

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
SPECIAL POLICY & FINANCE COMMITTEE MEETING
HELD AT GROVE HOUSE ON
THURSDAY 11TH JANUARY 2024**

Meeting Commenced: 6:57 pm

Meeting Concluded: 7.50 pm

PRESENT: Councillors Alan Peak (Chair), Gill Bute, Mark Canniford, John Crockford-Hawley, Owen James (S), Robert Payne, Lisa Pilgrim, Tim Taylor and Helen Thornton and Martin Williams.

IN ATTENDANCE: Councillor Peter Crew, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/ Responsible Financial Officer), Samantha Bishop (Committee & Office Manager), Fay Powell (Assistant Town Clerk – Operational Services) and Molly Maher (Senior Development Officer).

286	To receive Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Hugh Malyan who was substituted by Owen James. Apologies were received from Councillor Tim Taylor with no substitute. It was noted that Councillor Peter Crew was in attendance.
287	To receive Declarations of Interest There were none received.
288	To approve the minutes of the Policy & Finance Committee Meeting held on the 18TH December 2023 The minutes had been previously circulated with the agenda. PROPOSED BY: Councillor Gill Bute SECONDED BY: Councillor John Crockford-Hawley A vote was taken and carried . Accordingly, it was: RESOLVED: That the minutes be approved and signed by the Chair.
289	Old Town Quarry – Community Ownership Fund Grant Award Congratulations were conveyed to the Deputy Town Clerk and Development Team for securing the grant from the Town Clerk which was concurred by the members. The Deputy Town Clerk reported that it had been an extremely tight two-week turnaround. The business plan was community focused based on the council's Strategy. The £700k grant, plus £200K match funding would give a buffer for project overspends. It was noted there were many wildlife and environmental aspects to manage and that this project was phase 1 of a bigger project.

The grant stipulated that the money needed to be spent by the 20th December 2024 and a meeting was to be held with the new surveyor to progress refurbishment works as per the business plan and previously adopted strategy. It was noted that a meeting with North Somerset Council's Place team had been held the previous day and they had been briefed on the successful grant application.

It was explained that 4.3 of the agenda was to consider staffing requirements, recommending to outsource to a Project Manager as project management ability would be very tight inhouse with the retirement of the Town Clerk. It was noted that the council had 21 other projects going on between now and June, including the move to 32, Waterloo Street.

Members advised that time sensitive projects must be the priority and suggested that as part of the council decision making process review, a 'Project' committee consisting of committee Chair's maybe worth considering.

Concerns were raised regarding the project management costs swallowing the grant funding and employing staff and suggested that current staffing structures may need to be reviewed. The Deputy Town Clerk advised that the grant included a specific amount for professional fees and that costs would need to be contained within this sum only.

The Deputy Town Clerk accepted members' concerns and advised that the project management specification would need to be very clear and in post very short-term. The second part of the recommendation, to reinstate the Climate Change Officer position would also be a short-term position of a suggested, 2year appointment. The position would predominantly work on the Quarry but would also cover other climate and wellbeing projects and monitoring the Roadmap to Zero. Once, the Quarry was developed, the council could then review this position.

Further discussion was had with regard to the £5,000 suggested for a consultant for the café. The council has experience of running a café at the Museum and it was suggested that the business who runs it needs to incur these costs. Flexibility in the business plan was needed to enable opportunities. The Deputy Town Clerk advised it was to establish a viable business model suitable for the Quarry and what a café would require.

289.1 To receive the grant application and adopt the Business Plan

Previously circulated with the agenda.

PROPOSED BY: Councillor Owen James

SECONDED BY: Councillor John Crockford-Hawley

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

RECOMMENDED: To receive the grant application and adopt the Business Plan.

289.2 To note and approve the timescale for Lease completion and procurement for the Quarry restoration and improvement in accordance with the Business Plan

The Town Clerk reported that the lease completion would be as soon as practicably possible and anticipated early February; procurement needed to begin forthwith.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Gill Bute

	<p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the timescale for Lease completion and procurement for the Quarry restoration and improvement in accordance with the Business Plan</p> <p>289.3 To consider staffing requirements: Project Management and Development The report of the Deputy Town Clerk/RFO had been previously circulated.</p> <p>The Deputy Town Clerk advised that when the grant application was submitted it was based on the council having a Climate Change Development Officer in place to undertake the project under the guidance of a Project Manager. This post had been removed by the Policy & Finance Committee in December's budget setting meeting and the report was requesting members to reinstate the post.</p> <p>Further discussion ensued regarding the role of the Climate Change Development Officer and the Deputy Town Clerk was happy to take away the concerns raised by members that the requirements of the post be investigated and give members options on staffing structure and costs.</p> <p>PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Robert Payne</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>289.3.1 RESOLVED: To approve the provision of £20,000 recognised for professional fees to appoint an external project manager/ consultant with immediate effect to undertake the project works and evaluation for the COP grant. This would still sit under the supervision of the DTC whilst working alongside the Senior Development Officer to enable the grant to be completed within required timescales and provide the essential continuity to the project. The successful applicant would need to have demonstrable experience in grant aided project delivery of this kind and ideally knowledge of council procedures.</p> <p>289.3.2 RESOLVED: That the recommendation of reinstating the Climate Change Officer post be deferred pending investigations and options on staffing structure and costs.</p> <p>289.4. To recommend acceptance of the grant award to the Town Council</p> <p>PROPOSED BY: Councillor Martin Williams SECONDED BY: Councillor John Crockford-Hawley</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RECOMMENDED: To recommend acceptance of the grant award to the Town Council.</p>
<p>290</p>	<p>Authorised Bank Signatories – update of existing staff signatories The report of the Deputy Town Clerk / RFO had been previously circulated.</p> <p>PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Mark Canniford</p> <p>A vote was taken and carried. Accordingly, it was:</p>

	<p>RESOLVED: To approve the Town Clerk Secretary to have administration set up for <u>payment release</u> only on the council's bank accounts to make the 3rd Authorised internal person for online banking. This should be reviewed following any changes made to the senior management team and replacement of current staffing positions as required.</p>
	<p>There being no further business, the Chair closed the meeting at 7.50 pm</p> <p>Signed.....Dated..... Chair of the Policy & Finance Committee</p>

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT GROVE HOUSE ON 18TH JANUARY 2024**

Meeting Commenced: 10.02 pm

Meeting Concluded: 11.25 pm

PRESENT: Councillors Councillors Roger Bailey, Peter Crew, Jemma Coles, Hugh Malyan, Alan Peak, Marcia Pepperall and Richard Tucker.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee & Office Manager) and Fay Powell (Assistant Town Clerk – OS)

1.	Apologies for Absence and Notification of Substitutes Apologies for absence were received by Councillors Catherine Gibbons with no substitution. It was noted that Councillor Marcia Pepperall was absent from the meeting.
2.	Declarations of Interest There were no declarations of interest received.
3.	To agree the accuracy of the minutes of the previous meeting held on the 30TH November 2023 The minutes of the last meeting had been previously circulated with the agenda. PROPOSED BY: Councillor Robert Payne SECONDED BY: Councillor Peak A vote was taken and carried , and accordingly it was: RECOMMEDED: That the minutes be approved and signed by the Chair.
4.	To receive notes of the Health & Safety meetings held in November & December 2023 The notes and been previously circulated. It was confirmed that fire evacuation training included a fire evacuation chair and that all staff were fire extinguisher trained. Also, that do at the Blakehay referred to reviewing the risk assessments in accordance with no dogs with the exception of assistance dogs. It was confirmed PAT testing had been undertaken at all sites.

	<p>RECOMMEDED: That t he notes of the Health & Safety meetings held in November & December 2023 were received.</p>
5.	<p>References from other Committees:</p> <p>There were none received.</p>
6.	<p>NALC Corporate Peer Challenge</p> <p>The Town Clerk had previously circulated a document on what the Corporate Peer Challenge was about.</p> <p>The Town Council resolved to rejoin NALC last year and the Town Clerk had floated the idea with group leaders at that time and has therefore actioned this, on that basis. He advised that this was not an inspection and that they would be here on invitation of the council at no charge.</p> <p>The document outlined the 5 headings of what the challenge would look at:</p> <ol style="list-style-type: none">1. Understanding of the local place and priority setting: Does the town council understand its local context and place and use that to inform a clear vision and set of priorities?2. Leadership of Place: Does the town council provide effective leadership of place through its elected members, officers and constructive relationships and partnerships with key stakeholders?3. Financial planning and viability: Do the town council have a financial plan in place to ensure long term viability and is there evidence that it is being implemented successfully?4. Organisational leadership and governance: Are there effective political and officer leadership supported by good governance and decision-making arrangements that respond to key challenges and enable change and transformation to be implemented?5. Capacity to deliver: Is organisational capacity aligned with priorities and does the town council influence, enable and leverage external capacity to focus on agreed outcomes? <p>The process would consist of an initial meeting, then a period of collating information and consulting officers and then a conclusion. If members wished, the process could be started right away. However, advised that there may be an officer capacity issue with his upcoming retirement. In principal, advised that it was a good thing to do.</p>

Members were in favor of the review concept with some having experienced them in other capacity's and providing good suggestions and improving practices.

The Deputy Town Clerk welcomed the review, however warned that timing was key as the council currently had 21 live projects to undertake before June. One of which was the Quarry, where a meeting was held to commence the work. After June would be a more sensible time, considering the move to 32 Waterloo Street and the upheaval this will cause.

It was noted that whilst the timing and officer capacity was appreciated, reservations raised that the review should not be pushed back beyond 2024 and that the offer be missed. It was better to take it early encompassing the new Town Clerk's position.

The Town Clerk added that NALC had advised that a change in Senior management was a good time to undertake reviews and that there would be opportunities for Leader/Chairs and interested Councillors to be involved.

PROPOSED BY: Councillor Peter Crew

SECONDEDED BY: Councillor Roger Bailey

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

RECOMMENDED: To accept the opportunity to undertake a Peer Review from 1st July 2024.

7. **Review of the Council's Decision-Making Processes**

The report of the Town Clerk had been previously circulated which gave the background on previous discussions.

It was agreed that the Peer Review could be used to review this.

The Assistant Town Clerk – OS joined the meeting at 10.28 am

The Town Clerk informed that he had undertaken a comparison exercise via the SLCC and WTC had come joint top in terms of numbers of meetings and meeting frequency.

Members attendance at meetings was key and Group Leaders needed to address their members attendance and make membership changes if necessary. It was agreed that changes could be made in relation to a separate Grants working group and a Heritage Arts and Culture Consultative Committee. A proposed committee structure was discussed at a previous meeting needed to be reviewed by members.

Discussion ensued regarding the reasons for the review which was somewhat due to dual hatted members and working people not having the time to attend town council meetings. Again, the point was made that committee memberships needed to be managed if this was the case.

The whole decision-making process needed to be reviewed in terms of quality and that a Peer Review should be undertaken with the new Town Clerk in place.

It was suggested that aspects of the proposed committee structure report could be recommended now. i.e. reintroducing a Grants working group. Discussing grants was a lengthy and contentious element at the current Community Services and Heritage Arts and Culture meetings.

The Deputy Town Clerk informed that the former Grants Sub Committee mechanism did used to work very well and that if this was reinstated, the current committee terms of reference need to be changed to reflect this. As a working group did not have the powers to award grants.

The Town Clerk advised that a Grants Sub Committee would have the powers to make grant awards as opposed to working groups which needed committee of council ratification.

They types of grants were clarified as;

Small and Voluntary which was currently under the remit of the Community Services Committee; Community Events – under the remit of the Heritage Arts and Culture Committee; Weston In Bloom – reporting to the Community Services Committee and Youth Grants – considered by the Youth Council up to the value of £500.

Members felt that Committee meetings could feel somewhat uncomfortable when discussing grants with external members in attendance and that a working group format would be preferred.

The Town Clerk advised on the legalities behind the confidential session and public participation sections at meetings.

It was noted that it was an often occurrence that the committee may require more information on a grant and therefore the recipients were invited into meetings.

PROPOSED BY: Councillor Roger Bailey
SECONDEDED BY: Councillor Jemma Coles

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

RECOMMENDED:

1. To recommend reintroducing a Grants Sub Committee to the Policy & Finance Committee.
2. To leave review of the Council's Decision-Making process to the Peer Review to commence from 1st July).
3. To re circulate the original committee structure proposal for information.

<p>8.</p>	<p>Review of Allotments Management</p> <p>The Assistant Town Clerk – Operational Services verbally reported that the Grounds Manager had set up a mtg with Allotment Club to review the management of the allotments. It was noted that the current management agreement had ended and was now rolling and that the Chairman was stepping down, which was a good opportunity to review. The council will support in terms of processes and advise on the importance of the Equalities Act, as complaints had been received with regards to waiting lists management and plot maintenance. A written report of the outcome of this meeting would be submitted in March. The Town Clerk advised that the provision of allotments was an exclusive, statutory parish function and it was a popular decision to devolve management to an allotment group for which there were advantages and disadvantages.</p> <p>RECOMMENDED: To note the verbal report and await a further written report at the next meeting.</p>
<p>9.</p>	<p>Long-term plan for Cemetery space</p> <p>The Assistant Town Clerk – OS verbally reported that as a result of the fantastic news about the quarry grant. The grounds team would be relocated to the quarry and their current welfare facility building removed and wall behind reinforced, to create some more burial space. A Long-term plan to acquire land for future use was still advised.</p> <p>It was informed that subject to test digs and whether plots were single or double depth, it was anticipated that this area would provide 15/20 new graves.</p> <p>It was noted that there were 11 plots and decreasing left as well as spaces in owned graves.</p> <p>Members were advised that the Quarry grant stipulated that the funds needed to be spent by December 2024.</p> <p>A member informed that she was aware that the existing tenants at the quarry were unhappy with some of the wording in the Heads of Terms report of the Town Clerk and that they were advised to contact him.</p> <p>The Town Clerk explained that it was not the intention to exclude tenants, but to give the town council as much scope as possible to run it.</p> <p>The Deputy Town Clerk added that it stated in the business plan that there was intention to work with them and note all interested parties to return and involve them. The council had only just resolved to receive the grant and the lease had not yet been signed. Officers were working as fast as they could and would reach out and set up a meeting with them as soon as practically possible.</p> <p>RECOMMENDED: To note the verbal report on the cemetery and continue to look at long terms plans for cemetery space.</p>
<p>10.</p>	<p>Future Areas to be considered by the Working Party</p> <p>Blakehay review Allotments review</p>

	Long term space for Cemetery – Woodland burial area/community area.
	There being no further business, the Chair closed the meeting at 11.25 am Signed.....Dated..... Chair

**WESTON SUPER MARE TOWN COUNCIL
MINUTES OF THE HQ WORKING PARTY HELD AT GROVE HOUSE
FRIDAY 2nd FEBRUARY 2024**

Meeting Commenced: 2:30pm

Meeting Concluded: 3:50pm

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

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

No.	Item
1	<p>Apologies for Absence</p> <p>Apologies for absence were received from Councillor Charles Williams</p>
2	<p>Declarations of Interest</p> <p>No declarations of interest were received.</p>
3	<p>Approval of the notes of the meeting on 1st December 2023</p> <p>RESOLVED: That the notes of the previous meeting be agreed as correct by the working party.</p>
4	<p>Contract updates</p> <p>4.1 Project progress update</p> <p>Works were progressing as expected, with the completion date of week commencing 18th March still within reach. The tower was nearly complete. The scaffold was due to be dropped the following week to allow works to begin on the lower roof. There was a slight delay due to the delivery of pigeon netting. The lower roof had been stripped, with the felt and batten started, and only one joist was in need of replacement.</p> <p>The internal alterations were also progressing. Several general updates were given which included:</p> <ul style="list-style-type: none">• The electrical installation was in and commissioned on the first and second floor, with the ground floor nearly complete.• Plasterers were onsite and beginning decorations.• The need to rebuild the electrical cupboard in the council chamber had been identified as it was not fire rated.• The civic display case had been installed.• Lightning protection was going on the roof, with the spikes due to go

on the tower before the scaffold was dropped.

- Painting has begun on the ground floor.

It had been identified that the stone on the bay windows (internally) was in poor condition. There were two windows, one in the main reception and the other in the Mayor's Parlour. North Somerset Council's Conservation Officer had advised her preference would be that they are repaired. A quote for the works had been obtained from the stonemasons. To repair or refurbish, this would cost around £3,000 per window. It was suggested that the priority, if budget allowed, would be the reception window, as this would be the most publicly visible. As a principle, members would like to see the work on the ground floor window done, as long as budget allowed for it. It was suggested that the window in the Mayor's Parlour could be done at a later date, and the reinstatement of the stained-glass windows could be explored at the same time.

Several further quotes were required for additional works identified, to be completed as part of the planned and preventative maintenance budget. This included:

- First floor kitchen flooring
- Second floor corridor carpet
- Council Chamber kitchen – cupboards in need of fixing

A second opinion had been sought regarding a structural issue. The Cemetery Office utilised two fire proof cabinets to store all of the cemetery books and deeds. These were accessed on a daily basis in order to deliver the cemetery service. As such they would need to be placed in the same office as the Amenities Officer (first floor). There were concerns with the initial structural engineer that the floor would not take the required load, and additional steel work would be required. This was queried by John West, given the previous function of the office, and with the concrete floor being 400mm thick. The second opinion had advised that there was a need of further evidence of the original function of the room, without which, it had been indicated that further tests would be required.

Councillor Catherine Gibbons entered the meeting at 2:56pm

4.2 Update on project costs

The most recent financial plan provided to council was £2,000 less than the previous one. The previous plan had been taken to Policy and Finance for overspend approval. It was noted that a lot of the potential unknown costs identified before works began (e.g. roof) had now been dealt with, so there were less concerns about additional hidden costs.

A fire risk assessor needed to review the work to date to ensure they were happy.

	<p>The were no supply issues foreseen at this point in the project.</p> <p>It was noted that there may be additional savings, as a result of resolved issues, and anticipated issues that did not arise.</p> <p>4.3 Planning permissions</p> <p><u>Advertising Consent</u> Steve was waiting to hear back from AP Signs and Print for final details of the sign before the advertising consent application could be submitted.</p> <p><u>Tower</u> As identified in a previous meeting, there had been requirement to carried out emergency works on the tower as it was deemed unsafe. North Somerset Council's Conservation Officer was consulted at the time, and agreed for works to proceed with a subsequent application submitted for planning approval. Whilst this was considered preapproved, an application was still required.</p> <p><u>Staircases and Hand Rails</u> The hand rails leading up the stairs were too low compared with current workplace compliance and legislation. They were still deemed compliant in terms of building control, as they were compliant when the were installed. Steve suggested that the Council's Health and Safety advisor be approached for their opinion. Any work to the front stairs would need separate listed building consent. Staircases require approval from the Secretary of State.</p> <p>4.4 internal finishes</p> <p>The paint colour had been chosen and decorations had begun.</p> <p>Officers were beginning procurement for furniture for the chamber and reception, as well as IT equipment for the chamber. It had been suggested that a projector and screen be installed on one wall, and a large TV on the west wall, in order to support the function of larger meetings.</p> <p>The works to open up the hallway, for the installation of the disable toilet, was well received. It was suggested that this would be a good location for the Rosie Smith painted tiles.</p> <p>It was suggested that members visit site with Steve and the Acting Town Clerk with the list of artworks to find space within the building. members present at the meeting noted that they would be happy to be included in this visit.</p> <p>The clock from Rossiter's would be installed in the hall, and the clock from the Mayor's Parlour would be installed in the chamber when it was restored. Steve noted that any fixing requirements should be considered.</p>
5	Other project considerations:

	<p>5.1 occupation The Acting Town Clerk and Assistant Town Clerk would be sitting down to understand the practical elements of the work spaces and office placement.</p> <p>the Town Centre Partnership were on board to rent one of the two office spaces available. An additional party was interested in the second rental space.</p> <p>5.2 South West Heritage Trust Interpretation was required for the printing press which would be located underneath the main stairs as part of a display. the would also be a need to programme the remaining silverware for placement within the display case.</p> <p>Members agreed that officers could contact the trust for a quote.</p>
<p>6</p>	<p>To decide areas for consideration at next meeting agenda</p> <p>Members agreed to continue with the regular agenda items, noting that if anything specific arise ahead of agenda formulation, that this be included.</p>
<p>7</p>	<p>To note future meeting dates:</p> <p>The next meeting would be on the 1st March 2024 at 2:30pm.</p> <p>The location would be confirmed at a later date.</p> <p>Councillor Catherine Gibbons noted that she would be 15 minutes late.</p>
	<p>There being no further business the meeting ended at 3:50pm.</p> <p>Signed..... Dated.....</p>

Policy & Finance Committee

Schedule of unapproved expenditure – Report of the Finance Officer

	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>					
Apr-23	£ 8,883.98	£ 399,440.81	£ 22.80	£ 23.86	£ 408,371.45
May-23	£ 28,254.03	£ 342,430.48	£ 16.60	£ 17.15	£ 370,718.26
Jun-23	£ 26,009.35	£ 436,259.48	£ 18.72	£ 17.65	£ 462,305.20
Jul-23	£ 13,829.04	£ 354,750.18	£ 15.00	£ 15.37	£ 368,609.59
Aug-23	£ 14,461.74	£ 401,166.20	£ 22.64	£ 16.40	£ 415,666.98
Sep-23	£ 12,797.70	£ 219,071.82	£ 17.40	£ 15.00	£ 231,901.92
Oct-23	£ 18,635.06	£ 386,878.72	£ 21.81	£ 15.00	£ 405,550.59
Nov-23	£ 30,141.06	£ 254,133.49	£ 16.60	£ 15.00	£ 284,306.15
Dec-23	£ 27,695.78	£ 453,536.21	£ 18.66	£ 15.00	£ 481,265.65

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	42,129	242,486	386,251	143,765		143,765	62.8%
4006 Moorepay/IT payroll HR softwar	0	2,956	3,087	131		131	95.8%
4007 Personnel Consultants	355	2,486	4,415	1,929		1,929	56.3%
4008 CRB Checks/staff services	0	221	1,000	779		779	22.1%
4009 Health & Safety Consultant	292	2,217	3,500	1,283		1,283	63.3%
4012 Travel & Subsistence Expenses	5	5	250	245		245	2.0%
4013 Training	38	1,614	5,000	3,386		3,386	32.3%
4019 Website Costs-TC	29	179	650	471		471	27.5%
4030 Equipment Purchase	59	146	500	354		354	29.2%
4031 Equipment - Rental	27	4,772	8,456	3,684		3,684	56.4%
4034 Equipment Repairs	26	26	250	224		224	10.4%
4035 Telephone	507	4,664	5,879	1,215		1,215	79.3%
4036 Stationery	(27)	979	1,750	771		771	56.0%
4038 Recruitment / Advertising	0	0	3,000	3,000		3,000	0.0%
4040 Audit & Accountancy	3,440	4,707	6,000	1,293		1,293	78.5%
4041 Fees, Subs and Conferences	156	4,435	3,545	(890)		(890)	125.1%
4042 Postages	208	1,279	3,857	2,578		2,578	33.2%
4043 Ink Cartridges/printing	179	1,514	1,399	(115)		(115)	108.2%
4044 Insurance	377	7,029	13,363	6,334		6,334	52.6%
4049 Legal fees	0	1,360	2,000	640		640	68.0%
4107 IT Support & Upgrade	1,675	11,673	22,165	10,492		10,492	52.7%
4136 Credit Card Chgs	41	309	450	141		141	68.7%
4151 Catering	37	1,086	1,500	414		414	72.4%
4260 MHR People First Setup Costs	2,514	11,684	16,485	4,801		4,801	70.9%
6020 Allocation to Cost Centres	(51,986)	(307,747)	(329,840)	(22,093)		(22,093)	93.3%
Central Administration :- Indirect Expenditure	80	80	164,912	164,832	0	164,832	0.0%
Net Expenditure	(80)	(80)	(164,912)	(164,832)			
<u>103 Grove House</u>							
4102 NNDR	536	4,292	1,341	(2,951)		(2,951)	320.1%
4104 Utilities - Water	0	421	310	(111)		(111)	135.7%
4105 Utilities - Heat & Light	460	1,631	575	(1,056)		(1,056)	283.6%
4109 Alarm system	49	189	139	(50)		(50)	136.2%
4110 Cleaning	23	3,170	937	(2,233)		(2,233)	338.3%
4111 Window Cleaning	13	100	17	(83)		(83)	588.2%
4114 Refuse Removal	0	544	718	174		174	75.8%
Grove House :- Indirect Expenditure	1,081	10,348	4,037	(6,311)	0	(6,311)	256.3%
Net Expenditure	(1,081)	(10,348)	(4,037)	6,311			

	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	0	1,339	675	(664)		(664)	198.4%
4104 Utilities - Water	23	157	624	467		467	25.2%
4105 Utilities - Heat & Light	87	1,301	656	(645)		(645)	198.4%
4109 Alarm system	0	33	15	(18)		(18)	216.7%
4110 Cleaning	23	1,575	762	(813)		(813)	206.7%
4111 Window Cleaning	13	100	21	(79)		(79)	476.2%
4132 Rent	833	4,167	1,250	(2,917)		(2,917)	333.3%
Grove Lodge :- Indirect Expenditure	978	8,672	4,012	(4,660)	0	(4,660)	216.1%
Net Expenditure	(978)	(8,672)	(4,012)	4,660			
<u>105 Community Services</u>							
4158 Weston in Bloom	79	9,121	12,000	2,880		2,880	76.0%
4200 Small grants to Voluntary Orgs	0	2,500	12,500	10,000		10,000	20.0%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	245	39,996	39,751		39,751	0.6%
4210 Weston Town Centre Co SLA	0	19,398	19,398	0		0	100.0%
4212 CCTV (NSC)	0	82,290	81,600	(690)		(690)	100.8%
4218 Flower Beds	0	4,250	5,000	750		750	85.0%
4221 Citizens Advice Bureau	25,000	25,000	25,000	0		0	100.0%
4223 Community Events	0	500	6,000	5,500		5,500	8.3%
4228 Blue Plaques	0	(45)	1,000	1,045		1,045	(4.5%)
4229 Armed Forces Celebrations	0	7,889	9,500	1,611		1,611	83.0%
4250 Community Events Grants	0	43,150	60,000	16,850		16,850	71.9%
4252 Crime & Disorder	0	30,301	50,000	19,699		19,699	60.6%
4864 Homeless Support Fund	0	0	50,000	50,000		50,000	0.0%
6000 Admin Salaries Recharge	3,560	20,489	21,760	1,271		1,271	94.2%
6005 Admin Overhead Recharge	833	5,807	6,112	305		305	95.0%
6009 HQ recharges	239	2,847	3,792	945		945	75.1%
6010 Grounds Salaries Recharge	6,070	37,099	40,200	3,101		3,101	92.3%
6015 Grounds Overhead Recharge	738	7,011	9,840	2,829		2,829	71.3%
6030 Operational Staffing Recharge	1,799	10,084	10,520	436		436	95.9%
6035 Operational Overhead Recharge	91	2,138	1,272	(866)		(866)	168.1%
Community Services :- Indirect Expenditure	38,409	310,074	468,490	158,416	0	158,416	66.2%
Net Expenditure	(38,409)	(310,074)	(468,490)	(158,416)			

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	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	4,130	23,801	25,059	1,258		1,258	95.0%
4030 Equipment Purchase	(5)	0	0	0		0	0.0%
4036 Stationery	0	11	200	189		189	5.5%
4044 Insurance	526	2,034	8,022	5,988		5,988	25.4%
4050 Printing	405	972	1,450	478		478	67.1%
4150 Chauffeur/travel costs	70	3,429	4,800	1,371		1,371	71.4%
4151 Catering	135	4,779	10,500	5,721		5,721	45.5%
4152 Civic Miscellaneous	729	4,125	4,994	869		869	82.6%
4153 Chairman's Allowance	1,175	3,524	4,496	972		972	78.4%
4154 Civic Regalia	360	822	2,700	1,878		1,878	30.4%
4163 Hildesheim Anniversary	0	1,799	0	(1,799)		(1,799)	0.0%
6000 Admin Salaries Recharge	6,050	34,819	36,976	2,157		2,157	94.2%
6005 Admin Overhead Recharge	1,415	9,868	10,384	516		516	95.0%
6009 HQ recharges	406	4,839	6,800	1,961		1,961	71.2%
6010 Grounds Salaries Recharge	1,558	9,521	10,312	791		791	92.3%
6015 Grounds Overhead Recharge	189	1,799	2,528	729		729	71.2%
6030 Operational Staffing Recharge	180	1,010	1,056	46		46	95.6%
6035 Operational Overhead Recharge	9	216	128	(88)		(88)	168.8%
Civic Support :- Indirect Expenditure	17,331	107,368	130,405	23,037	0	23,037	82.3%
Net Expenditure	(17,331)	(107,368)	(130,405)	(23,037)			
<u>108 Democratic Representation</u>							
1100 Miscellaneous Income	0	19	0	(19)			0.0%
Democratic Representation :- Income	0	19	0	(19)			
4013 Training	40	1,170	1,945	775		775	60.2%
4018 Election Costs	0	19,766	15,000	(4,766)		(4,766)	131.8%
4024 Internal Meeting Provision	119	3,224	3,413	189		189	94.5%
4107 IT Support & Upgrade	166	1,321	1,958	637		637	67.5%
6000 Admin Salaries Recharge	12,142	69,879	74,208	4,329		4,329	94.2%
6005 Admin Overhead Recharge	2,841	19,807	20,848	1,041		1,041	95.0%
6009 HQ recharges	815	9,710	13,136	3,426		3,426	73.9%
6030 Operational Staffing Recharge	73	407	424	17		17	96.0%
6035 Operational Overhead Recharge	4	86	48	(38)		(38)	179.2%
Democratic Representation :- Indirect Expenditure	16,200	125,370	130,980	5,610	0	5,610	95.7%
Net Income over Expenditure	(16,200)	(125,351)	(130,980)	(5,629)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Other Costs & Income							
1100 Miscellaneous Income	0	8,853	0	(8,853)			0.0%
1176 Precept	0	2,936,238	0	(2,936,238)			0.0%
1190 Bank Interest	468	10,337	6,000	(4,337)			172.3%
Other Costs & Income :- Income	468	2,955,428	6,000	(2,949,428)		49257.1	
4051 Bank Charges	166	2,357	4,000	1,643	1,643		58.9%
4060 PWLB Interest repaid-Blakehay	1,908	3,975	4,611	636	636		86.2%
4061 PWLB Capital repaid-Blakehay	6,000	12,000	12,000	0	0		100.0%
4068 PWLB Interest repaid-Water Pk	4,159	8,455	8,986	531	531		94.1%
4069 PWLB Capital repaid-Water Pk	6,020	11,905	1,373	(10,532)	(10,532)		867.0%
4080 PWLB Capital HQ Loan	5,000	10,000	9,394	(606)	(606)		106.5%
4081 PWLB Interest HQ Loan	4,339	8,789	9,394	605	605		93.6%
4999 General Reserve	0	(288,390)	0	288,390	288,390		0.0%
Other Costs & Income :- Indirect Expenditure	27,592	(230,910)	49,758	280,668	0	280,668	(464.1%)
Net Income over Expenditure	(27,125)	3,186,338	(43,758)	(3,230,096)			
111 Strategic Planning/Projects							
4049 Legal fees	5,933	12,713	10,000	(2,713)	(2,713)		127.1%
4213 Development budget	320	804	1,000	196	196		80.4%
6000 Admin Salaries Recharge	3,716	21,386	22,712	1,326	1,326		94.2%
6005 Admin Overhead Recharge	869	6,062	6,376	314	314		95.1%
6009 HQ recharges	250	2,972	1,992	(980)	(980)		149.2%
6030 Operational Staffing Recharge	181	1,011	1,048	37	37		96.5%
6035 Operational Overhead Recharge	8	215	128	(87)	(87)		168.0%
Strategic Planning/Projects :- Indirect Expenditure	11,277	45,163	43,256	(1,907)	0	(1,907)	104.4%
Net Expenditure	(11,277)	(45,163)	(43,256)	1,907			
112 Environmental							
4076 Environmental / Climate	6,763	22,312	25,000	2,688	2,688		89.2%
6000 Admin Salaries Recharge	956	5,502	5,840	338	338		94.2%
6005 Admin Overhead Recharge	224	(1,887)	1,632	3,519	3,519		(115.6%)
6009 HQ recharges	65	764	1,672	908	908		45.7%
6030 Operational Staffing Recharge	360	2,017	2,104	87	87		95.9%
6035 Operational Overhead Recharge	18	427	256	(171)	(171)		166.8%
Environmental :- Indirect Expenditure	8,386	29,135	36,504	7,369	0	7,369	79.8%
Net Expenditure	(8,386)	(29,135)	(36,504)	(7,369)			

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<u>113 Operational Services</u>							
4000 Staffing Costs	14,211	79,662	124,645	44,983		44,983	63.9%
4012 Travel & Subsistence Expenses	51	251	500	249		249	50.1%
4013 Training	132	1,337	6,772	5,435		5,435	19.7%
4014 P P E / Health & Safety	0	199	1,000	801		801	19.9%
4030 Equipment Purchase	(22)	79	200	121		121	39.4%
4035 Telephone	38	262	268	6		6	97.7%
4041 Fees, Subs and Conferences	29	(124)	400	524		524	(31.0%)
4107 IT Support & Upgrade	311	2,707	4,684	1,977		1,977	57.8%
4151 Catering	177	255	500	245		245	51.0%
4253 Volunteer Events	0	150	750	600		600	20.0%
6020 Allocation to Cost Centres	(14,927)	(84,779)	(93,144)	(8,365)		(8,365)	91.0%
Operational Services :- Indirect Expenditure	(0)	(1)	46,575	46,576	0	46,576	0.0%
Net Expenditure	0	1	(46,575)	(46,576)			
<u>114 Old Town Quarry</u>							
1300 Licence Income	0	0	10,000	10,000			0.0%
Old Town Quarry :- Income	0	0	10,000	10,000			0.0%
4014 P P E / Health & Safety	0	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	0	388	15,500	15,112	0	15,112	2.5%
Net Income over Expenditure	0	(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	2,352	21,257	11,606	(9,651)		(9,651)	183.2%
4102 NNDR	0	611	15,594	14,983		14,983	3.9%
4104 Utilities - Water	29	133	1,000	867		867	13.3%
4105 Utilities - Heat & Light	136	372	7,500	7,128		7,128	5.0%

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4109 Alarm system	187	187	1,320	1,133		1,133	14.1%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%
4111 Window Cleaning	0	54	384	330		330	14.1%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4132 Rent	125	125	0	(125)		(125)	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	(2,829)	(33,688)	(50,880)	(17,192)		(17,192)	66.2%
HQ :- Indirect Expenditure	(0)	0	34,596	34,596	0	34,596	0.0%
Net Income over Expenditure	0	(0)	(29,596)	(29,596)			
<u>120 Blakehay Central Costs</u>							
1105 Blakehay Box office income	2,245	(1,482)	4,000	5,482			(37.0%)
Blakehay Central Costs :- Income	2,245	(1,482)	4,000	5,482			(37.0%)
4000 Staffing Costs	8,285	45,004	68,254	23,250		23,250	65.9%
4013 Training	214	395	1,050	655		655	37.6%
4014 P P E / Health & Safety	0	306	500	194		194	61.2%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	526	2,796	5,000	2,204		2,204	55.9%
4031 Equipment - Rental	69	210	139	(71)		(71)	151.0%
4034 Equipment Repairs	1,021	1,698	2,000	302		302	84.9%
4035 Telephone	134	1,098	1,344	246		246	81.7%
4036 Stationery	48	115	500	385		385	22.9%
4043 Ink Cartridges/printing	0	121	350	229		229	34.5%
4044 Insurance	377	9,711	10,363	652		652	93.7%
4102 NNDR	314	2,516	3,226	710		710	78.0%
4104 Utilities - Water	49	386	624	238		238	61.8%
4105 Utilities - Heat & Light	2,914	13,372	21,017	7,645		7,645	63.6%
4107 IT Support & Upgrade	226	2,537	3,500	963		963	72.5%
4109 Alarm system	0	28	641	614		614	4.3%
4110 Cleaning	1,574	12,941	19,766	6,825		6,825	65.5%
4111 Window Cleaning	75	150	308	158		158	48.7%
4114 Refuse Removal	15	1,534	2,029	495		495	75.6%
4131 Licenses	0	319	1,200	881		881	26.6%
4136 Credit Card Chgs	41	309	450	141		141	68.7%
6000 Admin Salaries Recharge	2,296	13,215	14,032	817		817	94.2%
6005 Admin Overhead Recharge	537	3,746	3,944	198		198	95.0%
6009 HQ recharges	126	1,499	2,264	765		765	66.2%
6010 Grounds Salaries Recharge	753	4,602	4,984	382		382	92.3%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6015 Grounds Overhead Recharge	92	869	1,224	355		355	71.0%
6030 Operational Staffing Recharge	2,018	11,313	11,800	487		487	95.9%
6035 Operational Overhead Recharge	102	2,397	1,424	(973)		(973)	168.3%
Blakehay Central Costs :- Indirect Expenditure	21,805	133,186	182,433	49,247	0	49,247	73.0%
Net Income over Expenditure	(19,560)	(134,668)	(178,433)	(43,765)			
121 Blakehay -Auditorium							
1090 Bookings	4,710	20,700	38,089	17,389			54.3%
Blakehay -Auditorium :- Income	4,710	20,700	38,089	17,389			54.3%
4000 Staffing Costs	5,728	28,332	47,725	19,393		19,393	59.4%
4039 Advertising & Marketing	188	1,749	3,500	1,751		1,751	50.0%
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	5,916	30,081	52,225	22,144	0	22,144	57.6%
Net Income over Expenditure	(1,206)	(9,381)	(14,136)	(4,755)			
122 Blakehay - Upper Studio							
1014 BH evening classes income	0	175	660	485			26.5%
1090 Bookings	227	4,269	6,621	2,352			64.5%
Blakehay - Upper Studio :- Income	227	4,444	7,281	2,837			61.0%
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	227	4,319	6,730	2,411			
123 Blakehay Bar							
1015 Internal Bookings (Council)	79	1,634	0	(1,634)			0.0%
1193 Blakehay Bar Events Hire	0	125	1,000	875			12.5%
1194 Bar Income	912	7,077	15,000	7,923			47.2%
Blakehay Bar :- Income	991	8,835	16,000	7,165			55.2%
4000 Staffing Costs	817	11,301	20,967	9,666		9,666	53.9%
4031 Equipment - Rental	0	368	528	160		160	69.7%
4405 Blakehay Bar Expenditure	1,153	3,908	7,000	3,092		3,092	55.8%
Blakehay Bar :- Indirect Expenditure	1,970	15,576	28,495	12,919	0	12,919	54.7%
Net Income over Expenditure	(979)	(6,741)	(12,495)	(5,754)			

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<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	2,063	7,589	48,000	40,412			15.8%
Blakehay -Live Shows :- Income	<u>2,063</u>	<u>7,589</u>	<u>48,000</u>	<u>40,412</u>			<u>15.8%</u>
4016 Show costs	2,550	6,300	24,000	17,700		17,700	26.3%
4039 Advertising & Marketing	554	1,832	3,500	1,668		1,668	52.3%
Blakehay -Live Shows :- Indirect Expenditure	<u>3,104</u>	<u>8,132</u>	<u>27,500</u>	<u>19,368</u>	<u>0</u>	<u>19,368</u>	<u>29.6%</u>
Net Income over Expenditure	<u>(1,041)</u>	<u>(544)</u>	<u>20,500</u>	<u>21,044</u>			
<u>140 Museum Central Costs</u>							
1034 Grant funding	0	(597)	0	597			0.0%
1100 Miscellaneous Income	1,051	4,286	5,000	714			85.7%
Museum Central Costs :- Income	<u>1,051</u>	<u>3,689</u>	<u>5,000</u>	<u>1,311</u>			<u>73.8%</u>
4000 Staffing Costs	17,520	77,867	123,542	45,675		45,675	63.0%
4012 Travel & Subsistence Expenses	25	47	50	3		3	94.9%
4013 Training	0	2,467	3,806	1,339		1,339	64.8%
4014 P P E / Health & Safety	0	407	500	93		93	81.3%
4019 Website Costs-TC	6	108	350	242		242	30.9%
4030 Equipment Purchase	173	620	1,000	380		380	62.0%
4031 Equipment - Rental	152	414	403	(11)		(11)	102.7%
4034 Equipment Repairs	0	23	1,000	977		977	2.3%
4035 Telephone	267	2,163	2,950	787		787	73.3%
4036 Stationery	30	211	500	289		289	42.2%
4039 Advertising & Marketing	958	1,931	4,000	2,069		2,069	48.3%
4041 Fees, Subs and Conferences	9	249	100	(149)		(149)	249.2%
4044 Insurance	1,043	10,377	10,363	(14)		(14)	100.1%
4102 NNDR	(9,291)	(17,738)	213	17,951		17,951	(8327.8)
4104 Utilities - Water	16	236	257	21		21	92.0%
4105 Utilities - Heat & Light	241	8,826	12,953	4,127		4,127	68.1%
4107 IT Support & Upgrade	570	4,509	5,348	839		839	84.3%
4109 Alarm system	0	313	1,060	747		747	29.5%
4110 Cleaning	1,208	10,013	14,492	4,479		4,479	69.1%
4111 Window Cleaning	50	200	616	416		416	32.5%
4114 Refuse Removal	(444)	2,167	2,068	(99)		(99)	104.8%
4131 Licenses	23	925	1,907	982		982	48.5%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,917	11,032	11,720	688		688	94.1%
6005 Admin Overhead Recharge	449	3,127	3,288	161		161	95.1%
6009 HQ recharges	129	1,534	3,056	1,522		1,522	50.2%
6010 Grounds Salaries Recharge	1,246	7,616	8,256	640		640	92.2%

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6015 Grounds Overhead Recharge	151	1,440	2,024	584		584	71.1%
6030 Operational Staffing Recharge	3,237	18,149	7,296	(10,853)		(10,853)	248.8%
6035 Operational Overhead Recharge	163	3,844	880	(2,964)		(2,964)	436.8%
Museum Central Costs :- Indirect Expenditure	19,846	153,079	296,258	143,179	0	143,179	51.7%
Net Income over Expenditure	(18,795)	(149,390)	(291,258)	(141,868)			
141 Museum Learning and Events							
1006 Learning Income	552	6,401	11,653	5,253			54.9%
1008 Museum handling box hire	40	880	2,404	1,524			36.6%
Museum Learning and Events :- Income	592	7,281	14,057	6,777			51.8%
4000 Staffing Costs	4,578	24,366	36,849	12,483		12,483	66.1%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%
4020 Learning/Event education equip	43	488	1,200	712		712	40.7%
4030 Equipment Purchase	0	180	2,500	2,320		2,320	7.2%
Museum Learning and Events :- Indirect Expenditure	4,621	25,034	40,649	15,615	0	15,615	61.6%
Net Income over Expenditure	(4,029)	(17,753)	(26,592)	(8,839)			
142 Museum Cafe							
1004 Cafe Sales	8,389	45,211	66,000	20,789			68.5%
1044 VIC Ticket sales	(1,044)	0	0	0			0.0%
1194 Bar Income	403	1,380	10,000	8,620			13.8%
1197 Function food income	356	8,718	0	(8,718)			0.0%
Museum Cafe :- Income	8,104	55,309	76,000	20,691			72.8%
4000 Staffing Costs	6,255	38,463	46,746	8,283		8,283	82.3%
4014 P P E / Health & Safety	0	665	1,500	835		835	44.4%
4030 Equipment Purchase	127	2,456	2,500	44		44	98.2%
4031 Equipment - Rental	49	1,184	1,980	796		796	59.8%
4110 Cleaning	31	297	1,000	703		703	29.7%
4114 Refuse Removal	472	1,052	2,280	1,228		1,228	46.2%
4406 Bar Stock	721	2,047	5,000	2,953		2,953	40.9%
4407 Museum cafe stock	2,610	16,929	16,500	(429)		(429)	102.6%
4511 Function food costs	496	3,344	0	(3,344)		(3,344)	0.0%
Museum Cafe :- Indirect Expenditure	10,761	66,437	77,506	11,069	0	11,069	85.7%
Net Income over Expenditure	(2,657)	(11,128)	(1,506)	9,622			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
143 Museum shop/retail							
1004 Cafe Sales	(51)	0	0	0			0.0%
1005 Museum Shop Sales	(1,460)	10,149	13,500	3,351			75.2%
1009 Museum sale or return comm	2,472	427	1,500	1,073			28.5%
Museum shop/retail :- Income	961	10,576	15,000	4,424			70.5%
4030 Equipment Purchase	34	252	300	48		48	83.9%
4031 Equipment - Rental	27	118	156	38		38	75.4%
4136 Credit Card Chgs	41	309	450	141		141	68.7%
4408 Museum shop stock	(1,430)	6,721	8,250	1,529		1,529	81.5%
Museum shop/retail :- Indirect Expenditure	(1,328)	7,400	9,156	1,756	0	1,756	80.8%
Net Income over Expenditure	2,289	3,176	5,844	2,668			
145 Museum Function							
1019 Internal Bookings (Council)	(193)	(193)	1,500	1,693			(12.8%)
1103 Other event misc income	(1,798)	0	6,000	6,000			0.0%
1104 Function Income	2,468	21,578	16,000	(5,578)			134.9%
Museum Function :- Income	477	21,386	23,500	2,114			91.0%
4400 Museum Function Expenditure	273	273	0	(273)		(273)	0.0%
Museum Function :- Direct Expenditure	273	273	0	(273)	0	(273)	
4000 Staffing Costs	887	6,209	18,361	12,152		12,152	33.8%
4030 Equipment Purchase	385	2,216	5,000	2,784		2,784	44.3%
4420 Function Expenditure (1104)	954	3,844	0	(3,844)		(3,844)	0.0%
Museum Function :- Indirect Expenditure	2,225	12,269	23,361	11,092	0	11,092	52.5%
Net Income over Expenditure	(2,021)	8,844	139	(8,705)			
300 Planning							
6000 Admin Salaries Recharge	1,609	9,262	9,840	578		578	94.1%
6005 Admin Overhead Recharge	377	2,627	2,760	133		133	95.2%
6009 HQ recharges	108	1,287	4,488	3,201		3,201	28.7%
Planning :- Indirect Expenditure	2,094	13,176	17,088	3,912	0	3,912	77.1%
Net Expenditure	(2,094)	(13,176)	(17,088)	(3,912)			
400 Central Grounds Maintenance							
4000 Staffing Costs	34,235	209,340	340,070	130,730		130,730	61.6%
4013 Training	2,646	4,158	6,887	2,729		2,729	60.4%
4014 P P E / Health & Safety	30	865	3,000	2,135		2,135	28.8%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4015 SLA Somerset	0	(223)	0	223		223	0.0%
4025 Vehicle Maintenance	0	5,219	5,550	331		331	94.0%
4026 Petrol / Diesel	592	4,951	9,585	4,634		4,634	51.7%
4030 Equipment Purchase	584	6,381	7,000	619		619	91.2%
4031 Equipment - Rental	847	6,805	16,960	10,155		10,155	40.1%
4034 Equipment Repairs	0	2,068	2,500	432		432	82.7%
4035 Telephone	221	2,075	2,153	78		78	96.4%
4041 Fees, Subs and Conferences	0	0	95	95		95	0.0%
4044 Insurance	(1,727)	(1,319)	8,004	9,323		9,323	(16.5%)
4107 IT Support & Upgrade	634	7,150	8,751	1,601		1,601	81.7%
4114 Refuse Removal	240	854	12,765	11,911		11,911	6.7%
4151 Catering	93	458	0	(458)		(458)	0.0%
6020 Allocation to Cost Centres	(38,395)	(248,781)	(282,216)	(33,435)		(33,435)	88.2%
Central Grounds Maintenance :- Indirect Expenditure	0	0	141,104	141,104	0	141,104	0.0%
Net Expenditure	(0)	(0)	(141,104)	(141,104)			
<u>403 Allotments</u>							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	0	357	3,000	2,643		2,643	11.9%
4108 Building / Maintenance	0	(54)	1,444	1,498		1,498	(3.7%)
6000 Admin Salaries Recharge	190	1,093	1,160	67		67	94.2%
6005 Admin Overhead Recharge	44	309	328	19		19	94.2%
6009 HQ recharges	13	151	736	585		585	20.5%
6010 Grounds Salaries Recharge	2,177	13,306	14,416	1,110		1,110	92.3%
6015 Grounds Overhead Recharge	265	2,515	3,528	1,013		1,013	71.3%
6030 Operational Staffing Recharge	71	398	416	18		18	95.7%
6035 Operational Overhead Recharge	4	85	48	(37)		(37)	177.1%
Allotments :- Indirect Expenditure	2,764	18,160	25,076	6,916	0	6,916	72.4%
Net Income over Expenditure	(2,764)	(18,160)	(24,676)	(6,516)			
<u>420 Milton Road Cemetery</u>							
1010 Interments	2,720	21,390	49,500	28,110			43.2%
1011 Memorials	400	3,222	5,804	2,582			55.5%
1100 Miscellaneous Income	276	3,622	2,721	(901)			133.1%
Milton Road Cemetery :- Income	3,396	28,233	58,025	29,792			48.7%
4034 Equipment Repairs	879	975	2,000	1,025		1,025	48.8%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4054 Grave Digging	0	3,756	10,000	6,244		6,244	37.6%
4055 Memorials	0	3,164	7,000	3,836		3,836	45.2%
4102 NNDR	0	0	3,636	3,636		3,636	0.0%
4104 Utilities - Water	21	482	1,813	1,331		1,331	26.6%
4105 Utilities - Heat & Light	35	152	168	16		16	90.5%
4109 Alarm system	0	0	310	310		310	0.0%
4110 Cleaning	0	90	2,000	1,910		1,910	4.5%
6000 Admin Salaries Recharge	2,106	12,122	12,872	750		750	94.2%
6005 Admin Overhead Recharge	493	3,436	3,616	180		180	95.0%
6009 HQ recharges	141	1,684	1,712	28		28	98.4%
6010 Grounds Salaries Recharge	11,359	69,426	75,224	5,798		5,798	92.3%
6015 Grounds Overhead Recharge	1,380	13,120	18,416	5,296		5,296	71.2%
6030 Operational Staffing Recharge	540	3,028	14,792	11,764		11,764	20.5%
6035 Operational Overhead Recharge	27	641	1,584	943		943	40.5%
Milton Road Cemetery :- Indirect Expenditure	16,980	112,077	155,143	43,066	0	43,066	72.2%
Net Income over Expenditure	(13,584)	(83,843)	(97,118)	(13,275)			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	55,456	74,613	19,157		19,157	74.3%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	421	2,425	2,576	151		151	94.1%
6005 Admin Overhead Recharge	99	686	720	34		34	95.3%
6009 HQ recharges	28	337	2,320	1,983		1,983	14.5%
Youth Activities :- Indirect Expenditure	548	58,904	83,729	24,825	0	24,825	70.4%
Net Expenditure	(548)	(58,904)	(83,729)	(24,825)			
460 Street Furniture							
1112 Dog Bin Emptying	1,196	9,570	14,538	4,968			65.8%
Street Furniture :- Income	1,196	9,570	14,538	4,968			65.8%
4105 Utilities - Heat & Light	103	1,222	1,400	178		178	87.3%
4115 Dogbin purchase	0	0	780	780		780	0.0%
4116 Dogbin Emptying	1,401	11,939	20,297	8,358		8,358	58.8%
4119 Notice Boards	130	273	1,500	1,227		1,227	18.2%
4120 Bus Shelter Cleaning / Graffit	0	396	500	104		104	79.2%
4133 Bus Shelter - Repairs	0	225	500	275		275	45.0%
4157 Prince Wales Clock/welcome sig	35	283	550	267		267	51.4%
6000 Admin Salaries Recharge	1,226	7,058	7,496	438		438	94.2%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	287	2,000	2,104	104		104	95.1%
6009 HQ recharges	82	979	1,584	605		605	61.8%
6010 Grounds Salaries Recharge	3,266	19,962	21,632	1,670		1,670	92.3%
6015 Grounds Overhead Recharge	397	3,772	5,296	1,524		1,524	71.2%
6030 Operational Staffing Recharge	72	406	2,088	1,682		1,682	19.4%
6035 Operational Overhead Recharge	4	86	256	170		170	33.6%
Street Furniture :- Indirect Expenditure	7,003	48,601	65,983	17,382	0	17,382	73.7%
Net Income over Expenditure	(5,807)	(39,031)	(51,445)	(12,414)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	3,850	7,000	3,150			55.0%
1077 Water Park Admissions	0	18,381	45,000	26,619			40.8%
Parks & Play Areas :- Income	0	22,231	52,000	29,769			42.8%
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	232	536	3,004	2,468		2,468	17.9%
4105 Utilities - Heat & Light	2,948	15,966	11,500	(4,466)		(4,466)	138.8%
4109 Alarm system	0	398	500	102		102	79.6%
4114 Refuse Removal	0	0	500	500		500	0.0%
4138 Water Play Area Rent	989	8,798	10,242	1,444		1,444	85.9%
4140 Recreation Grounds	0	78,060	86,725	8,665		8,665	90.0%
4300 Parks&Play Area EMRRP Holding	0	0	55,584	55,584		55,584	0.0%
4301 Ashcombe Park Lower	0	885	884	(1)		(1)	100.1%
4302 Ashcombe Park Upper	0	885	884	(1)		(1)	100.1%
4303 Broadway Play	0	1,019	1,018	(1)		(1)	100.1%
4304 Broadway Skate Park	0	885	884	(1)		(1)	100.1%
4305 Byron Rec	0	885	884	(1)		(1)	100.1%
4306 Castle Batch Lower	0	13,274	13,274	0		0	100.0%
4307 Canberra Road	0	1,083	1,083	(0)		(0)	100.0%
4308 Clarence Park	237	1,201	1,200	(1)		(1)	100.1%
4309 Conniston Green	0	885	884	(1)		(1)	100.1%
4310 Ellenborough Park East	0	989	988	(1)		(1)	100.1%
4311 Grove Park	0	885	885	0		0	100.0%
4312 Hutton Moor Skate Park	0	1,568	1,568	0		0	100.0%
4313 Jubilee Park	0	885	886	1		1	99.9%
4314 Locking Castle (Maltlands)	0	885	885	0		0	100.0%
4315 Lynch Farm	0	885	885	0		0	100.0%
4316 Millennium Green	0	1,647	1,647	0		0	100.0%
4317 Uphill Junior Play Area	0	4,111	4,113	2		2	100.0%
4318 Uphill Toddler Play Area	0	3,937	3,938	1		1	100.0%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4319 Water Adventure Play Park	2,378	64,200	64,200	0		0	100.0%
4320 Worle Recreation Ground	0	1,313	1,314	1		1	100.0%
4321 Wyvern Close	0	1,112	1,113	1		1	99.9%
4322 Ellenborough Park West	0	885	884	(1)		(1)	100.1%
4324 Dartmouth Close	0	116	115	(1)		(1)	100.6%
6000 Admin Salaries Recharge	1,416	8,147	8,656	509		509	94.1%
6005 Admin Overhead Recharge	331	2,308	2,432	124		124	94.9%
6009 HQ recharges	95	1,133	2,456	1,323		1,323	46.1%
6010 Grounds Salaries Recharge	7,001	42,789	46,360	3,571		3,571	92.3%
6015 Grounds Overhead Recharge	851	8,088	11,352	3,264		3,264	71.2%
6030 Operational Staffing Recharge	719	4,030	2,544	(1,486)		(1,486)	158.4%
6035 Operational Overhead Recharge	36	853	512	(341)		(341)	166.6%
Parks & Play Areas :- Indirect Expenditure	17,242	275,522	347,232	71,710	0	71,710	79.3%
Net Income over Expenditure	(17,242)	(253,292)	(295,232)	(41,940)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	(994)	(994)		(994)	0.0%
4232 Allotments PPM	0	235	235	(0)		(0)	100.1%
4233 Blakehay PPM	6,163	18,593	18,594	1		1	100.0%
4234 Museum PPM	3,409	24,845	24,843	(2)		(2)	100.0%
4235 Cemetery PPM	351	2,045	2,046	1		1	99.9%
4236 Parks & play areas PPM	0	2,541	2,540	(1)		(1)	100.0%
4237 Grove House PPM	1,661	2,759	2,758	(1)		(1)	100.0%
4238 Grove Lodge PPM	651	1,622	1,621	(1)		(1)	100.0%
4239 Chapel/hut/toilets/shed PPM	0	244	244	(0)		(0)	100.1%
4240 Public toilets	308	4,298	4,297	(1)		(1)	100.0%
4241 VIC PPM	0	10	10	0		0	96.5%
4242 HQ PPM	11,577	20,975	20,977	2		2	100.0%
6000 Admin Salaries Recharge	1,609	9,261	9,840	579		579	94.1%
6005 Admin Overhead Recharge	306	2,130	2,240	110		110	95.1%
6009 HQ recharges	136	1,623	1,944	321		321	83.5%
6010 Grounds Salaries Recharge	493	3,013	3,264	251		251	92.3%
6015 Grounds Overhead Recharge	60	570	792	222		222	72.0%
6030 Operational Staffing Recharge	463	2,596	2,712	116		116	95.7%
6035 Operational Overhead Recharge	23	549	328	(221)		(221)	167.4%
Planned maintenance :- Indirect Expenditure	27,210	97,907	98,291	384	0	384	99.6%
Net Expenditure	(27,210)	(97,907)	(98,291)	(384)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
480 Tourism & Marketing							
4031 Equipment - Rental	0	13	0	(13)		(13)	0.0%
Tourism & Marketing :- Indirect Expenditure	0	13	0	(13)	0	(13)	
Net Expenditure	0	(13)	0	13			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	198	10,076	15,000	4,925			67.2%
Tourism Love Weston / Dest Mar :- Income	198	10,076	15,000	4,925			67.2%
4000 Staffing Costs	6,833	43,506	53,427	9,921		9,921	81.4%
4030 Equipment Purchase	0	34	64	30		30	52.9%
4039 Advertising & Marketing	0	580	9,000	8,420		8,420	6.4%
4041 Fees, Subs and Conferences	0	0	250	250		250	0.0%
4062 Tourism-Love Weston website	861	4,173	11,500	7,327		7,327	36.3%
4107 IT Support & Upgrade	180	1,687	1,003	(684)		(684)	168.2%
6000 Admin Salaries Recharge	1,306	7,517	7,984	467		467	94.2%
6005 Admin Overhead Recharge	376	2,626	2,752	126		126	95.4%
6009 HQ recharges	88	1,043	1,024	(19)		(19)	101.9%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	9,644	61,166	87,004	25,838	0	25,838	70.3%
Net Income over Expenditure	(9,446)	(51,091)	(72,004)	(20,913)			
482 Tourism VIC costs							
1040 VIC Advertising Income	0	99	1,500	1,401			6.6%
1043 VIC Retail/Shop Income	0	5,207	3,000	(2,207)			173.6%
Tourism VIC costs :- Income	0	5,306	4,500	(806)			117.9%
4000 Staffing Costs	1,933	48,047	61,137	13,090		13,090	78.6%
4013 Training	0	136	1,865	1,729		1,729	7.3%
4014 P P E / Health & Safety	0	51	1,000	949		949	5.1%
4031 Equipment - Rental	37	184	1,000	816		816	18.4%
4034 Equipment Repairs	0	71	1,000	929		929	7.1%
4035 Telephone	169	1,212	792	(420)		(420)	153.1%
4036 Stationery	0	179	200	21		21	89.7%
4039 Advertising & Marketing	0	163	1,000	837		837	16.3%
4119 Notice Boards	0	186	1,500	1,314		1,314	12.4%
4136 Credit Card Chgs	41	309	450	141		141	68.7%
4151 Catering	2	89	75	(14)		(14)	118.7%
4225 VIC Stock	0	1,165	2,000	835		835	58.3%
6030 Operational Staffing Recharge	4,318	12,439	25,240	12,801		12,801	49.3%

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6035 Operational Overhead Recharge	218	5,129	3,056	(2,073)		(2,073)	167.8%
Tourism VIC costs :- Indirect Expenditure	6,717	69,360	100,315	30,955	0	30,955	69.1%
Net Income over Expenditure	(6,717)	(64,054)	(95,815)	(31,761)			
485 PublicToilets							
4044 Insurance	377	1,885	9,640	7,755		7,755	19.6%
4100 Town Council Signs	(3,000)	0	0	0		0	0.0%
4104 Utilities - Water	102	1,194	2,200	1,006		1,006	54.3%
4105 Utilities - Heat & Light	714	2,976	3,550	574		574	83.8%
4110 Cleaning	6,000	24,000	36,000	12,000		12,000	66.7%
6000 Admin Salaries Recharge	1,609	9,263	9,832	569		569	94.2%
6005 Admin Overhead Recharge	376	2,625	2,752	127		127	95.4%
6009 HQ recharges	108	1,286	1,952	666		666	65.9%
6010 Grounds Salaries Recharge	312	1,905	2,064	159		159	92.3%
6015 Grounds Overhead Recharge	37	358	504	146		146	71.0%
6030 Operational Staffing Recharge	180	1,010	1,056	46		46	95.6%
6035 Operational Overhead Recharge	9	215	128	(87)		(87)	168.0%
PublicToilets :- Indirect Expenditure	6,824	46,717	69,678	22,961	0	22,961	67.0%
Net Expenditure	(6,824)	(46,717)	(69,678)	(22,961)			
801 Earmarked Reserves							
8000 EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001 EMR Armed forces affiliation	0	8,404	9,000	596		596	93.4%
8003 EMR Elections	0	41,535	41,535	0		0	100.0%
8004 EMR Blakehay Live Shows	0	0	6,625	6,625		6,625	0.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	0	1,151	3,002	1,851		1,851	38.3%
8011 EMR Blakehay Vols Fundraising	(7)	1,288	1,345	57		57	95.7%
8014 EMR Mus phase 2/HLF	0	5,000	5,452	452		452	91.7%
8018 CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019 EMR Old Mill Way	0	625	20,818	20,193		20,193	3.0%
8022 Civic Events	0	0	1,700	1,700		1,700	0.0%
8023 Cil Monies Received	0	0	217,585	217,585		217,585	0.0%
8024 Environmental Climate Change	0	1,150	8,810	7,660		7,660	13.1%
8025 Blakehay CRF Grant Award	0	75	2,587	2,512		2,512	2.9%
8026 Com Res - Food Proj / Climate	1,370	12,356	28,571	16,215		16,215	43.2%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8028 Town Council Community Project	0	2,237	2,800	563		563	79.9%
8033 MUS - Wild Escape Grant	0	316	1,047	731		731	30.2%

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8035 MUS - Understanding Hert Grant	0	15	2,025	2,010		2,010	0.7%
8036 Com Res - Wellbeing	0	7,510	5,489	(2,021)		(2,021)	136.8%
8040 Wellbeing staff grant	2,259	12,784	38,270	25,486		25,486	33.4%
Earmarked Reserves :- Indirect Expenditure	<u>3,622</u>	<u>94,446</u>	<u>417,402</u>	<u>322,956</u>	<u>0</u>	<u>322,956</u>	<u>22.6%</u>
Net Expenditure	<u>(3,622)</u>	<u>(94,446)</u>	<u>(417,402)</u>	<u>(322,956)</u>			
<u>901 Capital Works Reserves</u>							
9001 Castlebatch Play Refurbishment	0	273,149	273,149	(0)		(0)	100.0%
9002 HQ Refurbishment Wokrs	0	187,311	747,366	560,055		560,055	25.1%
Capital Works Reserves :- Direct Expenditure	<u>0</u>	<u>460,460</u>	<u>1,020,515</u>	<u>560,055</u>	<u>0</u>	<u>560,055</u>	<u>45.1%</u>
Net Expenditure	<u>0</u>	<u>(460,460)</u>	<u>(1,020,515)</u>	<u>(560,055)</u>			
Grand Totals:- Income	26,677	3,169,188	412,390	(2,756,798)			768.5%
Expenditure	291,175	2,213,789	4,495,719	2,281,930	0	2,281,930	49.2%
Net Income over Expenditure	<u>(264,497)</u>	<u>955,399</u>	<u>(4,083,329)</u>	<u>(5,038,728)</u>			
Movement to/(from) Gen Reserve	<u>(264,497)</u>	<u>955,399</u>					

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	30,673	273,159	386,251	113,092		113,092	70.7%
4006 Moorepay/IT payroll HR softwar	0	2,956	3,087	131		131	95.8%
4007 Personnel Consultants	355	2,841	4,415	1,574		1,574	64.3%
4008 CRB Checks/staff services	0	221	1,000	779		779	22.1%
4009 Health & Safety Consultant	292	2,508	3,500	992		992	71.7%
4012 Travel & Subsistence Expenses	51	56	250	194		194	22.5%
4013 Training	0	1,614	5,000	3,386		3,386	32.3%
4019 Website Costs-TC	0	179	650	471		471	27.5%
4030 Equipment Purchase	50	196	500	304		304	39.2%
4031 Equipment - Rental	911	5,683	8,456	2,773		2,773	67.2%
4034 Equipment Repairs	26	52	250	198		198	20.8%
4035 Telephone	568	5,232	5,879	647		647	89.0%
4036 Stationery	195	1,174	1,750	576		576	67.1%
4038 Recruitment / Advertising	286	286	3,000	2,714		2,714	9.5%
4040 Audit & Accountancy	141	4,848	6,000	1,152		1,152	80.8%
4041 Fees, Subs and Conferences	587	5,022	3,545	(1,477)		(1,477)	141.7%
4042 Postages	208	1,487	3,857	2,370		2,370	38.6%
4043 Ink Cartridges/printing	363	1,877	1,399	(478)		(478)	134.2%
4044 Insurance	377	7,406	13,363	5,957		5,957	55.4%
4049 Legal fees	0	1,360	2,000	640		640	68.0%
4107 IT Support & Upgrade	1,095	12,768	22,165	9,397		9,397	57.6%
4136 Credit Card Chgs	0	309	450	141		141	68.7%
4151 Catering	55	1,141	1,500	359		359	76.1%
4260 MHR People First Setup Costs	2,451	14,135	16,485	2,350		2,350	85.7%
6020 Allocation to Cost Centres	(38,684)	(346,431)	(370,991)	(24,560)		(24,560)	93.4%
Central Administration :- Indirect Expenditure	(0)	80	123,761	123,681	0	123,681	0.1%
Net Expenditure	0	(80)	(123,761)	(123,681)			
<u>103 Grove House</u>							
4102 NNDR	536	4,828	1,341	(3,487)		(3,487)	360.0%
4104 Utilities - Water	0	421	310	(111)		(111)	135.7%
4105 Utilities - Heat & Light	566	2,196	575	(1,621)		(1,621)	382.0%
4109 Alarm system	49	239	139	(100)		(100)	171.7%
4110 Cleaning	303	3,474	937	(2,537)		(2,537)	370.7%
4111 Window Cleaning	13	113	17	(96)		(96)	661.8%
4114 Refuse Removal	130	674	718	44		44	93.9%
Grove House :- Indirect Expenditure	1,597	11,944	4,037	(7,907)	0	(7,907)	295.9%
Net Expenditure	(1,597)	(11,944)	(4,037)	7,907			

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	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	0	1,339	675	(664)		(664)	198.4%
4104 Utilities - Water	22	179	624	445		445	28.7%
4105 Utilities - Heat & Light	811	2,113	656	(1,457)		(1,457)	322.0%
4109 Alarm system	0	33	15	(18)		(18)	216.7%
4110 Cleaning	303	1,879	762	(1,117)		(1,117)	246.6%
4111 Window Cleaning	13	113	21	(92)		(92)	535.7%
4132 Rent	417	4,583	1,250	(3,333)		(3,333)	366.7%
Grove Lodge :- Indirect Expenditure	1,566	10,238	4,012	(6,226)	0	(6,226)	255.2%
Net Expenditure	(1,566)	(10,238)	(4,012)	6,226			
<u>105 Community Services</u>							
4158 Weston in Bloom	1,200	10,321	12,000	1,680		1,680	86.0%
4200 Small grants to Voluntary Orgs	0	2,500	12,500	10,000		10,000	20.0%
4204 VANS	3,000	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	0	245	39,996	39,751		39,751	0.6%
4210 Weston Town Centre Co SLA	0	19,398	19,398	0		0	100.0%
4212 CCTV (NSC)	0	82,290	81,600	(690)		(690)	100.8%
4218 Flower Beds	0	4,250	5,000	750		750	85.0%
4221 Citizens Advice Bureau	0	25,000	25,000	0		0	100.0%
4223 Community Events	835	1,335	6,000	4,665		4,665	22.2%
4228 Blue Plaques	0	(45)	1,000	1,045		1,045	(4.5%)
4229 Armed Forces Celebrations	0	7,889	9,500	1,611		1,611	83.0%
4250 Community Events Grants	10,000	53,150	60,000	6,850		6,850	88.6%
4252 Crime & Disorder	0	30,301	50,000	19,699		19,699	60.6%
4864 Homeless Support Fund	25,000	25,000	50,000	25,000		25,000	50.0%
6000 Admin Salaries Recharge	2,585	23,074	24,480	1,406		1,406	94.3%
6005 Admin Overhead Recharge	684	6,491	6,869	378		378	94.5%
6009 HQ recharges	69	2,916	4,266	1,350		1,350	68.4%
6010 Grounds Salaries Recharge	4,079	41,178	45,225	4,047		4,047	91.1%
6015 Grounds Overhead Recharge	827	7,838	11,070	3,232		3,232	70.8%
6030 Operational Staffing Recharge	1,312	11,396	11,835	439		439	96.3%
6035 Operational Overhead Recharge	115	2,253	1,431	(822)		(822)	157.4%
Community Services :- Indirect Expenditure	49,706	359,779	480,170	120,391	0	120,391	74.9%
Net Expenditure	(49,706)	(359,779)	(480,170)	(120,391)			

	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	3,550	27,351	25,059	(2,292)		(2,292)	109.1%
4036 Stationery	0	11	200	189		189	5.5%
4044 Insurance	526	2,561	8,022	5,461		5,461	31.9%
4050 Printing	0	972	1,450	478		478	67.1%
4150 Chauffeur/travel costs	46	3,475	4,800	1,325		1,325	72.4%
4151 Catering	507	5,286	10,500	5,215		5,215	50.3%
4152 Civic Miscellaneous	397	4,521	4,994	473		473	90.5%
4153 Chairman's Allowance	0	3,524	4,496	972		972	78.4%
4154 Civic Regalia	0	822	2,700	1,878		1,878	30.4%
4163 Hildesheim Anniversary	0	1,799	0	(1,799)		(1,799)	0.0%
6000 Admin Salaries Recharge	4,394	39,213	41,598	2,385		2,385	94.3%
6005 Admin Overhead Recharge	1,162	11,030	11,671	641		641	94.5%
6009 HQ recharges	117	4,956	7,650	2,694		2,694	64.8%
6010 Grounds Salaries Recharge	1,047	10,568	11,601	1,033		1,033	91.1%
6015 Grounds Overhead Recharge	212	2,011	2,844	833		833	70.7%
6030 Operational Staffing Recharge	132	1,142	1,188	46		46	96.1%
6035 Operational Overhead Recharge	11	227	144	(83)		(83)	157.6%
Civic Support :- Indirect Expenditure	<u>12,101</u>	<u>119,469</u>	<u>138,917</u>	<u>19,448</u>	<u>0</u>	<u>19,448</u>	<u>86.0%</u>
Net Expenditure	<u>(12,101)</u>	<u>(119,469)</u>	<u>(138,917)</u>	<u>(19,448)</u>			
<u>108 Democratic Representation</u>							
1100 Miscellaneous Income	0	19	0	(19)			0.0%
Democratic Representation :- Income	<u>0</u>	<u>19</u>	<u>0</u>	<u>(19)</u>			
4013 Training	0	1,170	1,945	775		775	60.2%
4018 Election Costs	0	19,766	15,000	(4,766)		(4,766)	131.8%
4024 Internal Meeting Provision	41	3,264	3,413	149		149	95.6%
4107 IT Support & Upgrade	166	1,487	1,958	471		471	76.0%
6000 Admin Salaries Recharge	8,817	78,696	83,484	4,788		4,788	94.3%
6005 Admin Overhead Recharge	2,332	22,139	23,431	1,292		1,292	94.5%
6009 HQ recharges	234	9,944	14,778	4,834		4,834	67.3%
6030 Operational Staffing Recharge	53	460	477	17		17	96.4%
6035 Operational Overhead Recharge	5	91	54	(37)		(37)	168.5%
Democratic Representation :- Indirect Expenditure	<u>11,647</u>	<u>137,018</u>	<u>144,540</u>	<u>7,522</u>	<u>0</u>	<u>7,522</u>	<u>94.8%</u>
Net Income over Expenditure	<u>(11,647)</u>	<u>(136,999)</u>	<u>(144,540)</u>	<u>(7,541)</u>			
<u>110 Other Costs & Income</u>							
1100 Miscellaneous Income	0	8,853	0	(8,853)			0.0%

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1176 Precept	0	2,936,238	0	(2,936,238			0.0%
1190 Bank Interest	518	10,854	6,000	(4,854)			180.9%
Other Costs & Income :- Income	518	2,955,945	6,000	(2,949,945			49265.8
4051 Bank Charges	280	2,636	4,000	1,364	1,364		65.9%
4060 PWLB Interest repaid-Blakehay	0	3,975	4,611	636	636		86.2%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0	0		100.0%
4068 PWLB Interest repaid-Water Pk	0	8,455	8,986	531	531		94.1%
4069 PWLB Capital repaid-Water Pk	0	11,905	1,373	(10,532)	(10,532)		867.0%
4080 PWLB Capital HQ Loan	0	10,000	9,394	(606)	(606)		106.5%
4081 PWLB Interest HQ Loan	0	8,789	9,394	605	605		93.6%
4999 General Reserve	58,636	(229,753)	0	229,753	229,753		0.0%
Other Costs & Income :- Indirect Expenditure	58,916	(171,994)	49,758	221,752	0	221,752	(345.7%)
Net Income over Expenditure	(58,398)	3,127,940	(43,758)	(3,171,698			
<u>111 Strategic Planning/Projects</u>							
4049 Legal fees	4,699	17,412	10,000	(7,412)	(7,412)		174.1%
4213 Development budget	10	815	1,000	185	185		81.5%
6000 Admin Salaries Recharge	2,698	24,084	25,551	1,467	1,467		94.3%
6005 Admin Overhead Recharge	714	6,776	7,166	390	390		94.6%
6009 HQ recharges	72	3,044	2,241	(803)	(803)		135.8%
6030 Operational Staffing Recharge	131	1,142	1,179	37	37		96.9%
6035 Operational Overhead Recharge	11	226	144	(82)	(82)		156.9%
Strategic Planning/Projects :- Indirect Expenditure	8,335	53,498	47,281	(6,217)	0	(6,217)	113.1%
Net Expenditure	(8,335)	(53,498)	(47,281)	6,217			
<u>112 Environmental</u>							
4076 Environmental / Climate	0	22,312	25,000	2,688	2,688		89.2%
6000 Admin Salaries Recharge	694	6,196	6,570	374	374		94.3%
6005 Admin Overhead Recharge	184	(1,703)	1,834	3,537	3,537		(92.9%)
6009 HQ recharges	17	781	1,881	1,100	1,100		41.5%
6030 Operational Staffing Recharge	262	2,279	2,367	88	88		96.3%
6035 Operational Overhead Recharge	22	449	288	(161)	(161)		155.9%
Environmental :- Indirect Expenditure	1,179	30,314	37,940	7,626	0	7,626	79.9%
Net Expenditure	(1,179)	(30,314)	(37,940)	(7,626)			
<u>113 Operational Services</u>							
4000 Staffing Costs	10,367	90,029	124,645	34,616	34,616		72.2%

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4012 Travel & Subsistence Expenses	54	305	500	195		195	61.0%
4013 Training	375	1,712	6,772	5,060		5,060	25.3%
4014 P P E / Health & Safety	0	199	1,000	801		801	19.9%
4030 Equipment Purchase	0	79	200	121		121	39.4%
4035 Telephone	38	300	268	(32)		(32)	111.9%
4041 Fees, Subs and Conferences	29	(95)	400	495		495	(23.8%)
4107 IT Support & Upgrade	311	3,018	4,684	1,666		1,666	64.4%
4151 Catering	98	353	500	147		147	70.7%
4253 Volunteer Events	0	150	750	600		600	20.0%
6020 Allocation to Cost Centres	(11,272)	(96,051)	(104,787)	(8,736)		(8,736)	91.7%
Operational Services :- Indirect Expenditure	1	(0)	34,932	34,932	0	34,932	0.0%
Net Expenditure	(1)	0	(34,932)	(34,932)			
114 Old Town Quarry							
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	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	0	388	15,500	15,112	0	15,112	2.5%
Net Income over Expenditure	0	(388)	(5,500)	(5,112)			
115 HQ							
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	21,257	11,606	(9,651)		(9,651)	183.2%
4102 NNDR	0	611	15,594	14,983		14,983	3.9%
4104 Utilities - Water	28	161	1,000	839		839	16.1%
4105 Utilities - Heat & Light	277	649	7,500	6,851		6,851	8.7%
4109 Alarm system	7	193	1,320	1,127		1,127	14.6%
4110 Cleaning	0	0	10,000	10,000		10,000	0.0%

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4111 Window Cleaning	0	54	384	330		330	14.1%
4114 Refuse Removal	0	0	2,362	2,362		2,362	0.0%
4132 Rent	500	625	0	(625)		(625)	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	(812)	(34,500)	(57,240)	(22,740)		(22,740)	60.3%
HQ :- Indirect Expenditure	(0)	0	28,236	28,236	0	28,236	0.0%
Net Income over Expenditure	0	(0)	(23,236)	(23,236)			
120 Blakehay Central Costs							
1105 Blakehay Box office income	(2,412)	(3,893)	4,000	7,893			(97.3%)
Blakehay Central Costs :- Income	(2,412)	(3,893)	4,000	7,893			(97.3%)
4000 Staffing Costs	5,625	50,629	68,254	17,625		17,625	74.2%
4013 Training	0	395	1,050	655		655	37.6%
4014 P P E / Health & Safety	0	306	500	194		194	61.2%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	628	3,424	5,000	1,576		1,576	68.5%
4031 Equipment - Rental	132	341	139	(202)		(202)	245.6%
4034 Equipment Repairs	0	1,698	2,000	302		302	84.9%
4035 Telephone	134	1,233	1,344	111		111	91.7%
4036 Stationery	0	115	500	385		385	22.9%
4043 Ink Cartridges/printing	0	121	350	229		229	34.5%
4044 Insurance	377	10,088	10,363	275		275	97.3%
4102 NNDR	314	2,830	3,226	396		396	87.7%
4104 Utilities - Water	53	438	624	186		186	70.3%
4105 Utilities - Heat & Light	3,090	16,462	21,017	4,555		4,555	78.3%
4107 IT Support & Upgrade	226	2,763	3,500	737		737	78.9%
4109 Alarm system	35	63	641	579		579	9.8%
4110 Cleaning	1,593	14,534	19,766	5,232		5,232	73.5%
4111 Window Cleaning	0	150	308	158		158	48.7%
4114 Refuse Removal	21	1,555	2,029	474		474	76.7%
4131 Licenses	0	319	1,200	881		881	26.6%
4136 Credit Card Chgs	46	355	450	95		95	79.0%
6000 Admin Salaries Recharge	1,668	14,883	15,786	903		903	94.3%
6005 Admin Overhead Recharge	441	4,187	4,433	246		246	94.5%
6009 HQ recharges	36	1,535	2,547	1,012		1,012	60.3%
6010 Grounds Salaries Recharge	506	5,108	5,607	499		499	91.1%
6015 Grounds Overhead Recharge	103	972	1,377	405		405	70.6%
6030 Operational Staffing Recharge	1,472	12,785	13,275	490		490	96.3%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6035 Operational Overhead Recharge	129	2,526	1,602	(924)		(924)	157.7%
Blakehay Central Costs :- Indirect Expenditure	16,630	149,816	187,388	37,572	0	37,572	79.9%
Net Income over Expenditure	(19,041)	(153,709)	(183,388)	(29,679)			
121 Blakehay -Auditorium							
1090 Bookings	0	20,700	38,089	17,389			54.3%
Blakehay -Auditorium :- Income	0	20,700	38,089	17,389			54.3%
4000 Staffing Costs	3,876	32,208	47,725	15,517		15,517	67.5%
4039 Advertising & Marketing	0	1,749	3,500	1,751		1,751	50.0%
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	3,876	33,957	52,225	18,268	0	18,268	65.0%
Net Income over Expenditure	(3,876)	(13,257)	(14,136)	(879)			
122 Blakehay - Upper Studio							
1014 BH evening classes income	0	175	660	485			26.5%
1090 Bookings	294	4,563	6,621	2,058			68.9%
Blakehay - Upper Studio :- Income	294	4,738	7,281	2,543			65.1%
4141 BH evening classes expenditure	0	125	551	426		426	22.7%
4405 Blakehay Bar Expenditure	12	12	0	(12)		(12)	0.0%
Blakehay - Upper Studio :- Indirect Expenditure	12	137	551	414	0	414	24.8%
Net Income over Expenditure	282	4,601	6,730	2,129			
123 Blakehay Bar							
1015 Internal Bookings (Council)	0	1,634	0	(1,634)			0.0%
1193 Blakehay Bar Events Hire	0	125	1,000	875			12.5%
1194 Bar Income	5,844	12,921	15,000	2,079			86.1%
Blakehay Bar :- Income	5,844	14,679	16,000	1,321			91.7%
4000 Staffing Costs	1,254	12,555	20,967	8,412		8,412	59.9%
4031 Equipment - Rental	67	435	528	93		93	82.4%
4405 Blakehay Bar Expenditure	1,450	5,358	7,000	1,642		1,642	76.5%
Blakehay Bar :- Indirect Expenditure	2,772	18,348	28,495	10,147	0	10,147	64.4%
Net Income over Expenditure	3,073	(3,668)	(12,495)	(8,827)			
125 Blakehay -Live Shows							
1106 Blakehay events income	26,127	33,716	48,000	14,284			70.2%
Blakehay -Live Shows :- Income	26,127	33,716	48,000	14,284			70.2%

Detailed Income & Expenditure by Budget Heading 31/12/2023

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4016 Show costs	0	6,300	24,000	17,700		17,700	26.3%
4039 Advertising & Marketing	0	1,832	3,500	1,668		1,668	52.3%
Blakehay -Live Shows :- Indirect Expenditure	0	8,132	27,500	19,368	0	19,368	29.6%
Net Income over Expenditure	26,127	25,584	20,500	(5,084)			
140 Museum Central Costs							
1034 Grant funding	2,300	1,703	0	(1,703)			0.0%
1100 Miscellaneous Income	83	4,369	5,000	631			87.4%
Museum Central Costs :- Income	2,383	6,072	5,000	(1,072)			121.4%
4000 Staffing Costs	11,814	89,681	123,542	33,861		33,861	72.6%
4012 Travel & Subsistence Expenses	14	61	50	(11)		(11)	122.9%
4013 Training	0	2,467	3,806	1,339		1,339	64.8%
4014 P P E / Health & Safety	0	407	500	93		93	81.3%
4019 Website Costs-TC	6	114	350	236		236	32.6%
4030 Equipment Purchase	0	620	1,000	380		380	62.0%
4031 Equipment - Rental	23	437	403	(34)		(34)	108.5%
4034 Equipment Repairs	0	23	1,000	977		977	2.3%
4035 Telephone	268	2,431	2,950	519		519	82.4%
4036 Stationery	0	211	500	289		289	42.2%
4039 Advertising & Marketing	0	1,931	4,000	2,069		2,069	48.3%
4041 Fees, Subs and Conferences	9	258	100	(158)		(158)	258.3%
4044 Insurance	1,148	11,525	10,363	(1,162)		(1,162)	111.2%
4102 NNDR	0	(17,738)	213	17,951		17,951	(8327.8)
4104 Utilities - Water	67	304	257	(47)		(47)	118.3%
4105 Utilities - Heat & Light	2,632	11,458	12,953	1,495		1,495	88.5%
4107 IT Support & Upgrade	540	5,049	5,348	299		299	94.4%
4109 Alarm system	0	313	1,060	747		747	29.5%
4110 Cleaning	1,401	11,414	14,492	3,078		3,078	78.8%
4111 Window Cleaning	50	250	616	366		366	40.6%
4114 Refuse Removal	30	2,196	2,068	(128)		(128)	106.2%
4131 Licenses	2,120	3,045	1,907	(1,138)		(1,138)	159.7%
4214 Somerset County Council - SLA	0	0	72,260	72,260		72,260	0.0%
6000 Admin Salaries Recharge	1,392	12,424	13,185	761		761	94.2%
6005 Admin Overhead Recharge	368	3,495	3,695	200		200	94.6%
6009 HQ recharges	37	1,571	3,438	1,867		1,867	45.7%
6010 Grounds Salaries Recharge	838	8,454	9,288	834		834	91.0%
6015 Grounds Overhead Recharge	170	1,610	2,277	667		667	70.7%
6030 Operational Staffing Recharge	2,362	20,511	8,208	(12,303)		(12,303)	249.9%
6035 Operational Overhead Recharge	206	4,050	990	(3,060)		(3,060)	409.1%
Museum Central Costs :- Indirect Expenditure	25,495	178,574	300,819	122,245	0	122,245	59.4%
Net Income over Expenditure	(23,112)	(172,502)	(295,819)	(123,317)			

Detailed Income & Expenditure by Budget Heading 31/12/2023

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
141 Museum Learning and Events							
1006 Learning Income	199	6,600	11,653	5,054			56.6%
1008 Museum handling box hire	80	960	2,404	1,444			39.9%
Museum Learning and Events :- Income	<u>279</u>	<u>7,560</u>	<u>14,057</u>	<u>6,498</u>			<u>53.8%</u>
4000 Staffing Costs	2,934	27,300	36,849	9,549		9,549	74.1%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%
4020 Learning/Event education equip	204	692	1,200	508		508	57.7%
4030 Equipment Purchase	0	180	2,500	2,320		2,320	7.2%
Museum Learning and Events :- Indirect Expenditure	<u>3,138</u>	<u>28,172</u>	<u>40,649</u>	<u>12,477</u>	<u>0</u>	<u>12,477</u>	<u>69.3%</u>
Net Income over Expenditure	<u>(2,859)</u>	<u>(20,612)</u>	<u>(26,592)</u>	<u>(5,980)</u>			
142 Museum Cafe							
1004 Cafe Sales	7,751	52,963	66,000	13,037			80.2%
1194 Bar Income	(163)	1,218	10,000	8,783			12.2%
1197 Function food income	3,655	12,373	0	(12,373)			0.0%
Museum Cafe :- Income	<u>11,244</u>	<u>66,553</u>	<u>76,000</u>	<u>9,447</u>			<u>87.6%</u>
4000 Staffing Costs	4,929	43,392	46,746	3,354		3,354	92.8%
4014 P P E / Health & Safety	0	665	1,500	835		835	44.4%
4030 Equipment Purchase	26	2,482	2,500	18		18	99.3%
4031 Equipment - Rental	163	1,347	1,980	633		633	68.0%
4110 Cleaning	39	336	1,000	664		664	33.6%
4114 Refuse Removal	0	1,052	2,280	1,228		1,228	46.2%
4406 Bar Stock	97	2,144	5,000	2,856		2,856	42.9%
4407 Museum cafe stock	2,497	19,426	16,500	(2,926)		(2,926)	117.7%
4511 Function food costs	345	3,689	0	(3,689)		(3,689)	0.0%
Museum Cafe :- Indirect Expenditure	<u>8,097</u>	<u>74,534</u>	<u>77,506</u>	<u>2,972</u>	<u>0</u>	<u>2,972</u>	<u>96.2%</u>
Net Income over Expenditure	<u>3,147</u>	<u>(7,982)</u>	<u>(1,506)</u>	<u>6,476</u>			
143 Museum shop/retail							
1005 Museum Shop Sales	956	11,105	13,500	2,395			82.3%
1009 Museum sale or return comm	1,630	2,057	1,500	(557)			137.2%
Museum shop/retail :- Income	<u>2,586</u>	<u>13,162</u>	<u>15,000</u>	<u>1,838</u>			<u>87.7%</u>
4030 Equipment Purchase	93	345	300	(45)		(45)	114.9%
4031 Equipment - Rental	11	129	156	27		27	82.7%
4136 Credit Card Chgs	46	355	450	95		95	79.0%
4408 Museum shop stock	0	6,721	8,250	1,529		1,529	81.5%
Museum shop/retail :- Indirect Expenditure	<u>150</u>	<u>7,550</u>	<u>9,156</u>	<u>1,606</u>	<u>0</u>	<u>1,606</u>	<u>82.5%</u>
Net Income over Expenditure	<u>2,435</u>	<u>5,612</u>	<u>5,844</u>	<u>232</u>			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145 Museum Function							
1019 Internal Bookings (Council)	0	(193)	1,500	1,693			(12.8%)
1103 Other event misc income	0	0	6,000	6,000			0.0%
1104 Function Income	2,199	23,777	16,000	(7,777)			148.6%
Museum Function :- Income	2,199	23,585	23,500	(85)			100.4%
4400 Museum Function Expenditure	0	273	0	(273)		(273)	0.0%
Museum Function :- Direct Expenditure	0	273	0	(273)	0	(273)	
4000 Staffing Costs	942	7,151	18,361	11,210		11,210	38.9%
4030 Equipment Purchase	0	2,216	5,000	2,784		2,784	44.3%
4420 Function Expenditure (1104)	310	4,154	0	(4,154)		(4,154)	0.0%
Museum Function :- Indirect Expenditure	1,251	13,520	23,361	9,841	0	9,841	57.9%
Net Income over Expenditure	948	9,792	139	(9,653)			
300 Planning							
6000 Admin Salaries Recharge	1,169	10,431	11,070	639		639	94.2%
6005 Admin Overhead Recharge	309	2,936	3,102	166		166	94.6%
6009 HQ recharges	31	1,318	5,049	3,731		3,731	26.1%
Planning :- Indirect Expenditure	1,509	14,685	19,221	4,536	0	4,536	76.4%
Net Expenditure	(1,509)	(14,685)	(19,221)	(4,536)			
400 Central Grounds Maintenance							
4000 Staffing Costs	23,008	232,348	340,070	107,722		107,722	68.3%
4013 Training	0	4,158	6,887	2,729		2,729	60.4%
4014 P P E / Health & Safety	0	865	3,000	2,135		2,135	28.8%
4015 SLA Somerset	0	(223)	0	223		223	0.0%
4025 Vehicle Maintenance	642	5,860	5,550	(310)		(310)	105.6%
4026 Petrol / Diesel	398	5,349	9,585	4,236		4,236	55.8%
4030 Equipment Purchase	779	7,160	7,000	(160)		(160)	102.3%
4031 Equipment - Rental	334	7,139	16,960	9,821		9,821	42.1%
4034 Equipment Repairs	225	2,293	2,500	207		207	91.7%
4035 Telephone	221	2,295	2,153	(142)		(142)	106.6%
4041 Fees, Subs and Conferences	0	0	95	95		95	0.0%
4044 Insurance	377	(942)	8,004	8,946		8,946	(11.8%)
4107 IT Support & Upgrade	1,687	8,837	8,751	(86)		(86)	101.0%
4114 Refuse Removal	0	854	12,765	11,911		11,911	6.7%
4151 Catering	0	458	0	(458)		(458)	0.0%
6020 Allocation to Cost Centres	(27,670)	(276,451)	(317,493)	(41,042)		(41,042)	87.1%
Central Grounds Maintenance :- Indirect Expenditure	0	0	105,827	105,827	0	105,827	0.0%
Net Expenditure	(0)	(0)	(105,827)	(105,827)			

Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	<u>0</u>	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>
4105 Utilities - Heat & Light	0	357	3,000	2,643		2,643	11.9%
4108 Building / Maintenance	103	49	1,444	1,395		1,395	3.4%
6000 Admin Salaries Recharge	138	1,231	1,305	74		74	94.3%
6005 Admin Overhead Recharge	36	345	369	24		24	93.5%
6009 HQ recharges	5	156	828	672		672	18.8%
6010 Grounds Salaries Recharge	1,463	14,769	16,218	1,449		1,449	91.1%
6015 Grounds Overhead Recharge	296	2,811	3,969	1,158		1,158	70.8%
6030 Operational Staffing Recharge	52	450	468	18		18	96.2%
6035 Operational Overhead Recharge	5	90	54	(36)		(36)	166.7%
Allotments :- Indirect Expenditure	<u>2,098</u>	<u>20,258</u>	<u>27,655</u>	<u>7,397</u>	<u>0</u>	<u>7,397</u>	<u>73.3%</u>
Net Income over Expenditure	<u>(2,098)</u>	<u>(20,258)</u>	<u>(27,255)</u>	<u>(6,997)</u>			
420 Milton Road Cemetery							
1010 Interments	2,940	24,330	49,500	25,170			49.2%
1011 Memorials	0	3,222	5,804	2,582			55.5%
1100 Miscellaneous Income	0	3,622	2,721	(901)			133.1%
Milton Road Cemetery :- Income	<u>2,940</u>	<u>31,173</u>	<u>58,025</u>	<u>26,852</u>			<u>53.7%</u>
4034 Equipment Repairs	177	1,152	2,000	848		848	57.6%
4054 Grave Digging	1,361	5,117	10,000	4,883		4,883	51.2%
4055 Memorials	409	3,573	7,000	3,427		3,427	51.0%
4102 NNDR	0	0	3,636	3,636		3,636	0.0%
4104 Utilities - Water	29	511	1,813	1,302		1,302	28.2%
4105 Utilities - Heat & Light	18	170	168	(2)		(2)	101.2%
4109 Alarm system	0	0	310	310		310	0.0%
4110 Cleaning	0	90	2,000	1,910		1,910	4.5%
6000 Admin Salaries Recharge	1,530	13,652	14,481	829		829	94.3%
6005 Admin Overhead Recharge	405	3,841	4,064	223		223	94.5%
6009 HQ recharges	41	1,725	1,926	201		201	89.6%
6010 Grounds Salaries Recharge	7,634	77,060	84,627	7,567		7,567	91.1%
6015 Grounds Overhead Recharge	1,547	14,667	20,718	6,051		6,051	70.8%
6030 Operational Staffing Recharge	394	3,422	16,641	13,219		13,219	20.6%
6035 Operational Overhead Recharge	34	675	1,782	1,107		1,107	37.9%
Milton Road Cemetery :- Indirect Expenditure	<u>13,579</u>	<u>125,656</u>	<u>171,166</u>	<u>45,510</u>	<u>0</u>	<u>45,510</u>	<u>73.4%</u>
Net Income over Expenditure	<u>(10,639)</u>	<u>(94,482)</u>	<u>(113,141)</u>	<u>(18,659)</u>			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	18,485	73,941	74,613	672		672	99.1%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	306	2,731	2,898	167		167	94.2%
6005 Admin Overhead Recharge	81	767	809	42		42	94.8%
6009 HQ recharges	8	345	2,610	2,265		2,265	13.2%
Youth Activities :- Indirect Expenditure	<u>18,880</u>	<u>77,784</u>	<u>84,430</u>	<u>6,646</u>	<u>0</u>	<u>6,646</u>	<u>92.1%</u>
Net Expenditure	<u>(18,880)</u>	<u>(77,784)</u>	<u>(84,430)</u>	<u>(6,646)</u>			
460 Street Furniture							
1112 Dog Bin Emptying	1,196	10,766	14,538	3,772			74.1%
Street Furniture :- Income	<u>1,196</u>	<u>10,766</u>	<u>14,538</u>	<u>3,772</u>			<u>74.1%</u>
4105 Utilities - Heat & Light	140	1,362	1,400	38		38	97.3%
4115 Dogbin purchase	0	0	780	780		780	0.0%
4116 Dogbin Emptying	1,167	13,106	20,297	7,191		7,191	64.6%
4119 Notice Boards	0	273	1,500	1,227		1,227	18.2%
4120 Bus Shelter Cleaning / Graffit	364	760	500	(260)		(260)	151.9%
4133 Bus Shelter - Repairs	0	225	500	275		275	45.0%
4157 Prince Wales Clock/welcome sig	0	283	550	267		267	51.4%
6000 Admin Salaries Recharge	891	7,949	8,433	484		484	94.3%
6005 Admin Overhead Recharge	235	2,235	2,365	130		130	94.5%
6009 HQ recharges	24	1,003	1,782	779		779	56.3%
6010 Grounds Salaries Recharge	2,195	22,157	24,336	2,179		2,179	91.0%
6015 Grounds Overhead Recharge	445	4,217	5,958	1,741		1,741	70.8%
6030 Operational Staffing Recharge	53	459	2,349	1,890		1,890	19.5%
6035 Operational Overhead Recharge	5	91	288	197		197	31.6%
Street Furniture :- Indirect Expenditure	<u>5,519</u>	<u>54,120</u>	<u>71,038</u>	<u>16,918</u>	<u>0</u>	<u>16,918</u>	<u>76.2%</u>
Net Income over Expenditure	<u>(4,323)</u>	<u>(43,354)</u>	<u>(56,500)</u>	<u>(13,146)</u>			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	3,850	7,000	3,150			55.0%
1077 Water Park Admissions	0	18,381	45,000	26,619			40.8%
Parks & Play Areas :- Income	<u>0</u>	<u>22,231</u>	<u>52,000</u>	<u>29,769</u>			<u>42.8%</u>
4102 NNDR	0	0	449	449		449	0.0%
4104 Utilities - Water	175	712	3,004	2,292		2,292	23.7%
4105 Utilities - Heat & Light	2,593	18,558	11,500	(7,058)		(7,058)	161.4%
4109 Alarm system	0	398	500	102		102	79.6%

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	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	989	9,787	10,242	455		455	95.6%
4140 Recreation Grounds	0	78,060	86,725	8,665		8,665	90.0%
4300 Parks&Play Area EMRRP Holding	0	0	51,850	51,850		51,850	0.0%
4301 Ashcombe Park Lower	1,852	2,736	2,736	(0)		(0)	100.0%
4302 Ashcombe Park Upper	0	885	884	(1)		(1)	100.1%
4303 Broadway Play	0	1,019	1,018	(1)		(1)	100.1%
4304 Broadway Skate Park	0	885	884	(1)		(1)	100.1%
4305 Byron Rec	0	885	884	(1)		(1)	100.1%
4306 Castle Batch Lower	0	13,274	13,274	0		0	100.0%
4307 Canberra Road	0	1,083	1,083	(0)		(0)	100.0%
4308 Clarence Park	256	1,457	1,456	(1)		(1)	100.1%
4309 Conniston Green	0	885	884	(1)		(1)	100.1%
4310 Ellenborough Park East	336	1,325	1,324	(1)		(1)	100.1%
4311 Grove Park	0	885	885	0		0	100.0%
4312 Hutton Moor Skate Park	0	1,568	1,568	0		0	100.0%
4313 Jubilee Park	345	1,230	1,231	1		1	99.9%
4314 Locking Castle (Maltlands)	0	885	885	0		0	100.0%
4315 Lynch Farm	0	885	885	0		0	100.0%
4316 Millennium Green	0	1,647	1,647	0		0	100.0%
4317 Uphill Junior Play Area	900	5,011	5,013	2		2	100.0%
4318 Uphill Toddler Play Area	0	3,937	3,938	1		1	100.0%
4319 Water Adventure Play Park	45	64,245	64,245	0		0	100.0%
4320 Worle Recreation Ground	0	1,313	1,314	1		1	100.0%
4321 Wyvern Close	0	1,112	1,113	1		1	99.9%
4322 Ellenborough Park West	0	885	884	(1)		(1)	100.1%
4324 Dartmouth Close	0	116	115	(1)		(1)	100.6%
6000 Admin Salaries Recharge	1,028	9,175	9,738	563		563	94.2%
6005 Admin Overhead Recharge	272	2,580	2,733	153		153	94.4%
6009 HQ recharges	27	1,160	2,763	1,603		1,603	42.0%
6010 Grounds Salaries Recharge	4,705	47,494	52,155	4,661		4,661	91.1%
6015 Grounds Overhead Recharge	953	9,041	12,771	3,730		3,730	70.8%
6030 Operational Staffing Recharge	525	4,555	2,862	(1,693)		(1,693)	159.2%
6035 Operational Overhead Recharge	46	899	576	(323)		(323)	156.1%
Parks & Play Areas :- Indirect Expenditure	15,046	290,569	356,518	65,949	0	65,949	81.5%
Net Income over Expenditure	(15,046)	(268,338)	(304,518)	(36,180)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	(9,843)	(9,843)		(9,843)	0.0%
4232 Allotments PPM	0	235	235	(0)		(0)	100.1%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4233 Blakehay PPM	686	19,279	19,280	1		1	100.0%
4234 Museum PPM	5,555	30,399	30,398	(1)		(1)	100.0%
4235 Cemetery PPM	686	2,731	2,732	1		1	100.0%
4236 Parks & play areas PPM	444	2,985	2,984	(1)		(1)	100.0%
4237 Grove House PPM	350	3,109	3,108	(1)		(1)	100.0%
4238 Grove Lodge PPM	686	2,307	2,307	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	128	373	372	(1)		(1)	100.2%
4240 Public toilets	186	4,483	4,483	(0)		(0)	100.0%
4241 VIC PPM	0	10	10	0		0	96.5%
4242 HQ PPM	128	21,103	21,105	2		2	100.0%
6000 Admin Salaries Recharge	1,168	10,429	11,070	641		641	94.2%
6005 Admin Overhead Recharge	251	2,381	2,517	136		136	94.6%
6009 HQ recharges	39	1,662	2,187	525		525	76.0%
6010 Grounds Salaries Recharge	331	3,344	3,672	328		328	91.1%
6015 Grounds Overhead Recharge	67	637	891	254		254	71.5%
6030 Operational Staffing Recharge	338	2,934	3,051	117		117	96.2%
6035 Operational Overhead Recharge	30	579	369	(210)		(210)	156.9%
Planned maintenance :- Indirect Expenditure	11,073	108,980	100,928	(8,052)	0	(8,052)	108.0%
Net Expenditure	(11,073)	(108,980)	(100,928)	8,052			
480 Tourism & Marketing							
4031 Equipment - Rental	0	13	0	(13)		(13)	0.0%
Tourism & Marketing :- Indirect Expenditure	0	13	0	(13)	0	(13)	
Net Expenditure	0	(13)	0	13			
481 Tourism Love Weston / Dest Mar							
1040 VIC Advertising Income	200	10,276	15,000	4,725			68.5%
Tourism Love Weston / Dest Mar :- Income	200	10,276	15,000	4,725			68.5%
4000 Staffing Costs	4,651	48,158	53,427	5,269		5,269	90.1%
4030 Equipment Purchase	0	34	64	30		30	52.9%
4039 Advertising & Marketing	0	580	9,000	8,420		8,420	6.4%
4041 Fees, Subs and Conferences	0	0	250	250		250	0.0%
4062 Tourism-Love Weston website	901	5,074	11,500	6,426		6,426	44.1%
4107 IT Support & Upgrade	180	1,867	1,003	(864)		(864)	186.1%
6000 Admin Salaries Recharge	948	8,465	8,982	517		517	94.2%
6005 Admin Overhead Recharge	308	2,934	3,094	160		160	94.8%
6009 HQ recharges	25	1,068	1,152	84		84	92.7%
Tourism Love Weston / Dest Mar :- Indirect Expenditure	7,013	68,179	88,472	20,293	0	20,293	77.1%
Net Income over Expenditure	(6,813)	(57,904)	(73,472)	(15,568)			

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
482 Tourism VIC costs							
1040 VIC Advertising Income	0	99	1,500	1,401			6.6%
1043 VIC Retail/Shop Income	0	5,207	3,000	(2,207)			173.6%
Tourism VIC costs :- Income	0	5,306	4,500	(806)			117.9%
4000 Staffing Costs	0	48,047	61,137	13,090	13,090		78.6%
4013 Training	0	136	1,865	1,729	1,729		7.3%
4014 P P E / Health & Safety	0	51	1,000	949	949		5.1%
4031 Equipment - Rental	21	206	1,000	794	794		20.6%
4034 Equipment Repairs	0	71	1,000	929	929		7.1%
4035 Telephone	142	1,354	792	(562)	(562)		171.0%
4036 Stationery	0	179	200	21	21		89.7%
4039 Advertising & Marketing	50	213	1,000	787	787		21.3%
4119 Notice Boards	0	186	1,500	1,314	1,314		12.4%
4136 Credit Card Chgs	66	375	450	75	75		83.4%
4151 Catering	0	89	75	(14)	(14)		118.7%
4225 VIC Stock	0	1,165	2,000	835	835		58.3%
6030 Operational Staffing Recharge	3,149	15,588	28,395	12,807	12,807		54.9%
6035 Operational Overhead Recharge	275	5,404	3,438	(1,966)	(1,966)		157.2%
Tourism VIC costs :- Indirect Expenditure	3,703	73,063	103,852	30,789	0	30,789	70.4%
Net Income over Expenditure	(3,703)	(67,757)	(99,352)	(31,595)			
485 PublicToilets							
4044 Insurance	377	2,262	9,640	7,378	7,378		23.5%
4104 Utilities - Water	292	1,485	2,200	715	715		67.5%
4105 Utilities - Heat & Light	164	3,140	3,550	410	410		88.4%
4110 Cleaning	3,000	27,000	36,000	9,000	9,000		75.0%
6000 Admin Salaries Recharge	1,168	10,431	11,061	630	630		94.3%
6005 Admin Overhead Recharge	308	2,933	3,093	160	160		94.8%
6009 HQ recharges	30	1,316	2,196	880	880		59.9%
6010 Grounds Salaries Recharge	210	2,115	2,322	207	207		91.1%
6015 Grounds Overhead Recharge	42	400	567	167	167		70.5%
6030 Operational Staffing Recharge	132	1,142	1,188	46	46		96.1%
6035 Operational Overhead Recharge	11	226	144	(82)	(82)		156.9%
PublicToilets :- Indirect Expenditure	5,733	52,450	71,961	19,511	0	19,511	72.9%
Net Expenditure	(5,733)	(52,450)	(71,961)	(19,511)			
801 Earmarked Reserves							
8000 EMR Allotments General	0	0	3,500	3,500	3,500		0.0%

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
8001 EMR Armed forces affiliation	0	8,404	9,000	596		596	93.4%
8003 EMR Elections	0	41,535	41,535	0		0	100.0%
8004 EMR Blakehay Live Shows	0	0	6,625	6,625		6,625	0.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	(17)	1,134	3,002	1,868		1,868	37.8%
8011 EMR Blakehay Vols Fundraising	(17)	1,271	1,345	74		74	94.5%
8014 EMR Mus phase 2/HLF	0	5,000	5,452	452		452	91.7%
8018 CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019 EMR Old Mill Way	0	625	20,818	20,193		20,193	3.0%
8022 Civic Events	0	0	1,700	1,700		1,700	0.0%
8023 Cil Monies Received	0	0	217,585	217,585		217,585	0.0%
8024 Environmental Climate Change	0	1,150	8,810	7,660		7,660	13.1%
8025 Blakehay CRF Grant Award	0	75	2,587	2,512		2,512	2.9%
8026 Com Res - Food Proj / Climate	1,782	14,138	28,571	14,433		14,433	49.5%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8028 Town Council Community Project	0	2,237	2,800	563		563	79.9%
8033 MUS - Wild Escape Grant	0	316	1,047	731		731	30.2%
8035 MUS - Understanding Hert Grant	0	15	2,025	2,010		2,010	0.7%
8036 Com Res - Wellbeing	0	7,510	5,489	(2,021)		(2,021)	136.8%
8040 Wellbeing staff grant	2,503	15,288	38,270	22,982		22,982	39.9%
Earmarked Reserves :- Indirect Expenditure	4,251	98,698	417,402	318,704	0	318,704	23.6%
Net Expenditure	(4,251)	(98,698)	(417,402)	(318,704)			
901 Capital Works Reserves							
9001 Castlebatch Play Refurbishment	0	273,149	273,149	(0)		(0)	100.0%
9002 HQ Refurbishment Wokrs	103,048	290,359	747,366	457,007		457,007	38.9%
Capital Works Reserves :- Direct Expenditure	103,048	563,508	1,020,515	457,007	0	457,007	55.2%
Net Expenditure	(103,048)	(563,508)	(1,020,515)	(457,007)			
Grand Totals:- Income	53,398	3,222,586	412,390	(2,810,196)			781.4%
Expenditure	397,920	2,611,709	4,495,719	1,884,010	0	1,884,010	58.1%
Net Income over Expenditure	(344,522)	610,877	(4,083,329)	(4,694,206)			
Movement to/(from) Gen Reserve	(344,522)	610,877					

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 3rd April 2023.
- To the value of £1301.42 on the 2nd May 2023.
- To the value of £1344.81 on the 2nd June 2023.
- To the value of £1370.47 on the 3rd July 2023.
- To the value of £1558.83 on the 2nd August 2023.

Santander Actual Cash Received 1st April 2022 to 31st March 2023 = £6848.53

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 5th April 2023.
- To the value of £320.70 on the 3rd May 2023.
- To the value of £394.60 on the 2nd June 2023.
- To the value of £375.30 on the 4th July 2023.
- To the value of £414.16 on the 2nd August 2023.
- To the value of £433.19 on the 4th September 2023.
- To the value of £409.35 on the 3rd October 2023.
- To the value of £457.49 on the 2nd November 2023
- To the value of £432.56 on the 4th December 2023.

CCLA Actual Cash Received 1st April 2023 to 31st March 2024 = £3575.65

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

<u>SCHEDULE OF RECEIPTS</u> <u>FOR:</u>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	Total Gross Income
	£	£	£	£	£
Apr-23	£ 1,633,051.80	£ -	£ 110.00	£ -	£ 1,633,161.80
May-23	£ 41,467.31	£ -	£ 350.00	£ -	£ 41,817.31
Jun-23	£ 46,255.63	£ -	£ -	£ -	£ 46,255.63
Jul-23	£ 177,055.50	£ -	£ 244.84	£ 81.71	£ 177,382.05
Aug-23	£ 43,082.44	£ 24.50	£ -	£ -	£ 43,106.94
Sep-23	£ 1,502,149.82	£ -	£ -	£ -	£ 1,502,149.82
Oct-23	£ 74,680.68	£ -	£ -	£ 105.33	£ 74,786.01
Nov-23	£ 38,097.92	£ -	£ 100.00	£ -	£ 38,197.92
Dec-23	£ 55,249.85	£ -	£ 6,000.00	£ 75.05	£ 61,324.90

Outstanding Balances by Month as at 31/12/2023

A/C Code	Customer Name	Balance	Dec 2023	Nov 2023	Oct 2023	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
INSPIRE	INSPIRE	257.40	158.40	0.00	39.60	59.40	0.00
MCCOURT	MCCOURTS	-0.17	35.83	0.00	0.00	0.00	-36.00
NOVANDA	NOVANDA	225.00	0.00	0.00	0.00	225.00	0.00
PILATES	PILATES	99.00	79.20	19.80	0.00	0.00	0.00
PRODUCER	PRODUCER ENTERTAINMEN	3,000.00	0.00	0.00	0.00	3,000.00	0.00
THEATRE	THEATRE	39.60	39.60	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		3,620.83	313.03	19.80	39.60	3,284.40	-36.00
Ledger No 2: Council Sales Ledger							
ALLIANCE	ALLIANCE DOGBIN	755.04	377.52	377.52	0.00	0.00	0.00
ALLISON	ALLISON G	2,940.00	2,940.00	0.00	0.00	0.00	0.00
BUSINESS	BUSINESS LO	115.50	0.00	0.00	0.00	0.00	0.00
CAVACIUTI	CAVACIUTI	3,850.00	0.00	0.00	0.00	1,925.00	0.00
CHURCHILL	CHURCHILL P	748.80	374.40	374.40	0.00	0.00	0.00
COO001	COOKSLEY & SON	150.00	0.00	0.00	150.00	0.00	0.00
COVE	COVE WEST	118.80	0.00	118.80	0.00	0.00	0.00
ELM001	ELMS	10.00	0.00	0.00	0.00	10.00	0.00
FRIENDSMUS	FRIENDSMUS	507.00	0.00	0.00	0.00	0.00	0.00
JUMP	JUMP	198.00	0.00	0.00	0.00	198.00	0.00
KEWSTOKE	KEWSTOKE DOGBIN	617.76	308.88	308.88	0.00	0.00	0.00
NANDOS	NANDOS	198.00	0.00	0.00	0.00	198.00	0.00
NORTH	NORTH SOMERSET	2,300.00	2,300.00	0.00	0.00	0.00	0.00
PINKERS	PINKERS CRAFT	200.00	0.00	0.00	0.00	0.00	0.00
PITMANS	PITMANS	150.00	0.00	150.00	0.00	0.00	0.00
REDMOND	REDMOND	-5.00	0.00	0.00	0.00	0.00	-5.00
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00
STELLANTIS	STELLANTIS	292.50	0.00	0.00	0.00	292.50	0.00
SUPERCULT	SUPERCULTURE	1,502.94	0.00	0.00	1,502.94	0.00	0.00
TOZERO	TOZERO	-150.00	0.00	0.00	0.00	0.00	-150.00
WINSCOMB	WINSCOMBES	748.80	374.40	374.40	0.00	0.00	0.00
WOOLPACK	WOOLPACK	118.80	0.00	118.80	0.00	0.00	0.00
Total Sales Ledger No 2		16,266.94	6,675.20	1,822.80	1,652.94	3,323.50	-155.00
Ledger No 4: Museum Sales Ledger							
AGILISYS	AGILISYS	3,835.78	3,488.00	0.00	579.64	0.00	-231.86
AXE	AXE	-83.20	0.00	0.00	0.00	0.00	-83.20
BISHOPSL	BISHOPSL	40.00	0.00	0.00	0.00	40.00	0.00
BURRINGTO	BURRINGTON	154.00	0.00	0.00	154.00	0.00	0.00
CIVIC	CIVIC	118.80	118.80	0.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00
FRIENDSMUS	FRIENDSMUS	93.50	93.50	0.00	0.00	0.00	0.00
GIRLGUIDIN	GIRLGUIDING	258.74	0.00	0.00	258.74	0.00	0.00
GREEN	GREEN	1,277.50	0.00	0.00	1,277.50	0.00	0.00
KELSON	KELSON L	62.40	104.00	0.00	0.00	0.00	-41.60
MERCHANTS	MERCHANTS	40.00	40.00	0.00	0.00	0.00	0.00
MILES JONES	MILES JONES	-2,670.00	0.00	0.00	0.00	0.00	-2,670.00
Sub Total C/Fwd		23,343.89	10,832.53	1,842.60	3,962.42	7,176.50	-3,217.66

Outstanding Balances by Month as at 31/12/2023

A/C Code	Customer Name	Balance	Dec 2023	Nov 2023	Oct 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	23,343.89	10,832.53	1,842.60	3,962.42	7,176.50	-3,217.66
Ledger No 4: Museum Sales Ledger (Continued)							
MULTI	MULTI	-32.64	0.00	63.36	0.00	0.00	-96.00
NSCOTHER	NSCOTHER	66.00	0.00	0.00	0.00	66.00	0.00
PEARSES	PEARSES	63.36	0.00	0.00	63.36	0.00	0.00
SANDFORD	SANDFORD	84.00	0.00	0.00	0.00	84.00	0.00
SANFORDS	SANFORDS	-598.00	0.00	0.00	0.00	0.00	-598.00
STANDREW	STANDREWS	84.00	0.00	0.00	84.00	0.00	0.00
STMARKS	STMARKS	40.00	0.00	0.00	40.00	0.00	0.00
STMARYSP	STMARYSP	40.00	40.00	0.00	0.00	0.00	0.00
STRINGER	STRINGER	-11.60	0.00	0.00	0.00	0.00	-11.60
WESTH	WESTH	-342.00	0.00	0.00	0.00	0.00	-342.00
	Total Sales Ledger No 4	3,049.24	3,884.30	63.36	2,457.24	718.60	-4,074.26
	TOTAL SALES LEDGER BALANCES	22,737.01	10,872.53	1,905.96	4,149.78	7,326.50	-4,265.26

Outstanding Balances by Month as at 30/11/2023

A/C Code	Customer Name	Balance	Nov 2023	Oct 2023	Sep 2023	Prior Months	On A/c Pymnts	
Ledger No 1: Blakehay Sales Ledger								
INSPIRE	INSPIRE	99.00	0.00	39.60	0.00	59.40	0.00	
MCCOURT	MCCOURTS	-0.17	0.00	0.00	0.00	0.00	-36.00	
NOVANDA	NOVANDA	225.00	0.00	0.00	0.00	225.00	0.00	
PILATES	PILATES	79.20	19.80	0.00	0.00	0.00	0.00	
PRODUCER	PRODUCER ENTERTAINMEN	3,000.00	0.00	0.00	0.00	3,000.00	0.00	
Total Sales Ledger No 1			19.80	39.60	0.00	3,284.40	-36.00	
Ledger No 2: Council Sales Ledger								
ALLIANCE	ALLIANCE DOGBIN	377.52	377.52	0.00	0.00	0.00	0.00	
BUSINESS	BUSINESS LO	198.00	0.00	0.00	0.00	198.00	0.00	
CAVACIUTI	CAVACIUTI	1,925.00	0.00	0.00	0.00	1,925.00	0.00	
CHURCHILL	CHURCHILL P	374.40	374.40	0.00	0.00	0.00	0.00	
COO001	COOKSLEY & SON	150.00	0.00	150.00	0.00	0.00	0.00	
COVE	COVE WEST	118.80	118.80	0.00	0.00	0.00	0.00	
ELM001	ELMS	810.00	800.00	0.00	0.00	10.00	0.00	
JUMP	JUMP	198.00	0.00	0.00	0.00	198.00	0.00	
KEWSTOKE	KEWSTOKE DOGBIN	308.88	308.88	0.00	0.00	0.00	0.00	
NANDOS	NANDOS	198.00	0.00	0.00	0.00	198.00	0.00	
PITMANS	PITMANS	150.00	150.00	0.00	0.00	0.00	0.00	
REDMOND	REDMOND	-5.00	0.00	0.00	0.00	0.00	-5.00	
SHOWTIME	SHOWTIME	700.00	0.00	0.00	0.00	700.00	0.00	
STELLANTIS	STELLANTIS	292.50	0.00	0.00	0.00	292.50	0.00	
SUPERCULT	SUPERCULTURE	1,502.94	0.00	1,502.94	0.00	0.00	0.00	
TOZERO	TOZERO	-150.00	0.00	0.00	0.00	0.00	-150.00	
WINSCOMB	WINSCOMBES	374.40	374.40	0.00	0.00	0.00	0.00	
WOOLPACK	WOOLPACK	118.80	118.80	0.00	0.00	0.00	0.00	
Total Sales Ledger No 2			2,622.80	1,652.94	0.00	3,521.50	-155.00	
Ledger No 4: Museum Sales Ledger								
AGILISYS	AGILISYS	3,835.78	0.00	579.64	0.00	0.00	-231.86	
AXE	AXE	-83.20	0.00	0.00	0.00	0.00	-83.20	
BISHOPSL	BISHOPSL	40.00	0.00	0.00	40.00	0.00	0.00	
BURRINGTO	BURRINGTON	154.00	0.00	154.00	0.00	0.00	0.00	
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	528.60	0.00	
GIRLGUIDIN	GIRLGUIDING	258.74	0.00	258.74	0.00	0.00	0.00	
GREEN	GREEN	1,277.50	0.00	1,277.50	0.00	0.00	0.00	
KELSON	KELSONL	62.40	0.00	0.00	0.00	0.00	-41.60	
MILESJONES	MILESJONES	-2,670.00	0.00	0.00	0.00	0.00	-2,670.00	
MULTI	MULTI	-32.64	63.36	0.00	0.00	0.00	-96.00	
NSCOTHER	NSCOTHER	66.00	0.00	0.00	66.00	0.00	0.00	
PEARSES	PEARSES	63.36	0.00	63.36	0.00	0.00	0.00	
SANDFORD	SANDFORD	84.00	0.00	0.00	84.00	0.00	0.00	
SANFORDS	SANFORDS	-598.00	0.00	0.00	0.00	0.00	-598.00	
STANDREW	STANDREWS	84.00	0.00	84.00	0.00	0.00	0.00	
STMARKS	STMARKS	40.00	0.00	40.00	0.00	0.00	0.00	
STMARYSP	STMARYSP	40.00	0.00	0.00	0.00	0.00	0.00	
Sub Total C/Fwd			14,195.81	2,705.96	4,149.78	190.00	7,334.50	-3,911.66

Outstanding Balances by Month as at 30/11/2023

A/C Code	Customer Name	Balance	Nov 2023	Oct 2023	Sep 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	14,195.81	2,705.96	4,149.78	190.00	7,334.50	-3,911.66
Ledger No 4: Museum Sales Ledger (Continued)							
STRINGER	STRINGER	-11.60	0.00	0.00	0.00	0.00	-11.60
WESTH	WESTH	-342.00	0.00	0.00	0.00	0.00	-342.00
	Total Sales Ledger No 4	2,796.94	63.36	2,457.24	190.00	528.60	-4,074.26
	TOTAL SALES LEDGER BALANCES	13,842.21	2,705.96	4,149.78	190.00	7,334.50	-4,265.26

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

<u>Budget heading</u>	<u>code</u>	<u>YTD Spend</u>	<u>Budget 2023/2024</u>	<u>Overspend</u>	<u>Reason</u>
Central Administration					
Grove House					
NNDR	103/4102	£4,292.00	£1,341.00	£2,951.00	Budget provision reallocated to HQ costs due to anticipated move
Utilities - heat & light	103/4105	£1,631.00	£575.00	£1,056.00	Budget provision reallocated to HQ costs due to anticipated move
Cleaning	103/4110	£3,170.00	£937.00	£2,233.00	Budget provision reallocated to HQ costs due to anticipated move
Window Cleaning	103/4111	£100.00	£17.00	£83.00	Budget provision reallocated to HQ costs due to anticipated move
Grove Lodge					
NNDR	104/4102	£1,339.00	£675.00	£664.00	Budget provision reallocated to HQ costs due to anticipated move
Utilities - heat & light	104/4105	£1,301.00	£656.00	£645.00	Budget provision reallocated to HQ costs due to anticipated move
Cleaning	104/4110	£1,575.00	£762.00	£813.00	Budget provision reallocated to HQ costs due to anticipated move
Window Cleaning	104/4111	£100.00	£21.00	£79.00	Budget provision reallocated to HQ costs due to anticipated move
Rent	104/4132	£4,167.00	£1,250.00	£2,917.00	Budget provision reallocated to HQ costs due to anticipated move
HQ					
Insurance	115/4044	£21,257.00	£11,606.00	£9,651.00	Insurance premiums higher due to the building being empty & no lightning protection at the moment
Parking	115/4171	£10,950.00	£9,500.00	£1,450.00	Increase in rent of parking spaces

Policy & Finance Committee Meeting 19th February 2024

Additional funding for Defibrillator

Report of the Finance Officer

1.0 Overview

A grant application was received from Donate for Defib seeking assistance with the costs associated with acquiring a defibrillator. This application underwent thorough review by the Community Services Committee in January, resulting in the adoption of the following resolution:

**.1 Donate For Defib – working in partnership with Great Western Air Ambulance Charity (GWAAC)
Grant Applied for £1000
Under power: Local Government Act 1972 section 137**

Donate for Defib were a new project established in September 2023. The main purpose of Donate for Defib was to ensure that Public Access Defibrillators were available 24/7 and registered with the Circuit which was connected to both the local and national ambulances. They were seeking financial assistance of £1000 to help towards the objectives of the project which was to provide defibrillators in every pub, club, school, college, public place and doctors surgeries. It was noted that Donate for Defib did not have a bank account due to being a new project and all donations were looked after by Great Weston Air Ambulance (GWAAC). The cost of each Defibrillator was **£1705**.

The Deputy Town Clerk reported that all requests from the previous meeting had now been fulfilled.

A member enquired if members could have input as to where the funded Defibrillator could be located.

Josh Bell informed the committee that input on Defibrillator location by Weston Town Council would be possible.

A member suggested a location in or close to The Weston Museum would be suitable.

A member enquired if the committee had the authority to award more than the requested £1000, to which the Deputy Town Clerk advised that a recommendation to the Policy & Finance Committee would be required.

PROPOSED BY: Councillor Roger Bailey

SECONDED BY: Councillor Robert Skeen

A vote was taken and was **carried:**

RESOLVED: That a **£1000** grant be awarded from the small and voluntary grants budget.

PROPOSED BY: Councillor Robert Skeen

SECONDED BY: Councillor Joe Bambridge

A vote was taken and was **carried**:

RESOLVED: To make a request to the Policy & Finance Committee to award the outstanding money to fully fund one Defibrillator.

Members are requested to:

Consider the recommendation put forth by the Community Services Committee and decide on whether to approve the allocation of additional funding amounting to £705.

Fiona Gardner
Finance Officer

Policy & Finance Committee 19th February 2024

Town Council Vehicles – Lease /Contract expiry and vehicle requirements

Report of the Grounds Manager / Town Clerk

The appointment of the Grounds manager has seen a complete review of the grounds department requirements in order to undertake tasks assigned to them and one of these areas has been the review of current leased vehicles. It is recognised that with new services being undertaken (in particular Rangers services and a Dog Bin emptying) the current vehicles (historic contracts) do not now meet the needs of the department due to their size and ability to contain stock and tools etc.

1. Grounds Vehicles at 1st April 2024 (Budget Year 2023 / 2024)

- ▶ 2 x flatbed Citroen Relay trucks 1 on lease until 2025, and 1 lease due to be renewed.
- ▶ 1 x Citroen dispatch van lease until 2025
- ▶ 1 x Can-AM lease July 2023 – returned.

2. Current year Lease Costs on current vehicles & Budget 2023/ 2024

Table 1

Vehicle	Monthly Cost	Annual Cost	Budget 23/24
Flatbed Truck (1) Citroen Relay WJ21 YYG	£453.58	£5442.96	£5442.96
Flatbed Truck (2) Citroen Relay Tipper W017 HHC	£351.49	£4,217.88	£4,217.88
Citroen Dispatch Van WJ72 XSW	£333.79	£4005.48	£4,005.48
Can – Am	£239.75	£2,877	£2,877
TOTAL	£1,378.61	£16,543.32	£16,543.32

3. Proposal for replacement Vehicles to meet service needs (Full year costs)

3.1 Following extensive review of options for lease via commercial garages, it was evident that there was a significant increase to that currently being charged on leases still held. This would mean an increase to budget currently for vehicle provisions (23/24) of £6,591 = total budget requirement of £23,134.08

3.2 Working with commercial hire companies we have subsequently accessed an alternative for lease provisions the costs of which is detailed below.

Table 2

Vehicle	Monthly Cost	Annual Cost	Budget 23/24	Additional Budget Requirement (Full Year)
Flatbed Truck (1) Citroen Relay (Existing) WJ21 YYG	£453.58	£5,442.96	£5,442.96	£0.00
1 x Isuzu Gafter N35 (T) Tipper with Cage NEW VEHICLE	£570.16	£6,841.92	£4,217.88	£2,624.04
Citroen Dispatch Van WJ21 YYG (Existing)	£333.79	£4,005.48	£4,005.48	
Citroen Dispatch Van NEW VEHICLE	£570.31	£6,843.72	£2,877	£3,966.72
TOTAL	£1,927.84	£23,134.08	£16,543.32	£6,590.76

Proposed Vehicles

- ▶ 1 x flatbed Citroen Relay trucks 1 on lease until 2025
- ▶ 1 x Isuzu Gafter N35 (T) Tipper with Cage
- ▶ 2 x Citroen dispatch van lease until 2025



4. Alternative Quotations (TBC)

Since obtaining costs for new vehicle requirement Assistant Town Clerk (Operational Services) has found an alternative supplier specifically for government organisations through her links with North Somerset Council. We are awaiting a quotation for the two new requirements, from them, which was not available at the time of writing this report.

For the purpose of the budget, costs contained within section two of this report have been included but it should be noted these values could vary and budget saving could be made.

Members are requested to:

1. Approve the additional vehicle lease provision in principle and agree to the maximum costs contained in Table 2 (1 x replacement lease & 1 x new lease) noting, should a more competitive quote be available, budget savings will be made.

POLICY AND FINANCE COMMITTEE – 19th FEBRUARY 2024

REVIEW OF SOCIAL VALUE REQUIREMENTS IN PROCUREMENT REPORT OF THE FORMER TOWN CLERK

Introduction

1. The Town Council has been informally considering social value without a policy for a number of years, for example the decision to involve volunteers in Weston Museum, and to open it free admission and to run social and learning activities. In 2021 at the initiative of councillors the Council resolved to introduce a Social Value Policy and include this element in all council procurement.

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

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

Procurement

3. 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:

Town Council Strategy Theme	Measurement	Description	Scoring Requirement
Weston View	Social	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 their company has had regard for the local community within their tender documentation.
Cleaner and Greener	Environmental	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	Growth	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) Interested parties <u>must</u> be able to demonstrate paying the RLW to staff they employ.
Heritage, Arts and Culture (HAC)	Innovation	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.
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Difficulties experienced in procurement

5. Unfortunately it appears that the social value element is causing difficulties in practice for local businesses particularly small and medium enterprises (SMEs). While large companies, particularly those who deal regularly with principal councils, have the staff and resources to fully answer questionnaires about social value, small local businesses tend to be baffled by questions for example about crime reduction, heritage arts and culture or 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 contracted on a call off basis to price building projects show how they will support the 'growth of the local economy', or 'have regard for the local community'? Finally the rather general questions as adopted are difficult for the procuring committee or officer to measure and score objectively.

9. 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.

10. At its meeting in August the Policy and Finance Committee agreed to amend the Council's Procurement Guide subject to approval of amendments by the Working Party. I felt it right to bring the matter back to Policy and Finance Committee on 16th October. However this prompted considerable debate with some members challenging the principle of a Social Value Policy and the matter was therefore deferred to the December committee meeting.

Consideration at E&G Working Party

11. The Expenditure and Governance Working Party on 28th September considered a number of possible solutions including:

- 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 the procuring committee or officer can choose which of the questions they wish to address

- Simplifying the questions for SMEs by making them much more specific

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.

12. Following some research as to what small businesses could cope with I produced Appendix A containing some specific questions which may be easier for small local businesses to answer. I split them into economic, social and environmental wellbeing headings as per the Social Value Act 2012. Different questions will be relevant for each type and size of contract, but being specific should make them easier for small local companies. I suggested that the procuring officer or committee pick at least one from each of the three headings for each contract, more for large contracts.

13. At E&G members agreed that they would like to see contracts going to local businesses but debated the proposals. Some members felt that a threshold of £65,000 was too high and it should remain at £20,000. I explained that £65,000 was the point at which tenders were required but agreed that this was the very highest he thought would be reasonable but suggested a modest change from £20,000 to £25,000 which was the point at which opportunities had to be advertised on the Government Contracts Finder website.

14. The policy is lawful under the Social Value Act 2012 and I categorised the questions recommended in appendix A in accordance with that Act. Following further debate the Working Party recommended to Policy and Finance Committee as below

Recommendation:

1. Contractors continue to be required to pay the Real Living Wage as a minimum to all people working on all council contracts.
2. The threshold for other social value questions be increased to contracts with a value of £25,000 (from £20,000).
3. Appendix A be adopted as the questions with questions 1, 8 and 15 as mandatory questions to be asked with other questions at the discretion by the procuring committee or officer.
4. The council's Procurement Guide be amended accordingly.

Malcolm L Nicholson LL.B (Hons) DMS PSLCC
Town Clerk
18th September 2023

Appendix A – Social Value Questions for Contracts

Specific questions are split into the economic, social and environmental wellbeing headings as per the Social Value Act 2012. Different questions will be relevant for each type and size of contract, but being specific should make them more do-able for small local companies. The procuring officer or committee pick at least one from each of the three headings for each

contract, more for large contracts. (The Real Living Wage question will always be asked.)

Supporting the Local Economy

1. Will you pay the Real Living Wage as a minimum to everyone working on the contract? *(yes/no)*
2. Number of new jobs to be created by your organisation as a result of the contract? *(number as FTE)*
3. Number of individuals to be provided with work experience for at least 5 days? *(number)*
4. Number of new apprentices to be created by your organisation as a result of this contract? *(number)*
5. Number of unemployed residents to be supported into work? *(number)*
6. The total amount (£) to be spent in the supply chain within the local area (Somerset and the West of England) through the contract *(Value)*

Support Community Wellbeing

7. Number of people working on the contract who live within [5/10/25] miles of Weston-super-Mare *(number)*
8. Number of people working on the contract who live in Weston-super-Mare (including Kewstoke, St Georges, Locking and Hutton)? *(number)*
9. Number of people Somerset and the West of England (former Avon) *(number)*
10. Time allowed for your employees to volunteer for community work in the local area *(No. hrs)*
11. Can you hold educational/ informational events in the local community centre if so how many? *(Number and details)*
12. Donations to be made to local community funds to support local causes *(Value)*

Moving towards a sustainable Environment

13. The percentage of materials and products from sustainable sources used in the contract? *(%)*
14. Do you use any single use plastics in the contract if so what and how many? *(if so list and number)*
15. What are you doing to reduce your carbon footprint and adapting to climate change? *(%CO2 reduction or number of actions)*
16. How will your company support cleaner and greener spaces (if working in a park or green space)? *(statement)*
17. What equipment will you use and how is it powered ie petrol or electric (if working in a park or green space)? *(list)*
18. Where is your company based? *(location – distance from Weston and so will save on transport emissions/reduce congestion on the roads)*

Policy and Finance Committee Meeting 19th February 2024

Credit Card Limits

Report of the Town Clerk

1.0 Current Credit Cards issued:

The Council currently has the following limits on credit cards issued to key staff to enable, emergency expenditure, expenditure on line and payments where there is no ability to send us an invoice to pay in the normal way (as per the Councils Financial regulations).

• Town Clerk (retired)	£1,000	Cancelled
• Deputy Town Clerk	£1,000	Live
• Assistant Town Clerk	£500	Live
• Civic Officer	£500	Live

2.0 Amendments required following retirement of Town Clerk 31.01.24

Following the retirement of the former Town Clerk and the interim vacancy within the Senior Management Team (SMT), it is now necessary to review the current credit limits and revise the distribution of cards to meet business needs. The following is therefore recommended: -

• Town Clerk (SP)	£2,000	Increased Limit
• Assistant Town Clerk (FP)	£1,000	Increased Limit
• Civic Officer (RS)	£500	No Change
• Operation Support Manager (MH)	£500	New Issue

2.1 Temporary Issue to Operation Support Manager

Until the appointment of a third member of SMT (RFO) it is recommended that a credit card be issued to the Operational Support Manager. With changes to the Waterpark Business model and in particular the development of the Cafe services in house during 2024 it is felt to be prudent to have this in place. The Operational Support Manager is

overseeing this area of work.

2.2 Town Clerk Limit Increase

The suggested increase to the Town Clerks limit is to acknowledge that we are increasingly finding it hard to gain access to specific online services which have to be paid for by card only. Recognising that numerous online companies will not set up a Direct Debit provision. This payment then becomes recurring on the credit card (annually) until we no longer require the services. This expenditure currently is for the following items;

- Agorapulse – (Annual fee) Used for social media automated scheduling to meet Communication and Marketing strategy requirements (Museum/ Blakehay / Visit Weston and Central Town Council comms)
- Survey Monkey – (Annual fee) We are currently not able to go past a 500 limit on a mailing lists at any of our venues and as such are not able to market to lists that have been created without being able to subscribe and pay by card.

Members are recommended to approve the following:

1. Note the cancellation of Credit Card to the former Town Clerk with effect from 31.01.24
2. Approve the reviewed recommendations for credit card limits detailed in 2.0 above which include:
 - Increased credit limit to £2,000 for the Town Clerk
 - Increased credit limit to £1,000 for the Assistant Town Clerk
 - Issue of new temporary card £500 to the Operational Support Manager until such time of the appointment (current vacancy) within SMT (then this should be reviewed).
 - Approval to pay both Agorapulse and Survey Monkey via credit card (for annual automated renewal – until service is cancelled / no longer required).
 - Approve the ability for recurring payments to be made via Credit Cards held by members of **SMT ONLY**. (should other similar needs occur for business operations. This would be only with advanced approval of the RFO and Town Clerk following confirmation that no other means of payment can be made.

Report written by:

Sarah Pearse FSLCC BA (Hons)

Town Clerk