(337)		(337)	142.1%
4110 Cleaning	338	2,071	250	(1,821)		(1,821)	828.4%
4111 Window Cleaning	10	50	100	50		50	50.0%

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	0	812	800	(12)		(12)	101.5%
6020 Allocation to Cost Centres	(1,195)	(9,018)	(6,709)	2,309		2,309	134.4%
Grove House :- Indirect Expenditure	(0)	(0)	6,621	6,621	0	6,621	0.0%
Net Expenditure	0	0	(6,621)	(6,621)			
<u>104 Grove Lodge</u>							
4014 P P E / Health & Safety	105	105	350	245		245	30.0%
4030 Equipment Purchase	0	271	1,000	729		729	27.1%
4102 NNDR	225	1,575	2,302	727		727	68.4%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	214	594	2,000	1,406		1,406	29.7%
4109 Alarm system	(24)	416	600	184		184	69.4%
4110 Cleaning	225	1,363	0	(1,363)		(1,363)	0.0%
4111 Window Cleaning	10	50	100	50		50	50.0%
4132 Rent	417	2,500	5,000	2,500		2,500	50.0%
6020 Allocation to Cost Centres	(1,171)	(6,874)	(5,610)	1,264		1,264	122.5%
Grove Lodge :- Indirect Expenditure	0	0	6,192	6,192	0	6,192	0.0%
Net Expenditure	(0)	(0)	(6,192)	(6,192)			
<u>105 Community Services</u>							
4158 Weston in Bloom	0	1,236	16,000	14,764		14,764	7.7%
4200 Small grants to Voluntary Orgs	1,000	7,450	12,500	5,050		5,050	59.6%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	3,600	3,600	36,000	32,400		32,400	10.0%
4210 Weston Town Centre Co SLA	0	17,460	17,809	349		349	98.0%
4212 CCTV (NSC)	0	81,600	84,897	3,297		3,297	96.1%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	0	2,091	6,500	4,409		4,409	32.2%
4221 Citizens Advice Bureau	0	25,000	25,000	0		0	100.0%
4223 Community Events	0	685	6,000	5,315		5,315	11.4%
4228 Blue Plaques	767	1,534	1,500	(34)		(34)	102.3%
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	9,403	21,939	50,000	28,061		28,061	43.9%
4864 Homeless Support Fund	0	0	25,000	25,000		25,000	0.0%
6000 Admin Salaries Recharge	2,148	14,827	15,044	217		217	98.6%
6005 Admin Overhead Recharge	1,203	6,126	5,803	(323)		(323)	105.6%
6007 Grove House Recharge	91	689	710	21		21	97.0%
6008 Grove Lodge Recharges	90	525	611	86		86	85.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010 Grounds Salaries Recharge	8,239	50,499	62,374	11,875		11,875	81.0%
6015 Grounds Overhead Recharge	1,188	16,066	16,036	(30)		(30)	100.2%
Community Services :- Indirect Expenditure	<u>27,729</u>	<u>262,328</u>	<u>454,634</u>	<u>192,306</u>	<u>0</u>	<u>192,306</u>	<u>57.7%</u>
Net Expenditure	<u>(27,729)</u>	<u>(262,328)</u>	<u>(454,634)</u>	<u>(192,306)</u>			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,100	18,769	22,933	4,164		4,164	81.8%
4036 Stationery	0	0	200	200		200	0.0%
4044 Insurance	0	74	277	203		203	26.6%
4050 Printing	310	411	1,405	994		994	29.3%
4150 Chauffeur/travel costs	518	1,220	5,500	4,280		4,280	22.2%
4151 Catering	0	6,296	9,150	2,854		2,854	68.8%
4152 Civic Miscellaneous	0	2,705	3,115	410		410	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	1,583	10,931	11,093	162		162	98.5%
6005 Admin Overhead Recharge	887	4,517	4,277	(240)		(240)	105.6%
6007 Grove House Recharge	67	507	1,601	1,094		1,094	31.7%
6008 Grove Lodge Recharges	66	388	1,444	1,056		1,056	26.9%
6010 Grounds Salaries Recharge	42	256	316	60		60	81.0%
6015 Grounds Overhead Recharge	6	81	82	1		1	98.8%
Civic Support :- Indirect Expenditure	<u>5,579</u>	<u>46,495</u>	<u>68,239</u>	<u>21,744</u>	<u>0</u>	<u>21,744</u>	<u>68.1%</u>
Net Expenditure	<u>(5,579)</u>	<u>(46,495)</u>	<u>(68,239)</u>	<u>(21,744)</u>			
<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	284	374	6,000	5,626		5,626	6.2%
6000 Admin Salaries Recharge	7,630	52,679	53,460	781		781	98.5%
6005 Admin Overhead Recharge	4,274	21,765	20,614	(1,151)		(1,151)	105.6%
6007 Grove House Recharge	325	2,451	698	(1,753)		(1,753)	351.1%
6008 Grove Lodge Recharges	318	1,868	482	(1,386)		(1,386)	387.6%
6010 Grounds Salaries Recharge	511	3,134	3,871	737		737	81.0%
6015 Grounds Overhead Recharge	74	999	993	(6)		(6)	100.6%
Democratic Representation :- Indirect Expenditure	<u>13,416</u>	<u>83,415</u>	<u>104,038</u>	<u>20,623</u>	<u>0</u>	<u>20,623</u>	<u>80.2%</u>
Net Expenditure	<u>(13,416)</u>	<u>(83,415)</u>	<u>(104,038)</u>	<u>(20,623)</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>109 DO NOT USE</u>							
1102 Ace grant	(142)	(142)	0	142			0.0%
DO NOT USE :- Income	(142)	(142)	0	142			
Net Income	(142)	(142)	0	142			
<u>110 Other Costs & Income</u>							
1176 Precept	0	2,587,982	0	(2,587,982)			0.0%
1190 Bank Interest	157	1,125	3,000	1,875			37.5%
1191 CIL Received	36,637	42,990	0	(42,990)			0.0%
Other Costs & Income :- Income	36,794	2,632,097	3,000	(2,629,097)			87736.6
4051 Bank Charges	396	1,605	5,143	3,538	3,538		31.2%
4060 PWLB Interest repaid-Blakehay	2,544	5,247	5,883	636	636		89.2%
4061 PWLB Capital repaid-Blakehay	6,000	12,000	12,000	0	0		100.0%
4068 PWLB Interest repaid-Water Pk	4,685	14,864	15,228	364	364		97.6%
4069 PWLB Capital repaid-Water Pk	5,495	5,495	5,131	(364)	(364)		107.1%
4999 General Reserve	0	3,037	0	(3,037)	(3,037)		0.0%
Other Costs & Income :- Indirect Expenditure	19,119	42,248	43,385	1,137	0	1,137	97.4%
Net Income over Expenditure	17,674	2,589,849	(40,385)	(2,630,234)			
<u>111 Strategic Planning/Projects</u>							
1209 Old Town Quarry	0	0	7,624	7,624			0.0%
Strategic Planning/Projects :- Income	0	0	7,624	7,624			0.0%
4049 Legal fees	3,000	11,684	25,000	13,317	13,317		46.7%
4213 Development budget	(8)	516	1,000	484	484		51.6%
4216 Old Town Quarry	0	1,013	7,500	6,488	6,488		13.5%
6000 Admin Salaries Recharge	3,119	21,532	21,852	320	320		98.5%
6005 Admin Overhead Recharge	1,747	8,896	8,428	(468)	(468)		105.6%
6007 Grove House Recharge	133	1,002	230	(772)	(772)		435.7%
6008 Grove Lodge Recharges	130	763	205	(558)	(558)		372.2%
6010 Grounds Salaries Recharge	378	2,318	2,863	545	545		81.0%
6015 Grounds Overhead Recharge	55	737	733	(4)	(4)		100.5%
Strategic Planning/Projects :- Indirect Expenditure	8,554	48,460	67,811	19,351	0	19,351	71.5%
Net Income over Expenditure	(8,554)	(48,460)	(60,187)	(11,727)			
<u>112 Environmental</u>							
4076 Environmental / Climate	800	3,300	100,000	96,700	96,700		3.3%
6000 Admin Salaries Recharge	1,098	7,577	7,690	113	113		98.5%

Detailed Income & Expenditure by Budget Heading 31/10/2021

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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
6005 Admin Overhead Recharge	616	3,131	2,962	(169)		(169)	105.7%
6007 Grove House Recharge	48	355	263	(92)		(92)	135.0%
6008 Grove Lodge Recharges	46	271	223	(48)		(48)	121.5%
6010 Grounds Salaries Recharge	347	2,123	2,621	498		498	81.0%
6015 Grounds Overhead Recharge	49	676	671	(5)		(5)	100.7%
Environmental :- Indirect Expenditure	<u>3,004</u>	<u>17,433</u>	<u>114,430</u>	<u>96,997</u>	<u>0</u>	<u>96,997</u>	<u>15.2%</u>
Net Expenditure	<u>(3,004)</u>	<u>(17,433)</u>	<u>(114,430)</u>	<u>(96,997)</u>			
<u>120 Blakehay Central Costs</u>							
4000 Staffing Costs	3,425	30,990	61,470	30,480		30,480	50.4%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	(4)	809	3,500	2,691		2,691	23.1%
4019 Website Costs-TC	0	140	500	360		360	28.0%
4030 Equipment Purchase	12	25	5,000	4,975		4,975	0.5%
4031 Equipment - Rental	0	478	1,162	684		684	41.1%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	56	1,079	1,400	321		321	77.0%
4043 Ink Cartridges/printing	18	54	0	(54)		(54)	0.0%
4044 Insurance	0	3,055	562	(2,493)		(2,493)	543.6%
4102 NNDR	349	2,898	3,600	702		702	80.5%
4104 Utilities - Water	0	93	924	831		831	10.1%
4105 Utilities - Heat & Light	188	2,274	7,126	4,852		4,852	31.9%
4109 Alarm system	(43)	383	1,000	617		617	38.3%
4110 Cleaning	0	0	5,000	5,000		5,000	0.0%
4111 Window Cleaning	0	110	300	190		190	36.7%
4114 Refuse Removal	28	2,175	1,500	(675)		(675)	145.0%
4131 Licenses	60	527	1,191	664		664	44.2%
4136 Credit Card Chgs	12	76	0	(76)		(76)	0.0%
6000 Admin Salaries Recharge	2,046	14,129	14,338	209		209	98.5%
6005 Admin Overhead Recharge	1,146	5,837	5,530	(307)		(307)	105.6%
6007 Grove House Recharge	87	657	394	(263)		(263)	166.8%
6008 Grove Lodge Recharges	85	500	322	(178)		(178)	155.3%
6010 Grounds Salaries Recharge	246	1,505	1,861	356		356	80.9%
6015 Grounds Overhead Recharge	35	477	480	3		3	99.4%
Blakehay Central Costs :- Indirect Expenditure	<u>7,747</u>	<u>68,789</u>	<u>119,413</u>	<u>50,624</u>	<u>0</u>	<u>50,624</u>	<u>57.6%</u>
Net Expenditure	<u>(7,747)</u>	<u>(68,789)</u>	<u>(119,413)</u>	<u>(50,624)</u>			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	20	100	80			20.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1090 Bookings	(275)	627	16,789	16,162			3.7%
Blakehay -Auditorium :- Income	(275)	647	16,889	16,242			3.8%
4000 Staffing Costs	1,793	12,550	27,379	14,829		14,829	45.8%
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	12,550	30,879	18,329	0	18,329	40.6%
Net Income over Expenditure	(2,068)	(11,903)	(13,990)	(2,087)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	0	0	1,050	1,050			0.0%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	0	(50)	12,000	12,050			(0.4%)
Blakehay - Upper Studio :- Income	0	(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	0	(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	52	985	2,574	1,589		1,589	38.3%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	52	985	14,038	13,053	0	13,053	7.0%
Net Income over Expenditure	(52)	(985)	2,987	3,972			
<u>124 Blakehay Box Office</u>							
1105 Blakehay Box office income	(182)	(182)	4,547	4,729			(4.0%)
Blakehay Box Office :- Income	(182)	(182)	4,547	4,729			(4.0%)
4031 Equipment - Rental	0	66	0	(66)		(66)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4114 Refuse Removal	0	85	0	(85)		(85)	0.0%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	0	183	1,028	845	0	845	17.8%
Net Income over Expenditure	(182)	(365)	3,519	3,884			

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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>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	0	2,205	48,000	45,796			4.6%
Blakehay -Live Shows :- Income	0	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	0	2,205	21,600	19,396			
<u>140 Museum Central Costs</u>							
1034 Grant funding	4,471	4,471	0	(4,471)			0.0%
1100 Miscellaneous Income	542	2,584	7,500	4,916			34.5%
1122 Fundraising	0	58	0	(58)			0.0%
Museum Central Costs :- Income	5,013	7,113	7,500	387			94.8%
4000 Staffing Costs	9,701	73,235	108,678	35,443		35,443	67.4%
4012 Travel & Subsistence Expenses	66	312	200	(112)		(112)	156.2%
4013 Training	180	1,970	3,727	1,757		1,757	52.9%
4014 P P E / Health & Safety	(4)	866	1,000	134		134	86.6%
4019 Website Costs-TC	(155)	1,086	600	(486)		(486)	181.0%
4030 Equipment Purchase	368	1,099	1,500	401		401	73.3%
4031 Equipment - Rental	44	250	1,616	1,366		1,366	15.5%
4034 Equipment Repairs	0	238	200	(38)		(38)	118.8%
4035 Telephone	203	2,149	1,600	(549)		(549)	134.3%
4036 Stationery	6	151	200	49		49	75.4%
4039 Advertising & Marketing	0	1,838	4,000	2,162		2,162	45.9%
4041 Fees, Subs and Conferences	0	168	400	233		233	41.9%
4044 Insurance	0	2,905	1,200	(1,705)		(1,705)	242.1%
4102 NNDR	5,325	38,445	54,622	16,177		16,177	70.4%
4104 Utilities - Water	25	160	978	818		818	16.3%
4105 Utilities - Heat & Light	652	5,357	12,798	7,441		7,441	41.9%
4109 Alarm system	470	1,751	1,000	(751)		(751)	175.1%
4110 Cleaning	920	5,443	12,000	6,557		6,557	45.4%
4111 Window Cleaning	50	250	600	350		350	41.7%
4114 Refuse Removal	447	3,797	1,800	(1,997)		(1,997)	210.9%
4131 Licenses	21	522	1,600	1,078		1,078	32.6%
4136 Credit Card Chgs	12	12	0	(12)		(12)	0.0%
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	2,428	16,765	17,012	247		247	98.5%
6005 Admin Overhead Recharge	1,360	6,925	6,559	(366)		(366)	105.6%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6007 Grove House Recharge	103	779	227	(552)		(552)	343.2%
6008 Grove Lodge Recharges	101	595	483	(112)		(112)	123.2%
6010 Grounds Salaries Recharge	246	1,505	1,861	356		356	80.9%
6015 Grounds Overhead Recharge	35	477	480	3		3	99.4%
Museum Central Costs :- Indirect Expenditure	22,605	169,188	307,784	138,596	0	138,596	55.0%
Net Income over Expenditure	(17,592)	(162,075)	(300,284)	(138,209)			
141 Museum Learning and Events							
1006 Learning Income	599	2,397	0	(2,397)			0.0%
1008 Museum handling box hire	245	1,015	0	(1,015)			0.0%
1103 Other event misc income	35	335	0	(335)			0.0%
Museum Learning and Events :- Income	879	3,747	0	(3,747)			
4000 Staffing Costs	2,536	16,618	18,885	2,267		2,267	88.0%
4020 Learning/Event education equip	0	308	1,000	692		692	30.8%
4039 Advertising & Marketing	0	639	1,000	361		361	63.9%
4058 Learning/Events Museum events	(37)	168	0	(168)		(168)	0.0%
Museum Learning and Events :- Indirect Expenditure	2,500	17,733	20,885	3,152	0	3,152	84.9%
Net Income over Expenditure	(1,621)	(13,987)	(20,885)	(6,898)			
142 Museum Cafe							
1004 Cafe Sales	4,310	13,204	62,000	48,796			21.3%
Museum Cafe :- Income	4,310	13,204	62,000	48,796			21.3%
4000 Staffing Costs	2,780	20,361	44,616	24,255		24,255	45.6%
4014 P P E / Health & Safety	(20)	179	1,500	1,321		1,321	11.9%
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	0	52	0	(52)		(52)	0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	174	406	845	439		439	48.1%
4114 Refuse Removal	14	420	800	380		380	52.5%
4151 Catering	0	191	500	309		309	38.2%
4406 Bar Stock	992	1,112	2,500	1,388		1,388	44.5%
4407 Museum cafe stock	1,157	5,338	13,000	7,662		7,662	41.1%
Museum Cafe :- Indirect Expenditure	5,097	28,857	67,085	38,228	0	38,228	43.0%
Net Income over Expenditure	(786)	(15,652)	(5,085)	10,567			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
143 Museum shop/retail							
1005 Museum Shop Sales	(974)	3,612	13,500	9,888			26.8%
1009 Museum sale or return comm	2,080	2,341	4,000	1,659			58.5%
Museum shop/retail :- Income	1,106	5,953	17,500	11,547			34.0%
4136 Credit Card Chgs	0	64	312	248		248	20.5%
4408 Museum shop stock	472	2,790	7,000	4,210		4,210	39.9%
Museum shop/retail :- Indirect Expenditure	472	2,854	7,312	4,458	0	4,458	39.0%
Net Income over Expenditure	634	3,099	10,188	7,089			
144 Museum Temporary Gallery							
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
Museum Temporary Gallery :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
145 Museum Function							
1019 Internal Bookings (Council)	0	90	2,040	1,950			4.4%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	(1,166)	1,641	9,000	7,359			18.2%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	(1,166)	1,731	21,615	19,884			8.0%
4000 Staffing Costs	242	0	32,819	32,819		32,819	0.0%
4030 Equipment Purchase	107	1,723	3,000	1,277		1,277	57.4%
4039 Advertising & Marketing	0	126	1,500	1,374		1,374	8.4%
Museum Function :- Indirect Expenditure	349	1,849	37,319	35,470	0	35,470	5.0%
Net Income over Expenditure	(1,516)	(118)	(15,704)	(15,586)			
199 Capital Projects							
4103 Capital project	14,332	30,224	145,000	114,776		114,776	20.8%
Capital Projects :- Indirect Expenditure	14,332	30,224	145,000	114,776	0	114,776	20.8%
Net Expenditure	(14,332)	(30,224)	(145,000)	(114,776)			
300 Planning							
6000 Admin Salaries Recharge	817	5,639	5,723	84		84	98.5%
6005 Admin Overhead Recharge	458	2,331	2,208	(123)		(123)	105.6%
6007 Grove House Recharge	35	262	252	(10)		(10)	104.0%
6008 Grove Lodge Recharges	34	200	119	(81)		(81)	168.1%
Planning :- Indirect Expenditure	1,344	8,432	8,302	(130)	0	(130)	101.6%
Net Expenditure	(1,344)	(8,432)	(8,302)	130			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400 Central Grounds Maintenance							
4000 Staffing Costs	24,565	148,839	320,081	171,242		171,242	46.5%
4001 Salaries - Agency	0	12,013	12,013	0		0	100.0%
4013 Training	0	1,071	8,594	7,523		7,523	12.5%
4014 P P E / Health & Safety	957	2,728	2,000	(728)		(728)	136.4%
4015 SLA Somerset	0	0	13,769	13,769		13,769	0.0%
4025 Vehicle Maintenance	253	2,813	3,000	187		187	93.8%
4026 Petrol / Diesel	366	2,755	7,500	4,745		4,745	36.7%
4028 Grounds / Maintenance	0	376	0	(376)		(376)	0.0%
4030 Equipment Purchase	1,152	4,925	8,725	3,800		3,800	56.4%
4031 Equipment - Rental	1,232	8,206	20,954	12,748		12,748	39.2%
4034 Equipment Repairs	0	2,095	4,500	2,405		2,405	46.6%
4035 Telephone	163	1,278	2,160	882		882	59.2%
4044 Insurance	0	4,186	5,500	1,314		1,314	76.1%
4107 IT Support & Upgrade	(582)	6,719	8,052	1,333		1,333	83.4%
4114 Refuse Removal	0	462	6,000	5,538		5,538	7.7%
6020 Allocation to Cost Centres	(28,106)	(198,465)	(233,779)	(35,314)		(35,314)	84.9%
Central Grounds Maintenance :- Indirect Expenditure	1	0	189,069	189,069	0	189,069	0.0%
Net Expenditure	(1)	(0)	(189,069)	(189,069)			
403 Allotments							
1100 Miscellaneous Income	0	400	0	(400)			0.0%
Allotments :- Income	0	400	0	(400)			
4108 Building / Maintenance	29	211	4,000	3,789		3,789	5.3%
6000 Admin Salaries Recharge	337	2,324	2,362	38		38	98.4%
6005 Admin Overhead Recharge	189	960	910	(50)		(50)	105.5%
6007 Grove House Recharge	14	109	445	336		336	24.5%
6008 Grove Lodge Recharges	14	82	407	325		325	20.1%
6010 Grounds Salaries Recharge	410	2,517	3,105	588		588	81.1%
6015 Grounds Overhead Recharge	59	801	797	(4)		(4)	100.5%
Allotments :- Indirect Expenditure	1,052	7,004	12,026	5,022	0	5,022	58.2%
Net Income over Expenditure	(1,052)	(6,604)	(12,026)	(5,422)			
420 Milton Road Cemetery							
1010 Interments	5,125	31,843	58,000	26,157			54.9%
1011 Memorials	82	3,309	6,000	2,691			55.1%
1100 Miscellaneous Income	142	1,594	3,250	1,656			49.0%
Milton Road Cemetery :- Income	5,349	36,746	67,250	30,504			54.6%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4034 Equipment Repairs	0	51	2,000	1,949		1,949	2.5%
4039 Advertising & Marketing	0	0	450	450		450	0.0%
4054 Grave Digging	400	2,988	12,500	9,512		9,512	23.9%
4055 Memorials	1,876	7,569	7,000	(569)		(569)	108.1%
4102 NNDR	0	2,882	3,367	485		485	85.6%
4104 Utilities - Water	0	413	600	187		187	68.8%
4105 Utilities - Heat & Light	28	100	400	300		300	24.9%
4109 Alarm system	0	0	500	500		500	0.0%
4110 Cleaning	0	10	1,500	1,490		1,490	0.7%
4111 Window Cleaning	0	0	150	150		150	0.0%
6000 Admin Salaries Recharge	1,100	7,597	7,712	115		115	98.5%
6005 Admin Overhead Recharge	616	3,139	2,972	(167)		(167)	105.6%
6007 Grove House Recharge	47	354	533	179		179	66.4%
6008 Grove Lodge Recharges	46	270	165	(105)		(105)	163.6%
6010 Grounds Salaries Recharge	8,494	52,065	64,309	12,244		12,244	81.0%
6015 Grounds Overhead Recharge	1,225	16,564	16,530	(34)		(34)	100.2%
Milton Road Cemetery :- Indirect Expenditure	13,833	94,002	120,688	26,686	0	26,686	77.9%
Net Income over Expenditure	(8,484)	(57,256)	(53,438)	3,818			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	47,370	65,841	18,471		18,471	71.9%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	564	3,896	3,951	55		55	98.6%
6005 Admin Overhead Recharge	316	1,610	1,526	(84)		(84)	105.5%
6007 Grove House Recharge	24	181	333	152		152	54.4%
6008 Grove Lodge Recharges	24	138	131	(7)		(7)	105.3%
Youth Activities :- Indirect Expenditure	928	53,195	75,282	22,087	0	22,087	70.7%
Net Expenditure	(928)	(53,195)	(75,282)	(22,087)			
460 Street Furniture							
1112 Dog Bin Emptying	0	0	4,356	4,356			0.0%
Street Furniture :- Income	0	0	4,356	4,356			0.0%
4035 Telephone	160	160	0	(160)		(160)	0.0%
4105 Utilities - Heat & Light	103	457	0	(457)		(457)	0.0%
4116 Dogbin Emptying	319	423	4,500	4,077		4,077	9.4%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffiti	132	264	500	236		236	52.8%

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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
4133 Bus Shelter - Repairs	0	0	3,100	3,100		3,100	0.0%
4157 Prince Wales Clock/welcome sig	11	499	550	51		51	90.7%
6000 Admin Salaries Recharge	873	6,028	6,117	89		89	98.5%
6005 Admin Overhead Recharge	489	2,491	2,362	(129)		(129)	105.5%
6007 Grove House Recharge	37	280	207	(73)		(73)	135.3%
6008 Grove Lodge Recharges	36	214	204	(10)		(10)	104.9%
6010 Grounds Salaries Recharge	1,842	11,291	13,950	2,659		2,659	80.9%
6015 Grounds Overhead Recharge	266	3,594	3,584	(10)		(10)	100.3%
Street Furniture :- Indirect Expenditure	4,268	25,701	36,574	10,873	0	10,873	70.3%
Net Income over Expenditure	(4,268)	(25,701)	(32,218)	(6,517)			
<u>470 Parks & Play Areas</u>							
1076 Water Play Area Kiosk Income	0	1,750	7,000	5,250			25.0%
1077 Water Park Admissions	0	8,931	30,000	21,069			29.8%
Parks & Play Areas :- Income	0	10,681	37,000	26,319			28.9%
4102 NNDR	0	0	458	458		458	0.0%
4104 Utilities - Water	0	416	4,000	3,584		3,584	10.4%
4105 Utilities - Heat & Light	896	2,618	8,254	5,636		5,636	31.7%
4114 Refuse Removal	0	0	300	300		300	0.0%
4138 Water Play Area Rent	1,552	5,703	10,041	4,338		4,338	56.8%
4140 Recreation Grounds	0	0	79,744	79,744		79,744	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	143,532	143,532		143,532	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	0	860	860	0		0	100.0%
4317 Uphill Junior Play Area	0	(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	758	15,532	15,533	1		1	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,025	7,075	7,176	101		101	98.6%
6005 Admin Overhead Recharge	574	2,922	2,767	(155)		(155)	105.6%
6007 Grove House Recharge	44	330	200	(130)		(130)	165.0%
6008 Grove Lodge Recharges	43	252	74	(178)		(178)	340.5%
6010 Grounds Salaries Recharge	3,481	21,335	26,349	5,014		5,014	81.0%
6015 Grounds Overhead Recharge	502	6,788	6,776	(12)		(12)	100.2%
Parks & Play Areas :- Indirect Expenditure	8,875	63,908	311,139	247,232	0	247,232	20.5%
Net Income over Expenditure	(8,875)	(53,227)	(274,139)	(220,912)			

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
475 Planned maintenance							
4231 Planned maint holding budget	0	0	(9,705)	(9,705)		(9,705)	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	227	1,894	1,894	0		0	100.0%
4234 Museum PPM	20,098	32,453	32,453	0		0	100.0%
4235 Cemetery PPM	30,645	33,200	33,200	(0)		(0)	100.0%
4236 Parks & play areas PPM	15,921	16,922	16,921	(1)		(1)	100.0%
4237 Grove House PPM	363	28,159	28,160	1		1	100.0%
4238 Grove Lodge PPM	227	3,348	3,348	0		0	100.0%
4239 Chapel/hut/toilets/shed PPM	2,689	2,739	2,739	(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	1,100	7,597	7,712	115		115	98.5%
6005 Admin Overhead Recharge	874	4,453	4,219	(234)		(234)	105.5%
6007 Grove House Recharge	47	354	107	(247)		(247)	330.8%
6008 Grove Lodge Recharges	46	270	219	(51)		(51)	123.3%
Planned maintenance :- Indirect Expenditure	<u>72,236</u>	<u>132,379</u>	<u>122,257</u>	<u>(10,122)</u>	<u>0</u>	<u>(10,122)</u>	<u>108.3%</u>
Net Expenditure	<u>(72,236)</u>	<u>(132,379)</u>	<u>(122,257)</u>	<u>10,122</u>			
480 Tourism & Marketing							
6007 Grove House Recharge	0	0	102	102		102	0.0%
6008 Grove Lodge Recharges	0	0	48	48		48	0.0%
Tourism & Marketing :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>150</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(150)</u>	<u>(150)</u>			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	860	1,608	0	(1,608)			0.0%
1042 Tourism - Love Weston accredit	0	9	0	(9)			0.0%
Tourism Love Weston / Dest Mar :- Income	<u>860</u>	<u>1,616</u>	<u>0</u>	<u>(1,616)</u>			
4000 Staffing Costs	5,121	31,486	52,434	20,948		20,948	60.0%
4039 Advertising & Marketing	0	4,820	36,000	31,180		31,180	13.4%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	(94)	10,306	10,465	159		159	98.5%
6000 Admin Salaries Recharge	1,561	10,775	10,936	161		161	98.5%
6005 Admin Overhead Recharge	616	3,139	2,972	(167)		(167)	105.6%
6007 Grove House Recharge	66	502	160	(342)		(342)	313.8%
6008 Grove Lodge Recharges	65	381	261	(120)		(120)	146.0%
6010 Grounds Salaries Recharge	204	1,248	1,545	297		297	80.8%

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	29	396	398	2		2	99.5%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	7,567	63,052	116,271	53,219	0	53,219	54.2%
Net Income over Expenditure	(6,707)	(61,436)	(116,271)	(54,835)			
482 Tourism VIC costs							
1040 VIC Advertising Income	100	113	1,200	1,088			9.4%
1043 VIC Retail/Shop Income	681	8,051	16,500	8,449			48.8%
1044 VIC Ticket sales	0	(2,968)	200	3,168			(1483.9%
Tourism VIC costs :- Income	781	5,196	17,900	12,704			29.0%
4000 Staffing Costs	4,140	16,997	29,657	12,660		12,660	57.3%
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	0	61	314	253		253	19.3%
4035 Telephone	27	292	650	358		358	44.9%
4036 Stationery	25	300	500	200		200	60.0%
4038 Recruitment / Advertising	0	130	0	(130)		(130)	0.0%
4039 Advertising & Marketing	0	315	5,000	4,685		4,685	6.3%
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	12	76	0	(76)		(76)	0.0%
4209 TIC -equipment purchase	0	698	1,000	302		302	69.8%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	387	2,585	7,000	4,415		4,415	36.9%
Tourism VIC costs :- Indirect Expenditure	4,591	21,989	49,479	27,490	0	27,490	44.4%
Net Income over Expenditure	(3,810)	(16,792)	(31,579)	(14,787)			
485 PublicToilets							
1080 Toilet income	197	2,678	0	(2,678)			0.0%
PublicToilets :- Income	197	2,678	0	(2,678)			
4035 Telephone	0	25	0	(25)		(25)	0.0%
4044 Insurance	0	4,117	439	(3,678)		(3,678)	937.9%
4102 NNDR	1,140	4,610	5,334	724		724	86.4%
4104 Utilities - Water	0	751	1,591	840		840	47.2%
4105 Utilities - Heat & Light	247	2,537	4,530	1,993		1,993	56.0%
4110 Cleaning	17,830	38,049	36,600	(1,449)		(1,449)	104.0%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	643	4,439	4,501	62		62	98.6%

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	360	1,834	1,738	(96)		(96)	105.5%
6007 Grove House Recharge	27	206	246	40		40	83.7%
6008 Grove Lodge Recharges	27	157	213	56		56	73.7%
6010 Grounds Salaries Recharge	125	769	948	179		179	81.1%
6015 Grounds Overhead Recharge	18	244	246	2		2	99.2%
PublicToilets :- Indirect Expenditure	<u>20,417</u>	<u>57,737</u>	<u>58,386</u>	<u>649</u>	<u>0</u>	<u>649</u>	<u>98.9%</u>
Net Income over Expenditure	<u>(20,220)</u>	<u>(55,059)</u>	<u>(58,386)</u>	<u>(3,327)</u>			
Grand Totals:- Income	53,524	2,723,639	348,916	(2,374,723)			780.6%
Expenditure	267,461	1,360,989	2,943,072	1,582,083	0	1,582,083	46.2%
Net Income over Expenditure	<u>(213,937)</u>	<u>1,362,650</u>	<u>(2,594,156)</u>	<u>(3,956,806)</u>			
Movement to/(from) Gen Reserve	<u>(213,937)</u>	<u>1,362,650</u>					

Bank Interest Report:

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

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

Year 2021/2022

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

Santander Actual Cash Received 1st April 2021 to 31st October 2021 = £1108.07

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

Year 2021/2022

- To the value of £3.94 on 6th April 2021.
- To the value of £2.64 on 5th May 2021.
- To the value of £2.13 on 2nd June 2021.
- To the value of £2.56 on 2nd July 2021
- To the value of £1.98 on 3rd August 2021
- To the value of £1.99 on 2nd September 2021
- To the value of £1.81 on 4th October 2021

CCLA Actual Cash Received 1st April 2021 to 30th September 2021 = £17.05

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

<u>SCHEDULE OF RECEIPTS</u> <u>FOR:</u>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	Total Gross Income
	£	£	£	£	£
Apr-21	£ 1,362,561.96	£ -	£ 58.83	£ -	£ 1,362,620.79
May-21	£ 14,340.97	£ -	£ -	£ -	£ 14,340.97
Jun-21	£ 21,706.62	£ -	£ 152.00	£ -	£ 21,858.62
Jul-21	£ 68,837.50	£ -	£ 389.50	£ -	£ 69,227.00
Aug-21	£ 35,965.21	£ -	£ 466.00	£ -	£ 36,431.21
Sep-21	£ 1,320,986.92	£ -	£ 380.00	£ -	£ 1,321,366.92
Oct-21	£ 107,209.77	£ 430.00	£ 3,088.58	£ -	£ 110,728.35

Outstanding Balances by Month as at 31/10/2021

A/C Code	Customer Name	Balance	Oct 2021	Sep 2021	Aug 2021	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ELLIOTT	COLIN ELLIOTT	112.22	0.00	0.00	0.00	112.22	0.00
WESTONOP	WESTONOP	-1,161.22	0.00	0.00	0.00	0.00	-1,161.22
Total Sales Ledger No 1		-1,049.00	0.00	0.00	0.00	112.22	-1,161.22
Ledger No 2, Council Sales Ledger							
ABBEY	ABBEY	-714.00	0.00	0.00	0.00	0.00	-714.00
ALLIANCEDB	ALLIANCEDOGBIN	290.40	290.40	0.00	0.00	0.00	0.00
ANTONIUSA	ANTONIUSA	-71.00	0.00	0.00	0.00	0.00	-71.00
BROWNM2	BROWNM2	-867.00	0.00	0.00	0.00	0.00	-867.00
BURNHAMTI	BURNHAMTIC	113.68	113.68	0.00	0.00	0.00	0.00
CHURCHILLP	CHURCHILLP	345.60	345.60	0.00	0.00	0.00	0.00
CLEVEDON	CLEVEDON	41.00	41.00	0.00	0.00	0.00	0.00
COATESJ	COATESJ	-1,173.00	0.00	0.00	0.00	0.00	-1,173.00
COX	COX	-71.00	0.00	0.00	0.00	0.00	-71.00
ELM001	ELMS	614.00	0.00	0.00	0.00	614.00	0.00
FINE	FINE	-41.00	0.00	0.00	0.00	0.00	-41.00
GRICEA	GRICEA	2,017.80	0.00	2,017.80	0.00	0.00	0.00
GROVES	GROVES	1,479.00	1,479.00	0.00	0.00	0.00	0.00
KEENAN	KEENAN	-2,346.00	0.00	0.00	0.00	0.00	-2,346.00
KEWSTOKE	KEWSTOKEDOGBIN	237.60	237.60	0.00	0.00	0.00	0.00
MULHALL	MULHALL	-117.00	0.00	1,237.80	0.00	0.00	-1,354.80
PARKINSON	PARKINSONG	-121.00	0.00	0.00	0.00	0.00	-121.00
PITMANS	PITMANS	755.00	0.00	714.00	0.00	41.00	0.00
RYDERBENGRY	RYDERBENG	-71.00	0.00	0.00	0.00	0.00	-71.00
WINSCOMBE	WINSCOMBES	288.00	288.00	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	240.00	120.00	120.00	0.00	0.00	0.00
WSMGOLF	WSMGOLF	-180.00	0.00	0.00	0.00	0.00	-180.00
Total Sales Ledger No 2		650.08	2,915.28	4,089.60	0.00	655.00	-7,009.80
Ledger No 4, Museum Sales Ledger							
1STMILTON	1ST MILTON	247.50	0.00	247.50	0.00	0.00	0.00
ACRES	ACRES ACADEMY	35.00	35.00	0.00	0.00	0.00	0.00
ARCHAEOL	ARCHAEOLOG	470.83	470.83	0.00	0.00	0.00	0.00
BISHOPSL	BISHOPSL	35.00	0.00	35.00	0.00	0.00	0.00
BOURNVILLE	BOURNVILLE	35.00	0.00	35.00	0.00	0.00	0.00
BRENTKNOL	BRENTKNOL	36.00	0.00	0.00	0.00	36.00	0.00
BRYONY	BRYONY BELL	680.10	680.10	0.00	0.00	0.00	0.00
BURRINGTO	BURRINGTON	140.00	140.00	0.00	0.00	0.00	0.00
CAB	CAB	75.00	75.00	0.00	0.00	0.00	0.00
CASTLE	CASTLE	35.00	0.00	0.00	0.00	35.00	0.00
CHEDDARFIR	CHEDDARFIRST	70.00	70.00	0.00	0.00	0.00	0.00
CIVIC	CIVIC	108.00	108.00	0.00	0.00	0.00	0.00
COMMODOR	COMMODORE	120.00	120.00	0.00	0.00	0.00	0.00
CORPUS	CORPUS	35.00	0.00	35.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
FRIENDSMUS	FRIENDSMUS	120.00	0.00	120.00	0.00	0.00	0.00
Sub Total C/Fwd		2,372.11	4,614.21	4,562.10	0.00	1,466.82	-8,271.02

Outstanding Balances by Month as at 31/10/2021

A/C Code	Customer Name	Balance	Oct 2021	Sep 2021	Aug 2021	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	2,372.11	4,614.21	4,562.10	0.00	1,466.82	-8,271.02
Ledger No 4, Museum Sales Ledger (Continued)							
GOLDENVA	GOLDENVALL	35.00	0.00	35.00	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
LENNOX	LENNOX	216.00	0.00	216.00	0.00	0.00	0.00
MEADVALE	MEADVALE	35.00	35.00	0.00	0.00	0.00	0.00
MOSTYNM	MOSTYNM	45.00	0.00	45.00	0.00	0.00	0.00
NANDOS	NANDOS	45.00	45.00	0.00	0.00	0.00	0.00
OLDMIXON	OLDMIXON	70.00	70.00	0.00	0.00	0.00	0.00
SANDFORD	SANDFORD	90.00	90.00	0.00	0.00	0.00	0.00
SEAWARD	SEAWARD	90.00	90.00	0.00	0.00	0.00	0.00
STMARTINS	STMARTINS	90.00	90.00	0.00	0.00	0.00	0.00
THELITTLE	THELITTLE	105.00	105.00	0.00	0.00	0.00	0.00
WALLEDEN	WALLEDEN	35.00	35.00	0.00	0.00	0.00	0.00
WALLEDENA	WALLEDENA	35.00	35.00	0.00	0.00	0.00	0.00
WHEATFIELD	WHEATFIELD	35.00	0.00	35.00	0.00	0.00	0.00
WSMHOSPIC	WSMHOSPICE	280.00	0.00	280.00	0.00	0.00	0.00
	Total Sales Ledger No 4	4,029.53	2,293.93	1,083.50	0.00	699.60	-47.50
	TOTAL SALES LEDGER BALANCES	3,630.61	5,209.21	5,173.10	0.00	1,466.82	-8,218.52

POLICY AND FINANCE COMMITTEE – 13TH DECEMBER 2021

ITEM 7. To approve the acquisition of a Civic Officer Credit Card

To receive the recommendation from the Civic Consultation Group held on 22nd November 2021

Civic Credit Card Request

TM advised that a credit card had been requested for the Civic Officer. Her predecessor regularly made purchases on behalf of the Council by way of own personal finances and then claimed back for the cost e.g. event catering, sundries and last minute items. RS did not have the capacity to do this and pre-planning was not always possible in the role. It would remove pressure from officers if the request could happen asap and a recommendation from the working party would be appreciated

MN concurred that it was unfair to assume officers could pay for items personally and a credit card for say £500 would enable the civic office to be run more effectively and remove the reliance on buying from limited sources where we had accounts e.g. Bookers and Spar.

All were in agreement that this should be requested and approved. The Mayor suggested a credit limit of £1,000 but it was advised by TM & MN that £500 may be a more acceptable limit, with the option to review and increase if needed.

RECOMMENDATION: That the obtainment of a Civic credit card be recommended to the Policy & Finance Committee on 13th December 2021 for urgent approval.

REPORT TO THE POLICY AND FINANCE COMMITTEE 13/12/2021

ITEM 7. Credit Cards – Changes to Current Credit Card Provision

REPORT OF THE DEPUTY TOWN CLERK, SARAH PEARSE

The Town Council has previously approved credit cards as follows:

- Malcolm Nicholson £1,000
- Sarah Pearse £1,000
- Matthew Hardy (Former Museum Manger) recognising need for café use only - £500

Due to staff changes and changes within operational services, members are requested to approve the following changes:

Recommended changes to credit card provision	Changes
Malcolm Nicholson £1,000	no change
Sarah Pearse £1,000	no change
Matthew Hardy (Former Museum Manger) £500	cancel card
Fay Powell	issue new card £500 limit
Civic Officer	Issue new card £500 limit

Whilst there is a definite need to have strict control over credit card issue, it is felt that these changes will enhance business efficiency and are recommended by the Deputy Town Clerk/RFO and the Town Clerk and has been considered by the Civic Consultation group in relation to the Civic function needs. There is no recommendation by the Deputy Town Clerk/RFO to further extend credit limits in order to minimise risk and council liability.

Member are request to:

Approve the changes to credit cards, as per the changes table above

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE HQ WORKING PARTY HELD AT WESTON
MUSEUM THURSDAY 2ND DECEMBER 2021**

Meeting Commenced: 10:39am

Meeting Concluded: 12:01pm

PRESENT: Councillors John Crockford-Hawley, Peter Crew, Alan Peak, Sonia Russe and Robert Payne.

ALSO IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk – Operational Services), Tania Middlemiss (Assistant Town Clerk – HR and Admin) and Molly Maher (Development Officer).

No.	Item
1.	<p>Apologies for Absence</p> <p>No apologies for absence were received.</p>
2.	<p>Declaration of Interest</p> <p>There we no declarations of interest received.</p>
3.	<p>Notes of the meeting on 16th November 2021</p> <p>RECOMMENDED: That the minutes be approved as correct by the working group.</p>
4.	<p>Plans of the Premises</p> <p>Plans were tabled at the meeting, having been drafted by SJ Surveyors.</p>
5.	<p>Allocation of Spaces in the Premises</p> <p>Ground Floor Council Chamber</p> <p>The working party noted the need for a big enough room to host a meeting of all the councillors. The large office on the ground floor has been designated the “Council Chamber”. It was suggested that the alcove next to the kitchen could be used to display the civic insignia. It was also felt that existing store would be useful to keep. There are two load bearing pillars in the room which need to be worked around.</p> <p>A member suggested the use of sliding or partition doors to give an option to split the room into two. It was felt that this could be explored in the long term, but other works were more urgent.</p> <p>It was suggested that the civic insignia should be on display at Weston Museum, as more people would see it. The corridor outside the new museum function room was suggested to house a case. Civic robes and</p>

No.	Item
	<p>mayoral portraits could be housed at HQ, to ensure appropriate “Council Chamber” atmosphere. In storage at the South West Heritage Trust (SWHT) were portraits of the mayors from 1937 to present day, as well as a large portrait of Henry Butt.</p> <p>The Deputy Town Clerk noted the need to include a budget for furniture, recognising the need for decorative tables and chairs in the Council Chamber. It was suggested the Somerset Wood Recycling could be commissioned. There should be a practical boardroom feel, with chairs which could be stacked, whilst still keeping an air of sophistication, the Development Officer was asked to explore this. The North Somerset Council ‘Hutton Suite’ was given as a point of reference.</p> <p>North Somerset Council has a store of listed furniture from their old chamber, which could be used. It was suggested that another visit be made to visualise the building and also assess acoustics and technology requirements. The Development officer would explore this as an option also.</p> <p>In response to a question how the public would be accommodated it was noted that folding chairs could be laid out at meetings where members of the public are in attendance.</p> <p><i>Councillor Robert Payne entered the meeting at 11:03am</i></p> <p>The Deputy Town Clerk did note that the suggested location for the insignia at the museum was earmarked to be knocked through as part of the phase two works. It was suggested that when a grant was explored for these works, the cost of moving the insignia should be built into the application. A report would need to be given to the Heritage Arts and Culture Committee to approve this.</p> <p>A member queried the current accessibility of the building. It was not currently accessible but options would be explored to include a ramp, with a portable ramp available for the interim period. It was suggested double doors to the chamber would assist with accessibility and the Deputy Town Clerk agreed to explore this option.</p> <p>Toilets and Kitchen</p> <p>It was suggested that for the first year the toilets and kitchen could be left as they were. It was noted that the ground floor toilets were the main facilities for the whole building.</p> <p>A member asked if one would be made accessible. It was explained that this would happen eventually but there may be opportunity to make partial accessibility schemes in the existing provision, recognising that the building itself was not accessible there would be little point in major alterations ahead of addressing this. Changes would be made as part of the long term aspiration.</p>

No.	Item
	<p data-bbox="288 237 555 271">Council Chamber</p> <p data-bbox="288 275 1374 416">It was felt that all members could fit in the Council Chamber and a decision could be made after a trial as to whether it was suitable for meetings of the size. However controversial meetings, where many members of the public might attend, could still be held in the Town Hall or another suitable location.</p> <p data-bbox="288 456 754 490">Entrance from Waterloo Street</p> <p data-bbox="288 495 1382 745">The Deputy Town Clerk agreed to explore options for an accessible entrance from Waterloo Street and conversations would need to begin with North Somerset Highways. If highways consent were obtained, then Conservation and Listed Building Consent would need to be obtained. There was concern that options for adaptations should not ruin the architecture. The Deputy Town Clerk asked if members were happy for her to begin the process of exploration, to which members agreed.</p> <p data-bbox="288 786 1347 857">There were often rough sleepers outside the building and railing options to deter this should be explored.</p> <p data-bbox="288 898 472 931">Front Office</p> <p data-bbox="288 936 1374 1039">It was suggested that the wood fittings from the VIC could be repurposed for the entrance. It was queried if the Rosie Smith tile work could be included. This would be explored.</p> <p data-bbox="288 1079 1362 1220">It was suggested that the office space could be partitioned, with an information desk for use by the VIC. Members noted that the VIC needed to be out of the Tropicana by March 2022, and recognised that as well as the Council Chamber, the front foyer was a priority for improvement work.</p> <p data-bbox="288 1261 1362 1552">A Cemetery Office would also be required downstairs in order to hold meetings with members of the public. It would also house the fire proof cabinets which hold all of the cemetery records. They had to be on the ground floor due to the weight, and had to be easily accessible to the Cemetery Officer. The Assistant Town Clerk (Operational Services) noted the need for a space for the Cemetery Officer to have sensitive phone calls, as the open plan office on the first floor would not be suitable for sombre discussions.</p> <p data-bbox="288 1592 1378 1809">The long term aspiration for the cemetery office would be the Old Town Quarry. It was suggested that the changing room could become the cemetery office. This would be explored. The VIC could start in the curved window space, with a cemetery office created further down. Members felt various options should be explored to access all variables in order to find the most suitable space.</p> <p data-bbox="288 1850 1342 1991">Members felt strongly that the barriers should be taken out to create a welcoming and accessible space. The Town Clerk suggested retention for Covid-19 purposes but it was agreed to have temporary screens, like at Weston Museum, in order to be covid-19 compliant.</p>

No.	Item
	<p>The Assistant Town Clerk (HR and Admin) noted the need to consider security for the front office. This could be dealt with the same way as Weston Museum, with live CCTV feeds of surrounding streets, which can be monitored by staff and any issues reported to the street team.</p> <p>The Assistant Town Clerk (Operational Services) suggested that Reece Evans relocate to the building, which would also support this. It was also suggested that the police could host a beat surgery in the building in order to deter antisocial behaviour.</p> <p>First Floor</p> <p>Mayors Parlour</p> <p>It was agreed that the curved windowed office on the first floor would become the Mayors Parlour. This would include a desk for the mayor, and a separate desk for the Civic Officer, for when they needed to work together. The Civic Officer would also have a desk in the open plan office.</p> <p>Open Plan Office Spaces – First and Second Floor</p> <p>The Deputy Town Clerk noted that in order to meet HSE standards for office space, the 18-20 staff being relocated it was highly unlikely this could be accommodated on the first floor alone and an office on the second floor would also have to be utilised. It was suggested that the admin team and the grounds team could have desks on the first floor; and the finance team be on the second floor. This would support the confidential nature of the finance works, as an open plan office could cause issues regarding sensitive information.</p> <p>Following debate it was agreed that ultimately it was a management issue for officers to determine who sat where. The Assistant Town Clerk (HR and Admin) raised the need for a confidential space for payroll and HR works. a member queried the use of the two smaller offices on the First Floor. It was suggested that one would be for the Town Clerk and the other for use by the Cemetery Officer. The office on the second floor at the front of the building could be used by the Deputy Town Clerk, Assistant Town Clerk (Operational Services) and Assistant Town Clerk (HR and Admin) as a shared space for when they had to do work of a confidential nature. On a day to day basis, they all planned to work in the open plan spaces with their teams.</p> <p>Community Space</p> <p>The Town Clerk hoped that the large office on the second floor would be used as a community space. The Deputy Town Clerk asked how members envisaged this space being used by the community. A member suggested it could be used as a record store for community groups. It was noted that this cause an issue regarding insurance, but that it would be explored.</p> <p>A plan should be done accounting for the number of desks and storage required. It was suggested that old copies of the Mercury could be housed in the archive room. This would be explored. The Deputy Town Clerk reminded the chairman of the 'local resources project' that had been explored but due</p>

No.	Item
	<p>to budget restraints removed from the original museum upgrade plans, this would be an ideal project to explore for the Mercury building and would enable a control over what came into the space which could be problematic if it was a 'free for all' with no definition of what the space could be used for.</p> <p>Second Biggest Office – Second Floor It was suggested by officers that this space could be used as a training room. Members felt that this was not necessary at all and there were enough breakout spaces and the chamber which could accommodate this. The Deputy Town Clerk suggested that the room off of the first floor break room could be used as a joint training room and volunteer hub.</p> <p>ACTIONS:</p> <p>Ground Floor</p> <ul style="list-style-type: none"> • DTC work with Building Surveyor and Quantity Surveyor to obtain costs for setting up a council chamber. • Development Officer to speak to North Somerset Council about use of furniture. • Development Officer to speak to SWHT about mayoral portraits • Development Officer to explore furniture options, including cabinet makers for insignia. • DTC & ATC (operational services) explore moving Civic insignia to Weston Museum, with a report to HACC to agree the move. • DTC with council's surveyor to explore options for accessibility to the building. • DTC with councillor's surveyor begin conversation with Highways regarding installing ramps & explore options for railing outside of the front doors to deter rough sleepers • DTC with council's surveyor to explore viable options for a small interview space (for cemetery use) on the ground floor <p>First and Second Floors</p> <ul style="list-style-type: none"> • SMT to consider plans and desks allocation plans for where the Operational, Grounds and Finance Teams be housed • Development Officer / DTC / Vol Supervisor to revisit previous ideas and options for an local studies / archivist room and also obtain old copies of the Weston Mercury from the South West Heritage Trust.
6.	<p>Other Matters</p> <p>Furniture The Deputy Town Clerk asked if a purchase price should be obtained from the Mercury for the existing desks and other furniture, to which members considered that it should not be paid for as this would save the Mercury removal and disposal costs. The Town Clerk would enquire about this.</p> <p>Repairs These would be explored by SJ Surveyors and the Quantity Surveyor.</p>

No.	Item
	<p>Heating and Lighting Costs had been obtained and a solar panel report had also been sought. The building could not be fully powered by solar panels. Members felt that decisions should be made with consideration given to environmental affects, but not at a financial detriment.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Enquire with the Weston Mercury for the acquisition of the existing desks and furniture. • Heating and Solar reports to go to P & F for consideration with other outstanding building reports
7.	<p>Recommendations to Policy and Finance Committee</p> <p>Parking No parking would be automatically inherited, as the land was not owned by the Mercury but there was an option to lease spaces on a monthly basis at a very reasonable rent. A member queried the need for this but it was generally felt some parking provision for members and staff should be taken initially, this could always be reduced over time if experience showed it was not needed. The Deputy Town Clerk had a discussion with the owners planned for the following day. A report would be sent to the Policy and Finance Committee.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Report to be submitted to the Policy and Finance Committee
8.	<p>Date of Next Meeting</p> <p>Members agreed to meet in the third week of January, on either the 18th or 20th.</p>
	<p>There being no further business the meeting ended at 12.01pm.</p> <p>Signed..... Dated.....</p>

Policy & Finance Committee 13th December 2021

ITEM 8. Waterloo Street update report - Parking

Report of the Deputy Town Clerk / RFO

The Mercury building at Waterloos street does not come with any allocated parking.

However, an arrangement between the current occupiers and Bakers Dolphin Ltd has been in available for many years in the space in West Street where the food bank is located.

Conversations with Bakers Dolphin have confirmed that they would be willing to continue this agreement with us as the new property owners of the Mercury building. This arrangement is suggested it would be along the first basis: -

1. Annual agreement which would then becoming rolling, Bakers Dolphins years starts on 1st November but they would be happy to start any arrangement with us at the beginning of any month following purchase.
2. Notice of termination (whole agreement) was suggested at being 3 months by either party to allow adequate notice for alternatives if required.
3. Changes to agreement (Number of spaces) can be made with 1 months' notice subject to availability if there is desire to increase from the original. To decrease numbers would also be one month.
4. Currently there are 8 single and 5 double spaces available (18 spaces) available but this could be changed to our needs subject to availability – we would just need to confirm how many spaces we require to start with and the date we want them from.
5. There is a number plate recognition system in place with a company called 'Creative Car parking'. A key pad in the Mercury building allows us to programme in registrations to allow parking for councillors and staff.
6. The car park has lighting for evening use.
- 7.

Members are requested to:

1. To authorise the Town Clerk to enter into contractual arrangements with Bakers Dolphin for parking at West Street (Food Bank carpark).
2. To approve the provision of 19 spaces for year 1 to allow opportunity for these to be reviewed during the first year of occupation as necessary.

Policy and Finance Committee December 2021

Exhibition board charges

Museum Report - written by Matthew Holden, Acting Museum Operations Manager

Weston as a town still has a limited number of credible spaces where art can be displayed, and this is particularly the case for local artists in the area.

The museum is constantly trying to explore ways to improve income and footfall, whilst recognising the need for the building to continue to be a hub for the community as per the aspirations of the HLF business plan. As such, it is felt that there is opportunity to do so by offering free exhibitions to select local community groups or artists. This would be using the larger exhibition boards that the museum possesses, which were purchased via a Community arm of the Arts council's grant scheme. At the moment the pay structure is too rigid to fully accommodate and attract local groups with little or no income but whom would benefit the museum by being able to display works. It is felt that a little more flexibility in the current charges would aid this.

For example, we had an art exhibition at the museum between 19th November – 1st December. Sales of artwork generated £500 income in the first half hour alone. The artist also spent several thousand pounds marketing the exhibition which had the museum logo prominently displayed. We also had visitors from China and Australia who specifically came to this country to view the exhibition. Offering the boards for free to prominent artists and community groups can have wide ranging advantages far beyond the standard £350 per week we currently charge.

We would also like to engage local schools with high pupil premium numbers. The realism is that these schools can barely afford the transport to come to the museum. As we know budgets are extremely tight in local educational establishments currently which results in schools often becoming financially prohibited from visiting the Museum. The school demographic is one that continues as a priority on the Museum business plan since being recognised during HLF works that this area is currently under represented. It is felt that by being able to offer them a free lunch room and tour with our volunteer team when attending the museum would be an additional reason for them to engage whilst not having to offer any free learning sessions.

Free use of the boards would be at the discretion of the Museum Operations Manager and will be dependent on the group being based in Weston super Mare. This will be approved by the Town Clerk or Deputy Town clerk to stay in line with the current approval of charges delegation scheme.

Members are requested to:

- Approve the discretionary 'Free' hire of exhibition boards to local community groups
Noting approval is subject to: available courtyard space, location of group and suitability of the subject wishing to be displayed. The Museum and council reserves the rights to decline any exhibition if it is felt to be inappropriate for the service users.

Policy and Finance Committee Meeting: 13th December 2021

ITEM 9b Box Office Split Proposal written by Sally Heath, Theatre Manager

Overview

Since the decision to create a programming budget for the theatre in 2016, the theatre has now built up a relationship with touring companies. The contracts that we have had with these companies has been on a 'Fixed Fee' basis and the theatre pays a set fee with 100% of the ticket sales being withheld by the theatre.

As the theatre's reputation for programming has built over the last couple of years and now able to judge what to programme for the theatre's audience base, we have more enquiries from touring companies that the theatre would like to program, but these are on 'Box Office Split' basis.

What is a Box Office Split?

A 'Box Office Split' is an industry standard way for companies and theatres to program. It means that there is a responsibility for both parties to ensure that the performance sells as many tickets as possible, as there is no initial financial outlay and all income to both parties comes through the ticket sales.

The split percentage is a negotiation between the theatre and the company this is usually between 70%-80% to the company with 30%-20% to the theatre, however this would depend on the company and the costings involved.

The theatre is able to get more shows into the theatre, if able to offer this as an option as this is industry standard.

Why move from a Fixed Fee to a Box Office Split?

The recommendation is to use both forms of programming so that this gives us flexibility of programming for the theatre and therefore able to bring more performances to the theatre. There are pro's and cons for both types of programming proposals;

	FIXED FEE	BOX OFFICE SPLIT
PROS	<ul style="list-style-type: none"> the theatre knows exactly how many tickets needed to sell in order to be able to break even and move to profit gives the theatre a bigger financial return 	<ul style="list-style-type: none"> no initial financial outlay onus on the company to publicise the event bringing more shows to the theatre
CONS	<ul style="list-style-type: none"> an initial outlay of budget resources (Live Show and Marketing Budget) Theatre does all of the work in marketing and ticket sales Limits the amount of performances that the theatre can programme 	<ul style="list-style-type: none"> limited financial return

Example

The theatre has been offered Dom Jolly in September 2022, at an 80/20 Box Office Split at tickets on sale for £21.50. This would equate to;

Split to Us	20%						
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WSM TC P&F Cttee Report – Last amended 06/12/2021

Split to Us	20%						
How Many Shows	1						
Gross Venue Capacity	207						
Ticket Price Range		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
		Early Birds				Highest Cost	
		before 60 days	29-60 days	15-28 days	2-14 days	day before & on day	
Average Ticket Yield	£21.50						
Premium		£20.40	£21.47	£22.60	£23.70	£24.80	£22.59
General		£19.40	£20.43	£21.50	£22.60	£23.70	£21.53
Standard		£18.43	£19.40	£20.43	£21.53	£22.63	£20.48
Capacity Target	75%						
Tickets Sold		0	0	155	0	0	
How Many Tickets to Sell per show	155.25	155	155	155	0	0	155
Total income per show		£0.00	£0.00	£3,333.79	£0.00	£0.00	£3,333.79
Gross Capacity Income	£4,457.50						
Total Income	£3,333.79						
Blakehay Split	£666.76						

However, if the theatre were to do the same deal as a Fixed fee of around £1,800.00 (estimated, however not on offer);

Cost	£1,800.00						
Return Target	£3,600.00						
How Many Shows	1						
Gross Venue Capacity	207						

WSM TC P&F Cttee Report – Last amended 06/12/2021

		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
Ticket Price Range							
		Early Birds				Highest Cost	
		before 60 days	29-60 days	15-28 days	2-14 days	day before & on day	
Average Ticket Yield	£21.50						
Premium		£20.40	£21.47	£22.60	£23.70	£24.80	£22.59
General		£19.40	£20.43	£21.50	£22.60	£23.70	£21.53
Standard		£18.43	£19.40	£20.43	£21.53	£22.63	£20.48
Capacity Target	75%						
Tickets Sold		0	0	155	0	0	
How Many Tickets to Sell per show	155	155	155	155	0	0	155
Total income per show		£0.00	£0.00	£3,333.79	£0.00	£0.00	£3,333.79
Gross Capacity Income	£4,457.50						
Total Income	£3,333.79						

The main difference between these two options are that there is no initial expenditure on a Box Office Split you are also decreasing the potential income by approximately 56%.

However, the main benefit of a Box Office split is that the theatre will be able to programme more shows.

Expectations

At present the theatre negotiates with the companies and programmes shows that have a track record of selling in order to be able to minimize the risk to the theatre.

In order to be able to offer a Box Office Split the theatre would need to know the expectations for the negotiations.

The things to consider when offering a Box office split are;

1. The minimum estimated financial return on the performance from Ticket Sales. (e.g. the same income as if the theatre were hired)
2. The sundry financial returns (i.e. estimated bar sales / merchandise percentage sales)
3. Time of year? (would the theatre usually be empty and not hired)

Members are requested to;

1. Consider the use of both 'Fixed Fee' and 'Box Office Splits' when programming.
2. Give the theatre guidance on the expectations for offering Box Office splits based on the considerations proposed.

BLAKEHAY THEATRE CHARGES - April 2022 -March 2024

SEPARATE CHARGES

NEW CODES	ROOM ONLY RATES	TIME	All - VAT (Net)	Price including VAT	NOTES
AP17MH4	Main House	4 hours	£280.00	£336.00	Formerly Auditorium
AP17MH8	Main House	8 hours	£440.00	£528.00	Formerly Auditorium
				£0.00	
AP17ST4	Studio Theatre	4 hours	£176.00	£211.20	Formerly the Upper Studio
AP17ST8	Studio Theatre	8 hours	£340.00	£408.00	Formerly the Upper Studio
AP17ST4NON	Studio Theatre (No Staff)	4 hours	£148.00	£177.60	Formerly the Upper Studio
AP17ST8NON	Studio Theatre (No Staff)	8 hours	£280.00	£336.00	Formerly the Upper Studio
AP17S14	Studio 1	4 hours	£96.00	£115.20	Formerly the Upper Studio (Windows end)
AP17S18	Studio 1	8 hours	£176.00	£211.20	Formerly the Upper Studio (Windows end)
AP17S14NON	Studio 1 (No Staff)	4 hours	£76.00	£91.20	Formerly the Upper Studio (Windows end)
AP17S18NON	Studio 1 (No Staff)	8 hours	£140.00	£168.00	Formerly the Upper Studio (Windows end)
AP17S24	Studio 2	4 hours	£76.00	£91.20	Formerly the Upper Studio (Stage End)
AP17S28	Studio 2	8 hours	£156.00	£187.20	Formerly the Upper Studio (Stage End)
AP17S24NON	Studio 2 (No Staff)	4 hours	£64.00	£76.80	Formerly the Upper Studio (Stage End)
AP17S28NON	Studio 2 (No Staff)	8 hours	£132.00	£158.40	Formerly the Upper Studio (Stage End)
AP17TB4	Theatre Bar	4 hours	£140.00	£168.00	Formerly the Lower Studio
AP17TB8	Theatre Bar	8 hours	£208.00	£249.60	Formerly the Lower Studio
AP17TBMD	Theatre Bar Meeting Hire Charge (Day)	1 hour	£25.00	£30.00	Formerly the Lower Studio
AP17TBME	Theatre Bar Meeting Hire Charge (Eve)	1 hour	£32.00	£38.40	Formerly the Lower Studio
ADDITIONAL CHARGES - Extra Dressing Rooms					
AP17S14DR	Studio 1	4 hours	£76.00	£91.20	Formerly the Upper Studio (Windows end)
AP17S24DR	Studio 2	4 hours	£64.00	£76.80	Formerly the Upper Studio (Stage End)

AP17S18DR	Studio 1	8 hours	£140.00	£168.00	Formerly the Upper Studio (Windows end)
AP17S28DR	Studio 2	8 hours	£132.00	£158.40	Formerly the Upper Studio (Stage End)
ADDITIONAL CHARGES					
AP17GO	Get Out Charge (15 mins past 23:00)	15 mins	£16.00	£19.20	
AP17TECH	Technical Assistance	1 hour	£25.00	£30.00	
AP17TECH	Operating Technician (Extra)	1 hour	£25.00	£30.00	
AP17PROJ	Projector Hire	Set	£30.00	£36.00	
AP17FS	Followspot Hire (Incl Tech)	4 hours	£128.00	£153.60	
AP17TV	Bar TV Use	Set	£10.00	£12.00	
AP17PRS	PRS Charge	set	£40.00	£48.00	
AP17STAG	Staging (Chairs & Tables & Lecturn)	Set	£30.00	£36.00	
AP17MHBO	Main House Box Office Charge	set	£240.00	£288.00	200 seats
AP17STBO	Studio Theatre Box Office Charge	set	£140.00	£168.00	100 seats
AP17TBBO	Theatre Bar Box Office Charge	set	£90.00	£108.00	50 seats
AP17EVBO	External Venue Box Office Charge	set	£40.00	£48.00	standard charge
AP17EVTC	External Venue Box Office Ticket Charge	set	£0.80	£0.96	per ticket amount required
OTHER CHARGES					
No Code Req	Annual Membership	Set		£10.00	
No Code Req	Credit Card Charges	set	£1.00	£1.20	
No Code Req	Community Classes (5 weeks at 1 hour)	Set		£25.00	
No Code Req	Art Exhibitions	Set			20% Commission on sales
No Code Req	Bar Sales Mark Up	Set			200% on purchase price
PACKAGES					
EVENT/PERFORMANCE PACKAGES FOR MAIN HOUSE					
AP17MHBS	Main House Basic Show				(1 x show 5pm - 11pm)
AP17MH4	Main House	4 hours	£280.00	£350.00	Formerly Auditorium
AP17TECH	Technical Assistance	4 hours	£100.00	£120.00	
AP17MHBO	Main House Box Office Charge	set	£240.00	£288.00	
AP17PRS	PRS Charge	set	£40.00	£48.00	

			£660.00	£792.00	
AP17MHRS	Main House Rehearsal Show				(1 x show 2pm - 11pm)
AP17MH8	Main House	8 hours	£440.00	£550.00	Formerly Auditorium
AP17TECH	Technical Assistance	4 hours	£100.00	£120.00	
AP17MHBO	Main House Box Office Charge	set	£240.00	£288.00	
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£820.00	£984.00	
AP17MHFD	Main House Full Day				(2 x shows 9am -11pm)
AP17MH4	Main House	4 hours	£280.00	£350.00	Formerly Auditorium
AP17MH8	Main House	8 hours	£440.00	£550.00	Formerly Auditorium
AP17TECH	Technical Assistance	8 hours	£200.00	£240.00	
AP17MHBO	Main House Box Office Charge	set	£440.00	£528.00	400 seats (Main House)
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£1,400.00	£1,680.00	
AP17MHFW	Main House Full Week				(Tues- Sat with 4 x performances)
AP17MH8	Main House	40 hours	£2,200.00	£2,750.00	5 x Main House 8 hours
AP17TECH	Technical Assistance	16 hours	£400.00	£480.00	
AP17MHBO	Main House Box Office Charge	set	£840.00	£1,008.00	800 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£3,480.00	£4,176.00	
AP17MHSS	Main House Split Shows				(fri get in and fri night & sat night perf)
AP17MH8	Main House	16 hours	£880.00	£1,056.00	2 x Main House 8 hours
AP17TECH	Technical Assistance	8 hours	£200.00	£240.00	
AP17MHBO	Main House Box Office Charge	set	£440.00	£528.00	400 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£1,560.00	£1,872.00	
EVENT/PERFORMANCE PACKAGES FOR STUDIO THEATRE					
AP17STBS	Studio Theatre Basic Show				(1 x show 5pm - 11pm)
AP17ST4	Studio Theatre	4 hours	£176.00	£220.00	Formerly the Upper Studio
AP17TECH	Technical Assistance	4 hours	£100.00	£120.00	
AP17STBO	Studio Theatre Box Office Charge	set	£140.00	£168.00	100 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	

			£456.00	£547.20	
AP17STRS	Studio Theatre Rehearsal Show				(1 x show 2pm - 11pm)
AP17ST8	Studio Theatre	8 hours	£340.00	£425.00	Formerly the Upper Studio
AP17TECH	Technical Assistance	4 hours	£100.00	£120.00	
AP17STBO	Studio Theatre Box Office Charge	set	£140.00	£168.00	100 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£620.00	£744.00	
AP17STFD	Studio Theatre Full Day				(2 x shows 9am -11pm)
AP17ST4	Studio Theatre	4 hours	£176.00	£220.00	Formerly the Upper Studio
AP17ST8	Studio Theatre	8 hours	£340.00	£425.00	Formerly the Upper Studio
AP17TECH	Technical Assistance	8 hours	£200.00	£240.00	
AP17STBO	Studio Theatre Box Office Charge	set	£240.00	£288.00	200 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£996.00	£1,195.20	
AP17STFW	Studio Theatre Full Week				(Tues- Sat with 4 x performances)
AP17ST8	Studio Theatre	40 hours	£1,700.00	£2,040.00	5 x Studio Theatre 8 hours
AP17TECH	Technical Assistance	16 hours	£400.00	£480.00	
AP17STBO	Studio Theatre Box Office Charge	set	£440.00	£528.00	400 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£2,580.00	£3,096.00	
AP17STSS	Studio Theatre Split Shows				(fri get in and fri night & sat night perf)
AP17ST8	Studio Theatre	16 hours	£680.00	£816.00	2 x Studio Theatre 8 hours
AP17TECH	Technical Assistance	8 hours	£200.00	£240.00	
AP17STBO	Studio Theatre Box Office Charge	set	£440.00	£528.00	400 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£1,360.00	£1,632.00	
EVENT/PERFORMANCE PACKAGES FOR THEATRE BAR					
AP17TBBS	Theatre Bar Basic Show				(1 x show 5pm - 11pm)
AP17TB4	Theatre Bar	4 hours	£140.00	£175.00	Formerly the Lower Studio
AP17TECH	Technical Assistance	4 hours	£100.00	£120.00	

AP17TBBO	Theatre Bar Box Office Charge	set	£90.00	£108.00	50 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£370.00	£451.00	
AP17TBRS	Theatre Bar Rehearsal Show				(1 x show 2pm - 11pm)
AP17TB8	Theatre Bar	8 hours	£208.00	£260.00	Formerly the Lower Studio
AP17TECH	Technical Assistance	4 hours	£100.00	£120.00	
AP17TBBO	Theatre Bar Box Office Charge	set	£90.00	£108.00	50 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£438.00	£525.60	
AP17Tbfd	Theatre Bar Full Day				(2 x shows 9am -11pm)
AP17TB4	Theatre Bar	4 hours	£140.00	£175.00	Formerly the Lower Studio
AP17TB8	Theatre Bar	8 hours	£208.00	£260.00	Formerly the Lower Studio
AP17TECH	Technical Assistance	8 hours	£200.00	£240.00	
AP17TBBO	Theatre Bar Box Office Charge	set	£140.00	£168.00	100 seats
AP17PRS	PRS Charge	set	£40.00	£48.00	
			£728.00	£873.60	

Policy & Finance Committee 13th December 2021

Weston-super-Mare Town Council Charges for the year 2022 / 2023

	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
TOWN COUNCIL FACILITY	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
Allotments		
Full size plot (one year notice required to raise charges)	TBC - as per Allotment Agreement 07.12.16 set by Club	
Milton Road Cemetery- Burial Fees (see Finance Office for VAT)	Cost compared to other providers in the area and adjusted accordingly	
	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
<i>Interment Fees</i>		
Child < 5 Years		
Child 5 - 16 years	168	337
Adult 16 + years (single depth)	714	1,428
Adult (double depth)	765	1,530
Adult (triple depth)	none available	none available
Use of cemetery Chapel	e if interment within cemetery	61
<i>Exclusive right to Burial</i>		
Child	225	452
Adult	867	1,734
Ex-common graves (as per P&F resolution 15.06.15 charged at 75% of normal charge) to single depth only	663	1,326
<i>Cremated Remains</i>		
Child < 5 years	-	-
Child 5 - 16 years	36	71
Adult 16 + years	117	235
Interment of Ashes (without casket Adult)	50	100
<i>Cemetery Memorials (Historically only charged single fee)</i>		
Flat Stone	179	179
Headstone	179	179
Vase	66	66
2nd Inscription	41	41
Kerb Set	179	179
Tablet & Plaque (Desk style for use in Cremated Remains plot (not Mem Garden) only)	179	179
<i>Cremated Remains Plots - within Cemetery (not Memorial Garden)</i>		

Policy & Finance Committee 13th December 2021

Weston-super-Mare Town Council Charges for the year 2022 / 2023

	2021 / 2022 Proposed Charges (@2.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
TOWN COUNCIL FACILITY		
Exclusive right to burial in a cremated remains plot (80 years) Plot only from 01.04.19	561	1,122
Plots for cremated remains are available at various sections throughout the cemetery	539	1,077
<i>Cremated Remains Plots - Memorial Garden only</i>		
Memorial Garden plot Package (Inc. VAT) All deeds now 80 Years from 01.04.19	1,173	2,346
Children's Memorial Garden (new facilities available)		
Memorial Garden Plot (Private plot for ashes etc.)	67	134
Scattering of Ashes (child up to age of 16yrs)	FOC	FOC
Name Plaque on Memorial wall	TBC	TBC
<i>Miscellaneous Charges</i>		
Transfer of Ownership of Grave	71	71
For a copy of deed Grant	26	26
Register Search	44	44
Copy of Register Entry	23	23
Exhumations	Actual costs	Actual costs
Permission for Everlasting Candles	8	8
Memorial Benches	*844	*844
Extra letters for Memorial inscriptions	2	2
Memorial Trees (Methodology of spend approved P & F 20.02.17)		
Purchase of Tree plus 50% town council charge		
Plus £25 for Ground Preparation fee , Plus cost of Plaque		
Waterpark (fees shown include VAT - chargeable)		
Admission Fee - Child aged 1 - 16 years	£ 2.50	£ 2.50
(Hours between 9:30am - 5.00pm - 7 days per week)		
Seasonal charge to be applied (19th April 19 (Good Friday) - 1st September 19 (Sunday) (new term date NSC)		
Tourism Charges (fees shown are exclusive of VAT- chargeable)		
Website Packages		
Bronze	£ 150.00	
Silver	£ 250.00	
Gold	£ 350.00	
Platinum	£ 500.00	
Platinum Plus	£ 700.00	
3 Month Seasonal Package		
Home Page Hero Banner (at top of page & whole width)	£ 210.00	
We recommend Banner	£ 150.00	
Section Banner (small at bottom of page)	£ 75.00	
Event Marketing Package	£ 420.00	
to include : Featured status on the event page		

Policy & Finance Committee 13th December 2021
Weston-super-Mare Town Council Charges for the year 2022 / 2023

	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
TOWN COUNCIL FACILITY		
Promotion through Twitter and Facebook		
Advertising banner for the 3 months leading up to the event		
Ad Banner on consumer newsletter		
Museum (fees show VAT added -except Learning & Education charges which are exempt)		
Room Hire		
Learning Space ROOM HIRE (inclusive of VAT)		
Room hire - 1 hour (day) *	£ 30.00	
Room hire - 1 hour (eve)*	£ 36.00	
Upstairs Function Suite		
Room hire - 1 hour (day) *	£ 40.00	
Room hire - 1 hour (eve)*	£ 45.00	
Courtyard - Evening Hire only		
(Access to the Galleries is available upon request - please not there maybe and additional charge for this- at the desecration of the Museum Manager)		
COURTYARD HIRE (plus VAT)		
Room hire - 1 hour (eve)		Price on asking
Function Charges		
Children's Party Package		
1 Activity		between £80-£90
Room Hire Charge for 2 x hours		between £36-£46
Catering as per catering menu chosen		Price as per café menu
note: Adult supervision is required.		
Function packages can be tailored to request		
(prices as oer room hire and current café prices to included overhead charge where applicable)		
Conference delegate packages		Price on Asking
Training Packages		
Community Groups		
Private Parties		
Live Music		
Wedding Packages		
(Prices will be tailored on asking)		
(minimum charge £2,000 for exclusive use of museum)		
Offers and prices available for:		
Catering		
Bar requirements		
Dressing of room (Chair covers, feature items)		

Policy & Finance Committee 13th December 2021
Weston-super-Mare Town Council Charges for the year 2022 / 2023

	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
TOWN COUNCIL FACILITY		
Café Refreshments Packages - only available with hourly hires above* (Inc. VAT)		
Air pot for hot refreshments to include tea and Coffee will serve up to 10 people	£	12.50
Drinks Package - Room Hire not included (min 20 people - max 80 people)		
Price per person to include: £5.50 per person	£	5.50
1 x drink (house wine / juice) on arrival		
Nibbles (crisp / nuts olives)		
Biscuit selection (based on 10 people) £5	£	5.00
Pastry Selection 85p per person - available on request	£	0.85
Fruit Selection 85p per person - available on request	£	0.85
Finger Buffet & Drinks Package - Room Hire not included		
		Price on application
Costs available upon request		
Additional charged at normal bar rates.		
Education Charges		
Short session (x 1)	£	50.00
Small Group (SEN) 1 x session	£	45.00
Half Day Session	£	90.00
Double Session	£	140.00
Triple Session (full day to cover 3 x classes of 30 with group introduction each session approx. 1 hr duration)		Removed
Twilight session per child	£	5.50
Home School Education session per child	£	5.00
Home School Education additional child per session	£	5.00
Rusty Club - Child	£	5.00
Rusty Club 6 month advance payment	£	25.00
Handling Box or similar resource hire on tailored topic (for 2 week hire)	£	35.00
Introductory topic talks or assembly	£	40.00
Class Museum (school Lead projects)	£	50.00
Sessions for more than 100 pupils (small schools i.e.)	£	200.00
Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)	£	20.00
Out Of WSM - Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)	£	40.00
Teacher Inset training sessions	£	25.00
Heritage Workshops (Adult) per person tailored session.	£	35.00
Any Session held at an alternative location i.e. YMCA will have the same charge applied as above plus the hire fee of the location.		

Policy & Finance Committee 13th December 2021

Weston-super-Mare Town Council Charges for the year 2022 / 2023

	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2021 / 2022 Proposed Charges (@2. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
TOWN COUNCIL FACILITY		
Craft Events		
Children's workshop (After School Event per child) (minimum)	£ 5.00	
History Week Craft session per Child (minimum)	£ 6.00	
School Holiday craft sessions per child (minimum)	£ 6.00	
Exhibition Hire - Courtyard		
Hire Charge T & C apply		
Courtyard Exhibition (on display boards) - 7 day hire including get in set up and removal	£ 350.00	
Exclusive use of learning space for exhibition - 7 day hire inclusive	£ 500.00	
Upstairs Function Suite (non exclusive display use)		Price on asking
Town Clerk & RFO Discretion on Charges		
Town Clerk & Deputy Town Clerk / RFO discretion on approval of charges not included within above when required (within 25% maximum of approved charges) With N		
Any request for a discount on charges stated above will be received in writing from the service manager to the RFO (or Clerk) for approval to be granted.		
Records will be kept of approved charges by the RFO / Town Clerk and will be reported to P & F Committee as & when given.		

Policy & Finance Committee 13th December 2021

ITEM 10. CCTV Burlington Street

Report of the Deputy Town Clerk / RFO

Consideration has been given previously for the provision of CCTV at the end of Burlington street which would road along the front of the museum where both main entrances to the museum are. This however was not possible with the old CCTV system. Since the upgrade we have had confirmation that this could now be done at a cost of:

Re: MUSEUM CAMERA

We have pleasure in quoting for Installation of a Camera at Burlington Street at the junction of Orchard Street, Weston Super Mare.

This will require the provision of a Feeder Pillar a Camera Column and an excavation to enable a Western Power Distribution Connection.

The Camera will be fed via a Wireless link from an existing Camera Column at the junction of Boulevard and Orchard Street.

Scope of Works

1. Excavate for WPD connection
2. Supply and Install BDP 60 feeder Pillar.
3. Install Camera Column in Retention socket
4. Install Electrical connections for Camera / wireless Equipment.
5. Supply and Install Camera
6. Supply and Install Ubiquiti Airstation NSM5
7. Supply and Install HIK Vision PTZ Camera
8. Test and provide Documentation.

£5,125 plus VAT

CCTV would undoubtedly benefit the museum and also give added protection to staff and visitors coming into and leaving the building.

Members are requested to:

1. Consider and approve the above quotation for CCTV installation at Burlington Street as an additional cost to budget provisions in 2021 / 2022.

REPORT TO THE POLICY AND FINANCE COMMITTEE 13/12/2021

ITEM 11. Acquisition of an Asset – Cargo Bike

REPORT OF THE DEPUTY TOWN CLERK, SARAH PEARSE

The For All Healthy Living Centre was given grant funding for a cargo bike, for the sum of £5,678, to support food projects around Weston-super-Mare (Community Fridge which the Town Council are collaborating on). However, there has been difficulty in insuring this valuable community asset within the community itself.

As such, they are willing to transfer the cargo bike to the Town Council, at no cost. We could then insure this under our policy, alongside our other electric bikes to enable it to be used within the community as intended. This will also continue to bolster our partnership with the For All Healthy Living Centre, with their volunteers registering with the Town Council to ensure fully compliant for insurance purposes.

Members are requested to:

Approve the transfer of the asset to Town Council for use by community, facilitate in partnership with the For All Healthy Living Centre.

POLICY AND FINANCE COMMITTEE – 13TH DECEMBER 2021

GROVE PARK TOILETS URGENT REPORT FROM THE TOWN CLERK

I have been asked by the Group Leaders' Meeting on Thursday 2nd December to report the situation at Grove Park toilets to the Committee as a matter of urgency, given their impact on the budget.

The toilets at this location have been subject to frequent vandalism, often linked to misuse for drug dealing. In recent months the toilets have been closed more often than they have been open, despite the installation of contactless card entry machines in two of the three cubicles – these have themselves been vandalised within weeks of their installation. The toilets have always been little used by legitimate users in the winter months (November to March inclusive) and are often unsafe with three reports of assault on the cleaners.

In the longer term the council has agreed to look for an alternative site that can be better managed and supervised. We are exploring short term temporary alternatives which might be possible within reasonable cost.

Due to the drug abuse and vandalism at this site the cost of additional cleaning and repairs has now reached approximately £30,000 per annum over the contracted approved budget of £36,000. A provision of £65,000 would be needed in 2022/23 for public toilets in recognition of this additional costs.

The group leaders have asked if a decision could be made that this budget be removed and accordingly the Grove Park toilets be closed for the winter months, at least 1st November until 31st March, with a review in March to decide whether they can be opened in the summer months within the remaining budget.

The above figures are approximate at this stage and the more accurately estimated savings will need to be refined ahead of final budget setting.

Recommendations

To consider whether the draft budget for toilets be reduced by an appropriate sum representing the cost of repairing and cleaning up vandalism at Grove Park toilets, and if agreed that the Grove Park toilets be closed for the winter months, 1st November until 31st March, with a review in March to decide whether they can be opened in the summer months within the remaining budget.

Malcolm L Nicholson LL.B (Hons) DMS PSLCC
Town Clerk
3rd December 2021

Weston-super-Mare Town Council

Budget 2022 / 2023

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Allotments**Committee** Community Services**Department** Grounds**Cost Centre** 403

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023	
4108	Maintenance *	4,000	211	4,000	1,300	EMR for 2021 / 2022 for rectors way rhyne clearance
				-		
6000	Central Serv Sals Recharge	4,172	2,324	3,984	1,557	
6005	Central Serv Overhead Recharge	1,489	960	1,646	412	
6007	HQ Recharge	261	191	327	313	
6010	Grounds Sals Recharge	5,546	2,517	4,315	18,452	
6015	Grounds Overhead Recharge	1,516	801	1,373	6,496	
6030	Ops Serv Sals Recharge	-	-	-	662	
6035	Ops Serv Overhead Recharge	-	-	-	56	
1100	Misc Income	-				
Total Expenditure		16,984	7,004	15,645	29,248	
Total Income		-	400	400	400	
Total Net Costs		16,984	6,604	15,245	28,848	

* Rectors way fencing £800 and general £500

Blakehay Theatre

Committee HAC
Department Operational Services
Cost Centre 120-125

Code	Expenditure heading	Budget		Month 7	Year End prediction	Budget	
		2021	2022			2022	2023
<u>Blakehay Auditorium 121</u>							
	4000 Staffing Costs	27,379		12,550	21,514		39,520
	4039 Advertising and Marketing	3,000		-	-		3,650
	4224 PRS	500		-	-		522
	Expenditure Total	30,879		12,550	21,514		43,692
	1090 Bookings	16,789		627	627		11,000
	1013 Annual Membership	100		20	20		100
	Income Total	16,889		647	647		11,100
	Auditorium Net Total	13,990		11,903	20,867		32,592
<u>Blakehay Studio 122</u>							
	4141 Evening Classes	750		-	150		1,050
	Expenditure Total	750		-	150		1,050
	1090 Bookings	12,000	-	50	-		10,125
	1015 Internal Bookings (Council)	3,660		-	-		3,660
	1014 Evening Classes	1,050		-	-		1,050
	Income Total	16,710	-	50	-		14,835
	Studio Net Total	-	15,960	50	150	-	13,785

Blakehay Bar 123

4000 Staffing Costs	6,464	-	-	18,604
4031 Equipment rental (coffee mach)	2,574	985	1,689	2,432
4405 Bar Stock	5,000	-	-	8,000
Expenditure Total	14,038	985	1,689	29,036
1193 Events Hire	2,025	-	-	2,025
1194 Blakehay Bar Income	15,000	-	-	17,500
Income Total	17,025	-	-	19,525
Bar Net Total	- 2,987	985	1,689	9,511

Blakehay Live Shows 125

4016 Show costs	24,000	-	-	58,400
4039 Advertising	2,400	-	-	7,300
Expenditure Total	26,400	-	-	65,700
1106 Events Income	48,000	2,205	2,205	83,439
Income Total	48,000	2,205	2,205	83,439
Bar Net Total	- 21,600	- 2,205	- 2,205	- 17,739

Blakehay Central Costs

4000 Staffing costs	61,470	30,990	53,126	57,206
4013 Training	1,753	518	1,753	2,077
4014 PPE	3,500	809	1,387	3,000
4019 Website	500	140	500	500
4030 Equipment Purchase	5,000	25	1,000	7,500
4031 Equipment Rentals	1,162	478	819	5,300
4034 Equipment Repairs	500	3	100	3,500
4035 Telephone	1,400	1,079	1,850	1,272
4036 Stationery	500	32	100	500

4043 Ink Cartridges/Printing		-	-	200
4044 Insurance	562	3,055	3,055	3,055
4102 NNDR	3,600	2,898	4,968	3,493
4104 Utilities Water	924	93	159	924
4105 Utilities Heat & Light	7,126	2,274	3,898	7,500
4107 IT Support & Upgrade	-	-	-	2,004
4109 Alarm System	1,000	383	657	1,000
4110 Cleaning (Contractors)	5,000	-	-	22,594
4111 Window Cleaning	300	110	300	300
4114 Refuse removal	1,500	2,175	3,729	2,284
4131 Licenses (alcohol & ofcom)	1,191	527	903	1,191
4136 Card Machine Charges	528	76	130	130
Expenditure Total	97,516	45,665	78,434	125,530
1100 Misc Income (Grant award)				39,238
1105 Box Office Income	4,547	- 182	-	4,968
Income Total	4,547	- 182	-	44,206
6000 Central Serv Sals Recharge	25,345	14,129	24,221.14	18,859
6005 Central Serv Overhead Recharge	9,044	5,837	10,006.29	4,986
6007 HQ Recharge	1,588	1,157	1,983.43	3,092
6010 Grounds Sals Recharge	3,321	1,505	2,580.00	6,383
6015 Grounds Overhead Recharge	908	477	817.71	2,247
6030 Ops Serv Sals Recharge	-	-	-	18,812
6035 Ops Serv Overhead Recharge	-	-	-	1,584
Total Recharges	40,206	23,105	39,609	55,963
Total Expenditure	209,789	82,305	141,396	320,970
Total Income	103,171	2,620	2,852	173,105
Total Net Costs	106,618	79,685	138,544	147,865

Capital Projects

Committee Policy and Finance
Department Central Services
Cost Centre 199

Code	Expenditure heading	Budget		Year End	Budget	
		2021	2022	prediction	2022	2023
	Museum Alterations	20,000	20,000	20,000		
	Capital Provision - HQ Purchase	100,000	100,000	100,000	145,000	
	Waterpark VIC Structure	25,000	25,000	25,000		-
	New Website	-	-	-	30,000	
Total Expenditure		145,000	145,000	145,000	175,000	
Total Income		-	-	-	-	
Total Net Costs		145,000	145,000	145,000	175,000	

* HQ Provisions

Civic

Committee Civic Consultation / Policy & Finance
Department Central Services
Cost Centre 107

Code	Expenditure heading	Budget		Year End prediction	Budget	
		2021	2022		Month 7	2022
4000	Staffing costs	22,933	18,769	32,175	22,900	
4036	Stationery	200	-	-	200	
4044	Insurance	277	74	127	200	
4050	Printing	1,405	411	705	1,405	
4150	Chauffer / Travel Costs	5,500	1,220	2,091	5,550	
4151	Catering	9,150	6,296	10,793	10,250	
4152	Civic Miscellaneous	3,115	2,705	3,115	3,994	
4153	Mayors Allowance Inc	4,496	-	4,496	4,496	
4154	Civic Insignia	2,350	340	583	2,400	
New Code	Queens Jubilee Event				3,500	
				-		
6000	Central Serv Sals Recharge	19,608	10,931	18,739	49,692	
6005	Central Serv Overhead Recharge	6,997	4,517	7,743	13,137	
6007	HQ Recharge	1,229	895	1,534	9,978	
6010	Grounds Sals Recharge	565	256	439	13,201	
6015	Grounds Overhead Recharge	154	81	139	4,647	
6030	Ops Serv Sals Recharge	-	-	-	1,682	
6035	Ops Serv Overhead Recharge	-	-	-	142	
Total Expenditure		77,979	46,495	82,680	147,374	
Total Income		-	-	-	-	
Total Net Costs		77,979	46,495	82,680	147,374	

Community Services**Committee** Community Services**Department** Community Services**Cost Centre** 105

Code	Expenditure heading	Budget		Year End	Budget		
		2021	2022	prediction	2022	2023	
4158	Weston In Bloom	16,000	1,236	4,000.00	16,000		
4250	Community Events Grants	60,000	11,000	11,000	50,000		Via HAC committee
4252	Crime & Disorder	50,000	21,939	50,000	51,000		
4200	Small Grants to Voluntary	12,500	7,450	12,500	12,500		
4204	VANS Contribution	3,000	-	3,000	3,000		
4208	Christmas Lights - SLA	36,000	3,600	36,000	36,000		
4210	Weston Town Centre - SLA	17,809	17,460	17,809	18,158		
4212	CCTV (NSC)	84,897	81,600	81,600	86,595		
4215	Uphill Lights	350	-	350	350		
4218	Flower Beds	6,500	2,091	6,500.00	6,500		
4221	Citizens Advice Bureau	25,000	25,000	25,000	25,000		
4223	Community Events *	6,000	685	1,174.29	6,000		
4228	Blue Plaques	1,500	1,534	1,534	1,500		
4229	Armed Forces Celebrations	9,500	-	-	9,500		
4864	Homeless Support Fund	25,000	-	25,000	25,000		
6000	Central Serv Sals Recharge	26,596	14,827	25,418	29,241		
6005	Central Serv Overhead Recharge	9,491	6,126	10,502	7,731		
6007	HQ Recharge	1,667	1,214	2,081	5,871		
6010	Grounds Sals Recharge	111,384	50,499	86,570	51,439		
6015	Grounds Overhead Recharge	30,439	16,066	27,542	18,109		
6030	Ops Serv Sals Recharge	-	-	-	16,771		
6035	Ops Serv Overhead Recharge	-	-	-	1,412		

Total Expenditure	<u>533,633</u>	<u>262,327</u>	<u>427,579</u>	<u>477,677</u>
Total Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Costs	<u>533,633</u>	<u>262,327</u>	<u>427,579</u>	<u>477,677</u>

* £1,500 for Xmas lights
£1,500 for Youth Event
£3,000 for Community Events (Town Council run)

Democratic Representation**Committee** Policy and Finance**Department** Central Services**Cost Centre** 108

Code	Expenditure heading	Budget		Year End prediction	Budget	
		2021	2022		Month 7	2022
4013	Training Costs	2,920		145	2,920	1,525
4018	Election Costs	15,000		-	15,000	15,000
4024	Internal Meeting Provision	6,000		374	2,500	7,000
1407	IT Support & Upgrade	-		-	-	2,858
					-	
6000	Central Serv Sals Recharge	94,496		52,679	90,307	99,729
6005	Central Serv Overhead Recharge	33,721		21,765	37,311	26,366
6007	HQ Recharge	5,730		4,319	7,404	20,025
6010	Grounds Sals Recharge	6,908		3,134	5,373	-
6015	Grounds Overhead Recharge	1,888		999	1,713	-
6030	Ops Serv Sals Recharge	-		-	-	676
6035	Ops Serv Overhead Recharge	-		-	-	57
Total Expenditure		166,663		83,415	162,527	173,236
Total Income		-		-	-	-
Total Net Costs		166,663		83,415	162,527	173,236

Environmental

Committee CCWG / Policy & Finance
Department Central Services
Cost Centre 112

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023
4076	Environmental/Climate	100,000	3,300	20,000	100,000
				-	
6000	Central Serv Sals Recharge	13,594	7,577	12,989	7,855
6005	Central Serv Overhead Recharge	4,851	3,131	5,367	2,077
6007	HQ Recharge	852	626	1,073	1,577
6010	Grounds Sals Recharge	4,683	2,123	3,639	-
6015	Grounds Overhead Recharge	1,280	676	1,159	-
6030	Ops Serv Sals Recharge	-	-	-	3,352
6035	Ops Serv Overhead Recharge	-	-	-	282
Total Expenditure		125,260	17,433	44,228	115,143

1100 Misc Income	3,250	1,594	2,733	2,750
Income Total	67,250	36,746	62,993	60,250
Total Expenditure	194,034	94,002	162,059	190,087
Total Income	67,250	36,746	62,993	60,250
Total Net Costs	126,784	57,256	99,066	129,837

* Including contract cleaning

Museum

Committee HAC
Department Operational Services
Cost Centre 140 - 145

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023
<u>Museum Central Costs 140</u>					
4000	Staffing Costs	108,678	73,235	125,546	92,287
4012	Volunteer Travel & Subsistence	200	312	312	-
4013	Training	2,727	1,970	2,727	3,262
4013	Volunteer Training	1,000	-	1,000	-
4014	PPE & Health & Safety	1,000	866	1,000	500
4019	Website	600	1,086	1,086	600
4030	Equipment Purchase	1,500	1,099	1,500	1,500
4031	Equipment Rental	1,616	250	429	1,616
4034	Equipment Repairs	200	238	238	1,000
4035	Telephone	1,600	2,149	3,684	3,042
4036	Stationery	200	151	259	500
4039	Advertising	4,000	1,838	3,151	6,500
4041	Fees & Subscriptions	400	168	288	666
4044	Insurance	1,200	2,905	2,905	1,200
4102	NNDR	54,622	38,445	54,921	53,248
4104	Utilities - Water	978	160	274	750
4105	Utilities - Heat & Light	12,798	5,357	9,183	12,000
4107	IT support & Upgrade	-	-	-	4,509
4109	Alarm System	1,000	1,751	1,751	1,500
4110	Cleaning / Contractors	12,000	5,443	9,331	12,000
4111	Window Cleaning	600	250	600	600
4114	Refuse Removal	1,800	3,797	5,000	2,373

4131 Licences	1,600	522	895	1,600
4214 SLA SWHT	70,843	-	70,843	72,260
Expenditure Total	281,162	141,992	296,923	273,513

1100 Misc Income / Donations	7,500	2,584	4,430	5,000
Income Total	7,500	2,584	4,430	5,000

Central Costs Net Total	273,662	139,408	292,493	268,513
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Learning & Events 141

4000 Staffing Costs	18,885	16,618	28,488	30,704
4020 Education Equipment - sundry	1,000	308	528	1,000
4039 Advertising & Marketing	1,000	639	1,095	-
4058 Events	-	-	-	1,750
Expenditure Total	20,885	17,565	30,111	33,454

1006 Learning Income	-	2,397	4,109	4,500
1008 Handling Boxes	-	1,015	1,740	1,800
1103 Other Events Income	-	335	574	-

Income Total	-	3,747	6,423	6,300
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Learning & Events Net Total	20,885	13,818	23,688	27,154
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Café 142

4000 Staffing Costs	44,616	20,361	34,905	39,884
4014 PPE & Health & Safety	1,500	179	307	1,500
4017 Equipment Rental	1,824	-	-	1,980
4030 Equipment Purchase	500	797	797	2,000
4058 Advertising	1,000	-	-	-
4110 Cleaning	845	406	696	845
4114 Refuse	800	420	720	2,462

4151 Catering (Sundry)	500	191	327	-
4407 Café Stock	13,000	5,338	9,151	15,000
4406 Bar Stock	2,500	1,112	1,906	2,500
Expenditure Total	67,085	28,804	48,809	66,171
1004 Café / Bar Sales	62,000	13,204	22,635	62,000
Income Total	62,000	13,204	22,635	62,000
Café Net Total	5,085	15,600	26,174	4,171

Shop / Retail 143

4017 Equipment Rental	-	-	-	156
4136 Credit Card Charges	312	64	110	110
4408 Shop Stock	7,000	2,790	4,783	7,500
Expenditure Total	7,312	2,854	4,893	7,766
1005 Shop Sales	13,500	2,341	4,013	13,500
1009 Sale or Return Commission	4,000	2,341	4,013	4,000
Income Total	17,500	4,682	8,026	17,500
Shop Net Total	- 10,188	- 1,828	- 3,134	- 9,734

Temporary Gallery 144

4039 Advertising & Marketing	1,000	-	-	-
Expenditure Total	1,000	-	-	-
1100 Temp Exhibition Income	-	-	-	-
Income Total	-	-	-	-
Temp Gallery Net Total	1,000	-	-	-

Functions, Community & Events 145

4000 Staffing Costs	32,819	-	-	15,249
4039 Advertising & Marketing	1,500	126	216	-
4030 Equipment Purchase	3,000	1,723	2,954	3,000
Expenditure Total	37,319	1,849	3,170	18,249
1019 Internal Bookings (Council)	2,040	90	154	2,040
1104 Function Income	9,000	1,641	3,500	9,000
1103 Events Income	9,000	-	-	9,000
1108 Handling Boxes	1,575	-	-	-
Income Total	21,615	1,731	3,654	20,040
Functions Net Total	15,704	118 -	485 -	1,791
6000 Central Serv Sals Recharge	30,073	16,765	28,740	15,745
6005 Central Serv Overhead Recharge	10,732	6,925	11,871	4,163
6007 HQ Recharge	1,348	1,374	2,355	3,161
6010 Grounds Sals Recharge	3,321	1,505	2,580	10,560
6015 Grounds Overhead Recharge	908	477	818	3,718
6030 Ops Serv Sals Recharge	-	-	-	30,178
6035 Ops Serv Overhead Recharge	-	-	-	2,541
Total Recharges	46,382	27,046	46,365	70,066
Total Expenditure	461,145	220,110	430,270	469,219
Total Income	108,615	25,948	45,169	110,840
Total Net Costs	352,530	194,162	385,101	358,379

Old Town Quarry

Committee HAC
Department Operational Services
Cost Centre 114

Code	Expenditure heading	Budget	Month	Year End	Budget
		2021	7	prediction	2022 2023
	Misc Provision	0	0	0	0
	Expenditure Total	-	-	-	-
	Income Total	-	-	-	-
	6000 Central Serv Sals Recharge				0
	6005 Central Serv Overhead Recharge				0
	6007 HQ Recharge				0
	6010 Grounds Sals Recharge				0
	6015 Grounds Overhead Recharge				0
	6030 Ops Serv Sals Recharge				0
	6035 Ops Serv Overhead Recharge				0
	Total Expenditure	-	-	-	-
	Total Income	-	-	-	-
	Total Net Costs	-	-	-	-

Other Costs and Income

Committee Policy & Finance
Department Central Services
Cost Centre 110

Code	Expenditure heading	Budget	Month 7	Year End prediction	Budget
		2021			2022
	4051 Bank Charges	5,143	1,605	2,751	22,800
	4060 PWLB Interest paid - Blakehay	5,883	5,247	5,883	4,611
	4061 PWLB Capital paid - Blakehay	12,000	12,000	12,000	12,000
	4068 PWLB interest paid - Waterpark	5,131	5,495	5,131	3,203
	4069 PWLB capital repaid - Waterpark	15,228	14,864	15,228	17,155
New code	PWLB HQ Waterloo Street	-	-	-	13,791
	4999 General Reserve	-	3,037	3,037	50,000
	Expenditure Total	43,385	42,248	44,030	123,560
	1190 Bank Interest	3,000	1,125	1,928.57	2,500
	1191 CIL Received	-	42,990	42,990	-
New Code	General Reserve Movement				200,000
	Income Total	3,000	44,115	44,919	202,500
Total Expenditure		43,385	42,248	44,030	123,560
Total Income		3,000	44,115	44,919	202,500
Total Net Costs		40,385 -	1,867 -	888 -	78,940

Parks & Play Areas

Committee Tourism and Leisure
Department Grounds
Cost Centre 470

Code	Expenditure heading	Budget		Year End prediction	Budget	
		2021	2022		Month 7	2022
4300	EMRRP	160,000		16,468	160,000	160,000
<u>Waterpark other charges</u>						
4039	Advertising (Waterpark)*	-	-	-	-	250
4102	NNDR	458	-	-	-	449
4104	Utilities - Water	4,000	416	713	4,000	
4105	Utilities - Heat & Light	8,254	2,618	4,488	6,500	
4114	Refuse removal	300	-	-	-	- Moved to
4138	Water park - Rent	10,041	5,703	9,777	10,242	
4911	Residents Scheme Pass Set Up	5,000	-	-	5,000	
<u>Other Charges</u>						
4140	Rec Grounds (NSC)	79,743	-	-	-	81,338
6000	Central Serv Sals Recharge	12,690	7,075	12,129	11,627	
6005	Central Serv Overhead Recharge	4,528	2,922	5,009	3,074	
6007	HQ Recharge	796	582	998	2,335	
6010	Grounds Sals Recharge	47,058	21,335	36,574	59,330	
6015	Grounds Overhead Recharge	12,860	6,788	11,637	20,887	
6030	Ops Serv Sals Recharge	-	-	-	6,703	
6035	Ops Serv Overhead Recharge	-	-	-	564	
Total Expenditure		345,728	63,907	241,324	372,300	

1076 Income Kiosk Rental	7,000	1,750	3,000	7,000
1077 Admissions	30,000	8,931	8,931	30,000
Total Income	37,000	10,681	11,931	37,000
Total Net Costs	308,728	53,226	229,393	335,300

* Bronze package

Planned Maintenance**Committee** Policy & Finance**Department** Central Services**Cost Centre** 475

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023
4231	Holding Budget *	110,000		110,000	120,000
4232	Allotments		565		
4233	Blakehay		1,894		
4234	Museum		32,453		
4235	Cemetery		33,200		
4236	Parks & Play Areas		16,922		
4237	Grove House		28,159		
4238	Grove Lodge		3,348		
4239	Cemetery (Chapel/hut)		2,739		
4240	Old Town Quarry		347		
4241	VIC		78		
6000	Central Serv Sals Recharge	13,629	7,597	13,023	13,219
6005	Central Serv Overhead Recharge	4,863	4,453	7,634	3,495
6007	HQ Recharge	854	624	1,070	3,349
6010	Grounds Sals Recharge	-	-	-	4,178
6015	Grounds Overhead Recharge	-	-	-	1,471
6030	Ops Serv Sals Recharge	-	-	-	4,319
6035	Ops Serv Overhead Recharge	-	-	-	364
Total Expenditure		129,346	132,379	131,727	150,394
Total Income					
Total Net Costs		129,346	132,379	131,727	150,394

* Increase £5k on trees & £5k HQ

Planning

Committee Planning
Department Central Services
Cost Centre 300

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023
6000	Central Serv Sals Recharge	10,117	5,639	9,667	13,219
6005	Central Serv Overhead Recharge	3,610	2,331	3,996	3,495
6007	HQ Recharge	634	462	792	2,654
6010	Grounds Sals Recharge	-	-	-	-
6015	Grounds Overhead Recharge	-	-	-	-
6030	Ops Serv Sals Recharge	-	-	-	-
6035	Ops Serv Overhead Recharge	-	-	-	-
Total Expenditure		14,361	8,432	14,455	19,368
Total Income		-	-	-	-
Total Net Costs		14,361	8,432	14,455	19,368

Strategic Planning

Committee Policy & Finance
Department Central Services
Cost Centre 111

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023
4049	Professional Fees	25,000	11,684	20,030	25,000
421	Development Budget	1,000	516	885	1,000
4216	Old Town Quarry	7,500	1,013	1,737	-
				-	
6000	Central Serv Sals Recharge	38,626	21,532	36,912	30,521
6005	Central Serv Overhead Recharge	13,784	8,896	15,250	8,069
6007	HQ Recharge	2,420	1,765	3,026	6,128
6010	Grounds Sals Recharge	5,114	2,318	3,974	-
6015	Grounds Overhead Recharge	1,398	737	1,263	-
6030	Ops Serv Sals Recharge	-	-	-	1,682
6035	Ops Serv Overhead Recharge	-	-	-	142
Total Expenditure		94,842	48,461	83,076	72,543
	1209 Old Town Quarry	7,624	-	-	
Total Income		7,624	-	-	-
Total Net Costs		87,218	48,461	83,076	72,543

Street Furniture & Waste Collection

Committee Community Services
Department Operational Services
Cost Centre 460

Code	Expenditure heading	Budget 2021	2022	Month 7	Year End prediction	Budget 2022	2023
	4115 Dog Bin Purchase *		-				780
	4116 Dog Bin Emptying & Grounds Waste Collection	4,500		423	725		14,000
	4119 Notice Board	1,500		-	-		1,500
	4120 Bus Shelter Cleaning / Graffiti	500		264	453		500
	4133 Bus Shelter - Repairs / Replace **	3,100		-	-		1,000
	4157 Prince of Wales Clock	550		499	855		550
New Code	Xmas Lights - electricity		-	-	-		1,000
							-
	6000 Central Serv Sals Recharge	10,812		6,028	10,334		10,070
	6005 Central Serv Overhead Recharge	3,858		2,491	4,270		2,662
	6007 HQ Recharge	677		494	847		2,022
	6010 Grounds Sals Recharge	24,907		11,291	19,356		27,678
	6015 Grounds Overhead Recharge	6,807		3,594	6,161		9,744
	6030 Ops Serv Sals Recharge	-		-	-		676
	6035 Ops Serv Overhead Recharge	-		-	-		57
Total Expenditure		57,211		25,084	43,001		72,238
	1112 Dog Bin Emptying	4,356		-	-		11,105
Total Income		4,356		-	-		11,105
Total Net Costs		52,855		25,084	43,001		61,133

* 6 x replacement and new provisions

** Repairs

Toilets**Committee** Community Services**Department** Operational Services**Cost Centre** 485

Code	Expenditure heading	Budget	Month 7	Year End prediction	Budget
		2021			2022
4102	NNDR	5,334	4,610	7,903	-
4044	Insurance	439	4,117	7,058	4,200
4104	Utilities - Water	1,591	751	1,287	1,300
4105	Utilities - Heat & Light	4,530	2,537	4,349	4,500
4110	Cleaning	36,600	38,049	65,227	65,000
4135	Community Investment	2,000	-	-	-
				-	-
6000	Central Serv Sals Recharge	7,962	4,439	7,610	13,219
6005	Central Serv Overhead Recharge	2,841	1,834	3,144	3,495
6007	HQ Recharge	498	363	622	2,654
6010	Grounds Sals Recharge	1,694	769	1,318	2,640
6015	Grounds Overhead Recharge	463	244	418	929
6030	Ops Serv Sals Recharge	-	-	-	1,682
6035	Ops Serv Overhead Recharge	-	-	-	142
Total Expenditure		63,952	57,713	98,937	99,762
	1080 Toilet Income	-	2,678	4,590.86	5,000
Total Income		-	2,678	4,591	5,000
Total Net Costs		63,952	55,035	94,346	94,762

Tourism / information services

Committee Tourism and Leisure
Department Operational Services
Cost Centre 480 - 482

Code	Expenditure heading	Budget 2021	2022	Month 7	Year End prediction	Budget 2022	2023
<u>Visit Weston Promotion / Destination Marketing 481</u>							
	4000 Staffing Costs	52,434	31,486	53,976	31,482		
	4041 Fees, Subs & Conferences	1,100	-	-	1,100		
	4039 Advertising	36,000	4,820	8,263	25,000		
	4062 Visit Weston Website Costs	10,465	10,306	17,667	11,500		
	Expenditure Total	99,999	46,612	79,906	69,082		
	1040 Tourism Website Income	-	1,608	2,757	20,000		
	Income Total	-	1,608	2,757	20,000		
	Destination Marketing Net Total	-	99,999 - 45,004	- 77,150	49,082		
<u>Visitor Information Services 482</u>							
	4000 Staffing Costs (HQ / Wpark / Tuk)	29,657	16,997	29,137.71	53,093		
	4013 Training	2,608	511	2,608	1,283		
	4014 PPE & Health & Safety	1,000	-	-	1,000		
	4031 Equipment Rental *	314	61	105	1,956		
	4034 Equipment Repairs (Tuk Tuk)	-	-	-	1,000		
	4119 Notice Board / Signage	-	-	-	1,700		
	4136 Card Machine Charges	-	-	-	911		
	4035 Telephone (mobile)	650	292	501	335		
	4036 Stationery	500	300	500	500		

4039 Advertising	5,000	315	540	1,000
4209 Equipment Purchase **	1,000	698	1,197	4,000
4225 Stock (HQ & Satelites)	7,000	2,585	2,585	7,000
Expenditure Total	47,729	21,759	37,173	73,778
1040 Window Banners (Wpark & HQ)	1,200	113	194	1,200
1043 VI Stock Sales (Wpark & HQ)	16,500	8,051	13,802	16,500
1044 Ticket Sales	200 -	2,968 -	2,968	2,000
Income Total	17,900	5,196	11,027	19,700
VIC Net Total	-	29,829 -	16,563 -	26,146
6000 Central Serv Sals Recharge	19,330	10,775	18,471	10,727
6005 Central Serv Overhead Recharge	6,898	3,139	5,381	2,836
6007 HQ Recharge	1,211	883	1,514	2,154
6010 Grounds Sals Recharge	2,756	1,248	2,139	-
6015 Grounds Overhead Recharge	753	396	679	-
6030 Ops Serv Sals Recharge	-	-	-	40,246
6035 Ops Serv Overhead Recharge	-	-	-	3,389
Total Recharges	30,948	16,441	28,185	59,352
Total Expenditure	178,676	84,812	145,264	202,212
Total Income	17,900	6,804	13,784	39,700
Total Net Costs	160,776	78,008	131,480	162,512

* Card /Ticket Machine Rental & Garage
** Till / Printer/ Laptop for Wpark VIC

Youth Services

Committee Community Services
Department Central Services
Cost Centre 451

Code	Expenditure heading	Budget	Month 7	Year End	Budget
		2021		prediction	2022 2023
		2022			
4057	Youth Council Budget	500	-	500	500
4142	YMCA SLA	65,841	47,370	65,841	67,157.82
4219	Youth Grants	3,000	-	1,000	3,000
6000	Central Serv Sals Recharge	6,988	3,896	6,679	3,460
6005	Central Serv Overhead Recharge	2,494	1,610	2,760	915
6007	HQ Recharge	438	319	547	695
6010	Grounds Sals Recharge	-	-	-	-
6015	Grounds Overhead Recharge	-	-	-	-
6030	Ops Serv Sals Recharge	-	-	-	-
6035	Ops Serv Overhead Recharge	-	-	-	-
Total Expenditure		79,261	53,195	77,327	75,728
Total Income		-	-	-	-
Total Net Costs		79,261	53,195	77,327	75,728

Budget Summary 2022 2023

Cost Code	Expenditure	Income	Net
Allotments	29,248	400	28,848
Blakehay Theatre	320,970	173,105	147,865
Capital Projects	175,000	-	175,000
Civic	147,374	-	147,374
Community Services	477,677	-	477,677
Democratic Representation	173,236	-	173,236
Environmental	115,143	-	115,143
Milton Road Cemetery	190,087	60,250	129,837
Museum	469,219	110,840	358,379
Old Town Quarry	-	-	-
Other Costs & Income	123,560	202,500	- 78,940
Parks & Play Areas	372,300	37,000	335,300
Planned Maintenance	150,394	-	150,394
Planning	19,368	-	19,368
Strategic Planning	72,543		72,543
Street Furniture	72,238	11,105	61,133
Toilets	99,762	5,000	94,762
Tourism / Information services	202,212	39,700	162,512
Youth Activities	75,728	-	75,728

TOTALS	3,286,056	639,900	2,646,156
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TOTAL BUDGET REQUIRED			<u>2,646,156</u>
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Budget 2021/ 2022	£ 2,586,570	2.30 %
Difference	59,586	

Precept Requirement for 2022 2023**Budget 2022 / 2023 Precept Requirement and Band D information**

Total Budget Requirement		2,646,156
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Precept Requirement 2021/2022	2,586,554	
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Difference	59,602	
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Band Information

2022 / 2023 Band D Equivalent Nos;	26099.40
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WSMTC Cost per Band D	101.39
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Cost per Band D 2021 / 2022	100
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Difference in Band D figures	1.39
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Band D Properties 2021 / 2022	26099.4
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Band D Properties 2022 / 2023	26099.4 TBC
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Difference	1.39 %
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YEAR END PREDICTION 2021/2022

Cost Code	Expenditure	Income	Net
Allotments	15,645	400	15,245
Blakehay Theatre	141,396	2,852	138,544
Capital Projects	145,000	-	145,000
Civic	82,680	-	82,680
Community Services	427,579	-	427,579
Democratic Representation	162,527	-	162,527
Environmental	44,228	-	44,228
Milton Road Cemetery	162,059	62,993	99,066
Museum	430,270	45,169	385,101
Old Town Quarry	-	-	-
Other Costs	44,030	44,919	- 888
Parks & Play Areas	241,324	11,931	229,393
Planned Maintenance	131,727	-	131,727
Planning	14,455	-	14,455
Strategic Planning	83,076	-	83,076
Street Furniture	43,001	-	43,001
Toilets	98,937	4,591	94,346
Tourism / Information services	145,264	13,784	131,480
Youth Activities	77,327	-	77,327
TOTALS	2,490,525	186,639	2,303,886
Revenue Budget 2021 2022	2,935,486	348,916	2,586,570
Difference	444,961	162,277	282,684

Central Services**Committee** Policy & Finance**Department** Central Services**Cost Centre** 102

Code	Expenditure heading	Budget		Year End prediction	Budget	
		2021	2022		Month 7	2022
4000	Staffing	347,666		193,810	347,666	346,042
4006	Payroll Services	5,524		3,035	5,524	5,634.48
4007	HR Services	1,836		4,060	4,060	4,141.20
4008	DBS Checks	1,000		1,100	1,500	1,500
4009	Health & Safety Consultants	4,500		2,550	3,000	3,500
4012	Travel & Subsistence / Expenses	500		192	300	500
4013	Training	26,383		3,955	7,500	7,622
4019	Website Costs	1000		0	500	500
4030	Equipment Purchase	500		253	500	1,000
4031	Equipment Rental	7,720		6,193	7,720	8,000
4034	Equipment Repairs	500		-	-	500
4035	Telephone	4,000		3,224	5,526.86	4,088
4036	Stationery	1,750		1,492	1,750	1,750
4038	Recrutiment Advertising	2,500		2,188	3,000	3,000
4040	Audit & Accountancy	6,000		2,469	6,000	6,000
4041	Fees, Subs & Conferences	1,800		2,325	2,325	3,300
4042	Postages	7,000		3,493	5,988	6,200
4043	Ink Cartridges	1,500		1,223	1,500	1,600
4044	Insurance	11,500		5,324	5,324	6,000
4049	Legal Fees	5,000		11,536	12,500	5,000
4107	IT support & Upgrade	32,323		22,658	38,842.29	20,000
4136	Credit Card Charges	-		78	100	150
4151	Catering	1,500		1,373	1,500	1,500
						91,485.84

Total Expenditure	<u>472,002</u>	<u>272,531</u>	<u>462,626</u>	<u>437,528</u>
1020 Kickstarter Income	-	818	2,318	-
Total Income	<u>-</u>	<u>818</u>	<u>2,318</u>	<u>-</u>
Total Net Costs	<u>472,002</u>	<u>271,713</u>	<u>460,308</u>	<u>437,528</u>

Central Grounds Services

Committee Community Services
Department Operational Services
Cost Centre 400

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023	
4000	Staffing Costs	332,094	160,852	300,000	290,122	
4013	Training	8,594	1,071	1,836	6,663	
4014	PPE / Health & Safety	2,000	2,728	2,728	3,500	
4015	SLA	13,769	-	13,769	28,882	
4025	Vehicle Maintenance	3,000	2,976	3,500	5,000	
4026	Petrol / Diesel	7,500	2,755	4,723	5,000	
4030	Equipment - Purchase	8,725	5,362	8,725	7,575	
4031	Equipment - Rental	20,954	8,795	20,954	20,469	
4034	Equipment - Repairs	4,500	2,095	3,591	4,500	
4035	Telephone	2,160	1,487	2,549	2,550	
4044	Insurance	5,500	4,186	4,186	5,500	
4107	IT support (Micorshade)	8,052	12,610	12,610	12,000	
4114	Refuse Removal (phs)	6,000	462	600	500	102,139
Total Expenditure		422,848	205,379	379,771	392,262	
Total Income		-	-	-	-	
Total Net Costs		422,848	205,379	379,771	392,262	

Central Operational Services

Committee Hac / Community Services / T&L
Department Operational Services
Cost Centre 113-114

Code	Expenditure heading	Budget 2021	Budget 2022	Month 7	Year End predication	Budget 2022 2023	
	4000 Staffing Costs	-	-	-	-	132,476	
	4013 Training	-	-	-	-	2,423	
	4014 PPE / Health & Safety	-	-	-	-	500	
	4107 IT support (Microshade)	-	-	-	-	4,682	
<u>Volunteer Costs</u>							
	4013 Training ***	-	-	139	-	700	
	4012 Volunteer Travel & Subsistence	-	-	-	-	500	
	4014 PPE / Health & Safety	-	-	-	-	500	
	4030 Equipment Purchase **	-	-	-	-	200	
	4041 Fees, subs & Conferences *	-	-	-	-	400	
	4151 Catering Sundry	-	-	-	-	500	
New code	Volunteer Events	-	-	-	-	750	11,155
Total Expenditure		-	-	139	-	143,630	
Total Income		-	-	-	-	-	
Total Net Costs		-	-	139	-	143,630	

* Better impact rota system

** Lanyards & Misc Provision

*** Customer Serv, Food hygiene & Manual Handling

HQ Overhead Costs

Committee P & F
Department Central & Operational Services
Cost Centre 103 104

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023 @ 3 months costs
<u>Grove House</u>					
4014	PPE / Health & Safety	2000	626	1,073	-
4030	Equipment Purchase	1000	981	1,000	-
4102	NNDR	5552	3337	4,767	1,609
4104	Utilites- Water	200	100	171	50.00
4105	Utilites- Heat & Light	2628	672	1,152	600
4109	Alarm System	800	874	950	500.00
4110	Cleaning	250	2071	3,550	887.57
4111	Window Cleaning	100	50	100	-
4114	Refuse Removal	800	812	1,392	740
Total Expenditure		13,330	9,523	14,156	4,387

Code	Expenditure heading	Budget 2021 2022	Month 7	Year End prediction	Budget 2022 2023 @ 3 months costs
<u>Grove Lodge</u>					
4014	PPE / Health & Safety	350	105	180	-
4030	Equipment Purchase	1000	296	1,000	-
4102	NNDR	2302	1800	2,302	674
4104	Utilites- Water	450	0	450	113.00
4105	Utilites- Heat & Light	2000	658	1,128	500
4109	Alarm System	600	294	504	500
4110	Cleaning	0	1363	2,337	584.14
4111	Window Cleaning	100	50	100	-
4132	Rent	5000	2500	5,000	1,250

Total Expenditure	<u>11,802</u>	<u>7,066</u>	<u>13,001</u>	<u>3,621</u>
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Mercury Building @ 12 Months costs

4014 PPE / Health & Safety	-	-	-	4,000
4030 Equipment Purchase*	-	-	-	10,000
4102 NNDR	-	-	4,678	15,594
4104 Utilites- Water	-	-	-	1,000
4105 Utilites- Heat & Light	-	-	-	7,500
4109 Alarm System	-	-	-	1,320
4110 Cleaning	-	-	-	10,000
4111 Window Cleaning	-	-	-	200
4114 Refuse Removal	-	-	-	2,362
New Code Parking				9,500

Total Expenditure	<u>-</u>	<u>-</u>	<u>4,678</u>	<u>61,476</u>
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1100 Misc Income	-	-	-	-
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Total Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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Total HQ Expenditure	<u>25,132</u>	<u>16,589</u>	<u>31,835</u>	<u>69,483</u>
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Total HQ Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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Total Net Costs	<u>25,132</u>	<u>16,589</u>	<u>31,835</u>	<u>69,483</u>
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* To include IT upgrade and equipment and Meeting Room Provisions

Central Services reallocation 2022/2023**Central Services Staffing Cost**

346,042

Code	Cost Centre	Description	Percentage	Budget
6000	403	Allotments	0.45	1,557.19
6000	120	Blakehay Theatre	5.45	18,859
6000	105	Community Services	8.45	29,241
6000	107	Civic	14.36	49,692
6000	108	Democratic Representation	28.82	99,729
6000	112	Environmental	2.27	7,855
6000	420	Milton Road Cemetery	5	17,302
6000	140	Museum	4.55	15,745
6000	470	Parks & Play Areas	3.36	11,627
6000	300	Planning	3.82	13,219
6000	475	Planned Maintenance	3.82	13,219
6000	111	Strategic Planning	8.82	30,521
6000	460	Street Furniture	2.91	10,070
6000	485	Toilets	3.82	13,219
6000	482	Tourism / Information services	3.1	10,727
6000	451	Youth Activities	1	3,460
		TOTAL	100	346,042

Central Services Overhead

91,485.84

Code	Cost Centre	Description	Percentage	Budget
6005	403	Allotments	0.45	412
6005	120	Blakehay Theatre	5.45	4,986
6005	105	Community Services	8.45	7,731
6005	107	Civic	14.36	13,137
6005	108	Democratic Representation	28.82	26,366
6005	112	Environmental	2.27	2,077
6005	420	Milton Road Cemetery	5	4,574
6005	140	Museum	4.55	4,163
6005	470	Parks & Play Areas	3.36	3,074
6005	300	Planning	3.82	3,495
6005	475	Planned Maintenance	3.82	3,495
6005	111	Strategic Planning	8.82	8,069
6005	460	Street Furniture	2.91	2,662
6005	485	Toilets	3.82	3,495
6005	482	Tourism / Information services	3.1	2,836
		451 Youth Activities	1	915
		TOTAL	100	91,486
		TOTAL		437,528

HQ reallocation 2022/2023**HQ Costs**

69,483

Code	Cost Centre	Description	Percentage	Budget
6007	403	Allotments	0.45	313
6007	120	Blakehay Theatre	4.45	3,092
6007	105	Community Services	8.45	5,871
6007	107	Civic	14.36	9,978
6007	108	Democratic Representation	28.82	20,025
6007	112	Environmental	2.27	1,577
6007	420	Milton Road Cemetery	5	3,474
6007	140	Museum	4.55	3,161
6007	470	Parks & Play Areas	3.36	2,335
6007	300	Planning	3.82	2,654
6007	475	Planned Maintenance	4.82	3,349
6007	111	Strategic Planning	8.82	6,128
6007	460	Street Furniture	2.91	2,022
6007	485	Toilets	3.82	2,654
6007	482	Tourism / Information services	3.1	2,154
6007	451	Youth Activities	1	695
		TOTAL	100	69,483

Central Grounds 2022/2023**Grounds Staffing Costs**

290,122

Code	Cost Centre	Description	Percentage	Budget
6010	403	Allotments	6.36	18,452
6010	120	Blakehay Theatre	2.2	6,383
6010	105	Community Services	17.73	51,439
6010	107	Civic	4.55	13,201
6010	108	Democratic Representation	0	-
6010	112	Environmental	0	-
6010	420	Milton Road Cemetery	33.18	96,263
6010	140	Museum	3.64	10,560
6010	470	Parks & Play Areas	20.45	59,330
6010	300	Planning	0	-
6010	475	Planned Maintenance	1.44	4,178
6010	111	Strategic Planning	0	-
6010	460	Street Furniture	9.54	27,678
6010	485	Toilets	0.91	2,640
6010	482	Tourism / Information services	0	-
6010	451	Youth Activities	0	-
		TOTAL	100	290,122

Grounds Overheads

102,139

Code	Cost Centre	Description	Percentage	Budget
6010	403	Allotments	6.36	6,496
6010	120	Blakehay Theatre	2.2	2,247
6010	105	Community Services	17.73	18,109
6010	107	Civic	4.55	4,647
6010	108	Democratic Representation	0	-
6010	112	Environmental	0	-
6010	420	Milton Road Cemetery	33.18	33,890
6010	140	Museum	3.64	3,718
6010	470	Parks & Play Areas	20.45	20,887
6010	300	Planning	0	-
6010	475	Planned Maintenance	1.44	1,471
6010	111	Strategic Planning	0	-
6010	460	Street Furniture	9.54	9,744
6010	485	Toilets	0.91	929
6010	482	Tourism / Information services	0	-
6010	451	Youth Activities	0	-
		TOTAL	100	102,139

TOTAL	392,262
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Central Operational Services 2022/2023**Operational Staffing costs**

132,476

Code	Cost Centre	Description	Percentage	Budget
6030	403	Allotments	0.5	662
6030	120	Blakehay Theatre	14.2	18,812
6030	105	Community Services	12.66	16,771
6030	107	Civic	1.27	1,682
6030	108	Democratic Representation	0.51	676
6030	112	Environmental	2.53	3,352
6030	420	Milton Road Cemetery	3.8	5,034
6030	140	Museum	22.78	30,178
6030	470	Parks & Play Areas	5.06	6,703
6030	300	Planning	0	-
6030	475	Planned Maintenance	3.26	4,319
6030	111	Strategic Planning	1.27	1,682
6030	460	Street Furniture	0.51	676
6030	485	Toilets	1.27	1,682
6030	482	Tourism / Information services	30.38	40,246
6030	451	Youth Activities	0	-
		TOTAL	100	132,476

Operational Staffing Costs

11,155

Code	Cost Centre	Description	Percentage	Budget
6030	403	Allotments	0.5	56
6030	120	Blakehay Theatre	14.2	1,584
6030	105	Community Services	12.66	1,412
6030	107	Civic	1.27	142
6030	108	Democratic Representation	0.51	57
6030	112	Environmental	2.53	282
6030	420	Milton Road Cemetery	3.8	424
6030	140	Museum	22.78	2,541
6030	470	Parks & Play Areas	5.06	564
6030	300	Planning	0	-
6030	475	Planned Maintenance	3.26	364
6030	111	Strategic Planning	1.27	142
6030	460	Street Furniture	0.51	57
6030	485	Toilets	1.27	142
6030	482	Tourism / Information services	30.38	3,389
6030	451	Youth Activities	0	-
		TOTAL	100	11,155

TOTAL	143,630
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POLICY AND FINANCE COMMITTEE – 13TH DECEMBER 2021

ITEM 14. GROVE PARK TOILETS URGENT REPORT FROM THE TOWN CLERK

I have been asked by the Group Leaders' Meeting on Thursday 2nd December to report the situation at Grove Park toilets to the Committee as a matter of urgency, given their impact on the budget.

The toilets at this location have been subject to frequent vandalism, often linked to misuse for drug dealing. In recent months the toilets have been closed more often than they have been open, despite the installation of contactless card entry machines in two of the three cubicles – these have themselves been vandalised within weeks of their installation. The toilets have always been little used by legitimate users in the winter months (November to March inclusive) and are often unsafe with three reports of assault on the cleaners.

In the longer term the council has agreed to look for an alternative site that can be better managed and supervised. We are exploring short term temporary alternatives which might be possible within reasonable cost.

Due to the drug abuse and vandalism at this site the cost of additional cleaning and repairs has now reached approximately £30,000 per annum over the contracted approved budget of £36,000. A provision of £65,000 would be needed in 2022/23 for public toilets in recognition of this additional costs.

The group leaders have asked if a decision could be made that this budget be removed and accordingly the Grove Park toilets be closed for the winter months, at least 1st November until 31st March, with a review in March to decide whether they can be opened in the summer months within the remaining budget.

The above figures are approximate at this stage and the more accurately estimated savings will need to be refined ahead of final budget setting.

Recommendations

To consider whether the draft budget for toilets be reduced by an appropriate sum representing the cost of repairing and cleaning up vandalism at Grove Park toilets, and if agreed that the Grove Park toilets be closed for the winter months, 1st November until 31st March, with a review in March to decide whether they can be opened in the summer months within the remaining budget.

Malcolm L Nicholson LL.B (Hons) DMS PSLCC
Town Clerk
3rd December 2021