

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
POLICY & FINANCE COMMITTEE MEETING
HELD AT THE BLAKEHAY THEATRE ON
MONDAY 12th DECEMBER 2022**

Meeting Commenced: 7:01 pm

Meeting Concluded: 9:21 pm

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

IN ATTENDANCE : Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/Responsible Financial Officer), Fay Powell (Assistant Town Clerk Operational Services), Fiona Walsh (Finance Officer), Molly Maher (Senior Development Officer) and Councillor Peter Crew (non voting member)

227	To receive Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Peter Fox who was substituted by Roger Bailey. Councillor Sarah Codling had informed that she would be slightly late.
228	To receive Declarations of Interest There were no declarations of interest received.
229	To approve the minutes of the Policy & Finance Committee Meeting held on the 17TH October 2022 The minutes had been previously circulated. PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Tim Taylor A vote was taken and carried . Accordingly, it was: RESOLVED: That the minutes be approved and signed by the Chairman. <i>Councillor Ian Porter entered the meeting at 7:03pm</i>
230	Monthly Financial Reports: July & August 2022 a) For Approval Schedule of Unapproved Expenditure PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Robert Payne A vote was taken and carried . Accordingly, it was:

RESOLVED: That the Schedule of Unapproved Expenditure for September & October 2022 be approved.

b) For Noting

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

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

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

231 Town Council Charges

The Deputy Town Clerk following work with service managers and spending officers recommended an increase in the proposed charges to recognise the increased cost in running services as such a 10% increase was suggested for other service areas. and these were circulated with the agenda.

In relation to the Cemetery it was confirmed that a comparative exercise within the local area had been undertaken to be able to identify suggested areas of increase to charges for cemetery services. A decision was required on the charges for the burial of children in Milton Road Cemetery. The comparison carried out highlighted that most other cemeteries do charge for infant internment. Compared to other cemeteries of a similar size, Milton Road was in general much cheaper. It was therefore recognised that charges should be increased where a significant difference was observed.

Debate ensued. The accuracy of comparison with cemeteries in more affluent areas was questioned. Weston Crematorium was also included in the comparison and they were significantly more expensive. As there had not been many children interred previously, the potential income was too low to consider disrupting the current policy.

PROPOSED BY: Councillor Ian Porter

SECONDED BY: Councillor Roger Bailey

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

RESOLVED:

- 1. To keep the burial of children under the age of five free of charge.
- 2. To approve the Town Council charges for the year 2023/2024 as reported.

232 To recommend a Draft Budget for 2023/2024 to the Council

The draft budget had been previously circulated with the agenda.

The Deputy Town Clerk advised that budget setting had been difficult this year due to a large increase in staffing costs as a result of national negotiated pay increases in 2022 / 2023, insurance costs and fuel costs as other examples. A Medium-Term Financial Plan covering a 5-year period had been taken to Expenditure and Governance, with the option to bring a secondary budget with cost savings to the meeting but they had decided this was unnecessary, and felt it should be debated at Policy and Finance accordingly.

The Deputy Town Clerk went through the budget in detail and advised of large increases

on each page of the budget, with the following suggestions for services areas raised:

Allotments – CPI was added on top of maintenance costs to ensure adequate funding
Blakehay Theatre – The proposed budget did not currently allow for expansion, only continuation of current service. Members were advised that they may wish to consider expansion of service which was hard to do with the current allocation of resources at the Theatre.

Capital Works – it was suggested that the budget be increased to £175,000 to allow for the increase of material costs.

Civic – the proposed budget included an increase in catering costs, a 1 off in year event for the Coronation and chauffeur costs.

Community Services – Weston in Bloom provision had been decreased. There was a large capital requirement in CCTV provision, with the contract period coming to an end next year.

Councillor Sarah Codling entered the meeting at 7:27pm

Democratic Representation – Election costs and increased training costs had been allowed for.

Environmental – it was suggested that the £100,000 budget for Climate Change could be reduced, but that £48,000 had already been committed with existing contracts and works, and an additional £25,000 was required for HQ in line with the roadmap to zero.

Milton Road Cemetery – there was an increase in gravestone digging costs, and a reduction in income due to the lack of space remaining in the cemetery.

Weston Museum – Overhead charges were high, with the NNDR still under review. The South West Heritage Trust were noted as having a substantial cost. Learning and events were, due to the nature of the service, a large outgoing with little income but they brought a lot of footfall to the museum and take heritage awareness out into the community.

Old Town Quarry – costs had been based off of the Civic Society's last set of accounts but these would need a full review during the year prior to the Quarry being transferred.

Other costs and income - £50,000 was recommended to replenish general reserves, with a requirement to cover PWLB repayments for the purchase of HQ. It was suggested that the reserves be broken down to include revenue surplus reserves and capital reserves. This would still keep reserves within the recommended rate and enable improved financial governance.

Parks and Play Areas – essential maintenance was required at the splash park.

Planned Maintenance – CPI was added to the previous year's figures.

Planning – there was a slight increase in overhead charges.

Strategic Planning – professional fees had been reduced, but an amount was still required to be able to carry out rebuild surveys for all sites.

Street Furniture – Charges needed to increase to allow for the increase in fuel. The income from dog bins was now in the main covering the cost of waste removal from all sites.

Toilets – there would be no NNDR next year.

Tourism – advertising costs had been reduced, and the difficulty in raising income from the website and through window advertisements was recognised. equipment purchase provision had been included to cover the cost of interactive digital screens for HQ.

Youth – there would be a meeting after Christmas to discuss the current SLA with the YMCA but the current provision with CPI had been included.

Central Services – a new cost was added for the inclusion of a HR software system.

Central Grounds Services – the SLA with Somerset Wood Recycling could be considered, with the rangers able to cover a considerable amount of the work they were currently providing. This could also provide an income opportunity, by providing this service for other parishes.

Central Operational Services – there was a reduction in staffing costs, but this was a reallocation to the VIC costs, recognising where staff were utilised.

HQ Overhead Costs – the costs presented reflected 3 months spent in Grove House and Grove Lodge, and the remaining 9 months in HQ.

Members went through each page of the budget and decided on additions and exclusions, which include the following:

232.1 Members unanimously **RESOLVED** to remove the £32,088 cost for the Service Level Agreement with Somerset Wood Recycling. They also requested the Town Clerk and Deputy Town Clerk/ RFO to explore identify and bring forward opportunities for more cost effective operations of all council services to include in particular the Blakehay Theatre and Museum.

A number of **AMENDMENTS** were then proposed and debated as follows:

PROPOSED BY: Councillor Sarah Codling

SECONDED BY: Councillor Ian Porter

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

232.2 RESOLVED:

1. That insurance costs be reduced across the budget from 11.5% to 7.5%.
2. To reduce Capital Work from £175,000 to £145,000.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

232.3 RESOLVED: That the 1 off in year event budget of £2,000 be removed from the Civic budget, and be taken from the community events budget.

232.4 It was then also **RESOLVED** by the committee that the Weston in Bloom Budget be reduced from £14,000 to £12,000 recognising the current review and need for sustainable options in the town. Members also expressed a wish to allow a 'grant scheme' within this budget to encourage community participation and ownership of areas.

Further amendments ensued as follows:

PROPOSED BY: Councillor Sarah Codling

SECONDED BY: Councillor Roger Bailey

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

232.5 RESOLVED: That the Small and Voluntary Grants budget remain the same.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

232.6 RESOLVED: That CCTV Capital works be taken out of the budget, and come out of a capital reserves budget, reducing the CCTV budget to £81,890.

PROPOSED BY: Councillor Lisa Pilgrim

SECONDED BY: Councillor Sarah Codling

That the Community Events budget be reduced by £10,000.

A vote was taken and **lost** (4 for, 5 against). Accordingly, it was:

232.7 RESOLVED: That the community events grant budget remain the same at £60,000 to include the Upfest street art provision.

PROPOSED BY: Councillor Ian Porter

SECONDED BY: Councillor Mark Canniford

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

232.8 RESOLVED: That Blue Plaque budget be reduced to £1,000.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

232.9 RESOLVED: That the environmental budget be reduced to £75,000.

Peter Crew left the meeting at 8:52pm

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

232.10 RESOLVED: That the £50,000 for general reserves be removed from the budget, and instead that £15,000 (approximately, exact figure to be confirmed ahead of the final Council Budget setting meeting) be added for PWLB loan repayments.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Ian Porter

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

232.11 RESOLVED: That the EMRRP budget be kept at £160,000, and the £5,000 provision for a resident's scheme allocation be removed.

Members agreed to reduce the PPM holding budget to £120,000.

Councillor Peter Crew re-entered the meeting at 8:55pm

PROPOSED BY: Councillor Robert Payne

SECONDED BY: Councillor Ian Porter

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

232.12 RESOLVED: That the professional fees budget be reduced to £10,000 for 2023/2024, and that the surplus from this year's professional fees budget be put in an Ear Marked Reserve.

Members then unanimously **resolved** to reduce the Tourism advertising to £9,000, increase the website income to £15,000 and remove the £10,000 equipment purchase cost for touchscreens. It was further agreed to reduce the training budget for Central

Councillor Sarah Codling left the meeting at 9:11pm

With the above amendments, the budget increase was at 12.06%, the precept band D at 265.67 and the precept increase at 10.81%.

Councillor Sarah Codling re-entered the meeting at 9:14pm

PROPOSED BY: Councillor Robert Payne

SECONDED BY: Councillor Ian Porter

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

232.13 RESOLVED: That the draft budget, incorporating the above changes, be recommended to the Town Council for approval on the 23rd January 2022.

233 **Procurement for HQ other works**

The report of the council's Surveyor had previously been circulated with the agenda.

The Deputy Town Clerk advised the meeting that, following on from the EOI stage of the procurement and the subsequent work to produce specifications for the work streams being finalised (for the Mechanical and Electrical (M+E) works and the internal alterations at HQ), the council's professional services consultants had felt that there was too much overlap between the two contracts. As such following discussion with the Town Clerk and reporting to Policy & Finance Committee the decision had been taken to combine the contracts. The combined contract opportunity had then been issued to all contractors who had expressed interest in either contract

Five expression of interests had been received but two potential contractors later decided to withdraw. Three tender returns were still expected, however due to unforeseen circumstances causing delays with two of the potential contractors, it had been necessary to extend the return date to ensure the council had competitive bids to consider, and this had been agreed in liaison with the Town Clerk.

Accordingly, it was not possible for the Committee to make a decision at this time but the next meeting was not until February. Therefore, in order to avoid undue delay in the HQ project, a decision was needed regarding either delegated responsibility or to hold an additional Policy and Finance Meeting in early January.

Members unanimously felt that a meeting of the entire committee was unnecessary as the project was being monitored adequately through various channels.

The Town Clerk strongly recommended that the creation of a sub-committee of either 3 or 5 members would be prudent as a minimum for this contract award.

It was then:

RESOLVED (nem con): that a Special Policy and Finance Sub-Committee consisting of the three group leaders be created and meet on Wednesday 4th January to consider the three tenders and to award a contract

There being no further business, the Chairman closed the meeting at 9.21 pm.

Signed.....6.....Dated.....

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
SPECIAL POLICY & FINANCE COMMITTEE MEETING
HELD AT GROVE HOUSE ON
WEDNESDAY 4TH JANUARY 2023**

Meeting Commenced: 10:00 am

Meeting Concluded: 10:32 am

PRESENT: Councillors Alan Peak (Chairman), Robert Payne and Ian Porter. Councillor Peter Crew (non voting member) was also in attendance.

IN ATTENDANCE : Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/Responsible Financial Officer), Samantha Bishop (Committee Officer), Molly Maher (Senior Development Officer) and Kevin Hebditch (Member of the Public).

240	Election of Chairman PROPOSED BY: Councillor Ian Porter SECONDED BY: Councillor Robert Payne RESOLVED: That Councillor Alan Peak be elected Chairman of the meeting.
241	To receive Apologies for Absence and Notification of Substitutes There were no apologies for absence received.
	<p>At this point in the meeting, the Chairman suspended standing orders and invited questions and observations from members of the public present.</p> <p>Mr Kevin Hebditch addressed the meeting with concerns that the meeting had not been included within the published calendar of meetings and had been called in haste , not allowing sufficient democratic representation for the spending of half a million pounds of tax payers money. He questioned the legality of the meeting and felt the decision should be made by the full council where members would be given sufficient time to digest the reports.</p> <p>The Town Clerk advised that the meeting was a Special meeting called by the Policy & Finance Committee and therefore would not have been included on the calendar of meetings. The agenda had been publicised both on the council's website and the noticeboard and was distributed within legal timeframes.</p> <p>The Chairman thanked Mr Hebditch for his address and welcomed him to stay for the rest of the meeting.</p> <p>Standing Orders and the meeting resumed at 10.10 am</p>
242	To receive Declarations of Interest

There were no declarations of interest received.

243 To consider the tenders and award the contracts for HQ and other works

The report of the council's Surveyor had been previously circulated on the 28th December 2022. A revised report following scrutiny by the Deputy Town Clerk in discussion with the Surveyor had been circulated the day prior to the meeting.

The Deputy Town Clerk confirmed that both the Policy & Finance Committee, Town Council and the dedicated HQ Working Group set up by the Town Council had overseen all aspects of the project to date at the appropriate meeting for the business being conducted. At the Policy & Finance meeting held on 12th December 2022 it had been agreed for a Special Policy & Finance Sub-Committee consisting of the three group leaders to meet on the 4th January at meeting to make the decision.

The main changes to the initial report were reiterated for members which were ; that the roof works had been previously approved and awarded 15th August 2022, noting that works would be delayed to have regard not only for weather conditions but in addition noting the need for works programmes to be devised in line with planning permissions needed and also the access and complexities of scaffold designs to be able to access the roof area needed. With this in mind the council were working towards commencement in April. In addition the lightening conductors, which it was unclear if there were any, had now been identified by the council's insurer as an insurance risk and as a result had led to an high percentage increase to excess charge (maximum of £50k). The lightening conductor issues had been reported to the HQ Working Party, noting that the insurer had corresponded to confirm the 'Risk' situation today, which the Deputy Town Clerk reported to the Town Clerk accordingly ahead of this meeting.

Members, having received the report from SJ Surveyors were recommended to choose a contractor from the top two tenders outlined within the report: 1. Chedvale or 2. John West. The Deputy Town Clerk advised members of the implications of working under JCT conditions and a 10% management fee applied if more than one contractor was working on site. The Deputy Town Clerk added that the Surveyor's recommendation was not to delay the roof works.

John West had verbally agreed that if awarded the contract, they could apply a saving of £35k up to £45k as they were already on site, which would bring the difference of the tenders down to £8,395. This coupled with the cost/quality matrix within the report, made the decision very tight.

Debate ensued. It was recognised that savings could be made by delaying other works but the shortfall from the original budget allocation was around £50k.

It was noted that Chedvale could start the work within 6 weeks and John West in 4 weeks. Planning permission was hoped to be sourced by the end of March but works that did not require planning permission could commence.

A member reported that he had been in consultation with the Chairman of the HQ Working Party and the Surveyor. The report was indicative of what had been expected when the tenders were opened and he considered that John West was the logical choice.

Members agreed that that the roof was a priority and that in order to recover the shortfall, other works could be phased rather than written off as an overspend.

It was advised that areas that could be phased would be brought to the HQ Working

Party for consideration:

It was suggested that some superficial works could be offered to the college for enrichment opportunities and would potentially make cost savings for the council of which would be explored.

PROPOSED BY: Councillor Ian Porter

SECONDED BY: Councillor Robert Payne

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

RESOLVED: To award the contract for HQ works to John West Contactors, up to the budget allocation figure of £493,404 and to negotiate the phasing of the works within the report with the contractors and HQ Working Party.

There being no further business, the Chairman closed the meeting at 10.32 pm.

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

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 1ST DECEMBER 2022**

Meeting Commenced: 10:03 am

Meeting Concluded: 11:48 am

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

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

1.	Apologies for Absence and Notification of Substitutes There were no apologies for absence received.
2.	Declarations of Interest There were no declarations of interest were received.
3.	To agree the accuracy of the minutes of the previous meeting held on the 29TH September 2022 The minutes of the last meeting had been previously circulated with the agenda. Minute number 4 fire risk assessment at the community fridge - An update had not been received yet and would be chased up and reported to the next health & safety meeting and to the next E&G WP for action. PROPOSED BY: Councillor Crew SECONDED BY: Councillor Bailey A vote was taken and carried , and accordingly it was: RECOMMEDED: That the minutes be approved and signed by the Chairman.
4.	To receive notes of the Health & Safety meetings held in August/September & October 2022 (attached) The notes of the meeting had not been circulated and would be send to member's post meeting.
5.	Medium term financial plan

The Medium Term Financial Plan had been previously circulated.

The Deputy Town Clerk advised that the plan needed to be more robust due to council's expansion. Research had been undertaken with other councils and the one before members was more relative to the Town Council's size. The plan was a draft and comments had already been received by members.

The plan would help members and officers to understand the budget process and how and why the council budgeted the way it did and also be helpful for audit purposes.

The sections outlined in red were for members to advise on their inclusion.

There was reference to Somerset in the draft but this had been highlighted and changed to North Somerset Council.

The following changes had been requested and were agreed by members:

3.38 – That the figure be changed to 1% -3% for social care, in accordance with the latest statement.

3.65 – To include adopt a neighborhood plan to access 25% CIL monies and defend unwanted development.

3.68 – To note that the introduction of a Neighborhood plan could be considered in the future

4.8 – Prudent to add in that the council has benefitted from the removal of Special Expenses previous charged to the council.

4.13 – Add that the council has a good track record in obtaining external grant funding.

6.5 – Add that the council will continue to be proactive in seeking opportunities for grant funding when they arise for significant projects.

7.68 – Add that the Museum recognises that the new satellite kitchen will enable increase support and options to maximise both internal and external catering opportunity across the council's services.

2.3 – To recognise that the council will have regard for value for money when setting its council tax.

1.6 & 1.7 change first line to 'value for money' (arrows).

The Town Clerk reported the following changes requested by a member:

1.2 – Add the impacts of the war in Eastern Europe, Brexit and the mini budget.

Discussion ensued. It was agreed to add in a reference to the war in Ukraine and to make reference to the economic situation and the 'impacts of Brexit' generally throughout the plan.

3.45 – say it's a possibility not a firm date

4.3 – Check the percentage cuts from NSC over the last 10yrs.

Check the Real Living Wage and National Minimum Wage reference throughout the document.

7.4 – Check inflation rate.

7.106 – Was this Revenue Support Fund needed in addition to general reserves? The Deputy Town Clerk advised that due to the council's expansion she would like to introduce a new Capital Investment Reserve specifically for projects that have been recognised alongside the EMR accounts and suggests reviewing, the general reserve levels to approx. £400-£450k. This would be the audit recommendation level to meet 3.5 to 4 times average revenue spend. and advised a capital fund for big projects separate from EMR.

7.56 Review member allowances for new administration (2023-2027) for discussion at the E&G meeting May 2023.

From 7.58 - add current service provisions.

8.75 – appendix c will be created once adopted, ready for budget in Jan 2023.

11.12 – Check figures - increased by national min wage set by government.

11.15 – Add that the Blakehay could be affected.

Conclusion – Add that the MTFP will be reviewed annually to take into account inflation.

Members agreed all the proposed changes as highlighted in red.

The Deputy Town Clerk advised that there was not any extra cost implication to the 'Your Town Your Choice Survey' which would bolster what the council already did, a plan for this would be devised over the course of 2023/2024 with the council Communications and Marketing Officer.

8.71 – 8.74 – Agreed that one document was sufficient and that there was no requirement to do an alternative budget for P & F committee this year, as members felt the decision should sit with the council.

PROPOSED BY: Councillor Alan Peak

SECONDEDED BY: Councillor Robert Payne

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

RECOMMENDED: That the above alterations and principles from the draft MTFP be implemented within the budget recommended to the Policy & Finance Committee in

	<p>December for the budget year 2023/2024. Noting the final MTFP will go to Policy and Finance Committee in February 2023 ahead of the new financial year.</p>
6.	<p>Review of Planned Maintenance Programme of works for the Year 2022 / 2023</p> <p>The report of the Deputy Town Clerk and Appointed Contract Administrator had been previously circulated.</p> <p>The progress report as detailed on page 3 in the introduction was a summary of works in conjunction with the five-year plan previously approved by council. The PM programme had been running at the council since 2012. If members wished to see the complete document and 60-year cyclical analysis was available upon request via the Deputy Town Clerk.</p> <p>The current 5-year plan was in its last year and will be reviewed fully for 2023 / 2024, having been extended for a further year to allow a full review once the council had moved premises to Waterloo Street following the purchase in 2022 and would therefore no longer be responsible for Grove House and Grove Lodge.</p> <p>It was noted that proposed works following a mid-year review were summarised on page 4, 5 & 6 of the report from SJ Surveyors.</p> <p>A vote was taken and carried, and accordingly it was:</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. That the report and works completion for the year 2021 /2022 (section 2.0) page 4 be noted. 2. To approve the recommendations set out in (section 3.0) page 6/7 for the suggested programme of works for the year 2022 / 2023 (subject to budget availability).
7.	<p>Committee Reports</p> <p>Discussion ensued and the Town Clerk requested points for consideration.</p> <p>It was requested that there was more scope for consistency of officer reports in terms of style and what is expected of members. It was also important that the agreed layout could be read on members' equipment.</p>

	<p>Suggestions made were numbering of paragraphs and clear indication of where a decision was needed.</p> <p>The Town Clerk confirmed that Arial 12 was the agreed house style for accessibility compliance.</p> <p>The Deputy Town Clerk would look into the finance reports and how they could be formatted to be more easily readable by members.</p> <p>Some service area reports were repetitive and not reflective of the visual work undertaken in areas such as grounds.</p> <p>Only items that required a decision should be discussed at Committee level. The Town Clerk suggested that committees such as HAC and T&L that frequently only noted reports could be sub committees which met less frequently.</p> <p>The Deputy Town Clerk raised the doubling up of reporting financial figures to committees which sometimes caused audit problems and should be avoided.</p> <p>The Committee & Office Manager would welcome a review of the Committee Terms of Reference and suggested there were areas that overlapped which resulted in doubling up of Officer reports.</p> <p>RECOMMENDED: That the Town Clerk take away the comments and report back his recommendations at the next meeting on 19th January 2022.</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">• Review the Committee Terms of Reference and meeting cycles.• WIB grants scheme supporting communities. <p>RESOLVED: The DTC to submit proposed grant criteria to following E&G and</p>

	Community Services Committee.
	<p>There being no further business, the Chairman closed the meeting at 11:48 am</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 1st December 2022**

Meeting Commenced: 3:05 pm

Meeting Concluded: 4:23 pm

PRESENT: Councillors Helen Thornton (Chair), Catherine Gibbons and Dorothy Agassiz.

ALSO IN ATTENDANCE: Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk), Molly Maher (Senior Development Officer), Zoe Scott (Grounds Coordinator), Becky Walsh (Communications and Marketing Officer), Andy Chappel (Climate and Community Development Officer - CCDO), Amy Bond (Community Wellbeing Development Officer – CWDO and Lynda Wookey (Burnham and Weston Energy CIC)

1.	Apologies for Absence Apologies for absence were received from Steve Clark.
2.	Declaration of Interest There we no declarations of interest received.
	Members were introduced to the new Community Wellbeing Development Officer (CWDO) Amy Bond. Amy was working with the Healthy Living Centre to achieve the food club aspirations.
3.	Approval of the Minutes of the meeting held 29th September 2022 Members had previously requested a financial update which was not on the agenda for this meeting. It was requested that this be a standing item on the agenda going forward so members were aware of budgets and financial standing. The Chair asked if everyone had given feedback on the climate change training. The Senior Development Officer confirmed all feedback had been received and there was a suggestion from a member to review syntax and grammar issues, which had been fed back to South Gloucester Council. With these minor changes, the document was ready and the Senior Development Officer was waiting to get confirmation of a go-live date in early 2023 and would notify staff and councillors when they received this. RECOMMENDED: That the minutes be approved as correct by the Working Group and a financial update be added to future agenda's as a standing item.
4.	Natural England It was explained to members that this item had been left on the agenda rolling on from the previous meeting, but attendance was not confirmed. The Deputy Town Clerk explained that the Town Council had received Natural England grant funding for consultancy costs to produce a management plan and a programme of wellbeing events at Ellenborough Park West, working with the Community Wellbeing Development Officer.

	<p>ACTION: It was agreed by the group the item would be taken off the agenda until a further update was available.</p>
5.	<p>Community Fridge</p> <p>The Climate and Community Development Officer explained that inclusive of its trial period, the Fridge of Free Stuff had now been open for one year and the amount of food collected last month was the largest so far with over 3.6 tonnes of CO₂e saved.</p> <p>Members were notified that the Fridge of Free Stuff was very close to using all of its current funding and four grant applications had been submitted to support ongoing operation costs. The unit now had a donation box and was accepting public donations through cash and digitally through PayPal via a QR code. The Deputy Town Clerk reiterated to members that rent was not paid for the retail unit, but electricity bills, business rates and volunteer expenses were being paid for, which had used the majority of funding.</p> <p>The Climate and Community Development Officer continued by letting members know that new two new fridges had been purchased and were in place at the unit.</p> <p>The Communications and Marketing Officer highlighted the need to get information about the cost of living and food waste out into the public domain and the need to explain the differences between food projects, now that food clubs are opening up across the town. They would be working with the CCDO and CWDO on a documentary-style film to emphasise these different projects available to the public.</p> <p>The CCDO also acknowledged the changing landscape and importance of collaboration between the different food projects, with the CWDO agreeing that the move to more of a network of projects should be explored.</p> <p><i>Lynda Wookey entered the meeting at 3.40 pm.</i></p> <p>The Chair requested that the group see the budget figures for the fridge and queried whether a portion of the Town Council's climate budget could be allocated to the project. The Deputy Town Clerk agreed this could be a consideration but a large proportion of the current climate budget had already been committed to other areas and members would need to be considerate of this.</p> <p>Lynda Wookey asked whether the Fridge of Free Stuff accepted donations from the public. It was confirmed public donations were accepted, but strict guidelines did apply, and this route did not amount to a large volume of food presently, but a meeting had been set up with the town's allotment clubs in mid-January to discuss distribution of their surplus produce.</p> <p>Food Clubs</p> <p>The CWDO notified members that the Purple Sheep Pantry, run by WSM Food Bank based at Hughenden Road, was now open as a warm space, but the pantry element would not open until the new year. They continued by stating the pantry was experiencing the same supply chain issues as the Stable Food Shop, who had paused new memberships. On the development of a food club in South ward, the Deputy Town Clerk explained to members that issues with premises were still ongoing, with the need to demonstrate long-term sustainability a particular problem. They went on to state Alliance Homes had agreed to provide the lease of the sub-station unit, but the space was very small and it was felt by some members of the food club network that it should be driven by the community, so</p>

	<p>demand was currently unproven.</p> <p>The CWDO explained the idea of a mobile food club was being explored, but in both these instances, supply chain issues and driver capacity at FareShare would remain to be a block to start up.</p> <p>ACTION: That the CCDO bring figures to next meeting with a projection for the next year.</p>
6.	<p>Green Infrastructure Strategy Update</p> <p>The CCDO explained to members that no update was available and the Green Infrastructure Strategy would be worked on in the new year with consultant Steve Clark.</p>
7.	<p>Tree Forum</p> <p>Members were updated by the group's Chair on actions from the Weston Tree and Plant Group.</p> <p>Members were notified that it had been agreed at full Town Council to become the governing body for the community tree nursery project, which would be volunteer-led and run by the community, and would be known as <i>WeSEE Trees Community Tree Nursery</i> (based on land adjacent to the Maltlands Play Area).</p> <p>The planning of street tree planting across the town was underway, with the CCDO adding that members of the group were due to meet with North Somerset Council officers the following week to finalise planting locations and trees would be planted across February and March 2023.</p> <p>The CCDO explained that discussions were due to take place with North Somerset Council officers to identify disused land that could be used for a community 'parklet' trial and any update on this would be provided at a future meeting.</p> <p>The group Chair continued by highlighting the exploration of more sustainable planting across the town's beds and planters. Members were notified of recent events outside the Town Hall where sustainable, drought-resistant plants had been stolen from planters shortly after planting, leading to a reluctance to continue the planting scheme due to potential loss of money.</p> <p>The CCDO explained discussion at the group meeting surrounded stronger security methods and an emphasis on community education and neighbourhood policing of planters to reduce the possibility of criminal damage and they would like to work with the Assistant Town Clerk and Grounds Coordinator to explore improvements.</p> <p>The Communications and Marketing Officer notified members of the new Weston Tree and Plant Group website and encouraged all to visit the site.</p>
8.	<p>Tree Planting Fund</p> <p>The Deputy Clerk reiterated to members that funding of £10,000 for tree planting had been agreed, which would be matched by North Somerset Council and there was now a dedicated EMR for tree planting funding. The CCDO would be exploring donation and sponsorship opportunities for the 2023/24 planting season onwards.</p>

9.	<p>AOB</p> <p>The Chair raised the question of how the group could help people insulate their homes. Lynda Wookey, of Burnham and Weston Energy CIC notified members that they were currently looking for local energy champions across the region who could visit households and identify energy saving additions that could be made to save heat and money. Lynda explained that the opportunities could do with further exposure and it was agreed that the Communications and Marketing Officer would assist in sharing any materials online through Town Council streams.</p> <p>ACTION: An update on the Town Council's 'Roadmap to Zero' was requested by the group, which was agreed to be brought to the next meeting and be held as an ongoing agenda item.</p> <p>The Chair left the meeting 4.21 pm.</p>
	<p>There being no further business, the meeting ended at 4:23 pm.</p> <p>Signed Councillor Helen Thornton Chair</p> <p>Dated 08/01/2023</p>

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE HQ WORKING PARTY HELD AT WESTON
MUSEUM FRIDAY 18TH NOVEMBER 2022**

Meeting Commenced: 2:04pm

Meeting Concluded: 3:10pm

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

ALSO IN ATTENDANCE: Malcolm Nicholson, Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk – Operational Services), Molly Maher (Senior 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 23rd September 2022 The notes of the previous meeting were agreed as correct by the working party.
4.	Building updates 4.1 Update on compliance reports An update report was circulated with the agenda. The lightning conductors were proving to be difficult, with no access to be able to carry out an assessment. A fire risk assessment had been carried out as a legal requirement, however given that the building continues to be unoccupied, there was no detriment to life to assess. The electricity had been turned off with the exception of the security alarms and lighting. 4.2 Update on listed building application This was item would be covered under Steve's build update report. 4.3 Insurance The Deputy Town Clerk had been working with the insurers regarding lightning protection, as they were not previously willing to insure the building if it was struck by lightning. Discussions were ongoing but the Town Council's

	<p>case worker was sympathetic to the restrictions of the lack of access.</p> <p>4.4 Building Use Steve Townsend had approached the Town Council to ask if there would be space available to move the BID into the building. As they would be required to pay rent, this could be an income opportunity.</p> <p>ACTION: to continue conversations with BID regarding potential occupation in the building.</p>
5.	<p>Procurement for build updates</p> <p>Internal works and M+E Tender packs were out, with the M+E works incorporated into the specification. the programme had been worked around a decision at Policy and Finance on the 12th December. There was a delay in getting the tender packs out, which pushed the programme. This would affect the time needed to analysis the tenders, so the report for the meeting may go out late, or a recommendation may be made subject to confirmation of certain information. The works incorporated: heating, rewire, solar panels and internal alterations and decorations for the ground floor. It was suggested that some of the works may need to be excluded based on affordability. Members asked that Policy and Finance be told to expect a late report, to ensure it was read prior to the meeting.</p> <p>Front door and grill The Front door and Grill were being procured separately to the internal works as it was specialist.</p> <p>Flag pole Members previously asked for Steve to explore the possibility of including a flag pole on the building. Steve explained that it would not be practical, due to the safety requirements of changing the flag. Members suggested asking North Somerset Council to put a flag pole in the Italian Gardens.</p> <p>ACTION: to explore the cost of relocating the flag pole outside Grove House, against the cost of a new flag pole.</p> <p>Lightning conductors A risk assessment was being carried out, with feedback imminent. It was felt that there would need to be lightning protection as the tower was the highest point in the area. This would require digging into the pavement for earthing requirements. this process was currently being carried out for the Blakehay Theatre and Weston Museum, as was not a straightforward process. It was difficult to provide the information required regarding electrical elements, as there would be a building rewire.</p> <p>Roof The contractor had been awarded, and conversations had begun with the scaffold designers. There was a need to expose the structure to understand</p>

	<p>the weighting requirement. There would be a need for Party Walls Agreements with neighbouring properties where the scaffold would overlap onto their roofs.</p> <p>Ramp Planning permission had been submitted, and a flood risk assessment carried out. A decision was expected on the 9th January 2023.</p> <p>Planning applications for the internal works, front door and heating equipment would be submitted the following week. An acoustic survey was required for the heating system. The application for solar panels would be submitted when a weight assessment had been carried out.</p>
6.	<p>Exterior Signage and Building Name Signage examples were circulated with the agenda.</p> <p>Members agreed to go with the current Town Council font and shade of blue. The draft designs would be given to a signage design to be formally mocked up. Members also agreed that illumination behind the sign was preferable to lit up letters. It was suggested that the designers work alongside the North Somerset Council Shop Front Design Guide in order to give the best chance of receiving planning approval.</p> <p>Members were also asked about the possibility of exploring a bus stop sign to make the building identifiable from down the road. This would also require listed building consent. Members agreed this should be explored further.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • To commission AP Signs and Print to design signage options • To explore the inclusion of a bus stop style sign.
7.	<p>Refurbishment programme</p> <p>The indicative date for building occupation was June 2023, but this was subject to procurement dates and lead times. The roofing contractor was on standby to start work in April 2023. This work was being delayed deliberately. The contractor who was selected to carry out the roof works, was also part of the procurement process for the internal works. Should they be awarded that project also, there could be some potential savings if carried out simultaneously.</p> <p>The civic insignia would be going to the South West Heritage Trust to be programmed before being brought back to Weston Museum. Weston Museum's Community Liaison Officer would be working with volunteers to pack up the items in Grove House.</p> <p>Members discussed the small Hildesheim cabinet in Grove House, and whether there would be a place of recognition of the twinning in HQ. This would be considered further.</p> <p>The Deputy Town Clerk was trying to find potential uses for glass doors</p>

	<p>originally purchased for Weston Museum, and would be working with Steve Matthews to consider this.</p> <p>A project programme had been drafted to consider all the elements of the work being carried out in HQ, as well as practical considerations such as removal services to relocate from Grove House and Grove Lodge. until contractors had been selected for the building works, and a timeline presented, this was a working document online. When finalised it would be circulated to members.</p>
8.	<p>PWLB Update</p> <p>Approval to borrow had been granted, and information had been submitted to the PWLB to release the funds.</p> <p>A financial programme was tabled at the meeting. the Deputy Town Clerk noted that it would be updated and brought back to each meeting. The current projected total project cost was £1.1 million including purchase price. The would need to be a revenue commitment reflected in next years' budget.</p>
9.	<p>Local Studies Project update</p> <p>A member asked for clarification where in the building the local studies room would be. There were two proposed locations on the second floor, the office above the Town Clerks office (suggested as storage), and the office down the hall as a community meeting space and study room. Whilst this did cause issues of accessibility, it was recognised that there was space available on the ground floor for use if required.</p> <p>Members enquired about the Mercury records held at Axbridge. It was suggested that as part of the project, a cataloguing exercise should be carried out, as there was a possibility of duplications of records.</p> <p>Grant funding would be explored to deliver the project, and a working group set up which would feed into this group. It was hoped a meeting would take place after Christmas. Steve noted that the floor may need to be strengthened in order to store the records</p> <p>It was suggested that copies of newspapers (e.g. peoples birth dates) could be sold as an income stream.</p> <p><i>The Assistant Town Clerk (Operational Services) left the meeting at 2:59pm.</i></p> <p>Members discussed artwork throughout the building. it was suggested that the Town Council work with the south West Heritage Trust for potential replicas, as well as working with community artists, such as Rosie Smith. It was suggested that an artwork plan could be created to map out the locations throughout the building.</p>

10.	To note future meeting dates: RECOMMENDED: That the future meeting dates be noted.
	AOB Members requested another visit to HQ. It was agreed to visit on 9 th December at 10am.
	There being no further business the meeting ended at 3.10pm. Signed Dated

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	<u>£ 673,896.34</u>
May-22	£ 24,591.30	£ 284,497.16	£ 25.12	£ 36.43	<u>£ 309,150.01</u>
Jun-22	£ 7,640.56	£ 213,688.96	£ 19.52	£ 20.52	<u>£ 221,369.56</u>
Jul-22	£ 13,882.02	£ 188,604.59	£ 22.30	£ 21.84	<u>£ 202,530.75</u>
Aug-22	£ 14,400.70	£ 298,083.53	£ 18.99	£ 15.00	<u>£ 312,518.22</u>
Sep-22	£ 21,319.20	£ 335,320.21	£ 22.37	£ 15.00	<u>£ 356,676.78</u>
Oct-22	£ 21,319.20	£ 221,183.14	£ 19.16	£ 15.00	<u>£ 242,536.50</u>
Nov-22	£ 59,872.14	£ 205,723.60	£ 15.00	£ 16.60	<u>£ 265,627.34</u>
Dec-22	£ 130,911.14	£ 206,833.51	£ 18.69	£ 15.00	<u>£ 337,778.34</u>

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

BANK RECONCILIATIONS

	Agenda Item				ADD		Petty Cash & floats held:						Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats	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
30th September 2022													
Account Balance	2,297,894.66	25,750.43	7,177.76	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	3,284.87	0.00	0.00	0.00									
plus: receipts not banked	2,565.12	0.00	0.00	0.00									
	2,297,174.91	25,750.43	7,177.76	30,131.56	2,360,234.66	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,881,544.66
31st October 2022													
Account Balance	2,011,054.65	25,436.35	7,162.76	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	3,059.56	138.64	0.00	0.00									
plus: receipts not banked	5,833.52	0.00	0.00	0.00									
	2,013,828.61	25,297.71	7,162.76	30,131.56	2,076,420.64	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,597,730.64
30th November 2022													
Account Balance	1,785,898.71	25,016.92	7,146.16	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	4,928.17	0.00	0.00	0.00									
plus: receipts not banked	347.38	0.00	0.00	0.00									
	1,781,317.92	25,016.92	7,146.16	30,131.56	1,843,612.56	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,364,922.56
31st December 2022													
Account Balance	1,740,724.85	24,998.23	7,545.91	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	3,359.56	0.00	0.00	0.00									
plus: receipts not banked	40.00	0.00	0.00	0.00									
	1,737,405.29	24,998.23	7,545.91	30,131.56	1,800,080.99	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,321,390.99

Detailed Income & Expenditure by Budget Heading 301122

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
1020 Kickstarter Grant Income	0	14,857	0	(14,857)			0.0%
1100 Miscellaneous Income	0	178	0	(178)			0.0%
Central Administration :- Income	0	15,034	0	(15,034)			
4000 Staffing Costs	43,982	246,929	346,042	99,113		99,113	71.4%
4006 Moorepay/IT payroll HR softwar	0	3,588	5,635	2,047		2,047	63.7%
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	20	2,785	3,500	715		715	79.6%
4012 Travel & Subsistence Expenses	111	138	500	362		362	27.7%
4013 Training	29	1,035	7,622	6,587		6,587	13.6%
4019 Website Costs-TC	0	603	500	(103)		(103)	120.6%
4030 Equipment Purchase	815	914	1,000	87		87	91.3%
4031 Equipment - Rental	144	6,251	8,000	1,749		1,749	78.1%
4034 Equipment Repairs	0	13	500	487		487	2.6%
4035 Telephone	445	3,668	4,088	420		420	89.7%
4036 Stationery	291	1,653	1,750	97		97	94.5%
4038 Recruitment / Advertising	0	4,246	3,000	(1,246)		(1,246)	141.5%
4040 Audit & Accountancy	2,400	4,556	6,000	1,444		1,444	75.9%
4041 Fees, Subs and Conferences	639	1,718	3,300	1,582		1,582	52.1%
4042 Postages	283	2,533	6,200	3,667		3,667	40.9%
4043 Ink Cartridges/printing	308	1,124	1,600	476		476	70.3%
4044 Insurance	46	12,477	6,000	(6,477)		(6,477)	208.0%
4049 Legal fees	0	226	5,000	4,774		4,774	4.5%
4107 IT Support & Upgrade	2,369	9,723	20,000	10,277		10,277	48.6%
4136 Credit Card Chgs	69	327	150	(177)		(177)	218.1%
4151 Catering	297	1,350	1,500	150		150	90.0%
6020 Allocation to Cost Centres	(53,611)	(296,940)	(328,149)	(31,209)		(31,209)	90.5%
Central Administration :- Indirect Expenditure	(1,364)	13,670	109,380	95,710	0	95,710	12.5%
Net Income over Expenditure	1,364	1,364	(109,380)	(110,744)			
<u>103 Grove House</u>							
4102 NNDR	536	4,292	1,609	(2,683)		(2,683)	266.8%
4104 Utilities - Water	691	827	50	(777)		(777)	1653.7%
4105 Utilities - Heat & Light	0	1,342	600	(742)		(742)	223.7%
4109 Alarm system	0	65	500	435		435	13.0%
4110 Cleaning	398	3,021	1,178	(1,843)		(1,843)	256.4%
4111 Window Cleaning	13	60	0	(60)		(60)	0.0%
4114 Refuse Removal	56	278	740	462		462	37.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6020 Allocation to Cost Centres	(2,138)	(10,330)	(26,331)	(16,001)		(16,001)	39.2%
Grove House :- Indirect Expenditure	(445)	(445)	(21,654)	(21,209)	0	(21,209)	2.1%
Net Expenditure	445	445	21,654	21,209			
104 Grove Lodge							
4030 Equipment Purchase	0	20	0	(20)		(20)	0.0%
4102 NNDR	225	1,800	674	(1,126)		(1,126)	267.1%
4104 Utilities - Water	22	(312)	113	425		425	(276.0%)
4105 Utilities - Heat & Light	(80)	1,449	500	(949)		(949)	289.9%
4109 Alarm system	0	60	500	440		440	12.0%
4110 Cleaning	236	2,013	777	(1,236)		(1,236)	259.1%
4111 Window Cleaning	13	60	0	(60)		(60)	0.0%
4132 Rent	417	3,333	1,250	(2,083)		(2,083)	266.7%
6020 Allocation to Cost Centres	(831)	(8,424)	(26,331)	(17,907)		(17,907)	32.0%
Grove Lodge :- Indirect Expenditure	0	0	(22,517)	(22,517)	0	(22,517)	0.0%
Net Expenditure	(0)	(0)	22,517	22,517			
105 Community Services							
4158 Weston in Bloom	1,365	6,897	16,000	9,103		9,103	43.1%
4200 Small grants to Voluntary Orgs	3,000	5,450	12,500	7,050		7,050	43.6%
4204 VANS	3,000	3,000	3,000	0		0	100.0%
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	106,267	86,595	(19,672)		(19,672)	122.7%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	716	819	6,500	5,681		5,681	12.6%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	1,255	980	6,000	5,020		5,020	16.3%
4228 Blue Plaques	0	589	1,500	911		911	39.3%
4229 Armed Forces Celebrations	0	16,347	9,500	(6,847)		(6,847)	172.1%
4250 Community Events Grants	0	58,623	60,000	1,377		1,377	97.7%
4252 Crime & Disorder	0	9,419	0	(9,419)		(9,419)	0.0%
4864 Homeless Support Fund	0	50,000	50,000	0		0	100.0%
6000 Admin Salaries Recharge	3,717	21,852	21,933	81		81	99.6%
6005 Admin Overhead Recharge	813	3,239	5,796	2,557		2,557	55.9%
6007 Grove House Recharge	181	842	2,313	1,471		1,471	36.4%
6008 Grove Lodge Recharges	70	711	2,313	1,602		1,602	30.7%
6009 HQ recharges	495	495	0	(495)		(495)	0.0%
6010 Grounds Salaries Recharge	6,036	30,817	38,583	7,766		7,766	79.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6015 Grounds Overhead Recharge	3,080	15,443	13,581	(1,862)		(1,862)	113.7%
6030 Operational Staffing Recharge	1,173	6,689	12,582	5,893		5,893	53.2%
6035 Operational Overhead Recharge	111	419	1,062	643		643	39.5%
Community Services :- Indirect Expenditure	25,012	356,359	429,266	72,907	0	72,907	83.0%

Net Expenditure	(25,012)	(356,359)	(429,266)	(72,907)
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107 Civic Support

4000 Staffing Costs	4,085	21,127	22,900	1,773		1,773	92.3%
4036 Stationery	0	56	200	144		144	28.2%
4044 Insurance	0	7,462	200	(7,262)		(7,262)	3730.8%
4050 Printing	(128)	703	1,405	702		702	50.0%
4150 Chauffeur/travel costs	233	3,136	5,550	2,414		2,414	56.5%
4151 Catering	1,360	5,174	10,250	5,076		5,076	50.5%
4152 Civic Miscellaneous	794	3,655	3,994	339		339	91.5%
4153 Chairman's Allowance	1,175	2,973	4,496	1,523		1,523	66.1%
4154 Clvic Regalia	0	107	2,400	2,294		2,294	4.4%
4162 Queens Jubilee Event	106	2,399	3,500	1,101		1,101	68.6%
6000 Admin Salaries Recharge	6,318	37,137	37,269	132		132	99.6%
6005 Admin Overhead Recharge	1,381	5,505	9,855	4,350		4,350	55.9%
6007 Grove House Recharge	307	1,428	7,560	6,132		6,132	18.9%
6008 Grove Lodge Recharges	119	1,209	7,560	6,351		6,351	16.0%
6009 HQ recharges	839	839	0	(839)		(839)	0.0%
6010 Grounds Salaries Recharge	1,549	7,907	9,900	1,993		1,993	79.9%
6015 Grounds Overhead Recharge	790	3,962	3,483	(479)		(479)	113.8%
6030 Operational Staffing Recharge	118	670	1,260	590		590	53.2%
6035 Operational Overhead Recharge	11	42	108	66		66	38.9%
Civic Support :- Indirect Expenditure	19,057	105,491	131,890	26,399	0	26,399	80.0%

Net Expenditure	(19,057)	(105,491)	(131,890)	(26,399)
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108 Democratic Representation

4013 Training	0	2,839	1,525	(1,314)		(1,314)	186.2%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	0	1,991	7,000	5,009		5,009	28.4%
4107 IT Support & Upgrade	316	1,295	2,858	1,563		1,563	45.3%
6000 Admin Salaries Recharge	12,680	74,534	74,799	265		265	99.6%
6005 Admin Overhead Recharge	2,771	11,046	19,773	8,727		8,727	55.9%
6007 Grove House Recharge	616	2,866	1,170	(1,696)		(1,696)	245.0%
6008 Grove Lodge Recharges	240	2,428	1,170	(1,258)		(1,258)	207.5%
6009 HQ recharges	1,686	1,686	0	(1,686)		(1,686)	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	47	268	504	236		236	53.2%
6035 Operational Overhead Recharge	4	16	45	29		29	35.6%
Democratic Representation :- Indirect Expenditure	18,360	98,969	123,844	24,875	0	24,875	79.9%
Net Expenditure	(18,360)	(98,969)	(123,844)	(24,875)			
<u>110 Other Costs & Income</u>							
1176 Precept	0	2,631,385	0	(2,631,385)			0.0%
1190 Bank Interest	706	3,708	2,500	(1,208)			148.3%
1191 CIL Received	0	23,568	0	(23,568)			0.0%
1616 General Reserve Movement	0	0	200,000	200,000			0.0%
Other Costs & Income :- Income	706	2,658,661	202,500	(2,456,161)			1312.9%
4051 Bank Charges	244	2,546	22,800	20,254		20,254	11.2%
4060 PWLB Interest repaid-Blakehay	0	4,611	4,611	0		0	100.0%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0		0	100.0%
4068 PWLB Interest repaid-Water Pk	0	8,986	3,203	(5,783)		(5,783)	280.6%
4069 PWLB Capital repaid-Water Pk	0	11,373	17,155	5,782		5,782	66.3%
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	244	39,516	123,560	84,044	0	84,044	32.0%
Net Income over Expenditure	461	2,619,145	78,940	(2,540,205)			
<u>111 Strategic Planning/Projects</u>							
4049 Legal fees	2,744	7,175	25,000	17,825		17,825	28.7%
4213 Development budget	10	887	1,000	113		113	88.7%
6000 Admin Salaries Recharge	3,880	22,809	22,887	78		78	99.7%
6005 Admin Overhead Recharge	848	3,379	6,923	3,544		3,544	48.8%
6007 Grove House Recharge	189	877	261	(616)		(616)	336.0%
6008 Grove Lodge Recharges	73	743	765	22		22	97.1%
6009 HQ recharges	516	516	0	(516)		(516)	0.0%
6030 Operational Staffing Recharge	118	673	1,260	587		587	53.4%
6035 Operational Overhead Recharge	11	45	108	63		63	41.7%
Strategic Planning/Projects :- Indirect Expenditure	8,389	37,104	58,204	21,100	0	21,100	63.7%
Net Expenditure	(8,389)	(37,104)	(58,204)	(21,100)			
<u>112 Environmental</u>							
4076 Environmental / Climate	2,764	14,262	100,000	85,738		85,738	14.3%
6000 Admin Salaries Recharge	999	5,871	5,877	6		6	99.9%

Detailed Income & Expenditure by Budget Heading 301122

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	218	870	700	(170)		(170)	124.3%
6007 Grove House Recharge	49	605	692	87		87	87.4%
6008 Grove Lodge Recharges	18	190	690	500		500	27.5%
6009 HQ recharges	129	129	0	(129)		(129)	0.0%
6030 Operational Staffing Recharge	235	1,339	2,511	1,172		1,172	53.3%
6035 Operational Overhead Recharge	22	84	216	132		132	38.9%
Environmental :- Indirect Expenditure	4,434	23,350	110,686	87,336	0	87,336	21.1%
Net Expenditure	(4,434)	(23,350)	(110,686)	(87,336)			
<u>113 Operational Services</u>							
4000 Staffing Costs	9,267	52,853	132,476	79,623		79,623	39.9%
4012 Travel & Subsistence Expenses	113	174	500	326		326	34.7%
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%
4035 Telephone	22	179	0	(179)		(179)	0.0%
4041 Fees, Subs and Conferences	30	(120)	400	520		520	(30.0%)
4107 IT Support & Upgrade	593	2,849	4,682	1,833		1,833	60.8%
4151 Catering	0	23	500	477		477	4.6%
4253 Volunteer Events	0	75	750	675		675	10.0%
6020 Allocation to Cost Centres	(10,144)	(56,166)	(104,010)	(47,844)		(47,844)	54.0%
6035 Operational Overhead Recharge	0	0	3,720	3,720		3,720	0.0%
Operational Services :- Indirect Expenditure	(119)	(121)	43,341	43,462	0	43,462	(0.3%)
Net Expenditure	119	121	(43,341)	(43,462)			
<u>115 HQ</u>							
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	497	3,379	10,000	6,621		6,621	33.8%
4044 Insurance	0	19,267	0	(19,267)		(19,267)	0.0%
4102 NNDR	0	0	15,594	15,594		15,594	0.0%
4104 Utilities - Water	86	147	1,000	853		853	14.7%
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	18	242	200	(42)		(42)	121.0%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	750	4,500	9,500	5,000		5,000	47.4%
6020 Allocation to Cost Centres	(5,851)	(5,851)	(3,720)	2,131		2,131	157.3%
6035 Operational Overhead Recharge	0	0	(3,720)	(3,720)		(3,720)	0.0%
HQ :- Indirect Expenditure	(4,500)	21,684	54,036	32,352	0	32,352	40.1%
Net Expenditure	4,500	(21,684)	(54,036)	(32,352)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
120 Blakehay Central Costs							
1100 Miscellaneous Income	0	0	39,238	39,238			0.0%
1105 Blakehay Box office income	18,843	20,545	4,968	(15,577)			413.5%
Blakehay Central Costs :- Income	18,843	20,545	44,206	23,661			46.5%
4000 Staffing Costs	8,042	43,434	57,206	13,772		13,772	75.9%
4013 Training	0	788	2,077	1,289		1,289	37.9%
4014 P P E / Health & Safety	5	750	3,000	2,250		2,250	25.0%
4019 Website Costs-TC	0	308	500	193		193	61.5%
4030 Equipment Purchase	753	(623)	7,500	8,123		8,123	(8.3%)
4031 Equipment - Rental	0	782	5,300	4,518		4,518	14.7%
4034 Equipment Repairs	565	1,010	3,500	2,490		2,490	28.9%
4035 Telephone	119	791	1,272	482		482	62.1%
4036 Stationery	27	224	500	276		276	44.7%
4043 Ink Cartridges/printing	34	120	200	80		80	59.8%
4044 Insurance	0	9,640	3,055	(6,585)		(6,585)	315.6%
4102 NNDR	314	2,513	3,493	980		980	71.9%
4104 Utilities - Water	32	416	924	508		508	45.0%
4105 Utilities - Heat & Light	20	14,012	7,500	(6,512)		(6,512)	186.8%
4107 IT Support & Upgrade	332	2,403	2,004	(399)		(399)	119.9%
4109 Alarm system	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	1,483	12,710	17,801	5,091		5,091	71.4%
4111 Window Cleaning	75	300	300	0		0	100.0%
4114 Refuse Removal	174	834	2,284	1,450		1,450	36.5%
4131 Licenses	35	454	1,191	737		737	38.1%
4136 Credit Card Chgs	41	299	130	(169)		(169)	230.1%
4151 Catering	42	42	0	(42)		(42)	0.0%
6000 Admin Salaries Recharge	2,398	14,094	14,148	54		54	99.6%
6005 Admin Overhead Recharge	524	2,088	3,742	1,654		1,654	55.8%
6007 Grove House Recharge	95	444	2,095	1,651		1,651	21.2%
6008 Grove Lodge Recharges	37	375	3,771	3,396		3,396	9.9%
6009 HQ recharges	261	261	0	(261)		(261)	0.0%
6010 Grounds Salaries Recharge	749	3,823	4,788	965		965	79.8%
6015 Grounds Overhead Recharge	382	1,914	1,683	(231)		(231)	113.7%
6030 Operational Staffing Recharge	1,316	7,504	14,112	6,608		6,608	53.2%
6035 Operational Overhead Recharge	125	470	1,188	718		718	39.6%
Blakehay Central Costs :- Indirect Expenditure	17,980	122,177	166,264	44,087	0	44,087	73.5%
Net Income over Expenditure	863	(101,633)	(122,058)	(20,425)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
121 Blakehay -Auditorium							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	(575)	25,394	11,000	(14,394)			230.9%
Blakehay -Auditorium :- Income	(575)	25,394	11,100	(14,294)			228.8%
4000 Staffing Costs	3,230	18,057	39,520	21,463		21,463	45.7%
4039 Advertising & Marketing	(17)	877	3,650	2,773		2,773	24.0%
4224 Blakehay Performing Rights	0	0	522	522		522	0.0%
Blakehay -Auditorium :- Indirect Expenditure	3,213	18,934	43,692	24,758	0	24,758	43.3%
Net Income over Expenditure	(3,788)	6,460	(32,592)	(39,052)			
122 Blakehay - Upper Studio							
1014 BH evening classes income	125	500	1,050	550			47.6%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	269	5,104	10,125	5,021			50.4%
Blakehay - Upper Studio :- Income	394	5,604	14,835	9,231			37.8%
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	394	5,292	13,785	8,493			
123 Blakehay Bar							
1090 Bookings	0	208	0	(208)			0.0%
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	3,374	7,925	17,500	9,575			45.3%
Blakehay Bar :- Income	3,374	8,133	19,525	11,392			41.7%
4000 Staffing Costs	1,925	10,255	18,604	8,349		8,349	55.1%
4031 Equipment - Rental	44	374	2,432	2,058		2,058	15.4%
4405 Blakehay Bar Expenditure	1,574	3,710	8,000	4,290		4,290	46.4%
Blakehay Bar :- Indirect Expenditure	3,543	14,339	29,036	14,697	0	14,697	49.4%
Net Income over Expenditure	(169)	(6,206)	(9,511)	(3,305)			
125 Blakehay -Live Shows							
1106 Blakehay events income	0	8,636	48,000	39,364			18.0%
Blakehay -Live Shows :- Income	0	8,636	48,000	39,364			18.0%
4016 Show costs	5,619	8,892	24,000	15,108		15,108	37.1%
4039 Advertising & Marketing	0	165	7,300	7,135		7,135	2.3%
Blakehay -Live Shows :- Indirect Expenditure	5,619	9,057	31,300	22,243	0	22,243	28.9%
Net Income over Expenditure	(5,619)	(421)	16,700	17,121			

	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	11,743	0	(11,743)			0.0%
1100 Miscellaneous Income	340	2,973	5,000	2,027			59.5%
1122 Fundraising	10	10	0	(10)			0.0%
Museum Central Costs :- Income	351	14,726	5,000	(9,726)			294.5%
4000 Staffing Costs	17,127	74,075	92,287	18,212		18,212	80.3%
4012 Travel & Subsistence Expenses	0	95	0	(95)		(95)	0.0%
4013 Training	0	736	3,262	2,526		2,526	22.6%
4014 P P E / Health & Safety	0	286	500	214		214	57.1%
4019 Website Costs-TC	0	363	600	237		237	60.5%
4030 Equipment Purchase	0	1,241	1,500	259		259	82.7%
4031 Equipment - Rental	44	447	1,616	1,169		1,169	27.6%
4034 Equipment Repairs	0	618	1,000	382		382	61.8%
4035 Telephone	239	1,974	3,042	1,069		1,069	64.9%
4036 Stationery	17	343	500	157		157	68.7%
4039 Advertising & Marketing	55	872	6,500	5,628		5,628	13.4%
4041 Fees, Subs and Conferences	0	30	666	636		636	4.5%
4044 Insurance	27	9,667	1,200	(8,467)		(8,467)	805.6%
4102 NNDR	5,325	44,321	53,248	8,927		8,927	83.2%
4104 Utilities - Water	40	240	750	510		510	32.0%
4105 Utilities - Heat & Light	1,764	8,408	12,000	3,592		3,592	70.1%
4107 IT Support & Upgrade	887	3,875	4,509	634		634	85.9%
4109 Alarm system	30	247	1,500	1,254		1,254	16.4%
4110 Cleaning	888	7,192	12,000	4,808		4,808	59.9%
4111 Window Cleaning	50	400	600	200		200	66.7%
4114 Refuse Removal	168	2,134	2,373	239		239	89.9%
4131 Licenses	35	1,118	1,600	483		483	69.8%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	2,002	11,766	11,808	42		42	99.6%
6005 Admin Overhead Recharge	438	1,743	3,123	1,380		1,380	55.8%
6007 Grove House Recharge	97	452	999	547		547	45.2%
6008 Grove Lodge Recharges	38	384	1,197	813		813	32.1%
6009 HQ recharges	265	265	0	(265)		(265)	0.0%
6010 Grounds Salaries Recharge	1,239	6,327	7,920	1,593		1,593	79.9%
6015 Grounds Overhead Recharge	632	3,170	2,790	(380)		(380)	113.6%
6030 Operational Staffing Recharge	2,111	12,039	22,635	10,596		10,596	53.2%
6035 Operational Overhead Recharge	200	753	1,908	1,155		1,155	39.5%
Museum Central Costs :- Indirect Expenditure	33,719	195,579	325,893	130,314	0	130,314	60.0%
Net Income over Expenditure	(33,368)	(180,853)	(320,893)	(140,040)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
141 Museum Learning and Events							
1006 Learning Income	883	6,090	4,500	(1,590)			135.3%
1008 Museum handling box hire	0	1,275	1,800	525			70.8%
1103 Other event misc income	70	1,422	0	(1,422)			0.0%
Museum Learning and Events :- Income	953	8,787	6,300	(2,487)			139.5%
4000 Staffing Costs	4,699	26,360	30,704	4,344		4,344	85.9%
4012 Travel & Subsistence Expenses	0	65	0	(65)		(65)	0.0%
4020 Learning/Event education equip	(12)	543	1,000	457		457	54.3%
4058 Learning/Events Museum events	0	1,630	1,750	120		120	93.2%
Museum Learning and Events :- Indirect Expenditure	4,686	28,598	33,454	4,856	0	4,856	85.5%
Net Income over Expenditure	(3,733)	(19,811)	(27,154)	(7,343)			
142 Museum Cafe							
1004 Cafe Sales	4,084	31,670	62,000	30,330			51.1%
1006 Learning Income	300	300	0	(300)			0.0%
Museum Cafe :- Income	4,384	31,970	62,000	30,030			51.6%
4000 Staffing Costs	6,598	28,947	39,884	10,937		10,937	72.6%
4014 P P E / Health & Safety	0	170	1,500	1,330		1,330	11.3%
4017 Museum cafe equip rental	347	1,602	1,980	378		378	80.9%
4030 Equipment Purchase	53	2,584	2,000	(584)		(584)	129.2%
4031 Equipment - Rental	13	13	0	(13)		(13)	0.0%
4110 Cleaning	61	604	845	241		241	71.4%
4114 Refuse Removal	25	152	2,462	2,310		2,310	6.2%
4406 Bar Stock	55	2,397	2,500	103		103	95.9%
4407 Museum cafe stock	2,525	14,555	15,000	445		445	97.0%
Museum Cafe :- Indirect Expenditure	9,678	51,023	66,171	15,148	0	15,148	77.1%
Net Income over Expenditure	(5,294)	(19,053)	(4,171)	14,882			
143 Museum shop/retail							
1005 Museum Shop Sales	1,004	8,458	13,500	5,042			62.7%
1009 Museum sale or return comm	0	659	4,000	3,341			16.5%
Museum shop/retail :- Income	1,004	9,118	17,500	8,382			52.1%
4031 Equipment - Rental	13	104	156	52		52	66.6%
4136 Credit Card Chgs	41	299	110	(189)		(189)	272.0%
4408 Museum shop stock	1,436	6,349	7,500	1,151		1,151	84.7%
Museum shop/retail :- Indirect Expenditure	1,490	6,752	7,766	1,014	0	1,014	86.9%
Net Income over Expenditure	(487)	2,365	9,734	7,369			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145 Museum Function							
1004 Cafe Sales	0	1,038	0	(1,038)			0.0%
1019 Internal Bookings (Council)	0	1,669	2,040	371			81.8%
1103 Other event misc income	586	923	9,000	8,077			10.3%
1104 Function Income	636	11,528	9,000	(2,528)			128.1%
Museum Function :- Income	1,222	15,158	20,040	4,882			75.6%
4400 Museum Function Expenditure	616	1,946	0	(1,946)		(1,946)	0.0%
Museum Function :- Direct Expenditure	616	1,946	0	(1,946)	0	(1,946)	
4000 Staffing Costs	0	301	15,249	14,948		14,948	2.0%
4030 Equipment Purchase	0	2,335	3,000	665		665	77.8%
4420 Function Expenditure (1104)	100	100	0	(100)		(100)	0.0%
Museum Function :- Indirect Expenditure	100	2,736	18,249	15,513	0	15,513	15.0%
Net Income over Expenditure	506	10,476	1,791	(8,685)			
199 Capital Projects							
4103 Capital project	10,104	27,500	175,000	147,500		147,500	15.7%
4999 General Reserve	0	412,336	0	(412,336)		(412,336)	0.0%
Capital Projects :- Indirect Expenditure	10,104	439,836	175,000	(264,836)	0	(264,836)	251.3%
Net Expenditure	(10,104)	(439,836)	(175,000)	264,836			
300 Planning							
6000 Admin Salaries Recharge	1,680	9,879	9,918	39		39	99.6%
6005 Admin Overhead Recharge	367	1,464	2,619	1,155		1,155	55.9%
6007 Grove House Recharge	82	380	1,314	934		934	28.9%
6008 Grove Lodge Recharges	32	322	261	(61)		(61)	123.4%
6009 HQ recharges	225	225	0	(225)		(225)	0.0%
Planning :- Indirect Expenditure	2,386	12,270	14,112	1,842	0	1,842	86.9%
Net Expenditure	(2,386)	(12,270)	(14,112)	(1,842)			
400 Central Grounds Maintenance							
4000 Staffing Costs	34,046	183,853	290,112	106,259		106,259	63.4%
4013 Training	0	2,144	6,663	4,519		4,519	32.2%
4014 P P E / Health & Safety	512	1,602	3,500	1,898		1,898	45.8%
4015 SLA Somerset	0	22,698	28,882	6,184		6,184	78.6%
4019 Website Costs-TC	0	30	0	(30)		(30)	0.0%
4025 Vehicle Maintenance	804	6,208	5,000	(1,208)		(1,208)	124.2%
4026 Petrol / Diesel	0	5,037	5,000	(37)		(37)	100.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4030 Equipment Purchase	2,588	5,647	7,575	1,928		1,928	74.5%
4031 Equipment - Rental	543	7,581	20,469	12,888		12,888	37.0%
4034 Equipment Repairs	32	1,106	4,500	3,394		3,394	24.6%
4035 Telephone	201	1,673	2,550	877		877	65.6%
4036 Stationery	22	22	0	(22)		(22)	0.0%
4041 Fees, Subs and Conferences	0	95	0	(95)		(95)	0.0%
4044 Insurance	366	7,812	5,500	(2,312)		(2,312)	142.0%
4107 IT Support & Upgrade	1,776	4,216	12,000	7,784		7,784	35.1%
4114 Refuse Removal	1,034	1,160	500	(660)		(660)	232.0%
4116 Dogbin Emptying	294	294	0	(294)		(294)	0.0%
4151 Catering	78	615	0	(615)		(615)	0.0%
6020 Allocation to Cost Centres	(51,418)	(260,914)	(294,201)	(33,287)		(33,287)	88.7%
Central Grounds Maintenance :- Indirect Expenditure	(9,122)	(9,121)	98,050	107,171	0	107,171	(9.3%)
Net Expenditure	9,122	9,121	(98,050)	(107,171)			
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	0	1,732	0	(1,732)		(1,732)	0.0%
4108 Building / Maintenance	16	1,093	1,300	207		207	84.1%
6000 Admin Salaries Recharge	198	1,163	1,170	7		7	99.4%
6005 Admin Overhead Recharge	43	171	306	135		135	55.9%
6007 Grove House Recharge	10	45	2,214	2,169		2,169	2.0%
6008 Grove Lodge Recharges	4	38	2,214	2,176		2,176	1.7%
6009 HQ recharges	27	27	0	(27)		(27)	0.0%
6010 Grounds Salaries Recharge	2,165	11,056	13,842	2,786		2,786	79.9%
6015 Grounds Overhead Recharge	1,105	5,540	4,869	(671)		(671)	113.8%
6030 Operational Staffing Recharge	46	266	495	229		229	53.7%
6035 Operational Overhead Recharge	4	16	45	29		29	35.6%
Allotments :- Indirect Expenditure	3,618	21,147	26,455	5,308	0	5,308	79.9%
Net Income over Expenditure	(3,618)	(21,147)	(26,055)	(4,908)			
420 Milton Road Cemetery							
1010 Interments	3,251	27,401	52,000	24,599			52.7%
1011 Memorials	854	3,932	5,500	1,568			71.5%
1100 Miscellaneous Income	549	1,992	2,750	758			72.4%
Milton Road Cemetery :- Income	4,654	33,325	60,250	26,925			55.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4034 Equipment Repairs	0	17	2,000	1,983		1,983	0.8%
4054 Grave Digging	425	5,431	12,500	7,069		7,069	43.4%
4055 Memorials	136	3,915	7,000	3,085		3,085	55.9%
4102 NNDR	354	2,832	3,543	711		711	79.9%
4104 Utilities - Water	675	1,241	750	(491)		(491)	165.5%
4105 Utilities - Heat & Light	16	112	180	68		68	62.3%
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	2,200	12,932	12,978	46		46	99.6%
6005 Admin Overhead Recharge	481	1,915	3,429	1,514		1,514	55.8%
6007 Grove House Recharge	107	500	2,873	2,373		2,373	17.4%
6008 Grove Lodge Recharges	42	423	999	576		576	42.3%
6009 HQ recharges	293	293	0	(293)		(293)	0.0%
6010 Grounds Salaries Recharge	11,297	57,672	72,198	14,526		14,526	79.9%
6015 Grounds Overhead Recharge	5,764	28,901	25,416	(3,485)		(3,485)	113.7%
6030 Operational Staffing Recharge	352	2,008	4,339	2,331		2,331	46.3%
6035 Operational Overhead Recharge	33	126	315	189		189	40.0%
Milton Road Cemetery :- Indirect Expenditure	22,174	118,346	151,673	33,327	0	33,327	78.0%
Net Income over Expenditure	(17,520)	(85,021)	(91,423)	(6,402)			
<u>451 Youth Activities</u>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	58,060	67,158	9,098		9,098	86.5%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	440	2,585	2,592	7		7	99.7%
6005 Admin Overhead Recharge	96	383	684	301		301	56.0%
6007 Grove House Recharge	21	99	810	711		711	12.2%
6008 Grove Lodge Recharges	8	83	999	916		916	8.3%
6009 HQ recharges	59	59	0	(59)		(59)	0.0%
Youth Activities :- Indirect Expenditure	624	61,269	75,743	14,474	0	14,474	80.9%
Net Expenditure	(624)	(61,269)	(75,743)	(14,474)			
<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	1,240	7,848	11,105	3,257			70.7%
Street Furniture :- Income	1,240	7,848	11,105	3,257			70.7%
4105 Utilities - Heat & Light	0	745	1,000	255		255	74.5%
4115 Dogbin purchase	0	472	780	308		308	60.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4116 Dogbin Emptying	1,075	11,732	14,000	2,268		2,268	83.8%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	132	528	500	(28)		(28)	105.6%
4133 Bus Shelter - Repairs	0	0	1,000	1,000		1,000	0.0%
4157 Prince Wales Clock/welcome sig	11	243	550	307		307	44.1%
6000 Admin Salaries Recharge	1,280	7,526	7,551	25		25	99.7%
6005 Admin Overhead Recharge	280	1,116	1,998	882		882	55.9%
6007 Grove House Recharge	62	290	765	475		475	37.9%
6008 Grove Lodge Recharges	24	246	882	636		636	27.9%
6009 HQ recharges	171	171	0	(171)		(171)	0.0%
6010 Grounds Salaries Recharge	3,249	16,583	20,754	4,171		4,171	79.9%
6015 Grounds Overhead Recharge	1,657	8,309	7,308	(1,001)		(1,001)	113.7%
6030 Operational Staffing Recharge	47	267	504	237		237	53.0%
6035 Operational Overhead Recharge	4	16	45	29		29	35.6%
Street Furniture :- Indirect Expenditure	7,993	48,245	59,137	10,892	0	10,892	81.6%
Net Income over Expenditure	(6,753)	(40,397)	(48,032)	(7,635)			
470 Parks & Play Areas							
1034 Grant funding	0	10,000	0	(10,000)			0.0%
1076 Water Play Area Kiosk Income	0	5,164	7,000	1,836			73.8%
1077 Water Park Admissions	0	49,746	30,000	(19,746)			165.8%
Parks & Play Areas :- Income	0	64,910	37,000	(27,910)			175.4%
4030 Equipment Purchase	42	42	0	(42)		(42)	0.0%
4039 Advertising & Marketing	0	0	250	250		250	0.0%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	977	2,003	4,000	1,997		1,997	50.1%
4105 Utilities - Heat & Light	41	8,752	6,500	(2,252)		(2,252)	134.7%
4109 Alarm system	0	307	0	(307)		(307)	0.0%
4138 Water Play Area Rent	1,775	7,100	10,242	3,142		3,142	69.3%
4140 Recreation Grounds	0	78,060	81,338	3,278		3,278	96.0%
4300 Parks&Play Area EMRRP Holding	(32)	0	128,003	128,003		128,003	0.0%
4301 Ashcombe Park Lower	33	301	336	35		35	89.5%
4302 Ashcombe Park Upper	33	301	336	35		35	89.5%
4303 Broadway Play	33	583	618	35		35	94.3%
4304 Broadway Skate Park	33	301	336	35		35	89.5%
4305 Byron Rec	33	301	336	35		35	89.5%
4306 Castle Batch Lower	33	301	336	35		35	89.5%
4307 Canberra Road	33	301	335	34		34	89.8%
4308 Clarence Park	33	301	335	34		34	89.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4309 Conniston Green	33	583	617	34		34	94.5%
4310 Ellenborough Park East	33	301	334	33		33	90.0%
4311 Grove Park	33	301	334	33		33	90.0%
4312 Hutton Moor Skate Park	33	301	334	33		33	90.0%
4313 Jubilee Park	33	301	334	33		33	90.0%
4314 Locking Castle (Maltlands)	33	2,625	2,656	31		31	98.8%
4315 Lynch Farm	33	301	334	33		33	90.0%
4316 Millennium Green	33	301	332	31		31	90.6%
4317 Uphill Junior Play Area	33	301	331	30		30	90.8%
4318 Uphill Toddler Play Area	33	301	333	32		32	90.3%
4319 Water Adventure Play Park	104	17,267	22,093	4,826		4,826	78.2%
4320 Worle Recreation Ground	33	301	332	31		31	90.5%
4321 Wyvern Close	213	480	332	(148)		(148)	144.6%
4322 Ellenborough Park West	33	301	333	32		32	90.3%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,478	8,688	8,721	33		33	99.6%
6005 Admin Overhead Recharge	323	1,288	2,304	1,016		1,016	55.9%
6007 Grove House Recharge	72	335	999	664		664	33.5%
6008 Grove Lodge Recharges	28	283	117	(166)		(166)	241.9%
6009 HQ recharges	198	198	0	(198)		(198)	0.0%
6010 Grounds Salaries Recharge	6,962	35,543	44,496	8,953		8,953	79.9%
6015 Grounds Overhead Recharge	3,554	17,814	15,669	(2,145)		(2,145)	113.7%
6030 Operational Staffing Recharge	469	2,675	4,472	1,797		1,797	59.8%
6035 Operational Overhead Recharge	45	168	423	255		255	39.7%
Parks & Play Areas :- Indirect Expenditure	16,917	189,905	344,980	155,075	0	155,075	55.0%
Net Income over Expenditure	(16,917)	(124,995)	(307,980)	(182,985)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	(107)	(107)	23,298	23,405		23,405	(0.5%)
4232 Allotments PPM	0	4,970	5,890	920		920	84.4%
4233 Blakehay PPM	3,878	23,457	24,412	955		955	96.1%
4234 Museum PPM	4,780	12,173	15,333	3,160		3,160	79.4%
4235 Cemetery PPM	285	21,135	21,224	89		89	99.6%
4236 Parks & play areas PPM	135	2,747	2,747	0		0	100.0%
4237 Grove House PPM	460	4,894	4,955	61		61	98.8%
4238 Grove Lodge PPM	535	815	918	103		103	88.8%
4239 Chapel/hut/toilets/shed PPM	0	2,756	2,845	89		89	96.9%
4240 Public toilets	55	2,970	2,969	(1)		(1)	100.0%
4241 VIC PPM	0	0	89	89		89	0.0%
4242 HQ PPM	3,565	11,199	15,320	4,121		4,121	73.1%

Detailed Income & Expenditure by Budget Heading 301122

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6000 Admin Salaries Recharge	1,680	9,879	9,918	39		39	99.6%
6005 Admin Overhead Recharge	298	1,188	2,124	936		936	55.9%
6007 Grove House Recharge	103	478	117	(361)		(361)	408.5%
6008 Grove Lodge Recharges	40	406	1,314	908		908	30.9%
6009 HQ recharges	281	281	0	(281)		(281)	0.0%
6010 Grounds Salaries Recharge	490	2,504	3,132	628		628	79.9%
6015 Grounds Overhead Recharge	250	1,255	1,116	(139)		(139)	112.5%
6030 Operational Staffing Recharge	302	1,724	3,240	1,516		1,516	53.2%
6035 Operational Overhead Recharge	29	108	270	162		162	40.0%
Planned maintenance :- Indirect Expenditure	17,058	104,832	141,231	36,399	0	36,399	74.2%
Net Expenditure	(17,058)	(104,832)	(141,231)	(36,399)			
<u>480 Tourism & Marketing</u>							
6007 Grove House Recharge	0	0	196	196		196	0.0%
6008 Grove Lodge Recharges	0	0	180	180		180	0.0%
Tourism & Marketing :- Indirect Expenditure	0	0	376	376	0	376	0.0%
Net Expenditure	0	0	(376)	(376)			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	2,000	9,329	20,000	10,671			46.6%
Tourism Love Weston / Dest Mar :- Income	2,000	9,329	20,000	10,671			46.6%
4000 Staffing Costs	3,797	20,823	31,482	10,659		10,659	66.1%
4030 Equipment Purchase	126	190	0	(190)		(190)	0.0%
4039 Advertising & Marketing	2,989	1,251	25,000	23,749		23,749	5.0%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	36	17,621	11,500	(6,121)		(6,121)	153.2%
4107 IT Support & Upgrade	195	780	0	(780)		(780)	0.0%
6000 Admin Salaries Recharge	0	0	8,046	8,046		8,046	0.0%
6005 Admin Overhead Recharge	0	0	2,328	2,328		2,328	0.0%
6007 Grove House Recharge	66	308	1,046	738		738	29.4%
6008 Grove Lodge Recharges	26	261	270	9		9	96.7%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	7,235	41,234	80,772	39,538	0	39,538	51.0%
Net Income over Expenditure	(5,235)	(31,905)	(60,772)	(28,867)			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	0	1,200	1,200			0.0%
1043 VIC Retail/Shop Income	0	1,117	16,500	15,383			6.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1044 VIC Ticket sales	0	0	2,000	2,000			0.0%
Tourism VIC costs :- Income	0	1,117	19,700	18,583			5.7%
4000 Staffing Costs	8,425	71,966	53,093	(18,873)	(18,873)		135.5%
4013 Training	0	136	1,283	1,147	1,147		10.6%
4014 P P E / Health & Safety	0	537	1,000	463	463		53.7%
4031 Equipment - Rental	22	351	1,956	1,605	1,605		18.0%
4034 Equipment Repairs	0	1,507	1,000	(507)	(507)		150.7%
4035 Telephone	115	1,050	335	(715)	(715)		313.3%
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	41	299	911	612	612		32.8%
4151 Catering	0	29	0	(29)	(29)		0.0%
4209 TIC -equipment purchase	0	3,155	4,000	845	845		78.9%
4225 VIC Stock	0	484	7,000	6,516	6,516		6.9%
6000 Admin Salaries Recharge	1,364	8,018	0	(8,018)	(8,018)		0.0%
6005 Admin Overhead Recharge	368	1,466	291	(1,175)	(1,175)		503.8%
6009 HQ recharges	182	182	0	(182)	(182)		0.0%
6030 Operational Staffing Recharge	2,815	16,062	30,186	14,124	14,124		53.2%
6035 Operational Overhead Recharge	266	1,005	2,529	1,524	1,524		39.7%
Tourism VIC costs :- Indirect Expenditure	13,599	106,526	106,784	258	0	258	99.8%
Net Income over Expenditure	(13,599)	(105,408)	(87,084)	18,324			
<u>485 PublicToilets</u>							
1080 Toilet income	0	467	0	(467)			0.0%
PublicToilets :- Income	0	467	0	(467)			
4044 Insurance	0	9,640	4,200	(5,440)	(5,440)		229.5%
4102 NNDR	187	(6,838)	0	6,838	6,838		0.0%
4104 Utilities - Water	171	1,438	1,300	(138)	(138)		110.6%
4105 Utilities - Heat & Light	78	2,365	4,500	2,135	2,135		52.5%
4110 Cleaning	3,000	24,000	40,000	16,000	16,000		60.0%
4135 Community Investment	0	18,900	24,500	5,600	5,600		77.1%
6000 Admin Salaries Recharge	1,681	9,881	9,918	37	37		99.6%
6005 Admin Overhead Recharge	367	1,465	2,619	1,154	1,154		55.9%
6007 Grove House Recharge	81	381	1,269	888	888		30.0%
6008 Grove Lodge Recharges	32	322	1,269	947	947		25.4%
6009 HQ recharges	224	224	0	(224)	(224)		0.0%
6010 Grounds Salaries Recharge	310	1,581	1,980	399	399		79.8%
6015 Grounds Overhead Recharge	158	793	693	(100)	(100)		114.4%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	118	671	1,260	589		589	53.3%
6035 Operational Overhead Recharge	12	43	108	65		65	39.8%
PublicToilets :- Indirect Expenditure	6,418	64,865	93,616	28,751	0	28,751	69.3%
Net Income over Expenditure	(6,418)	(64,398)	(93,616)	(29,218)			
Grand Totals:- Income	38,549	2,938,763	599,461	(2,339,302)			490.2%
Expenditure	248,718	2,346,384	3,230,840	884,456	0	884,456	72.6%
Net Income over Expenditure	(210,169)	592,379	(2,631,379)	(3,223,758)			
Movement to/(from) Gen Reserve	(210,169)	592,379					

Detailed Income & Expenditure by Budget Heading 311222

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
1020 Kickstarter Grant Income	0	14,857	0	(14,857)			0.0%
1100 Miscellaneous Income	0	178	0	(178)			0.0%
Central Administration :- Income	0	15,034	0	(15,034)			
4000 Staffing Costs	66,414	313,344	346,042	32,698		32,698	90.6%
4006 Moorepay/IT payroll HR softwar	0	3,588	5,635	2,047		2,047	63.7%
4007 Personnel Consultants	9,000	13,415	4,142	(9,273)		(9,273)	323.9%
4008 CRB Checks/staff services	0	338	1,500	1,162		1,162	22.5%
4009 Health & Safety Consultant	0	2,785	3,500	715		715	79.6%
4012 Travel & Subsistence Expenses	0	138	500	362		362	27.7%
4013 Training	15	1,050	7,622	6,572		6,572	13.8%
4019 Website Costs-TC	0	603	500	(103)		(103)	120.6%
4030 Equipment Purchase	0	914	1,000	87		87	91.3%
4031 Equipment - Rental	1,120	7,371	8,000	629		629	92.1%
4034 Equipment Repairs	0	13	500	487		487	2.6%
4035 Telephone	490	4,158	4,088	(70)		(70)	101.7%
4036 Stationery	41	1,694	1,750	56		56	96.8%
4038 Recruitment / Advertising	0	4,246	3,000	(1,246)		(1,246)	141.5%
4040 Audit & Accountancy	0	4,556	6,000	1,444		1,444	75.9%
4041 Fees, Subs and Conferences	114	1,832	3,300	1,468		1,468	55.5%
4042 Postages	283	2,816	6,200	3,384		3,384	45.4%
4043 Ink Cartridges/printing	146	1,270	1,600	330		330	79.4%
4044 Insurance	215	12,692	6,000	(6,692)		(6,692)	211.5%
4049 Legal fees	350	576	5,000	4,424		4,424	11.5%
4107 IT Support & Upgrade	2,533	12,256	20,000	7,744		7,744	61.3%
4110 Cleaning	66	66	0	(66)		(66)	0.0%
4136 Credit Card Chgs	32	359	150	(209)		(209)	239.3%
4151 Catering	215	1,566	1,500	(66)		(66)	104.4%
6020 Allocation to Cost Centres	(79,670)	(376,610)	(328,149)	48,461		48,461	114.8%
Central Administration :- Indirect Expenditure	1,364	15,034	109,380	94,346	0	94,346	13.7%
Net Income over Expenditure	(1,364)	(0)	(109,380)	(109,380)			
103 Grove House							
4014 P P E / Health & Safety	140	140	0	(140)		(140)	0.0%
4102 NNDR	536	4,828	1,609	(3,219)		(3,219)	300.1%
4104 Utilities - Water	23	850	50	(800)		(800)	1699.6%
4105 Utilities - Heat & Light	0	1,342	600	(742)		(742)	223.7%
4109 Alarm system	280	345	500	155		155	69.0%
4110 Cleaning	354	3,375	1,178	(2,197)		(2,197)	286.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4111 Window Cleaning	13	73	0	(73)		(73)	0.0%
4114 Refuse Removal	56	333	740	407		407	45.0%
6020 Allocation to Cost Centres	(956)	(11,286)	(26,331)	(15,045)		(15,045)	42.9%
Grove House :- Indirect Expenditure	445	(0)	(21,654)	(21,654)	0	(21,654)	0.0%
Net Expenditure	(445)	0	21,654	21,654			

104 Grove Lodge

4030 Equipment Purchase	0	20	0	(20)		(20)	0.0%
4102 NNDR	225	2,025	674	(1,351)		(1,351)	300.4%
4104 Utilities - Water	21	(291)	113	404		404	(257.5%)
4105 Utilities - Heat & Light	413	1,863	500	(1,363)		(1,363)	372.6%
4109 Alarm system	0	60	500	440		440	12.0%
4110 Cleaning	241	2,255	777	(1,478)		(1,478)	290.2%
4111 Window Cleaning	13	73	0	(73)		(73)	0.0%
4132 Rent	417	3,750	1,250	(2,500)		(2,500)	300.0%
6020 Allocation to Cost Centres	(1,330)	(9,754)	(26,331)	(16,577)		(16,577)	37.0%
Grove Lodge :- Indirect Expenditure	(0)	(0)	(22,517)	(22,517)	0	(22,517)	0.0%
Net Expenditure	0	0	22,517	22,517			

105 Community Services

4158 Weston in Bloom	2,240	9,137	16,000	6,863		6,863	57.1%
4200 Small grants to Voluntary Orgs	0	5,450	12,500	7,050		7,050	43.6%
4204 VANS	0	3,000	3,000	0		0	100.0%
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	106,267	86,595	(19,672)		(19,672)	122.7%
4215 Uphill Church lights	0	0	350	350		350	0.0%
4218 Flower Beds	0	819	6,500	5,681		5,681	12.6%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	352	1,332	6,000	4,668		4,668	22.2%
4228 Blue Plaques	0	589	1,500	911		911	39.3%
4229 Armed Forces Celebrations	0	16,347	9,500	(6,847)		(6,847)	172.1%
4250 Community Events Grants	0	58,623	60,000	1,377		1,377	97.7%
4252 Crime & Disorder	18,805	28,224	0	(28,224)		(28,224)	0.0%
4864 Homeless Support Fund	0	50,000	50,000	0		0	100.0%
6000 Admin Salaries Recharge	5,612	27,464	21,933	(5,531)		(5,531)	125.2%
6005 Admin Overhead Recharge	1,120	4,359	5,796	1,437		1,437	75.2%
6007 Grove House Recharge	81	923	2,313	1,390		1,390	39.9%
6008 Grove Lodge Recharges	112	823	2,313	1,490		1,490	35.6%

Detailed Income & Expenditure by Budget Heading 311222

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6009 HQ recharges	1,948	2,443	0	(2,443)		(2,443)	0.0%
6010 Grounds Salaries Recharge	4,011	34,828	38,583	3,755		3,755	90.3%
6015 Grounds Overhead Recharge	(128)	15,315	13,581	(1,734)		(1,734)	112.8%
6030 Operational Staffing Recharge	846	7,535	12,582	5,047		5,047	59.9%
6035 Operational Overhead Recharge	361	780	1,062	282		282	73.4%
Community Services :- Indirect Expenditure	35,360	391,718	429,266	37,548	0	37,548	91.3%

Net Expenditure	(35,360)	(391,718)	(429,266)	(37,548)
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<u>107 Civic Support</u>							
4000 Staffing Costs	2,775	23,901	22,900	(1,001)		(1,001)	104.4%
4036 Stationery	0	56	200	144		144	28.2%
4044 Insurance	0	7,462	200	(7,262)		(7,262)	3730.8%
4050 Printing	0	703	1,405	702		702	50.0%
4150 Chauffeur/travel costs	(430)	2,705	5,550	2,845		2,845	48.7%
4151 Catering	339	5,514	10,250	4,736		4,736	53.8%
4152 Civic Miscellaneous	980	4,636	3,994	(642)		(642)	116.1%
4153 Chairman's Allowance	0	2,973	4,496	1,523		1,523	66.1%
4154 Civic Regalia	0	107	2,400	2,294		2,294	4.4%
4162 Queens Jubilee Event	0	2,399	3,500	1,101		1,101	68.6%
6000 Admin Salaries Recharge	9,537	46,674	37,269	(9,405)		(9,405)	125.2%
6005 Admin Overhead Recharge	1,904	7,409	9,855	2,446		2,446	75.2%
6007 Grove House Recharge	137	1,565	7,560	5,995		5,995	20.7%
6008 Grove Lodge Recharges	191	1,400	7,560	6,160		6,160	18.5%
6009 HQ recharges	3,310	4,149	0	(4,149)		(4,149)	0.0%
6010 Grounds Salaries Recharge	1,029	8,936	9,900	964		964	90.3%
6015 Grounds Overhead Recharge	(32)	3,930	3,483	(447)		(447)	112.8%
6030 Operational Staffing Recharge	85	755	1,260	505		505	59.9%
6035 Operational Overhead Recharge	36	78	108	30		30	72.2%
Civic Support :- Indirect Expenditure	19,861	125,351	131,890	6,539	0	6,539	95.0%

Net Expenditure	(19,861)	(125,351)	(131,890)	(6,539)
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<u>108 Democratic Representation</u>							
4013 Training	0	2,839	1,525	(1,314)		(1,314)	186.2%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	0	1,991	7,000	5,009		5,009	28.4%
4107 IT Support & Upgrade	158	1,454	2,858	1,405		1,405	50.9%
6000 Admin Salaries Recharge	19,141	93,675	74,799	(18,876)		(18,876)	125.2%
6005 Admin Overhead Recharge	3,820	14,866	19,773	4,907		4,907	75.2%
6007 Grove House Recharge	276	3,142	1,170	(1,972)		(1,972)	268.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6008 Grove Lodge Recharges	383	2,811	1,170	(1,641)		(1,641)	240.3%
6009 HQ recharges	6,644	8,330	0	(8,330)		(8,330)	0.0%
6030 Operational Staffing Recharge	34	302	504	202		202	59.9%
6035 Operational Overhead Recharge	15	31	45	14		14	68.9%
Democratic Representation :- Indirect Expenditure	30,471	129,440	123,844	(5,596)	0	(5,596)	104.5%
Net Expenditure	(30,471)	(129,440)	(123,844)	5,596			
110 Other Costs & Income							
1176 Precept	0	2,631,385	0	(2,631,385)			0.0%
1190 Bank Interest	1,079	4,787	2,500	(2,287)			191.5%
1191 CIL Received	0	23,568	0	(23,568)			0.0%
1616 General Reserve Movement	0	0	200,000	200,000			0.0%
Other Costs & Income :- Income	1,079	2,659,740	202,500	(2,457,240)			1313.5%
4051 Bank Charges	395	2,941	22,800	19,859		19,859	12.9%
4060 PWLB Interest repaid-Blakehay	0	4,611	4,611	0		0	100.0%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0		0	100.0%
4068 PWLB Interest repaid-Water Pk	0	8,986	3,203	(5,783)		(5,783)	280.6%
4069 PWLB Capital repaid-Water Pk	0	11,373	17,155	5,782		5,782	66.3%
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	395	39,911	123,560	83,649	0	83,649	32.3%
Net Income over Expenditure	683	2,619,828	78,940	(2,540,888)			
111 Strategic Planning/Projects							
4047 Professional Fees	2,836	2,836	0	(2,836)		(2,836)	0.0%
4049 Legal fees	3,528	10,703	25,000	14,297		14,297	42.8%
4213 Development budget	10	897	1,000	103		103	89.7%
6000 Admin Salaries Recharge	5,858	28,667	22,887	(5,780)		(5,780)	125.3%
6005 Admin Overhead Recharge	1,169	4,548	6,923	2,375		2,375	65.7%
6007 Grove House Recharge	84	961	261	(700)		(700)	368.2%
6008 Grove Lodge Recharges	117	860	765	(95)		(95)	112.4%
6009 HQ recharges	2,033	2,549	0	(2,549)		(2,549)	0.0%
6030 Operational Staffing Recharge	85	758	1,260	502		502	60.2%
6035 Operational Overhead Recharge	36	81	108	27		27	75.0%
Strategic Planning/Projects :- Indirect Expenditure	15,757	52,861	58,204	5,343	0	5,343	90.8%
Net Expenditure	(15,757)	(52,861)	(58,204)	(5,343)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
112 Environmental							
4076 Environmental / Climate	3,562	17,824	100,000	82,176		82,176	17.8%
6000 Admin Salaries Recharge	1,508	7,379	5,877	(1,502)		(1,502)	125.6%
6005 Admin Overhead Recharge	302	1,172	700	(472)		(472)	167.4%
6007 Grove House Recharge	0	605	692	87		87	87.4%
6008 Grove Lodge Recharges	30	220	690	470		470	31.9%
6009 HQ recharges	521	650	0	(650)		(650)	0.0%
6030 Operational Staffing Recharge	169	1,508	2,511	1,003		1,003	60.1%
6035 Operational Overhead Recharge	72	156	216	60		60	72.2%
Environmental :- Indirect Expenditure	6,164	29,514	110,686	81,172	0	81,172	26.7%
Net Expenditure	(6,164)	(29,514)	(110,686)	(81,172)			
113 Operational Services							
4000 Staffing Costs	6,679	59,532	132,476	72,944		72,944	44.9%
4012 Travel & Subsistence Expenses	160	334	500	166		166	66.8%
4013 Training	2,113	2,113	3,123	1,010		1,010	67.7%
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%
4035 Telephone	22	201	0	(201)		(201)	0.0%
4041 Fees, Subs and Conferences	30	(90)	400	490		490	(22.5%)
4107 IT Support & Upgrade	296	3,145	4,682	1,537		1,537	67.2%
4151 Catering	0	23	500	477		477	4.6%
4253 Volunteer Events	350	425	750	325		325	56.7%
6020 Allocation to Cost Centres	(9,530)	(65,696)	(104,010)	(38,314)		(38,314)	63.2%
6035 Operational Overhead Recharge	0	0	3,720	3,720		3,720	0.0%
Operational Services :- Indirect Expenditure	121	0	43,341	43,341	0	43,341	0.0%
Net Expenditure	(121)	(0)	(43,341)	(43,341)			
115 HQ							
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	0	3,379	10,000	6,621		6,621	33.8%
4044 Insurance	0	19,267	0	(19,267)		(19,267)	0.0%
4102 NNDR	0	0	15,594	15,594		15,594	0.0%
4104 Utilities - Water	83	230	1,000	770		770	23.0%
4105 Utilities - Heat & Light	177	177	7,500	7,323		7,323	2.4%
4109 Alarm system	340	340	1,320	980		980	25.8%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	18	260	200	(60)		(60)	130.0%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%

Detailed Income & Expenditure by Budget Heading 311222

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4171 Parking	750	5,250	9,500	4,250		4,250	55.3%
6020 Allocation to Cost Centres	(23,052)	(28,903)	(3,720)	25,183		25,183	777.0%
6035 Operational Overhead Recharge	0	0	(3,720)	(3,720)		(3,720)	0.0%
HQ :- Indirect Expenditure	(21,684)	0	54,036	54,036	0	54,036	0.0%
Net Expenditure	21,684	(0)	(54,036)	(54,036)			
<u>120 Blakehay Central Costs</u>							
1100 Miscellaneous Income	0	0	39,238	39,238			0.0%
1105 Blakehay Box office income	(14,874)	5,671	4,968	(703)			114.1%
Blakehay Central Costs :- Income	(14,874)	5,671	44,206	38,535			12.8%
4000 Staffing Costs	5,564	48,998	57,206	8,208		8,208	85.7%
4013 Training	0	788	2,077	1,289		1,289	37.9%
4014 P P E / Health & Safety	(5)	745	3,000	2,255		2,255	24.8%
4019 Website Costs-TC	0	308	500	193		193	61.5%
4030 Equipment Purchase	598	(25)	7,500	7,525		7,525	(0.3%)
4031 Equipment - Rental	79	860	5,300	4,440		4,440	16.2%
4034 Equipment Repairs	0	1,010	3,500	2,490		2,490	28.9%
4035 Telephone	119	909	1,272	363		363	71.5%
4036 Stationery	0	224	500	276		276	44.7%
4043 Ink Cartridges/printing	17	136	200	64		64	68.1%
4044 Insurance	0	9,640	3,055	(6,585)		(6,585)	315.6%
4102 NNDR	313	2,826	3,493	667		667	80.9%
4104 Utilities - Water	64	481	924	443		443	52.0%
4105 Utilities - Heat & Light	2,746	16,757	7,500	(9,257)		(9,257)	223.4%
4107 IT Support & Upgrade	367	2,770	2,004	(766)		(766)	138.2%
4109 Alarm system	110	110	1,000	890		890	11.0%
4110 Cleaning	1,543	14,253	17,801	3,548		3,548	80.1%
4111 Window Cleaning	0	300	300	0		0	100.0%
4114 Refuse Removal	150	984	2,284	1,300		1,300	43.1%
4131 Licenses	35	488	1,191	703		703	41.0%
4136 Credit Card Chgs	32	331	130	(201)		(201)	254.7%
4151 Catering	0	42	0	(42)		(42)	0.0%
6000 Admin Salaries Recharge	3,620	17,714	14,148	(3,566)		(3,566)	125.2%
6005 Admin Overhead Recharge	722	2,810	3,742	932		932	75.1%
6007 Grove House Recharge	43	487	2,095	1,608		1,608	23.2%
6008 Grove Lodge Recharges	59	434	3,771	3,337		3,337	11.5%
6009 HQ recharges	1,026	1,287	0	(1,287)		(1,287)	0.0%
6010 Grounds Salaries Recharge	498	4,321	4,788	467		467	90.2%
6015 Grounds Overhead Recharge	(16)	1,898	1,683	(215)		(215)	112.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	948	8,452	14,112	5,660		5,660	59.9%
6035 Operational Overhead Recharge	405	875	1,188	313		313	73.7%
Blakehay Central Costs :- Indirect Expenditure	19,036	141,213	166,264	25,051	0	25,051	84.9%
Net Income over Expenditure	(33,910)	(135,542)	(122,058)	13,484			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	3,010	28,405	11,000	(17,405)			258.2%
Blakehay -Auditorium :- Income	3,010	28,405	11,100	(17,305)			255.9%
4000 Staffing Costs	2,033	20,090	39,520	19,430		19,430	50.8%
4039 Advertising & Marketing	0	877	3,650	2,773		2,773	24.0%
4224 Blakehay Performing Rights	353	353	522	169		169	67.6%
Blakehay -Auditorium :- Indirect Expenditure	2,386	21,320	43,692	22,372	0	22,372	48.8%
Net Income over Expenditure	625	7,085	(32,592)	(39,677)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	25	525	1,050	525			50.0%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	300	5,404	10,125	4,721			53.4%
Blakehay - Upper Studio :- Income	325	5,929	14,835	8,906			40.0%
4141 BH evening classes expenditure	125	438	1,050	613		613	41.7%
Blakehay - Upper Studio :- Indirect Expenditure	125	438	1,050	613	0	613	41.7%
Net Income over Expenditure	200	5,492	13,785	8,293			
<u>123 Blakehay Bar</u>							
1090 Bookings	0	208	0	(208)			0.0%
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	1,266	9,191	17,500	8,309			52.5%
Blakehay Bar :- Income	1,266	9,399	19,525	10,126			48.1%
4000 Staffing Costs	4,291	14,546	18,604	4,058		4,058	78.2%
4031 Equipment - Rental	44	418	2,432	2,014		2,014	17.2%
4114 Refuse Removal	19	19	0	(19)		(19)	0.0%
4405 Blakehay Bar Expenditure	323	4,033	8,000	3,967		3,967	50.4%
Blakehay Bar :- Indirect Expenditure	4,677	19,016	29,036	10,020	0	10,020	65.5%
Net Income over Expenditure	(3,410)	(9,616)	(9,511)	105			

Detailed Income & Expenditure by Budget Heading 311222

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
125 Blakehay -Live Shows							
1106 Blakehay events income	0	8,636	48,000	39,364			18.0%
Blakehay -Live Shows :- Income	0	8,636	48,000	39,364			18.0%
4016 Show costs	0	8,892	24,000	15,108		15,108	37.1%
4039 Advertising & Marketing	0	165	7,300	7,135		7,135	2.3%
Blakehay -Live Shows :- Indirect Expenditure	0	9,057	31,300	22,243	0	22,243	28.9%
Net Income over Expenditure	0	(421)	16,700	17,121			
140 Museum Central Costs							
1034 Grant funding	(8,106)	3,637	0	(3,637)			0.0%
1100 Miscellaneous Income	606	3,579	5,000	1,421			71.6%
1122 Fundraising	0	10	0	(10)			0.0%
Museum Central Costs :- Income	(7,500)	7,226	5,000	(2,226)			144.5%
4000 Staffing Costs	9,054	83,129	92,287	9,158		9,158	90.1%
4012 Travel & Subsistence Expenses	0	95	0	(95)		(95)	0.0%
4013 Training	0	736	3,262	2,526		2,526	22.6%
4014 P P E / Health & Safety	3	289	500	211		211	57.7%
4019 Website Costs-TC	0	363	600	237		237	60.5%
4030 Equipment Purchase	5	1,245	1,500	255		255	83.0%
4031 Equipment - Rental	22	469	1,616	1,147		1,147	29.0%
4034 Equipment Repairs	0	618	1,000	382		382	61.8%
4035 Telephone	236	2,209	3,042	833		833	72.6%
4036 Stationery	244	588	500	(88)		(88)	117.5%
4039 Advertising & Marketing	7	879	6,500	5,621		5,621	13.5%
4041 Fees, Subs and Conferences	0	30	666	636		636	4.5%
4044 Insurance	0	9,667	1,200	(8,467)		(8,467)	805.6%
4102 NNDR	5,325	49,646	53,248	3,602		3,602	93.2%
4104 Utilities - Water	24	264	750	486		486	35.2%
4105 Utilities - Heat & Light	377	8,784	12,000	3,216		3,216	73.2%
4107 IT Support & Upgrade	444	4,319	4,509	190		190	95.8%
4109 Alarm system	260	507	1,500	994		994	33.8%
4110 Cleaning	888	8,080	12,000	3,920		3,920	67.3%
4111 Window Cleaning	50	450	600	150		150	75.0%
4114 Refuse Removal	193	2,328	2,373	45		45	98.1%
4131 Licenses	35	1,152	1,600	448		448	72.0%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	3,022	14,788	11,808	(2,980)		(2,980)	125.2%
6005 Admin Overhead Recharge	603	2,346	3,123	777		777	75.1%
6007 Grove House Recharge	43	495	999	504		504	49.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6008 Grove Lodge Recharges	61	445	1,197	752		752	37.2%
6009 HQ recharges	1,049	1,314	0	(1,314)		(1,314)	0.0%
6010 Grounds Salaries Recharge	824	7,151	7,920	769		769	90.3%
6015 Grounds Overhead Recharge	(26)	3,144	2,790	(354)		(354)	112.7%
6030 Operational Staffing Recharge	1,521	13,560	22,635	9,075		9,075	59.9%
6035 Operational Overhead Recharge	649	1,402	1,908	506		506	73.5%
Museum Central Costs :- Indirect Expenditure	24,913	220,492	325,893	105,401	0	105,401	67.7%
Net Income over Expenditure	(32,413)	(213,265)	(320,893)	(107,628)			
141 Museum Learning and Events							
1005 Museum Shop Sales	112	112	0	(112)			0.0%
1006 Learning Income	345	6,435	4,500	(1,935)			143.0%
1008 Museum handling box hire	140	1,415	1,800	385			78.6%
1103 Other event misc income	0	1,422	0	(1,422)			0.0%
Museum Learning and Events :- Income	597	9,384	6,300	(3,084)			149.0%
4000 Staffing Costs	3,013	29,373	30,704	1,331		1,331	95.7%
4012 Travel & Subsistence Expenses	0	65	0	(65)		(65)	0.0%
4020 Learning/Event education equip	18	561	1,000	439		439	56.1%
4058 Learning/Events Museum events	0	1,630	1,750	120		120	93.2%
Museum Learning and Events :- Indirect Expenditure	3,031	31,629	33,454	1,825	0	1,825	94.5%
Net Income over Expenditure	(2,434)	(22,245)	(27,154)	(4,909)			
142 Museum Cafe							
1004 Cafe Sales	4,634	36,304	62,000	25,696			58.6%
1006 Learning Income	0	300	0	(300)			0.0%
Museum Cafe :- Income	4,634	36,604	62,000	25,396			59.0%
4000 Staffing Costs	5,141	34,088	39,884	5,796		5,796	85.5%
4014 P P E / Health & Safety	333	502	1,500	998		998	33.5%
4017 Museum cafe equip rental	174	1,776	1,980	204		204	89.7%
4030 Equipment Purchase	0	2,584	2,000	(584)		(584)	129.2%
4031 Equipment - Rental	13	26	0	(26)		(26)	0.0%
4110 Cleaning	0	604	845	241		241	71.4%
4114 Refuse Removal	0	152	2,462	2,310		2,310	6.2%
4406 Bar Stock	0	2,397	2,500	103		103	95.9%
4407 Museum cafe stock	1,807	16,362	15,000	(1,362)		(1,362)	109.1%
Museum Cafe :- Indirect Expenditure	7,467	58,490	66,171	7,681	0	7,681	88.4%
Net Income over Expenditure	(2,833)	(21,886)	(4,171)	17,715			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
143 Museum shop/retail							
1005 Museum Shop Sales	1,130	9,588	13,500	3,912			71.0%
1009 Museum sale or return comm	0	659	4,000	3,341			16.5%
Museum shop/retail :- Income	1,130	10,248	17,500	7,252			58.6%
4031 Equipment - Rental	13	117	156	39		39	74.9%
4136 Credit Card Chgs	32	331	110	(221)		(221)	301.0%
4408 Museum shop stock	462	6,811	7,500	689		689	90.8%
Museum shop/retail :- Indirect Expenditure	507	7,259	7,766	507	0	507	93.5%
Net Income over Expenditure	623	2,988	9,734	6,746			
145 Museum Function							
1004 Cafe Sales	0	1,038	0	(1,038)			0.0%
1019 Internal Bookings (Council)	0	1,669	2,040	371			81.8%
1103 Other event misc income	1,764	2,687	9,000	6,314			29.9%
1104 Function Income	(84)	11,445	9,000	(2,445)			127.2%
Museum Function :- Income	1,680	16,838	20,040	3,202			84.0%
4400 Museum Function Expenditure	0	1,946	0	(1,946)		(1,946)	0.0%
Museum Function :- Direct Expenditure	0	1,946	0	(1,946)	0	(1,946)	
4000 Staffing Costs	0	301	15,249	14,948		14,948	2.0%
4030 Equipment Purchase	300	2,635	3,000	365		365	87.8%
4420 Function Expenditure (1104)	0	100	0	(100)		(100)	0.0%
Museum Function :- Indirect Expenditure	300	3,036	18,249	15,213	0	15,213	16.6%
Net Income over Expenditure	1,380	11,856	1,791	(10,065)			
199 Capital Projects							
4103 Capital project	145,000	172,500	175,000	2,500		2,500	98.6%
4999 General Reserve	(412,336)	0	0	(0)		(0)	0.0%
Capital Projects :- Indirect Expenditure	(267,336)	172,500	175,000	2,500	0	2,500	98.6%
Net Expenditure	267,336	(172,500)	(175,000)	(2,500)			
300 Planning							
6000 Admin Salaries Recharge	2,537	12,416	9,918	(2,498)		(2,498)	125.2%
6005 Admin Overhead Recharge	506	1,970	2,619	649		649	75.2%
6007 Grove House Recharge	37	417	1,314	897		897	31.7%
6008 Grove Lodge Recharges	51	373	261	(112)		(112)	142.9%
6009 HQ recharges	881	1,106	0	(1,106)		(1,106)	0.0%
Planning :- Indirect Expenditure	4,012	16,282	14,112	(2,170)	0	(2,170)	115.4%
Net Expenditure	(4,012)	(16,282)	(14,112)	2,170			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400 Central Grounds Maintenance							
4000 Staffing Costs	22,624	206,477	290,112	83,635		83,635	71.2%
4013 Training	0	2,144	6,663	4,519		4,519	32.2%
4014 P P E / Health & Safety	0	1,602	3,500	1,898		1,898	45.8%
4015 SLA Somerset	2,980	25,679	28,882	3,203		3,203	88.9%
4019 Website Costs-TC	0	30	0	(30)		(30)	0.0%
4025 Vehicle Maintenance	865	7,073	5,000	(2,073)		(2,073)	141.5%
4026 Petrol / Diesel	1,281	6,318	5,000	(1,318)		(1,318)	126.4%
4030 Equipment Purchase	360	6,007	7,575	1,568		1,568	79.3%
4031 Equipment - Rental	940	8,521	20,469	11,948		11,948	41.6%
4034 Equipment Repairs	0	1,106	4,500	3,394		3,394	24.6%
4035 Telephone	235	1,908	2,550	642		642	74.8%
4036 Stationery	0	22	0	(22)		(22)	0.0%
4041 Fees, Subs and Conferences	0	95	0	(95)		(95)	0.0%
4044 Insurance	366	8,177	5,500	(2,677)		(2,677)	148.7%
4107 IT Support & Upgrade	1,065	5,281	12,000	6,719		6,719	44.0%
4114 Refuse Removal	248	1,409	500	(909)		(909)	281.7%
4116 Dogbin Emptying	0	294	0	(294)		(294)	0.0%
4151 Catering	61	676	0	(676)		(676)	0.0%
6020 Allocation to Cost Centres	(21,905)	(282,819)	(294,201)	(11,382)		(11,382)	96.1%
Central Grounds Maintenance :- Indirect Expenditure	9,121	(0)	98,050	98,050	0	98,050	0.0%
Net Expenditure	(9,121)	0	(98,050)	(98,050)			
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	0	1,732	0	(1,732)		(1,732)	0.0%
4108 Building / Maintenance	235	1,328	1,300	(28)		(28)	102.1%
6000 Admin Salaries Recharge	299	1,462	1,170	(292)		(292)	125.0%
6005 Admin Overhead Recharge	60	231	306	75		75	75.5%
6007 Grove House Recharge	4	49	2,214	2,165		2,165	2.2%
6008 Grove Lodge Recharges	6	44	2,214	2,170		2,170	2.0%
6009 HQ recharges	104	131	0	(131)		(131)	0.0%
6010 Grounds Salaries Recharge	1,439	12,495	13,842	1,347		1,347	90.3%
6015 Grounds Overhead Recharge	(45)	5,495	4,869	(626)		(626)	112.9%
6030 Operational Staffing Recharge	33	299	495	196		196	60.4%
6035 Operational Overhead Recharge	14	30	45	15		15	66.7%
Allotments :- Indirect Expenditure	2,149	23,296	26,455	3,160	0	3,160	88.1%
Net Income over Expenditure	(2,149)	(23,296)	(26,055)	(2,760)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
420 Milton Road Cemetery							
1010 Interments	0	27,401	52,000	24,599			52.7%
1011 Memorials	266	4,198	5,500	1,302			76.3%
1100 Miscellaneous Income	12	2,004	2,750	746			72.9%
Milton Road Cemetery :- Income	278	33,603	60,250	26,647			55.8%
4034 Equipment Repairs	0	17	2,000	1,983		1,983	0.8%
4054 Grave Digging	1,426	6,857	12,500	5,643		5,643	54.9%
4055 Memorials	0	3,915	7,000	3,085		3,085	55.9%
4102 NNDR	354	3,186	3,543	357		357	89.9%
4104 Utilities - Water	43	1,284	750	(534)		(534)	171.2%
4105 Utilities - Heat & Light	32	144	180	36		36	80.2%
4109 Alarm system	10	38	500	463		463	7.5%
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	3,321	16,253	12,978	(3,275)		(3,275)	125.2%
6005 Admin Overhead Recharge	663	2,578	3,429	851		851	75.2%
6007 Grove House Recharge	48	548	2,873	2,325		2,325	19.1%
6008 Grove Lodge Recharges	67	490	999	509		509	49.0%
6009 HQ recharges	1,153	1,446	0	(1,446)		(1,446)	0.0%
6010 Grounds Salaries Recharge	7,507	65,179	72,198	7,019		7,019	90.3%
6015 Grounds Overhead Recharge	(238)	28,663	25,416	(3,247)		(3,247)	112.8%
6030 Operational Staffing Recharge	254	2,262	4,339	2,077		2,077	52.1%
6035 Operational Overhead Recharge	108	234	315	81		81	74.3%
Milton Road Cemetery :- Indirect Expenditure	14,748	133,094	151,673	18,579	0	18,579	87.8%
Net Income over Expenditure	(14,470)	(99,491)	(91,423)	8,068			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	16,790	74,850	67,158	(7,692)		(7,692)	111.5%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	664	3,249	2,592	(657)		(657)	125.3%
6005 Admin Overhead Recharge	133	516	684	168		168	75.4%
6007 Grove House Recharge	10	109	810	701		701	13.5%
6008 Grove Lodge Recharges	13	96	999	903		903	9.6%
6009 HQ recharges	231	290	0	(290)		(290)	0.0%
Youth Activities :- Indirect Expenditure	17,841	79,110	75,743	(3,367)	0	(3,367)	104.4%
Net Expenditure	(17,841)	(79,110)	(75,743)	3,367			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
460 Street Furniture							
1112 Dog Bin Emptying	1,210	9,058	11,105	2,047			81.6%
Street Furniture :- Income	1,210	9,058	11,105	2,047			81.6%
4105 Utilities - Heat & Light	102	847	1,000	153		153	84.7%
4115 Dogbin purchase	0	472	780	308		308	60.5%
4116 Dogbin Emptying	1,399	13,132	14,000	868		868	93.8%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	0	528	500	(28)		(28)	105.6%
4133 Bus Shelter - Repairs	0	0	1,000	1,000		1,000	0.0%
4157 Prince Wales Clock/welcome sig	57	299	550	251		251	54.4%
6000 Admin Salaries Recharge	1,932	9,458	7,551	(1,907)		(1,907)	125.3%
6005 Admin Overhead Recharge	386	1,502	1,998	496		496	75.2%
6007 Grove House Recharge	28	318	765	447		447	41.6%
6008 Grove Lodge Recharges	39	285	882	597		597	32.3%
6009 HQ recharges	671	842	0	(842)		(842)	0.0%
6010 Grounds Salaries Recharge	2,158	18,741	20,754	2,013		2,013	90.3%
6015 Grounds Overhead Recharge	(68)	8,241	7,308	(933)		(933)	112.8%
6030 Operational Staffing Recharge	34	301	504	203		203	59.7%
6035 Operational Overhead Recharge	15	31	45	14		14	68.9%
Street Furniture :- Indirect Expenditure	6,753	54,998	59,137	4,139	0	4,139	93.0%
Net Income over Expenditure	(5,543)	(45,940)	(48,032)	(2,092)			
470 Parks & Play Areas							
1034 Grant funding	(10,000)	0	0	0			0.0%
1076 Water Play Area Kiosk Income	0	5,164	7,000	1,836			73.8%
1077 Water Park Admissions	0	49,746	30,000	(19,746)			165.8%
Parks & Play Areas :- Income	(10,000)	54,910	37,000	(17,910)			148.4%
4030 Equipment Purchase	0	42	0	(42)		(42)	0.0%
4039 Advertising & Marketing	0	0	250	250		250	0.0%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	178	2,181	4,000	1,820		1,820	54.5%
4105 Utilities - Heat & Light	151	8,904	6,500	(2,404)		(2,404)	137.0%
4109 Alarm system	25	332	0	(332)		(332)	0.0%
4138 Water Play Area Rent	888	7,988	10,242	2,254		2,254	78.0%
4140 Recreation Grounds	0	78,060	81,338	3,278		3,278	96.0%
4300 Parks&Play Area EMRRP Holding	0	0	128,003	128,003		128,003	0.0%
4301 Ashcombe Park Lower	33	334	336	2		2	99.4%
4302 Ashcombe Park Upper	33	334	336	2		2	99.4%
4303 Broadway Play	33	616	618	2		2	99.7%

Detailed Income & Expenditure by Budget Heading 311222

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4304 Broadway Skate Park	33	334	336	2		2	99.4%
4305 Byron Rec	33	334	336	2		2	99.4%
4306 Castle Batch Lower	33	334	336	2		2	99.4%
4307 Canberra Road	33	334	335	1		1	99.7%
4308 Clarence Park	33	334	335	1		1	99.7%
4309 Conniston Green	33	616	617	1		1	99.9%
4310 Ellenborough Park East	33	334	334	(0)		(0)	100.0%
4311 Grove Park	33	334	334	(0)		(0)	100.0%
4312 Hutton Moor Skate Park	33	334	334	(0)		(0)	100.0%
4313 Jubilee Park	33	334	334	(0)		(0)	100.0%
4314 Locking Castle (Maltlands)	33	2,658	2,656	(2)		(2)	100.1%
4315 Lynch Farm	33	334	334	(0)		(0)	100.0%
4316 Millennium Green	33	334	332	(2)		(2)	100.6%
4317 Uphill Junior Play Area	33	334	331	(3)		(3)	100.9%
4318 Uphill Toddler Play Area	33	334	333	(1)		(1)	100.3%
4319 Water Adventure Play Park	4,826	22,093	22,093	(0)		(0)	100.0%
4320 Worle Recreation Ground	33	334	332	(2)		(2)	100.6%
4321 Wyvern Close	33	514	332	(182)		(182)	154.7%
4322 Ellenborough Park West	33	334	333	(1)		(1)	100.3%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	2,231	10,919	8,721	(2,198)		(2,198)	125.2%
6005 Admin Overhead Recharge	445	1,733	2,304	571		571	75.2%
6007 Grove House Recharge	32	367	999	632		632	36.7%
6008 Grove Lodge Recharges	45	328	117	(211)		(211)	280.3%
6009 HQ recharges	775	973	0	(973)		(973)	0.0%
6010 Grounds Salaries Recharge	4,627	40,170	44,496	4,326		4,326	90.3%
6015 Grounds Overhead Recharge	(147)	17,667	15,669	(1,998)		(1,998)	112.8%
6030 Operational Staffing Recharge	338	3,013	4,472	1,459		1,459	67.4%
6035 Operational Overhead Recharge	144	312	423	111		111	73.8%
Parks & Play Areas :- Indirect Expenditure	15,259	205,164	344,980	139,816	0	139,816	59.5%
Net Income over Expenditure	(25,259)	(150,254)	(307,980)	(157,726)			
475 <u>Planned maintenance</u>							
4231 Planned maint holding budget	107	0	23,298	23,298		23,298	0.0%
4232 Allotments PPM	920	5,890	5,890	0		0	100.0%
4233 Blakehay PPM	956	24,413	24,412	(1)		(1)	100.0%
4234 Museum PPM	3,158	15,332	15,333	1		1	100.0%
4235 Cemetery PPM	89	21,225	21,224	(1)		(1)	100.0%
4236 Parks & play areas PPM	0	2,747	2,747	0		0	100.0%
4237 Grove House PPM	59	4,954	4,955	1		1	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4238 Grove Lodge PPM	102	917	918	1		1	99.9%
4239 Chapel/hut/toilets/shed PPM	89	2,845	2,845	0		0	100.0%
4240 Public toilets	0	2,970	2,969	(1)		(1)	100.0%
4241 VIC PPM	89	89	89	(0)		(0)	100.3%
4242 HQ PPM	4,121	15,321	15,320	(1)		(1)	100.0%
6000 Admin Salaries Recharge	2,536	12,415	9,918	(2,497)		(2,497)	125.2%
6005 Admin Overhead Recharge	411	1,599	2,124	525		525	75.3%
6007 Grove House Recharge	46	524	117	(407)		(407)	447.9%
6008 Grove Lodge Recharges	64	470	1,314	844		844	35.8%
6009 HQ recharges	1,111	1,392	0	(1,392)		(1,392)	0.0%
6010 Grounds Salaries Recharge	325	2,829	3,132	303		303	90.3%
6015 Grounds Overhead Recharge	(12)	1,243	1,116	(127)		(127)	111.4%
6030 Operational Staffing Recharge	218	1,942	3,240	1,298		1,298	59.9%
6035 Operational Overhead Recharge	93	201	270	69		69	74.4%
Planned maintenance :- Indirect Expenditure	14,484	119,317	141,231	21,914	0	21,914	84.5%
Net Expenditure	(14,484)	(119,317)	(141,231)	(21,914)			
480 Tourism & Marketing							
6007 Grove House Recharge	0	0	196	196		196	0.0%
6008 Grove Lodge Recharges	0	0	180	180		180	0.0%
Tourism & Marketing :- Indirect Expenditure	0	0	376	376	0	376	0.0%
Net Expenditure	0	0	(376)	(376)			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	0	9,329	20,000	10,671			46.6%
Tourism Love Weston / Dest Mar :- Income	0	9,329	20,000	10,671			46.6%
4000 Staffing Costs	2,588	23,411	31,482	8,071		8,071	74.4%
4030 Equipment Purchase	0	190	0	(190)		(190)	0.0%
4039 Advertising & Marketing	277	1,528	25,000	23,472		23,472	6.1%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	36	17,657	11,500	(6,157)		(6,157)	153.5%
4107 IT Support & Upgrade	97	877	0	(877)		(877)	0.0%
6000 Admin Salaries Recharge	0	0	8,046	8,046		8,046	0.0%
6005 Admin Overhead Recharge	0	0	2,328	2,328		2,328	0.0%
6007 Grove House Recharge	30	338	1,046	708		708	32.3%
6008 Grove Lodge Recharges	41	302	270	(32)		(32)	111.9%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	3,070	44,304	80,772	36,468	0	36,468	54.9%
Net Income over Expenditure	(3,070)	(34,975)	(60,772)	(25,797)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
482 Tourism VIC costs							
1040 VIC Advertising Income	0	0	1,200	1,200			0.0%
1043 VIC Retail/Shop Income	0	1,117	16,500	15,383			6.8%
1044 VIC Ticket sales	0	0	2,000	2,000			0.0%
Tourism VIC costs :- Income	0	1,117	19,700	18,583			5.7%
4000 Staffing Costs	6,083	78,049	53,093	(24,956)		(24,956)	147.0%
4013 Training	0	136	1,283	1,147		1,147	10.6%
4014 P P E / Health & Safety	0	537	1,000	463		463	53.7%
4031 Equipment - Rental	22	374	1,956	1,582		1,582	19.1%
4034 Equipment Repairs	0	1,507	1,000	(507)		(507)	150.7%
4035 Telephone	125	1,175	335	(840)		(840)	350.6%
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	32	331	911	580		580	36.3%
4151 Catering	0	29	0	(29)		(29)	0.0%
4209 TIC -equipment purchase	0	3,155	4,000	845		845	78.9%
4225 VIC Stock	0	484	7,000	6,516		6,516	6.9%
6000 Admin Salaries Recharge	2,059	10,077	0	(10,077)		(10,077)	0.0%
6005 Admin Overhead Recharge	506	1,972	291	(1,681)		(1,681)	677.7%
6009 HQ recharges	715	897	0	(897)		(897)	0.0%
6030 Operational Staffing Recharge	2,029	18,091	30,186	12,095		12,095	59.9%
6035 Operational Overhead Recharge	867	1,872	2,529	657		657	74.0%
Tourism VIC costs :- Indirect Expenditure	12,438	118,964	106,784	(12,180)	0	(12,180)	111.4%
Net Income over Expenditure	(12,438)	(117,846)	(87,084)	30,762			
485 PublicToilets							
1080 Toilet income	0	467	0	(467)			0.0%
PublicToilets :- Income	0	467	0	(467)			
4044 Insurance	0	9,640	4,200	(5,440)		(5,440)	229.5%
4102 NNDR	187	(6,651)	0	6,651		6,651	0.0%
4104 Utilities - Water	154	1,591	1,300	(291)		(291)	122.4%
4105 Utilities - Heat & Light	182	2,547	4,500	1,953		1,953	56.6%
4110 Cleaning	3,000	27,000	40,000	13,000		13,000	67.5%
4135 Community Investment	0	18,900	24,500	5,600		5,600	77.1%
6000 Admin Salaries Recharge	2,537	12,418	9,918	(2,500)		(2,500)	125.2%
6005 Admin Overhead Recharge	506	1,971	2,619	648		648	75.3%
6007 Grove House Recharge	57	438	1,269	831		831	34.5%
6008 Grove Lodge Recharges	51	373	1,269	896		896	29.4%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6009 HQ recharges	880	1,104	0	(1,104)		(1,104)	0.0%
6010 Grounds Salaries Recharge	206	1,787	1,980	193		193	90.3%
6015 Grounds Overhead Recharge	(7)	786	693	(93)		(93)	113.4%
6030 Operational Staffing Recharge	85	756	1,260	504		504	60.0%
6035 Operational Overhead Recharge	36	79	108	29		29	73.1%
PublicToilets :- Indirect Expenditure	<u>7,874</u>	<u>72,739</u>	<u>93,616</u>	<u>20,877</u>	<u>0</u>	<u>20,877</u>	<u>77.7%</u>
Net Income over Expenditure	<u>(7,874)</u>	<u>(72,272)</u>	<u>(93,616)</u>	<u>(21,344)</u>			
Grand Totals:- Income	(17,165)	2,921,598	599,461	(2,322,137)			487.4%
Expenditure	(8,892)	2,337,492	3,230,840	893,348	0	893,348	72.3%
Net Income over Expenditure	<u>(8,272)</u>	<u>584,107</u>	<u>(2,631,379)</u>	<u>(3,215,486)</u>			
Movement to/(from) Gen Reserve	<u>(8,272)</u>	<u>584,107</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.
- To the value of £361.68 on 2nd September 2022
- To the value of £507.45 on 3rd October 2022
- To the value of £524.37 on 2nd November 2022
- To the value of £680.05 on 2nd December 2022

Santander Actual Cash Received 1st April 2022 to 31st March 2023 = £3509.72

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.
- To the value of £137.22 on 2nd September 2022
- To the value of £143.74 on 4th October 2022
- To the value of £172.24 on 2nd November 2022
- To the value of £220.63 on 1st December 2022

CCLA Actual Cash Received 1st April 2022 to 31st March 2023 = £1007.02

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
Sep-22	£ 1,408,011.66	£ -	£ 200.00	£ -	£ 1,408,211.66
Oct-22	£ 64,948.62	£ -	£ -	£ -	£ 64,948.62
Nov-22	£ 43,883.80	£ -	£ -	£ -	£ 43,883.80
Dec-22	£ 236,950.65	£ -	£ 414.75	£ -	£ 237,365.40

Outstanding Balances by Month as at 31/12/2022

A/C Code	Customer Name	Balance	Dec 2022	Nov 2022	Oct 2022	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	144.00	72.00	0.00	0.00	0.00	0.00
ANDYFORD	ANDYFORD	-350.00	0.00	0.00	0.00	0.00	-350.00
CORBETTL	CORBETTL	18.00	0.00	0.00	0.00	18.00	0.00
INSPIRE	INSPIRE	216.00	126.00	0.00	0.00	0.00	0.00
MARKYOUT	MARKYOUTH	2,722.40	0.00	0.00	0.00	0.00	-1,981.60
NOVANDA	NOVANDA	1,184.02	0.00	0.00	0.00	1,184.02	0.00
ODYSSEYD	ODYSSEYD	162.00	72.00	18.00	0.00	0.00	0.00
PEDRALTA	PEDRALTA DANCE	58.00	0.00	0.00	0.00	0.00	-14.00
RACTLIFFEA	RACTLIFFEA	475.20	0.00	0.00	0.00	475.20	0.00
SJPROMOTI	SJPROMOTIONS	9.90	0.00	9.90	0.00	0.00	0.00
THEATRE	THEATRE	180.00	108.00	0.00	0.00	54.00	18.00
WES002	WESTON COLLEGE	2,304.38	1,558.76	0.00	0.00	0.00	0.00
WESTONBR	WESTON BRASS	-396.00	0.00	0.00	0.00	0.00	-396.00
WORLEWB	WORLEWB	475.20	0.00	0.00	475.20	0.00	0.00
Total Sales Ledger No 1		7,203.10	1,936.76	27.90	475.20	1,731.22	-2,723.60
Ledger No 2, Council Sales Ledger							
APPELH	APPELH	186.00	0.00	186.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,750.00	0.00	0.00	0.00	0.00	0.00
CLEVEDON	CLEVEDON	-45.00	0.00	0.00	0.00	0.00	-45.00
CLEVEDONP	TIFFIN	420.00	0.00	0.00	0.00	420.00	0.00
COLLINSS	COLLINSS	0.01	0.00	0.00	0.01	0.00	0.00
COO001	COOKSLEY & SON	1,612.00	0.00	0.00	1,612.00	0.00	0.00
ELM001	ELMS	728.00	0.00	0.00	0.00	0.00	0.00
JONESS	JONESS	-193.00	0.00	0.00	0.00	0.00	-193.00
KEWSTOKE	KEWSTOKEDOGBIN	297.00	0.00	297.00	0.00	0.00	0.00
LOCKANDC	LOCKANDCOD	180.00	0.00	0.00	0.00	180.00	0.00
OAKOVER	OAKOVER	420.00	420.00	0.00	0.00	0.00	0.00
PALMER	PALMER	-182.00	0.00	0.00	0.00	0.00	-182.00
PIERWSM	PIERWSM	56.85	0.00	0.00	0.00	56.85	0.00
PITMANS	PITMANS	68.67	0.00	0.00	0.00	0.00	0.00
RICHs	RICHs	180.00	180.00	0.00	0.00	0.00	0.00
SAVVAS	SAVVAS	-182.00	0.00	0.00	0.00	0.00	-182.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
SOVEREIGN	SOVEREIGN	540.00	0.00	540.00	0.00	0.00	0.00
THEPIER	THEPIER	420.00	0.00	420.00	0.00	0.00	0.00
UNBOXED22	FESTIVAL 22 LTD	-37.71	0.00	0.00	0.00	0.00	-37.71
WINSCOMBE	WINSCOMBES	360.00	0.00	0.00	0.00	0.00	0.00
WSMGOLF	WSMGOLF	300.00	300.00	0.00	0.00	0.00	0.00
YMCA	YMCA	756.00	0.00	0.00	0.00	756.00	0.00
Total Sales Ledger No 2		8,334.82	900.00	1,443.00	1,612.01	2,112.85	-639.71
Ledger No 4, Museum Sales Ledger							
AXE	AXE	-100.00	0.00	0.00	0.00	0.00	-100.00
BACKWELL	BACKWELL	35.00	35.00	0.00	0.00	0.00	0.00
BELLK	BELLK	-70.50	0.00	0.00	0.00	0.00	-70.50
Sub Total C/Fwd		15,402.42	2,871.76	1,470.90	2,087.21	3,844.07	-3,533.81

Outstanding Balances by Month as at 31/12/2022

A/C Code	Customer Name	Balance	Dec 2022	Nov 2022	Oct 2022	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	15,402.42	2,871.76	1,470.90	2,087.21	3,844.07	-3,533.81
Ledger No 4, Museum Sales Ledger (Continued)							
BOURNVILLE	BOURNVILLE	140.00	0.00	0.00	0.00	0.00	0.00
CASTLE	CASTLE	35.00	0.00	0.00	0.00	0.00	0.00
CHARFIELD	CHARFIELD	35.00	0.00	0.00	0.00	0.00	0.00
CHESTNUT	CHESTNUT PARK	35.00	0.00	0.00	0.00	0.00	0.00
CIVIC	CIVIC	216.00	0.00	0.00	0.00	0.00	0.00
CROCKFORD	CROCKFORD	100.00	0.00	0.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	60.00	0.00	0.00	0.00	0.00	0.00
HANNAHMO	HANNAHMORE	90.00	0.00	0.00	90.00	0.00	0.00
HAYWARDV	HAYWARDV	280.00	0.00	140.00	0.00	140.00	0.00
HMDNS	HMDNORTHSOMERSET	459.40	0.00	0.00	0.00	0.00	0.00
LOCKING	LOCKING	90.00	0.00	0.00	0.00	0.00	0.00
MULTI	MULTI	33.00	0.00	0.00	0.00	33.00	0.00
MUSEUM	MUSEUM	253.00	0.00	253.00	0.00	0.00	0.00
MUSINTERN	MUSINTERN	360.00	0.00	360.00	0.00	0.00	0.00
NATURALEN	NATURALENGLAND	69.12	0.00	0.00	0.00	0.00	0.00
ORCHARDT	ORCHARDT	120.00	0.00	0.00	0.00	120.00	0.00
POWELL	POWELL	-150.00	0.00	0.00	0.00	0.00	-150.00
PUBLIC	PUBLIC HEALTH TEAM	175.00	0.00	0.00	0.00	175.00	0.00
SHIPHAM	SHIPHAM1ST SCHOOL	90.00	0.00	0.00	0.00	0.00	0.00
STANNES	STANNES	35.00	0.00	0.00	0.00	0.00	0.00
STMARTINS	STMARTINS	35.00	35.00	0.00	0.00	0.00	0.00
STMARYSC	ST MARYS C OF E	35.00	0.00	0.00	0.00	0.00	0.00
TRAINMAST	TRAINMASTER	135.00	0.00	0.00	30.00	105.00	0.00
UPHILL	UPHILL	35.00	0.00	0.00	0.00	0.00	0.00
WALTERS	WALTERS	696.00	0.00	0.00	0.00	696.00	0.00
WESSEXWA	WESSEXWATER	227.94	0.00	0.00	0.00	0.00	0.00
WHEATFIELD	WHEATFIELD	52.99	0.00	0.00	0.00	52.99	0.00
	Total Sales Ledger No 4	4,135.55	70.00	753.00	120.00	1,850.59	-320.50
	TOTAL SALES LEDGER BALANCES	19,673.47	2,906.76	2,223.90	2,207.21	5,694.66	-3,683.81

Outstanding Balances by Month as at 01/01/2023

A/C Code	Customer Name	Balance	Jan 2023	Dec 2022	Nov 2022	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
2NDWSM	2NDWSMRANGERS	27.00	0.00	0.00	27.00	0.00	0.00
ABUNDANCE	ABUNDANCE	326.00	0.00	72.00	18.00	236.00	0.00
CORBETTL	CORBETTL	18.00	0.00	0.00	0.00	18.00	0.00
INSPIRE	INSPIRE	252.00	0.00	126.00	126.00	0.00	0.00
MARKYOUT	MARKYOUTH	-1,981.60	0.00	0.00	0.00	0.00	-1,981.60
NOVANDA	NOVANDA	1,184.02	0.00	0.00	0.00	1,184.02	0.00
ODYSSEYD	ODYSSEYD	90.00	0.00	72.00	18.00	0.00	0.00
PEDRALTA	PEDRALTA DANCE	-14.00	0.00	0.00	0.00	0.00	-14.00
RACTLIFFEA	RACTLIFFEA	475.20	0.00	0.00	0.00	475.20	0.00
SJPROMOTI	SJPROMOTIONS	9.90	0.00	0.00	9.90	0.00	0.00
THEATRE	THEATRE	180.00	0.00	108.00	0.00	54.00	18.00
THEMUSIC	THEMUSIC	-705.92	0.00	0.00	0.00	806.04	-1,511.96
WES002	WESTON COLLEGE	3,634.76	0.00	3,634.76	0.00	0.00	0.00
WESTONBR	WESTON BRASS	-396.00	0.00	0.00	0.00	0.00	-396.00
WORLEWB	WORLEWB	475.20	0.00	0.00	0.00	475.20	0.00
Total Sales Ledger No 1		3,574.56	0.00	4,012.76	198.90	3,248.46	-3,885.56
Ledger No 2, Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	363.00	0.00	363.00	0.00	0.00	0.00
APPELH	APPELH	186.00	0.00	0.00	186.00	0.00	0.00
CHURCHILLP	CHURCHILLP	414.00	0.00	414.00	0.00	0.00	0.00
CLEVEDON	CLEVEDON	-45.00	0.00	0.00	0.00	0.00	-45.00
CLEVEDONP	TIFFIN	420.00	0.00	0.00	0.00	420.00	0.00
COLLINSS	COLLINSS	0.01	0.00	0.00	0.00	0.01	0.00
COO001	COOKSLEY & SON	1,612.00	0.00	0.00	0.00	1,612.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	581.62	0.00	284.62	297.00	0.00	0.00
LOCKANDC	LOCKANDCOD	180.00	0.00	0.00	0.00	180.00	0.00
OAKOVER	OAKOVER	420.00	0.00	420.00	0.00	0.00	0.00
ODONNELL	ODONNELL	14.40	0.00	14.40	0.00	0.00	0.00
PALMER	PALMER	-182.00	0.00	0.00	0.00	0.00	-182.00
PIERWSM	PIERWSM	56.85	0.00	0.00	0.00	56.85	0.00
RICHES	RICHES	180.00	0.00	180.00	0.00	0.00	0.00
SANDFARM	SANDFARM	300.00	0.00	300.00	0.00	0.00	0.00
SAVVAS	SAVVAS	-182.00	0.00	0.00	0.00	0.00	-182.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
SOVEREIGN	SOVEREIGN	540.00	0.00	0.00	540.00	0.00	0.00
STYLISH	STYLISH	-364.00	0.00	0.00	0.00	0.00	-364.00
THEPIER	THEPIER	420.00	0.00	0.00	420.00	0.00	0.00
UNBOXED22	FESTIVAL 22 LTD	-37.71	0.00	0.00	0.00	0.00	-37.71
WINSCOMBE	WINSCOMBES	705.00	0.00	345.00	360.00	0.00	0.00
WSMGOLF	WSMGOLF	300.00	0.00	300.00	0.00	0.00	0.00
YMCA	YMCA	756.00	0.00	0.00	0.00	756.00	0.00
Total Sales Ledger No 2		7,338.17	0.00	2,621.02	1,803.00	3,724.86	-810.71
Ledger No 4, Museum Sales Ledger							
AXE	AXE	-100.00	0.00	0.00	0.00	0.00	-100.00
Sub Total C/Fwd		10,812.73	0.00	6,633.78	2,001.90	6,973.32	-4,796.27

Outstanding Balances by Month as at 01/01/2023

A/C Code	Customer Name	Balance	Jan 2023	Dec 2022	Nov 2022	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	10,812.73	0.00	6,633.78	2,001.90	6,973.32	-4,796.27
Ledger No 4, Museum Sales Ledger (Continued)							
BACKWELL	BACKWELL	35.00	0.00	35.00	0.00	0.00	0.00
BELLK	BELLK	-70.50	0.00	0.00	0.00	0.00	-70.50
BOURNVILLE	BOURNVILLE	35.00	0.00	35.00	0.00	0.00	0.00
CIVIC	CIVIC	108.00	0.00	0.00	108.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	60.00	0.00	-12.00	72.00	0.00	0.00
HANNAHM	HANNAH MORE INFANTS	140.00	0.00	0.00	140.00	0.00	0.00
HANNAHMO	HANNAHMORE	90.00	0.00	0.00	0.00	90.00	0.00
HAYWARDV	HAYWARDV	280.00	0.00	0.00	140.00	140.00	0.00
MULTI	MULTI	81.00	0.00	0.00	0.00	81.00	0.00
MUSEUM	MUSEUM	253.00	0.00	0.00	253.00	0.00	0.00
MUSINTERN	MUSINTERN	360.00	0.00	0.00	360.00	0.00	0.00
ORCHARDT	ORCHARDT	120.00	0.00	0.00	0.00	120.00	0.00
PUBLIC	PUBLIC HEALTH TEAM	175.00	0.00	0.00	0.00	175.00	0.00
STMARKS	STMARKS	35.00	0.00	35.00	0.00	0.00	0.00
STMARTINS	STMARTINS	35.00	0.00	35.00	0.00	0.00	0.00
TRAINMAST	TRAINMASTER	135.00	0.00	0.00	0.00	135.00	0.00
WALTERS	WALTERS	696.00	0.00	0.00	0.00	696.00	0.00
WHEATFIELD	WHEATFIELD	52.99	0.00	0.00	0.00	52.99	0.00
	Total Sales Ledger No 4	3,049.09	0.00	128.00	1,073.00	2,018.59	-170.50
	TOTAL SALES LEDGER BALANCES	13,961.82	0.00	6,761.78	3,074.90	8,991.91	-4,866.77

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

Budget heading	code	YTD Spend	Budget 2022/2023	Overspend	Reason
Central Administration					
Recruitment	102/4038	<u>£4,246.00</u>	<u>£3,000.00</u>	-£1,246.00	Recruitment
Credit card charges	102/4136	<u>£359.00</u>	<u>£150.00</u>	-£209.00	Under stated budget
Grove House					
NNDR	103/4102	<u>£4,828.00</u>	<u>£1,609.00</u>	-£3,219.00	Anticipated move to HQ means budgets were reduced
Utilities Water	103/4104	<u>£850.00</u>	<u>£50.00</u>	-£800.00	Anticipated move to HQ means budgets were reduced
Utilities Heat & Light	103/4105	<u>£1,342.00</u>	<u>£600.00</u>	-£742.00	Anticipated move to HQ means budgets were reduced
Cleaning	103/4110	<u>£3,375.00</u>	<u>£1,178.00</u>	-£2,197.00	Anticipated move to HQ means budgets were reduced
Grove Lodge					
NNDR	104/4102	<u>£2,025.00</u>	<u>£674.00</u>	-£1,351.00	Anticipated move to HQ means budgets were reduced
Utilities Heat & Light	104/4104	<u>£1,863.00</u>	<u>£500.00</u>	-£1,363.00	Anticipated move to HQ means budgets were reduced
Cleaning	104/4110	<u>£2,255.00</u>	<u>£777.00</u>	-£1,478.00	Anticipated move to HQ means budgets were reduced
Rent	104/4132	<u>£3,750.00</u>	<u>£1,250.00</u>	-£2,500.00	Anticipated move to HQ means budgets were reduced
Community Services					
CCTV	105/4212	<u>£106,267.00</u>	<u>£86,595.00</u>	-£19,672.00	Inflation
Blakehay central cost					
Credit card charges	120/4136	<u>£331.00</u>	<u>£130.00</u>	-£201.00	Under stated budget
Utilities	120/4105	<u>£16,757.00</u>	<u>£7,500.00</u>	-£9,257.00	Increase in utility costs due to air ventilation system
Museum Functions					
	145/4030	<u>£0.00</u>	<u>£3,000.00</u>	£100 To be overspent	Chairs and tables for weddings price increase since budget approved
Museum Shop					
Credit card charges	143/4136	<u>£331.00</u>	<u>£110.00</u>	-£221.00	Under stated budget
Central grounds					
Petrol/diesel	400/4026	<u>£6,318.00</u>	<u>£5,000.00</u>	-£1,318.00	Fuel price increase
Vehicle Maintenance	400/4025	<u>£7,073.00</u>	<u>£5,000.00</u>	-£2,073.00	
Refus removal	400/4114	<u>£1,702.00</u>	<u>£500.00</u>	-£1,202.00	Dog bin emptying
Milton Road Cemetery					
Utilities water	420/4104	<u>£1,284.00</u>	<u>£750.00</u>	-£534.00	Inflation

WESTON-SUPER-MARE TOWN COUNCIL COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS

- 1. Policy and Finance Committee**
- 2. Community Services Committee**
- 3. Tourism and Leisure Committee**
- 4. Personnel Committee**
- 5. Appeals Committee**
- 6. Planning Committee**
- 7. Heritage Arts and Culture Committee**
- 8. Expenditure and Governance Working Party**
- 9. Weston in Bloom Working Party**
- 10. HQ Working Party**
- 11. Climate Change Working Party**
- 12. Delegations**

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- (a) The Town Council's approved Budget and Financial Regulations.
- (b) Any previous minuted decision of the Town Council.
- (c) Any matters reserved to the Town Council by law.

1. POLICY AND FINANCE COMMITTEE

Policy and Finance Committee is the main policy making Committee of the Council and considers the broad social and economic needs of the Parish.

Membership: 10 **Quorum:** 5

Terms of Reference

1. To guide the Council in the formulation of its objectives.
2. To identify the need for new services and facilities.
3. To be responsible for allocating and controlling the financial and manpower resources of the Council.
4. To advise the Council on the distribution of functions between Committees and Sub-Committees and any major policy changes in the Council's management or administrative procedures.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein.
7. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
8. To be responsible for the banking, financial and accounting methods adopted by the Council.
9. To authorise Members' attendance at conferences, courses and meetings.

10. To make appointments to outside bodies between Annual Meetings of the Council.
 11. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
 12. To enter into legal proceedings on the Council's behalf.
 13. To consider the delegation of appropriate services to the Town Council from other authorities.
 14. Appointments and nominations to outside bodies which are required or fall vacant between Annual Meetings of the Council.
 15. To respond to consultations from Government and other bodies that will not admit of delay.
 16. To deal with applications for **small and voluntary** grants or assistance over £1,000.
 17. To manage health and safety policy and issues.
 18. To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
 19. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.
-

2. COMMUNITY SERVICES COMMITTEE

This Committee monitors the operation of Town Council **leisure services and** amenities, ensuring a high standard of provision. It considers their further development and the development of other facilities. The Committee is responsible for the Council's Community Programme.

Membership: 10 **Quorum:** 5

Terms of Reference

1. To manage and monitor the activities undertaken within the Council's Community Events Programme.
 2. To manage the provision of allotments.
 3. To act as consultee in relation to leisure facilities provided by others.
 4. To consider the provision of markets within the Parish.
 5. To award grants or assistance to local **small and voluntary** organisations and bodies up to £1,000.
 6. To deal with the oversight of the café at the YMCA and youth services.
 7. To make recommendations regarding street naming within the Parish.
 8. To deal with all matters affecting all street furniture.
 - ~~9. To deal with the management of the Weston-super-Mare Museum.~~
 - ~~10. To deal with the management of the Blakehay Theatre.~~
 11. To manage the provision of Cemeteries within the Parish.
 12. To oversee Weston-in-Bloom and floral provision in the town.
 13. To monitor CCTV provision and crime and disorder in the town.
 14. To manage the provision of public toilets
-

3. TOURISM AND LEISURE COMMITTEE

The Tourism and Leisure Committee deals with all aspects of tourism to the town together with the Town Council's parks, play areas (including the Water Park) and outdoor sports and leisure facilities.

Membership: 10 Quorum: 5

1. To deal with the management, development and operation of sport and leisure facilities.
2. To manage all Town Council parks and open spaces.
3. To manage the Water Adventure Play Park, skateboard parks and all play areas.
4. To manage the Council's tourism and destination marketing initiatives.
5. To manage and monitor production and maintenance of the tourism website and brochure.
6. To manage advertising and revenue to secure maximum income.

4. PERSONNEL COMMITTEE

The Personnel Committee considers all policy aspects of human resources and personnel including establishment, grading and conditions of service.

Membership: 8 Quorum: 4

Terms of Reference

1. To determine the Council's staffing structure and establishment.
2. To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
3. To determine schemes for the employment of people under apprenticeship, job creation and youth training programmes.
4. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
5. To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
6. The recruitment of senior Council managers as necessary.
7. To determine the training and qualification policy of the Council.
8. To oversee the Council's pension policy and the criteria required for eligibility.
9. To determine the policy for the designation of staff as casual car users.

5. APPEALS COMMITTEE (Cross party where practicable)

Membership: 3 Quorum: 3

Terms of Reference

1. To hear and determine all matters of appeal.

6. PLANNING COMMITTEE

Membership: 8 Quorum: 4

Terms of Reference

1. To respond as consultee to any planning application or any consultation document relating to planning.
 2. To consider all planning aspects of development within the Parish including representation and the use of external consultants or advisers.
 3. To consider and monitor Development Plans and associated documents.
 4. To deal with all matters relating to transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications.
-

7. HERITAGE ARTS AND CULTURE COMMITTEE

Membership: 6 plus co-opted members Quorum: 3

Purpose: To deal with all heritage, arts and culture related issues, including but not limited to the Weston Museum and Blakehay Theatre.

Terms of Reference:

1. To be responsible for all aspects of management and operation of the Weston Museum.
 2. To deal with all aspects of the management and operation of the Blakehay Theatre.
 3. To plan and procure temporary exhibitions.
 4. To oversee the Museum accreditation process including making application for, delivery and review of the accreditation.
 5. To manage and deliver the Council's Blue Plaque Scheme including the selection of individuals and buildings worthy of commemoration through a blue plaque.
 6. To consider and deal with any other heritage, arts or cultural issues in the town.
 7. To plan, make and oversee further grant applications for the generation of further income for the Weston Museum or the Blakehay Theatre.
 8. To administer the budget for and award Community Events grants.
-

8. EXPENDITURE AND GOVERNANCE WORKING PARTY

Membership: 8 Quorum: 4

Purpose: To review the efficiency, effectiveness and social value of all town council services, functions and policies and to make recommendations to the Policy and Finance Committee or other appropriate decision makers under the Council's Committee Terms of Reference and Scheme of Delegation.

9. WESTON IN BLOOM WORKING PARTY

Membership: 6 Councillors plus up to 14 co-opted members Quorum: 3

Purpose: To work alongside the community under the direction of the Community Services Committee to promote the floral and visual enhancement of Weston-super-Mare as part of its 'In Bloom' Campaign, pursue sustainable development initiatives, improve areas of the Parish and make recommendations to the Council regarding participation in external competitions e.g. South West in Bloom

As a community based group the working party may adopt its own working terms of reference provided these do not contradict council decisions or policy.

9. HQ WORKING GROUP

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
8. To be responsible for all procurement for HQ within the budget set by the Council, and
9. To provide recommendations which will be given to Policy and Finance Committee for amendment and resolution.

10. CLIMATE CHANGE WORKING PARTY

Membership: Ad hoc, minimum 2 **Quorum:** 2

Purpose: To oversee and action the Council's Climate Change Commitment to become net carbon neutral by 2030 and the Road Map to Zero making recommendations to the Town Council or the appropriate decision makers under the Council's Committee Terms of Reference and Scheme of Delegation

11. DELEGATIONS

(1) General

Where powers of duties have been delegated to a Committee it shall be competent for that Committee in turn to assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee, provided that any action taken under delegated powers by the Town Clerk or a Sub Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee (or Council) for information.

A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

(2) Chairman's powers

- (a) The Town Clerk may, in consultation with the Chairman and Vice-Chairman of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of the appropriate Committee or Sub-Committee.
- (b) That (a) above be taken to include the Mayor in the absence of either the Chairman or Vice-Chairman.

(3) Delegation to the Town Clerk

(a) Specific Delegations

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

- (i) To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees and Sub-Committees; and to implement decisions thereof.
- (ii) The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including (without prejudice to the generality of the foregoing) dealing with correspondence and handling complaints and requests for information.
- (iii) The management and letting of the Town Council's facilities.
- (iv) The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments providing the estimated cost has been included in the current revenue budget.
- (v) The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
- (vi) The determination of the level of charges for food and drink to be consumed by the public at the Council's establishments, providing such levels are set to produce an overall surplus to the Council.

- (vii) The implementation of non-discretionary adjustments to the Scheme of Conditions of Service of the National Joint Council for Local Authorities Administrative and Professional, Technical and Clerical (A.P.T and C) staff and South Eastern Provincial Council (S.E.P.C) for manual staff.
- (viii) The granting of casual user car allowance status to staff in accordance with approved policy determined by the Personnel Committee.
- (ix) The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment.
- (x) The delegation of staff to attend courses, seminars etc. relevant to their position with the Council subject to **a six-monthly annual** report to the Personnel Committee.
- (xi) The exercise of virement within a Committee's budget, according to need.
- (xii) Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Leader or Deputy Leader and to report back to the next appropriate Council meeting.

(b) Further Delegations

The Council may from time to time further delegate action to the Town Clerk or to the Town Clerk in consultation with the appropriate Committee Chairman. Such delegation will be clearly minuted and revised accordingly.

(4) Delegations to the Deputy Town Clerk and Responsible Financial Officer

- (i) To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year.
- (ii) To make arrangements to pay the salaries and wages of employees of the Council.
- (iii) **To deputise for and exercise the delegated powers of the Town Clerk in his or her absence in cases of leave, sickness or if there is a vacancy.**

Policy & Finance Committee 20.02.23
Civic Budget Spending Request
Report of the Deputy Town Clerk

1. Civic – Insignia Budget

1.1 Within the civic budget annually, there is a section for civic insignia which covers items such as the Mayoral chains, repairs, sign writing and past mayor's jewels which are issued to the Mayor following their year in office.

1.2 The Civic Officer has received a quote from Vaugtons for the past mayors' jewels for the current Mayor and Consort at a cost of £1,585 (including a provision for engraving)

2. Mayors request for the year 2022/2023

2.1 Cllr Sonia Russe as the current Mayor for Weston super Mare (2022/2023) has made a formal request that she would like the committee to consider. She has requested that the monies due to be spent on the past mayors' jewels for herself and consort are indeed authorised to be spent in alternative way as she has confirmed that she does not want to receive them through personal choice. As such she feels that the monies could be better used in an alternative way.

2.2 This suggestion is for this year only and should not impact the ability for future Mayors to receive the past jewels as has been the case historically to date.

3. Suggested use of Funds from 2022/2023

3.1 Cream tea event to celebration event for the Kings Coronation (max £1,000)

3.2 Purchase of a high-quality clock for the meeting room at Waterloo Street Council Chamber – to commemorate the Kings Coronation Year

Members are requested to:

Approve the alternative use of the civic budget for past mayor 's jewels detailed in section 3 above. Noting that these monies should be put in an Earmarked reserve at the year end for use in May and in readiness for the opening of 32 Waterloo Street.

Sarah Pearce
Deputy Town Clerk

6th February 2023

Policy and Finance Committee 20th February 2023
Procurement of Cleaning Services at Weston Museum
Report of the Deputy Town Clerk

1. Following changes to cleaning services across the council, inconsistencies across sites were recognised. It was felt that there was a need to review the current service at Weston Museum. Certain areas were highlighted in need of improvement, with officers reporting the need to carry out additional cleaning prior to events and functions, as the standard was not high enough. Efforts to address this with the current provider have not been consistent or addressed all the issues unfortunately.
2. As per standing orders for procurement of goods and services, the value of the contract required three different quotes. The quotes have been gathered on a like for like basis, with one of the companies being our current cleaning provider.
3. Company (Quote 3) are already used by the Council at the Blakehay Theatre and have proven to be reliable and have been able to provide services across a 7 day period which is key to both the Museum and Blakehay (with functions and shows etc).

	Quote 1	Quote 2	Quote 3
Annual cost (ex VAT)	£13,260	£10,658.64	£14,491.48
Proposed Hours spent	Up to 3 hours per visit	Unknown	Up to 3 hours per visit
Proposed Days cleaned	5	5	5

Recommendation: In order to provide a consistent service across all sites members are requested to consider Quote 3, as we have proven track record with this company through the Blakehay Theatre, who have trialled there services.

Molly Maher
Senior Development Officer
10th February 2023

Policy and Finance Committee 20th February 2023
Cycle to Work Scheme
Report of the Deputy Town Clerk

1. Members will be aware that the council has committed to take part in the Bike2Work Scheme. The initial suggestion was brought up through the Climate Change Working Party, and referred to the Personnel Committee for approval

The scheme allows staff to purchase a bike through the council, up to the value of £1,000. The council will pay for the initial purchase of the bike, with repayments made automatically through the payroll system. This will ideally be rolled out from the 1st April 2023. It will be available for contracted staff only (not seasonal or casual staff).

2. How It Works through Bike2Work

- Employer accepts Bike2Work Scheme's terms & conditions and registers on-line and is given a unique employer PIN.
- Employee visits one of our partner shops to make their selection and obtain a written quotation.
- Employee registers online with Bike2Work Scheme using the employer PIN and then logs in to submit their quotation, they will then be asked to agree to the Hire Agreement.
- The point of contact will receive notification that a quote has been submitted and they need to log in and approve the quotation.
- An e-mail will be sent to the employee to advise if their quote has been approved/declined.
- If approved, Bike2Work Scheme will generate the Invoice and Salary Sacrifice.
- The employer will receive an email asking them to log in and download both the Invoice and Salary Sacrifice.
- The Salary Sacrifice needs to be signed by both employer and employee and kept for your records only.
- Once signed by both parties, payment can be made to Bike2Work Scheme as per the invoice.
- The voucher will be processed the same day as payment clears in our account and sent direct to the bike shop.
- Both the employer and employee will be notified that payment has been received and the voucher issued.

3. There are some set conditions to the fund:

- Borrowing/purchase limit: £1,000
- Maximum borrowing term: 12 Months
- Contracted staff members only

- If a member of staff should leave the council during the term of repayment, the full balance will be taken from their final pay amount
4. As the Council will be making the initial payment, there will be a requirement to create a separate account on the ledger to record payments made and repayments received.
 5. The council will therefore be liable for the full amount of any bike purchased (from general reserves) which is fully repaid by the staff member over a set period of time.

Members are requested to:

Approve the ability for the Town Council to purchase bikes (upfront full cost of bike) for contracted members of staff, after having obtained a sign loan agreement, to the maximum value set out above which will then result in repayment in full over the period of time (12 months).

Molly Maher
Senior Development Officer
10th February 2023

Policy & Finance Committee 20.02.23
Payroll and HR Service Review
Report of the Deputy Town Clerk

1. Weston super Mare Town Council (WSMTC) currently uses North Somerset Councils (via Liberata) to produce its payroll. This contract started in April 2013

1.1 WSMTC currently pay £3,700 approximately based on the following staff numbers:

Contracted Staff: 40

Casual Staff: 26

Seasonal Staff: 3

1.2 The service provided uses Itrent (but this is via the finance team having to process each individual staff data on a monthly basis. Staff currently have no access to this system. Itrent by its design is a system used by many public sector organisations to enable staff to upload and have access to their payroll information such as: submitting timesheets, mileage, changing address or bank details and also to book holiday and sickness. All of this is currently done manually on the system for individuals via the finance team.

1.3 Currently all HR systems and process are done manually at WSMTC. Following changes in staffing with central services there has been an opportunity to review and ideally simplify systems that are in place, with the aim of minimising the risk to the councils with data held on the council's servers (secure). The council uses Work nest for HR advice but this does not include in house processes and systems.

1.4 NSC have confirmed they are able to continue our payroll for us but will be reviewing the costs associated with doing so ahead of April 2023.

2. Opportunities to improve current practices

2.1 The Deputy Town Clerk (DTC) who has responsibility for managing payroll, holiday records and in addition has had to support the councils HR function with

ultimate responsibility for producing sickness reports (Bradford scores) has recognised the ability to stream line both payroll and HR internal process in one system.

2.2 The council has a duty to maintain governance and avoid risk and currently there are too many 'local' systems in place that require specific staff only to administer, in addition the duplication and ability to ensure the most up to date records are being used is a key consideration, that should not be overlooked. The suggestion of an integrated system is thought to have been discussed in the past but never followed up on fully.

2.3 Any new system should allow individual HR staff records to be held on one secure server (and should also allow staff to be responsible for their own input for payroll i.e. timesheets and booking holiday in a much-simplified way. The current practices have been in place for over 17 years and now have the ability to utilise specialist software that perhaps was not available before. This would enable a more efficient payroll process together with

2.4 Itrent systems as discussed are used across many public sector organisations and establishments, Councils, Police and other government bodies as well as being used in the education sector. The basis of what itrent is able to provide is therefore the obvious choice for the council to consider.

3. Options

3.1 **NSC Payroll Services** - Continue with NSC payroll services – we have confirmed we are not able to get our staff access to the itrent system they use because of the server set up at NSC. Therefore, payroll processing for all staff individually would remain with WSMTC finance team (2 x people). The cost of this option would be a minimum of £3,700 per annum but is likely to increase with the review they are undertaking.

3.2 **Itrent Direct** – The DTC has explored the option of using itrent directly, however the platform whilst ideal in what it can do, is aimed at much large organisations and payroll bureaus who process payroll for a number of clients (such as Liberata working with NSC as example). A cost review for this has estimate going direct to itrent would cost in the region of:

Initial cost £8,000

Annual cost £9,000

Setup £54,000

Managed payroll setup £2,500

Managed payroll annual cost £7,729

This option is not felt to be a viable option for the council with its current size.

3.3 MHR – People First Software - The DTC has been able to find a company who specialise in bespoke software that is based on the itrent system, but with more functionality, particularly aimed at small public sector organisations. It combines HR with payroll and would create a robust system for HR alongside all the current requirements the council currently have for running its payroll (pension / HMRC and year end needs).

A copy of the proposal is attached for members reference.

The Town Clerk, Deputy Town Clerk and Assistant Town Clerk have attended a presentation (on Zoom) and demonstration of this software, in addition we have been provided references from current customers which include Police services and other councils. The software also meets the necessary standards associated with this area (included in the proposal for members reference).

A budget provision has been put in place to allow for a change and improved service, with associated first year costs. There would need some allocation of staff resources to undertake any changes (Finance officer / Town Clerk Secretary). It is anticipated future year annual costs would be a saving on the current costs.

Members are recommended to:

Approve that the SMT should continue to work with MHR People First to create a Payroll and HR system to meet the council's requirements with the aim of transition to any new system within 2023/2024.

Sarah Pearse
Deputy Town Clerk
13th February 2023

MHR



Easier
meets
better

Proposal for Weston-super-Mare Town Council

Submitted by Jason Bell, MHR November 2022

Submitted by Sales Executive name, MHR, Month 2021

people first

Contents

1. Executive Summary.....	
Easier Meets Better – the Integrated HR and Payroll System.....	5
2. Our Proposed Solution.....	
Our Proposed Solution.....	7
Accreditations.....	12
3. Client Testimonial.....	
4. Pricing Breakdown.....	
5. About MHR.....	
About MHR.....	19



people first

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people first

Easier Meets Better – the Integrated HR and Payroll System

People First is a people-centred, single database solution that supports you and your teams to drive engagement, nurture talent, and increase retention and productivity. The ethos behind People First offers organisations a unique way of engaging with employees.

Introducing People First will help you achieve your key objectives, including:

- Fully integrated HR and payroll with a sole source of truth.
- Remove manual and paper-based processes and develop effective HR processes
- Improve access to data for improved analytics and insight
- Reduce duplication and errors, and the costs associated with correcting them
- Improve employee self-service and engagement with an intuitive, mobile-first platform
- Retain and develop existing talent
- Ensure compliance with legislation and policies

people first

1. Our Proposed Solution

people first



Our Proposed Solution

People First is the most intuitive, fully integrated, mobile-first HR and payroll platform available. It enables you to streamline and transform your HR and payroll processes to increase efficiency, boost productivity and build a more connected, resilient, and engaged workforce.

People First connects and streamlines everything: HR, payroll, HR analytics, employee engagement and internal communications.

It helps organisations to:

- Simplify and automate time-consuming processes
- Connect and align dispersed workforces
- Empower and nurture valuable talent
- Eliminate inefficiency by consolidating HR infrastructure
- Improve data visibility and unlock new insights

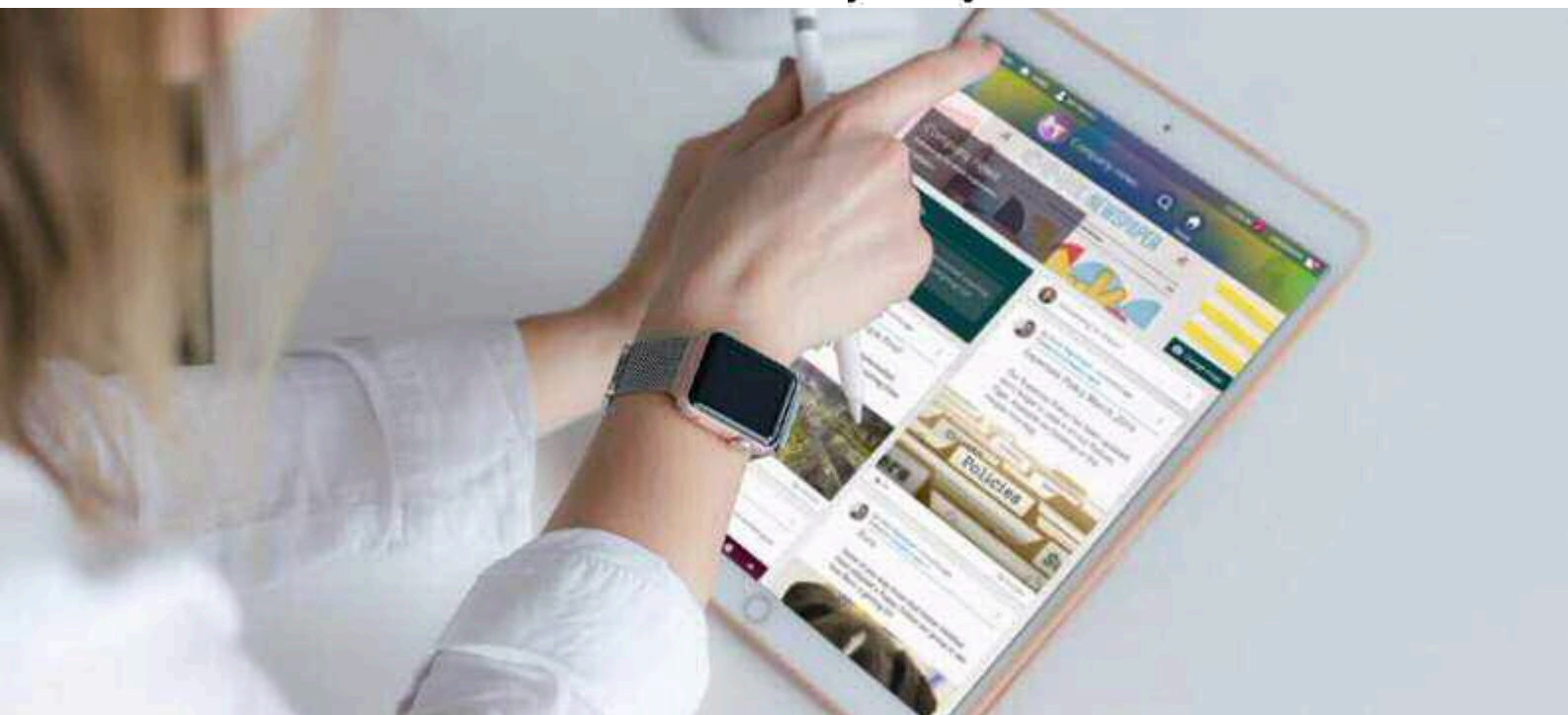
People First enables easier processes resulting in better outcomes. And by empowering HR leaders with easier access to insightful data, it informs better, intelligence-driven strategic decisions.

The platform is modular, so it can grow with you as your needs change. The core platform can be enhanced by purchasing additional modules.

WATCH THE VIDEO



people first



People First HR

People First HR lets you manage all your employee data and core processes in one place – with less reliance on time-consuming and error-prone manual tasks. It increases efficiency, reduces risks and frees up resources to boost productivity.

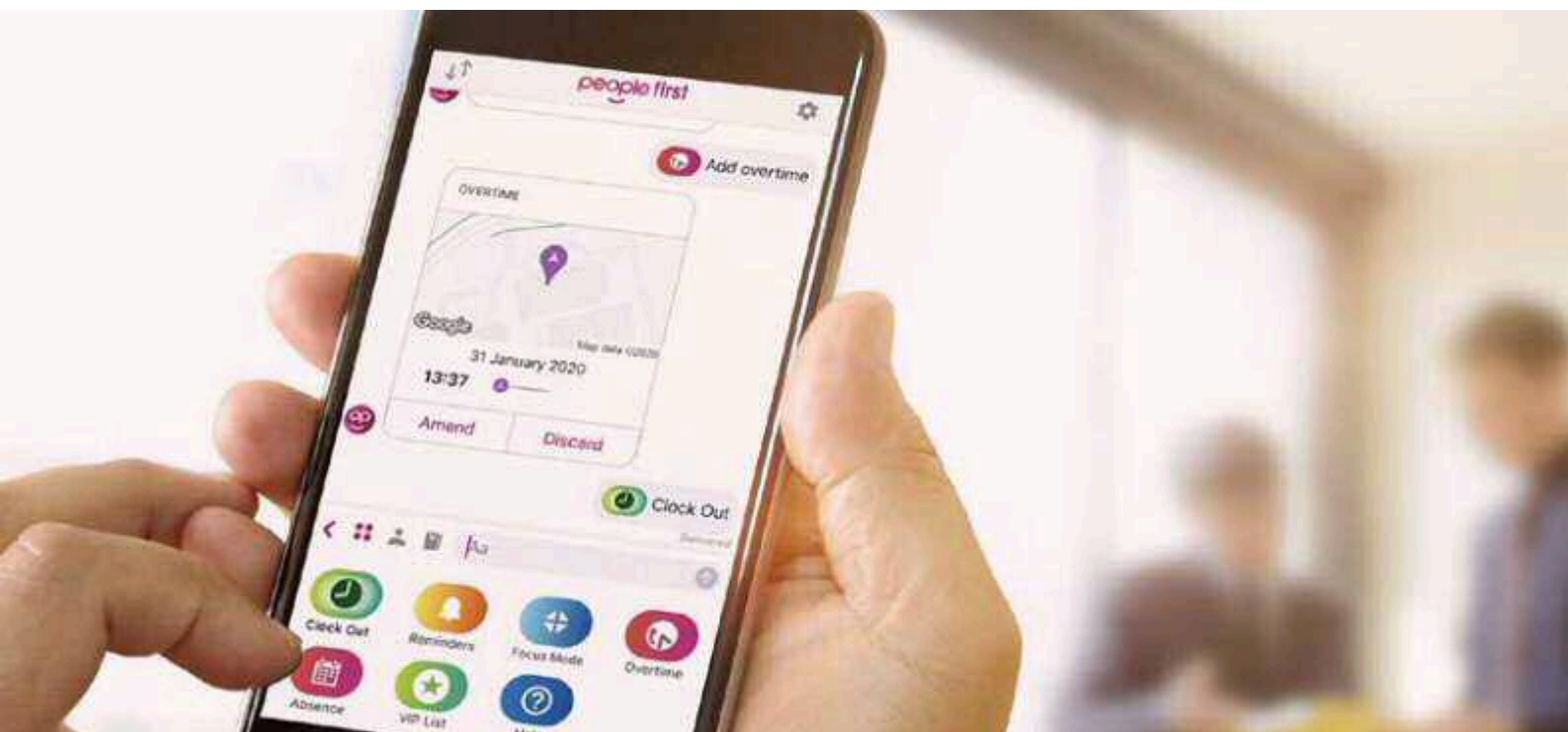
Empowering people with an easy, intuitive, self-serve solution, People First HR lets employees easily access and update their HR records at any time, from any location. It also strengthens employee engagement and communications, allowing you to easily and securely connect a dispersed workforce to achieve greater resilience, better alignment, and a more unified culture – driving connection and collaboration.

With People First your people will feel connected and supported – boosting well-being and motivation. And, facilitating two-way conversations, you can listen to their ideas and identify issues at an early stage. It is particularly beneficial for organisations with a distributed workforce, either in one country or globally. It supports easy localisation with different time zones and multiple languages, along with the ability to access the platform from any mobile device.

It is a platform that supports a business' strategic needs combined with the operational needs. This drastically reduces the administrative burden.

[VIEW THE SOLUTION SHEET](#)

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People First Transactional Payroll Service

This payroll service is designed to work in collaboration with the customer. MHR take full responsibility for payroll data input, errors and warning correction and GTN processing. All payroll outputs are sent back to the customer via a secure FTP portal. The service removes an organisations reliance on key individuals for their payroll processing expertise. It removes payroll errors by streamlining data input processes. In addition, the service ensures that each payroll is processed correctly in line with the very high levels of compliance and reassurance.

People First Insights

People First Insights enable business managers to access standard Reports easily. We have made the following standard reports available to you.

Absence Adjustments	All absence allowance adjustments
Hours	Contractual hours at a selected date
Jobs	All job details at a selected date
Leavers	Who left the organisation over a certain time
Managers	The reference numbers of people and their managers at a selected date
Occupancies	The jobs of people who started working over a certain time
People and Addresses	A snapshot of employed people and their address as of today and any leavers within the last 60 days
Employed People and Addresses	A snapshot of employed people and their address as of today
Emergency Contacts	A snapshot of employed people and their emergency contacts as of today
Personal Allowance Overrides	All personal allowance overrides
Salary	All salaries at a selected date
Sensitive Information	Sensitive information for people
Holiday	All holiday records over a time period
Sickness	All sickness records over a time period
Other and Family Leave	Other and family leave records over a time period
Absence breakdown	The hours lost per day for each absence in the selected date range
New hires	Who started working over a selected time
Time Worked	The clock in time records of employees for a selected period
Payroll	Payroll changes over a time period. This includes exports for people, occupancies, bank accounts, salaries, hours and basis, working pattern, absence and time and attendance
9 box grid	Reports are available for each part of the grid
Employees with low morale	Understand and view
Fast track employees	See who is important to the business and can be fast tracked through the business
High impact of leavers	
Department trends	Access information by department about morale, performance, and potential

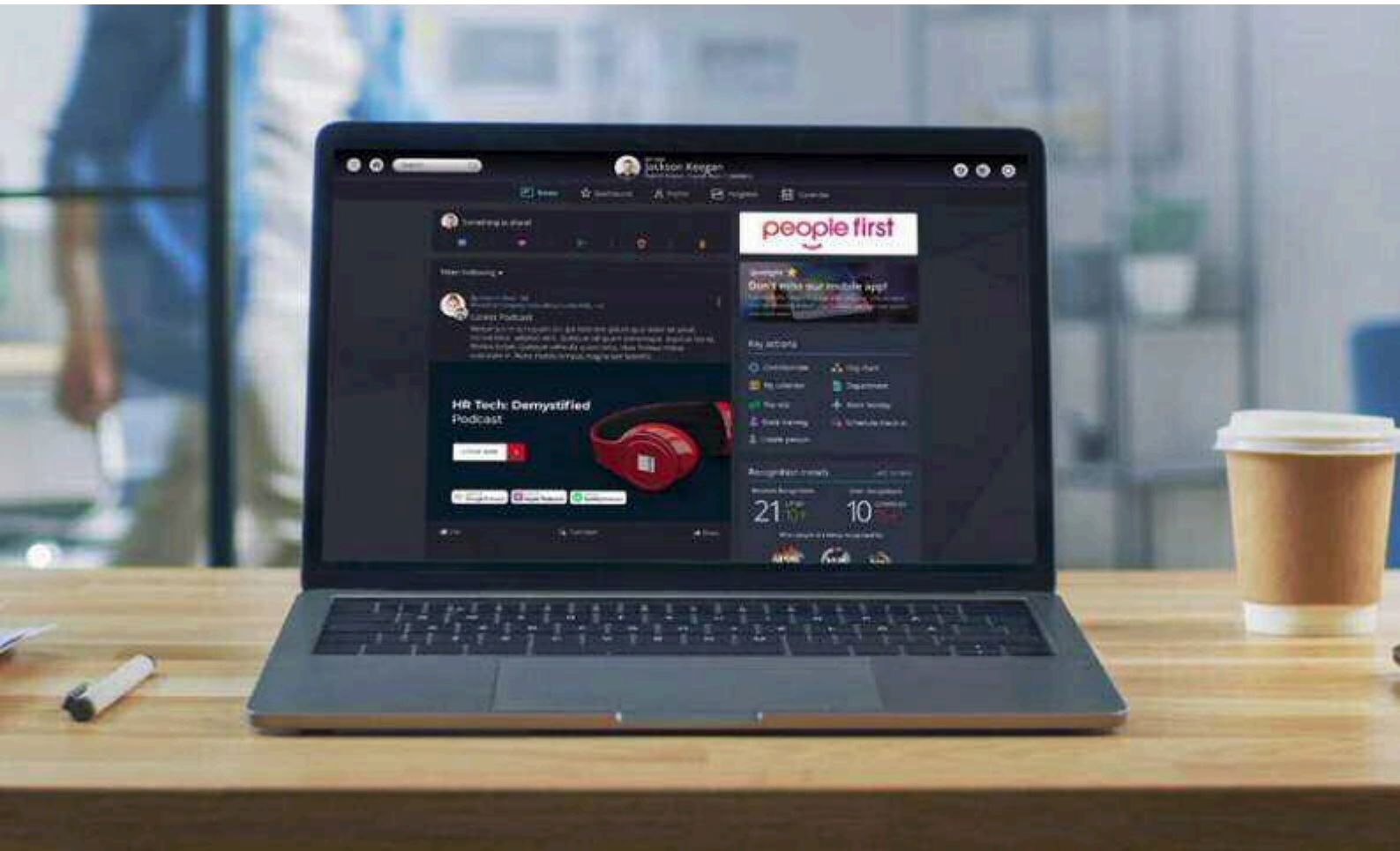
We also provide a range of insights throughout the system which are easily accessible by users with enhanced access.



For bespoke reporting, data can be easily exported from the system for use in Excel or report writer as required.

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Employee Self-Service Portal



People First is an easy-to-use, flexible HR, payroll and engagement platform – designed with simplicity and user experience in mind. It enables you to have all your HR needs in one place, on the Cloud. It is truly web based and designed to be accessed over the internet via a web browser or app for all aspects of the solution. All connections are secured, and data encrypted in transit using HTTPS/TLS.

People First offers a fully integrated employee self-serve area which can be used to record, update, and maintain personal information. Employees can make appropriate requests such as holidays, leave, training etc via the self-serve portal. This functionality is all available via a mobile or desktop device. The app also includes the Chatbot mobile functionality which allows employees to make requests via voice or text directly from their mobile phone. This is accessible from anywhere, 24/7, 365 days a year.

Accreditations

MHR are proud to hold a number of accreditations.

Certified to:



Compliant with:



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1. Client Testimonial

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My Cookie Dough - Rapid growth brings workforce challenges

The rapid expansion of My Cookie Dough led to numerous workforce management challenges. The company needed a solution that would enable it to:

- Reduce time on operational functions (spending 3-4 days per month on payroll)
- Dispense with manual tracking of important HR metrics (e.g., absences and holidays)
- Replace multiple channels with a single point of communication for everyone
- Bring together a widely dispersed workforce across the UK and beyond
- Ensure that key issues/actions don't get missed
- Engage and empower a young workforce, harnessing people's ideas and enthusiasm
- Save time on daily activities and drive efficiencies to allow more focus on growth

Having looked at over 40 suppliers, My Cookie Dough felt that none had a solution that would appeal to its workforce. People First, however, directly addresses both its operational and employee needs. With simple navigation and a social media-like look and feel, the platform gained immediate buy-in from everyone. The whole workforce is now engaged, and mobile connection makes it easy for the dispersed team to stay connected.

As a single platform for the whole workforce – for everything from viewing a payslip to sharing news – People First ensures that everyone knows where to go, and nobody misses out on any communications. The check-in feature enables two-way communication to drive employee empowerment and enables My Cookie Dough to listen to its people.

The immediate appeal



- Saves time on repetitive admin functions
- Features social media-like interaction, ensuring instant take-up
- Is accessible via a mobile phone and easy for employees to engage with

The ongoing benefits

From instant take-up and impact to ongoing improvements, People First delivers:

- **Immediate return on investment**
 - Time savings include **1.5** months per annum saved on payroll alone
- **Boosted productivity**
 - Reductions in manual admin free up time for more profitable activities
- **Better communications and engagement**
 - With a 100% adoption rate, everyone's on board and working together
- **Alignment of a dispersed workforce**
 - The single, unified platform is easily accessible via mobile phone
- **Empowered managers and employees**
 - It's where everyone comes together and shares ideas for growing the business

"I needed to get back time for me and everyone else in the business. Straight

away we've got over 3 days back per month on payroll alone."

Dean Steel, Operations Manager, My Cookie Dough



READ THE FULL STORY HERE



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1. Pricing Breakdown

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We are pleased to have the opportunity to provide our indicative costing. Our proposal is submitted under the terms of a Five-Year rental agreement through a low initial one-off payment, together with an annual fee covering the rental, software support and maintenance, service desk, new releases (including statutory releases) and provision of account management.

The following estimates are based upon acceptance of our standard terms and conditions of contract.

Modules and Services Included

- Core HR
- Transactional Payroll Service

Solution Based on 50 Employee's for Weston-super-Mare Town Council

Elements	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Software						
Initial Charge	£575.00					£3,825.00
Annual Charge	£650.00	£650.00	£650.00	£650.00	£650.00	
Hosting Service						
Hosting Initial Charge	£505.00					£3,370.00
Hosting Annual Charge	£573.00	£573.00	£573.00	£573.00	£573.00	
Services & Implementation						
Managed Service Initial Charge	£1,530.00					£10,200.00
Managed Service Annual Charge	£1,734.00	£1,734.00	£1,734.00	£1,734.00	£1,734.00	
Maintenance	£130.00	£130.00	£130.00	£130.00	£130.00	£650.00
Professional Services	£13,875					£13,875.00
Total	£19572.00	£3087.00	£3087.00	£3087.00	£3087.00	£31,920.00

These prices stay valid for 30 days from the date of this proposal and are licensed for up to 50 Employees. All prices exclude VAT. All implementation costs exclude travel and subsistence expenses and travel time. By default, MHR will use WebEx for remote support.

The initial payment is payable on contract signature and the annual rental is payable quarterly in advance following contract signature.

Services

To successfully implement People First a comprehensive package of installation, implementation and project management consultancy has been recommended which is included in the implementation costs above.

1. About MHR

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About MHR



Established in 1984, MHR is the UK's leading HR, Payroll and Finance software and services developer and provider.

Our innovative user-friendly systems are used by thousands of organisations and businesses in the UK, Ireland and globally. Over 2.2M people are paid using our payroll software with an accuracy rate of 99.99%.

Our customers represent many different industries and range from SMEs and privately-owned businesses to large corporates and PLCs. We also work extensively within the public sector and educational institutions.

Our flagship platforms, iTrent and People First, are accessible, intuitive, and easy-to-use. They capture, store and securely manage millions of records and significant amounts of personal data. Our products and services are ever-evolving, with regular updates and enhancements – many generated by customer feedback.

The safety and security of the data we hold is paramount. We have invested significantly in state-of-the-art data centres and intrusion prevention policies.

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MHR is a privately-owned company based in Ruddington, Nottingham and employs over 700 people. Half of which have worked for the company for more than ten years.

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CSR

MHR has long seen the benefits of corporate social responsibility.

We recognise our part in helping safeguard the future of our planet through improved practices and are committed to our people and local communities. We share that responsibility throughout the organisation, demonstrating our commitment in several ways.

We look after our people. We have mental health first aiders on staff and focus on employee development through mentoring and professional development programmes. We offer employees hybrid and work-at-home options. During the pandemic none of our people were laid off or furloughed. We focus on recruiting locally and take on new graduates every year.

We support International Women's Day – showing solidarity for gender equality both at MHR and in the wider technology industry. Local initiatives including helping school children in the area to understand pay and taxes, through a series of outreach sessions in high schools, sponsorship of the local primary school choir, mentoring of students at Nottingham Trent University and sponsorship of Hack 24, a coding event organised by Tech Nottingham.

We help protect the environment by recycling nearly eighty per cent of our waste. Our site maintenance team has started a tree planting programme in our head office grounds. Other initiatives include triple glazing, LED lighting with occupancy sensors and eco flush toilets.

Year on year we reduce our electricity and gas usage. Our office car park has 400 solar panels and electric vehicle charging points.

MHR supports the local community. We donate to Gem's Mission Christmas campaign, ensuring underprivileged children receive Christmas gifts. MHR volunteers renovated the garden at the Nottingham Children's Development Centre. MHR cyclists completed a 280-mile ride to Mount Snowdon raising money for Rainbows Hospice for Children and Young People. MHR has also sponsored both Tech Nottingham and Women in Tech since early 2018.

We believe good practices mean good businesses.



This document is strictly private and confidential between MHR and Weston-super-Mare Town Council. All correspondence entered into by MHR is subject to contract.

Freedom of Information Act 2000

MHR regards this proposal and associated documents as commercially sensitive and their disclosure under the Freedom of Information Act 2000 would seriously damage the commercial interests of MHR.

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Ready for easier meets better?

For more on how you can streamline and transform your HR and payroll processes, including a People First demo, just get in touch.

info@mhrglobal.com | mhrglobal.com | 0115 945 6000

Policy & Finance Committee 20.02.23
Marine Lake Installation of Showers
Report of the Deputy Town Clerk

1. Weston super Mare Town Council (WSMTC) Provision for Showers on the Seafront

- 1.1 WSMTC have made a provision held in an Earmarked Reserve (EMR) of £10,000 with the aspiration of providing showers on the seafront.

2. North Somerset Council (NSC) – Marine Lake

- 2.1 Meetings and communication have been held with the Head of Open Space, Natural Environment and Leisure at NSC to understand the viability of doing so with a limited budget of £10,000, initial discussions were surrounding the inclusion on Marine Lake.
- 2.2 NSC have confirmed (01.02.23) that following the recent Levelling Up Fund award to them, they will be making improvements to the leisure facility at Marine Lake and this will include the provision of showers at this location so the £10,000 from us is not needed for this particular project.

3. Alternative Seafront Location (NSC suggestion)

- 3.1 NSC have now asked if we would like to use the £10,000 towards a shower unit at a different location along the seafront (near the Victorian Café)?
- 3.2 WSMTC **would have to pay** for the utility costs for this provision (Water) which during the height of the summer season could be a high cost. NSC are going to advise an estimation of this for us to consider as there is currently no budget inclusion for this in the 2023/2024 budget.
- 3.3 NSC have confirmed that they would pick up the maintenance costs for an additional shower which would include compliance testing as required.

3.4 NSC have confirmed that the cost of the shower including any alterations to existing mains supply) would be in the region of £8,290 (quotation at 12.01.23).

4. WSMTC Alternative option

4.1 WSMTC currently operate and maintain the Waterpark facility on the seafront. Currently there is a changing area adjacent to the toilets made from a wooden structure which is coming to the end of its useable life.

4.2 The Assistant Town Clerk for Operational Services has asked the Deputy Town Clerk if there could be consideration of the monies allocated for shower provisions (EMR) on the seafront to be used to replace the current wooden structure with (subject to budget allowing) a very basic shower facility within this area. (Further exploration works / surveys will be needed to understand if this can be achieved here).

4.3 The works to build the structure can be done by the councils in house grounds team. There is already mains water to this area.

4.4 The upgrade to the structure would benefit the parks users

4.5 All water and utility costs associated with this are already included in the council's revenue budget for 2023/2024

Members are recommended to:

Approve the use of the EMR for £10,000 to upgrade the existing changing and toilet facility at the Waterpark, noting that subject to budget and ability to do so this should ideally incorporate a basic shower facility if viability allows.

Sarah Pearse
Deputy Town Clerk
6th February 2023