

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
POLICY & FINANCE COMMITTEE MEETING
HELD AT THE MUSEUM ON
MONDAY 25th APRIL 2022**

Meeting Commenced: 7:00 pm

Meeting Concluded: 8:13 pm

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

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Samantha Bishop (Committee Officer/Officer Manager), Fiona Walsh (Finance Officer), Molly Maher (Development Officer), Fay Powell (Assistant Town Clerk Operational Services) and Steve Matthews (SJ Surveyors).

404 To receive Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors Sarah Codling who was substituted by Pete Crew and Helen Thornton who was substituted by Pete McAleer.

405 To receive Declarations of Interest

There were no declarations of interest received.

406 To approve the minutes of the Policy & Finance Committee meeting held on 21st February

The minutes had been previously circulated with the agenda.

An amendment was requested to the resolution of minute number 333 – Waterloo Street Issues and Proposals, to reflect that:

That option a. of the report be approved, namely that the Town Clerk, in consultation with the Chairman and ~~Vice Chairman~~ of the Policy & Finance Committee and the Chairman and Vice Chairman of the HQ Working Party, seek to renegotiate the purchase price, being prepared to walk away from the transaction. Should agreement be reached then contracts to be exchanged.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Dave Dash

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

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

Councillor Mark Canniford joined the meeting at 7.03 pm.

407 The minutes of the Working Party to Review Expenditure & Governance held on 10th March 2022 (unapproved) (attached)

RESOLVED: That the minutes of the Working Party to Review Expenditure & Governance

held on 10th March 2022 (unapproved) be noted.

408 Monthly Financial Reports: February 2022

a) For Approval

Schedule of Unapproved Expenditure

PROPOSED BY: Councillor Robert Payne

SECONDED BY: Councillor Ian Porter

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

408.1 RESOLVED: That the Schedule of Unapproved Expenditure for February 2022 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
- vi. Overspend report

It was clarified that the overspend for the toilet cleaning was an increase due to a slight increase in the contract costs.

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

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

409 Grove Park Toilet Doors – Reference from the Town Council meeting

The minute extract from the Town Council Meeting, joint report of the Town Clerk and Deputy Town Clerk and the report of the Surveyor had been previously circulated.

The Surveyor, Steve Matthews, advised that the main issue was with the coin pay management system and if this was to be taken out, the whole system and the doors would need to be changed to enable automatic lockable doors with handles. He had not been able to find an alternative supplier who offered a free of charge management system and that, out of 2 of the 3 quotes received, Healthmatic was the recommended option as their price included fitting and installation. There was an 8-10 week lead time for door installation.

Steve was thanked for his explanation of the complexity of the issue.

Debate ensued. Members felt that they had a duty to follow through with making the toilets a free provision after two democratic votes had been taken.

The suggestion was made to better utilise the 2x CCTV cameras already in situ and increase signage that they were in operation, in the hope of deterring future vandalism. Also when they were closed to add signage to advise members of the public why. Steve advised that £2,800 could be saved by not replacing service the doors.

In response to a suggestion made regarding changing one of the toilet cubicles at Grove Park to urinals, Steve advised that this would not be a cost neutral option. If doors were used not on a management system and not able to lock/unlock remotely, this would increase costs in other ways.

A strong view was expressed that the council had a moral responsibility to protect the safety of the contractor's staff, which was why the toilets had been closed in the first place. The council should be investing in a long term solution with North Somerset Council to resolve the problem, which unfortunately would be a 4-year plan.

Members responded that the decision to reopen the toilets free of charge had already been taken and that it was the committee's responsibility to agree the financing of it rather than to debate the original decision.

In response to a question regarding the budget for toilet vandalism, the Finance Officer advised that there was an additional £10,000 in the budget for other sites within the planned maintenance budget.

PROPOSED BY: Councillor Dave Dash

SECONDED BY: Councillor Pete McAleer

A vote was taken and **carried** (*1 against Councillor Ian Porter and 1 abstention*). Accordingly, it was:

RESOLVED: To approve the quotation from Healthmatic to supply and install replacement doors and adaptations to allow free of charge entry to current management systems at all sites, to exclude the replacement of the service doors.

410 Waterloo Street – Issues and Proposals

The notes of the HQ Working Party meeting held on 20th January 2022 had been previously circulated with the agenda.

The Town Clerk verbally reported that the purchase price had been negotiated down to £400,000 with the vendors, subject to contract. This had been agreed by all the relevant Chairmen and Vice Chairmen via email. He had been assured by the vendors that the contracts would exchange imminently.

The Vice Chairman of the HQ Working Party suggested that HQ Working Party members met soon to discuss the planning implications of the reception area, in order for the Surveyor to pursue.

The Town Clerk requested members to approve the £400,000 purchase price.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Ian Porter

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

RESOLVED:

1. To receive the notes of the HQ Working Party meeting held on 20th January 2022.

2. To approve the final £400,000 purchase price.

A member queried the further costs associated with the project. The Town Clerk advised that these had been reported and budgeted for and could be spread over several financial years and included accessibility and environmental improvements as well as repairs.

411 Contract for HR, Legal and Health and Safety Support

The report of the Town Clerk had been previously circulated with the agenda.

The Town Clerk advised that the cost of the advisory and support service from Worknest had increased due to an increase in usage. However, the service provided was still much more cost effective than paying hourly solicitors' fees on a case by case basis. This contract provider was an industry specialist in the parish and town sector and is very familiar with the Green Book as well as our local terms and conditions of contract who understood the town council's specific needs. He therefore recommended renewal of the contract as an exception to SO's as reported.

The Town Clerk added that the contract as well as providing advice the contract covered not only the cost of court fees and process but also any compensatory awards made, as long as their advice had been followed.

A suggestion was made that, before future contact renewals, the council consider pairing with other parish and town councils to receive a better offer.

The Town Clerk informed that contact provider worked with many other councils and agreed to consider this before contract renewal.

PROPOSED BY: Councillor Peter Fox
SECONDED BY: Councillor Peter Crew

A vote was taken and **carried**. (one against), Accordingly, it was:

RESOLVED: That in accordance with SO 39.2(d)(ix), to renew the contract on the terms reported.

412 Ear Marked Reserves (EMR) for 2022 to 2023

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

The Town Clerk added that in this case, COVID had had a positive effect as there was not a lot of lost income and more of a delay in projects.

There were no areas of concern to highlight.

PROPOSED BY: Councillor Pete Fox
SECONDED BY: Councillor Tim Taylor

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

RESOLVED: To approve the Ear Marked Reserves (EMR) for 2022 to 2023 as reported at £1,148.458.

413 Evaluation of the Town Council Strategy

- 1.1 Covering report – explaining the works carried out and resolutions required
- 1.2 Appendix 1 – updates strategy for approval
- 1.3 Appendix 2 – strategy evaluation

These had all been circulated to members prior to the meeting.

The Development Officer highlighted that out of 74 resolutions made by council, 66 had either been implemented or were ongoing. The proposed amendments to the Strategy were highlighted in yellow for members' approval.

Appendix 3 was a video for use on the website and social media outlets for member's approval and was played at the meeting.

Members thanked officers for their work in producing the video and felt it put Weston in a good light.

The Town Clerk commented that members should also praise themselves as the video demonstrated how progressive the town council was.

Points raised by members were to change the stated date of the election to 2019 and some other factual changes would be communicated to officers separately.

It was the strong view of a member that the video should have featured a councillor and not an officer.

Other members would have liked the opportunity to have been consulted before its production.

The Development Officer responded that only points that were contained to in the Strategy and which had been resolved by committees were referred to in the video.

PROPOSED BY: Councillor Pete McAleer

SECONDED BY: Councillor Pete Crew

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

RESOLVED:

- 1. To note the evaluation of the strategy (appendix 2)
- 2. To approve additions (in yellow) to the strategy (appendix 1)
- 3. To note the video and approve use on the website and social media outlets (appendix 3) subject to amendments provided to Officers.

There being no further business, the Chairman closed the meeting at 8.13 pm

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

Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

		General Account - (Direct Debits, Standing Orders)		General Account - (pymt run inv's (CHQS,BACS) and salary payments)		Imprest Account		Mayors Charity Fund		Totals	
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>											
	Apr-21	£	4,542.37	£	189,192.94	£	15.00	£	15.00	<u>£ 193,765.31</u>	
	May-21	£	26,275.56	£	152,655.19	£	15.00	£	15.00	<u>£ 178,960.75</u>	
	Jun-21	£	4,395.27	£	292,298.09	£	22.28	£	16.37	<u>£ 296,732.01</u>	
	Jul-21	£	5,747.86	£	185,332.69	£	15.80	£	15.00	<u>£ 191,111.35</u>	
	Aug-21	£	6,100.64	£	328,471.85	£	21.32	£	15.37	<u>£ 334,609.18</u>	
	Sep-21	£	11,656.78	£	230,447.41	£	19.05	£	18.74	<u>£ 242,141.98</u>	
	Oct-21	£	7,300.83	£	462,568.21	£	16.68	£	20.69	<u>£ 469,906.41</u>	
	Nov-21	£	24,749.71	£	303,068.53	£	20.94	£	21.03	<u>£ 327,860.21</u>	
	Dec-21	£	6,834.24	£	161,708.56	£	28.20	£	58.10	<u>£ 168,629.10</u>	
	Jan-22	£	9,596.52	£	286,348.59	£	18.20	£	16.50	<u>£ 295,979.81</u>	
	Feb-22	£	8,331.09	£	281,130.83	£	15.00	£	17.74	<u>£ 289,494.66</u>	
	Mar-22	£	8,408.64	£	366,754.93	£	19.22	£	16.60	<u>£ 375,199.39</u>	

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-22		£	6,244.29	£	667,617.51	£	418.74	£	15.80	<u>£ 674,296.34</u>	

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

BANK RECONCILIATIONS

	Agenda Item				ADD										Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash Grove Lodge	Petty Cash n Petty Cash	Petty Cash & Floats	Petty Cash & Floats	Petty Cash & Floats	Petty Cash & Floats	Blakehay Floats	
Summary of reconciliations attached	£	£	£	£		£	£	£	£	£	£	£	£	£	£
30th April 2021															
Account Balance	2,350,952.35	32,259.52	10,985.55	30,127.54											
Less: Unpresented cheques and BACS (p/l & imprest trs)	0.00	1,164.00	0.00	0.00											
plus: receipts not banked	200.00	0.00	0.00	0.00											
	2,351,152.35	31,095.52	10,985.55	30,127.54	2,423,360.96	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00			2,944,670.96
31st May 2021															
Account Balance	2,162,607.73	32,220.52	10,970.55	30,127.54											
Less: Unpresented cheques and BACS (p/l & imprest trs)	66,508.77	1,110.00	0.00	0.00											
plus: receipts not banked	2,252.78	0.00	0.00	0.00											
	2,098,351.74	31,110.52	10,970.55	30,127.54	2,170,560.35	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00			2,691,670.35
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
28th February 2022															
Account Balance	1,493,020.00	29,399.07	3,610.61	30,127.54											
Less: Unpresented cheques and BACS (p/l & imprest trs)	190,438.92	319.71	0.00	0.00											
plus: receipts not banked	2,875.72	0.00	0.00	0.00											
	1,305,456.80	29,079.36	3,610.61	30,127.54	1,368,274.31	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00			1,889,584.31
31st March 2022															
Account Balance	1,270,955.61	28,610.32	3,844.01	30,127.54											
Less: Unpresented cheques and BACS (p/l & imprest trs)	274,774.74	421.02	0.00	0.00											
plus: receipts not banked	1,615.51	0.00	0.00	0.00											
	997,796.38	28,189.30	3,844.01	30,127.54	1,059,957.23	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00			1,581,267.23

Policy & Finance Committee

Bank Reconciliation Statements – Report of the Finance Officer

BANK RECONCILIATIONS

BANK RECONCILIATIONS	Agenda Item				ADD								Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash & floats held:					
								Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats	Blakehay Floats	
Summary of reconciliations attached	£	£	£	£		£	£	£	£	£	£	£	£
30th April 2022													
Account Balance	2,319,057.74	28,098.69	6,717.80	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	572,298.78	128.13	0.00	0.00									
plus: receipts not banked	3,198.20	0.00	0.00	0.00									
	1,749,957.16	27,970.56	6,717.80	30,131.56	1,814,777.08	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,336,087.08

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102</u>	<u>Central Administration</u>							
1020	Kickstarter Grant Income	2,745	5,309	0	(5,309)			0.0%
	Central Administration :- Income	2,745	5,309	0	(5,309)			
4000	Staffing Costs	37,148	336,723	347,666	10,943		10,943	96.9%
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	1,133	2,283	1,000	(1,283)		(1,283)	228.3%
4009	Health & Safety Consultant	0	2,550	4,500	1,950		1,950	56.7%
4012	Travel & Subsistence Expenses	35	276	500	224		224	55.2%
4013	Training	570	5,075	26,383	21,308		21,308	19.2%
4014	P P E / Health & Safety	1,298	1,298	0	(1,298)		(1,298)	0.0%
4019	Website Costs-TC	0	120	1,000	880		880	12.0%
4030	Equipment Purchase	60	520	500	(20)		(20)	104.1%
4031	Equipment - Rental	1,012	7,230	7,720	490		490	93.6%
4034	Equipment Repairs	0	65	500	435		435	13.0%
4035	Telephone	412	5,074	4,000	(1,074)		(1,074)	126.8%
4036	Stationery	(41)	1,746	1,750	4		4	99.8%
4038	Recruitment / Advertising	2,220	6,196	2,500	(3,696)		(3,696)	247.9%
4040	Audit & Accountancy	0	6,012	6,000	(12)		(12)	100.2%
4041	Fees, Subs and Conferences	(100)	3,124	1,800	(1,324)		(1,324)	173.6%
4042	Postages	316	3,305	7,000	3,695		3,695	47.2%
4043	Ink Cartridges/printing	0	1,716	1,500	(216)		(216)	114.4%
4044	Insurance	(2,791)	3,124	11,500	8,376		8,376	27.2%
4049	Legal fees	83	7,031	5,000	(2,031)		(2,031)	140.6%
4107	IT Support & Upgrade	1,637	31,140	32,323	1,183		1,183	96.3%
4110	Cleaning	(429)	0	0	0		0	0.0%
4114	Refuse Removal	(106)	0	0	0		0	0.0%
4136	Credit Card Chgs	(176)	0	0	0		0	0.0%
4151	Catering	80	2,120	1,500	(620)		(620)	141.4%
6005	Admin Overhead Recharge	0	996	0	(996)		(996)	0.0%
6020	Allocation to Cost Centres	(39,615)	(429,511)	(469,081)	(39,570)		(39,570)	91.6%
	Central Administration :- Indirect Expenditure	2,745	5,309	2,651	(2,658)	0	(2,658)	200.3%
	Net Income over Expenditure	(0)	(0)	(2,651)	(2,651)			
<u>103</u>	<u>Grove House</u>							
4014	P P E / Health & Safety	0	780	2,000	1,220		1,220	39.0%
4030	Equipment Purchase	41	879	1,000	121		121	87.9%
4102	NNDR	540	4,949	5,552	603		603	89.1%
4104	Utilities - Water	0	201	200	(1)		(1)	100.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4105 Utilities - Heat & Light	875	2,637	2,628	(9)		(9)	100.3%
4109 Alarm system	45	1,069	800	(269)		(269)	133.6%
4110 Cleaning	627	4,389	250	(4,139)		(4,139)	1755.5%
4111 Window Cleaning	10	90	100	10		10	90.0%
4114 Refuse Removal	106	1,098	800	(298)		(298)	137.2%
4132 Rent	(417)	0	0	0		0	0.0%
6020 Allocation to Cost Centres	(1,828)	(16,091)	(11,429)	4,662		4,662	140.8%
Grove House :- Indirect Expenditure	0	0	1,901	1,901	0	1,901	0.0%
Net Expenditure	(0)	(0)	(1,901)	(1,901)			
104 Grove Lodge							
4014 P P E / Health & Safety	0	105	350	245		245	30.0%
4030 Equipment Purchase	438	1,016	1,000	(16)		(16)	101.5%
4102 NNDR	221	2,246	2,302	57		57	97.5%
4104 Utilities - Water	451	451	450	(1)		(1)	100.3%
4105 Utilities - Heat & Light	151	1,088	2,000	912		912	54.4%
4109 Alarm system	24	329	600	271		271	54.8%
4110 Cleaning	514	3,004	0	(3,004)		(3,004)	0.0%
4111 Window Cleaning	10	90	100	10		10	90.0%
4132 Rent	1,250	5,000	5,000	(0)		(0)	100.0%
6020 Allocation to Cost Centres	(3,059)	(13,328)	(9,965)	3,363		3,363	133.7%
Grove Lodge :- Indirect Expenditure	1	0	1,837	1,837	0	1,837	0.0%
Net Expenditure	(1)	(0)	(1,837)	(1,837)			
105 Community Services							
4158 Weston in Bloom	2,911	3,147	16,000	12,853		12,853	19.7%
4200 Small grants to Voluntary Orgs	987	11,437	12,500	1,063		1,063	91.5%
4204 VANS	0	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	0	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	86,725	84,897	(1,828)		(1,828)	102.2%
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	0	2,477	6,000	3,523		3,523	41.3%
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	(1,000)	11,000	60,000	49,000		49,000	18.3%
4252 Crime & Disorder	9,386	40,727	50,000	9,273		9,273	81.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4864 Homeless Support Fund	25,000	25,000	25,000	0		0	100.0%
6000 Admin Salaries Recharge	2,842	25,462	26,124	662		662	97.5%
6005 Admin Overhead Recharge	189	7,320	9,758	2,438		2,438	75.0%
6007 Grove House Recharge	140	1,230	1,235	5		5	99.6%
6008 Grove Lodge Recharges	234	1,019	1,096	77		77	93.0%
6010 Grounds Salaries Recharge	10,515	91,376	108,784	17,408		17,408	84.0%
6015 Grounds Overhead Recharge	6,772	32,256	21,110	(11,146)		(11,146)	152.8%
Community Services :- Indirect Expenditure	57,976	431,972	522,163	90,191	0	90,191	82.7%
Net Expenditure	(57,976)	(431,972)	(522,163)	(90,191)			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,619	29,514	22,933	(6,581)		(6,581)	128.7%
4036 Stationery	43	213	200	(13)		(13)	106.7%
4044 Insurance	0	74	277	203		203	26.6%
4050 Printing	0	488	1,405	917		917	34.7%
4150 Chauffeur/travel costs	1,532	3,203	5,500	2,297		2,297	58.2%
4151 Catering	872	7,830	9,150	1,320		1,320	85.6%
4152 Civic Miscellaneous	265	3,635	3,115	(520)		(520)	116.7%
4153 Chairman's Allowance	1,001	4,814	4,496	(318)		(318)	107.1%
4154 Civic Regalia	933	2,690	2,350	(340)		(340)	114.5%
6000 Admin Salaries Recharge	2,095	18,772	19,263	491		491	97.5%
6005 Admin Overhead Recharge	139	5,396	7,192	1,796		1,796	75.0%
6007 Grove House Recharge	103	906	2,886	1,980		1,980	31.4%
6008 Grove Lodge Recharges	173	752	2,629	1,877		1,877	28.6%
6010 Grounds Salaries Recharge	53	463	551	88		88	84.0%
6015 Grounds Overhead Recharge	34	165	147	(18)		(18)	112.2%
Civic Support :- Indirect Expenditure	9,862	78,915	82,094	3,179	0	3,179	96.1%
Net Expenditure	(9,862)	(78,915)	(82,094)	(3,179)			
<u>108 Democratic Representation</u>							
4013 Training	0	1,285	2,920	1,635		1,635	44.0%
4018 Election Costs	0	10,965	15,000	4,035		4,035	73.1%
4024 Internal Meeting Provision	0	1,512	6,000	4,489		4,489	25.2%
6000 Admin Salaries Recharge	10,097	90,467	92,835	2,368		2,368	97.4%
6005 Admin Overhead Recharge	671	26,005	34,664	8,659		8,659	75.0%
6007 Grove House Recharge	497	4,374	1,043	(3,331)		(3,331)	419.4%
6008 Grove Lodge Recharges	831	3,621	797	(2,824)		(2,824)	454.3%
6010 Grounds Salaries Recharge	652	5,669	6,751	1,082		1,082	84.0%
6015 Grounds Overhead Recharge	420	2,004	1,778	(226)		(226)	112.7%
Democratic Representation :- Indirect Expenditure	13,168	145,901	161,788	15,887	0	15,887	90.2%
Net Expenditure	(13,168)	(145,901)	(161,788)	(15,887)			

	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	190	1,997	3,000	1,003			66.6%
1191 CIL Received	0	42,990	0	(42,990)			0.0%
Other Costs & Income :- Income	190	2,632,969	3,000	(2,629,969)			87765.6
4051 Bank Charges	442	3,062	5,143	2,081		2,081	59.5%
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	364	15,228	15,228	(0)		(0)	100.0%
4069 PWLB Capital repaid-Water Pk	(364)	5,131	5,131	0		0	100.0%
4999 General Reserve	14,830	17,867	0	(17,867)		(17,867)	0.0%
Other Costs & Income :- Indirect Expenditure	15,272	58,536	43,385	(15,151)	0	(15,151)	134.9%
Net Income over Expenditure	(15,081)	2,574,433	(40,385)	(2,614,818)			
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	2,214	19,517	25,000	5,483		5,483	78.1%
4213 Development budget	(256)	235	1,000	765		765	23.5%
4216 Old Town Quarry	330	4,750	7,500	2,750		2,750	63.3%
6000 Admin Salaries Recharge	4,127	36,978	37,947	969		969	97.4%
6005 Admin Overhead Recharge	274	10,629	14,173	3,544		3,544	75.0%
6007 Grove House Recharge	203	1,787	325	(1,462)		(1,462)	549.8%
6008 Grove Lodge Recharges	340	1,479	340	(1,139)		(1,139)	435.0%
6010 Grounds Salaries Recharge	483	4,195	4,993	798		798	84.0%
6015 Grounds Overhead Recharge	311	1,479	1,313	(166)		(166)	112.6%
Strategic Planning/Projects :- Indirect Expenditure	8,026	81,050	92,591	11,541	0	11,541	87.5%
Net Income over Expenditure	(8,026)	(81,050)	(84,967)	(3,917)			
112 Environmental							
4076 Environmental / Climate	4,350	15,083	100,000	84,917		84,917	15.1%
6000 Admin Salaries Recharge	1,453	13,011	13,355	344		344	97.4%
6005 Admin Overhead Recharge	95	3,741	4,982	1,241		1,241	75.1%
6007 Grove House Recharge	70	630	453	(177)		(177)	139.1%
6008 Grove Lodge Recharges	119	526	398	(128)		(128)	132.2%
6010 Grounds Salaries Recharge	441	3,840	4,571	731		731	84.0%
6015 Grounds Overhead Recharge	286	1,355	1,201	(154)		(154)	112.8%
Environmental :- Indirect Expenditure	6,814	38,186	124,960	86,774	0	86,774	30.6%
Net Expenditure	(6,814)	(38,186)	(124,960)	(86,774)			

	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	7,392	57,331	61,470	4,139		4,139	93.3%
4013 Training	257	1,024	1,753	729		729	58.4%
4014 P P E / Health & Safety	106	915	3,500	2,585		2,585	26.2%
4019 Website Costs-TC	0	140	500	360		360	28.0%
4030 Equipment Purchase	969	8,963	5,000	(3,963)		(3,963)	179.3%
4031 Equipment - Rental	15	561	1,162	601		601	48.3%
4034 Equipment Repairs	353	559	500	(59)		(59)	111.8%
4035 Telephone	125	1,546	1,400	(146)		(146)	110.4%
4043 Ink Cartridges/printing	0	73	0	(73)		(73)	0.0%
4044 Insurance	(2,179)	876	562	(314)		(314)	155.9%
4102 NNDR	315	3,911	3,600	(311)		(311)	108.6%
4104 Utilities - Water	283	376	924	548		548	40.7%
4105 Utilities - Heat & Light	441	4,776	7,126	2,350		2,350	67.0%
4109 Alarm system	0	475	1,000	525		525	47.5%
4110 Cleaning	144	2,136	5,000	2,864		2,864	42.7%
4111 Window Cleaning	0	110	300	190		190	36.7%
4114 Refuse Removal	78	2,633	1,500	(1,133)		(1,133)	175.5%
4131 Licenses	(135)	334	1,191	857		857	28.0%
4136 Credit Card Chgs	36	210	0	(210)		(210)	0.0%
6000 Admin Salaries Recharge	2,708	24,264	24,898	634		634	97.5%
6005 Admin Overhead Recharge	180	6,974	9,300	2,326		2,326	75.0%
6007 Grove House Recharge	133	1,171	659	(512)		(512)	177.7%
6008 Grove Lodge Recharges	223	971	567	(404)		(404)	171.3%
6010 Grounds Salaries Recharge	314	2,724	3,246	522		522	83.9%
6015 Grounds Overhead Recharge	202	960	860	(100)		(100)	111.6%
Blakehay Central Costs :- Indirect Expenditure	11,961	124,014	136,018	12,004	0	12,004	91.2%
Net Expenditure	(11,961)	(124,014)	(136,018)	(12,004)			
121 Blakehay -Auditorium							
1013 BH annual membership	0	20	100	80			20.0%
1090 Bookings	4,397	7,723	16,789	9,066			46.0%
Blakehay -Auditorium :- Income	4,397	7,743	16,889	9,146			45.8%
4000 Staffing Costs	2,190	21,911	27,379	5,468		5,468	80.0%
4039 Advertising & Marketing	264	516	3,000	2,484		2,484	17.2%
4224 Blakehay Performing Rights	0	0	500	500		500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	2,454	22,427	30,879	8,452	0	8,452	72.6%
Net Income over Expenditure	1,943	(14,684)	(13,990)	694			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
122 Blakehay - Upper Studio							
1014 BH evening classes income	50	50	1,050	1,000			4.8%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	585	595	12,000	11,405			5.0%
Blakehay - Upper Studio :- Income	635	645	16,710	16,065			3.9%
4141 BH evening classes expenditure	63	63	750	688		688	8.3%
Blakehay - Upper Studio :- Indirect Expenditure	63	63	750	688	0	688	8.3%
Net Income over Expenditure	573	583	15,960	15,378			
123 Blakehay Bar							
1090 Bookings	100	100	0	(100)			0.0%
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	1,948	2,217	15,000	12,783			14.8%
Blakehay Bar :- Income	2,048	2,317	17,025	14,708			13.6%
4000 Staffing Costs	0	0	6,464	6,464		6,464	0.0%
4031 Equipment - Rental	167	1,302	2,574	1,272		1,272	50.6%
4405 Blakehay Bar Expenditure	1,318	1,969	5,000	3,031		3,031	39.4%
Blakehay Bar :- Indirect Expenditure	1,485	3,271	14,038	10,767	0	10,767	23.3%
Net Income over Expenditure	563	(954)	2,987	3,941			
124 Blakehay Box Office							
1105 Blakehay Box office income	(894)	1,607	4,547	2,940			35.3%
Blakehay Box Office :- Income	(894)	1,607	4,547	2,940			35.3%
4031 Equipment - Rental	22	110	0	(110)		(110)	0.0%
4036 Stationery	29	61	500	439		439	12.1%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	51	171	1,028	857	0	857	16.6%
Net Income over Expenditure	(944)	1,437	3,519	2,082			
125 Blakehay -Live Shows							
1106 Blakehay events income	0	1,811	48,000	46,190			3.8%
Blakehay -Live Shows :- Income	0	1,811	48,000	46,190			3.8%
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	1,811	21,600	19,790			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
126 Blakehay CRF							
1100 Miscellaneous Income	0	32,300	0	(32,300)			0.0%
Blakehay CRF :- Income	0	32,300	0	(32,300)			
4414 Cultural Revival Fund Expense	2,120	2,120	0	(2,120)		(2,120)	0.0%
Blakehay CRF :- Direct Expenditure	2,120	2,120	0	(2,120)	0	(2,120)	
Net Income over Expenditure	(2,120)	30,180	0	(30,180)			
140 Museum Central Costs							
1034 Grant funding	(640)	10,154	0	(10,154)			0.0%
1100 Miscellaneous Income	299	3,685	7,500	3,815			49.1%
1122 Fundraising	3	426	0	(426)			0.0%
Museum Central Costs :- Income	(338)	14,265	7,500	(6,765)			190.2%
4000 Staffing Costs	10,043	122,529	108,678	(13,851)		(13,851)	112.7%
4012 Travel & Subsistence Expenses	34	462	200	(262)		(262)	231.2%
4013 Training	0	2,605	3,727	1,122		1,122	69.9%
4014 P P E / Health & Safety	0	900	1,000	100		100	90.0%
4019 Website Costs-TC	0	1,086	600	(486)		(486)	181.0%
4030 Equipment Purchase	100	1,698	1,500	(198)		(198)	113.2%
4031 Equipment - Rental	22	360	1,616	1,256		1,256	22.3%
4034 Equipment Repairs	0	238	200	(38)		(38)	118.8%
4035 Telephone	272	3,356	1,600	(1,756)		(1,756)	209.8%
4036 Stationery	94	365	200	(165)		(165)	182.3%
4039 Advertising & Marketing	612	3,630	4,000	370		370	90.8%
4041 Fees, Subs and Conferences	378	546	400	(146)		(146)	136.4%
4044 Insurance	(2,179)	726	1,200	474		474	60.5%
4102 NNDR	5,323	54,418	54,622	204		204	99.6%
4104 Utilities - Water	13	342	978	636		636	35.0%
4105 Utilities - Heat & Light	643	10,339	12,798	2,459		2,459	80.8%
4108 Building / Maintenance	(120)	0	0	0		0	0.0%
4109 Alarm system	124	1,484	1,000	(484)		(484)	148.4%
4110 Cleaning	888	10,785	12,000	1,215		1,215	89.9%
4111 Window Cleaning	50	550	600	50		50	91.7%
4114 Refuse Removal	0	4,462	1,800	(2,662)		(2,662)	247.9%
4131 Licenses	(221)	342	1,600	1,258		1,258	21.4%
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	72,340	72,340	70,843	(1,497)		(1,497)	102.1%
6000 Admin Salaries Recharge	3,213	28,791	29,542	751		751	97.5%
6005 Admin Overhead Recharge	213	8,274	11,029	2,755		2,755	75.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6007 Grove House Recharge	158	1,390	337	(1,053)		(1,053)	412.5%
6008 Grove Lodge Recharges	265	1,154	858	(296)		(296)	134.5%
6010 Grounds Salaries Recharge	314	2,724	3,246	522		522	83.9%
6015 Grounds Overhead Recharge	202	960	860	(100)		(100)	111.6%
Museum Central Costs :- Indirect Expenditure	92,782	337,025	327,034	(9,991)	0	(9,991)	103.1%
Net Income over Expenditure	(93,120)	(322,760)	(319,534)	3,226			
141 Museum Learning and Events							
1006 Learning Income	110	4,702	0	(4,702)			0.0%
1008 Museum handling box hire	70	1,925	0	(1,925)			0.0%
1103 Other event misc income	(375)	418	0	(418)			0.0%
Museum Learning and Events :- Income	(195)	7,045	0	(7,045)			
4000 Staffing Costs	3,033	30,314	18,885	(11,429)		(11,429)	160.5%
4020 Learning/Event education equip	412	925	1,000	75		75	92.5%
4039 Advertising & Marketing	0	639	1,000	361		361	63.9%
4058 Learning/Events Museum events	0	168	0	(168)		(168)	0.0%
Museum Learning and Events :- Indirect Expenditure	3,445	32,046	20,885	(11,161)	0	(11,161)	153.4%
Net Income over Expenditure	(3,639)	(25,001)	(20,885)	4,116			
142 Museum Cafe							
1004 Cafe Sales	1,671	27,128	62,000	34,872			43.8%
Museum Cafe :- Income	1,671	27,128	62,000	34,872			43.8%
4000 Staffing Costs	2,090	32,641	44,616	11,975		11,975	73.2%
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	1,216	1,268	0	(1,268)		(1,268)	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	0	739	800	61		61	92.3%
4151 Catering	0	191	500	309		309	38.2%
4406 Bar Stock	0	2,098	2,500	402		402	83.9%
4407 Museum cafe stock	958	12,383	13,000	617		617	95.3%
Museum Cafe :- Indirect Expenditure	4,264	50,682	67,085	16,403	0	16,403	75.5%
Net Income over Expenditure	(2,593)	(23,554)	(5,085)	18,469			

	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	1,321	10,900	13,500	2,600			80.7%
1009 Museum sale or return comm	0	2,341	4,000	1,659			58.5%
Museum shop/retail :- Income	1,321	13,241	17,500	4,259			75.7%
4031 Equipment - Rental	(1,216)	0	0	0		0	0.0%
4136 Credit Card Chgs	36	182	312	130		130	58.2%
4408 Museum shop stock	861	7,384	7,000	(384)		(384)	105.5%
Museum shop/retail :- Indirect Expenditure	(319)	7,566	7,312	(254)	0	(254)	103.5%
Net Income over Expenditure	1,639	5,675	10,188	4,513			
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)	0	0	0			0.0%
1019 Internal Bookings (Council)	417	912	2,040	1,128			44.7%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	902	7,559	9,000	1,441			84.0%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	1,184	8,470	21,615	13,145			39.2%
4000 Staffing Costs	0	0	32,819	32,819		32,819	0.0%
4030 Equipment Purchase	0	2,745	3,000	255		255	91.5%
4039 Advertising & Marketing	198	1,075	1,500	425		425	71.7%
Museum Function :- Indirect Expenditure	198	3,820	37,319	33,499	0	33,499	10.2%
Net Income over Expenditure	986	4,650	(15,704)	(20,354)			
199 Capital Projects							
4103 Capital project	0	79,141	145,000	65,859		65,859	54.6%
Capital Projects :- Indirect Expenditure	0	79,141	145,000	65,859	0	65,859	54.6%
Net Expenditure	0	(79,141)	(145,000)	(65,859)			
300 Planning							
6000 Admin Salaries Recharge	1,081	9,686	9,938	252		252	97.5%
6005 Admin Overhead Recharge	72	2,785	3,713	928		928	75.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6007 Grove House Recharge	53	468	437	(31)		(31)	107.1%
6008 Grove Lodge Recharges	89	387	209	(178)		(178)	185.2%
Planning :- Indirect Expenditure	1,295	13,326	14,297	971	0	971	93.2%
Net Expenditure	(1,295)	(13,326)	(14,297)	(971)			
400 Central Grounds Maintenance							
4000 Staffing Costs	31,352	270,715	320,081	49,366		49,366	84.6%
4001 Salaries - Agency	0	12,013	12,013	0		0	100.0%
4013 Training	2,494	5,925	8,594	2,669		2,669	68.9%
4014 P P E / Health & Safety	31	2,167	2,000	(167)		(167)	108.4%
4015 SLA Somerset	2,757	13,785	13,769	(16)		(16)	100.1%
4025 Vehicle Maintenance	979	4,615	3,000	(1,615)		(1,615)	153.8%
4026 Petrol / Diesel	141	4,946	7,500	2,554		2,554	65.9%
4030 Equipment Purchase	5,395	13,588	8,725	(4,863)		(4,863)	155.7%
4031 Equipment - Rental	972	12,413	20,954	8,541		8,541	59.2%
4034 Equipment Repairs	2,500	5,190	4,500	(690)		(690)	115.3%
4035 Telephone	1,164	2,520	2,160	(360)		(360)	116.7%
4044 Insurance	3,167	7,353	5,500	(1,853)		(1,853)	133.7%
4105 Utilities - Heat & Light	(50)	0	0	0		0	0.0%
4107 IT Support & Upgrade	641	12,919	8,052	(4,867)		(4,867)	160.4%
4114 Refuse Removal	0	462	6,000	5,538		5,538	7.7%
6015 Grounds Overhead Recharge	0	0	7,611	7,611		7,611	0.0%
6020 Allocation to Cost Centres	(51,544)	(368,611)	(409,969)	(41,358)		(41,358)	89.9%
Central Grounds Maintenance :- Indirect Expenditure	(0)	(0)	20,490	20,490	0	20,490	0.0%
Net Expenditure	0	0	(20,490)	(20,490)			
403 Allotments							
1100 Miscellaneous Income	0	400	0	(400)			0.0%
Allotments :- Income	0	400	0	(400)			
4108 Building / Maintenance	0	442	4,000	3,558		3,558	11.0%
6000 Admin Salaries Recharge	446	3,993	4,102	109		109	97.3%
6005 Admin Overhead Recharge	30	1,148	1,530	382		382	75.0%
6007 Grove House Recharge	22	194	805	611		611	24.1%
6008 Grove Lodge Recharges	37	160	742	582		582	21.6%
6010 Grounds Salaries Recharge	524	4,553	5,415	862		862	84.1%
6015 Grounds Overhead Recharge	337	1,607	1,427	(180)		(180)	112.6%
Allotments :- Indirect Expenditure	1,396	12,097	18,021	5,924	0	5,924	67.1%
Net Income over Expenditure	(1,396)	(11,697)	(18,021)	(6,324)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
420 Milton Road Cemetery							
1010 Interments	10,878	55,795	58,000	2,205			96.2%
1011 Memorials	537	6,080	6,000	(80)			101.3%
1100 Miscellaneous Income	447	2,634	3,250	616			81.0%
Milton Road Cemetery :- Income	11,862	64,509	67,250	2,741			95.9%
4034 Equipment Repairs	430	790	2,000	1,210		1,210	39.5%
4039 Advertising & Marketing	0	0	450	450		450	0.0%
4054 Grave Digging	1,402	8,940	12,500	3,560		3,560	71.5%
4055 Memorials	87	9,257	7,000	(2,257)		(2,257)	132.2%
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	45	644	400	(244)		(244)	161.0%
4109 Alarm system	50	50	500	450		450	10.0%
4110 Cleaning	79	89	1,500	1,411		1,411	6.0%
4111 Window Cleaning	0	0	150	150		150	0.0%
6000 Admin Salaries Recharge	1,456	13,047	13,392	345		345	97.4%
6005 Admin Overhead Recharge	97	3,750	4,997	1,247		1,247	75.0%
6007 Grove House Recharge	72	632	943	311		311	67.0%
6008 Grove Lodge Recharges	120	523	290	(233)		(233)	180.3%
6010 Grounds Salaries Recharge	10,842	94,210	112,159	17,949		17,949	84.0%
6015 Grounds Overhead Recharge	6,982	33,256	29,605	(3,651)		(3,651)	112.3%
Milton Road Cemetery :- Indirect Expenditure	21,663	169,052	189,853	20,801	0	20,801	89.0%
Net Income over Expenditure	(9,801)	(104,543)	(122,603)	(18,060)			
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	747	6,690	6,861	171		171	97.5%
6005 Admin Overhead Recharge	50	1,923	2,566	643		643	74.9%
6007 Grove House Recharge	37	323	593	270		270	54.5%
6008 Grove Lodge Recharges	61	267	231	(36)		(36)	115.6%
Youth Activities :- Indirect Expenditure	895	72,363	79,592	7,229	0	7,229	90.9%
Net Expenditure	(895)	(72,363)	(79,592)	(7,229)			
460 Street Furniture							
1112 Dog Bin Emptying	1,210	12,436	4,356	(8,080)			285.5%
Street Furniture :- Income	1,210	12,436	4,356	(8,080)			285.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4035 Telephone	(799)	0	0	0		0	0.0%
4105 Utilities - Heat & Light	71	803	0	(803)		(803)	0.0%
4116 Dogbin Emptying	1,808	15,158	4,500	(10,658)		(10,658)	336.8%
4119 Notice Boards	0	503	1,500	997		997	33.5%
4120 Bus Shelter Cleaning / Graffiti	0	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	11	602	550	(52)		(52)	109.4%
6000 Admin Salaries Recharge	1,155	10,352	10,622	270		270	97.5%
6005 Admin Overhead Recharge	77	2,977	3,972	995		995	74.9%
6007 Grove House Recharge	57	499	352	(147)		(147)	141.8%
6008 Grove Lodge Recharges	95	414	364	(50)		(50)	113.7%
6010 Grounds Salaries Recharge	2,351	20,431	24,330	3,899		3,899	84.0%
6015 Grounds Overhead Recharge	1,514	7,214	6,419	(795)		(795)	112.4%
Street Furniture :- Indirect Expenditure	6,340	59,349	56,209	(3,140)	0	(3,140)	105.6%
Net Income over Expenditure	(5,130)	(46,914)	(51,853)	(4,939)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	3,500	7,000	3,500			50.0%
1077 Water Park Admissions	0	8,931	30,000	21,069			29.8%
Parks & Play Areas :- Income	0	12,431	37,000	24,569			33.6%
4102 NNDR	0	0	458	458		458	0.0%
4104 Utilities - Water	322	738	4,000	3,262		3,262	18.4%
4105 Utilities - Heat & Light	(2,663)	1,356	8,254	6,898		6,898	16.4%
4114 Refuse Removal	0	0	300	300		300	0.0%
4132 Rent	(1,552)	0	0	0		0	0.0%
4138 Water Play Area Rent	2,328	9,584	10,041	457		457	95.4%
4139 Water Play Maint-splash only	(20)	(20)	0	20		20	0.0%
4140 Recreation Grounds	0	78,060	79,744	1,684		1,684	97.9%
4150 Chauffeur/travel costs	37	37	0	(37)		(37)	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	134,622	134,622		134,622	0.0%
4301 Ashcombe Park Lower	45	1,145	1,145	0		0	100.0%
4302 Ashcombe Park Upper	141	199	198	(1)		(1)	100.3%
4303 Broadway Play	45	48	48	(0)		(0)	100.7%
4304 Broadway Skate Park	45	45	45	0		0	100.0%
4305 Byron Rec	45	890	890	0		0	100.0%
4306 Castle Batch Lower	45	45	45	0		0	100.0%
4307 Canberra Road	45	45	45	0		0	100.0%
4308 Clarence Park	45	105	105	0		0	100.0%
4309 Conniston Green	45	905	905	0		0	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4310 Ellenborough Park East	45	45	45	0		0	100.0%
4311 Grove Park	45	45	45	0		0	100.0%
4312 Hutton Moor Skate Park	45	45	45	0		0	100.0%
4313 Jubilee Park	45	45	45	0		0	100.0%
4314 Locking Castle (Maltlands)	45	45	45	0		0	100.0%
4315 Lynch Farm	45	45	45	0		0	100.0%
4316 Millennium Green	45	45	45	0		0	100.0%
4317 Uphill Junior Play Area	45	(1,750)	(1,750)	0		0	100.0%
4318 Uphill Toddler Play Area	45	145	145	(0)		(0)	100.1%
4319 Water Adventure Play Park	4,708	22,856	22,857	1		1	100.0%
4320 Worle Recreation Ground	45	45	45	0		0	100.0%
4321 Wyvern Close	45	45	45	0		0	100.0%
4322 Ellenborough Park West	45	295	295	0		0	100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,356	12,150	12,461	311		311	97.5%
6005 Admin Overhead Recharge	90	3,492	4,652	1,160		1,160	75.1%
6007 Grove House Recharge	67	589	335	(254)		(254)	175.8%
6008 Grove Lodge Recharges	112	487	124	(363)		(363)	392.7%
6010 Grounds Salaries Recharge	4,443	38,605	45,954	7,349		7,349	84.0%
6015 Grounds Overhead Recharge	2,861	13,628	12,136	(1,492)		(1,492)	112.3%
Parks & Play Areas :- Indirect Expenditure	13,130	184,084	343,459	159,375	0	159,375	53.6%
Net Income over Expenditure	(13,130)	(171,653)	(306,459)	(134,806)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	10,870	10,870		10,870	0.0%
4232 Allotments PPM	0	565	565	0		0	100.0%
4233 Blakehay PPM	1,450	16,259	16,260	1		1	100.0%
4234 Museum PPM	11,254	32,956	32,957	1		1	100.0%
4235 Cemetery PPM	1,904	35,394	35,394	0		0	100.0%
4236 Parks & play areas PPM	1,980	18,989	18,987	(2)		(2)	100.0%
4237 Grove House PPM	4,916	(12,847)	(12,847)	(0)		(0)	100.0%
4238 Grove Lodge PPM	0	4,320	4,320	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	0	2,739	2,739	(0)		(0)	100.0%
4240 Public toilets	0	678	677	(1)		(1)	100.1%
4241 VIC PPM	0	78	78	0		0	100.0%
6000 Admin Salaries Recharge	1,456	13,047	13,392	345		345	97.4%
6005 Admin Overhead Recharge	137	5,321	7,094	1,773		1,773	75.0%
6007 Grove House Recharge	72	632	162	(470)		(470)	390.1%
6008 Grove Lodge Recharges	120	523	389	(134)		(134)	134.4%
Planned maintenance :- Indirect Expenditure	23,290	118,653	131,037	12,384	0	12,384	90.5%
Net Expenditure	(23,290)	(118,653)	(131,037)	(12,384)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	0	1,088	0	(1,088)			0.0%
1042 Tourism - Love Weston accredit	0	9	0	(9)			0.0%
Tourism Love Weston / Dest Mar :- Income	0	1,096	0	(1,096)			
4000 Staffing Costs	8,193	65,061	52,434	(12,627)		(12,627)	124.1%
4030 Equipment Purchase	0	29	0	(29)		(29)	0.0%
4039 Advertising & Marketing	11,763	20,247	36,000	15,753		15,753	56.2%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	(6,603)	14,912	10,465	(4,447)		(4,447)	142.5%
6000 Admin Salaries Recharge	2,065	18,506	18,991	485		485	97.4%
6005 Admin Overhead Recharge	97	3,750	4,997	1,247		1,247	75.0%
6007 Grove House Recharge	102	896	480	(416)		(416)	186.7%
6008 Grove Lodge Recharges	170	740	501	(239)		(239)	147.7%
6010 Grounds Salaries Recharge	260	2,260	2,695	435		435	83.9%
6015 Grounds Overhead Recharge	168	797	713	(84)		(84)	111.8%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	16,215	127,198	128,376	1,178	0	1,178	99.1%
Net Income over Expenditure	(16,215)	(126,101)	(128,376)	(2,275)			
482 Tourism VIC costs							
1040 VIC Advertising Income	100	513	1,200	688			42.7%
1043 VIC Retail/Shop Income	0	8,051	16,500	8,449			48.8%
1044 VIC Ticket sales	277	(2,691)	200	2,891			(1345.3)
Tourism VIC costs :- Income	377	5,873	17,900	12,027			32.8%
4000 Staffing Costs	0	19,250	29,657	10,407		10,407	64.9%
4013 Training	0	2,250	2,608	358		358	86.3%
4014 P P E / Health & Safety	504	504	1,000	496		496	50.4%
4031 Equipment - Rental	0	61	314	253		253	19.3%
4035 Telephone	84	575	650	75		75	88.5%
4036 Stationery	0	358	500	142		142	71.5%
4038 Recruitment / Advertising	(130)	0	0	0		0	0.0%
4039 Advertising & Marketing	118	433	5,000	4,567		4,567	8.7%
4049 Legal fees	0	24	0	(24)		(24)	0.0%
4105 Utilities - Heat & Light	0	0	750	750		750	0.0%
4119 Notice Boards	1,621	1,621	0	(1,621)		(1,621)	0.0%
4136 Credit Card Chgs	36	210	0	(210)		(210)	0.0%
4209 TIC -equipment purchase	106	835	1,000	165		165	83.5%
4211 TIC running costs	0	0	1,000	1,000		1,000	0.0%
4225 VIC Stock	77	2,662	7,000	4,338		4,338	38.0%
Tourism VIC costs :- Indirect Expenditure	2,416	28,782	49,479	20,697	0	20,697	58.2%
Net Income over Expenditure	(2,039)	(22,909)	(31,579)	(8,670)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>485 PublicToilets</u>							
1080 Toilet income	111	3,584	0	(3,584)			0.0%
PublicToilets :- Income	<u>111</u>	<u>3,584</u>	<u>0</u>	<u>(3,584)</u>			
4044 Insurance	(2,179)	1,939	439	(1,500)		(1,500)	441.6%
4102 NNDR	(5,229)	1,015	5,334	4,319		4,319	19.0%
4104 Utilities - Water	448	1,334	1,591	257		257	83.8%
4105 Utilities - Heat & Light	406	4,942	4,530	(412)		(412)	109.1%
4110 Cleaning	(11,242)	38,806	36,600	(2,206)		(2,206)	106.0%
4135 Community Investment	0	0	2,000	2,000		2,000	0.0%
6000 Admin Salaries Recharge	851	7,623	7,816	193		193	97.5%
6005 Admin Overhead Recharge	56	2,191	2,923	732		732	75.0%
6007 Grove House Recharge	42	370	431	61		61	85.8%
6008 Grove Lodge Recharges	70	305	383	78		78	79.6%
6010 Grounds Salaries Recharge	160	1,390	1,653	263		263	84.1%
6015 Grounds Overhead Recharge	103	490	441	(49)		(49)	111.1%
PublicToilets :- Indirect Expenditure	<u>(16,513)</u>	<u>60,405</u>	<u>64,141</u>	<u>3,736</u>	<u>0</u>	<u>3,736</u>	<u>94.2%</u>
Net Income over Expenditure	<u>16,624</u>	<u>(56,821)</u>	<u>(64,141)</u>	<u>(7,320)</u>			
Grand Totals:- Income	26,326	2,855,180	348,916	(2,506,264)			818.3%
Expenditure	302,492	2,347,524	2,943,072	595,548	0	595,548	79.8%
Net Income over Expenditure	<u>(276,166)</u>	<u>507,656</u>	<u>(2,594,156)</u>	<u>(3,101,812)</u>			
Movement to/(from) Gen Reserve	<u>(276,166)</u>	<u>507,656</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
1020 Kickstarter Grant Income	0	1,882	0	(1,882)			0.0%
Central Administration :- Income	0	1,882	0	(1,882)			
4000 Staffing Costs	0	28,747	346,042	317,295		317,295	8.3%
4006 Moorepay/IT payroll HR softwar	0	0	5,635	5,635		5,635	0.0%
4007 Personnel Consultants	5,530	5,530	4,142	(1,388)		(1,388)	133.5%
4008 CRB Checks/staff services	0	0	1,500	1,500		1,500	0.0%
4009 Health & Safety Consultant	0	0	3,500	3,500		3,500	0.0%
4012 Travel & Subsistence Expenses	0	0	500	500		500	0.0%
4013 Training	0	826	7,622	6,796		6,796	10.8%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	1,442	2,254	8,000	5,746		5,746	28.2%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	188	377	4,088	3,711		3,711	9.2%
4036 Stationery	0	348	1,750	1,402		1,402	19.9%
4038 Recruitment / Advertising	0	2,534	3,000	466		466	84.5%
4040 Audit & Accountancy	0	460	6,000	5,540		5,540	7.7%
4041 Fees, Subs and Conferences	1,202	716	3,300	2,584		2,584	21.7%
4042 Postages	901	1,262	6,200	4,938		4,938	20.4%
4043 Ink Cartridges/printing	0	256	1,600	1,344		1,344	16.0%
4044 Insurance	1,929	3,155	6,000	2,845		2,845	52.6%
4049 Legal fees	166	0	5,000	5,000		5,000	0.0%
4107 IT Support & Upgrade	1,580	2,813	20,000	17,187		17,187	14.1%
4136 Credit Card Chgs	0	35	150	115		115	23.1%
4151 Catering	0	93	1,500	1,407		1,407	6.2%
6020 Allocation to Cost Centres	0	(34,583)	(36,461)	(1,878)		(1,878)	94.8%
Central Administration :- Indirect Expenditure	12,938	14,821	401,068	386,247	0	386,247	3.7%
Net Income over Expenditure	(12,938)	(12,939)	(401,068)	(388,129)			
103 Grove House							
4102 NNDR	0	540	1,609	1,069		1,069	33.6%
4104 Utilities - Water	0	0	50	50		50	0.0%
4105 Utilities - Heat & Light	0	335	600	265		265	55.8%
4109 Alarm system	269	65	500	435		435	13.0%
4110 Cleaning	0	13	1,178	1,165		1,165	1.1%
4111 Window Cleaning	0	20	0	(20)		(20)	0.0%
4114 Refuse Removal	0	7	740	733		733	1.0%
6020 Allocation to Cost Centres	0	(711)	(2,915)	(2,204)		(2,204)	24.4%
Grove House :- Indirect Expenditure	269	269	1,762	1,493	0	1,493	15.2%
Net Expenditure	(269)	(269)	(1,762)	(1,493)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104 Grove Lodge							
4030 Equipment Purchase	0	534	0	(534)		(534)	0.0%
4102 NNDR	0	225	674	449		449	33.4%
4104 Utilities - Water	0	(426)	113	539		539	(376.6%)
4105 Utilities - Heat & Light	0	257	500	243		243	51.4%
4109 Alarm system	49	45	500	455		455	9.0%
4110 Cleaning	0	13	777	764		764	1.7%
4111 Window Cleaning	0	20	0	(20)		(20)	0.0%
4132 Rent	0	0	1,250	1,250		1,250	0.0%
6020 Allocation to Cost Centres	0	(619)	(2,915)	(2,296)		(2,296)	21.2%
Grove Lodge :- Indirect Expenditure	49	49	899	850	0	850	5.5%
Net Expenditure	(49)	(49)	(899)	(850)			
105 Community Services							
4158 Weston in Bloom	0	707	16,000	15,293		15,293	4.4%
4200 Small grants to Voluntary Orgs	0	0	12,500	12,500		12,500	0.0%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%
4210 Weston Town Centre Co SLA	0	17,460	18,158	698		698	96.2%
4212 CCTV (NSC)	0	0	86,595	86,595		86,595	0.0%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	0	0	6,500	6,500		6,500	0.0%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	0	0	6,000	6,000		6,000	0.0%
4228 Blue Plaques	0	0	1,500	1,500		1,500	0.0%
4229 Armed Forces Celebrations	0	300	9,500	9,200		9,200	3.2%
4250 Community Events Grants	0	0	60,000	60,000		60,000	0.0%
4252 Crime & Disorder	0	17	0	(17)		(17)	0.0%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	0	3,415	2,437	(978)		(978)	140.1%
6005 Admin Overhead Recharge	0	(493)	644	1,137		1,137	(76.6%)
6007 Grove House Recharge	0	60	257	197		197	23.3%
6008 Grove Lodge Recharges	0	52	257	205		205	20.2%
6010 Grounds Salaries Recharge	0	2,169	4,287	2,118		2,118	50.6%
6015 Grounds Overhead Recharge	0	890	1,509	619		619	59.0%
6030 Operational Staffing Recharge	0	836	1,398	562		562	59.8%
6035 Operational Overhead Recharge	0	0	118	118		118	0.0%
Community Services :- Indirect Expenditure	0	25,413	342,010	316,597	0	316,597	7.4%
Net Expenditure	0	(25,413)	(342,010)	(316,597)			

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Detailed Income & Expenditure by Budget Heading 01/05/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107 Civic Support							
4000 Staffing Costs	0	2,193	22,900	20,707		20,707	9.6%
4036 Stationery	0	0	200	200		200	0.0%
4044 Insurance	0	0	200	200		200	0.0%
4050 Printing	0	225	1,405	1,180		1,180	16.0%
4150 Chauffeur/travel costs	0	329	5,550	5,221		5,221	5.9%
4151 Catering	0	(57)	10,250	10,307		10,307	(0.6%)
4152 Civic Miscellaneous	0	0	3,994	3,994		3,994	0.0%
4153 Chairman's Allowance	0	0	4,496	4,496		4,496	0.0%
4154 Civic Regalia	0	(803)	2,400	3,203		3,203	(33.4%)
4162 Queens Jubilee Event	0	0	3,500	3,500		3,500	0.0%
6000 Admin Salaries Recharge	0	5,804	4,141	(1,663)		(1,663)	140.2%
6005 Admin Overhead Recharge	0	(838)	1,095	1,933		1,933	(76.5%)
6007 Grove House Recharge	0	102	840	738		738	12.1%
6008 Grove Lodge Recharges	0	89	840	751		751	10.6%
6010 Grounds Salaries Recharge	0	556	1,100	544		544	50.5%
6015 Grounds Overhead Recharge	0	228	387	159		159	58.9%
6030 Operational Staffing Recharge	0	84	140	56		56	60.0%
6035 Operational Overhead Recharge	0	0	12	12		12	0.0%
Civic Support :- Indirect Expenditure	0	7,913	63,450	55,537	0	55,537	12.5%
Net Expenditure	0	(7,913)	(63,450)	(55,537)			
108 Democratic Representation							
4013 Training	0	1,420	1,525	105		105	93.1%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	0	0	7,000	7,000		7,000	0.0%
4107 IT Support & Upgrade	0	0	2,858	2,858		2,858	0.0%
6000 Admin Salaries Recharge	0	11,649	8,311	(3,338)		(3,338)	140.2%
6005 Admin Overhead Recharge	0	(1,682)	2,197	3,879		3,879	(76.6%)
6007 Grove House Recharge	0	205	130	(75)		(75)	157.7%
6008 Grove Lodge Recharges	0	178	130	(48)		(48)	136.9%
6030 Operational Staffing Recharge	0	34	56	22		22	60.7%
6035 Operational Overhead Recharge	0	0	5	5		5	0.0%
Democratic Representation :- Indirect Expenditure	0	11,804	37,212	25,408	0	25,408	31.7%
Net Expenditure	0	(11,804)	(37,212)	(25,408)			
110 Other Costs & Income							
1176 Precept	0	1,315,693	0	(1,315,693)			0.0%
1190 Bank Interest	0	254	2,500	2,246			10.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1616 General Reserve Movement	0	0	200,000	200,000			0.0%
Other Costs & Income :- Income	0	1,315,947	202,500	(1,113,447)			649.9%
4051 Bank Charges	0	248	22,800	22,552		22,552	1.1%
4060 PWLB Interest repaid-Blakehay	0	2,385	4,611	2,226		2,226	51.7%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	4,558	3,203	(1,355)		(1,355)	142.3%
4069 PWLB Capital repaid-Water Pk	0	5,622	17,155	11,533		11,533	32.8%
4997 PWLB HQ Waterloo Street	0	0	13,791	13,791		13,791	0.0%
4999 General Reserve	0	0	50,000	50,000		50,000	0.0%
Other Costs & Income :- Indirect Expenditure	0	18,813	123,560	104,747	0	104,747	15.2%
Net Income over Expenditure	0	1,297,134	78,940	(1,218,194)			
111 Strategic Planning/Projects							
4049 Legal fees	583	486	25,000	24,514		24,514	1.9%
4213 Development budget	153	256	1,000	744		744	25.6%
6000 Admin Salaries Recharge	0	3,564	2,543	(1,021)		(1,021)	140.1%
6005 Admin Overhead Recharge	0	(515)	672	1,187		1,187	(76.6%)
6007 Grove House Recharge	0	63	29	(34)		(34)	217.2%
6008 Grove Lodge Recharges	0	55	85	30		30	64.7%
6030 Operational Staffing Recharge	0	84	140	56		56	60.0%
6035 Operational Overhead Recharge	0	0	12	12		12	0.0%
Strategic Planning/Projects :- Indirect Expenditure	736	3,993	29,481	25,488	0	25,488	13.5%
Net Expenditure	(736)	(3,993)	(29,481)	(25,488)			
112 Environmental							
4076 Environmental / Climate	0	0	100,000	100,000		100,000	0.0%
6000 Admin Salaries Recharge	0	918	653	(265)		(265)	140.6%
6005 Admin Overhead Recharge	0	(132)	175	307		307	(75.4%)
6007 Grove House Recharge	0	16	66	50		50	24.2%
6008 Grove Lodge Recharges	0	13	66	53		53	19.7%
6030 Operational Staffing Recharge	0	167	279	112		112	59.9%
6035 Operational Overhead Recharge	0	0	24	24		24	0.0%
Environmental :- Indirect Expenditure	0	982	101,263	100,281	0	100,281	1.0%
Net Expenditure	0	(982)	(101,263)	(100,281)			
113 Operational Services							
4000 Staffing Costs	0	6,604	132,476	125,872		125,872	5.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Travel & Subsistence Expenses	0	0	500	500		500	0.0%
4013 Training	0	0	3,123	3,123		3,123	0.0%
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%
4030 Equipment Purchase	0	0	200	200		200	0.0%
4041 Fees, Subs and Conferences	0	0	400	400		400	0.0%
4107 IT Support & Upgrade	0	0	4,682	4,682		4,682	0.0%
4151 Catering	0	0	500	500		500	0.0%
4253 Volunteer Events	0	0	750	750		750	0.0%
6020 Allocation to Cost Centres	0	(6,604)	(11,970)	(5,366)		(5,366)	55.2%
Operational Services :- Indirect Expenditure	0	(0)	131,661	131,661	0	131,661	0.0%
Net Expenditure	0	0	(131,661)	(131,661)			
<u>115 HQ</u>							
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	0	0	10,000	10,000		10,000	0.0%
4102 NNDR	0	0	15,594	15,594		15,594	0.0%
4104 Utilities - Water	0	0	1,000	1,000		1,000	0.0%
4105 Utilities - Heat & Light	0	0	7,500	7,500		7,500	0.0%
4109 Alarm system	0	0	1,320	1,320		1,320	0.0%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	0	0	200	200		200	0.0%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	0	9,000	9,500	500		500	94.7%
HQ :- Indirect Expenditure	0	9,000	61,476	52,476	0	52,476	14.6%
Net Expenditure	0	(9,000)	(61,476)	(52,476)			
<u>120 Blakehay Central Costs</u>							
1100 Miscellaneous Income	0	0	39,238	39,238			0.0%
1105 Blakehay Box office income	0	(203)	4,968	5,171			(4.1%)
Blakehay Central Costs :- Income	0	(203)	44,206	44,409			(0.5%)
4000 Staffing Costs	0	5,100	57,206	52,106		52,106	8.9%
4013 Training	0	76	2,077	2,001		2,001	3.7%
4014 P P E / Health & Safety	0	0	3,000	3,000		3,000	0.0%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	5,983	918	7,500	6,582		6,582	12.2%
4031 Equipment - Rental	0	0	5,300	5,300		5,300	0.0%
4034 Equipment Repairs	0	0	3,500	3,500		3,500	0.0%
4035 Telephone	94	107	1,272	1,165		1,165	8.4%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4036 Stationery	0	0	500	500		500	0.0%
4043 Ink Cartridges/printing	0	19	200	181		181	9.5%
4044 Insurance	726	2,179	3,055	876		876	71.3%
4102 NNDR	0	315	3,493	3,178		3,178	9.0%
4104 Utilities - Water	0	88	924	836		836	9.5%
4105 Utilities - Heat & Light	0	3,590	7,500	3,910		3,910	47.9%
4107 IT Support & Upgrade	0	0	2,004	2,004		2,004	0.0%
4109 Alarm system	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	0	616	17,801	17,185		17,185	3.5%
4111 Window Cleaning	0	75	300	225		225	25.0%
4114 Refuse Removal	0	51	2,284	2,233		2,233	2.2%
4131 Licenses	80	135	1,191	1,056		1,056	11.3%
4136 Credit Card Chgs	0	35	130	95		95	26.6%
6000 Admin Salaries Recharge	0	2,203	1,572	(631)		(631)	140.1%
6005 Admin Overhead Recharge	0	(318)	416	734		734	(76.4%)
6007 Grove House Recharge	0	32	419	387		387	7.6%
6008 Grove Lodge Recharges	0	28	419	391		391	6.7%
6010 Grounds Salaries Recharge	0	269	532	263		263	50.6%
6015 Grounds Overhead Recharge	0	110	187	77		77	58.8%
6030 Operational Staffing Recharge	0	938	1,568	630		630	59.8%
6035 Operational Overhead Recharge	0	0	132	132		132	0.0%
Blakehay Central Costs :- Indirect Expenditure	6,883	16,566	125,982	109,416	0	109,416	13.1%
Net Income over Expenditure	(6,883)	(16,768)	(81,776)	(65,008)			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	0	1,626	11,000	9,374			14.8%
Blakehay -Auditorium :- Income	0	1,626	11,100	9,474			14.7%
4000 Staffing Costs	0	3,034	39,520	36,486		36,486	7.7%
4039 Advertising & Marketing	0	0	3,650	3,650		3,650	0.0%
4224 Blakehay Performing Rights	0	0	522	522		522	0.0%
Blakehay -Auditorium :- Indirect Expenditure	0	3,034	43,692	40,658	0	40,658	6.9%
Net Income over Expenditure	0	(1,408)	(32,592)	(31,185)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	0	25	1,050	1,025			2.4%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	0	690	10,125	9,435			6.8%
Blakehay - Upper Studio :- Income	0	715	14,835	14,120			4.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4141 BH evening classes expenditure	0	63	1,050	988		988	6.0%
Blakehay - Upper Studio :- Indirect Expenditure	0	63	1,050	988	0	988	6.0%
Net Income over Expenditure	0	653	13,785	13,133			
123 Blakehay Bar							
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	0	661	17,500	16,839			3.8%
Blakehay Bar :- Income	0	661	19,525	18,864			3.4%
4000 Staffing Costs	0	1,569	18,604	17,035		17,035	8.4%
4031 Equipment - Rental	0	44	2,432	2,388		2,388	1.8%
4405 Blakehay Bar Expenditure	0	235	8,000	7,765		7,765	2.9%
Blakehay Bar :- Indirect Expenditure	0	1,848	29,036	27,188	0	27,188	6.4%
Net Income over Expenditure	0	(1,188)	(9,511)	(8,323)			
125 Blakehay -Live Shows							
1106 Blakehay events income	0	1,434	48,000	46,566			3.0%
Blakehay -Live Shows :- Income	0	1,434	48,000	46,566			3.0%
4016 Show costs	0	0	24,000	24,000		24,000	0.0%
4039 Advertising & Marketing	0	0	7,300	7,300		7,300	0.0%
Blakehay -Live Shows :- Indirect Expenditure	0	0	31,300	31,300	0	31,300	0.0%
Net Income over Expenditure	0	1,434	16,700	15,266			
140 Museum Central Costs							
1100 Miscellaneous Income	0	69	5,000	4,931			1.4%
Museum Central Costs :- Income	0	69	5,000	4,931			1.4%
4000 Staffing Costs	0	7,292	92,287	84,995		84,995	7.9%
4013 Training	0	76	3,262	3,186		3,186	2.3%
4014 P P E / Health & Safety	0	0	500	500		500	0.0%
4019 Website Costs-TC	0	0	600	600		600	0.0%
4030 Equipment Purchase	0	72	1,500	1,428		1,428	4.8%
4031 Equipment - Rental	0	174	1,616	1,442		1,442	10.8%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	94	262	3,042	2,780		2,780	8.6%
4036 Stationery	0	0	500	500		500	0.0%
4039 Advertising & Marketing	90	(352)	6,500	6,852		6,852	(5.4%)
4041 Fees, Subs and Conferences	330	30	666	636		636	4.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	726	2,179	1,200	(979)		(979)	181.6%
4102 NNDR	0	5,325	53,248	47,923		47,923	10.0%
4104 Utilities - Water	0	20	750	730		730	2.6%
4105 Utilities - Heat & Light	0	1,258	12,000	10,742		10,742	10.5%
4107 IT Support & Upgrade	0	283	4,509	4,226		4,226	6.3%
4109 Alarm system	97	157	1,500	1,344		1,344	10.4%
4110 Cleaning	0	0	12,000	12,000		12,000	0.0%
4111 Window Cleaning	0	0	600	600		600	0.0%
4114 Refuse Removal	0	470	2,373	1,903		1,903	19.8%
4131 Licenses	74	221	1,600	1,379		1,379	13.8%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	0	1,839	1,312	(527)		(527)	140.2%
6005 Admin Overhead Recharge	0	(266)	347	613		613	(76.7%)
6007 Grove House Recharge	0	32	111	79		79	28.8%
6008 Grove Lodge Recharges	0	28	133	105		105	21.1%
6010 Grounds Salaries Recharge	0	445	880	435		435	50.6%
6015 Grounds Overhead Recharge	0	183	310	127		127	59.0%
6030 Operational Staffing Recharge	0	1,504	2,515	1,011		1,011	59.8%
6035 Operational Overhead Recharge	0	0	212	212		212	0.0%
Museum Central Costs :- Indirect Expenditure	1,410	21,230	279,333	258,103	0	258,103	7.6%
Net Income over Expenditure	(1,410)	(21,161)	(274,333)	(253,172)			
<u>141 Museum Learning and Events</u>							
1006 Learning Income	0	1,278	4,500	3,222			28.4%
1008 Museum handling box hire	0	140	1,800	1,660			7.8%
Museum Learning and Events :- Income	0	1,418	6,300	4,882			22.5%
4000 Staffing Costs	0	2,772	30,704	27,932		27,932	9.0%
4020 Learning/Event education equip	0	33	1,000	967		967	3.3%
4058 Learning/Events Museum events	0	0	1,750	1,750		1,750	0.0%
Museum Learning and Events :- Indirect Expenditure	0	2,805	33,454	30,649	0	30,649	8.4%
Net Income over Expenditure	0	(1,387)	(27,154)	(25,767)			
<u>142 Museum Cafe</u>							
1004 Cafe Sales	0	3,391	62,000	58,609			5.5%
Museum Cafe :- Income	0	3,391	62,000	58,609			5.5%
4000 Staffing Costs	0	3,848	39,884	36,036		36,036	9.6%
4014 P P E / Health & Safety	0	0	1,500	1,500		1,500	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4017 Museum cafe equip rental	0	0	1,980	1,980		1,980	0.0%
4030 Equipment Purchase	0	0	2,000	2,000		2,000	0.0%
4110 Cleaning	0	0	845	845		845	0.0%
4114 Refuse Removal	0	0	2,462	2,462		2,462	0.0%
4406 Bar Stock	0	80	2,500	2,420		2,420	3.2%
4407 Museum cafe stock	0	730	15,000	14,270		14,270	4.9%
Museum Cafe :- Indirect Expenditure	0	4,659	66,171	61,512	0	61,512	7.0%
Net Income over Expenditure	0	(1,268)	(4,171)	(2,903)			
143 Museum shop/retail							
1005 Museum Shop Sales	0	719	13,500	12,781			5.3%
1009 Museum sale or return comm	0	0	4,000	4,000			0.0%
Museum shop/retail :- Income	0	719	17,500	16,781			4.1%
4031 Equipment - Rental	0	0	156	156		156	0.0%
4136 Credit Card Chgs	0	35	110	75		75	31.4%
4408 Museum shop stock	0	669	7,500	6,831		6,831	8.9%
Museum shop/retail :- Indirect Expenditure	0	704	7,766	7,062	0	7,062	9.1%
Net Income over Expenditure	0	15	9,734	9,719			
145 Museum Function							
1019 Internal Bookings (Council)	0	0	2,040	2,040			0.0%
1103 Other event misc income	0	78	9,000	8,922			0.9%
1104 Function Income	0	2,231	9,000	6,769			24.8%
Museum Function :- Income	0	2,309	20,040	17,731			11.5%
4000 Staffing Costs	0	0	15,249	15,249		15,249	0.0%
4030 Equipment Purchase	0	0	3,000	3,000		3,000	0.0%
Museum Function :- Indirect Expenditure	0	0	18,249	18,249	0	18,249	0.0%
Net Income over Expenditure	0	2,309	1,791	(518)			
199 Capital Projects							
4103 Capital project	0	0	175,000	175,000		175,000	0.0%
4999 General Reserve	0	412,336	0	(412,336)		(412,336)	0.0%
Capital Projects :- Indirect Expenditure	0	412,336	175,000	(237,336)	0	(237,336)	235.6%
Net Expenditure	0	(412,336)	(175,000)	237,336			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Planning							
6000 Admin Salaries Recharge	0	1,544	1,102	(442)		(442)	140.1%
6005 Admin Overhead Recharge	0	(223)	291	514		514	(76.6%)
6007 Grove House Recharge	0	27	146	119		119	18.5%
6008 Grove Lodge Recharges	0	24	29	5		5	82.8%
Planning :- Indirect Expenditure	0	1,372	1,568	196	0	196	87.5%
Net Expenditure	0	(1,372)	(1,568)	(196)			
400 Central Grounds Maintenance							
4000 Staffing Costs	118	22,391	290,112	267,721		267,721	7.7%
4013 Training	0	76	6,663	6,587		6,587	1.1%
4014 P P E / Health & Safety	0	509	3,500	2,991		2,991	14.5%
4015 SLA Somerset	0	0	28,882	28,882		28,882	0.0%
4025 Vehicle Maintenance	0	668	5,000	4,333		4,333	13.3%
4026 Petrol / Diesel	0	1,113	5,000	3,887		3,887	22.3%
4030 Equipment Purchase	0	(156)	7,575	7,731		7,731	(2.1%)
4031 Equipment - Rental	27	646	20,469	19,823		19,823	3.2%
4034 Equipment Repairs	0	(1,617)	4,500	6,117		6,117	(35.9%)
4035 Telephone	0	307	2,550	2,243		2,243	12.0%
4044 Insurance	5,114	2,179	5,500	3,321		3,321	39.6%
4107 IT Support & Upgrade	4,193	591	12,000	11,409		11,409	4.9%
4114 Refuse Removal	0	0	500	500		500	0.0%
6020 Allocation to Cost Centres	0	(17,253)	(32,689)	(15,436)		(15,436)	52.8%
Central Grounds Maintenance :- Indirect Expenditure	9,452	9,452	359,562	350,110	0	350,110	2.6%
Net Expenditure	(9,452)	(9,452)	(359,562)	(350,110)			
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4108 Building / Maintenance	0	85	1,300	1,216		1,216	6.5%
6000 Admin Salaries Recharge	0	182	130	(52)		(52)	140.0%
6005 Admin Overhead Recharge	0	(26)	34	60		60	(76.5%)
6007 Grove House Recharge	0	3	246	243		243	1.2%
6008 Grove Lodge Recharges	0	3	246	243		243	1.2%
6010 Grounds Salaries Recharge	0	779	1,538	759		759	50.7%
6015 Grounds Overhead Recharge	0	319	541	222		222	59.0%
6030 Operational Staffing Recharge	0	33	55	22		22	60.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6035 Operational Overhead Recharge	0	0	5	5		5	0.0%
Allotments :- Indirect Expenditure	0	1,378	4,095	2,718	0	2,718	33.6%
Net Income over Expenditure	0	(1,378)	(3,695)	(2,318)			
<u>420 Milton Road Cemetery</u>							
1010 Interments	0	2,529	52,000	49,471			4.9%
1011 Memorials	0	722	5,500	4,778			13.1%
1100 Miscellaneous Income	0	6	2,750	2,744			0.2%
Milton Road Cemetery :- Income	0	3,257	60,250	56,993			5.4%
4034 Equipment Repairs	0	17	2,000	1,983		1,983	0.8%
4054 Grave Digging	0	0	12,500	12,500		12,500	0.0%
4055 Memorials	0	0	7,000	7,000		7,000	0.0%
4102 NNDR	0	354	3,543	3,189		3,189	10.0%
4104 Utilities - Water	0	169	750	581		581	22.5%
4105 Utilities - Heat & Light	0	0	180	180		180	0.0%
4109 Alarm system	0	0	500	500		500	0.0%
4110 Cleaning	0	0	2,500	2,500		2,500	0.0%
4111 Window Cleaning	0	0	153	153		153	0.0%
6000 Admin Salaries Recharge	0	2,021	1,442	(579)		(579)	140.2%
6005 Admin Overhead Recharge	0	(292)	381	673		673	(76.6%)
6007 Grove House Recharge	0	36	133	97		97	27.1%
6008 Grove Lodge Recharges	0	31	111	80		80	27.9%
6010 Grounds Salaries Recharge	0	4,058	8,022	3,964		3,964	50.6%
6015 Grounds Overhead Recharge	0	1,666	2,824	1,158		1,158	59.0%
6030 Operational Staffing Recharge	0	251	420	169		169	59.8%
6035 Operational Overhead Recharge	0	0	35	35		35	0.0%
Milton Road Cemetery :- Indirect Expenditure	0	8,310	42,494	34,184	0	34,184	19.6%
Net Income over Expenditure	0	(5,054)	17,756	22,810			
<u>451 Youth Activities</u>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	15,790	15,790	67,158	51,368		51,368	23.5%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	0	404	288	(116)		(116)	140.3%
6005 Admin Overhead Recharge	0	(58)	76	134		134	(76.3%)
6007 Grove House Recharge	0	7	90	83		83	7.8%
6008 Grove Lodge Recharges	0	6	111	105		105	5.4%
Youth Activities :- Indirect Expenditure	15,790	16,149	71,223	55,074	0	55,074	22.7%
Net Expenditure	(15,790)	(16,149)	(71,223)	(55,074)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
460 Street Furniture							
1112 Dog Bin Emptying	0	968	11,105	10,137			8.7%
Street Furniture :- Income	0	968	11,105	10,137			8.7%
4105 Utilities - Heat & Light	0	61	1,000	939	939		6.1%
4115 Dogbin purchase	0	0	780	780	780		0.0%
4116 Dogbin Emptying	0	1,651	14,000	12,349	12,349		11.8%
4119 Notice Boards	0	0	1,500	1,500	1,500		0.0%
4120 Bus Shelter Cleaning / Graffit	0	132	500	368	368		26.4%
4133 Bus Shelter - Repairs	0	0	1,000	1,000	1,000		0.0%
4157 Prince Wales Clock/welcome sig	0	58	550	492	492		10.5%
6000 Admin Salaries Recharge	0	1,177	839	(338)	(338)		140.3%
6005 Admin Overhead Recharge	0	(170)	222	392	392		(76.6%)
6007 Grove House Recharge	0	21	85	64	64		24.7%
6008 Grove Lodge Recharges	0	18	98	80	80		18.4%
6010 Grounds Salaries Recharge	0	1,167	2,306	1,139	1,139		50.6%
6015 Grounds Overhead Recharge	0	479	812	333	333		59.0%
6030 Operational Staffing Recharge	0	34	56	22	22		60.7%
6035 Operational Overhead Recharge	0	0	5	5	5		0.0%
Street Furniture :- Indirect Expenditure	0	4,628	23,753	19,125	0	19,125	19.5%
Net Income over Expenditure	0	(3,660)	(12,648)	(8,988)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	0	7,000	7,000			0.0%
1077 Water Park Admissions	0	5,069	30,000	24,931			16.9%
Parks & Play Areas :- Income	0	5,069	37,000	31,931			13.7%
4039 Advertising & Marketing	0	0	250	250	250		0.0%
4102 NNDR	0	0	449	449	449		0.0%
4104 Utilities - Water	0	221	4,000	3,779	3,779		5.5%
4105 Utilities - Heat & Light	0	224	6,500	6,276	6,276		3.4%
4138 Water Play Area Rent	0	799	10,242	9,443	9,443		7.8%
4140 Recreation Grounds	0	0	81,338	81,338	81,338		0.0%
4300 Parks&Play Area EMRRP Holding	0	0	157,791	157,791	157,791		0.0%
4314 Locking Castle (Maltlands)	0	7	7	0	0		95.0%
4319 Water Adventure Play Park	0	2,202	2,202	(0)	(0)		100.0%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000	5,000		0.0%
6000 Admin Salaries Recharge	0	1,358	969	(389)	(389)		140.1%
6005 Admin Overhead Recharge	0	(196)	256	452	452		(76.6%)
6007 Grove House Recharge	0	24	111	87	87		21.6%
6008 Grove Lodge Recharges	0	21	13	(8)	(8)		161.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010 Grounds Salaries Recharge	0	2,502	4,944	2,442		2,442	50.6%
6015 Grounds Overhead Recharge	0	1,027	1,741	714		714	59.0%
6030 Operational Staffing Recharge	0	334	559	225		225	59.7%
6035 Operational Overhead Recharge	0	0	47	47		47	0.0%
Parks & Play Areas :- Indirect Expenditure	0	8,522	276,419	267,897	0	267,897	3.1%
Net Income over Expenditure	0	(3,453)	(239,419)	(235,966)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	1,021	1,021	116,382	115,361		115,361	0.9%
4233 Blakehay PPM	0	59	58	(1)		(1)	101.0%
4234 Museum PPM	0	915	915	0		0	100.0%
4235 Cemetery PPM	0	2,332	2,332	(0)		(0)	100.0%
4237 Grove House PPM	0	481	481	0		0	99.9%
4238 Grove Lodge PPM	0	(168)	(168)	0		0	100.2%
6000 Admin Salaries Recharge	0	1,544	1,102	(442)		(442)	140.1%
6005 Admin Overhead Recharge	0	(181)	236	417		417	(76.7%)
6007 Grove House Recharge	0	34	13	(21)		(21)	261.5%
6008 Grove Lodge Recharges	0	30	146	116		116	20.5%
6010 Grounds Salaries Recharge	0	177	348	171		171	50.9%
6015 Grounds Overhead Recharge	0	72	124	52		52	58.1%
6030 Operational Staffing Recharge	0	215	360	145		145	59.7%
6035 Operational Overhead Recharge	0	0	30	30		30	0.0%
Planned maintenance :- Indirect Expenditure	1,021	6,530	122,359	115,829	0	115,829	5.3%
Net Expenditure	(1,021)	(6,530)	(122,359)	(115,829)			
<u>480 Tourism & Marketing</u>							
6007 Grove House Recharge	0	0	98	98		98	0.0%
6008 Grove Lodge Recharges	0	0	90	90		90	0.0%
Tourism & Marketing :- Indirect Expenditure	0	0	188	188	0	188	0.0%
Net Expenditure	0	0	(188)	(188)			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	0	2,330	20,000	17,670			11.7%
Tourism Love Weston / Dest Mar :- Income	0	2,330	20,000	17,670			11.6%
4000 Staffing Costs	0	2,432	31,482	29,050		29,050	7.7%
4039 Advertising & Marketing	0	234	25,000	24,766		24,766	0.9%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4062 Tourism-Love Weston website	1,518	18,355	11,500	(6,855)		(6,855)	159.6%
6000 Admin Salaries Recharge	0	0	894	894		894	0.0%
6005 Admin Overhead Recharge	0	0	291	291		291	0.0%
6007 Grove House Recharge	0	22	0	(22)		(22)	0.0%
6008 Grove Lodge Recharges	0	19	0	(19)		(19)	0.0%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	1,518	21,062	70,267	49,205	0	49,205	30.0%
Net Income over Expenditure	(1,518)	(18,732)	(50,267)	(31,535)			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	0	1,200	1,200			0.0%
1043 VIC Retail/Shop Income	0	0	16,500	16,500			0.0%
1044 VIC Ticket sales	0	0	2,000	2,000			0.0%
Tourism VIC costs :- Income	0	0	19,700	19,700			0.0%
4000 Staffing Costs	0	6,005	53,093	47,088		47,088	11.3%
4013 Training	0	76	1,283	1,207		1,207	5.9%
4014 P P E / Health & Safety	0	493	1,000	507		507	49.3%
4031 Equipment - Rental	0	0	1,956	1,956		1,956	0.0%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	0	180	335	155		155	53.6%
4036 Stationery	0	19	500	481		481	3.8%
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
4119 Notice Boards	0	0	1,700	1,700		1,700	0.0%
4136 Credit Card Chgs	0	35	911	876		876	3.8%
4209 TIC -equipment purchase	0	340	4,000	3,660		3,660	8.5%
4225 VIC Stock	0	0	7,000	7,000		7,000	0.0%
6000 Admin Salaries Recharge	0	1,253	0	(1,253)		(1,253)	0.0%
6005 Admin Overhead Recharge	0	(223)	0	223		223	0.0%
6030 Operational Staffing Recharge	0	2,006	3,354	1,348		1,348	59.8%
6035 Operational Overhead Recharge	0	0	281	281		281	0.0%
Tourism VIC costs :- Indirect Expenditure	0	10,183	77,413	67,230	0	67,230	13.2%
Net Income over Expenditure	0	(10,183)	(57,713)	(47,530)			
<u>485 PublicToilets</u>							
1080 Toilet income	0	240	0	(240)			0.0%
PublicToilets :- Income	0	240	0	(240)			
4044 Insurance	726	2,179	4,200	2,021		2,021	51.9%
4102 NNDR	0	(8,237)	0	8,237		8,237	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4104 Utilities - Water	0	300	1,300	1,000		1,000	23.1%
4105 Utilities - Heat & Light	0	745	4,500	3,755		3,755	16.5%
4110 Cleaning	0	3,000	40,000	37,000		37,000	7.5%
4135 Community Investment	0	0	24,500	24,500		24,500	0.0%
6000 Admin Salaries Recharge	0	1,544	1,102	(442)		(442)	140.1%
6005 Admin Overhead Recharge	0	(223)	291	514		514	(76.6%)
6007 Grove House Recharge	0	27	141	114		114	19.1%
6008 Grove Lodge Recharges	0	24	141	117		117	17.0%
6010 Grounds Salaries Recharge	0	111	220	109		109	50.5%
6015 Grounds Overhead Recharge	0	46	77	31		31	59.7%
6030 Operational Staffing Recharge	0	84	140	56		56	60.0%
6035 Operational Overhead Recharge	0	0	12	12		12	0.0%
PublicToilets :- Indirect Expenditure	726	(401)	76,624	77,025	0	77,025	(0.5%)
Net Income over Expenditure	(726)	641	(76,624)	(77,265)			
801 Earmarked Reserves							
8000 EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001 EMR Armed forces affiliation	0	0	3,762	3,762		3,762	0.0%
8003 EMR Elections	0	0	26,535	26,535		26,535	0.0%
8004 EMR Blakehay Live Shows	0	788	3,468	2,681		2,681	22.7%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	0	157	2,010	1,853		1,853	7.8%
8011 EMR Blakehay Vols Fundraising	0	(2)	1,763	1,765		1,765	(0.1%)
8013 EMR Museum Roof repairs (2020)	0	0	1,878	1,878		1,878	0.0%
8014 EMR Mus phase 2/HLF	0	0	5,452	5,452		5,452	0.0%
8017 EMR Grit Bins/ street furnitur	0	0	3,735	3,735		3,735	0.0%
8018 CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019 EMR Old Mill Way	0	0	20,818	20,818		20,818	0.0%
8020 PPM & EMRRP	0	0	253,758	253,758		253,758	0.0%
8021 EMR Know Your Place Grant	0	0	2,318	2,318		2,318	0.0%
8023 Cil Monies Received	0	0	225,137	225,137		225,137	0.0%
8024 Environmental Climate Change	0	0	158,810	158,810		158,810	0.0%
8025 Blakehay CRF Grant Award	0	0	49,668	49,668		49,668	0.0%
8026 Community Award Grant (NSC)	0	0	31,016	31,016		31,016	0.0%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8028 Town Council Community Project	0	0	10,000	10,000		10,000	0.0%
8029 Kickstarter Equipment Purchase	0	0	2,589	2,589		2,589	0.0%
8030 Weston In Bloom	0	0	5,000	5,000		5,000	0.0%
8031 Tourism - Digital content	0	0	20,000	20,000		20,000	0.0%
8032 HQ Purchase & Repairs	0	0	300,000	300,000		300,000	0.0%
Earmarked Reserves :- Indirect Expenditure	0	943	1,148,458	1,147,515	0	1,147,515	0.1%
Net Expenditure	0	(943)	(1,148,458)	(1,147,515)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	1,341,832	599,461	(742,371)			223.8%
Expenditure	50,792	644,428	4,379,298	3,734,870	0	3,734,870	14.7%
Net Income over Expenditure	<u>(50,792)</u>	<u>697,404</u>	<u>(3,779,837)</u>	<u>(4,477,241)</u>			
Movement to/(from) Gen Reserve	<u>(50,792)</u>	<u>697,404</u>					

Bank Interest Report:

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

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

Year 2021/2022

- To the value of £160.52 on 6th April 2021.
- To the value of £155.34 on 4th May 2021.
- To the value of £160.52 on 2nd June 2021.
- To the value of £155.34 on 2nd July 2021
- To the value of £160.52 on 2nd August 2021
- To the value of £160.52 on 2nd September 2021.
- To the value of £155.34 on 4th October 2021
- 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
- To the value of £178.36 on 2nd February 2022
- To the value of £161.10 on 2nd March 2022

Santander Actual Cash Received 1st April 2021 to 31st March 2022 = £1923.91

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
- To the value of £14.10 on 2nd February 2022
- To the value of £25.29 on 2nd March 2022

CCLA Actual Cash Received 1st April 2021 to 31st March 2022 = £69.59

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2020 2021\Month End reports\Bank Interest Reports

Bank Interest Report:

- **for April'22 to March 2023 (2022/2023).**

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

Year 2022/2023

- To the value of £214.03 on 4th April 2022.

Santander Actual Cash Received 1st April 2022 to 31st March 2023 = £214.03

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

Year 2022/2023

- To the value of £40.10 on 4th April 2022.

CCLA Actual Cash Received 1st April 2022 to 31st March 2023 = £40..10

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
Feb-22	£ 43,704.29	£ -	£ 1,200.00	£ -	£ 44,904.29
Mar-22	£ 67,503.15	£ -	£ 250.00		£ 67,753.15

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-22	£ 1,426,062.70	£ -	£ 2,889.59	£ -	£ 1,428,952.29

Outstanding Balances by Month as at 01/05/2022

A/C Code	Customer Name	Balance	May 2022	Apr 2022	Mar 2022	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	162.00	0.00	90.00	72.00	0.00	0.00
CORBETTL	CORBETTL	72.00	0.00	54.00	18.00	0.00	0.00
ELLIOTT	COLIN ELLIOTT	-1,343.22	0.00	0.00	0.00	0.00	-1,343.22
INSPIRE	INSPIRE	216.00	0.00	216.00	0.00	0.00	0.00
NOVANDA	NOVANDA	-788.80	0.00	0.00	0.00	0.00	-788.80
ODYSSEYD	ODYSSEYD	126.00	0.00	126.00	0.00	0.00	0.00
PQAWSM	PQAWSM	-868.42	0.00	0.00	0.00	0.00	-868.42
THEATRE	THEATRE	18.00	0.00	18.00	0.00	0.00	0.00
TILLIES	TILLIES SCHOOL	-168.00	0.00	0.00	0.00	0.00	-168.00
WES003	WESTON COLLEGE -OTHE	432.00	0.00	324.00	108.00	0.00	0.00
Total Sales Ledger No 1		-2,142.44	0.00	828.00	198.00	0.00	-3,168.44
Ledger No 2, Council Sales Ledger							
ALLIANCE	ALLIANCE DOGBIN	653.40	0.00	290.40	363.00	0.00	0.00
ANGLESEY	ANGLESEY	30.00	0.00	30.00	0.00	0.00	0.00
BISTRO	BISTROT	840.00	0.00	840.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	5,076.59	0.00	875.00	2,451.59	1,750.00	0.00
CHURCHILL	CHURCHILL P	1,344.12	0.00	912.12	432.00	0.00	0.00
DAVIST	DAVIST	179.00	0.00	179.00	0.00	0.00	0.00
HOUSER	HOUSER	-62.40	0.00	0.00	0.00	0.00	-62.40
HOWARD	HOWARD	714.00	0.00	0.00	0.00	714.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	534.60	0.00	237.60	297.00	0.00	0.00
PIERWSM	PIERWSM	56.85	0.00	56.85	0.00	0.00	0.00
PITMANS	PITMANS	41.00	0.00	0.00	0.00	41.00	0.00
THEBEACH	THEBEACH	756.00	0.00	756.00	0.00	0.00	0.00
TIMPERTOP	TIMBERTOPS	600.00	0.00	600.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	576.00	0.00	288.00	0.00	288.00	0.00
WOOKEY	WOOKEY	120.00	0.00	0.00	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		11,279.16	0.00	5,064.97	3,663.59	2,793.00	-242.40
Ledger No 4, Museum Sales Ledger							
1625INDEP	1625INDEPENDENT	40.60	0.00	20.25	0.00	20.35	0.00
ASHCOMBE	ASHCOMBE	35.00	0.00	35.00	0.00	0.00	0.00
BARBERM	BARBERM	120.00	0.00	0.00	0.00	120.00	0.00
BOURNVILLE	BOURNVILLE	175.00	0.00	140.00	35.00	0.00	0.00
CASTLE	CASTLE	35.00	0.00	0.00	0.00	35.00	0.00
CHARFIELD	CHARFIELD	35.00	0.00	0.00	0.00	35.00	0.00
CIVIC	CIVIC	108.00	0.00	108.00	0.00	0.00	0.00
CORPUS	CORPUS	35.00	0.00	0.00	0.00	35.00	0.00
CREATIVESH	CREATIVESH	48.00	0.00	48.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	120.00	0.00	120.00	0.00	0.00	0.00
JONESR	JONESR	360.00	0.00	0.00	360.00	0.00	0.00
KEWSTOKE	KEWSTOKE	125.00	0.00	90.00	35.00	0.00	0.00
MEADVALE	MEADVALE	35.00	0.00	35.00	0.00	0.00	0.00
Sub Total C/Fwd		10,936.92	0.00	6,489.22	4,291.59	3,566.95	-3,410.84

Outstanding Balances by Month as at 01/05/2022

A/C Code	Customer Name	Balance	May 2022	Apr 2022	Mar 2022	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	10,936.92	0.00	6,489.22	4,291.59	3,566.95	-3,410.84
Ledger No 4, Museum Sales Ledger (Continued)							
MULTI	MULTI	618.00	0.00	192.00	0.00	426.00	0.00
ORCHARDT	ORCHARDT	60.00	0.00	60.00	0.00	0.00	0.00
PUBLIC	PUBLIC HEALTH TEAM	175.00	0.00	175.00	0.00	0.00	0.00
SEVERN	SEVERN BEACH	35.00	0.00	0.00	0.00	35.00	0.00
SPEAKMANK	SPEAKMANK	30.00	0.00	0.00	30.00	0.00	0.00
THEATRE	THEATRE	48.00	0.00	48.00	0.00	0.00	0.00
TRAINMAST	TRAINMASTER	141.00	0.00	141.00	0.00	0.00	0.00
TRINITYPA	TRINITY PA	140.00	0.00	0.00	140.00	0.00	0.00
WINDWHISTL	WINDWHISTLE	35.00	0.00	35.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBEP	35.00	0.00	35.00	0.00	0.00	0.00
WRAXHALL	WRAXHALL	70.00	0.00	0.00	0.00	70.00	0.00
	Total Sales Ledger No 4	3,187.20	0.00	1,282.25	600.00	1,304.95	0.00
	TOTAL SALES LEDGER BALANCES	12,323.92	0.00	7,175.22	4,461.59	4,097.95	-3,410.84

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

Budget heading	code	YTD Spend	Budget 2021/2022	Overspend	Reason
<u>Grove House</u>					
Personnel Consultants	102/4007	£4,060.00	£1,836.00	-£2,224.00	Ellis whittham EAP service, insurance increase
Fees, subs & Conferences	102/4041	£3,224.00	£1,800.00	-£1,424.00	Employer Accreditations not on budget prediction
Legal Fees	102/4049	£6,948.00	£5,000.00	-£1,948.00	Towerpiece claim & searches HQ
<u>Grove House</u>					
Cleaning	103/4110	£3,762.00	£250.00	-£3,512.00	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
<u>Blakehay Central Costs</u>					
Insurance	120/4044	£3,055.00	£562.00	-£2,493.00	Increase
Refuse removal	120/4114	£2,555.00	£1,500.00	-£1,055.00	PHS disposal not included in budget prediction
<u>Museum (Central costs)</u>					
Travel & Subsistence Expenses	140/4012	£428.00	£200.00	-£228.00	Overspend
Website Costs	140/4019	£1,086.00	£600.00	-£486.00	Aqueous prepayment costs from previous year
Telephone	140/4035	£3,084.00	£1,600.00	-£1,484.00	New phone system
Insurance	140/4044	£2,905.00	£1,200.00	-£1,705.00	Increase
Refuse removal	140/4114	£4,462.00	£1,800.00	-£2,662.00	PHS disposal not included in budget prediction
<u>Museum Café</u>					
Equipment purchase	142/4030	£797.00	£500.00	-£297.00	New freezer
<u>Grounds (Central Costs)</u>					
IT Support & Upgrade	400/4107	£12,278.00	£8,052.00	-£4,226.00	Prepayment costs carried from 20/21
<u>Milton Road Cemetery</u>					
Memorials	420/4055	£9,169.00	£7,000.00	-£2,169.00	increase in need
<u>Street Furniture</u>					
Dog Bin emptying	460/4116	£13,350.00	£4,500.00	-£8,850.00	Disposal costs (actual overspend below)
Dog Bin Emptying income	460/1112	£11,226.00	£4,356.00	£6,870.00	-£1,980.00
<u>Public toilets</u>					
Insurance	485/4044	£4,117.00	£439.00	-£3,678.00	Increase
Cleaning	485/4110	£50,049.00	£36,600.00	-£13,449.00	Increase

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

<u>Budget heading</u>	<u>code</u>	<u>YTD Spend</u>	<u>Budget 2022/2023</u>	<u>Overspend</u>	<u>Reason</u>
<u>Museum Functions</u>	145/4030	<u>£0.00</u>	<u>£3,000.00</u>	£100 To be overspent	Chairs and tables for weddings price increase since budget approved

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 26th MAY 2022**

Meeting Commenced: 11:01 am

Meeting Concluded: 12:03 pm

PRESENT: Councillors Robert Payne (Chairman), Peter Crew, Alan Peak, Marcia Pepperall, Roger Bailey and Richard Tucker.

IN ATTENDANCE: Sarah Pearse (Deputy Town Clerk/RFO) and Molly Maher (Development Officer).

1	Election of Chairman Nominations for the position of Chairman were invited. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Alan Peak A vote was taken and carried , and accordingly it was: RECOMMEDED: That Councillor Robert Payne be elected Chairman of the Expenditure & Governance Working Party for the year 2022-23.
2	Apologies for Absence and Notification of Substitutes Apologies were received from Councillor Catherine Gibbons. It was noted that Councillor Mike Bell was absent from the meeting.
3	Declarations of Interest The Chairman declared a pecuniary interest in the agenda item “WSM Investment Strategy Review”, specifically the recommendation which mentioned Lloyds Bank, for whom he was an employee.
4	Election of Vice Chairman Nominations for the position of Chairman were invited. PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Roger Bailey A vote was taken and carried , and accordingly it was: RECOMMEDED: That Councillor Peter Crew be elected Vice Chairman of the

	Expenditure & Governance Working Party for the year 2022-23.
5	<p>To agree the accuracy of the minutes of the previous meeting held on the 10th March 2022</p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried, and accordingly it was:</p> <p>RECOMMENDED: That the minutes be approved and signed by the Chairman.</p>
6	<p>To receive notes of the Health & Safety meetings held in February, March & April 2022</p> <p>The notes of the meeting had been previously circulated with the agenda.</p> <p>It was noted that there was incorrect wording at the top of page 3 for the 2nd March meeting, and that the words “the various” would be removed.</p> <p>RECOMMENDED: That, subject to the above amendments, the notes of the Health & Safety meetings held in December 2021 & January 2022 be received.</p>
7	<p>Anti-Racism Working Group Update</p> <p>The Deputy Town Clerk reported that meetings were going well, with David Crossman still acting as Chairman. It was suggested that it would be beneficial to gain an understanding from members what their expectations and suggested actions were. It was felt that efforts so far were still disjointed and there needed to be a push for more inclusion. Clarification was required whether the Town Council should be looking to take action, or to support the community to take action. Members noted that no actions had come back to the meeting so far. It was suggested the minutes could be added to the agenda. Members advised there should be a bigger emphasis on respect for all.</p> <p>RECOMMENDED: For minutes from the Anti-Racism Working Group be circulated with the agenda moving forward.</p>
8	<p>CIL – Year-end position update at 31.03.22 for annual report to NSC</p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>The Deputy Town Clerk explained that members needed to agree where CIL money would be spent. At the end of 2021-2022, there was £225,227 in CIL funds, with more expected in 2022-2023. Members were advised of the substantial amount of money required at the Old Town Quarry when the Town Council takes control. Hayward</p>

	<p>Village and West Wick were also mentioned as area requiring community funding, as well as Uphill Church electrical supply and new allotment requirements. The Deputy Town Clerk advised that she would circulate the CIL Policy so that members could understand the criteria for spending.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Robert Payne</p> <p>A vote was taken and carried, and accordingly it was:</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. To note the Annual Report for CIL Monies to be sent to NSC. 2. That £200,000 of the funding from 2021-2022 be earmarked for the Old Town Quarry, with 75% of future CIL funds earmarked until enough money had been raised, with this percentage reviewed after 6 months.
9	<p>Review Effectiveness of Internal Auditor</p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>The Deputy Town Clerk explained that it was good practice to review the internal auditor and should be done annually. The current auditing firm had been in place for the past 10 years, with the specific auditor rotated on a regular basis. A member advised that they would prefer that the auditor be changed after such a long period in post. It was suggested that internal auditing services could be added into the procurement process, however there were not many organisations which had the capability to audit a council of this size.</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. That the review of Effectiveness of Internal Audit be approved and be approved and signed by the Chairman. 2. That the current internal auditor be retained for the year 2022 / 2023. 3. That the internal auditor contract goes out to tender in the next financial year. <p>A member asked for clarification regarding the internal and external auditor. It was explained that an internal auditor was appointed by the Town Council, and the external auditor was assigned to the Council. Internal audits took place 3-4 times annually, whilst an external audit was only carried out at the end of the financial year.</p>
	<p><i>The agenda item “WSM Investment Strategy Review” was delayed until the end of the meeting to allow for the exclusion of the Chairman.</i></p>

10	<p>5 Year Financial Plan update</p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>The Deputy Town Clerk advised members that given the recent growth of the Town Council, the existing 5-year financial plan was not sufficient. It was suggested that when the new policy was agreed, it would be reviewed annually. It was felt a new policy would provide better transparency and give a baseline of expectations. The policy would include external national factors, such as the rise in the cost of living and Covid-19 would be included. The document would be linked to the strategy. The Deputy Town Clerk provided a timeline for the delivery of the policy:</p> <ol style="list-style-type: none"> 1. May 2022 – Members agree to the development of a 5-year MTFP 2. May 2022 (following meeting) – E & G Committee members & Group Leaders sent a draft document for their perusal to enable them to read and suggest changes at the next meeting 3. July 22 – E & G receive draft (with any amendments) document to review and propose adoption of document to Policy & Finance Committee 4. Aug 22 – MTFP adopted by Policy & Finance Committee 5. May 2023 – E & G receive annual update of MTFP prior to going to Policy and Finance Committee <p>Members were advised that this policy was not a legislative requirement, but demonstrated best practise. It was queried how this policy would work with regards to future budgets. It was clarified that this document would be reviewed annually, and would not commit the council to anything but would have regard for future plans. It was asked if national data trends would be followed within the policy, such as pensions. It was agreed that this would be the case, and this data would be reviewed as part of the annual review process. It was suggested that the next meeting take place in person to facilitate discussions around the policy. The Deputy Town Clerk advised that she would find a venue to host.</p>
11	<p>Future Areas to be considered by the Working Party</p> <p>The following areas were noted for consideration at the next meeting:</p> <ul style="list-style-type: none"> • Consistency of officers reports to committees • Medium Term Financial Plan • Anti-Racism Working Group Minutes • 106 Money
	<p><i>Councillor Robert Payne left the meeting at 11:54 am having declared a pecuniary interest in the agenda item.</i></p> <p>In the Chairman's absence, the Vice Chairman took over as Chairman of the meeting.</p>

12	<p>WSM Investment Strategy – Review</p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>The Deputy Town Clerk reiterated the expansion of the Town Council in recent years. As a result of this, the Investment Strategy was no longer reflective of the Town Council’s requirements. It was suggested that there was a need to be more proactive. There was not much money to invest long term, with requirements to access money to support upcoming projects.</p> <p>It was queried what the issue was with a Nat West bank account. Members were advised that this bank account had ex-councillors set up as signatories and as such, the money could not be accessed without their approval. Permission from the Policy & Finance Committee would be required to reach out to these ex-councillors to get them to sign off the closure and transfer of funds.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried, and accordingly it was:</p> <ul style="list-style-type: none"> • That Members adopt the revised Investment Policy • Alternative investment options be explored as necessary with the year including fixed term investments and CCLA property fund for Revenue reserves, bought forward general and EMR balances which are deemed appropriate for more than 3 months working capital (precept) • To approve the opening of 2 x new bank accounts for investment purposes to split the council’s investment as per this policy: Lloyds Bank and Nationwide.
	<p>There being no further business, the Chairman closed the meeting at 12:03 pm</p> <p>Signed.....Dated..... Chairman</p>



AUDITING SOLUTIONS LTD

Weston-super-Mare Town Council

Internal Audit Report 2021-22 (Final update)

Stuart J Pollard

*Director
Auditing Solutions Limited*

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The following detailed report sets out those areas examined during the course of our four visits to the Council, which took place on 24th August and 15th September 2021 plus 8th March and 7th June 2022, together with prior & subsequent work at our own offices.

Internal Audit Approach

In conducting our review for 2021-22, we have, as previously, had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques across the Council's various activities. The impact of the Covid pandemic over the past two years has obviously had a significant impact on the Council's finances with venues closed for much of that time.

Overall Conclusion

We are pleased to report that no major areas of concern have been identified from the work undertaken this year, although we have noted a few areas where we consider the Council's financial recording requires improvement, together with a few internal control arrangements at the Splashpad and Visitor Information Centre which we identified in our first report for the year that required strengthening to reduce the risk of loss of public funds and to afford staff additional personal protection and security. Detail of these areas is set out in the following report with resultant recommendations further summarised in the appended Action Plan, together with an update on the current position with regard to previously raised issues.

Based on the overall satisfactory conclusions reached from our programme of work for the year, we have signed-off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area. We take this opportunity to remind the Council of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers, which continue to be maintained using the Rialtas Omega software with three bank accounts operated at Lloyds including the Mayor's Charity Account, supplemented by a NatWest Liquidity Manager Account, a Santander Treasury Reserve Deposit Account and in the CCLA Deposit Fund. We have:

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place;
- Ensured the accurate roll forward of the 2020-21 closing Omega account balances as opening balances in the software for 2021-22;
- Checked and agreed four sample months' transactions (April and July 2021, plus January and March 2022) on the Lloyds Current account and the full year transactions on the other two Lloyds accounts by reference to the supporting bank statements;
- Noted that receipt of limited monthly interest is the only transaction occurring on the NatWest Liquidity Manager account: however, no entries of the monthly interest earned since the start of the financial year have been recorded in the Omega cashbook for the year to date;
- Checked and agreed the Lloyds Current Account bank reconciliations at 30th April and 31st July 2021 plus 31st January and March 2022; and
- Ensured the accurate disclosure of the combined cash and bank balances in the year's AGAR at Section 2, Box 8.

Conclusions and recommendations

Whilst no significant concerns have been identified from the work undertaken in this area this year, we noted a few issues with the manner in which data was being entered in the Omega accounts at our interim update review, detail as follows: -

- ***Current account:*** whilst we have agreed the individual payment transactions between the bank statements and cashbook for January and March 2022, we have only been able to agree the receipt transactions between the bank statements and cashbook in total as those relating to credit cards do not necessarily appear in the cashbook wholly in line with the way they appear on bank statements, presumably due to timing differences. Consequently, we urge that when posting entries to the Current account cashbook a clear audit trail is generated identifying the source of cashbook entries and their corresponding bank statement entries.
- ***Imprest account:*** we noted at our previous visit that two cheques drawn in December 2021 (nos. 435 and 436 totalling £291.74) had been recorded in the account's cashbook with the combined value as cheque no. 438. Whilst a minor matter, we also noted that the 31st January bank reconciliation on this account showed the bank balance as at 31st January, whereas the latest available statement was dated 18th January 2022.

R1. A means of recording a clear audit trail between prime receipt documentation, bank statements and the cashbook should be developed to provide a clear audit trail and an easier means of identification / verification of cashbook entries and matching them to bank statements. This has been addressed with, whilst still a cumbersome exercise, an

appropriate spreadsheet set up to aid the process: it is also anticipated that detail, now also available from the bank, will further simplify the process.

- R2. *Where cheques are drawn, they should be recorded accurately under their individual cheque number and not be amalgamated and recorded in the cashbook under a different cheque number. Noted for future reference.*
- R3. *Bank reconciliations should accurately record the bank statement date at which the reconciliation is undertaken / recorded. Noted for future reference.*

Review of Corporate Governance

Our objective here is to ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have reviewed the minutes of meetings held in the year and to date in 2022-23 as provided during our final review, noting at our first review that the Committees had continued to meet remotely in the guise of Working Groups: we are pleased to note that the Committees are now meeting formally as required by current legislation, although we are aware that the potential to hold meetings remotely where necessity demands it, remains under discussion by central government.

We have again aimed to ensure that no issues affecting the Council's financial stability either in the short, medium or longer-term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred: we are pleased to record that no such issues have been identified to date.

We are pleased to note that both the formal SOs and Financial Regulations (FRs) have been subjected to further review, re-affirmation and re-adoption at the March 2022 full Council meeting, together with the updated Procurement Guide: we understand that the Treasury Management / Investments Strategy / Policy will be presented to the next full Council meeting for approval and adoption.

Conclusions and recommendation

Whilst no significant issues arise in this area, we suggested at our interim review that the SOs and FRs should be reviewed and, if appropriate, updated and re-adopted at regular intervals. We will continue to monitor the Council's approach to governance issues at future visits, also examining the minutes of meetings held in the remainder of the year.

- R4. *Standing Orders and Financial Regulations should be subjected to review at least every other year or as and when any significant changes occur in legislation affecting town and parish councils. Revised documents have been approved and adopted at the March 2022 full Council meeting.*

Review of Purchasing and Payment Procedures

We aim in this area to ensure compliance with the following criteria to ensure that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's FRs;
- Posted accurately to the Omega software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council; and
- That the calculation and recording of VAT to the relevant control account for subsequent recovery has been actioned appropriately.

We have extended our testing in this area for compliance with the above criteria selecting a total sample of 104 individual payments in the financial year including one of the Council premises' annual NNDR payments made monthly; our test sample includes all those in excess of £4,000 plus every 40th other payment and totals £1.75 million equating to 74% by value of the year's non-pay related expenditure.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have ensured recovery of the 2020-21 closing balance in the current financial year together with the 2021-22 first three quarterly reclaims by reference to the VAT control account in Omega. We shall ensure appropriate recovery of the final 2021-22 quarter's reclaim at our next review visit.

Conclusions

We are pleased to report that no significant issues have been identified in this review area other than noting that the invoices are now being scanned and retained only in electronic format following review and certification for payment by members.

Whilst appreciating the benefits of moving towards a paperless office, we remind the Council of the potential requirements of HMRC and external audit as regards the formal retention of records and believe that NALC issued guidance on the subject a few years ago. We suggest that the Council ensures that its actions in retaining payment documentation in electronic format does not conflict with these requirements.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. With that in mind, we note that the Council's previously adopted risk register using the LCRS software has been reviewed, updated, presented to and adopted at the September 2021 full Council meeting. We have reviewed the resultant output with no issues arising warranting further comment or recommendation.

We have also examined the Council's 2021-22 insurance schedule with WPS Hallam Council Guard, noting that premises and contents appear to be appropriately covered, together with Public and Employer's Liability standing at £15 million and £10 million respectively and Fidelity Guarantee cover at £1.4 million, together with Loss of Revenue cover at £699,000, all of which we consider appropriate for the Council's present requirements.

Conclusions

No issues have been identified warranting formal recommendation in this area this year. We shall continue to monitor the Council's approach to risk management at future visits.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on North Somerset DC, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that the 2022-23 budget and precept were approved and adopted at the January 2022 full Council meeting with the latter set at £2,631,385.

We are also pleased to note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega detail and have reviewed the year-end budget outturn again with a few "hotspots" noted: we have examined the year's transaction detail of the nominal individual account codes in Omega and obtained appropriate explanations of these variances.

Finally in this area, we note that total reserves as at 31st March 2022 have reduced marginally to £1,641,823 (£1,678,733 at 31st March 2021), comprising specific earmarked items totalling £1,148,458 (£1,027,037 at the prior year-end) leaving the General Fund balance at £493,364 (£651,695 at the prior year-end) equating to approximately 3½ months' revenue spending at current levels.

Conclusions

We are pleased to record that no issues arise in this area this year; we shall continue to monitor the budgetary performance at future reviews commenting accordingly.

Review of Income

Due to the relaxation of Covid restrictions, most of the Council's premises re-opened during the summer of 2021. Consequently, we visited the Splashpad and Visitor Information Centre (VIC) checking the security of premises and cash management / banking procedures.

At the former, a wooden kiosk was in place and was being used to collect cash and issue re-admission passes to its users with cash removed to the VIC at the close of trading each day. We identified a number of areas of potentially significant concern where staff were potentially placed at risk in the event of anyone attempting to rob the office or intercept staff transferring cash to the VIC. We set out in the following bullet points the potential areas of concern as they stood at the time of our visit in August 2021 and urged that the Council took appropriate measures to

strengthen security and procedures when the Splashpad re-opens in the summer of 2022. We understand that appropriate action has been considered to address these issues and will revisit the Splashpad at our first visit for 2022-23 and reassess the effectiveness of the revised procedures to put in place for the summer of 2022.

Physical security

- Access door kept open with the till just inside and visible to attendees / users;
- Windows cannot be opened due to format and risk of hitting children;
- No blinds so cash-up on closure is open to view by any passer-by;
- Cash float and takings are being transferred from (opening) and to (closing) the VIC by one person generally at the same times each day.

The Council has a "duty of care" to employees, providing a safe and secure environment for receipt and transportation of cash etc.

- *The "Office" door should always be closed to the public, except in emergency;*
- *If the "kiosk" is to continue in use for 2022, the existing windows need to be replaced / reconfigured to provide a secure service "hatch" for receipt of money and issue of tickets.*

Cash handling

- Due to lack of any secure onsite storage of the cash change float and takings, cash was being transferred between the VIC and Splashpad prior to opening and after closedown generally by only one person;
- No physical protection was in place for staff transferring cash at start or end of day, generally on foot: placing them at risk of attack, as timing of transfer was or could not be varied greatly;
- As entry fees were received as a mix of cash and credit card payments, we indicated that the cash-up sheets should clearly identify the total value of each form of income, which should match that shown on the till "Z" records: the cash-up sheet should also be signed by the officer(s) checking the cash, ideally with 2 officers undertaking the check;
- We noted that the tills in use during 2021 had created a number of operational problems and did not appear to be fit for purpose: these should be replaced with a more effective till(s) in 2022.

Cash handling procedures require improvement to afford a more formal record of the daily cash takings and to provide staff with an increased degree of protection in the event that there is a significant variance at the close of business between the physical cash held and that identified on the till "Z" print at the end of day.

- *Cash should not be transferred between the VIC and Splashpad and back again at the same times each morning / afternoon and should be carried, ideally, by car door to door by 2 officers;*
- *The opening cash float should be physically checked and recorded accordingly by, ideally, two officers at the Splashpad with a formal signed record of its make-up;*
- *At closedown, all physical cash in the till should be counted by two officers and agreed to the till "Z" reading including the £100 change float;*

- *The “cash-up” sheet should identify separately the make-up of both the retained £100 float and cash to be banked with detail by denomination of notes and coin clearly recorded;*
- *At close of business, the cash-up sheet should be signed by two officers confirming the value and make-up of physical cash income and the £100 float together with the till “Z” reading;*
- *Prior to depositing cash takings in the VIC safe, the cash should be physically rechecked with a signed receipt handed over to the Splashpad officer delivering the cash to the VIC to provide them with an effective discharge of their responsibility for the cash takings from that point forward;*
- *The till in use should be replaced with a more efficient and functional machine in 2022.*

Visitor Information Centre (VIC)

The VIC was visited on 15th September and controls in place over the security of physical cash takings at that office, together with Splashpad income, reviewed. A VIC till change float of £50 is held in the till during office hours (the £100 Splashpad float remaining in the safe). The physical cash held in the safe (£100 Splashpad float and two days’ takings) was checked and agreed to the underlying / supporting records during the visit with no issues arising, other than noting that the cash-up sheets in use were only being signed by one officer.

We noted that the till was cashed-up at the close of business each day, although generally by only one person, with the cash takings recorded on a summary sheet with detail of the closing “Z-key” total daily sales identified and, if appropriate and possible, an explanation of any variance in the physical cash to the “Z” total.

We also discussed the controls in place over the saleable stock held at the VIC noting that, in addition to Council directly purchased items for resale, a number of items are also being sold on behalf of local people on a “sale or return” basis. We note that, following our previous review a couple of years ago, a new till was acquired which now incorporates a stock control record.

We were advised that the physical stock holding was only checked once a year against the till’s stock record when the VIC closed for the summer season. In order to further improve controls, we suggested that periodic, at least bi-monthly, physical stock checks should be undertaken and compared with the till stock records with any variances followed up at that stage and, if appropriate, any shortfall in stock duly “written-off” on the till stock control record.

We also understand that, on occasions, items are “gifted” to visitors and that the Manager has effectively been “writing-off” old year (from prior years) unsold stock at the end of the season. Consequently, where such items remain on the shelf and are sold in subsequent years, the income received will or may effectively not marry a stock item on the till’s stock control record, thereby potentially giving rise to an effective “cash surplus” in the till.

In addition to the introduction of more frequent stock checks during the season, best practice suggests that the actual cash takings since the previous stock check should be contrasted / compared with the anticipated income based on the number of individual items sold in that period multiplied by their individual sales price (we understand that the till has such a facility).

Unpaid Sales Invoices

We have again reviewed the three active Omega Sales Ledger – “Unpaid invoices by date” records noting that there are still a few long-standing unpaid invoices with one dating back to 2020. We also note the existence of one “unmatched” receipt among the three reports: we have again discussed the detail of each of these with the Deputy Town Clerk and Finance Assistant and are pleased to note that they are fully aware of the reasons for their continued existence circumstances and the actions being taken to clear them, including court action in one case.

Conclusions and recommendations

As indicated above, we identified a number of areas where we consider security and documentation recording cash-up detail arrangements require strengthening: we do not repeat the full detail below but ask that officers and members consider the detail in the preceding paragraphs and take appropriate action to further protect staff and Council funds.

We will undertake further work in this area at our next review, hopefully also visiting the Museum to check on the financial controls in place thereat.

- R5. Physical security for staff and cash at the Splashpad when it reopens in 2022 should be improved significantly. This will be addressed as suggested, although the intention is to move to cashless fees for visitors using XPOS card readers.*
- R6. More effective arrangements over cash checking and handling arrangements should be implemented at both the Splashpad and VIC in 2022. As above, although the VIC will be relocated in the summer of 2022 with appropriate arrangements put in place with XPOS card readers in place.*
- R7. A more user friendly and functional till should be acquired for the Splashpad in 2022. As above, it is intended to move to a full cashless system of entry fees.*
- R8. The £100 Splashpad float, which is currently held in the VIC safe should be banked with a new float established in 2022. Revised arrangements will be put in place, although the use of XPOS card readers and a move towards cashless receipts will obviously reduce risks.*
- R9. More frequent physical stock checks of saleable items should be introduced at the VIC. Noted and will be implemented. This will be addressed appropriately when the VIC re-opens in the summer.*
- R10. Physical cash takings between stock checks should be reconciled to the anticipated takings: i.e., Selling Price Control Accounts should be prepared as and when stock checks take place, with any significant variances pursued. Noted for future action.*
- R11. The Sales Ledger – Unpaid accounts by date reports should be reviewed periodically with appropriate action taken to pursue the few long-standing uncleared accounts, together with appropriate adjustments to those recorded “unmatched” receipts. These will be followed up with appropriate remedial action taken.*

Petty Cash Account and Debit Card Usage

We are required, as part of the AGAR process to assess and comment on the security and operational controls over the Council's petty cash accounts in use.

A few relatively limited petty cash accounts are operated at the Council's various premises: we have checked that held in the administrative office reviewing a sample of transactions as recorded in the spreadsheet records for July, August & December 2021 ensuring that each was supported by an appropriate till receipt / petty cash voucher.

We checked the physical cash holding during our interim update review and were pleased to record that the combined cash and at that time un-reimbursed petty cash vouchers equated to the £250 float.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation: we aim to examine the Museum cash holdings and records at our next review visit.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1st April 2020 as regards employee contribution bandings.

To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually;
- Noted previously that North Somerset Council continues to provide the payroll service for the Council;
- Agreed the amounts paid to a sample of 15 employees across the various sections of the Council by reference to the approved pay scales on the Deputy Town Clerk's establishment list for 2021-22, by reference to the July 2021 payslips;
- Ensured that Tax and National Insurance deductions for those 15 employees have been made applying the appropriate PAYE code and NIC Table, and
- Checked that the correct superannuation percentage deductions are being applied where applicable.

Conclusions

We are pleased to report that no issues have been identified among the test sample of employees' salaries paid in July 2021.

Fixed Asset Registers

The Practitioner's Guide requires all Councils to maintain a comprehensive register of all assets owned and leased by the Council. We aim to ensure that such a register is in place, that it is

comprehensive and contains all the basic information that should, ideally, be embodied in the record.

We are pleased to note the continued maintenance of an appropriate register and have examined its content as at 31st March 2022. We are also again pleased to note that the accounting contractor has included an appropriate disclosure in the detailed Statement of Accounts, identifying the gross cost of assets, together with new additions in the financial year and also detail of “in-year” and cumulative depreciation to 31st March 2022, the Net Book Value being transferred to the detailed Balance Sheet. We have agreed the Statement of Accounts detail to that contained in the spreadsheet-based asset register with no issues also verifying the aggregate cost totals which are correctly disclosed at Section 2, Box 9 of the year’s AGAR.

Conclusions

No issues requiring formal recommendation arise in this area this year.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We are pleased to note that the Council has a Treasury Management and Investment Strategy document in place which we understand is due to be submitted to full Council for formal approval and adoption at its next 2022 meeting. We will, consequently, review the document once adopted.

The Council currently holds surplus funds in two interest earning deposit accounts, detail of which we have checked and agreed to their third party statements for the financial year, as indicated in the first section of this detailed report.

The Council has two outstanding loans with the UK Debt Agency: we have verified the two half-yearly instalment repayments paid in May and November 2021 to the third-party demand notices as part of the above sample of purchase invoices examined referred to earlier in this report, also at this final review verifying the accurate disclosure of the residual year-end loan liability by reference to the UK Debt Agency website where all outstanding local government loans are recorded at each financial year-end.

Conclusions and recommendation

We are pleased to record that no residual issues arise in this area warranting further comment or recommendation.

R12. Appropriate action should be taken to review and, if appropriate, update and formally re-adopt the Treasury Management Policy. A revised document has been prepared and will be submitted to full Council for formal approval and adoption at the next meeting.

Statement of Accounts and Annual Governance Return

The Council continues to engage the services of a third-party accountancy contractor to assist in the year-end closedown process including preparation of a detailed Statement of Accounts for presentation to Council, together with detail for inclusion in the year's AGAR.

We have checked and agreed the content of both the detailed Accounts and AGAR Section 2 financial information to the underlying Omega Trial Balance and other relevant supporting documentation provided checking to the detail in the accountant's working papers.

Conclusions

As a result of our programme of coverage during the course of the year, we are pleased to record that no recommendations arise in this area: we have duly "signed off" the IA Certificate in the year's AGAR, assigning positive assurances in all categories.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	A means of recording a clear audit trail between prime receipt documentation, bank statements and the cashbook should be developed to provide a clear audit trail and an easier means of identification / verification of cashbook entries and matching them to bank statements.	<i>This has been addressed with, whilst still a cumbersome exercise, an appropriate spreadsheet set up to aid the process: it is also anticipated that detail, now also available from the bank, will further simplify the process.</i>
R2	Where cheques are drawn, they should be recorded accurately under their individual cheque number and not be amalgamated and recorded in the cashbook under a different cheque number.	<i>Noted for future reference.</i>
R3	Bank reconciliations should accurately record the bank statement date at which the reconciliation is undertaken / recorded.	<i>Noted for future reference.</i>
Review of Corporate Governance		
R4	Standing Orders and Financial Regulations should be subjected to review at least every other year or as and when any significant changes occur in legislation affecting town and parish councils.	<i>Revised documents have been approved and adopted at the March 2022 full Council meeting.</i>
Review of Income		
R5	Physical security for staff and cash at the Splashpad when it reopens in 2022 should be improved significantly.	<i>This will be addressed as suggested, although the intention is to move to cashless fees for visitors using XPOS card readers.</i>
R6	More effective arrangements over cash checking and handling arrangements should be implemented at both the Splashpad and VIC in 2022.	<i>As above, although the VIC will be relocated in the summer of 2022 with appropriate arrangements put in place with XPOS card readers in place.</i>
R7	A more user friendly and functional till should be acquired for the Splashpad in 2022.	<i>As above, it is intended to move to a full cashless system of entry fees.</i>
R8	The £100 Splashpad float, which is currently held in the VIC safe should be banked with a new float established in 2022.	<i>Revised arrangements will be put in place, although the use of XPOS card readers and a move towards cashless receipts will obviously reduce risks.</i>

Rec. No.	Recommendation	Response
Review of Income (Continued)		
R9	More frequent physical stock checks of saleable items should be introduced at the VIC.	<i>This will be addressed appropriately when the VIC re-opens in the summer.</i>
R10	Physical cash takings between stock checks should be reconciled to the anticipated takings: i.e., Selling Price Control Accounts should be prepared as and when stock checks take place, with any significant variances pursued.	<i>Noted for future action.</i>
R11	The Sales Ledger – Unpaid accounts by date reports should be reviewed periodically with appropriate action taken to pursue the few long-standing uncleared accounts, together with appropriate adjustments to those recorded “unmatched” receipts.	<i>These will be followed up with appropriate remedial action taken.</i>
Investments & Loans		
R12	Appropriate action should be taken to review and, if appropriate, update and formally re-adopt the Treasury Management Policy.	<i>A revised document has been prepared and will be submitted to full Council for formal approval and adoption at the next meeting.</i>

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N /	A

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

WESTON-SUPER-MARE TOWN COUNCIL

<https://wsm-tc.gov.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/8/21 15/9/2021 8/3/22 07/06/2022

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

07/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Weston super Mare Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20th June 2022

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.wsm-tc.gov.uk

Section 2 – Accounting Statements 2021/22 for

Weston super Mare Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	839,407	1,678,733	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	2,567,270	2,587,982	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	415,079	264,578	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	850,224	985,990	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	38,242	37,606	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	1,254,556	1,865,875	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,678,733	1,641,823	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,680,156	1,581,401	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	3,138,310	3,146,643	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	310,180	287,315	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
				N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

20th June 2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Weston super Mare Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Weston-super-Mare Town Council

Statement of Accounts

(Not Subject to Audit)

31st March 2022

Weston-super-Mare Town Council

31st March 2022

31st March 2021

2022

2021

Weston-super-Mare Town Council

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31st March 2022

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4	Income And Expenditure Account and Annual Return Reconciliation (unaudited)
5	Balance Sheet
6 to 10	Notes to the Accounts

Weston-super-Mare Town Council

Council Information

Councillors

Cllr Dorothy Agassiz
Cllr Marc Applin
Cllr Raymond Armstrong
Cllr Roger Bailey
Cllr Mike Bell
Cllr Gillian Bute
Cllr Mark Canniford
Cllr Gillian Carpenter
Cllr James Clayton
Cllr Sarah Codling
Cllr Peter Crew
Cllr John Crockford-Hawley
Cllr Ciaran Cronnelly
Cllr David Dash
Cllr Peter Fox
Cllr Catherine Gibbons
Cllr David Hitchins
Cllr Jan Holloway
Cllr Peter McAleer
Cllr Robert Payne
Cllr Alan Peak
Cllr Marcia Pepperall
Cllr Lisa Pilgrim
Cllr Ian Porter
Cllr Sonia Russe
Cllr Clare Morris
Cllr Timothy Taylor
Cllr Helen Thornton
Cllr Richard Tucker
Cllr Roz Willis

Clerk to the Council

M L Nicholson

Auditors (of the AGAR)

PKF Littlejohn LLP

Weston-super-Mare Town Council

Introduction to Accounting Statements

For the Year Ended 31 March 2019

The Accounts and Audit Regulations 2015 define the Council as a smaller authority., it therefore prepares its accounts in accordance with 'Governance and Accountability for Smaller Authorities in England'.

These regulations allow the Council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

The Council's statutory accounts are now produced in the form of the Annual Governance and Accountability Return (AGAR). The Statement of Accounts, which is not subject to audit, provides background workings and explanations of the figures declared in the AGAR.

The following items are included:

The Income and Expenditure Account (Unaudited)

This document shows the income generated and the total expenditure on the services provided by the Council for the year. This document now includes capital expenditure and the capital element of loan repayments.

The Income and Expenditure Account Reconciliation (Unaudited)

This document reconciles the figures shown in the Income and Expenditure Account to the Annual Return.

The Balance Sheet (Unaudited)

This sets out the financial position of the Council on 31 March 2020. It shows the value of its assets, the value of its cash and bank values, how much it is owed and how much it owes, and the balance of reserves at its disposal.

Notes to the Accounts

These provide further information on the amounts included in the financial statements.

Weston-super-Mare Town Council

Income and Expenditure Account (Unaudited)

31st March 2022

2021 £ Net Expenditure		2022 £ Gross Expenditure	2022 £ Income	2022 £ Net Expenditure
DIRECT SERVICES TO THE PUBLIC				
(436,971) Community and Public Services		(655,170)	9,660	(645,510)
(391,239) Cultural and Heritage Services		(633,611)	116,572	(517,039)
(326,650) Parks and Open Spaces		(273,443)	12,831	(260,612)
(119,419) Cemetery Services		(204,446)	64,509	(139,937)
(221,848) Highways and Planning Services		(217,547)	16,019	(201,528)
(37,914) Capital projects		(621,903)		(621,903)
DEMOCRATIC, CIVIC AND CENTRAL COSTS				
(61,285) Civic Support Services		(78,914)		(78,914)
(95,109) Democratic Costs		(145,901)		(145,901)
(37,508) Other Costs and Income		(58,536)	44,987	(13,549)
(1,727,944)		(2,889,471)	264,578	(2,624,892)
2,567,270 Annual Precept				2,587,982
(683,638) Net Contribution (to)/from Earmarked Reserves				(121,421)
155,688	Net Surplus for the year			(158,331)

Reserve Movements

	Balance April 2021	Movement for Year	Balance March 2022
General Fund	651,695	(158,331)	493,364
Capital Reserve	-		-
Earmarked Reserves	1,027,037	121,421	1,148,458
	1,678,732	(36,910)	1,641,822
	Box 1		Box 7

Weston-super-Mare Town Council

Income And Expenditure Account and Annual Return Reconciliation (Unaudited)

For the Year Ended 31 March 2022

Annual Return Box Numbers	Income			Expenditure		
	Box 2	Box 3		Box 4	Box5	Box 6
	Precept	Other Income	Total	Staff Costs	Loans Repaid	Other Costs
Direct Services						
Community and Public Services	-	9,660	9,660	336,723		318,447
Cultural and Heritage Services	-	116,572	116,572	349,038		284,573
Parks and Open Spaces	-	12,831	12,831	270,715		2,728
Cemetery Services	-	64,509	64,509			204,446
Highways and Planning Services	-	16,019	16,019			217,547
Capital projects	-	-	-			621,903
Democratic, Management and Civic						
Civic Support Services	-	-	-	29,514		49,400
Democratic Costs	-	-	-			145,901
Other Costs and Income	-	44,987	44,987		37,606	20,930
Annual Precept	2,587,982		2,587,982	-	-	-
Totals Carried to Annual Return	2,587,982	264,578	2,852,560	985,990	37,606	1,865,875
						2,889,471

Weston-super-Mare Town Council

Balance Sheet (Unaudited)

as at 31 March 2022

2021 £		Note	2022 £	2022 £
	Fixed Assets			
	Tangible fixed assets	5		
1,356,929	Land and Buildings		1,348,683	
190,548	Vehicles and Equipment		540,667	
1,345	Infrastructure Assets		8,400	
146,741	Community Assets		146,741	
				2,044,491
1,695,563				
	Current Assets			
88,587	Debtors	8	130,417	
6,327	Stock		4,522	
1,680,156	Cash at Bank and In-hand		1,581,401	
1,775,069			1,716,341	
	Current Liabilities			
96,337	Creditors and accrued expenses	9	74,520	
			74,520	
96,337				
1,678,732	Net Current Assets			1,641,821
3,374,295	Total Assets Less Current Liabilities			3,686,313
	Long Term Liabilities			
310,180	Long Term Borrowing	10		287,315
3,064,115				3,398,998
	Financed by:			
	Reserves available to the Council			
1,027,037	Funds Earmarked for Future Projects	11	1,148,458	
	Capital Projects			
651,695	General Reserve		493,364	
1,678,732				1,641,822
	Reserves Not Available to Council:			
	Represents the Council's Net Investment in Fixed Assets less Outstanding Loans			
1,385,383	Capital Financing Account			1,757,176
3,064,115				3,398,998

These accounts have been approved by the Council.

.....
Chair, Policy and Finance Committee

Date:

.....
Responsible Financial Officer

Date:

31st March 2022

12 The Annual Return (Accounting Statements)

	Box	2021	2022
Balances Brought Forward	1	839,407	1,678,733
Annual Precept	2	2,567,270	2,587,982
Total Other Receipts	3	415,079	264,578
Staff Costs	4	(850,224)	(985,990)
Loan Interest/Capital Payments	5	(38,242)	(37,606)
All Other Payments	6	(1,254,556)	(1,865,875)
Balances Carried Forward	7	1,678,733	1,641,823
Total Cash and Short Term Investments	8	1,680,156	1,581,401
Total Fixed and Long Term Assets	9	3,138,310	3,146,643
Total Borrowings	10	310,180	287,315

Policy & Finance Committee 22nd June 2022

ITEM 10. To receive the Recommendation from the Civic Consultation Group Meeting held on 7th June 2022 – to fund a screen for the Remembrance Day Service

Remembrance Services 2022

The Civic Officer reported that the short service would take place on the high street on 11th November and the longer Sunday service on 13th November. Planning meetings were due to start in July 2022. The Blakehay had been provisionally booked for dignitaries to process from due to the uncertainty around the use of Grove House.

The Town Clerk advised that the purchase of Waterloo Street was taking longer than expected and it was likely the council would still occupy Grove House in November.

The Mayor indicated that she would be happy to process from Grove House and so it was agreed to include Grove House in the planning.

The Mayor felt very strongly about having a screen for members of the public to watch the service.

The Civic Officer advised that the cost of the screen was £4,000 and the RBL were unlikely to be able to fund a screen. Unfortunately, there was no budget provision allocated for this.

A discussion ensued regarding the benefits of screening the service and it was felt that the council should find a way to fund this.

The Town Clerk informed members that they were able to make a recommendation to the Policy & Finance Committee to allocate budget provision.

PROPOSED BY: Councillor Ian Porter

SECONDED BY: Councillor Alan Peak

RECOMMENDED:

1. That the Policy & Finance Committee allocate budget provision to fund a screen for the Remembrance Day Service at a cost of approximately £4,000.
2. That planning of the event include Dignitaries to process from Grove House.

Councillor Ray Armstrong joined the meeting at 10.45 am

Item 2.

DC Partnership board – are community groups involved?

HP - VANS yes. New plan being put in place. putting together communications strategy.

DC – so much not aware about, need to let people know what is going on. Where does racism fit in?

HP – in all of the above. Hate crime in particular.

SP – work that TC can do, bridge the gap. Already work with HP in some ways. Catch up with Becky on comms to get information out. ACTION

FP – perception. Don't appreciate what is done for the community. would love to work with NSC on this

DC – extend training for common understanding to volunteers. Help with prevention.

HP – prevent training being done. e-learning. Happy to share

DC – victim support, pathway to this. Signposting, needs to be pushed

HP – creating webspace for this. Particular emphasis on younger users.

BW – do you work with faces café?

HP – had convos when they were setting up, worked early with the police to make sure it was set up properly. On our radar.

IN – how are you aware of problems in BME and target initiatives to deal with these issues.

HP – prevent group. bit of 18.44 need to relisten

Survey 900 young people. Through schools, information about what young people were seeing. What relationships were like etc. lots of consultation. Drop ins, etc. opening to suggestions and opportunities for engaging better.

IN – asking more specifically what was being done with BME Network and communities.

BC – domestic abuse worker who wants to go out into BME communities.

HP – role of RHINDS primarily.

DC – could you anonymise survey data and share with the group?

HP – young person survey?

bC – RHINDS meeting next Wednesday. Is this not an appropriate mechanism for BME community?

IN – difficult

BC – anti hate crime ambassadors. HP has news

HP – working with secondary school students – working with south glos model. Me BC and alliance homes. Set up with two secondary and three primary schools, but covid hit. Want to reexplore this. Finding employee who worked on the original programme, ex employee willing to come in and deliver train the trainer training.

SP – need to link activities up, signposting, updates given at these meetings. Will have convo with HP and FP. ACTION

IN – community renewal funding. Can support initiatives with funding

HP – louise roberts – equalities lead BAME community listening event 6-8pm 24th february. DC to share details. Will share pres with DC

HP leaves 19:00

4.

- DJ – 4-5 events each year. gold silver and bronze for priority. Taken to senior management for approval. Will share with the group when this is approved, as well as other focus groups. Recommend looking at events and trying to plan something alongside. Not much to be shared yet. need to secure support. Lots of dates to be acknowledged, some decisions to be made.

DC – nearly every day has some sort of celebration, cannot do them all. Need to focus our work so we don't dilute it

SP- fantastic

5. DC – anyone know of any planned activities, or is there anything we can do? Lots of work going on in Wiltshire.

SP – something else that has crept up on us. When we have decided what we will celebrate, should make sure to advertise to the community

IN – agree transparency, cooperation

DC – good opportunity to understand if this is something the community want to celebrate. 19.16

6.

LC - Comm groups interested in taking ownership floral displays around the town. Gauge interest here.

DJ – happy to share. Lots of people interest in planting trees. 8th march international womens day – could do something around this.

LC – email me if you are interested.

DC – ties in with HP work, people take ownership, pride in an area. Reducing crime etc,

SP – national in bloom, more emphasis on the community involvement than the end result

BC – involved personally in planting in the srubbery, can advertise with the group.

LC – set areas this year, plants already ordered, but wpuld like to expand next year.

KL – 19.27. we see this as a potential dedicated workforce, would like the opportunity to work with you all. Wont fit in with this, only looking for paid opportunities

7.

DC - Launching Community lottery scheme. VANS – partner groups can sign up. Information event taking place in april, money in june. Will be monitored to ensure its not “dangerous” for gamblers.

Funding for bids mental health – community prescription. Vans going to be putting out pot of money this week £500-£5,000. Supporting people to improve mental health. Another scheme – public health money up yo £5,000 (some available from ECG up to £10,000 for worthwile projects) will share all this information.

Walking football, walking rugby, rugby for autism. 19.36

IN – before april?

DC – yes, being launched next couple of days. Jubilee fund – will share this information.

8.

- DJ – last year NSC launched management campaign, had training on racial equality. Well taken up 120+ managers taken part. Anyone know anyone with disability, looking at inviting to represent people with disabilities, get in touch, Vconsulting on issues. Launching comm listening event. looking at inviting diverse individuals to represent the communities. Working with BME communitys, not a structured event, more of a brainstorming event. Thursday 24th feb 6-8pm

SARI – with Martha, setting up allies network for targeted areas. Working with the police to get thjere view on areas to target. Will role it out to schools eventually. Got training sessions, hate crime awareness, links with lgbt/disability. 3 hour session – tomorrow, 8th feb, 24th feb, 24th march. Criclated invitations to members. DC to cirucllte. One of the dates during race equalities week.

BW – Policeman (sector inspector – covers WSM graham hall) at TC meeting. asked if he would be willing to come to the meeting, would members be open to this.

DC – would welcome this. PCSO doing a lot of work

BW – will invite him

SP - i t was inspector Grame Hall and he is in Weston and developing a neighbourhood policing team which is hoped will link in with the community in a proactive way .

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE ANTI-RACISM WORKING GROUP
HELD VIA ZOOM ON
TUESDAY 22nd FEBRUARY 2022**

Meeting Commenced: 6:02pm

Meeting Concluded: 7:02pm

PRESENT: David Crossman - Chairman (VANS), Sarah Pearce (Deputy Town Clerk), Fay Powell (Assistant Town Clerk – Operational Services), Molly Maher (Development Officer), Becky Walsh (Communications Officer), Catherine Gibbons (Weston-super-Mare Town Councillor), Bridie Collier (Citizens Advice North Somerset), and Natalia Aplin Hernandez (SARI)

No.	Item
1.	Apologies for Absence The meeting was chaired by Sarah Pearce in the absence of David Crossman. Apologies were received from Councillor Sarah Codling. Councillor Codling wanted her thanks noted to David for coming to the Community Services meeting last month.
2.	Notes of the meeting held 25 January 2022 The minutes were agreed as correct by the working group.
3.	Resource Library Becky Walsh introduced this item, noting that the desire was to create a resource library online, working across the community. The following comments were made: <ul style="list-style-type: none">• Natalia noted that SARI are creating a directory for local areas and would be happy to work with David on this.• Members noted the North Somerset Council BAME Listening Event taking place on Thursday 24th February. Not all members were aware of this, as no formal invitation had gone out. Whilst it was suggested that Becky contact Louise Roberts from NSC to circulate the information more widely, it was felt there was not enough time before the event.
4.	Work Plan Updates Members were asked to give an update on their work. The following information was provided: Natalia – SARI: Natalia had a meeting with Triliria Newbury, the head of the Multicultural Friendship Association, about hate crime incidents at Weston General Hospital. It was recognised that they would benefit from some

No.	Item
	<p>intervention. Natalia asked for suggestions of who to approach. Members suggested Colin Bradbury and Mary Adams from the CCG.</p> <p>Becky – WSMTTC: Becky had also met with the MFA to discuss communications. Becky would be supporting them in creating an infrastructure for communications including a Facebook page and mailing list, a rebrand and new logo. Becky also noted that a neighbour had been teaching English at St Paul's Church, and they had a conversation about supporting refugee families by donating household items. Becky was able to get this request to the right people and support is being given. It was clear efforts needed coordinating.</p> <p>Bridie – CANS: Bridie had attended a meeting at North Somerset Council with the Corporate Gypsy and Traveller Group. she was hoping members from the BME Network and MFA could indicate whether they had any representation on their groups or if they would be able to accommodate this. No members from either group were in attendance at the meeting. It was suggested that this be added as an agenda item for the next meeting. Catherine Gibbons noted that she had a contact in her community who she could approach. Fay also noted she was aware of useful contacts in the community including Jo Duffy and Louise Roberts. Members mentioned the exhibition on the Gypsy and Traveller community in Weston Museum in previous years.</p> <p>ACTION: Gypsy and Traveller Community involvement to be added to the next agenda.</p>
5.	<p>Calendar of Events</p> <p><i>The Chairman, David Crossman, entered the meeting at 6:33pm. Sarah Pearce continued to chair the meeting.</i></p> <p>Members were asked to share information about any upcoming events:</p> <ul style="list-style-type: none"> • A literary event was being planned for later in the year. Becky noted she was hoping to find ways of linking this with Black History Month. • Catherine Gibbons noted she would be happy to share event information with schools. • David suggested recognising key dates for engagement in order to create sub groups from this group best placed to organise and publicise events. It was suggested that a document with key dates should be created. • Bridie noted that Gypsy and Traveller month is June. • Members noted a reluctance to post event information on social media through fear of saying the wrong thing. It was suggested that community groups could be approached to 'vet' information. • Food events were suggested as a way to get everyone talking, such as the 'Curry and Conversations' events organised by Cleaner Coastlines. It was suggested that community engagement events should be added to the next agenda.

No.	Item
	<p>ACTIONS:</p> <ul style="list-style-type: none"> • Becky to create key dates document for next meeting. • Community engagement event ideas and suggestions.
6.	Date of the next meeting – 29th March 2022
7.	<p>Any other business</p> <p>Members were asked if there were any other items of business:</p> <ul style="list-style-type: none"> • Natalia noted that she was delivering teacher training at Broadoak School. • Catherine had been asked if the group had a charter. David noted that he was working on this, both an organisational charter and a personal pledge. It was suggested this could be linked with events support to encourage more people to get involved with pledges. • David had been in conversation with Hornets and Weston Rugby Clubs regarding their commitment and stance on racism. He was also supporting the District Football League through training and support diversifying coaches. There was also working ongoing about engaging the Bangladeshi Community with Weston Cricket Club. Catherine Gibbons noted that the Mayor does a lot of work with local boxing clubs and could be approached. • David had met with Anna Southwell from Loves Café who was hoping to host bi-monthly eating and music events, themed around a different nation each time. • Catherine suggested creating a Weston recipe book, with recipes from all the different communities.
8.	<p>Important information from the zoom chat https://www.eventbrite.co.uk/e/listening-skills-tickets-165126881949?fbclid=IwAR2PA2aPXA6VuOIC0qbrBK3GVWVtzG7irlQBFC7hvEWCjsQ1VcwITjLcRyY</p> <p>Colin.bradbury@nhs.net mary.adams7@nhs.net</p> <p>https://www.facebook.com/groups/322910929755010</p>
	<p>There being no further business the meeting closed at 7.02 pm.</p> <p>The next meeting would be Tuesday 29th March 2022 at 6 pm</p>

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE ANTI-RACISM WORKING GROUP
HELD VIA ZOOM ON
TUESDAY 5th April 2022**

Meeting Commenced: 6.02pm

Meeting Concluded: 7:05pm

PRESENT: David Crossman - Chairman (VANS), Sarah Pearce (Deputy Town Clerk), Molly Maher (Development Officer), Becky Walsh (Communications Officer), Bridie Collier (Citizens Advice North Somerset), Fay Powell (Assistant Town Clerk – Operational Services), Dana Jackson (North Somerset Council), Steve Winter-Gray (North Somerset Council LGBT+ Forum), Ian Noah (Race Equality North Somerset), Aishah Ahmed (Race Equality North Somerset) and Natalia Aplin Hernandez (SARI)

No.	Item
1.	Apologies for Absence Apologies were received from Councillor Sarah Codling.
2.	Notes of the meeting held 22nd February 2022 Dana Jackson would be sending a draft events list to members when it had been prepared. The minutes were agreed as correct by the working group.
3.	Sporting interest in signing up to support the Council's stance on Anti-racism – Weston Hornets and Weston-s-Mare rugby clubs. David Crossman informed members that both Hornets Rugby Club and Weston Rugby Club were keen to show their stance on anti-racism. They would be exploring how they as clubs could get involved in the anti-racist movement. David noted that he was hoping to have public statements of support by next meeting. It was suggested that a call should be put out to find out what other organisations were doing, in order to understand how they could be supported by the group. Dana Jackson stated that North Somerset Council were looking to launch an anti racism statement/strategy.
4.	Update on the Anti Hate Crime Ambassadors project A background of the original anti hate crime ambassadors project which was due to take place prior to the outbreak of Covid-19 was given by Bridie Collier. The organisation who were originally supporting the project were now unable to do so, however that had facilitated meetings to ensure the project could continue. Bridie recognised that it was not feasible for Citizens Advice North Somerset to continue the project as they had wished. SARI had been approached to put a

No.	Item
	<p>proposal together to deliver this project. They had been given all of the original programme materials.</p> <p>It was noted that SARI had an allies network already, which would be completely different to anti hate crime ambassadors. The allies network would work with professionals already in the community and work on signposting, whereas the anti hate crime ambassadors would work specifically in schools. The original proposal had secondary school children trained to go into primary schools and teach them about hate crime. It was hoped that this idea would continue. An update would be given at the next meeting.</p> <p>Members were informed that the allies network project had launched. Natalia explained that it was a pilot project, looking to engage with a diverse geographical range, as well as a diverse demographic of people. There was emphasis on people with lived experience of hate crimes, as it was felt people would feel more comfortable discussing issues with people who had been in that situation themselves, however that was not to say that members must have lived experience or be from minority groups. Training to become an ally would be free, but members would be asked to sign up for a year's commitment. There was an application process to become an ally, as there needed to be an understanding of what community groups and demographics were represented, as they project had National Lottery Funding.</p> <p>Members raised the following questions and comments:</p> <ul style="list-style-type: none"> • Would the project look to engage with young people? Natalia explained there was an age limit of 18+ as it was a new project and wanted to get it right before expanding to younger people. • Could the launch information be shared with members? Natalia noted that she would send this information to Becky for circulation. • Could a session be delivered to this group? Natalia noted this would be possible, although many would have had this training already. • It was suggested that there should be more strategic thinking about how to reach people, as many of the group members would have the same contact list. There was a need to reach new people. It was suggested that HR professionals for larger organisations could filter this information down. • Members asked if there were any particular groups that SARI wanted to reach. It was stated that marginalised individuals who have experienced hate crime would be good to work with, however they still wanted to reach out to everyone. • It was suggested that health care professionals could be engaged with. <p>ACTIONS:</p> <ul style="list-style-type: none"> • Natalia to give update on anti hate crime ambassadors at the next meeting. • Natalia to send information to Becky for circulation to members regarding the allies network.

No.	Item
5.	Date of the next meeting – 26th April 2022
6.	<p data-bbox="288 304 587 342">Any other business</p> <p data-bbox="288 376 408 414">Ukraine</p> <p data-bbox="288 414 1398 562">David Crossman informed members of two government schemes that were allowing refugees to flee from the Ukraine and go to host nations. A small number of refugees had arrived in North Somerset, with matches having been confirmed.</p> <p data-bbox="288 595 1430 1039">VANS had several concerns regarding the schemes, including host families being unprepared to support individuals arriving from a war-torn country, and local service provision not being equipped to support in the best possible way. VANS would be supporting in any way they could, however there was no understanding of how long this could go on, or how many people would volunteer for the schemes. VANS had intervened early, supporting the donation efforts during the initial outbreak. Lots of the items donated had not been sent to Ukraine, either due to transport issues or an influx of unnecessary items. This surplus had been retained and a warehouse in Portishead had been obtained to support families arriving into the country, with supplies. Since the arrival of families there had been a call for furniture, as whilst shelter was being offered, this did not necessarily come with beds.</p> <p data-bbox="288 1072 1417 1182">David also noted the need to support the existing communities, particularly those from the Ukraine and Russia, as it was feared there could be an increase in hate crime incidents.</p> <p data-bbox="288 1216 1433 1438">Ian Noah noted that RENS were monitoring the situation. However, issues had been raised regarding the support, or lack thereof, that other people had received in similar situations. This had highlighted a disparity of treatment, and members of the community had been hurt by the difference in attitude. Members were in agreement, and noted that it was positive that debate had been sparked.</p> <p data-bbox="288 1471 1318 1552"><i>The Assistant Town Clerk (Operational Services) entered the meeting at 6:45pm.</i></p> <p data-bbox="288 1585 1430 1695">The Deputy Town Clerk noted the need to bring people together, and suggested hosting an event if members thought this would be appropriate. Members agreed and suggested that this be discussed further at the next meeting.</p> <p data-bbox="288 1729 1070 1771">ACTION: <i>to add refugee event to next meeting agenda</i></p> <p data-bbox="288 1805 1433 2027">Steve Winter-Gray noted that the LGBT+ Forum host a rumble in the jumble event. The main purpose of this event, whilst primarily a jumble sale, was an informal way of checking in with the community and ensuring everyone had access to services that need. It was noted that this was a good way to bring different services together in one place and communicate with the community. the Deputy Town Clerk suggested that this would work well, and whilst the Town</p>

No.	Item
	<p>Council could not support as a social service, they could support by offering a venue and helping to signpost people to different organisations.</p> <p>Ian noted that he was amazed by the work NSC were already doing, and that this needed to be acknowledged to ensure people know what is already being done. Dana suggested that the issues being described are a lack of efficiency, and that this would need to be discussed moving forward.</p>
	<p>There being no further business the meeting closed at 7.05 pm.</p> <p>The next meeting would be Tuesday 26th April 2022 at 6 pm</p>

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE ANTI-RACISM WORKING GROUP
HELD VIA ZOOM ON
TUESDAY 26th April 2022**

Meeting Commenced: 6.03pm

Meeting Concluded: 7:25pm

PRESENT: David Crossman - Chairman (VANS), Molly Maher (Development Officer), Fay Powell (Assistant Town Clerk – Operational Services), Becky Walsh (Communications Officer), Catherine Gibbons (Weston super Mare Town Councillor), Sarah Codling (Weston super Mare Town Councillor), Bridie Collier (Citizens Advice North Somerset), Dana Jackson (North Somerset Council), Ian Noah (Race Equality North Somerset), Sayd Ahmed and Aishah Ahmed (Race Equality North Somerset) and Natalia Aplin Hernandez (SARI).

No.	Item
1.	Apologies for Absence Apologies were received from Sarah Pearse and Steve Winter-Gray.
2.	Notes of the meeting held 5th April 2022 The minutes were agreed as correct by the working group.
3.	Update on the Anti Hate Crime Ambassadors project Natalia informed members that progression was slow, but still moving forward. Regarding Hate Crime Allies it was noted that there had been progression in communication with Dana Jackson, with 2 allies having joined so far. Recruitment was still taking place. Members asked questions about the application process. Catherine Gibbons informed members of an event at Locking Road Campus, and was hoping that the group could work with the police to host more events. Natalia notified members that Sari would be present at an event in July.
4.	Feedback from the Police Independent Advisory Group (ISAG) Meeting - including hate crime reported incidents David informed members that there had been conversations around stop and search and the ways in which people were treated. Members had been invited to observe training, and potentially give input on how to shape the training moving forward. RENS had been invited to attend. It was also discussed that members of the BME community may be more likely to be victims of financial crimes including scams and loan sharking. David noted the following information regarding hate crime reported in North

No.	Item
	<p>Somerset over a 28-day period:</p> <p>31 reported incidents:</p> <p>16 – violence against a person</p> <p>15 – public order offenses</p> <p>Crime regarding:</p> <p>5 – disability</p> <p>1 – Sex</p> <p>16 – Race</p> <p>1 – religion</p> <p>2 – sexual orientation</p> <p>1 – gender reassignment</p> <p>5 – non specified race hate incidents</p> <p>Areas:</p> <p>9 – Weston TC</p> <p>7 - Bournville</p> <p>4 – Portishead</p> <p>3 – Weston villages</p> <p>2 - Ashcombe ward</p> <p>2 – Clevedon</p> <p>2 - Worle/north Weston</p> <p>1 - Nailsea</p> <p>1 - Uphill</p> <p>A member informed the group of a far right group distributing leaflets which included disturbing content. This had been reported to the police, but members feared it would make people more fearful of reporting hate crime incidents. It was suggested that group such as these tend to target school age children as they are more impressionable.</p> <p>RENS had been looking into this matter for a while, with the Black South West Network also aware. There were groups in London monitoring the situation. Ian noted that this was part of a much larger campaign, carrying on momentum started by other far right groups.</p> <p><i>The Assistant Town Clerk (Operational Services) entered the meeting at 6:32pm.</i></p> <p>There had been debate at the Black South West Network meeting to see if these actions should be outwardly challenged, or whether they should avoid giving them more publicity. They were continuing to observe events, and ensuring that no hate crime was going on. It was noted that were the group to register as a political party, they would be able to say what they want. It was suggested that the best took was awareness, and to keep sharing the correct principles.</p>
5.	Gypsy and Traveller Community involvement

No.	Item
	<p>North Somerset has a permanent presence of the traveller community. members noted that it was difficult to create lasting relationships, and suggested it would be good to have representation on the working group.</p> <p>Members listed potential conduits for creating contacts including:</p> <ul style="list-style-type: none"> • Schools in Sandford, Congresbury and Hewish • The Assistant Town Clerk (Operational Services) informed that she used to photograph community festivals and gatherings • Congresbury Parish Council • Corpus Christi Church, where some members of the community attend mass on a Sunday • North Somerset Council's Traveller Advisory Teacher. • Councillor Gibbons suggested contacting the Willowmead community in Winterstoke. She had the contact information for Lily Scofield <p>ACTION: David to speak with Louise Roberts at North Somerset Council</p>
6.	Date of the next meeting – 31st May 2022
7.	<p>Any other business</p> <p>Refugee event VANS had started to operate welcome centre at Bristol Airport for arriving refugees. Volunteers are in place to welcome people, and ensure host families are present. Services were in place including not exclusively, access to sim cards, translation support and advice regarding national insurance numbers and bank accounts. A cash payment was also being provided to see them through their first few days. With the exception of delays in matching arriving refugees with host families, support was going smoothly at a local level. Authorities we advised in the morning, the number of people flying in to each airport. The welcome centre was also serving as a good information point, with many people asking about hosting.</p> <p><i>Catherine Gibbons left the meeting at 6:50pm</i></p> <p>A group that had been running relief trains were looking to run an event in Kingston Seymour. Members agreed an event was a good idea, but that the community should be supported in developing an event instead of pushing one on them.</p> <p>There were concerns that there would be stigma and prejudice against the Russian community, and members were glad to see that local efforts including supporting them.</p> <p>Child Q</p>

No.	Item
	<p>Members discussed the case of Child Q, a 15-year-old school child who was strip searched by police at her school. It was noted that this was an isolated incident. Natalia noted that they have information of school cases where black children were being treated as adults. She suggested that she could provide numbers of Avon and Somerset.</p>
	<p>Important information from the chat</p> <p>From Dana Jackson NSC: I am in touch with Ashley Jones - Regional Fraud Protect Advisor, South West Regional Organised Crime Unit who delivers some Fraud safety presentations and due to circulate it again with my network. I did promote it a while ago and due to circulate it again.</p> <p>Information regarding far right leaflet campaign: https://www.patrioticalternative.org.uk/drama</p> <p>From Natalia SARI: SARI has received the following referrals from the 19/03/22- 19/04/22 5 referrals Referral source: Housing Association- 3 Victim- 1 Family- 1 Crime Type: Racial – 4 Sexual orientation – 1 Area of offences: Weston SM – 3 Portishead – 1 Backwell- 1</p> <p>June marks Gypsy, Roma and Traveller History Month</p>
	<p>There being no further business the meeting closed at 7.25 pm.</p> <p>The next meeting would be Tuesday 31st May 2022 at 6 pm</p>

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE ANTI-RACISM WORKING GROUP
HELD VIA ZOOM ON
TUESDAY 31st MAY 2022**

Meeting Commenced: 6.05pm

Meeting Concluded: 7:09pm

PRESENT: David Crossman - Chairman (VANS), Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk – Operational Services), Molly Maher (Development Officer), Becky Walsh (Communications Officer), Catherine Gibbons (Weston super Mare Town Councillor), Ray Armstrong (Weston super Mare Town Councillor), Sonia Russe (Weston super Mare Town Council Mayor) and Bridie Collier (Citizens Advice North Somerset).

No.	Item
1.	Apologies for Absence Apologies were received from Steve Winter Gray and Ian Noah.
2.	Notes of the meeting held 26th April 2022 The minutes were agreed as correct by the working group.
3.	Police Independent Advisory Group (ISAG) – Use of “Stop and Search” Update The ISAG had taken place the previous week, with the Chairman in attendance, discussing Stop and Search. Experience of the community were fed back to the ISAG. Members were informed that there would be an opportunity to have insight into police training and affect change. Documentation would be shared with the ISAG regarding training. The chairman offered to share this information with the group. The Chairman, and two members of Race Equality North Somerset would be attending training to observe. Avon and Somerset Police had been working with SARI, supporting them with cadet training and cultural awareness. The Chairman advised that the police wanted to engage with the community and were willing to do outreach. They were adapting practise to help educate people about stop and search, including: wearing body cameras, explaining why they are doing a stop and search, informing people who have been stopped that they do not have to give their name. Members noted that schools were not aware of what Police powers were, and as such did not know when to intervene. It was felt more work needed to be done in schools. It was noted that whilst this level of engagement was good, there needed to be a push to proactively report the positive outcomes more widely, as people were not aware of the changes being brought about by the group.

No.	Item
	<p>It was suggested that local partnerships should be better utilised, including Howard Potheary's team at North Somerset Council and the Community Response Officer who was joint managed by North Somerset Council and Weston-super-Mare Town Council.</p>
4.	<p>Ramadan celebrations – feedback from events organised by the Bangladeshi Community</p> <p>The Chairman gave his thanks to Sayd and the Bangladeshi Community who had organised a series of events to enjoy Eid and breaking their fast. This included two events in schools, a women's only session, and importantly focused on bringing people from outside the religion in to experience their culture. these events engaged with lots of people and resulted in positive feedback by breaking down cultural barriers. It was hoped this would lead onto something bigger for the following year. a member informed the group that there would be another Eid meal on the 12th June. Members agreed the generosity had been incredible, and the quality and diversity of the food was superb.</p>
5.	<p>Ukrainian refugees – update</p> <p>To date 200 people arrived across the district through the "homes for Ukraine Scheme" with one-third settling in Weston. Clevedon, Portishead and Weston had the highest concentration of refugees.</p> <p>there had not been many issues with host families, with most of the problems bureaucratic. This had included issues with getting school places, receiving benefits and English lessons. Weston College had given support, creating groups for English, training and support with getting jobs. Sessions had also taken place at The Other Place for the Ukrainian, Syrian and Afghan Community, which had increased cross community engagement.</p> <p>There were currently different levels of support available depending on whether refugees were staying with Ukrainian family members, or host families.</p> <p>There had been news coverage of a hotel on Weston Seafront offering support to refugees. They had been asked to register as a host. A hotel in Redhill near the airport had been set up by the government to host asylum seekers.</p> <p>90% of the refugees arriving were women with young children, as men under 50 were expected to stay in Ukraine and fight. This had caused concerns amongst families.</p> <p>The Deputy Town Clerk advised that the Community Fridge had proven popular with non English speaking members of the Afghan Community. it was explained that the Community Fridge was not equipped to support fully, and volunteers wanted to be able to signpost people for further help, but there was an issue due to the language barrier.</p>

No.	Item
	<p><i>Catherine Gibbons left the meeting at 6:38pm</i></p> <p>The Chairman noted that he had information available and could have it translated to Ukrainian. Members felt there should be more languages available.</p> <p>ACTION: David Crossman to collate information and translate for use within the community fridge to signpost people for more support.</p>
6.	<p>Future Events/Speakers</p> <p>The Chairman had spoken with Figen Murray, the mother of a victim of the Manchester Arena Bombing in 2017. She had been campaigning about forgiveness, and the power of moving on and letting go and wanted to deliver a presentation in Weston.</p> <p>The Deputy Town Clerk noted that the last online event had been challenging, with a lot of responsibility put on the Communications and Marketing Officer. It was felt there needed to be a better format, and suggested it would be better to have it in person. A programme of events could be created for the community as Weston Museum, with the Town Council able to cover the venue hire costs. It was suggested that the previous suggestion of introducing food to the events would encourage a sharing of culture as well as information.</p> <p>Bridie advised members that Citizens Advice could help anyone living in North Somerset, including refugees. This has recently included training the Food Bank to signpost people in need of further support.</p>
7.	<p>Gypsy and Traveller Community involvement - Traveller Times Vision Project</p> <p>The Chairman had begun conversations with Louise Roberts at North Somerset Council. There would be a national project which would allow members of the Gypsy and Traveller Community to talk about their experiences and raise better understanding. The Chairman noted that he would like to encourage a member of the community to join the working group. The Assistant Town Clerk (Operational Services) informed members that volunteers at Weston Museum had previously carried out interviews within the community. She suggested that David contact Christopher Fisher.</p>
8.	<p>Date of next meeting – 28th June 2022</p>
9.	<p>Any other business</p> <p>Agenda items for next meeting:</p> <ol style="list-style-type: none"> 1. Understanding the working groups members and who from the community was not represented. Considering how new members might be best

No.	Item
	<p>engaged.</p> <ol style="list-style-type: none">2. Invite Race Equality North Somerset to give an update on changes since their name change and rebrand.3. Invite the Multi-Cultural Friendship Association to give an update on their work <p>The Assistant Town Clerk (Operational Services) asked the chairman if there was a list of people who are able to send supplies to the Ukraine, as the number of collections had dropped. It was explained that VANS were taking items to be used locally. Items were still being transported through the Romanian Consulate.</p>
	<p>There being no further business the meeting closed at 7.09 pm.</p> <p>The next meeting would be Tuesday 28th June 2022 at 6 pm</p>

Weston super Mare Town Council
Investment Strategy Policy (Draft)
For the Financial Year 2022/2023

1. Introduction

Weston super Mare Town Council acknowledges the importance of prudently investing surplus funds held on behalf of the community.

Statutory Powers: The Councils Investment Strategy complies with the revisions set out in:

- The Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1st April 2018.
- The Chartered Institute of Public Finance and Accountability (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.

2. Reporting, Approval and Amendment

- 2.1 The Council is required to approve an annual Investment Strategy so that borrowing and investments remain prudent, affordable and sustainable. The policy will be reviewed by the Responsible Financial Officer (RFO) for consideration and approval annually.
- 2.2 The council's Annual Budget will be prepared by the RFO and presented for approval to the council's Policy & Finance Committee before the start of the financial year, outcomes of budget requirements and reserves requirements will form the basis of investment during the year as required.
- 2.3 The council reserves the right to make variation to Investments within the year at any time subject to the approval of council.
- 2.4 Fund balances and Investment activity is to be reported at every Policy and Finance Committee.

3. Investment Objectives

- 3.1 The Council's investment priorities are as follows:
 - Security of reserves i.e. protecting the capital investments from loss,
 - Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of investment(s).
 - Yield i.e. the return on the investment is considered once the first two objectives are satisfied.
 - All investments will be made in sterling.

4. Policy

- 4.1 The council requires investment in bodies with high credit ratings i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent.
- 4.2 The council will only invest in 'Specified' investments as per the criteria defined below.
- 4.3 The council's policy is to retain not less than 3 months estimated working capital (defined as precept) and capital requirements in current and deposit accounts giving immediate access.
- 4.4 Amounts representing the balance on Revenue reserves at the beginning of the financial year to be placed on deposit for a period up to one year's duration before review, depending on the prevailing interest rates and forecast cash flow requirement;
- 4.5 Other funds to be placed on deposit of up to one year's duration before review, depending on the prevailing interest rates and forecast cash flow requirements.
- 4.6 The council policy is to invest for best income return having regard to the Statutory Guidance and the absolute requirements to avoid capital loss.

5. Investment Risk

5.1 Risk Management:

Limits

No more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%.

Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Local Government Act):

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
- b) The Treasury Departments of building societies which are members of BSA with assets over 2bn;
- c) Non-UK financial institutions approved by the Finance and General Purposes Committee;
- d) UK Government stocks or bonds;
- e) UK Local authority stocks or bonds;

Monitoring of Investment Counterparties

In the case of (a) and (b) above, for the investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings.

For investments with maturities over 6 months, the long term credit rating should be equivalent to A or above, and subject to prior approval by the Policy and Finance Committee.

Ratings are to be monitored not less than 6 monthly and if the rating of any council investment has fallen below the appropriate rating, the council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

5.2 Treasury Management Advice

Within the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management advisor, Independent research had been considered adequate.

5.2 Investment Training

The Guidance recommends that the Council should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management. This should be considered in annual training reviews as required.

5.3 Investment of money borrowed in advance of need

The Guidance maintains that that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.

6. Investment strategy review

6.1 Specified Investments

Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year.

Overall, funds invested will be reviewed continually and aligned with both cash flow and projects.

Maturities of longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.

The council currently has 3 approved institutions, which have a recommendation to be increased to 5 which will then be sufficient for it to keep within the 40-50% maximum limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of investment.

Most of STC's investments currently fall with the 'specified investments' category.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The review listed was at December 2021.

Name of Institution	Investment Period	Short Term Credit Rating	Long Term Credit Rating	Yield
Santander	90 day rolling	A-1	BBB	0.60% Annual Gross Variable
CCLA- Public Sector Deposit Fund	Instant Access	AAA	F1+	0.93%
NatWest Special Interest Account	Instant Access	A-1	A	0.01%
Lloyds Bank	95 Day Access	A-2	BBB+	0.15%
Nationwide	Instant Access	A1	F1	0.15%

As at the 1st April 2022, the Council will continue to hold its money in a current account with Lloyds Bank (A1 A) and receive interest at the current applicable rate.

The Council had an existing account with Nat West bank, which remains open with a balance of £30,131.33

CCLA Fund – Public Sector Deposit Fund

It is a FCA regulated qualified money market fund with an AAA Fitch Rating. The fund is instant access

6.2 Consideration of alternative investments

The council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Consideration may be given to unspecified investments, CCLA funds and investing through a broker as the council deems necessary and only following prior approval by the Policy & Finance Committee.

CCLA Funds – Local Authorities Property Fund.

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Consideration may be given to unspecified investments, CCLA funds and investing through a broker, but only after full approval by Policy & Finance Committee.

This type of investment is regarded as for the long term. Councillors should bear in mind the councils recommended investment strategy which has an absolute requirement to avoid capital loss.

This CCLA fund is only open to local authorities, for purpose of example this particular fund offered a dividend yield of 4.4% at the end of September 2020.

The Council has chosen not to invest in this long term fund at the present time. This should be reviewed as necessary when the council reserves are deemed adequate to warrant a longer term investment approach.

Investment through a broker

Investing through a broker would allow access to building society a money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information may be sought should the opportunity arise.

6.3 2022/23 Budget

- 2022/23 Budget includes income from interest of £2,500 which could be improved with more investment ability.
- This budget was set in anticipation that the bank base rate would rise.

Recommendations

Having carefully considered the current guidance, this review provides the council with a much more fitting and robust investment policy suited to the size the council has now grown to in recent years. There will be an need as

the country continues to recover from the covid situation to have a degree of flexibility, it is therefore recommended that:

- Members adopt this revised Investment Policy
- Alternative investment options be explored as necessary with the year including fixed term investments and CCLA property fund for Revenue reserves, bought forward general and EMR balances which are deemed appropriate for more than 3 months working capital (precept)
- Approve the opening of 2 x new bank accounts for investment purposes to split the councils investment as per this policy:
 - Lloyds Bank
 - Nationwide