

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE  
POLICY & FINANCE COMMITTEE MEETING  
HELD AT THE MUSEUM ON  
MONDAY 17<sup>th</sup> APRIL 2023**

**Meeting Commenced:** 7:03 pm

**Meeting Concluded:** 7:55 pm

**PRESENT:** Councillors Alan Peak (Chairman) , Mark Canniford, Sarah Codling, Peter Crew (S), Dave Dash, Peter Fox, Robert Payne, Ian Porter and Helen Thornton.

**IN ATTENDANCE :** Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/Responsible Financial Officer), Samantha Bishop (Committee & Office Manager ), Fay Powell (Assistant Town Clerk – Operational Services) and three members of the public.

Mr Hebditch (member of the public) addressed the committee with his concerns that he felt the procurement process had not been followed correctly in respect of the contract award for the roof works at 32 Waterloo Street. He had attended the March council meeting where he asked his questions and was told the answers would be responded to in writing. A response had been received the previous week which informed that it had been reported at a meeting held in August 2022 that a saving might be made by combining the tenders for various works on the building. However, he could not see this within the reports and he urged Councillors to recall the decision.

In response, some members recalled it being reported that by combining the tenders, a saving in the management fee would be made.

The Chairman thanked Mr Hebditch for his address and advised that his further questions regarding the procurement process would be answered by the Town Clerk.

<b>358</b>	<b>To receive Apologies for Absence and Notification of Substitutes</b>  Apologies for absence were received from Councillor Lisa Pilgrim who was substituted by Councillor Peter Crew and Tim Taylor with no substitution.
<b>359</b>	<b>To receive Declarations of Interest</b>  There were no declarations of interest received.
<b>360</b>	<b>To approve the minutes of the Policy &amp; Finance Committee Meeting held on the 20<sup>th</sup> February 2023</b>  The minutes had been previously circulated.  <b>PROPOSED BY:</b> Councillor Dave Dash <b>SECONDED BY:</b> Councillor Ian Porter  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>361</b>	<p><b>To approve the minutes of the Special Policy &amp; Finance Sub Committee held on the 27<sup>th</sup> February 2023</b></p> <p><b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That the minutes be approved and signed by the Chairman.</p>
<b>362</b>	<p><b>To receive the minutes of the Working Party to Review Expenditure &amp; Governance held on 19<sup>th</sup> January 2023</b></p> <p>The minutes had been previously circulated.</p> <p><b>RESOLVED:</b> That the minutes be received.</p>
<b>363</b>	<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>
<b>364</b>	<p><b>To receive the minutes of the HQ Working Party Meetings held on the 27<sup>th</sup> January 2023</b></p> <p>The minutes had been previously circulated.</p> <p>Members were updated that officers had met with scaffolding contractors earlier that day to make sure the visibility of the adjoining businesses would not be compromised and permissions were awaited.</p> <p>Also, that there were problems with the front access ramp application which had been withdrawn and needed resubmitting.</p> <p><b>RESOLVED:</b> That the minutes be received.</p>
<b>365</b>	<p><b>Monthly Financial Reports: January &amp; February 2023</b></p> <p><b>a) For Approval</b> Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Sarah Codling <b>SECONDED BY:</b> Councillor Ian Porter</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 January &amp; February 2023 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:

It was noted that:

- v. Bad debt had decreased since February and that Visit Weston debts had been written off, all within limits.
- vi. That all insurance and utility costs had been reflected in the overspend report.

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

### 366 Annual Review of Standing Orders

The reference from the Expenditure & Governance Working Party held on 30<sup>th</sup> March 2023 and the proposed changes to Standing Orders as requested by some members had been previously circulated.

Debate ensued. A member expressed concerns regarding lessening the frequency of meetings and committee sizes. It was agreed that this would all be considered by the new administration, taking on board these comments.

It was felt that the Annual Town meeting format should be changed as recommended in order to encourage more community involvement.

Discussion moved onto the proposal regarding SO 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.'*

It was felt by some that this was too short notice and would put members and officers in a difficult position. If not pre-prepared, they would not be able to answer effectively. A situation had arisen at the March meeting where a surprise attack had been made regarding a specific (unnamed) councillor which was unfair. Others said the council needed to demonstrate transparency. It was agreed that meetings needed to be managed effectively by the Chairman of the meeting to avoid these situations.

The Town Clerk informed that North Somerset Council's Standing Orders stated 12 noon the previous day, if members wished to replace his suggestion of 5pm.

*A member of the public joined at 7.28pm.*

It was highlighted that the amendment to standing orders needed to reflect a 'working day' which was generally agreed.

**PROPOSED BY:** Councillor Robert Payne

**SECONDED BY:** Councillor Peter Crew

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

**RESOLVED:**

1. That the proposal for streamlining committees and meeting cycles be referred for consideration by the new Council administration post elections (Town Council July 2023).

Policy & Finance	<p>17<sup>th</sup> April 2023</p> <p>To split the format of holding the Annual Town Meeting (ATM) before the March Council Meeting , in future the ATM to be held on a separate date completely, for a trail run in 2024 and then for review.</p> <ol style="list-style-type: none"> <li>3. 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.</li> <li>4. That with the above amendment, to reflect '5pm the <u>working</u> day before', the proposals to change Standing Orders as proposed by E&amp;G be recommended for approval to the Town Council in May and July 2023.</li> </ol>
367	<p><b>North Somerset Council Market Proposal</b></p> <p>The reference from the Expenditure &amp; Governance Working Party held on 30<sup>th</sup> March 2023 and proposal from North Somerset Council had been previously circulated.</p> <p><b>PROPOSED BY:</b> Councillor Robert Payne  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>The Town Clerk advised that a successful weekly market would be a good opportunity for Weston, however he advised caution on the possible burden of staff as running a market was quite a complex undertaking with licensing, commercial, financial and safety considerations. Conversations had been held with the Town Centre Partnership as to them managing the market through an existing private market operator.</p> <p>Debate ensued. Members were in support of the proposal and it was noted that a market, had come third in a survey of priorities of the town's people. If it was successful after the first year, then costs could be negotiated with N SC. It was noted that footfall must be considered when siting the market and as it grew in size, would be better sited on the gardens by the High Street and moved into the town square, once established.</p> <p>The Deputy Town Clerk informed that she had spoken with the Town Centre Manager who had agreed to take over management of the market within their current SLA. There would be an element of a admin support required from the Town Council which could be managed and a meeting was needed to discuss finer details. NSC had agreed that all fees would be free of charge and licenses waived for the first year, with fees potentially increasing in future years.</p> <p><b>RESOLVED:</b> To approve in principle the proposal from NSC to manage a market in Weston, bringing further information to the committee following feasibility/exploratory discussions with the BID, for a 12-month trial with a review after a 12-month period.</p>
368	<p><b>To approve the EMR for the financial year 2023 / 2024</b></p> <p>The EMR reports and hard copies of a presentation were circulated at the meeting.</p> <p>The Deputy Town Clerk gave a presentation and informed that the reports recognised what had already been approved in the Medium-Term Financial Plan and the splitting of reserves as follows: General Reserves, Capital Reserves and Earmarked Reserves.</p> <p>Capital Reserves consisted of two big main projects: Castle Batch and 32 Waterloo Street.</p> <p>It was noted that the contingency would be lower for the next financial year and so the</p>

reserves may need to be replenished.

A saving had been made as £60,000 had been budgeted for the Museum NNDR costs which following a successful appeal had come in way under budget.

**PROPOSED BY:** Councillor Sarah Codling

**SECONDED BY:** Councillor Helen Thornton

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

**RECOMMENDED:**

1. Approval of the Ear Marked Reserves (EMR) for 2023 to 2024 as reported at: £484,438 to Town Council on 18<sup>th</sup> May 2023
2. Approval of the Capital Reserves for 2023 to 2024 as reported at: £658,649 to Town Council on 18<sup>th</sup> May 2023

There being no further business, the Chairman closed the meeting at 7.52 pm.

Signed.....Dated.....

Chairman of the Policy & Finance Committee

## **POLICY AND FINANCE COMMITTEE TERMS OF REFERENCE**

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

**Membership: 10 Quorum: 5**

### **Terms of Reference**

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

**WESTON-SUPER- MARE TOWN COUNCIL  
NOTES OF THE WORKING PARTY TO REVIEW  
EXPENDITURE AND GOVERNANCE  
HELD AT VIA ZOOM ON 30<sup>TH</sup> MARCH 2023**

**Meeting Commenced:** 10:00 am

**Meeting Concluded:** 10:51 am

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

**IN ATTENDANCE:** Sarah Pearse (Deputy Town Clerk/RFO - **DTC**) and Samantha Bishop (Committee and Office Manager - **CO**).

<b>1.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  There were no apologies for absence received.  It was noted that Councillors Mike Bell, Catherine Gibbons and Richard Tucker were absent from the meeting.
<b>2.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>3.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 19<sup>TH</sup> January 2023</b>  The minutes of the last meeting had been previously circulated with the agenda.  It was noted that Councillor Peter Crew was not present at the meeting as indicated within the minutes.  <b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Roger Bailey  <b>RECOMMEDED:</b> That with the above amendment, the minutes be approved and signed by the Chairman.
<b>4.</b>	<b>To receive notes of the Health &amp; Safety meetings held in January &amp; February 2023</b>  Member requested an update on the rough sleeping situation at Grove House.  It was reported that after recent and very unpleasant incidents experienced the previous week at Grove House, where staff were made to feel at risk due to extreme anti-social and criminal behaviour. The Police were called to the incident and an arrest

was made and CCTV footage recovered . Multi agency working measures to clear the site, remove people and try and make it safe had been put in place such as as harass fencing around Grove House so only the front door could be accessed and signposting and escorting people to Somewhere To Go. Authorities were doing what they could to address the situation but unfortunately, it was a general central ward issue that needed tackling.

Staff safety was the council 's priority and a report log was being kept and regularly reported to the Police.

**RESOLVED:** That the notes of the Health & Safety meetings held in January & February 2022 be received.

## 5. 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 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



	<p>for consideration by the new Council Administration post elections.</p>
<p><b>6.</b></p>	<p><b>Rules for Public Participation</b></p> <p>The item was at the request of members in light of recent council meetings where the public participation sections of the meetings <b>they felt</b> were poorly managed which made it very uncomfortable for members and officers.</p> <p>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.</p> <p>In previous years the ATM had been poorly attended and was a drain on officer time to 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 this could also be combined with Mayor Awards.</p> <p>Members were in favor of splitting the ATM from the council meeting in March for a trial run in 2024.</p> <p>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.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew</p>

**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 trial 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.

3. *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

**7. 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.

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.

**8. Showers on the seafront**

The revised quotation from North Somerset Council had been previously circulated.

Members were asked to acknowledge confirmation from North Somerset Council that there are no additional maintenance or utility costs for WSMTC to pay in the future and recommend approval of the revised quote to allow monies to be granted to the value of the quotation to NSC for the inclusion of shower provisions on the seafront as included within budget provisions.

It was confirmed that there was £10K in an EMR for the provision of showers around Marine Lake. NSC had proposed that they were now providing this and that the town

	<p>council's funds could be used to fund utility costs. At the latest P&amp; F meeting, it was resolved that the utility costs needed to be known.</p> <p>NSC had responded by asking the council for £2,136.66 As a one-off cost to upgrade existing showers and they would take on the utility costs.</p> <p>It was discussed that the remaining EMR balance could be utilised to fund the upgrade of the waterpark facilities as they were in dire need of upgrading and rinsing facilities needed.</p> <p>It was advised that this would need approval from P&amp;F but they are</p> <p><b>RECOMMENDED:</b> To recommend the costs £2,136.66 of providing showers at Marine Lake and that the remaining EMR funds be used to fund the upgrade of the waterpark facilities to the Policy &amp; Finance Committee.</p>
<p><b>9.</b></p>	<p><b>Future Areas to be considered by the Working Party</b></p> <p>None.</p>
	<p>There being no further business, the Chairman closed the meeting at 10.51 am</p> <p>Signed.....Dated..... Chairman</p>

**WESTON SUPER MARE TOWN COUNCIL  
NOTES OF THE CLIMATE CHANGE WORKING GROUP  
HELD VIA ZOOM ON  
THURSDAY 30<sup>TH</sup> MARCH 2023**

**Meeting Commenced:** 3:00 pm

**Meeting Concluded:** 4:25 pm

**PRESENT:** Councillors Helen Thornton (Chair), Robert Payne

**ALSO IN ATTENDANCE:** Sarah Pearse (Deputy Town Clerk), Molly Maher (Senior Development Officer), Becky Walsh (Communications and Marketing Officer), Andy Chappel (Climate and Community Development Officer - CCDO), Steve Clark (Jack Pine Trees, Consultant)

<b>1.</b>	<b>Apologies for Absence</b>  No apologies for absence
<b>2.</b>	<b>Declaration of Interest</b>  There we no declarations of interest received.
<b>3.</b>	<b>Approval of the minutes of meeting held 1<sup>st</sup> December 2022</b>  The Chair raised that the financial update was still not included as an ongoing agenda item and asked that this was actioned for the next meeting.  The meeting was not quorate, so the previous minutes could not be approved.  <b>RECOMMENDED:</b> A financial update be added as a standing item on the agenda.
<b>4.</b>	<b>Current status on Roadmap to Zero</b>  The report of the Climate and Community Development Officer (CCDO) had been previously circulated.  The CCDO explained that having worked to analyse energy usage over recent months, the Town Council now had an up-to-date carbon footprint figure and this would be updated regularly with this group being notified of ongoing progress going forward.  The CCDO explained that the carbon footprint was inclusive of direct energy; electricity, gas and fuel, and one element of indirect energy use, water usage and sewerage and that staff travel and homeworking were not currently included in figures calculated.  Touching on the headlines of the report, the CCDO explained that the annual figure for the 2022/23 financial year stood at 65.1 tonnes equivalent of CO <sub>2</sub> (carbon dioxide), compared to that of 93.8 tonnes equivalent of CO <sub>2</sub> in 2018/19 – the start of records - a 31% reduction in the carbon footprint across all Town Council sites and public facilities.  They stated the primary reason for this reduction was a switch to zero carbon electricity contracts at 16 of the 23 metered sites since 2018/19. The CCDO also told members that water usage had been reduced by 28% since 2018/19

but levels were increasing from their initial drop in 2019/20, though the reason for this had not yet been researched.

Progress towards roadmap recommendations made in the original 2020 IBECCS report was at 39% at the end of 2022/23, with Town Council essentially a year ahead of expected progress at this stage, with actions such as installation of photovoltaic (PV) solar panels yet to be actioned.

The CCDO moved on to inform members about related initiatives, reporting that the annual figures from the Fridge of Free Stuff, stating that, across 2022, the project had saved the equivalent of 29 tonnes in greenhouse gas emissions (mostly methane and carbon dioxide) through redistributing over 20,000 kilograms of surplus food.

They also confirmed that the WeSEE Trees Community Tree Nursery, a Town Council supported project, would be opening in April 2023 at a site in the Winterstoke ward and that the initiative would contribute towards council tree planting targets. It was confirmed that the project has also received a grant for biosecurity products and a polytunnel to be installed on site.

The CCDO informed the group that Council staff designated as climate champions would be reengaged in 2023-24 with a focus on behavioural changes in the working environment.

The group were informed about the Weston Tree and Plant Group, standing at 142 members, and its valuable role in the recent street planting of trees on High Street and across the town.

The CCDO closed by expanding on a future plan to keep the reporting dashboard up-to-date and explore how Town Council can calculate an annual carbon insetting value based on the implementation of nature-based solutions such as tree planting on their green land.

The Communications and Marketing Officer queried whether this report could be displayed on the website, to which the CCDO confirmed it could be and they could edit the statistics to ensure they are more understandable and engaging for the general public.

The Chair queried whether Town Council have a dashboard to enable an ongoing visual snapshot, which the Senior Development Officer confirmed they do and the information in the report was extracted from this dashboard. On the point of overall energy usage increasing, the Chair queried if this was a result of staff returning to offices after the COVID-19 pandemic, the CCDO stated this could be a reason, but not in isolation and behaviours could be looked at to decrease usage in the future. They also confirmed that major changes to enable solar power generation at the new Waterloo Street office and Weston Museum would have a positive effect.

**ACTION:** The CCDO to report to the working group on a quarterly basis to better identify patterns, seasonal trends and any national implications.

## 5. **Community Fridge and Food Clubs**

### Community Fridge

The CCDO confirmed the overall budget for 2022/23 and that it consisted of grant funding and public donations, with expenditure for the period, after expenses and purchases being reconciled, leaving a small deficit to be considered moving into the new year.

The CCDO stated expected costs for 2023-24 and confirmed that grant funding to cover

the amount had been received, with an additional amount being received for the expansion of community climate activity at the space, now within a larger unit in the Sovereign Centre.

Members were informed of the ongoing rise in amounts of surplus food being saved through the project, with a month-on-month increase being recorded in 2023 alone.

The Chair queried if funding from supermarkets was being explored, with the CCDO confirming they would be exploring this further.

The Chair asked whether Town Council budget could be allocated to the project, with the Deputy Town Clerk confirming the Town Council have supported the project financially and will continue to do so where necessary but outlined the need to ensure it moves towards a sustainable community project.

Councillor Payne queried the report which was circulated to members that contained Community Fridge analysis and why the project was not working with a number of supermarkets in the town. It was explained by the CCDO that certain supermarket chains work with private donation apps or do not donate their surplus food to communities and this was the reason for their exclusion from the project.

#### Food Clubs

The Senior Development Officer informed the group of a recent in-person meeting between community members, groups and representatives from Feeding Britain. It was explained that it was recognised by all at the meeting that reliable food supply is a major issue, and members of the meeting as well as Town Council Officers were exploring other options such as working with allotment owners to provide locally grown food.

The Senior Development Officer continued by stating a new venture was being piloted in South Ward by the For All Health Living Centre with the assistance of Town Council's Community Wellbeing Development Officer. This project, in addition to the 2 existing food banks in the ward, was still in its early stages with the need for support from Alliance Homes to prepare the site. They confirmed that this working group would be further updated on the status of the project where possible in the future.

**ACTION:** Senior Development Officer to update the working group on the status of South Ward project at future meeting.

#### **6. Green Infrastructure Strategy Update**

Steve Clark, Town Council's Arboricultural Consultant, informed the working group they had distributed a draft version of the strategy, along with an interim report which would now require comment and input from members of the working group, as well as councillors and officers. It was confirmed that the draft would be distributed to newly elected Councillors part of the working group after the election period.

They also stated that the final strategy will be accompanied by a summary document and action plan to demonstrate where it meets the targets of existing policies.

#### **ACTIONS:**

1. Steve Clark to distribute draft strategy after the election period to newly-elected Councillors part of the working group.
2. Councillors to read and make comment on the strategy draft by 31<sup>st</sup> May.



<b>7.</b>	<p><b>Weston Tree and Plant Group</b></p> <p>The working group were informed of the increase in membership and strength of engagement of the Tree and Plant group which has led to positive outcomes so far. It was explained that the group held forums on a bimonthly basis, which are increasingly attended by the general public.</p> <p>Steve Clark continued by informing the group of the first Tree Walk taking place at Ellenborough Park West, well attended by the public and home-schooling families – who confirmed their interest in being more involved with events at the park.</p> <p>Members of the group also met with Natural England at Ellenborough Park West to discuss their funding of a management and wellbeing plan for the site, confirming they would return in the summer for a plant identification day to boost knowledge of the site's biodiversity.</p> <p>The working group were informed of an action that had come from the last forum to ask Town Councillors to increase engagement with North Somerset Councillors regarding agreed match-funding for tree planting on an ongoing annual basis, and raised the concern that North Somerset Council does not currently have a dedicated tree planting budget, with all current funding coming from the Community Infrastructure Levy budget.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"><li>1. For Councillors of the working group to engage with the relevant North Somerset Council members regarding their continued investment and a dedicated tree planting budget to allow for ongoing annual match-funding with Town Council.</li><li>2. Deputy Town Clerk to contact relevant North Somerset Council Officer regarding budget and bring an update back to the working group at next meeting.</li></ol>
<b>8.</b>	<p><b>Tree Planting Fund</b></p> <p>The CCDO, along with Steve Clark, confirmed that funding opportunities for further tree planting and how to bring in both public and private income was due to be explored in the new financial year.</p> <p>They also reiterated Town Council's commitment to match-funding North Somerset Council's budget for street tree planting in 2023-24.</p>
<b>9.</b>	<p><b>AOB</b></p> <p>As the last working group before election period, the Chair wished to extend thanks to members of the group, Officers and consultants in particular, for their input and hard work, leading to great progress displayed by the progress on the roadmap to zero by 2030 and reduction in Town Council carbon footprint.</p>

Climate Change Working Group [30/03/23]

There being no further business, the meeting ended at 4.25pm.

Signed:

Dated:

**WESTON SUPER MARE TOWN COUNCIL  
MINUTES OF THE HQ WORKING PARTY HELD AT WESTON  
MUSEUM FRIDAY 24<sup>th</sup> MARCH 2023**

**Meeting Commenced:** 2:08pm

**Meeting Concluded:** 3:25pm

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

**ALSO IN ATTENDANCE:** Sarah Pearse (Deputy Town Clerk / Responsible Financial Officer), Fay Powell (Assistant Town Clerk – Operational Services) , Molly Maher (Senior Development Officer) and Steve Matthews (SJ Surveyors).

No.	Item
1.	<b>Apologies for Absence</b>  Apologies for absence were received from Malcolm Nicholson
2.	<b>Declarations of Interest</b>  No declarations of interest were received.
3.	<b>Notes of the meeting on 27<sup>th</sup> January 2023</b>  The notes of the previous meeting were agreed as correct by the working party.
4.	<b>Internal alterations and M+E</b>  Members were reminded that the contract had been awarded. Planning approval had been recently granted, including Listed Building Consent. Conditions had been applied, however it was explained that this was expected and they were fair conditions. The conditions included (non-exclusive): <ul style="list-style-type: none"><li>• Works must be completed within three years, in line with the proposal and drawings submitted.</li><li>• New or replacement interior doors and handles obtain permission from Local Planning Authority prior to installation.</li><li>• Adherence to recommendation in the acoustic survey carried out prior to planning approval, including a scheme demonstrating appliance.</li><li>• Bullnose bricks retained.</li><li>• Seven days notice given to Local Planning Authority before removing tiled flooring to ensure they can have someone on site for the removal, to confirm if there were original tiles underneath</li></ul> Members were informed that at future meetings they would need to consider colour palette for the decorations.

	<p>The draft contract for the works had been sent to the contractors.</p>
<b>5.</b>	<p><b>Roof</b></p> <p>The scaffold design had been received, and the services search was expected shortly.</p> <p>Scaffold licenses were required with the direct neighbouring properties. There was a tenant and owner each side, with approval in writing required from the tenants prior to the license being signed. Each party had asked for several conditions, which were considered reasonable and would be met. This included:</p> <ul style="list-style-type: none"><li>• Schedule of the property, including photographic schedule.</li><li>• Scaffolding Alarm</li><li>• Advertising on the front of the scaffold</li></ul> <p>The CCTV team at North Somerset Council would also be contacted in order to provide support if required.</p> <p>A member asked if the condition of the tower could affect the timeline of works, and therefore the time the scaffold would be required for. It was explained that the works programme had been built on a worst-case scenario basis, and it was more likely that the programme would decrease than increase. There would be no externally access to the scaffolding, with access being made possible through the building, with only a materials hoist on the front of the building.</p> <p>When signed licenses were received, the contractor could be given notice and they would be on site in four weeks.</p>
<b>6.</b>	<p><b>Ramp</b></p> <p>There were specific conditions that needed to be met before the planning application for the ramp could be resubmitted.</p> <p>Members recognised the need to continue exploring the installation, noting the process required to ensure a decision was made.</p>
<b>7.</b>	<p><b>Exterior Signage and Building Name</b></p> <p>Signage designs were tabled for members consideration.</p> <p>The designs provided included the provision of having the sign lit. Members had differing opinions about the lighting of the sign, but noted that an ability to light the sign was sensible, even if it was not initially utilised. Members were in favour of this. It was explained that any installation would need to adhere to the Shop Front Design Guide.</p>

	<p><b>RECOMMENDED:</b> to explore signage options further in line with the Shop Front Design Guide, recognising that an ability to light the sign was the preferred option.</p>
<p><b>8.</b></p>	<p><b>Other project considerations</b></p> <p><b>Clock for the Chamber</b> The report of the Senior Development Officer was previously circulated with the agenda.</p> <p>The Deputy Town Clerk gave members the background to the funds available for a clock for the Meeting Chamber in 32 Waterloo Street. The Mayor had chosen to reallocate funds usually spent on Mayor’s jewels to provide a clock. The report detailed the style preferred by the Mayor. It had been specified that this would also commemorate the Kings Coronation.</p> <p>Members extended their thanks to the Mayor, and the Policy and Finance Committee who had approved the reallocation of funds. They felt, however, that an option more in keeping with the Mayoral/Civic Tradition or the history of the building, would be better suited to the space.</p> <p>With this in mind, the provided the following options for consideration:</p> <ol style="list-style-type: none"> <li>1. Pay for the restoration of the clock currently in the Mayors Chamber, which was already an asset of the Town Council.</li> <li>2. Approach Rossiter’s to enquiry about the clock in their possession which was originally in 32 Waterloo Street, acknowledging that it represents the history of the building. There may be a need for restoration, which would have a cost also.</li> <li>3. Approach Hildesheim to ask if they would be willing to provide/design a clock to represent the pairing of the Towns.</li> </ol> <p>It was also felt that the options provided were in line with Town Council pledges to be more environmentally minded, as two of the three options would make use of existing clocks.</p> <p><b>RECOMMENDED:</b> that the above options be given to the Mayor regarding the installation of a clock in the Meeting Chamber of 32 Waterloo Street for her consideration.</p>
<p><b>9.</b></p>	<p><b>Local Studies Project update</b></p> <p>The Deputy Town Clerk and Senior Development Officer had met with Tom and Janet from South West Heritage Trust.</p> <p>Members were informed that the SWHT recommended caution in setting up a project of this nature. It was suggested that there could be difficulties in setting parameters and boundaries for what the project would and would not do. It was suggested that some of the information we had suggested sharing,</p>

	<p>such as meeting papers and newspaper access, was already covered under other archiving projects.</p> <p>The National Newspaper Archive was responsible for the digitisation of newspapers. It was noted that they might not have the full collection available, and this should be checked.</p> <p>An alternative suggestion was made for the project, focusing instead on creating a History Hub. This would be a space which could:</p> <ul style="list-style-type: none"> <li>• Act as a meeting venue for history groups</li> <li>• Host talks</li> <li>• Link with work currently carried out by Weston Museum, SWHT and the Library Service</li> <li>• Signpost members of the public to where they could find information</li> <li>• Hold records <u>temporarily</u> (recognising lack of space and weight capacity) and aid in digitation</li> </ul> <p>It was felt a project in this form could be managed by volunteers, recognising the similarities with other projects carried out at Weston Museum with the support of NSC and the library services (Know Your Place), which had set a precedent and provided a useful process to follow.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Begin exploring the introduction of a Weston History Hub, including discussion with the library service.</li> <li>• Check the records held by the National Newspaper Archive (recognising that the records held online only went up to 1909)</li> </ul>
<p><b>10.</b></p>	<p><b>To note future meeting dates:</b></p> <p>The next meeting date would be 26/05/2023.</p>
	<p>There being no further business the meeting ended at 3.25pm.</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>
Mar-23	£ 6,338.13	£ 297,310.63	£ 15.80	£ 15.37	<b><u>£ 303,679.93</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	Petty Cash Museum & Floats	VC Petty Cash & Floats		Blakehay 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 (pil & imprest trs)	572,298.78	128.13	0.00	0.00									
plus: receipts not banked	3,198.20	0.00	0.00	0.00									
	1,749,957.16	27,970.56	6,717.80	30,131.56	1,814,777.08	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,336,087.08
<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 (pil & imprest trs)	186,835.36	323.00	0.00	0.00									
plus: receipts not banked	7,043.12	0.00	0.00	0.00									
	1,550,708.68	26,816.99	7,000.12	30,131.56	1,614,657.35	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,135,967.35
<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 (pil & imprest trs)	122,683.02	172.92	0.00	0.00									
plus: receipts not banked	5,392.60	0.00	0.00	0.00									
	1,371,819.23	26,575.43	7,029.60	30,131.56	1,435,555.82	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,956,865.82
<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 (pil & imprest trs)	1,409.56	168.99	0.00	0.00									
plus: receipts not banked	6,092.79	0.00	0.00	0.00									
	1,370,218.55	26,036.17	7,007.76	30,131.56	1,433,394.04	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,954,704.04
<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 (pil & imprest trs)	127,636.57	0.00	0.00	0.00									
plus: receipts not banked	2,247.08	0.00	0.00	0.00									
	1,082,355.39	25,772.80	6,992.76	30,131.56	1,145,252.51	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,666,562.51
<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 (pil & imprest trs)	3,284.87	0.00	0.00	0.00									
plus: receipts not banked	2,565.12	0.00	0.00	0.00									
	2,297,174.91	25,750.43	7,177.76	30,131.56	2,360,234.66	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,881,544.66
<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 (pil & imprest trs)	3,059.56	138.64	0.00	0.00									
plus: receipts not banked	5,833.52	0.00	0.00	0.00									
	2,013,828.61	25,297.71	7,162.76	30,131.56	2,076,420.64	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,597,730.64
<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 (pil & imprest trs)	4,928.17	0.00	0.00	0.00									
plus: receipts not banked	347.38	0.00	0.00	0.00									
	1,781,317.92	25,016.92	7,146.16	30,131.56	1,843,612.56	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,364,922.56
<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 (pil & imprest trs)	3,359.56	0.00	0.00	0.00									
plus: receipts not banked	40.00	0.00	0.00	0.00									
	1,737,405.29	24,998.23	7,545.91	30,131.56	1,800,080.99	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,321,390.99
<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 (pil & 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	1,605,124.63	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,126,434.63
<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 (pil & 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	1,225,131.42	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,746,441.42
<b>31st March 2023</b>													
Account Balance	1,081,301.27	24,102.52	9,567.74	30,131.56									
Less: Unpresented cheques and BACS (pil & imprest trs)	168,457.23	0.00	0.00	0.00									
plus: receipts not banked	16,724.40	0.00	0.00	0.00									
	929,568.44	24,102.52	9,567.74	30,131.56	993,370.26	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,514,680.26



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	28,179	28,179	386,251	358,072		358,072	7.3%
4006 Moorepay/IT payroll HR softwar	0	0	3,087	3,087		3,087	0.0%
4007 Personnel Consultants	0	0	4,415	4,415		4,415	0.0%
4008 CRB Checks/staff services	0	0	1,000	1,000		1,000	0.0%
4009 Health & Safety Consultant	0	0	3,500	3,500		3,500	0.0%
4012 Travel & Subsistence Expenses	0	0	250	250		250	0.0%
4013 Training	410	410	5,000	4,590		4,590	8.2%
4019 Website Costs-TC	0	0	650	650		650	0.0%
4030 Equipment Purchase	41	41	500	459		459	8.2%
4031 Equipment - Rental	735	735	8,456	7,721		7,721	8.7%
4034 Equipment Repairs	0	0	250	250		250	0.0%
4035 Telephone	455	455	5,879	5,424		5,424	7.7%
4036 Stationery	286	286	1,750	1,464		1,464	16.3%
4038 Recruitment / Advertising	0	0	3,000	3,000		3,000	0.0%
4040 Audit & Accountancy	0	0	6,000	6,000		6,000	0.0%
4041 Fees, Subs and Conferences	207	207	3,545	3,338		3,338	5.8%
4042 Postages	212	212	3,857	3,645		3,645	5.5%
4043 Ink Cartridges/printing	143	143	1,399	1,256		1,256	10.2%
4044 Insurance	895	895	13,363	12,468		12,468	6.7%
4049 Legal fees	1,030	1,030	2,000	970		970	51.5%
4107 IT Support & Upgrade	1,755	1,755	22,165	20,410		20,410	7.9%
4110 Cleaning	16	16	0	(16)		(16)	0.0%
4136 Credit Card Chgs	29	29	450	421		421	6.4%
4151 Catering	132	132	1,500	1,368		1,368	8.8%
4260 MHR People First Setup Costs	0	0	16,485	16,485		16,485	0.0%
6020 Allocation to Cost Centres	(34,523)	(34,523)	(41,230)	(6,707)		(6,707)	83.7%
Central Administration :- Indirect Expenditure	1	1	453,522	453,521	0	453,521	0.0%
Net Expenditure	(1)	(1)	(453,522)	(453,521)			
<u>103 Grove House</u>							
4102 NNDR	1,076	1,076	1,341	265		265	80.3%
4104 Utilities - Water	47	47	310	263		263	15.2%
4105 Utilities - Heat & Light	114	114	575	461		461	19.8%
4109 Alarm system	0	0	139	139		139	0.0%
4110 Cleaning	87	87	937	850		850	9.3%
4111 Window Cleaning	0	0	17	17		17	0.0%
4114 Refuse Removal	(193)	(193)	718	911		911	(26.8%)
Grove House :- Indirect Expenditure	1,131	1,131	4,037	2,906	0	2,906	28.0%
Net Expenditure	(1,131)	(1,131)	(4,037)	(2,906)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Grove Lodge</u>							
4030 Equipment Purchase	0	0	9	9		9	0.0%
4102 NNDR	470	470	675	205		205	69.6%
4104 Utilities - Water	22	22	624	602		602	3.5%
4105 Utilities - Heat & Light	0	0	656	656		656	0.0%
4109 Alarm system	0	0	15	15		15	0.0%
4110 Cleaning	14	14	762	748		748	1.8%
4111 Window Cleaning	0	0	21	21		21	0.0%
4132 Rent	1,250	1,250	1,250	(0)		(0)	100.0%
Grove Lodge :- Indirect Expenditure	<u>1,755</u>	<u>1,755</u>	<u>4,012</u>	<u>2,257</u>	<u>0</u>	<u>2,257</u>	<u>43.7%</u>
Net Expenditure	<u>(1,755)</u>	<u>(1,755)</u>	<u>(4,012)</u>	<u>(2,257)</u>			
<u>105 Community Services</u>							
4158 Weston in Bloom	0	0	12,000	12,000		12,000	0.0%
4200 Small grants to Voluntary Orgs	0	0	12,500	12,500		12,500	0.0%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	(36,000)	(36,000)	39,996	75,996		75,996	(90.0%)
4210 Weston Town Centre Co SLA	0	0	19,398	19,398		19,398	0.0%
4212 CCTV (NSC)	0	0	81,600	81,600		81,600	0.0%
4218 Flower Beds	100	100	5,000	4,900		4,900	2.0%
4221 Citizens Advice Bureau	0	0	25,000	25,000		25,000	0.0%
4223 Community Events	0	0	6,000	6,000		6,000	0.0%
4228 Blue Plaques	0	0	1,000	1,000		1,000	0.0%
4229 Armed Forces Celebrations	516	516	9,500	8,985		8,985	5.4%
4250 Community Events Grants	0	0	60,000	60,000		60,000	0.0%
4252 Crime & Disorder	0	0	50,000	50,000		50,000	0.0%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	2,381	2,381	2,720	339		339	87.5%
6005 Admin Overhead Recharge	536	536	764	228		228	70.2%
6009 HQ recharges	70	70	474	404		404	14.8%
6010 Grounds Salaries Recharge	4,750	4,750	5,025	275		275	94.5%
6015 Grounds Overhead Recharge	161	161	1,230	1,069		1,069	13.1%
6030 Operational Staffing Recharge	1,198	1,198	1,315	117		117	91.1%
6035 Operational Overhead Recharge	9	9	159	150		150	5.7%
Community Services :- Indirect Expenditure	<u>(26,280)</u>	<u>(26,280)</u>	<u>386,681</u>	<u>412,961</u>	<u>0</u>	<u>412,961</u>	<u>(6.8%)</u>
Net Expenditure	<u>26,280</u>	<u>26,280</u>	<u>(386,681)</u>	<u>(412,961)</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>107 Civic Support</u>							
4000 Staffing Costs	2,447	2,447	25,059	22,612		22,612	9.8%
4036 Stationery	0	0	200	200		200	0.0%
4044 Insurance	0	0	8,022	8,022		8,022	0.0%
4050 Printing	6	6	1,450	1,444		1,444	0.4%
4150 Chauffeur/travel costs	0	0	5,800	5,800		5,800	0.0%
4151 Catering	107	107	10,500	10,393		10,393	1.0%
4152 Civic Miscellaneous	953	953	3,994	3,041		3,041	23.9%
4153 Chairman's Allowance	0	0	4,496	4,496		4,496	0.0%
4154 Civic Regalia	0	0	2,700	2,700		2,700	0.0%
6000 Admin Salaries Recharge	4,047	4,047	4,622	575		575	87.6%
6005 Admin Overhead Recharge	911	911	1,298	387		387	70.2%
6009 HQ recharges	120	120	850	730		730	14.1%
6010 Grounds Salaries Recharge	1,219	1,219	1,289	70		70	94.6%
6015 Grounds Overhead Recharge	41	41	316	275		275	13.0%
6030 Operational Staffing Recharge	120	120	132	12		12	90.9%
6035 Operational Overhead Recharge	2	2	16	14		14	12.5%
Civic Support :- Indirect Expenditure	9,973	9,973	70,744	60,772	0	60,772	14.1%
Net Expenditure	(9,973)	(9,973)	(70,744)	(60,772)			
<u>108 Democratic Representation</u>							
4013 Training	0	0	1,945	1,945		1,945	0.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	420	420	3,413	2,993		2,993	12.3%
4107 IT Support & Upgrade	166	166	1,958	1,792		1,792	8.5%
6000 Admin Salaries Recharge	8,121	8,121	9,276	1,155		1,155	87.5%
6005 Admin Overhead Recharge	1,828	1,828	2,606	778		778	70.1%
6009 HQ recharges	240	240	1,642	1,402		1,402	14.6%
6030 Operational Staffing Recharge	48	48	53	5		5	90.6%
6035 Operational Overhead Recharge	0	0	6	6		6	0.0%
Democratic Representation :- Indirect Expenditure	10,823	10,823	35,899	25,076	0	25,076	30.1%
Net Expenditure	(10,823)	(10,823)	(35,899)	(25,076)			
<u>110 Other Costs &amp; Income</u>							
1100 Miscellaneous Income	8,853	8,853	0	(8,853)			0.0%
1176 Precept	1,468,119	1,468,119	0	(1,468,119)			0.0%
1190 Bank Interest	1,647	1,647	6,000	4,353			27.4%
1191 CIL Received	15,748	15,748	0	(15,748)			0.0%
Other Costs & Income :- Income	1,494,367	1,494,367	6,000	(1,488,367)			24906.1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4051 Bank Charges	264	264	4,000	3,736		3,736	6.6%
4060 PWLB Interest repaid-Blakehay	2,067	2,067	4,611	2,544		2,544	44.8%
4061 PWLB Capital repaid-Blakehay	6,000	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	4,295	4,295	8,986	4,691		4,691	47.8%
4069 PWLB Capital repaid-Water Pk	5,884	5,884	1,373	(4,511)		(4,511)	428.6%
4080 PWLB Capital HQ Loan	0	0	9,394	9,394		9,394	0.0%
4081 PWLB Interest HQ Loan	0	0	9,394	9,394		9,394	0.0%
Other Costs & Income :- Indirect Expenditure	18,511	18,511	49,758	31,247	0	31,247	37.2%
Net Income over Expenditure	1,475,856	1,475,856	(43,758)	(1,519,614)			
<b>111 Strategic Planning/Projects</b>							
4049 Legal fees	0	0	10,000	10,000		10,000	0.0%
4213 Development budget	158	158	1,000	842		842	15.8%
6000 Admin Salaries Recharge	2,485	2,485	2,839	354		354	87.5%
6005 Admin Overhead Recharge	560	560	797	237		237	70.3%
6009 HQ recharges	74	74	249	175		175	29.7%
6030 Operational Staffing Recharge	120	120	131	11		11	91.6%
6035 Operational Overhead Recharge	1	1	16	15		15	6.3%
Strategic Planning/Projects :- Indirect Expenditure	3,398	3,398	15,032	11,634	0	11,634	22.6%
Net Expenditure	(3,398)	(3,398)	(15,032)	(11,634)			
<b>112 Environmental</b>							
4076 Environmental / Climate	2,198	2,198	75,000	72,802		72,802	2.9%
6000 Admin Salaries Recharge	640	640	730	90		90	87.7%
6005 Admin Overhead Recharge	144	144	204	60		60	70.6%
6009 HQ recharges	19	19	209	190		190	9.1%
6030 Operational Staffing Recharge	239	239	263	24		24	90.9%
6035 Operational Overhead Recharge	2	2	32	30		30	6.3%
Environmental :- Indirect Expenditure	3,242	3,242	76,438	73,196	0	73,196	4.2%
Net Expenditure	(3,242)	(3,242)	(76,438)	(73,196)			
<b>113 Operational Services</b>							
4000 Staffing Costs	9,463	9,463	124,645	115,182		115,182	7.6%
4012 Travel & Subsistence Expenses	31	31	500	469		469	6.2%
4013 Training	50	50	6,772	6,722		6,722	0.7%
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%
4030 Equipment Purchase	6	6	200	194		194	2.8%
4035 Telephone	0	0	268	268		268	0.0%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4041 Fees, Subs and Conferences	(377)	(377)	400	777		777	(94.3%)
4107 IT Support & Upgrade	363	363	4,684	4,321		4,321	7.7%
4151 Catering	0	0	500	500		500	0.0%
4253 Volunteer Events	0	0	750	750		750	0.0%
6020 Allocation to Cost Centres	(9,535)	(9,535)	(11,643)	(2,108)		(2,108)	81.9%
Operational Services :- Indirect Expenditure	1	1	128,076	128,075	0	128,075	0.0%
Net Expenditure	(1)	(1)	(128,076)	(128,075)			
<u>114 Old Town Quarry</u>							
1300 Licence Income	0	0	10,000	10,000			0.0%
Old Town Quarry :- Income	0	0	10,000	10,000			0.0%
4014 P P E / Health & Safety	0	0	500	500		500	0.0%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4102 NNDR	0	0	3,000	3,000		3,000	0.0%
4104 Utilities - Water	0	0	1,000	1,000		1,000	0.0%
4105 Utilities - Heat & Light	0	0	7,500	7,500		7,500	0.0%
4109 Alarm system	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	0	0	1,000	1,000		1,000	0.0%
4114 Refuse Removal	0	0	500	500		500	0.0%
Old Town Quarry :- Indirect Expenditure	0	0	15,500	15,500	0	15,500	0.0%
Net Income over Expenditure	0	0	(5,500)	(5,500)			
<u>115 HQ</u>							
1100 Miscellaneous Income	0	0	5,000	5,000			0.0%
HQ :- Income	0	0	5,000	5,000			0.0%
4014 P P E / Health & Safety	0	0	4,000	4,000		4,000	0.0%
4030 Equipment Purchase	0	0	10,000	10,000		10,000	0.0%
4044 Insurance	0	0	11,606	11,606		11,606	0.0%
4102 NNDR	0	0	15,594	15,594		15,594	0.0%
4104 Utilities - Water	83	83	1,000	917		917	8.3%
4105 Utilities - Heat & Light	0	0	7,500	7,500		7,500	0.0%
4109 Alarm system	0	0	1,320	1,320		1,320	0.0%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	0	0	384	384		384	0.0%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	750	750	9,500	8,750		8,750	7.9%
4213 Development budget	0	0	12,210	12,210		12,210	0.0%
6020 Allocation to Cost Centres	(833)	(833)	(6,360)	(5,527)		(5,527)	13.1%
HQ :- Indirect Expenditure	0	0	79,116	79,116	0	79,116	0.0%
Net Income over Expenditure	(0)	(0)	(74,116)	(74,116)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>120 Blakehay Central Costs</b>							
1105 Blakehay Box office income	125	125	4,000	3,875			3.1%
Blakehay Central Costs :- Income	125	125	4,000	3,875			3.1%
4000 Staffing Costs	5,246	5,246	68,254	63,008	63,008		7.7%
4013 Training	0	0	1,050	1,050	1,050		0.0%
4014 P P E / Health & Safety	0	0	500	500	500		0.0%
4019 Website Costs-TC	0	0	500	500	500		0.0%
4030 Equipment Purchase	0	0	5,000	5,000	5,000		0.0%
4031 Equipment - Rental	0	0	139	139	139		0.0%
4034 Equipment Repairs	0	0	2,000	2,000	2,000		0.0%
4035 Telephone	134	134	1,344	1,210	1,210		10.0%
4036 Stationery	40	40	500	460	460		7.9%
4043 Ink Cartridges/printing	0	0	350	350	350		0.0%
4044 Insurance	0	0	10,363	10,363	10,363		0.0%
4102 NNDR	632	632	3,226	2,594	2,594		19.6%
4104 Utilities - Water	50	50	624	574	574		8.0%
4105 Utilities - Heat & Light	872	872	21,017	20,145	20,145		4.2%
4107 IT Support & Upgrade	1,075	1,075	3,500	2,425	2,425		30.7%
4109 Alarm system	0	0	641	641	641		0.0%
4110 Cleaning	1,686	1,686	19,766	18,080	18,080		8.5%
4111 Window Cleaning	0	0	308	308	308		0.0%
4114 Refuse Removal	(282)	(282)	2,029	2,311	2,311		(13.9%)
4131 Licenses	(35)	(35)	1,200	1,235	1,235		(2.9%)
4136 Credit Card Chgs	29	29	450	421	421		6.4%
6000 Admin Salaries Recharge	1,536	1,536	1,754	218	218		87.6%
6005 Admin Overhead Recharge	346	346	493	147	147		70.2%
6009 HQ recharges	37	37	283	246	246		13.1%
6010 Grounds Salaries Recharge	589	589	623	34	34		94.5%
6015 Grounds Overhead Recharge	20	20	153	133	133		13.1%
6030 Operational Staffing Recharge	1,344	1,344	1,475	131	131		91.1%
6035 Operational Overhead Recharge	10	10	178	168	168		5.6%
Blakehay Central Costs :- Indirect Expenditure	13,328	13,328	147,720	134,392	0	134,392	9.0%
Net Income over Expenditure	(13,203)	(13,203)	(143,720)	(130,517)			
<b>121 Blakehay -Auditorium</b>							
1090 Bookings	(2,722)	(2,722)	38,089	40,811			(7.1%)
Blakehay -Auditorium :- Income	(2,722)	(2,722)	38,089	40,811			(7.1%)
4000 Staffing Costs	2,021	2,021	47,725	45,704	45,704		4.2%
4039 Advertising & Marketing	0	0	3,500	3,500	3,500		0.0%



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	2,021	2,021	52,225	50,204	0	50,204	3.9%
Net Income over Expenditure	(4,744)	(4,744)	(14,136)	(9,392)			
<b>122 Blakehay - Upper Studio</b>							
1014 BH evening classes income	125	125	660	535			18.9%
1090 Bookings	314	314	6,621	6,308			4.7%
Blakehay - Upper Studio :- Income	439	439	7,281	6,843			6.0%
4141 BH evening classes expenditure	0	0	551	551		551	0.0%
Blakehay - Upper Studio :- Indirect Expenditure	0	0	551	551	0	551	0.0%
Net Income over Expenditure	439	439	6,730	6,292			
<b>123 Blakehay Bar</b>							
1193 Blakehay Bar Events Hire	0	0	1,000	1,000			0.0%
1194 Bar Income	40	40	15,000	14,960			0.3%
Blakehay Bar :- Income	40	40	16,000	15,960			0.2%
4000 Staffing Costs	2,105	2,105	20,967	18,862		18,862	10.0%
4031 Equipment - Rental	44	44	528	484		484	8.3%
4405 Blakehay Bar Expenditure	176	176	7,000	6,824		6,824	2.5%
Blakehay Bar :- Indirect Expenditure	2,326	2,326	28,495	26,169	0	26,169	8.2%
Net Income over Expenditure	(2,286)	(2,286)	(12,495)	(10,209)			
<b>125 Blakehay -Live Shows</b>							
1106 Blakehay events income	556	556	48,000	47,444			1.2%
Blakehay -Live Shows :- Income	556	556	48,000	47,444			1.2%
4016 Show costs	900	900	24,000	23,100		23,100	3.8%
4039 Advertising & Marketing	505	505	3,500	2,995		2,995	14.4%
Blakehay -Live Shows :- Indirect Expenditure	1,405	1,405	27,500	26,095	0	26,095	5.1%
Net Income over Expenditure	(849)	(849)	20,500	21,349			
<b>140 Museum Central Costs</b>							
1034 Grant funding	(540)	(540)	0	540			0.0%
1100 Miscellaneous Income	189	189	5,000	4,811			3.8%
Museum Central Costs :- Income	(351)	(351)	5,000	5,351			(7.0%)
4000 Staffing Costs	8,269	8,269	123,542	115,273		115,273	6.7%

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4012 Travel & Subsistence Expenses	0	0	50	50		50	0.0%
4013 Training	609	609	3,806	3,197		3,197	16.0%
4014 P P E / Health & Safety	0	0	500	500		500	0.0%
4019 Website Costs-TC	0	0	350	350		350	0.0%
4030 Equipment Purchase	33	33	1,000	967		967	3.3%
4031 Equipment - Rental	22	22	403	381		381	5.5%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	314	314	2,950	2,636		2,636	10.6%
4036 Stationery	88	88	500	412		412	17.6%
4039 Advertising & Marketing	0	0	4,000	4,000		4,000	0.0%
4041 Fees, Subs and Conferences	114	114	100	(14)		(14)	113.5%
4044 Insurance	0	0	10,363	10,363		10,363	0.0%
4102 NNDR	1	1	57,213	57,213		57,213	0.0%
4104 Utilities - Water	0	0	257	257		257	0.0%
4105 Utilities - Heat & Light	0	0	12,953	12,953		12,953	0.0%
4107 IT Support & Upgrade	489	489	5,348	4,859		4,859	9.1%
4109 Alarm system	(30)	(30)	1,060	1,090		1,090	(2.8%)
4110 Cleaning	83	83	14,492	14,409		14,409	0.6%
4111 Window Cleaning	0	0	616	616		616	0.0%
4114 Refuse Removal	(380)	(380)	2,068	2,448		2,448	(18.4%)
4131 Licenses	(35)	(35)	1,907	1,942		1,942	(1.8%)
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,282	1,282	1,465	183		183	87.5%
6005 Admin Overhead Recharge	289	289	411	122		122	70.3%
6009 HQ recharges	38	38	382	344		344	9.9%
6010 Grounds Salaries Recharge	975	975	1,032	57		57	94.5%
6015 Grounds Overhead Recharge	33	33	253	220		220	13.0%
6030 Operational Staffing Recharge	2,156	2,156	912	(1,244)		(1,244)	236.4%
6035 Operational Overhead Recharge	16	16	110	94		94	14.5%
Museum Central Costs :- Indirect Expenditure	14,364	14,364	321,303	306,939	0	306,939	4.5%
Net Income over Expenditure	(14,716)	(14,716)	(316,303)	(301,587)			
<b>141 Museum Learning and Events</b>							
1006 Learning Income	825	825	11,653	10,829			7.1%
1008 Museum handling box hire	160	160	2,404	2,244			6.7%
1103 Other event misc income	145	145	0	(145)			0.0%
Museum Learning and Events :- Income	1,130	1,130	14,057	12,928			8.0%
4000 Staffing Costs	2,987	2,987	36,849	33,862		33,862	8.1%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4020 Learning/Event education equip	66	66	1,200	1,134		1,134	5.5%
4030 Equipment Purchase	83	83	2,500	2,417		2,417	3.3%
Museum Learning and Events :- Indirect Expenditure	3,136	3,136	40,649	37,513	0	37,513	7.7%
Net Income over Expenditure	(2,007)	(2,007)	(26,592)	(24,585)			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	5,860	5,860	66,000	60,140			8.9%
1194 Bar Income	0	0	10,000	10,000			0.0%
1197 Function food income	350	350	0	(350)			0.0%
Museum Cafe :- Income	6,210	6,210	76,000	69,790			8.2%
4000 Staffing Costs	6,638	6,638	46,746	40,108		40,108	14.2%
4014 P P E / Health & Safety	0	0	1,500	1,500		1,500	0.0%
4030 Equipment Purchase	267	267	2,500	2,233		2,233	10.7%
4031 Equipment - Rental	165	165	1,980	1,815		1,815	8.3%
4110 Cleaning	(18)	(18)	1,000	1,018		1,018	(1.8%)
4114 Refuse Removal	61	61	2,280	2,219		2,219	2.7%
4406 Bar Stock	153	153	5,000	4,847		4,847	3.1%
4407 Museum cafe stock	2,234	2,234	16,500	14,266		14,266	13.5%
4511 Function food costs	(121)	(121)	0	121		121	0.0%
Museum Cafe :- Indirect Expenditure	9,380	9,380	77,506	68,126	0	68,126	12.1%
Net Income over Expenditure	(3,170)	(3,170)	(1,506)	1,664			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	2,124	2,124	13,500	11,376			15.7%
1009 Museum sale or return comm	0	0	1,500	1,500			0.0%
Museum shop/retail :- Income	2,124	2,124	15,000	12,876			14.2%
4030 Equipment Purchase	66	66	300	234		234	22.0%
4031 Equipment - Rental	13	13	156	143		143	8.3%
4136 Credit Card Chgs	29	29	450	421		421	6.4%
4408 Museum shop stock	2,144	2,144	8,250	6,106		6,106	26.0%
Museum shop/retail :- Indirect Expenditure	2,252	2,252	9,156	6,904	0	6,904	24.6%
Net Income over Expenditure	(128)	(128)	5,844	5,972			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	0	1,500	1,500			0.0%
1103 Other event misc income	1,051	1,051	6,000	4,949			17.5%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1104 Function Income	1,482	1,482	16,000	14,518			9.3%
Museum Function :- Income	2,533	2,533	23,500	20,967			10.8%
4000 Staffing Costs	(10)	(10)	18,361	18,371		18,371	(0.1%)
4030 Equipment Purchase	116	116	5,000	4,884		4,884	2.3%
4420 Function Expenditure (1104)	391	391	0	(391)		(391)	0.0%
Museum Function :- Indirect Expenditure	498	498	23,361	22,863	0	22,863	2.1%
Net Income over Expenditure	2,035	2,035	139	(1,896)			
<u>199 Capital Projects</u>							
4103 Capital project	0	0	145,000	145,000		145,000	0.0%
Capital Projects :- Indirect Expenditure	0	0	145,000	145,000	0	145,000	0.0%
Net Expenditure	0	0	(145,000)	(145,000)			
<u>300 Planning</u>							
6000 Admin Salaries Recharge	1,076	1,076	1,230	154		154	87.5%
6005 Admin Overhead Recharge	242	242	345	103		103	70.1%
6009 HQ recharges	32	32	561	529		529	5.7%
Planning :- Indirect Expenditure	1,350	1,350	2,136	786	0	786	63.2%
Net Expenditure	(1,350)	(1,350)	(2,136)	(786)			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	26,789	26,789	340,070	313,281		313,281	7.9%
4013 Training	0	0	6,887	6,887		6,887	0.0%
4014 P P E / Health & Safety	84	84	3,000	2,916		2,916	2.8%
4015 SLA Somerset	(2,980)	(2,980)	0	2,980		2,980	0.0%
4025 Vehicle Maintenance	279	279	5,550	5,271		5,271	5.0%
4026 Petrol / Diesel	483	483	9,585	9,102		9,102	5.0%
4030 Equipment Purchase	1,983	1,983	7,000	5,017		5,017	28.3%
4031 Equipment - Rental	1,497	1,497	16,960	15,463		15,463	8.8%
4034 Equipment Repairs	0	0	2,500	2,500		2,500	0.0%
4035 Telephone	379	379	2,153	1,774		1,774	17.6%
4041 Fees, Subs and Conferences	0	0	95	95		95	0.0%
4044 Insurance	366	366	8,004	7,638		7,638	4.6%
4107 IT Support & Upgrade	(1,100)	(1,100)	8,751	9,851		9,851	(12.6%)
4114 Refuse Removal	(84)	(84)	12,765	12,849		12,849	(0.7%)
6020 Allocation to Cost Centres	(27,695)	(27,695)	(35,277)	(7,582)		(7,582)	78.5%
Central Grounds Maintenance :- Indirect Expenditure	(0)	(0)	388,043	388,043	0	388,043	0.0%
Net Expenditure	0	0	(388,043)	(388,043)			

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	0	3,000	3,000		3,000	0.0%
4108 Building / Maintenance	0	0	1,444	1,444		1,444	0.0%
6000 Admin Salaries Recharge	127	127	145	18		18	87.6%
6005 Admin Overhead Recharge	29	29	41	12		12	70.7%
6009 HQ recharges	4	4	92	88		88	4.3%
6010 Grounds Salaries Recharge	1,704	1,704	1,802	98		98	94.6%
6015 Grounds Overhead Recharge	58	58	441	383		383	13.2%
6030 Operational Staffing Recharge	47	47	52	5		5	90.4%
6035 Operational Overhead Recharge	0	0	6	6		6	0.0%
Allotments :- Indirect Expenditure	1,969	1,969	7,023	5,054	0	5,054	28.0%
Net Income over Expenditure	(1,969)	(1,969)	(6,623)	(4,654)			
<b>420 Milton Road Cemetery</b>							
1010 Interments	900	900	49,500	48,600			1.8%
1011 Memorials	303	303	5,804	5,501			5.2%
1100 Miscellaneous Income	246	246	2,721	2,475			9.0%
Milton Road Cemetery :- Income	1,449	1,449	58,025	56,576			2.5%
4034 Equipment Repairs	0	0	2,000	2,000		2,000	0.0%
4054 Grave Digging	950	950	10,000	9,050		9,050	9.5%
4055 Memorials	0	0	7,000	7,000		7,000	0.0%
4102 NNDR	0	0	3,636	3,636		3,636	0.0%
4104 Utilities - Water	0	0	1,813	1,813		1,813	0.0%
4105 Utilities - Heat & Light	17	17	168	151		151	10.1%
4109 Alarm system	0	0	310	310		310	0.0%
4110 Cleaning	79	79	2,000	1,921		1,921	3.9%
6000 Admin Salaries Recharge	1,409	1,409	1,609	200		200	87.6%
6005 Admin Overhead Recharge	317	317	452	135		135	70.1%
6009 HQ recharges	42	42	214	172		172	19.6%
6010 Grounds Salaries Recharge	8,889	8,889	9,403	514		514	94.5%
6015 Grounds Overhead Recharge	301	301	2,302	2,001		2,001	13.1%
6030 Operational Staffing Recharge	360	360	1,849	1,489		1,489	19.5%
6035 Operational Overhead Recharge	3	3	198	195		195	1.5%
Milton Road Cemetery :- Indirect Expenditure	12,367	12,367	42,954	30,587	0	30,587	28.8%
Net Income over Expenditure	(10,918)	(10,918)	15,071	25,989			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>451 Youth Activities</b>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	0	74,613	74,613		74,613	0.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	282	282	322	40		40	87.6%
6005 Admin Overhead Recharge	63	63	90	27		27	70.0%
6009 HQ recharges	8	8	290	282		282	2.8%
Youth Activities :- Indirect Expenditure	<u>353</u>	<u>353</u>	<u>78,815</u>	<u>78,462</u>	<u>0</u>	<u>78,462</u>	<u>0.4%</u>
Net Expenditure	<u>(353)</u>	<u>(353)</u>	<u>(78,815)</u>	<u>(78,462)</u>			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	1,196	1,196	14,538	13,342			8.2%
Street Furniture :- Income	<u>1,196</u>	<u>1,196</u>	<u>14,538</u>	<u>13,342</u>			<u>8.2%</u>
4105 Utilities - Heat & Light	0	0	1,400	1,400		1,400	0.0%
4115 Dogbin purchase	0	0	780	780		780	0.0%
4116 Dogbin Emptying	616	616	20,297	19,681		19,681	3.0%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	132	132	500	368		368	26.4%
4133 Bus Shelter - Repairs	0	0	500	500		500	0.0%
4157 Prince Wales Clock/welcome sig	12	12	550	538		538	2.2%
6000 Admin Salaries Recharge	820	820	937	117		117	87.5%
6005 Admin Overhead Recharge	185	185	263	78		78	70.3%
6009 HQ recharges	24	24	198	174		174	12.1%
6010 Grounds Salaries Recharge	2,556	2,556	2,704	148		148	94.5%
6015 Grounds Overhead Recharge	86	86	662	576		576	13.0%
6030 Operational Staffing Recharge	48	48	261	213		213	18.4%
6035 Operational Overhead Recharge	0	0	32	32		32	0.0%
Street Furniture :- Indirect Expenditure	<u>4,479</u>	<u>4,479</u>	<u>30,584</u>	<u>26,105</u>	<u>0</u>	<u>26,105</u>	<u>14.6%</u>
Net Income over Expenditure	<u>(3,283)</u>	<u>(3,283)</u>	<u>(16,046)</u>	<u>(12,763)</u>			
<b>470 Parks &amp; Play Areas</b>							
1076 Water Play Area Kiosk Income	1,925	1,925	7,000	5,075			27.5%
1077 Water Park Admissions	0	0	45,000	45,000			0.0%
Parks & Play Areas :- Income	<u>1,925</u>	<u>1,925</u>	<u>52,000</u>	<u>50,075</u>			<u>3.7%</u>
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	(631)	(631)	3,004	3,635		3,635	(21.0%)
4105 Utilities - Heat & Light	(129)	(129)	11,500	11,629		11,629	(1.1%)
4109 Alarm system	0	0	500	500		500	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	0	0	500	500		500	0.0%
4138 Water Play Area Rent	1,775	1,775	10,242	8,467		8,467	17.3%
4140 Recreation Grounds	0	0	86,725	86,725		86,725	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	154,183	154,183		154,183	0.0%
4301 Ashcombe Park Lower	51	51	51	(0)		(0)	100.8%
4302 Ashcombe Park Upper	51	51	51	(0)		(0)	100.8%
4303 Broadway Play	51	51	51	(0)		(0)	100.8%
4304 Broadway Skate Park	51	51	51	(0)		(0)	100.8%
4305 Byron Rec	51	51	51	(0)		(0)	100.8%
4306 Castle Batch Lower	4,551	4,551	4,551	(0)		(0)	100.0%
4307 Canberra Road	51	51	51	(0)		(0)	100.8%
4308 Clarence Park	51	51	51	(0)		(0)	100.8%
4309 Conniston Green	51	51	51	(0)		(0)	100.8%
4310 Ellenborough Park East	51	51	51	(0)		(0)	100.8%
4311 Grove Park	51	51	51	(0)		(0)	100.8%
4312 Hutton Moor Skate Park	161	161	161	(0)		(0)	100.0%
4313 Jubilee Park	51	51	52	1		1	98.8%
4314 Locking Castle (Maltlands)	51	51	52	1		1	98.8%
4315 Lynch Farm	51	51	51	(0)		(0)	100.8%
4316 Millennium Green	51	51	52	1		1	98.8%
4317 Uphill Junior Play Area	51	51	52	1		1	98.8%
4318 Uphill Toddler Play Area	51	51	52	1		1	98.8%
4319 Water Adventure Play Park	128	128	128	0		0	99.9%
4320 Worle Recreation Ground	51	51	52	1		1	98.8%
4321 Wyvern Close	51	51	52	1		1	98.8%
4322 Ellenborough Park West	51	51	52	1		1	98.8%
6000 Admin Salaries Recharge	947	947	1,082	135		135	87.5%
6005 Admin Overhead Recharge	213	213	304	91		91	70.1%
6009 HQ recharges	28	28	307	279		279	9.1%
6010 Grounds Salaries Recharge	5,478	5,478	5,795	317		317	94.5%
6015 Grounds Overhead Recharge	185	185	1,419	1,234		1,234	13.0%
6030 Operational Staffing Recharge	479	479	318	(161)		(161)	150.6%
6035 Operational Overhead Recharge	4	4	64	60		60	6.3%
<b>Parks &amp; Play Areas :- Indirect Expenditure</b>	<b>14,166</b>	<b>14,166</b>	<b>282,209</b>	<b>268,043</b>	<b>0</b>	<b>268,043</b>	<b>5.0%</b>
<b>Net Income over Expenditure</b>	<b>(12,241)</b>	<b>(12,241)</b>	<b>(230,209)</b>	<b>(217,968)</b>			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	103,603	103,603		103,603	0.0%
4233 Blakehay PPM	8,300	8,300	8,300	0		0	100.0%
4234 Museum PPM	7,839	7,839	7,839	(0)		(0)	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4235 Cemetery PPM	160	160	160	0		0	99.9%
4237 Grove House PPM	98	98	98	(0)		(0)	100.3%
6000 Admin Salaries Recharge	1,076	1,076	1,230	154		154	87.5%
6005 Admin Overhead Recharge	197	197	280	83		83	70.4%
6009 HQ recharges	40	40	243	203		203	16.5%
6010 Grounds Salaries Recharge	385	385	408	23		23	94.4%
6015 Grounds Overhead Recharge	13	13	99	86		86	13.1%
6030 Operational Staffing Recharge	309	309	339	30		30	91.2%
6035 Operational Overhead Recharge	2	2	41	39		39	4.9%
Planned maintenance :- Indirect Expenditure	<u>18,419</u>	<u>18,419</u>	<u>122,640</u>	<u>104,221</u>	<u>0</u>	<u>104,221</u>	<u>15.0%</u>
Net Expenditure	<u>(18,419)</u>	<u>(18,419)</u>	<u>(122,640)</u>	<u>(104,221)</u>			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	2,615	2,615	15,000	12,385			17.4%
Tourism Love Weston / Dest Mar :- Income	<u>2,615</u>	<u>2,615</u>	<u>15,000</u>	<u>12,385</u>			<u>17.4%</u>
4000 Staffing Costs	7,040	7,040	53,427	46,387		46,387	13.2%
4030 Equipment Purchase	0	0	64	64		64	0.0%
4039 Advertising & Marketing	0	0	9,000	9,000		9,000	0.0%
4041 Fees, Subs and Conferences	0	0	250	250		250	0.0%
4062 Tourism-Love Weston website	0	0	11,500	11,500		11,500	0.0%
4107 IT Support & Upgrade	224	224	1,003	779		779	22.3%
6000 Admin Salaries Recharge	874	874	998	124		124	87.6%
6005 Admin Overhead Recharge	242	242	344	102		102	70.3%
6009 HQ recharges	26	26	128	102		102	20.3%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	<u>8,405</u>	<u>8,405</u>	<u>76,714</u>	<u>68,309</u>	<u>0</u>	<u>68,309</u>	<u>11.0%</u>
Net Income over Expenditure	<u>(5,790)</u>	<u>(5,790)</u>	<u>(61,714)</u>	<u>(55,924)</u>			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	0	1,500	1,500			0.0%
1043 VIC Retail/Shop Income	46	46	3,000	2,954			1.5%
Tourism VIC costs :- Income	<u>46</u>	<u>46</u>	<u>4,500</u>	<u>4,454</u>			<u>1.0%</u>
4000 Staffing Costs	0	0	61,137	61,137		61,137	0.0%
4013 Training	0	0	1,865	1,865		1,865	0.0%
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	22	22	1,000	978		978	2.2%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	67	67	792	725		725	8.5%



## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4036 Stationery	0	0	200	200		200	0.0%
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4136 Credit Card Chgs	29	29	450	421		421	6.4%
4151 Catering	0	0	75	75		75	0.0%
4225 VIC Stock	549	549	2,000	1,451		1,451	27.5%
6030 Operational Staffing Recharge	2,875	2,875	3,155	280		280	91.1%
6035 Operational Overhead Recharge	22	22	382	360		360	5.8%
Tourism VIC costs :- Indirect Expenditure	3,564	3,564	75,556	71,992	0	71,992	4.7%
Net Income over Expenditure	(3,518)	(3,518)	(71,056)	(67,538)			
<u>485 PublicToilets</u>							
4044 Insurance	0	0	9,640	9,640		9,640	0.0%
4104 Utilities - Water	14	14	2,200	2,186		2,186	0.7%
4105 Utilities - Heat & Light	40	40	3,550	3,510		3,510	1.1%
4110 Cleaning	0	0	36,000	36,000		36,000	0.0%
6000 Admin Salaries Recharge	1,076	1,076	1,229	153		153	87.6%
6005 Admin Overhead Recharge	242	242	344	102		102	70.3%
6009 HQ recharges	31	31	244	213		213	12.7%
6010 Grounds Salaries Recharge	244	244	258	14		14	94.6%
6015 Grounds Overhead Recharge	8	8	63	55		55	12.7%
6030 Operational Staffing Recharge	120	120	132	12		12	90.9%
6035 Operational Overhead Recharge	1	1	16	15		15	6.3%
PublicToilets :- Indirect Expenditure	1,777	1,777	53,676	51,899	0	51,899	3.3%
Net Expenditure	(1,777)	(1,777)	(53,676)	(51,899)			
<u>801 Earmarked Reserves</u>							
8009 EMR Buy a block phase 2	(175)	(175)	0	175		175	0.0%
8026 Com Res - Food Proj / Climate	5,266	5,266	0	(5,266)		(5,266)	0.0%
8033 MUS - Wild Escape Grant	182	182	0	(182)		(182)	0.0%
8040 Wellbeing staff grant	2,169	2,169	0	(2,169)		(2,169)	0.0%
Earmarked Reserves :- Indirect Expenditure	7,441	7,441	0	(7,441)	0	(7,441)	
Net Expenditure	(7,441)	(7,441)	0	7,441			
<u>901 Capital Works Reserves</u>							
9001 Castlebatch Play Refurbishment	97,817	97,817	0	(97,817)		(97,817)	0.0%
Capital Works Reserves :- Direct Expenditure	97,817	97,817	0	(97,817)	0	(97,817)	
Net Expenditure	(97,817)	(97,817)	0	97,817			

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,511,680	1,511,680	412,390	(1,099,290)			366.6%
Expenditure	243,371	243,371	3,352,631	3,109,260	0	3,109,260	7.3%
Net Income over Expenditure	<u>1,268,309</u>	<u>1,268,309</u>	<u>(2,940,241)</u>	<u>(4,208,550)</u>			
Movement to/(from) Gen Reserve	<u>1,268,309</u>	<u>1,268,309</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>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	29,082	403,782	346,042	(57,740)		(57,740)	116.7%
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	70	408	1,500	1,092		1,092	27.2%
4009 Health & Safety Consultant	0	2,785	3,500	715		715	79.6%
4012 Travel & Subsistence Expenses	0	212	500	288		288	42.3%
4013 Training	1,059	2,108	7,622	5,514		5,514	27.7%
4019 Website Costs-TC	0	633	500	(133)		(133)	126.6%
4030 Equipment Purchase	0	1,007	1,000	(7)		(7)	100.7%
4031 Equipment - Rental	1,002	9,766	8,000	(1,766)		(1,766)	122.1%
4034 Equipment Repairs	0	134	500	366		366	26.8%
4035 Telephone	498	5,545	4,088	(1,457)		(1,457)	135.6%
4036 Stationery	121	1,987	1,750	(237)		(237)	113.5%
4038 Recruitment / Advertising	0	4,246	3,000	(1,246)		(1,246)	141.5%
4040 Audit & Accountancy	0	5,516	6,000	484		484	91.9%
4041 Fees, Subs and Conferences	75	2,285	3,300	1,015		1,015	69.2%
4042 Postages	(269)	3,214	6,200	2,986		2,986	51.8%
4043 Ink Cartridges/printing	204	1,666	1,600	(66)		(66)	104.1%
4044 Insurance	0	12,739	6,000	(6,739)		(6,739)	212.3%
4049 Legal fees	0	4,201	5,000	799		799	84.0%
4107 IT Support & Upgrade	1,621	19,354	20,000	646		646	96.8%
4136 Credit Card Chgs	34	407	150	(257)		(257)	271.3%
4151 Catering	0	1,842	1,500	(342)		(342)	122.8%
6020 Allocation to Cost Centres	(33,496)	(485,805)	(437,531)	48,274		48,274	111.0%
Central Administration :- Indirect Expenditure	0	15,035	(2)	(15,037)	0	(15,037)	(751729.
Net Income over Expenditure	(0)	(0)	2	2			
<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	43	939	50	(889)		(889)	1878.5%
4105 Utilities - Heat & Light	503	3,623	600	(3,023)		(3,023)	603.8%
4109 Alarm system	544	889	500	(389)		(389)	177.9%
4110 Cleaning	355	4,658	1,178	(3,480)		(3,480)	395.4%
4111 Window Cleaning	3	113	0	(113)		(113)	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	60	566	740	174		174	76.4%
6020 Allocation to Cost Centres	(1,508)	(15,756)	(35,220)	(19,464)		(19,464)	44.7%
Grove House :- Indirect Expenditure	0	(0)	(30,543)	(30,543)	0	(30,543)	0.0%
Net Expenditure	(0)	0	30,543	30,543			
<u>104 Grove Lodge</u>							
4030 Equipment Purchase	(27)	0	0	0		0	0.0%
4102 NNDR	0	2,025	674	(1,351)		(1,351)	300.4%
4104 Utilities - Water	20	(228)	113	341		341	(202.0%)
4105 Utilities - Heat & Light	9	2,272	500	(1,772)		(1,772)	454.4%
4109 Alarm system	436	496	500	4		4	99.1%
4110 Cleaning	225	3,128	777	(2,351)		(2,351)	402.5%
4111 Window Cleaning	3	88	0	(88)		(88)	0.0%
4114 Refuse Removal	4	65	0	(65)		(65)	0.0%
4132 Rent	403	4,570	1,250	(3,320)		(3,320)	365.6%
6020 Allocation to Cost Centres	(1,073)	(12,415)	(29,294)	(16,879)		(16,879)	42.4%
Grove Lodge :- Indirect Expenditure	(0)	(1)	(25,480)	(25,480)	0	(25,480)	0.0%
Net Expenditure	0	1	25,480	25,480			
<u>105 Community Services</u>							
4158 Weston in Bloom	2,400	11,599	16,000	4,401		4,401	72.5%
4200 Small grants to Voluntary Orgs	1,000	8,050	12,500	4,450		4,450	64.4%
4204 VANS	0	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	36,000	36,000	36,000	0		0	100.0%
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	1,000	59,623	60,000	377		377	99.4%
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	2,454	35,103	29,244	(5,859)		(5,859)	120.0%
6005 Admin Overhead Recharge	376	5,947	7,728	1,781		1,781	77.0%
6007 Grove House Recharge	127	1,300	3,084	1,784		1,784	42.2%
6008 Grove Lodge Recharges	90	1,047	2,570	1,523		1,523	40.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6009 HQ recharges	68	3,350	1,536	(1,814)		(1,814)	218.1%
6010 Grounds Salaries Recharge	3,909	46,583	51,444	4,861		4,861	90.6%
6015 Grounds Overhead Recharge	2,792	21,239	18,108	(3,131)		(3,131)	117.3%
6030 Operational Staffing Recharge	1,354	10,779	16,776	5,997		5,997	64.3%
6035 Operational Overhead Recharge	130	1,124	1,416	292		292	79.4%
Community Services :- Indirect Expenditure	<u>51,700</u>	<u>490,808</u>	<u>463,009</u>	<u>(27,799)</u>	<u>0</u>	<u>(27,799)</u>	<u>106.0%</u>
Net Expenditure	<u>(51,700)</u>	<u>(490,808)</u>	<u>(463,009)</u>	<u>27,799</u>			
<u>107 Civic Support</u>							
4000 Staffing Costs	3,682	32,730	22,900	(9,830)		(9,830)	142.9%
4036 Stationery	50	154	200	46		46	77.1%
4044 Insurance	0	7,462	200	(7,262)		(7,262)	3730.8%
4050 Printing	391	1,104	1,405	301		301	78.6%
4052 Blakehay Actors - Events Exp	6	0	0	0		0	0.0%
4150 Chauffeur/travel costs	178	2,920	5,550	2,630		2,630	52.6%
4151 Catering	2,811	9,168	10,250	1,082		1,082	89.4%
4152 Civic Miscellaneous	144	5,511	3,994	(1,517)		(1,517)	138.0%
4153 Chairman's Allowance	0	2,973	4,496	1,523		1,523	66.1%
4154 Civic Regalia	439	545	2,400	1,855		1,855	22.7%
4162 Queens Jubilee Event	0	2,399	3,500	1,101		1,101	68.6%
6000 Admin Salaries Recharge	4,172	59,657	49,692	(9,965)		(9,965)	120.1%
6005 Admin Overhead Recharge	638	10,107	13,140	3,033		3,033	76.9%
6007 Grove House Recharge	217	2,207	10,080	7,873		7,873	21.9%
6008 Grove Lodge Recharges	154	1,782	8,400	6,618		6,618	21.2%
6009 HQ recharges	116	5,692	5,022	(670)		(670)	113.3%
6010 Grounds Salaries Recharge	1,003	11,953	13,200	1,247		1,247	90.6%
6015 Grounds Overhead Recharge	717	5,451	4,644	(807)		(807)	117.4%
6030 Operational Staffing Recharge	136	1,081	1,680	599		599	64.3%
6035 Operational Overhead Recharge	13	112	144	32		32	77.8%
Civic Support :- Indirect Expenditure	<u>14,867</u>	<u>163,008</u>	<u>160,897</u>	<u>(2,111)</u>	<u>0</u>	<u>(2,111)</u>	<u>101.3%</u>
Net Expenditure	<u>(14,867)</u>	<u>(163,008)</u>	<u>(160,897)</u>	<u>2,111</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	505	3,406	7,000	3,594		3,594	48.7%
4107 IT Support & Upgrade	158	1,928	2,858	930		930	67.5%
6000 Admin Salaries Recharge	8,372	119,730	99,732	(19,998)		(19,998)	120.1%
6005 Admin Overhead Recharge	1,281	20,280	26,364	6,084		6,084	76.9%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6007 Grove House Recharge	434	4,430	1,560	(2,870)		(2,870)	284.0%
6008 Grove Lodge Recharges	309	3,577	1,300	(2,277)		(2,277)	275.2%
6009 HQ recharges	233	11,428	774	(10,654)		(10,654)	1476.5%
6030 Operational Staffing Recharge	54	432	672	240		240	64.3%
6035 Operational Overhead Recharge	5	45	60	15		15	75.0%
Democratic Representation :- Indirect Expenditure	11,351	168,395	156,845	(11,550)	0	(11,550)	107.4%
Net Expenditure	(11,351)	(168,395)	(156,845)	11,550			
<u>110 Other Costs &amp; Income</u>							
1176 Precept	0	2,631,385	0	(2,631,385)			0.0%
1190 Bank Interest	1,417	8,857	2,500	(6,357)			354.3%
1191 CIL Received	15,748	39,316	0	(39,316)			0.0%
1616 General Reserve Movement	0	0	200,000	200,000			0.0%
Other Costs & Income :- Income	17,165	2,679,558	202,500	(2,477,058)			1323.2%
4051 Bank Charges	263	3,742	22,800	19,058		19,058	16.4%
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	263	40,712	123,560	82,848	0	82,848	32.9%
Net Income over Expenditure	16,902	2,638,846	78,940	(2,559,906)			
<u>111 Strategic Planning/Projects</u>							
4047 Professional Fees	(5,672)	0	0	0		0	0.0%
4049 Legal fees	8,373	24,627	25,000	373		373	98.5%
4213 Development budget	10	929	1,000	71		71	92.9%
6000 Admin Salaries Recharge	2,562	36,641	30,516	(6,125)		(6,125)	120.1%
6005 Admin Overhead Recharge	392	6,205	8,939	2,734		2,734	69.4%
6007 Grove House Recharge	133	1,355	348	(1,007)		(1,007)	389.4%
6008 Grove Lodge Recharges	94	1,094	850	(244)		(244)	128.7%
6009 HQ recharges	71	3,497	507	(2,990)		(2,990)	689.7%
6030 Operational Staffing Recharge	136	1,084	1,680	596		596	64.5%
6035 Operational Overhead Recharge	14	116	144	28		28	80.6%
Strategic Planning/Projects :- Indirect Expenditure	6,114	75,547	68,984	(6,563)	0	(6,563)	109.5%
Net Expenditure	(6,114)	(75,547)	(68,984)	6,563			

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	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	16,742	39,052	100,000	60,948		60,948	39.1%
6000 Admin Salaries Recharge	660	9,431	7,838	(1,593)		(1,593)	120.3%
6005 Admin Overhead Recharge	102	1,599	1,221	(378)		(378)	131.0%
6007 Grove House Recharge	35	707	1,034	327		327	68.4%
6008 Grove Lodge Recharges	24	280	804	524		524	34.8%
6009 HQ recharges	18	894	681	(213)		(213)	131.3%
6030 Operational Staffing Recharge	270	2,156	3,348	1,192		1,192	64.4%
6035 Operational Overhead Recharge	26	224	288	64		64	77.8%
Environmental :- Indirect Expenditure	<u>17,877</u>	<u>54,343</u>	<u>115,214</u>	<u>60,871</u>	<u>0</u>	<u>60,871</u>	<u>47.2%</u>
Net Expenditure	<u>(17,877)</u>	<u>(54,343)</u>	<u>(115,214)</u>	<u>(60,871)</u>			
<u>113 Operational Services</u>							
4000 Staffing Costs	10,694	85,159	132,476	47,317		47,317	64.3%
4012 Travel & Subsistence Expenses	214	804	500	(304)		(304)	160.8%
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	(6)	7	200	193		193	3.6%
4035 Telephone	22	268	0	(268)		(268)	0.0%
4041 Fees, Subs and Conferences	59	377	400	23		23	94.3%
4107 IT Support & Upgrade	640	4,457	4,682	225		225	95.2%
4151 Catering	97	120	500	380		380	24.0%
4253 Volunteer Events	0	490	750	260		260	65.3%
6020 Allocation to Cost Centres	(11,721)	(94,044)	(139,921)	(45,877)		(45,877)	67.2%
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>7,430</u>	<u>7,430</u>	<u>0</u>	<u>7,430</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(0)</u>	<u>(7,430)</u>	<u>(7,430)</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	3,386	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%
4104 Utilities - Water	75	249	1,000	751		751	24.9%
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	(17)	279	200	(79)		(79)	139.5%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4171 Parking	750	7,500	9,500	2,000		2,000	78.9%
6020 Allocation to Cost Centres	(808)	(39,650)	(21,426)	18,224		18,224	185.1%
6035 Operational Overhead Recharge	0	0	(3,720)	(3,720)		(3,720)	0.0%
HQ :- Indirect Expenditure	(0)	(0)	36,330	36,330	0	36,330	0.0%
Net Expenditure	0	0	(36,330)	(36,330)			
<b>120 Blakehay Central Costs</b>							
1100 Miscellaneous Income	32,300	32,302	39,238	6,936			82.3%
1105 Blakehay Box office income	2,446	5,044	4,968	(76)			101.5%
Blakehay Central Costs :- Income	34,746	37,345	44,206	6,861			84.5%
4000 Staffing Costs	5,355	63,142	57,206	(5,936)		(5,936)	110.4%
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	0	1,169	7,500	6,331		6,331	15.6%
4031 Equipment - Rental	79	939	5,300	4,361		4,361	17.7%
4034 Equipment Repairs	24	1,118	3,500	2,382		2,382	31.9%
4035 Telephone	134	1,280	1,272	(8)		(8)	100.7%
4036 Stationery	38	286	500	214		214	57.3%
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	0	653	924	271		271	70.7%
4105 Utilities - Heat & Light	3,612	21,276	7,500	(13,776)		(13,776)	283.7%
4107 IT Support & Upgrade	250	3,392	2,004	(1,388)		(1,388)	169.3%
4109 Alarm system	837	947	1,000	53		53	94.7%
4110 Cleaning	1,483	18,709	17,801	(908)		(908)	105.1%
4111 Window Cleaning	0	375	300	(75)		(75)	125.0%
4114 Refuse Removal	169	1,555	2,284	729		729	68.1%
4131 Licenses	35	592	1,191	599		599	49.7%
4136 Credit Card Chgs	34	407	130	(277)		(277)	313.0%
4151 Catering	0	58	0	(58)		(58)	0.0%
6000 Admin Salaries Recharge	1,583	22,641	18,864	(3,777)		(3,777)	120.0%
6005 Admin Overhead Recharge	242	3,833	4,987	1,154		1,154	76.9%
6007 Grove House Recharge	67	686	3,352	2,666		2,666	20.5%
6008 Grove Lodge Recharges	48	553	4,190	3,637		3,637	13.2%
6009 HQ recharges	36	1,766	2,502	736		736	70.6%
6010 Grounds Salaries Recharge	485	5,779	6,384	605		605	90.5%
6015 Grounds Overhead Recharge	346	2,633	2,244	(389)		(389)	117.3%



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	1,519	12,092	18,816	6,724		6,724	64.3%
6035 Operational Overhead Recharge	146	1,262	1,584	322		322	79.7%
Blakehay Central Costs :- Indirect Expenditure	16,521	181,586	183,660	2,074	0	2,074	98.9%
Net Income over Expenditure	18,225	(144,241)	(139,454)	4,787			
<u>121 Blakehay -Auditorium</u>							
1013 BH annual membership	0	0	100	100			0.0%
1090 Bookings	772	33,322	11,000	(22,322)			302.9%
Blakehay -Auditorium :- Income	772	33,322	11,100	(22,222)			300.2%
4000 Staffing Costs	2,033	26,187	39,520	13,333		13,333	66.3%
4039 Advertising & Marketing	0	877	3,650	2,773		2,773	24.0%
4224 Blakehay Performing Rights	0	353	522	169		169	67.6%
Blakehay -Auditorium :- Indirect Expenditure	2,033	27,418	43,692	16,274	0	16,274	62.8%
Net Income over Expenditure	(1,261)	5,904	(32,592)	(38,496)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	50	850	1,050	200			81.0%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	(49)	6,587	10,125	3,538			65.1%
Blakehay - Upper Studio :- Income	1	7,437	14,835	7,398			50.1%
4141 BH evening classes expenditure	125	788	1,050	263		263	75.0%
Blakehay - Upper Studio :- Indirect Expenditure	125	788	1,050	263	0	263	75.0%
Net Income over Expenditure	(124)	6,649	13,785	7,136			
<u>123 Blakehay Bar</u>							
1090 Bookings	0	90	0	(90)			0.0%
1193 Blakehay Bar Events Hire	0	(50)	2,025	2,075			(2.5%)
1194 Blakehay Bar Income	1,399	10,791	17,500	6,709			61.7%
Blakehay Bar :- Income	1,399	10,831	19,525	8,694			55.5%
4000 Staffing Costs	1,030	19,015	18,604	(411)		(411)	102.2%
4031 Equipment - Rental	44	550	2,432	1,882		1,882	22.6%
4405 Blakehay Bar Expenditure	62	4,452	8,000	3,548		3,548	55.7%
Blakehay Bar :- Indirect Expenditure	1,137	24,017	29,036	5,019	0	5,019	82.7%
Net Income over Expenditure	263	(13,186)	(9,511)	3,675			

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	96	9,226	48,000	38,774			19.2%
Blakehay -Live Shows :- Income	96	9,226	48,000	38,774			19.2%
4016 Show costs	7,200	17,375	24,000	6,625		6,625	72.4%
4039 Advertising & Marketing	0	165	7,300	7,135		7,135	2.3%
Blakehay -Live Shows :- Indirect Expenditure	7,200	17,540	31,300	13,760	0	13,760	56.0%
Net Income over Expenditure	(7,104)	(8,314)	16,700	25,014			
<u>140 Museum Central Costs</u>							
1034 Grant funding	(2,468)	1,129	0	(1,129)			0.0%
1100 Miscellaneous Income	945	5,620	5,000	(620)			112.4%
1122 Fundraising	0	10	0	(10)			0.0%
Museum Central Costs :- Income	(1,523)	6,760	5,000	(1,760)			135.2%
4000 Staffing Costs	6,698	108,367	92,287	(16,080)		(16,080)	117.4%
4012 Travel & Subsistence Expenses	0	0	0	(0)		(0)	0.0%
4013 Training	33	1,240	3,262	2,022		2,022	38.0%
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	0	1,378	1,500	122		122	91.9%
4031 Equipment - Rental	22	534	1,616	1,082		1,082	33.1%
4034 Equipment Repairs	0	618	1,000	382		382	61.8%
4035 Telephone	266	2,949	3,042	93		93	97.0%
4036 Stationery	0	676	500	(176)		(176)	135.1%
4039 Advertising & Marketing	95	2,507	6,500	3,993		3,993	38.6%
4041 Fees, Subs and Conferences	0	30	666	636		636	4.5%
4044 Insurance	0	9,667	1,200	(8,467)		(8,467)	805.6%
4102 NNDR	0	49,646	53,248	3,602		3,602	93.2%
4104 Utilities - Water	186	498	750	252		252	66.3%
4105 Utilities - Heat & Light	2,508	15,706	12,000	(3,706)		(3,706)	130.9%
4107 IT Support & Upgrade	444	5,690	4,509	(1,181)		(1,181)	126.2%
4109 Alarm system	665	1,231	1,500	269		269	82.1%
4110 Cleaning	1,000	10,912	12,000	1,088		1,088	90.9%
4111 Window Cleaning	50	600	600	0		0	100.0%
4114 Refuse Removal	566	3,417	2,373	(1,044)		(1,044)	144.0%
4131 Licenses	35	1,256	1,600	344		344	78.5%
4214 Somerset County Council - SLA	79,863	79,863	72,260	(7,603)		(7,603)	110.5%
6000 Admin Salaries Recharge	1,322	18,902	15,744	(3,158)		(3,158)	120.1%
6005 Admin Overhead Recharge	202	3,200	4,164	964		964	76.8%
6007 Grove House Recharge	68	698	1,332	634		634	52.4%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6008 Grove Lodge Recharges	49	566	1,330	764		764	42.6%
6009 HQ recharges	37	1,803	792	(1,011)		(1,011)	227.7%
6010 Grounds Salaries Recharge	802	9,563	10,560	997		997	90.6%
6015 Grounds Overhead Recharge	573	4,360	3,720	(640)		(640)	117.2%
6030 Operational Staffing Recharge	2,436	19,397	30,180	10,783		10,783	64.3%
6035 Operational Overhead Recharge	234	2,022	2,544	522		522	79.5%
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>98,153</b>	<b>357,949</b>	<b>343,879</b>	<b>(14,070)</b>	<b>0</b>	<b>(14,070)</b>	<b>104.1%</b>
<b>Net Income over Expenditure</b>	<b>(99,676)</b>	<b>(351,189)</b>	<b>(338,879)</b>	<b>12,310</b>			
<b>141 Museum Learning and Events</b>							
1006 Learning Income	1,711	9,882	4,500	(5,382)			219.6%
1008 Museum handling box hire	70	1,765	1,800	35			98.1%
1034 Grant funding	6	0	0	0			0.0%
1103 Other event misc income	145	1,721	0	(1,721)			0.0%
<b>Museum Learning and Events :- Income</b>	<b>1,932</b>	<b>13,368</b>	<b>6,300</b>	<b>(7,068)</b>			<b>212.2%</b>
4000 Staffing Costs	(700)	36,157	30,704	(5,453)		(5,453)	117.8%
4012 Travel & Subsistence Expenses	(55)	10	0	(10)		(10)	0.0%
4020 Learning/Event education equip	198	811	1,000	189		189	81.1%
4058 Learning/Events Museum events	230	1,926	1,750	(176)		(176)	110.1%
<b>Museum Learning and Events :- Indirect Expenditure</b>	<b>(327)</b>	<b>38,905</b>	<b>33,454</b>	<b>(5,451)</b>	<b>0</b>	<b>(5,451)</b>	<b>116.3%</b>
<b>Net Income over Expenditure</b>	<b>2,259</b>	<b>(25,537)</b>	<b>(27,154)</b>	<b>(1,617)</b>			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	6,523	54,939	62,000	7,061			88.6%
1006 Learning Income	(65)	0	0	0			0.0%
<b>Museum Cafe :- Income</b>	<b>6,458</b>	<b>54,939</b>	<b>62,000</b>	<b>7,061</b>			<b>88.6%</b>
4000 Staffing Costs	0	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	2,363	1,980	(383)		(383)	119.3%
4030 Equipment Purchase	0	2,764	2,000	(764)		(764)	138.2%
4110 Cleaning	0	604	845	241		241	71.4%
4114 Refuse Removal	28	180	2,462	2,282		2,282	7.3%
4406 Bar Stock	0	2,443	2,500	57		57	97.7%
4407 Museum cafe stock	1,716	22,183	15,000	(7,183)		(7,183)	147.9%
<b>Museum Cafe :- Indirect Expenditure</b>	<b>1,932</b>	<b>74,062</b>	<b>66,171</b>	<b>(7,891)</b>	<b>0</b>	<b>(7,891)</b>	<b>111.9%</b>
<b>Net Income over Expenditure</b>	<b>4,526</b>	<b>(19,123)</b>	<b>(4,171)</b>	<b>14,952</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	1,175	12,939	13,500	561			95.8%
1009 Museum sale or return comm	0	659	4,000	3,341			16.5%
Museum shop/retail :- Income	1,175	13,598	17,500	3,902			77.7%
4031 Equipment - Rental	13	156	156	0		0	99.9%
4136 Credit Card Chgs	34	407	110	(297)		(297)	369.9%
4408 Museum shop stock	1,201	8,595	7,500	(1,095)		(1,095)	114.6%
Museum shop/retail :- Indirect Expenditure	1,248	9,158	7,766	(1,392)	0	(1,392)	117.9%
Net Income over Expenditure	(73)	4,440	9,734	5,294			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	1,669	2,040	371			81.8%
1103 Other event misc income	200	2,887	9,000	6,114			32.1%
1104 Function Income	(275)	14,020	9,000	(5,020)			155.8%
Museum Function :- Income	(75)	18,576	20,040	1,464			92.7%
4400 Museum Function Expenditure	0	1,946	0	(1,946)		(1,946)	0.0%
Museum Function :- Direct Expenditure	0	1,946	0	(1,946)	0	(1,946)	
4000 Staffing Costs	8,236	8,536	15,249	6,713		6,713	56.0%
4030 Equipment Purchase	467	3,528	3,000	(528)		(528)	117.6%
4420 Function Expenditure (1104)	0	1,627	0	(1,627)		(1,627)	0.0%
Museum Function :- Indirect Expenditure	8,703	13,691	18,249	4,558	0	4,558	75.0%
Net Income over Expenditure	(8,778)	2,939	1,791	(1,148)			
<b>199 Capital Projects</b>							
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)			
<b>300 Planning</b>							
6000 Admin Salaries Recharge	1,110	15,870	13,224	(2,646)		(2,646)	120.0%
6005 Admin Overhead Recharge	170	2,688	3,492	804		804	77.0%
6007 Grove House Recharge	58	588	1,752	1,164		1,164	33.6%
6008 Grove Lodge Recharges	41	475	290	(185)		(185)	163.8%
6009 HQ recharges	31	1,516	174	(1,342)		(1,342)	871.3%
Planning :- Indirect Expenditure	1,410	21,137	18,932	(2,205)	0	(2,205)	111.6%
Net Expenditure	(1,410)	(21,137)	(18,932)	2,205			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>400 Central Grounds Maintenance</b>							
4000 Staffing Costs	22,045	272,771	290,112	17,341		17,341	94.0%
4013 Training	0	2,464	6,663	4,199		4,199	37.0%
4014 P P E / Health & Safety	451	2,223	3,500	1,277		1,277	63.5%
4015 SLA Somerset	5,961	34,620	28,882	(5,738)		(5,738)	119.9%
4025 Vehicle Maintenance	329	8,611	5,000	(3,611)		(3,611)	172.2%
4026 Petrol / Diesel	832	8,607	5,000	(3,607)		(3,607)	172.1%
4030 Equipment Purchase	548	9,003	7,575	(1,428)		(1,428)	118.9%
4031 Equipment - Rental	526	13,129	20,469	7,340		7,340	64.1%
4034 Equipment Repairs	0	2,537	4,500	1,963		1,963	56.4%
4035 Telephone	509	3,810	2,550	(1,260)		(1,260)	149.4%
4044 Insurance	5,758	14,759	5,500	(9,259)		(9,259)	268.4%
4107 IT Support & Upgrade	764	7,593	12,000	4,407		4,407	63.3%
4114 Refuse Removal	42	1,622	500	(1,122)		(1,122)	324.4%
4151 Catering	29	774	0	(774)		(774)	0.0%
6020 Allocation to Cost Centres	(37,794)	(382,523)	(392,267)	(9,744)		(9,744)	97.5%
Central Grounds Maintenance :- Indirect Expenditure	(0)	0	(16)	(16)	0	(16)	(1.5%)
Net Expenditure	0	(0)	16	16			
<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	399	1,939	1,300	(639)		(639)	149.2%
6000 Admin Salaries Recharge	131	1,869	1,560	(309)		(309)	119.8%
6005 Admin Overhead Recharge	20	316	408	92		92	77.5%
6007 Grove House Recharge	7	70	2,952	2,882		2,882	2.4%
6008 Grove Lodge Recharges	6	57	2,460	2,403		2,403	2.3%
6009 HQ recharges	4	180	1,473	1,293		1,293	12.2%
6010 Grounds Salaries Recharge	1,402	16,711	18,456	1,745		1,745	90.5%
6015 Grounds Overhead Recharge	1,002	7,620	6,492	(1,128)		(1,128)	117.4%
6030 Operational Staffing Recharge	53	427	660	233		233	64.7%
6035 Operational Overhead Recharge	5	44	60	16		16	73.3%
Allotments :- Indirect Expenditure	3,029	30,965	35,821	4,856	0	4,856	86.4%
Net Income over Expenditure	(3,029)	(30,965)	(35,421)	(4,456)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>420 Milton Road Cemetery</b>							
1010 Interments	4,658	39,254	52,000	12,746			75.5%
1011 Memorials	490	5,500	5,500	0			100.0%
1100 Miscellaneous Income	73	2,632	2,750	118			95.7%
<b>Milton Road Cemetery :- Income</b>	<b>5,221</b>	<b>47,386</b>	<b>60,250</b>	<b>12,864</b>			<b>78.6%</b>
4034 Equipment Repairs	0	491	2,000	1,509	1,509		24.5%
4054 Grave Digging	0	7,757	12,500	4,743	4,743		62.1%
4055 Memorials	459	5,170	7,000	1,830	1,830		73.9%
4102 NNDR	0	3,186	3,543	357	357		89.9%
4104 Utilities - Water	40	1,368	750	(618)	(618)		182.4%
4105 Utilities - Heat & Light	14	175	180	5	5		97.3%
4109 Alarm system	464	502	500	(2)	(2)		100.4%
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	1,452	20,773	17,304	(3,469)	(3,469)		120.0%
6005 Admin Overhead Recharge	222	3,517	4,572	1,055	1,055		76.9%
6007 Grove House Recharge	75	772	3,272	2,500	2,500		23.6%
6008 Grove Lodge Recharges	54	623	1,110	487	487		56.1%
6009 HQ recharges	40	1,983	666	(1,317)	(1,317)		297.7%
6010 Grounds Salaries Recharge	7,315	87,176	96,264	9,088	9,088		90.6%
6015 Grounds Overhead Recharge	5,226	39,750	33,888	(5,862)	(5,862)		117.3%
6030 Operational Staffing Recharge	406	3,235	5,599	2,364	2,364		57.8%
6035 Operational Overhead Recharge	39	338	420	82	82		80.5%
<b>Milton Road Cemetery :- Indirect Expenditure</b>	<b>15,807</b>	<b>176,816</b>	<b>192,221</b>	<b>15,405</b>	<b>0</b>	<b>15,405</b>	<b>92.0%</b>
<b>Net Income over Expenditure</b>	<b>(10,586)</b>	<b>(129,430)</b>	<b>(131,971)</b>	<b>(2,541)</b>			
<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	291	4,153	3,456	(697)	(697)		120.2%
6005 Admin Overhead Recharge	44	703	912	209	209		77.1%
6007 Grove House Recharge	15	153	1,080	927	927		14.2%
6008 Grove Lodge Recharges	12	124	1,110	986	986		11.2%
6009 HQ recharges	8	397	666	269	269		59.6%
<b>Youth Activities :- Indirect Expenditure</b>	<b>370</b>	<b>80,380</b>	<b>77,882</b>	<b>(2,498)</b>	<b>0</b>	<b>(2,498)</b>	<b>103.2%</b>
<b>Net Expenditure</b>	<b>(370)</b>	<b>(80,380)</b>	<b>(77,882)</b>	<b>2,498</b>			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	968	12,204	11,105	(1,099)			109.9%
Street Furniture :- Income	<u>968</u>	<u>12,204</u>	<u>11,105</u>	<u>(1,099)</u>			<u>109.9%</u>
4105 Utilities - Heat & Light	117	1,204	1,000	(204)	(204)		120.4%
4115 Dogbin purchase	0	472	780	308	308		60.5%
4116 Dogbin Emptying	1,470	17,909	14,000	(3,909)	(3,909)		127.9%
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	24	389	550	161	161		70.8%
6000 Admin Salaries Recharge	845	12,088	10,068	(2,020)	(2,020)		120.1%
6005 Admin Overhead Recharge	129	2,049	2,664	615	615		76.9%
6007 Grove House Recharge	44	448	1,020	572	572		43.9%
6008 Grove Lodge Recharges	31	362	980	618	618		36.9%
6009 HQ recharges	24	1,156	585	(571)	(571)		197.6%
6010 Grounds Salaries Recharge	2,103	25,065	27,672	2,607	2,607		90.6%
6015 Grounds Overhead Recharge	1,502	11,428	9,744	(1,684)	(1,684)		117.3%
6030 Operational Staffing Recharge	55	432	672	240	240		64.3%
6035 Operational Overhead Recharge	5	45	60	15	15		75.0%
Street Furniture :- Indirect Expenditure	<u>6,349</u>	<u>73,576</u>	<u>72,795</u>	<u>(781)</u>	<u>0</u>	<u>(781)</u>	<u>101.1%</u>
Net Income over Expenditure	<u>(5,381)</u>	<u>(61,372)</u>	<u>(61,690)</u>	<u>(318)</u>			
<u>470 Parks &amp; Play Areas</u>							
1034 Grant funding	(20,000)	0	0	0			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	<u>(20,000)</u>	<u>56,660</u>	<u>37,000</u>	<u>(19,660)</u>			<u>153.1%</u>
4039 Advertising & Marketing	0	0	250	250	250		0.0%
4102 NNDR	0	0	449	449	449		0.0%
4104 Utilities - Water	0	2,773	4,000	1,227	1,227		69.3%
4105 Utilities - Heat & Light	17	8,902	6,500	(2,402)	(2,402)		137.0%
4109 Alarm system	0	332	0	(332)	(332)		0.0%
4138 Water Play Area Rent	0	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	51,024	51,024	51,024		0.0%
4301 Ashcombe Park Lower	35	1,059	1,059	0	0		100.0%
4302 Ashcombe Park Upper	33	1,143	1,143	(0)	(0)		100.0%
4303 Broadway Play	33	733	733	0	0		100.0%
4304 Broadway Skate Park	33	451	451	0	0		99.9%

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4305 Byron Rec	33	451	450	(1)		(1)	100.1%
4306 Castle Batch Lower	47,003	47,420	47,420	0		0	100.0%
4307 Canberra Road	33	451	450	(1)		(1)	100.1%
4308 Clarence Park	33	506	505	(1)		(1)	100.3%
4309 Conniston Green	33	733	733	0		0	100.0%
4310 Ellenborough Park East	33	451	452	1		1	99.7%
4311 Grove Park	33	451	452	1		1	99.7%
4312 Hutton Moor Skate Park	33	451	451	0		0	99.9%
4313 Jubilee Park	1,165	1,582	1,583	1		1	100.0%
4314 Locking Castle (Maltlands)	33	3,289	3,289	(0)		(0)	100.0%
4315 Lynch Farm	33	451	452	1		1	99.7%
4316 Millennium Green	232	649	649	(0)		(0)	100.0%
4317 Uphill Junior Play Area	33	451	450	(1)		(1)	100.1%
4318 Uphill Toddler Play Area	33	451	451	0		0	99.9%
4319 Water Adventure Play Park	23,437	46,091	46,091	(0)		(0)	100.0%
4320 Worle Recreation Ground	33	630	630	(0)		(0)	100.1%
4321 Wyvern Close	33	630	630	0		0	100.0%
4322 Ellenborough Park West	33	451	452	1		1	99.7%
4911 Residents Scheme Pass Set Up	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	976	13,957	11,628	(2,329)		(2,329)	120.0%
6005 Admin Overhead Recharge	149	2,364	3,072	708		708	77.0%
6007 Grove House Recharge	51	517	1,332	815		815	38.8%
6008 Grove Lodge Recharges	36	417	130	(287)		(287)	320.8%
6009 HQ recharges	27	1,334	78	(1,256)		(1,256)	1710.3%
6010 Grounds Salaries Recharge	4,508	53,727	59,328	5,601		5,601	90.6%
6015 Grounds Overhead Recharge	3,221	24,500	20,892	(3,608)		(3,608)	117.3%
6030 Operational Staffing Recharge	541	4,310	6,149	1,839		1,839	70.1%
6035 Operational Overhead Recharge	52	450	564	114		114	79.8%
<b>Parks &amp; Play Areas :- Indirect Expenditure</b>	<b>82,019</b>	<b>310,377</b>	<b>370,952</b>	<b>60,575</b>	<b>0</b>	<b>60,575</b>	<b>83.7%</b>
<b>Net Income over Expenditure</b>	<b>(102,019)</b>	<b>(253,717)</b>	<b>(333,952)</b>	<b>(80,235)</b>			
<b>475 Planned maintenance</b>							
4231 Planned maint holding budget	0	0	(30,870)	(30,870)		(30,870)	0.0%
4232 Allotments PPM	0	5,890	5,890	0		0	100.0%
4233 Blakehay PPM	994	32,613	32,612	(1)		(1)	100.0%
4234 Museum PPM	37,114	58,047	58,048	1		1	100.0%
4235 Cemetery PPM	2,680	24,658	24,657	(1)		(1)	100.0%
4236 Parks & play areas PPM	3,507	7,394	7,394	(0)		(0)	100.0%
4237 Grove House PPM	(7,156)	(1,405)	(1,403)	2		2	100.1%
4238 Grove Lodge PPM	143	1,477	1,479	2		2	99.9%



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4239 Chapel/hut/toilets/shed PPM	60	2,915	2,915	(0)		(0)	100.0%
4240 Public toilets	0	3,026	3,025	(1)		(1)	100.0%
4241 VIC PPM	0	89	89	(0)		(0)	100.3%
4242 HQ PPM	225	16,166	16,164	(2)		(2)	100.0%
6000 Admin Salaries Recharge	1,110	15,869	13,224	(2,645)		(2,645)	120.0%
6005 Admin Overhead Recharge	138	2,182	2,832	650		650	77.0%
6007 Grove House Recharge	72	739	156	(583)		(583)	473.7%
6008 Grove Lodge Recharges	51	598	1,460	862		862	41.0%
6009 HQ recharges	39	1,910	870	(1,040)		(1,040)	219.5%
6010 Grounds Salaries Recharge	317	3,782	4,176	394		394	90.6%
6015 Grounds Overhead Recharge	227	1,723	1,487	(236)		(236)	115.9%
6030 Operational Staffing Recharge	349	2,778	4,320	1,542		1,542	64.3%
6035 Operational Overhead Recharge	33	289	360	71		71	80.3%
Planned maintenance :- Indirect Expenditure	39,902	180,740	148,885	(31,855)	0	(31,855)	121.4%
Net Expenditure	(39,902)	(180,740)	(148,885)	31,855			
<u>480 Tourism &amp; Marketing</u>							
6007 Grove House Recharge	0	0	490	490		490	0.0%
6008 Grove Lodge Recharges	0	0	270	270		270	0.0%
6009 HQ recharges	0	0	540	540		540	0.0%
Tourism & Marketing :- Indirect Expenditure	0	0	1,300	1,300	0	1,300	0.0%
Net Expenditure	0	0	(1,300)	(1,300)			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	0	10,579	20,000	9,421			52.9%
Tourism Love Weston / Dest Mar :- Income	0	10,579	20,000	9,421			52.9%
4000 Staffing Costs	7,028	37,002	31,482	(5,520)		(5,520)	117.5%
4039 Advertising & Marketing	176	1,704	25,000	23,296		23,296	6.8%
4041 Fees, Subs and Conferences	0	0	1,100	1,100		1,100	0.0%
4062 Tourism-Love Weston website	31	17,761	11,500	(6,261)		(6,261)	154.4%
4107 IT Support & Upgrade	129	1,209	0	(1,209)		(1,209)	0.0%
6000 Admin Salaries Recharge	0	0	10,728	10,728		10,728	0.0%
6005 Admin Overhead Recharge	0	1,972	3,203	1,231		1,231	61.6%
6007 Grove House Recharge	47	477	1,046	569		569	45.6%
6008 Grove Lodge Recharges	33	385	270	(115)		(115)	142.6%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	7,443	60,509	84,329	23,820	0	23,820	71.8%
Net Income over Expenditure	(7,443)	(49,930)	(64,329)	(14,399)			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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%
1100 Miscellaneous Income	3,000	3,000	0	(3,000)			0.0%
Tourism VIC costs :- Income	<u>3,000</u>	<u>4,117</u>	<u>19,700</u>	<u>15,583</u>			<u>20.9%</u>
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	180	717	1,000	283	283		71.7%
4031 Equipment - Rental	22	440	1,956	1,516	1,516		22.5%
4034 Equipment Repairs	0	1,507	1,000	(507)	(507)		150.7%
4035 Telephone	133	1,557	335	(1,222)	(1,222)		464.9%
4036 Stationery	0	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	34	407	911	504	504		44.7%
4151 Catering	0	42	0	(42)	(42)		0.0%
4209 TIC -equipment purchase	0	3,388	4,000	612	612		84.7%
4225 VIC Stock	0	495	7,000	6,505	6,505		7.1%
6000 Admin Salaries Recharge	901	12,880	0	(12,880)	(12,880)		0.0%
6005 Admin Overhead Recharge	170	718	291	(427)	(427)		246.7%
6009 HQ recharges	25	1,230	0	(1,230)	(1,230)		0.0%
6030 Operational Staffing Recharge	3,249	25,876	40,248	14,372	14,372		64.3%
6035 Operational Overhead Recharge	312	2,699	3,373	674	674		80.0%
Tourism VIC costs :- Indirect Expenditure	<u>5,026</u>	<u>131,127</u>	<u>117,690</u>	<u>(13,437)</u>	<u>0</u>	<u>(13,437)</u>	<u>111.4%</u>
Net Income over Expenditure	<u>(2,026)</u>	<u>(127,009)</u>	<u>(97,990)</u>	<u>29,019</u>			
<b>485 PublicToilets</b>							
1080 Toilet income	0	467	0	(467)			0.0%
PublicToilets :- Income	<u>0</u>	<u>467</u>	<u>0</u>	<u>(467)</u>			
4044 Insurance	0	9,640	4,200	(5,440)	(5,440)		229.5%
4102 NNDR	0	1,773	0	(1,773)	(1,773)		0.0%
4104 Utilities - Water	201	1,884	1,300	(584)	(584)		144.9%
4105 Utilities - Heat & Light	(167)	4,121	4,500	379	379		91.6%
4110 Cleaning	3,000	35,633	40,000	4,368	4,368		89.1%
4135 Community Investment	0	18,900	24,500	5,600	5,600		77.1%
6000 Admin Salaries Recharge	1,110	15,872	13,224	(2,648)	(2,648)		120.0%
6005 Admin Overhead Recharge	170	2,689	3,494	805	805		77.0%
6007 Grove House Recharge	58	609	1,692	1,083	1,083		36.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## 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	41	475	1,410	935		935	33.7%
6009 HQ recharges	31	1,514	840	(674)		(674)	180.2%
6010 Grounds Salaries Recharge	201	2,390	2,640	250		250	90.5%
6015 Grounds Overhead Recharge	143	1,090	924	(166)		(166)	118.0%
6030 Operational Staffing Recharge	136	1,082	1,680	598		598	64.4%
6035 Operational Overhead Recharge	13	113	144	31		31	78.5%
PublicToilets :- Indirect Expenditure	4,937	97,785	100,548	2,763	0	2,763	97.3%
Net Income over Expenditure	(4,937)	(97,318)	(100,548)	(3,230)			
<b>801 Earmarked Reserves</b>							
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	(175)	(992)	2,010	3,002		3,002	(49.4%)
8011 EMR Blakehay Vols Fundraising	(2)	418	1,763	1,345		1,345	23.7%
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	25,000	253,680	253,758	78		78	100.0%
8021 EMR Know Your Place Grant	(1,029)	(531)	2,318	2,849		2,849	(22.9%)
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	34,811	47,081	49,668	2,587		2,587	94.8%
8026 Com Res - Food Proj / Climate	(6,439)	6,963	31,016	24,053		24,053	22.4%
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%
8033 MUS - Wild Escape Grant	(1,047)	(1,047)	0	1,047		1,047	0.0%
8035 MUS - Understanding Hert Grant	(2,024)	(2,024)	0	2,024		2,024	0.0%
8036 Com Res - Wellbeing	(5,489)	(5,489)	0	5,489		5,489	0.0%
8040 Wellbeing staff grant	2,138	(38,270)	0	38,270		38,270	0.0%
Earmarked Reserves :- Indirect Expenditure	45,744	778,944	1,148,458	369,514	0	369,514	67.8%
Net Expenditure	(45,744)	(778,944)	(1,148,458)	(369,514)			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>901 Capital Works Reserves</u>							
9001 Castlebatch Play Refurbishment	(112,632)	(273,149)	0	273,149		273,149	0.0%
9002 HQ Refurbishment Wokrs	0	(385,500)	0	385,500		385,500	0.0%
Capital Works Reserves :- Direct Expenditure	<u>(112,632)</u>	<u>(658,649)</u>	<u>0</u>	<u>658,649</u>	<u>0</u>	<u>658,649</u>	
Net Expenditure	<u>112,632</u>	<u>658,649</u>	<u>0</u>	<u>(658,649)</u>			
Grand Totals:- Income	51,336	3,031,408	599,461	(2,431,947)			505.7%
Expenditure	338,300	3,211,113	4,379,298	1,168,185	0	1,168,185	73.3%
Net Income over Expenditure	<u>(286,964)</u>	<u>(179,705)</u>	<u>(3,779,837)</u>	<u>(3,600,132)</u>			
Movement to/(from) Gen Reserve	<u>(286,964)</u>	<u>(179,705)</u>					

**Bank Interest Report:**

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

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

## Year 2022/2023

- To the value of £214.03 on 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
- To the value of £1005.24 on 2<sup>nd</sup> March 2023

Santander Actual Cash Received 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 = £6598.16

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
- To the value of £295.17 on 3<sup>rd</sup> March 2023

CCLA Actual Cash Received 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 = £1863.88

**Bank Interest Report:**

- for April'23 to March 2024 (2023/2024).

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

Year 2023/2024

- To the value of £1273.00 on the 3<sup>rd</sup> April 2023.

Santander Actual Cash Received 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 = £1273.00

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

Year 2023/2024

- To the value of £338.30 on the 5<sup>th</sup> April 2023.

CCLA Actual Cash Received 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 = £338.30

Policy & Finance Committee

Schedule of receipts – Report of the Finance Officer

<b>SCHEDULE OF RECEIPTS FOR:</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	£ 2.10	<b>£ 1,428,954.39</b>
May-22	£ 61,616.26	£ -	£ 557.20	£ 2.64	<b>£ 62,176.10</b>
Jun-22	£ 42,440.07	£ -	£ 50.00	£ 2.48	<b>£ 42,492.55</b>
Jul-22	£ 105,987.81	£ -	£ -	£ 2.39	<b>£ 105,990.20</b>
Aug-22	£ 47,663.64	£ 0.01	£ -	£ 2.72	<b>£ 47,666.37</b>
Sep-22	£ 1,408,011.66	£ -	£ 200.00	£ 5.45	<b>£ 1,408,217.11</b>
Oct-22	£ 64,948.62	£ -	£ -	£ 9.83	<b>£ 64,958.45</b>
Nov-22	£ 43,883.80	£ -	£ -	£ 17.35	<b>£ 43,901.15</b>
Dec-22	£ 236,950.65	£ -	£ 414.75	£ 19.84	<b>£ 237,385.24</b>
Jan-23	£ 83,977.61	£ -	£ 1,000.00	£ 21.18	<b>£ 84,998.79</b>
Feb-23	£ 30,066.07	£ -	£ 675.00	£ 20.86	<b>£ 30,761.93</b>
Mar-23	£ 71,734.13	£ -	£ 400.00	£ 25.68	<b>£ 72,159.81</b>

**Policy & Finance Committee**  
**Schedule of receipts – Report of the Finance Officer**

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<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-23	£ 1,633,051.80	£ - £ -	£ 110.00	£ -	£ <b>1,633,161.80</b>



## Outstanding Balances by Month as at 31/03/2023

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
CORBETTL	CORBETTL	18.00	0.00	0.00	0.00	18.00	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
Total Sales Ledger No 1		4,284.42	0.00	216.00	2,794.40	1,274.02	0.00
Ledger No 2: Council Sales Ledger							
ADAMSM	ADAMSM	42.00	42.00	0.00	0.00	0.00	0.00
ALLIANCE	ALLIANCE DOGBIN	290.40	290.40	0.00	0.00	0.00	0.00
BIGWORLE	BIGWORLE HUB	49,999.00	49,999.00	0.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,750.00	0.00	0.00	1,750.00	0.00	0.00
CHURCHILL	CHURCHILL P	345.60	345.60	0.00	0.00	0.00	0.00
CLEVEDON	TIFFIN	420.00	0.00	0.00	0.00	420.00	0.00
ELM001	ELMS	1,612.00	1,612.00	0.00	0.00	0.00	0.00
FAIRSH	FAIRSH	120.00	120.00	0.00	0.00	0.00	0.00
FROSTJ	FROSTJ	-110.00	-110.00	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKE DOGBIN	237.60	237.60	0.00	0.00	0.00	0.00
NATURALEN	NATURALEN ENGLAND	9,500.00	9,500.00	0.00	0.00	0.00	0.00
OAKOVER	OAKOVER	420.00	0.00	0.00	0.00	420.00	0.00
PIERWSM	PIERWSM	56.85	0.00	0.00	0.00	56.85	0.00
PITMANS	PITMANS	120.00	120.00	0.00	0.00	0.00	0.00
RICHS	RICHS	180.00	0.00	0.00	0.00	180.00	0.00
SEARLEA	SEARLEA IMEE	-706.00	0.00	0.00	0.00	0.00	-706.00
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
WINSCOMBE	WINSCOMBES	288.00	288.00	0.00	0.00	0.00	0.00
YMCA	YMCA	756.00	0.00	0.00	0.00	756.00	0.00
Total Sales Ledger No 2		66,741.45	62,444.60	180.00	1,750.00	3,072.85	-706.00
Ledger No 4: Museum Sales Ledger							
BEAVERS	BEAVERS	269.50	269.50	0.00	0.00	0.00	0.00
BROWNA	BROWANNE	-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
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
HAYWARDV	HAYWARDV	35.00	0.00	35.00	0.00	0.00	0.00
HIGGSS	HIGGSS SOPHIE	-1,104.00	0.00	0.00	0.00	0.00	-1,104.00
MULTI	MULTI	153.00	0.00	153.00	0.00	0.00	0.00
OLDMIXON	OLDMIXON	35.00	35.00	0.00	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	STOKELODGE PRIMARY	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
Sub Total C/Fwd		71,172.97	62,749.10	744.00	4,714.40	4,875.47	-1,910.00

## Outstanding Balances by Month as at 31/03/2023

A/C Code	Customer Name	Balance	Mar 2023	Feb 2023	Jan 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	71,172.97	62,749.10	744.00	4,714.40	4,875.47	-1,910.00
Ledger No 4: Museum Sales Ledger (Continued)							
WESSEXWA	WESSEXWATER	45.00	45.00	0.00	0.00	0.00	0.00
	Total Sales Ledger No 4	92.10	349.50	348.00	170.00	528.60	-1,204.00
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>71,217.97</b>	<b>62,794.10</b>	<b>744.00</b>	<b>4,714.40</b>	<b>4,875.47</b>	<b>-1,910.00</b>

## Outstanding Balances by Month as at 16/05/2023

A/C Code	Customer Name	Balance	May 2023	Apr 2023	Mar 2023	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	295.20	0.00	79.20	0.00	216.00	0.00
CORBETTL	CORBETTL	18.00	0.00	0.00	0.00	18.00	0.00
HILLT	HILLTESS	54.00	0.00	0.00	0.00	54.00	0.00
INSPIRE	INSPIRE	169.20	0.00	79.20	0.00	90.00	0.00
NOVANDA	NOVANDA	1,184.02	0.00	0.00	0.00	1,184.02	0.00
PEDRALTA	PEDRALTA DANCE	138.60	0.00	138.60	0.00	0.00	0.00
THEATRE	THEATRE	79.20	0.00	79.20	0.00	0.00	0.00
Total Sales Ledger Nd		1,938.22	0.00	376.20	0.00	1,562.02	0.00
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	377.52	0.00	377.52	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	3,675.00	0.00	1,925.00	0.00	1,750.00	0.00
CHURCHILLP	CHURCHILLP	374.40	0.00	374.40	0.00	0.00	0.00
CLEVEDONP	TIFFIN	420.00	0.00	0.00	0.00	420.00	0.00
FIRSTBUS	FIRSTBUS	198.00	0.00	198.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	308.88	0.00	308.88	0.00	0.00	0.00
OAKOVER	OAKOVER	420.00	0.00	0.00	0.00	420.00	0.00
PIERWSM	PIERWSM	56.85	0.00	0.00	0.00	56.85	0.00
REDMOND	REDMOND	300.00	0.00	300.00	0.00	0.00	0.00
RICHS	RICHS	180.00	0.00	0.00	0.00	180.00	0.00
ROCKPOOL	ROCKPOOL	660.00	0.00	660.00	0.00	0.00	0.00
SEARLEA	SEARLEAIMEE	-706.00	0.00	0.00	0.00	0.00	-706.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
SUNSETB	SUNSETB	198.00	0.00	198.00	0.00	0.00	0.00
THEBEACHE	THEBEACHES	180.00	0.00	0.00	0.00	180.00	0.00
TIMPERTOP	STIMBERTOPS	660.00	0.00	660.00	0.00	0.00	0.00
VENN	VENN	73.00	0.00	73.00	0.00	0.00	0.00
WALLEDEN	WALLEDEN	924.00	0.00	924.00	0.00	0.00	0.00
WILLIAMSA	WILLIAMSA	-75.00	0.00	0.00	0.00	0.00	-75.00
WINSCOMBE	WINSCOMBES	374.40	0.00	374.40	0.00	0.00	0.00
WINSTONS	WINSTONS	198.00	0.00	198.00	0.00	0.00	0.00
WSMGOLF	WSMGOLF	300.00	0.00	0.00	0.00	0.00	300.00
YMCA	YMCA	756.00	0.00	0.00	0.00	756.00	0.00
Total Sales Ledger No 2		10,553.05	0.00	6,571.20	0.00	4,462.85	-481.00
Ledger No 4: Museum Sales Ledger							
BEAVERS	BEAVERS	269.50	0.00	0.00	269.50	0.00	0.00
BROWNA	BROWANNE	-100.00	0.00	0.00	0.00	0.00	-100.00
CROCKFORD	CROCKFORD	100.00	0.00	0.00	0.00	100.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	66.00	0.00	66.00	0.00	0.00	0.00
HAYWARDV	HAYWARDV	35.00	0.00	0.00	0.00	35.00	0.00
HERONSMO	HERONSMOOR	40.00	0.00	40.00	0.00	0.00	0.00
HIGGSS	HIGGSSOPHIE	-1,104.00	0.00	0.00	0.00	0.00	-1,104.00
LOCKING	LOCKING	154.00	0.00	154.00	0.00	0.00	0.00
MILTON	MILTON	308.00	0.00	308.00	0.00	0.00	0.00
Sub Total C/Fwd		12,788.37	0.00	7,515.40	269.50	6,688.47	-1,685.00

## Outstanding Balances by Month as at 16/05/2023

A/C Code	Customer Name	Balance	May 2023	Apr 2023	Mar 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	12,788.37	0.00	7,515.40	269.50	6,688.47	-1,685.00
Ledger No 4: Museum Sales Ledger (Continued)							
MULTI	MULTI	273.00	0.00	216.00	0.00	57.00	0.00
STANNES	STANNES	154.00	0.00	154.00	0.00	0.00	0.00
STMARYSC	ST MARYS C OF E	35.00	0.00	0.00	0.00	35.00	0.00
STRINGER	STRINGER	-11.60	0.00	0.00	0.00	0.00	-11.60
THEATRE	THEATRE	130.00	0.00	130.00	0.00	0.00	0.00
UPHILL	UPHILL	35.00	0.00	0.00	0.00	35.00	0.00
WESTHAVE	WESTHAVEN	40.00	0.00	40.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBEP	40.00	0.00	40.00	0.00	0.00	0.00
WRAXHALL	WRAXHALL	40.00	0.00	40.00	0.00	0.00	0.00
	Total Sales Ledger Nd	1,032.50	0.00	1,188.00	269.50	790.60	-1,215.60
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>13,523.77</b>	<b>0.00</b>	<b>8,135.40</b>	<b>269.50</b>	<b>6,815.47</b>	<b>-1,696.60</b>

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>	£100 To be overspent	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

# **Weston-super-Mare Town Council**

*Internal Audit Report 2022-23 (Final update)*

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*Stuart J Pollard*

*Director  
Auditing Solutions Limited*

## **Background and Scope**

The Accounts and Audit Regulations introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent Internal Audit (IA) examination of their Accounts and accounting processes annually. The Council has complied accordingly in terms of independence from the Council decision making process appointing us, at Auditing Solutions Ltd: the following detailed report sets out those areas examined during the course of our three visits to the Council, which took place on 6<sup>th</sup> September 2022, 8<sup>th</sup> & 9<sup>th</sup> February and 6<sup>th</sup> June 2023, together with work at our own offices following the final visit once the accounts for the financial year had been finalised by the accounting contractor and accounts software supplier.

## **Internal Audit Approach**

In conducting our review for 2022-23, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques across the Council's various activities.

## **Overall Conclusion**

We are pleased to report that no major concerns have been identified from the work undertaken this year, although we have identified a number of areas where we consider the Council's financial recording and internal control arrangements could and should be further strengthened to reduce the risk of loss of public funds. Detail of these areas is set out in the following detailed report with resultant recommendations further summarised in the appended Action Plan.

Based on the overall satisfactory conclusions drawn from our review programme and testing of transactions for the year we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We also take this opportunity to draw the Clerk's attention to the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place;
- Ensured the accurate roll forward of the 2021-22 closing Omega account balances as opening balances in the software for 2022-23;
- Checked three sample months' transactions (July 2022, January and March 2023) on the Lloyds Current account and the full year transactions on the other accounts by reference to the supporting bank statements;
- Noted that, at the time the year's Accounts were "closed down", the March 2023 NatWest bank statement had not been received: consequently, the year-end balance on that account is recorded as that applying at 28<sup>th</sup> February 2023. The March interest of £25.68 will consequently be recorded in the April 2023 cashbook;
- Checked and agreed the Lloyds Current Account bank reconciliation at 30<sup>th</sup> April 2022 also examining and agreeing those at 31<sup>st</sup> January 2023 and March 2023; and
- Ensured the accurate disclosure of the combined year-end bank account balances in the year's agar at Section 2, box 8, subject to the above comment re the NatWest March 2023 interest.

### *Conclusions and recommendations*

*Whilst no significant concerns were identified from the work undertaken at our first visit, although as reported in our interim update report, we again experienced some difficulties in verifying and agreeing cashbook transactions in January 2023 to the bank statements due to the manner in which data is being entered in the Omega Current account cashbook, which, in relation to receipts does not correspond directly with bank statement detail. Additionally, in checking the bank reconciliation at 31<sup>st</sup> January 2023 to the cashbook, bank statements for January and balancing entries recorded on the 31<sup>st</sup> December 2022 reconciliation, we noted that: -*

- *The 31<sup>st</sup> December reconciliations recorded a cashbook balance of £1,737,405.29, whilst the cashbook showed £1,570,041.35: the difference of £167,363.84 relates to the final December 2022 payment entry in respect of the BACS payment recorded in the cashbook on 31<sup>st</sup> December: we assume that the effective imbalance between the cashbook and bank reconciliation cashbook balance arises from the reconciliation being printed prior to entry of this final BACS payment; and*
- *Two uncleared payments of £900.00 each as recorded in the December reconciliation, do not appear on the January 31<sup>st</sup> reconciliation, but are not identifiable as having cleared through the bank account or evidently been written back in the cashbook. Subsequent to our visit, we received clarification on these entries and acknowledge their clearance from the financial cashbook.*



***We are pleased to record that no similar issue was apparent in relation to the March 2023 recorded data.***

*R1. All bank account transactions should, irrespective of value, be recorded in a timely manner in the month on which they occur with the month-end bank reconciliations saved and printed once all entries have been made in the cashbooks to ensure that the cashbook closing balance value is consistently reported in the cashbooks and reconciliations. This is now being actioned appropriately.*

## **Review of Corporate Governance**

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

We have reviewed the minutes of meetings held in the year with the aim of ensuring that no issues affecting the Council's financial stability either in the short, medium or longer-term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred and are pleased to record that no such issues have been identified this year.

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

We also take this opportunity to advise the Clerk and Council of a further recent revision to the Public Contract Regulations clarifying the value at which contracts must be published on the Government's Contract Finder website: the value is now clarified as £30,000 including VAT, which should be identified accordingly in the Council's SOs and FRs when they are next reviewed.

We also note that the Council's Investment Policy has been reviewed and been re-adopted by the Policy and Finance Committee at their meeting in June 2022: we have reviewed its content and consider it appropriate for the Council's present requirements. We also noted the expressed intent to examine further banking opportunities to spread the level of funds held in a single bank and consequently reduce the risk of potential significant loss in the event of any bank's possible failure and are pleased to now note that appropriate action is in hand following the recent elections with new signatories to be assigned.

### ***Conclusions***

***We are pleased to record that no issues arise in this area this year warranting formal comment or recommendation.***

## **Review of Purchasing and Payment Procedures**

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

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

We have extended our testing in this area for compliance with the above criteria selecting a total sample of 98 individual payments in the financial year including one of the Council premises annual NNDR payments made monthly: our test sample includes all payments in excess of £4,000 plus every 40<sup>th</sup> other payment to that date totalling £1,650,200 and equating to 67% of the year's non-pay related expenditure.

We note that VAT Returns continue to be submitted in electronic format quarterly as required by extant legislation and have ensured recovery of the 2021-22 closing balance in the current financial year together with the 2022-23 four quarterly reclaims for 2022-23 by reference to the VAT control account in Omega.

### ***Conclusions***

***We are pleased to report that no issues have been identified among our test sample this year warranting formal comment or recommendation.***

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

With that in mind, we note that the Council's previously adopted risk register using the LCRS software has been reviewed, updated and re-adopted by the Council at the October 2022 full Council meeting. As indicated previously, we consider the document appropriate for the Council's present requirements affording a wide range of risk assessments across the various Council service provision areas.

We have examined the Council's 2022-23 insurance schedule with Aviva, noting that premises and contents appear to be appropriately covered, together with Public and Employer's Liability both standing at £10 million and Fidelity Guarantee cover at £1.4 million, together with Loss of Revenue cover at £699,000, all of which we consider appropriate for the Council's present requirements.

### ***Conclusions***

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

## Budgetary Control and Reserves

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

We are pleased to note that the 2023-24 budget and precept were approved and adopted at the January 2023 full Council meeting with the latter approved at £2,936,237.

We are also pleased to note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega detail and have reviewed the year-end budget outturn with a few “hotspots” noted: consequently, we have examined the year’s transaction detail for the related nominal individual account codes in Omega and obtained appropriate explanations of those variances most of which relate to utilities and insurance costs which have obviously been adversely affected by the current economic crisis facing the country.

Finally in this area, we note that total reserves as at 31<sup>st</sup> March 2023 have reduced to 1,464,700 (£1,641,823 at 31<sup>st</sup> March 2022), comprising specific earmarked items totalling £484,438 plus a new Capital Projects Reserve of £696,866 (£1,148,458 at the prior year-end) leaving a significantly reduced General Fund balance of £283,394 (£493,364 at the prior year-end) equating to less than 2 months’ revenue spending at current levels, which is potentially low and a risk area that will require careful monitoring to ensure that no further deterioration in the level of available general funds occurs..

### **Conclusions**

*No issues arise in this area warranting formal comment or recommendation at present: however, we urge that the Council monitors very carefully its financial position, as regards the level of retained General Reserves endeavouring to return them to a more adequate level than currently.*

*We shall continue to monitor the Council’s budgetary position at future visits seeking and obtaining appropriate explanations for any significant variances from the approved budget. We shall also consider the appropriateness of the retained reserves (General and Earmarked) to fund ongoing revenue spending requirements and planned developments.*

## Review of Income

The Council receives variable income from a variety of Council managed sources detail of which we examine over a few years in accordance with the agreed 5-year strategic plan. Consequently, during this year’s review, we have focused attention on income arising from Burial and associated fees, also visiting and discussing with managing officers at the Museum / Heritage Centre the controls in place over income arising from hire of the venue, sales at the café and also the retail outlet.

## **Burial and associated fees**

We have examined the formal Burial Register maintained in a handwritten bound tome selecting a sample of 11 interments occurring after 10<sup>th</sup> October 2022. We have examined the supporting documentation held by the managing officer ensuring that, for each interment in the test sample, appropriate undertaker / individual applications for interment are held, that the legally required Burial / Cremation certificates have been received and retained and that appropriate invoices have been raised in accordance with the Council's approved scale of fees and charges and that they have been settled within a reasonable time frame. We are pleased to record that no issues arise in this area and commend the managing officer on the quality of records being maintained.

## **Heritage Centre / Museum**

As indicated above, in addition to the availability of rooms for hire at this venue, income is also received by way of retail and cafe sales, together with donations placed in various collection boxes on site.

In examining the recovery of hire fees, we note that the Museum uses the Rialtas Bookings software to record and manage the recovery of fees. We selected a week's bookings as recorded in the software (w/c 6<sup>th</sup> December 2022) ensuring that the Council's approved fees have been invoiced for each chargeable booking and that payment has been received in a timely manner.

A "change float" of £200.00 is retained in the Museum safe: we have checked the retained cash noting a small unaccounted surplus of £0.33 which is retained in a separate cash bag with the "float". Whilst not material, we suggest that this be placed in one of the donation collection boxes and be banked accordingly (see below). We understand that this float is only checked periodically, with no formal record of the check retained: we urge that the float be checked more frequently, ideally once weekly with a formal record of the cash held being maintained and signed by the officer(s) checking the cash (ideally the physical check should be undertaken by two officers, both of whom sign the record of cash held).

Due to the Museum being open at the time of our visit with both the café and retail outlet in operation and available to the public, we have not checked the till takings at that time. We have, however, checked the previous 2 days' takings for both the café and retail outlet which are held in separate envelopes / wallets in the Museum safe until they are banked the following Tuesday. We have agreed the cash, cheque and credit card detail in each envelope to the daily till "Z" totals.

We understand that each till float is checked at the start of each day's trading and again at the close of business with detail agreed to each till's "Z" reading with a temporary record of the takings completed. In order to protect staff in the event that any significant shortage of physical cash is noted either at the start or end of daily trading, the detail of the opening float cash detail for each till should be recorded by the officer(s) (again, ideally two) and be signed by both. Similarly, the end of day "cash-up" should be undertaken by two officers, be recorded appropriately and signed by both checking officers. We appreciate the reluctance to retain hard copies of these documents, but suggest that, once completed and signed, they be scanned, retained and filed electronically for future audit inspection.

We also understand that stock checks of catering supplies and retail goods held for resale are only undertaken at the end of the financial year: we consider that more frequent checks should be undertaken, ideally at least quarterly with the actual income received and recorded checked against that anticipated with detail recorded in a formalised "Retail Price Control Account" based on the anticipated income value of goods sold in each area.

## Unpaid Sales Invoices

We have reviewed the three active Omega Sales Ledger – “Unpaid invoices by date” records noting that there are at the financial year-end, with one unpaid invoice dating back as far as February 2020 with a few others across the three Sales ledgers dating as far back as March 2022. We have discussed the position with the RFO noting that court action is being pursued in one or two cases with other debtors also being actively pursued for settlement of their debts. We shall continue to monitor the position at future visits.

### *Conclusions and recommendations*

*As indicated above, we have identified a few areas where we consider security and documentation recording cash-up details require strengthening: we do not repeat the full detail below but ask that officers and members consider the detail in the preceding paragraphs and take appropriate action to further protect staff and Council funds. We will undertake further work in this area at our final review.*

- R2. The £200 cash float should be subjected to regular physical verification, ideally by two officers, detail being formally recorded and signed-off with the “cash-up” records being retained in electronic format for officer and audit inspection.*
- R3. The physical check of the opening cash floats in the retail outlet and café should be formally recorded with, ideally, two officers undertaking the check. Both officers should sign the cash-up sheet with detail retained in electronic format for officer and audit inspection.*
- R4. At the close of business each day, the physical cash, cheque and credit card takings and float should be counted, again ideally by two officers, be reconciled to the till “Z” totals, be formally recorded and signed by the checking officers, with electronic copies again retained.*
- R5. Regular, ideally quarterly, stock checks of saleable items including café foods should be implemented at the Museum.*
- R6. The actual income received since the previous stock check should be contrasted with the anticipated income based on physical sales (i.e., “Selling / Retail Price Control accounts for both the retail and café sales should be prepared quarterly.*
- R7. The “Sales Ledger – Unpaid Accounts by Date” reports should be reviewed routinely with appropriate action taken to pursue any long-standing uncleared accounts, together with appropriate adjustments to any recorded “unmatched” receipts.*

## Petty Cash Account and Debit Card Usage

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

A few relatively limited petty cash accounts are operated at the Council’s various premises: we have checked that held in the administrative office reviewing a sample of transactions as recorded in the handwritten control record for July and August 2022 ensuring that each was supported by an appropriate till receipt / petty cash voucher.

We also checked the Finance Office physical petty cash holding on the date of our first visit noting a minor cash surplus of 12 pence against the handwritten record which we considered non-material, although we suggested that appropriate action be taken to bring the handwritten record into line with the actual cash holding.

### **Conclusions**

***No issues have been identified in this area warranting formal comment or recommendation: we shall examine further petty cash account holdings and records at our next review visit.***

## **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1<sup>st</sup> April 2022 as regards employee contribution bandings.

To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually;
- Noted previously that North Somerset Council continues to provide the payroll service for the Council;
- Agreed the amounts paid to a sample of 20 employees across the various sections of the Council by reference to the approved pay scales on the Deputy Town Clerk / RFO's establishment list for 2022-23, by reference to the August 2022 payslips;
- Ensured that Tax and National Insurance deductions for those 20 employees have been made applying the appropriate PAYE code and NIC Table, and
- Checked that the correct superannuation percentage deductions are being applied where applicable to that same group of employees.

### **Conclusions**

***We are pleased to report that no issues have been identified among the test sample of employees' salaries paid in August 2022, although we noted one or two incorrectly recorded annual salaries (transpositions of detail) in the RFO's record, none of which have been carried forward to the actual salaries being paid.***

## **Fixed Asset Registers**

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

We are pleased to note the continued maintenance of an appropriate register and have examined its content as at 31<sup>st</sup> March 2023. We are also again pleased to note that the accounting contractor has included a disclosure note in the detailed Statement of Accounts, identifying the gross cost of assets, together with new additions in the financial year and also detail of "in-year" and

cumulative depreciation to 31<sup>st</sup> March 2023, the Net Book Value being transferred to the detailed Balance Sheet. We have agreed the Statement of Accounts detail to that contained in the spreadsheet-based asset register with no issues also verifying the aggregate cost totals which are to be disclosed at Section 2, Box 9 of the year's AGAR.

### ***Conclusions***

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

## **Investments and Loans**

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

We are pleased to note that, as recorded above, the Council has reviewed, updated and re-adopted its Investment Policy in June 2022 and have reviewed the resultant document and consider that it remains appropriate for the Council's present requirements, also discussing the progress in the diversification of the funds currently held in the Lloyds bank accounts noting, as previously recorded in this report, the intention to diversify the placement of surplus funds following the recent elections.

The Council has an outstanding loan with PWLB: we have verified the year's two instalment repayments paid in May & November 2022 to the third-party demand notice as part of the sample of purchase invoice testing reported earlier in this report, also ensuring the accurate disclosure of the residual loan liability in the AGAR at Section 2, Box 10 by reference to the PWLB issued "audit notice" of the year-end residual balance.

We also note that the Council has applied to and received the appropriate departmental approval in November 2022 for a further PWLB loan.

### ***Conclusions***

*We are pleased to record that no issues arise in this area this year.*

## **Statement of Accounts and Annual Governance Return**

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

We note that considerable difficulty has been encountered in finalising the 2022-23 detailed Accounts and AGAR values due to Rialtas Omega software problems in the 2022-23 opening balance detail, which has significantly delayed completion of the Council's contracted accountant's ability to finalise detail. We are pleased to note the eventual satisfactory resolution of the process and have duly checked and agreed the content of both the detailed Accounts and AGAR Section 2 financial information to the underlying Omega Trial Balance and other relevant

supporting documentation provided in support of the detailed Accounts and AGAR information checking to the detail in the accountant's working papers and Omega Trial Balance.

### ***Conclusions***

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



Rec. No.	Recommendation	Response
<b>Review of Accounting Arrangements and bank Reconciliations</b>		
R1	All bank account transactions should, irrespective of value, be recorded in a timely manner in the month on which they occur with the month-end bank reconciliations saved and printed once all entries have been made in the cashbooks to ensure that the cashbook closing balance value is consistently reported in the cashbooks and reconciliations.	
<b>Review of Income</b>		
R2	The £200 cash float should be subjected to regular physical verification, ideally by two officers, detail being formally recorded and signed-off with the “cash-up” records being retained in electronic format for officer and audit inspection.	
R3	The physical check of the opening cash floats in the retail outlet and café should be formally recorded with, ideally, two officers undertaking the check. Both officers should sign the cash-up sheet with detail retained in electronic format for officer and audit inspection.	
R4	At the close of business each day, the physical cash, cheque and credit card takings and float should be counted, again ideally by two officers, be reconciled to the till “Z” totals, be formally recorded and signed by the checking officers, with electronic copies again retained.	
R5	Regular, ideally quarterly, stock checks of saleable items including café foods should be implemented at the Museum.	
R6	The actual income received since the previous stock check should be contrasted with the anticipated income based on physical sales (i.e., “Selling / Retail Price Control accounts for both the retail and café sales should be prepared quarterly.	
R7	The “Sales Ledger – Unpaid Accounts by Date” reports should be reviewed routinely with appropriate action taken to pursue any long-standing uncleared accounts, together with appropriate adjustments to any recorded “unmatched” receipts.	

Weston-super-Mare Town Council

31st March 2023

31st March 2022

2023

2022











**Weston-super-Mare Town Council**

**Statement of Accounts**

**(Not Subject to Audit)**

**31st March 2023**



**Weston-super-Mare Town Council**

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**31st March 2023**

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## **Weston-super-Mare Town Council**

### **Council Information**

#### **Councillors**

Cllr Marc Applin  
Cllr Raymond Armstrong  
Cllr Roger Bailey  
Cllr Mike Bell  
Cllr Joe Bambridge  
Cllr Gillian Bute  
Cllr Mark Canniford  
Cllr John Carson  
Cllr Annabelle Chard  
Cllr James Clayton  
Cllr Jemma Coles  
Cllr Peter Crew  
Cllr John Crockford-Hawley  
Cllr Ciaran Cronnelly  
Cllr Catherine Gibbons  
Cllr Simon Harrison-Morse  
Cllr Hugh Malyan  
Cllr Robert Payne  
Cllr James Owen  
Cllr Alan Peak  
Cllr Justyna Pecak-Michlowicz  
Cllr Marcia Pepperall  
Cllr Lisa Pilgrim  
Cllr Caroline Reynolds  
Cllr Sonia Russe  
Cllr Robert Skeen  
Cllr John Standfield  
Cllr Timothy Taylor  
Cllr Helen Thornton  
Cllr Richard Tucker  
Cllr Charles Williams  
Cllr Martin Williams

#### **Clerk to the Council**

M L Nicholson

#### **Auditors (of the AGAR)**

PKF Littlejohn LLP



## **Weston-super-Mare Town Council**

### **Introduction to Accounting Statements**

#### **For the Year Ended 31 March 2019**

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

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

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

The following items are included:

#### **The Income and Expenditure Account (Unaudited)**

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

#### **The Income and Expenditure Account Reconciliation (Unaudited)**

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

#### **The Balance Sheet (Unaudited)**

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

#### **Notes to the Accounts**

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













**Weston-super-Mare Town Council**

**Income and Expenditure Account (Unaudited)**

**31st March 2023**

<b>2022</b> £ Net <u>Expenditure</u>	<b>2023</b> £ Gross <u>Expenditure</u>	<b>2023</b> £ Income	<b>2023</b> £ Net <u>Expenditure</u>
<b>DIRECT SERVICES TO THE PUBLIC</b>			
(645,510) Community and Public Services	(853,401)	123,894	(729,507)
(517,039) Cultural and Heritage Services	(892,248)	205,452	(686,796)
(260,612) Parks and Open Spaces	(424,995)	66,660	(358,335)
(139,937) Cemetery Services	(206,452)	47,386	(159,066)
(201,528) Highways and Planning Services	(278,964)	12,671	(266,293)
(621,903) Capital projects	(538,330)	269,999	(268,331)
 <b>DEMOCRATIC, CIVIC AND CENTRAL COSTS</b>			
(78,914) Civic Support Services	(179,246)	-	(179,246)
(145,901) Democratic Costs	(168,395)	-	(168,395)
(13,549) Other Costs and Income	(40,712)	48,173	7,461
(2,624,892)	<u>(3,582,743)</u>	<u>774,235</u>	(2,808,507)
2,587,982 Annual Precept			2,631,385
(121,421) Net Contribution (to)/from Earmarked Reserves			(32,848)
(158,331) Net Surplus/(Deficit) for the year			(209,970)

**Reserve Movements**

	<b>Balance</b>	<b>Movement</b>	<b>Balance</b>
	<b>April 2022</b>	<b>for Year</b>	<b>March 2023</b>
General Fund	493,364	(209,970)	283,394
Capital Reserve	-	696,868	696,868
Earmarked Reserves	1,148,458	(664,020)	484,438
	<u>1,641,822</u>	<u>(177,122)</u>	<u>1,464,700</u>
	<b>Box 1</b>		<b>Box 7</b>

**Weston-super-Mare Town Council**

**Income And Expenditure Account and Annual Return Reconciliation (Unaudited)**

**For the Year Ended 31 March 2023**

Annual Return Box Numbers	Income			Expenditure			
	Box 2 Precept	Box 3 Other Income	Total	Box 4 Staff Costs	Box5 Loans Repaid	Box 6 Other Costs	Total
<b>Direct Services</b>							
Community and Public Services	-	123,894	123,894	115,755		737,646	853,401
Cultural and Heritage Services	-	205,452	205,452	389,586		502,662	892,248
Parks and Open Spaces	-	66,660	66,660	272,701		424,995	424,995
Cemetery Services	-	47,386	47,386			206,452	206,452
Highways and Planning Services	-	12,671	12,671			278,964	278,964
Capital projects	-	269,999	269,999			538,330	538,330
<b>Democratic, Management and Civic</b>							
Civic Support Services	-	-	-	436,407		- 257,161	179,246
Democratic Costs	-	-	-			168,395	168,395
Other Costs and Income	-	48,173	48,173		36,970	3,742	40,712
Annual Precept	2,631,385		2,631,385				
<b>Totals Carried to Annual Return</b>	<b>2,631,385</b>	<b>774,235</b>	<b>3,405,620</b>	<b>1,214,449</b>	<b>36,970</b>	<b>2,604,025</b>	<b>3,582,743</b>

**Balance Sheet (Unaudited)**

as at 31 March 2023

2022 £		Note	2023 £	2023 £
	<b>Fixed Assets</b>			
	Tangible fixed assets	5		
1,348,683	Land and Buildings		1,744,527	
540,667	Vehicles and Equipment		553,194	
8,400	Infrastructure Assets		7,122	
146,741	Community Assets		146,741	
				2,451,584
2,044,491				
	<b>Current Assets</b>			
130,417	Debtors	8	140,758	
4,522	Stock		7,106	
1,581,401	Cash at Bank and In-hand		1,514,917	
1,716,341			1,662,781	
	<b>Current Liabilities</b>			
74,520	Creditors and accrued expenses	9	198,082	
			198,082	
74,520				
1,641,821	<b>Net Current Assets</b>			1,464,699
3,686,313	<b>Total Assets Less Current Liabilities</b>			3,916,283
	<b>Long Term Liabilities</b>			
287,315	Long Term Borrowing	10		463,942
3,398,998				3,452,341
	<b>Financed by:</b>			
	<b>Reserves available to the Council</b>			
1,148,458	Funds Earmarked for Future Projects	11	484,438	
	Capital Projects		696,868	
493,364	General Reserve		283,394	
1,641,822				1,464,700
	<b>Reserves Not Available to Council: Represents the Council's Net Investment in Fixed Assets less Outstanding Loans</b>			
1,757,176	Capital Financing Account			1,987,641
3,398,998				3,452,341

These accounts have been approved by the Council.

.....  
**Chair, Policy and Finance Committee**

Date: .....

.....  
**Responsible Financial Officer**

Date: .....

**Weston-super-Mare Town Council**

**Notes to the Accounts (Unaudited)**

**31st March 2023**

<b>1 Interest and Investment Income</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	1,997	4,629
	<u>1,997</u>	<u>4,629</u>

**2 Audit Fees**

Fees payable covering the year 2020/2021 for the services carried out by the Council's auditors, PKF Littlejohn LLP, in the year are £2,400.

**3 Employees**

The average weekly number of employees during the year was as follows:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Full-time and Part Time (Excluding Casual Labour)	59	59
	<u>59</u>	<u>59</u>

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

<b>Band</b>	<b>2021/2022</b>	<b>2020/2021</b>
£50,000 to £59,999	1	1

**4 Participation in Pension Scheme**

As part of the terms and conditions of employment of its officers and other employees, the Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme for civilian employees, administered locally by The Avon Pension Fund

## 5 Tangible Fixed Assets

	Freehold Land and Buildings	Operational Leasehold Land & Bldgs	Vehicles and Equipment	Infrastructure/ Community Assets	Assets Under Construction	Total
Cost	£	£				£
1 April 2021	480,449	1,115,045	1,270,765	280,384	-	3,146,643
Additions	412,336	-	11,421		96,361	520,118
Disposals	-	-			-	-
Transfers						
	<u>892,785</u>	<u>1,115,045</u>	<u>1,282,186</u>	<u>280,384</u>	<u>96,361</u>	<u>3,666,761</u>
<b>Depreciation</b>						
1 April 2021	171,811	75,000	730,097	125,244		1,102,152
Charged for the year	16,493		95,255	1,278	-	113,026
Disposals						-
	<u>188,304</u>	<u>75,000</u>	<u>825,352</u>	<u>126,522</u>	<u>-</u>	<u>1,215,178</u>
<b>Net Book Value</b>						
As 31 March 2023	704,481	1,040,045	456,834	153,862	96,361	2,451,583
As 31 March 2022	308,638	1,040,045	540,668	155,140		2,044,491

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value.

## 6 Financing of Capital Expenditure

	2023 £	2022 £
The following capital expenditure arose during the year:		
Fixed Assets purchased	520,118	120,160
	<u>520,118</u>	<u>120,160</u>
was financed by:		
Public Works Loan Board	200,000	
Revenue and Earmarked Reserves	320,118	120,160
	<u>520,118</u>	<u>120,160</u>

## 7 Operational Land and Buildings

Council Offices and Mayor's Parlour, Grove House and Lodge (Leasehold)  
Milton Road Cemetery, Chapel and Outbuildings  
Blakehay Theatre  
Weston Museum  
32 Waterloo Street

## Vehicles and Equipment

Play Equipment - 18 sites  
Water Play Area  
Skateparks - 2  
Light Vans  
Theatre Equipment  
Sundry grounds maintenance equipment  
Sundry office equipment

## Infrastructure Assets

Bus Shelters  
Other street furniture

## Community Assets

Milton Road Cemetery  
Millennium Green  
Allotments - 5 sites  
Play areas  
Council Regalia and Artefacts

<b>8 Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Debtors	71,218	11,969
V A T Recoverable	59,148	78,432
Other Debtors	10,391	40,016
Prepayments and Accrued income		
	<u>140,757</u>	<u>130,417</u>
<b>9 Creditors and Accrued Expenses</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Creditors	52,918	41,109
Other Creditors and Accruals.	125,210	14,869
Receipts in Advance	19,955	18,541
	<u>198,082</u>	<u>74,519</u>



## 10 Long Term Liabilities

At the close of business on 31 March 2012, the following loans to the Council were outstanding :

	2023 £	2022 £
Public Works Loan Board	463,942	287,315
	463,942	287,315

## 11 Earmarked Reserves

	Balance 1st April 2022	Contribution from Reserves	Contribution to fund Expenditure	Balance 31st March 2023
Grit Bins	3,735			3,735
Elections	26,535	15,000		41,535
Milton Road Cemetery Blakehay	2,016 1,763		418	2,016 1,345
Museum Capital	5,451			5,451
Museum Repairs	1,878		1,878	-
PPM Compliance	253,758	51,024	253,680	51,102
Armed Affiliation	3,762	5,238		9,000
Capital Projects	15,000			15,000
Old Mill Way	20,818			20,818
Know Your Place Grant	2,317		2,317	-
Buy a Block Fund	2,010	1,194	202	3,002
Blakehay Live Shows	3,468	5,445	2,288	6,625
Civic Event Budget	-	1,700		1,700
CIL Receipts	225,137	39,316	46,868	217,585
Environmental Climate Change	158,810		150,000	8,810
Blakehay CRF Grant Award	49,668		47,081	2,587
Community Grant Award (NCS)	31,016		2,445	28,571
CIlt Emsail/Tablet Provosiomn	225			225
Town Council Community Projects	10,000	20,000	20,000	10,000
Kickstart Equipment	2,589		2,589	-
WIB	5,000			5,000
Allotments-Rectors Way	3,500			3,500
Tourism-Digital Content	20,000		20,000	-
HQ Purchase and Repairs	300,000		300,000	-
Misc Grant - Wild Escape		2,502	1,455	1,047
Mus Understanding Heritage		4,600	2,575	2,025
Welbeing Grants-Com Res		9,500	4,011	5,489
Webeing Grant		58,000	19,730	38,270
Capital Reserves		696,869		696,869
				-
	1,148,456	910,388	877,537	1,181,307

Earmarked Reserves represent sums set aside from the General Fund to finance future expenditure of either a capital or revenue nature.

## 12 The Annual Return (Accounting Statements)

	<b>Box</b>	<b>2022</b>	<b>2023</b>
Balances Brought Forward	<b>1</b>	1,678,733	1,641,823
Annual Precept	<b>2</b>	2,587,982	2,631,385
Total Other Receipts	<b>3</b>	264,578	774,235
Staff Costs	<b>4</b>	(985,990)	(1,214,449)
Loan Interest/Capital Payments	<b>5</b>	(37,606)	(36,970)
All Other Payments	<b>6</b>	(1,865,875)	(2,604,025)
Balances Carried Forward	<b>7</b>	1,641,823	1,192,000
Total Cash and Short Term Investments	<b>8</b>	1,581,401	1,514,917
Total Fixed and Long Term Assets	<b>9</b>	3,146,643	3,666,761
Total Borrowings	<b>10</b>	287,315	463,942

















# Annual Governance and Accountability Return 2022/23 Form 3

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

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

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

## Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## Weston-super-Mare Town Council

www, WSM-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken  
06/09/2022 08/20/2023 09/06/2023

Name of person who carried out the internal audit  
S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date 09/06/2023

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

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

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Weston super Mare Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

19th June 2023

and recorded as minute reference:

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

Chairman

Clerk

[www.wsm-tc.gov.uk](http://www.wsm-tc.gov.uk)

## Section 2 – Accounting Statements 2022/23 for

Weston super Mare Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,678,733	1,641,823	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,587,982	2,631,385	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	264,578	774,235	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	985,990	1,214,449	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	37,606	36,970	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,865,875	2,604,025	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,641,823	1,192,000	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,581,401	1,514,917	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,146,643	3,666,761	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	287,315	463,942	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		X		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		X		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

19th June 2023

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

19th June 2023

as recorded in minute reference:

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

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Weston super Mare Town Council

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

## Policy and Finance Committee Meeting 19<sup>th</sup> June 2023

### Year End Position and effect on Capital Reserves

#### Report of the Deputy Town Clerk

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#### Finance Update at Year end 31.03.23

##### 1.0 General Reserves

- The Council adopted its Medium-Term Financial Plan during 2022/2023 where General reserve levels were recommended at 3.5 x Average revenue expenditure which would mean a reserve of around £525,000.
- At year end 31.03.22 the level of General Reserves stood at £493,364

This is slightly below the recommended average but still within a good tolerance level (the minimum General Reserve based on average should not fall below £350,000).

- At the year end 31.03.23 General reserves took a big decline and now stand at £283,394 - This is a hit of £209,970 from the bottom line and leaves reserves below the minimum level. Members will

This was due to unprecedented revenue expenditure, not meeting income targets and additional costs and commitments the council had made to use General Reserve these include:

- Enhanced pay award = cost around £60,000 in addition to the budget provision that only recognised 2.5%.
- Additional unbudgeted staff costs in year due to staffing issues
- Agreement to use General Reserves for project costs difference at Blakehay Theatre (M & E upgrade) & Weston Museum (Kitchen) = circa £50,000
- Additional Revenue Costs (Utilities / Fuel / Water/ and supply costs) and income targets not being fully reached Net effect circa. £50,000



## 2.0 Capital Projects

Following on from the Medium-Term Financial Plan the council has implemented a capital reserve to fund its capital and new projects, which at the 31.03.23 was:

Castle Batch (Remaining balance of fully funded project) = £273,149

HQ Waterloo Street (Allocated Capital Reserve – part funded) = £385,500

## 3.0 Challenges as a result of Year End Financial Position

- Revenue Budgets – there will be a need to review half year positions on all revenue provisions to ensure no other demands on General reserves are required. (the costs for insurance on a empty building as one example)
- Capital Projects – HQ  
This is the biggest challenge that the council is facing financially in 2023/2024. Upon contract award it was acknowledged that the council would need to review its capital and reserve positions in order to be able to fund the project at the approved value – this is now critical with the current year end position.

Factors that have resulted to this position from initial costings have been as a result of the market instability and increased costs for materials and labour which is a recognised National Challenge and is certainly something that has been recognised with the current professional services interviews that have been held over the last two weeks.

## 3.0 HQ – Summary of provision and detail of underfunding taking into account year end GR position

- 3.1 The total awarded contract for the Roof / Tower & M & E and ground floor refurbishment is **£818,406**.

## 3.2 Secured funding:

<b>Source</b>	<b>Value</b>
Capital Reserve	£385,500
<b>Approved use of revenue 23/24</b>	
Capital Provision	£145,000
Environmental Provision (M & E upgrade)	£50,000
PPM Provision	£42,829
<b>TOTAL</b>	<b>£623,329</b>

### 3.3 Outline Shortfall - **£195,077**

Note: There is a £100k contingency provision within the total contract value but there can be no reliance on this not being spent.

Prior to the year end provision the council had aspired to utilise GR up to the value of £150,000 to fund the increased cost following tender and contract award– this is now not a option to do with the reduced provision in place at 31.03.23

### 3.4 Options for funding shortfall

As recognised upon the contract award there is a need to review current budget provisions and to potentially reallocate funds to meet the project needs. This is now critical as a result of the year end final position. The MTFP did recognise the potential for capital aspirations to have detrimental effect and result in the depletion of GR. The council will need to implement a replenishment programme within its budget setting process.

The senior management team have met to discuss viable options for members to consider to meet the shortfall and this will need to be reported to the next P & F committee. Which if approved will see virement into the Capital Provisions Reserve

<b>Source</b>	<b>Value</b>
---------------	--------------

Revenue - Museum NNDR saving	£57,000
EMR provision for Plant room It is suggested the cost is taken from the rev EMRRP budget and the EMR is reallocated	£51,105
EMR provision Grit Bins (Not used in last 2+ years and issues with NSC filling do not make it viable)	£3,735
EMR – WIB Planter provision at Weston station no longer needed as installed by Culture Weston with alternative grant funding	£5,000
EMR – Community Projects This was originally allocated as showers on seafront £10k but cost came in lower via NSC leaving a remaining balance of £7,200. Previous resolution was to utilise this in the refurbishment of the wpark changing facilities – but this will not be done this year. It is suggested that this could be included in the EMRRP for 23/24	£7,200 Remaining
<b>TOTAL</b>	<b>£124,040</b>

3.5 Shortfall with proposed reuse of Existing Funds

**£71,037**

3.6 Options to fund residue Shortfall

- Additional PWLB Loan?
- Use of CIL Funding (currently earmarked for Quarry)

=£200k) – value of unused funds £217,585

- Exterior Grant Funding opportunities
- Reduce scheme – the only viable option to remove would be to delay the rear chamber works as all M & E works / solar/ Front reception, Tower and roof works would not be easily achieved and are not long term efficient to delay.
- Further review revenue budget for 2023/2024

**Members are requested to**

1. Approve virement of Budgets shown in table 3.4 to be move to the Capital Works programme.
2. Consider options for funding shortfall detailed in 3.6 provided preferred direction for officers to action.

## **Policy and Finance Committee Meeting Monday 19<sup>th</sup> June 2023**

### **Authorised Signatories – Town Council Bank Accounts**

#### **Report from the Deputy Town Clerk / Responsible Financial Officer**

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The Town council at its meeting on 18<sup>th</sup> May 2022 approved the current nominated positions for bank signatories to be included within the bank mandates which require four signatories (Lloyds Bank).

Nominated signatory positions of:

- 1) Mayor – Chairman of Council
- 2) Deputy Mayor
- 3) Leader of Council
- 4) Chairman of Policy & Finance Committee

Noting in the event that a councillor holds two of the above positions (i.e. both leader of council and chairman of P & F) it is recommended that an alternative member of the Policy & Finance committee is nominated.

Three of these positions have already been set up and fourth one will need to be agreed at P & F 19.06.23 following the election of the Chairman. The nominated person will need to complete the mandate as advised by the Deputy Town Clerk and provide 2 x items of proof of personal identification week commencing: 26.06.23

#### **Members are requested to:**

1. Confirm the fourth signatory for the council's bank mandates. By either:
  - Appointing the Chairman of P & F (providing this is not a person already nominated as signatory (i.e. leader of council) or
  - Appoint an alternative member of the P & F committee