

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE  
POLICY & FINANCE COMMITTEE MEETING  
HELD AT THE MUSEUM ON  
MONDAY 19<sup>TH</sup> JUNE 2023**

**Meeting Commenced:** 7:02 pm

**Meeting Concluded:** 8.31 pm

**PRESENT:** Councillors Alan Peak, Gill Bute, Mark Canniford John Crockford-Hawley, Hugh Malyan, Robert Payne, Lisa Pilgrim, Robert Skeen, Tim Taylor, Helen Thornton and Martin Williams.

**IN ATTENDANCE :** Councillor Peter Crew, Sarah Pearse (Deputy Town Clerk/Responsible Financial Officer), Fay Powell (Assistant Town Clerk), Molly Mah er (Senior Development Officer), Rebecca Saunders (Civic & Committee Officer) and Steve Matthews (SJ Surveyors).

<b>30</b>	<p><b>Election of Chairman</b></p> <p>Nominations for the position of Chairman were invited.</p> <p><b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Robert Skeen</p> <p>A vote was taken and <b>carried</b>, and accordingly it was</p> <p><b>RESOLVED:</b> That Councillor Alan Peak be elected Chairman of the Policy &amp; Finance Committee for the year 2023-24.</p>
<b>31</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillors Helen Thornton substituted by Councillor Robert Skeen.</p>
<b>32</b>	<p><b>Election of Vice Chairman</b></p> <p>Nominations for the position of Vice Chairman were invited.</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley <b>SECONDED BY:</b> Councillor Robert Payne</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RESOLVED:</b> That Councillor Mark Canniford be elected Vice Chairman of the Policy &amp; Finance Committee for the year 2023-24.</p>
<b>33</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were none received.</p>

Policy & Finance	190623
34	<p><b>To approve the minutes of the Policy &amp; Finance Committee Meeting held on the 17<sup>th</sup> April 2023</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Alan Payne  <b>SECONDED BY:</b> Councillor Mark Pilgrim</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>
35	<p><b>To approve the Committee Terms of Reference</b></p> <p>The Policy &amp; Finance Committee Terms of Reference had been previously circulated.</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak  <b>SECONDED BY:</b> Councillor John Crockford-Hawley</p> <p><b>RESOLVED:</b> That the Policy &amp; Finance Committee Terms of Reference be noted.</p>
36	<p><b>To receive the minutes of the Working Party to Review Expenditure &amp; Governance held on 30<sup>th</sup> March 2023</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the minutes of the Working Party to Review Expenditure &amp; Governance held on 30<sup>th</sup> March 2023 (unapproved) be noted.</p>
37	<p><b>To receive the minutes and recommendations of the Climate Change Working Party Meetings held on the 30<sup>th</sup> March 2023</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the minutes of the Climate Change Working Party Meetings held on the 30<sup>th</sup> March 2023 (unapproved) be noted.</p>
38	<p><b>To receive the minutes of the HQ Working Party Meetings held on the 24<sup>th</sup> March 2023</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the minutes of the HQ Working Party Meetings held on the 24<sup>th</sup> March 2023 (unapproved) be noted.</p>
39	<p><b>Monthly Financial Reports: March &amp; April 2023</b></p> <p><b>a) For Approval</b>  Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Tim Taylor  <b>SECONDED BY:</b> Councillor Robert Payne</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p>

Policy & Finance 190623	<p><b>.1 RESOLVED:</b> That the Schedule of Unapproved Expenditure for March &amp; April 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> <li>iii. Bank Interest Report</li> <li>iv. Schedule of Receipted Income</li> <li>v. Bad debt report</li> <li>vi. Overspend report</li> </ul> <p>A member enquired as to why the interest rate being received was low compared to the current national rate. The Deputy Town Clerk reported that investment accounts were being explored but there was an issue with setting accounts up.</p> <p>It was suggested that the overspend was the result of a number of factors, including but not limited to the current cost of living crisis, inflation, increased utility and staffing costs.</p> <p><b>.2 RESOLVED:</b> That reports 5b i – vi be noted.</p>
40	<p><b>To receive the Final Interim Audit Report for the year 2023-24</b></p> <p>The Audit report had been previously circulated.</p> <p>The Deputy Town Clerk reported that there were no major concerns, with a minor discrepancy due to a timing issue of financial reports being printed before the final payment run had completed. Overall it was felt that the accounts had been kept well.</p> <p>There were concerns raised by members regarding the level of general reserves being too low. The recommended level was three times the average monthly expenditure, however there was no statutory level to adhere to. Staffing cost increases had been budgeted at 2.5%, but following the local government pay award this was closer to 10%. Insurance and utility costs had also increased beyond budgeted amounts. The Deputy Town Clerk advised that there would be a need to have much tighter budget controls in place this year, with a need to work closely with each service.</p> <p><b>RESOLVED:</b> That the Final Interim Audit Report for the year 2023-24 be received.</p>
41	<p><b>Year End Accounts for the year ending 31/03/23</b></p> <p><b>RESOLVED:</b> That the Year End Accounts for the year ending 31/03/23 be approved.</p>
42	<p><b>As part of the Audit requirement members are requested to</b></p> <p>Members proceeded through the accounting statements line by line to agree the Town Council was fulfilling its responsibility.</p> <p><b>PROPOSED BY:</b> Councillor Robert Payne  <b>SECONDED BY:</b> Councillor Martin Williams</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To approve the Accounting Statements (AGAR – Annual return) by members as a</li> </ol>

2. To approve the Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)
3. That the Chairman sign and date as required (AGAR – Annual return)
4. To receive and note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return)

**42.1 Year end Position and effects on capital programme 23/24**

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

A Medium-Term Financial Plan was in place, having been adopted by the committee in February 2023. The Deputy Town Clerk had recognised at previous meetings that there would be a need to review reserves following an increase in capital projects. Castle Batch was now fully funded and nearing completion, with funds from General Reserves previously agreed to cover a funding shortfall. There was, however, a challenge with works due to take place at 32 Waterloo Street, for which the contract for works had already been awarded. There was a funding shortfall of £195,000, with £100,000 currently allocated for contingency. This was a result of the unprecedented year end position and increased costs having had to use a considerable amount of general reserves which had been identified to be used to support the project at Waterloo Street – this could no longer be the case.

The Deputy Town Clerk / RFO advised the committee that general reserve levels were now critically low and the council could not afford to have another year of such high expenditure especially as there was not a budgetary provision in 23/24 to replenish General reserves. The committee were advised that the situation meant that in order to proceed with project commitments already awarded to contractors, all revenue and capital expenditure would need to be reviewed. It was further advised that the council must be very cautious about when and how any future capital projects were undertaken (planned or unplanned) as the council's financial position was very tenuous at the current time.

Senior Management had reviewed budgets and reserves in order to find cost savings which were included in the report provided to identify potential savings for members consideration. If deemed appropriate these collectively could bring the funding shortfall down to £71,000.

Members were provided with four options to proceed:

- Exploring additional PWLB Loan
- Redirecting of CIL funding currently earmarked for the Quarry
- Grant funding opportunities
- Reducing building works scheme

Additional context was given to the options provided, including the prolonged length of time the PWLB loan process would take, and the fact that the building works scheme had already been reduced substantially, and any additional exclusions would not offer the total savings required.

A member enquired how much money had been put aside for The Quarry project. The Deputy Town clerk informed that £200k was assigned for this project. It was suggested that this should be repurposed at this point in time as the Quarry had not

actually come over to the Town Council yet and as such, a revised programme could be considered when this eventuality was needed.

Debate ensued. Members asked if the decision was required immediately, noting that this could be reviewed when the position of the contingency sums were clearer. Members were also reluctant to remove any funding from the Quarry. The Deputy Town Clerk and the councils appointed contract administrator advised that the contingency sums were required due to the unknown condition of the roof and tower and may be required in full. A member queried if there was £71,000 worth of savings within the contract, to which it was reiterated that a reduction in the scheme had already been carried out and this was not felt to be possible.

**PROPOSED BY:** Councillor Mark Canniford

**SECONDED BY:** Councillor Robert Payne

A vote was taken and **carried** (8For; 1Against; 1Abstention) Accordingly, it was

**RESOLVED:** To approve virements of monies from revenue budgets & EMR to the Capital Reserve budgets as per the report, summarised as follows:

<b>Revenue (previously approved for use by P &amp; F 10<sup>th</sup> April 2023)</b>	<b>Amount £'s</b>
Capital Provision in Revenue (For HQ)	£145,000
Environmental Budget (for Road Map to Zero improvements to Assets)	£50,000
PPM Provision (towards upgrades)	£42,829
Museum NNDR provision (not required)	£57,000
<b>EMR Provision – reallocation (recommended to Town Council for final approval)</b>	<b>Amount £'s</b>
EMR Provision for Plant Room (monies to be taken from revenue budget 23/24 instead)	£51,105
EMR Provision for Grit Bins (Monies no longer needed due to service change and ability to supply GRIT)	£3,735
EMR WIB Provision for planter at Weston Station (Planter now been provided by Wessex Water so no longer needed)	£5,000
EMR Community Projects – provision for upgrade of changing facilities at Waterpark (This will not be done in 23/24 so can be included in next years budget provision or EMRRP)	£7,200
<b>TOTAL</b>	<b>£124,040</b>

1. The remaining balance of £71,037 required for capital works at 32 Waterloo Street should be taken from the councils General Reserve balance, in the event that the contingency sums included in the tendered sum be fully required. (The project total was noted as £818,406 (awarded to contractor) which includes a total contingency of £100k). It was further noted that should future capital work projects (The Old Town Quarry) require funding that cannot be funded by CIL provisions or ability to gain grant funding the council would need to apply for a PWLB loan to facilitate this or

Policy & Finance 190623	<p>other future capital projects noting the depletion of general reserves at the current time.</p> <p>2. That the budget setting process for 2024/2025 would need to include robust monetary provisions to be put place to replenish General reserves to reflect requirements of the MTFP and recommended reserve levels, considering predicted financial positions at the end of 2023/2024.</p>
43	<p><b>To appoint fourth bank signatory as advised by Council on 18<sup>th</sup> May 2023</b></p> <p>The report of the Deputy Town Clerk / RFO had been previously circulated.</p> <p><b>PROPOSED BY:</b> Councillor Robert Payne  <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> To appoint Councillor Mark Canniford as the fourth bank signatory for the Council's bank mandates</p>
	<p><i>To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.</i></p>
44	<p><b>Procurement of various Town Council Contracts</b></p> <p>The tender analysis reports for the Town Councils professional services had been previously circulated.</p> <p>It was explained that for the majority of the contracts the recommendation followed the tender scoring, however, for two of the contracts the hourly rate had been taken into consideration as this would have a significant impact on council budgets.</p> <p>A member noted that it was disappointing to see a lack of local companies applying for these tender opportunities, and asked if it would be possible to go back out to tender.-It was explained that in order to go back out to tender, there would need to be a significant change in the tender specification.</p> <p><b>.1 Building, Mechanical &amp; Electrical Services Contract</b></p> <p><b>PROPOSED BY:</b> Councillor Gill Bute</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> John West Contractor Ltd to be appointed as the Building, Mechanical and Electrical services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.</p> <p><b>.2 Building Surveying Services</b></p>

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

**RESOLVED:** Currie & Brown to be appointed as the Building Surveying Services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

### **.3 Quantity Surveying Services**

**PROPOSED BY:** Councillor Martin Williams

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

**RESOLVED:** Currie and Brown to be appointed as the Quantity Surveying Services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

### **.4 Structural Engineering Services-**

**PROPOSED BY:** Councillor Martin Williams

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

**RESOLVED:** Clarkebond to be appointed as the Structural Engineering Services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

### **.5 Arboricultural and Environmental Services**

**PROPOSED BY:** Councillor Gill Bute

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

**RESOLVED:** Jack Pine Trees Ltd to be appointed as the Arboricultural and Environmental Consultant to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

### **.6 Insurance**

The report of the Deputy Town Clerk was previously circulated with the agenda.

A full procurement exercise had been carried out in order to have insurance cover in place by 1<sup>st</sup> July 2023, however only two companies expressed an interest in the contract. Both companies used the same underwriter and would be unable to quote against each other. With this in mind a tender extension was provided and an additional company was approached. In order to ensure the contract was awarded prior to the expiration of the current insurance cover, there was a need to delegate the decision to the Town Clerk.

A member suggested increasing the voluntary excess and allocating provisional funds in case there was a need to make a claim. 7

Policy &	Finance 190623 <b>PROPOSED BY:</b> Councillor Alan Peak  A vote was taken and <b>carried</b> . Accordingly, it was:  <b>RESOLVED:</b> Authorise for appointment to be made under standing order 29.3 by the Town Clerk in consultation with the Chair and Vice-Chair of the Policy and Finance Committee.
	There being no further business, the Chairman closed the meeting at 8.31 pm  Signed.....Dated..... Chairman of the Policy & Finance Committee

**WESTON-SUPER- MARE TOWN COUNCIL  
NOTES OF THE WORKING PARTY TO REVIEW  
EXPENDITURE AND GOVERNANCE  
HELD AT VIA ZOOM ON 13<sup>TH</sup> JULY 2023**

**Meeting Commenced:** 10:00 am

**Meeting Concluded:** 10.40 am

**PRESENT:** Councillors Peter Crew, Jemma Coles, Hugh Malyan, Robert Payne (Chairman), Alan Peak, Marcia Pepperall Richard Tucker and Charlie Williams (S).

**IN ATTENDANCE:** Fay Powell (Assistant Town Clerk – Operational Services ATC ), Samantha Bishop (Committee and Office Manager - COM) and Molly Maher ( Senior Development Officer - SDO).

<b>1.</b>	<p><b>Election of Chairman</b></p> <p>Nominations for the position of Chairman were invited.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Jemma Coles</p> <p><b>RESOLVED:</b> That Councillor Robert Payne be elected Chairman of the Working Party for the year 2023-24.</p> <p>Councillor Robert Payne took his place as Chairman of the meeting.</p>
	<p><b>Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received by Councillor Catherine Gibbons who was substituted by Councillor Charlie Williams.</p> <p>It was noted that Councillor Roger Bailey was absent from the meeting.</p>
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
	<p><b>Election of Vice Chairman</b></p> <p>Nominations for the position of Vice Chairman were invited.</p> <p><b>PROPOSED BY:</b> Councillor Robert Payne <b>SECONDED BY:</b> Councillor Marcia Pepperall</p> <p><b>RESOLVED:</b> That Councillor Peter Crew be elected Vice Chairman of the Working Party for the year 2023/24.</p>

<p>3.</p>	<p><b>To agree the accuracy of the minutes of the previous meeting held on the January 2023</b> <span style="float: right;"><b>19<sup>TH</sup></b></span></p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Robert Payne</p> <p><b>RECOMMEDED:</b> That the minutes be approved and signed by the Chairman.</p>
	<p><b>To note the Committee Terms of Reference</b></p> <p>The Working party's terms of reference had been previously circulated.</p> <p><b>RECOMMEDED:</b> That the Terms of Reference for the Expenditure &amp; Governance Working Party be noted.</p>
<p>4.</p>	<p><b>To receive notes of the Health &amp; Safety meetings held in March, April, May &amp; June 2023</b></p> <p>The notes and been previously circulated.</p> <p><b>RESOLVED:</b> That the notes of the Health &amp; Safety meetings held in March, April, May &amp; June 2023 be received.</p>
<p>5.</p>	<p><b>References from other Committees:</b></p> <p><b>.1 Community Services committee 03.07.23 - Somewhere to Go Funding</b></p> <p>Members were requested to approve the release of this year's funding (first instalment of £25k) for Somewhere to Go, subject to satisfactory receipt of further information and to consider and review the budget position for 2024/2025 as recommended by the Town Clerk.</p> <p>A breakdown of expenditure, received by Somewhere To Go was circulated at meeting.</p> <p>The Chairman requested analysis against the council's set KPI's to which it was confirmed that this had not been received.</p> <p>Members were disappointed and the lack of information and the ATC reported that obtaining information from them had been difficult.</p> <p>It was noted that a treasurer had been recently appointed and so it was hoped that the right level of statistical information would be received.</p> <p><b>RECOMMENDED:</b> That the request by deferred until the right level of statistical information would be received.</p>

**.2 Heritage Arts and Culture committee 29.06.23 – Blakehay Theatre**

Members were requested to undertake a business model review of the Theatre to include financial performance.

The SDO reported that due to lack of time the HACCC requested that the E&G WP undertake this review.

It was noted that in discussion with the Chairman of the HACCC the business model of the theatre and opening times needed a full review as members were growing increasingly concerned about the subsidy costs.

Members agreed and were concerned about the Theatre's use and opening times.

The ATC informed that the Theatre Manager was the only full-time member of staff employed at there and that she was producing a report, drilling down on these aspects for members.

**PROPOSED BY:** Councillor Peter Crew

**SECONDEDED BY:** Councillor Robert Payne

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

**RECOMMENDED:** That a Working Group consisting of Councillors Hugh Malyan, Jemma Coles, Peter Crew, Marcia Pepperall, Deputy Town Clerk, Assistant Town Clerk and Theatre Manager meet at **11am on 3<sup>rd</sup> August 2023 at the Blakehay** to undertake a business model review of the Theatre to include financial performance.

**6. Update on streamlining of committees and meeting cycles**

The ATC informed that the Town Clerk had provided some information to which she advised members.

He had consulted with the SLCC on the subject of streamlining of committees and meeting cycles in comparable sized councils (a population of 50k + and £1million budget). 8 parish councils responded, the most comparable in size being Seven Oaks Town Council and they met more regularly as a full council with few committee meetings.

Members had requested to delay any changes of streamlining committees and meeting cycles in order for new members to experience the current system and give all members more time to review. It was felt that any changes could wait until May 2024 to

	<p>come into force.</p> <p>The CMO reminded members of the Policy &amp; Finance Committee 's resolution on 17<sup>th</sup> April that:</p> <p><i>That the proposal for streamlining committees and meeting cycles be referred for consideration by the new Council administration post elections (Town Council July 2023).</i></p> <p>For reasons of formality, the item would be on the Town Council agenda but could include the working party's recommendations to delay.</p> <p><b>PROPOSED BY:</b> Councillor Crew  <b>SECONDEDED BY:</b> Councillor Payne</p> <p>A vote was taken and <b>carried</b>, and accordingly it was:</p> <p><b>RECOMMENDED:</b> To recommend to Full Council that a r eview of streamlining committees and meeting cycles be delayed in order for new members to experience the current system and give all members more time to review before the Annual Council meeting on 16<sup>th</sup> May 2024.</p>
<p>7.</p>	<p><b>To receive the Strategy Review for the year 2022 / 2023</b></p> <p>The r eports outlining changes to be made to the Strategy had been previously circulated.</p> <p>The SDO highlighted the changes which were 3 additions and 1 deletion in line with the council's recommendations and resolutions to date.</p> <p><b>RECOMMENDED:</b> To approve and accept the changes as outlined in the report.</p>
<p>8.</p>	<p><b>External Audit requirement 2022/2023</b></p> <p>Members were requested t o formally confirm there was no conflict of interest with the newly appointed External Auditor (form attached).</p>

It was advised that this was a formality to confirm.

**RECOMMENDED:** To formally confirm there was no conflict of interest with the newly appointed External Auditor and for the necessary paperwork to be signed.

**Internal Audit Procurement**

The report of the report of the Deputy Town Clerk had been previously circulated , which outlined recommendations for consideration.

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor Robert Payne

**RECOMMENDED:**

1. Recommend the extension of the current Internal Audit to complete the year 's internal audit and year end requirements for 2023 /2024.
2. Work with Deputy Town Clerk / RFO to review and produce a programme of works to be included in the procurement of new services during 2023/2024 for commencement in 2024/2025.
3. To note that the effectiveness, independence and program for the year 2023 / 2024 will be taken to Policy & Finance Committee for final approval subject to the recommendation from E & G accordingly.

**9. Future Areas to be considered by the Working Party**

- Communications Plan and review of procedures
- Annual review of the Risk Register 2023/2024

*10.39am Councillor Roger Bailey joined entered the meeting and it was noted that he had thought the meeting was to begin at 11am. The COM apologised for the confusion.*

There being no further business, the Chairman closed the meeting at 10.40 am

Signed.....Dated.....  
Chairman

--	--

**WESTON SUPER MARE TOWN COUNCIL  
MINUTES OF THE HQ WORKING PARTY HELD AT WESTON  
MUSEUM FRIDAY 28<sup>th</sup> JULY 2023**

**Meeting Commenced:** 3:03pm

**Meeting Concluded:** 4:17pm

**PRESENT:** Councillors John Crockford-Hawley (Chairman), Peter Crew, Charles Williams and Catherine Gibbons.

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), 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).

<b>No.</b>	<b>Item</b>
<b>1</b>	<b>Apologies for Absence</b>  Apologies for absence were received from Councillors Alan Peak and Robert Payne.
<b>2</b>	<b>Declarations of Interest</b>  No declarations of interest were received.
<b>3</b>	<b>Approval of the notes of the meeting on 29<sup>th</sup> June 2023</b>  <b>RESOLVED:</b> That the notes of the previous meeting be agreed as correct by the working party.
<b>4</b>	<b>Contract updates</b>  <b>4.1 Project progress update</b>  <b>Roof</b> John West were onsite, the scaffolding was up and works had commenced. A meeting had taken place with the Structural Engineer, Stone Masons, Roofer and John West to look at the condition of the tower and the roof. This had given information which would impact on the use of the contingency values. The degrading of the stone was as bad as expected, resulting in the need to take down both gable walls. It was estimated that when rebuilding, 80% of the stone would need to be new. A protective stone wash would be used on the building to give it a protective coat, and it was hoped this would extend the life of the stone 10-15 years.  <i>Assistant Town Clerk – Operational Services entered the meeting at 3:06pm.</i>  Loose stonework would be removed. Previous repairs were made with cement mortar, with evidence that the stone below the mortar is eroding. The whole building had been hammered, which had allowed for microfractures in the stone which was letting water in. It had been identified that there would be a natural breakpoint with work at the lower levels which could be done at a

	<p>later date should the budget not prove sufficient. Steve would obtain costs and bring them back to members in order to make an informed decision. Whilst the contingency sums had allowed for both gable walls to be taken down and rebuild, the estimated replacement of the stone was only 30%, with the stone in much worse condition than expected. There would also be a need to replace walls tiles. The level of works identified would require Listed Building Consent as new stone and ties would be used. Steve would contact the Conversation Officer in order to notify her of this and the urgent nature of the works.</p> <p>There had been an alarm call out for the scaffold, to which it was suggested to include more signage identifying the alarm.</p> <p><b>Internal Works</b></p> <p>A condition of the planning permission required that when overlaying the tiles in the lobby, the conservation officer be present. Following discussion with the conversation officer, it was agreed this could be dealt with by images and over email.</p> <p><b>Heating and ventilation</b></p> <p>In order to achieve a cost saving, it was suggested that where existing ventilation units still had useable life, they could be retained, replacing only those that were broken. It was estimated that these existing units had 5-10 years life. The Deputy Town Clerk reiterate the climate change commitment, noting that the mechanical and electrical installation should be as sustainable as possible.</p> <p><b>Electrical</b></p> <p>It was explained that the electrical subcontractor disagreed with the electrical design and had suggested changes to the scheme. It was felt that not all of these changes were sensible. It had been indicated by the electrical subcontractor that the changes were cost neutral, but it was felt that the materials and labour were a much cheaper option so there was confusion why this saving would not be passed on to the Town Council. This could indicate that the current scheme could not be achieved within budget, but it was felt honesty would be best in this case. Any change in subcontractor would have to be dealt with by John West, but could result in programme delays and extension. Steve was waiting to hear back from the sbubcontractor to confirm their proposal and rationale. Steve would report back at a future meeting with this information. Any project delays would have a cost implication, including site manager and set up costs, officer time and professional services time. There would be a couyple of weeks grace, with the internal works programme four weeks shorter than the external works programme.</p> <p><b>4.2 Planning permissions</b></p> <p>Members were informed that a decision for the Solar Panels planning permission had been delayed due to the site notice going missing. This notice had been replaced.</p>
<b>5</b>	<b>Other project considerations:</b>

	<p><b>5.1 Clock for Chamber</b>  The Chairman had spoken with Jeremy Rossiter regarding the clock from the Mercury. Rossiters are happy to have the clock put back in 32 Waterloo Street, and pay to have it restored. They were happy to donate it on a long term loan, with the caveat that should the Town Council ever sell the building, the clock be returned to them. It was felt it might be a good idea to have a plaque commemorating the donation. It was suggested that the funds from the previous Mayor could be earmarked for long term maintenance. It was also suggested that Rossiters could be approached to restore the clock currently in the Mayors Parlour.</p> <p><b>5.2 Rosie Smith</b>  Gone back to NSC. Waiting to understand if we can use the tiles.</p> <p>Need to understand due to insurance. Will not insure 3<sup>rd</sup> party items.</p> <p>Not an awful lot of useable walls. Need confirmation on all of the above before we can agree.</p> <p>JCH could store them in his garage.  NSC to sotre? JCH to follow up.</p> <p>Will need to consider art placement in last couple of weeks before we hand them over. Place them in the toilet?</p>
<p><b>6</b></p>	<p><b>Local Studies Project update</b></p> <p>Need to handle carefully. Keep getting requests for storage. E.g. acheological society. cannot guarantee being able to take anything. need to get project defined. Issue with weight of records.</p> <p>Start working group -end of summer- start defining what it looks like, and the objective. Cannot become a repository. Sensible to explore digitisation. Could offer a grant scheme for digitised records. arrange meeting for end of august.</p> <p>Molly explained report</p> <p>Volunteers in to complete one set of papers.</p> <p>Need to be considerate of what the preference would be for duplicate records. would digital be the preference, decision of smaller group.</p>
<p><b>7</b></p>	<p><b>To decide areas for consideration at next meeting agenda</b></p> <p>A1 documenting the build.</p> <p>Rprogress report to full town council as an agenda item</p>
<p><b>8</b></p>	<p><b>To note future meeting dates:</b></p>

	<p>Switch to a Friday 2pm dates 1+ as long as no clashes. Move to grove house.</p> <p>01/09/2023 29/09/2023 27/10/2023 01/12/2023 05/01/2024 <i>(26 week programme currently takes us to last week of December)</i> 02/02/2024 01/03/2024 29/03/2024</p>
	<p>There being no further business the meeting ended at 4.17pm.</p> <p><b>Signed</b>..... <b>Dated</b>.....</p>





## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## 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>							
4000 Staffing Costs	29,467	86,875	386,251	299,376		299,376	22.5%
4006 Moorepay/IT payroll HR softwar	125	125	3,087	2,962		2,962	4.0%
4007 Personnel Consultants	355	710	4,415	3,705		3,705	16.1%
4008 CRB Checks/staff services	0	0	1,000	1,000		1,000	0.0%
4009 Health & Safety Consultant	407	698	3,500	2,802		2,802	20.0%
4012 Travel & Subsistence Expenses	0	0	250	250		250	0.0%
4013 Training	0	410	5,000	4,590		4,590	8.2%
4019 Website Costs-TC	0	0	650	650		650	0.0%
4030 Equipment Purchase	7	49	500	451		451	9.7%
4031 Equipment - Rental	734	2,098	8,456	6,358		6,358	24.8%
4034 Equipment Repairs	0	0	250	250		250	0.0%
4035 Telephone	506	1,534	5,879	4,345		4,345	26.1%
4036 Stationery	249	535	1,750	1,215		1,215	30.6%
4038 Recruitment / Advertising	0	0	3,000	3,000		3,000	0.0%
4040 Audit & Accountancy	480	1,130	6,000	4,870		4,870	18.8%
4041 Fees, Subs and Conferences	(2,193)	1,143	3,545	2,402		2,402	32.3%
4042 Postages	228	657	3,857	3,200		3,200	17.0%
4043 Ink Cartridges/printing	232	718	1,399	681		681	51.3%
4044 Insurance	0	3,069	13,363	10,294		10,294	23.0%
4049 Legal fees	295	1,360	2,000	640		640	68.0%
4107 IT Support & Upgrade	1,830	4,592	22,165	17,573		17,573	20.7%
4136 Credit Card Chgs	31	86	450	364		364	19.2%
4151 Catering	87	249	1,500	1,251		1,251	16.6%
4260 MHR People First Setup Costs	0	3,381	16,485	13,104		13,104	20.5%
6020 Allocation to Cost Centres	(32,840)	(109,420)	(123,690)	(14,270)		(14,270)	88.5%
Central Administration :- Indirect Expenditure	(0)	(0)	371,062	371,062	0	371,062	0.0%
Net Expenditure	0	0	(371,062)	(371,062)			
<u>103 Grove House</u>							
4102 NNDR	536	2,148	1,341	(807)		(807)	160.2%
4104 Utilities - Water	0	47	310	263		263	15.2%
4105 Utilities - Heat & Light	85	674	575	(99)		(99)	117.2%
4109 Alarm system	0	140	139	(1)		(1)	100.7%
4110 Cleaning	1,172	1,659	937	(722)		(722)	177.0%
4111 Window Cleaning	13	38	17	(21)		(21)	220.6%
4114 Refuse Removal	56	(72)	718	790		790	(10.0%)
Grove House :- Indirect Expenditure	1,862	4,633	4,037	(596)	0	(596)	114.8%
Net Expenditure	(1,862)	(4,633)	(4,037)	596			

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	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	161	867	675	(192)		(192)	128.4%
4104 Utilities - Water	23	66	624	558		558	10.6%
4105 Utilities - Heat & Light	37	854	656	(198)		(198)	130.1%
4109 Alarm system	0	33	15	(18)		(18)	216.7%
4110 Cleaning	459	743	762	19		19	97.5%
4111 Window Cleaning	13	38	21	(17)		(17)	178.6%
4132 Rent	833	2,083	1,250	(833)		(833)	166.7%
Grove Lodge :- Indirect Expenditure	1,526	4,684	4,012	(672)	0	(672)	116.7%
Net Expenditure	(1,526)	(4,684)	(4,012)	672			
<u>105 Community Services</u>							
4132 Rent	(417)	0	0	0		0	0.0%
4158 Weston in Bloom	318	1,718	12,000	10,282		10,282	14.3%
4200 Small grants to Voluntary Orgs	1,550	1,550	12,500	10,950		10,950	12.4%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	160	39,996	39,836		39,836	0.4%
4210 Weston Town Centre Co SLA	19,398	19,398	19,398	0		0	100.0%
4212 CCTV (NSC)	0	0	81,600	81,600		81,600	0.0%
4218 Flower Beds	150	250	5,000	4,750		4,750	5.0%
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	(86)	(86)	1,000	1,086		1,086	(8.6%)
4229 Armed Forces Celebrations	4,662	5,178	9,500	4,322		4,322	54.5%
4250 Community Events Grants	20,000	20,000	60,000	40,000		40,000	33.3%
4252 Crime & Disorder	0	9,403	50,000	40,598		40,598	18.8%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	2,490	7,340	8,160	820		820	90.0%
6005 Admin Overhead Recharge	576	2,197	2,292	95		95	95.9%
6009 HQ recharges	61	1,003	1,422	419		419	70.5%
6010 Grounds Salaries Recharge	4,078	13,373	15,075	1,702		1,702	88.7%
6015 Grounds Overhead Recharge	1,450	2,555	3,690	1,135		1,135	69.2%
6030 Operational Staffing Recharge	1,142	3,529	3,945	416		416	89.5%
6035 Operational Overhead Recharge	1,509	1,614	477	(1,137)		(1,137)	338.4%
Community Services :- Indirect Expenditure	56,882	89,182	410,055	320,873	0	320,873	21.7%
Net Expenditure	(56,882)	(89,182)	(410,055)	(320,873)			

	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	2,424	7,451	25,059	17,608		17,608	29.7%
4036 Stationery	0	11	200	189		189	5.5%
4044 Insurance	0	0	8,022	8,022		8,022	0.0%
4050 Printing	0	71	1,450	1,379		1,379	4.9%
4150 Chauffeur/travel costs	488	674	5,800	5,126		5,126	11.6%
4151 Catering	576	3,366	10,500	7,134		7,134	32.1%
4152 Civic Miscellaneous	519	2,309	3,994	1,685		1,685	57.8%
4153 Chairman's Allowance	0	0	4,496	4,496		4,496	0.0%
4154 Civic Regalia	61	61	2,700	2,639		2,639	2.3%
4163 Hildesheim Anniversary	765	1,715	0	(1,715)		(1,715)	0.0%
6000 Admin Salaries Recharge	4,231	12,473	13,866	1,393		1,393	90.0%
6005 Admin Overhead Recharge	979	3,734	3,894	160		160	95.9%
6009 HQ recharges	103	1,706	2,550	844		844	66.9%
6010 Grounds Salaries Recharge	1,047	3,432	3,867	435		435	88.8%
6015 Grounds Overhead Recharge	372	655	948	293		293	69.1%
6030 Operational Staffing Recharge	115	354	396	42		42	89.4%
6035 Operational Overhead Recharge	151	163	48	(115)		(115)	339.6%
Civic Support :- Indirect Expenditure	11,829	38,176	87,790	49,614	0	49,614	43.5%
Net Expenditure	(11,829)	(38,176)	(87,790)	(49,614)			
<u>108 Democratic Representation</u>							
1100 Miscellaneous Income	19	19	0	(19)			0.0%
Democratic Representation :- Income	19	19	0	(19)			
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	0	796	3,413	2,617		2,617	23.3%
4107 IT Support & Upgrade	0	332	1,958	1,626		1,626	16.9%
6000 Admin Salaries Recharge	8,492	25,032	27,828	2,796		2,796	90.0%
6005 Admin Overhead Recharge	1,966	7,496	7,818	322		322	95.9%
6009 HQ recharges	207	3,423	4,926	1,503		1,503	69.5%
6030 Operational Staffing Recharge	46	142	159	17		17	89.3%
6035 Operational Overhead Recharge	61	65	18	(47)		(47)	361.1%
Democratic Representation :- Indirect Expenditure	10,772	37,286	63,065	25,779	0	25,779	59.1%
Net Income over Expenditure	(10,753)	(37,267)	(63,065)	(25,798)			
<u>110 Other Costs &amp; Income</u>							
1100 Miscellaneous Income	0	8,853	0	(8,853)			0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1176 Precept	0	1,468,119	0	(1,468,119)			0.0%
1190 Bank Interest	1,749	5,027	6,000	973			83.8%
Other Costs & Income :- Income	1,749	1,481,999	6,000	(1,475,999)			24700.0
4051 Bank Charges	166	835	4,000	3,165		3,165	20.9%
4060 PWLB Interest repaid-Blakehay	0	2,067	4,611	2,544		2,544	44.8%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	4,295	8,986	4,691		4,691	47.8%
4069 PWLB Capital repaid-Water Pk	0	5,884	1,373	(4,511)		(4,511)	428.6%
4080 PWLB Capital HQ Loan	0	5,000	9,394	4,394		4,394	53.2%
4081 PWLB Interest HQ Loan	0	4,450	9,394	4,944		4,944	47.4%
Other Costs & Income :- Indirect Expenditure	166	28,531	49,758	21,227	0	21,227	57.3%
Net Income over Expenditure	1,583	1,453,467	(43,758)	(1,497,225)			
<u>111 Strategic Planning/Projects</u>							
4049 Legal fees	2,115	2,840	10,000	7,160		7,160	28.4%
4213 Development budget	18	557	1,000	443		443	55.7%
6000 Admin Salaries Recharge	2,599	7,661	8,517	856		856	89.9%
6005 Admin Overhead Recharge	602	2,295	2,391	96		96	96.0%
6009 HQ recharges	63	1,048	747	(301)		(301)	140.3%
6030 Operational Staffing Recharge	115	354	393	39		39	90.1%
6035 Operational Overhead Recharge	151	162	48	(114)		(114)	337.5%
Strategic Planning/Projects :- Indirect Expenditure	5,663	14,917	23,096	8,179	0	8,179	64.6%
Net Expenditure	(5,663)	(14,917)	(23,096)	(8,179)			
<u>112 Environmental</u>							
4076 Environmental / Climate	2,198	7,388	25,000	17,612		17,612	29.6%
6000 Admin Salaries Recharge	669	1,972	2,190	218		218	90.0%
6005 Admin Overhead Recharge	(3,294)	(2,858)	612	3,470		3,470	(467.0%)
6009 HQ recharges	16	269	627	358		358	42.9%
6030 Operational Staffing Recharge	228	705	789	84		84	89.4%
6035 Operational Overhead Recharge	302	322	96	(226)		(226)	335.4%
Environmental :- Indirect Expenditure	119	7,798	29,314	21,516	0	21,516	26.6%
Net Expenditure	(119)	(7,798)	(29,314)	(21,516)			
<u>113 Operational Services</u>							
4000 Staffing Costs	9,024	27,880	124,645	96,765		96,765	22.4%
4012 Travel & Subsistence Expenses	65	160	500	340		340	31.9%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Training	0	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	0	53	200	147		147	26.6%
4035 Telephone	26	79	268	189		189	29.3%
4041 Fees, Subs and Conferences	29	(269)	400	669		669	(67.3%)
4107 IT Support & Upgrade	0	727	4,684	3,957		3,957	15.5%
4151 Catering	31	31	500	469		469	6.2%
4253 Volunteer Events	0	150	750	600		600	20.0%
6020 Allocation to Cost Centres	(9,176)	(28,862)	(34,929)	(6,067)		(6,067)	82.6%
Operational Services :- Indirect Expenditure	(0)	(1)	104,790	104,791	0	104,791	0.0%
Net Expenditure	0	1	(104,790)	(104,791)			
<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	388	388	500	112		112	77.6%
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	388	388	15,500	15,112	0	15,112	2.5%
Net Income over Expenditure	(388)	(388)	(5,500)	(5,112)			
<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	611	611	15,594	14,983		14,983	3.9%
4104 Utilities - Water	89	261	1,000	739		739	26.1%
4105 Utilities - Heat & Light	0	0	7,500	7,500		7,500	0.0%
4109 Alarm system	0	0	1,320	1,320		1,320	0.0%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	18	54	384	330		330	14.1%

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## 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	2,362	2,362		2,362	0.0%
4171 Parking	0	10,950	9,500	(1,450)		(1,450)	115.3%
4213 Development budget	0	0	12,210	12,210		12,210	0.0%
6020 Allocation to Cost Centres	(718)	(11,876)	(19,080)	(7,204)		(7,204)	62.2%
HQ :- Indirect Expenditure	0	0	66,396	66,396	0	66,396	0.0%
Net Income over Expenditure	(0)	(0)	(61,396)	(61,396)			
<b>120 Blakehay Central Costs</b>							
1105 Blakehay Box office income	285	6,455	4,000	(2,455)			161.4%
Blakehay Central Costs :- Income	285	6,455	4,000	(2,455)			161.4%
4000 Staffing Costs	5,246	15,737	68,254	52,517		52,517	23.1%
4013 Training	0	0	1,050	1,050		1,050	0.0%
4014 P P E / Health & Safety	0	43	500	457		457	8.7%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	10	1,983	5,000	3,017		3,017	39.7%
4031 Equipment - Rental	22	22	139	117		117	15.8%
4034 Equipment Repairs	0	0	2,000	2,000		2,000	0.0%
4035 Telephone	134	403	1,344	941		941	30.0%
4036 Stationery	4	44	500	456		456	8.8%
4043 Ink Cartridges/printing	26	52	350	298		298	15.0%
4044 Insurance	0	0	10,363	10,363		10,363	0.0%
4102 NNDR	314	1,260	3,226	1,966		1,966	39.0%
4104 Utilities - Water	59	168	624	456		456	26.9%
4105 Utilities - Heat & Light	1,557	4,995	21,017	16,022		16,022	23.8%
4107 IT Support & Upgrade	18	1,267	3,500	2,233		2,233	36.2%
4109 Alarm system	0	0	641	641		641	0.0%
4110 Cleaning	1,658	4,950	19,766	14,816		14,816	25.0%
4111 Window Cleaning	0	75	308	233		233	24.4%
4114 Refuse Removal	165	63	2,029	1,966		1,966	3.1%
4131 Licenses	35	35	1,200	1,165		1,165	2.9%
4136 Credit Card Chgs	31	86	450	364		364	19.2%
6000 Admin Salaries Recharge	1,606	4,734	5,262	528		528	90.0%
6005 Admin Overhead Recharge	372	1,418	1,479	61		61	95.9%
6009 HQ recharges	32	528	849	321		321	62.2%
6010 Grounds Salaries Recharge	506	1,659	1,869	210		210	88.8%
6015 Grounds Overhead Recharge	180	317	459	142		142	69.1%
6030 Operational Staffing Recharge	1,281	3,959	4,425	466		466	89.5%
6035 Operational Overhead Recharge	1,692	1,810	534	(1,276)		(1,276)	339.0%
Blakehay Central Costs :- Indirect Expenditure	14,946	45,608	157,638	112,030	0	112,030	28.9%
Net Income over Expenditure	(14,661)	(39,153)	(153,638)	(114,485)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>121 Blakehay -Auditorium</u>							
1090 Bookings	0	7,667	38,089	30,422			20.1%
Blakehay -Auditorium :- Income	0	7,667	38,089	30,422			20.1%
4000 Staffing Costs	2,021	6,064	47,725	41,661		41,661	12.7%
4039 Advertising & Marketing	0	550	3,500	2,950		2,950	15.7%
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	2,021	6,614	52,225	45,611	0	45,611	12.7%
Net Income over Expenditure	(2,021)	1,053	(14,136)	(15,189)			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	(25)	175	660	485			26.5%
1090 Bookings	50	3,119	6,621	3,503			47.1%
Blakehay - Upper Studio :- Income	25	3,294	7,281	3,988			45.2%
4141 BH evening classes expenditure	0	125	551	426		426	22.7%
Blakehay - Upper Studio :- Indirect Expenditure	0	125	551	426	0	426	22.7%
Net Income over Expenditure	25	3,169	6,730	3,562			
<u>123 Blakehay Bar</u>							
1193 Blakehay Bar Events Hire	125	125	1,000	875			12.5%
1194 Bar Income	1,202	2,419	15,000	12,581			16.1%
Blakehay Bar :- Income	1,327	2,544	16,000	13,456			15.9%
4000 Staffing Costs	2,244	4,992	20,967	15,975		15,975	23.8%
4031 Equipment - Rental	44	132	528	396		396	25.0%
4405 Blakehay Bar Expenditure	434	1,640	7,000	5,360		5,360	23.4%
Blakehay Bar :- Indirect Expenditure	2,722	6,764	28,495	21,731	0	21,731	23.7%
Net Income over Expenditure	(1,396)	(4,220)	(12,495)	(8,275)			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	3,774	4,508	48,000	43,492			9.4%
Blakehay -Live Shows :- Income	3,774	4,508	48,000	43,492			9.4%
4016 Show costs	2,300	3,750	24,000	20,250		20,250	15.6%
4039 Advertising & Marketing	150	655	3,500	2,845		2,845	18.7%
Blakehay -Live Shows :- Indirect Expenditure	2,450	4,405	27,500	23,095	0	23,095	16.0%
Net Income over Expenditure	1,324	103	20,500	20,397			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>140 Museum Central Costs</b>							
1034 Grant funding	(57)	(597)	0	597			0.0%
1100 Miscellaneous Income	462	1,258	5,000	3,742			25.2%
<b>Museum Central Costs :- Income</b>	<b>405</b>	<b>661</b>	<b>5,000</b>	<b>4,339</b>			<b>13.2%</b>
4000 Staffing Costs	7,307	23,680	123,542	99,862		99,862	19.2%
4012 Travel & Subsistence Expenses	0	0	50	50		50	0.0%
4013 Training	614	1,223	3,806	2,583		2,583	32.1%
4014 P P E / Health & Safety	0	407	500	93		93	81.3%
4019 Website Costs-TC	0	0	350	350		350	0.0%
4030 Equipment Purchase	27	88	1,000	912		912	8.8%
4031 Equipment - Rental	22	66	403	337		337	16.4%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	267	803	2,950	2,147		2,147	27.2%
4036 Stationery	0	88	500	412		412	17.6%
4039 Advertising & Marketing	0	70	4,000	3,930		3,930	1.8%
4041 Fees, Subs and Conferences	9	203	100	(103)		(103)	203.3%
4044 Insurance	0	0	10,363	10,363		10,363	0.0%
4102 NNDR	0	1	213	212		212	0.5%
4104 Utilities - Water	149	154	257	103		103	60.1%
4105 Utilities - Heat & Light	56	2,713	12,953	10,240		10,240	20.9%
4107 IT Support & Upgrade	40	1,025	5,348	4,323		4,323	19.2%
4109 Alarm system	30	193	1,060	867		867	18.2%
4110 Cleaning	2,289	3,316	14,492	11,176		11,176	22.9%
4111 Window Cleaning	0	50	616	566		566	8.1%
4114 Refuse Removal	196	513	2,068	1,555		1,555	24.8%
4131 Licenses	330	330	1,907	1,577		1,577	17.3%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,341	3,952	4,395	443		443	89.9%
6005 Admin Overhead Recharge	310	1,183	1,233	50		50	95.9%
6009 HQ recharges	33	541	1,146	605		605	47.2%
6010 Grounds Salaries Recharge	837	2,745	3,096	351		351	88.7%
6015 Grounds Overhead Recharge	298	525	759	234		234	69.2%
6030 Operational Staffing Recharge	2,056	6,352	2,736	(3,616)		(3,616)	232.2%
6035 Operational Overhead Recharge	2,714	2,903	330	(2,573)		(2,573)	879.7%
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>18,925</b>	<b>53,124</b>	<b>273,433</b>	<b>220,309</b>	<b>0</b>	<b>220,309</b>	<b>19.4%</b>
<b>Net Income over Expenditure</b>	<b>(18,519)</b>	<b>(52,463)</b>	<b>(268,433)</b>	<b>(215,970)</b>			
<b>141 Museum Learning and Events</b>							
1006 Learning Income	739	3,758	11,653	7,896			32.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1008 Museum handling box hire	80	400	2,404	2,004			16.6%
Museum Learning and Events :- Income	819	4,158	14,057	9,900			29.6%
4000 Staffing Costs	2,884	8,894	36,849	27,955		27,955	24.1%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%
4020 Learning/Event education equip	98	164	1,200	1,036		1,036	13.6%
4030 Equipment Purchase	6	225	2,500	2,275		2,275	9.0%
Museum Learning and Events :- Indirect Expenditure	2,988	9,283	40,649	31,366	0	31,366	22.8%
Net Income over Expenditure	(2,169)	(5,125)	(26,592)	(21,467)			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	3,991	14,639	66,000	51,361			22.2%
1194 Bar Income	679	719	10,000	9,281			7.2%
1197 Function food income	(2,141)	1,863	0	(1,863)			0.0%
Museum Cafe :- Income	2,529	17,221	76,000	58,779			22.7%
4000 Staffing Costs	6,620	18,063	46,746	28,683		28,683	38.6%
4014 P P E / Health & Safety	38	38	1,500	1,462		1,462	2.6%
4030 Equipment Purchase	109	877	2,500	1,623		1,623	35.1%
4031 Equipment - Rental	187	539	1,980	1,441		1,441	27.2%
4110 Cleaning	0	(18)	1,000	1,018		1,018	(1.8%)
4114 Refuse Removal	0	61	2,280	2,219		2,219	2.7%
4406 Bar Stock	218	531	5,000	4,469		4,469	10.6%
4407 Museum cafe stock	1,386	6,820	16,500	9,680		9,680	41.3%
4511 Function food costs	841	720	0	(720)		(720)	0.0%
Museum Cafe :- Indirect Expenditure	9,399	27,631	77,506	49,875	0	49,875	35.7%
Net Income over Expenditure	(6,870)	(10,410)	(1,506)	8,904			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	1,433	4,892	13,500	8,608			36.2%
1009 Museum sale or return comm	0	740	1,500	760			49.4%
Museum shop/retail :- Income	1,433	5,632	15,000	9,368			37.5%
4030 Equipment Purchase	59	152	300	148		148	50.6%
4031 Equipment - Rental	13	39	156	117		117	25.0%
4136 Credit Card Chgs	31	86	450	364		364	19.2%
4408 Museum shop stock	1,449	5,766	8,250	2,484		2,484	69.9%
Museum shop/retail :- Indirect Expenditure	1,552	6,043	9,156	3,113	0	3,113	66.0%
Net Income over Expenditure	(118)	(411)	5,844	6,255			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	0	1,500	1,500			0.0%
1103 Other event misc income	287	1,438	6,000	4,562			24.0%
1104 Function Income	1,782	7,526	16,000	8,474			47.0%
<b>Museum Function :- Income</b>	<b>2,069</b>	<b>8,964</b>	<b>23,500</b>	<b>14,536</b>			<b>38.1%</b>
4000 Staffing Costs	0	(10)	18,361	18,371		18,371	(0.1%)
4030 Equipment Purchase	0	116	5,000	4,884		4,884	2.3%
4420 Function Expenditure (1104)	105	816	0	(816)		(816)	0.0%
<b>Museum Function :- Indirect Expenditure</b>	<b>105</b>	<b>923</b>	<b>23,361</b>	<b>22,438</b>	<b>0</b>	<b>22,438</b>	<b>3.9%</b>
<b>Net Income over Expenditure</b>	<b>1,964</b>	<b>8,041</b>	<b>139</b>	<b>(7,902)</b>			
<b>300 Planning</b>							
6000 Admin Salaries Recharge	1,126	3,318	3,690	372		372	89.9%
6005 Admin Overhead Recharge	261	994	1,035	41		41	96.0%
6009 HQ recharges	27	453	1,683	1,230		1,230	26.9%
<b>Planning :- Indirect Expenditure</b>	<b>1,414</b>	<b>4,765</b>	<b>6,408</b>	<b>1,643</b>	<b>0</b>	<b>1,643</b>	<b>74.4%</b>
<b>Net Expenditure</b>	<b>(1,414)</b>	<b>(4,765)</b>	<b>(6,408)</b>	<b>(1,643)</b>			
<b>400 Central Grounds Maintenance</b>							
4000 Staffing Costs	23,003	75,425	340,070	264,645		264,645	22.2%
4013 Training	645	645	6,887	6,242		6,242	9.4%
4014 P P E / Health & Safety	94	252	3,000	2,748		2,748	8.4%
4015 SLA Somerset	0	(2,980)	0	2,980		2,980	0.0%
4025 Vehicle Maintenance	1,714	3,369	5,550	2,181		2,181	60.7%
4026 Petrol / Diesel	823	1,728	9,585	7,857		7,857	18.0%
4030 Equipment Purchase	1,840	3,840	7,000	3,160		3,160	54.9%
4031 Equipment - Rental	1,395	4,060	16,960	12,900		12,900	23.9%
4034 Equipment Repairs	0	319	2,500	2,182		2,182	12.7%
4035 Telephone	618	1,842	2,153	311		311	85.5%
4041 Fees, Subs and Conferences	0	0	95	95		95	0.0%
4044 Insurance	59	483	8,004	7,521		7,521	6.0%
4107 IT Support & Upgrade	894	770	8,751	7,981		7,981	8.8%
4114 Refuse Removal	42	0	12,765	12,765		12,765	0.0%
4151 Catering	53	82	0	(82)		(82)	0.0%
6020 Allocation to Cost Centres	(31,181)	(89,833)	(105,831)	(15,998)		(15,998)	84.9%
<b>Central Grounds Maintenance :- Indirect Expenditure</b>	<b>(0)</b>	<b>0</b>	<b>317,489</b>	<b>317,489</b>	<b>0</b>	<b>317,489</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(0)</b>	<b>(317,489)</b>	<b>(317,489)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## 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	244	244	3,000	2,756	2,756	2,756	8.1%
4108 Building / Maintenance	(54)	(54)	1,444	1,498	1,498	1,498	(3.7%)
6000 Admin Salaries Recharge	133	392	435	43	43	43	90.1%
6005 Admin Overhead Recharge	31	118	123	5	5	5	95.9%
6009 HQ recharges	3	53	276	223	223	223	19.2%
6010 Grounds Salaries Recharge	1,463	4,797	5,406	609	609	609	88.7%
6015 Grounds Overhead Recharge	520	917	1,323	406	406	406	69.3%
6030 Operational Staffing Recharge	45	139	156	17	17	17	89.1%
6035 Operational Overhead Recharge	60	64	18	(46)	(46)	(46)	355.6%
Allotments :- Indirect Expenditure	2,446	6,671	12,181	5,510	0	5,510	54.8%
Net Income over Expenditure	(2,446)	(6,671)	(11,781)	(5,110)			
<b>420 Milton Road Cemetery</b>							
1010 Interments	0	8,010	49,500	41,490			16.2%
1011 Memorials	400	1,253	5,804	4,551			21.6%
1100 Miscellaneous Income	142	1,778	2,721	943			65.3%
Milton Road Cemetery :- Income	542	11,041	58,025	46,984			19.0%
4034 Equipment Repairs	0	0	2,000	2,000	2,000	2,000	0.0%
4054 Grave Digging	1,523	2,876	10,000	7,124	7,124	7,124	28.8%
4055 Memorials	0	190	7,000	6,810	6,810	6,810	2.7%
4102 NNDR	0	0	3,636	3,636	3,636	3,636	0.0%
4104 Utilities - Water	362	386	1,813	1,427	1,427	1,427	21.3%
4105 Utilities - Heat & Light	16	49	168	119	119	119	29.3%
4109 Alarm system	0	0	310	310	310	310	0.0%
4110 Cleaning	0	79	2,000	1,921	1,921	1,921	3.9%
6000 Admin Salaries Recharge	1,473	4,342	4,827	485	485	485	90.0%
6005 Admin Overhead Recharge	341	1,300	1,356	56	56	56	95.9%
6009 HQ recharges	36	594	642	48	48	48	92.5%
6010 Grounds Salaries Recharge	7,633	25,027	28,209	3,182	3,182	3,182	88.7%
6015 Grounds Overhead Recharge	2,713	4,781	6,906	2,125	2,125	2,125	69.2%
6030 Operational Staffing Recharge	343	1,060	5,547	4,487	4,487	4,487	19.1%
6035 Operational Overhead Recharge	453	485	594	109	109	109	81.6%
Milton Road Cemetery :- Indirect Expenditure	14,893	41,169	75,008	33,839	0	33,839	54.9%
Net Income over Expenditure	(14,351)	(30,128)	(16,983)	13,145			

	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	295	869	966	97		97	90.0%
6005 Admin Overhead Recharge	68	259	270	11		11	95.9%
6009 HQ recharges	7	118	870	752		752	13.6%
Youth Activities :- Indirect Expenditure	<u>370</u>	<u>1,246</u>	<u>80,219</u>	<u>78,973</u>	<u>0</u>	<u>78,973</u>	<u>1.6%</u>
Net Expenditure	<u>(370)</u>	<u>(1,246)</u>	<u>(80,219)</u>	<u>(78,973)</u>			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	2,072	4,464	14,538	10,074			30.7%
Street Furniture :- Income	<u>2,072</u>	<u>4,464</u>	<u>14,538</u>	<u>10,074</u>			<u>30.7%</u>
4105 Utilities - Heat & Light	374	671	1,400	729		729	47.9%
4115 Dogbin purchase	0	0	780	780		780	0.0%
4116 Dogbin Emptying	1,694	4,581	20,297	15,716		15,716	22.6%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	0	264	500	236		236	52.8%
4133 Bus Shelter - Repairs	0	0	500	500		500	0.0%
4157 Prince Wales Clock/welcome sig	39	116	550	434		434	21.2%
6000 Admin Salaries Recharge	857	2,528	2,811	283		283	89.9%
6005 Admin Overhead Recharge	198	757	789	32		32	95.9%
6009 HQ recharges	21	345	594	249		249	58.1%
6010 Grounds Salaries Recharge	2,195	7,196	8,112	916		916	88.7%
6015 Grounds Overhead Recharge	780	1,374	1,986	612		612	69.2%
6030 Operational Staffing Recharge	46	142	783	641		641	18.1%
6035 Operational Overhead Recharge	61	65	96	31		31	67.7%
Street Furniture :- Indirect Expenditure	<u>6,265</u>	<u>18,039</u>	<u>40,698</u>	<u>22,659</u>	<u>0</u>	<u>22,659</u>	<u>44.3%</u>
Net Income over Expenditure	<u>(4,193)</u>	<u>(13,575)</u>	<u>(26,160)</u>	<u>(12,585)</u>			
<b>470 Parks &amp; Play Areas</b>							
1076 Water Play Area Kiosk Income	0	1,925	7,000	5,075			27.5%
1077 Water Park Admissions	355	355	45,000	44,645			0.8%
Parks & Play Areas :- Income	<u>355</u>	<u>2,280</u>	<u>52,000</u>	<u>49,720</u>			<u>4.4%</u>
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	179	(376)	3,004	3,380		3,380	(12.5%)
4105 Utilities - Heat & Light	699	1,200	11,500	10,300		10,300	10.4%
4109 Alarm system	398	398	500	102		102	79.6%

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## 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	1,876	3,854	10,242	6,388		6,388	37.6%
4140 Recreation Grounds	0	0	86,725	86,725		86,725	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	78,542	78,542		78,542	0.0%
4301 Ashcombe Park Lower	622	709	708	(1)		(1)	100.1%
4302 Ashcombe Park Upper	622	709	708	(1)		(1)	100.1%
4303 Broadway Play	622	709	708	(1)		(1)	100.1%
4304 Broadway Skate Park	622	709	708	(1)		(1)	100.1%
4305 Byron Rec	622	709	708	(1)		(1)	100.1%
4306 Castle Batch Lower	1,902	6,489	6,488	(1)		(1)	100.0%
4307 Canberra Road	622	709	708	(1)		(1)	100.1%
4308 Clarence Park	622	709	708	(1)		(1)	100.1%
4309 Conniston Green	622	709	708	(1)		(1)	100.1%
4310 Ellenborough Park East	622	709	708	(1)		(1)	100.1%
4311 Grove Park	622	709	709	0		0	100.0%
4312 Hutton Moor Skate Park	838	1,034	1,034	(0)		(0)	100.0%
4313 Jubilee Park	622	709	710	1		1	99.8%
4314 Locking Castle (Maltlands)	622	709	710	1		1	99.8%
4315 Lynch Farm	622	709	709	0		0	100.0%
4316 Millennium Green	622	709	710	1		1	99.8%
4317 Uphill Junior Play Area	622	709	710	1		1	99.8%
4318 Uphill Toddler Play Area	622	709	710	1		1	99.8%
4319 Water Adventure Play Park	60,184	60,467	60,467	0		0	100.0%
4320 Worle Recreation Ground	622	709	710	1		1	99.8%
4321 Wyvern Close	623	709	710	1		1	99.9%
4322 Ellenborough Park West	622	709	709	0		0	100.0%
6000 Admin Salaries Recharge	990	2,918	3,246	328		328	89.9%
6005 Admin Overhead Recharge	229	874	912	38		38	95.8%
6009 HQ recharges	24	400	921	521		521	43.4%
6010 Grounds Salaries Recharge	4,704	15,424	17,385	1,961		1,961	88.7%
6015 Grounds Overhead Recharge	1,673	2,947	4,257	1,310		1,310	69.2%
6030 Operational Staffing Recharge	457	1,411	954	(457)		(457)	147.9%
6035 Operational Overhead Recharge	603	645	192	(453)		(453)	335.9%
<b>Parks &amp; Play Areas :- Indirect Expenditure</b>	<b>86,584</b>	<b>111,153</b>	<b>300,787</b>	<b>189,634</b>	<b>0</b>	<b>189,634</b>	<b>37.0%</b>
<b>Net Income over Expenditure</b>	<b>(86,229)</b>	<b>(108,873)</b>	<b>(248,787)</b>	<b>(139,914)</b>			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	46,980	46,980		46,980	0.0%
4232 Allotments PPM	85	85	85	(0)		(0)	100.3%
4233 Blakehay PPM	882	9,362	9,363	1		1	100.0%

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4234 Museum PPM	2,499	14,163	14,162	(1)		(1)	100.0%
4235 Cemetery PPM	245	404	405	1		1	99.9%
4236 Parks & play areas PPM	385	385	385	(0)		(0)	100.1%
4237 Grove House PPM	458	556	556	0		0	100.0%
4238 Grove Lodge PPM	152	602	601	(1)		(1)	100.1%
4239 Chapel/hut/toilets/shed PPM	85	85	85	(0)		(0)	100.3%
4240 Public toilets	85	205	205	0		0	99.8%
4242 HQ PPM	3,938	4,343	4,344	1		1	100.0%
6000 Admin Salaries Recharge	1,126	3,317	3,690	373		373	89.9%
6005 Admin Overhead Recharge	212	806	840	34		34	96.0%
6009 HQ recharges	35	574	729	155		155	78.7%
6010 Grounds Salaries Recharge	331	1,086	1,224	138		138	88.7%
6015 Grounds Overhead Recharge	118	207	297	90		90	69.7%
6030 Operational Staffing Recharge	294	909	1,017	108		108	89.4%
6035 Operational Overhead Recharge	389	415	123	(292)		(292)	337.4%
Planned maintenance :- Indirect Expenditure	11,320	37,505	85,091	47,586	0	47,586	44.1%
Net Expenditure	(11,320)	(37,505)	(85,091)	(47,586)			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	0	3,475	15,000	11,525			23.2%
Tourism Love Weston / Dest Mar :- Income	0	3,475	15,000	11,525			23.2%
4000 Staffing Costs	6,882	19,474	53,427	33,953		33,953	36.5%
4030 Equipment Purchase	34	34	64	30		30	52.9%
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	40	60	11,500	11,440		11,440	0.5%
4107 IT Support & Upgrade	0	455	1,003	548		548	45.3%
6000 Admin Salaries Recharge	913	2,693	2,994	301		301	89.9%
6005 Admin Overhead Recharge	261	994	1,032	38		38	96.3%
6009 HQ recharges	22	368	384	16		16	95.8%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	8,152	24,078	79,654	55,576	0	55,576	30.2%
Net Income over Expenditure	(8,152)	(20,603)	(64,654)	(44,051)			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	0	1,500	1,500			0.0%
1043 VIC Retail/Shop Income	3,833	3,991	3,000	(991)			133.0%
Tourism VIC costs :- Income	3,833	3,991	4,500	509			88.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	7,537	12,209	61,137	48,928		48,928	20.0%
4013 Training	0	0	1,865	1,865		1,865	0.0%
4014 P P E / Health & Safety	10	10	1,000	990		990	1.0%
4031 Equipment - Rental	23	68	1,000	932		932	6.8%
4034 Equipment Repairs	71	71	1,000	929		929	7.1%
4035 Telephone	142	425	792	367		367	53.7%
4036 Stationery	0	175	200	25		25	87.3%
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
4119 Notice Boards	12	12	1,500	1,488		1,488	0.8%
4136 Credit Card Chgs	31	86	450	364		364	19.2%
4151 Catering	0	18	75	57		57	24.2%
4225 VIC Stock	0	1,052	2,000	948		948	52.6%
6030 Operational Staffing Recharge	(9,024)	(3,295)	9,465	12,760		12,760	(34.8%)
6035 Operational Overhead Recharge	3,620	3,872	1,146	(2,726)		(2,726)	337.9%
Tourism VIC costs :- Indirect Expenditure	2,422	14,704	82,630	67,926	0	67,926	17.8%
Net Income over Expenditure	1,411	(10,713)	(78,130)	(67,417)			
<b>485 PublicToilets</b>							
4044 Insurance	0	0	9,640	9,640		9,640	0.0%
4104 Utilities - Water	139	318	2,200	1,882		1,882	14.5%
4105 Utilities - Heat & Light	484	1,233	3,550	2,317		2,317	34.7%
4110 Cleaning	3,000	9,000	36,000	27,000		27,000	25.0%
6000 Admin Salaries Recharge	1,126	3,318	3,687	369		369	90.0%
6005 Admin Overhead Recharge	261	994	1,032	38		38	96.3%
6009 HQ recharges	28	453	732	279		279	61.9%
6010 Grounds Salaries Recharge	209	686	774	88		88	88.6%
6015 Grounds Overhead Recharge	74	130	189	59		59	68.8%
6030 Operational Staffing Recharge	115	354	396	42		42	89.4%
6035 Operational Overhead Recharge	151	162	48	(114)		(114)	337.5%
PublicToilets :- Indirect Expenditure	5,587	16,648	58,248	41,600	0	41,600	28.6%
Net Expenditure	(5,587)	(16,648)	(58,248)	(41,600)			
Grand Totals:- Income	21,235	1,568,371	412,390	(1,155,981)			380.3%
Expenditure	283,766	662,091	3,057,802	2,395,711	0	2,395,711	21.7%
Net Income over Expenditure	(262,530)	906,280	(2,645,412)	(3,551,692)			
Movement to/(from) Gen Reserve	(262,530)	906,280					

	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	29,229	57,408	386,251	328,843		328,843	14.9%
4006 Moorepay/IT payroll HR softwar	0	0	3,087	3,087		3,087	0.0%
4007 Personnel Consultants	355	355	4,415	4,060		4,060	8.0%
4008 CRB Checks/staff services	0	0	1,000	1,000		1,000	0.0%
4009 Health & Safety Consultant	292	292	3,500	3,208		3,208	8.3%
4012 Travel & Subsistence Expenses	0	0	250	250		250	0.0%
4013 Training	0	410	5,000	4,590		4,590	8.2%
4019 Website Costs-TC	0	0	650	650		650	0.0%
4030 Equipment Purchase	0	41	500	459		459	8.2%
4031 Equipment - Rental	630	1,365	8,456	7,091		7,091	16.1%
4034 Equipment Repairs	0	0	250	250		250	0.0%
4035 Telephone	574	1,028	5,879	4,851		4,851	17.5%
4036 Stationery	0	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	650	650	6,000	5,350		5,350	10.8%
4041 Fees, Subs and Conferences	3,129	3,336	3,545	209		209	94.1%
4042 Postages	217	429	3,857	3,428		3,428	11.1%
4043 Ink Cartridges/printing	343	486	1,399	913		913	34.7%
4044 Insurance	2,174	3,069	13,363	10,294		10,294	23.0%
4049 Legal fees	35	1,065	2,000	935		935	53.2%
4107 IT Support & Upgrade	1,007	2,762	22,165	19,403		19,403	12.5%
4110 Cleaning	(16)	0	0	0		0	0.0%
4136 Credit Card Chgs	27	56	450	394		394	12.3%
4151 Catering	30	162	1,500	1,338		1,338	10.8%
4260 MHR People First Setup Costs	3,381	3,381	16,485	13,104		13,104	20.5%
6020 Allocation to Cost Centres	(42,057)	(76,580)	(82,460)	(5,880)		(5,880)	92.9%
Central Administration :- Indirect Expenditure	(0)	0	412,292	412,292	0	412,292	0.0%
Net Expenditure	0	(0)	(412,292)	(412,292)			
<u>103 Grove House</u>							
4102 NNDR	536	1,612	1,341	(271)		(271)	120.2%
4104 Utilities - Water	0	47	310	263		263	15.2%
4105 Utilities - Heat & Light	475	589	575	(14)		(14)	102.4%
4109 Alarm system	140	140	139	(1)		(1)	100.7%
4110 Cleaning	399	486	937	451		451	51.9%
4111 Window Cleaning	25	25	17	(8)		(8)	147.1%
4114 Refuse Removal	65	(128)	718	846		846	(17.8%)
Grove House :- Indirect Expenditure	1,640	2,772	4,037	1,265	0	1,265	68.7%
Net Expenditure	(1,640)	(2,772)	(4,037)	(1,265)			

	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	236	706	675	(31)		(31)	104.6%
4104 Utilities - Water	22	44	624	580		580	7.0%
4105 Utilities - Heat & Light	816	816	656	(160)		(160)	124.4%
4109 Alarm system	33	33	15	(18)		(18)	216.7%
4110 Cleaning	271	285	762	477		477	37.4%
4111 Window Cleaning	25	25	21	(4)		(4)	119.0%
4132 Rent	0	1,250	1,250	(0)		(0)	100.0%
Grove Lodge :- Indirect Expenditure	<u>1,403</u>	<u>3,158</u>	<u>4,012</u>	<u>854</u>	<u>0</u>	<u>854</u>	<u>78.7%</u>
Net Expenditure	<u>(1,403)</u>	<u>(3,158)</u>	<u>(4,012)</u>	<u>(854)</u>			
<u>105 Community Services</u>							
4132 Rent	417	417	0	(417)		(417)	0.0%
4158 Weston in Bloom	1,400	1,400	12,000	10,600		10,600	11.7%
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	36,160	160	39,996	39,836		39,836	0.4%
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	0	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	0	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	9,403	9,403	50,000	40,598		40,598	18.8%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	2,469	4,850	5,440	590		590	89.2%
6005 Admin Overhead Recharge	1,085	1,621	1,528	(93)		(93)	106.1%
6009 HQ recharges	872	942	948	6		6	99.4%
6010 Grounds Salaries Recharge	4,545	9,295	10,050	755		755	92.5%
6015 Grounds Overhead Recharge	944	1,105	2,460	1,355		1,355	44.9%
6030 Operational Staffing Recharge	1,189	2,387	2,630	243		243	90.8%
6035 Operational Overhead Recharge	96	105	318	213		213	33.0%
Community Services :- Indirect Expenditure	<u>58,580</u>	<u>32,300</u>	<u>398,368</u>	<u>366,068</u>	<u>0</u>	<u>366,068</u>	<u>8.1%</u>
Net Expenditure	<u>(58,580)</u>	<u>(32,300)</u>	<u>(398,368)</u>	<u>(366,068)</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	2,581	5,027	25,059	20,032		20,032	20.1%
4036 Stationery	11	11	200	189		189	5.5%
4044 Insurance	0	0	8,022	8,022		8,022	0.0%
4050 Printing	66	71	1,450	1,379		1,379	4.9%
4150 Chauffeur/travel costs	186	186	5,800	5,614		5,614	3.2%
4151 Catering	2,684	2,791	10,500	7,709		7,709	26.6%
4152 Civic Miscellaneous	837	1,791	3,994	2,203		2,203	44.8%
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%
4163 Hildesheim Anniversary	950	950	0	(950)		(950)	0.0%
6000 Admin Salaries Recharge	4,195	8,242	9,244	1,002		1,002	89.2%
6005 Admin Overhead Recharge	1,844	2,755	2,596	(159)		(159)	106.1%
6009 HQ recharges	1,483	1,603	1,700	97		97	94.3%
6010 Grounds Salaries Recharge	1,166	2,385	2,578	193		193	92.5%
6015 Grounds Overhead Recharge	242	283	632	349		349	44.8%
6030 Operational Staffing Recharge	119	239	264	25		25	90.5%
6035 Operational Overhead Recharge	10	12	32	20		20	37.5%
Civic Support :- Indirect Expenditure	<u>16,374</u>	<u>26,346</u>	<u>79,267</u>	<u>52,921</u>	<u>0</u>	<u>52,921</u>	<u>33.2%</u>
Net Expenditure	<u>(16,374)</u>	<u>(26,346)</u>	<u>(79,267)</u>	<u>(52,921)</u>			
<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	377	796	3,413	2,617		2,617	23.3%
4107 IT Support & Upgrade	166	332	1,958	1,626		1,626	16.9%
6000 Admin Salaries Recharge	8,419	16,540	18,552	2,012		2,012	89.2%
6005 Admin Overhead Recharge	3,702	5,530	5,212	(318)		(318)	106.1%
6009 HQ recharges	2,976	3,216	3,284	68		68	97.9%
6030 Operational Staffing Recharge	48	96	106	10		10	90.6%
6035 Operational Overhead Recharge	4	4	12	8		8	33.3%
Democratic Representation :- Indirect Expenditure	<u>15,691</u>	<u>26,514</u>	<u>49,482</u>	<u>22,968</u>	<u>0</u>	<u>22,968</u>	<u>53.6%</u>
Net Expenditure	<u>(15,691)</u>	<u>(26,514)</u>	<u>(49,482)</u>	<u>(22,968)</u>			
<u>110 Other Costs &amp; Income</u>							
1100 Miscellaneous Income	0	8,853	0	(8,853)			0.0%
1176 Precept	0	1,468,119	0	(1,468,119)			0.0%
1190 Bank Interest	1,631	3,278	6,000	2,722			54.6%
1191 CIL Received	(15,748)	0	0	0			0.0%
Other Costs & Income :- Income	<u>(14,117)</u>	<u>1,480,250</u>	<u>6,000</u>	<u>(1,474,250)</u>			<u>24670.8</u>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4051 Bank Charges	405	669	4,000	3,331		3,331	16.7%
4060 PWLB Interest repaid-Blakehay	0	2,067	4,611	2,544		2,544	44.8%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	4,295	8,986	4,691		4,691	47.8%
4069 PWLB Capital repaid-Water Pk	0	5,884	1,373	(4,511)		(4,511)	428.6%
4080 PWLB Capital HQ Loan	5,000	5,000	9,394	4,394		4,394	53.2%
4081 PWLB Interest HQ Loan	4,450	4,450	9,394	4,944		4,944	47.4%
Other Costs & Income :- Indirect Expenditure	9,855	28,366	49,758	21,392	0	21,392	57.0%
Net Income over Expenditure	(23,972)	1,451,884	(43,758)	(1,495,642)			
<b>111 Strategic Planning/Projects</b>							
4049 Legal fees	725	725	10,000	9,275		9,275	7.3%
4213 Development budget	382	539	1,000	461		461	53.9%
6000 Admin Salaries Recharge	2,577	5,062	5,678	616		616	89.2%
6005 Admin Overhead Recharge	1,133	1,693	1,594	(99)		(99)	106.2%
6009 HQ recharges	911	985	498	(487)		(487)	197.8%
6030 Operational Staffing Recharge	119	239	262	23		23	91.2%
6035 Operational Overhead Recharge	10	11	32	21		21	34.4%
Strategic Planning/Projects :- Indirect Expenditure	5,857	9,254	19,064	9,810	0	9,810	48.5%
Net Expenditure	(5,857)	(9,254)	(19,064)	(9,810)			
<b>112 Environmental</b>							
4076 Environmental / Climate	2,991	5,189	75,000	69,811		69,811	6.9%
6000 Admin Salaries Recharge	663	1,303	1,460	157		157	89.2%
6005 Admin Overhead Recharge	292	436	408	(28)		(28)	106.9%
6009 HQ recharges	234	253	418	165		165	60.5%
6030 Operational Staffing Recharge	238	477	526	49		49	90.7%
6035 Operational Overhead Recharge	18	20	64	44		44	31.3%
Environmental :- Indirect Expenditure	4,436	7,678	77,876	70,198	0	70,198	9.9%
Net Expenditure	(4,436)	(7,678)	(77,876)	(70,198)			
<b>113 Operational Services</b>							
4000 Staffing Costs	9,393	18,856	124,645	105,789		105,789	15.1%
4012 Travel & Subsistence Expenses	63	94	500	406		406	18.9%
4013 Training	0	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	48	53	200	147		147	26.6%
4035 Telephone	52	52	268	216		216	19.6%

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4041 Fees, Subs and Conferences	79	(298)	400	698		698	(74.5%)
4107 IT Support & Upgrade	365	727	4,684	3,957		3,957	15.5%
4151 Catering	0	0	500	500		500	0.0%
4253 Volunteer Events	150	150	750	600		600	20.0%
6020 Allocation to Cost Centres	(10,151)	(19,686)	(23,286)	(3,600)		(3,600)	84.5%
Operational Services :- Indirect Expenditure	(1)	(1)	116,433	116,434	0	116,434	0.0%
Net Expenditure	1	1	(116,433)	(116,434)			
<b>114 Old Town Quarry</b>							
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)			
<b>115 HQ</b>							
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	88	172	1,000	828		828	17.2%
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	36	36	384	348		348	9.4%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4171 Parking	10,200	10,950	9,500	(1,450)		(1,450)	115.3%
4213 Development budget	0	0	12,210	12,210		12,210	0.0%
6020 Allocation to Cost Centres	(10,325)	(11,158)	(12,720)	(1,562)		(1,562)	87.7%
HQ :- Indirect Expenditure	(1)	(0)	72,756	72,756	0	72,756	0.0%
Net Income over Expenditure	1	0	(67,756)	(67,756)			

	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	6,045	6,170	4,000	(2,170)			154.2%
Blakehay Central Costs :- Income	6,045	6,170	4,000	(2,170)			154.2%
4000 Staffing Costs	5,246	10,491	68,254	57,763	57,763		15.4%
4013 Training	0	0	1,050	1,050	1,050		0.0%
4014 P P E / Health & Safety	43	43	500	457	457		8.7%
4019 Website Costs-TC	0	0	500	500	500		0.0%
4030 Equipment Purchase	1,974	1,974	5,000	3,026	3,026		39.5%
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	269	1,344	1,075	1,075		20.0%
4036 Stationery	0	40	500	460	460		7.9%
4043 Ink Cartridges/printing	27	27	350	323	323		7.7%
4044 Insurance	0	0	10,363	10,363	10,363		0.0%
4102 NNDR	314	946	3,226	2,280	2,280		29.3%
4104 Utilities - Water	59	109	624	515	515		17.4%
4105 Utilities - Heat & Light	2,566	3,438	21,017	17,579	17,579		16.4%
4107 IT Support & Upgrade	175	1,249	3,500	2,251	2,251		35.7%
4109 Alarm system	0	0	641	641	641		0.0%
4110 Cleaning	1,606	3,292	19,766	16,474	16,474		16.7%
4111 Window Cleaning	75	75	308	233	233		24.4%
4114 Refuse Removal	180	(102)	2,029	2,131	2,131		(5.0%)
4131 Licenses	35	0	1,200	1,200	1,200		0.0%
4136 Credit Card Chgs	27	56	450	394	394		12.3%
6000 Admin Salaries Recharge	1,592	3,128	3,508	380	380		89.2%
6005 Admin Overhead Recharge	700	1,046	986	(60)	(60)		106.1%
6009 HQ recharges	459	496	566	70	70		87.6%
6010 Grounds Salaries Recharge	564	1,153	1,246	93	93		92.5%
6015 Grounds Overhead Recharge	117	137	306	169	169		44.8%
6030 Operational Staffing Recharge	1,334	2,678	2,950	272	272		90.8%
6035 Operational Overhead Recharge	108	118	356	238	238		33.1%
Blakehay Central Costs :- Indirect Expenditure	17,334	30,661	152,679	122,018	0	122,018	20.1%
Net Income over Expenditure	(11,289)	(24,491)	(148,679)	(124,188)			
<b>121 Blakehay -Auditorium</b>							
1090 Bookings	10,390	7,667	38,089	30,422			20.1%
Blakehay -Auditorium :- Income	10,390	7,667	38,089	30,422			20.1%
4000 Staffing Costs	2,021	4,043	47,725	43,683	43,683		8.5%
4039 Advertising & Marketing	550	550	3,500	2,950	2,950		15.7%

	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	2,571	4,593	52,225	47,633	0	47,633	8.8%
Net Income over Expenditure	7,818	3,075	(14,136)	(17,211)			
<b>122 Blakehay - Upper Studio</b>							
1014 BH evening classes income	75	200	660	460			30.3%
1090 Bookings	2,756	3,069	6,621	3,552			46.4%
Blakehay - Upper Studio :- Income	2,831	3,269	7,281	4,012			44.9%
4141 BH evening classes expenditure	125	125	551	426		426	22.7%
Blakehay - Upper Studio :- Indirect Expenditure	125	125	551	426	0	426	22.7%
Net Income over Expenditure	2,706	3,144	6,730	3,586			
<b>123 Blakehay Bar</b>							
1193 Blakehay Bar Events Hire	0	0	1,000	1,000			0.0%
1194 Bar Income	1,177	1,217	15,000	13,783			8.1%
Blakehay Bar :- Income	1,177	1,217	16,000	14,783			7.6%
4000 Staffing Costs	643	2,748	20,967	18,219		18,219	13.1%
4031 Equipment - Rental	44	88	528	440		440	16.7%
4405 Blakehay Bar Expenditure	1,029	1,206	7,000	5,794		5,794	17.2%
Blakehay Bar :- Indirect Expenditure	1,716	4,042	28,495	24,453	0	24,453	14.2%
Net Income over Expenditure	(539)	(2,824)	(12,495)	(9,671)			
<b>125 Blakehay -Live Shows</b>							
1106 Blakehay events income	178	734	48,000	47,266			1.5%
Blakehay -Live Shows :- Income	178	734	48,000	47,266			1.5%
4016 Show costs	550	1,450	24,000	22,550		22,550	6.0%
4039 Advertising & Marketing	0	505	3,500	2,995		2,995	14.4%
Blakehay -Live Shows :- Indirect Expenditure	550	1,955	27,500	25,545	0	25,545	7.1%
Net Income over Expenditure	(372)	(1,221)	20,500	21,721			
<b>140 Museum Central Costs</b>							
1034 Grant funding	0	(540)	0	540			0.0%
1100 Miscellaneous Income	607	796	5,000	4,204			15.9%
Museum Central Costs :- Income	607	256	5,000	4,744			5.1%
4000 Staffing Costs	8,105	16,373	123,542	107,169		107,169	13.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Travel & Subsistence Expenses	0	0	50	50		50	0.0%
4013 Training	0	609	3,806	3,197		3,197	16.0%
4014 P P E / Health & Safety	407	407	500	93		93	81.3%
4019 Website Costs-TC	0	0	350	350		350	0.0%
4030 Equipment Purchase	28	61	1,000	939		939	6.1%
4031 Equipment - Rental	22	44	403	359		359	10.9%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	223	536	2,950	2,414		2,414	18.2%
4036 Stationery	0	88	500	412		412	17.6%
4039 Advertising & Marketing	70	70	4,000	3,930		3,930	1.8%
4041 Fees, Subs and Conferences	81	194	100	(94)		(94)	194.2%
4044 Insurance	0	0	10,363	10,363		10,363	0.0%
4102 NNDR	1	1	57,213	57,212		57,212	0.0%
4104 Utilities - Water	5	5	257	252		252	2.1%
4105 Utilities - Heat & Light	2,658	2,658	12,953	10,295		10,295	20.5%
4107 IT Support & Upgrade	496	984	5,348	4,364		4,364	18.4%
4109 Alarm system	193	163	1,060	897		897	15.4%
4110 Cleaning	944	1,027	14,492	13,465		13,465	7.1%
4111 Window Cleaning	50	50	616	566		566	8.1%
4114 Refuse Removal	697	317	2,068	1,751		1,751	15.3%
4131 Licenses	35	0	1,907	1,907		1,907	0.0%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,329	2,611	2,930	319		319	89.1%
6005 Admin Overhead Recharge	584	873	822	(51)		(51)	106.2%
6009 HQ recharges	470	508	764	256		256	66.5%
6010 Grounds Salaries Recharge	933	1,908	2,064	156		156	92.4%
6015 Grounds Overhead Recharge	194	227	506	279		279	44.9%
6030 Operational Staffing Recharge	2,140	4,296	1,824	(2,472)		(2,472)	235.5%
6035 Operational Overhead Recharge	173	189	220	31		31	85.9%
Museum Central Costs :- Indirect Expenditure	19,835	34,200	325,868	291,668	0	291,668	10.5%
Net Income over Expenditure	(19,228)	(33,944)	(320,868)	(286,924)			
<b>141 Museum Learning and Events</b>							
1006 Learning Income	2,194	3,019	11,653	8,635			25.9%
1008 Museum handling box hire	160	320	2,404	2,084			13.3%
1103 Other event misc income	(145)	0	0	0			0.0%
Museum Learning and Events :- Income	2,209	3,339	14,057	10,719			23.7%
4000 Staffing Costs	3,022	6,009	36,849	30,840		30,840	16.3%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4020 Learning/Event education equip	0	66	1,200	1,134		1,134	5.5%
4030 Equipment Purchase	136	219	2,500	2,281		2,281	8.8%
Museum Learning and Events :- Indirect Expenditure	3,159	6,295	40,649	34,354	0	34,354	15.5%
Net Income over Expenditure	(950)	(2,956)	(26,592)	(23,636)			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	4,788	10,648	66,000	55,352			16.1%
1194 Bar Income	40	40	10,000	9,960			0.4%
1197 Function food income	3,654	4,004	0	(4,004)			0.0%
Museum Cafe :- Income	8,483	14,692	76,000	61,308			19.3%
4000 Staffing Costs	4,804	11,443	46,746	35,303		35,303	24.5%
4014 P P E / Health & Safety	0	0	1,500	1,500		1,500	0.0%
4030 Equipment Purchase	501	768	2,500	1,732		1,732	30.7%
4031 Equipment - Rental	187	352	1,980	1,628		1,628	17.8%
4110 Cleaning	0	(18)	1,000	1,018		1,018	(1.8%)
4114 Refuse Removal	0	61	2,280	2,219		2,219	2.7%
4406 Bar Stock	160	313	5,000	4,687		4,687	6.3%
4407 Museum cafe stock	3,200	5,434	16,500	11,066		11,066	32.9%
4511 Function food costs	0	(121)	0	121		121	0.0%
Museum Cafe :- Indirect Expenditure	8,852	18,232	77,506	59,274	0	59,274	23.5%
Net Income over Expenditure	(370)	(3,540)	(1,506)	2,034			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	1,334	3,458	13,500	10,042			25.6%
1009 Museum sale or return comm	740	740	1,500	760			49.4%
Museum shop/retail :- Income	2,074	4,199	15,000	10,801			28.0%
4030 Equipment Purchase	26	92	300	208		208	30.8%
4031 Equipment - Rental	13	26	156	130		130	16.7%
4136 Credit Card Chgs	27	56	450	394		394	12.3%
4408 Museum shop stock	2,173	4,317	8,250	3,933		3,933	52.3%
Museum shop/retail :- Indirect Expenditure	2,239	4,491	9,156	4,665	0	4,665	49.1%
Net Income over Expenditure	(165)	(293)	5,844	6,137			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	0	1,500	1,500			0.0%
1103 Other event misc income	100	1,151	6,000	4,849			19.2%

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1104 Function Income	4,262	5,744	16,000	10,256			35.9%
Museum Function :- Income	4,362	6,895	23,500	16,605			29.3%
4000 Staffing Costs	0	(10)	18,361	18,371		18,371	(0.1%)
4030 Equipment Purchase	0	116	5,000	4,884		4,884	2.3%
4420 Function Expenditure (1104)	320	711	0	(711)		(711)	0.0%
Museum Function :- Indirect Expenditure	320	818	23,361	22,543	0	22,543	3.5%
Net Income over Expenditure	4,042	6,078	139	(5,939)			
<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	1,116	2,192	2,460	268		268	89.1%
6005 Admin Overhead Recharge	491	733	690	(43)		(43)	106.2%
6009 HQ recharges	394	426	1,122	696		696	38.0%
Planning :- Indirect Expenditure	2,001	3,351	4,272	921	0	921	78.4%
Net Expenditure	(2,001)	(3,351)	(4,272)	(921)			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	25,633	52,422	340,070	287,648		287,648	15.4%
4013 Training	0	0	6,887	6,887		6,887	0.0%
4014 P P E / Health & Safety	74	158	3,000	2,842		2,842	5.3%
4015 SLA Somerset	0	(2,980)	0	2,980		2,980	0.0%
4025 Vehicle Maintenance	1,376	1,655	5,550	3,895		3,895	29.8%
4026 Petrol / Diesel	422	905	9,585	8,680		8,680	9.4%
4030 Equipment Purchase	18	2,000	7,000	5,000		5,000	28.6%
4031 Equipment - Rental	1,168	2,666	16,960	14,294		14,294	15.7%
4034 Equipment Repairs	319	319	2,500	2,182		2,182	12.7%
4035 Telephone	845	1,223	2,153	930		930	56.8%
4041 Fees, Subs and Conferences	0	0	95	95		95	0.0%
4044 Insurance	59	424	8,004	7,580		7,580	5.3%
4107 IT Support & Upgrade	975	(125)	8,751	8,876		8,876	(1.4%)
4114 Refuse Removal	42	(42)	12,765	12,807		12,807	(0.3%)
4151 Catering	28	28	0	(28)		(28)	0.0%
6020 Allocation to Cost Centres	(30,957)	(58,652)	(70,554)	(11,902)		(11,902)	83.1%
Central Grounds Maintenance :- Indirect Expenditure	1	1	352,766	352,765	0	352,765	0.0%
Net Expenditure	(1)	(1)	(352,766)	(352,765)			

	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	132	259	290	31		31	89.3%
6005 Admin Overhead Recharge	58	87	82	(5)		(5)	106.1%
6009 HQ recharges	46	50	184	134		134	27.2%
6010 Grounds Salaries Recharge	1,630	3,334	3,604	270		270	92.5%
6015 Grounds Overhead Recharge	339	397	882	485		485	45.0%
6030 Operational Staffing Recharge	47	94	104	10		10	90.4%
6035 Operational Overhead Recharge	4	4	12	8		8	33.3%
Allotments :- Indirect Expenditure	2,256	4,225	9,602	5,377	0	5,377	44.0%
Net Income over Expenditure	(2,256)	(4,225)	(9,202)	(4,977)			
<b>420 Milton Road Cemetery</b>							
1010 Interments	7,110	8,010	49,500	41,490			16.2%
1011 Memorials	550	853	5,804	4,951			14.7%
1100 Miscellaneous Income	1,390	1,636	2,721	1,085			60.1%
Milton Road Cemetery :- Income	9,050	10,499	58,025	47,526			18.1%
4034 Equipment Repairs	0	0	2,000	2,000		2,000	0.0%
4054 Grave Digging	403	1,353	10,000	8,647		8,647	13.5%
4055 Memorials	190	190	7,000	6,810		6,810	2.7%
4102 NNDR	0	0	3,636	3,636		3,636	0.0%
4104 Utilities - Water	23	23	1,813	1,790		1,790	1.3%
4105 Utilities - Heat & Light	16	33	168	135		135	19.8%
4109 Alarm system	0	0	310	310		310	0.0%
4110 Cleaning	0	79	2,000	1,921		1,921	3.9%
6000 Admin Salaries Recharge	1,460	2,869	3,218	349		349	89.2%
6005 Admin Overhead Recharge	642	959	904	(55)		(55)	106.1%
6009 HQ recharges	516	558	428	(130)		(130)	130.4%
6010 Grounds Salaries Recharge	8,505	17,394	18,806	1,412		1,412	92.5%
6015 Grounds Overhead Recharge	1,767	2,068	4,604	2,536		2,536	44.9%
6030 Operational Staffing Recharge	357	717	3,698	2,981		2,981	19.4%
6035 Operational Overhead Recharge	29	32	396	364		364	8.1%
Milton Road Cemetery :- Indirect Expenditure	13,909	26,276	58,981	32,706	0	32,706	44.5%
Net Income over Expenditure	(4,859)	(15,777)	(956)	14,821			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>451 Youth Activities</u>							
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	292	574	644	70		70	89.1%
6005 Admin Overhead Recharge	128	191	180	(11)		(11)	106.1%
6009 HQ recharges	103	111	580	469		469	19.1%
Youth Activities :- Indirect Expenditure	<u>523</u>	<u>876</u>	<u>79,517</u>	<u>78,641</u>	<u>0</u>	<u>78,641</u>	<u>1.1%</u>
Net Expenditure	<u>(523)</u>	<u>(876)</u>	<u>(79,517)</u>	<u>(78,641)</u>			
<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	1,196	2,392	14,538	12,146			16.5%
Street Furniture :- Income	<u>1,196</u>	<u>2,392</u>	<u>14,538</u>	<u>12,146</u>			<u>16.5%</u>
4105 Utilities - Heat & Light	297	297	1,400	1,103		1,103	21.2%
4115 Dogbin purchase	0	0	780	780		780	0.0%
4116 Dogbin Emptying	2,271	2,887	20,297	17,410		17,410	14.2%
4119 Notice Boards	0	0	1,500	1,500		1,500	0.0%
4120 Bus Shelter Cleaning / Graffit	132	264	500	236		236	52.8%
4133 Bus Shelter - Repairs	0	0	500	500		500	0.0%
4157 Prince Wales Clock/welcome sig	65	77	550	473		473	14.1%
6000 Admin Salaries Recharge	851	1,671	1,874	203		203	89.2%
6005 Admin Overhead Recharge	374	559	526	(33)		(33)	106.3%
6009 HQ recharges	300	324	396	72		72	81.8%
6010 Grounds Salaries Recharge	2,445	5,001	5,408	407		407	92.5%
6015 Grounds Overhead Recharge	508	594	1,324	730		730	44.9%
6030 Operational Staffing Recharge	48	96	522	426		426	18.4%
6035 Operational Overhead Recharge	4	4	64	60		60	6.3%
Street Furniture :- Indirect Expenditure	<u>7,295</u>	<u>11,774</u>	<u>35,641</u>	<u>23,867</u>	<u>0</u>	<u>23,867</u>	<u>33.0%</u>
Net Income over Expenditure	<u>(6,099)</u>	<u>(9,382)</u>	<u>(21,103)</u>	<u>(11,721)</u>			
<u>470 Parks &amp; Play Areas</u>							
1076 Water Play Area Kiosk Income	0	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>0</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	76	(555)	3,004	3,559		3,559	(18.5%)
4105 Utilities - Heat & Light	630	501	11,500	10,999		10,999	4.4%
4109 Alarm system	0	0	500	500		500	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4114 Refuse Removal	0	0	500	500		500	0.0%
4138 Water Play Area Rent	203	1,978	10,242	8,264		8,264	19.3%
4140 Recreation Grounds	0	0	86,725	86,725		86,725	0.0%
4300 Parks&Play Area EMRRP Holding	0	0	153,293	153,293		153,293	0.0%
4301 Ashcombe Park Lower	35	86	86	(0)		(0)	100.5%
4302 Ashcombe Park Upper	35	86	86	(0)		(0)	100.5%
4303 Broadway Play	35	86	86	(0)		(0)	100.5%
4304 Broadway Skate Park	35	86	86	(0)		(0)	100.5%
4305 Byron Rec	35	86	86	(0)		(0)	100.5%
4306 Castle Batch Lower	35	4,586	4,586	(0)		(0)	100.0%
4307 Canberra Road	35	86	86	(0)		(0)	100.5%
4308 Clarence Park	35	86	86	(0)		(0)	100.5%
4309 Conniston Green	35	86	86	(0)		(0)	100.5%
4310 Ellenborough Park East	35	86	86	(0)		(0)	100.5%
4311 Grove Park	35	86	86	(0)		(0)	100.5%
4312 Hutton Moor Skate Park	35	196	196	(0)		(0)	100.0%
4313 Jubilee Park	35	86	87	1		1	99.3%
4314 Locking Castle (Maltlands)	35	86	87	1		1	99.3%
4315 Lynch Farm	35	86	86	(0)		(0)	100.5%
4316 Millennium Green	35	86	87	1		1	99.3%
4317 Uphill Junior Play Area	35	86	87	1		1	99.3%
4318 Uphill Toddler Play Area	35	86	87	1		1	99.3%
4319 Water Adventure Play Park	155	283	283	0		0	99.9%
4320 Worle Recreation Ground	35	86	87	1		1	99.3%
4321 Wyvern Close	35	86	87	1		1	99.3%
4322 Ellenborough Park West	35	86	87	1		1	99.3%
6000 Admin Salaries Recharge	981	1,928	2,164	236		236	89.1%
6005 Admin Overhead Recharge	432	645	608	(37)		(37)	106.1%
6009 HQ recharges	348	376	614	238		238	61.2%
6010 Grounds Salaries Recharge	5,242	10,720	11,590	870		870	92.5%
6015 Grounds Overhead Recharge	1,089	1,274	2,838	1,564		1,564	44.9%
6030 Operational Staffing Recharge	475	954	636	(318)		(318)	150.0%
6035 Operational Overhead Recharge	38	42	128	86		86	32.8%
<b>Parks &amp; Play Areas :- Indirect Expenditure</b>	<b>10,404</b>	<b>24,569</b>	<b>291,498</b>	<b>266,929</b>	<b>0</b>	<b>266,929</b>	<b>8.4%</b>
<b>Net Income over Expenditure</b>	<b>(10,404)</b>	<b>(22,644)</b>	<b>(239,498)</b>	<b>(216,854)</b>			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	98,624	98,624		98,624	0.0%
4233 Blakehay PPM	181	8,481	8,481	0		0	100.0%
4234 Museum PPM	3,824	11,664	11,663	(1)		(1)	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4235 Cemetery PPM	0	160	160	0		0	99.9%
4237 Grove House PPM	0	98	98	(0)		(0)	100.3%
4238 Grove Lodge PPM	449	449	449	(0)		(0)	100.1%
4240 Public toilets	119	119	120	1		1	99.5%
4242 HQ PPM	405	405	405	0		0	100.0%
6000 Admin Salaries Recharge	1,115	2,191	2,460	269		269	89.1%
6005 Admin Overhead Recharge	397	594	560	(34)		(34)	106.1%
6009 HQ recharges	499	539	486	(53)		(53)	110.9%
6010 Grounds Salaries Recharge	370	755	816	61		61	92.5%
6015 Grounds Overhead Recharge	76	89	198	109		109	44.9%
6030 Operational Staffing Recharge	306	615	678	63		63	90.7%
6035 Operational Overhead Recharge	24	26	82	56		56	31.7%
Planned maintenance :- Indirect Expenditure	<u>7,766</u>	<u>26,185</u>	<u>125,280</u>	<u>99,095</u>	<u>0</u>	<u>99,095</u>	<u>20.9%</u>
Net Expenditure	<u>(7,766)</u>	<u>(26,185)</u>	<u>(125,280)</u>	<u>(99,095)</u>			
<u>481 Tourism Love Weston / Dest Mar</u>							
1040 VIC Advertising Income	860	3,475	15,000	11,525			23.2%
Tourism Love Weston / Dest Mar :- Income	<u>860</u>	<u>3,475</u>	<u>15,000</u>	<u>11,525</u>			<u>23.2%</u>
4000 Staffing Costs	5,553	12,593	53,427	40,834		40,834	23.6%
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	20	20	11,500	11,480		11,480	0.2%
4107 IT Support & Upgrade	231	455	1,003	548		548	45.3%
6000 Admin Salaries Recharge	906	1,780	1,996	216		216	89.2%
6005 Admin Overhead Recharge	491	733	688	(45)		(45)	106.5%
6009 HQ recharges	320	346	256	(90)		(90)	135.2%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	<u>7,521</u>	<u>15,926</u>	<u>78,184</u>	<u>62,258</u>	<u>0</u>	<u>62,258</u>	<u>20.4%</u>
Net Income over Expenditure	<u>(6,661)</u>	<u>(12,451)</u>	<u>(63,184)</u>	<u>(50,733)</u>			
<u>482 Tourism VIC costs</u>							
1040 VIC Advertising Income	0	0	1,500	1,500			0.0%
1043 VIC Retail/Shop Income	111	157	3,000	2,843			5.2%
Tourism VIC costs :- Income	<u>111</u>	<u>157</u>	<u>4,500</u>	<u>4,343</u>			<u>3.5%</u>
4000 Staffing Costs	4,673	4,673	61,137	56,464		56,464	7.6%
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%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4031 Equipment - Rental	22	44	1,000	956		956	4.4%
4034 Equipment Repairs	0	0	1,000	1,000		1,000	0.0%
4035 Telephone	217	284	792	508		508	35.8%
4036 Stationery	175	175	200	25		25	87.3%
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	27	56	450	394		394	12.3%
4151 Catering	18	18	75	57		57	24.2%
4225 VIC Stock	503	1,052	2,000	948		948	52.6%
6030 Operational Staffing Recharge	2,854	5,729	6,310	581		581	90.8%
6035 Operational Overhead Recharge	230	252	764	512		512	33.0%
Tourism VIC costs :- Indirect Expenditure	8,718	12,282	79,093	66,811	0	66,811	15.5%
Net Income over Expenditure	(8,607)	(12,125)	(74,593)	(62,468)			
<u>485 PublicToilets</u>							
4044 Insurance	0	0	9,640	9,640		9,640	0.0%
4104 Utilities - Water	165	179	2,200	2,021		2,021	8.1%
4105 Utilities - Heat & Light	709	749	3,550	2,801		2,801	21.1%
4110 Cleaning	6,000	6,000	36,000	30,000		30,000	16.7%
6000 Admin Salaries Recharge	1,116	2,192	2,458	266		266	89.2%
6005 Admin Overhead Recharge	491	733	688	(45)		(45)	106.5%
6009 HQ recharges	394	425	488	63		63	87.1%
6010 Grounds Salaries Recharge	233	477	516	39		39	92.4%
6015 Grounds Overhead Recharge	48	56	126	70		70	44.4%
6030 Operational Staffing Recharge	119	239	264	25		25	90.5%
6035 Operational Overhead Recharge	10	11	32	21		21	34.4%
PublicToilets :- Indirect Expenditure	9,285	11,062	55,962	44,900	0	44,900	19.8%
Net Expenditure	(9,285)	(11,062)	(55,962)	(44,900)			
<u>801 Earmarked Reserves</u>							
8001 EMR Armed forces affiliation	8,077	8,077	0	(8,077)		(8,077)	0.0%
8009 EMR Buy a block phase 2	0	(175)	0	175		175	0.0%
8025 Blakehay CRF Grant Award	2,130	2,130	0	(2,130)		(2,130)	0.0%
8026 Com Res - Food Proj / Climate	2,193	7,459	0	(7,459)		(7,459)	0.0%
8028 Town Council Community Project	2,137	2,137	0	(2,137)		(2,137)	0.0%
8033 MUS - Wild Escape Grant	140	321	0	(321)		(321)	0.0%
8040 Wellbeing staff grant	2,170	4,339	0	(4,339)		(4,339)	0.0%
Earmarked Reserves :- Indirect Expenditure	16,846	24,288	0	(24,288)	0	(24,288)	
Net Expenditure	(16,846)	(24,288)	0	24,288			

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## 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	57,945	155,762	0	(155,762)		(155,762)	0.0%
Capital Works Reserves :- Direct Expenditure	<u>57,945</u>	<u>155,762</u>	<u>0</u>	<u>(155,762)</u>	<u>0</u>	<u>(155,762)</u>	
Net Expenditure	<u>(57,945)</u>	<u>(155,762)</u>	<u>0</u>	<u>155,762</u>			
Grand Totals:- Income	35,456	1,547,136	412,390	(1,134,746)			375.2%
Expenditure	315,004	558,375	3,352,631	2,794,256	0	2,794,256	16.7%
Net Income over Expenditure	<u>(279,548)</u>	<u>988,761</u>	<u>(2,940,241)</u>	<u>(3,929,002)</u>			
Movement to/(from) Gen Reserve	<u>(279,548)</u>	<u>988,761</u>					

**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.
- To the value of £1301.42 on the 2<sup>nd</sup> May 2023.
- To the value of £1344.81 on the 2<sup>nd</sup> June 2023.

Santander Actual Cash Received 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 = £3919.23

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.
- To the value of £320.70 on the 3<sup>rd</sup> May 2023.
- To the value of £394.60 on the 2<sup>nd</sup> June 2023.

CCLA Actual Cash Received 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 = £1053.60

Policy & Finance Committee

Schedule of receipts – Report of the Finance Officer

<b><u>SCHEDULE OF RECEIPTS</u></b> <b><u>FOR:</u></b>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	<b>Total Gross Income</b>
	£	£	£	£	£
Apr-23	£ 1,633,051.80	£ -	£ 110.00	£ -	<b>£ 1,633,161.80</b>
May-23	£ 41,467.31	£ -	£ 350.00	£ -	<b>£ 41,817.31</b>
Jun-23	£ 46,255.63	£ -	£ -	£ -	<b>£ 46,255.63</b>

## Outstanding Balances by Month as at 01/07/2023

A/C Code	Customer Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	138.60	0.00	0.00	59.40	79.20	0.00
HILLT	HILLTESS	54.00	0.00	0.00	0.00	54.00	0.00
NOVANDA	NOVANDA	1,184.02	0.00	0.00	0.00	1,184.02	0.00
PEDRALTA	PEDRALTA DANCE	59.40	0.00	59.40	0.00	0.00	0.00
PLAYBACK	PLAYBACK MEDIA	895.56	0.00	0.00	895.56	0.00	0.00
THEATRE	THEATRE	138.60	0.00	0.00	138.60	0.00	0.00
WES002	WESTON COLLEGE	9,978.11	0.00	0.00	9,978.11	0.00	0.00
WESTONOP	WESTONOP	4,332.00	0.00	0.00	4,332.00	0.00	0.00
Total Sales Ledger No 1		16,780.29	0.00	59.40	15,403.67	1,317.22	0.00
Ledger No 2: Council Sales Ledger							
ALLIANCE	ALLIANCE DOGBIN	1,118.99	0.00	379.68	361.79	377.52	0.00
BRADINGJ	BRADINGJ	80.00	0.00	80.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	2,772.77	0.00	847.77	0.00	1,925.00	0.00
CHEWR	CHEWR	400.00	0.00	400.00	0.00	0.00	0.00
CHURCHILL	CHURCHILL P	748.80	0.00	374.40	374.40	0.00	0.00
CLEVEDONP	TIFFIN	420.00	0.00	0.00	0.00	420.00	0.00
ELM001	ELMS	2,510.00	0.00	0.00	2,510.00	0.00	0.00
FIRSTBUS	FIRSTBUS	198.00	0.00	0.00	0.00	198.00	0.00
HIGHLEA	HIGHLEA	660.00	0.00	0.00	660.00	0.00	0.00
JOHNLEWIS	JOHNLEWIS	103.20	0.00	103.20	0.00	0.00	0.00
KEWSTOKE	KEWSTOKE DOGBIN	617.76	0.00	308.88	0.00	308.88	0.00
PIERWSM	PIERWSM	56.85	0.00	0.00	0.00	56.85	0.00
REDMOND	REDMOND	-5.00	0.00	0.00	0.00	0.00	-5.00
RICHS	RICHS	180.00	0.00	0.00	0.00	180.00	0.00
ROCKPOOL	ROCKPOOL	660.00	0.00	0.00	0.00	660.00	0.00
SEARLEA	SEARLEA MEE	-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
STELLANTIS	STELLANTIS	292.50	0.00	0.00	292.50	0.00	0.00
SUNSETB	SUNSETB	198.00	0.00	0.00	0.00	198.00	0.00
THEBEACHE	THEBEACHES	180.00	0.00	0.00	0.00	180.00	0.00
TIMPERTOP	STIMBERTOPS	660.00	0.00	0.00	0.00	660.00	0.00
WINSCOMB	WINSCOMBES	748.80	0.00	374.40	374.40	0.00	0.00
WSMGOLF	WSMGOLF	300.00	0.00	0.00	0.00	0.00	300.00
Total Sales Ledger No 2		22,294.67	0.00	2,868.33	4,573.09	5,864.25	-411.00
Ledger No 4: Museum Sales Ledger							
ALDERMOO	ALDERMOOR FARM	154.00	0.00	0.00	154.00	0.00	0.00
BROWNA	BROWANNE	-100.00	0.00	0.00	0.00	0.00	-100.00
CASTLE	CASTLE	90.00	0.00	0.00	90.00	0.00	0.00
CIVIC	CIVIC	99.00	0.00	0.00	99.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
GROVE	GROVE HOUSE	333.30	0.00	0.00	333.30	0.00	0.00
HAYWARDV	HAYWARDV	80.00	0.00	80.00	0.00	0.00	0.00
MULTI	MULTI	89.00	0.00	0.00	89.00	0.00	0.00
MUSCAFEV	MUSCAFEVENT	165.00	0.00	0.00	165.00	0.00	0.00
Sub Total C/Fwd		31,113.86	0.00	3,007.73	20,907.06	7,710.07	-511.00

Outstanding Balances by Month as at 01/07/2023

A/C Code	Customer Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	31,113.86	0.00	3,007.73	20,907.06	7,710.07	-511.00
Ledger No 4: Museum Sales Ledger (Continued)							
PROUDBAR	PROUDBAR	200.00	0.00	200.00	0.00	0.00	0.00
STRINGER	STRINGER	-11.60	0.00	0.00	0.00	0.00	-11.60
WESTCOTT	WESTCOTT	1,148.80	0.00	1,148.80	0.00	0.00	0.00
WINDWHISTL	WINDWHISTLE	154.00	0.00	0.00	154.00	0.00	0.00
WRAXHALL	WRAXHALL	40.00	0.00	0.00	0.00	40.00	0.00
	Total Sales Ledger No 4	2,470.10	0.00	1,428.80	1,084.30	568.60	-111.60
TOTAL SALES LEDGER BALANCES		32,645.06	0.00	4,356.53	21,061.06	7,750.07	-522.60

## Outstanding Balances by Month as at 01/06/2023

A/C Code	Customer Name	Balance	Jun 2023	May 2023	Apr 2023	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	138.60	0.00	59.40	79.20	0.00	0.00
HILLT	HILLTESS	54.00	0.00	0.00	0.00	54.00	0.00
INSPIRE	INSPIRE	208.80	0.00	118.80	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	19.80	0.00	19.80	0.00	0.00	0.00
PILATES	PILATES	138.60	0.00	138.60	0.00	0.00	0.00
PLAYBACK	PLAYBACK MEDIA	895.56	0.00	895.56	0.00	0.00	0.00
THEATRE	THEATRE	138.60	0.00	138.60	0.00	0.00	0.00
WES002	WESTON COLLEGE	9,978.11	0.00	9,978.11	0.00	0.00	0.00
WESTONOP	WESTONOP	4,332.00	0.00	4,332.00	0.00	0.00	0.00
Total Sales Ledger		17,088.09	0.00	15,680.87	79.20	1,328.02	0.00
Ledger No 2: Council Sales Ledger							
ALLENN	ALLENN	157.20	0.00	157.20	0.00	0.00	0.00
ALLIANCE	ALLIANCEDOGBIN	739.31	0.00	361.79	377.52	0.00	0.00
BRADINGJ	BRADINGJ	230.00	0.00	230.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	1,925.00	0.00	0.00	1,925.00	0.00	0.00
CHURCHILL	CHURCHILLP	748.80	0.00	374.40	374.40	0.00	0.00
CLEVEDONP	TIFFIN	420.00	0.00	0.00	0.00	420.00	0.00
DUMITRUM	DUMITRUMEDA	150.00	0.00	150.00	0.00	0.00	0.00
ELM001	ELMS	2,510.00	0.00	2,510.00	0.00	0.00	0.00
FINE	FINE	75.00	0.00	75.00	0.00	0.00	0.00
FIRSTBUS	FIRSTBUS	198.00	0.00	0.00	198.00	0.00	0.00
HIGHLEA	HIGHLEA	660.00	0.00	660.00	0.00	0.00	0.00
HOLLOWELL	HOLLOWELLA	2,790.00	0.00	2,790.00	0.00	0.00	0.00
KASPAS	KASPAS	198.00	0.00	198.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	604.89	0.00	296.01	308.88	0.00	0.00
NEWCOMBE	NEWCOMBEZ	1,320.00	0.00	1,320.00	0.00	0.00	0.00
PIERWSM	PIERWSM	56.85	0.00	0.00	0.00	56.85	0.00
RAYNERS	RAYNERS	80.00	0.00	80.00	0.00	0.00	0.00
REDMOND	REDMOND	-5.00	0.00	0.00	0.00	0.00	-5.00
RICHS	RICHS	180.00	0.00	0.00	0.00	180.00	0.00
ROCKPOOL	ROCKPOOL	660.00	0.00	0.00	660.00	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
SMETHERNA	SMETHEMADRIAN	196.80	0.00	196.80	0.00	0.00	0.00
STELLANTIS	STELLANTIS	292.50	0.00	292.50	0.00	0.00	0.00
SUNSETB	SUNSETB	198.00	0.00	0.00	198.00	0.00	0.00
THEBEACHE	THEBEACHES	180.00	0.00	0.00	0.00	180.00	0.00
TIMPERTOP	STIMBERTOPS	660.00	0.00	0.00	660.00	0.00	0.00
WALLEDEN	WALLEDEN	924.00	0.00	0.00	924.00	0.00	0.00
WEBBINGTO	WEBBINGTON	594.00	0.00	594.00	0.00	0.00	0.00
WILLIAMSA2	WILLIAMSA2	160.00	0.00	160.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	748.80	0.00	374.40	374.40	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
Sub Total C/Fwd		35,790.24	0.00	26,500.97	6,079.40	3,620.87	-411.00

## Outstanding Balances by Month as at 01/06/2023

A/C Code	Customer Name	Balance	Jun 2023	May 2023	Apr 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	35,790.24	0.00	26,500.97	6,079.40	3,620.87	-411.00
Ledger No 2: Council Sales Ledger (Continued)							
	Total Sales Ledger	18,270.15	0.00	10,820.10	6,000.20	2,292.85	-411.00
Ledger No 4: Museum Sales Ledger							
ALDERMOO	ALDERMOORFARM	154.00	0.00	154.00	0.00	0.00	0.00
BANWELL1	BANWELL1	99.00	0.00	99.00	0.00	0.00	0.00
BEAVERS	BEAVERS	269.50	0.00	0.00	0.00	269.50	0.00
BROWNA	BROWANNE	-100.00	0.00	0.00	0.00	0.00	-100.00
CASTLE	CASTLE	90.00	0.00	90.00	-90.00	90.00	0.00
CIVIC	CIVIC	707.88	0.00	707.88	0.00	0.00	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
GROVE	GROVE HOUSE	333.30	0.00	333.30	0.00	0.00	0.00
HARVINGTO	HARVINGTON	99.00	0.00	99.00	0.00	0.00	0.00
HERONSMO	HERONSMOOR	40.00	0.00	0.00	40.00	0.00	0.00
HIGGSS	HIGGSSOPHIE	4,631.00	0.00	5,735.00	0.00	0.00	-1,104.00
LOCKING	LOCKING	194.00	0.00	40.00	154.00	0.00	0.00
MILTON	MILTON	308.00	0.00	0.00	308.00	0.00	0.00
MULTI	MULTI	1,055.00	0.00	950.00	105.00	0.00	0.00
MUSCAFEV	MUSCAFEVENT	165.00	0.00	165.00	0.00	0.00	0.00
PROUDBAR	PROUDBAR	240.00	0.00	240.00	0.00	0.00	0.00
STFRANCIS	ST FRANCIS	99.00	0.00	99.00	0.00	0.00	0.00
STJOHN	STJOHN	154.00	0.00	154.00	0.00	0.00	0.00
STMARTINS	STMARTINS	40.00	0.00	40.00	0.00	0.00	0.00
STMARYSB	STMARYSBRI	99.00	0.00	99.00	0.00	0.00	0.00
STMARYSC	ST MARYS C OF E	35.00	0.00	0.00	0.00	35.00	0.00
STREETSBR	STREETS BROOK	99.00	0.00	99.00	0.00	0.00	0.00
STRINGER	STRINGER	-11.60	0.00	0.00	0.00	0.00	-11.60
THEDOWNS	THE DOWNS	99.00	0.00	99.00	0.00	0.00	0.00
WALLSCOU	WALLSCOURT FARM	198.00	0.00	198.00	0.00	0.00	0.00
WESTLEIGH	WEST LEIGH	40.00	0.00	40.00	0.00	0.00	0.00
WESTONALL	WESTON ALL SAINTS	99.00	0.00	99.00	0.00	0.00	0.00
WINDWHISTL	WINDWHISTLE	154.00	0.00	154.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBEP	99.00	0.00	99.00	0.00	0.00	0.00
WRAXHALL	WRAXHALL	80.00	0.00	40.00	40.00	0.00	0.00
	Total Sales Ledger	10,463.68	0.00	9,899.18	557.00	923.10	-1,215.60
	TOTAL SALES LEDGER BALANCES	45,953.92	0.00	36,400.15	6,636.40	4,543.97	-1,626.60

## To consider re-joining NALC and ALCA – Reference from Town Council

### Minute Extract from the Town Council meeting on 24<sup>th</sup> July

---

#### To consider the value of membership of NALC and ALCA

A presentation from Justin Griggs and Councillors Mike Drew and Paul Harvey outlining the National Association of Local Councils & Avon Local Councils Association offer the Town Council was made. This included:

- Advice, guidance and resources – exclusive in members' area of NALC website
- Legal and financial topic notes, briefings and financial briefings including standing orders, financial regulations and practitioner's advice
- Toolkits/guides on subjects including data protection, employment, planning, social media and finance
- Working with the Society of Local Council Clerks (SLCC) and others on sector improvement and good governance. 5000 clerks had gained the Certificate in Local Council Administration, 700+ councils had achieved the Local Council Award Scheme
- Training and development for councillors via county associations, including e-learning
- Larger councils get direct access to legal, financial and a new HR advice service
- A wide range of networks to connect councils/councillors and share good practice eg. for coastal communities, climate emergency, women councillors, young councillors
- Monthly online events including with national service supplier partners – attended by 1,000s of councillors each year
- NALC's model standing orders, model financial regulations and Good Councillor Guides being updated and available exclusively to member councils
- NALC/Local Government Association (LGA) Peer Challenge exclusive to larger councils in membership of NALC

Their "ask" was for the council to get involved and help make change and they concluded by offering a special deal:

- NALC fee via formula of 7.71p per elector £4,800, but capped at £1,978 (2023/24), waive until renewal 2024/5 financial year – so £0
- Avon county association fee – £600
- Access to Associate Membership of LGA £500, waive for 2023/24 - so £0
- 2024 study tour is to Yate Town Council, cost around £250 – offer 1 free place, so £0
- NALC online events £30, offer free places – so £0
- Invitation to NALC parliamentary reception in November 2023
- Bespoke induction day at NALC office in London or remote

Some new members felt unequipped to decide having had no information in advance and enquired as to what provision the council had in place for HR and H&S. The Town Clerk informed that the council had HR & H&S support from South West Councils and employment law help from Worknest but made the distinction that NALC was councillor led.

In response to a question regarding accessing services and in particular local conferences, Councillor Paul Harvey advised that before the pandemic, a national conference had been held annually and these opportunities were now starting to get going again. As members, the council could request more conferences to be here in the South West, however online sessions were available to any Councillors.

The Leader and another member had met with Justin, Mike and Paul earlier that day to discuss the value of the membership. Historically Councillors had not seen the need to join as members but due to the cap on the first year of the membership, he recommended joining, subject to further consideration and final decision by Policy & Finance Committee.

The notice period for leaving was 1 year and the membership fee would be due from 1<sup>st</sup> April 2024. The ALCA

## Item 7.

### To consider re-joining NALC and ALCA – Reference from Town

#### Council

membership cap was still to be determined but Councillor Paul Harvey would recommend that WSM have this capped for the first year, saving £6-700.

#### Minute Extract from the Town Council meeting on 24<sup>th</sup> July

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor Alan Peak

A vote was taken and accordingly it was **carried**. (17for 6ab).

**RESOLVED:** To accept in principle the offer from NALC/ALCA to become members, subject to scrutiny by the Policy & Finance Committee on the 14<sup>th</sup> August 2023 which was authorised to make the final decision to join.

## Tourism Update

### **.1 Partner presentation from The Visitor & Information Services Manager**

The Visitor and Information Services Manager introduced herself and her role and that of the rest of tourism team which included Dave Peters The Tourism Marketing Officer and the roaming welcome hosts. It was also reported that a work placement student from Weston College to work alongside Dave had started that day.

The film “You’ll be amazed at how much W-S-M has ” was shown to members and it was explained the platforms in which the film could be viewed by members of the public.

The Visitor & Information Services Manager gave an overview and presentation of the proposed new ‘Tourism packages’ to the committee with a full description of what each level within this would contain, noting there was lots of opportunities not yet explored with businesses like tattoo parlours and barber shops that could be promoted with the new offers being proposed.

Going forward, and having undertaken extensive engagement with current partners it was reported that many now felt the existing package offer was outdated and did not provide value for money. It was further recognised that there was an essential need to update the package following the free 2 years that many partners had had afforded to them. They simply would not now pay for a package that was not offering more than the current one did. Consolidation of the packages was therefore required to add more value.

Further opportunities could be explored by working with the BID team with a ‘discounted’ package being offered for the first year to get a bite of the cherry. This would be classified as a ‘new partner joining offer’ of £99 in the hope that after a successful year they would be keen to continue at the full rate the following year.

A member reported that they had noticed some out of date signs for the sea aquarium on the way into Weston, Councillor Mike Soloman agreed to report this back to North Somerset Council.

It was noted that the Website had been the biggest financial commitment in recent years and that further work was needed once the new partner offering was in place.

### **.2 Update Report**

#### **Statistics**

From April Statistics look good for the website use, showing more people coming from Scotland since the Scotland route had been included at Bristol airport.

Social media stats are up over 204% as that was where the focus for the team had been. More live videos had been incorporated which had helped with engagement.

There had been a 248% increase on the visit Weston site which was linked to the social media increase.

A member enquired how many of the 8k followers were from within Weston and the surrounding area which was reported at 68%.

**8.1 Tourism and Leisure Committee – 13<sup>th</sup> June minute extract**

---

Partnership programme data was provided to demonstrate which businesses were signed up.

Other Areas

It was reported that an opportunity had arisen at The Sovereign to have a pop up Tourism Information Centre which could be a way to access an increased audience of visitors and residents as the footfall was reported as up to 60k people on a busy weekend and considered a good site.

Mendip base camp had done the first social media take over and increased our followers by £1k. They ran a competition at the end and 120 people were reported to have entered. This was over their busiest bank holiday ever. Incentives like this were felt to add value to the Tourism offer.

The Assistant Town Clerk informed it cost The Council nothing in officer time to run the social media takeover and gained £1k new followers.

The Chairman reported that North Somerset Council had put a lot into getting purple flag at night-time and there was a need to promote that more as this could improve evening footfall.

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor Roger Bailey

**RESOLVED:**

1. That the new partnership programme be adopted (attached) and be implemented with immediate effect.
2. To continue to explore options for a 'pop up' VIC within the Sovereign centre for the upcoming 6 weeks school holidays 2023, any implementation must come from existing marketing budgets only having full consideration for all cost implications to do so. Final decision if there is any outside budget cost implication must be approved by committee in advance (noting necessary alternative to go to P & F to meet timings to enable project implementation).
3. To recommend the introduction of a new charge - 'new partner' programme charge of £99 (one time offer) for implementation on approval in summer 2023.

**REPORT TO THE POLICY AND FINANCE COMMITTEE – 14<sup>th</sup> AUGUST 2023**  
**REVIEW OF SOCIAL VALUE REQUIREMENTS IN PROCUREMENT**  
**REPORT OF THE TOWN CLERK**

---

## **Introduction**

1. In 2021 at the request of councillors the Council resolved to introduce a Social Value Policy and include this element in all council procurement. Social value is defined through the Public Services (Social Value) Act 2012 and looks beyond the financial cost of a contract and consider how the services they commission and procure might improve the economic, social and environmental well-being of an area. This is reflected in the Town Council Strategy.

2. The metrics used to measure social value will differ from project to project but considerations within the social value measurement can include:

- Reduction in crime
- Increase in social media engagement
- Increased Visitor numbers
- Time saved
- Distance travelled
- Increased sense of safety
- Community pride
- Number of community partners supported/involved

## **Procurement**

3. The Town Council has been considering social value without a policy for a number of years, for example; the decision to involve volunteers in the business model of Weston Museum when it received grant funding in 2017. Also it has tried to procure services locally where possible. On adopting a formal policy the Town Council agreed to have regards to social value within its procurement procedures, considering Price, Quality and Social Value in its decision making, with a scoring matrix to support this. In accordance with this, changes were made to the Procurement Guide and approved in February 2022.

4. In its own strategy (2020 – 2030) the Council agreed themed Pillars being:

- **Weston View** – Measures to promote and better present the Town.
- **Cleaner and Greener** – Measures to improve the local environment.
- **Healthier and Happier** – Measures to promote the health and wellbeing of local residents.
- **A Bright Future** – Measures to support and enhance the local economy.
- **Heritage, Arts and Culture** – Measures to ensure that Weston super Mare thrives as a vibrant place for arts and culture

The Council then applied these to its procurement policy and required businesses quoting for **all** contracts over £20,000 to fill in how they will benefit the economic, social and environmental well being within **each** of the 5 pillars as follows:

<b>Town Council Strategy Theme</b>	<b>Measurement</b>	<b>Description</b>	<b>Scoring Requirement</b>
Weston View	<b>Social</b>	Through this Theme the council is aiming to create, healthier and a more resilient community	Interested parties must be able to demonstrate and provided detail via an impact statement of how there company has had regard for the local community within their tender documentation.
Cleaner and Greener	<b>Environmental</b>	Through this Theme the council is focused on decarbonisation and safeguarding the planet.	Interested parties will be required to provide an environmental impact statement as part of the tender process to demonstrate regard to the environment within the works required.
A Bright Future	<b>Growth</b>	This Theme supports the growth of responsible regional business via local jobs or utilising local skills and employment.	The council will have regard for the local economy. Companies will be required to provide detail of how they have regard for local growth in the tender documents: companies that are able to demonstrate meeting this criteria will be preferred (subject to meeting all other criteria and cost comparison is competitive – this will be at the councils discretion) <b>Interested parties <u>must</u> be able to demonstrate paying the RLW to staff they employ.</b>
Heritage, Arts and Culture (HAC)	<b>Innovation</b>	This Theme looks to support the towns Heritage, Arts and Culture where relevant.	Depending on specifics within the tender, where relevant the Council will require an impact statement from interested parties which demonstrates regard to HAC and the positive

			impact their services will bring to this within the town.
--	--	--	---

**Difficulties experienced in procurement**

5. Unfortunately it appears that the Social Value element is causing difficulties in practice for small and medium local businesses (SMEs). While large companies, particularly those who deal regularly with principal councils, have the staff and resources to fill in questionnaires about social value, small local businesses tend to be baffled by questions for example about local employment, crime reduction of community engagement.

6. As a result there have been cases where small local businesses which the council has used in the past and which have offered good value and local employment have missed out on contracts in favour of larger companies that can answer the social value questions.

7. Moreover, social value questions are very hard to respond to for some types of contracts, eg for professional services. For example, the council recently procured a quantity surveyor on a call off contract. How can a quantity surveyor show how they will support the ‘growth of the local economy’ or ‘have regard for the local community’?

8. While Social Value is extensively used by county and district councils they have much bigger contracts and specialist procurement departments to manage the process. I have made enquiries on the town clerks’ network and have not been able to identify any town or large parish councils who use social value as a scored metric in their procurement.

**Possible solutions**

9. Possible solutions could include:

- Increasing the threshold for procurements for which scored social value responses are required from the current very low £20,000
- Limiting social value elements to contracts for works and large scale services
- Limiting the social value questions so that businesses can choose which of the 5 ‘pillars’ they wish to address
- Simplifying the questions by making them much more specific

10. To be clear, the council’s requirement for contractors to pay the Real Living Wage to their employed staff is a full Council resolution and will remain unchanged.

11. This needs careful thought and it is therefore suggested that it be referred to the Expenditure and Governance Working Party. Also, the Town Clerk and RFO should do further work on this and be authorised to amend the Council’s Procurement Guide subject to approval by the Working Party.

**Recommendation:**

To authorise Expenditure and Governance Working Party to agree amendments to the Social Value elements in the Procurement Guide to ensure they are proportionate and workable for smaller contracts and small local businesses.

Malcolm L Nicholson LL.B (Hons) DMS PSLCC  
Town Clerk  
2<sup>nd</sup> August 2023

**External Audit requirement 2022/2023**

Members were requested to formally confirm there was no conflict of interest with the newly appointed External Auditor (form attached).

It was advised that this was a formality to confirm.

**RECOMMENDED:** To formally confirm there was no conflict of interest with the newly appointed External Auditor and for the necessary paperwork to be signed.

**Internal Audit Procurement**

The report of the report of the Deputy Town Clerk had been previously circulated, which outlined recommendations for consideration.

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor Robert Payne

**RECOMMENDED:**

1. Recommend the extension of the current Internal Audit to complete the year's internal audit and year end requirements for 2023 /2024.
2. Work with Deputy Town Clerk / RFO to review and produce a programme of works to be included in the procurement of new services during 2023/2024 for commencement in 2024/2025.
3. To note that the effectiveness, independence and program for the year 2023 / 2024 will be taken to Policy & Finance Committee for final approval subject to the recommendation from E & G accordingly.

## Policy & Finance Committee Meeting 14<sup>th</sup> August 2023

### Insurance Procurement – review to establish cost savings

#### Report of the Deputy Town Clerk

---

Officers were asked to do some further work with the appointed Insurance provider to see if further costs savings could be made following the procurement exercise and subsequent appointment of James Hallam. The Deputy Town Clerk has been in negotiation with James Hallam to review this with the objective of trying to reduce the considerable increase in cost to the council. The following summary received from James Hallam has now been received for members to consider;

‘Whilst we appreciate we are considerably more than other quotes I do believe the breadth of cover & how we have structured it utilising different insurers to get you the best outcome does show our expertise. Flood will become an increasing issue for many, and many of your properties are especially at risk due to your location. As I mentioned, Aviva’s flood mapping puts the Museum & Blakehay Theatre in their black zone which is the highest risk area to suffer a serious flood, on a building of the Museums size & construction they would estimate a serious flood would cost upwards of £1,000,000 based on their claim’s data/experience. Were you to consider going without flood cover it is likely you would struggle to ever get it reinstated, as your insurance advisor for many years it is not something I’d recommend. Indeed, I’ve often been on the other side of the fence where I’ve been quoting against others & they have provided flood cover & we haven’t been able to, whatever the premium saving I’d always recommend staying with the insurer who provides flood cover.

#### **1.0 Cost Savings from original figures quoted are as follows**

Ecclesiastical Policy revised figure £15,652.82 against £17,732.68 originally quoted saving £2,279.86.

HQ Property Owners Policy revised figure £18,905.00 through Thames U/W giving wider cover than Breeze quote which was originally quoted at £21,366.51 with a saving of £2,461.51 which will potentially reduce further as the project gets completed.

That’s a saving of £4,741.37.

In addition, there are a few further options to consider should you wish to self-insure some elements or take a higher excess.

#### **2.0 Ecclesiastical**

Current is 15,627.82 inc tax and fee – Ecclesiastical can do the following with excesses:

<b>Excess</b>	<b>Premium</b>	<b>IPT</b>	<b>Total</b>	<b>Saving against standard</b>

£500 standard other than as shown in schedule	£13,953.41	£1,674.41	£15,627.82	£0
£2000 other than as shown in schedule	£13,203.41	£1,584.41	£14,787.82	£840.00
£5000 other than as shown in schedule	£12,453.41	£1,494.41	£13,947.82	£1,680.00
£10000 other than as shown in schedule	11,953.41	£1,434.41	£13,387.82	£2,240.00

My personal thoughts are perhaps considering the £5,000 excess I don't think the additional saving for the £10k excess is value for money but it is your choice at the end of the day.

### 3.0 Aviva

Current premium is £ 27,142.70 inc tax and fee

- The property "Anywhere in Weston Super Mare is a substantial sum insured and being street furniture, playground equipment and skate parks etc you may consider reducing cover to Fire, Lightning, Earthquake & Aircraft which would produce a saving of £2,063.03. Of course, you would lose cover from impact/vandalism/malicious damage etc. A lot of councils I look after do self-insure play equipment & street furniture as they feel replacing a bench or bin or repairing a swing is something they would do themselves as a matter of course. However, you do have some "larger" items such as the splash zone etc so it's something to carefully consider. When cash is tight insurance becomes more important as if something happens it's good to know that insurance will often pick up the cost.
- An increased £5,000 excess across the whole property schedule would reduce by £409.55 including IPT (appears to be 7% discount) or £10,000 by £520.44. I don't think this is something to consider as the saving in premium is so small, you'd need to be claim free for over 10 years to see a return.
- To reduce regalia to UK only territorial limits is £54.98 reduction. I believe you said your Regalia usually leaves the country once a year so probably not something to consider.

## **5.0 3 Year cover option**

Regarding the offer a 3-year rate stability agreement I do believe it makes sound financial sense for the council to accept this, whilst you sourced a cheaper quotation elsewhere from a direct insurer they could not provide the covers your council need to meet the terms of their agreement for the museum exhibits. Furthermore, from our discussions & your description of the property flooring etc I do think it is important that flood cover is maintained for the building as any sizable flood could prove very expensive. Whilst the council may look at the previous flood and base their potential exposure on that, it should be remembered that that was a rain storm that backed up the drains and only affected a small area & not a flood with water externally coming in which would affect a much larger area. If you decide to not accept the agreement then there is no guarantee as to what would be offered next year. Should flood mapping change then it could be reconsidered, whilst you may not like the cost, the 3 year rate stability agreement does give you confidence in what will be offered next year and allow you to budget accordingly.

Ecclesiastical & Aviva are market leaders in their field & having carried out several full market tender exercises over the last few years (approaching 20 plus insurers each time) we are confident that although higher than ZM their rates are generally competitive in the market, they wouldn't have the market share they have if they weren't. When it comes to listed buildings Ecclesiastical are the first choice, they have the necessary expertise to deal with any major claim in a fast and efficient manner. Aviva are one of the major insurers in the town & council sector having our scheme & also BHIB's so they know your sector & are very successful in securing long term clients.

In addition to being with the market leading insurers you do of course also have James Hallam fighting your corner & offering advice at every step of the process as you deal with your insurances. It is our job to ensure you not only get best value but can also discuss your insurance needs in a sensible & straight forward manner to ensure you look at all your risks & get them covered or at least understand the risk if you choose to self-insure.

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

1. Note the revised costs and saving of £4,741.37 (section 1.0 of report)
2. Consider excess levels and offers provided by Ecclesiastical (section 2.0 of report. Members will need to agree any changes to current excesses formally.
3. Consider excess levels and offers provided by Aviva (section 3.0 of report, it is not recommended by officers that this is taken due to the minimal saving able to be achieved against any potential increased cost in the event of a claim.
4. Approve the 3 year option to secure insurance provision at known costs for the next 3 years ( prior resolution was for a 1 year period) which would mean a complete procurement exercise to be undertaken again early 2024 to meet cover expiry of 30.06.23

Sarah Pearse  
Deputy Town Clerk / RFO

Arts Council England opened their Capital Investment Programme for Expressions of Interest in June. The fund was brought to our attention by North Somerset Council who suggested we explore suitability for funding for the Quarry redevelopment.

The funding was specifically for organisations to adjust buildings, equipment and other assets so that they can operate safely post-pandemic, improve access, seize on technological opportunities, and reduce environmental impact.

We applied with our partners listed as North Somerset Council, The Stables CIC and Culture Weston. We applied for £500,000. At this level of funding we were required to demonstrate 15% match funding. As there is already £200,000 allocated in Community Infrastructure Levy funding, our actual contribution to the full project cost was 28%.

Unfortunately, we received confirmation that we were unsuccessful with our expression of interest and were not invited to submit a full application. Arts Council England do not offer individual feedback, but the reason cited is as follows:

*Demand for the Capital Investment Programme has been extremely high, with a large number of applicants demonstrating the ability to meet the programme aims. As a result, we had to make some difficult decisions about which applicants to invite through to the full application stage. We want to ensure that applicants do not spend time and resources completing an application where there is very limited chance of success and, on balance, we viewed other projects as being more likely to make a strong contribution to the programme aims.*

We will continue to identify funding opportunities where possible.

**Members are requested to:**

Note the report.

**Molly Maher**  
Senior Development Officer  
7<sup>th</sup> August 2023