

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE  
POLICY & FINANCE COMMITTEE MEETING  
HELD AT THE BLAKEHAY THEATRE ON  
MONDAY 20<sup>TH</sup> FEBRUARY 2023**

**Meeting Commenced:** 7:00 pm

**Meeting Concluded:** 8:57 pm

**PRESENT:** Councillors Alan Peak (Chairman) , Peter Crew, Dave Dash, Peter Fox, Robert Payne, Lisa Pilgrim, Ian Porter, Tim Taylor and Helen Thornton.

**IN ATTENDANCE:** The Town Mayor (Councillor Sonia Russe), Malcolm Nicholson (Town Clerk), Sarah Pearce (Deputy Town Clerk/Responsible Financial Officer), Samantha Bishop (Committee & Office Manager) and Molly Maher (Senior Development Officer).

<b>297</b>	<b>To receive Apologies for Absence and Notification of Substitutes</b>  Apologies for absence were received from Councillor Sarah Codling who was substituted by Councillor Peter Crew.
<b>298</b>	<b>To receive Declarations of Interest</b>  There were no declarations of interest received.  <i>Councillor Robert Payne arrived 7.01 pm</i>
<b>299</b>	<b>To approve the minutes of the Policy &amp; Finance Committee Meeting held on the 12<sup>th</sup> December 2022</b>  The minutes had been previously circulated.  <b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Dave Dash  A vote was taken and <b>carried</b> . Accordingly, it was:  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman.  <b>To approve the minutes of the Special Policy &amp; Finance Sub Committee held on 4<sup>th</sup> January 2023</b>  <b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Alan Peak  A vote was taken and <b>carried</b> . Accordingly, it was:  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman.  The Deputy Town Clerk informed that following the resolution she had been unable to

Policy & Finance	<p>award the JCT contract within the agreed budget and that a sperate meeting was required to do this. The shortfall in budget was £35k which included £30k for contingency works as cautioned by the contactor and surveyor for works to the tower.</p> <p>The Town Clerk aired caution on protocol and advised that a separate agenda item and further report was needed for members to make an informed decision and suggested either a special P&amp;F subcommittee be called or a recommendation to Town Council on 20<sup>th</sup> March.</p> <p>It was agreed that the project could not afford delay and that an agenda could be issued as early as the following day with the report from the Surveyor.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That a Special P&amp;F Sub Committee Meeting comprising the same members as before be arranged for <b>27<sup>th</sup> February at 5pm</b> , to consider the revised tenders to enable the JCT award issue for ( 32 waterloo Street, WSM Internal refurbishment, M &amp; E and roof works).</p>
300	<p><b>To receive the minutes of the Working Party to Review Expenditure &amp; Governance held on 1<sup>st</sup> December 2022</b> (unapproved)</p> <p>The minutes had been previously circulated.</p> <p><b>RESOLVED:</b> That the minutes be received.</p>
301	<p><b>To receive the minutes and recommendations of the Climate Change Working Party Meetings held on the 1<sup>st</sup> December 2022</b></p> <p>The minutes had been previously circulated.</p> <p><b>RESOLVED:</b> That the minutes be received.</p>
302	<p><b>To receive the minutes of the HQ Working Party Meetings held on the 18<sup>th</sup> November 2022</b></p> <p>The minutes had been previously circulated.</p> <p><b>RESOLVED:</b> That the minutes be received.</p>
303	<p><b>Monthly Financial Reports: November &amp; December 2022</b></p> <p><b>a) For Approval</b> Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>.1 RESOLVED:</b> That the Schedule of Unapproved Expenditure for November &amp; December 2022 be approved.</p> <p><b>b) For Noting</b></p> <ul style="list-style-type: none"> <li>i. Bank Reconciliations</li> <li>ii. Budgetary Control Report</li> </ul>

- iv. Schedule of Received 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.

### 304 To approve amendments to the Committee Terms of Reference

The current Terms of Reference with outlined proposed changes had been previously circulated.

The Town Clerk advised that the changes were purely a tidying up exercise to reflect what was already in place and highlighted the additions in red.

The Chairman of the Climate Change Working Party commented that the committee membership allocation was minimal in comparison to other working parties and would like to review its membership.

The Town Clerk informed that there was a meeting taking place that week with committee chairman to review the committee structure before the next council administration, where this point could be considered.

An AMENDMENT was

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Tim Taylor

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

**RESOLVED:** To approve and adopt the proposed changes to the Committee Terms of Reference, with the amendment of increasing the Climate Change Working party membership to 5.

### 305 Medium Term Financial Plan and outcomes for Reserves

The Medium-Term Financial Plan (MTFP) and the reports of the Deputy Town Clerk had been previously circulated.

The Deputy Town Clerk advised as per the request from the E&G WP and recommended by the auditor, members were requested to:

- a) To adopt the Medium-Term Financial Plan (5 Years) to be reviewed annually
- b) To receive the movement of Reserves report (introducing Capital Reserve and Revenue Surplus Reserve) ahead of final approval by Town Council March 2023

It was advised that this would be good to have in place for the next council administration and would be reviewed annually before budget setting (Oct P&F). The MTFP included provision for the splitting of the council reserves into General Reserves, earmarked Reserves and Capital Projects Reserves which would be really helpful for budget setting.

**PROPOSED BY:** Councillor Robert Payne

**SECONDED BY:** Councillor Ian Porter

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

**RESOLVED:**

1. To adopt the Medium-Term Financial Plan (5 Years) to be reviewed annually
2. To receive the movement of Reserves report (introducing Capital Reserve and Revenue Surplus Reserve) ahead of final approval by Town Council.

**306 Civic Budget Spending request**

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

The report was a financial procedural matter requested by the Town Mayor to approve alternative use of allocated monies within the 2022/2023 budget provisions.

The Deputy Town Clerk had produced a report following talks with the Mayor where the following had been suggested for members approval:

- Allocation of funds from 2022/2023 would be to hold a cream tea event to celebrate the King's Coronation (max £1,000)
- Purchase a high-quality clock for the meeting room at Waterloo Street Council Chamber with the balance to commemorate the King's Coronation Year. The funds would need to be put in an Ear Marked Reserve as the coronation would not be until the next financial year.

The Mayor was in attendance and presented her case for doing so which was purely a personal preference and not to set any type of precedent for future Mayors.

Discussion took place around the plans for marking the King's Coronation and it was advised that this would be decided upon by the Mayor in consultation with the Civic Consultation Group.

**PROPOSED BY:** Councillor Peter Fox

**SECONDED BY:** Councillor Ian Porter

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

**RESOLVED:** To approve alternative use of allocated monies for a celebration event for the Kings Coronation 2023 and a Clock for the Council Chamber at Waterloo Street. Budget provision of £1,700 to be placed in an EMR accordingly. Details of the event to be confirmed via the Civic Consultation Group.

**307 Old Town Quarry**

All supporting documents had been previously circulated.

Members were requested to:

- To receive and approve the draft strategy and programme and renovation plans (0-10-year vision)
- To receive the update report from the Deputy Town Clerk in relation to planning applications and building plans

The council had already approved the funds for the project and building works and the draft strategy would evolve as the council progressed.

There was an opportunity to put in planning applications at this stage and the committee was informed that the planning appeal on the illegal structure had been rejected.

Members were advised that the project would fall under the council's operational services to maintain. There were approximately 20 occupiers who would likely be transferred over to the council, noting there was frustration from the occupiers with years of uncertainty. The biggest challenge would be renegotiating their licences via North Somerset Council (NSC) as their landlord before the town council could take over the site. The town council are in ongoing discussions with NSC on this area.

It was noted that the Civic Society did not have copies of many of the occupiers' licences and it was thought that any in place were not consistent. The Town Clerk advised that it was important that all occupiers' status be regularised before the town council took a lease of the site and members had previously so resolved.

Members were informed that the council would not need to budget significant sums for the project until April 2024 onward, details of which are contained in the Medium term financial plan which the council had adopted.

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor David Dash

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

**RESOLVED:**

1. To approve the 0-10-year strategic plan for the Old Town Quarry.
2. To approve the submission of any necessary planning applications to enable works contained in the 0-5-year phase of the strategic plan including the production of any other plans and surveys required. (Noting the intention to ask NSC to share any surveys they have commissioned on the site to avoid duplication within the planning process). Planning application to be submitted prior to lease transfer to WSMTC.

**308 Cleaning Contract – Weston Museum**

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

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.

Members were recommended by the DTC to consider Quote 3 of the report, as the company had a proven track record with the council through cleaning the Blakehay Theatre, who have trialled their services and found them of good quality.

Discussion ensued regarding the need to know the identity of the contactors in order to be able to declare an interest if needed. Members were advised that the contactors remained anonymous as advised by NSC to avoid Freedom of Information and Subject Access requests. However, the comments were taken on board and it was agreed that for commercially sensitive reasons, red papers could in future be issued to members only.

The Deputy Town Clerk informed that a full tender and procurement exercise which included Real Living Wage and Social Value had been undertaken but could appreciate the difficulty for members with limited information. As such it was suggested that the

tender process revert back to how it was previously reported but would the agenda item would be on red paper to have regard for contractual and commercial sensitivities in the first instance. This would happen with immediate effect for all future tenders.

**PROPOSED BY:** Councillor Tim Taylor  
**SECONDED BY:** Councillor Helen Thornton

Councillors Lisa Pilgrim, Ian Porter, Peter Crew and Peter Fox abstained from voting and declared a personal interest as they knew one of the tenderers.

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

**RESOLVED:** That Quote 3 of the report at an annual cost of £14,491.48 be approved and the contactor be awarded the contract.

**309 Cycle to Work Scheme**

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

The council had committed to take part in the Bike2Work Scheme. The initial suggestion had been brought up through the Climate Change Working Party, and referred to the Personnel Committee for approval.

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

Members were requested to approve the ability for the Town Council to purchase bikes (upfront full cost of bike Max of £1,000) for contracted members of staff, after having obtained a signed loan agreement, which would then result in repayment in full over the period of time (max 12 months).

Members recognised that this was a national scheme and were in favour of its launch on 1<sup>st</sup> April 2023.

**PROPOSED BY:** Councillor Helen Thornton  
**SECONDED BY:** Councillor Robert Payne

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

**RESOLVED:** To approve the use of general reserves (and necessary accounting entries) to enable the Town Council to purchase bikes for contracted members of staff, after having obtained a sign loan agreement, to the maximum value of £1,000, which would then result in repayment in full over the period of time (12 months).

**310 Payroll and HR service review**

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

Members were requested to approve that the Senior Management Team (SMT) should continue to work with and identify a contractor 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.

The council currently used North Somerset Council (via Liberata) to produce its payroll, a

Policy & Finance 20<sup>th</sup> February 2023  
contact which started in April 2013 and currently cost £3,700 approximately, based on the following staff numbers: Contracted Staff: 40; Casual Staff: 26; Seasonal Staff: 3

The service provided, used Itrent but this was via the finance team having to process each individual staff data on a monthly basis and staff currently had no access to this system. Itrent by its design was a system used by large 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 which was currently having to be done manually on the system for individuals via the finance team.

Currently, all HR systems and processes were done manually. Following changes in staffing in central services, an opportunity had arisen to review and ideally simplify systems that were in place with the aim of minimising the risk to the council of data being held on the council's servers. The council currently used Worknest for HR advice but this did not include in-house processes and systems.

NSC had confirmed that they are able to continue payroll for the council but would be reviewing the costs associated with doing so ahead of April 2023.

The report outlined the opportunities to improve current practices and options for members to consider:

**1.1 NSC Payroll Services** - Continue with NSC payroll services – it has been confirmed that the council are not able to get its staff access to the Itrent system, 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 would be likely to increase with the review being undertaken.

**1.2 Itrent Direct** – The DTC has explored the option of using Itrent directly, however the platform whilst ideal in what it can do, was aimed at much larger organisations and payroll bureaux who processed payroll for a number of clients. A cost review for this as an 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 was not felt to be a viable option for the council with its current size.

**1.3 MHR – People First Software**- The DTC has sourced a company who specialised in bespoke software that was based on the Itrent system, but with more functionality, particularly aimed at small public sector organisations. It combined HR with payroll and would create a robust system for HR alongside all the current requirements. The council currently had for running its payroll (pension / HMRC and year end needs).

A copy of the People First proposal had previously been circulated for reference.

The senior management team had attended a presentation and demonstration of the software and in addition, had been provided with references from current customers which included police services and other councils.

Budget provision had been put in place to allow for a changed and improved service, with associated one-off first year costs. There would need to be some allocation of staff resource to undertake any changes and it was anticipated future years' annual costs would be a saving on the current costs.

All costs would come back to members once finalised for final approval, but as quoted stood at £31,920.00 to include upfront costs, over 5 years.

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor David Dash

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

**RESOLVED:** To approve that officers 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 giving necessary notices to the council's existing payroll provider as required (6 months).

**311 Marine Lake Installation of Showers**

The quotation from North Somerset Council (NSC) and report from the Deputy Town Clerk had been previously circulated.

The council had made a provision of £10,000 held in an Earmarked Reserve with the aspiration of providing showers on the seafront.

Meetings had been held with the Head of Open Spaces, Natural Environment and Leisure at NSC to understand the viability of doing so with a limited budget of £10,000. Initial discussions were on the installation of showers at Marine Lake.

NSC had confirmed that following the recent Levelling Up Fund awarded to them, they would be making improvements to the leisure facility at Marine Lake. This would include the provision of showers at this location and so the £10,000 from the council was not needed for this particular project.

NSC had then asked if the town council would like to use the £10,000 towards a shower unit at a different location along the seafront (near the Victorian Café). The town council would have to pay for the utility costs for this provision (water). During the height of the summer season this could be a high cost. NSC had promised to advise an estimate of this cost for consideration, as there was currently no budget for this.

NSC had confirmed that they would pick up the maintenance costs for an additional shower which would include compliance testing as required and that the cost of the shower including any alterations to existing mains supply) would be in the region of £8,290.

The town council currently operates and maintains the Waterpark facility on the seafront so an alternative option for consideration would be to replace the current wooden structure with a basic shower facility within the area. Further exploration works / surveys would be needed to confirm if this could be achieved. The work to build the structure could be done by the council's in-house grounds team and there was already mains water to the area. An upgrade to the structure would benefit the park's users and all water and utility costs associated with the area were already included in the council's revenue budget for 2023/2024.

Debate ensued. Some members argued that the money had been allocated for the Marine Lake and if that was no longer required they supported the proposal to spend the money at the Water Park and were of the opinion that if showers at the Water Park were not feasible then the monies should be put back into EMR. Other members argued that

showers on the beach would be beneficial and requested that the running cost figures be provided before a decision could be made.

**PROPOSED BY:** Councillor Robert Payne  
**SECONDED BY:** Councillor Helen Thornton

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

**RESOLVED:** To postpone a decision until the running costs have been clarified.

There being no further business, the Chairman closed the meeting at 8.57 pm.

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

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE  
SPECIAL POLICY & FINANCE SUB COMMITTEE MEETING  
HELD AT GROVE HOUSE ON  
MONDAY 27<sup>TH</sup> FEBRUARY 2023**

**Meeting Commenced:** 5:00 pm

**Meeting Concluded:** 5:22 pm

**PRESENT:** Councillors Alan Peak (Chairman), Robert Payne and Ian Porter.

**IN ATTENDANCE :** Councillor Peter Cre w, Sarah Pearse (Deputy Town Clerk /Responsible Financial Officer), Fay Powell (Assistant Town Clerk - Operational Services), Molly Maher (Senior Development Officer) , Steve Matthews (SJ Surveyors) and Kevin Hebditch (Member of the Public).

<b>320</b>	<b>Election of Chairman</b>  <b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Robert Payne  <b>RESOLVED:</b> That Councillor Alan Peak be elected Chairman of the meeting.
<b>321</b>	<b>To receive Apologies for Absence and Notification of Substitutes</b>  There were no apologies for absence received.
<b>322</b>	<b>To receive Declarations of Interest</b>  There were no declarations of interest received.
<b>323</b>	<b>To consider the tenders and award the contracts for HQ and other works</b>  The report of the council 's Surveyor (S J Surveyors) had been previously circulated on the 21 <sup>th</sup> February 2023, with a covering report from the Deputy Town Clerk  Members were given an overview of the procurement process to date, noting both the internal alterations and M+E contract and roof and stone works contract had been awarded to the same company at preceding meetings. This had allowed for an initial cost saving of £30,000 through the combining of contracts. Following review of the works, with the contractor, Deputy Town Clerk and appointed Surveyor (Mr Steve Matthews) , this amount was reduced further. There was, however still a budget shortfall of around £65,000. It was recognised that there was approximately £100,000 allowed for contingencies across both aspects of the project, however the committee were reminded that removing the contingency would be high risk and could result in potential issues down the line if the contingency was required. Steve Matthews confirmed that the roof portion of the works was yet to be fully understood due to its complexities and access to date, as the extent of the works required would not be known until the scaffold was erected and full access had been gained.

It was explained that if the contingency was unspent at the end of the project, it would go back into capital reserves.

Members agreed that a contingency budget was for unforeseen issues, and it was felt that this warranted its use.

Members were assured that update reports would go back to the HQ Working Group throughout the build, detailing expenditure to date.

5.06pm The chairman requested a break in the meeting proceedings which was acknowledged by the committee to advise Mr Hebditch that he had missed the opportunity for public participation, due to the meeting having already started.

*Kevin Hebditch left the meeting 5:08pm*

The contractor would issue a monthly valuation, with the council paying two months in arrears. It was explained that this allowed for a robust cashflow system throughout the project, and any use of the contingency sum would be anticipated in advance and not an abrupt issue.

The Deputy Town Clerk advised members of the potential considerations:

1. Approve issue of the JCT contract to the budget available value of £752,600 as follows:

- PPM Budget (Revenue) – £43,829
  - Capital Works Budget – £708,771
- TOTAL £752,600

This left a shortfall based on the revised costs of £65,806 – (resulting in potential risk to the project with limited contingency provisions). Any contingency need would need approval prior to undertaking works and could lead to considerable project delays in doing so.

2. Go back through the tender specification which would mean consideration of removal of large parts of the projects (for example council chamber – the council's surveyor provided details at the meeting for consideration).
3. Issue the JCT contract for full contract value of £818,406 recognising contingency values would only be used if required, and as such could be a potential saving (not confirmed).
4. Members would note that if 3 was chosen the council's overall capital works programme would need to be reviewed as the overspend could impact the timing and ability to proceed with future projects.

It was felt that option 2 was not plausible as it could result in an increased project cost long term, and would affect service delivery.

**PROPOSED BY:** Councillor Alan Peak

**SECONDED BY:** Councillor Robert Payne

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

**RESOLVED:**

To issue the JOY contract for full contract value of £818,406 recognising contingency values would only be used if required, and as such could be a potential saving (not confirmed).

2. That the council's overall capital works programme would be reviewed as the overspend could impact the timing of future projects.

There being no further business, the Chairman closed the meeting at 5:22 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 19<sup>TH</sup> JANUARY 2023**

**Meeting Commenced:** 10:06 am

**Meeting Concluded:** 10:43 am

**PRESENT:** Councillors Robert Payne (Chairman), Roger Bailey, Mike Bell, Peter Crew, Catherine Gibbons, Alan Peak and Richard Tucker.

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

<b>1.</b>	<p><b>Apologies for Absence and Notification of Substitutes</b></p> <p>There were no apologies for absence received.</p> <p>It was noted later in the meeting that Councillors Marcia Pepperall and Richard Tucker were unable to join the meeting for technical reasons.</p> <p>Councillor Peter Crew was absent from the meeting.</p>
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>3.</b>	<p><b>To agree the accuracy of the minutes of the previous meeting held on the 1<sup>st</sup> December 2022</b></p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Payne <b>SECONDED BY:</b> Councillor Bailey</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMEDED:</b> That the minutes be approved and signed by the Chairman.</p>
<b>4.</b>	<p><b>To receive notes of the Health &amp; Safety meetings held in November &amp; December 2022</b></p> <p><b>RESOLVED:</b> That the notes of the Health &amp; Safety meetings held in November &amp; December 2022 be received.</p>

**5. Committee Reports**

The report of the Town Clerk and Guide for Officers had been previously circulated with the agenda.

The item had been requested by a member to target the inconsistency and format of reports amongst committees and officers. It was noted that the council and its staff force had grown considerably and it was important to demonstrate consistency. The Town Clerk's report provided helpful examples of headings, content, recommendations and decisions required, report author, numbering and referencing, accessibility, grammar and spelling. If members were in agreement, would be rolled out through the Leadership team.

Officers were aware that the formatting of financial reports needed to be improved and would be looked at regarding software etc., it was noted this area was more complex in order to meet digital reading compatibility, but that officers would work to solve this as soon as possible.

Discussion ensued regarding the importance of clear recommendations as reports could be too vague which not was helpful for member's discussion and direction for officers. Members requested that officers should always include a recommendation where a decision was required, and if this was not a straight forward item then options should be given to aid members with the decision-making process. Options should be numbered. It was further agreed that it should be clear if no decision was needed and the report was just for noting, this should always be stated.

*Councillor Alan Peak joined at 10.12 am*

It was considered that Chairmen of Committee had different requirements, for example the Chairman of the Tourism & Leisure Committee required very informative reports featuring graphics.

Members were in agreement with the suggestions and noted that there was no recommendation to be made.

**PROPOSED BY:** Councillor Robert Payne

**SECONDEDED BY:** Councillor Roger Bailey

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

**RECOMMENDED:** To note the report and recommend adoption of the Report Guide for Officers bolstering the section on recommendations/decisions to be rolled out to Officers immediately as per the discussion noted above.

**6. To review the Committee Terms of Reference and meeting cycles**

The reports of the Town Clerk had been previously circulated with the agenda, which

included the:

DRAFT Calendar of Meetings for 2023/24 for approval at Town Council on 23<sup>rd</sup> January

Proposed Committee Terms of Reference

Current Council Committee Structure

Proposed DRAFT Committee Structure – reflective of the council's progression, current meetings with some additional suggestions to streamline the decision-making process and reduce the number of meetings.

**RECOMMENDED:** To note the DRAFT Calendar of Meetings for approval by Council.

The Deputy Town Clerk reported that as services had grown Officers were spending large amounts of time report writing for too frequent meetings and there were concerns of duplication. Work had been carried out on tracking committee resolutions and recommendations to see what decisions had been made by each committee, which could be consulted to aid discussion.

The Committee Officer suggested the need to review the committee structure in line with the committee terms and reference and calendar of meetings in order to streamline the decisions making process in readiness for the new administration. The proposed committee structure was only a draft to aid discussion and members input was welcomed.

The Deputy Town Clerk concurred and added that members may wish to consider a reduction in frequency of meetings with the aim of trying to reduce the number of meetings, rather than reduce the number of different committees, noting that if there were urgent items of business then members could convene additional meetings following legal guidelines to ensure no delay to essential decisions, if they came up. Therefore, the proposed structure would reduce them by 6 per year. This was only a first draft for some direction from members and Chairman had not been consulted yet.

Discussion ensued.

Some members were happy with the frequency of meetings and current committee structure and concern was raised about reducing members' attendance and assuming responsibilities as elected members. It was noted that the council had grown taking on more work and projects and was not the time to reduce meetings and attendance.

It was noted that the remit of the Allotment Management Sub Committee and Weston In Bloom Working Party have been subsumed by Officers and relevant organisations and volunteers. It was also noted that the agendas for the Community Services Committee were overloaded and meetings were lengthy so there was some logic behind a separate Grants subcommittee. However, there was concern regarding member representation.

To aid discussion the Committee Officer suggested that all Chairman of sub committees could sit on the governing committees so informed decisions could be made.

	<p>The Deputy Town Clerk advised that some years ago, the council had a Grants subcommittee which was very robust and effective, allowing a more in-depth review of applications received prior to award.</p> <p>The Assistant Town Clerk added that Community Services meetings needed to be more effective and meaningful. Officers attend but don't speak as the meetings are too time pressured.</p> <p>Members were advised that only committee members had voting rights and could utilise substitutes and any member could attend any meetings of the council.</p> <p>Members were happy to continue to explore this.</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMENDED:</b> That Officers continue to explore streamlining options for the councils committee structure and meetings and bring a further proposal to the following meeting in March for consideration.</p>
<p>8.</p>	<p><b>Future Areas to be considered by the Working Party</b></p> <p><b>Proposal for streaming committees and meeting cycles.</b></p> <p>The Deputy Town Clerk informed that the Internal Auditor services procurement would be coming up and added to the agenda.</p>
	<p>There being no further business, the Chairman closed the meeting at 10.43 am</p> <p>Signed.....Dated..... Chairman</p>

**WESTON SUPER MARE TOWN COUNCIL  
NOTES OF THE CLIMATE CHANGE WORKING GROUP  
HELD VIA ZOOM ON  
THURSDAY 1<sup>ST</sup> 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)

<b>1.</b>	<b>Apologies for Absence</b>  Apologies for absence were received from Steve Clark.
<b>2.</b>	<b>Declaration of Interest</b>  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.
<b>3.</b>	<b>Approval of the Minutes of the meeting held 29<sup>th</sup> September 2022</b>  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.  <b>RECOMMENDED:</b> 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.
<b>4.</b>	<b>Natural England</b>  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.

**ACTION:** It was agreed by the group the item would be taken off the agenda until a further update was available.

**5. Community Fridge**

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 CO<sub>2</sub>e saved.

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.

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.

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.

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.

*Lynda Wookey entered the meeting at 3.40 pm.*

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.

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.

**Food Clubs**

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>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><b>ACTION:</b> That the CCDO bring figures to next meeting with a projection for the next year.</p>
<p><b>6.</b></p>	<p><b>Green Infrastructure Strategy Update</b></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>
<p><b>7.</b></p>	<p><b>Tree Forum</b></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>
<p><b>8.</b></p>	<p><b>Tree Planting Fund</b></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</p>

	<p>dedicated EMR for tree planting funding. The CCDO would be exploring donation and sponsorship opportunities for the 2023/24 planting season onwards.</p>
<p>9.</p>	<p><b>AOB</b></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><b>ACTION:</b> 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 27<sup>th</sup> JANUARY 2023**

**Meeting Commenced:** 2:04pm

**Meeting Concluded:** 3:27pm

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

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Molly Maher (Senior Development Officer) and Steve Matthews (SJ Surveyors).

No.	Item
1.	<p><b>Apologies for Absence</b></p> <p>No apologies for absence were received.</p>
2.	<p><b>Declarations of Interest</b></p> <p>No declarations of interest were received.</p>
3.	<p><b>Notes of the meeting on 18<sup>th</sup> November 2022</b></p> <p>Members suggested the following amendments to the minutes:</p> <ul style="list-style-type: none"><li>• November spelt wrong in the minute heading</li><li>• The word 'regalia' should be replaced with 'insignia'</li></ul> <p>Following the above amendments, the notes of the previous meeting were agreed as correct by the working party.</p>
4.	<p><b>Building updates</b></p> <p><b>4.1 Update on compliance reports</b> An update report was circulated with the agenda.</p> <p><b>4.2 Update on listed building application</b></p> <p><b>Ramp</b> The application for planning permission for the ramp had been withdrawn, following its return with several queries. It was pulled rather than force a negative decision. A below ground services search would be required to be able to satisfy the questions, alongside some highways considerations.</p> <p>Members asked if this was a reason to not proceed with the application, given potential financial implications and possible refusal. Steve explained that if the planners refused permission this would be justification to not proceed but given they have asked further questions there was a need to explore further. There would be little to no cost of clarifying the queries, with the resubmission of the application free of charge if done within the next 12</p>

	<p>months. Whilst there would be a cost to the services search, this was also required for other elements of the build.</p> <p>There were other ways to comply with accessibility requirements, including use of a temporary ramp and internal alterations which were already being pursued. These could be explored further if permission were refused.</p> <p><b>Internal Works</b></p> <p>The application had been submitted and was being processed. Steve had met the conservation officer on site and they were happy with the planned works in principle. The planning officer and conservation officer would be attending a site meeting next week.</p> <p>The door and front security grille were included in the application. There was a need to change the materials for the front door, as the chosen material was not suitable for the arch required above the door.</p> <p>The decision date for this planning application was 28<sup>th</sup> February.</p> <p><b>Tower</b></p> <p>Until the scaffold was up, it was unknown whether planning permission would be required for the tower repairs as it would depend on the extent of the works.</p> <p><b>4.3 Insurance – lightning protection</b></p> <p>Lightning protection would be installed when the roof works were carried out. A services search would be necessary in order to install the copper maps required for earthing. The searches would have to cover the area outside 32 Waterloo Street and the Funeral Directors next door. Geographically, Weston was a low risk area for a strike, but this did not rule out the need to carry out preventative works.</p> <p><b>4.4 Building Use</b></p> <p>Conversations were being held with the TCP/BID about their potential occupation of vacant space in 32 Waterloo Street. Their current office base at Spacebar was not suitable, and this would also provide a modest income opportunity for the Town Council. Members could see the advantages of this and asked officers to continue discussions with the BID.</p>
<p><b>5.</b></p>	<p><b>Procurement for build updates</b></p> <p>The report and minute extract from the Special Policy and Finance Meeting held on the 4<sup>th</sup> January was circulated with the agenda.</p> <p>Members were informed that the contract for the internal alterations and M+E works had been awarded by the Special Policy and Finance meeting convened on the 4<sup>th</sup> January 2023. The winning tender was the same company carrying the roof and tower repairs contract. As such work was being done to amalgamate the two projects in order to achieve cost savings. Whilst Steve had received the amended figures, there had not been time to review with officers, and as such they were not regarded final. It was noted</p>

	<p>that £33,000 worth of savings had already been identified but further savings were possible. There was also a £50,000 contingency for the roof works, as the extent of the works required was not yet know. There could be some additional savings but this would not be known until the project commenced.</p> <p>The scaffolding design had come back in at £53,000, only a minor increase from the indicative quote. The design was currently with a structural engineer to confirm the building could hold the weight. The scaffolding would be required for a total of 22 weeks and permission would be needed from adjacent building owners. There may be a requirement to pay compensation to any properties negatively impacted by the scaffold. When final sign off for the plan had been given, neighbouring property owners would be approached and a plan put in place.</p> <p>The scaffolding access would be kept internal, minimising the use of ladders on the front of the building to stop unwanted access. Steve was currently working to April working date for the erection of the scaffolding.</p> <p>The internal alterations and M+E works would be delayed until April to run alongside the roof and tower works. This allowed for the majority of the cost savings.</p> <p>Steve had met the fire safety officer on site, who was happy with the design plans. He had confirmed he was happy for the glass doors to be repurposed within the building, understanding that whilst they were not fire rated, there would be a fire rated door separating the robe store.</p> <p>Steve indicated that there may be additional funds required for repair the flat roof. The roof was currently in a good condition, however it would require repair/replacement within a few years. Whilst this had been recognised within future maintenance planning, there were plans to add a coolant unit on the roof with a 15-year life.</p> <p>It was felt prudent that the roof be assessed, and repair/replacement be bought forward if required to ensure the 15-year life of the unit.</p>
<p><b>6.</b></p>	<p><b>Exterior Signage and Building Name</b></p> <p>A P Signs and Print had been asked to create a design based on information provided by members. This would be circulated when direction was required.</p>
<p><b>7.</b></p>	<p><b>Other project considerations</b></p> <p><b>7.1 Flag Pole movement to Town Centre location</b></p> <p>The Senior Development Officer was gathering quotes for the purchase and installation of a flag pole, compared to the price of relocating the pole currently outside Grove House. More information would be given at the next meeting.</p>

	<p><b>7.2 To receive the list of art/heritage/civic items for potential inclusion at Waterloo street</b></p> <p>A report detailing items for considered inclusion at 32 Waterloo Street was circulated with the agenda.</p> <p>The Chairman, Vice-Chairman and Officers had attended the Town Hall to look at some potential items to include in 32 Waterloo Street. These items, along with those in the care of the South West Heritage Trust and items in Grove House needed scrutinising. There were too many pieces of civic and heritage items to consider installing them all and as such decisions would be required. To understand the scale of the problem, the chairman gave an example that as well as the portraits of Town Council Mayors which were currently in Grove House, there were also the portraits of Town Commissioners, Urban District Chairmen, post-1937 Mayors and Charter Trustee Mayors. Members read through the list and made some comments regarding inclusion.</p> <p>There were also the works of a local artist, Rosie Smith, to consider. She had offered five of her tile paintings to be displayed in 32 Waterloo Street. The tiles were currently being stored unmounted at the Heritage Centre. Rosie had received a grant to have the works mounted and wanted to pass them into our care following this. Members were advised that when mounted, the artwork would be too large to store at the Heritage Centre and as such they would become the Town Council's responsibility to store, if not all displayed.</p> <p>Debate ensued regarding which of the works would be better placed in the building. The Chairman suggested that the two depictions of Grove Park should be in a public area. The Town Clerk pointed out that whilst not all parts of the building were public, there would be opportunities for the public to view the rest of the building as visitors to the mayor's parlour or during events such as the Heritage Open Days. With this in mind members felt they could usefully display works throughout the whole building, not just the publicly accessible parts.</p> <p><b>ACTION:</b> Officers to contact Rosie Smith and inform her that the Town Council would be interested in the possibility of receiving all five of the suggested artworks, whilst making clear that the council could not confirm where in the building they would be displayed.</p>
<p><b>8.</b></p>	<p><b>Local Studies Project update</b></p> <p>The Museum Manager had contacted volunteers to see if anyone was interested in joining a planning group for the local studies project. There had been seven responses. It was suggested that local history groups should be invited to send a representative. This would help ensure there was no overlapping of work. The following groups were recommended:</p> <ul style="list-style-type: none"><li>• Civic Society</li><li>• Worle History Society</li><li>• Archaeological Society</li><li>• Family History Society</li></ul>

	<p>It was also suggested that North Somerset Council officer Cat Lodge should be invited given her experience with the Know Your Place project, as well as her day to day work.</p> <p>Members were happy for the Senior Development Officer to proceed with grant applications for funding when appropriate.</p>
<p><b>9.</b></p>	<p><b>To note future meeting dates:</b></p> <p><b>RECOMMENDED:</b> That the future meeting dates be noted.</p> <p>Members noted that if additional meetings were required to make decisions this could be arranged. It was also suggested that for minor decisions, the Chairman and Vice-Chairman could be asked in consultation with the Town Clerk. Members agreed they were happy with this, with the Town Clerk advising that this could only apply to decisions up to the value of £7,500.</p> <p>The Senior Development Officer would circulate proposed meeting dates beyond March 2023, noting that they would be subject to change pending the election in May.</p>
	<p>There being no further business the meeting ended at 3.27pm.</p> <p><b>Signed</b>..... <b>Dated</b>.....</p>

Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

---

	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<b><u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u></b>					
Apr-22	£ 6,244.29	£ 667,617.51	£ 18.74	£ 15.80	<b><u>£ 673,896.34</u></b>
May-22	£ 24,591.30	£ 284,497.16	£ 25.12	£ 36.43	<b><u>£ 309,150.01</u></b>
Jun-22	£ 7,640.56	£ 213,688.96	£ 19.52	£ 20.52	<b><u>£ 221,369.56</u></b>
Jul-22	£ 13,882.02	£ 188,604.59	£ 22.30	£ 21.84	<b><u>£ 202,530.75</u></b>
Aug-22	£ 14,400.70	£ 298,083.53	£ 18.99	£ 15.00	<b><u>£ 312,518.22</u></b>
Sep-22	£ 21,319.20	£ 335,320.21	£ 22.37	£ 15.00	<b><u>£ 356,676.78</u></b>
Oct-22	£ 21,319.20	£ 221,183.14	£ 19.16	£ 15.00	<b><u>£ 242,536.50</u></b>
Nov-22	£ 59,872.14	£ 205,723.60	£ 15.00	£ 16.60	<b><u>£ 265,627.34</u></b>
Dec-22	£ 130,911.14	£ 206,833.51	£ 18.69	£ 15.00	<b><u>£ 337,778.34</u></b>
Jan-23	£ 11,056.16	£ 219,740.69	£ 19.79	£ 15.74	<b><u>£ 230,832.38</u></b>
Feb-23	£ 8,820.29	£ 282,984.92	£ 15.00	£ 22.06	<b><u>£ 291,842.27</u></b>

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

**BANK RECONCILIATIONS**

	Agenda Item				ADD							Monthly totals	
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash Grove Lodge	Petty Cash Groundsman Lodge	Petty Cash Museum	Petty Cash & Floats		V/C Petty Cash & Floats
	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>Summary of reconciliations attached</b>													
<b>30th April 2022</b>													
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	<b>1,814,777.08</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,336,087.08</b>
<b>31st May 2022</b>													
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	<b>1,614,657.35</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,135,967.35</b>
<b>30th June 2022</b>													
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	<b>1,435,555.82</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>1,956,865.82</b>
<b>31st July 2022</b>													
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	<b>1,433,394.04</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>1,954,704.04</b>
<b>31st August 2022</b>													
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	<b>1,145,252.51</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>1,666,562.51</b>
<b>30th September 2022</b>													
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	<b>2,360,234.66</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,881,544.66</b>
<b>31st October 2022</b>													
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	<b>2,076,420.64</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,597,730.64</b>
<b>30th November 2022</b>													
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	<b>1,843,612.56</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,364,922.56</b>
<b>31st December 2022</b>													
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	<b>1,800,080.99</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,321,390.99</b>
<b>31st January 2023</b>													
Account Balance	1,543,154.42	24,936.91	8,530.17	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	2,259.56	165.00	0.00	0.00									
plus: receipts not banked	796.13	0.00	0.00	0.00									
	1,541,690.99	24,771.91	8,530.17	30,131.56	<b>1,605,124.63</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>2,126,434.63</b>
<b>28th February 2023</b>													
Account Balance	1,289,007.71	24,333.68	9,183.11	30,131.56									
Less: Unpresented cheques and BACS (p/l & imprest trs)	129,234.66	0.00	0.00	0.00									
plus: receipts not banked	1,710.02	0.00	0.00	0.00									
	1,161,483.07	24,333.68	9,183.11	30,131.56	<b>1,225,131.42</b>	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	<b>1,746,441.42</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
1020 Kickstarter Grant Income	0	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	33,511	346,855	346,042	(813)		(813)	100.2%
4006 Moorepay/IT payroll HR softwar	0	3,588	5,635	2,047		2,047	63.7%
4007 Personnel Consultants	0	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	60	198	500	302		302	39.7%
4013 Training	0	1,050	7,622	6,572		6,572	13.8%
4019 Website Costs-TC	30	633	500	(133)		(133)	126.6%
4030 Equipment Purchase	52	965	1,000	35		35	96.5%
4031 Equipment - Rental	1,254	8,625	8,000	(625)		(625)	107.8%
4034 Equipment Repairs	121	134	500	366		366	26.8%
4035 Telephone	445	4,602	4,088	(514)		(514)	112.6%
4036 Stationery	95	1,789	1,750	(39)		(39)	102.3%
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	209	2,041	3,300	1,259		1,259	61.9%
4042 Postages	384	3,200	6,200	3,000		3,000	51.6%
4043 Ink Cartridges/printing	100	1,370	1,600	230		230	85.6%
4044 Insurance	46	12,739	6,000	(6,739)		(6,739)	212.3%
4049 Legal fees	0	576	5,000	4,424		4,424	11.5%
4107 IT Support & Upgrade	3,833	16,090	20,000	3,910		3,910	80.4%
4110 Cleaning	141	207	0	(207)		(207)	0.0%
4136 Credit Card Chgs	24	383	150	(233)		(233)	255.2%
4151 Catering	0	1,566	1,500	(66)		(66)	104.4%
6020 Allocation to Cost Centres	(40,308)	(416,918)	(364,609)	52,309		52,309	114.3%
Central Administration :- Indirect Expenditure	(3)	15,032	72,920	57,888	0	57,888	20.6%
Net Income over Expenditure	3	3	(72,920)	(72,923)			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	0	140	0	(140)		(140)	0.0%
4102 NNDR	0	4,828	1,609	(3,219)		(3,219)	300.1%
4104 Utilities - Water	23	873	50	(823)		(823)	1746.4%
4105 Utilities - Heat & Light	1,078	2,420	600	(1,820)		(1,820)	403.4%
4109 Alarm system	0	345	500	155		155	69.0%
4110 Cleaning	397	3,772	1,178	(2,594)		(2,594)	320.2%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4111 Window Cleaning	13	85	0	(85)		(85)	0.0%
4114 Refuse Removal	108	441	740	299		299	59.6%
6020 Allocation to Cost Centres	(1,619)	(12,905)	(29,294)	(16,389)		(16,389)	44.1%
Grove House :- Indirect Expenditure	(0)	(0)	(24,617)	(24,617)	0	(24,617)	0.0%
Net Expenditure	0	0	24,617	24,617			
<u>104 Grove Lodge</u>							
4030 Equipment Purchase	0	20	0	(20)		(20)	0.0%
4102 NNDR	0	2,025	674	(1,351)		(1,351)	300.4%
4104 Utilities - Water	22	(269)	113	382		382	(238.4%)
4105 Utilities - Heat & Light	161	2,024	500	(1,524)		(1,524)	404.8%
4109 Alarm system	0	60	500	440		440	12.0%
4110 Cleaning	225	2,480	777	(1,703)		(1,703)	319.2%
4111 Window Cleaning	13	85	0	(85)		(85)	0.0%
4114 Refuse Removal	52	52	0	(52)		(52)	0.0%
4132 Rent	417	4,167	1,250	(2,917)		(2,917)	333.3%
6020 Allocation to Cost Centres	(889)	(10,643)	(29,294)	(18,651)		(18,651)	36.3%
Grove Lodge :- Indirect Expenditure	1	0	(25,480)	(25,480)	0	(25,480)	0.0%
Net Expenditure	(1)	(0)	25,480	25,480			
<u>105 Community Services</u>							
4158 Weston in Bloom	62	9,199	16,000	6,801		6,801	57.5%
4200 Small grants to Voluntary Orgs	1,600	7,050	12,500	5,450		5,450	56.4%
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	25,000	25,000	25,000	0		0	100.0%
4223 Community Events	26	1,358	6,000	4,642		4,642	22.6%
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	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	2,832	30,296	24,370	(5,926)		(5,926)	124.3%
6005 Admin Overhead Recharge	574	4,933	6,440	1,507		1,507	76.6%
6007 Grove House Recharge	137	1,060	2,570	1,510		1,510	41.2%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6008 Grove Lodge Recharges	75	898	2,570	1,672		1,672	34.9%
6009 HQ recharges	768	3,211	512	(2,699)		(2,699)	627.1%
6010 Grounds Salaries Recharge	3,943	38,771	42,870	4,099		4,099	90.4%
6015 Grounds Overhead Recharge	1,297	16,612	15,090	(1,522)		(1,522)	110.1%
6030 Operational Staffing Recharge	824	8,359	13,980	5,621		5,621	59.8%
6035 Operational Overhead Recharge	92	872	1,180	308		308	73.9%
Community Services :- Indirect Expenditure	<u>37,230</u>	<u>428,948</u>	<u>440,685</u>	<u>11,737</u>	<u>0</u>	<u>11,737</u>	<u>97.3%</u>
Net Expenditure	<u>(37,230)</u>	<u>(428,948)</u>	<u>(440,685)</u>	<u>(11,737)</u>			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,697	26,598	22,900	(3,698)		(3,698)	116.1%
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	22	2,727	5,550	2,823		2,823	49.1%
4151 Catering	508	6,022	10,250	4,228		4,228	58.7%
4152 Civic Miscellaneous	293	4,929	3,994	(935)		(935)	123.4%
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	4,812	51,486	41,410	(10,076)		(10,076)	124.3%
6005 Admin Overhead Recharge	976	8,385	10,950	2,565		2,565	76.6%
6007 Grove House Recharge	232	1,797	8,400	6,603		6,603	21.4%
6008 Grove Lodge Recharges	128	1,528	8,400	6,872		6,872	18.2%
6009 HQ recharges	1,306	5,455	1,674	(3,781)		(3,781)	325.9%
6010 Grounds Salaries Recharge	1,012	9,948	11,000	1,052		1,052	90.4%
6015 Grounds Overhead Recharge	333	4,263	3,870	(393)		(393)	110.2%
6030 Operational Staffing Recharge	83	838	1,400	562		562	59.9%
6035 Operational Overhead Recharge	9	87	120	33		33	72.5%
Civic Support :- Indirect Expenditure	<u>12,411</u>	<u>137,762</u>	<u>142,119</u>	<u>4,357</u>	<u>0</u>	<u>4,357</u>	<u>96.9%</u>
Net Expenditure	<u>(12,411)</u>	<u>(137,762)</u>	<u>(142,119)</u>	<u>(4,357)</u>			
<u>108 Democratic Representation</u>							
4013 Training	300	3,139	1,525	(1,614)		(1,614)	205.8%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	910	2,901	7,000	4,099		4,099	41.4%
4107 IT Support & Upgrade	158	1,612	2,858	1,246		1,246	56.4%
6000 Admin Salaries Recharge	9,658	103,333	83,110	(20,223)		(20,223)	124.3%
6005 Admin Overhead Recharge	1,958	16,824	21,970	5,146		5,146	76.6%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6007 Grove House Recharge	467	3,609	1,300	(2,309)		(2,309)	277.6%
6008 Grove Lodge Recharges	256	3,067	1,300	(1,767)		(1,767)	235.9%
6009 HQ recharges	2,621	10,951	258	(10,693)		(10,693)	4244.6%
6030 Operational Staffing Recharge	33	335	560	225		225	59.8%
6035 Operational Overhead Recharge	4	35	50	15		15	70.0%
Democratic Representation :- Indirect Expenditure	16,365	145,805	134,931	(10,874)	0	(10,874)	108.1%
Net Expenditure	(16,365)	(145,805)	(134,931)	10,874			
<u>110 Other Costs &amp; Income</u>							
1176 Precept	0	2,631,385	0	(2,631,385)			0.0%
1190 Bank Interest	1,229	6,015	2,500	(3,515)			240.6%
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	1,229	2,660,968	202,500	(2,458,468)			1314.1%
4051 Bank Charges	379	3,320	22,800	19,480		19,480	14.6%
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	379	40,290	123,560	83,270	0	83,270	32.6%
Net Income over Expenditure	849	2,620,678	78,940	(2,541,738)			
<u>111 Strategic Planning/Projects</u>							
4047 Professional Fees	2,836	5,672	0	(5,672)		(5,672)	0.0%
4049 Legal fees	4,478	15,181	25,000	9,819		9,819	60.7%
4213 Development budget	10	908	1,000	92		92	90.8%
6000 Admin Salaries Recharge	2,956	31,623	25,430	(6,193)		(6,193)	124.4%
6005 Admin Overhead Recharge	599	5,147	7,595	2,448		2,448	67.8%
6007 Grove House Recharge	143	1,104	290	(814)		(814)	380.7%
6008 Grove Lodge Recharges	78	938	850	(88)		(88)	110.4%
6009 HQ recharges	802	3,351	169	(3,182)		(3,182)	1982.8%
6030 Operational Staffing Recharge	83	841	1,400	559		559	60.1%
6035 Operational Overhead Recharge	9	90	120	30		30	75.0%
Strategic Planning/Projects :- Indirect Expenditure	11,994	64,855	61,854	(3,001)	0	(3,001)	104.9%
Net Expenditure	(11,994)	(64,855)	(61,854)	3,001			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>112 Environmental</u>							
4076 Environmental / Climate	2,122	19,947	100,000	80,053		80,053	19.9%
6000 Admin Salaries Recharge	761	8,140	6,532	(1,608)		(1,608)	124.6%
6005 Admin Overhead Recharge	154	1,326	873	(453)		(453)	151.9%
6007 Grove House Recharge	37	642	806	164		164	79.7%
6008 Grove Lodge Recharges	20	240	804	564		564	29.9%
6009 HQ recharges	206	856	227	(629)		(629)	377.1%
6030 Operational Staffing Recharge	165	1,673	2,790	1,117		1,117	60.0%
6035 Operational Overhead Recharge	18	174	240	66		66	72.5%
Environmental :- Indirect Expenditure	<u>3,483</u>	<u>32,998</u>	<u>112,272</u>	<u>79,274</u>	<u>0</u>	<u>79,274</u>	<u>29.4%</u>
Net Expenditure	<u>(3,483)</u>	<u>(32,998)</u>	<u>(112,272)</u>	<u>(79,274)</u>			
<u>113 Operational Services</u>							
4000 Staffing Costs	6,512	66,044	132,476	66,432		66,432	49.9%
4012 Travel & Subsistence Expenses	124	458	500	42		42	91.6%
4013 Training	249	2,362	3,123	761		761	75.6%
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	0	201	0	(201)		(201)	0.0%
4041 Fees, Subs and Conferences	30	(60)	400	460		460	(15.0%)
4107 IT Support & Upgrade	326	3,471	4,682	1,211		1,211	74.1%
4151 Catering	0	23	500	477		477	4.6%
4253 Volunteer Events	0	425	750	325		325	56.7%
6020 Allocation to Cost Centres	(7,242)	(72,938)	(115,981)	(43,043)		(43,043)	62.9%
6035 Operational Overhead Recharge	0	0	3,720	3,720		3,720	0.0%
Operational Services :- Indirect Expenditure	<u>(1)</u>	<u>(0)</u>	<u>31,370</u>	<u>31,370</u>	<u>0</u>	<u>31,370</u>	<u>0.0%</u>
Net Expenditure	<u>1</u>	<u>0</u>	<u>(31,370)</u>	<u>(31,370)</u>			
<u>114 Old Town Quarry</u>							
4035 Telephone	22	22	0	(22)		(22)	0.0%
Old Town Quarry :- Indirect Expenditure	<u>22</u>	<u>22</u>	<u>0</u>	<u>(22)</u>	<u>0</u>	<u>(22)</u>	
Net Expenditure	<u>(22)</u>	<u>(22)</u>	<u>0</u>	<u>22</u>			
<u>115 HQ</u>							
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	8,452	8,452	15,594	7,143		7,143	54.2%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4104 Utilities - Water	(126)	104	1,000	896		896	10.4%
4105 Utilities - Heat & Light	0	177	7,500	7,323		7,323	2.4%
4109 Alarm system	0	340	1,320	980		980	25.8%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	18	278	200	(78)		(78)	139.0%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	750	6,000	9,500	3,500		3,500	63.2%
6020 Allocation to Cost Centres	(9,094)	(37,997)	(9,622)	28,375		28,375	394.9%
6035 Operational Overhead Recharge	0	0	(3,720)	(3,720)		(3,720)	0.0%
HQ :- Indirect Expenditure	(0)	0	48,134	48,134	0	48,134	0.0%
Net Expenditure	0	(0)	(48,134)	(48,134)			
<b>120 Blakehay Central Costs</b>							
1100 Miscellaneous Income	0	0	39,238	39,238			0.0%
1105 Blakehay Box office income	(2,742)	2,929	4,968	2,039			59.0%
Blakehay Central Costs :- Income	(2,742)	2,929	44,206	41,277			6.6%
4000 Staffing Costs	3,435	52,433	57,206	4,773		4,773	91.7%
4013 Training	0	788	2,077	1,289		1,289	37.9%
4014 P P E / Health & Safety	0	745	3,000	2,255		2,255	24.8%
4019 Website Costs-TC	0	308	500	193		193	61.5%
4030 Equipment Purchase	598	573	7,500	6,927		6,927	7.6%
4031 Equipment - Rental	0	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	1,028	1,272	245		245	80.8%
4036 Stationery	25	249	500	251		251	49.7%
4043 Ink Cartridges/printing	0	136	200	64		64	68.1%
4044 Insurance	0	9,640	3,055	(6,585)		(6,585)	315.6%
4102 NNDR	0	2,826	3,493	667		667	80.9%
4104 Utilities - Water	65	545	924	379		379	59.0%
4105 Utilities - Heat & Light	2,530	19,288	7,500	(11,788)		(11,788)	257.2%
4107 IT Support & Upgrade	40	2,810	2,004	(806)		(806)	140.2%
4109 Alarm system	0	110	1,000	890		890	11.0%
4110 Cleaning	1,489	15,742	17,801	2,059		2,059	88.4%
4111 Window Cleaning	0	300	300	0		0	100.0%
4114 Refuse Removal	217	1,202	2,284	1,082		1,082	52.6%
4131 Licenses	35	523	1,191	668		668	43.9%
4136 Credit Card Chgs	24	355	130	(225)		(225)	273.0%
4151 Catering	0	42	0	(42)		(42)	0.0%
6000 Admin Salaries Recharge	1,826	19,540	15,720	(3,820)		(3,820)	124.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	370	3,180	4,157	977		977	76.5%
6007 Grove House Recharge	72	559	2,514	1,955		1,955	22.2%
6008 Grove Lodge Recharges	40	474	4,190	3,716		3,716	11.3%
6009 HQ recharges	405	1,692	834	(858)		(858)	202.9%
6010 Grounds Salaries Recharge	489	4,810	5,320	510		510	90.4%
6015 Grounds Overhead Recharge	161	2,059	1,870	(189)		(189)	110.1%
6030 Operational Staffing Recharge	925	9,377	15,680	6,303		6,303	59.8%
6035 Operational Overhead Recharge	104	979	1,320	341		341	74.2%
Blakehay Central Costs :- Indirect Expenditure	12,969	154,182	172,342	18,160	0	18,160	89.5%
Net Income over Expenditure	(15,711)	(151,253)	(128,136)	23,117			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	4,541	32,946	11,000	(21,946)			299.5%
Blakehay -Auditorium :- Income	4,541	32,946	11,100	(21,846)			296.8%
4000 Staffing Costs	2,033	22,122	39,520	17,398		17,398	56.0%
4039 Advertising & Marketing	0	877	3,650	2,773		2,773	24.0%
4107 IT Support & Upgrade	166	166	0	(166)		(166)	0.0%
4224 Blakehay Performing Rights	0	353	522	169		169	67.6%
Blakehay -Auditorium :- Indirect Expenditure	2,199	23,519	43,692	20,173	0	20,173	53.8%
Net Income over Expenditure	2,343	9,427	(32,592)	(42,019)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	125	650	1,050	400			61.9%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	510	5,914	10,125	4,211			58.4%
Blakehay - Upper Studio :- Income	635	6,564	14,835	8,271			44.2%
4141 BH evening classes expenditure	225	663	1,050	388		388	63.1%
Blakehay - Upper Studio :- Indirect Expenditure	225	663	1,050	388	0	388	63.1%
Net Income over Expenditure	410	5,902	13,785	7,883			
<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	37	9,228	17,500	8,272			52.7%
Blakehay Bar :- Income	37	9,436	19,525	10,089			48.3%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	2,121	16,667	18,604	1,937		1,937	89.6%
4031 Equipment - Rental	44	462	2,432	1,970		1,970	19.0%
4114 Refuse Removal	0	19	0	(19)		(19)	0.0%
4405 Blakehay Bar Expenditure	199	4,232	8,000	3,768		3,768	52.9%
Blakehay Bar :- Indirect Expenditure	2,364	21,380	29,036	7,656	0	7,656	73.6%
Net Income over Expenditure	(2,328)	(11,944)	(9,511)	2,433			
<b>124 Blakehay Box Office</b>							
1100 Miscellaneous Income	90	90	0	(90)			0.0%
Blakehay Box Office :- Income	90	90	0	(90)			
Net Income	90	90	0	(90)			
<b>125 Blakehay -Live Shows</b>							
1106 Blakehay events income	53	8,689	48,000	39,311			18.1%
Blakehay -Live Shows :- Income	53	8,689	48,000	39,311			18.1%
4016 Show costs	450	9,342	24,000	14,658		14,658	38.9%
4039 Advertising & Marketing	0	165	7,300	7,135		7,135	2.3%
Blakehay -Live Shows :- Indirect Expenditure	450	9,507	31,300	21,793	0	21,793	30.4%
Net Income over Expenditure	(398)	(818)	16,700	17,518			
<b>140 Museum Central Costs</b>							
1034 Grant funding	0	3,637	0	(3,637)			0.0%
1100 Miscellaneous Income	521	4,099	5,000	901			82.0%
1122 Fundraising	0	10	0	(10)			0.0%
Museum Central Costs :- Income	521	7,747	5,000	(2,747)			154.9%
4000 Staffing Costs	8,950	92,079	92,287	208		208	99.8%
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	289	500	211		211	57.7%
4019 Website Costs-TC	0	363	600	237		237	60.5%
4030 Equipment Purchase	0	1,245	1,500	255		255	83.0%
4031 Equipment - Rental	22	491	1,616	1,125		1,125	30.4%
4034 Equipment Repairs	0	618	1,000	382		382	61.8%
4035 Telephone	237	2,446	3,042	596		596	80.4%
4036 Stationery	(25)	562	500	(62)		(62)	112.5%
4039 Advertising & Marketing	532	1,411	6,500	5,089		5,089	21.7%
4041 Fees, Subs and Conferences	0	30	666	636		636	4.5%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	0	9,667	1,200	(8,467)		(8,467)	805.6%
4102 NNDR	0	49,646	53,248	3,602		3,602	93.2%
4104 Utilities - Water	24	288	750	462		462	38.3%
4105 Utilities - Heat & Light	2,611	11,396	12,000	604		604	95.0%
4107 IT Support & Upgrade	484	4,803	4,509	(294)		(294)	106.5%
4109 Alarm system	30	537	1,500	964		964	35.8%
4110 Cleaning	888	8,968	12,000	3,032		3,032	74.7%
4111 Window Cleaning	50	500	600	100		100	83.3%
4114 Refuse Removal	288	2,616	2,373	(243)		(243)	110.2%
4131 Licenses	35	1,187	1,600	413		413	74.2%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,525	16,313	13,120	(3,193)		(3,193)	124.3%
6005 Admin Overhead Recharge	309	2,655	3,470	815		815	76.5%
6007 Grove House Recharge	74	569	1,110	541		541	51.3%
6008 Grove Lodge Recharges	40	485	1,330	845		845	36.5%
6009 HQ recharges	414	1,728	264	(1,464)		(1,464)	654.5%
6010 Grounds Salaries Recharge	809	7,960	8,800	840		840	90.5%
6015 Grounds Overhead Recharge	266	3,410	3,100	(310)		(310)	110.0%
6030 Operational Staffing Recharge	1,483	15,043	25,150	10,107		10,107	59.8%
6035 Operational Overhead Recharge	166	1,568	2,120	552		552	74.0%
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>19,210</b>	<b>239,702</b>	<b>331,977</b>	<b>92,275</b>	<b>0</b>	<b>92,275</b>	<b>72.2%</b>
<b>Net Income over Expenditure</b>	<b>(18,690)</b>	<b>(231,955)</b>	<b>(326,977)</b>	<b>(95,022)</b>			
<b>141 Museum Learning and Events</b>							
1005 Museum Shop Sales	(112)	0	0	0			0.0%
1006 Learning Income	560	6,995	4,500	(2,495)			155.4%
1008 Museum handling box hire	210	1,625	1,800	175			90.3%
1103 Other event misc income	30	1,452	0	(1,452)			0.0%
<b>Museum Learning and Events :- Income</b>	<b>688</b>	<b>10,072</b>	<b>6,300</b>	<b>(3,772)</b>			<b>159.9%</b>
4000 Staffing Costs	2,926	32,299	30,704	(1,595)		(1,595)	105.2%
4012 Travel & Subsistence Expenses	0	65	0	(65)		(65)	0.0%
4020 Learning/Event education equip	35	596	1,000	404		404	59.6%
4058 Learning/Events Museum events	(84)	1,546	1,750	204		204	88.4%
<b>Museum Learning and Events :- Indirect Expenditure</b>	<b>2,877</b>	<b>34,506</b>	<b>33,454</b>	<b>(1,052)</b>	<b>0</b>	<b>(1,052)</b>	<b>103.1%</b>
<b>Net Income over Expenditure</b>	<b>(2,189)</b>	<b>(24,434)</b>	<b>(27,154)</b>	<b>(2,720)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>142 Museum Cafe</b>							
1004 Cafe Sales	5,185	41,489	62,000	20,511			66.9%
1006 Learning Income	(300)	0	0	0			0.0%
<b>Museum Cafe :- Income</b>	<b>4,885</b>	<b>41,489</b>	<b>62,000</b>	<b>20,511</b>			<b>66.9%</b>
4000 Staffing Costs	4,270	38,358	39,884	1,526		1,526	96.2%
4014 P P E / Health & Safety	0	502	1,500	998		998	33.5%
4017 Museum cafe equip rental	213	1,989	1,980	(9)		(9)	100.4%
4030 Equipment Purchase	180	2,764	2,000	(764)		(764)	138.2%
4031 Equipment - Rental	(26)	0	0	0		0	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	1,590	17,952	15,000	(2,952)		(2,952)	119.7%
<b>Museum Cafe :- Indirect Expenditure</b>	<b>6,227</b>	<b>64,718</b>	<b>66,171</b>	<b>1,453</b>	<b>0</b>	<b>1,453</b>	<b>97.8%</b>
<b>Net Income over Expenditure</b>	<b>(1,342)</b>	<b>(23,229)</b>	<b>(4,171)</b>	<b>19,058</b>			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	731	10,319	13,500	3,181			76.4%
1009 Museum sale or return comm	0	659	4,000	3,341			16.5%
<b>Museum shop/retail :- Income</b>	<b>731</b>	<b>10,978</b>	<b>17,500</b>	<b>6,522</b>			<b>62.7%</b>
4031 Equipment - Rental	13	130	156	26		26	83.3%
4136 Credit Card Chgs	24	355	110	(245)		(245)	322.7%
4408 Museum shop stock	93	6,904	7,500	596		596	92.1%
<b>Museum shop/retail :- Indirect Expenditure</b>	<b>130</b>	<b>7,389</b>	<b>7,766</b>	<b>377</b>	<b>0</b>	<b>377</b>	<b>95.1%</b>
<b>Net Income over Expenditure</b>	<b>601</b>	<b>3,589</b>	<b>9,734</b>	<b>6,145</b>			
<b>145 Museum Function</b>							
1004 Cafe Sales	(1,038)	0	0	0			0.0%
1019 Internal Bookings (Council)	0	1,669	2,040	371			81.8%
1103 Other event misc income	0	2,687	9,000	6,314			29.9%
1104 Function Income	1,586	13,031	9,000	(4,031)			144.8%
<b>Museum Function :- Income</b>	<b>549</b>	<b>17,386</b>	<b>20,040</b>	<b>2,654</b>			<b>86.8%</b>
4400 Museum Function Expenditure	0	1,946	0	(1,946)		(1,946)	0.0%
<b>Museum Function :- Direct Expenditure</b>	<b>0</b>	<b>1,946</b>	<b>0</b>	<b>(1,946)</b>	<b>0</b>	<b>(1,946)</b>	
4000 Staffing Costs	0	301	15,249	14,948		14,948	2.0%
4030 Equipment Purchase	7	2,642	3,000	358		358	88.1%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4420 Function Expenditure (1104)	1,527	1,627	0	(1,627)		(1,627)	0.0%
Museum Function :- Indirect Expenditure	1,534	4,569	18,249	13,680	0	13,680	25.0%
Net Income over Expenditure	(985)	10,871	1,791	(9,080)			
<u>199 Capital Projects</u>							
4103 Capital project	0	172,500	175,000	2,500		2,500	98.6%
4999 General Reserve	0	0	0	(0)		(0)	0.0%
Capital Projects :- Indirect Expenditure	0	172,500	175,000	2,500	0	2,500	98.6%
Net Expenditure	0	(172,500)	(175,000)	(2,500)			
<u>300 Planning</u>							
6000 Admin Salaries Recharge	1,280	13,696	11,020	(2,676)		(2,676)	124.3%
6005 Admin Overhead Recharge	260	2,230	2,910	680		680	76.6%
6007 Grove House Recharge	62	479	1,460	981		981	32.8%
6008 Grove Lodge Recharges	34	407	290	(117)		(117)	140.3%
6009 HQ recharges	347	1,453	58	(1,395)		(1,395)	2505.2%
Planning :- Indirect Expenditure	1,983	18,265	15,738	(2,527)	0	(2,527)	116.1%
Net Expenditure	(1,983)	(18,265)	(15,738)	2,527			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	22,237	228,714	290,112	61,398		61,398	78.8%
4013 Training	320	2,464	6,663	4,199		4,199	37.0%
4014 P P E / Health & Safety	158	1,760	3,500	1,740		1,740	50.3%
4015 SLA Somerset	0	25,679	28,882	3,203		3,203	88.9%
4019 Website Costs-TC	(30)	0	0	0		0	0.0%
4025 Vehicle Maintenance	849	7,922	5,000	(2,922)		(2,922)	158.4%
4026 Petrol / Diesel	862	7,180	5,000	(2,180)		(2,180)	143.6%
4030 Equipment Purchase	1,698	7,704	7,575	(129)		(129)	101.7%
4031 Equipment - Rental	590	9,110	20,469	11,359		11,359	44.5%
4034 Equipment Repairs	1,420	2,525	4,500	1,975		1,975	56.1%
4035 Telephone	541	2,450	2,550	100		100	96.1%
4036 Stationery	(22)	0	0	0		0	0.0%
4041 Fees, Subs and Conferences	(95)	0	0	0		0	0.0%
4044 Insurance	366	8,543	5,500	(3,043)		(3,043)	155.3%
4107 IT Support & Upgrade	789	6,070	12,000	5,930		5,930	50.6%
4110 Cleaning	(368)	(368)	0	368		368	0.0%
4114 Refuse Removal	129	1,538	500	(1,038)		(1,038)	307.6%
4116 Dogbin Emptying	74	368	0	(368)		(368)	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4151 Catering	35	711	0	(711)		(711)	0.0%
6020 Allocation to Cost Centres	(29,550)	(312,369)	(326,889)	(14,520)		(14,520)	95.6%
Central Grounds Maintenance :- Indirect Expenditure	1	1	65,362	65,361	0	65,361	0.0%
Net Expenditure	(1)	(1)	(65,362)	(65,361)			
<b>403 Allotments</b>							
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	213	1,540	1,300	(240)		(240)	118.5%
6000 Admin Salaries Recharge	151	1,613	1,300	(313)		(313)	124.1%
6005 Admin Overhead Recharge	31	262	340	78		78	77.1%
6007 Grove House Recharge	7	56	2,460	2,404		2,404	2.3%
6008 Grove Lodge Recharges	4	48	2,460	2,412		2,412	2.0%
6009 HQ recharges	41	172	491	319		319	35.0%
6010 Grounds Salaries Recharge	1,414	13,909	15,380	1,471		1,471	90.4%
6015 Grounds Overhead Recharge	465	5,960	5,410	(550)		(550)	110.2%
6030 Operational Staffing Recharge	33	332	550	218		218	60.4%
6035 Operational Overhead Recharge	4	34	50	16		16	68.0%
Allotments :- Indirect Expenditure	2,363	25,658	29,741	4,083	0	4,083	86.3%
Net Income over Expenditure	(2,363)	(25,658)	(29,341)	(3,683)			
<b>420 Milton Road Cemetery</b>							
1010 Interments	2,113	29,514	52,000	22,486			56.8%
1011 Memorials	546	4,744	5,500	756			86.2%
1100 Miscellaneous Income	365	2,369	2,750	381			86.1%
Milton Road Cemetery :- Income	3,024	36,627	60,250	23,623			60.8%
4034 Equipment Repairs	459	476	2,000	1,524		1,524	23.8%
4054 Grave Digging	425	7,282	12,500	5,218		5,218	58.3%
4055 Memorials	796	4,711	7,000	2,289		2,289	67.3%
4102 NNDR	0	3,186	3,543	357		357	89.9%
4104 Utilities - Water	0	1,284	750	(534)		(534)	171.2%
4105 Utilities - Heat & Light	0	144	180	36		36	80.2%
4109 Alarm system	0	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	1,676	17,929	14,420	(3,509)		(3,509)	124.3%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## 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	340	2,918	3,810	892		892	76.6%
6007 Grove House Recharge	81	629	3,006	2,377		2,377	20.9%
6008 Grove Lodge Recharges	44	534	1,110	576		576	48.1%
6009 HQ recharges	455	1,901	222	(1,679)		(1,679)	856.3%
6010 Grounds Salaries Recharge	7,378	72,557	80,220	7,663		7,663	90.4%
6015 Grounds Overhead Recharge	2,427	31,090	28,240	(2,850)		(2,850)	110.1%
6030 Operational Staffing Recharge	247	2,509	4,759	2,250		2,250	52.7%
6035 Operational Overhead Recharge	28	262	350	88		88	74.9%
Milton Road Cemetery :- Indirect Expenditure	14,356	147,450	165,263	17,813	0	17,813	89.2%
Net Income over Expenditure	(11,333)	(110,824)	(105,013)	5,811			
<u>451 Youth Activities</u>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	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	335	3,584	2,880	(704)		(704)	124.4%
6005 Admin Overhead Recharge	68	584	760	176		176	76.8%
6007 Grove House Recharge	16	125	900	775		775	13.9%
6008 Grove Lodge Recharges	9	105	1,110	1,005		1,005	9.5%
6009 HQ recharges	91	381	222	(159)		(159)	171.6%
Youth Activities :- Indirect Expenditure	519	79,629	76,530	(3,099)	0	(3,099)	104.0%
Net Expenditure	(519)	(79,629)	(76,530)	3,099			
<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	0	9,058	11,105	2,047			81.6%
Street Furniture :- Income	0	9,058	11,105	2,047			81.6%
4105 Utilities - Heat & Light	120	967	1,000	33		33	96.7%
4110 Cleaning	368	368	0	(368)		(368)	0.0%
4115 Dogbin purchase	0	472	780	308		308	60.5%
4116 Dogbin Emptying	809	13,940	14,000	60		60	99.6%
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	29	329	550	221		221	59.7%
6000 Admin Salaries Recharge	975	10,433	8,390	(2,043)		(2,043)	124.4%
6005 Admin Overhead Recharge	198	1,700	2,220	520		520	76.6%
6007 Grove House Recharge	47	365	850	485		485	42.9%
6008 Grove Lodge Recharges	26	311	980	669		669	31.7%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6009 HQ recharges	265	1,107	195	(912)		(912)	567.7%
6010 Grounds Salaries Recharge	2,121	20,862	23,060	2,198		2,198	90.5%
6015 Grounds Overhead Recharge	698	8,939	8,120	(819)		(819)	110.1%
6030 Operational Staffing Recharge	33	334	560	226		226	59.6%
6035 Operational Overhead Recharge	4	35	50	15		15	70.0%
Street Furniture :- Indirect Expenditure	5,692	60,690	63,755	3,065	0	3,065	95.2%
Net Income over Expenditure	(5,692)	(51,632)	(52,650)	(1,018)			
<u>470 Parks &amp; Play Areas</u>							
1034 Grant funding	20,000	20,000	0	(20,000)			0.0%
1076 Water Play Area Kiosk Income	1,750	6,914	7,000	86			98.8%
1077 Water Park Admissions	0	49,746	30,000	(19,746)			165.8%
Parks & Play Areas :- Income	21,750	76,660	37,000	(39,660)			207.2%
4030 Equipment Purchase	(42)	0	0	0		0	0.0%
4039 Advertising & Marketing	0	0	250	250		250	0.0%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	184	2,364	4,000	1,636		1,636	59.1%
4105 Utilities - Heat & Light	78	8,982	6,500	(2,482)		(2,482)	138.2%
4109 Alarm system	0	332	0	(332)		(332)	0.0%
4138 Water Play Area Rent	888	8,875	10,242	1,367		1,367	86.7%
4140 Recreation Grounds	0	78,060	81,338	3,278		3,278	96.0%
4300 Parks&Play Area EMRRP Holding	0	0	124,797	124,797		124,797	0.0%
4301 Ashcombe Park Lower	640	974	974	(0)		(0)	100.0%
4302 Ashcombe Park Upper	518	852	852	0		0	100.0%
4303 Broadway Play	33	650	650	0		0	100.0%
4304 Broadway Skate Park	33	368	368	0		0	99.9%
4305 Byron Rec	33	368	368	0		0	99.9%
4306 Castle Batch Lower	33	368	368	0		0	99.9%
4307 Canberra Road	33	368	368	0		0	99.9%
4308 Clarence Park	89	423	423	(0)		(0)	100.1%
4309 Conniston Green	33	650	650	0		0	100.0%
4310 Ellenborough Park East	33	368	368	0		0	99.9%
4311 Grove Park	33	368	368	0		0	99.9%
4312 Hutton Moor Skate Park	33	368	368	0		0	99.9%
4313 Jubilee Park	33	368	368	0		0	99.9%
4314 Locking Castle (Maltlands)	548	3,206	3,206	(0)		(0)	100.0%
4315 Lynch Farm	33	368	368	0		0	99.9%
4316 Millennium Green	33	368	367	(1)		(1)	100.1%
4317 Uphill Junior Play Area	33	368	367	(1)		(1)	100.1%

14:17

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4318 Uphill Toddler Play Area	33	368	368	0		0	99.9%
4319 Water Adventure Play Park	479	22,572	22,572	(0)		(0)	100.0%
4320 Worle Recreation Ground	213	547	547	(0)		(0)	100.1%
4321 Wyvern Close	33	547	547	0		0	100.0%
4322 Ellenborough Park West	33	368	368	0		0	99.9%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,126	12,045	9,690	(2,355)		(2,355)	124.3%
6005 Admin Overhead Recharge	228	1,961	2,560	599		599	76.6%
6007 Grove House Recharge	54	421	1,110	689		689	37.9%
6008 Grove Lodge Recharges	30	358	130	(228)		(228)	275.4%
6009 HQ recharges	306	1,279	26	(1,253)		(1,253)	4919.2%
6010 Grounds Salaries Recharge	4,547	44,717	49,440	4,723		4,723	90.4%
6015 Grounds Overhead Recharge	1,496	19,163	17,410	(1,753)		(1,753)	110.1%
6030 Operational Staffing Recharge	330	3,343	5,031	1,688		1,688	66.4%
6035 Operational Overhead Recharge	37	349	470	121		121	74.3%
<b>Parks &amp; Play Areas :- Indirect Expenditure</b>	<b>12,283</b>	<b>217,448</b>	<b>353,646</b>	<b>136,198</b>	<b>0</b>	<b>136,198</b>	<b>61.5%</b>
<b>Net Income over Expenditure</b>	<b>9,467</b>	<b>(140,788)</b>	<b>(316,646)</b>	<b>(175,858)</b>			
<b>475 Planned maintenance</b>							
4231 Planned maint holding budget	0	0	17,116	17,116		17,116	0.0%
4232 Allotments PPM	0	5,890	5,890	0		0	100.0%
4233 Blakehay PPM	666	25,079	25,078	(1)		(1)	100.0%
4234 Museum PPM	4,629	19,961	19,962	1		1	100.0%
4235 Cemetery PPM	160	21,384	21,384	(0)		(0)	100.0%
4236 Parks & play areas PPM	0	2,747	2,747	0		0	100.0%
4237 Grove House PPM	36	4,990	4,991	1		1	100.0%
4238 Grove Lodge PPM	71	988	989	1		1	99.9%
4239 Chapel/hut/toilets/shed PPM	0	2,845	2,845	0		0	100.0%
4240 Public toilets	0	2,970	2,969	(1)		(1)	100.0%
4241 VIC PPM	0	89	89	(0)		(0)	100.3%
4242 HQ PPM	620	15,941	15,940	(1)		(1)	100.0%
6000 Admin Salaries Recharge	1,280	13,695	11,020	(2,675)		(2,675)	124.3%
6005 Admin Overhead Recharge	211	1,810	2,360	550		550	76.7%
6007 Grove House Recharge	78	602	130	(472)		(472)	463.1%
6008 Grove Lodge Recharges	43	513	1,460	947		947	35.1%
6009 HQ recharges	438	1,830	290	(1,540)		(1,540)	631.0%
6010 Grounds Salaries Recharge	320	3,149	3,480	331		331	90.5%
6015 Grounds Overhead Recharge	105	1,348	1,239	(109)		(109)	108.8%
6030 Operational Staffing Recharge	212	2,154	3,600	1,446		1,446	59.8%
6035 Operational Overhead Recharge	24	225	300	75		75	75.0%
<b>Planned maintenance :- Indirect Expenditure</b>	<b>8,893</b>	<b>128,209</b>	<b>143,879</b>	<b>15,670</b>	<b>0</b>	<b>15,670</b>	<b>89.1%</b>
<b>Net Expenditure</b>	<b>(8,893)</b>	<b>(128,209)</b>	<b>(143,879)</b>	<b>(15,670)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>480 Tourism &amp; Marketing</b>							
6007 Grove House Recharge	0	0	294	294		294	0.0%
6008 Grove Lodge Recharges	0	0	270	270		270	0.0%
6009 HQ recharges	0	0	180	180		180	0.0%
<b>Tourism &amp; Marketing :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>744</b>	<b>744</b>	<b>0</b>	<b>744</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(744)</b>	<b>(744)</b>			
<b>481 Tourism Love Weston / Dest Mar</b>							
1040 VIC Advertising Income	750	10,079	20,000	9,921			50.4%
<b>Tourism Love Weston / Dest Mar :- Income</b>	<b>750</b>	<b>10,079</b>	<b>20,000</b>	<b>9,921</b>			<b>50.4%</b>
4000 Staffing Costs	2,588	26,000	31,482	5,482		5,482	82.6%
4030 Equipment Purchase	(190)	0	0	0		0	0.0%
4039 Advertising & Marketing	37	1,566	25,000	23,434		23,434	6.3%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	36	17,694	11,500	(6,194)		(6,194)	153.9%
4107 IT Support & Upgrade	97	975	0	(975)		(975)	0.0%
4209 TIC -equipment purchase	(17)	(17)	0	17		17	0.0%
6000 Admin Salaries Recharge	0	0	8,940	8,940		8,940	0.0%
6005 Admin Overhead Recharge	1,972	1,972	2,619	647		647	75.3%
6007 Grove House Recharge	50	388	1,046	658		658	37.1%
6008 Grove Lodge Recharges	28	330	270	(60)		(60)	122.2%
<b>Tourism Love Weston / Dest Mar :- Indirect Expenditure</b>	<b>4,603</b>	<b>48,907</b>	<b>81,957</b>	<b>33,050</b>	<b>0</b>	<b>33,050</b>	<b>59.7%</b>
<b>Net Income over Expenditure</b>	<b>(3,853)</b>	<b>(38,828)</b>	<b>(61,957)</b>	<b>(23,129)</b>			
<b>482 Tourism VIC costs</b>							
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%
<b>Tourism VIC costs :- Income</b>	<b>0</b>	<b>1,117</b>	<b>19,700</b>	<b>18,583</b>			<b>5.7%</b>
4000 Staffing Costs	705	78,753	53,093	(25,660)		(25,660)	148.3%
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	396	1,956	1,560		1,560	20.2%
4034 Equipment Repairs	0	1,507	1,000	(507)		(507)	150.7%
4035 Telephone	125	1,300	335	(965)		(965)	387.9%
4036 Stationery	0	19	500	481		481	3.8%
4039 Advertising & Marketing	0	260	1,000	740		740	26.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4119 Notice Boards	0	0	1,700	1,700		1,700	0.0%
4136 Credit Card Chgs	24	355	911	556		556	39.0%
4151 Catering	0	29	0	(29)		(29)	0.0%
4209 TIC -equipment purchase	190	3,345	4,000	655		655	83.6%
4225 VIC Stock	0	484	7,000	6,516		6,516	6.9%
6000 Admin Salaries Recharge	1,039	11,116	0	(11,116)		(11,116)	0.0%
6005 Admin Overhead Recharge	(1,712)	260	291	31		31	89.3%
6009 HQ recharges	282	1,179	0	(1,179)		(1,179)	0.0%
6030 Operational Staffing Recharge	1,978	20,069	33,540	13,471		13,471	59.8%
6035 Operational Overhead Recharge	222	2,094	2,811	717		717	74.5%
Tourism VIC costs :- Indirect Expenditure	2,874	121,838	110,420	(11,418)	0	(11,418)	110.3%
Net Income over Expenditure	(2,874)	(120,721)	(90,720)	30,001			
<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	0	(6,651)	0	6,651		6,651	0.0%
4104 Utilities - Water	159	1,750	1,300	(450)		(450)	134.6%
4105 Utilities - Heat & Light	1,216	3,763	4,500	737		737	83.6%
4110 Cleaning	3,000	30,000	40,000	10,000		10,000	75.0%
4135 Community Investment	0	18,900	24,500	5,600		5,600	77.1%
6000 Admin Salaries Recharge	1,280	13,698	11,020	(2,678)		(2,678)	124.3%
6005 Admin Overhead Recharge	260	2,231	2,910	679		679	76.7%
6007 Grove House Recharge	62	500	1,410	910		910	35.5%
6008 Grove Lodge Recharges	34	407	1,410	1,003		1,003	28.9%
6009 HQ recharges	347	1,451	280	(1,171)		(1,171)	518.2%
6010 Grounds Salaries Recharge	202	1,989	2,200	211		211	90.4%
6015 Grounds Overhead Recharge	67	853	770	(83)		(83)	110.8%
6030 Operational Staffing Recharge	83	839	1,400	561		561	59.9%
6035 Operational Overhead Recharge	9	88	120	32		32	73.3%
PublicToilets :- Indirect Expenditure	6,719	79,458	96,020	16,562	0	16,562	82.8%
Net Income over Expenditure	(6,719)	(78,991)	(96,020)	(17,029)			
<u>801 Earmarked Reserves</u>							
8000 EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001 EMR Armed forces affiliation	0	0	3,762	3,762		3,762	0.0%
8003 EMR Elections	0	0	26,535	26,535		26,535	0.0%

14:17

## Detailed Income &amp; Expenditure by Budget Heading 31/01/23

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
8004 EMR Blakehay Live Shows	0	2,288	3,468	1,181		1,181	66.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	(133)	(596)	2,010	2,606		2,606	(29.7%)
8011 EMR Blakehay Vols Fundraising	218	420	1,763	1,343		1,343	23.8%
8013 EMR Museum Roof repairs (2020)	0	0	1,878	1,878		1,878	0.0%
8014 EMR Mus phase 2/HLF	0	0	5,452	5,452		5,452	0.0%
8017 EMR Grit Bins/ street furnitur	0	0	3,735	3,735		3,735	0.0%
8018 CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019 EMR Old Mill Way	0	0	20,818	20,818		20,818	0.0%
8020 PPM & EMRRP	11,850	228,680	253,758	25,078		25,078	90.1%
8021 EMR Know Your Place Grant	29	498	2,318	1,820		1,820	21.5%
8023 Cil Monies Received	0	46,868	225,137	178,269		178,269	20.8%
8024 Environmental Climate Change	0	150,000	158,810	8,810		8,810	94.5%
8025 Blakehay CRF Grant Award	0	308	49,668	49,360		49,360	0.6%
8026 NSC/Food Club/Comm Fridge	(5,119)	18,442	31,016	12,574		12,574	59.5%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8028 Town Council Community Project	0	0	10,000	10,000		10,000	0.0%
8029 Kickstarter Equipment Purchase	0	0	2,589	2,589		2,589	0.0%
8030 Weston In Bloom	0	0	5,000	5,000		5,000	0.0%
8031 Tourism - Digital content	(5,000)	20,000	20,000	0		0	100.0%
8032 HQ Purchase & Repairs	0	300,000	300,000	0		0	100.0%
8040 Wellbeing staff grant	2,138	(42,546)	0	42,546		42,546	0.0%
<b>Earmarked Reserves :- Indirect Expenditure</b>	<b>3,983</b>	<b>724,361</b>	<b>1,148,458</b>	<b>424,097</b>	<b>0</b>	<b>424,097</b>	<b>63.1%</b>
<b>Net Expenditure</b>	<b>(3,983)</b>	<b>(724,361)</b>	<b>(1,148,458)</b>	<b>(424,097)</b>			
<u>901 Capital Works Reserves</u>							
9001 Castlebatch Play Refurbishment	0	(256,868)	0	256,868		256,868	0.0%
9002 HQ Refurbishment Wokrs	0	(385,500)	0	385,500		385,500	0.0%
<b>Capital Works Reserves :- Direct Expenditure</b>	<b>0</b>	<b>(642,368)</b>	<b>0</b>	<b>642,368</b>	<b>0</b>	<b>642,368</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>642,368</b>	<b>0</b>	<b>(642,368)</b>			
<b>Grand Totals:- Income</b>	<b>36,739</b>	<b>2,958,337</b>	<b>599,461</b>	<b>(2,358,876)</b>			<b>493.5%</b>
<b>Expenditure</b>	<b>194,337</b>	<b>2,609,840</b>	<b>4,379,298</b>	<b>1,769,458</b>	<b>0</b>	<b>1,769,458</b>	<b>59.6%</b>
<b>Net Income over Expenditure</b>	<b>(157,599)</b>	<b>348,497</b>	<b>(3,779,837)</b>	<b>(4,128,334)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(157,599)</b>	<b>348,497</b>					

	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	27,845	374,700	346,042	(28,658)		(28,658)	108.3%
4006 Moorepay/IT payroll HR softwar	0	3,588	5,635	2,047		2,047	63.7%
4007 Personnel Consultants	0	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	13	212	500	288		288	42.3%
4013 Training	0	1,050	7,622	6,572		6,572	13.8%
4019 Website Costs-TC	0	633	500	(133)		(133)	126.6%
4030 Equipment Purchase	42	1,007	1,000	(7)		(7)	100.7%
4031 Equipment - Rental	139	8,764	8,000	(764)		(764)	109.5%
4034 Equipment Repairs	0	134	500	366		366	26.8%
4035 Telephone	445	5,047	4,088	(959)		(959)	123.5%
4036 Stationery	77	1,866	1,750	(116)		(116)	106.7%
4038 Recruitment / Advertising	0	4,246	3,000	(1,246)		(1,246)	141.5%
4040 Audit & Accountancy	960	5,516	6,000	484		484	91.9%
4041 Fees, Subs and Conferences	169	2,210	3,300	1,090		1,090	67.0%
4042 Postages	283	3,483	6,200	2,717		2,717	56.2%
4043 Ink Cartridges/printing	92	1,462	1,600	138		138	91.3%
4044 Insurance	0	12,739	6,000	(6,739)		(6,739)	212.3%
4049 Legal fees	3,625	4,201	5,000	799		799	84.0%
4107 IT Support & Upgrade	1,644	17,733	20,000	2,267		2,267	88.7%
4110 Cleaning	(207)	0	0	0		0	0.0%
4136 Credit Card Chgs	(10)	373	150	(223)		(223)	248.7%
4151 Catering	277	1,842	1,500	(342)		(342)	122.8%
6020 Allocation to Cost Centres	(35,391)	(452,309)	(401,070)	51,239		51,239	112.8%
Central Administration :- Indirect Expenditure	3	15,034	36,459	21,425	0	21,425	41.2%
Net Income over Expenditure	(3)	(0)	(36,459)	(36,459)			
<u>103 Grove House</u>							
4014 P P E / Health & Safety	0	140	0	(140)		(140)	0.0%
4102 NNDR	0	4,828	1,609	(3,219)		(3,219)	300.1%
4104 Utilities - Water	23	897	50	(847)		(847)	1793.0%
4105 Utilities - Heat & Light	699	3,120	600	(2,520)		(2,520)	519.9%
4109 Alarm system	0	345	500	155		155	69.0%
4110 Cleaning	531	4,303	1,178	(3,125)		(3,125)	365.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4111 Window Cleaning	25	110	0	(110)		(110)	0.0%
4114 Refuse Removal	64	506	740	234		234	68.3%
6020 Allocation to Cost Centres	(1,343)	(14,248)	(32,257)	(18,009)		(18,009)	44.2%
Grove House :- Indirect Expenditure	0	(0)	(27,580)	(27,580)	0	(27,580)	0.0%
Net Expenditure	0	0	27,580	27,580			
<u>104 Grove Lodge</u>							
4030 Equipment Purchase	7	27	0	(27)		(27)	0.0%
4102 NNDR	0	2,025	674	(1,351)		(1,351)	300.4%
4104 Utilities - Water	22	(248)	113	361		361	(219.2%)
4105 Utilities - Heat & Light	239	2,263	500	(1,763)		(1,763)	452.5%
4109 Alarm system	0	60	500	440		440	12.0%
4110 Cleaning	422	2,902	777	(2,125)		(2,125)	373.5%
4111 Window Cleaning	0	85	0	(85)		(85)	0.0%
4114 Refuse Removal	9	61	0	(61)		(61)	0.0%
4132 Rent	0	4,167	1,250	(2,917)		(2,917)	333.3%
6020 Allocation to Cost Centres	(699)	(11,342)	(29,294)	(17,952)		(17,952)	38.7%
Grove Lodge :- Indirect Expenditure	(1)	(0)	(25,480)	(25,480)	0	(25,480)	0.0%
Net Expenditure	1	0	25,480	25,480			
<u>105 Community Services</u>							
4158 Weston in Bloom	0	9,199	16,000	6,801		6,801	57.5%
4200 Small grants to Voluntary Orgs	0	7,050	12,500	5,450		5,450	56.4%
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	25,000	25,000	0		0	100.0%
4223 Community Events	0	1,358	6,000	4,642		4,642	22.6%
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	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	2,353	32,649	26,807	(5,842)		(5,842)	121.8%
6005 Admin Overhead Recharge	638	5,571	7,084	1,513		1,513	78.6%
6007 Grove House Recharge	113	1,173	2,827	1,654		1,654	41.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6008 Grove Lodge Recharges	59	957	2,570	1,613		1,613	37.2%
6009 HQ recharges	71	3,282	1,024	(2,258)		(2,258)	320.5%
6010 Grounds Salaries Recharge	3,903	42,674	47,157	4,483		4,483	90.5%
6015 Grounds Overhead Recharge	1,835	18,447	16,599	(1,848)		(1,848)	111.1%
6030 Operational Staffing Recharge	1,066	9,425	15,378	5,953		5,953	61.3%
6035 Operational Overhead Recharge	122	994	1,298	304		304	76.6%
Community Services :- Indirect Expenditure	<u>10,160</u>	<u>439,108</u>	<u>451,847</u>	<u>12,739</u>	<u>0</u>	<u>12,739</u>	<u>97.2%</u>
Net Expenditure	<u>(10,160)</u>	<u>(439,108)</u>	<u>(451,847)</u>	<u>(12,739)</u>			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,450	29,047	22,900	(6,147)		(6,147)	126.8%
4036 Stationery	48	104	200	96		96	52.2%
4044 Insurance	0	7,462	200	(7,262)		(7,262)	3730.8%
4050 Printing	10	714	1,405	691		691	50.8%
4052 Blakehay Actors - Events Exp	(6)	(6)	0	6		6	0.0%
4150 Chauffeur/travel costs	15	2,742	5,550	2,808		2,808	49.4%
4151 Catering	335	6,357	10,250	3,893		3,893	62.0%
4152 Civic Miscellaneous	438	5,366	3,994	(1,372)		(1,372)	134.4%
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	3,999	55,485	45,551	(9,934)		(9,934)	121.8%
6005 Admin Overhead Recharge	1,084	9,469	12,045	2,576		2,576	78.6%
6007 Grove House Recharge	193	1,990	9,240	7,250		7,250	21.5%
6008 Grove Lodge Recharges	100	1,628	8,400	6,772		6,772	19.4%
6009 HQ recharges	121	5,576	3,348	(2,228)		(2,228)	166.5%
6010 Grounds Salaries Recharge	1,002	10,950	12,100	1,150		1,150	90.5%
6015 Grounds Overhead Recharge	471	4,734	4,257	(477)		(477)	111.2%
6030 Operational Staffing Recharge	107	945	1,540	595		595	61.4%
6035 Operational Overhead Recharge	12	99	132	33		33	75.0%
Civic Support :- Indirect Expenditure	<u>10,379</u>	<u>148,141</u>	<u>151,508</u>	<u>3,367</u>	<u>0</u>	<u>3,367</u>	<u>97.8%</u>
Net Expenditure	<u>(10,379)</u>	<u>(148,141)</u>	<u>(151,508)</u>	<u>(3,367)</u>			
<u>108 Democratic Representation</u>							
4013 Training	0	3,139	1,525	(1,614)		(1,614)	205.8%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	0	2,901	7,000	4,099		4,099	41.4%
4107 IT Support & Upgrade	158	1,770	2,858	1,088		1,088	61.9%
6000 Admin Salaries Recharge	8,025	111,358	91,421	(19,937)		(19,937)	121.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	2,175	18,999	24,167	5,168		5,168	78.6%
6007 Grove House Recharge	387	3,996	1,430	(2,566)		(2,566)	279.4%
6008 Grove Lodge Recharges	201	3,268	1,300	(1,968)		(1,968)	251.4%
6009 HQ recharges	244	11,195	516	(10,679)		(10,679)	2169.6%
6030 Operational Staffing Recharge	43	378	616	238		238	61.4%
6035 Operational Overhead Recharge	5	40	55	15		15	72.7%
Democratic Representation :- Indirect Expenditure	11,238	157,043	145,888	(11,155)	0	(11,155)	107.6%
Net Expenditure	(11,238)	(157,043)	(145,888)	11,155			
<u>110 Other Costs &amp; Income</u>							
1176 Precept	0	2,631,385	0	(2,631,385)			0.0%
1190 Bank Interest	1,426	7,441	2,500	(4,941)			297.6%
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	1,426	2,662,394	202,500	(2,459,894)			1314.8%
4051 Bank Charges	159	3,479	22,800	19,321		19,321	15.3%
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	159	40,449	123,560	83,111	0	83,111	32.7%
Net Income over Expenditure	1,267	2,621,945	78,940	(2,543,005)			
<u>111 Strategic Planning/Projects</u>							
4047 Professional Fees	0	5,672	0	(5,672)		(5,672)	0.0%
4049 Legal fees	1,073	16,254	25,000	8,746		8,746	65.0%
4213 Development budget	10	918	1,000	82		82	91.8%
6000 Admin Salaries Recharge	2,456	34,079	27,973	(6,106)		(6,106)	121.8%
6005 Admin Overhead Recharge	666	5,813	8,267	2,454		2,454	70.3%
6007 Grove House Recharge	118	1,222	319	(903)		(903)	383.1%
6008 Grove Lodge Recharges	62	1,000	850	(150)		(150)	117.6%
6009 HQ recharges	75	3,426	338	(3,088)		(3,088)	1013.6%
6030 Operational Staffing Recharge	107	948	1,540	592		592	61.6%
6035 Operational Overhead Recharge	12	102	132	30		30	77.3%
Strategic Planning/Projects :- Indirect Expenditure	4,579	69,434	65,419	(4,015)	0	(4,015)	106.1%
Net Expenditure	(4,579)	(69,434)	(65,419)	4,015			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>112 Environmental</u>							
4076 Environmental / Climate	2,362	22,309	100,000	77,691		77,691	22.3%
6000 Admin Salaries Recharge	631	8,771	7,185	(1,586)		(1,586)	122.1%
6005 Admin Overhead Recharge	171	1,497	1,047	(450)		(450)	143.0%
6007 Grove House Recharge	30	672	920	248		248	73.0%
6008 Grove Lodge Recharges	16	256	804	548		548	31.8%
6009 HQ recharges	20	876	454	(422)		(422)	193.0%
6030 Operational Staffing Recharge	213	1,886	3,069	1,183		1,183	61.5%
6035 Operational Overhead Recharge	24	198	264	66		66	75.0%
Environmental :- Indirect Expenditure	<u>3,467</u>	<u>36,465</u>	<u>113,743</u>	<u>77,278</u>	<u>0</u>	<u>77,278</u>	<u>32.1%</u>
Net Expenditure	<u>(3,467)</u>	<u>(36,465)</u>	<u>(113,743)</u>	<u>(77,278)</u>			
<u>113 Operational Services</u>							
4000 Staffing Costs	8,421	74,465	132,476	58,011		58,011	56.2%
4012 Travel & Subsistence Expenses	132	590	500	(90)		(90)	118.0%
4013 Training	0	2,362	3,123	761		761	75.6%
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	45	246	0	(246)		(246)	0.0%
4041 Fees, Subs and Conferences	378	318	400	82		82	79.5%
4107 IT Support & Upgrade	345	3,817	4,682	865		865	81.5%
4151 Catering	0	23	500	477		477	4.6%
4253 Volunteer Events	65	490	750	260		260	65.3%
6020 Allocation to Cost Centres	(9,385)	(82,323)	(127,951)	(45,628)		(45,628)	64.3%
6035 Operational Overhead Recharge	0	0	3,720	3,720		3,720	0.0%
Operational Services :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>19,400</u>	<u>19,400</u>	<u>0</u>	<u>19,400</u>	<u>0.0%</u>
Net Expenditure	<u>(0)</u>	<u>(0)</u>	<u>(19,400)</u>	<u>(19,400)</u>			
<u>114 Old Town Quarry</u>							
4035 Telephone	(22)	0	0	0		0	0.0%
Old Town Quarry :- Indirect Expenditure	<u>(22)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Net Expenditure	<u>22</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>115 HQ</u>							
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	7	3,386	10,000	6,614		6,614	33.9%
4044 Insurance	0	19,267	0	(19,267)		(19,267)	0.0%
4102 NNDR	0	8,452	15,594	7,143		7,143	54.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4104 Utilities - Water	70	174	1,000	826		826	17.4%
4105 Utilities - Heat & Light	0	177	7,500	7,323		7,323	2.4%
4109 Alarm system	0	340	1,320	980		980	25.8%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	18	296	200	(96)		(96)	148.0%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	750	6,750	9,500	2,750		2,750	71.1%
6020 Allocation to Cost Centres	(845)	(38,842)	(15,524)	23,318		23,318	250.2%
6035 Operational Overhead Recharge	0	0	(3,720)	(3,720)		(3,720)	0.0%
HQ :- Indirect Expenditure	(0)	(0)	42,232	42,232	0	42,232	0.0%
Net Expenditure	0	0	(42,232)	(42,232)			
<b>120 Blakehay Central Costs</b>							
1100 Miscellaneous Income	2	2	39,238	39,236			0.0%
1105 Blakehay Box office income	(331)	2,598	4,968	2,371			52.3%
Blakehay Central Costs :- Income	(329)	2,599	44,206	41,607			5.9%
4000 Staffing Costs	5,355	57,788	57,206	(582)		(582)	101.0%
4013 Training	0	788	2,077	1,289		1,289	37.9%
4014 P P E / Health & Safety	0	745	3,000	2,255		2,255	24.8%
4019 Website Costs-TC	0	308	500	193		193	61.5%
4030 Equipment Purchase	596	1,169	7,500	6,331		6,331	15.6%
4031 Equipment - Rental	0	860	5,300	4,440		4,440	16.2%
4034 Equipment Repairs	84	1,094	3,500	2,406		2,406	31.3%
4035 Telephone	119	1,146	1,272	126		126	90.1%
4036 Stationery	0	249	500	251		251	49.7%
4043 Ink Cartridges/printing	0	136	200	64		64	68.1%
4044 Insurance	0	9,640	3,055	(6,585)		(6,585)	315.6%
4102 NNDR	0	2,826	3,493	667		667	80.9%
4104 Utilities - Water	108	653	924	271		271	70.7%
4105 Utilities - Heat & Light	(1,623)	17,664	7,500	(10,164)		(10,164)	235.5%
4107 IT Support & Upgrade	332	3,142	2,004	(1,138)		(1,138)	156.8%
4109 Alarm system	0	110	1,000	890		890	11.0%
4110 Cleaning	1,483	17,226	17,801	576		576	96.8%
4111 Window Cleaning	75	375	300	(75)		(75)	125.0%
4114 Refuse Removal	184	1,385	2,284	899		899	60.7%
4131 Licenses	35	558	1,191	633		633	46.8%
4136 Credit Card Chgs	18	373	130	(243)		(243)	286.9%
4151 Catering	15	58	0	(58)		(58)	0.0%
6000 Admin Salaries Recharge	1,518	21,058	17,292	(3,766)		(3,766)	121.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	411	3,591	4,572	981		981	78.5%
6007 Grove House Recharge	60	619	2,933	2,314		2,314	21.1%
6008 Grove Lodge Recharges	31	505	4,190	3,685		3,685	12.1%
6009 HQ recharges	38	1,730	1,668	(62)		(62)	103.7%
6010 Grounds Salaries Recharge	484	5,294	5,852	558		558	90.5%
6015 Grounds Overhead Recharge	228	2,287	2,057	(230)		(230)	111.2%
6030 Operational Staffing Recharge	1,196	10,573	17,248	6,675		6,675	61.3%
6035 Operational Overhead Recharge	137	1,116	1,452	336		336	76.9%
Blakehay Central Costs :- Indirect Expenditure	10,883	165,065	178,001	12,936	0	12,936	92.7%
Net Income over Expenditure	(11,213)	(162,466)	(133,795)	28,671			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	(396)	32,550	11,000	(21,550)			295.9%
Blakehay -Auditorium :- Income	(396)	32,550	11,100	(21,450)			293.2%
4000 Staffing Costs	2,033	24,155	39,520	15,365		15,365	61.1%
4039 Advertising & Marketing	0	877	3,650	2,773		2,773	24.0%
4107 IT Support & Upgrade	(166)	0	0	0		0	0.0%
4224 Blakehay Performing Rights	0	353	522	169		169	67.6%
Blakehay -Auditorium :- Indirect Expenditure	1,866	25,385	43,692	18,307	0	18,307	58.1%
Net Income over Expenditure	(2,262)	7,165	(32,592)	(39,757)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	150	800	1,050	250			76.2%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	721	6,635	10,125	3,490			65.5%
Blakehay - Upper Studio :- Income	871	7,435	14,835	7,400			50.1%
4141 BH evening classes expenditure	0	663	1,050	388		388	63.1%
Blakehay - Upper Studio :- Indirect Expenditure	0	663	1,050	388	0	388	63.1%
Net Income over Expenditure	871	6,773	13,785	7,012			
<u>123 Blakehay Bar</u>							
1090 Bookings	(118)	90	0	(90)			0.0%
1193 Blakehay Bar Events Hire	(50)	(50)	2,025	2,075			(2.5%)
1194 Blakehay Bar Income	164	9,392	17,500	8,108			53.7%
Blakehay Bar :- Income	(4)	9,432	19,525	10,093			48.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	1,317	17,985	18,604	619		619	96.7%
4031 Equipment - Rental	44	506	2,432	1,926		1,926	20.8%
4114 Refuse Removal	(19)	0	0	0		0	0.0%
4405 Blakehay Bar Expenditure	158	4,390	8,000	3,610		3,610	54.9%
Blakehay Bar :- Indirect Expenditure	1,501	22,880	29,036	6,156	0	6,156	78.8%
Net Income over Expenditure	(1,505)	(13,448)	(9,511)	3,937			
<u>124 Blakehay Box Office</u>							
1100 Miscellaneous Income	(90)	0	0	0			0.0%
Blakehay Box Office :- Income	(90)	0	0	0			
Net Income	(90)	0	0	0			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	441	9,130	48,000	38,870			19.0%
Blakehay -Live Shows :- Income	441	9,130	48,000	38,870			19.0%
4016 Show costs	833	10,175	24,000	13,825		13,825	42.4%
4039 Advertising & Marketing	0	165	7,300	7,135		7,135	2.3%
Blakehay -Live Shows :- Indirect Expenditure	833	10,340	31,300	20,960	0	20,960	33.0%
Net Income over Expenditure	(392)	(1,210)	16,700	17,910			
<u>140 Museum Central Costs</u>							
1034 Grant funding	(40)	3,597	0	(3,597)			0.0%
1100 Miscellaneous Income	577	4,676	5,000	324			93.5%
1122 Fundraising	0	10	0	(10)			0.0%
Museum Central Costs :- Income	536	8,283	5,000	(3,283)			165.7%
4000 Staffing Costs	9,590	101,669	92,287	(9,382)		(9,382)	110.2%
4012 Travel & Subsistence Expenses	(95)	0	0	(0)		(0)	0.0%
4013 Training	471	1,207	3,262	2,055		2,055	37.0%
4014 P P E / Health & Safety	0	289	500	211		211	57.7%
4019 Website Costs-TC	0	363	600	237		237	60.5%
4030 Equipment Purchase	133	1,378	1,500	122		122	91.9%
4031 Equipment - Rental	22	513	1,616	1,104		1,104	31.7%
4034 Equipment Repairs	0	618	1,000	382		382	61.8%
4035 Telephone	237	2,683	3,042	359		359	88.2%
4036 Stationery	113	676	500	(176)		(176)	135.1%
4039 Advertising & Marketing	1,001	2,412	6,500	4,088		4,088	37.1%
4041 Fees, Subs and Conferences	0	30	666	636		636	4.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	0	9,667	1,200	(8,467)		(8,467)	805.6%
4102 NNDR	0	49,646	53,248	3,602		3,602	93.2%
4104 Utilities - Water	24	312	750	438		438	41.5%
4105 Utilities - Heat & Light	1,803	13,198	12,000	(1,198)		(1,198)	110.0%
4107 IT Support & Upgrade	444	5,246	4,509	(737)		(737)	116.4%
4109 Alarm system	30	567	1,500	934		934	37.8%
4110 Cleaning	944	9,912	12,000	2,088		2,088	82.6%
4111 Window Cleaning	50	550	600	50		50	91.7%
4114 Refuse Removal	236	2,851	2,373	(478)		(478)	120.2%
4131 Licenses	35	1,221	1,600	379		379	76.3%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,267	17,580	14,432	(3,148)		(3,148)	121.8%
6005 Admin Overhead Recharge	343	2,998	3,817	819		819	78.5%
6007 Grove House Recharge	61	630	1,221	591		591	51.6%
6008 Grove Lodge Recharges	32	517	1,330	813		813	38.9%
6009 HQ recharges	38	1,766	528	(1,238)		(1,238)	334.5%
6010 Grounds Salaries Recharge	801	8,761	9,680	919		919	90.5%
6015 Grounds Overhead Recharge	377	3,787	3,410	(377)		(377)	111.1%
6030 Operational Staffing Recharge	1,918	16,961	27,665	10,704		10,704	61.3%
6035 Operational Overhead Recharge	220	1,788	2,332	544		544	76.7%
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>20,094</b>	<b>259,796</b>	<b>337,928</b>	<b>78,132</b>	<b>0</b>	<b>78,132</b>	<b>76.9%</b>
<b>Net Income over Expenditure</b>	<b>(19,558)</b>	<b>(251,513)</b>	<b>(332,928)</b>	<b>(81,415)</b>			
<b>141 Museum Learning and Events</b>							
1006 Learning Income	1,176	8,171	4,500	(3,671)			181.6%
1008 Museum handling box hire	70	1,695	1,800	105			94.2%
1034 Grant funding	(6)	(6)	0	6			0.0%
1103 Other event misc income	124	1,576	0	(1,576)			0.0%
<b>Museum Learning and Events :- Income</b>	<b>1,364</b>	<b>11,436</b>	<b>6,300</b>	<b>(5,136)</b>			<b>181.5%</b>
4000 Staffing Costs	4,558	36,857	30,704	(6,153)		(6,153)	120.0%
4012 Travel & Subsistence Expenses	0	65	0	(65)		(65)	0.0%
4020 Learning/Event education equip	18	613	1,000	387		387	61.3%
4058 Learning/Events Museum events	150	1,696	1,750	54		54	96.9%
<b>Museum Learning and Events :- Indirect Expenditure</b>	<b>4,726</b>	<b>39,232</b>	<b>33,454</b>	<b>(5,778)</b>	<b>0</b>	<b>(5,778)</b>	<b>117.3%</b>
<b>Net Income over Expenditure</b>	<b>(3,362)</b>	<b>(27,796)</b>	<b>(27,154)</b>	<b>642</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>142 Museum Cafe</b>							
1004 Cafe Sales	6,927	48,416	62,000	13,584			78.1%
1006 Learning Income	65	65	0	(65)			0.0%
Museum Cafe :- Income	<u>6,992</u>	<u>48,481</u>	<u>62,000</u>	<u>13,519</u>			<u>78.2%</u>
4000 Staffing Costs	4,665	43,023	39,884	(3,139)		(3,139)	107.9%
4014 P P E / Health & Safety	0	502	1,500	998		998	33.5%
4017 Museum cafe equip rental	187	2,176	1,980	(196)		(196)	109.9%
4030 Equipment Purchase	0	2,764	2,000	(764)		(764)	138.2%
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	46	2,443	2,500	57		57	97.7%
4407 Museum cafe stock	2,515	20,466	15,000	(5,466)		(5,466)	136.4%
Museum Cafe :- Indirect Expenditure	<u>7,412</u>	<u>72,130</u>	<u>66,171</u>	<u>(5,959)</u>	<u>0</u>	<u>(5,959)</u>	<u>109.0%</u>
Net Income over Expenditure	<u>(421)</u>	<u>(23,649)</u>	<u>(4,171)</u>	<u>19,478</u>			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	1,445	11,763	13,500	1,737			87.1%
1009 Museum sale or return comm	0	659	4,000	3,341			16.5%
Museum shop/retail :- Income	<u>1,445</u>	<u>12,423</u>	<u>17,500</u>	<u>5,077</u>			<u>71.0%</u>
4031 Equipment - Rental	13	143	156	13		13	91.6%
4136 Credit Card Chgs	18	373	110	(263)		(263)	339.1%
4408 Museum shop stock	490	7,394	7,500	106		106	98.6%
Museum shop/retail :- Indirect Expenditure	<u>521</u>	<u>7,910</u>	<u>7,766</u>	<u>(144)</u>	<u>0</u>	<u>(144)</u>	<u>101.9%</u>
Net Income over Expenditure	<u>924</u>	<u>4,513</u>	<u>9,734</u>	<u>5,221</u>			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	1,669	2,040	371			81.8%
1103 Other event misc income	0	2,687	9,000	6,314			29.9%
1104 Function Income	1,264	14,295	9,000	(5,295)			158.8%
Museum Function :- Income	<u>1,264</u>	<u>18,650</u>	<u>20,040</u>	<u>1,390</u>			<u>93.1%</u>
4400 Museum Function Expenditure	0	1,946	0	(1,946)		(1,946)	0.0%
Museum Function :- Direct Expenditure	<u>0</u>	<u>1,946</u>	<u>0</u>	<u>(1,946)</u>	<u>0</u>	<u>(1,946)</u>	
4000 Staffing Costs	0	301	15,249	14,948		14,948	2.0%
4030 Equipment Purchase	419	3,060	3,000	(60)		(60)	102.0%
4420 Function Expenditure (1104)	0	1,627	0	(1,627)		(1,627)	0.0%
Museum Function :- Indirect Expenditure	<u>419</u>	<u>4,988</u>	<u>18,249</u>	<u>13,261</u>	<u>0</u>	<u>13,261</u>	<u>27.3%</u>
Net Income over Expenditure	<u>846</u>	<u>11,717</u>	<u>1,791</u>	<u>(9,926)</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>199 Capital Projects</u>							
4103 Capital project	0	172,500	175,000	2,500		2,500	98.6%
4999 General Reserve	0	0	0	(0)		(0)	0.0%
Capital Projects :- Indirect Expenditure	0	172,500	175,000	2,500	0	2,500	98.6%
Net Expenditure	0	(172,500)	(175,000)	(2,500)			
<u>300 Planning</u>							
6000 Admin Salaries Recharge	1,064	14,760	12,122	(2,638)		(2,638)	121.8%
6005 Admin Overhead Recharge	288	2,518	3,201	683		683	78.7%
6007 Grove House Recharge	51	530	1,606	1,076		1,076	33.0%
6008 Grove Lodge Recharges	27	434	290	(144)		(144)	149.7%
6009 HQ recharges	32	1,485	116	(1,369)		(1,369)	1280.2%
Planning :- Indirect Expenditure	1,462	19,727	17,335	(2,392)	0	(2,392)	113.8%
Net Expenditure	(1,462)	(19,727)	(17,335)	2,392			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	22,012	250,726	290,112	39,386		39,386	86.4%
4013 Training	0	2,464	6,663	4,199		4,199	37.0%
4014 P P E / Health & Safety	11	1,772	3,500	1,728		1,728	50.6%
4015 SLA Somerset	2,980	28,659	28,882	223		223	99.2%
4025 Vehicle Maintenance	360	8,282	5,000	(3,282)		(3,282)	165.6%
4026 Petrol / Diesel	595	7,775	5,000	(2,775)		(2,775)	155.5%
4030 Equipment Purchase	751	8,455	7,575	(880)		(880)	111.6%
4031 Equipment - Rental	3,493	12,603	20,469	7,866		7,866	61.6%
4034 Equipment Repairs	12	2,537	4,500	1,963		1,963	56.4%
4035 Telephone	851	3,301	2,550	(751)		(751)	129.4%
4044 Insurance	458	9,001	5,500	(3,501)		(3,501)	163.7%
4107 IT Support & Upgrade	759	6,829	12,000	5,171		5,171	56.9%
4110 Cleaning	368	0	0	0		0	0.0%
4114 Refuse Removal	42	1,580	500	(1,080)		(1,080)	316.0%
4116 Dogbin Emptying	(368)	0	0	0		0	0.0%
4151 Catering	35	745	0	(745)		(745)	0.0%
6020 Allocation to Cost Centres	(32,360)	(344,729)	(359,578)	(14,849)		(14,849)	95.9%
Central Grounds Maintenance :- Indirect Expenditure	(1)	1	32,673	32,672	0	32,672	0.0%
Net Expenditure	1	(1)	(32,673)	(32,672)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>403 Allotments</b>							
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	0	1,540	1,300	(240)	(240)		118.5%
6000 Admin Salaries Recharge	125	1,738	1,430	(308)	(308)		121.5%
6005 Admin Overhead Recharge	34	296	374	78	78		79.1%
6007 Grove House Recharge	7	63	2,706	2,643	2,643		2.3%
6008 Grove Lodge Recharges	3	51	2,460	2,409	2,409		2.1%
6009 HQ recharges	4	176	982	806	806		17.9%
6010 Grounds Salaries Recharge	1,400	15,309	16,918	1,609	1,609		90.5%
6015 Grounds Overhead Recharge	658	6,618	5,951	(667)	(667)		111.2%
6030 Operational Staffing Recharge	42	374	605	231	231		61.8%
6035 Operational Overhead Recharge	5	39	55	16	16		70.9%
Allotments :- Indirect Expenditure	2,278	27,936	32,781	4,845	0	4,845	85.2%
Net Income over Expenditure	(2,278)	(27,936)	(32,381)	(4,445)			
<b>420 Milton Road Cemetery</b>							
1010 Interments	5,082	34,596	52,000	17,404			66.5%
1011 Memorials	266	5,010	5,500	490			91.1%
1100 Miscellaneous Income	190	2,559	2,750	191			93.1%
Milton Road Cemetery :- Income	5,538	42,165	60,250	18,085			70.0%
4034 Equipment Repairs	15	491	2,000	1,509	1,509		24.5%
4054 Grave Digging	475	7,757	12,500	4,743	4,743		62.1%
4055 Memorials	0	4,711	7,000	2,289	2,289		67.3%
4102 NNDR	0	3,186	3,543	357	357		89.9%
4104 Utilities - Water	43	1,328	750	(578)	(578)		177.0%
4105 Utilities - Heat & Light	16	161	180	19	19		89.3%
4109 Alarm system	0	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	1,392	19,321	15,862	(3,459)	(3,459)		121.8%
6005 Admin Overhead Recharge	377	3,295	4,191	896	896		78.6%
6007 Grove House Recharge	68	697	3,139	2,442	2,442		22.2%
6008 Grove Lodge Recharges	35	569	1,110	541	541		51.3%
6009 HQ recharges	42	1,943	444	(1,499)	(1,499)		437.6%
6010 Grounds Salaries Recharge	7,304	79,861	88,242	8,381	8,381		90.5%
6015 Grounds Overhead Recharge	3,434	34,524	31,064	(3,460)	(3,460)		111.1%
6030 Operational Staffing Recharge	320	2,829	5,179	2,350	2,350		54.6%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6035 Operational Overhead Recharge	37	299	385	86		86	77.7%
Milton Road Cemetery :- Indirect Expenditure	13,559	161,009	178,742	17,733	0	17,733	90.1%
Net Income over Expenditure	(8,021)	(118,845)	(118,492)	353			
<b>451 Youth Activities</b>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	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	278	3,862	3,168	(694)		(694)	121.9%
6005 Admin Overhead Recharge	75	659	836	177		177	78.8%
6007 Grove House Recharge	13	138	990	852		852	13.9%
6008 Grove Lodge Recharges	7	112	1,110	998		998	10.1%
6009 HQ recharges	8	389	444	55		55	87.6%
Youth Activities :- Indirect Expenditure	381	80,010	77,206	(2,804)	0	(2,804)	103.6%
Net Expenditure	(381)	(80,010)	(77,206)	2,804			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	2,178	11,236	11,105	(131)			101.2%
Street Furniture :- Income	2,178	11,236	11,105	(131)			101.2%
4105 Utilities - Heat & Light	120	1,087	1,000	(87)		(87)	108.7%
4110 Cleaning	(368)	0	0	0		0	0.0%
4115 Dogbin purchase	0	472	780	308		308	60.5%
4116 Dogbin Emptying	2,499	16,439	14,000	(2,439)		(2,439)	117.4%
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	37	365	550	185		185	66.4%
6000 Admin Salaries Recharge	810	11,243	9,229	(2,014)		(2,014)	121.8%
6005 Admin Overhead Recharge	220	1,920	2,442	522		522	78.6%
6007 Grove House Recharge	39	404	935	531		531	43.2%
6008 Grove Lodge Recharges	20	331	980	649		649	33.8%
6009 HQ recharges	25	1,132	390	(742)		(742)	290.3%
6010 Grounds Salaries Recharge	2,100	22,962	25,366	2,404		2,404	90.5%
6015 Grounds Overhead Recharge	987	9,926	8,932	(994)		(994)	111.1%
6030 Operational Staffing Recharge	43	377	616	239		239	61.2%
6035 Operational Overhead Recharge	5	40	55	15		15	72.7%
Street Furniture :- Indirect Expenditure	6,537	67,227	68,275	1,048	0	1,048	98.5%
Net Income over Expenditure	(4,359)	(55,991)	(57,170)	(1,179)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>470 Parks &amp; Play Areas</u>							
1034 Grant funding	0	20,000	0	(20,000)			0.0%
1076 Water Play Area Kiosk Income	0	6,914	7,000	86			98.8%
1077 Water Park Admissions	0	49,746	30,000	(19,746)			165.8%
Parks & Play Areas :- Income	0	76,660	37,000	(39,660)			207.2%
4039 Advertising & Marketing	0	0	250	250		250	0.0%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	409	2,773	4,000	1,227		1,227	69.3%
4105 Utilities - Heat & Light	(97)	8,885	6,500	(2,385)		(2,385)	136.7%
4109 Alarm system	0	332	0	(332)		(332)	0.0%
4138 Water Play Area Rent	888	9,763	10,242	479		479	95.3%
4140 Recreation Grounds	0	78,060	81,338	3,278		3,278	96.0%
4300 Parks&Play Area EMRRP Holding	0	0	123,464	123,464		123,464	0.0%
4301 Ashcombe Park Lower	50	1,024	1,024	0		0	100.0%
4302 Ashcombe Park Upper	258	1,110	1,110	(0)		(0)	100.0%
4303 Broadway Play	50	699	699	(0)		(0)	100.1%
4304 Broadway Skate Park	50	417	417	(0)		(0)	100.0%
4305 Byron Rec	50	417	417	(0)		(0)	100.0%
4306 Castle Batch Lower	50	417	417	(0)		(0)	100.0%
4307 Canberra Road	50	417	417	(0)		(0)	100.0%
4308 Clarence Park	50	473	472	(1)		(1)	100.2%
4309 Conniston Green	50	699	699	(0)		(0)	100.1%
4310 Ellenborough Park East	50	417	418	1		1	99.8%
4311 Grove Park	50	417	418	1		1	99.8%
4312 Hutton Moor Skate Park	50	417	418	1		1	99.8%
4313 Jubilee Park	50	417	418	1		1	99.8%
4314 Locking Castle (Maltlands)	50	3,256	3,256	0		0	100.0%
4315 Lynch Farm	50	417	418	1		1	99.8%
4316 Millennium Green	50	417	417	(0)		(0)	100.0%
4317 Uphill Junior Play Area	50	417	417	(0)		(0)	100.0%
4318 Uphill Toddler Play Area	50	417	418	1		1	99.8%
4319 Water Adventure Play Park	82	22,654	22,654	(0)		(0)	100.0%
4320 Worle Recreation Ground	50	597	597	(0)		(0)	100.0%
4321 Wyvern Close	50	597	597	0		0	99.9%
4322 Ellenborough Park West	50	417	418	1		1	99.8%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	936	12,981	10,659	(2,322)		(2,322)	121.8%
6005 Admin Overhead Recharge	254	2,215	2,816	601		601	78.7%
6007 Grove House Recharge	45	466	1,221	755		755	38.2%
6008 Grove Lodge Recharges	23	381	130	(251)		(251)	293.1%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6009 HQ recharges	28	1,307	52	(1,255)		(1,255)	2513.5%
6010 Grounds Salaries Recharge	4,502	49,219	54,384	5,165		5,165	90.5%
6015 Grounds Overhead Recharge	2,116	21,279	19,151	(2,128)		(2,128)	111.1%
6030 Operational Staffing Recharge	426	3,769	5,590	1,821		1,821	67.4%
6035 Operational Overhead Recharge	49	398	517	119		119	77.0%
<b>Parks &amp; Play Areas :- Indirect Expenditure</b>	<b>10,911</b>	<b>228,358</b>	<b>362,299</b>	<b>133,941</b>	<b>0</b>	<b>133,941</b>	<b>63.0%</b>
<b>Net Income over Expenditure</b>	<b>(10,911)</b>	<b>(151,699)</b>	<b>(325,299)</b>	<b>(173,600)</b>			
<b>475 Planned maintenance</b>							
4231 Planned maint holding budget	0	0	6,696	6,696		6,696	0.0%
4232 Allotments PPM	0	5,890	5,890	0		0	100.0%
4233 Blakehay PPM	6,540	31,619	31,618	(1)		(1)	100.0%
4234 Museum PPM	972	20,933	20,934	1		1	100.0%
4235 Cemetery PPM	593	21,978	21,977	(1)		(1)	100.0%
4236 Parks & play areas PPM	1,140	3,887	3,887	0		0	100.0%
4237 Grove House PPM	762	5,751	5,753	2		2	100.0%
4238 Grove Lodge PPM	347	1,335	1,336	1		1	99.9%
4239 Chapel/hut/toilets/shed PPM	10	2,855	2,855	(0)		(0)	100.0%
4240 Public toilets	56	3,026	3,025	(1)		(1)	100.0%
4241 VIC PPM	0	89	89	(0)		(0)	100.3%
4242 HQ PPM	0	15,941	15,940	(1)		(1)	100.0%
6000 Admin Salaries Recharge	1,064	14,759	12,122	(2,637)		(2,637)	121.8%
6005 Admin Overhead Recharge	234	2,044	2,596	552		552	78.7%
6007 Grove House Recharge	65	667	143	(524)		(524)	466.4%
6008 Grove Lodge Recharges	34	547	1,460	913		913	37.5%
6009 HQ recharges	41	1,871	580	(1,291)		(1,291)	322.6%
6010 Grounds Salaries Recharge	316	3,465	3,828	363		363	90.5%
6015 Grounds Overhead Recharge	148	1,496	1,363	(133)		(133)	109.8%
6030 Operational Staffing Recharge	275	2,429	3,960	1,531		1,531	61.3%
6035 Operational Overhead Recharge	31	256	330	74		74	77.6%
<b>Planned maintenance :- Indirect Expenditure</b>	<b>12,628</b>	<b>140,837</b>	<b>146,382</b>	<b>5,545</b>	<b>0</b>	<b>5,545</b>	<b>96.2%</b>
<b>Net Expenditure</b>	<b>(12,628)</b>	<b>(140,837)</b>	<b>(146,382)</b>	<b>(5,545)</b>			
<b>480 Tourism &amp; Marketing</b>							
6007 Grove House Recharge	0	0	392	392		392	0.0%
6008 Grove Lodge Recharges	0	0	270	270		270	0.0%
6009 HQ recharges	0	0	360	360		360	0.0%
<b>Tourism &amp; Marketing :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,022</b>	<b>1,022</b>	<b>0</b>	<b>1,022</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,022)</b>	<b>(1,022)</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>481 Tourism Love Weston / Dest Mar</b>							
1040 VIC Advertising Income	500	10,579	20,000	9,421			52.9%
Tourism Love Weston / Dest Mar :- Income	500	10,579	20,000	9,421			52.9%
4000 Staffing Costs	3,974	29,974	31,482	1,508	1,508		95.2%
4039 Advertising & Marketing	(38)	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	17,730	11,500	(6,230)	(6,230)		154.2%
4107 IT Support & Upgrade	104	1,079	0	(1,079)	(1,079)		0.0%
4209 TIC -equipment purchase	17	0	0	0	0		0.0%
6000 Admin Salaries Recharge	0	0	9,834	9,834	9,834		0.0%
6005 Admin Overhead Recharge	0	1,972	2,911	939	939		67.7%
6007 Grove House Recharge	42	430	1,046	616	616		41.1%
6008 Grove Lodge Recharges	22	352	270	(82)	(82)		130.4%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	4,158	53,065	83,143	30,078	0	30,078	63.8%
Net Income over Expenditure	(3,658)	(42,486)	(63,143)	(20,657)			
<b>482 Tourism VIC costs</b>							
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	0	78,753	53,093	(25,660)	(25,660)		148.3%
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	418	1,956	1,538	1,538		21.4%
4034 Equipment Repairs	0	1,507	1,000	(507)	(507)		150.7%
4035 Telephone	125	1,425	335	(1,090)	(1,090)		425.2%
4036 Stationery	3	22	500	478	478		4.3%
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	18	373	911	538	538		40.9%
4151 Catering	13	42	0	(42)	(42)		0.0%
4209 TIC -equipment purchase	43	3,388	4,000	612	612		84.7%
4225 VIC Stock	11	495	7,000	6,505	6,505		7.1%
6000 Admin Salaries Recharge	863	11,979	0	(11,979)	(11,979)		0.0%
6005 Admin Overhead Recharge	288	548	291	(257)	(257)		188.3%
6009 HQ recharges	26	1,205	0	(1,205)	(1,205)		0.0%
6030 Operational Staffing Recharge	2,558	22,627	36,894	14,267	14,267		61.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6035 Operational Overhead Recharge	293	2,387	3,092	705		705	77.2%
Tourism VIC costs :- Indirect Expenditure	4,263	126,101	114,055	(12,046)	0	(12,046)	110.6%
Net Income over Expenditure	(4,263)	(124,983)	(94,355)	30,628			
<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	8,424	1,773	0	(1,773)		(1,773)	0.0%
4104 Utilities - Water	(67)	1,683	1,300	(383)		(383)	129.5%
4105 Utilities - Heat & Light	526	4,288	4,500	212		212	95.3%
4110 Cleaning	2,633	32,633	40,000	7,368		7,368	81.6%
4135 Community Investment	0	18,900	24,500	5,600		5,600	77.1%
6000 Admin Salaries Recharge	1,064	14,762	12,122	(2,640)		(2,640)	121.8%
6005 Admin Overhead Recharge	288	2,519	3,202	683		683	78.7%
6007 Grove House Recharge	51	551	1,551	1,000		1,000	35.5%
6008 Grove Lodge Recharges	27	434	1,410	976		976	30.8%
6009 HQ recharges	32	1,483	560	(923)		(923)	264.8%
6010 Grounds Salaries Recharge	200	2,189	2,420	231		231	90.5%
6015 Grounds Overhead Recharge	94	947	847	(100)		(100)	111.8%
6030 Operational Staffing Recharge	107	946	1,540	594		594	61.4%
6035 Operational Overhead Recharge	12	100	132	32		32	75.8%
PublicToilets :- Indirect Expenditure	13,390	92,848	98,284	5,436	0	5,436	94.5%
Net Income over Expenditure	(13,390)	(92,381)	(98,284)	(5,903)			
<u>801 Earmarked Reserves</u>							
8000 EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001 EMR Armed forces affiliation	0	0	3,762	3,762		3,762	0.0%
8003 EMR Elections	0	0	26,535	26,535		26,535	0.0%
8004 EMR Blakehay Live Shows	0	2,288	3,468	1,181		1,181	66.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	(221)	(817)	2,010	2,827		2,827	(40.7%)
8011 EMR Blakehay Vols Fundraising	0	420	1,763	1,343		1,343	23.8%
8013 EMR Museum Roof repairs (2020)	0	0	1,878	1,878		1,878	0.0%
8014 EMR Mus phase 2/HLF	0	0	5,452	5,452		5,452	0.0%
8017 EMR Grit Bins/ street furnitur	0	0	3,735	3,735		3,735	0.0%
8018 CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019 EMR Old Mill Way	0	0	20,818	20,818		20,818	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2023

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
8020 PPM & EMRRP	0	228,680	253,758	25,078		25,078	90.1%
8021 EMR Know Your Place Grant	0	498	2,318	1,820		1,820	21.5%
8023 Cil Monies Received	0	46,868	225,137	178,269		178,269	20.8%
8024 Environmental Climate Change	0	150,000	158,810	8,810		8,810	94.5%
8025 Blakehay CRF Grant Award	11,962	12,271	49,668	37,397		37,397	24.7%
8026 NSC/Food Club/Comm Fridge	(5,040)	13,402	31,016	17,614		17,614	43.2%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8028 Town Council Community Project	0	0	10,000	10,000		10,000	0.0%
8029 Kickstarter Equipment Purchase	0	0	2,589	2,589		2,589	0.0%
8030 Weston In Bloom	0	0	5,000	5,000		5,000	0.0%
8031 Tourism - Digital content	0	20,000	20,000	0		0	100.0%
8032 HQ Purchase & Repairs	0	300,000	300,000	0		0	100.0%
8040 Wellbeing staff grant	2,138	(40,408)	0	40,408		40,408	0.0%
<b>Earmarked Reserves :- Indirect Expenditure</b>	<b>8,839</b>	<b>733,200</b>	<b>1,148,458</b>	<b>415,258</b>	<b>0</b>	<b>415,258</b>	<b>63.8%</b>
<b>Net Expenditure</b>	<b>(8,839)</b>	<b>(733,200)</b>	<b>(1,148,458)</b>	<b>(415,258)</b>			
<b>901 Capital Works Reserves</b>							
9001 Castlebatch Play Refurbishment	96,351	(160,517)	0	160,517		160,517	0.0%
9002 HQ Refurbishment Works	0	(385,500)	0	385,500		385,500	0.0%
<b>Capital Works Reserves :- Direct Expenditure</b>	<b>96,351</b>	<b>(546,017)</b>	<b>0</b>	<b>546,017</b>	<b>0</b>	<b>546,017</b>	
<b>Net Expenditure</b>	<b>(96,351)</b>	<b>546,017</b>	<b>0</b>	<b>(546,017)</b>			
<b>Grand Totals:- Income</b>	<b>21,735</b>	<b>2,980,072</b>	<b>599,461</b>	<b>(2,380,611)</b>			<b>497.1%</b>
<b>Expenditure</b>	<b>262,974</b>	<b>2,872,813</b>	<b>4,379,298</b>	<b>1,506,485</b>	<b>0</b>	<b>1,506,485</b>	<b>65.6%</b>
<b>Net Income over Expenditure</b>	<b>(241,239)</b>	<b>107,258</b>	<b>(3,779,837)</b>	<b>(3,887,095)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(241,239)</b>	<b>107,258</b>					

**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 4<sup>th</sup> April 2022.
- To the value of £255.45 on 3<sup>rd</sup> May 2022.
- To the value of £263.97 on 6<sup>th</sup> June 2022
- To the value of £321.04 on 4<sup>th</sup> July 2022.
- To the value of £381.68 on 2<sup>nd</sup> August 2022.
- To the value of £361.68 on 2<sup>nd</sup> September 2022
- To the value of £507.45 on 3<sup>rd</sup> October 2022
- To the value of £524.37 on 2<sup>nd</sup> November 2022
- To the value of £680.05 on 2<sup>nd</sup> December 2022
- To the value of £970.26 on 3<sup>rd</sup> January 2023
- To the value of £1112.94 on 2<sup>nd</sup> February 2023

Santander Actual Cash Received 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 = £5592.92

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 4<sup>th</sup> April 2022.
- To the value of £50.83 on 4<sup>th</sup> May 2022.
- To the value of £72.38 on 6<sup>th</sup> June 2022.
- To the value of £78.69 on 4<sup>th</sup> July 2022.
- To the value of £91.19 on 2<sup>nd</sup> August 2022.
- To the value of £137.22 on 2<sup>nd</sup> September 2022
- To the value of £143.74 on 4<sup>th</sup> October 2022
- To the value of £172.24 on 2<sup>nd</sup> November 2022
- To the value of £220.63 on 1<sup>st</sup> December 2022
- To the value of £258.26 on 4<sup>th</sup> January 2023
- To the value of £303.46 on 2<sup>nd</sup> February 2023

CCLA Actual Cash Received 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 = £1568.71

Policy & Finance Committee

Schedule of receipts – Report of the Finance Officer

<b><u>SCHEDULE OF RECEIPTS</u></b> <b><u>FOR:</u></b>	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)	<b>Total Gross Income</b>
	£	£	£	£	£
Apr-22	£ 1,426,062.70	£ -	£ 2,889.59	£ -	<b>£ 1,428,952.29</b>
May-22	£ 61,616.26	£ -	£ 557.20	£ -	<b>£ 62,173.46</b>
Jun-22	£ 42,440.07	£ -	£ 50.00	£ -	<b>£ 42,490.07</b>
Jul-22	£ 105,987.81	£ -	£ -	£ -	<b>£ 105,987.81</b>
Aug-22	£ 47,663.64	£ 0.01	£ -	£ -	<b>£ 47,663.65</b>
Sep-22	£ 1,408,011.66	£ -	£ 200.00	£ -	<b>£ 1,408,211.66</b>
Oct-22	£ 64,948.62	£ -	£ -	£ -	<b>£ 64,948.62</b>
Nov-22	£ 43,883.80	£ -	£ -	£ -	<b>£ 43,883.80</b>
Dec-22	£ 236,950.65	£ -	£ 414.75	£ -	<b>£ 237,365.40</b>
Jan-23	£ 83,977.61	£ -	£ 1,000.00	£ -	<b>£ 84,977.61</b>
Feb-23	£ 30,066.07	£ -	£ 675.00	£ -	<b>£ 30,741.07</b>

## Outstanding Balances by Month as at 01/02/2023

A/C Code	Customer Name	Balance	Feb 2023	Jan 2023	Dec 2022	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	144.00	0.00	72.00	72.00	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	0.00	90.00	126.00	0.00	0.00
MARKYOUT	MARKYOUTH	2,722.40	0.00	4,704.00	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	0.00	72.00	72.00	18.00	0.00
PEDRALTA	PEDRALTA DANCE	58.00	0.00	72.00	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	0.00	9.90	0.00
THEATRE	THEATRE	180.00	0.00	0.00	108.00	54.00	18.00
WES002	WESTON COLLEGE	2,304.38	0.00	745.62	1,558.76	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		7,203.10	0.00	5,755.62	1,936.76	2,234.32	-2,723.60
Ledger No 2, Council Sales Ledger							
APPELH	APPELH	186.00	0.00	0.00	0.00	186.00	0.00
CAVACIUTI	CAVACIUTI	1,750.00	0.00	1,750.00	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
ELM001	ELMS	728.00	0.00	728.00	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	0.00	0.00	297.00	0.00
LOCKANDC	LOCKANDCOD	180.00	0.00	0.00	0.00	180.00	0.00
OAKOVER	OAKOVER	420.00	0.00	0.00	420.00	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	68.67	0.00	0.00	0.00
RICHS	RICHS	180.00	0.00	0.00	180.00	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	0.00	540.00	0.00
THEPIER	THEPIER	420.00	0.00	0.00	0.00	420.00	0.00
UNBOXED22	FESTIVAL 22 LTD	-37.71	0.00	0.00	0.00	0.00	-37.71
WINSCOMBE	WINSCOMBES	360.00	0.00	360.00	0.00	0.00	0.00
WSMGOLF	WSMGOLF	300.00	0.00	0.00	300.00	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	0.00	2,906.67	900.00	5,167.86	-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	0.00	0.00	35.00	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	0.00	8,662.29	2,871.76	7,402.18	-3,533.81

## Outstanding Balances by Month as at 01/02/2023

A/C Code	Customer Name	Balance	Feb 2023	Jan 2023	Dec 2022	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	15,402.42	0.00	8,662.29	2,871.76	7,402.18	-3,533.81
Ledger No 4, Museum Sales Ledger (Continued)							
	BOURNVILLEBOURNVILLE	140.00	0.00	140.00	0.00	0.00	0.00
	CASTLE CASTLE	35.00	0.00	35.00	0.00	0.00	0.00
	CHARFIELD CHARFIELD	35.00	0.00	35.00	0.00	0.00	0.00
	CHESTNUT CHESTNUT PARK	35.00	0.00	35.00	0.00	0.00	0.00
	CIVIC CIVIC	216.00	0.00	216.00	0.00	0.00	0.00
	CROCKFORDCROCKFORD	100.00	0.00	100.00	0.00	0.00	0.00
	EDMONDSN EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
	FRIENDSMUSFRIENDSMUS	60.00	0.00	60.00	0.00	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	0.00	280.00	0.00
	HMDNS HMDNORTHSOMERSET	459.40	0.00	459.40	0.00	0.00	0.00
	LOCKING LOCKING	90.00	0.00	90.00	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	0.00	0.00	253.00	0.00
	MUSINTERN MUSINTERN	360.00	0.00	0.00	0.00	360.00	0.00
	NATURALEN NATURALENGLAND	69.12	0.00	69.12	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	90.00	0.00	0.00	0.00
	STANNES STANNES	35.00	0.00	35.00	0.00	0.00	0.00
	STMARTINS STMARTINS	35.00	0.00	0.00	35.00	0.00	0.00
	STMARYSC ST MARYS C OF E	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
	UPHILL UPHILL	35.00	0.00	35.00	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	227.94	0.00	0.00	0.00
	WHEATFIELDWHEATFIELD	52.99	0.00	0.00	0.00	52.99	0.00
	Total Sales Ledger No 4	4,135.55	0.00	1,662.46	70.00	2,723.59	-320.50
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>19,673.47</b>	<b>0.00</b>	<b>10,324.75</b>	<b>2,906.76</b>	<b>10,125.77</b>	<b>-3,683.81</b>

## Outstanding Balances by Month as at 01/03/2023

A/C Code	Customer Name	Balance	Mar 2023	Feb 2023	Jan 2023	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	216.00	0.00	72.00	72.00	72.00	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
FLAXBOURT	FLAXBOURTON	177.60	0.00	177.60	0.00	0.00	0.00
HILLT	HILLTESS	54.00	0.00	54.00	0.00	0.00	0.00
INSPIRE	INSPIRE	90.00	0.00	90.00	0.00	0.00	0.00
MARKYOUT	MARKYOUTH	2,722.40	0.00	0.00	2,722.40	0.00	0.00
NOVANDA	NOVANDA	1,184.02	0.00	0.00	0.00	1,184.02	0.00
ODYSSEYD	ODYSSEYD	252.00	0.00	90.00	72.00	90.00	0.00
PEDRALTA	PEDRALTA DANCE	148.00	0.00	90.00	58.00	0.00	0.00
THEATRE	THEATRE	72.00	0.00	72.00	0.00	0.00	0.00
WES002	WESTON COLLEGE	2,304.38	0.00	0.00	745.62	1,558.76	0.00
WESTONBR	WESTON BRASS	-396.00	0.00	0.00	0.00	0.00	-396.00
Total Sales Ledger No 1		6,492.40	0.00	645.60	3,670.02	2,922.78	-746.00
Ledger No 2, Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	653.40	0.00	653.40	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,750.00	0.00	0.00	1,750.00	0.00	0.00
CHURCHILLP	CHURCHILLP	777.60	0.00	777.60	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
COO001	COOKSLEY & SON	1,612.00	0.00	0.00	0.00	1,612.00	0.00
DUMITRUM	DUMITRUMEDA	-1,196.00	0.00	0.00	0.00	0.00	-1,196.00
ELM001	ELMS	728.00	0.00	0.00	728.00	0.00	0.00
FROSTJ	FROSTJ	239.00	0.00	239.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	534.60	0.00	534.60	0.00	0.00	0.00
LOCKANDC	LOCKANDCOD	180.00	0.00	0.00	0.00	180.00	0.00
OAKOVER	OAKOVER	420.00	0.00	0.00	0.00	420.00	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	162.00	0.00	162.00	0.00	0.00	0.00
RICHS	RICHS	180.00	0.00	0.00	0.00	180.00	0.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
SOVEREIGN	SOVEREIGN	540.00	0.00	0.00	0.00	540.00	0.00
THEBEACHE	THEBEACHES	180.00	0.00	180.00	0.00	0.00	0.00
WES005	WES005	840.00	0.00	840.00	0.00	0.00	0.00
WILLIAMS	WILLIAMS	1,316.00	0.00	1,316.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	288.00	0.00	288.00	0.00	0.00	0.00
WSMGOLF	WSMGOLF	300.00	0.00	0.00	0.00	300.00	0.00
YMCA	YMCA	756.00	0.00	0.00	0.00	756.00	0.00
Total Sales Ledger No 2		11,210.45	0.00	4,990.60	2,478.00	5,164.85	-1,423.00
Ledger No 4, Museum Sales Ledger							
BOURNVILLE	BOURNVILLE	140.00	0.00	0.00	140.00	0.00	0.00
BROWNA	BROWNNANE	-100.00	0.00	0.00	0.00	0.00	-100.00
CASTLE	CASTLE	90.00	0.00	90.00	0.00	0.00	0.00
Sub Total C/Fwd		17,832.85	0.00	5,726.20	6,288.02	8,087.63	-2,269.00

## Outstanding Balances by Month as at 01/03/2023

A/C Code	Customer Name	Balance	Mar 2023	Feb 2023	Jan 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	17,832.85	0.00	5,726.20	6,288.02	8,087.63	-2,269.00
Ledger No 4, Museum Sales Ledger (Continued)							
CHARFIELD	CHARFIELD	35.00	0.00	0.00	35.00	0.00	0.00
CIVIC	CIVIC	129.60	0.00	21.60	108.00	0.00	0.00
CROCKFORD	CROCKFORD	100.00	0.00	0.00	100.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	60.00	0.00	60.00	0.00	0.00	0.00
HANNAHMO	HANNAHMORE	90.00	0.00	0.00	0.00	90.00	0.00
HAYWARDV	HAYWARDV	35.00	0.00	35.00	0.00	0.00	0.00
HIGGSS	HIGGSSOPHIE	-1,104.00	0.00	0.00	0.00	0.00	-1,104.00
LOCKING	LOCKING	90.00	0.00	0.00	90.00	0.00	0.00
MULTI	MULTI	297.00	0.00	297.00	0.00	0.00	0.00
NATURALEN	NATURALENGLAND	69.12	0.00	0.00	69.12	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
SHIPHAM	SHIPHAM1ST SCHOOL	90.00	0.00	0.00	90.00	0.00	0.00
SOMERSET	SOMERSET	140.00	0.00	140.00	0.00	0.00	0.00
STMARKS	STMARKS	35.00	0.00	35.00	0.00	0.00	0.00
STMARYSC	ST MARYS C OF E	35.00	0.00	0.00	35.00	0.00	0.00
STOKELODG	STOKELODGEPRIMARY	35.00	0.00	35.00	0.00	0.00	0.00
UPHILL	UPHILL	35.00	0.00	0.00	35.00	0.00	0.00
VOLUNTAR	VOLUNTARY	324.00	0.00	324.00	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	227.94	0.00	0.00
WHEATFIELD	WHEATFIELD	17.99	0.00	0.00	0.00	17.99	0.00
	Total Sales Ledger No 4	2,391.25	0.00	1,037.60	930.06	1,627.59	-1,204.00
	TOTAL SALES LEDGER BALANCES	20,094.10	0.00	6,673.80	7,078.08	9,715.22	-3,373.00

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

Budget heading	code	YTD Spend	Budget 2022/2023	Overspend	Reason
<b>Central Administration</b>					
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
<b>Grove House</b>					
NDR	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
<b>Grove Lodge</b>					
NDR	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
<b>Community Services</b>					
CCTV	105/4212	<u>£106,267.00</u>	<u>£86,595.00</u>	-£19,672.00	Inflation
<b>Blakehay central cost</b>					
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
<b>Museum Functions</b>					
	145/4030	<u>£0.00</u>	<u>£3,000.00</u>	<u>£100 To be overspent</u>	Chairs and tables for weddings price increase since budget approved
<b>Museum Shop</b>					
Credit card charges	143/4136	<u>£331.00</u>	<u>£110.00</u>	-£221.00	Under stated budget
<b>Central grounds</b>					
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
<b>Milton Road Cemetery</b>					
Utilities water	420/4104	<u>£1,284.00</u>	<u>£750.00</u>	-£534.00	Inflation

**Annual Review of Standing Orders**

Reference from the Expenditure & Governance Working Party held on 30<sup>th</sup> March 2023

---

**Proposal for streamlining committees and meeting cycles**

As a result of the last meetings recommendation, *‘that Officers continue to explore streamlining options for the councils committee structure and meetings and bring a further proposal to the following meeting in March for consideration’*

A meeting had been held with committee chairmen on the 21<sup>st</sup> February and a summary of the discussion and a proposal, had been previously circulated with the agenda.

The Committee Officer advised that any changes to the current committee structure and meeting schedules needed be clear in order in order for them to be administered effectively, noting the up and coming elections.

The DTC suggested keeping the title Community Services Committee as the word ‘Community’ was more engaging and reflective, Operational Services was more an internal term.

Points raised and noted were that the proposed model would work well; that the current Heritage Arts & Culture Committee Chairman was absent from that meeting; that the Calendar of Meetings for 2023/24 had already been published and that sizes of committees may need adjusting after the council elections affecting political balances.

**PROPOSED BY:** Councillor Peter Crew

**SECONDEDED BY:** Councillor Robert Payne

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

**RECOMMENDED:**

1. That the streamlined committee structure be accepted but reflect the change back to the ‘Community’ Services Committee.
2. That the proposal for streamlining committees and meeting cycles be referred for consideration by the new Council Administration post elections.

**Rules for Public Participation**

The item was at the request of members in light of recent council meetings where the public participation sections of the meetings they felt were poorly managed which made it very uncomfortable for members and officers.

It was noted that the purpose and format of the Annual Town Meeting legal requirement (LGA1972) was different to a Town Council meeting and therefore public participation was hard to control.

In previous years the ATM had been poorly attended and was a drain on officer time to

**Annual Review of Standing Orders**

Reference from the Expenditure & Governance Working Party held on 30<sup>th</sup> March 2023

---

organise with no output. Therefore, a decision had been taken 5 yrs ago to combine this with the March council meeting. The council had evolved over the last 5 yrs and recent events warranted a review of the format. There was much community and engagement work being done with the introduction of the councils Community Resilience team and new Development Officers which could be capitalised on and utilised to bolster and show case the work of the council at a standalone ATM. Chairmen of committees should take the opportunity to present their reports and the n this could also be combined with Mayor Awards.

Members were in favor of splitting the ATM from the council meeting in March for a trial run in 2024.

The DTC informed that the council had improved resources through the development team to be able to engage with the community and organise alongside colleagues in Central Administration.

**PROPOSED BY:** Councillor Peter Crew

**SECONDEDED BY:** Councillor Robert Payne

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

**RECOMMENDED:**

1. To split the format , of holding the Annual Town Meeting before the March Council Meeting, (ATM to be done on a separate date completely) for a trail run in 2024 for review.
2. To organise and run a standalone Annual Town Meeting in one of the council's facilities utilising community engagement opportunities and possibly combining with the Mayor's Awards.

The DTC advised of the councils current Standing Orders for Public Participation (8) and in particular answers to questions:

8.4.1 A direct oral response, or

8.4.2 When the desired information is contained in a publication, reference to that publication, or

8.4.3 When it is more convenient to do so a written answer subsequent to the meeting.

If the council wished to review its Standing Orders, this would require input from the Town Clerk and council approval (two meeting cycles May and approval in July).

Members agreed that the current Standing Orders were fit for purpose, however they wished to see the following included within section 8.

**Annual Review of Standing Orders**

Reference from the Expenditure & Governance Working Party held on 30<sup>th</sup> March 2023

---

*If a question is received on the night from a member of the public – the response will automatically be given in writing after the meeting in subsequent days with no further discussion at the meeting. (not withstanding 8.4.3 above)*

4. *Any questions requiring a response should therefore be provided in writing prior to meetings, to allow officers and councilors to be able to answer fully.*
5. Questions received in writing before the meeting will be addressed by the Town Clerk or appropriate officer on the night if there is ability to do so

The CO informed that Chairmanship training would be really useful and was going to be included with the new administration induction process.

Information on NSC's induction training and specifically committee's and chairmanship of meetings would be shared with the CO for information.

It was highlighted that the wording on agendas needed to reflect and changes in Standing Orders and be understood by members/officers and members of the public.

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

**RECOMMENDED:**

1. To accept the proposed changes to Standing Orders with addition to reflect:
  - a. *If a question is received on the night from a member of the public – the response will automatically be given in writing after the meeting in subsequent days with no further discussion at the meeting. (not withstanding 8.4.3 above)*
  - b. *Any questions requiring a response should therefore be provided in writing prior to meetings, to allow officers and councilors to be able to answer fully.*
  - c. Questions received in writing before the meeting will be addressed by the Town Clerk or appropriate officer on the night if there is ability to do so
2. That the public participation wording on agendas reflect any changes and emphasises it is only 5 minutes per parishioner with maximum allocation for all participation limited to 15 minutes

## Proposed amendment to Standing Orders

### 8. Public Participation

8.1 Each meeting of the Town Council and its Standing Committees (but not its Sub Committees or working groups) shall be preceded by a period of 'Public Participation' not exceeding fifteen minutes.

8.2 Each participant **must email or write to the Town Clerk with their name and address and the subject they wish to speak about by 5pm on the day before the meeting and at the discretion of the Chairman** shall be allowed to speak for a maximum of five minutes.

8.3 Questions shall be directed to the Chairman of the meeting who may request another member or the Town Clerk to reply.

8.4 Answers to questions may take the form of:

8.4.1 **Where a working day's advance notice has been given of the question,** a direct oral response, or

8.4.2 When the desired information is contained in a publication, reference to that publication, or

8.4.3 When it is more convenient to do so a written answer subsequent to the meeting.

8.5 Every question shall be put and answered without discussion, ~~although the questioner shall be permitted to ask supplementary questions:~~

8.6 Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.

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

(Note, the remainder of Standing Orders have been circulated to councillors online and are available to the public on the Town Council's website).

**North Somerset Council Market Proposal**

Reference from the Expenditure & Governance Working Party held on 30<sup>th</sup> March 2023

---

**Proposal to Operate a Regular Market**

A proposal from North Somerset Council had been previously circulated.

The DTC reported that this had been discussed with group leaders for officers to explore the possibilities of managing a market. However, following further development NSC have now come back to WSMTC following a recent proposition to them from the organiser of the current Clevedon Market, who would like to explore hosting a market in Weston. NSC's proposal was for WSMTC to manage the Market Operator (rather than the individual stall holders), whilst they would approve the trading licenses to go with it free of charge in the first year.

The associated costs were queried to which it was advised that staff resource costs through the development team would be incurred. It was noted that the development team posts were approved for 1 further year unless the posts were extended long-term.

The proposed location of the Italian Gardens was welcomed, however the costs associated with running the market beyond the 1-year proposal needed to be clarified.

Staff time on market management would need to be monitored and it was queried if the BID could undertake as part of the SLA. The DTC informed that the SLA with the BID would need to be reviewed to include this and informed of available funding out there for the provision of markets.

It was noted that Clevedon's market cost £11,000 per year and was successful. The council needed to look at dates and times of year and that 12-month experimental trial, negotiating future years costs be pursued.

It was advised that there were no dates specified for the market. However, it was implied that it would be during the working weekdays.

**North Somerset Council Market Proposal**

Reference from the Expenditure & Governance Working Party held on 30<sup>th</sup> March 2023

---

Discussion ensued regarding Placemaking and linking into the councils Strategy.

**RECOMMENDED:** To recommend in principle to explore the proposal from NSC to manage a market in WsM, for a 12-month trial with a review, bringing further information to the Policy & Finance Committee following exploratory / feasibility discussions with the BID with regard to the potential management of the Market for a 12-month trial period.



## **Proposal to Weston Town Council to run regular markets on the Italian Gardens**

### **Introduction**

This proposal asks if Weston Town Council would decide to run regular markets on the Italian Gardens.

Options were considered by NSC to establish a market through commissioning an operator, however, due to lack of resources it was suggested that the Town Council be offered the opportunity to run the markets on the basis of no site hire fee for the use of Italian Gardens for 12 months.

### **Background**

Community consultation for the Super Weston Placemaking Strategy identified a desire for regular markets to take place in Weston town centre. Regular markets can increase footfall into the town centre, creating an attraction for residents and visitors, supporting local producers, and contributing to the reduction in food miles.

Currently regular markets do not take place in the town centre. Eat:festivals take place 3-4 times per year, however, following the pandemic they have been financially supported by NSC. They are also of a scale that might not be viably replicated on a monthly basis.

A viable quality market that takes place at least once a month is the aim to help increase footfall in the town centre. A market selling quality items will help attract new visitors and residents thereby improving the resilience of local businesses and helping extend the visitor season.

Successful regular markets take place in other North Somerset towns and elsewhere and they are run in various ways depending on local circumstances and market legislation. Some are financially supported, and some are profit generating.

Research has been carried out into the costs and other potential barriers to running markets in Weston. The ideal location for markets is the Italian Gardens, however, there is a site hire charge of £245 per market. To encourage more activity onto the Gardens and to encourage take up by a market operator, NSC will waive the fees for 12 months after which they will be reviewed.

### **Strategic alignment**

This proposal aligns with the Town Council's strategic aims to:

- 1.4** to encourage community initiatives to use the town centre to create events, festivals, fetes, pop-up shops, etc.

### **1.11 provide and support events in the community**

Supporting regular markets is widely recognised as contributing to placemaking and is reflected in the NSC Corporate Plan priorities of supporting thriving and sustainable places and the Super Weston Placemaking Strategy objectives of supporting culture, business and the visitor economy.

## **Management models**

There are two options for the Town Council in running markets.

1) the Town Council would commission a market operator to be responsible for finding and booking suitable stall holders and charging them a fee inclusive of the licensing fee, fees for power if needed, fees for use of tables and gazebos if offered + a profit margin if required.

The operator would apply for an annual market permission with NSC licensing and pay the relevant fee.

The operator would also need to submit an application to the Events Team to use the Italian Gardens which would include any requests for power usage. The Events Team would also provide advice and a comprehensive guidance document for using the Italian Gardens. The operator would need to comply with the requirements of this guidance including submission of documents such as a risk assessment, evidence of insurance cover etc.

The application process would also include an assessment by the North Somerset Safety Advisory Group (SAG).

2) Alternatively, the Town Council could act as the market operator and carry out the above tasks. The Town Council would accordingly be responsible for booking stalls, collecting the street trading fees and passing them to NSC, submitting relevant documents etc.

The Licensing and Events Teams would support the Council at no additional charge and there would be no application fee or fee to use the Italian Gardens. All licensing fees would remain.

## **Licence fees**

All stalls in markets are subject to street trading license fees to cover costs of background checks and enforcement where necessary. In NSC they are priced competitively against other nearby local authorities. They are structured to subsidise small local producers with higher charges for stalls at large events, whilst still enabling margins to market organisers. Income to the street licensing service generally breaks even. It is therefore not proposed to change the current licence fee structure.

Licensing can issue an annual market permission under the current scheme to an operator or the Town Council which would manage the process of booking stalls and administer the market through the year. If the Town Council wished to operate the

markets the Licensing Team can lead discussions on roles and responsibilities in managing the process.

The street trading licence fees are attached as an appendix.

## **Costs**

NSC normally charges event operators a site hire fee for using the Italian Gardens, however, it has been agreed by NSC that this fee be waived to the Town Council for 12 months after which the fees will be reviewed.

NSC will also waive the event application fee of £35.

Street trading license fees to stallholders and fees for the use of power to stallholders, however, will need to remain chargeable. NSC licence fees are attached. The fees for power are £35 (subject to quarterly increases) for each of 12 power sources per day.

There may also be a charge for cleaning of the site and a deposit if necessary.

## **Equipment**

Market operators may have equipment such as gazebos and tables. There are also 8 gazebos owned by the Business Improvement District which can be used by the Town Council.

## **Summary**

Regular markets can increase footfall to town centres and there is evidence that the community would support a market in Weston. Such a market would meet the objectives of both NSC and Weston Town Council but as a regular market does not currently exist, support from the public sector is required.

Due to lack of resources in-house NSC would like to offer the running of markets on the Italian Gardens to Weston Town Council at no initial site rental fee. NSC would also support the Town Council in setting up a market for initially a 12 month period.

Stallholder licence fees and power charges would remain payable to NSC.

Josyanne Clarke  
Principal Project Officer  
Weston Placemaking  
North Somerset Council  
16 January 2023

## **APPENDICES:**

- NSC Street Trading Policy
- NSC Street Trading Guidance Notes
- Italian Gardens Event Safety Plan (Markets) V4 Jan 2023

