

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
POLICY & FINANCE COMMITTEE MEETING
HELD AT THE MUSEUM ON
MONDAY 13TH DECEMBER 2021**

Meeting Commenced: 7:00 pm

Meeting Concluded: 9.28 pm

PRESENT: Councillors Alan Peak (Chairman), Roger Bailey (S), Mark Canniford, Peter Crew (S), Dave Dash, Pete McAleer (S), Robert Payne, Lisa Pilgrim, Ian Porter and Tim Taylor.

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

254	To receive Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Helen Thornton who was substituted by Pete McAleer, Peter Fox who was substituted by Roger Bailey and Sarah Codling who was substituted by Peter Crew.
255	To receive Declarations of Interest There were no declarations of interest received.
256	To approve the minutes of the Policy & Finance Committee meeting held on 18th October 2021 The minutes had been previously circulated with the agenda. It was noted that those in attendance who had no other designation should be referred to as a 'member of the public' rather than a political party member. PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Ian Porter A vote was taken and carried . Accordingly, it was: RESOLVED: That the minutes be approved and signed by the Chairman.
257	The minutes of the Working Party to Review Expenditure & Governance held on 9th September (unapproved) There were none due to the 11 th November meeting being cancelled.
258	Monthly Financial Reports: September & October 2021 a) For Approval Schedule of Unapproved Expenditure

PROPOSED BY: Councillor Ian Porter
SECONDED BY: Councillor Roger Bailey

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

.1 RESOLVED: That the Schedule of Unapproved Expenditure for September & October 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.

259 To approve the updated Procurement Guide Scoring Matrix

The Deputy Town Clerk advised that a productive meeting with limited numbers was held the previous week and a scoring matrix would be submitted for approval at the next meeting.

RESOLVED: That the item be deferred and a scoring matrix be submitted for approval at the next meeting.

260 To approve the acquisition of a Civic Officer Credit Card

The recommendation from the Civic Consultation Group had been previously circulated. That the obtainment of a Civic credit card be recommended for urgent approval.

RESOLVED: To approve the obtainment of a Civic credit card as per below.

The report of the Deputy Town Clerk had been previously circulated - Credit Cards – Changes to Current Credit Card Provision.

Recommended changes to credit card provision	Changes
Town Clerk £1,000	no change
Deputy Town Clerk £1,000	no change
Former Museum Manger £500	cancel card
Assistant Town Clerk – Operational Services	issue new card £500 limit
Civic Officer	Issue new card £500 limit

PROPOSED BY: Councillor Peter Crew
SECONDED BY: Councillor Ian Porter

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

RESOLVED: To approve the changes to credit cards, as per the changes tabled above.

261 Acquisition of 32 Waterloo Street

The minutes of the Premises Working Group had been previously circulated for members' information.

The report of the Deputy Town Clerk in relation to parking had been previously circulated.

A progress report of the Town Clerk was circulated at the meeting and members were advised that the Structural Engineer's Report was still awaited and anticipated in January.

A request was made for the Working Group minutes to be more succinct to identify areas discussed, decided and for action which was duly noted.

Discussion ensued regarding DDA access to the building and it was confirmed that the rear entrance was compliant and that the Surveyor was looking into options to make the entrance compliant, which would require acquiring a license.

In relation to the Deputy Town Clerks' report regarding parking, a member suggested that an assessment of parking spaces is required and should be undertaken before agreeing to purchase the maximum available.

The Deputy Town Clerk clarified that the total annual cost for 19 parking spaces was £9,500 which was within budget. The spaces once secured could be reviewed and reallocated on a month by month basis.

The Town Clerk recommended that all 19 spaces be pursued, at least for the first year, to accommodate Mayoral and other approved visitors, councillors and officers. This would enable best use of the new HQ and could also be useful for functions at the Museum. The spaces to be used while on council business only.

Debate ensued. Concern was raised by a member that purchasing car parking spaces contradicted the council's Climate Change pledge and therefore, it was requested that car parking be reviewed by the Climate Change Working Party. Other members felt that some car parking provision was needed. It was highlighted that town centre car parking spaces were very sought after and would be sold if the council did not acquire them.

To clarify, the Deputy Town Clerk advised that the item had been brought to the committee because of its budgetary implications.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Ian Porter

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

RESOLVED:

1. To receive the minutes of the HQ Working Party.
2. To authorise the Town Clerk in consultation with the Chairman and Vice-Chairman of the Policy & Finance Committee and the Chairman of the HQ Working Party to consider all the information, including the engineers report and

	<p>solicitors report on title, and in their discretion to exchange contracts on the premises and agree a completion date.</p> <ol style="list-style-type: none">3. To authorise the Town Clerk to enter into contractual arrangements with Bakers Dolphin for parking at West Street (Food Bank carpark).4. To approve the provision of 19 spaces with opportunity for these to be reviewed during the first year of occupation as necessary.
262	<p>Town Council Charges</p> <p>a) To approve Museum Exhibition Board Charges The report of the Museum Manager had been previously circulated.</p> <p>The Deputy Town Clerk advised that when this had been trailed, had made money and increased footfall through the Museum. This would be subject to suitability and location of groups within Weston.</p> <p>It was requested to include that this should be in consultation with the Chairman of the HAC committee to alleviate pressure on officers.</p> <p>Discussion ensued regarding the remit of a community group and the discretion used. It was suggested that the term 'local community' was more appropriate.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: 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.</p> <p>b) To approve the Blakehay Theatre split box office charging system The report of the Blakehay Manager had been previously circulated.</p> <p>The Deputy Town Clerk reported that this had been discussed by the HAC committee and requested that the current 5 year charging schedule to be extended for one year. There was no ability for box office split at present and although there was a small risk in doing so, it would allow for more use of the theatre.</p> <p>The Assistant Town Clerk – OPS informed that she had been advised by the Theatre Manager that the split was industry standard at 80/20 and would attract large professional hirers.</p> <p>Members agreed that it would demonstrate industry professionalism and they would like the theatre booked out 5 days per week and queried the live shows budget.</p> <p>The Deputy Town Clerk advised that the live shows budget could be reduced if members decided and that the draft budget had been produced before the proposal was received.</p> <p>PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly, it was:</p>

RESOLVED: To approve the use of both 'Fixed Fee' and 'Box Office Splits' when programming.

c) To approve the Town Council charges for the year 2022/2023

The charging schedule for 2022 / 2023 had been previously circulated.

The Deputy Town Clerk reported an inflationary increase of 2% had been applied and that there were minor discretionary changes to the Museum. The Blakehay charges were separate and would be brought to committee in one year's time.

Members queried whether a 2% inflationary increase was adequate, considering the current inflation rate was between 4-6%.

The Deputy Town Clerk reported that inflation costs had increased since the charges had been produced and suggested that members could apply the 'actual' inflationary increase set at 31st March 2022.

It was queried as to whether this would affect the bookings and hire, to which it was advised that the booking dates would be honoured at the point of booking.

Discussion ensued regarding the Blakehay and Museum charges being comparable, specifically the option for hourly rates and equipment hire. The Deputy Town Clerk clarified that the Blakehay did offer hourly rate bookings which should be reflected and that equipment hire had always been included within the theatre charges.

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

RESOLVED:

1. To approve the Town Council charges for the year 2022/2023 as reported.
2. That a review of all charges across all areas be undertaken within the next financial year.

263 CCTV provision at Burlington Street

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

Consideration had been given previously for the provision of CCTV at the end of Burlington Street along the front of the Museum where both main entrances to the Museum are. This was not possible with the old CCTV system but since the upgrade confirmation had now been received that this could now be done at a cost of £5,125 plus VAT, which could be funded from general reserves.

It was agreed that CCTV would undoubtedly benefit the Museum and give added protection to staff and visitors coming into and leaving the building.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Peter Crew

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

RESOLVED: To approve the above quotation for CCTV installation at Burlington Street as an additional cost to budget provision in 2021 / 2022.

264	Cargo Bike Asset Transfer <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>The For All Healthy Living Centre had been 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 the valuable community asset within the community itself.</p> <p>The For All Healthy Living Centre are willing to transfer the cargo bike to the Town Council, at no cost in order for it to be insured under its own policy, alongside other electric bikes to enable it to be used within the community as intended. This would also continue to bolster the partnership with the For All Healthy Living Centre, with their volunteers registering with the Town Council to ensure fully compliant for insurance purposes.</p> <p>It was suggested that an SLA be negotiated to cover the maintenance of the bike.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the transfer of the asset to the council for use by community, facilitate in partnership with the For All Healthy Living Centre and that an SLA be negotiated to cover the maintenance of the bike.</p>
265	Grove Park Toilets – to review the Cost of Winter Opening <p>The report of the Town Clerk had been previously circulated.</p> <p>The Town Clerk had been asked by the Group Leaders at their meeting on Thursday 2nd December to report the situation at Grove Park toilets to Committee as a matter of urgency, given the impact on the budget.</p> <p>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 assaults on the cleaners having taken place. In the longer term the council had agreed to look for an alternative site that can be better managed and supervised and officers are exploring short term temporary alternatives which may be possible within reasonable cost.</p> <p>Due to the drug abuse and vandalism at the site the cost of additional cleaning and repairs had 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 cost.</p> <p>Group leaders had asked if a decision could be made that the budget be removed and accordingly the Grove Park toilets be closed for the winter months, at least 1st November</p>

	<p>until 31st March, with a review in March to decide whether they could be opened in the summer months within the remaining budget. The figures were approximate at this stage and more accurately estimated savings will need to be refined ahead of final budget setting.</p> <p>The Assistant Town Clerk – Operations added that a full breakdown of costs would be reported at the next committee meeting.</p> <p>Debate ensued. A member whilst supportive of the facts and views was aggrieved at the decision to close the toilets and feared that once the service was withdrawn, would not return and urged members to continue with a long-term solution. It was clear that it was a failed site for toilet provision and a thankless task to manage, however the impact of closure on vulnerable people must be considered. The Police’s recommendation to close the toilets and lack of involvement in tackling it was very disappointing.</p> <p>Discussion ensued regarding CCTV and it was reported that CCTV was in situ on the outside of the toilets and had been provided to the Police on many occasions, but it could not be used as evidence, as was not clear proof of who had caused the vandalism. There was no CCTV link to North Somerset Council’s control room.</p> <p>It was suggested that mobile cameras could be utilised via North Somerset Council and their teams designated to deal with drugs and vulnerable people.</p> <p>Members agreed that the subsidy of providing the toilet provision and risk to staff and contractors was too high. The council had tried everything to reduce this over the years and it was clear the site was the problem. The Café and toilets could be relocated to Grove House and it was requested that it would be helpful to have a roadmap and clear plan for the future.</p> <p>It was noted that homelessness may increase due to the decision to close the toilets.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Ian Porter</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That 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 could be opened in the summer months within the remaining budget.</p>
<p>266</p>	<p>To recommend a Draft Budget for 2022/2023 to the Council</p> <p>The draft budget had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk advised that there was an overarching 7% increase in staffing costs due to a national insurance increase. There was flexibility in staffing provision at the Museum and Blakehay and changes in the cemetery due to and SLA increase. There was also a decrease due to a re charges allocation.</p> <p>The following requests and comments were raised:</p>

	<p>The Deputy Town Clerk advised that the budget as presented equated to a 2.3% increase on the budget and predicted an underspend of approximately £280,000. Budgets for review included the Environmental, HQ and Blakehay.</p> <p>It was noted that as of yet, no Band D figures had been received.</p> <p>It was advised that the current available balance for general reserves was £514,000 which was reported to Town Council back in November. It was noted that 4months revenue expenditure was the best practice, recommended budget for general reserves and this equated to £600,000/700,000 for a council of the size.</p> <p>If members wished to add in the £282,000 surplus from the current year's budget, then £200,000 could be allocated back into the revenue budget.</p> <p>A member queried the current staffing structure and whether this was sufficient to deliver council services.</p> <p>The Town Clerk advised that capacity had been challenging at certain times, especially throughout the pandemic. The Deputy Town Clerk added that strategic projects had a big impact on staff workload.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the draft budget, incorporating the above changes, be recommended to the Town Council for approval on the 24th January 2022.</p> <p>This gave an overall 1.76% increase to the budget with a 0.85% increase on the precept requirement, equating to £100.45p increase on a Band D property (TBA once received from NSC).</p>
	<p><i>It was resolved under the Public Bodies (Admissions of Meeting) Act 1960 that the press and public be excluded from the meeting for reasons of confidential nature of the following business.</i></p>
<p>267</p>	<p>Barcode Legal Claim</p> <p>The Town Clerk verbally reported that as per council instruction, the claim had been robustly defended. He was hopeful that the claimant would drop the case and that a proportion of the council's legal costs would be recovered.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the verbal report be noted.</p>
	<p>There being no further business, the Chairman closed the meeting at 9.28 pm</p> <p>Signed.....Dated..... Chairman of the Policy & Finance Committee</p>

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 6TH JANUARY 2022**

Meeting Commenced: 10:00 am

Meeting Concluded: 11.16 am

PRESENT: Councillors Robert Payne (Chairman), Mike Bell (part attendance), Roger Bailey, Peter Crew, Alan Peak, Sonia Russe and Richard Tucker (part attendance).

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer/Office Manager), Tania Middlemiss (Assistant Town Clerk – HR/Admin), Rebecca Saunders (Civic & Committee Admin Officer) and Fay Powell (Assistant Town Clerk – Public Services) (part attendance).

1.	Apologies for Absence and Notification of Substitutes There were no apologies received. It was noted that Councillor Mike Bell would be late joining the meeting and would need to leave by 10.30 am.
2.	Declarations of Interest There were no declarations of interest received. <i>Councillor Mike Bell and Sarah Pearse (Deputy Town Clerk/RFO) joined at 10.02am.</i> The Chairman advised that in order to allow Fay Powell (Assistant Town Clerk-Public Services) to leave early, that item 7 be brought forward to item 5 for discussion.
3.	To agree the accuracy of the minutes of the previous meeting held on the 9th September 2021 The minutes of the last meeting had been previously circulated with the agenda. It was noted that item 5 should reflect that the Deputy Mayor opened the event. A vote was taken and carried , and accordingly it was: RECOMMENDED: That with the above amendment the minutes be approved and signed by the Chairman.
4.	To receive notes of the Health & Safety meetings held in September, October and November 2021 The notes of the meeting had been previously circulated with the agenda.

	<p><i>Tania Middlemiss (Assistant Town Clerk-HR/Admin) joined the meeting at 10.07.</i></p> <p>The Town Clerk referred to and explained the incident with the glass roof pane falling at the Museum which was mentioned in the minutes was potentially a serious incident. There had since been numerous inspections undertaken and he was satisfied that this would not happen again.</p> <p>The Deputy Town Clerk advised that an insurance claim was pursued but as this was under manufacture guarantee and a rare defect in the glass detected, the cost of the glass was only recovered. The exact figure for the repair could be emailed to members on request. It was reported that when the glass fell it broke safely into small balls rather than large shards of glass.</p> <p>RECOMMENDED: That the notes of the Health & Safety meetings held in September, October and November 2021 be noted.</p>
<p>5.</p>	<p>Item 7 was brought forward at this point in the meeting.</p> <p>Acquisition of an additional Cemetery Facility</p> <p>The Assistant Town Clerk-Public services reported that it must now be a priority to address the lack of space remaining at the Cemetery as space saving measures such as relocating paths only provided a short term solution. Feedback had shown that local residents and funeral directors preferred the councils service to Ebdon road but the current situation meant that people could not pre purchase graves. A steer from members on how to address the lack of space was required. Options included reusing common graves; moralism wall; woodland/green burials; acquiring more land.</p> <p>The Town Clerk advised that this was a national problem and that income would decline with such limited plots remaining, whereas maintenance to the same standard would not.</p> <p>The Assistant Town Clerk-Public services advised ICM were currently looking at plot lease terms and reusing them.</p> <p>The Deputy Town Clerk informed that the current lease term for plots was 80years, which was a decision made by members in 2018.</p> <p>A discussion ensued regarding availability and suitability of land in the town for burial use.</p> <p>The Deputy Town Clerk advised that the council had not made the decision to acquire additional land as yet, and that direction from members was needed in order to pursue options.</p> <p>Members agreed and therefore,</p> <p>RECOMMENDED: - That all possible options be explored to include reusing common graves; moralism wall; woodland/green burials; acquiring more land to be brought</p>

	back to the working party for consideration at its meeting on the 5 th May 2022 (2cycles) to give officers adequate time to do research.
	<p>Big Worle-Dartmouth Close</p> <p>The Town Clerk reported that progress was being made at a very slow pace. The play area was open from the member of the publics perspective and all snagging had been completed. Solicitors on both sides had been appointed and the approval of the freehold acquisition would be reported to the Full Town Council Meeting in January.</p> <p>RECOMMENDED: That the report be noted.</p>
6.	<p>Anti-Racism Working Group Update</p> <p>The Deputy Town Clerk reported that monthly meetings were taking place with a new Chairman in situ, David Crossman. Which gave more of a balance between the community and the Council. The goals pledged by the Council were being actively pursued and building nicely.</p> <p>David Crossman would be attending the next Community Services meeting to present</p> <p>RECOMMENDED: That the update be noted.</p>
8.	<p>Office Relocation decision</p> <p>The Town Clerk gave a verbal report which informed that a working party had been set up and were meeting regularly. As had been reported at the Full Town Council meeting in November a few problems arose on the survey and therefore the exchange of contacts could not take place before Christmas. A structural survey of the Tower was required which would take place via a drone on 11th January 2022 and a report expected within a few working days.</p> <p><i>Councillor Mike Bell left the meeting at 10.29 am</i></p> <p>RECOMMENDED: That the report be noted.</p>
9.	<p>Fairtrade Action Point</p> <p>The Town Clerk advised that he had expected Councillor Peter McAleer to attend the meeting to speak to the committee. In his absence he could advise that the Town Council was now a Fairtrade Town and had been awarded Fairtrade Community of the month for January 2022 which was quite a prestigious award.</p> <p>The Deputy Town Clerk reported that she and other officers had met with Councillor Peter McAleer to create a Fairtrade action point list for all services, which had been issued.</p>

	<p>The Town Clerk advised that the council had obtained other accreditations and logos and that the Communications Officer was working on sensible use of the logos as to not clutter the page.</p> <p>RECOMMENDED: That the report be noted.</p>
<p>10.</p>	<p>Draft Budget Items for Review:</p> <p>.1 Blakehay Cleaning</p> <p>The Deputy Town Clerk advised that the original quote for cleaning was £20k, however the Theatre Manager had successfully secured another quote of £15k, which would be reported to full Council and was a similar amount to what an in house cleaner had previously cost the Council. Contract cleaners were the preferred option for all service areas as offered more flexibility and reliability.</p> <p>RECOMMENDED- Report to Full Council on 24th January for approval.</p> <p>.2 Homelessness Support Fund</p> <p>The Deputy Town Clerk reported that members had questioned why the payment had not been made and an SLA drawn up. Over the past few years the usual breakdown of costs for the overnight accommodation had not been received in exchange for the funds due to a fluctuation of staff.</p> <p>The Town Clerk advised that the government had closed all overnight shelters due to the pandemic and other accommodation such as B&B's had been offered funded by NSC. A small few had chosen not to accept this option due to complex social needs and so remained rough sleeping which resulted in personal belongings being left in doorways.</p> <p><i>Councilor Richard Tucker Joined the meeting at 10.39am.</i></p> <p>Some members reported that the duvets and belongings in shop doorways were effecting businesses and the look of the town making the council un popular with the public. Dual hatted remembers were urged to push NSC to tackle the problem for the sake of the town's pride.</p> <p>NSC have advised members that nobody needed to be rough sleeping on the streets as there was provision in place, however due to the complex needs of some people, they couldn't enforce people into B&B accommodation and if they take their bedding away then it just gets replaced by local charities.</p>

The Assistant Town Clerk-Public Services advised she was attending a multiagency meeting to try and tackle this and she would feedback any outcomes of the meeting.

The Assistant Town Clerk – HR/Admin suggested re directing the council's funds to help tackle the problem of homelessness more generally. The Deputy Town Clerk added that the town council should be seen to be more proactive in tackling the problem and it would be helpful to have a contact number for agencies that can help at least.

Debate ensued.

The Town Clerk advised that the funds were specifically earmarked for the provision of a night shelter and would stay in the budget for the current year and next year until spent.

A member reported that there was high turnover of staff at Somewhere to go and that hadn't helped with communication/handover when applying for funds.

Assistant Town Clerk-Public Services left The Meeting at 10.58 am.

RECOMMENDED: To continue to support Somewhere to Go, subject to an SLA agreement with terms to redirect the funds to be discussed.

.3 Prince of Wales Clock

The Deputy Town Clerk clarified the location of the clock which was situated on the high street by the former Argos building and that the cost was roughly £300-400 for the electricity supply. This was within the SLA agreement with the Town Centre Partnership to maintain and the council was only paying the utility bill.

Discussion ensued and it was regarded as a waste of money at its current location. Other locations where it would be more visible were discussed and the new bus hub on Alexandra parade was agreed as a good relocation.

The Deputy Town Clerk advised that a relocation could be explored and that highways would need to be consulted.

RECOMMENDED- That the Town Clerk write to NSC to see if they would like the clock at the new bus hub at Alexandra Parade and that the town council would still finance it.

	<p>.4 Community Events Grants</p> <p>The Deputy Town Clerk advised that the events grants budget was £60k which was intended to improve footfall and economic development of the town, such as the Upfest event.</p> <p>A meeting was held with Culture Weston and the Arts Council England of which the outcome was reported to HAC and it was agreed that there was opportunity to merge funds to hold a very large event, linking in with the Sea Monster. An application process meeting for the funds was due to be held later in the month and the Development Officer would be submitting a report to the next HAC meeting on 27th January. The only event funded by the events budget to date was the Glow Event. Guidance was needed on how to utilise the funds which would be ready for April 2022.</p> <p>RECOMMENDED: Members noted the verbal update.</p>
<p>11.</p>	<p>Future Areas to be considered by the Working Party</p> <p>.1 Remembrance Day</p> <p>A member raised that as a result of the RBL handing full responsibility to the Town Council, Remembrance Day took a significant amount of pre event planning, more officer time and resource and therefore has a knock on effect to the budget. It was suggested that as the council now had now full control, there was an opportunity to possibly shorten the event and review it. Comments were received regarding the length of the parade and service as well as youth groups participation and opinions.</p> <p>The Committee Officer considered that the cost of the event should be reviewed as now run solely in-house as would carry much larger cost implications and resource than previous. A full de-brief event meeting and exercise had been carried out post event which would be reported to the next Civic Consultation meeting. The document included constructive comments for the forward planning of the 2022 event.</p> <p>The Deputy Town Clerk advised that the event was the remit of and reported to the Civic Consultation Group and requested clarity on where the event wished to be reviewed.</p> <p>RECOMMENDED: To review the cost of the event and the next meeting.</p>
	<p>There being no further business, the Chairman closed the meeting at 11.16 am</p> <p>Signed.....Dated.....</p> <p>Chairman</p>

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
Nov-21	£ 24,749.71	£ 303,068.53	£ 20.94	£ 21.03	£ 327,860.21
Dec-21	£ 6,834.24	£ 161,708.56	£ 28.20	£ 58.10	£ 168,629.10
Jan-22	£ 9,596.52	£ 286,348.59	£ 18.20	£ 16.50	£ 295,979.81

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

BANK RECONCILIATIONS

Agenda Item	ADD					Petty Cash & floats held:					Monthly totals	
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats		VIC Petty Cash & Floats
	£	£	£	£	£	£	£	£	£	£	£	£
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
30th November 2021												
Account Balance	2,041,889.18	30,018.39	17,472.43	30,127.54								
Less: Unpresented cheques and BACS (p/l & imprest trs)	217,818.24	367.76	0.00	0.00								
plus: receipts not banked	6,120.47	0.00	0.00	0.00								
	1,830,191.41	29,650.63	17,472.43	30,127.54	1,907,442.01	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00
												2,428,752.01
31st December 2021												
Account Balance	1,770,623.57	29,814.01	17,456.33	30,127.54								
Less: Unpresented cheques and BACS (p/l & imprest trs)	77,803.08	611.45	0.00	0.00								
plus: receipts not banked	4,253.53	0.00	0.00	0.00								
	1,697,074.02	29,202.56	17,456.33	30,127.54	1,773,860.45	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00
												2,295,170.45
31st January 2022												
Account Balance	1,742,579.25	29,504.07	17,609.43	30,127.54								
Less: Unpresented cheques and BACS (p/l & imprest trs)	88.50	319.71	0.00	0.00								
plus: receipts not banked	2,510.64	0.00	0.00	0.00								
	1,745,001.39	29,184.36	17,609.43	30,127.54	1,821,922.72	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00
												2,343,232.72

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

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>							
1020 Kickstarter Grant Income	682	682	0	(682)			0.0%
Central Administration :- Income	<u>682</u>	<u>682</u>	<u>0</u>	<u>(682)</u>			
4000 Staffing Costs	27,853	221,663	347,666	126,003		126,003	63.8%
4006 Moorepay/IT payroll HR softwar	0	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	0	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	0	192	500	308		308	38.4%
4013 Training	0	3,955	26,383	22,428		22,428	15.0%
4019 Website Costs-TC	120	120	1,000	880		880	12.0%
4030 Equipment Purchase	0	253	500	247		247	50.5%
4031 Equipment - Rental	(3,426)	4,003	7,720	3,717		3,717	51.8%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	(400)	3,074	4,000	926		926	76.9%
4036 Stationery	189	1,526	1,750	224		224	87.2%
4038 Recruitment / Advertising	0	2,188	2,500	312		312	87.5%
4040 Audit & Accountancy	3,475	6,012	6,000	(12)		(12)	100.2%
4041 Fees, Subs and Conferences	0	2,325	1,800	(525)		(525)	129.2%
4042 Postages	(3,132)	2,089	7,000	4,911		4,911	29.8%
4043 Ink Cartridges/printing	128	1,351	1,500	149		149	90.0%
4044 Insurance	(180)	5,252	11,500	6,248		6,248	45.7%
4049 Legal fees	(339)	11,611	5,000	(6,611)		(6,611)	232.2%
4107 IT Support & Upgrade	1,173	21,195	32,323	11,128		11,128	65.6%
4110 Cleaning	0	307	0	(307)		(307)	0.0%
4114 Refuse Removal	(7)	28	0	(28)		(28)	0.0%
4136 Credit Card Chgs	44	122	0	(122)		(122)	0.0%
4151 Catering	140	1,514	1,500	(14)		(14)	100.9%
6005 Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020 Allocation to Cost Centres	(25,638)	(300,520)	(311,837)	(11,317)		(11,317)	96.4%
Central Administration :- Indirect Expenditure	<u>(0)</u>	<u>(1)</u>	<u>159,895</u>	<u>159,896</u>	<u>0</u>	<u>159,896</u>	<u>0.0%</u>
Net Income over Expenditure	<u>682</u>	<u>683</u>	<u>(159,895)</u>	<u>(160,578)</u>			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	0	626	2,000	1,374		1,374	31.3%
4030 Equipment Purchase	981	981	1,000	19		19	98.1%
4102 NNDR	536	3,337	5,552	2,215		2,215	60.1%
4104 Utilities - Water	0	100	200	100		100	49.9%
4105 Utilities - Heat & Light	(308)	1,113	2,628	1,515		1,515	42.3%

Detailed Income & Expenditure by Budget Heading 30/11/2021

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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
4109 Alarm system	(443)	695	800	106		106	86.8%
4110 Cleaning	676	2,747	250	(2,497)		(2,497)	1098.9%
4111 Window Cleaning	10	60	100	40		40	60.0%
4114 Refuse Removal	42	854	800	(54)		(54)	106.8%
4132 Rent	417	417	0	(417)		(417)	0.0%
6020 Allocation to Cost Centres	(1,912)	(10,930)	(7,653)	3,277		3,277	142.8%
Grove House :- Indirect Expenditure	0	(0)	5,677	5,677	0	5,677	0.0%
Net Expenditure	(0)	0	(5,677)	(5,677)			
104 Grove Lodge							
4014 P P E / Health & Safety	0	105	350	245		245	30.0%
4030 Equipment Purchase	24	296	1,000	704		704	29.6%
4102 NNDR	225	1,800	2,302	502		502	78.2%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	64	658	2,000	1,342		1,342	32.9%
4109 Alarm system	(185)	231	600	369		369	38.5%
4110 Cleaning	451	1,813	0	(1,813)		(1,813)	0.0%
4111 Window Cleaning	10	60	100	40		40	60.0%
4132 Rent	0	2,500	5,000	2,500		2,500	50.0%
6020 Allocation to Cost Centres	(589)	(7,463)	(6,481)	982		982	115.2%
Grove Lodge :- Indirect Expenditure	(0)	(0)	5,321	5,321	0	5,321	0.0%
Net Expenditure	0	0	(5,321)	(5,321)			
105 Community Services							
4013 Training	145	145	0	(145)		(145)	0.0%
4158 Weston in Bloom	1,000	2,236	16,000	13,764		13,764	14.0%
4200 Small grants to Voluntary Orgs	0	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	0	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	2,150	4,241	6,500	2,259		2,259	65.2%
4221 Citizens Advice Bureau	0	25,000	25,000	0		0	100.0%
4223 Community Events	700	1,385	6,000	4,615		4,615	23.1%
4228 Blue Plaques	0	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	3,000	14,000	60,000	46,000		46,000	23.3%
4252 Crime & Disorder	0	21,939	50,000	28,061		28,061	43.9%

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4864 Homeless Support Fund	0	0	25,000	25,000		25,000	0.0%
6000 Admin Salaries Recharge	1,740	16,567	17,260	693		693	96.0%
6005 Admin Overhead Recharge	222	6,348	6,594	246		246	96.3%
6007 Grove House Recharge	146	835	815	(20)		(20)	102.5%
6008 Grove Lodge Recharges	45	570	708	138		138	80.5%
6010 Grounds Salaries Recharge	8,029	58,528	71,656	13,128		13,128	81.7%
6015 Grounds Overhead Recharge	1,526	17,592	18,573	981		981	94.7%
Community Services :- Indirect Expenditure	18,703	281,030	469,662	188,632	0	188,632	59.8%
Net Expenditure	(18,703)	(281,030)	(469,662)	(188,632)			

107 Civic Support

4000 Staffing Costs	4,992	23,762	22,933	(829)		(829)	103.6%
4036 Stationery	170	170	200	30		30	85.0%
4044 Insurance	0	74	277	203		203	26.6%
4050 Printing	0	411	1,405	994		994	29.3%
4150 Chauffeur/travel costs	301	1,521	5,500	3,979		3,979	27.7%
4151 Catering	342	6,638	9,150	2,512		2,512	72.5%
4152 Civic Miscellaneous	290	2,995	3,115	120		120	96.1%
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	1,283	12,214	12,727	513		513	96.0%
6005 Admin Overhead Recharge	163	4,680	4,860	180		180	96.3%
6007 Grove House Recharge	108	615	1,858	1,243		1,243	33.1%
6008 Grove Lodge Recharges	33	421	1,681	1,260		1,260	25.0%
6010 Grounds Salaries Recharge	41	297	363	66		66	81.8%
6015 Grounds Overhead Recharge	8	89	95	6		6	93.7%
Civic Support :- Indirect Expenditure	7,731	54,226	71,010	16,784	0	16,784	76.4%
Net Expenditure	(7,731)	(54,226)	(71,010)	(16,784)			

108 Democratic Representation

4013 Training	995	1,140	2,920	1,780		1,780	39.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	13	387	6,000	5,614		5,614	6.4%
6000 Admin Salaries Recharge	6,180	58,859	61,335	2,476		2,476	96.0%
6005 Admin Overhead Recharge	788	22,553	23,424	871		871	96.3%
6007 Grove House Recharge	520	2,971	767	(2,204)		(2,204)	387.4%
6008 Grove Lodge Recharges	160	2,028	545	(1,483)		(1,483)	372.1%
6010 Grounds Salaries Recharge	498	3,632	4,447	815		815	81.7%
6015 Grounds Overhead Recharge	95	1,094	1,150	56		56	95.1%
Democratic Representation :- Indirect Expenditure	9,249	92,663	115,588	22,925	0	22,925	80.2%
Net Expenditure	(9,249)	(92,663)	(115,588)	(22,925)			

	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	0	0	0			0.0%
DO NOT USE :- Income	<u>142</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Net Income	<u>142</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>110 Other Costs & Income</u>							
1176 Precept	0	2,587,982	0	(2,587,982)			0.0%
1190 Bank Interest	163	1,288	3,000	1,712			42.9%
1191 CIL Received	0	42,990	0	(42,990)			0.0%
Other Costs & Income :- Income	<u>163</u>	<u>2,632,259</u>	<u>3,000</u>	<u>(2,629,259)</u>			<u>87742.0</u>
4051 Bank Charges	249	1,854	5,143	3,289	3,289		36.0%
4060 PWLB Interest repaid-Blakehay	0	5,247	5,883	636	636		89.2%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0	0		100.0%
4068 PWLB Interest repaid-Water Pk	0	14,864	15,228	364	364		97.6%
4069 PWLB Capital repaid-Water Pk	0	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	<u>249</u>	<u>42,497</u>	<u>43,385</u>	<u>888</u>	<u>0</u>	<u>888</u>	<u>98.0%</u>
Net Income over Expenditure	<u>(86)</u>	<u>2,589,762</u>	<u>(40,385)</u>	<u>(2,630,147)</u>			
<u>111 Strategic Planning/Projects</u>							
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	100	11,784	25,000	13,217	13,217		47.1%
4213 Development budget	(41)	475	1,000	525	525		47.5%
4216 Old Town Quarry	0	1,013	7,500	6,488	6,488		13.5%
6000 Admin Salaries Recharge	2,526	24,058	25,071	1,013	1,013		96.0%
6005 Admin Overhead Recharge	322	9,218	9,577	359	359		96.3%
6007 Grove House Recharge	212	1,214	249	(965)	(965)		487.6%
6008 Grove Lodge Recharges	65	828	232	(596)	(596)		356.9%
6010 Grounds Salaries Recharge	369	2,687	3,289	602	602		81.7%
6015 Grounds Overhead Recharge	70	807	849	42	42		95.1%
Strategic Planning/Projects :- Indirect Expenditure	<u>3,623</u>	<u>52,083</u>	<u>72,767</u>	<u>20,684</u>	<u>0</u>	<u>20,684</u>	<u>71.6%</u>
Net Income over Expenditure	<u>(3,623)</u>	<u>(52,083)</u>	<u>(65,143)</u>	<u>(13,060)</u>			
<u>112 Environmental</u>							
4076 Environmental / Climate	2,300	5,600	100,000	94,400	94,400		5.6%
6000 Admin Salaries Recharge	888	8,465	8,823	358	358		95.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	113	3,244	3,366	122		122	96.4%
6007 Grove House Recharge	75	430	301	(129)		(129)	142.9%
6008 Grove Lodge Recharges	24	295	258	(37)		(37)	114.3%
6010 Grounds Salaries Recharge	337	2,460	3,011	551		551	81.7%
6015 Grounds Overhead Recharge	64	740	777	37		37	95.2%
Environmental :- Indirect Expenditure	<u>3,801</u>	<u>21,234</u>	<u>116,536</u>	<u>95,302</u>	<u>0</u>	<u>95,302</u>	<u>18.2%</u>
Net Expenditure	<u>(3,801)</u>	<u>(21,234)</u>	<u>(116,536)</u>	<u>(95,302)</u>			
<u>120 Blakehay Central Costs</u>							
4000 Staffing Costs	3,349	34,338	61,470	27,132		27,132	55.9%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	0	809	3,500	2,691		2,691	23.1%
4019 Website Costs-TC	0	140	500	360		360	28.0%
4030 Equipment Purchase	0	25	5,000	4,975		4,975	0.5%
4031 Equipment - Rental	(3)	475	1,162	687		687	40.8%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	(138)	941	1,400	459		459	67.2%
4043 Ink Cartridges/printing	0	54	0	(54)		(54)	0.0%
4044 Insurance	0	3,055	562	(2,493)		(2,493)	543.6%
4102 NNDR	349	3,247	3,600	353		353	90.2%
4104 Utilities - Water	0	93	924	831		831	10.1%
4105 Utilities - Heat & Light	346	2,620	7,126	4,506		4,506	36.8%
4109 Alarm system	(43)	340	1,000	660		660	34.0%
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	199	2,374	1,500	(874)		(874)	158.2%
4131 Licenses	(102)	425	1,191	766		766	35.7%
4136 Credit Card Chgs	44	120	0	(120)		(120)	0.0%
6000 Admin Salaries Recharge	1,657	15,786	16,450	664		664	96.0%
6005 Admin Overhead Recharge	211	6,048	6,284	236		236	96.2%
6007 Grove House Recharge	139	796	447	(349)		(349)	178.1%
6008 Grove Lodge Recharges	43	543	371	(172)		(172)	146.4%
6010 Grounds Salaries Recharge	239	1,744	2,138	394		394	81.6%
6015 Grounds Overhead Recharge	45	522	556	34		34	93.9%
Blakehay Central Costs :- Indirect Expenditure	<u>6,335</u>	<u>75,125</u>	<u>122,734</u>	<u>47,609</u>	<u>0</u>	<u>47,609</u>	<u>61.2%</u>
Net Expenditure	<u>(6,335)</u>	<u>(75,125)</u>	<u>(122,734)</u>	<u>(47,609)</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	0	627	16,789	16,162			3.7%
Blakehay -Auditorium :- Income	0	647	16,889	16,242			3.8%
4000 Staffing Costs	1,793	14,342	27,379	13,037		13,037	52.4%
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	14,342	30,879	16,537	0	16,537	46.4%
Net Income over Expenditure	(1,793)	(13,696)	(13,990)	(294)			
<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	(139)	847	2,574	1,727		1,727	32.9%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	(139)	847	14,038	13,191	0	13,191	6.0%
Net Income over Expenditure	139	(847)	2,987	3,834			
<u>124 Blakehay Box Office</u>							
1105 Blakehay Box office income	182	0	4,547	4,547			0.0%
Blakehay Box Office :- Income	182	0	4,547	4,547			0.0%
4031 Equipment - Rental	(44)	22	0	(22)		(22)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4114 Refuse Removal	(85)	0	0	0		0	0.0%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	(129)	54	1,028	974	0	974	5.2%
Net Income over Expenditure	311	(54)	3,519	3,573			

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125 Blakehay -Live Shows							
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			
140 Museum Central Costs							
1034 Grant funding	0	4,471	0	(4,471)			0.0%
1100 Miscellaneous Income	418	3,003	7,500	4,497			40.0%
1122 Fundraising	0	58	0	(58)			0.0%
Museum Central Costs :- Income	418	7,532	7,500	(32)			100.4%
4000 Staffing Costs	9,976	83,211	108,678	25,467		25,467	76.6%
4012 Travel & Subsistence Expenses	17	329	200	(129)		(129)	164.6%
4013 Training	125	2,095	3,727	1,632		1,632	56.2%
4014 P P E / Health & Safety	0	866	1,000	134		134	86.6%
4019 Website Costs-TC	0	1,086	600	(486)		(486)	181.0%
4030 Equipment Purchase	(30)	1,069	1,500	431		431	71.3%
4031 Equipment - Rental	22	272	1,616	1,344		1,344	16.8%
4034 Equipment Repairs	0	238	200	(38)		(38)	118.8%
4035 Telephone	(138)	2,012	1,600	(412)		(412)	125.7%
4036 Stationery	87	238	200	(38)		(38)	118.9%
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	43,770	54,622	10,852		10,852	80.1%
4104 Utilities - Water	116	276	978	702		702	28.2%
4105 Utilities - Heat & Light	884	6,242	12,798	6,556		6,556	48.8%
4108 Building / Maintenance	25	25	0	(25)		(25)	0.0%
4109 Alarm system	(510)	1,241	1,000	(241)		(241)	124.1%
4110 Cleaning	1,776	7,220	12,000	4,780		4,780	60.2%
4111 Window Cleaning	100	350	600	250		250	58.3%
4114 Refuse Removal	68	3,865	1,800	(2,065)		(2,065)	214.7%
4131 Licenses	0	522	1,600	1,078		1,078	32.6%
4136 Credit Card Chgs	(12)	0	0	0		0	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	1,967	18,732	19,518	786		786	96.0%

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6005 Admin Overhead Recharge	251	7,176	7,453	277		277	96.3%
6007 Grove House Recharge	165	944	249	(695)		(695)	379.1%
6008 Grove Lodge Recharges	51	646	558	(88)		(88)	115.8%
6010 Grounds Salaries Recharge	239	1,744	2,138	394		394	81.6%
6015 Grounds Overhead Recharge	45	522	556	34		34	93.9%
Museum Central Costs :- Indirect Expenditure	20,551	189,740	311,634	121,894	0	121,894	60.9%
Net Income over Expenditure	(20,133)	(182,208)	(304,134)	(121,926)			
141 Museum Learning and Events							
1006 Learning Income	601	2,998	0	(2,998)			0.0%
1008 Museum handling box hire	210	1,225	0	(1,225)			0.0%
1103 Other event misc income	258	593	0	(593)			0.0%
Museum Learning and Events :- Income	1,069	4,815	0	(4,815)			
4000 Staffing Costs	2,633	19,250	18,885	(365)		(365)	101.9%
4020 Learning/Event education equip	58	367	1,000	633		633	36.7%
4039 Advertising & Marketing	0	639	1,000	361		361	63.9%
4058 Learning/Events Museum events	100	268	0	(268)		(268)	0.0%
Museum Learning and Events :- Indirect Expenditure	2,791	20,524	20,885	361	0	361	98.3%
Net Income over Expenditure	(1,723)	(15,709)	(20,885)	(5,176)			
142 Museum Cafe							
1004 Cafe Sales	5,594	18,798	62,000	43,202			30.3%
Museum Cafe :- Income	5,594	18,798	62,000	43,202			30.3%
4000 Staffing Costs	2,992	23,353	44,616	21,263		21,263	52.3%
4014 P P E / Health & Safety	(20)	159	1,500	1,341		1,341	10.6%
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%
4030 Equipment Purchase	0	797	500	(297)		(297)	159.4%
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	0	406	845	439		439	48.1%
4114 Refuse Removal	117	537	800	263		263	67.1%
4151 Catering	0	191	500	309		309	38.2%
4406 Bar Stock	408	1,521	2,500	979		979	60.8%
4407 Museum cafe stock	1,413	6,750	13,000	6,250		6,250	51.9%
Museum Cafe :- Indirect Expenditure	4,910	33,767	67,085	33,318	0	33,318	50.3%
Net Income over Expenditure	684	(14,968)	(5,085)	9,883			

	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	2,206	5,818	13,500	7,682			43.1%
1009 Museum sale or return comm	0	2,341	4,000	1,659			58.5%
Museum shop/retail :- Income	2,206	8,159	17,500	9,341			46.6%
4031 Equipment - Rental	1,216	1,216	0	(1,216)		(1,216)	0.0%
4136 Credit Card Chgs	56	120	312	192		192	38.4%
4408 Museum shop stock	638	3,427	7,000	3,573		3,573	49.0%
Museum shop/retail :- Indirect Expenditure	1,909	4,763	7,312	2,549	0	2,549	65.1%
Net Income over Expenditure	297	3,396	10,188	6,792			
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	1,938	3,579	9,000	5,421			39.8%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	1,938	3,669	21,615	17,946			17.0%
4000 Staffing Costs	0	0	32,819	32,819		32,819	0.0%
4030 Equipment Purchase	22	1,745	3,000	1,255		1,255	58.2%
4039 Advertising & Marketing	0	126	1,500	1,374		1,374	8.4%
Museum Function :- Indirect Expenditure	22	1,871	37,319	35,448	0	35,448	5.0%
Net Income over Expenditure	1,917	1,798	(15,704)	(17,502)			
199 Capital Projects							
4103 Capital project	50,392	80,616	145,000	64,384		64,384	55.6%
Capital Projects :- Indirect Expenditure	50,392	80,616	145,000	64,384	0	64,384	55.6%
Net Expenditure	(50,392)	(80,616)	(145,000)	(64,384)			
300 Planning							
6000 Admin Salaries Recharge	662	6,301	6,566	265		265	96.0%
6005 Admin Overhead Recharge	84	2,415	2,509	94		94	96.3%
6007 Grove House Recharge	56	318	289	(29)		(29)	110.0%

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6008 Grove Lodge Recharges	17	217	137	(80)		(80)	158.4%
Planning :- Indirect Expenditure	819	9,251	9,501	250	0	250	97.4%
Net Expenditure	(819)	(9,251)	(9,501)	(250)			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	23,938	172,778	320,081	147,303		147,303	54.0%
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	(663)	2,065	2,000	(65)		(65)	103.3%
4015 SLA Somerset	0	0	13,769	13,769		13,769	0.0%
4025 Vehicle Maintenance	163	2,976	3,000	24		24	99.2%
4026 Petrol / Diesel	787	3,542	7,500	3,958		3,958	47.2%
4028 Grounds / Maintenance	(376)	0	0	0		0	0.0%
4030 Equipment Purchase	635	5,560	8,725	3,165		3,165	63.7%
4031 Equipment - Rental	882	9,087	20,954	11,867		11,867	43.4%
4034 Equipment Repairs	595	2,690	4,500	1,810		1,810	59.8%
4035 Telephone	(223)	1,055	2,160	1,105		1,105	48.9%
4044 Insurance	0	4,186	5,500	1,314		1,314	76.1%
4107 IT Support & Upgrade	2,749	9,468	8,052	(1,416)		(1,416)	117.6%
4114 Refuse Removal	0	462	6,000	5,538		5,538	7.7%
6020 Allocation to Cost Centres	(28,487)	(226,952)	(269,017)	(42,065)		(42,065)	84.4%
Central Grounds Maintenance :- Indirect Expenditure	(0)	(0)	153,831	153,831	0	153,831	0.0%
Net Expenditure	0	0	(153,831)	(153,831)			
<u>403 Allotments</u>							
1100 Miscellaneous Income	0	400	0	(400)			0.0%
Allotments :- Income	0	400	0	(400)			
4108 Building / Maintenance	29	240	4,000	3,760		3,760	6.0%
6000 Admin Salaries Recharge	273	2,597	2,710	113		113	95.8%
6005 Admin Overhead Recharge	35	995	1,034	39		39	96.2%
6007 Grove House Recharge	23	132	517	385		385	25.5%
6008 Grove Lodge Recharges	7	89	474	385		385	18.8%
6010 Grounds Salaries Recharge	400	2,917	3,567	650		650	81.8%
6015 Grounds Overhead Recharge	76	877	923	46		46	95.0%
Allotments :- Indirect Expenditure	843	7,847	13,225	5,378	0	5,378	59.3%
Net Income over Expenditure	(843)	(7,447)	(13,225)	(5,778)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
420 Milton Road Cemetery							
1010 Interments	3,039	34,882	58,000	23,118			60.1%
1011 Memorials	2,346	5,655	6,000	345			94.3%
1100 Miscellaneous Income	238	1,832	3,250	1,418			56.4%
Milton Road Cemetery :- Income	5,623	42,369	67,250	24,881			63.0%
4034 Equipment Repairs	309	360	2,000	1,640	1,640	1,640	18.0%
4039 Advertising & Marketing	0	0	450	450	450	450	0.0%
4054 Grave Digging	1,900	4,888	12,500	7,612	7,612	7,612	39.1%
4055 Memorials	444	8,013	7,000	(1,013)	(1,013)	(1,013)	114.5%
4102 NNDR	277	3,159	3,367	208	208	208	93.8%
4104 Utilities - Water	292	705	600	(105)	(105)	(105)	117.5%
4105 Utilities - Heat & Light	18	117	400	283	283	283	29.3%
4109 Alarm system	0	0	500	500	500	500	0.0%
4110 Cleaning	0	10	1,500	1,490	1,490	1,490	0.7%
4111 Window Cleaning	0	0	150	150	150	150	0.0%
6000 Admin Salaries Recharge	892	8,489	8,848	359	359	359	95.9%
6005 Admin Overhead Recharge	114	3,253	3,377	124	124	124	96.3%
6007 Grove House Recharge	75	429	615	186	186	186	69.8%
6008 Grove Lodge Recharges	23	293	190	(103)	(103)	(103)	154.2%
6010 Grounds Salaries Recharge	8,278	60,343	73,879	13,536	13,536	13,536	81.7%
6015 Grounds Overhead Recharge	1,573	18,137	19,145	1,008	1,008	1,008	94.7%
Milton Road Cemetery :- Indirect Expenditure	14,195	108,197	134,521	26,324	0	26,324	80.4%
Net Income over Expenditure	(8,572)	(65,828)	(67,271)	(1,443)			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500	500	500	0.0%
4142 YMCA SLA	0	47,370	65,841	18,471	18,471	18,471	71.9%
4219 Youth Grants	0	0	3,000	3,000	3,000	3,000	0.0%
6000 Admin Salaries Recharge	457	4,353	4,533	180	180	180	96.0%
6005 Admin Overhead Recharge	58	1,668	1,734	66	66	66	96.2%
6007 Grove House Recharge	38	219	385	166	166	166	56.9%
6008 Grove Lodge Recharges	12	150	151	1	1	1	99.3%
Youth Activities :- Indirect Expenditure	565	53,760	76,144	22,384	0	22,384	70.6%
Net Expenditure	(565)	(53,760)	(76,144)	(22,384)			
460 Street Furniture							
1112 Dog Bin Emptying	6,478	6,478	4,356	(2,122)			148.7%
Street Furniture :- Income	6,478	6,478	4,356	(2,122)			148.7%

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4035 Telephone	160	320	0	(320)		(320)	0.0%
4105 Utilities - Heat & Light	60	518	0	(518)		(518)	0.0%
4116 Dogbin Emptying	6,999	7,422	4,500	(2,922)		(2,922)	164.9%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	0	264	500	236		236	52.8%
4133 Bus Shelter - Repairs	0	0	3,100	3,100		3,100	0.0%
4157 Prince Wales Clock/welcome sig	12	510	550	40		40	92.8%
6000 Admin Salaries Recharge	707	6,735	7,018	283		283	96.0%
6005 Admin Overhead Recharge	90	2,581	2,684	103		103	96.2%
6007 Grove House Recharge	59	339	236	(103)		(103)	143.6%
6008 Grove Lodge Recharges	18	232	236	4		4	98.3%
6010 Grounds Salaries Recharge	1,795	13,086	16,026	2,940		2,940	81.7%
6015 Grounds Overhead Recharge	341	3,935	4,151	216		216	94.8%
Street Furniture :- Indirect Expenditure	10,241	35,941	40,501	4,560	0	4,560	88.7%
Net Income over Expenditure	(3,763)	(29,463)	(36,145)	(6,682)			
<u>470 Parks & Play Areas</u>							
1076 Water Play Area Kiosk Income	875	2,625	7,000	4,375			37.5%
1077 Water Park Admissions	0	8,931	30,000	21,069			29.8%
Parks & Play Areas :- Income	875	11,556	37,000	25,444			31.2%
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	714	3,331	8,254	4,923		4,923	40.4%
4114 Refuse Removal	0	0	300	300		300	0.0%
4132 Rent	776	776	0	(776)		(776)	0.0%
4138 Water Play Area Rent	0	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	141,632	141,632		141,632	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	1,650	17,182	17,183	1		1	100.0%
4322 Ellenborough Park West	250	250	250	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%

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6000 Admin Salaries Recharge	830	7,905	8,233	328		328	96.0%
6005 Admin Overhead Recharge	106	3,028	3,144	116		116	96.3%
6007 Grove House Recharge	70	400	227	(173)		(173)	176.2%
6008 Grove Lodge Recharges	21	273	84	(189)		(189)	325.0%
6010 Grounds Salaries Recharge	3,392	24,727	30,270	5,543		5,543	81.7%
6015 Grounds Overhead Recharge	645	7,433	7,848	415		415	94.7%
Parks & Play Areas :- Indirect Expenditure	8,454	72,361	317,603	245,242	0	245,242	22.8%
Net Income over Expenditure	(7,579)	(60,805)	(280,603)	(219,798)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	33,124	33,124		33,124	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	423	2,317	2,317	0		0	100.0%
4234 Museum PPM	4,325	36,778	36,778	0		0	100.0%
4235 Cemetery PPM	290	33,490	33,490	0		0	100.0%
4236 Parks & play areas PPM	0	16,922	16,921	(1)		(1)	100.0%
4237 Grove House PPM	(47,997)	(19,838)	(19,837)	1		1	100.0%
4238 Grove Lodge PPM	0	3,348	3,348	0		0	100.0%
4239 Chapel/hut/toilets/shed PPM	0	2,739	2,739	(0)		(0)	100.0%
4240 Public toilets	130	478	477	(1)		(1)	100.2%
4241 VIC PPM	0	78	78	0		0	100.0%
6000 Admin Salaries Recharge	892	8,489	8,848	359		359	95.9%
6005 Admin Overhead Recharge	161	4,614	4,794	180		180	96.2%
6007 Grove House Recharge	75	429	118	(311)		(311)	363.6%
6008 Grove Lodge Recharges	23	293	253	(40)		(40)	115.8%
Planned maintenance :- Indirect Expenditure	(41,678)	90,701	124,013	33,312	0	33,312	73.1%
Net Expenditure	41,678	(90,701)	(124,013)	(33,312)			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	0	1,608	0	(1,608)			0.0%
1042 Tourism - Love Weston accredit	0	9	0	(9)			0.0%
Tourism Love Weston / Dest Mar :- Income	0	1,616	0	(1,616)			
4000 Staffing Costs	5,675	37,160	52,434	15,274		15,274	70.9%
4030 Equipment Purchase	29	29	0	(29)		(29)	0.0%
4039 Advertising & Marketing	29	4,849	36,000	31,151		31,151	13.5%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	(985)	9,321	10,465	1,144		1,144	89.1%
6000 Admin Salaries Recharge	1,265	12,040	12,547	507		507	96.0%

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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	114	3,253	3,377	124		124	96.3%
6007 Grove House Recharge	106	608	344	(264)		(264)	176.7%
6008 Grove Lodge Recharges	33	414	309	(105)		(105)	134.0%
6010 Grounds Salaries Recharge	199	1,447	1,775	328		328	81.5%
6015 Grounds Overhead Recharge	38	434	461	27		27	94.1%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	6,502	69,555	118,812	49,258	0	49,258	58.5%
Net Income over Expenditure	(6,502)	(67,938)	(118,812)	(50,874)			
482 Tourism VIC costs							
1040 VIC Advertising Income	100	213	1,200	988			17.7%
1043 VIC Retail/Shop Income	0	8,051	16,500	8,449			48.8%
1044 VIC Ticket sales	0	(2,968)	200	3,168			(1483.9)
Tourism VIC costs :- Income	100	5,296	17,900	12,604			29.6%
4000 Staffing Costs	1,633	18,630	29,657	11,027		11,027	62.8%
4013 Training	1,640	2,151	2,608	457		457	82.5%
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	51	343	650	307		307	52.8%
4036 Stationery	29	329	500	171		171	65.7%
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	44	120	0	(120)		(120)	0.0%
4209 TIC -equipment purchase	(15)	683	1,000	317		317	68.3%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	0	2,585	7,000	4,415		4,415	36.9%
Tourism VIC costs :- Indirect Expenditure	3,382	25,370	49,479	24,109	0	24,109	51.3%
Net Income over Expenditure	(3,282)	(20,074)	(31,579)	(11,505)			
485 PublicToilets							
1080 Toilet income	193	2,871	0	(2,871)			0.0%
PublicToilets :- Income	193	2,871	0	(2,871)			
4035 Telephone	(25)	0	0	0		0	0.0%
4044 Insurance	0	4,117	439	(3,678)		(3,678)	937.9%
4102 NNDR	888	5,498	5,334	(164)		(164)	103.1%
4104 Utilities - Water	134	885	1,591	706		706	55.7%

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4105 Utilities - Heat & Light	421	2,958	4,530	1,572		1,572	65.3%
4110 Cleaning	3,000	41,049	36,600	(4,449)		(4,449)	112.2%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	521	4,960	5,164	204		204	96.0%
6005 Admin Overhead Recharge	66	1,900	1,975	75		75	96.2%
6007 Grove House Recharge	45	251	283	32		32	88.7%
6008 Grove Lodge Recharges	14	171	247	76		76	69.2%
6010 Grounds Salaries Recharge	122	891	1,089	198		198	81.8%
6015 Grounds Overhead Recharge	23	267	285	18		18	93.7%
PublicToilets :- Indirect Expenditure	<u>5,210</u>	<u>62,947</u>	<u>59,537</u>	<u>(3,410)</u>	<u>0</u>	<u>(3,410)</u>	<u>105.7%</u>
Net Income over Expenditure	<u>(5,016)</u>	<u>(60,076)</u>	<u>(59,537)</u>	<u>539</u>			
Grand Totals:- Income	25,664	2,749,303	348,916	(2,400,387)			788.0%
Expenditure	140,322	1,501,311	2,943,072	1,441,761	0	1,441,761	51.0%
Net Incomes over Expenditure	<u>(114,658)</u>	<u>1,247,992</u>	<u>(2,594,156)</u>	<u>(3,842,148)</u>			
Movement to/(from) Gen Reserve	<u>(114,658)</u>	<u>1,247,992</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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>							
1020 Kickstarter Grant Income	0	682	0	(682)			0.0%
Central Administration :- Income	0	682	0	(682)			
4000 Staffing Costs	29,024	250,157	347,666	97,509		97,509	72.0%
4006 Moorepay/IT payroll HR softwar	0	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	0	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	49	241	500	259		259	48.3%
4013 Training	585	4,540	26,383	21,843		21,843	17.2%
4019 Website Costs-TC	0	120	1,000	880		880	12.0%
4030 Equipment Purchase	0	253	500	247		247	50.5%
4031 Equipment - Rental	573	4,575	7,720	3,145		3,145	59.3%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	411	3,485	4,000	515		515	87.1%
4036 Stationery	7	1,533	1,750	217		217	87.6%
4038 Recruitment / Advertising	0	2,188	2,500	312		312	87.5%
4040 Audit & Accountancy	0	6,012	6,000	(12)		(12)	100.2%
4041 Fees, Subs and Conferences	0	2,325	1,800	(525)		(525)	129.2%
4042 Postages	237	2,326	7,000	4,674		4,674	33.2%
4043 Ink Cartridges/printing	78	1,429	1,500	71		71	95.3%
4044 Insurance	628	5,880	11,500	5,620		5,620	51.1%
4049 Legal fees	83	11,694	5,000	(6,694)		(6,694)	233.9%
4107 IT Support & Upgrade	3,594	24,789	32,323	7,534		7,534	76.7%
4110 Cleaning	0	307	0	(307)		(307)	0.0%
4114 Refuse Removal	35	64	0	(64)		(64)	0.0%
4136 Credit Card Chgs	29	150	0	(150)		(150)	0.0%
4151 Catering	59	1,573	1,500	(73)		(73)	104.8%
6005 Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020 Allocation to Cost Centres	(35,391)	(335,381)	(351,148)	(15,767)		(15,767)	95.5%
Central Administration :- Indirect Expenditure	0	0	120,584	120,584	0	120,584	0.0%
Net Income over Expenditure	(0)	682	(120,584)	(121,266)			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	124	750	2,000	1,250		1,250	37.5%
4030 Equipment Purchase	(143)	838	1,000	162		162	83.8%
4102 NNDR	536	3,873	5,552	1,679		1,679	69.8%
4104 Utilities - Water	0	100	200	100		100	49.9%
4105 Utilities - Heat & Light	162	1,275	2,628	1,353		1,353	48.5%

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4109 Alarm system	45	739	800	61		61	92.4%
4110 Cleaning	338	3,085	250	(2,835)		(2,835)	1234.1%
4111 Window Cleaning	10	70	100	30		30	70.0%
4114 Refuse Removal	0	854	800	(54)		(54)	106.8%
4132 Rent	0	417	0	(417)		(417)	0.0%
6020 Allocation to Cost Centres	(1,071)	(12,001)	(8,597)	3,404		3,404	139.6%
Grove House :- Indirect Expenditure	1	0	4,733	4,733	0	4,733	0.0%
Net Expenditure	(1)	(0)	(4,733)	(4,733)			
104 Grove Lodge							
4014 P P E / Health & Safety	0	105	350	245		245	30.0%
4030 Equipment Purchase	37	332	1,000	668		668	33.2%
4102 NNDR	225	2,025	2,302	277		277	88.0%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	71	729	2,000	1,271		1,271	36.4%
4109 Alarm system	24	255	600	345		345	42.6%
4110 Cleaning	225	2,039	0	(2,039)		(2,039)	0.0%
4111 Window Cleaning	10	70	100	30		30	70.0%
4132 Rent	417	2,917	5,000	2,083		2,083	58.3%
6020 Allocation to Cost Centres	(1,009)	(8,472)	(7,352)	1,120		1,120	115.2%
Grove Lodge :- Indirect Expenditure	0	0	4,450	4,450	0	4,450	0.0%
Net Expenditure	(0)	(0)	(4,450)	(4,450)			
105 Community Services							
4013 Training	0	145	0	(145)		(145)	0.0%
4158 Weston in Bloom	0	2,236	16,000	13,764		13,764	14.0%
4200 Small grants to Voluntary Orgs	2,000	9,450	12,500	3,050		3,050	75.6%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	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	4,241	6,500	2,259		2,259	65.2%
4221 Citizens Advice Bureau	0	25,000	25,000	0		0	100.0%
4223 Community Events	792	2,177	6,000	3,823		3,823	36.3%
4228 Blue Plaques	0	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	(2,000)	12,000	60,000	48,000		48,000	20.0%
4252 Crime & Disorder	9,403	31,342	50,000	18,658		18,658	62.7%

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4864 Homeless Support Fund	0	0	25,000	25,000		25,000	0.0%
6000 Admin Salaries Recharge	2,314	18,840	19,476	636		636	96.7%
6005 Admin Overhead Recharge	393	6,741	7,385	644		644	91.3%
6007 Grove House Recharge	82	917	920	3		3	99.7%
6008 Grove Lodge Recharges	77	647	805	158		158	80.4%
6010 Grounds Salaries Recharge	7,742	66,270	80,938	14,668		14,668	81.9%
6015 Grounds Overhead Recharge	2,557	20,149	21,110	961		961	95.4%
Community Services :- Indirect Expenditure	<u>23,359</u>	<u>304,348</u>	<u>484,690</u>	<u>180,342</u>	<u>0</u>	<u>180,342</u>	<u>62.8%</u>
Net Expenditure	<u>(23,359)</u>	<u>(304,348)</u>	<u>(484,690)</u>	<u>(180,342)</u>			

107 Civic Support

4000 Staffing Costs	2,635	26,396	22,933	(3,463)		(3,463)	115.1%
4036 Stationery	0	170	200	30		30	85.0%
4044 Insurance	0	74	277	203		203	26.6%
4050 Printing	0	411	1,405	994		994	29.3%
4150 Chauffeur/travel costs	58	1,579	5,500	3,921		3,921	28.7%
4151 Catering	43	6,681	9,150	2,469		2,469	73.0%
4152 Civic Miscellaneous	364	3,359	3,115	(244)		(244)	107.8%
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	1,706	13,890	14,361	471		471	96.7%
6005 Admin Overhead Recharge	290	4,970	5,443	473		473	91.3%
6007 Grove House Recharge	60	675	2,115	1,440		1,440	31.9%
6008 Grove Lodge Recharges	57	478	1,918	1,440		1,440	24.9%
6010 Grounds Salaries Recharge	39	336	410	74		74	82.0%
6015 Grounds Overhead Recharge	15	104	108	4		4	96.3%
Civic Support :- Indirect Expenditure	<u>5,267</u>	<u>59,463</u>	<u>73,781</u>	<u>14,318</u>	<u>0</u>	<u>14,318</u>	<u>80.6%</u>
Net Expenditure	<u>(5,267)</u>	<u>(59,463)</u>	<u>(73,781)</u>	<u>(14,318)</u>			

108 Democratic Representation

4013 Training	0	1,140	2,920	1,780		1,780	39.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	0	387	6,000	5,614		5,614	6.4%
6000 Admin Salaries Recharge	8,223	66,938	69,210	2,272		2,272	96.7%
6005 Admin Overhead Recharge	1,396	23,949	26,234	2,285		2,285	91.3%
6007 Grove House Recharge	291	3,262	836	(2,426)		(2,426)	390.2%
6008 Grove Lodge Recharges	274	2,302	608	(1,694)		(1,694)	378.6%
6010 Grounds Salaries Recharge	480	4,112	5,023	911		911	81.9%
6015 Grounds Overhead Recharge	159	1,253	1,307	54		54	95.9%
Democratic Representation :- Indirect Expenditure	<u>10,823</u>	<u>103,342</u>	<u>127,138</u>	<u>23,796</u>	<u>0</u>	<u>23,796</u>	<u>81.3%</u>
Net Expenditure	<u>(10,823)</u>	<u>(103,342)</u>	<u>(127,138)</u>	<u>(23,796)</u>			

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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	0	2,587,982	0	(2,587,982)			0.0%
1190 Bank Interest	159	1,447	3,000	1,553			48.2%
1191 CIL Received	0	42,990	0	(42,990)			0.0%
Other Costs & Income :- Income	159	2,632,418	3,000	(2,629,418)			87747.3
4051 Bank Charges	314	2,168	5,143	2,975	2,975		42.2%
4060 PWLB Interest repaid-Blakehay	0	5,247	5,883	636	636		89.2%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0	0		100.0%
4068 PWLB Interest repaid-Water Pk	0	14,864	15,228	364	364		97.6%
4069 PWLB Capital repaid-Water Pk	0	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	314	42,812	43,385	573	0	573	98.7%
Net Income over Expenditure	(156)	2,589,607	(40,385)	(2,629,992)			
111 Strategic Planning/Projects							
1209 Old Town Quarry	0	0	7,624	7,624			0.0%
Strategic Planning/Projects :- Income	0	0	7,624	7,624			0.0%
4049 Legal fees	0	11,784	25,000	13,217	13,217		47.1%
4213 Development budget	8	483	1,000	517	517		48.3%
4216 Old Town Quarry	0	1,013	7,500	6,488	6,488		13.5%
6000 Admin Salaries Recharge	3,362	27,361	28,290	929	929		96.7%
6005 Admin Overhead Recharge	571	9,789	10,726	937	937		91.3%
6007 Grove House Recharge	119	1,333	268	(1,065)	(1,065)		497.4%
6008 Grove Lodge Recharges	112	940	259	(681)	(681)		362.9%
6010 Grounds Salaries Recharge	355	3,042	3,715	673	673		81.9%
6015 Grounds Overhead Recharge	117	924	965	41	41		95.8%
Strategic Planning/Projects :- Indirect Expenditure	4,644	56,668	77,723	21,055	0	21,055	72.9%
Net Income over Expenditure	(4,644)	(56,668)	(70,099)	(13,431)			
112 Environmental							
4076 Environmental / Climate	0	5,600	100,000	94,400	94,400		5.6%
6000 Admin Salaries Recharge	1,182	9,626	9,956	330	330		96.7%
6005 Admin Overhead Recharge	201	3,445	3,770	325	325		91.4%
6007 Grove House Recharge	41	471	339	(132)	(132)		138.9%
6008 Grove Lodge Recharges	40	335	293	(42)	(42)		114.3%
6010 Grounds Salaries Recharge	326	2,786	3,401	615	615		81.9%
6015 Grounds Overhead Recharge	107	847	883	36	36		95.9%
Environmental :- Indirect Expenditure	1,897	23,110	118,642	95,532	0	95,532	19.5%
Net Expenditure	(1,897)	(23,110)	(118,642)	(95,532)			

	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	4,190	38,528	61,470	22,942		22,942	62.7%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	0	809	3,500	2,691		2,691	23.1%
4019 Website Costs-TC	0	140	500	360		360	28.0%
4030 Equipment Purchase	0	25	5,000	4,975		4,975	0.5%
4031 Equipment - Rental	72	546	1,162	616		616	47.0%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	125	1,066	1,400	334		334	76.1%
4043 Ink Cartridges/printing	0	54	0	(54)		(54)	0.0%
4044 Insurance	0	3,055	562	(2,493)		(2,493)	543.6%
4102 NNDR	349	3,596	3,600	4		4	99.9%
4104 Utilities - Water	0	93	924	831		831	10.1%
4105 Utilities - Heat & Light	774	3,394	7,126	3,732		3,732	47.6%
4109 Alarm system	0	340	1,000	660		660	34.0%
4110 Cleaning	1,953	1,953	5,000	3,047		3,047	39.1%
4111 Window Cleaning	0	110	300	190		190	36.7%
4114 Refuse Removal	83	2,456	1,500	(956)		(956)	163.8%
4131 Licenses	15	440	1,191	752		752	36.9%
4136 Credit Card Chgs	29	149	0	(149)		(149)	0.0%
6000 Admin Salaries Recharge	2,206	17,953	18,562	609		609	96.7%
6005 Admin Overhead Recharge	374	6,422	7,038	616		616	91.2%
6007 Grove House Recharge	78	874	500	(374)		(374)	174.8%
6008 Grove Lodge Recharges	74	617	420	(197)		(197)	146.9%
6010 Grounds Salaries Recharge	231	1,975	2,415	440		440	81.8%
6015 Grounds Overhead Recharge	76	598	632	34		34	94.6%
Blakehay Central Costs :- Indirect Expenditure	10,627	85,713	126,055	40,342	0	40,342	68.0%
Net Expenditure	(10,627)	(85,713)	(126,055)	(40,342)			
121 Blakehay -Auditorium							
1013 BH annual membership	0	20	100	80			20.0%
1090 Bookings	0	627	16,789	16,162			3.7%
Blakehay -Auditorium :- Income	0	647	16,889	16,242			3.8%
4000 Staffing Costs	1,793	16,135	27,379	11,244		11,244	58.9%
4039 Advertising & Marketing	152	152	3,000	2,848		2,848	5.1%
4224 Blakehay Performing Rights	0	0	500	500		500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	1,945	16,287	30,879	14,592	0	14,592	52.7%
Net Income over Expenditure	(1,945)	(15,640)	(13,990)	1,650			

	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	96	943	2,574	1,631		1,631	36.6%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	96	943	14,038	13,095	0	13,095	6.7%
Net Income over Expenditure	(96)	(943)	2,987	3,930			
<u>124 Blakehay Box Office</u>							
1105 Blakehay Box office income	112	112	4,547	4,435			2.5%
Blakehay Box Office :- Income	112	112	4,547	4,435			2.5%
4031 Equipment - Rental	22	44	0	(44)		(44)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	22	76	1,028	952	0	952	7.4%
Net Income over Expenditure	90	36	3,519	3,483			
<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	0	4,471	0	(4,471)			0.0%
1100 Miscellaneous Income	0	3,003	7,500	4,497			40.0%
1122 Fundraising	307	365	0	(365)			0.0%
Museum Central Costs :- Income	307	7,838	7,500	(338)			104.5%
4000 Staffing Costs	9,304	92,515	108,678	16,163		16,163	85.1%
4012 Travel & Subsistence Expenses	8	337	200	(137)		(137)	168.4%
4013 Training	200	2,295	3,727	1,432		1,432	61.6%
4014 P P E / Health & Safety	0	866	1,000	134		134	86.6%
4019 Website Costs-TC	0	1,086	600	(486)		(486)	181.0%
4030 Equipment Purchase	0	1,069	1,500	431		431	71.3%
4031 Equipment - Rental	22	294	1,616	1,322		1,322	18.2%
4034 Equipment Repairs	0	238	200	(38)		(38)	118.8%
4035 Telephone	272	2,284	1,600	(684)		(684)	142.8%
4036 Stationery	28	266	200	(66)		(66)	133.0%
4039 Advertising & Marketing	34	1,872	4,000	2,128		2,128	46.8%
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	49,095	54,622	5,527		5,527	89.9%
4104 Utilities - Water	13	289	978	689		689	29.6%
4105 Utilities - Heat & Light	1,059	7,301	12,798	5,497		5,497	57.0%
4108 Building / Maintenance	0	25	0	(25)		(25)	0.0%
4109 Alarm system	40	1,281	1,000	(281)		(281)	128.1%
4110 Cleaning	888	8,108	12,000	3,892		3,892	67.6%
4111 Window Cleaning	50	400	600	200		200	66.7%
4114 Refuse Removal	86	3,951	1,800	(2,151)		(2,151)	219.5%
4131 Licenses	42	564	1,600	1,036		1,036	35.2%
4136 Credit Card Chgs	29	29	0	(29)		(29)	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	2,617	21,303	22,024	721		721	96.7%
6005 Admin Overhead Recharge	444	7,620	8,347	727		727	91.3%
6007 Grove House Recharge	93	1,037	271	(766)		(766)	382.7%
6008 Grove Lodge Recharges	87	733	633	(100)		(100)	115.8%
6010 Grounds Salaries Recharge	231	1,975	2,415	440		440	81.8%
6015 Grounds Overhead Recharge	76	598	632	34		34	94.6%
Museum Central Costs :- Indirect Expenditure	20,948	210,641	315,484	104,843	0	104,843	66.8%
Net Income over Expenditure	(20,641)	(202,803)	(307,984)	(105,181)			

	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	167	3,164	0	(3,164)			0.0%
1008 Museum handling box hire	0	1,225	0	(1,225)			0.0%
1103 Other event misc income	0	593	0	(593)			0.0%
Museum Learning and Events :- Income	167	4,982	0	(4,982)			
4000 Staffing Costs	2,712	21,962	18,885	(3,077)		(3,077)	116.3%
4020 Learning/Event education equip	146	513	1,000	487		487	51.3%
4039 Advertising & Marketing	0	639	1,000	361		361	63.9%
4058 Learning/Events Museum events	(100)	168	0	(168)		(168)	0.0%
Museum Learning and Events :- Indirect Expenditure	2,758	23,282	20,885	(2,397)	0	(2,397)	111.5%
Net Income over Expenditure	(2,591)	(18,300)	(20,885)	(2,585)			
142 Museum Cafe							
1004 Cafe Sales	1,591	20,389	62,000	41,611			32.9%
Museum Cafe :- Income	1,591	20,389	62,000	41,611			32.9%
4000 Staffing Costs	2,992	26,345	44,616	18,271		18,271	59.0%
4014 P P E / Health & Safety	0	159	1,500	1,341		1,341	10.6%
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%
4030 Equipment Purchase	0	797	500	(297)		(297)	159.4%
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	0	406	845	439		439	48.1%
4114 Refuse Removal	135	671	800	129		129	83.9%
4151 Catering	0	191	500	309		309	38.2%
4406 Bar Stock	382	1,903	2,500	597		597	76.1%
4407 Museum cafe stock	1,941	8,692	13,000	4,308		4,308	66.9%
Museum Cafe :- Indirect Expenditure	5,450	39,216	67,085	27,869	0	27,869	58.5%
Net Income over Expenditure	(3,859)	(18,827)	(5,085)	13,742			
143 Museum shop/retail							
1004 Cafe Sales	11	11	0	(11)			0.0%
1005 Museum Shop Sales	1,555	7,374	13,500	6,126			54.6%
1009 Museum sale or return comm	0	2,341	4,000	1,659			58.5%
Museum shop/retail :- Income	1,567	9,726	17,500	7,774			55.6%
4031 Equipment - Rental	0	1,216	0	(1,216)		(1,216)	0.0%
4136 Credit Card Chgs	0	120	312	192		192	38.4%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4408 Museum shop stock	1,699	5,126	7,000	1,874		1,874	73.2%
Museum shop/retail :- Indirect Expenditure	1,699	6,462	7,312	850	0	850	88.4%
Net Income over Expenditure	(132)	3,264	10,188	6,924			
<u>144 Museum Temporary Gallery</u>							
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)			
<u>145 Museum Function</u>							
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	2,796	6,375	9,000	2,625			70.8%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	2,796	6,465	21,615	15,150			29.9%
4000 Staffing Costs	0	0	32,819	32,819		32,819	0.0%
4030 Equipment Purchase	0	1,745	3,000	1,255		1,255	58.2%
4039 Advertising & Marketing	729	855	1,500	645		645	57.0%
Museum Function :- Indirect Expenditure	729	2,600	37,319	34,719	0	34,719	7.0%
Net Income over Expenditure	2,066	3,865	(15,704)	(19,569)			
<u>199 Capital Projects</u>							
4103 Capital project	0	80,616	145,000	64,384		64,384	55.6%
Capital Projects :- Indirect Expenditure	0	80,616	145,000	64,384	0	64,384	55.6%
Net Expenditure	0	(80,616)	(145,000)	(64,384)			
<u>300 Planning</u>							
6000 Admin Salaries Recharge	881	7,167	7,409	242		242	96.7%
6005 Admin Overhead Recharge	149	2,564	2,810	246		246	91.2%
6007 Grove House Recharge	31	349	326	(23)		(23)	107.1%
6008 Grove Lodge Recharges	29	246	155	(91)		(91)	158.7%
Planning :- Indirect Expenditure	1,090	10,326	10,700	374	0	374	96.5%
Net Expenditure	(1,090)	(10,326)	(10,700)	(374)			

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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
400 Central Grounds Maintenance							
4000 Staffing Costs	23,084	195,862	320,081	124,219		124,219	61.2%
4001 Salaries - Agency	0	12,013	12,013	0		0	100.0%
4013 Training	1,525	2,596	8,594	5,998		5,998	30.2%
4014 P P E / Health & Safety	0	2,065	2,000	(65)		(65)	103.3%
4015 SLA Somerset	2,757	2,757	13,769	11,012		11,012	20.0%
4025 Vehicle Maintenance	335	3,311	3,000	(311)		(311)	110.4%
4026 Petrol / Diesel	508	4,050	7,500	3,450		3,450	54.0%
4030 Equipment Purchase	826	6,386	8,725	2,339		2,339	73.2%
4031 Equipment - Rental	240	9,327	20,954	11,627		11,627	44.5%
4034 Equipment Repairs	0	2,690	4,500	1,810		1,810	59.8%
4035 Telephone	52	1,107	2,160	1,053		1,053	51.3%
4044 Insurance	0	4,186	5,500	1,314		1,314	76.1%
4107 IT Support & Upgrade	1,382	10,849	8,052	(2,797)		(2,797)	134.7%
4114 Refuse Removal	0	462	6,000	5,538		5,538	7.7%
6020 Allocation to Cost Centres	(30,708)	(257,660)	(304,255)	(46,595)		(46,595)	84.7%
Central Grounds Maintenance :- Indirect Expenditure	1	0	118,593	118,593	0	118,593	0.0%
Net Expenditure	(1)	(0)	(118,593)	(118,593)			
403 Allotments							
1100 Miscellaneous Income	0	400	0	(400)			0.0%
Allotments :- Income	0	400	0	(400)			
4108 Building / Maintenance	0	240	4,000	3,760		3,760	6.0%
6000 Admin Salaries Recharge	363	2,954	3,058	104		104	96.6%
6005 Admin Overhead Recharge	62	1,057	1,158	101		101	91.3%
6007 Grove House Recharge	13	145	589	444		444	24.6%
6008 Grove Lodge Recharges	12	101	541	440		440	18.7%
6010 Grounds Salaries Recharge	386	3,303	4,029	726		726	82.0%
6015 Grounds Overhead Recharge	127	1,004	1,049	45		45	95.7%
Allotments :- Indirect Expenditure	963	8,804	14,424	5,620	0	5,620	61.0%
Net Income over Expenditure	(963)	(8,404)	(14,424)	(6,020)			
420 Milton Road Cemetery							
1010 Interments	764	36,360	58,000	21,640			62.7%
1011 Memorials	304	5,959	6,000	41			99.3%
1100 Miscellaneous Income	0	1,832	3,250	1,418			56.4%
Milton Road Cemetery :- Income	1,068	44,151	67,250	23,099			65.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4034 Equipment Repairs	0	360	2,000	1,640		1,640	18.0%
4039 Advertising & Marketing	0	0	450	450		450	0.0%
4054 Grave Digging	119	5,007	12,500	7,493		7,493	40.1%
4055 Memorials	368	8,381	7,000	(1,381)		(1,381)	119.7%
4102 NNDR	0	3,159	3,367	208		208	93.8%
4104 Utilities - Water	0	705	600	(105)		(105)	117.5%
4105 Utilities - Heat & Light	467	584	400	(184)		(184)	146.1%
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	1,186	9,654	9,984	330		330	96.7%
6005 Admin Overhead Recharge	201	3,454	3,782	328		328	91.3%
6007 Grove House Recharge	42	471	697	226		226	67.6%
6008 Grove Lodge Recharges	40	333	215	(118)		(118)	154.9%
6010 Grounds Salaries Recharge	7,982	68,325	83,449	15,124		15,124	81.9%
6015 Grounds Overhead Recharge	2,636	20,773	21,760	987		987	95.5%
Milton Road Cemetery :- Indirect Expenditure	13,041	121,217	148,354	27,137	0	27,137	81.7%
Net Income over Expenditure	(11,973)	(77,066)	(81,104)	(4,038)			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	15,790	63,160	65,841	2,681		2,681	95.9%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	608	4,950	5,115	165		165	96.8%
6005 Admin Overhead Recharge	103	1,771	1,942	171		171	91.2%
6007 Grove House Recharge	22	241	437	196		196	55.1%
6008 Grove Lodge Recharges	20	170	171	1		1	99.4%
Youth Activities :- Indirect Expenditure	16,543	70,292	77,006	6,714	0	6,714	91.3%
Net Expenditure	(16,543)	(70,292)	(77,006)	(6,714)			
460 Street Furniture							
1112 Dog Bin Emptying	0	6,478	4,356	(2,122)			148.7%
Street Furniture :- Income	0	6,478	4,356	(2,122)			148.7%
4035 Telephone	156	476	0	(476)		(476)	0.0%
4105 Utilities - Heat & Light	68	585	0	(585)		(585)	0.0%
4116 Dogbin Emptying	506	7,928	4,500	(3,428)		(3,428)	176.2%
4119 Notice Boards	8	8	1,500	1,492		1,492	0.5%
4120 Bus Shelter Cleaning / Graffit	0	264	500	236		236	52.8%

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4133 Bus Shelter - Repairs	0	0	3,100	3,100		3,100	0.0%
4157 Prince Wales Clock/welcome sig	11	521	550	29		29	94.8%
6000 Admin Salaries Recharge	941	7,660	7,919	259		259	96.7%
6005 Admin Overhead Recharge	160	2,741	3,006	265		265	91.2%
6007 Grove House Recharge	33	372	265	(107)		(107)	140.4%
6008 Grove Lodge Recharges	31	263	268	5		5	98.1%
6010 Grounds Salaries Recharge	1,731	14,817	18,102	3,285		3,285	81.9%
6015 Grounds Overhead Recharge	572	4,507	4,718	211		211	95.5%
Street Furniture :- Indirect Expenditure	4,217	40,142	44,428	4,286	0	4,286	90.4%
Net Income over Expenditure	(4,217)	(33,664)	(40,072)	(6,408)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	2,625	7,000	4,375			37.5%
1077 Water Park Admissions	0	8,931	30,000	21,069			29.8%
Parks & Play Areas :- Income	0	11,556	37,000	25,444			31.2%
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	80	3,412	8,254	4,842		4,842	41.3%
4114 Refuse Removal	0	0	300	300		300	0.0%
4132 Rent	0	776	0	(776)		(776)	0.0%
4138 Water Play Area Rent	776	6,479	10,041	3,562		3,562	64.5%
4140 Recreation Grounds	0	0	79,744	79,744		79,744	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	140,837	140,837		140,837	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	295	845	845	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	500	17,683	17,683	0		0	100.0%
4322 Ellenborough Park West	0	250	250	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,104	8,990	9,290	300		300	96.8%
6005 Admin Overhead Recharge	188	3,216	3,521	305		305	91.3%
6007 Grove House Recharge	39	439	254	(185)		(185)	172.8%
6008 Grove Lodge Recharges	37	310	94	(216)		(216)	329.8%
6010 Grounds Salaries Recharge	3,271	27,998	34,191	6,193		6,193	81.9%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6015 Grounds Overhead Recharge	1,080	8,513	8,920	407		407	95.4%
Parks & Play Areas :- Indirect Expenditure	7,370	79,713	324,067	244,354	0	244,354	24.6%
Net Income over Expenditure	(7,370)	(68,157)	(287,067)	(218,910)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	24,075	24,075		24,075	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	8,598	10,914	10,915	1		1	100.0%
4234 Museum PPM	355	37,133	37,133	0		0	100.0%
4235 Cemetery PPM	0	33,490	33,490	0		0	100.0%
4236 Parks & play areas PPM	0	16,922	16,921	(1)		(1)	100.0%
4237 Grove House PPM	0	(19,838)	(19,837)	1		1	100.0%
4238 Grove Lodge PPM	96	3,444	3,444	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	0	2,739	2,739	(0)		(0)	100.0%
4240 Public toilets	0	478	477	(1)		(1)	100.2%
4241 VIC PPM	0	78	78	0		0	100.0%
6000 Admin Salaries Recharge	1,186	9,654	9,984	330		330	96.7%
6005 Admin Overhead Recharge	286	4,900	5,369	469		469	91.3%
6007 Grove House Recharge	42	471	129	(342)		(342)	365.1%
6008 Grove Lodge Recharges	40	333	287	(46)		(46)	116.0%
Planned maintenance :- Indirect Expenditure	10,603	101,283	125,769	24,486	0	24,486	80.5%
Net Expenditure	(10,603)	(101,283)	(125,769)	(24,486)			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	0	1,178	0	(1,178)			0.0%
1042 Tourism - Love Weston accredit	0	9	0	(9)			0.0%
Tourism Love Weston / Dest Mar :- Income	0	1,186	0	(1,186)			
4000 Staffing Costs	6,537	43,697	52,434	8,737		8,737	83.3%
4030 Equipment Purchase	0	29	0	(29)		(29)	0.0%
4039 Advertising & Marketing	0	4,849	36,000	31,151		31,151	13.5%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	134	9,455	10,465	1,010		1,010	90.3%
6000 Admin Salaries Recharge	1,682	13,693	14,158	465		465	96.7%
6005 Admin Overhead Recharge	201	3,454	3,782	328		328	91.3%
6007 Grove House Recharge	60	668	378	(290)		(290)	176.7%
6008 Grove Lodge Recharges	56	470	357	(113)		(113)	131.7%
6010 Grounds Salaries Recharge	192	1,639	2,005	366		366	81.7%
6015 Grounds Overhead Recharge	63	497	524	27		27	94.8%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	8,925	78,451	121,203	42,752	0	42,752	64.7%
Net Income over Expenditure	(8,925)	(77,265)	(121,203)	(43,938)			

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482 Tourism VIC costs							
1040 VIC Advertising Income	0	213	1,200	988			17.7%
1043 VIC Retail/Shop Income	0	8,051	16,500	8,449			48.8%
1044 VIC Ticket sales	0	(2,968)	200	3,168			(1483.9)
Tourism VIC costs :- Income	0	5,296	17,900	12,604			29.6%
4000 Staffing Costs	620	19,250	29,657	10,407		10,407	64.9%
4013 Training	0	2,151	2,608	457		457	82.5%
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	369	650	281		281	56.8%
4036 Stationery	29	358	500	142		142	71.5%
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	29	148	0	(148)		(148)	0.0%
4209 TIC -equipment purchase	46	729	1,000	271		271	72.9%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	0	2,585	7,000	4,415		4,415	36.9%
Tourism VIC costs :- Indirect Expenditure	750	26,120	49,479	23,359	0	23,359	52.8%
Net Income over Expenditure	(750)	(20,824)	(31,579)	(10,755)			
485 PublicToilets							
1080 Toilet income	169	3,040	0	(3,040)			0.0%
PublicToilets :- Income	169	3,040	0	(3,040)			
4044 Insurance	0	4,117	439	(3,678)		(3,678)	937.9%
4102 NNDR	746	6,244	5,334	(910)		(910)	117.1%
4104 Utilities - Water	0	885	1,591	706		706	55.7%
4105 Utilities - Heat & Light	145	3,102	4,530	1,428		1,428	68.5%
4110 Cleaning	0	41,049	36,600	(4,449)		(4,449)	112.2%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	693	5,641	5,827	186		186	96.8%
6005 Admin Overhead Recharge	118	2,018	2,212	194		194	91.2%
6007 Grove House Recharge	25	276	320	44		44	86.3%
6008 Grove Lodge Recharges	23	194	281	87		87	69.0%
6010 Grounds Salaries Recharge	118	1,009	1,230	221		221	82.0%
6015 Grounds Overhead Recharge	39	306	324	18		18	94.4%
PublicToilets :- Indirect Expenditure	1,907	64,842	60,688	(4,154)	0	(4,154)	106.8%
Net Income over Expenditure	(1,738)	(61,801)	(60,688)	1,113			

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	7,934	2,757,521	348,916	(2,408,605)			790.3%
Expenditure	155,989	1,656,770	2,943,072	1,286,302	0	1,286,302	56.3%
Net Income over Expenditure	<u>(148,055)</u>	<u>1,100,751</u>	<u>(2,594,156)</u>	<u>(3,694,907)</u>			
Movement to/(from) Gen Reserve	<u>(148,055)</u>	<u>1,100,751</u>					

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

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>							
1020 Kickstarter Grant Income	0	682	0	(682)			0.0%
Central Administration :- Income	0	682	0	(682)			
4000 Staffing Costs	21,849	272,007	347,666	75,659		75,659	78.2%
4006 Moorepay/IT payroll HR softwar	0	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	50	1,150	1,000	(150)		(150)	115.0%
4009 Health & Safety Consultant	0	2,550	4,500	1,950		1,950	56.7%
4012 Travel & Subsistence Expenses	0	241	500	259		259	48.3%
4013 Training	(585)	3,955	26,383	22,428		22,428	15.0%
4019 Website Costs-TC	0	120	1,000	880		880	12.0%
4030 Equipment Purchase	53	306	500	194		194	61.2%
4031 Equipment - Rental	1,382	5,957	7,720	1,763		1,763	77.2%
4034 Equipment Repairs	65	65	500	435		435	13.0%
4035 Telephone	766	4,251	4,000	(251)		(251)	106.3%
4036 Stationery	254	1,787	1,750	(37)		(37)	102.1%
4038 Recruitment / Advertising	20	2,208	2,500	292		292	88.3%
4040 Audit & Accountancy	0	6,012	6,000	(12)		(12)	100.2%
4041 Fees, Subs and Conferences	824	3,149	1,800	(1,349)		(1,349)	174.9%
4042 Postages	175	2,501	7,000	4,499		4,499	35.7%
4043 Ink Cartridges/printing	287	1,716	1,500	(216)		(216)	114.4%
4044 Insurance	36	5,916	11,500	5,584		5,584	51.4%
4049 Legal fees	(4,829)	6,866	5,000	(1,866)		(1,866)	137.3%
4107 IT Support & Upgrade	2,506	27,295	32,323	5,028		5,028	84.4%
4110 Cleaning	96	403	0	(403)		(403)	0.0%
4114 Refuse Removal	35	99	0	(99)		(99)	0.0%
4136 Credit Card Chgs	15	166	0	(166)		(166)	0.0%
4151 Catering	102	1,674	1,500	(174)		(174)	111.6%
6005 Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020 Allocation to Cost Centres	(22,420)	(357,801)	(390,459)	(32,658)		(32,658)	91.6%
Central Administration :- Indirect Expenditure	682	683	81,273	80,590	0	80,590	0.8%
Net Income over Expenditure	(682)	(1)	(81,273)	(81,272)			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	0	750	2,000	1,250		1,250	37.5%
4030 Equipment Purchase	0	838	1,000	162		162	83.8%
4102 NNDR	536	4,409	5,552	1,143		1,143	79.4%
4104 Utilities - Water	0	100	200	100		100	49.9%
4105 Utilities - Heat & Light	487	1,762	2,628	866		866	67.0%

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4109 Alarm system	240	979	800	(179)		(179)	122.4%
4110 Cleaning	338	3,423	250	(3,173)		(3,173)	1369.4%
4111 Window Cleaning	10	80	100	20		20	80.0%
4114 Refuse Removal	137	992	800	(192)		(192)	124.0%
4132 Rent	0	417	0	(417)		(417)	0.0%
6020 Allocation to Cost Centres	(1,748)	(13,749)	(9,541)	4,208		4,208	144.1%
Grove House :- Indirect Expenditure	(0)	0	3,789	3,789	0	3,789	0.0%
Net Expenditure	0	(0)	(3,789)	(3,789)			
104 Grove Lodge							
4014 P P E / Health & Safety	0	105	350	245		245	30.0%
4030 Equipment Purchase	245	577	1,000	423		423	57.7%
4102 NNDR	0	2,025	2,302	277		277	88.0%
4104 Utilities - Water	0	0	450	450		450	0.0%
4105 Utilities - Heat & Light	69	797	2,000	1,203		1,203	39.9%
4109 Alarm system	24	280	600	320		320	46.6%
4110 Cleaning	225	2,264	0	(2,264)		(2,264)	0.0%
4111 Window Cleaning	10	80	100	20		20	80.0%
4132 Rent	833	3,750	5,000	1,250		1,250	75.0%
6020 Allocation to Cost Centres	(1,407)	(9,879)	(8,223)	1,656		1,656	120.1%
Grove Lodge :- Indirect Expenditure	(0)	(0)	3,579	3,579	0	3,579	0.0%
Net Expenditure	0	0	(3,579)	(3,579)			
105 Community Services							
4013 Training	(145)	0	0	0		0	0.0%
4158 Weston in Bloom	0	2,236	16,000	13,764		13,764	14.0%
4200 Small grants to Voluntary Orgs	1,000	10,450	12,500	2,050		2,050	83.6%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	37,960	41,560	36,000	(5,560)		(5,560)	115.4%
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	4,241	6,500	2,259		2,259	65.2%
4221 Citizens Advice Bureau	0	25,000	25,000	0		0	100.0%
4223 Community Events	101	2,277	6,000	3,723		3,723	38.0%
4228 Blue Plaques	0	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	12,000	60,000	48,000		48,000	20.0%
4252 Crime & Disorder	0	31,342	50,000	18,658		18,658	62.7%

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4864 Homeless Support Fund	0	0	25,000	25,000		25,000	0.0%
6000 Admin Salaries Recharge	1,671	20,511	21,692	1,181		1,181	94.6%
6005 Admin Overhead Recharge	44	6,785	8,176	1,391		1,391	83.0%
6007 Grove House Recharge	134	1,051	1,025	(26)		(26)	102.5%
6008 Grove Lodge Recharges	108	755	902	147		147	83.7%
6010 Grounds Salaries Recharge	7,258	73,528	90,220	16,692		16,692	81.5%
6015 Grounds Overhead Recharge	4,277	24,426	21,110	(3,316)		(3,316)	115.7%
Community Services :- Indirect Expenditure	52,408	356,756	497,181	140,425	0	140,425	71.8%
Net Expenditure	(52,408)	(356,756)	(497,181)	(140,425)			
<u>107 Civic Support</u>							
4000 Staffing Costs	(1,602)	24,795	22,933	(1,862)		(1,862)	108.1%
4036 Stationery	0	170	200	30		30	85.0%
4044 Insurance	0	74	277	203		203	26.6%
4050 Printing	77	488	1,405	917		917	34.7%
4150 Chauffeur/travel costs	7	1,587	5,500	3,913		3,913	28.8%
4151 Catering	98	6,779	9,150	2,371		2,371	74.1%
4152 Civic Miscellaneous	210	3,569	3,115	(454)		(454)	114.6%
4153 Chairman's Allowance	3,814	3,814	4,496	682		682	84.8%
4154 Civic Regalia	0	340	2,350	2,010		2,010	14.5%
6000 Admin Salaries Recharge	1,232	15,122	15,995	873		873	94.5%
6005 Admin Overhead Recharge	32	5,002	6,026	1,024		1,024	83.0%
6007 Grove House Recharge	99	774	2,372	1,598		1,598	32.6%
6008 Grove Lodge Recharges	79	557	2,155	1,598		1,598	25.8%
6010 Grounds Salaries Recharge	37	373	457	84		84	81.6%
6015 Grounds Overhead Recharge	22	126	121	(5)		(5)	104.1%
Civic Support :- Indirect Expenditure	4,105	63,569	76,552	12,983	0	12,983	83.0%
Net Expenditure	(4,105)	(63,569)	(76,552)	(12,983)			
<u>108 Democratic Representation</u>							
4013 Training	145	1,285	2,920	1,635		1,635	44.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	1,125	1,512	6,000	4,489		4,489	25.2%
6000 Admin Salaries Recharge	5,939	72,877	77,085	4,208		4,208	94.5%
6005 Admin Overhead Recharge	155	24,104	29,044	4,940		4,940	83.0%
6007 Grove House Recharge	475	3,737	905	(2,832)		(2,832)	412.9%
6008 Grove Lodge Recharges	382	2,684	671	(2,013)		(2,013)	400.0%
6010 Grounds Salaries Recharge	450	4,562	5,599	1,037		1,037	81.5%
6015 Grounds Overhead Recharge	265	1,518	1,464	(54)		(54)	103.7%
Democratic Representation :- Indirect Expenditure	8,936	112,278	138,688	26,410	0	26,410	81.0%
Net Expenditure	(8,936)	(112,278)	(138,688)	(26,410)			

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

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	0	2,587,982	0	(2,587,982)			0.0%
1190 Bank Interest	168	1,615	3,000	1,385			53.8%
1191 CIL Received	0	42,990	0	(42,990)			0.0%
Other Costs & Income :- Income	168	2,632,586	3,000	(2,629,586)			87752.9
4051 Bank Charges	249	2,417	5,143	2,726	2,726		47.0%
4060 PWLB Interest repaid-Blakehay	0	5,247	5,883	636	636		89.2%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0	0		100.0%
4068 PWLB Interest repaid-Water Pk	0	14,864	15,228	364	364		97.6%
4069 PWLB Capital repaid-Water Pk	0	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	249	43,061	43,385	324	0	324	99.3%
Net Income over Expenditure	(81)	2,589,526	(40,385)	(2,629,911)			
111 Strategic Planning/Projects							
1209 Old Town Quarry	0	0	7,624	7,624			0.0%
Strategic Planning/Projects :- Income	0	0	7,624	7,624			0.0%
4049 Legal fees	3,580	15,364	25,000	9,637	9,637		61.5%
4213 Development budget	8	492	1,000	509	509		49.1%
4216 Old Town Quarry	0	1,013	7,500	6,488	6,488		13.5%
6000 Admin Salaries Recharge	2,427	29,788	31,509	1,721	1,721		94.5%
6005 Admin Overhead Recharge	63	9,852	11,875	2,023	2,023		83.0%
6007 Grove House Recharge	194	1,527	287	(1,240)	(1,240)		532.1%
6008 Grove Lodge Recharges	156	1,096	286	(810)	(810)		383.2%
6010 Grounds Salaries Recharge	333	3,375	4,141	766	766		81.5%
6015 Grounds Overhead Recharge	196	1,120	1,081	(39)	(39)		103.6%
Strategic Planning/Projects :- Indirect Expenditure	6,957	63,626	82,679	19,054	0	19,054	77.0%
Net Income over Expenditure	(6,957)	(63,626)	(75,055)	(11,430)			
112 Environmental							
4076 Environmental / Climate	5,133	10,733	100,000	89,267	89,267		10.7%
6000 Admin Salaries Recharge	855	10,481	11,089	608	608		94.5%
6005 Admin Overhead Recharge	23	3,468	4,174	706	706		83.1%
6007 Grove House Recharge	68	539	377	(162)	(162)		143.0%
6008 Grove Lodge Recharges	56	391	328	(63)	(63)		119.2%
6010 Grounds Salaries Recharge	306	3,092	3,791	699	699		81.6%
6015 Grounds Overhead Recharge	179	1,026	989	(37)	(37)		103.7%
Environmental :- Indirect Expenditure	6,620	29,730	120,748	91,018	0	91,018	24.6%
Net Expenditure	(6,620)	(29,730)	(120,748)	(91,018)			

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

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	5,628	44,156	61,470	17,315		17,315	71.8%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	0	809	3,500	2,691		2,691	23.1%
4019 Website Costs-TC	0	140	500	360		360	28.0%
4030 Equipment Purchase	566	591	5,000	4,409		4,409	11.8%
4031 Equipment - Rental	0	546	1,162	616		616	47.0%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	231	1,297	1,400	103		103	92.6%
4043 Ink Cartridges/printing	19	73	0	(73)		(73)	0.0%
4044 Insurance	0	3,055	562	(2,493)		(2,493)	543.6%
4102 NNDR	0	3,596	3,600	4		4	99.9%
4104 Utilities - Water	0	93	924	831		831	10.1%
4105 Utilities - Heat & Light	654	4,047	7,126	3,079		3,079	56.8%
4109 Alarm system	135	475	1,000	525		525	47.5%
4110 Cleaning	39	1,992	5,000	3,008		3,008	39.8%
4111 Window Cleaning	0	110	300	190		190	36.7%
4114 Refuse Removal	69	2,525	1,500	(1,025)		(1,025)	168.4%
4131 Licenses	15	454	1,191	737		737	38.1%
4136 Credit Card Chgs	15	164	0	(164)		(164)	0.0%
6000 Admin Salaries Recharge	1,593	19,546	20,674	1,128		1,128	94.5%
6005 Admin Overhead Recharge	42	6,464	7,792	1,328		1,328	83.0%
6007 Grove House Recharge	127	1,001	553	(448)		(448)	181.0%
6008 Grove Lodge Recharges	103	720	469	(251)		(251)	153.5%
6010 Grounds Salaries Recharge	216	2,191	2,692	501		501	81.4%
6015 Grounds Overhead Recharge	128	726	708	(18)		(18)	102.5%
Blakehay Central Costs :- Indirect Expenditure	9,579	95,291	129,376	34,085	0	34,085	73.7%
Net Expenditure	(9,579)	(95,291)	(129,376)	(34,085)			
121 Blakehay -Auditorium							
1013 BH annual membership	0	20	100	80			20.0%
1090 Bookings	0	627	16,789	16,162			3.7%
Blakehay -Auditorium :- Income	0	647	16,889	16,242			3.8%
4000 Staffing Costs	1,793	17,928	27,379	9,451		9,451	65.5%
4039 Advertising & Marketing	0	152	3,000	2,848		2,848	5.1%
4224 Blakehay Performing Rights	0	0	500	500		500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	1,793	18,080	30,879	12,799	0	12,799	58.6%
Net Income over Expenditure	(1,793)	(17,433)	(13,990)	3,443			

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	0	0	1,050	1,050			0.0%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	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	96	1,039	2,574	1,536		1,536	40.3%
4405 Blakehay Bar Expenditure	417	417	5,000	4,583		4,583	8.3%
Blakehay Bar :- Indirect Expenditure	513	1,455	14,038	12,583	0	12,583	10.4%
Net Income over Expenditure	(513)	(1,455)	2,987	4,442			
<u>124 Blakehay Box Office</u>							
1105 Blakehay Box office income	566	678	4,547	3,869			14.9%
Blakehay Box Office :- Income	566	678	4,547	3,869			14.9%
4031 Equipment - Rental	22	66	0	(66)		(66)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	22	98	1,028	930	0	930	9.5%
Net Income over Expenditure	544	580	3,519	2,939			
<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			

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
126 Blakehay CRF							
1100 Miscellaneous Income	32,300	32,300	0	(32,300)			0.0%
Blakehay CRF :- Income	32,300	32,300	0	(32,300)			
4414 Cultural Revival Fund Expense	(88,665)	0	0	0		0	0.0%
Blakehay CRF :- Direct Expenditure	(88,665)	0	0	0	0	0	
Net Income over Expenditure	120,965	32,300	0	(32,300)			
140 Museum Central Costs							
1034 Grant funding	6,100	10,571	0	(10,571)			0.0%
1100 Miscellaneous Income	202	3,205	7,500	4,295			42.7%
1122 Fundraising	49	414	0	(414)			0.0%
Museum Central Costs :- Income	6,351	14,189	7,500	(6,689)			189.2%
4000 Staffing Costs	9,272	101,787	108,678	6,891	6,891		93.7%
4012 Travel & Subsistence Expenses	40	377	200	(177)	(177)		188.3%
4013 Training	60	2,355	3,727	1,372	1,372		63.2%
4014 P P E / Health & Safety	34	900	1,000	100	100		90.0%
4019 Website Costs-TC	0	1,086	600	(486)	(486)		181.0%
4030 Equipment Purchase	0	1,069	1,500	431	431		71.3%
4031 Equipment - Rental	22	316	1,616	1,300	1,300		19.5%
4034 Equipment Repairs	0	238	200	(38)	(38)		118.8%
4035 Telephone	527	2,811	1,600	(1,211)	(1,211)		175.7%
4036 Stationery	4	270	200	(70)	(70)		135.2%
4039 Advertising & Marketing	1,141	3,013	4,000	987	987		75.3%
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	0	49,095	54,622	5,527	5,527		89.9%
4104 Utilities - Water	18	307	978	671	671		31.4%
4105 Utilities - Heat & Light	1,387	8,688	12,798	4,110	4,110		67.9%
4108 Building / Maintenance	95	120	0	(120)	(120)		0.0%
4109 Alarm system	40	1,321	1,000	(321)	(321)		132.1%
4110 Cleaning	888	8,996	12,000	3,004	3,004		75.0%
4111 Window Cleaning	50	450	600	150	150		75.0%
4114 Refuse Removal	483	4,434	1,800	(2,634)	(2,634)		246.3%
4131 Licenses	0	564	1,600	1,036	1,036		35.2%
4136 Credit Card Chgs	0	29	0	(29)	(29)		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	1,890	23,193	24,530	1,337	1,337		94.5%
6005 Admin Overhead Recharge	49	7,669	9,241	1,572	1,572		83.0%

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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
6007 Grove House Recharge	151	1,188	293	(895)		(895)	405.5%
6008 Grove Lodge Recharges	122	855	708	(147)		(147)	120.8%
6010 Grounds Salaries Recharge	216	2,191	2,692	501		501	81.4%
6015 Grounds Overhead Recharge	128	726	708	(18)		(18)	102.5%
Museum Central Costs :- Indirect Expenditure	16,616	227,258	319,334	92,076	0	92,076	71.2%
Net Income over Expenditure	(10,265)	(213,068)	(311,834)	(98,766)			
141 Museum Learning and Events							
1006 Learning Income	1,510	4,674	0	(4,674)			0.0%
1008 Museum handling box hire	525	1,715	0	(1,715)			0.0%
1103 Other event misc income	20	613	0	(613)			0.0%
Museum Learning and Events :- Income	2,055	7,002	0	(7,002)			
4000 Staffing Costs	2,620	24,582	18,885	(5,697)		(5,697)	130.2%
4020 Learning/Event education equip	38	550	1,000	450		450	55.0%
4039 Advertising & Marketing	0	639	1,000	361		361	63.9%
4058 Learning/Events Museum events	890	1,058	0	(1,058)		(1,058)	0.0%
Museum Learning and Events :- Indirect Expenditure	3,547	26,829	20,885	(5,944)	0	(5,944)	128.5%
Net Income over Expenditure	(1,492)	(19,827)	(20,885)	(1,058)			
142 Museum Cafe							
1004 Cafe Sales	1,656	22,045	62,000	39,955			35.6%
Museum Cafe :- Income	1,656	22,045	62,000	39,955			35.6%
4000 Staffing Costs	2,789	29,134	44,616	15,482		15,482	65.3%
4014 P P E / Health & Safety	0	159	1,500	1,341		1,341	10.6%
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%
4030 Equipment Purchase	0	797	500	(297)		(297)	159.4%
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	0	406	845	439		439	48.1%
4114 Refuse Removal	67	739	800	61		61	92.3%
4151 Catering	0	191	500	309		309	38.2%
4406 Bar Stock	195	2,098	2,500	402		402	83.9%
4407 Museum cafe stock	1,117	9,809	13,000	3,191		3,191	75.5%
Museum Cafe :- Indirect Expenditure	4,168	43,385	67,085	23,700	0	23,700	64.7%
Net Income over Expenditure	(2,513)	(21,340)	(5,085)	16,255			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
143 Museum shop/retail							
1004 Cafe Sales	0	11	0	(11)			0.0%
1005 Museum Shop Sales	662	8,036	13,500	5,464			59.5%
1009 Museum sale or return comm	0	2,341	4,000	1,659			58.5%
Museum shop/retail :- Income	662	10,388	17,500	7,112			59.4%
4031 Equipment - Rental	0	1,216	0	(1,216)		(1,216)	0.0%
4136 Credit Card Chgs	15	135	312	177		177	43.2%
4408 Museum shop stock	821	5,947	7,000	1,053		1,053	85.0%
Museum shop/retail :- Indirect Expenditure	836	7,298	7,312	14	0	14	99.8%
Net Income over Expenditure	(174)	3,090	10,188	7,098			
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							
1005 Museum Shop Sales	134	134	0	(134)			0.0%
1019 Internal Bookings (Council)	225	315	2,040	1,725			15.4%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	1,263	7,638	9,000	1,362			84.9%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	1,622	8,087	21,615	13,528			37.4%
4000 Staffing Costs	0	0	32,819	32,819		32,819	0.0%
4030 Equipment Purchase	1,000	2,745	3,000	255		255	91.5%
4039 Advertising & Marketing	22	877	1,500	623		623	58.5%
Museum Function :- Indirect Expenditure	1,022	3,622	37,319	33,697	0	33,697	9.7%
Net Income over Expenditure	600	4,465	(15,704)	(20,169)			
199 Capital Projects							
4103 Capital project	(1,475)	79,141	145,000	65,859		65,859	54.6%
Capital Projects :- Indirect Expenditure	(1,475)	79,141	145,000	65,859	0	65,859	54.6%
Net Expenditure	1,475	(79,141)	(145,000)	(65,859)			

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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>300 Planning</u>							
6000 Admin Salaries Recharge	636	7,803	8,252	449		449	94.6%
6005 Admin Overhead Recharge	17	2,581	3,111	530		530	83.0%
6007 Grove House Recharge	51	400	363	(37)		(37)	110.2%
6008 Grove Lodge Recharges	41	287	173	(114)		(114)	165.9%
Planning :- Indirect Expenditure	745	11,071	11,899	828	0	828	93.0%
Net Expenditure	(745)	(11,071)	(11,899)	(828)			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	21,639	217,501	320,081	102,580		102,580	68.0%
4001 Salaries - Agency	0	12,013	12,013	0		0	100.0%
4013 Training	585	3,181	8,594	5,413		5,413	37.0%
4014 P P E / Health & Safety	70	2,136	2,000	(136)		(136)	106.8%
4015 SLA Somerset	8,271	11,028	13,769	2,741		2,741	80.1%
4025 Vehicle Maintenance	14	3,325	3,000	(325)		(325)	110.8%
4026 Petrol / Diesel	545	4,595	7,500	2,905		2,905	61.3%
4030 Equipment Purchase	1,125	7,511	8,725	1,214		1,214	86.1%
4031 Equipment - Rental	1,232	10,559	20,954	10,395		10,395	50.4%
4034 Equipment Repairs	0	2,690	4,500	1,810		1,810	59.8%
4035 Telephone	40	1,147	2,160	1,013		1,013	53.1%
4044 Insurance	0	4,186	5,500	1,314		1,314	76.1%
4105 Utilities - Heat & Light	50	50	0	(50)		(50)	0.0%
4107 IT Support & Upgrade	819	11,668	8,052	(3,616)		(3,616)	144.9%
4114 Refuse Removal	0	462	6,000	5,538		5,538	7.7%
6015 Grounds Overhead Recharge	0	0	2,537	2,537		2,537	0.0%
6020 Allocation to Cost Centres	(34,391)	(292,051)	(339,493)	(47,442)		(47,442)	86.0%
Central Grounds Maintenance :- Indirect Expenditure	(0)	(0)	85,892	85,892	0	85,892	0.0%
Net Expenditure	0	0	(85,892)	(85,892)			
<u>403 Allotments</u>							
1100 Miscellaneous Income	0	400	0	(400)			0.0%
Allotments :- Income	0	400	0	(400)			
4108 Building / Maintenance	124	364	4,000	3,636		3,636	9.1%
6000 Admin Salaries Recharge	262	3,216	3,406	190		190	94.4%
6005 Admin Overhead Recharge	7	1,064	1,282	218		218	83.0%
6007 Grove House Recharge	21	166	661	495		495	25.1%
6008 Grove Lodge Recharges	17	118	608	490		490	19.4%

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010 Grounds Salaries Recharge	361	3,664	4,491	827		827	81.6%
6015 Grounds Overhead Recharge	213	1,217	1,175	(42)		(42)	103.6%
Allotments :- Indirect Expenditure	1,005	9,809	15,623	5,814	0	5,814	62.8%
Net Income over Expenditure	(1,005)	(9,409)	(15,623)	(6,214)			
420 Milton Road Cemetery							
1010 Interments	4,105	40,465	58,000	17,535			69.8%
1011 Memorials	578	6,537	6,000	(537)			108.9%
1100 Miscellaneous Income	213	2,045	3,250	1,205			62.9%
Milton Road Cemetery :- Income	4,896	49,047	67,250	18,203			72.9%
4034 Equipment Repairs	0	360	2,000	1,640		1,640	18.0%
4039 Advertising & Marketing	0	0	450	450		450	0.0%
4054 Grave Digging	1,008	6,015	12,500	6,485		6,485	48.1%
4055 Memorials	0	8,381	7,000	(1,381)		(1,381)	119.7%
4102 NNDR	0	3,159	3,367	208		208	93.8%
4104 Utilities - Water	0	705	600	(105)		(105)	117.5%
4105 Utilities - Heat & Light	14	599	400	(199)		(199)	149.7%
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	856	10,510	11,120	610		610	94.5%
6005 Admin Overhead Recharge	22	3,476	4,187	711		711	83.0%
6007 Grove House Recharge	69	540	779	239		239	69.3%
6008 Grove Lodge Recharges	55	388	240	(148)		(148)	161.7%
6010 Grounds Salaries Recharge	7,483	75,808	93,019	17,211		17,211	81.5%
6015 Grounds Overhead Recharge	4,410	25,183	24,375	(808)		(808)	103.3%
Milton Road Cemetery :- Indirect Expenditure	13,917	135,134	162,187	27,053	0	27,053	83.3%
Net Income over Expenditure	(9,021)	(86,087)	(94,937)	(8,850)			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	63,160	65,841	2,681		2,681	95.9%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	439	5,389	5,697	308		308	94.6%
6005 Admin Overhead Recharge	11	1,782	2,150	368		368	82.9%
6007 Grove House Recharge	35	276	489	213		213	56.4%
6008 Grove Lodge Recharges	28	198	191	(7)		(7)	103.7%
Youth Activities :- Indirect Expenditure	513	70,805	77,868	7,063	0	7,063	90.9%
Net Expenditure	(513)	(70,805)	(77,868)	(7,063)			

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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>460 Street Furniture</u>							
1112 Dog Bin Emptying	0	6,478	4,356	(2,122)			148.7%
Street Furniture :- Income	0	6,478	4,356	(2,122)			148.7%
4035 Telephone	158	634	0	(634)	(634)		0.0%
4105 Utilities - Heat & Light	73	658	0	(658)	(658)		0.0%
4116 Dogbin Emptying	1,253	9,180	4,500	(4,680)	(4,680)		204.0%
4119 Notice Boards	495	503	1,500	997	997		33.5%
4120 Bus Shelter Cleaning / Graffit	132	396	500	104	104		79.2%
4133 Bus Shelter - Repairs	0	0	3,100	3,100	3,100		0.0%
4157 Prince Wales Clock/welcome sig	59	580	550	(30)	(30)		105.5%
6000 Admin Salaries Recharge	680	8,340	8,820	480	480		94.6%
6005 Admin Overhead Recharge	18	2,759	3,328	569	569		82.9%
6007 Grove House Recharge	54	426	294	(132)	(132)		144.9%
6008 Grove Lodge Recharges	44	307	300	(7)	(7)		102.3%
6010 Grounds Salaries Recharge	1,623	16,440	20,178	3,738	3,738		81.5%
6015 Grounds Overhead Recharge	956	5,463	5,285	(178)	(178)		103.4%
Street Furniture :- Indirect Expenditure	5,545	45,687	48,355	2,668	0	2,668	94.5%
Net Income over Expenditure	(5,545)	(39,209)	(43,999)	(4,790)			
<u>470 Parks & Play Areas</u>							
1076 Water Play Area Kiosk Income	0	2,625	7,000	4,375			37.5%
1077 Water Park Admissions	0	8,931	30,000	21,069			29.8%
Parks & Play Areas :- Income	0	11,556	37,000	25,444			31.2%
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	388	3,800	8,254	4,454	4,454		46.0%
4114 Refuse Removal	0	0	300	300	300		0.0%
4132 Rent	0	776	0	(776)	(776)		0.0%
4138 Water Play Area Rent	776	7,256	10,041	2,785	2,785		72.3%
4140 Recreation Grounds	78,060	78,060	79,744	1,684	1,684		97.9%
4300 Parks&Play Area EMRRP Holding	0	0	140,463	140,463	140,463		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	845	845	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%

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4319 Water Adventure Play Park	374	18,057	18,057	0		0	100.0%
4322 Ellenborough Park West	0	250	250	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	798	9,788	10,347	559		559	94.6%
6005 Admin Overhead Recharge	21	3,237	3,898	661		661	83.0%
6007 Grove House Recharge	64	503	281	(222)		(222)	179.0%
6008 Grove Lodge Recharges	51	361	104	(257)		(257)	347.1%
6010 Grounds Salaries Recharge	3,066	31,064	38,112	7,048		7,048	81.5%
6015 Grounds Overhead Recharge	1,807	10,320	9,992	(328)		(328)	103.3%
Parks & Play Areas :- Indirect Expenditure	85,406	165,118	330,531	165,413	0	165,413	50.0%
Net Income over Expenditure	(85,406)	(153,562)	(293,531)	(139,969)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	19,787	19,787		19,787	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	1,334	12,248	12,249	1		1	100.0%
4234 Museum PPM	611	37,743	37,744	1		1	100.0%
4235 Cemetery PPM	0	33,490	33,490	0		0	100.0%
4236 Parks & play areas PPM	86	17,009	17,007	(2)		(2)	100.0%
4237 Grove House PPM	1,633	(18,205)	(18,204)	1		1	100.0%
4238 Grove Lodge PPM	468	3,912	3,912	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	0	2,739	2,739	(0)		(0)	100.0%
4240 Public toilets	156	634	633	(1)		(1)	100.1%
4241 VIC PPM	0	78	78	0		0	100.0%
6000 Admin Salaries Recharge	856	10,510	11,120	610		610	94.5%
6005 Admin Overhead Recharge	32	4,932	5,944	1,012		1,012	83.0%
6007 Grove House Recharge	69	540	140	(400)		(400)	385.7%
6008 Grove Lodge Recharges	55	388	321	(67)		(67)	120.9%
Planned maintenance :- Indirect Expenditure	5,300	106,583	127,525	20,942	0	20,942	83.6%
Net Expenditure	(5,300)	(106,583)	(127,525)	(20,942)			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	0	1,178	0	(1,178)			0.0%
1042 Tourism - Love Weston accredit	0	9	0	(9)			0.0%
Tourism Love Weston / Dest Mar :- Income	0	1,186	0	(1,186)			
4000 Staffing Costs	6,835	50,533	52,434	1,901		1,901	96.4%
4030 Equipment Purchase	0	29	0	(29)		(29)	0.0%
4039 Advertising & Marketing	0	4,849	36,000	31,151		31,151	13.5%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	11,882	21,337	10,465	(10,872)		(10,872)	203.9%
6000 Admin Salaries Recharge	1,215	14,908	15,769	861		861	94.5%
6005 Admin Overhead Recharge	22	3,476	4,187	711		711	83.0%
6007 Grove House Recharge	97	765	412	(353)		(353)	185.7%
6008 Grove Lodge Recharges	78	548	405	(143)		(143)	135.3%
6010 Grounds Salaries Recharge	180	1,819	2,235	416		416	81.4%
6015 Grounds Overhead Recharge	106	603	587	(16)		(16)	102.7%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	20,415	98,866	123,594	24,728	0	24,728	80.0%
Net Income over Expenditure	(20,415)	(97,680)	(123,594)	(25,914)			
482 Tourism VIC costs							
1040 VIC Advertising Income	100	313	1,200	888			26.0%
1043 VIC Retail/Shop Income	0	8,051	16,500	8,449			48.8%
1044 VIC Ticket sales	0	(2,968)	200	3,168			(1483.9)
Tourism VIC costs :- Income	100	5,396	17,900	12,504			30.1%
4000 Staffing Costs	0	19,250	29,657	10,407		10,407	64.9%
4013 Training	99	2,250	2,608	358		358	86.3%
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	56	425	650	225		225	65.4%
4036 Stationery	0	358	500	142		142	71.5%
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	15	164	0	(164)		(164)	0.0%
4209 TIC -equipment purchase	0	729	1,000	271		271	72.9%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	0	2,585	7,000	4,415		4,415	36.9%
Tourism VIC costs :- Indirect Expenditure	170	26,290	49,479	23,189	0	23,189	53.1%
Net Income over Expenditure	(70)	(20,894)	(31,579)	(10,685)			
485 PublicToilets							
1080 Toilet income	189	3,229	0	(3,229)			0.0%
PublicToilets :- Income	189	3,229	0	(3,229)			
4044 Insurance	0	4,117	439	(3,678)		(3,678)	937.9%

Detailed Income & Expenditure by Budget Heading 31.01.22

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4102 NNDR	0	6,244	5,334	(910)		(910)	117.1%
4104 Utilities - Water	0	885	1,591	706		706	55.7%
4105 Utilities - Heat & Light	1,268	4,370	4,530	160		160	96.5%
4110 Cleaning	3,000	44,049	36,600	(7,449)		(7,449)	120.4%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	500	6,141	6,490	349		349	94.6%
6005 Admin Overhead Recharge	13	2,031	2,449	418		418	82.9%
6007 Grove House Recharge	40	316	357	41		41	88.5%
6008 Grove Lodge Recharges	32	226	315	89		89	71.7%
6010 Grounds Salaries Recharge	110	1,119	1,371	252		252	81.6%
6015 Grounds Overhead Recharge	65	371	363	(8)		(8)	102.2%
PublicToilets :- Indirect Expenditure	5,028	69,869	61,839	(8,030)	0	(8,030)	113.0%
Net Income over Expenditure	(4,839)	(66,640)	(61,839)	4,801			
Grand Totals:- Income	50,565	2,808,051	348,916	(2,459,135)			804.8%
Expenditure	165,957	1,911,392	2,943,072	1,031,680	0	1,031,680	64.9%
Net Income over Expenditure	(115,392)	896,659	(2,594,156)	(3,490,815)			
Movement to/(from) Gen Reserve	(115,392)	896,659					

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
- To the value of £160.52 on 2nd November 2021
- To the value of £155.34 on 2nd December 2021
- To the value of £160.52 on 4th January 2022

Santander Actual Cash Received 1st April 2021 to 30th November 2021 = £1584.45

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
- To the value of £2.11 on 2nd November 2021
- To the value of £3.41 on 2nd December 2021
- To the value of £7.63 on 5th January 2022

CCLA Actual Cash Received 1st April 2021 to 30th November 2021 = £30.20

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
Nov-21	£ 35,064.74	£ 1,000.00	£ 3,271.90	£ -	£ 39,336.64
Dec-21	£ 35,532.61	£ -	£ 211.60	£ -	£ 35,744.21
Jan-22	£ 150,085.52	£ -	£ -	£ -	£ 150,085.52

Outstanding Balances by Month as at 30/11/2021

A/C Code	Customer Name	Balance	Nov 2021	Oct 2021	Sep 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							
ALLIANCEDB	ALLIANCEDOGBIN	580.80	290.40	290.40	0.00	0.00	0.00
BURNHAMTI	BURNHAMTIC	113.68	0.00	113.68	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	875.00	875.00	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	0.00	41.00	0.00	0.00	0.00
ELM001	ELMS	2,093.00	1,479.00	0.00	0.00	614.00	0.00
FINE	FINE	-41.00	0.00	0.00	0.00	0.00	-41.00
HUSHERS	HUSHERS	117.00	117.00	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	237.60	237.60	0.00	0.00	0.00	0.00
PARKINSON	PARKINSONG	-50.00	71.00	0.00	0.00	0.00	-121.00
PITMANS	PITMANS	41.00	0.00	0.00	0.00	41.00	0.00
WINSCOMBE	WINSCOMBES	288.00	288.00	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	360.00	120.00	120.00	120.00	0.00	0.00
WSMGOLF	WSMGOLF	-180.00	0.00	0.00	0.00	0.00	-180.00
Total Sales Ledger No 2		4,821.68	3,823.60	565.08	120.00	655.00	-342.00
Ledger No 4, Museum Sales Ledger							
1STMILTON	1ST MILTON	247.50	0.00	0.00	247.50	0.00	0.00
ACRES	ACRES ACADEMY	35.00	0.00	35.00	0.00	0.00	0.00
ASHCOMBE	ASHCOMBE	35.00	35.00	0.00	0.00	0.00	0.00
BISHOPSL	BISHOPSL	35.00	0.00	0.00	35.00	0.00	0.00
BRYONY	BRYONY BELL	680.10	0.00	680.10	0.00	0.00	0.00
BURRINGTO	BURRINGTON	140.00	0.00	140.00	0.00	0.00	0.00
CASTLE	CASTLE	35.00	0.00	0.00	0.00	35.00	0.00
CIVIC	CIVIC	216.00	108.00	108.00	0.00	0.00	0.00
CLIFTON	CLIFTONHIGH	90.00	90.00	0.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
FRIENDSMUS	FRIENDSMUS	130.00	10.00	0.00	120.00	0.00	0.00
HAYWARDV	HAYWARDV	175.00	175.00	0.00	0.00	0.00	0.00
HEALEY	HEALEYS	26.25	0.00	0.00	0.00	0.00	26.25
HERONSMO	HERONSMOOR	35.00	35.00	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKE	26.25	0.00	0.00	0.00	0.00	26.25
LENNOX	LENNOX	216.00	0.00	0.00	216.00	0.00	0.00
MEADVALE	MEADVALE	35.00	0.00	35.00	0.00	0.00	0.00
MILTON	MILTON	35.00	35.00	0.00	0.00	0.00	0.00
MOSTYNM	MOSTYNM	45.00	0.00	0.00	45.00	0.00	0.00
OLDMIXON	OLDMIXON	90.00	90.00	0.00	0.00	0.00	0.00
SANDFORD	SANDFORD	90.00	0.00	90.00	0.00	0.00	0.00
THEATRE	THEATRE	81.00	81.00	0.00	0.00	0.00	0.00
TRAINMAST	TRAINMASTER	45.00	45.00	0.00	0.00	0.00	0.00
UPHILL	UPHILL	70.00	70.00	0.00	0.00	0.00	0.00
Sub Total C/Fwd		6,914.38	4,597.60	1,653.18	783.50	1,430.82	-1,550.72

Outstanding Balances by Month as at 30/11/2021

A/C Code	Customer Name	Balance	Nov 2021	Oct 2021	Sep 2021	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	6,914.38	4,597.60	1,653.18	783.50	1,430.82	-1,550.72
Ledger No 4, Museum Sales Ledger (Continued)							
WEARWITH	WEARWITH	60.00	60.00	0.00	0.00	0.00	0.00
WHEATFIELD	WHEATFIELD	35.00	0.00	0.00	35.00	0.00	0.00
WINDWHISTL	WINDWHISTLE	140.00	140.00	0.00	0.00	0.00	0.00
	Total Sales Ledger No 4	3,376.70	974.00	1,088.10	698.50	663.60	-47.50
	TOTAL SALES LEDGER BALANCES	7,149.38	4,797.60	1,653.18	818.50	1,430.82	-1,550.72

Policy & Finance Committee
Overspend report – Report of the Finance Officer

Budget heading	code	YTD Spend	Budget 2021/2022	Overspend	Reason
Grove House					
Personnel Consultants	102/4007	£4,060.00	£1,836.00	-£2,224.00	Ellis whittham EAP service, insurance increase
Fees, subs & Conferences	102/4041	£3,149.00	£1,800.00	-£1,349.00	Employer Accreditations not on budget prediction
Legal Fees	102/4049	£6,866.00	£5,000.00	-£1,866.00	Towerpiece claim & searches HQ
Grove House					
Cleaning	103/4110	£3,423.00	£250.00	-£3,173.00	Only budgeted for GH cleaning not both GH&GL
Refuse Removal	103/4114	£992.00	£800.00	-£192.00	PHS disposal not included in budget prediction
Blakehay Central Costs					
Insurance	120/4044	£3,055.00	£562.00	-£2,493.00	Increase
Refuse removal	120/4114	£2,525.00	£1,500.00	-£1,025.00	PHS disposal not included in budget prediction
Museum (Central costs)					
Travel & Subsistence Expenses	140/4012	£377.00	£200.00	-£177.00	Overspend
Website Costs	140/4019	£1,086.00	£600.00	-£486.00	Aqueous prepayment costs from previous year
Telephone	140/4035	£2,811.00	£1,600.00	-£1,211.00	New phone system
Insurance	140/4044	£2,905.00	£1,200.00	-£1,705.00	Increase
Refuse removal	140/4114	£4,434.00	£1,800.00	-£2,634.00	PHS disposal not included in budget prediction
Museum Café					
Equipment purchase	142/4030	£797.00	£500.00	-£297.00	New freezer
Grounds (Central Costs)					
IT Support & Upgrade	400/4107	£11,668.00	£8,052.00	-£3,616.00	Prepayment costs carried from 20/21
Milton Road Cemetery					
Memorials	420/4055	£8,381.00	£7,000.00	-£1,381.00	increase in need
Street Furniture					
Dog Bin emptying	460/4116	£9,180.00	£4,500.00	-£4,680.00	Disposal costs
Public toilets					
Insurance	485/4044	£4,117.00	£439.00	-£3,678.00	Increase
Cleaning	485/4110	£44,049.00	£36,600.00	-£7,449.00	

Policy & Finance Committee 21st February 2022

6. Annual Review of Standing orders and Financial Regulations

Report of the Deputy Town Clerk / RFO

The Council undertakes an annual review of its standing orders and financial regulations to ensure they are up to date with latest legislation and to have regard for practices the council wishes to see actioned within its business transactions.

Procurement Guide – Update

Over the course of 2021 / 2022 officers have been working with councillors at the Climate Change Working Group, Expenditure and Governance Working Party and then group leaders to introduce measures to have regard for Social value. As such the procurement guide is on this agenda for final consideration having now worked through and agreed suggested criteria be accepted by this committee.

Once this has been approved the councils standing orders and financial regulations will need to be updated to reflect this change. This updated document will be taken to full Town Council for final adoption in March 2022.

Members are requested to:

1. To note the annual review of the documents and provide any further guidance of change required (in addition to the procurement inclusion of social value).
2. Recommend any necessary and advised changes be approved at Full Council March 2022.

WESTON-SUPER-MARE TOWN COUNCIL

STANDING ORDERS

1. Meetings

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

2. Presence of Public

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

3. Chairman of Meeting

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

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

4. Town Clerk and Proper Officer

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

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

5. Quorum – Meetings of the Council

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

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

6. Voting

- 6.1 Members shall vote by show of hands.

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

7. Agenda

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

8. Public Participation

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

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

9. Order of Business.

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

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

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

10. Variation of Order of Business

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

10.1.1 May be proposed by any member, and

10.1.2 Shall be put to the vote without discussion.

11. Resolutions Moved On Notice

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

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

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

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

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

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

12. Improper Motions

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

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

13. Resolutions Moved Without Notice

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

13.1.1 To appoint a Chairman of the meeting.

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

14. Questions

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

15. Rules of Debate

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

15.6 An amendment shall be either:

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

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

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

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

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

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

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

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

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

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

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

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

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

16. Closure

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

17. Disorderly Conduct

17.1 All members of the Council must observe the Code of Conduct which was adopted by the Council on 2nd July 2012, a copy of which is annexed to these Standing Orders.

17.2 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.

17.3 If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Local Standards Committee.

17.4 If the motion mentioned in paragraph 17.3 is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce it.

18. Right of Reply

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

19. Alteration of Resolution

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

20. Rescission of Previous Resolution

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

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

21. Voting on Appointments

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

22. Discussions and Resolutions Affecting Employees of the Council

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

23. Resolutions on Expenditure

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

24. Sealing of Documents

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

25. Committees and Sub-Committees

- 25.1 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary but subject to any statutory provision in that behalf:

- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting,
- (b) may appoint persons other than members of the Council to any committee;

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

26. Advisory Committees

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

27. Voting in Committees

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

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

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

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

29. Delegated Powers

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

30. Code of Conduct and Interests

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

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

31. Canvassing of and Recommendation by Members

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

32. Tenders and Contracts

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

33. Inspection of Documents

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

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

34. Unauthorised Activities

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

35. Admission of Public and Press to Meetings

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

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

36. Confidential Business

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

37. Liaison with Unitary Councillors

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

38. Planning Applications

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

39. Contracts

- 39.1 Contracts to comply with Standing Orders

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

Exceptions

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

Financial Variations

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

39.2 Tendering Procedures

Arrangements for invitation of tenders

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

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

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

(b) Public Advertisement

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

(c) Standing Lists of Tenderers

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

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

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

(d) Exceptions to procedures

The Order shall not apply to:

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

(e) Requirements for submission of tenders

Where in pursuance of Standing Order 39.2(a) public invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a

plain sealed envelope which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall remain in the custody of the Town Clerk until the time appointed for their opening.

(f) Declarations as to conduct of Tenderer

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

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

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

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

(g) Procedure for opening tenders

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

(h) Limitations of acceptance of tenders

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

39.3 Contracts for Supplies and Services, etc.

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

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

39.4 Contracts for Supplies, Services or Works

Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £10,000 shall be

entered into on behalf of the Council by the Town Clerk or his nominated representative by issuing an official order only.

39.5 Contents of written Contracts and Penalties

Every written contract shall specify:

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

39.6 Corrupt Practices

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

40. Complaints Procedure

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

41. Variation, Revocation and Suspension of Standing Order

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

42. Record of Attendance at Meetings

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

43. Distribution and Construction of Standing Orders

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

44. Code of Conduct

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

45. Financial Regulations

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

Policy & Finance Committee 21st February 2022

7. Procurement Guide Updated document

Report of the Deputy Town Clerk / RFO

Members will be aware that officers have been working with councillors at the Climate Change Working Group, Expenditure and Governance Working Party, Policy & Finance committee and then group leaders to introduce and define measures to have regard for Social value within the councils procurement processes. As such the procurement guide attached has now been updated to reflect the conclusion of these discussions for members to consider and approve.

For ease of understanding the updates in the document are coloured in red for members to be able to see what has changed easily.

Extensive research and debate has occurred to enable a relevant guide to the town council business requirements whilst taking into account the council aspirations for inclusion of this subject. When adopted the guide will be issued to all Spending Officers and consultants who work with the council to prepare tender briefs and whom are involved with the tendering process.

Once approved the councils standing orders and financial regulations will need to be updated to reflect this change. This formal document will be updated document will be taken to full Town Council for final adoption in March 2022.

Members are requested to:

1. To approve the changes to the Procurement Guide to include social value as required by council.
2. To approve inclusion of the Procurement Guide within the Standing Orders and Financial regulations and recommend approval for adoption by Full Council March 2022.



Weston-super-Mare Town Council Procurement Guide

Town Council Guide to Procurement

1. Introduction

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

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

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

2. Principles of Good Practice Procurement

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

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

it must be a rational one, which can be defended as being in the interest of service users.

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

3. The Procurement Process

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

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

4. Specifications

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

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

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

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

Specifications should include where applicable:

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

In addition, specification for services should include:

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

5. Supplier Selection and Appraisal

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

- Identification of potentially capable suppliers
- Assessment of capabilities.

Supplier Identification

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

Supplier Appraisal

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

- Requesting that potential suppliers complete a pre-qualification document providing information relevant to the contract.
- Visiting and assessing the premises of a supplier.
- Taking up references from appropriate professional organisations.

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

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

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

Specialist Expertise

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

6. Quotations

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

Amount	Requirement
£7,500 to £20,000	A minimum of three quotations should be invited.
£20,000 to £65,000	A minimum of four written quotations should be invited (see below for further details) Regard for Social Value will be required as routine for tenders received at this level and above.
£65,000 or over	Full tendering procedures are required (see section 9 and Paragraph 39.2 (a) of standing order)

Invitations to quote

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

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

7. Expenditure

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

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

8. Authorisation of Expenditure

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

is held, payment may be made on the authority of the Town Clerk in cash or from the imprest account held for that purpose.

9. Tendering

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

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

Invitations to Tender

An invitation to tender comprises the following documentation.

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

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

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

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

Financial Cost Statement

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

Social Value Impact Statement

Social Value impact statements will be required for tenders over £20,000. These should be produced and submitted with tenders as per Appendix 3 of this procurement guide.

Tendering Period

The time allowed for return of tenders depends on the complexity of the contract, and the amount of information being requested as part of the tender submission. Normally, a minimum period of two weeks should be allowed: however, this period may be reduced in some circumstances provided that all tenders have been contracted prior to the invitation to Tender, and are able and willing to meet the timescale.

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

Tender Opening

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

10. Tender Evaluation

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

Cost

The whole life cost of the asset or service being provided is to be assessed for each tender. Note that cost does not necessarily equate with price as other factors such as maintenance costs and re-sale value should be considered. Where the actual cost

exceeds the estimated cost, a 5% overspend may be permitted with the section 151 Officers approval.

Quality

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

11. Post Tender Evaluation

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

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

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

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

12. Contract Award

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

The contract award must be authorised by:

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

Amount	Authority
£65,001 and over	Committee Approval

Town Council Financial Regulation No 11: Contracts

To be read in conjunction with Standing Orders

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

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

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

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

13. Contract Management

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

- Detailed inspection of goods and equipment provide by contractor to ensure that they comply with the specification.

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

Variation and Extension

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

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

14. Regular Service Contracts

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

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

- Stationery

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

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

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

15. Social Value

The Town Council description of Social Value is:

'If £1 is spent on the direct delivery of services, can the same £1 also produce a wider benefit to the community'

The Town Council will have regards to social value and community engagement within the Procurement procedures, as required by the Town Council's Financial Regulations, to considering **price and quality value and in addition the economic, social and environmental benefits** in its decision making, with a scoring matrix to support this. The scoring weighting should reflect the needs of the project / service being procured and will be identified within the specification stage of any tendering process. The council social value is described as follows:

The Town Council Social value aims are:

to move beyond making decisions purely based on financial cost or price alone. Instead the councils will advocate to seek 'value for money' in its widest sense by considering the social benefits (involving people, culture, and interactions), economic benefits (such as money flow and financial resources to the town) and environmental benefits (involving the place in which people live, the planet and use of resources).

16. Employed Consultants

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

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

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

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

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

Check list for Managers

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

Identification of need:

- Identify the objectives of the project and what the recommendations are intended to achieve or change.
- Consider the availability of potential in-house resources before seeking to engage external consultants.
- Assess and document the benefits of employing consultants in the light of probable cost.
- Identify costs of Council's contribution, i.e., time of Manager, Working party and staff.
- Agree a budget.
- Obtain approval Section 151 Officer and Committee, if appropriate.
- Ensure that any committee report seeking approval for consultants specifically addresses the justification for commissioning consultants.

Preparation of Project Brief:

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

Request for Proposals or Invitation to Tender

- The request for proposals or invitations to tender includes:
- Basis upon which tenders are sought (fixed price or daily rate)

- Specification of minimum number of tenders
- Timetable for submitting proposals
- Contact name and telephone numbers for enquiries
- Details of any pre-bid conference
- These documents include what the Council requires in each consultant's proposal.
 - This might include:
 - An outline of the consultants' approach or understanding of the project
 - Summary of the firm's relevant experience
 - Cost including proposed hours for each team member and rate/hour
 - References

Selection of Consultants

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

Employment of Consultants

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

Monitoring Progress

- Appoint a named Project Officer, and, where justified, Working Party responsible for overseeing progress.
- Monitor consultants' progress key milestones.

- Monitor costs against budget; ensure that the invoices are charged against correct account codes.
- Arrange regular progress meetings.
- Scrutinise invoices and obtain necessary approvals.

Record Keeping

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

Reviewing Performance

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

17. Appendix 1 Example of Tender Document

Form of Tender – [Project Title/Description]

To Client: Weston-super-Mare Town Council

Quote in Respect of: [Project Summary]

Quote Return Deadline: [Deadline date and time]

Sirs,

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

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

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

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

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

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

Contractor:.....

Date:.....

Address:

Signature:

18. Appendix 2 Contract Standing Orders

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

1.1 Every contract shall comply with these financial regulations and no exceptions shall be made other than in an emergency as described at regulation 3.5 provided that these Regulations shall not apply to contacts which relate to items 1 to 5 below

1. for the supply of gas, electricity, water, sewerage and telephone services.
2. for specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
3. for works to be executed or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
4. for work to be executed or goods or materials to be supplied which constitute and extension of an existing contract by the Council.
5. for goods or materials proposed to be purchased which are propriety articles and/or are only sold at a fixed price.
6. for additional audit work of the external Auditors up to an estimated £250 £1000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Policy & Finance Committee);

1.2 Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 1.1 the RFO shall act in accordance with Standing Order 39.

- 1.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a Resolution of the Council.
 - 1.4 Any invitation to tender shall state the general nature of the intended contract and the Town Clerk / RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall, in addition, state that the tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - 1.5 All sealed tenders (Above £25,000 as per Public Contracts 2014/24/EU) shall be opened at the same time on the prescribed date by the Town Clerk or RFO in the presence of at least two Members of the Council.
 - 1.6 If less than three tenders are received for contract above £25,000 ~~10,000~~ or if all the tenders are identical the Council may make such an arrangement as it thinks fit for procuring the goods or materials or executing the works.
 - 1.7 Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 39(e) and 39(f).
 - 1.8 When it is intended to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 1.1, the RFO shall apply principles detailed in standing order 39.2(a) The RFO shall strive to obtain three estimates. Otherwise, regulation 10 (2) above shall apply.
 - 1.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - 1.10 The Council will work within its Procurement Policy.
2. Where there is any procurement and award of a contract covered by the Regulations 2015 (“the regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014 / 24 / EU (which may change from time to time).

19. Appendix 3 – Social value scoring Matrix for tenders:

The matrix is based on the National TOM's- Themes, Outcomes and Measures objectives in order to have regard for Nationally recognised measurements.

[Link to National Themes, Outcomes and Measures document](#)

The council will apply this model to its own strategy (2020 – 2030) and agreed themed Pillars being:

- **Weston View** – Measures to promote and better present the Town.
- **Cleaner and Greener** – Measures to improve the local environment.
- **Healthier and Happier** – Measures to promote the health and wellbeing of local residents.
- **A Bright Future** – Measures to support and enhance the local economy.
- **Heritage, Arts and Culture**– Measures to ensure that Weston super Mare thrives as a vibrant place for arts and culture

Town Council Strategy Theme	Measurement	Description	Scoring Requirement
Weston View	Social	Through this Theme the council is aiming to create, healthier and a more resilient community	Interested parties must be able to demonstrate and provided detail via an impact statement of how there company has had regard for the local community within their tender documentation.
Cleaner and Greener	Environmental	Through this Theme the council is focused on decarbonisation and safeguarding the planet.	Interested parties will be required to provide an environmental impact statement as part of the tender process to demonstrate regard to the environment within the works required.
A Bright Future	Growth	This Theme supports the growth of responsible regional business via local jobs or utilising local skills and employment.	The council will have regard for the local economy. Companies will be required to provide detail of how they have regard for local growth in the tender documents: companies that are able to demonstrate meeting this criteria will be preferred (subject to meeting all other criteria and cost comparison is competitive – this will be at the councils discretion) Interested parties must be

Town Council Strategy Theme	Measurement	Description	Scoring Requirement
			able to demonstrate paying the RLW to staff they employ.
Heritage, Arts and Culture (HAC)	Innovation	This Theme looks to support the towns Heritage, Arts and Culture where relevant.	Depending on specifics within the tender, where relevant the Council will require an impact statement from interested parties which demonstrates regard to HAC and the positive impact their services will bring to this within the town.

Policy & Finance Committee - 21st February 2022

8. Waterloo Street – Progress on Purchase and Building Conditions

Report of the Town Clerk and Deputy Town Clerk

Part A Information and Surveys to date

Since the last report to council with regard to the freehold purchase of the former Mercury Building in Waterloo Street, the legal conveyancing has proceeded satisfactorily and we would be in a position to exchange contracts and set a completion date. However as recommended by the council's Building Surveyor, the following further exploratory surveys and costings have been undertaken.

1. Structural Engineer's Survey Report – DHS Structures, undertaken 14th January 2022.

The Structural Engineer's report was undertaken using a combination of drone survey and physical inspection, details of which can be found in the attached document. Members will note the limitations with this within the report and the engineer's comments about this. Of particular concern is the tower which, as stated on page 8 of the survey, is showing some movement and leaning out. The report goes on to acknowledge that tie bars had in the past been put into support this issue, however the current condition and structural capacity of them was not able to be ascertained with the limitations of the survey.

2. Quantity Surveyor's draft costings estimates – following limited information from the Structural Survey with regard to the Tower and roofing structures - £175,000 (Initial draft estimate).

The council's Quantity Surveyor attended site and has had the structural survey from DHD Structures. Draft estimates have therefore been produced solely on the information made available as such. The estimates for the roofing structures have therefore been produced based on this. It should be noted that with the lack of certainty around the condition of the tower structure / roof timbers and ties have only allowed best estimations only and do contain high contingency values as such. With more detail provided following physical surveys, these estimates would undoubtedly need to be revalued to identify a more certain cost value to enable the council to understand better the financial liability here, this could result in a lesser liability or indeed a higher one, it is hard to say which.

3. Mechanical & Electrical Report – The council have undertaken a full M&E report to ascertain works needed to meet its climate aspirations (carbon Neutral by 2030).

The report attached makes recommendations (page 20) to achieve this with Solar PV and air to water heat pump installations. A full procurement exercise would need to be undertaken upon taking ownership of the property. It should be noted that the monies for these works would come from the provisions already in place within the Environmental budgets (EMR and revenue). This report is therefore just for noting at this stage.

4. Quantity Surveyor Estimations for internal works (subject to confirmation by council upon ownership).

The HQ working party has been considering layouts for the downstairs of the property upon ownership in recognition of providing the following services:

- a) Information Centre and reception area**
- b) Dedicated Interview / Consultation room for cemetery services**
- c) Reception waiting area for Town Council visitors**
- d) Fully accessible building (front and rear) External (ramps)**
- e) Fully accessible council chamber on ground floor**
- f) Accessible toilet provisions (ground floor)**
- g) Minor changes to work space Second floor (optional)**

With the above in mind very draft estimations have been provided as per the attached report. Members should note that these are estimates only and works could be phased in a priority of works needed for completion to allow for full procurement, building regulations and permissions and indeed financial planning. (Estimates – circa £200k). Budget revisions would look to reallocate elements of the PPM contract as well as savings from both GH & GL currently within budgets to cover elements of these costs but this is not felt would cover all of them.

Part B Further information being sought: Structural Works

Following the reports provided above, the council's surveyor (SJ Surveyors) has now been able to access the tower through the loft hatch in the archive area with the tower. Initial indications are that a lot of the internal structural elements can be seen from this access point. A large number of photos have been taken and forwarded to the Structural surveyor for his attention.

On Monday 14th February 2022 the DTC has had conversation with the surveyor who has advised that the photos are currently being reviewed by the structural engineer, DHD Structures, and it is hoped that with further access into this space internal a revised structural report can be provided to enable more certainty in this area and therefore revised costs to be undertaken.

Members should note this will not provide full detail on the external issues such as stone work, roof tiles and timber conditions, these areas will still be only best estimations until physical access is enabled via scaffolding. Whilst the council could ask for permission to do this prior to purchase this does come with some risk in terms of liability for the roof from this point onwards in the event of roof tiles slipping etc. As such the council would need to take necessary legal advice prior to considering this option - IF it is needed.

At the time of writing this report we are awaiting the amended report from the structural engineer and are hopeful that this will provide a sufficient degree of reassurance, meaning that an external inspection via scaffolding is no longer necessary. This will be circulated electronically to members as soon as it is received.

Part C Summary

The condition of the tower and roof structures has been of concern, which has held up exchange of contracts. The surveys by the building surveyor and structural engineer have identified potential problems including leaning gables and slipped tiles causing water ingress. It is hoped that the gables have been stabilised by the existing steelwork although some work to repair the roof seems likely to be needed. However, the tower is approx. 25 metres high and if the tower structure requires significant external repair then the costs to the council could be significant.

On the other hand, the council has always known that taking over a Victorian listed building would incur significant costs to refurbish and modernise the premises to current standards. Some of the funding for this has already been identified and most of the costs can be spread over a period of years. The nature of the building means it will not be cheap to repair but as a listed building it may attract grant aid for some repairs such as eg. external stonework.

Members should bear in mind that the council is also proposing to take on the Town Quarry in late 2023 which will also require significant cost to repair and bring up to modern standards. However, this can be phased over a number of years largely funded with CIL money, of which the council has approx. £200,000 already in reserve, as well as possible grant aid for this artistic and community facility.

Once the further information is available from the structural engineer's amended report the committee will need to consider how (and whether) to proceed and the options would appear to be:

- a) To seek to renegotiate the purchase price, bearing in mind that a renegotiation is only possible if you are prepared to walk away from the transaction.
- b) To carry out a further survey, erecting scaffolding to enable physical access to the roof to try to achieve a greater degree of certainty.
- c) To proceed to exchange contract, on the basis that the risk with the tower structure and roof is reasonable, take ownership of the building and carry out necessary repairs.

Recommendation

Members' instructions are requested.

Malcolm Nicholson LLB (Hons), DMS, PSLCC, Town Clerk
Sarah Pearse BA (Hons), FSLCC, Deputy Town Clerk
14th February 2022

Policy & Finance Committee 21st February 2021

9. Community Events Grant Criteria and Application Form

Report of the Deputy Town Clerk / RFO

The council have made provision in its revenue budget a sum of £60,000 for the year 2022 /2023 and prior years this had been £50,000. Within the resolution for 2022 /2023 there is a provision of £20,000 allocated for the Upfest art project to take place during the summer of 2022. Therefore, the budget for 2022 /2023 remaining is £40,000. In prior years the budget had been underutilised partly due to a lack of guidance on what it could or should be used for.

The budget was originally put in place in 2020 / 2021with aspirations to enable:

- Large scale cultural and high impact events within Weston super Mare that would increase footfall to the area and therefore would help boost the economy of the town.

This is linked to the town council's strategy pillars:

A Bright Future – Measures to support and enhance our local economy

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

It has been increasingly difficult to provide guidance to interested applicants on the parameters in recent years as to what the monies could be used for and what the council are expecting to see from any grant awarded. In addition, members in committee have expressed that they felt there needed to be more thought about how applications were both received in terms of format and on what basis they would be considered.

The Councils Heritage Arts and Culture committee have therefore been tasked with producing a document and application guidance for this purpose. There was also recognition that by working in a more 'strategic' way with partner organisations and other grant providers that events could have a wider impact and meet the aspirations of WSMTC by pooling resources and or finances to do so. It was acknowledged there was a high possibility that funding via NSC resources could also be added to this budget amount to enable larger or more events to take place.

A working group was set up comprising of: Chairman (Cllr Crockford-Hawley) and Vice Chairman (Cllr Crew) of HAC, NSC Place Agency (Richard Blows), Culture Weston (Tom Newman), DTC (Sarah Pearse), ATC Operational Services (Fay Powell), Development Officer (Molly Maher).

The application and supporting guidance attached has been developed and reviewed by this working group and is considered appropriate for use. The Chairman & Vice Chairman of HAC have endorsed approval of this and therefore recommend approval to the Policy and Finance Committee.

There is opportunity to utilise this application immediately with the upcoming opportunities being developed in the town which include (but are not exclusive to) the SEE Monster installation in the summer of 2022, with this in mind applications may need to be considered by the council ahead of the new financial year.

In particular, the application and guidance has been developed with a focus on these areas of the strategy.

4.1 To work with business in the town, in the economic development of Weston-super-Mare.: Work with business in the town in the economic development of Weston super Mare and through the **Place Agency** to support business and the town economy.

5.5 To host and organise a Weston 'Community focus' festival: Popular event measured by high footfall and from residents and from outside the town.

5.6 To strengthen social cohesion through running and supporting activities events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community: Increased community event programme within Weston-super-Mare and Town Centre (both directly put on by the Town Council or supported by the Town Council.)

Members are requested to:

1. To approve the application and guidance documents recommended by the working group and chairman and vice chairman of HAC for immediate use.



Weston-super-Mare Town Council

Super Weston

Event Grant Funding

Objectives of fund

1. To promote activities that have regard for the benefit of local residents
2. To promote activities which aim to support the creative sector of Weston-super-Mare
3. To encourage further investment in the Heritage Arts and Culture Community
4. To promote activities which demonstrate benefit to the local economy

Proposed outcomes – what success looks like

The success of your project would be understood by using the following three criteria:

1. Number of beneficiaries (participants and audiences) engaging in the activity (grant holders will be required to collect and submit audience evaluation data following the event.
2. Inward investment - value of match funding secured from other sources to enable activity in Weston-super-Mare.
3. Number of paid employment opportunities created for local artists/creatives/freelancers.

Process for Grant Applications

1. Contact us before making an application to discuss if your project is eligible.
2. The Heritage Arts and Culture Committee, at which applications are discussed, will consider grant applications when appropriate.
3. Applications must be submitted at least three weeks before Heritage Arts and Culture Meetings (refer to calendar of meetings).
4. Applications may be made by post or online using the application form.
5. There is no upper or lower figure set for the amount of any grant aid, with £40,000 budget for grants in 2022/2023.
6. The organisation will receive notice of the outcome of their application within one week of the meeting having taken place.
7. The Council reserves the right to request further information before making a decision

8. 90% of the grant will be given at time of award, with 10% retained until we have received confirmation of evaluation of your event/activity.

Eligibility for Grant

1. To be eligible for grant aid the applicant organisation must provide an event/activity which in some way benefits the local community and economy, and meets the objectives and outcome of the fund detailed above.
2. Applications will not be accepted from:
 - a. Individuals
 - b. Bodies which are companies limited by shares or limited liability partnerships – unless able to demonstrate the event/activity will be non-profit making.
 - c. Religious organisations – unless the application clearly demonstrates benefit to the wider community irrespective of religious affiliation
 - d. Political organisations – unless the application clearly demonstrates benefit to the wider community irrespective of political affiliation
3. Applications will not be considered from “upward funders”, i.e. local groups whose fundraising is sent to the central headquarters for redistribution.
4. Applications will not be considered from groups whose purpose is to redistribute funds as grants to or sponsorship of other organisations or individuals.
5. Grants will not be made retrospectively.

Content of Grant Applications

1. The organisation applying must submit a trading account and balance sheet for the last financial year, including existing bank/building society statements.
2. Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.
3. The organisation should give a clear justification of why it needs grant aid, and how it will meet the objectives and outcomes of the fund.
4. Applications must include how local businesses and residents will benefit from the event/activity.
5. An incomplete application will result in delays in the decision making process.

Criteria for Determination of Grant Applications

1. All applications which meet the eligibility and content requirements will be decided by elected members of the Council using their discretion, taking into account the following criteria:
 - a. Is the organisation serving a significant proportion of residents in Weston-super-Mare (which includes Worle and Uphill)?
 - b. What benefit does it provide to the town and its inhabitants?
 - c. How much resource does the organisation have in total, and how much money is in its balance sheet/bank balance?
 - d. Have other sources of funding been secured or are they being sought for the project?
 - e. Has the organisation received similar grant funding in recent years?
 - f. Is the organisation a new start up?
 - g. Is the application for grant to cover salaries or staff costs?

Conditions of grants awarded

1. Successful organisations will be required to submit receipts for any donation received.
2. The organisation must on provide feedback on the outcome of any venture grant aided by the Town Council.
3. In the event of a project/scheme/venture not preceding the donation should be returned to the Town Council for redistribution to other organisations.
4. Recognition of the Town Council's support must be given on all printed and electronic material produced by the organisation.
5. If requested, the organisation must be able to provide receipts, invoices and other evidence to the Town Council of how the donation was actually spent.

Application Form

Organisation Detail

1. Organisation name

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2. Contact details

Contact name	
Job Title	
Contact Number	
Email	
Web address (if applicable)	
Social media accounts (if applicable)	
Address	

3. Applicant type (tick)

Constituted community organisation	
CIC	
Registered Charity	
Other (please specify)	

4. Applicant activities – short summary of what your organisation does (up to 150 words)

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5. Make up of your organisation if applicable

Category	Number
Full time paid staff	
Part time paid staff	
Volunteers	
Management Committee/Board	
Other _____	

6. Have you received grant funding from Weston-super-Mare Town Council in the past? (delete as appropriate)

YES	NO
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If yes, detail below:

Amount	Year of award

Event Details

7. Name of event/activity

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8. Start Date:

End Date:

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9. Describe the event/activity you want this funding to support (up to 250 words)

Please consider:

- What you want to do
- Who will be involved
- How will it benefit the local population?
- Where it will take place
- How this funding will help you achieve your aims
- How has your event/activity considered the local economy?

10. In 20-30 words, provide a summary description of the work you are seeking a grant towards.

12. How will your event/activity meet the objectives and proposed outcomes of this fund? (up to 200 words)

13. If you are working with partners, how will they be involved? (up to 200 words)

14. How have you identified the audience for this project? If applicable how have they been involved in the process and planning of your creative activity? (up to 200 words)

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15. How many people are likely to engage in your project and who are the main target audience?

Number	Target Audience
	e.g. age, location, background etc.

16. Does the activity seek to specifically engage with any of the protected characteristic groups described in the Equality Act 2010? If so which? Tick all that apply

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation
- None of the above

17. Please indicate below the work you plan to produce as part of your event/activity.

Event/activity Results	Estimated
Number of new products or commissions	
Period of employment for creatives (in days)	
Number of performances or exhibition days	
Number of sessions for education, training or participation	

18. How will you measure and evaluate the success of your event/activity? What will success look like? (up to 250 words)

(Please note, if successful with your application, your compulsory evaluation must mirror your answer to this question)

19. Do you see this as being a one off event/activity, or is there an opportunity to develop it further? (tick)

One off event/activity		Opportunity for future events/activities	
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20. Tell us about your relevant experience which will assist you in delivering the project (up to 200 words)

21. How do you plan to market your event/activity? (up to 200 words)

22. Please indicate how you have considered the following with regards to your event/activity: (up to 500 words)

Factor	Details
Accessibility	
Inclusivity	

<p>Social value –</p> <p>Looking beyond the financial cost/reward and consider how services might improve the economic, social and environmental well-being of an area.</p>	
<p>Covid 19 (or any potential imposed government restrictions)</p>	
<p>Climate change – environmental sustainability</p>	

Finance

23. What is the total cost of your event/activity?

24. How much of the total project cost are you requesting from Weston-super-Mare Town Council?

25. Income

Income Heading	Amount
Weston-super-Mare Town Council Events Grant request	
Other public funding	
Earned Income	
Private income	
Support in kind	
**Income Total	

26. Expenditure

Expenditure Heading	Amount
Staffing costs	
Artistic and creative costs	
Making your work accessible	
Marketing	
Overheads	
Other	
**Expenditure Total	

**these two figures must be the same in order for your project to be viable.

Declaration

I declare that the information I have given on this form is accurate to the best of my knowledge and that I am authorised to make this grant application.

Name	
Organisation	
Title	
Signed	

Name	
Date	

GDPR/Privacy

All grant applications received will be considered by the Heritage Arts and Culture Working Group. Final decisions will be made by the Heritage Arts and Culture Committee, a public meeting, for which all documentation, papers and reports are available to the public.

Weston-super-Mare Town Council's full data protection policy can be found here: [Data Protection Policy](#)

Please submit your application to:

development@wsm-tc.gov.uk

for the attention of Sarah Pearse and Molly Maher

Checklist

1. Completed application form
2. Budget
3. Supporting documents
 - a. **Constitution or governing documents.**
 - b. The organisation applying must submit a trading account and balance sheet for the last financial year, including existing bank/building society statements.

- c. Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.
- d. The organisation must supply evidence of any application made (whether granted or not) for financial backing from other sources and of the outcome.