

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
POLICY & FINANCE COMMITTEE MEETING
HELD AT THE MUSEUM ON
MONDAY 15th AUGUST 2022**

Meeting Commenced: 7:00 pm

Meeting Concluded: 8:45 pm

PRESENT: Councillors Pete Crew (S), John Crockford-Hawley (S), Pete Fox, Catherine Gibbons (S), Robert Payne, Lisa Pilgrim, Tim Taylor and Helen Thornton.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearce (Deputy Town Clerk/Responsible Financial Officer), Samantha Bishop (Committee Officer/Officer Manager), Molly Maher (Development Officer), Fay Powell (Assistant Town Clerk Operational Services) and Steve Matthews (SJ Surveyors).

106	<p>In the absence of both the Chairman and Vice Chairman, nominations for Chairman of the meeting were invited.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Peter Fox</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That Councillor Peter Crew be elected Chairman of the meeting.</p> <p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillors Alan Peak, with no substitution, Mark Canniford who was substituted by John Crockford-Hawley, Dave Dash who was substituted by Catherine Gibbons and Ian Porter who was substituted by Peter Crew.</p>
107	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
108	<p>To approve the minutes of the Policy & Finance Committee Meeting held on the 20th June 2022</p> <p>The minutes had been previously circulated.</p> <p>It was noted that minute number 36. should reflect 'Equality Impact Assessments'</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>.1 RESOLVED: That with the above amendment, the minutes be approved and signed by the Chairman.</p> <p>To approve the minutes of Special Policy & Finance Committee Meeting held on</p>

109	<p>the 8th August 2022</p> <p>The minutes were circulated at the meeting.</p> <p>It was noted that the date was incorrect and should be the 8th <u>August</u> (not April) 2022.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>.2 RESOLVED: That with the above amendment, the minutes be approved and signed by the Chairman.</p>
110	<p>To receive the minutes of the Working Party to Review Expenditure & Governance</p> <p>RESOLVED: It was noted that the meeting scheduled for 14th July had been cancelled.</p>
111	<p>Monthly Financial Reports: May & June 2022</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>.1 RESOLVED: That the Schedule of Unapproved Expenditure for May & June 2022 be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i. Bank Reconciliations ii. Budgetary Control Report iii. Bank Interest Report iv. Schedule of Receipted Income v. Bad debt report vi. Overspend report <p>It was noted that item 5b)v Bad debt report required approval.</p> <p>The net value of the debt was £626.83 (including costs incurred).</p> <p>Members were requested to choose from the options suggested within the report in order for the council to pursue the debt further.</p> <p>It was felt that the debtor's failure to respond gave the council no choice but to pursue Option 1 -Sending bailiffs to collect payment (Warrant of Control) at a fee of £83.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>.2 RESOLVED:</p> <ul style="list-style-type: none"> a) That Option 1 -Sending bailiffs to collect payment (Warrant of Control) at a fee of £83 be pursued. b) That reports 5b i – vi be noted.
112	<p>CIL Spend – consideration for allocation to Castle Batch Play Area</p>

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

Members were asked to consider the use of unallocated funds to increase the budget available for SEN Play provision and play area upgrades at Castle Batch Park in Worle. (Available monies = £46,868). Also to note that the procurement exercise currently being undertaken would now have an officer recommendation that a contractor is approved only at this point in time, to allow for further design and enable opportunities to increase the budget available to maximise the impact of any new play provision at Castle Batch.

Steve Matthews, the council's Surveyor advised that accessible equipment was expensive, for example an accessible swing was in the region of £30,000.

The Town Clerk supported the recommendation to utilise the CIL monies for this purpose and reported that there was an expectation to spend CIL monies within 5 years of which the council was 2.5 years into.

A member questioned why it was not being referred to as a SEND play area to which Steve advised that it was not an educational facility but a fully accessible and inclusive facility.

Officers advised that the titles were interchangeable and the title could be changed if needed. Steve added that this could be reassessed at press release stage.

A member expressed concern over the choice of location for the play area as Castle Batch had a reputation for vandalism and the equipment was at risk of damage.

Officers advised that part of the consultation was to work with local community groups to better protect the area and include CCTV. Also communication with North Somerset Council regarding sharing the use of the community centre for officers and Community Response Officers, which would give a greater presence on site.

It was advised that specialists in the field had been consulted including Baytree School and that the tender deadline would be the 9th September.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Tim Taylor

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

RESOLVED:

1. To approve the use of unallocated funds (£46,868) to increase the budget available for SEN Play provision and play area upgrades at Castle Batch Park in Worle.
2. To note that the procurement exercise currently being undertaken would now have an officer recommendation to the Tourism & Leisure Committee, that a contractor be approved only at this point in time, to allow for further design and enable opportunities to increase the budget available to maximise the impact of any new play provision at Castle Batch.
3. To note the concerns regarding the Castle Batch site and risks of vandalism to equipment.

Steve advised that Castle Batch was the only site that offered suitable nearby parking which was a key factor in providing a fully accessible and inclusive facility.

113	<p>Remembrance Day 2022- Large Screen Hire for Italian Gardens</p> <p>The report of the Civic Officer had been previously circulated which advised the estimated cost for this was £7,500.00 + VAT and an additional cost of £135.00 to pay to North Somerset Council for use of the Italian Gardens and a power supply.</p> <p>The Town Clerk suggested deferral to await a response from the College who had not responded to communication regarding the use of their screen.</p> <p>Members considered the cost was too high and the timescale to arrange it for this year's event was too short. Instead it was felt that it would be more helpful to have a suitable Compere with a military background to compere the event using the PA system.</p> <p>PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Peter Fox</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That due to the excessive cost, the use of a screen would not be included in this year's event and that conversations with Weston College continue in respect of possibilities for a screen in future years.</p>						
112	<p>Procurement for Various Projects and Services:</p> <p>The specification reports from the councils appointed Project Administrator and report of the Deputy Town Clerk, approving contractors as necessary for each of the following procurement Areas had been previously circulated:</p> <p>.1 Museum Kitchen (Additional function kitchen) Procurement as per Contract Finder and Financial Regulations JCT Minor Works Contract</p> <p>It was advised that costs had almost tripled for the works:</p> <table data-bbox="188 1435 983 1574"> <tr> <td>The original Budget provision (in EMR)</td><td>£20,000</td></tr> <tr> <td>Lowest cost from procurement process</td><td>£56,384</td></tr> <tr> <td>Balance not within budget</td><td><u>£36,384</u></td></tr> </table> <p>The works had been approved by the Heritage Arts and Culture Committee 2 years ago and if members wanted to proceed, the difference in budget would need to come from the council's PPM budget allocation for 2022/2023 and the schedule cut in other areas.</p> <p>The Deputy Town Clerk reported that without functions, the café was not sustainable. The café was run on a skeleton team of contracted staff and the use of casuals, which was working well.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the lowest tender and allocate monies from the council's</p>	The original Budget provision (in EMR)	£20,000	Lowest cost from procurement process	£56,384	Balance not within budget	<u>£36,384</u>
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Lowest cost from procurement process	£56,384						
Balance not within budget	<u>£36,384</u>						

PPM budget (estimate as £36,834) to make the shortfall to the EMR figure (£20,000) provided.

.2 Cemetery Walls (Behind Tea hut wall repair due to collapse) Procurement as per Contract Finder and Financial Regulations JCT Minor Works Contract

The cemetery walls and path repairs remained a continuing provision within the council's PPM budgets each year. Due to their age deterioration that was inevitable. The wall in question within this report was located behind the tea hut. It had collapsed and was currently barriered off with temporary fencing. The wall provided the boundary to the rear of a residential property (back garden) which was lower than the wall itself, and as such the garden was currently exposed to view from the cemetery. The council had assumed the boundary was shared and as such had negotiated that if it replaced the wall to a basic ground floor level (to its side) the resident will then provide the fencing to keep their property secure.

Budget available in the PPM	£12,384
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(EMR for these works rolled over from 21/22)

Lowest cost from procurement process	£11,850
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PROPOSED BY: Councillor John Crockford-Hawley

SECONDED BY: Councillor Helen Thornton

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

RESOLVED: To approve the contractor to allow orders to be placed and works to be done as soon as possible.

.3 HQ Roof Repairs (Works include recovering of pitched roof and stone repairs to tower area) Procurement as per Contract Finder and Financial Regulations JCT Minor Works Contract

The roof and tower structure is in need of repair but other than any emergency stone work repairs it was suggested that the award of this contract be delayed until costs were in for the essential works which are needed for the council to occupy the building (ground floor renovations). The roof works were able to be done when the council had moved into the building and it was felt that there is a need to be prudent and wait for all costs to come in to enable a capital works cost programme to be presented to the council so works could be phased according to affordability.

Steve advised that contractors were including caveats on quotes that they were only valid for 2 weeks due to industry price increases and supply and demand of materials. If the council delays the work until the spring, then there could be a cost saving of up to £30,000 by using the same contractors. The costs were based on a worst case scenario to be prudent, subject to further testing.

He further reported that only one contractor had submitted a social impact assessment, which was causing extra work. This had prevented some of the smaller businesses from tendering although he had explained that the council did not require a glossy brochure but an honest statement on how they would carry out the work. The council was not at

the same level as unitary authorities and others like the MOD who could afford to attract only big contractors who were geared to provide these assessments and smaller businesses needed to adapt in this way.

Members raised concern that the Social Value Policy was hindering the procurement process and preventing the council from getting best value for money.

The Town Clerk suggested reviewing the policy, as from an economic development perspective the council still wanted to use local businesses wherever possible.

It was recommended reviewing the policy after the current procurement as the council could be subject to criticism if it changed course halfway through the process and doing this would hold up other procurement. It was suggested the Social Value Policy be reviewed by E&G Working Party to avoid further deferrals from committees and within the current financial year.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor John Crockford-Hawley

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

RESOLVED: To appoint John West as the contractor in principle to undertake the works, which would not commence until all internal works costs were in and included in a capital works cost programme.

.4 HQ Other works (Internal works on ground floor and M&E procurement).

The report from SJ Surveyors which provided detail of works needed that overlap each other had been previously circulated.

Budget provision was available to cover the costs in the revenue Strategic Planning budget. (£25,000).

Project Planning / Strategic fees balance remaining at month 5 = £21,000

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor John Crockford-Hawley

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

RESOLVED: To approve the lowest cost option. Working with the councils appointed contract administrator (SJ Surveyors) issuing orders for works for the design as required.

.5 Solar Weston Museum (to receive the update report from the councils Surveyor / DTC regarding this procurement (Covered in report 8.0).)

Budget provision available: £158,000 (for both the Museum Solar and HQ Lighting and Heating upgrades and other works recommended to meet Carbon ambitions at HQ).

Within the council's Road Map to Zero there was recognition of the Museum being a

	<p>suitable place to put in south facing Solar panels on the flat roof. Indicative quotes had previously been received to allow for understanding of potential costs.</p> <p>Steve advised that in order for works to proceed to design and full procurement there was a need to understand structural integrity of the roof in question so any interested parties have this information when quoting for the works and have clear knowledge of load capacity and maximum sizes etc.</p> <p>Initial Investigation works have commenced and the council's structural surveyor had advised that he will need to see the loading beams and trusses in order to make the calculations and provide the detail required. Site meetings at the museum had taken place to see how this could be achieved (inside). However, in order to do this, it had been recognised that holes would need to be made in the ceilings within the landscape and seaside galleries. This is not possible to do in the areas needed due to the fitted display cases for the collections without removing the exhibits, then the fitted cabinets, as there is no head room above to allow this to happen without this process. This would cause considerable disruption, raise costs and would potentially mean the museum closing the gallery for a period of time to allow the works to take place.</p> <p>With this in mind we had asked the structural engineer for an alternative way to do his work and he had advised that he would be able to do this with openings to the exterior roofing to allow him to view and test the beams etc. It should be noted that the council replaced the covering to the flat roofs in recent years and this would mean cutting into this surface to do this. We needed assurance that this would not in any way make our roof guarantees void if this were the case and the council's appointed contract administrator (SJ Surveyors) had received confirmation of this in writing.</p> <p>Debate ensued regarding the cost and differing opinions were expressed.</p> <p>Steve explained the potential financial returns for the Museum from solar panels and members agreed they made economic sense.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Tim Taylor</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To carry out the structural investigations to enable Solar Panels to be achieved at Weston Museum as per the council's Road Map to Zero by:</p> <ol style="list-style-type: none"> 1 Approving the opening up of the flat roofing area as required to undertake structural weight testing to allow solar design and procurement to take place. 2 Noting the delay in this procurement due to these works being required.
113	<p>To receive the Final Audit Report for the year ending 31st March 2022 – Action Report summary and update</p> <p>The Final Audit Report and Action Report summary and update had been previously circulated.</p>

	<p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Peter Fox</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Final Audit Report for the year ending 31st March 2022 – Action Report summary and update be received.</p>
114	<p><i>To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.</i></p>
115	<p>Town Quarry Update</p> <p>The Town Clerk verbally reported that the demolition of the structure could not be done within the required window of time in autumn 2022 due to nature concerns and would now be on hold for a year. This would however free up expenditure for other projects.</p> <p>A member expressed his disappointment at the further delay.</p> <p>The Town Clerk stressed that the Quarry was currently the responsibility of North Somerset Council as freeholder and the Civic Society as leaseholder. Despite this, town council officers had met regularly with the sub tenants to maintain communications. If North Somerset Council were to come forward with a proposal, then this would be brought before committee for consideration.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the update be noted.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.45 pm</p> <p>Signed.....Dated..... Chairman of the Policy & Finance Committee</p>

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 29th SEPTEMBER 2022**

Meeting Commenced: 10:06 am

Meeting Concluded: 10:46 am

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

IN ATTENDANCE: Sarah Pearse (Deputy Town Clerk/RFO), Fay Powell (Assistant Town Clerk – Operational Services) and Molly Maher (Development Officer).

1.	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies were received from Councillor Mike Bell with no substitution and Samantha Bishop (Committee Officer/Office Manager).</p>
2.	<p>Declarations of Interest</p> <p>No declarations of interest were received.</p>
3.	<p>To agree the accuracy of the minutes of the previous meeting held on the 26th May 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>
4.	<p>To receive notes of the Health & Safety meetings held in June & July 2022</p> <p>The notes of the meeting had been previously circulated with the agenda.</p> <p>A member enquired about the rough sleepers outside of Grove House which had disrupted the cleaning schedule. It was explained that cleaners were attending later in the day. There were ongoing sporadic issues with people gathering, but the rough sleeper was not there currently and the tents were gone. The Town Council were working with the Community Response Team and the Street Wardens on a needs basis when issues arise.</p> <p>A member enquired into the meaning of IOSH, to which the DTC explained that it was the name of the qualification for Health and Safety which Managers were required to</p>

	<p>have 'Institution of Occupational Safety and Health' (IOSH) training. This ensured adequate training and knowledge was provided to enable risk assessments to be carried out properly as one example of the qualification. It was noted that currently the Assistant Town Clerk (Operational Services) and the Officer Manager were due to undertake this training.</p> <p>A member asked whether the Town Council was liable for Health and Safety in regards to the Fire Risk Assessment for the unit at the Fridge of Free Stuff in the Sovereign Centre. It was explained that the Town Council worked with the for All Healthy Living Centre to oversee the Fridge. The Town Council had worked with the FAHLC to carry out risk assessments and the accident reporting system was implemented. It was understood that the Sovereign Centre were responsible for Health and Safety more broadly in the centre, but that Deputy Town Clerk noted that she would specifically check Fire Risk Assessments and let members know.</p> <p>RECOMMENDED: That the notes of the Health & Safety meetings held in June & July 2022 be received.</p>
5.	<p>To approve the Council's Risk Register for the year 2022-2023</p> <p>The Risk register summary and action plan were circulated with the agenda.</p> <p>The Deputy Town Clerk informed members that the risk register had been drafted in the same way as previous years and reviewed by managers. It was recognised that this was probably still not the most robust system for identifying risk, but it was the recognised sector approved system and as such met audit and governance requirements and was specific to local government.</p> <p>PROPOSED: Councillor Alan Peak SECONDED: Councillor Robert Payne</p> <p>A vote was taken and carried, and accordingly it was:</p> <p>RECOMMENDED: To recommended approval of risk actions to full Town Council on 3rd October 2022 to meet Town Council Governance requirements.</p>
6.	<p>Somewhere to Go – Service Level Agreement</p> <p>It was noted that no report had been circulated with the agenda, as this had been distributed with the Town Council papers earlier in the week. The Deputy Town Clerk displayed the report on the screen for members to view to aid discussion, if members had not yet received.</p> <p>Somewhere to Go's proposal was shared on the screen and the Deputy Town Clerk gave a brief overview including the following:</p> <ul style="list-style-type: none"> • Proposal • Staffing needs • Volunteer

	<ul style="list-style-type: none"> • Set up and equipment requirements • Record keeping and data collection • Outcomes: <ul style="list-style-type: none"> ○ To empower and equip service participants to engage more with support services, outreach services to get rehoused and onto the employment market where possible ○ To provide a safe and nurturing environment where service participants, staff and volunteers feel able to open up and work on entrenched areas which underlie their homelessness ○ To provide training to equip and skill service participants to be able to use IT and internet ○ To provide a hub for other agencies such as CAB, Foodbank, Housing support and outreach services where service participants feel safe to support their engagement with services to move on ○ Promoting independence and enabling individuals, families and communities to improve their own lives. ○ Ensuring that people receive the care and support they need with maximum personal choice and control ○ Safeguarding children and vulnerable adults from abuse ○ Preventing ill health, improving health and well-being and reducing inequalities ○ Ensuring that housing better meets needs ○ Encouraging excellence in education and promoting lifelong learning that supports individual employability ○ To provide a warm space for those facing the cost-of-living crisis • Outputs: <ul style="list-style-type: none"> ○ To provide a hub for College and Addaction to provide group and individual training/support in a quieter and more conducive environment ○ To promote social rehabilitation and inclusion ○ Offer wide range of support services that are easily accessible under hub provision ○ Closer working and sharing of information between relevant agencies and services for improved outcomes ○ Move on service participants referred to the Day Centre in a shorter time period ○ Offer improved and longer-term support to service participants and other individuals newly housed to sustain new tenancies ○ Positive impact on local community ○ Build trusting relationships with clients to encourage early intervention to prevent homelessness and if rough sleeping to help them off the streets ○ provide a referral service for visitors saying they are homeless or threatened with homelessness to the Homeless Prevention Team at NSC ○ Complete referrals via 'Jigsaw Alert' for clients who are unable to refer themselves ○ allow use of STG for housing staff to meet with clients for homeless assessments and other meetings with clients when/if needed ○ provide timely and accurate monthly data as agreed ○ refer visitors who need help with debt advice, access to health care, food and fuel poverty etc to the relevant agencies • KPIs: <ul style="list-style-type: none"> ○ Number of clients accessing the day service - 23 per session ○ Housing circumstances of those clients ○ Number of homeless clients already engaging with homeless services (NSC/YMCA) ○ Number of clients referred to Homeless Prevention Team - 12 per 6 months

	<ul style="list-style-type: none"> ○ Number of placements secured - 12 per 6 months ○ Any other indicators already collected by STG ○ Number of organisations using the space - 4 per week ○ Number of service participants accessing the hub - 120 per year ● Cost Breakdown <p>There was concerns that the amount allocated for staffing costs was low for 2.5 full time equivalent staff members.</p> <p>PROPOSED: Councillor Peter Crew SECONDED: Councillor Robert Payne</p> <p>A vote was taken and carried, and accordingly it was:</p> <p>RECOMMENDED: To approve and accept the proposal for Somewhere to Go Funding at the full Town Council meeting on 3rd October, with the following conditions:</p> <ol style="list-style-type: none"> 1. The suggested Key Performance Indicators within the Somewhere to Go proposal be fully monitored and reported quarterly. Reports should come back to the Expenditure and Governance Working Group for review, to enable any concerns and monitoring to be referred to the Policy and Finance Committee 2. Future years funding would be dependent on the KPI's having been met and reviewed for the previous year.
7.	<p>Section 106 Money</p> <p>The Deputy Town Clerk reported that it had been difficult to progress conversations regarding the section 106 money. A member offered to speak with Jenny Ford from North Somerset Council to open up a dialogue, and specifically ask: 'What was already held' and 'what was still to come in'. The Deputy Town Clerk would also make contact.</p> <p>The member would also mention to Councillor Ash Cartman to try to progress the area as there were projects currently being worked on that could potentially benefit from additional funding.</p>
8.	<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"> ● Medium term financial plan ● Committee Reports - Layout and compatibility of reading as such <p>A member queried the receiving of updates regarding HQ. It was explained that as a HWWG had been set up with terms of reference in line with the last major refurbishment project at the Museum, there was need for duplication and would report straight into the Policy and Finance Committee. A member asked if the reports and minutes could be shared with all members, to which the DTC explained that any member could have any report upon request if they did not sit on that particular group</p>

	or committee. The latest reports and minutes of the HQWP would be provided to this member and the dates of future meetings of the HQWG circulated to all members.
	<p>There being no further business, the Chairman closed the meeting at 10:46am</p> <p>Signed.....Dated.....</p> <p>Chairman</p>

**WESTON SUPER MARE TOWN COUNCIL
NOTES OF THE CLIMATE CHANGE WORKING GROUP
HELD VIA ZOOM ON
THURSDAY 29TH SEPTEMBER 2022**

Meeting Commenced: 3:02 pm

Meeting Concluded: 4:40 pm

PRESENT: Councillors Helen Thornton, Robert Payne, Roger Bailey and Dorothy Agassiz.

ALSO IN ATTENDANCE: Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk), Molly Maher (Senior Development Officer), Andy Chappel (Climate and Community Development Officer), Zoe Scott (Grounds Coordinator), Becky Walsh (Communications and Marketing Officer), Katherine Bell (Learning and Events Officer) and Steve Clark (Jack Pine Services).

	Members gave introductions for the benefit of the new Climate and Community Development Officer Andy Chappel.
1.	Apologies for Absence Apologies for absence were received from Councillor Catherine Gibbons and Marilyn Croft from Natural England.
2.	Declaration of Interest There were no declarations of interest received.
3.	Approval of the Minutes of the meeting held 14th July 2022 The minutes had been previously circulated with the agenda. PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Dorothy Agassiz RECOMMENDED: The minutes be approved as correct by the Working Group.
4.	To receive the notes of the meeting of the Climate Change Champion Meeting August 2022 The notes were received by the group and thanks were given to the champions for their ongoing efforts.
5.	Natural England It was suggested that in Marilyn's absence, this item should be deferred to the next meeting.
6.	Implementation of Roadmap to Zero The introductory report of the Climate and Community Development Officer was previously circulated with the agenda.

	<p>Food clubs</p> <p>The Deputy Town Clerk informed members that two food clubs were due to open imminently. This process was being slowed down by FareShare, the organisation providing the food. One food club was being set up on Hughenden Road, in partnership with the food bank, a project which had secured £30,000 from North Somerset Council. More funding was still required and being explored by officers. The other location was at the Stables with Jemma Coles overseeing the set up. When up and running, the Community Wellbeing Development Officer would be supporting the day to day operation. A report would be submitted to the Policy and Finance Committee, regarding the use of funding. This project was being expedited due to concerns with the cost of living crisis.</p> <p>A member requested an update regarding the food club set up in South Ward. It was explained that there had been issues finding a suitable location. this was still being explored but priority was being given to the set up of the two projects in central ward and Milton.</p> <p>It was reemphasised that this was a community project and being enabled by the Town Council.</p>
7.	<p>Community Fridge and food clubs</p> <p>The report of the Climate and Community Development Officer was previously circulated with the agenda.</p> <p>The Climate and Community Development Officer gave detail on the current fridges in the unit and that they were not ideal and fit for purpose. It was suggested that two upright chiller fridges would be better utilised and would allow for other uses within the space.</p> <p>A member queried how the purchase of new fridges would open up the space and it was explained that the wide display fridge would be better suited in a serving capacity, not in keeping with the model of the community fridge. The retained upright fridge would be placed in the back store room to allow for better stock storage and rotation.</p> <p>Opening up the space in the unit would allow for other uses such as information point or climate hub and the existing display fridge could be redistributed to existing projects within the Council such as the food clubs.</p> <p>Members were informed that three new suppliers had been signed up and the possibility of working with ethnic food stores in the Orchard Meadows area were being explored.</p> <p>Members asked how long was remaining on the lease at Sovereign Centre and were informed the centre was currently rolling the lease on a 6-month basis but unwilling to commit to a long-term lease at present.</p> <p>PROPOSED BY: Councillor Helen Thornton SECONDED BY: Councillor Roger Bailey</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. To purchase two additional refrigeration units for the cost of £896. 2. To redistribute current fridges within the council. <p>The Communications and Marketing Officer informed members that Canva offered the</p>

	<p>ability to provide a website and had begun drafting one for the Community Fridge.</p> <p>Members advised that food providers, volunteers and the Sovereign Centre should be acknowledged on this platform.</p>
8.	<p>Green Infrastructure Strategy Update</p> <p>Steve Clark advised that he had met with Climate and Community Development Officer, Deputy Town Clerk and Communications and Marketing Officer to discuss the strategy. This discussion included the need to show the CCDO all council sites and the CMO was to work with Steve Clark on use of Canva for a website. This work was to be carried out in line with the five pillars of the Town Council strategy.</p> <p>It was communicated that there were concerns from Natural England over planting at Ellenborough Park West due to it being a Site of Special Scientific Interest. This would be explored further and a visit from Natural England would take place.</p> <p>It was suggested that tree planting at play areas such as Castle Batch, Millennium Green and Byron Rec should be explored. Members discussed Castle Batch which had no current canopy cover and was south-facing, recognising the need to consider potential for anti-social behaviour. Planting was not currently budgeted for within play provision but could be explored as a separate project.</p> <p>It was suggested a proposal could be brought back to members to consider use of environmental budget.</p> <p>Members requested a budget update, to which the Deputy Town Clerk advised would be reported at the next meeting.</p>
9.	<p>Tree Forum</p> <p>Steve Clark explained to members that the CCDO had come on board with the Forum and a meeting had taken place which was well attended by over 20 people.</p> <p>It was confirmed that, working with the North Somerset Council Tree Officer, the aspiration was to plant 60 trees across the town, including 10 on the high street. Services had been checked by North Somerset Council and sites agreed for street tree planting. It was explained to members that trees in high traffic areas would require more protection</p> <p>It was suggested that, as part of the ongoing planting project, areas of high deprivation and urbanised areas could be prioritised.</p> <p>Steve Clark noted that the project should be communicated as 'establishing 10,000 trees' as this put more emphasis on upkeep and aftercare of trees.</p> <p>A meeting had been set up with John Flanagan to discuss land next to the Maltings as a potential option to be put forward for a tree nursery.</p> <p>The concept of parklets was discussed, noting that mobile planting units could allow for greater opportunities for advertising and events.</p>
10.	<p>Climate Change Training</p>

	<p>The report of the Senior Development Officer had been previously circulated.</p> <p>The training package had been created alongside South Gloucestershire Council and had been looked over by CCDO and Deputy Town Clerk and was ready for comments from members.</p> <p>A date of Friday 14th October had been given as a deadline for member's feedback. The Senior Development Officer would circulate the link to the training package via email.</p>
11.	<p>Tree Planting Fund</p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>Members were asked to consider the following options:</p> <ol style="list-style-type: none"> 1. Budget provision for the current financial year for tree planting 2. Ongoing funding year on year to support tree planting 3. Creation of a fund to hold community income to support green initiatives across the town <p>It was clarified to members that the proposed figure of £5,000-£10,000 was based on matched funds made available through North Somerset Council.</p> <p><i>The Communications and Marketing Officer left the meeting at 4:20 pm.</i></p> <p>It was explained that £5,000 would be guaranteed by North Somerset Council for the year, but it was not yet agreed whether it could be provided year on year. It was also noted that the Civic Society may also contribute funds.</p> <p>It was suggested that members would need to understand current levels of budget provision before agreeing to an amount.</p> <p>To give further context to the third proposal, it was explained that Hildesheim had donated €300 to planting trees, these funds could not be held by the Town Council as there was no governance set up to receive it as public money.</p> <p>It was suggested that Steve Clark and CCDO work with the Tourism Manager regarding generating business interest in tree donation project.</p> <p>PROPOSED BY: Councillor Helen Thornton SECONDED BY: Councillor Dorothy Agassiz</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. £10,000 be allocated to tree planting from the environmental budget for current financial year. 2. That annual funding would be considered in line with the contribution from North Somerset Council within budget consideration up to £10,000. 3. To allow funds to be held by the council in an earmarked fund for tree planting.

	<p>The next meeting date would be on the 17th November 2022.</p> <p>There being no further business the meeting ended at 4:40pm.</p> <p>Signed.....Dated.....</p> <p>Chair</p>

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE HQ WORKING PARTY HELD AT WESTON
MUSEUM FRIDAY 23RD SEPTEMBER 2022**

Meeting Commenced: 2:07pm

Meeting Concluded: 3:39pm

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

ALSO IN ATTENDANCE: Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk – Operational Services), Molly Maher (Senior Development Officer), Becky Walsh (Communications and Marketing Officer), Andy Chappel (Climate and Community Development Officer) and Steve Matthews (SJ Surveyors).

No.	Item
1.	Apologies for Absence No apologies for absence were received.
2.	Declarations of Interest No declarations of interest were received.
3.	Notes of the meeting on 28th April 2022 There were no notes from the previous meeting.
4.	Terms of reference RECOMMENDED: To note the terms of reference for the Working Group, to be approved by Policy and Finance
5.	Building updates <u>5.1 Update on compliance reports</u> The report of the Senior Development Officer was previously circulated with the agenda. In line with compliance requirements a programme of relevant surveys had been planned, with some due to be actioned immediately, and others when the building was occupied. An asbestos survey had been carried out, and a fire risk assessment would be required soon. Members discussed the lack of lightning conductors on the roof which would have to be remedied as an insurance requirement. <u>5.2 Update on listed building application</u> The Deputy Town Clerk and Appointed Surveyor met with North Somerset Council's Conservation Officer onsite. A relationship had been built during

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	<p>the Museum refurbishment project. It had been decided to split the planning into stages to avoid any delays in specific works:</p> <p>1. Ramp This was a more controversial application, which would depend on the opinions of local residents. Whilst this application had been accepted by NSC, it required a flood risk assessment, as part of the required documents for a full planning application. The cost was £800, and the assessment could be used for all future applications regarding the building. The land outside of the building was not owned by NSC, it was an adopted highway managed by them. It is not clear who owns the land, with no land registry information. The Town Clerk was exploring this further. It was suggested that a common law approach would suggest it belonged to the Town Council as it is in front of the building, but there would be no way to prove this. A services search would also be required. RECOMMENDED: To allow spending of £800 for flood risk assessment</p> <p>2. Roof The extent of works required on the roof were unclear until a full observational survey could be carried out. Planning was required for the scaffolding, and any further repairs would need consent.</p> <p>3. Door The Conservation Officer had indicated that the replacement door would need to be like for like. A quote had been obtained for a door which met this condition, as well as a 5 point locking system required for insurance purposes. This design had been shared with the Conservation officer and there was an agreement in principle.</p> <p>4. Grills It had been agreed previously to install a grill on the door for increased security. It was suggested this would be modelled on the grill in situ at Worle War Memorial. The application would be circulated to members before submitting. It was noted that there would be a small gap at the bottom of the grill to allow for the inclusion of the ramp at a later date if agreed.</p> <p>5. Solar panels The M+E Specification Designers had been on site to test the ventilation system that was already in place. The aspiration was that the whole building would be powered by solar panels and a battery system eventually. The new internal system would be energy efficient. Solar made sense as a long term aim, with financial savings coming to fruition fairly quickly. A member asked who the energy partner would be. It was explained that this element of the project would be over the procurement threshold, and therefore need to go to full tender. A specification would be drafted, and circulated to interested contractors for quote. The heating system would be electrical, with no gas system in the building. Ventilation was already in place, and it was hoped this could be adapted for use.</p>

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	<p>6. Internal Alterations The application was nearly ready to submit, with outstanding information from the M+E Specification Designers. The Conservation Officer was happy in principle, subject to further details. It was suggested that this could be ready within 3-4 weeks, and tenders could go out at the same time as submitting the application. Members asked to put pressure on the M+E Designers to have this ready for the 14th October. This would insure tenders could be back and analysed ready for Policy and Finance on the 12th December for contact award.</p> <p>7. Signage When a design was agreed, an application would need to be submitted.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Commission services search for the ramp application • Book flood risk assessment • Grill application to be circulated to members before submitting • Chase designers for M+E Specification by 14th October • Submit planning application for internal alterations/M+E works at the same time as tender packs <p><u>5.3 Insurance</u></p> <p><u>5.3.1 vacant building insurance status</u> The Deputy Town Clerk reported that securing insurance for the building had been challenging, with a vacant building posing more risk. This was in place and required the building to be physically checked twice a week, and a visual daily. The water had been switched off and drained, and lights were off. the power would be turned off when the 5-year period electrical inspection had been completed. The previous building owners would be returning to shred and dispose documents.</p> <p><u>5.3.2 procurement of front door</u></p> <p>RECOMMENDED: to note and formally approve front door replacement for glass door with anthracite metal thin edging, It was further agreed to have the crest on the door to meet regulations and just a single no: 32 on the top of the glass panel (arch). Cost =£3,742.32</p>
6.	<p>Procurement for build updates</p> <p>A progress report from SJ Surveyors was previously circulated with the agenda.</p> <p><u>6.1 Roof and tower repairs</u></p> <p>The contact for the roof and tower repairs had been awarded to John West. They would be working on an open book basis, as the works would not be taking place until April 2023 at the earliest.</p>

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	<p>Highways consent was required for scaffolding for the repairs. This would also include agreement from neighbouring properties. Officers would be going to door to door, when more information had been obtained from the structural engineers. A member suggested that repairs to the balustrade could be carried out when the scaffolding was up to save a second construction and application process.</p> <p><u>6.2 M+E Design update</u> Provisional lighting and power layouts were tabled at the meeting.</p> <p>It was suggested that provisional desk layouts should be considered as this would dictate the number of power outlets required. There would also need to be decisions about internet connection, as to whether this would be Wi-Fi or hardwired.</p> <p>It was suggested that these decisions should be made by officers, who have a better understanding of staff needs. Compex, the current internet provider, had concerns about Wi-Fi and had suggested the installation of Cat 6.</p> <p>Consideration should also be had about screen and projector facilities in the meeting chamber, as well as the inclusion of a hearing loop.</p> <p>RECOMMENDED: For the Deputy Town Clerk to work with SJ Surveyors in providing direction on electrical installation design.</p> <p><u>6.3 Internal Works and M+E update</u></p> <p>Following previous discussion, it was reiterated that tenders should be out by the end of October, working within timelines for a decision at Policy and Finance on the 12th February.</p>
7.	<p>Exterior Signage and Building Name</p> <p>The Building Surveyor noted that any signage would have to follow the NSC Shop Front Design Guide. With this in mind, members would have to consider the name, colour palette and illumination.</p> <p>Members were happy to stick with 'Town Council Blue' as the main background of the sign. It was felt that the font should be neither old fashioned or eccentric. In advance of the meeting, the Town Clerk had suggested the name 'Mercury House' to pay homage to its previous use. Members felt that the building did not need a name, and the street name should suffice.</p> <p>RECOMMENDED: that designs be returned for the working group for approval using 'Town Council Blue' and containing the words "Weston-super-Mare Town Council – 32 Waterloo Street" and one or two logos.</p> <p>The future window display would need consideration to ensure any electricity</p>

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	<p>for screens was in place. Any permanent changes would need consent. It had also been indicated that the editors box should be removed. There would need to also be signage for the backdoor which identified the Town Council, and notified that there was CCTV in operation.</p> <p>ACTION: to commission signage design.</p>
8.	<p>Refurbishment programme</p> <p>Members acknowledged that whilst the desire was for staff to be in situ by April 2023, this was seeming unlikely with the level of works required. This also required that acknowledgement that this may affect the opening of the Visitor Information Centre for the start of the new season. The Assistant Town Clerk (Operational Services) ensured members that there were other ways for the tourism team to operate.</p> <p><i>The Assistant Town Clerk (Operational Services) and the Communications and Marketing Officer left the meeting at 3:22pm.</i></p>
9.	<p>PWLB Update</p> <p>The Deputy Town Clerk informed members that the loan had still not been approved. This may have an impact on procurement. A financial programme would be brought to the next meeting.</p> <p>ACTION: for the Deputy Town Clerk to devise a financial programme for works.</p>
10.	<p>Local Studies Project Report</p> <p>The report of the Senior Development Officer was previously circulated with the agenda.</p> <p>Members had discussed previously, the inclusion of a local studies room in the building. Direction would be required regarding collection contents, collection management, grant funding and other decisions. It was suggested that this would be volunteer led. The Chairman noted that he would like to part of the working group to discuss this. Member suggested engaging with universities such as Bristol, Exeter, Bath Spa and Weston College.</p> <p>ACTION: Senior Development Officer to set up a meeting to discuss the local studies project.</p>
11.	<p>To note future meeting dates:</p> <p>RECOMMENDED: That the future meeting dates be noted.</p>
	<p>AOB</p>

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	<p>It was recognised that paint colours and flooring options would need to be discussed at the next meeting.</p> <p>The asbestos report had recognised asbestos in a few of the doors. These would need removing, and it was suggested that it would be easier and more cost effective to remove the doors instead of the asbestos only.</p> <p>To consider at the next meeting:</p> <ul style="list-style-type: none">• Signage designs• Internal paint colours – tenders would go out with a standardised fee for decoration, with further direction to be given about specific colours when the contract was awarded. <p>Member noted that a flag pole would be required, as the principle location for the Town Council. This would require planning permission.</p>
	<p>There being no further business the meeting ended at 3.39pm.</p> <p>Signed..... Dated.....</p>

HQ Working Group Terms of Reference

Purpose: To operate the give direction for the redevelopment of the new HQ building under the overall direction of the Policy and Finance Committee.

Membership: Six councillors plus co-opted members **Quorum:** 3

Terms of Reference:

1. To be responsible for all aspects of the management and physical transfer of services to the new HQ building. (32 Waterloo Street).
2. To provide direction regarding redevelopment building works
3. To contribute to and give direction on grant funding applications, and to act as the reporting structure for any successful grants.
4. To implement and consider community engagement in the development of the building
5. To engage with other organisations and individuals at the Working Party's discretion
6. To be mindful of operational considerations and the implications this may have on the redevelopment.
7. To consider the various teams which will operate from HQ: Central Services and Administration, Grounds, Finance/Development and Marketing, Tourism and Civic.
8. To be responsible for all procurement for HQ within the budget set by the Council, and make recommendations for approval to the Policy and Finance Committee.
9. To provide recommendations which will be given to Policy and Finance Committee for amendment and resolution.

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	£ 18.74	£ 15.80	£ 673,896.34
	May-22	£ 24,591.30	£ 284,497.16	£ 25.12	£ 36.43	£ 309,150.01
	Jun-22	£ 7,640.56	£ 213,688.96	£ 19.52	£ 20.52	£ 221,369.56
	Jul-22	£ 13,882.02	£ 188,604.59	£ 22.30	£ 21.84	£ 202,530.75
	Aug-22	£ 14,400.70	£ 298,083.53	£ 18.99	£ 15.00	£ 312,518.22

Policy & Finance Committee

Bank Reconciliation Statements – Report of the Finance Officer

BANK RECONCILIATIONS

BANK RECONCILIATIONS	Agenda Item				ADD								
	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:					Monthly totals
								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
31st May 2022													
Account Balance	1,730,500.92	27,139.99	7,000.12	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	186,835.36	323.00	0.00	0.00									
plus: receipts not banked	7,043.12	0.00	0.00	0.00									
	1,550,708.68	26,816.99	7,000.12	30,131.56	1,614,657.35	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,135,967.35
30th June 2022													
Account Balance	1,489,109.65	26,748.35	7,029.60	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	122,683.02	172.92	0.00	0.00									
plus: receipts not banked	5,392.60	0.00	0.00	0.00									
	1,371,819.23	26,575.43	7,029.60	30,131.56	1,435,555.82	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,956,865.82
31st July 2022													
Account Balance	1,365,535.32	26,205.16	7,007.76	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	1,409.56	168.99	0.00	0.00									
plus: receipts not banked	6,092.79	0.00	0.00	0.00									
	1,370,218.55	26,036.17	7,007.76	30,131.56	1,433,394.04	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,954,704.04
31st August 2022													
Account Balance	1,207,744.88	25,772.80	6,992.76	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	127,636.57	0.00	0.00	0.00									
plus: receipts not banked	2,247.08	0.00	0.00	0.00									
	1,082,355.39	25,772.80	6,992.76	30,131.56	1,145,252.51	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,666,562.51

	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	1,832	11,193	0	(11,193)			0.0%
1100 Miscellaneous Income	178	178	0	(178)			0.0%
Central Administration :- Income	2,009	11,371	0	(11,371)			
4000 Staffing Costs	30,245	116,445	346,042	229,597		229,597	33.7%
4006 Moorepay/IT payroll HR softwar	0	0	5,635	5,635		5,635	0.0%
4007 Personnel Consultants	0	4,415	4,142	(273)		(273)	106.6%
4008 CRB Checks/staff services	0	338	1,500	1,162		1,162	22.5%
4009 Health & Safety Consultant	0	2,765	3,500	735		735	79.0%
4012 Travel & Subsistence Expenses	0	27	500	473		473	5.4%
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	71	71	1,000	929		929	7.1%
4031 Equipment - Rental	1,387	4,160	8,000	3,840		3,840	52.0%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	416	1,844	4,088	2,244		2,244	45.1%
4036 Stationery	105	646	1,750	1,104		1,104	36.9%
4038 Recruitment / Advertising	0	4,246	3,000	(1,246)		(1,246)	141.5%
4040 Audit & Accountancy	696	1,616	6,000	4,384		4,384	26.9%
4041 Fees, Subs and Conferences	134	553	3,300	2,747		2,747	16.8%
4042 Postages	326	1,309	6,200	4,891		4,891	21.1%
4043 Ink Cartridges/printing	249	624	1,600	976		976	39.0%
4044 Insurance	291	2,877	6,000	3,123		3,123	48.0%
4049 Legal fees	0	2,933	5,000	2,067		2,067	58.7%
4107 IT Support & Upgrade	2,885	10,846	20,000	9,154		9,154	54.2%
4136 Credit Card Chgs	48	119	150	31		31	79.0%
4151 Catering	398	976	1,500	524		524	65.1%
6020 Allocation to Cost Centres	(35,244)	(146,265)	(145,844)	421		421	100.3%
Central Administration :- Indirect Expenditure	2,006	11,370	291,685	280,315	0	280,315	3.9%
Net Income over Expenditure	4	0	(291,685)	(291,685)			
103 Grove House							
4102 NNDR	2,096	3,708	1,609	(2,099)		(2,099)	230.5%
4104 Utilities - Water	17	81	50	(31)		(31)	161.6%
4105 Utilities - Heat & Light	164	791	600	(191)		(191)	131.9%
4109 Alarm system	45	(70)	500	570		570	(13.9%)
4110 Cleaning	346	1,493	1,178	(315)		(315)	126.8%
4114 Refuse Removal	0	7	740	733		733	1.0%
6020 Allocation to Cost Centres	(2,668)	(6,011)	(11,660)	(5,649)		(5,649)	51.6%
Grove House :- Indirect Expenditure	0	0	(6,983)	(6,983)	0	(6,983)	0.0%
Net Expenditure	0	(0)	6,983	6,983			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104 Grove Lodge							
4102 NNDR	225	900	674	(226)		(226)	133.5%
4104 Utilities - Water	21	(377)	113	490		490	(333.4%)
4105 Utilities - Heat & Light	332	762	500	(262)		(262)	152.4%
4109 Alarm system	15	60	500	440		440	12.0%
4110 Cleaning	225	931	777	(154)		(154)	119.8%
4132 Rent	417	1,667	1,250	(417)		(417)	133.3%
6020 Allocation to Cost Centres	(1,235)	(3,942)	(11,660)	(7,718)		(7,718)	33.8%
Grove Lodge :- Indirect Expenditure	0	0	(7,846)	(7,846)	0	(7,846)	0.0%
Net Expenditure	(0)	(0)	7,846	7,846			
105 Community Services							
4158 Weston in Bloom	2,637	4,804	16,000	11,196		11,196	30.0%
4200 Small grants to Voluntary Orgs	0	950	12,500	11,550		11,550	7.6%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%
4210 Weston Town Centre Co SLA	0	17,460	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	35	103	6,500	6,397		6,397	1.6%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	0	(700)	6,000	6,700		6,700	(11.7%)
4228 Blue Plaques	0	0	1,500	1,500		1,500	0.0%
4229 Armed Forces Celebrations	775	14,075	9,500	(4,575)		(4,575)	148.2%
4250 Community Events Grants	0	28,623	60,000	31,377		31,377	47.7%
4252 Crime & Disorder	0	9,419	0	(9,419)		(9,419)	0.0%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	2,556	10,826	9,748	(1,078)		(1,078)	111.1%
6005 Admin Overhead Recharge	422	1,533	2,576	1,043		1,043	59.5%
6007 Grove House Recharge	225	508	1,028	520		520	49.4%
6008 Grove Lodge Recharges	104	333	1,028	695		695	32.4%
6010 Grounds Salaries Recharge	3,838	13,637	17,148	3,511		3,511	79.5%
6015 Grounds Overhead Recharge	1,489	5,899	6,036	137		137	97.7%
6030 Operational Staffing Recharge	780	3,176	5,592	2,416		2,416	56.8%
6035 Operational Overhead Recharge	35	68	472	404		404	14.4%
Community Services :- Indirect Expenditure	12,896	110,714	374,731	264,017	0	264,017	29.5%
Net Expenditure	(12,896)	(110,714)	(374,731)	(264,017)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107 Civic Support							
4000 Staffing Costs	2,494	9,632	22,900	13,268		13,268	42.1%
4036 Stationery	0	54	200	146		146	26.9%
4044 Insurance	0	0	200	200		200	0.0%
4050 Printing	0	539	1,405	866		866	38.4%
4150 Chauffeur/travel costs	439	1,447	5,550	4,103		4,103	26.1%
4151 Catering	10	2,402	10,250	7,848		7,848	23.4%
4152 Civic Miscellaneous	530	1,468	3,994	2,526		2,526	36.8%
4153 Chairman's Allowance	0	0	4,496	4,496		4,496	0.0%
4154 Civic Regalia	0	83	2,400	2,318		2,318	3.4%
4162 Queens Jubilee Event	225	2,294	3,500	1,206		1,206	65.5%
6000 Admin Salaries Recharge	4,343	18,397	16,564	(1,833)		(1,833)	111.1%
6005 Admin Overhead Recharge	718	2,607	4,380	1,773		1,773	59.5%
6007 Grove House Recharge	383	863	3,360	2,497		2,497	25.7%
6008 Grove Lodge Recharges	177	566	3,360	2,794		2,794	16.8%
6010 Grounds Salaries Recharge	985	3,499	4,400	901		901	79.5%
6015 Grounds Overhead Recharge	382	1,513	1,548	35		35	97.7%
6030 Operational Staffing Recharge	78	318	560	242		242	56.8%
6035 Operational Overhead Recharge	4	7	48	41		41	14.6%
Civic Support :- Indirect Expenditure	10,768	45,688	89,115	43,427	0	43,427	51.3%
Net Expenditure	(10,768)	(45,688)	(89,115)	(43,427)			
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	278	278	7,000	6,722		6,722	4.0%
4107 IT Support & Upgrade	0	0	2,858	2,858		2,858	0.0%
6000 Admin Salaries Recharge	8,717	36,924	33,244	(3,680)		(3,680)	111.1%
6005 Admin Overhead Recharge	1,441	5,232	8,788	3,556		3,556	59.5%
6007 Grove House Recharge	769	1,733	520	(1,213)		(1,213)	333.3%
6008 Grove Lodge Recharges	356	1,136	520	(616)		(616)	218.5%
6030 Operational Staffing Recharge	31	128	224	96		96	57.1%
6035 Operational Overhead Recharge	1	3	20	17		17	15.0%
Democratic Representation :- Indirect Expenditure	11,593	46,854	69,699	22,845	0	22,845	67.2%
Net Expenditure	(11,593)	(46,854)	(69,699)	(22,845)			
110 Other Costs & Income							
1176 Precept	0	1,315,693	0	(1,315,693)			0.0%
1190 Bank Interest	409	1,331	2,500	1,169			53.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1191 CIL Received	0	21,641	0	(21,641)			0.0%
1616 General Reserve Movement	0	0	200,000	200,000			0.0%
Other Costs & Income :- Income	409	1,338,665	202,500	(1,136,165)			661.1%
4051 Bank Charges	362	1,228	22,800	21,572		21,572	5.4%
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	362	19,792	123,560	103,768	0	103,768	16.0%
Net Income over Expenditure	47	1,318,873	78,940	(1,239,933)			
<u>111 Strategic Planning/Projects</u>							
4049 Legal fees	901	1,841	25,000	23,159		23,159	7.4%
4213 Development budget	109	281	1,000	719		719	28.1%
6000 Admin Salaries Recharge	2,668	11,299	10,172	(1,127)		(1,127)	111.1%
6005 Admin Overhead Recharge	441	1,600	3,038	1,438		1,438	52.7%
6007 Grove House Recharge	235	530	116	(414)		(414)	456.9%
6008 Grove Lodge Recharges	109	348	340	(8)		(8)	102.4%
6030 Operational Staffing Recharge	79	320	560	240		240	57.1%
6035 Operational Overhead Recharge	5	8	48	40		40	16.7%
Strategic Planning/Projects :- Indirect Expenditure	4,547	16,227	40,274	24,047	0	24,047	40.3%
Net Expenditure	(4,547)	(16,227)	(40,274)	(24,047)			
<u>112 Environmental</u>							
4076 Environmental / Climate	0	3,240	100,000	96,760		96,760	3.2%
6000 Admin Salaries Recharge	687	2,909	2,612	(297)		(297)	111.4%
6005 Admin Overhead Recharge	113	412	350	(62)		(62)	117.7%
6007 Grove House Recharge	61	136	264	128		128	51.5%
6008 Grove Lodge Recharges	30	89	264	175		175	33.7%
6030 Operational Staffing Recharge	156	636	1,116	480		480	57.0%
6035 Operational Overhead Recharge	7	14	96	82		82	14.6%
Environmental :- Indirect Expenditure	1,054	7,436	104,702	97,266	0	97,266	7.1%
Net Expenditure	(1,054)	(7,436)	(104,702)	(97,266)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
113 Operational Services							
4000 Staffing Costs	6,164	25,095	132,476	107,381		107,381	18.9%
4012 Travel & Subsistence Expenses	280	527	500	(27)		(27)	105.3%
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	13	200	187		187	6.5%
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	(6,442)	(25,634)	(46,950)	(21,316)		(21,316)	54.6%
Operational Services :- Indirect Expenditure	2	1	96,681	96,680	0	96,680	0.0%
Net Expenditure	(2)	(1)	(96,681)	(96,680)			
115 HQ							
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	226	944	10,000	9,056		9,056	9.4%
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	55	135	200	65		65	67.5%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	750	1,500	9,500	8,000		8,000	15.8%
6020 Allocation to Cost Centres	0	0	(930)	(930)		(930)	0.0%
HQ :- Indirect Expenditure	1,031	2,579	60,546	57,967	0	57,967	4.3%
Net Expenditure	(1,031)	(2,579)	(60,546)	(57,967)			
120 Blakehay Central Costs							
1100 Miscellaneous Income	0	0	39,238	39,238			0.0%
1105 Blakehay Box office income	(910)	5,292	4,968	(324)			106.5%
Blakehay Central Costs :- Income	(910)	5,292	44,206	38,914			12.0%
4000 Staffing Costs	4,950	20,126	57,206	37,080		37,080	35.2%
4013 Training	207	283	2,077	1,794		1,794	13.6%
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	598	(3,259)	7,500	10,759		10,759	(43.5%)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4031 Equipment - Rental	0	710	5,300	4,590		4,590	13.4%
4034 Equipment Repairs	78	132	3,500	3,368		3,368	3.8%
4035 Telephone	127	286	1,272	987		987	22.4%
4036 Stationery	26	93	500	408		408	18.5%
4043 Ink Cartridges/printing	67	86	200	114		114	43.0%
4044 Insurance	242	2,179	3,055	876		876	71.3%
4102 NNDR	314	1,257	3,493	2,236		2,236	36.0%
4104 Utilities - Water	64	238	924	686		686	25.8%
4105 Utilities - Heat & Light	1,188	9,793	7,500	(2,293)		(2,293)	130.6%
4107 IT Support & Upgrade	173	1,091	2,004	913		913	54.4%
4109 Alarm system	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	1,506	6,596	17,801	11,205		11,205	37.1%
4111 Window Cleaning	0	150	300	150		150	50.0%
4114 Refuse Removal	0	83	2,284	2,201		2,201	3.6%
4131 Licenses	24	126	1,191	1,065		1,065	10.6%
4136 Credit Card Chgs	48	119	130	11		11	91.2%
6000 Admin Salaries Recharge	1,648	6,982	6,288	(694)		(694)	111.0%
6005 Admin Overhead Recharge	272	989	1,664	675		675	59.4%
6007 Grove House Recharge	119	269	1,257	988		988	21.4%
6008 Grove Lodge Recharges	55	176	1,676	1,500		1,500	10.5%
6010 Grounds Salaries Recharge	476	1,692	2,128	436		436	79.5%
6015 Grounds Overhead Recharge	185	731	748	17		17	97.7%
6030 Operational Staffing Recharge	875	3,563	6,272	2,709		2,709	56.8%
6035 Operational Overhead Recharge	39	76	528	452		452	14.4%
Blakehay Central Costs :- Indirect Expenditure	13,281	54,565	141,298	86,733	0	86,733	38.6%
Net Income over Expenditure	(14,191)	(49,273)	(97,092)	(47,819)			
121 Blakehay -Auditorium							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	7,725	21,089	11,000	(10,089)			191.7%
Blakehay -Auditorium :- Income	7,725	21,089	11,100	(9,989)			190.0%
4000 Staffing Costs	1,871	9,215	39,520	30,305		30,305	23.3%
4039 Advertising & Marketing	490	631	3,650	3,019		3,019	17.3%
4224 Blakehay Performing Rights	0	0	522	522		522	0.0%
Blakehay -Auditorium :- Indirect Expenditure	2,360	9,846	43,692	33,846	0	33,846	22.5%
Net Income over Expenditure	5,365	11,244	(32,592)	(43,836)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
122 Blakehay - Upper Studio							
1014 BH evening classes income	0	250	1,050	800			23.8%
1015 Internal Bookings (Council)	198	198	3,660	3,462			5.4%
1090 Bookings	606	2,443	10,125	7,682			24.1%
Blakehay - Upper Studio :- Income	804	2,891	14,835	11,944			19.5%
4141 BH evening classes expenditure	125	313	1,050	738		738	29.8%
Blakehay - Upper Studio :- Indirect Expenditure	125	313	1,050	738	0	738	29.8%
Net Income over Expenditure	679	2,579	13,785	11,207			
123 Blakehay Bar							
1090 Bookings	25	25	0	(25)			0.0%
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	1,089	3,617	17,500	13,883			20.7%
Blakehay Bar :- Income	1,114	3,642	19,525	15,883			18.7%
4000 Staffing Costs	459	4,253	18,604	14,352		14,352	22.9%
4031 Equipment - Rental	66	198	2,432	2,234		2,234	8.1%
4405 Blakehay Bar Expenditure	870	1,675	8,000	6,325		6,325	20.9%
Blakehay Bar :- Indirect Expenditure	1,395	6,126	29,036	22,910	0	22,910	21.1%
Net Income over Expenditure	(282)	(2,484)	(9,511)	(7,027)			
124 Blakehay Box Office							
4031 Equipment - Rental	(22)	0	0	0		0	0.0%
4405 Blakehay Bar Expenditure	(615)	0	0	0		0	0.0%
Blakehay Box Office :- Indirect Expenditure	(637)	0	0	0	0	0	
Net Expenditure	637	0	0	0			
125 Blakehay -Live Shows							
1106 Blakehay events income	43	(1,156)	48,000	49,156			(2.4%)
Blakehay -Live Shows :- Income	43	(1,156)	48,000	49,156			(2.4%)
4016 Show costs	0	2,200	24,000	21,800		21,800	9.2%
4039 Advertising & Marketing	0	0	7,300	7,300		7,300	0.0%
Blakehay -Live Shows :- Indirect Expenditure	0	2,200	31,300	29,100	0	29,100	7.0%
Net Income over Expenditure	43	(3,356)	16,700	20,056			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
140 Museum Central Costs							
1034 Grant funding	0	30,881	0	(30,881)			0.0%
1100 Miscellaneous Income	31,317	31,950	5,000	(26,950)			639.0%
Museum Central Costs :- Income	31,317	62,831	5,000	(57,831)			1256.6%
4000 Staffing Costs	9,871	32,260	92,287	60,027		60,027	35.0%
4013 Training	0	76	3,262	3,186		3,186	2.3%
4014 P P E / Health & Safety	30	186	500	314		314	37.3%
4019 Website Costs-TC	0	38	600	562		562	6.3%
4030 Equipment Purchase	237	1,030	1,500	470		470	68.6%
4031 Equipment - Rental	44	423	1,616	1,193		1,193	26.2%
4034 Equipment Repairs	76	76	1,000	924		924	7.6%
4035 Telephone	276	740	3,042	2,302		2,302	24.3%
4036 Stationery	0	93	500	407		407	18.6%
4039 Advertising & Marketing	281	756	6,500	5,744		5,744	11.6%
4041 Fees, Subs and Conferences	30	(210)	666	876		876	(31.5%)
4044 Insurance	242	2,179	1,200	(979)		(979)	181.6%
4102 NNDR	5,486	21,461	53,248	31,787		31,787	40.3%
4104 Utilities - Water	(103)	84	750	666		666	11.1%
4105 Utilities - Heat & Light	672	4,726	12,000	7,274		7,274	39.4%
4107 IT Support & Upgrade	173	541	4,509	3,968		3,968	12.0%
4109 Alarm system	16	108	1,500	1,392		1,392	7.2%
4110 Cleaning	888	3,553	12,000	8,447		8,447	29.6%
4111 Window Cleaning	50	200	600	400		400	33.3%
4114 Refuse Removal	472	992	2,373	1,381		1,381	41.8%
4131 Licenses	320	516	1,600	1,084		1,084	32.3%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,376	5,829	5,248	(581)		(581)	111.1%
6005 Admin Overhead Recharge	227	825	1,388	563		563	59.4%
6007 Grove House Recharge	121	273	444	171		171	61.5%
6008 Grove Lodge Recharges	57	180	532	352		352	33.8%
6010 Grounds Salaries Recharge	788	2,800	3,520	720		720	79.5%
6015 Grounds Overhead Recharge	306	1,211	1,240	29		29	97.7%
6030 Operational Staffing Recharge	1,404	5,716	10,060	4,344		4,344	56.8%
6035 Operational Overhead Recharge	63	122	848	726		726	14.4%
Museum Central Costs :- Indirect Expenditure	23,404	86,784	296,793	210,009	0	210,009	29.2%
Net Income over Expenditure	7,913	(23,952)	(291,793)	(267,841)			
141 Museum Learning and Events							
1006 Learning Income	422	3,243	4,500	1,258			72.1%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1008 Museum handling box hire	315	630	1,800	1,170			35.0%
1103 Other event misc income	41	497	0	(497)			0.0%
Museum Learning and Events :- Income	778	4,370	6,300	1,931			69.4%
4000 Staffing Costs	3,278	11,985	30,704	18,719		18,719	39.0%
4020 Learning/Event education equip	0	311	1,000	689		689	31.1%
4058 Learning/Events Museum events	0	100	1,750	1,650		1,650	5.7%
Museum Learning and Events :- Indirect Expenditure	3,278	12,396	33,454	21,058	0	21,058	37.1%
Net Income over Expenditure	(2,500)	(8,027)	(27,154)	(19,127)			
142 Museum Cafe							
1004 Cafe Sales	207	11,621	62,000	50,379			18.7%
1006 Learning Income	(63)	0	0	0			0.0%
Museum Cafe :- Income	144	11,621	62,000	50,379			18.7%
4000 Staffing Costs	3,123	13,247	39,884	26,637		26,637	33.2%
4014 P P E / Health & Safety	0	0	1,500	1,500		1,500	0.0%
4017 Museum cafe equip rental	100	100	1,980	1,880		1,880	5.1%
4030 Equipment Purchase	8	1,459	2,000	541		541	72.9%
4031 Equipment - Rental	165	204	0	(204)		(204)	0.0%
4110 Cleaning	0	41	845	804		804	4.9%
4114 Refuse Removal	0	0	2,462	2,462		2,462	0.0%
4405 Blakehay Bar Expenditure	(141)	0	0	0		0	0.0%
4406 Bar Stock	461	1,391	2,500	1,109		1,109	55.6%
4407 Museum cafe stock	2,472	6,377	15,000	8,623		8,623	42.5%
Museum Cafe :- Indirect Expenditure	6,188	22,819	66,171	43,352	0	43,352	34.5%
Net Income over Expenditure	(6,043)	(11,198)	(4,171)	7,027			
143 Museum shop/retail							
1005 Museum Shop Sales	625	3,235	13,500	10,265			24.0%
1009 Museum sale or return comm	0	0	4,000	4,000			0.0%
Museum shop/retail :- Income	625	3,235	17,500	14,265			18.5%
4031 Equipment - Rental	13	52	156	104		104	33.3%
4136 Credit Card Chgs	48	119	110	(9)		(9)	107.8%
4408 Museum shop stock	110	1,945	7,500	5,555		5,555	25.9%
Museum shop/retail :- Indirect Expenditure	171	2,116	7,766	5,650	0	5,650	27.2%
Net Income over Expenditure	455	1,119	9,734	8,615			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145 Museum Function							
1019 Internal Bookings (Council)	155	155	2,040	1,885			7.6%
1103 Other event misc income	0	78	9,000	8,922			0.9%
1104 Function Income	106	8,395	9,000	605			93.3%
Museum Function :- Income	261	8,628	20,040	11,412			43.1%
4000 Staffing Costs	0	0	15,249	15,249		15,249	0.0%
4030 Equipment Purchase	0	1,216	3,000	1,784		1,784	40.5%
Museum Function :- Indirect Expenditure	0	1,216	18,249	17,033	0	17,033	6.7%
Net Income over Expenditure	261	7,412	1,791	(5,621)			
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			
300 Planning							
6000 Admin Salaries Recharge	1,155	4,894	4,408	(486)		(486)	111.0%
6005 Admin Overhead Recharge	191	693	1,164	471		471	59.5%
6007 Grove House Recharge	102	230	584	354		354	39.4%
6008 Grove Lodge Recharges	47	151	116	(35)		(35)	130.2%
Planning :- Indirect Expenditure	1,495	5,968	6,272	304	0	304	95.2%
Net Expenditure	(1,495)	(5,968)	(6,272)	(304)			
400 Central Grounds Maintenance							
4000 Staffing Costs	21,645	86,953	290,112	203,159		203,159	30.0%
4013 Training	570	646	6,663	6,017		6,017	9.7%
4014 P P E / Health & Safety	93	880	3,500	2,620		2,620	25.2%
4015 SLA Somerset	0	10,137	28,882	18,745		18,745	35.1%
4025 Vehicle Maintenance	428	4,379	5,000	621		621	87.6%
4026 Petrol / Diesel	1,674	3,307	5,000	1,693		1,693	66.1%
4030 Equipment Purchase	943	872	7,575	6,703		6,703	11.5%
4031 Equipment - Rental	1,247	4,068	20,469	16,401		16,401	19.9%
4034 Equipment Repairs	2,000	565	4,500	3,935		3,935	12.6%
4035 Telephone	204	1,031	2,550	1,519		1,519	40.4%
4044 Insurance	608	(1,112)	5,500	6,612		6,612	(20.2%)
4107 IT Support & Upgrade	629	(1,543)	12,000	13,543		13,543	(12.9%)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	0	0	500	500		500	0.0%
6020 Allocation to Cost Centres	(30,042)	(110,184)	(130,756)	(20,572)		(20,572)	84.3%
Central Grounds Maintenance :- Indirect Expenditure	(2)	(0)	261,495	261,495	0	261,495	0.0%
Net Expenditure	2	0	(261,495)	(261,495)			
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	0	194	0	(194)		(194)	0.0%
4108 Building / Maintenance	78	419	1,300	881		881	32.2%
6000 Admin Salaries Recharge	136	576	520	(56)		(56)	110.8%
6005 Admin Overhead Recharge	22	81	136	55		55	59.6%
6007 Grove House Recharge	12	27	984	957		957	2.7%
6008 Grove Lodge Recharges	5	17	984	967		967	1.7%
6010 Grounds Salaries Recharge	1,377	4,894	6,152	1,258		1,258	79.6%
6015 Grounds Overhead Recharge	534	2,116	2,164	48		48	97.8%
6030 Operational Staffing Recharge	31	126	165	39		39	76.4%
6035 Operational Overhead Recharge	1	3	20	17		17	15.0%
Allotments :- Indirect Expenditure	2,196	8,453	12,425	3,972	0	3,972	68.0%
Net Income over Expenditure	(2,196)	(8,453)	(12,025)	(3,572)			
420 Milton Road Cemetery							
1010 Interments	848	11,024	52,000	40,976			21.2%
1011 Memorials	364	1,349	5,500	4,151			24.5%
1100 Miscellaneous Income	219	582	2,750	2,168			21.2%
Milton Road Cemetery :- Income	1,431	12,955	60,250	47,295			21.5%
4034 Equipment Repairs	0	17	2,000	1,983		1,983	0.8%
4054 Grave Digging	425	1,275	12,500	11,225		11,225	10.2%
4055 Memorials	0	1,330	7,000	5,670		5,670	19.0%
4102 NNDR	354	1,416	3,543	2,127		2,127	40.0%
4104 Utilities - Water	32	470	750	280		280	62.7%
4105 Utilities - Heat & Light	14	48	180	132		132	26.6%
4109 Alarm system	28	28	500	473		473	5.5%
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	1,512	6,406	5,768	(638)		(638)	111.1%
6005 Admin Overhead Recharge	250	907	1,524	617		617	59.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6007 Grove House Recharge	133	301	951	650		650	31.7%
6008 Grove Lodge Recharges	62	198	444	246		246	44.6%
6010 Grounds Salaries Recharge	7,182	25,520	32,088	6,568		6,568	79.5%
6015 Grounds Overhead Recharge	2,786	11,040	11,296	256		256	97.7%
6030 Operational Staffing Recharge	234	953	2,239	1,286		1,286	42.6%
6035 Operational Overhead Recharge	11	21	140	119		119	15.0%
Milton Road Cemetery :- Indirect Expenditure	13,023	49,929	83,576	33,647	0	33,647	59.7%
Net Income over Expenditure	(11,592)	(36,974)	(23,326)	13,648			
430 DO NOT USE							
6030 Operational Staffing Recharge	0	0	55	55		55	0.0%
DO NOT USE :- Indirect Expenditure	0	0	55	55	0	55	0.0%
Net Expenditure	0	0	(55)	(55)			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	21,053	31,580	67,158	35,578		35,578	47.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	302	1,280	1,152	(128)		(128)	111.1%
6005 Admin Overhead Recharge	50	182	304	122		122	59.9%
6007 Grove House Recharge	27	61	360	299		299	16.9%
6008 Grove Lodge Recharges	12	39	444	405		405	8.8%
Youth Activities :- Indirect Expenditure	21,444	33,142	72,918	39,776	0	39,776	45.5%
Net Expenditure	(21,444)	(33,142)	(72,918)	(39,776)			
460 Street Furniture							
1112 Dog Bin Emptying	992	3,944	11,105	7,161			35.5%
Street Furniture :- Income	992	3,944	11,105	7,161			35.5%
4105 Utilities - Heat & Light	56	238	1,000	762		762	23.8%
4115 Dogbin purchase	472	472	780	308		308	60.5%
4116 Dogbin Emptying	1,691	5,887	14,000	8,113		8,113	42.1%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	132	264	500	236		236	52.8%
4133 Bus Shelter - Repairs	0	0	1,000	1,000		1,000	0.0%
4157 Prince Wales Clock/welcome sig	60	129	550	421		421	23.5%
6000 Admin Salaries Recharge	880	3,729	3,356	(373)		(373)	111.1%
6005 Admin Overhead Recharge	145	528	888	360		360	59.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6007 Grove House Recharge	78	176	340	164		164	51.8%
6008 Grove Lodge Recharges	36	115	392	277		277	29.3%
6010 Grounds Salaries Recharge	2,065	7,337	9,224	1,887		1,887	79.5%
6015 Grounds Overhead Recharge	801	3,174	3,248	74		74	97.7%
6030 Operational Staffing Recharge	31	127	224	97		97	56.7%
6035 Operational Overhead Recharge	1	3	20	17		17	15.0%
Street Furniture :- Indirect Expenditure	6,448	22,180	37,022	14,842	0	14,842	59.9%
Net Income over Expenditure	(5,456)	(18,236)	(25,917)	(7,681)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	1,750	3,526	7,000	3,474			50.4%
1077 Water Park Admissions	11,248	29,459	30,000	541			98.2%
Parks & Play Areas :- Income	12,998	32,985	37,000	4,015			89.1%
4039 Advertising & Marketing	0	0	250	250		250	0.0%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	170	505	4,000	3,495		3,495	12.6%
4105 Utilities - Heat & Light	919	2,640	6,500	3,860		3,860	40.6%
4109 Alarm system	0	307	0	(307)		(307)	0.0%
4138 Water Play Area Rent	888	3,550	10,242	6,692		6,692	34.7%
4140 Recreation Grounds	0	78,060	81,338	3,278		3,278	96.0%
4300 Parks&Play Area EMRRP Holding	0	0	143,430	143,430		143,430	0.0%
4301 Ashcombe Park Lower	67	134	134	0		0	99.7%
4302 Ashcombe Park Upper	67	134	134	0		0	99.7%
4303 Broadway Play	67	134	134	0		0	99.7%
4304 Broadway Skate Park	67	134	134	0		0	99.7%
4305 Byron Rec	67	134	134	0		0	99.7%
4306 Castle Batch Lower	67	134	134	0		0	99.7%
4307 Canberra Road	67	134	134	0		0	99.7%
4308 Clarence Park	67	134	134	0		0	99.7%
4309 Conniston Green	67	134	134	0		0	99.7%
4310 Ellenborough Park East	67	134	134	0		0	99.7%
4311 Grove Park	67	134	134	0		0	99.7%
4312 Hutton Moor Skate Park	67	134	134	0		0	99.7%
4313 Jubilee Park	67	134	134	0		0	99.7%
4314 Locking Castle (Maltlands)	1,225	1,299	1,298	(1)		(1)	100.1%
4315 Lynch Farm	67	134	134	0		0	99.7%
4316 Millennium Green	67	134	134	0		0	99.7%
4317 Uphill Junior Play Area	67	134	132	(2)		(2)	101.2%
4318 Uphill Toddler Play Area	67	134	134	0		0	99.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4319 Water Adventure Play Park	1,951	12,599	12,598	(1)		(1)	100.0%
4320 Worle Recreation Ground	67	134	132	(2)		(2)	101.2%
4321 Wyvern Close	67	134	132	(2)		(2)	101.2%
4322 Ellenborough Park West	67	134	134	0		0	99.7%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,016	4,304	3,876	(428)		(428)	111.0%
6005 Admin Overhead Recharge	168	610	1,024	414		414	59.6%
6007 Grove House Recharge	90	202	444	242		242	45.5%
6008 Grove Lodge Recharges	41	132	52	(80)		(80)	253.8%
6010 Grounds Salaries Recharge	4,426	15,728	19,776	4,048		4,048	79.5%
6015 Grounds Overhead Recharge	1,717	6,804	6,964	160		160	97.7%
6030 Operational Staffing Recharge	312	1,270	1,677	407		407	75.7%
6035 Operational Overhead Recharge	14	27	188	161		161	14.4%
Parks & Play Areas :- Indirect Expenditure	14,273	130,709	301,780	171,071	0	171,071	43.3%
Net Income over Expenditure	(1,276)	(97,724)	(264,780)	(167,056)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	83,229	83,229		83,229	0.0%
4232 Allotments PPM	400	4,870	4,870	0		0	100.0%
4233 Blakehay PPM	5,007	5,237	5,236	(1)		(1)	100.0%
4234 Museum PPM	931	5,278	5,279	1		1	100.0%
4235 Cemetery PPM	0	16,477	16,476	(1)		(1)	100.0%
4236 Parks & play areas PPM	1,335	1,335	1,335	0		0	100.0%
4237 Grove House PPM	388	1,376	1,377	1		1	99.9%
4238 Grove Lodge PPM	0	66	67	1		1	99.1%
4240 Public toilets	105	947	946	(1)		(1)	100.1%
4242 HQ PPM	1,185	1,185	1,185	0		0	100.0%
6000 Admin Salaries Recharge	1,155	4,894	4,408	(486)		(486)	111.0%
6005 Admin Overhead Recharge	155	562	944	382		382	59.5%
6007 Grove House Recharge	129	289	52	(237)		(237)	555.8%
6008 Grove Lodge Recharges	59	190	584	394		394	32.5%
6010 Grounds Salaries Recharge	311	1,108	1,392	284		284	79.6%
6015 Grounds Overhead Recharge	121	479	496	17		17	96.6%
6030 Operational Staffing Recharge	201	818	1,440	622		622	56.8%
6035 Operational Overhead Recharge	9	17	120	103		103	14.2%
Planned maintenance :- Indirect Expenditure	11,491	45,127	129,436	84,309	0	84,309	34.9%
Net Expenditure	(11,491)	(45,127)	(129,436)	(84,309)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
480 Tourism & Marketing							
6007 Grove House Recharge	0	0	392	392		392	0.0%
6008 Grove Lodge Recharges	0	0	360	360		360	0.0%
Tourism & Marketing :- Indirect Expenditure	0	0	752	752	0	752	0.0%
Net Expenditure	0	0	(752)	(752)			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	1,000	4,430	20,000	15,570			22.1%
Tourism Love Weston / Dest Mar :- Income	1,000	4,430	20,000	15,570			22.2%
4000 Staffing Costs	2,432	9,729	31,482	21,753		21,753	30.9%
4039 Advertising & Marketing	(2,711)	(1,932)	25,000	26,932		26,932	(7.7%)
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	5,835	34,873	11,500	(23,373)		(23,373)	303.2%
6000 Admin Salaries Recharge	0	0	3,576	3,576		3,576	0.0%
6005 Admin Overhead Recharge	0	0	1,164	1,164		1,164	0.0%
6007 Grove House Recharge	83	186	0	(186)		(186)	0.0%
6008 Grove Lodge Recharges	38	122	0	(122)		(122)	0.0%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	5,677	42,977	73,822	30,845	0	30,845	58.2%
Net Income over Expenditure	(4,677)	(38,547)	(53,822)	(15,275)			
482 Tourism VIC costs							
1040 VIC Advertising Income	0	0	1,200	1,200			0.0%
1043 VIC Retail/Shop Income	295	689	16,500	15,811			4.2%
1044 VIC Ticket sales	0	0	2,000	2,000			0.0%
Tourism VIC costs :- Income	295	689	19,700	19,011			3.5%
4000 Staffing Costs	7,705	30,338	53,093	22,755		22,755	57.1%
4013 Training	0	76	1,283	1,207		1,207	5.9%
4014 P P E / Health & Safety	0	537	1,000	463		463	53.7%
4031 Equipment - Rental	22	262	1,956	1,694		1,694	13.4%
4034 Equipment Repairs	405	405	1,000	595		595	40.5%
4035 Telephone	244	609	335	(274)		(274)	181.7%
4036 Stationery	0	19	500	481		481	3.8%
4039 Advertising & Marketing	0	260	1,000	740		740	26.0%
4119 Notice Boards	0	0	1,700	1,700		1,700	0.0%
4136 Credit Card Chgs	48	119	911	792		792	13.0%
4209 TIC -equipment purchase	155	2,927	4,000	1,073		1,073	73.2%
4225 VIC Stock	0	118	7,000	6,882		6,882	1.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6000 Admin Salaries Recharge	938	3,972	0	(3,972)		(3,972)	0.0%
6005 Admin Overhead Recharge	192	694	0	(694)		(694)	0.0%
6030 Operational Staffing Recharge	1,874	7,627	13,416	5,789		5,789	56.9%
6035 Operational Overhead Recharge	84	162	1,124	962		962	14.4%
Tourism VIC costs :- Indirect Expenditure	11,667	48,125	88,318	40,193	0	40,193	54.5%
Net Income over Expenditure	(11,372)	(47,436)	(68,618)	(21,182)			
485 PublicToilets							
1080 Toilet income	0	191	0	(191)			0.0%
PublicToilets :- Income	0	191	0	(191)			
4044 Insurance	242	2,179	4,200	2,021		2,021	51.9%
4102 NNDR	187	(7,586)	0	7,586		7,586	0.0%
4104 Utilities - Water	157	876	1,300	424		424	67.4%
4105 Utilities - Heat & Light	457	1,394	4,500	3,106		3,106	31.0%
4110 Cleaning	3,000	9,000	40,000	31,000		31,000	22.5%
4135 Community Investment	0	0	24,500	24,500		24,500	0.0%
6000 Admin Salaries Recharge	1,156	4,895	4,408	(487)		(487)	111.0%
6005 Admin Overhead Recharge	192	694	1,164	470		470	59.6%
6007 Grove House Recharge	101	227	564	337		337	40.2%
6008 Grove Lodge Recharges	47	150	564	414		414	26.6%
6010 Grounds Salaries Recharge	197	699	880	181		181	79.4%
6015 Grounds Overhead Recharge	76	303	308	5		5	98.4%
6030 Operational Staffing Recharge	78	318	560	242		242	56.8%
6035 Operational Overhead Recharge	4	7	48	41		41	14.6%
PublicToilets :- Indirect Expenditure	5,894	13,155	82,996	69,841	0	69,841	15.9%
Net Income over Expenditure	(5,894)	(12,964)	(82,996)	(70,032)			
Grand Totals:- Income	61,035	1,527,673	599,461	(928,212)			254.8%
Expenditure	187,430	1,271,143	3,230,840	1,959,697	0	1,959,697	39.3%
Net Income over Expenditure	(126,395)	256,530	(2,631,379)	(2,887,909)			
Movement to/(from) Gen Reserve	(126,395)	256,530					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
1020 Kickstarter Grant Income	0	11,193	0	(11,193)			0.0%
1100 Miscellaneous Income	0	178	0	(178)			0.0%
Central Administration :- Income	0	11,371	0	(11,371)			
4000 Staffing Costs	28,997	145,442	346,042	200,600		200,600	42.0%
4006 Moorepay/IT payroll HR softwar	0	0	5,635	5,635		5,635	0.0%
4007 Personnel Consultants	0	4,415	4,142	(273)		(273)	106.6%
4008 CRB Checks/staff services	0	338	1,500	1,162		1,162	22.5%
4009 Health & Safety Consultant	0	2,765	3,500	735		735	79.0%
4012 Travel & Subsistence Expenses	0	27	500	473		473	5.4%
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	71	1,000	929		929	7.1%
4031 Equipment - Rental	(160)	4,000	8,000	4,000		4,000	50.0%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	626	2,471	4,088	1,617		1,617	60.4%
4036 Stationery	258	904	1,750	846		846	51.7%
4038 Recruitment / Advertising	0	4,246	3,000	(1,246)		(1,246)	141.5%
4040 Audit & Accountancy	60	1,676	6,000	4,324		4,324	27.9%
4041 Fees, Subs and Conferences	234	787	3,300	2,513		2,513	23.9%
4042 Postages	283	1,592	6,200	4,608		4,608	25.7%
4043 Ink Cartridges/printing	46	671	1,600	929		929	41.9%
4044 Insurance	9,461	12,339	6,000	(6,339)		(6,339)	205.6%
4049 Legal fees	83	3,016	5,000	1,984		1,984	60.3%
4107 IT Support & Upgrade	1,682	12,528	20,000	7,472		7,472	62.6%
4136 Credit Card Chgs	50	169	150	(19)		(19)	112.6%
4151 Catering	(139)	837	1,500	663		663	55.8%
6020 Allocation to Cost Centres	(41,483)	(187,748)	(182,305)	5,443		5,443	103.0%
Central Administration :- Indirect Expenditure	0	11,371	255,224	243,853	0	243,853	4.5%
Net Income over Expenditure	(0)	0	(255,224)	(255,224)			
<u>103 Grove House</u>							
4102 NNDR	(1,024)	2,684	1,609	(1,075)		(1,075)	166.8%
4104 Utilities - Water	0	81	50	(31)		(31)	161.6%
4105 Utilities - Heat & Light	193	984	600	(384)		(384)	164.0%
4109 Alarm system	45	(25)	500	525		525	(4.9%)
4110 Cleaning	338	1,832	1,178	(654)		(654)	155.5%
4111 Window Cleaning	23	23	0	(23)		(23)	0.0%
4114 Refuse Removal	56	63	740	677		677	8.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6020 Allocation to Cost Centres	370	(5,641)	(14,575)	(8,934)		(8,934)	38.7%
Grove House :- Indirect Expenditure	(0)	0	(9,898)	(9,898)	0	(9,898)	0.0%
Net Expenditure	0	(0)	9,898	9,898			
<u>104 Grove Lodge</u>							
4102 NNDR	225	1,125	674	(451)		(451)	166.9%
4104 Utilities - Water	22	(355)	113	468		468	(314.2%)
4105 Utilities - Heat & Light	371	1,132	500	(632)		(632)	226.5%
4109 Alarm system	0	60	500	440		440	12.0%
4110 Cleaning	235	1,166	777	(389)		(389)	150.1%
4111 Window Cleaning	23	23	0	(23)		(23)	0.0%
4132 Rent	417	2,083	1,250	(833)		(833)	166.7%
6020 Allocation to Cost Centres	(1,292)	(5,234)	(14,575)	(9,341)		(9,341)	35.9%
Grove Lodge :- Indirect Expenditure	(0)	0	(10,761)	(10,761)	0	(10,761)	0.0%
Net Expenditure	0	(0)	10,761	10,761			
<u>105 Community Services</u>							
4158 Weston in Bloom	470	5,274	16,000	10,726		10,726	33.0%
4200 Small grants to Voluntary Orgs	0	950	12,500	11,550		11,550	7.6%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	0	36,000	36,000		36,000	0.0%
4210 Weston Town Centre Co SLA	0	17,460	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	103	6,500	6,397		6,397	1.6%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	0	(700)	6,000	6,700		6,700	(11.7%)
4228 Blue Plaques	589	589	1,500	911		911	39.3%
4229 Armed Forces Celebrations	2,273	16,347	9,500	(6,847)		(6,847)	172.1%
4250 Community Events Grants	20,000	48,623	60,000	11,377		11,377	81.0%
4252 Crime & Disorder	0	9,419	0	(9,419)		(9,419)	0.0%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	2,450	13,276	12,185	(1,091)		(1,091)	109.0%
6005 Admin Overhead Recharge	1,055	2,588	3,220	632		632	80.4%
6007 Grove House Recharge	(63)	445	1,285	840		840	34.6%
6008 Grove Lodge Recharges	109	442	1,285	843		843	34.4%
6010 Grounds Salaries Recharge	3,523	17,160	21,435	4,275		4,275	80.1%
6015 Grounds Overhead Recharge	3,211	9,110	7,545	(1,565)		(1,565)	120.7%
6030 Operational Staffing Recharge	780	3,956	6,990	3,034		3,034	56.6%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6035 Operational Overhead Recharge	34	102	590	488		488	17.3%
Community Services :- Indirect Expenditure	34,431	145,144	385,638	240,494	0	240,494	37.6%
Net Expenditure	(34,431)	(145,144)	(385,638)	(240,494)			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,867	12,498	22,900	10,402		10,402	54.6%
4036 Stationery	3	56	200	144		144	28.2%
4044 Insurance	7,462	7,462	200	(7,262)		(7,262)	3730.8%
4050 Printing	0	539	1,405	866		866	38.4%
4150 Chauffeur/travel costs	223	1,670	5,550	3,880		3,880	30.1%
4151 Catering	311	2,713	10,250	7,537		7,537	26.5%
4152 Civic Miscellaneous	718	2,187	3,994	1,808		1,808	54.7%
4153 Chairman's Allowance	1,798	1,798	4,496	2,698		2,698	40.0%
4154 Civic Regalia	0	83	2,400	2,318		2,318	3.4%
4162 Queens Jubilee Event	0	2,294	3,500	1,206		1,206	65.5%
6000 Admin Salaries Recharge	4,164	22,561	20,705	(1,856)		(1,856)	109.0%
6005 Admin Overhead Recharge	1,793	4,400	5,475	1,075		1,075	80.4%
6007 Grove House Recharge	(108)	755	4,200	3,445		3,445	18.0%
6008 Grove Lodge Recharges	186	752	4,200	3,448		3,448	17.9%
6010 Grounds Salaries Recharge	904	4,403	5,500	1,097		1,097	80.1%
6015 Grounds Overhead Recharge	824	2,337	1,935	(402)		(402)	120.8%
6030 Operational Staffing Recharge	78	396	700	304		304	56.6%
6035 Operational Overhead Recharge	3	10	60	50		50	16.7%
Civic Support :- Indirect Expenditure	21,225	66,913	97,670	30,757	0	30,757	68.5%
Net Expenditure	(21,225)	(66,913)	(97,670)	(30,757)			
<u>108 Democratic Representation</u>							
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	234	512	7,000	6,488		6,488	7.3%
4107 IT Support & Upgrade	816	816	2,858	2,042		2,042	28.6%
6000 Admin Salaries Recharge	8,357	45,281	41,555	(3,726)		(3,726)	109.0%
6005 Admin Overhead Recharge	3,598	8,830	10,985	2,155		2,155	80.4%
6007 Grove House Recharge	(218)	1,515	650	(865)		(865)	233.1%
6008 Grove Lodge Recharges	372	1,508	650	(858)		(858)	232.0%
6030 Operational Staffing Recharge	31	159	280	121		121	56.8%
6035 Operational Overhead Recharge	1	4	25	21		21	16.0%
Democratic Representation :- Indirect Expenditure	13,191	60,045	80,528	20,483	0	20,483	74.6%
Net Expenditure	(13,191)	(60,045)	(80,528)	(20,483)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Other Costs & Income							
1176 Precept	0	1,315,693	0	(1,315,693)			0.0%
1190 Bank Interest	473	1,804	2,500	696			72.2%
1191 CIL Received	0	21,641	0	(21,641)			0.0%
1616 General Reserve Movement	0	0	200,000	200,000			0.0%
Other Costs & Income :- Income	473	1,339,138	202,500	(1,136,638)			661.3%
4051 Bank Charges	305	1,533	22,800	21,267		21,267	6.7%
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	305	20,098	123,560	103,462	0	103,462	16.3%
Net Income over Expenditure	167	1,319,040	78,940	(1,240,100)			
111 Strategic Planning/Projects							
4049 Legal fees	1,549	3,390	25,000	21,610		21,610	13.6%
4213 Development budget	461	742	1,000	258		258	74.2%
6000 Admin Salaries Recharge	2,558	13,857	12,715	(1,142)		(1,142)	109.0%
6005 Admin Overhead Recharge	1,101	2,701	3,885	1,184		1,184	69.5%
6007 Grove House Recharge	(67)	463	145	(318)		(318)	319.3%
6008 Grove Lodge Recharges	114	462	425	(37)		(37)	108.7%
6030 Operational Staffing Recharge	78	398	700	302		302	56.9%
6035 Operational Overhead Recharge	3	11	60	49		49	18.3%
Strategic Planning/Projects :- Indirect Expenditure	5,797	22,023	43,930	21,907	0	21,907	50.1%
Net Expenditure	(5,797)	(22,023)	(43,930)	(21,907)			
112 Environmental							
4076 Environmental / Climate	0	3,240	100,000	96,760		96,760	3.2%
6000 Admin Salaries Recharge	658	3,567	3,265	(302)		(302)	109.2%
6005 Admin Overhead Recharge	284	696	350	(346)		(346)	198.9%
6007 Grove House Recharge	362	498	330	(168)		(168)	150.9%
6008 Grove Lodge Recharges	30	119	330	211		211	36.1%
6030 Operational Staffing Recharge	156	792	1,395	603		603	56.8%
6035 Operational Overhead Recharge	7	21	120	99		99	17.5%
Environmental :- Indirect Expenditure	1,497	8,933	105,790	96,857	0	96,857	8.4%
Net Expenditure	(1,497)	(8,933)	(105,790)	(96,857)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
113 Operational Services							
4000 Staffing Costs	6,164	31,259	132,476	101,217		101,217	23.6%
4012 Travel & Subsistence Expenses	161	688	500	(188)		(188)	137.6%
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	13	200	187		187	6.5%
4041 Fees, Subs and Conferences	0	0	400	400		400	0.0%
4107 IT Support & Upgrade	30	30	4,682	4,652		4,652	0.6%
4151 Catering	0	0	500	500		500	0.0%
4253 Volunteer Events	75	75	750	675		675	10.0%
6020 Allocation to Cost Centres	(6,431)	(32,065)	(57,990)	(25,925)		(25,925)	55.3%
Operational Services :- Indirect Expenditure	(1)	(0)	85,641	85,641	0	85,641	0.0%
Net Expenditure	1	0	(85,641)	(85,641)			
115 HQ							
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	855	1,799	10,000	8,201		8,201	18.0%
4044 Insurance	19,267	19,267	0	(19,267)		(19,267)	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	53	188	200	12		12	94.0%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	750	2,250	9,500	7,250		7,250	23.7%
6020 Allocation to Cost Centres	0	0	(1,860)	(1,860)		(1,860)	0.0%
HQ :- Indirect Expenditure	20,925	23,504	59,616	36,112	0	36,112	39.4%
Net Expenditure	(20,925)	(23,504)	(59,616)	(36,112)			
120 Blakehay Central Costs							
1100 Miscellaneous Income	0	0	39,238	39,238			0.0%
1105 Blakehay Box office income	(108)	5,184	4,968	(216)			104.3%
Blakehay Central Costs :- Income	(108)	5,184	44,206	39,022			11.7%
4000 Staffing Costs	5,189	25,315	57,206	31,891		31,891	44.3%
4013 Training	445	728	2,077	1,349		1,349	35.1%
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%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4030 Equipment Purchase	658	(2,601)	7,500	10,101		10,101	(34.7%)
4031 Equipment - Rental	0	710	5,300	4,590		4,590	13.4%
4034 Equipment Repairs	63	194	3,500	3,306		3,306	5.6%
4035 Telephone	131	416	1,272	856		856	32.7%
4036 Stationery	0	93	500	408		408	18.5%
4043 Ink Cartridges/printing	0	86	200	114		114	43.0%
4044 Insurance	7,462	9,640	3,055	(6,585)		(6,585)	315.6%
4102 NNDR	314	1,571	3,493	1,922		1,922	45.0%
4104 Utilities - Water	68	306	924	618		618	33.1%
4105 Utilities - Heat & Light	1,663	11,457	7,500	(3,957)		(3,957)	152.8%
4107 IT Support & Upgrade	30	1,121	2,004	883		883	55.9%
4109 Alarm system	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	1,483	8,080	17,801	9,721		9,721	45.4%
4111 Window Cleaning	75	225	300	75		75	75.0%
4114 Refuse Removal	177	260	2,284	2,024		2,024	11.4%
4131 Licenses	223	350	1,191	841		841	29.4%
4136 Credit Card Chgs	50	169	130	(39)		(39)	130.0%
6000 Admin Salaries Recharge	1,580	8,562	7,860	(702)		(702)	108.9%
6005 Admin Overhead Recharge	680	1,669	2,080	411		411	80.2%
6007 Grove House Recharge	(33)	236	1,257	1,021		1,021	18.8%
6008 Grove Lodge Recharges	57	233	2,095	1,862		1,862	11.1%
6010 Grounds Salaries Recharge	437	2,129	2,660	531		531	80.0%
6015 Grounds Overhead Recharge	398	1,129	935	(194)		(194)	120.7%
6030 Operational Staffing Recharge	875	4,438	7,840	3,402		3,402	56.6%
6035 Operational Overhead Recharge	38	114	660	546		546	17.3%
Blakehay Central Costs :- Indirect Expenditure	22,063	76,628	146,124	69,496	0	69,496	52.4%
Net Income over Expenditure	(22,171)	(71,444)	(101,918)	(30,474)			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	3,365	24,454	11,000	(13,454)			222.3%
Blakehay -Auditorium :- Income	3,365	24,454	11,100	(13,354)			220.3%
4000 Staffing Costs	1,871	11,086	39,520	28,434		28,434	28.1%
4039 Advertising & Marketing	0	631	3,650	3,019		3,019	17.3%
4224 Blakehay Performing Rights	0	0	522	522		522	0.0%
Blakehay -Auditorium :- Indirect Expenditure	1,871	11,717	43,692	31,976	0	31,976	26.8%
Net Income over Expenditure	1,494	12,738	(32,592)	(45,330)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
122 Blakehay - Upper Studio							
1014 BH evening classes income	0	250	1,050	800			23.8%
1015 Internal Bookings (Council)	234	432	3,660	3,228			11.8%
1090 Bookings	475	2,918	10,125	7,207			28.8%
Blakehay - Upper Studio :- Income	709	3,600	14,835	11,235			24.3%
4141 BH evening classes expenditure	0	313	1,050	738		738	29.8%
Blakehay - Upper Studio :- Indirect Expenditure	0	313	1,050	738	0	738	29.8%
Net Income over Expenditure	709	3,288	13,785	10,498			
123 Blakehay Bar							
1090 Bookings	(25)	0	0	0			0.0%
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	0	3,617	17,500	13,883			20.7%
Blakehay Bar :- Income	(25)	3,617	19,525	15,908			18.5%
4000 Staffing Costs	824	5,076	18,604	13,528		13,528	27.3%
4031 Equipment - Rental	44	242	2,432	2,190		2,190	9.9%
4405 Blakehay Bar Expenditure	81	1,756	8,000	6,244		6,244	22.0%
Blakehay Bar :- Indirect Expenditure	949	7,075	29,036	21,961	0	21,961	24.4%
Net Income over Expenditure	(974)	(3,458)	(9,511)	(6,053)			
125 Blakehay -Live Shows							
1106 Blakehay events income	(73)	(1,229)	48,000	49,229			(2.6%)
Blakehay -Live Shows :- Income	(73)	(1,229)	48,000	49,229			(2.6%)
4016 Show costs	900	3,100	24,000	20,900		20,900	12.9%
4039 Advertising & Marketing	0	0	7,300	7,300		7,300	0.0%
Blakehay -Live Shows :- Indirect Expenditure	900	3,100	31,300	28,200	0	28,200	9.9%
Net Income over Expenditure	(973)	(4,329)	16,700	21,029			
140 Museum Central Costs							
1034 Grant funding	0	30,881	0	(30,881)			0.0%
1100 Miscellaneous Income	1,004	32,954	5,000	(27,954)			659.1%
Museum Central Costs :- Income	1,004	63,835	5,000	(58,835)			1276.7%
4000 Staffing Costs	9,152	41,412	92,287	50,875		50,875	44.9%
4013 Training	0	76	3,262	3,186		3,186	2.3%
4014 P P E / Health & Safety	7	193	500	307		307	38.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4019 Website Costs-TC	0	38	600	562		562	6.3%
4030 Equipment Purchase	(354)	675	1,500	825		825	45.0%
4031 Equipment - Rental	(108)	315	1,616	1,301		1,301	19.5%
4034 Equipment Repairs	0	76	1,000	924		924	7.6%
4035 Telephone	240	980	3,042	2,062		2,062	32.2%
4036 Stationery	31	124	500	376		376	24.8%
4039 Advertising & Marketing	45	801	6,500	5,699		5,699	12.3%
4041 Fees, Subs and Conferences	30	(180)	666	846		846	(27.0%)
4044 Insurance	7,462	9,640	1,200	(8,440)		(8,440)	803.3%
4102 NNDR	6,885	28,346	53,248	24,902		24,902	53.2%
4104 Utilities - Water	39	122	750	628		628	16.3%
4105 Utilities - Heat & Light	48	4,774	12,000	7,226		7,226	39.8%
4107 IT Support & Upgrade	29	570	4,509	3,939		3,939	12.6%
4109 Alarm system	16	124	1,500	1,376		1,376	8.3%
4110 Cleaning	888	4,441	12,000	7,559		7,559	37.0%
4111 Window Cleaning	50	250	600	350		350	41.7%
4114 Refuse Removal	219	1,211	2,373	1,162		1,162	51.0%
4131 Licenses	432	949	1,600	651		651	59.3%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,319	7,148	6,560	(588)		(588)	109.0%
6005 Admin Overhead Recharge	568	1,393	1,735	342		342	80.3%
6007 Grove House Recharge	(34)	239	555	316		316	43.1%
6008 Grove Lodge Recharges	59	239	665	426		426	35.9%
6010 Grounds Salaries Recharge	723	3,523	4,400	877		877	80.1%
6015 Grounds Overhead Recharge	659	1,870	1,550	(320)		(320)	120.6%
6030 Operational Staffing Recharge	1,404	7,120	12,575	5,455		5,455	56.6%
6035 Operational Overhead Recharge	61	183	1,060	877		877	17.3%
Museum Central Costs :- Indirect Expenditure	29,870	116,653	302,613	185,960	0	185,960	38.5%
Net Income over Expenditure	(28,866)	(52,819)	(297,613)	(244,794)			
141 Museum Learning and Events							
1006 Learning Income	300	3,543	4,500	958			78.7%
1008 Museum handling box hire	105	735	1,800	1,065			40.8%
1103 Other event misc income	75	572	0	(572)			0.0%
Museum Learning and Events :- Income	480	4,850	6,300	1,451			77.0%
4000 Staffing Costs	3,103	15,088	30,704	15,616		15,616	49.1%
4020 Learning/Event education equip	148	458	1,000	542		542	45.8%
4030 Equipment Purchase	28	28	0	(28)		(28)	0.0%
4058 Learning/Events Museum events	150	250	1,750	1,500		1,500	14.3%
Museum Learning and Events :- Indirect Expenditure	3,429	15,825	33,454	17,629	0	17,629	47.3%
Net Income over Expenditure	(2,949)	(10,975)	(27,154)	(16,179)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
142 Museum Cafe							
1004 Cafe Sales	5,118	16,739	62,000	45,261			27.0%
Museum Cafe :- Income	5,118	16,739	62,000	45,261			27.0%
4000 Staffing Costs	3,162	16,408	39,884	23,476		23,476	41.1%
4014 P P E / Health & Safety	143	143	1,500	1,358		1,358	9.5%
4017 Museum cafe equip rental	825	925	1,980	1,055		1,055	46.7%
4030 Equipment Purchase	191	1,650	2,000	350		350	82.5%
4031 Equipment - Rental	(204)	0	0	0		0	0.0%
4110 Cleaning	(49)	(8)	845	853		853	(1.0%)
4114 Refuse Removal	0	0	2,462	2,462		2,462	0.0%
4406 Bar Stock	244	1,635	2,500	865		865	65.4%
4407 Museum cafe stock	1,804	8,181	15,000	6,819		6,819	54.5%
Museum Cafe :- Indirect Expenditure	6,115	28,934	66,171	37,237	0	37,237	43.7%
Net Income over Expenditure	(997)	(12,194)	(4,171)	8,023			
143 Museum shop/retail							
1005 Museum Shop Sales	1,768	5,002	13,500	8,498			37.1%
1009 Museum sale or return comm	659	659	4,000	3,341			16.5%
Museum shop/retail :- Income	2,427	5,662	17,500	11,838			32.4%
4031 Equipment - Rental	13	65	156	91		91	41.6%
4136 Credit Card Chgs	50	169	110	(59)		(59)	153.6%
4408 Museum shop stock	1,913	3,858	7,500	3,642		3,642	51.4%
Museum shop/retail :- Indirect Expenditure	1,976	4,092	7,766	3,674	0	3,674	52.7%
Net Income over Expenditure	451	1,570	9,734	8,164			
145 Museum Function							
1019 Internal Bookings (Council)	195	350	2,040	1,690			17.2%
1103 Other event misc income	0	78	9,000	8,922			0.9%
1104 Function Income	1,224	9,619	9,000	(619)			106.9%
Museum Function :- Income	1,419	10,047	20,040	9,993			50.1%
4000 Staffing Costs	(244)	(244)	15,249	15,493		15,493	(1.6%)
4030 Equipment Purchase	233	1,449	3,000	1,551		1,551	48.3%
Museum Function :- Indirect Expenditure	(11)	1,205	18,249	17,044	0	17,044	6.6%
Net Income over Expenditure	1,430	8,842	1,791	(7,051)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
199 Capital Projects							
4103 Capital project	17,396	17,396	175,000	157,604		157,604	9.9%
4999 General Reserve	0	412,336	0	(412,336)		(412,336)	0.0%
Capital Projects :- Indirect Expenditure	17,396	429,732	175,000	(254,732)	0	(254,732)	245.6%
Net Expenditure	(17,396)	(429,732)	(175,000)	254,732			
300 Planning							
6000 Admin Salaries Recharge	1,108	6,002	5,510	(492)		(492)	108.9%
6005 Admin Overhead Recharge	477	1,170	1,455	285		285	80.4%
6007 Grove House Recharge	(29)	201	730	529		529	27.5%
6008 Grove Lodge Recharges	49	200	145	(55)		(55)	137.9%
Planning :- Indirect Expenditure	1,605	7,573	7,840	267	0	267	96.6%
Net Expenditure	(1,605)	(7,573)	(7,840)	(267)			
400 Central Grounds Maintenance							
4000 Staffing Costs	19,871	106,825	290,112	183,287		183,287	36.8%
4013 Training	0	646	6,663	6,017		6,017	9.7%
4014 P P E / Health & Safety	0	880	3,500	2,620		2,620	25.2%
4015 SLA Somerset	5,180	15,318	28,882	13,564		13,564	53.0%
4025 Vehicle Maintenance	(174)	4,204	5,000	796		796	84.1%
4026 Petrol / Diesel	534	3,841	5,000	1,159		1,159	76.8%
4030 Equipment Purchase	1,654	2,527	7,575	5,048		5,048	33.4%
4031 Equipment - Rental	893	4,961	20,469	15,508		15,508	24.2%
4034 Equipment Repairs	350	915	4,500	3,585		3,585	20.3%
4035 Telephone	459	1,489	2,550	1,061		1,061	58.4%
4044 Insurance	7,827	6,715	5,500	(1,215)		(1,215)	122.1%
4107 IT Support & Upgrade	863	(681)	12,000	12,681		12,681	(5.7%)
4114 Refuse Removal	42	42	500	458		458	8.4%
4151 Catering	486	486	0	(486)		(486)	0.0%
6020 Allocation to Cost Centres	(37,983)	(148,167)	(163,445)	(15,278)		(15,278)	90.7%
Central Grounds Maintenance :- Indirect Expenditure	1	0	228,806	228,806	0	228,806	0.0%
Net Expenditure	(1)	(0)	(228,806)	(228,806)			
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4105 Utilities - Heat & Light	0	194	0	(194)		(194)	0.0%
4108 Building / Maintenance	0	419	1,300	881		881	32.2%
6000 Admin Salaries Recharge	130	706	650	(56)		(56)	108.6%
6005 Admin Overhead Recharge	56	137	170	33		33	80.6%
6007 Grove House Recharge	(4)	23	1,230	1,207		1,207	1.9%
6008 Grove Lodge Recharges	6	23	1,230	1,207		1,207	1.9%
6010 Grounds Salaries Recharge	1,264	6,158	7,690	1,532		1,532	80.1%
6015 Grounds Overhead Recharge	1,152	3,268	2,705	(563)		(563)	120.8%
6030 Operational Staffing Recharge	31	157	220	63		63	71.4%
6035 Operational Overhead Recharge	1	4	25	21		21	16.0%
Allotments :- Indirect Expenditure	2,636	11,089	15,220	4,131	0	4,131	72.9%
Net Income over Expenditure	(2,636)	(11,089)	(14,820)	(3,731)			
420 Milton Road Cemetery							
1010 Interments	3,423	14,447	52,000	37,553			27.8%
1011 Memorials	728	2,077	5,500	3,423			37.8%
1100 Miscellaneous Income	203	785	2,750	1,965			28.5%
Milton Road Cemetery :- Income	4,354	17,309	60,250	42,941			28.7%
4034 Equipment Repairs	0	17	2,000	1,983		1,983	0.8%
4054 Grave Digging	400	1,675	12,500	10,825		10,825	13.4%
4055 Memorials	1,270	2,600	7,000	4,400		4,400	37.1%
4102 NNDR	354	1,770	3,543	1,773		1,773	50.0%
4104 Utilities - Water	32	502	750	248		248	67.0%
4105 Utilities - Heat & Light	16	63	180	117		117	35.3%
4109 Alarm system	0	28	500	473		473	5.5%
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	1,450	7,856	7,210	(646)		(646)	109.0%
6005 Admin Overhead Recharge	624	1,531	1,905	374		374	80.4%
6007 Grove House Recharge	(37)	264	1,503	1,239		1,239	17.6%
6008 Grove Lodge Recharges	65	263	555	292		292	47.4%
6010 Grounds Salaries Recharge	6,593	32,113	40,110	7,997		7,997	80.1%
6015 Grounds Overhead Recharge	6,010	17,050	14,120	(2,930)		(2,930)	120.8%
6030 Operational Staffing Recharge	234	1,187	2,659	1,472		1,472	44.6%
6035 Operational Overhead Recharge	10	31	175	144		144	17.7%
Milton Road Cemetery :- Indirect Expenditure	17,021	66,950	97,363	30,413	0	30,413	68.8%
Net Income over Expenditure	(12,667)	(49,641)	(37,113)	12,528			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
430 DO NOT USE							
6030 Operational Staffing Recharge	0	0	55	55		55	0.0%
DO NOT USE :- Indirect Expenditure	0	0	55	55	0	55	0.0%
Net Expenditure	0	0	(55)	(55)			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	7,692	39,272	67,158	27,886		27,886	58.5%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	290	1,570	1,440	(130)		(130)	109.0%
6005 Admin Overhead Recharge	125	307	380	73		73	80.8%
6007 Grove House Recharge	(8)	53	450	397		397	11.8%
6008 Grove Lodge Recharges	13	52	555	503		503	9.4%
Youth Activities :- Indirect Expenditure	8,112	41,254	73,483	32,229	0	32,229	56.1%
Net Expenditure	(8,112)	(41,254)	(73,483)	(32,229)			
460 Street Furniture							
1112 Dog Bin Emptying	680	4,624	11,105	6,481			41.6%
Street Furniture :- Income	680	4,624	11,105	6,481			41.6%
4105 Utilities - Heat & Light	149	386	1,000	614		614	38.6%
4115 Dogbin purchase	0	472	780	308		308	60.5%
4116 Dogbin Emptying	1,183	7,071	14,000	6,929		6,929	50.5%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	132	396	500	104		104	79.2%
4133 Bus Shelter - Repairs	0	0	1,000	1,000		1,000	0.0%
4157 Prince Wales Clock/welcome sig	41	171	550	379		379	31.1%
6000 Admin Salaries Recharge	844	4,573	4,195	(378)		(378)	109.0%
6005 Admin Overhead Recharge	363	891	1,110	219		219	80.3%
6007 Grove House Recharge	(22)	154	425	271		271	36.2%
6008 Grove Lodge Recharges	38	153	490	337		337	31.2%
6010 Grounds Salaries Recharge	1,896	9,233	11,530	2,297		2,297	80.1%
6015 Grounds Overhead Recharge	1,728	4,902	4,060	(842)		(842)	120.7%
6030 Operational Staffing Recharge	31	158	280	122		122	56.4%
6035 Operational Overhead Recharge	1	4	25	21		21	16.0%
Street Furniture :- Indirect Expenditure	6,384	28,564	41,445	12,881	0	12,881	68.9%
Net Income over Expenditure	(5,704)	(23,940)	(30,340)	(6,400)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>470 Parks & Play Areas</u>							
1076 Water Play Area Kiosk Income	0	3,526	7,000	3,474			50.4%
1077 Water Park Admissions	19,426	48,886	30,000	(18,886)			163.0%
Parks & Play Areas :- Income	19,426	52,411	37,000	(15,411)			141.7%
4039 Advertising & Marketing	0	0	250	250		250	0.0%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	175	680	4,000	3,320		3,320	17.0%
4105 Utilities - Heat & Light	3,234	5,874	6,500	626		626	90.4%
4109 Alarm system	0	307	0	(307)		(307)	0.0%
4138 Water Play Area Rent	0	3,550	10,242	6,692		6,692	34.7%
4140 Recreation Grounds	0	78,060	81,338	3,278		3,278	96.0%
4300 Parks&Play Area EMRRP Holding	1,064	1,064	138,917	137,853		137,853	0.8%
4301 Ashcombe Park Lower	67	200	201	1		1	99.7%
4302 Ashcombe Park Upper	67	200	201	1		1	99.7%
4303 Broadway Play	67	200	201	1		1	99.7%
4304 Broadway Skate Park	67	200	201	1		1	99.7%
4305 Byron Rec	67	200	201	1		1	99.7%
4306 Castle Batch Lower	67	200	201	1		1	99.7%
4307 Canberra Road	67	200	201	1		1	99.7%
4308 Clarence Park	67	200	201	1		1	99.7%
4309 Conniston Green	67	200	201	1		1	99.7%
4310 Ellenborough Park East	67	200	201	1		1	99.7%
4311 Grove Park	67	200	201	1		1	99.7%
4312 Hutton Moor Skate Park	67	200	201	1		1	99.7%
4313 Jubilee Park	67	200	201	1		1	99.7%
4314 Locking Castle (Maltlands)	1,225	2,524	2,523	(1)		(1)	100.1%
4315 Lynch Farm	67	200	201	1		1	99.7%
4316 Millennium Green	67	200	200	(0)		(0)	100.2%
4317 Uphill Junior Play Area	67	200	198	(2)		(2)	101.2%
4318 Uphill Toddler Play Area	67	200	200	(0)		(0)	100.2%
4319 Water Adventure Play Park	1,951	14,550	14,549	(1)		(1)	100.0%
4320 Worle Recreation Ground	67	200	199	(1)		(1)	100.7%
4321 Wyvern Close	67	200	199	(1)		(1)	100.7%
4322 Ellenborough Park West	67	200	201	1		1	99.7%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	974	5,278	4,845	(433)		(433)	108.9%
6005 Admin Overhead Recharge	420	1,030	1,280	250		250	80.5%
6007 Grove House Recharge	(25)	177	555	378		378	31.9%
6008 Grove Lodge Recharges	43	175	65	(110)		(110)	269.2%
6010 Grounds Salaries Recharge	4,064	19,792	24,720	4,928		4,928	80.1%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6015 Grounds Overhead Recharge	3,704	10,508	8,705	(1,803)		(1,803)	120.7%
6030 Operational Staffing Recharge	312	1,582	2,236	654		654	70.8%
6035 Operational Overhead Recharge	14	41	235	194		194	17.4%
Parks & Play Areas :- Indirect Expenditure	18,493	149,201	310,420	161,219	0	161,219	48.1%
Net Income over Expenditure	934	(96,790)	(273,420)	(176,630)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	83,229	83,229		83,229	0.0%
4232 Allotments PPM	100	4,970	4,870	(100)		(100)	102.0%
4233 Blakehay PPM	10,869	16,106	5,236	(10,870)		(10,870)	307.6%
4234 Museum PPM	1,172	6,450	5,279	(1,171)		(1,171)	122.2%
4235 Cemetery PPM	2,275	18,752	16,476	(2,276)		(2,276)	113.8%
4236 Parks & play areas PPM	0	1,335	1,335	0		0	100.0%
4237 Grove House PPM	227	1,603	1,377	(226)		(226)	116.4%
4238 Grove Lodge PPM	0	66	67	1		1	99.1%
4240 Public toilets	208	1,154	946	(208)		(208)	122.0%
4242 HQ PPM	0	1,185	1,185	0		0	100.0%
6000 Admin Salaries Recharge	1,108	6,002	5,510	(492)		(492)	108.9%
6005 Admin Overhead Recharge	388	950	1,180	230		230	80.5%
6007 Grove House Recharge	(37)	252	65	(187)		(187)	387.7%
6008 Grove Lodge Recharges	62	252	730	478		478	34.5%
6010 Grounds Salaries Recharge	286	1,394	1,740	346		346	80.1%
6015 Grounds Overhead Recharge	261	740	620	(120)		(120)	119.4%
6030 Operational Staffing Recharge	202	1,020	1,800	780		780	56.7%
6035 Operational Overhead Recharge	9	26	150	124		124	17.3%
Planned maintenance :- Indirect Expenditure	17,130	62,257	131,795	69,538	0	69,538	47.2%
Net Expenditure	(17,130)	(62,257)	(131,795)	(69,538)			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	800	5,230	20,000	14,770			26.1%
Tourism Love Weston / Dest Mar :- Income	800	5,230	20,000	14,770			26.2%
4000 Staffing Costs	2,432	12,161	31,482	19,321		19,321	38.6%
4039 Advertising & Marketing	0	(1,932)	25,000	26,932		26,932	(7.7%)
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	(17,380)	17,493	11,500	(5,993)		(5,993)	152.1%
6000 Admin Salaries Recharge	0	0	4,470	4,470		4,470	0.0%
6005 Admin Overhead Recharge	0	0	1,455	1,455		1,455	0.0%
6007 Grove House Recharge	(23)	163	850	687		687	19.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6008 Grove Lodge Recharges	40	162	90	(72)		(72)	180.0%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	(14,931)	28,046	75,947	47,901	0	47,901	36.9%
Net Income over Expenditure	15,731	(22,816)	(55,947)	(33,131)			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	0	1,200	1,200			0.0%
1043 VIC Retail/Shop Income	408	1,096	16,500	15,404			6.6%
1044 VIC Ticket sales	0	0	2,000	2,000			0.0%
Tourism VIC costs :- Income	408	1,096	19,700	18,604			5.6%
4000 Staffing Costs	11,418	41,755	53,093	11,338		11,338	78.6%
4013 Training	0	76	1,283	1,207		1,207	5.9%
4014 P P E / Health & Safety	0	537	1,000	463		463	53.7%
4031 Equipment - Rental	22	285	1,956	1,671		1,671	14.6%
4034 Equipment Repairs	650	1,055	1,000	(55)		(55)	105.5%
4035 Telephone	150	758	335	(423)		(423)	226.3%
4036 Stationery	0	19	500	481		481	3.8%
4039 Advertising & Marketing	0	260	1,000	740		740	26.0%
4119 Notice Boards	0	0	1,700	1,700		1,700	0.0%
4136 Credit Card Chgs	50	169	911	742		742	18.5%
4209 TIC -equipment purchase	208	3,135	4,000	865		865	78.4%
4225 VIC Stock	0	118	7,000	6,882		6,882	1.7%
6000 Admin Salaries Recharge	899	4,871	0	(4,871)		(4,871)	0.0%
6005 Admin Overhead Recharge	477	1,171	0	(1,171)		(1,171)	0.0%
6030 Operational Staffing Recharge	1,873	9,500	16,770	7,270		7,270	56.6%
6035 Operational Overhead Recharge	82	244	1,405	1,161		1,161	17.4%
Tourism VIC costs :- Indirect Expenditure	15,829	63,953	91,953	28,000	0	28,000	69.6%
Net Income over Expenditure	(15,421)	(62,857)	(72,253)	(9,396)			
<u>485 PublicToilets</u>							
1080 Toilet income	276	467	0	(467)			0.0%
PublicToilets :- Income	276	467	0	(467)			
4044 Insurance	7,462	9,640	4,200	(5,440)		(5,440)	229.5%
4102 NNDR	187	(7,399)	0	7,399		7,399	0.0%
4104 Utilities - Water	179	1,055	1,300	245		245	81.2%
4105 Utilities - Heat & Light	40	1,434	4,500	3,066		3,066	31.9%
4110 Cleaning	3,000	12,000	40,000	28,000		28,000	30.0%
4135 Community Investment	18,900	18,900	24,500	5,600		5,600	77.1%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6000 Admin Salaries Recharge	1,108	6,003	5,510	(493)		(493)	108.9%
6005 Admin Overhead Recharge	477	1,171	1,455	284		284	80.5%
6007 Grove House Recharge	(24)	203	705	502		502	28.8%
6008 Grove Lodge Recharges	49	199	705	506		506	28.2%
6010 Grounds Salaries Recharge	181	880	1,100	220		220	80.0%
6015 Grounds Overhead Recharge	165	468	385	(83)		(83)	121.6%
6030 Operational Staffing Recharge	79	397	700	303		303	56.7%
6035 Operational Overhead Recharge	3	10	60	50		50	16.7%
PublicToilets :- Indirect Expenditure	31,806	44,962	85,120	40,158	0	40,158	52.8%
Net Income over Expenditure	<u>(31,530)</u>	<u>(44,494)</u>	<u>(85,120)</u>	<u>(40,626)</u>			
Grand Totals:- Income	40,732	1,568,405	599,461	(968,944)			261.6%
Expenditure	286,012	1,557,155	3,230,840	1,673,685	0	1,673,685	48.2%
Net Income over Expenditure	<u>(245,280)</u>	<u>11,250</u>	<u>(2,631,379)</u>	<u>(2,642,629)</u>			
Movement to/(from) Gen Reserve	<u>(245,280)</u>	<u>11,250</u>					

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.
- To the value of £255.45 on 3rd May 2022.
- To the value of £263.97 on 6th June 2022
- To the value of £321.04 on 4th July 2022.
- To the value of £381.68 on 2nd August 2022.

Santander Actual Cash Received 1st April 2022 to 31st March 2023 = £1436.17

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.
- To the value of £50.83 on 4th May 2022.
- To the value of £72.38 on 6th June 2022.
- To the value of £78.69 on 4th July 2022.
- To the value of £91.19 on 2nd August 2022.

CCLA Actual Cash Received 1st April 2022 to 31st March 2023 = £333.19

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-22	£ 1,426,062.70	£ -	£ 2,889.59	£ -	£ 1,428,952.29
May-22	£ 61,616.26	£ -	£ 557.20	£ -	£ 62,173.46
Jun-22	£ 42,440.07	£ -	£ 50.00	£ -	£ 42,490.07
Jul-22	£ 105,987.81	£ -	£ -	£ -	£ 105,987.81
Aug-22	£ 47,663.64	£ 0.01	£ -	£ -	£ 47,663.65

Outstanding Balances by Month as at 01/09/2022

A/C Code	Customer Name	Balance	Sep 2022	Aug 2022	Jul 2022	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	792.00	432.00	0.00	270.00	90.00	0.00
CORBETTL	CORBETTL	18.00	0.00	0.00	0.00	18.00	0.00
INSPIRE	INSPIRE	234.00	108.00	0.00	126.00	0.00	0.00
JACQUELINE	JACQUELINE	1,674.77	0.00	1,674.77	0.00	0.00	0.00
LDNWREST	LDN WRESTLING	792.00	0.00	792.00	0.00	0.00	0.00
NOVANDA	NOVANDA	1,184.02	0.00	0.00	1,184.02	0.00	0.00
ODYSSEYD	ODYSSEYD	234.00	126.00	36.00	72.00	0.00	0.00
PEDRALTA	PEDRALTA DANCE	270.00	198.00	0.00	72.00	0.00	0.00
PQAWSM	PQAWSM	1,302.62	0.00	0.00	1,302.62	0.00	0.00
RACTLIFFEA	RACTLIFFEA	475.20	0.00	475.20	0.00	0.00	0.00
THEATRE	THEATRE	180.00	162.00	0.00	0.00	0.00	18.00
THEMUSIC	THEMUSIC	806.04	806.04	0.00	0.00	0.00	0.00
UPSANDDO	UPSANDDOWN	375.20	0.00	0.00	375.20	0.00	0.00
WES001	WESTON COLLEGE	810.00	810.00	0.00	0.00	0.00	0.00
WESTONBR	WESTON BRASS	-396.00	0.00	0.00	0.00	0.00	-396.00
WORLEOP	WORLEOP	2,885.76	0.00	0.00	2,885.76	0.00	0.00
Total Sales Ledger No 1		11,637.61	2,642.04	2,977.97	6,287.60	108.00	-378.00
Ledger No 2, Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	580.80	0.00	290.40	290.40	0.00	0.00
APPELH	APPELH	104.00	0.00	104.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,993.52	0.00	0.00	1,993.52	0.00	0.00
CHURCHILLP	CHURCHILLP	374.40	0.00	374.40	0.00	0.00	0.00
CLASSICC	CLASSICC	420.00	420.00	0.00	0.00	0.00	0.00
CLEVEDONP	TIFFIN	420.00	0.00	420.00	0.00	0.00	0.00
COOPFUNERCO	OP FUNERALCARE	1,612.00	1,612.00	0.00	0.00	0.00	0.00
ELM001	ELMS	628.00	0.00	628.00	0.00	0.00	0.00
GROVES	GROVES	728.00	0.00	0.00	0.00	728.00	0.00
HEPPLEJ	HEPPLEJ	1,460.60	1,460.60	0.00	0.00	0.00	0.00
JENKSC	JENKSC	120.00	120.00	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	237.60	0.00	237.60	0.00	0.00	0.00
LOCKANDC	LOCKANDCOD	180.00	0.00	180.00	0.00	0.00	0.00
MASONS	MASONS	728.00	728.00	0.00	0.00	0.00	0.00
MENDIPMEM	MENDIP MEMORIALS	182.00	182.00	0.00	0.00	0.00	0.00
NSC1B15	NSC1B15	58,000.00	0.00	58,000.00	0.00	0.00	0.00
PIERWSM	PIERWSM	56.85	0.00	0.00	0.00	56.85	0.00
PITMANS	PITMANS	41.00	0.00	0.00	0.00	41.00	0.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
THEBEACH	THEBEACH	756.00	0.00	0.00	0.00	756.00	0.00
WESTONAF	WESTONAF	300.00	0.00	0.00	0.00	300.00	0.00
WINSCOMBE	WINSCOMBES	288.00	0.00	288.00	0.00	0.00	0.00
WOOKEY	WOOKEY	840.00	0.00	0.00	840.00	0.00	0.00
Total Sales Ledger No 2		70,750.77	4,522.60	60,522.40	3,123.92	2,581.85	0.00
Ledger No 4, Museum Sales Ledger							
AXE	AXE	115.20	115.20	0.00	0.00	0.00	0.00
Sub Total C/Fwd		82,503.58	7,279.84	63,500.37	9,411.52	2,689.85	-378.00

Outstanding Balances by Month as at 01/09/2022

A/C Code	Customer Name	Balance	Sep 2022	Aug 2022	Jul 2022	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	82,503.58	7,279.84	63,500.37	9,411.52	2,689.85	-378.00
Ledger No 4, Museum Sales Ledger (Continued)							
BARBERM	BARBERM	120.00	0.00	0.00	0.00	120.00	0.00
CAB	CAB	147.00	147.00	0.00	0.00	0.00	0.00
CASTLE	CASTLE	35.00	0.00	0.00	0.00	35.00	0.00
CHEDDARFIR	CHEDDARFIRST	140.00	140.00	0.00	0.00	0.00	0.00
CHURCHF	CHURCHF	140.00	0.00	0.00	140.00	0.00	0.00
CIVIC	CIVIC	216.00	108.00	108.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	180.00	120.00	0.00	0.00	60.00	0.00
HAYWARDV	HAYWARDV	140.00	0.00	0.00	140.00	0.00	0.00
MULTI	MULTI	882.00	144.00	0.00	144.00	594.00	0.00
NSC1B15	NSC1B15	30,881.00	0.00	0.00	0.00	30,881.00	0.00
OLDMIXON	OLDMIXON	35.00	0.00	35.00	0.00	0.00	0.00
ORCHARDT	ORCHARDT	120.00	0.00	0.00	0.00	120.00	0.00
PUBLIC	PUBLIC HEALTH TEAM	535.00	0.00	360.00	0.00	175.00	0.00
SEVERN	SEVERN BEACH	35.00	0.00	0.00	0.00	35.00	0.00
STANNES	STANNES	35.00	0.00	35.00	0.00	0.00	0.00
TRAINMAST	TRAINMASTER	300.00	30.00	0.00	30.00	240.00	0.00
WALTERS	WALTERS	696.00	0.00	696.00	0.00	0.00	0.00
WHEATFIELD	WHEATFIELD	35.00	0.00	35.00	0.00	0.00	0.00
	Total Sales Ledger No 4	35,315.80	804.20	1,269.00	454.00	32,788.60	0.00
	TOTAL SALES LEDGER BALANCES	117,704.18	7,968.84	64,769.37	9,865.52	35,478.45	-378.00

Policy and Finance Committee 17th October 2022

Internal Audit Report 2022-23 First Interim) - Report of the Finance Officer

Following the audit undertaken on the 6th September 2022 we can confirm that there are no actions for the committee to consider and as such the internal audit report is just for receiving and noting.

Auditing Solutions Ltd

Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wilts
SN15 2JJ

Email: anne@councilaudit.co.uk

Phone: 07986 095004

Invoice To:

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

INVOICE

Vat Reg Number: 847 0792 01

Invoice No: A7685

Invoice Date: 09/09/2022

Customer A/c No: WESTON-SUP

Customer Ord No:

sarah.pearse@wsm-tc.gov.uk

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
INT AUD	The provision of 1st Interim Internal Audit service for 2022-23 Including preliminary & subsequent work at our offices.		1	Day	480.00	480.00	96.00	20%

Payment Due: 07/10/2022

If you wish to pay online or by BACS, our bank account details are:
Unity Trust Sort Code 60-83-01 Account No: 20415109

Net	480.00
VAT	96.00
Gross	576.00

Weston-super-Mare Town Council

Internal Audit Report 2022-23 (First interim)

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 accounting processes annually. The Council has complied accordingly in terms of independence from the Council decision making process appointing us, at Auditing Solutions Ltd: the following detailed report sets out those areas examined during the course of our first interim visit to the Council for 2022-23, which took place on 6th September 2022, together with work at our own offices and will be subject to further update following our future reviews, the next of which is scheduled for early January 2023.

Internal Audit Approach

In conducting our review for 2022-23, we have again 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 (or 100% substantive testing where more appropriate) 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 to date, with only one or two minor matters identified that have been discussed and agreed with the RFO for appropriate corrective action: detail of such issues is set out in the body of the report with any resultant recommendations further summarised in the appended Action Plan.

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 and a Santander Treasury Reserve Deposit Account. We have to date: -

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place;
- Ensured the accurate roll forward of the 2021-22 closing Omega account balances as opening balances in the software for 2022-23;
- Checked and agreed one sample month's transactions (July 2022) on the Lloyds Current account and the year to 31st July 2022 transactions on the other two Lloyds accounts by reference to the supporting bank statements;
- Checked and agreed the three Lloyds Account bank reconciliations at 31st July 2022, noting that the Current account reconciliation includes detail of 4 receipts recorded in the cashbook prior to 31st March 2022 remained uncleared at the bank as at 31st July 2022. We understand that all but one have been cleared during August and will recheck the position when we undertake our next review.

Conclusions

Whilst no significant concerns have been identified from the work undertaken to date in this area, we have again experienced some difficulties due to the manner in which data is being entered in the Omega Current account cashbook, which, in relation to receipts does not correspond directly with bank statement detail. We have, however, agreed the individual payment transactions between the bank statements and cashbook for July 2022, but have only been able to agree the receipt transactions between the bank statements and cashbook in total due to the above position. We experienced similar difficulties last year and note that the Finance Assistant has now developed a spreadsheet record that effectively records the transactions and serves to assist the month-end reconciliation process.

As indicated above, we shall undertake further work in this area at our next visit ensuring the accurate recording of transactions in the cashbook and bank statements by reference to the Finance Assistant's spreadsheet reconciliation record and will report our findings accordingly,

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 to date with no issues arising.

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 and are pleased to record that no such issues have been identified currently.

We have previously noted that both the formal SOs and Financial Regulations (FRs) were reviewed, re-affirmed and re-adopted in prior years, including necessary revisions in accordance with the revised 2015 EU Contract Regulations. We are pleased to note that both documents were subjected to further review and were re-adopted at the March 2022 Council meeting.

We also note that the Council's Investment Policy has been reviewed and been re-adopted by the Policy and Finance Committee at their meeting in June 2022: we shall obtain a copy of the document and review its content at our next review visit in January 2023. We also note the expressed intent to examine further banking opportunities to spread the level of funds held in a single bank and consequently reduce the risk of potential significant loss in the event of any bank's possible failure.

Conclusions

We are pleased to record that no issues arise in this area currently: we will continue to review minutes at future visits, also checking the outcome of the intended diversification of placement of the Council's funds.

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 commenced our examination of a sample of purchase payments during the year to date for compliance with the above criteria selecting a total sample of 34 individual payments in the year to 31st July 2022 including the Council premises annual NNDR payments made monthly including all those in excess of £4,000 plus every 40th other payment to that date. Our test sample totals £724,720 and equates to 73% of the year-to-date 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 2021-22 closing balance in the current financial year together with the 2022-23 first quarterly reclaim by reference to the VAT control account in Omega.

Conclusions

We are pleased to report that no significant issues have been identified among our test sample to date: we will extend our test sample to cover the remainder of the year at future reviews, also examining further quarterly submitted VAT reclaims and agreeing detail to the Omega control account.

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 at this stage checked that held in the administrative office reviewing transactions as recorded in the handwritten control record for August 2022 ensuring that each was supported by an appropriate till receipt / petty cash voucher.

We have also checked the physical cash holding on the date of this review visit noting an apparent cash shortfall of £5.00 against the handwritten record: we left detail of the results of our check with the RFO and have been advised subsequently that funds from an earlier cash advance have now been repaid to the account resulting in the physical holding and recorded cash balance now agreeing.

Conclusions

No residual issues have been identified in this area currently warranting formal comment or recommendation: we shall examine further petty cash account holdings at other sites 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 20 employees across the various sections of the Council by reference to the approved pay scales on the Deputy Town Clerk / RFO's establishment list for 2022-23, by reference to the August 2022 payslips;
- Ensured that Tax and National Insurance deductions for those 20 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 August 2022, although we noted one or two incorrectly recorded annual salaries (transpositions of detail) in the RFO's record, none of which have been carried forward to the actual salaries being paid. We may undertake further work in this area to ensure that, should a national pay award be agreed for 2022-23, it is accurately implemented.

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 record that, as recorded above, the Council has reviewed, updated and re-adopted its Investment Policy in June 2022 and will examine the resultant document at our next review visit, also checking on progress to diversify the funds currently all held in two Lloyds bank accounts.

The Council has an outstanding loan with PWLB: we have verified the first instalment repayment paid in May 2022 to the third-party demand notice as part of the sample of purchase invoice testing reported earlier in this report.

Conclusions

We are pleased to record that no issues arise in this area currently and will, as indicated above, undertake further work in this area at our next visit.

Policy and Finance Committee 17th October 2022

Real Living Wage Increase

Report from the Deputy Town Clerk

Members will be aware that the council has adopted the Real Living Wage (RLW) as an employer.

On 22nd September 2022 it was announced that the RLW was to increase to £10.90 with immediate effect stating that employers were encouraged to implement this asap but before May 2023.

1.0 Considerations

Currently it is only the council's casual workers (across all departments) who are paid on the RLW rate of pay, all other staff sit within the council's staffing pay structure and follow scale points and grades designated to their job role.

As previously reported by the Town Clerk and Assistant Town Clerk (HR) in meetings to the council's Personnel Committee over the years, further increases to the RLW would impact the council's current grading structure which follow SCP points within their approved banding.

To implement this immediately will have impact on the council's staffing structure and will need to be considered carefully.

JG3 currently sits at £10.21 - £10.52 and there are 8 members of staff on JG3 that this will affect.

In addition, the current staff pay increase 2022/2023 is still with the unions for considerations but at the rate being considered (around £1,900 per employee) this will result in a considerable overspend on current staffing budgets as it is in excess of the 2% general provision that the council included in its budgets for this year.

1.2 Job Evaluation

The Town Clerk is currently working with North Somerset Council's human resources team to undertake desk top job evaluation on currently employed positions at the council. This is underway and is envisaged will allow the council to consider job grading and any necessary changes to be included in the budget setting process for the year commencing April 2023.

1.3 Implementation

Members will be aware that the council sets its staffing budget provisions annually following review by the Town Clerk to the Personnel committee around October each year, as such provisions for the year are set and any increases outside of budget provision available will need prior approval by council.

The RLW increase announcements fall within the financial year and have been seen in the past around late October early November. The requirement is for employers to implement this by 1st May 2023.

It would be prudent for the council to adopt any RLW increases for implementation to take effect on the 1st April annually to allow for budgets to be set accordingly and furthermore to allow any effect to other staff structures to be considered within the annual staff review.

Members are requested to:

1. Note the changes to the RLW and increase to £10.90 per hour and the need to allow the job evaluation exercise to take place ahead of any increase to casual workers currently being paid the RLW.
2. Consider the implementation of this and any future increases to the RLW to take effect annually on the 1st April to allow for budget provisions to be in place

REPORT TO THE POLICY AND FINANCE COMMITTEE – 17th OCTOBER 2022
REVIEW OF PAY RECRUITMENT AND THE COST OF LIVING
REPORT OF THE TOWN CLERK

Recruitment and the Cost of Living Crisis

A report to the Personnel Committee by the Assistant Town Clerk (HR) on the 9th March and a follow up from me 13th July 2022 explained the worsening difficulties experienced by the council as an employer with recruitment, inflation, impacts of real living wage and the cost of living crisis. Guidance was sought from members as to possible approaches ahead of the annual staff review in October 2022.

Members were mindful that the council was accountable to the rate payers, however it was noted that there were many jobs available offering more money, with less responsibility and offering more progression and that the council was at risk of not retaining staff at grade JG 3&4 level. Furthermore, despite widening our recruitment methods, recruitment of suitable candidates for managerial, technical and skilled posts has been becoming increasingly difficult.

Job evaluation, double banding, one off payments to staff to help with the cost of living crisis, and other incentives and benefits, such as training opportunities, free parking and discounts to services, were considered. Members suggested suggested that North Somerset Council could undertake a 'desktop' job evaluation exercise for the town council given that both councils use the same pay scale and grades. After much debate the Personnel Committee then resolved:

1. To consider double banding the pay grading structure at the annual staff review (October) and budget setting process (December).
2. To enquire whether officers of NSC could undertake a lighter 'desktop exercise' rather than full JE to evaluate town council gradings.
3. To explore other incentives such as a one off payment to staff in recognition for their service to help with the cost of living crisis, discounts on services, training opportunities.

Since then as reported the Living Wage Foundation has announced a 10.1% increase in the Real Living Wage. This means that casual workers with limited responsibilities would be paid more than most staff on Grade 3, further adding to the pressures on budgets but also creating dissatisfaction and a serious risk of staff leaving. In addition the cost of living crisis has worsened with increases in energy bills, inflation and mortgage costs further exacerbating the risk of key staff leaving for better paid jobs elsewhere.

Job Evaluation

Job evaluation determines the relative quality of jobs within an organisation and provided a rational basis for the design and maintenance of a fair and defensible grading structure. It assesses the demands of a job and determine the relative value between one role and another. It is a complex process and a specialist has to be used.

In accordance with the resolution I made contact with North Somerset Council and they confirmed that they are able to undertake a job evaluation (JE) exercise for the town council. A proposal was made by North Somerset Council setting out how they would undertake the job evaluation, how it would work and the timescale. The cost of the JE

exercise was estimated at £9,000 based on 30 different 'jobs' to evaluate although there could be some variation depending on circumstances (in fact the council has 34).

The desktop JE exercise is based on job descriptions which all had to be reviewed for accuracy and older ones updated. It will give all town council jobs a 'score' which they will compare with similarly scored jobs at North Somerset Council. We will then be able to identify what scale point and grade each job would be at NSC. The Personnel Committee will then recommend gradings based on this.

Members need to be aware that there is likely to be an overall increase in employment costs. However JE should assist with recruitment to currently 'difficult to recruit' posts and also retention. Also, the JE score is likely to result in differing grades for jobs which are currently similarly graded but will recognize varying actual levels of responsibility in a way that the current pay structure does not and will be objective and legally defensible against equal pay claims.

Process

This matter was urgent because job evaluation, if to happen, needs to be done in time for the annual 2022 Staff Review at Personnel Committee, ahead of budget preparation in November and approval of a budget by Committee in early December 2022. So North Somerset Council's Human Resources team needed confirmation to be given to be able to undertake a job evaluation exercise by the end of October.

Accordingly under the Town Council's Scheme of Delegation paragraph 2 "Chairman's Action" the Chairman and Vice Chairman of the Policy and Finance Committee in consultation with the Town Clerk agreed to instruct NSC's HR team to undertake job evaluation of all the town council's posts, at a cost estimated at approx. £9,000 to be funded from the strategic planning/professional fees budget.

The Personnel Committee has been deferred from 26th October to a date in November enable the JE process to be completed and reported to members. That Committee will then make a recommendation based on the JE recommendations to Policy and Finance Committee to feed into the adoption of a budget at its 12th December meeting which in turn will be recommended for final approval by the Town Council on 23rd January 2023.

Recommendation

To note and approve the report and the desktop job evaluation process as outlined and to consider recommendations from the Personnel Committee at its next meeting on 12th December 2022.

Malcolm L Nicholson LL.B (Hons) DMS PSLCC
Town Clerk
10th October 2022

Policy and Finance Committee 17th October 2022

Cemetery Wall Repairs

Report of the Deputy Town Clerk

A provision for works is included within the council's maintenance programme (PPM) each year with regard to wall and path repairs at Milton Road Cemetery. This value varies annually dependent on demand but this figure is circa £16k as a provision for planning. Review is undertaken annually to identify priority areas as follows:

- Areas of high public use (on main pathways and roads)
- Areas of currently available grave space (ie routes to memorial gardens and limited sections of the cemetery where grave space has been identified).

It should be noted that the site is approx. 18 acres and as such repairs do need to be planned where ever possible due to the sheer volume of wall and path within the cemetery and budget provisions available at the time. Significant repairs have been carried out in recent years to the main areas.

Members should read this report in conjunction with the report from the council's surveyor and plans from DHD Structures (attached).

The wall running down from the Engine Shed towards the West boundary has been identified by the surveying team as in need of repair. This is not on a main circulation route and is in one of the older parts of the cemetery. Graves within this section of the cemetery can be accessed by using an alternative route without using the pathway alongside this wall (excluding the graves immediately below and adjacent to it). The wall is believed to form part of the original cemetery wall prior to expansion many years ago.

It is unknown how long the wall has been showing signs of deterioration as contained within the surveyor's report.

1.0 Considerations

Trees - Officers have met with the surveying team on site to inspect the wall along with the council's arboriculture consultant Jack Pine - Steve Clark as there are serious concerns with how this repair will affect significant trees within this area. Works to roots have already been undertaken and non-significant trees have been removed with the approval of NSC tree officer with the hope that this will relieve some pressure on the cracks to the wall in question. The tree officer has previously said he would not wish to see significant trees felled, further meetings are being arranged for review of this.

Graves – There are a number graves (approx. 12-20 some are very recently used but most are very old) in the immediate area below the wall in question. Officers have now identified these and are able to confirm that not all graves in this area are

marked with a headstone. The surveying team have indicated that the memorial stones for those graves containing headstones will need to be removed to allow work to be undertaken, this is not something that can easily be done. In addition, access to the wall for repair would mean working across and over the graves in this area. It should also be noted that some of the graves in this area deeds show some restrictive covenants that the council will need to consider. Should the council wish to proceed with works the council will need to work with the ICM on the process required to remove suggested headstones and indeed how the graves themselves need to be protected, alongside communications with the grave owners.

Safety – The council has erected heras fencing and has signs to advise no entry to this area. This was done immediately following report of the condition of the wall. Grounds staff check the fencing remains secure as part of the daily/weekly monitoring of the cemetery.

Budget – Talks on site indicated this wall repair is highly likely to be in the excess of £60k and there is not currently budget for this to happen. A full procurement exercise will need to take place to ascertain this figure correctly. In addition, professional fees for this work will need to be taken in to consideration along with the costs of any further tree works for tree removal which are outside of the current tree programme.

2.0 Options

Members will need to provide guidance on how they wish to proceed with works identified. The following may be useful in this deliberation.

2.1 Monitor the movement in the wall – as there is uncertainty surrounding when this movement has occurred and over what period it has got to this point of deterioration. It may be prudent to undertake an exercise of monitoring this movement (measure current cracks and review quarterly). Notwithstanding, the contents of the surveyor's report which members should consider. Budget considerations can then be included in future years to acknowledge it is likely that these works may need to be done at some point in the future. This option would also negate the need for the immediate removal of the significant trees in this area. (it should be noted this suggestion is not based on any health and safety advice and as such member's discretion in this area is required).

2.2 Proceed with works – in order to proceed with the repairs officers will need to action the following:

- Gain permission from the NSC Tree Officer for the removal of significant trees.
- Work with the ICM to plan how works can be done with the position of current graves, memorials (marked and unmarked) to ensure any works are done respectfully and appropriately at all times.

- Start the full tender exercise as per the council's financial regulations.
- Gain permission for spend using General reserves (if within 2022 /2023 financial year) recognising current budget provisions are not able to support this value of works. This will need approval from full council.

Members are requested to:

1. Consider the reports provided by the Councils appointed surveyor (S J Surveyors).
2. Provide direction on how it wishes to proceed with works to the Cemetery Wall as detailed above and in enclosed reports.



Inspection Report

**Wall to West of Engine Shed
Milton Road Cemetery
Weston-super-Mare
North Somerset**

Contract Ref: 21-192

On behalf of

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

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

Tel: 01934 628698
www.sjsurveyors.com
mail@sjsurveyors.com

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1.0 Executive Summary

1.01 Executive Summary

The wall inspected runs down the hill from the engine house towards the West boundary of the cemetery adjacent to a tarmac path. The wall is a retaining wall between the oldest section of the cemetery and the first extension.

The wall is out of alignment and in danger of collapse, a fence needs to be put in place to ensure no staff or visitors enter into the danger zone should the wall collapse.

The trees that affecting the wall will need to be felled and cleared before remedial work can be undertaken, the weight and position of the trees means that it will be unsafe to attempt to take down and rebuild the wall with them in place. Once the trees have been removed the wall will need to be taken down and rebuilt.

The works will impact on the graves in the vicinity of the works and further investigation is required to identify the graves affected by the works.

2.0 Instructions

2.01 Instructions

We have been instructed to undertake an initial inspection to inspect and report on the condition of the internal retaining wall to the East of the Engine Shed at Milton Road Cemetery.

The inspection is to identify the condition of the wall and any remedial works required.

2.02 Property address

Milton Road Cemetery, Weston-super-Mare

2.03 Client's name and address

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

2.04 Limitations of inspection

The Surveyor undertook a visual inspection that was limited to the scope set out in section 2.01

Access was limited by a sensitive and practical approach in order to limit intrusion to what is reasonable and to avoid causing damage. SJ Surveyors have not moved large

or heavy items of furniture, or lifted fitted floor coverings, or taken up floorboards, or removed stored items from cupboards or attics. SJ Surveyors have not made holes in walls or internal plaster and have not opened up hatches that are fixed with screws or sealed with paint.

Inspection has not been made of any parts of the property that cannot be reasonably inspected or where the inspection would put the surveyor at risk of personal injury.

Services. We have not inspected or commented on the existing services to the property, for example the condition of water supply pipes, electrical installations, or drains, unless they relate directly to our instruction.

The Surveyor not commented upon the existence of contamination or hazardous building materials as this can only be established by appropriate specialists.

Restrictions on disclosure: This report is for the sole use of the named Client and is confidential to the Client and his/her professional advisors. Other parties rely upon the report at their own risk. The

3.0 Description of The Property

Milton Road Cemetery is a Victorian Cemetery constructed on the hillside of Weston-Super-Mare. The cemetery has been extended several times since it was originally formed. The retaining wall is the original boundary wall from the smaller first section of the cemetery. Its position is marked by a line of yew trees that were planted along the boundary of the cemetery.

The 1844-1888 OS map shows the cemetery only running down to this wall from what is now Bristol Road Lower. On the 1921-1943 maps the cemetery has been extended and the Milton Road entrance and Lodge is shown. During this period the original boundary wall became an internal wall.

4.0 Technical Assessment

4.01 Inspection

The position of the section of wall inspected is highlighted on the attached drawing in blue in appendix 6.01. The wall runs down the hill from the engine house towards the West boundary of the cemetery adjacent to a tarmac path. The wall is a retaining wall between the oldest section of the cemetery and the first extension.

The wall is approximately 500mm thick and the section requiring repair is approximately 30m long. The height of the wall is between approximately 1100mm

and 2100mm above ground level on the South side. Ground level to the North is level, or above the top of the wall.

There are several large, established trees growing along the Northern side of the wall on the higher land, these include the original Yew trees planted when the cemetery was first built by the Victorians.

The wall is out of alignment with several large cracks, open joints, and loose stonework. The wall is being pushed out of alignment by several of the large trees on the upper level and is now in danger of collapse.

The trees will need to be felled and cleared before remedial work can be undertaken, the weight and position of the trees means that it will be unsafe to attempt to take down and rebuild the wall with them in place. Once the trees have been removed the wall will need to be taken down and rebuilt.

5.0 Opinion

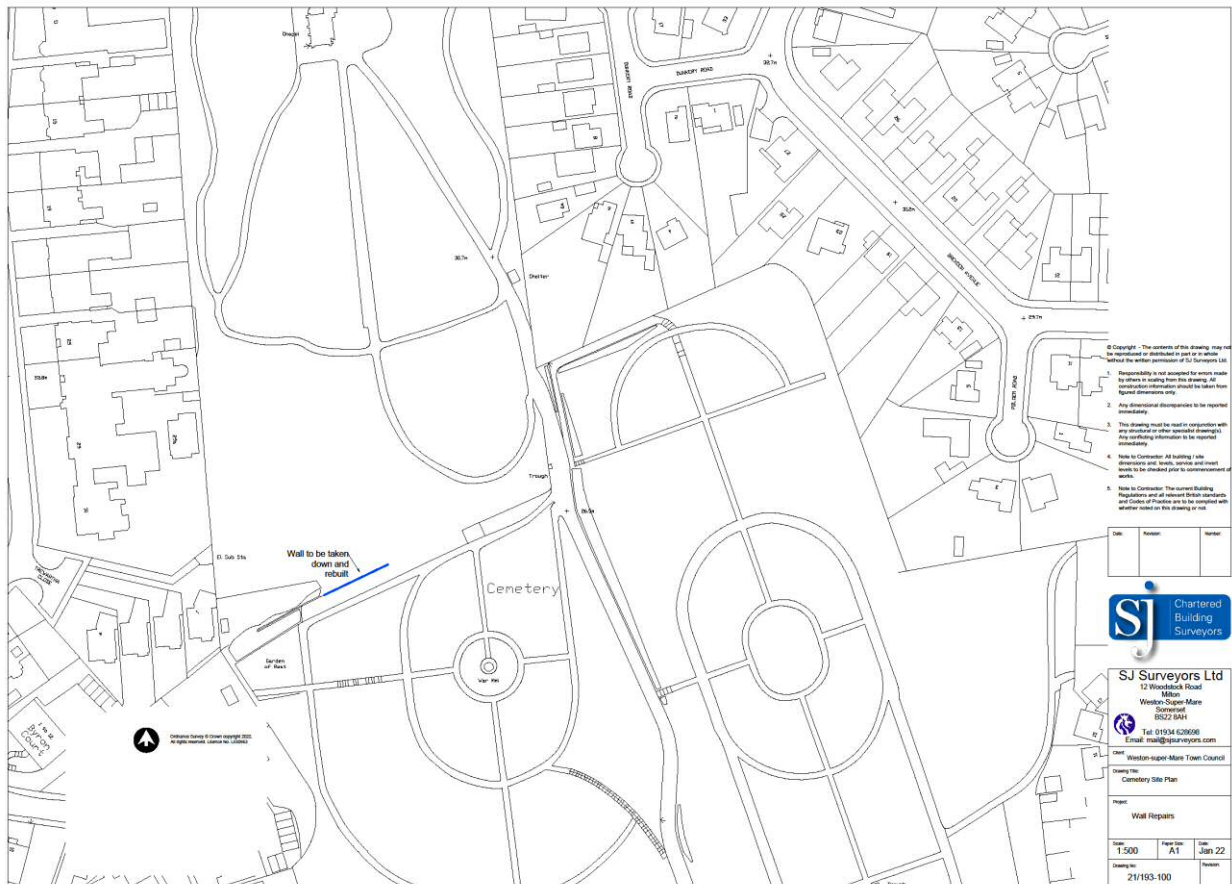
The wall is out of alignment and in danger of collapse, a fence needs to be put in place to ensure no staff or visitors enter into the danger zone should the wall collapse. The drawing in appendix 6.02 details the fence position.

The trees that affecting the wall will need to be felled and cleared before remedial work can be undertaken, the weight and position of the trees means that it will be unsafe to attempt to take down and rebuild the wall with them in place. Once the trees have been removed the wall will need to be taken down and rebuilt.

The works will impact on the graves in the vicinity of the works and further investigation is required to identify the graves affected by the works.

6.0 Appendices

6.01 Site plan



6.02 Fence position plan



6.03 Schedule of photographs



Photo: 1 retaining wall



Photo: 2 retaining wall

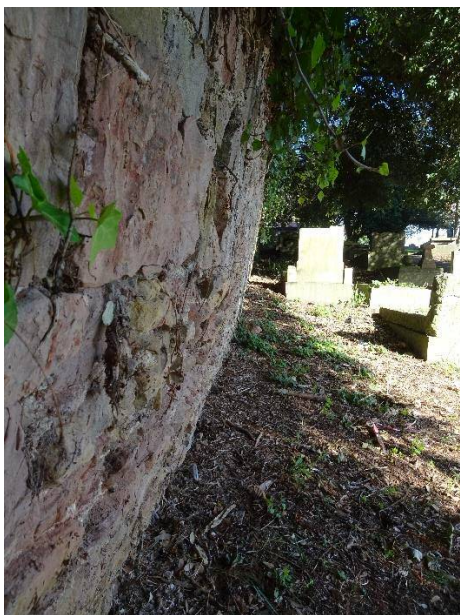


Photo: 3 the wall is leaning and out of alignment



Photo: 4 There are open joints and loose stones

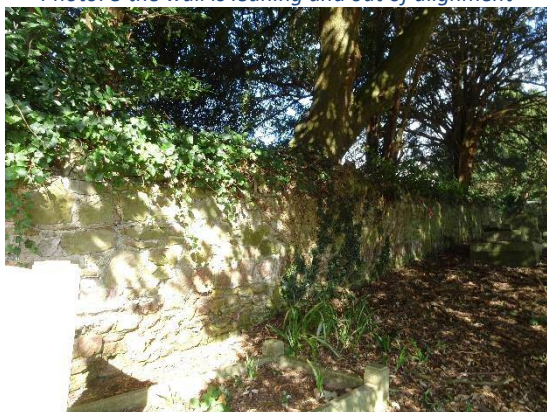


Photo: 5 retaining wall



Photo: 6 Retaining wall

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:
	Yes	No*			
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:

34

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

Chairman

Clerk

AO Peat
McNish

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 £	
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:

20th June 2022

as recorded in minute reference:

34

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





Ms S Pearse
Weston-Super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
27 September 2022

Our Ref:
AV0125

SAAA Ref:
SB09267

Weston-Super-Mare Town Council
Completion of the limited assurance review for the year ended 31 March 2022

Dear Ms Pearse

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Weston-Super-Mare Town Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.

Please include the reference AV0125 or Weston-Super-Mare Town Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Weston-Super-Mare Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Weston-Super-Mare Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Weston-Super-Mare Town Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Ms S Pearse
Weston-Super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ

Our ref AV0125
SAAA Ref SB09267
Invoice No. SB20222997
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 27 September 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£2,400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£2,400.00
VAT @ 20%	£480.00
TOTAL PAYABLE	£2,880.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include AV0125 or Weston-Super-Mare Town Council as the reference.

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Ms S Pearce
Weston-Super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ

Our ref AV0125

SAAA Ref SB09267

Invoice No. SB20222997

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 27 September 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£2,400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£2,400.00
VAT @ 20%	£480.00
TOTAL PAYABLE	£2,880.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

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E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Weston-Super-Mare Town Council – AV0125

1 Respective responsibilities of the body and the auditor

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 report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None.

3 External auditor certificate 2021/22

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

26/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Policy and Finance Committee 17th October 2022**Procurement – Water park Play Pump room equipment****Report of the Deputy Town Clerk**

The pump room equipment at the waterpark is now in urgent need of replacement. This has been reported to the councils Tourism and Leisure committee over the course of the year with a recent report from the Grounds Co-ordinator (October 2022) stating the following (extract):

‘The pump room is now over 10 years old, with a mixture of new and old parts communicating with each other. Whilst this has been fine up to a point, this season really showed the need for a full review of the plant room and a potential full refurbishment.

Just one example is the Etrozol Unit, which measures the water chlorine concentration and pH levels. This is not automatically reading results and adjusting doses as needed, resulting in a member of staff having to continuously watch and manually dose. This consumes a lot of staff time, 7 days a week. We have also had chlorine probes having to be replaced. This is just a few examples of issues faced daily when running the splash pad.

The pump room is that of a similar set up to a swimming pool and requires specialist knowledge. Research has been carried out to find suitable companies who could provide a review of the equipment we currently have and what is needed moving forwards. They will be contacted and asked to attend the Waterpark and provide a proposal and costings for works needed.

With an exceptionally hot summer the splash pad had high usage with larger volumes of people using it at any one time. This pushed the pump room to its limit and also highlighted the need for a review of what our maximum capacity is for those using the splash pad.

The location of the park is open to the elements. People using the splash pad have often previously been on the beach and in turn the sand from clothing and feet ends up on the pad and in the water system. This can add to the difficulties faced. The need for foot baths or outdoor showers has been identified and the feasibility/cost of this will be looked into as well’

It was agreed by the Tourism and Leisure committee that the replacement of the pump room equipment should be done in readiness for the next season (Spring 2023).

1.0 Procurement / Financial Regulations

Whilst the value of the replacement of equipment is at this point unknown it is undoubtedly specialist equipment and cannot be sourced without consideration of the current design and specific requirements of the councils splash features and infrastructure in place from the pump room and plant to the pad itself. The added requirement with regard to needing to consider the towns flood defences within this

site also have to be taken into account with any replacement equipment specified. It is not 'standard' in its make up as used for swimming pools, although it follows the same principles in terms of how it works.

The council's financial regulations recognise the following:

11 Contracts (to be read in conjunction with Standing Orders)

11.1 Procedures as to contracts are laid down as follows:

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

3. for works to be executed or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

With the nature of works and need to start the procurement process immediately there is a need to evoke this regulation 11.1.1.3. Officers will aim to get comparable quotations and will have regard for procurement guidelines with regard to value levels to ensure best value, but it must be recognised there is no specification for the equipment needed and the original installation contractor no longer exist as such we will be reliant on contractors assessing needs and providing quotation on this basis. We will be working with other councils who have installed similar schemes to find suitable and reputable contractors for these works as detailed by the Grounds Coordinator in her report extract above.

2.0 Budget and other considerations

The cost of the replacement will be allocated within the councils EMRRP budget provisions, a report for contractor approval will be bought back to committee in the normal way. It is not thought there will be need to allocate additional funding to enable this replacement at this stage.

Maintenance – it is essential that any new equipment is also able to be maintained. In recent years this has been problematic with the reliance on local contractors who are able but not specialist in this area, the availability of them to provide emergency help in the event of a fault has seen the park having to close in the past to rectify the problem as they are not always able to respond immediately. This has put a strain on internal resources and reliance on our staff having limited knowledge to keep the facility working, doing the best job they can to prevent the system failing. With this in mind it is suggested that a maintenance contract is also sourced at the time of procurement to minimise risk in future years.

Members are requested to:

1. Approve the use of financial regulation 11.1.1.3 to start the procurement and quotation process for the replacement of pump room equipment at the water park for installation ahead of the season 2023.
2. Note the need for any contractor to provide a full maintenance contract to support the new system in future years.

Policy and Finance Committee 17th October 2022**Food Clubs – to agree allocation of EMR for the Food Club Provisions****Report of the Deputy Town Clerk**

Members will be aware that North Somerset Council transferred funds (£28,300) to the town council following the COVID Pandemic for use towards initiatives following the pandemic and subsequent needs to support the community with help in this area. The balance of this fund at 1st October 2022 is approx. £24,000 with funds already used supporting the running costs of the community fridge.

1.0 Background

The council has supported the cost of two consultants to develop the Food Club project (£23,400) from the Environmental budget 2021/2022. The consultants have developed a business model of how food clubs can work and have been working with the community to identify need and recruit volunteers to led what is anticipated and aspired to be community lead model.

The development team at the council have been working on grant applications, with a submission based on the business model provided by the consultants submitted to the National Lottery, this unfortunately was not successful in its current format due to the value of the submission. The application and process to submit the application was not without problems and lengthy, in addition the inability to find suitable premises has undoubtedly caused significant delays to getting projects to fruition.

The original proposal was to have 3 clubs across Weston in Worle, Central ward and Southward – this was the original brief given to the consultants.

2.0 Current opportunities

With the current food crisis now high on the national agenda the need to get a food club in Weston off the ground has been a priority as a topic at the fortnightly Food Club meetings hosted by the council. Working with our community partners the following have now been identified and are envisaged to be up and running by early November 2022. It should be noted that the organisations supporting these two projects have done so using premises that were not previously available to the Food Club project and as a result of their existing relationship within the community following the now urgent need to provide help to many faced with food crisis.

2.1 Food Bank – Purple Sheep centre, Hope Church, Hughenden Road.

The Food Bank have been able to identify suitable space within the centre and are working to set up a food club to open by November 2022. They have been working with Kate Eastman (Food Club Development Consultant) on the model for operation.

The Food Bank have allocated £30,000 for the initial set up of the club and employ a part time member of staff to oversee and administer the project in its first year with the aim of it becoming self-sustaining through membership in future years.

However, it is recognised that the ongoing increase in fuel cost is going to impact this project significantly and unless other grants are found there will be a shortfall to the budget.

The Food Bank have asked NSC for support and they have advised them to speak with us to consider use of the funds previously transferred ideally they would like to have £10k allocated in case it is needed in the event that the £30k invested does not cover fuel costs or there is an operational shortfall.

2.2 The Food Shop @ The Stable, Weston super Mare.

The Stable have been able to identify a formally used space which is suitable and is in the process of being converted to form a central food club in town. This project is supported by the Stable staff team using resources it has, in addition the Councils Wellbeing Development Officer is working with the Stable team to get this project off the ground and will also support the first year. The Town Council has applied for a grant on behalf of the Stable for £40k to enable the project to be supported until it becomes self-sustainable via membership (this is not envisaged to be in the first year as is the case with the Food Bank model). In the absence of the grant at this time there is a need to find cash funding to support this project at a value of approx. £20k

3.0 Budget Allocation

The monies held by the council are in place to support the Food Club projects and there are now two schemes that are ready to launch each asking for financial support in the first year from this fund.

It is suggested that the following be allocated with this in mind to allow both to happen.

1. The Food Shop @The Stable – Allocate funds up to the value of £20,000 max as needed (recognising a successful grant could mean the full allocation is not required).
2. The Food Bank - @Purple Sheep Centre – Allocate the remaining available balance of £4k to the project, recognising that further grants have been applied for to help this project (£5k from Quartet) which if successful would boost this fund to £9k.
3. The Wellbeing and Development Officer will continue to apply for any suitable grants to support both schemes as a priority.

Members are requested to:

Approve the allocation of the EMR funds for the food club projects supplied by NSC as suggested above.