



**REPORT TO WESTON-SUPER-MARE
TOWN COUNCIL**

20th July 2020

MAYOR'S ENGAGEMENTS

17th March – 20th July 2020

**Town Mayor
Councillor Mark Canniford**

ENGAGEMENTS SUMMARY

TOWN MAYOR Cllr Mark Canniford	4
DEPUTY MAYOR Cllr James Clayton	0
TOWN COUNCIL LEADER: Cllr Alan Peak	0

TOTALS TO DATE

TOWN MAYOR Cllr Mark Canniford	191
DEPUTY MAYOR Cllr James Clayton	15
TOWN COUNCIL LEADER Cllr Alan Peak	1
TOTAL	207

SIGNIFICANT EVENTS

Raising of Pride Flag

FUTURE EVENTS

DATE	EVENT
July	
20	Town Council Meeting
31	Blue Plaque unveiling John Hugh Smyth-Pigott
August	
20	Blue Plaque unveiling Dwight D Eisenhower
September	
10	Health & Social Care Information Day
24	HMS Flying Fox - Showcase

Weston-Super-Mare Youth Council Meeting Notes

A.	Date of meeting: 3 rd March 2020
B.	Meeting Start Time: 6.07pm
C.	Where is the meeting: YMCA Youth Café
D.	Attendance - Ramari, Olivia F, Sean, Iris, susie Youth Council officer – Alli Waller Lauren Easterbrook - Councillor Codling, Councillor Ashworth
	Apologies – Councillor Gill Carpenter, Josh
F	Introductions – Councillor codling was introduced to our new members Ramari & sean
F.	Last Meeting Notes – Accepted: Y Proposed Olivia Seconded: Susie
1.	2020 dates– AW offered dates for the coming years youth council meeting which were confirmed by the youth council. Aw to send out the dates to all members to remind them of the meetings so we make sure we have a full quorate at each meeting. Proposed: Iris Seconded: Olivia
2.	Grant Applications- No grant applications were received. AW informed the Youth council that she has spread the word to Axe District Scouts in a bid to raise more awareness of the Grant application process.
3.	Grant Funding – LE also offered to do a press release on the grant process to also raise awareness. Councillor codling agreed that the youth council needs to get the word out there or if we don't use the Grant money the youth council will lose the opportunity to have the money. Olivia aske the youth council if they could help her with a school project. The Project is an enterprise opportunity which would need the backing of funding. She asked if at a meeting she could pitch the idea to the youth council and if they thought it was a good idea they would offer her funding. This will just be a experiment and no money will be offered as it is a school project. AW explained that this would be an ideal opportunity for new members to learn the process of the grant funding process first hand. Youth council members agreed as many of them haven't h
4.	Partnerships with outside organisations Wellbeing day -will be on 25 th Jan, Youth councillors were asked if they would attend to promote the youth council. Olivia said she would be attending. Climate Meeting- AW informed the youth council that she had been approached by the Town Council asking if any of the our members would like to attend the climate meetings. Olivia and Josh both expressed an interest. AW to find out more details for next meeting.
5.	Progress Updates Social media update – Olivia informed the youth council that Instagram now has 51

	<p>followers, she said that there needs to be more postings to boost following.</p> <p>Newsletter update- The newsletter is still slow due to lack of attendance at meetings, however a template of how it will look is in place. It was agreed that the best layout would involve Microsoft publisher. Some stories have been written, however if we don't speed up the process they may become outdated.</p> <p>Fundraising- Jake was going to ask Waitrose if it was possible for the youth Council to do a Bag pack for "In Charlies Memory", but as Jake isn't present, we will find out more at next meeting.</p>
6.	Youth Council Portfolios – Have been ordered by the Town Council. They should be here by next meeting.
	<p>AOB – Olivia asked if the attendance of Youth council members could be addressed. There has been a decline of attendance since the Youth council roles were announced. Josh agreed that it was hard to make any decisions or progress with the newsletter if members were not coming to meetings. Councillor Codling said member need to make more of a commitment as we are revisiting the same points at meetings and not moving forward. AW also said that she had sent out the list of dates in advance so everyone put them into their diaries. She will send them out again.</p>
10.	<p>Date of Next Meeting – What date and time has been agreed for next meeting?</p> <p>Date: 11th Feb Time: 17.15 Working Meeting 18.00 Youth Council</p> <p>Venue: YMCA Weston</p>
11.	Meeting End Time: 18.38pm

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 28/04/20
B.	Meeting Start Time: 6pm
C.	Where is the meeting: Via Zoom
D.	Attendance – Olivia, Sean, Iris, Councillor Codling, Alli Waller, Lauren Easterbrook (joined meeting 6.09pm)
E.	Check In- Spent 5 mins checking in on everyone
1.	Apologies for Absence – Josh K
2.	Declarations of Interest – N/A
3.	Notes of Last Meeting – Due to the pandemic the last meeting was a casual one. Only one member of the Youth council attended via Zoom so we used the opportunity to check in with them.
4.	Grants application- AW explained that this service is still available through the current situation and their maybe groups out there that need financial help because of the pandemic. LE- Offered to do a promotion of the youth council and include the grant application process. LE will contact SP to find out more.
4.	Social Media – AW told the Youth council that this is an ideal time to promote the Youth council and recruit for more members. By using both Youth council and YMCA social media platforms this will help to get the message out. SC explained that there is probably a lot of young people looking for a new challenge to occupy themselves and the youth Council is an ideal opportunity. Iris offered to manage the Instagram page and to put the link on our Whatsapp group so members can link it to their own social media. LE has offered to do a press release for the Youth Council next week.
4.	Focus of Youth Council- The youth council were asked if there was anything they would like to focus on. Olivia suggested we concentrate on getting the newsletter out so they can reach young people remotely, and maybe recruit more members.
5.	Newsletter Jobs- Olivia and Iris agreed the newsletter should be basic but based around helping young people cope with self- isolation. The following articles where agreed to be written and have been distributed. Who are we – A brief explanation of what the youth council do – Olivia Blog - Olivia Story – A insight into how a young person is coping with home schooling – Iris How to cope at home – Ideas for helping with the schoolwork and life balance – Iris Activities – Some links to online activities, like colouring apps, crosswords, puzzles etc. – Sean

	<p>Helplines – To find helplines that deal with mental health, anxiety etc – Sean</p> <p>Deadline for all articles to be sent to AW is Thursday 7th May.</p>
6.	<p>Review of Meeting dates – Given that we will not be returning to normal meetings for the foreseeable future. AW asked how often the Youth council should meet, monthly or more often. Iris suggested we don't leave it too long so it has been agreed every three weeks. We will review again in July.</p> <p>19th May 9th June 30th June 21st July</p>
7.	
11.	<p>Any Other Business</p> <p>LE asked the youth council if they would like to get involved with the 'No Closed Doors' campaign by posting on their social media. It was agreed that there are many young people within homes where domestic abuse is present. LE to send content to Iris to post.</p>
12.	<p>Date of Next Meeting – 19th May 2020</p>

Final Recognised Earmarked Reserves for the year 2020 /2021 @ 31.03.2020

To be approved at Town Council meeting May 2020

No	Description	Nominal Code	Balance @ 31.03.19	Added from Revenue Budget 2019 / 2020 Provision	Added from Receipted Income 2019 / 2020	Added from General Reserves 2019/ 2020	Returned to General Reserves	Spend in year 2019 / 2020 @ Month 12 (YTD)	Balance / Requirement - EMR 2020/2021
1	Armed Forces Affiliation	8001	£ 3,762	£ -	£ -	£ -	£ -	£ -	£ 3,762
2	Park & Play Area Refurb	8002	£ 9,000	£ 7,500	£ -	£ -	£ -	£ 9,000	£ 7,500
3	Election Costs	8003	£ 25,657	£ -	£ -	£ 7,500	£ -	£ 25,657	£ 7,500
4	Blakehay Live Shows	8004	£ 5,350	£ -	£ -	£ -	£ -	£ 1,882	£ 3,468
5	Skatepark	8005	£ 2,291	£ -	£ -	£ -	£ -	£ 2,291	£ -
6	Milton Road Cemetery	8008	£ 2,016	£ -	£ -	£ -	£ -	£ -	£ 2,016
7	Buy A Block Fund raising campaign Phase 2	8009	£ 226	£ 1,581	£ -	£ -	£ -	£ 621	£ 1,186
8	Blakehay Theatre Vols Fundraising	8011	£ 1,717	£ 1,371	£ -	£ -	£ -	£ 1,521	£ 1,567
9	Tourism	8012	£ 4,500	£ -	£ -	£ -	£ 4,500	£ -	£ -
10	Museum Roof Repairs (Spring 2020)	8013	£ -	£ 27,400	£ -	£ 55,000	£ -	£ -	£ 82,400
11	Museum Phase 2 Fund & HLF balance	8014	£ 76,149	£ 320	£ -	£ -	£ 55,000	£ 13,002	£ 8,467
12	Grit Bins	8017	£ 3,900	£ -	£ -	£ -	£ -	£ 165	£ 3,735
13	Capital Projects	8018	£ 45,175	£ 30,000	£ -	£ -	£ 4,180	£ 1,450	£ 69,545
14	Old Mill Way Allotment (only)	8019	£ 20,951	£ -	£ -	£ -	£ -	£ 383	£ 20,568
15	PPM - Compliance	8020	£ 14,599	£ 18,676	£ -	£ -	£ -	£ 14,599	£ 18,676
16	Know Your Place Grant (rename)	8021	£ 5,571	£ 3,656	£ -	£ -	£ 2,937	£ 2,634	£ 3,656
17	Civic	New code	£ -	£ 5,205	£ -	£ -	£ -	£ -	£ 5,205
18	CIL Receipts	New code	£ -	£ -	£ -	£ 104,601	£ -	£ -	£ 104,601
			£ 220,864	£ 95,709	£ -	£ 167,101	£ 66,617	£ 73,205	£ 343,852

Members are requested to

- 1 Approve the recognised Earmarked Reserve requirements for the year 2020 / 2021

Annual Governance and Accountability Return 2019/20 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Internal Audit Report 2019/20

Weston - Super-Mare Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective		Agreed? Please choose one of the following		Yes	No	Not covered
A. Appropriate accounting records have been properly kept throughout the financial year.				✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.				✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.				✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.				✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.				✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.				✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.				✓		
H. Asset and investments registers were complete and accurate and properly maintained.				✓		
I. Periodic and year-end bank account reconciliations were properly carried out.				✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.				✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")						✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.				✓		
M. (For local councils only)		Trust funds (including charitable) – The council met its responsibilities as a trustee.		Yes	No	Not applicable

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

Date(s) internal audit undertaken: 24 + 25/10/19, 9/12/20, 6/7/20

Name of person who carried out the internal audit: Nigel Arnel, for Puttins Ltd

Signature of person who carried out the internal audit: N. J. Arnel

Date: 10/07/2020

If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

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

Weston-super-Mare Town Council

Internal Audit Report 2019-20 (Final)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Limited*

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, from the outset and this report sets out those areas examined during the course of our recent final update work, which was undertaken remotely in our offices in early July 2020 due to the Covid-19 pandemic, and supplements the interim work undertaken during visits on 24th and 25th October 2019 and 19th February 2020. We wish to thank officers for their assistance in this process, providing all necessary additional (to that examined at our interim visit) documentation in electronic format to facilitate completion of our final review of the year and our signing off of the Internal Audit Certificate in the AGAR. We have, in the circumstances, reduced the volumes of some transactions examined (such as purchase ledger invoices) whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

In completing our review for 2019-20, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts and Annual Governance and Accountability Return (AGAR in short), employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities.

Overall Conclusion

We are pleased to report that no significant issues have been identified in our review for the year that warrant formal recommendation and the Deputy Town Clerk and her staff are to be commended for the quality of work and documentation provided for the purposes of the interim visits and final review. Consequently, we have duly signed off the Internal Audit Certificate assigning positive assurances in all categories.

This report has been prepared for the sole use of Weston-super-Mare Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Review of Accounts and Accounting Arrangements

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers, which continue to be maintained in bespoke (Omega) software with two bank accounts operated at Lloyds following the transition from NatWest (although the latter is not yet fully dormant), supplemented by a Reserve Saver account at Santander and CCLA deposit holdings. We have to date: -

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place;
- Checked and agreed the opening Trial Balance detail in the Omega software for 2019-20 to the closing Accounts and certified Annual Governance and Accountability Return for 2018-19 to ensure that all balances have been properly rolled forward;
- Checked and agreed four sample months' transactions (April, September & and December 2019 plus March 2020) on all accounts from appropriate cashbooks to the relevant bank statements; and
- Verified that regular, monthly bank reconciliations continue to be undertaken on all accounts, noting that appropriate hard copies are retained on file, that members are regularly provided with same and that these are signed off by appropriate officers and lead members. We have checked and agreed those as at 30th April, 30th September & 31st December 2019 plus March 2020 on all accounts with no matters arising.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Previously examined the minutes of meetings of the Full Council and its Standing Committees (except Planning) held throughout the current financial year to end December 2019 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred. Subsequently we have, where practical from the Council's website, further examined those for January and February 2020 where published;

- We have previously noted that both Standing Orders and Financial Regulations had been reviewed and re-affirmed in prior years, including necessary revisions in accord with revised contract regulations and have verified from current year's minutes that appropriate "tidying up" has been undertaken in relation to the Financial Regulations (July 2019); and
- We are pleased to note that Council has re-considered the criteria for the General Power of Competence and resolved that all requirements were met subsequent to the local elections in May 2019.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Purchasing and Payment Procedures

Our testing strategy in this section aims to ensure compliance with the following criteria to ensure that each payment is:

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

We have concluded our testing of a sample of supplier payments made during the financial year, examining all those individually in excess of £5,000 together with a further selection of every 50th cashbook transaction, irrespective of value for the period ending 31st January 2020. Our test sample comprised of approximately 75 payments (covering more than 200 individual supplier invoices), totalled more than £765,000 and represented 59% of all non-pay related expenditure processed to that date.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have verified the Q2 (September 2019) submission to the underlying control account balances and also noted that the March 2020 year-end debtor disclosed in the Statement of Accounts is similarly in accord with the control balance. We also note that the necessary partial exemption computations for VAT for 2018-19 have been completed with no further action required.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Assessment and Management of Risk

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

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken and that formal, detailed risk registers utilising the bespoke LCRS software package were adopted: this remains the case in 2019-20, with the latest "scores on the doors" being considered by the Expenditure and Governance Working Party in June 2019 and, subsequently by minute adoption, the Policy & Finance Committee in August 2019 and full Council in November 2019; and
- Noted from our sample of supplier payments above that the Council's insurance policy was renewed via WPS (the brokers) with cover now being provided by their preferred supplier, Royal & Sun Alliance, at substantial savings in premiums. We have examined the current year's policy schedule (ending in June 2020) and note that Public Liability stands at £15 million, that Employer's Liability stands at £10 million, that Fidelity Guarantee stands at £1.4 million and that Loss of Revenue is in place at £699,000.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local District Council (or Unitary Authority where applicable), that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. To meet this objective:

- We noted previously that early deliberations had been undertaken in relation to Revenue budgets for 2020-21, with any formal conclusions deferred until January 2020. Subsequently at this update visit, we note that this exercise was duly completed with the Precept for 2020-21 being adopted, and properly recorded, at £2,567,270;
- We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year (most recently to the Policy & Finance Committee in February 2020); and

- Finally in this area, we note that Total Usable Reserves as at 31st March 2020 stood at more than £839,000, which comprised of specific Earmarked items totalling £343,000 and the residual General Fund of £496,000: the latter represents three to four months net expenditure at current levels.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Income

In this area of our review work, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: also ensuring that it is banked promptly in accordance with the Council's Financial Regulations. Consequently:-

- We note that the schedules of Council's fees and charges continue to be reviewed and adopted annually, those for 2019-20 having been formally considered by the relevant committee and Full Council during the previous municipal year as part of the budget setting process;
- We have, as noted earlier in this report, verified all receipt transactions from Omega cashbook ledgers to relevant bank statements for four sample months in the Lloyds and NatWest cashbooks and also the interest and dividends arising on both the CCLA deposits and the Santander Reserve account for the year to end March 2020;
- We have tested the takings for the Blakehay Theatre and Bar by reference to the daily cash sheets for week ending 8th November 2019, the accompanying "Z" till readings, the third party (Ticket Source) reports and subsequent cashbook and bank statement entries; and
- Similarly the public toilet takings were tested for the same sample week and those for the Information Centre for the week ending 22nd September 2019 were also verified.

Conclusions

No issues requiring formal recommendation have arisen in this area currently and we did not consider it necessary to repeat the testing of the Museum or Cemetery operations as this was undertaken in some detail during the previous year.

Petty Cash Account and Debit Card Usage

Relatively limited petty cash accounts are operated at the Administration offices, at the Museum / Café, at the Information Centre, and for the Grounds staff with maximum Imprest holdings of £250, £100, £100 and £50 respectively which are "topped up" periodically.

We have examined a sample of the payment transactions (namely for the re-imbursements raised in August and September 2019) with all items properly supported by till receipts or supplier invoices, correctly entered in the ledgers and with any VAT recoveries (albeit completely immaterial) separated accordingly

The Council also operates a Lloyds bank corporate credit card with a maximum credit limit of £2,500, with two named authorised users and with settlement in full on a monthly basis by direct debit. We have checked and agreed the individual items on the statement paid in September 2019 to appropriate till receipts with no matters of concern.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as recently amended with effect from 1st April 2019 as regards employee contribution bandings.

To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented an appropriate award for the current year;
- Noted previously that a payroll bureau provider (North Somerset Council) was engaged to provide the service and this remains the case in 2019-20;
- Agreed the amounts paid to employees by reference to the approved pay scales on the council's establishment list, examining a sample of all those salary payments made in September 2019;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;
- Checked that the correct superannuation percentage deductions are being applied where applicable; and
- Ensured that any variations to standard payments, such as overtime and sickness and mileage, have been subject to formal timesheet records and approval by senior officers.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Asset Registers

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

We are pleased to note the continued maintenance of an appropriate register and have examined its content as at 31st March 2020. We again note that the accounting contractor has included a full disclosure note in the detailed Statement of Accounts, identifying the gross cost of assets, together with new additions in the financial year and also detail of “in-year” and cumulative depreciation to 31st March 2020, the Net Book Value being transferred to the detailed Balance Sheet. We have agreed the Statement of Accounts detail to that contained in the spreadsheet-based asset register with no issues and have verified the aggregate cost totals disclosed at Box 9, Page 5 of the AGAR.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Investments and Loans

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

- The Council currently has funds in the Santander Bank and the Public Sector Deposit fund, detail of which we have checked and agreed to their third party statements as at 30th September 2019 and 31st March 2020; and
- The Council continues to have outstanding loan facilities with PWLB and we have verified the two instalment repayments for the year (in May and November 2019) from cashbooks to third party demand notices as part of the sample of supplier testing noted earlier in this report. Additionally, we have as part of this final review verified the outstanding balances disclosed at Box 10, Page 5 of the AGAR to the PWLB’s independent list published on their website.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Statement of Accounts and Annual Governance Return

The Council continues to engage the services of a third-party accountancy contractor (Microshade) to assist in the year-end closedown process: part of this work includes the preparation of an annual detailed Statement of Accounts.

We are pleased to note that appropriate Supporting Statements have again been prepared with amendments accordingly made to exclude some of the more onerous disclosure and reporting notes no longer required and that the Deputy Clerk was provided with the necessary data to be transferred to Page 5 within the AGAR.

We have checked and agreed the content to the underlying Omega Trial Balance and other relevant supporting documentation provided in support of the detailed Accounts and AGAR information.

Conclusions

As a result of our programme of coverage during the course of the year, we are pleased to report that no recommendations arise in this area and, as noted in the preamble to this report, we have duly “signed off” the Internal Audit Report at Page 3 within the AGAR, assigning positive assurances in all categories.

Weston-super-Mare Town Council

Notes to the Accounts (Unaudited)

31st March 2020

12 The Annual Return (Accounting Statements)

	Box	2019	2020
Balances Brought Forward	1	675,080	651,028
Annual Precept	2	1,907,597	2,007,277
Total Other Receipts	3	396,841	457,662
Staff Costs	4	(829,843)	(842,436)
Loan Interest/Capital Payments	5	(39,514)	(38,878)
All Other Payments	6	(1,459,133)	(1,395,246)
Balances Carried Forward	7	651,028	839,406
Total Cash and Short Term Investments	8	624,437	722,103
Total Fixed and Long Term Assets	9	2,964,538	3,082,660
Total Borrowings	10	354,477	332,560

AGENDA ITEM

	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>					
January 2020	£8,735.88	£117,251.31	£949.68	£109.65	<u>£127,046.52</u>
February 2020	£6,652.45	£197,771.87	£798.08	£15.78	<u>£205,238.18</u>
March 2020	£7,230.67	£299,579.25	£468.54	£20.04	<u>£307,298.50</u>
April 2020	£6,808.62	£183,445.12	£265.74	£31.14	<u>£190,550.62</u>
May 2020	£32,542.28	£115,887.21	£17.38	£12.21	<u>£148,459.08</u>
June 2020	£3,603.79	£191,776.03	£8.20	£8.75	<u>£195,396.77</u>

POLICY AND FINANCE COMMITTEE

5.b.i

BANK RECONCILIATIONS AS AT 31st December 2019

BANK RECONCILIATIONS AS AT 31st December 2019	Agenda Item				ADD								
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash & floats held:					Monthly totals
								Petty Cash Grove Lodge	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC Petty Cash & Floats	Blakehay Floats	
Summary of reconciliations attached	£	£	£	£		£	£	£	£	£	£	£	£
31st January 2020													
Account Balance	671,264.34	1,835.97	3,574.62	30,106.63	657,206.81	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,835,723.62
Less: Unpresented cheques and BACS (p/l & imprest trs)	49,081.40	1,302.89	0.00	0.00									
plus: receipts not banked	804.54	0.00	5.00	0.00									
	622,987.48	533.08	3,579.62	30,106.63									
29th February 2020													
Account Balance	537,810.16	1,698.76	7,806.84	30,111.25	480,308.71	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	1,481,927.42
Less: Unpresented cheques and BACS (p/l & imprest trs)	98,931.10	1,036.83	0.00	0.00									
plus: receipts not banked	2,870.88	-26.25	5.00	0.00									
	441,749.94	635.68	7,811.84	30,111.25									
31st March 2020 (year end 2019/2020)													
Account Balance	324,148.74	34,960.52	11,142.50	30,101.52	200,455.09	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	922,220.18
Less: Unpresented cheques and BACS (p/l & imprest trs)	199,492.38	402.81	0.00	0.00									
plus: receipts not banked	18.25	-26.25	5.00	0.00									
	124,674.61	34,531.46	11,147.50	30,101.52									
30th April 2020													
Account Balance	1,460,724.16	34,694.78	11,825.36	30,101.52	1,444,136.46	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	3,409,582.92
Less: Unpresented cheques and BACS (p/l & imprest trs)	93,361.55	77.81	0.00	0.00									
plus: receipts not banked	230.00	0.00	0.00	0.00									
	1,367,592.61	34,616.97	11,825.36	30,101.52									
31st May 2020													
Account Balance	1,271,026.98	34,677.40	11,813.15	30,121.48	1,302,425.40	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	3,126,160.80
Less: Unpresented cheques and BACS (p/l & imprest trs)	45,365.80	77.81	0.00	0.00									
plus: receipts not banked	230.00	0.00	0.00	0.00									
	1,225,891.18	34,599.59	11,813.15	30,121.48									
30th June 2020													
Account Balance	1,165,532.47	34,669.20	11,090.40	30,126.27	1,127,760.98	100,000.00	420,000.00	250.00	50.00	540.00	150.00	320.00	2,776,831.96
Less: Unpresented cheques and BACS (p/l & imprest trs)	113,989.39	77.81	0.00	0.00									
plus: receipts not banked	409.84	0.00	0.00	0.00									
	1,051,952.92	34,591.39	11,090.40	30,126.27									

POLICY AND FINANCE COMMITTEE

BANK RECONCILIATIONS AS AT 31st December 2019

Agenda Item 5.b.i

Summary Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Central Administration	Expenditure	(2)	(14)	306,623	306,637	306,637	0.0%
103	Grove House	Expenditure	(0)	(1)	12,881	12,882	12,882	0.0%
104	Grove Lodge	Expenditure	0	(0)	9,771	9,771	9,771	0.0%
105	Community Services	Income	15,687	15,687	0	(15,687)		0.0%
		Expenditure	6,189	43,048	445,965	402,917	402,917	9.7%
	Movement to/(from) Gen Reserve	9,499	(27,361)					
107	Civic Support	Expenditure	3,283	10,948	57,305	46,357	46,357	19.1%
108	Democratic Representation	Expenditure	6,803	21,890	42,283	20,393	20,393	51.8%
110	Other Costs & Income	Income	337	1,362,300	3,000	(1,359,300)		45410.0%
		Expenditure	135	19,764	73,383	53,619	53,619	26.9%
	Movement to/(from) Gen Reserve	202	1,342,536					
111	Strategic Planning/Projects	Expenditure	4,491	17,077	29,962	12,885	12,885	57.0%
120	Blakehay Central Costs	Expenditure	7,783	22,383	78,137	55,754	55,754	28.6%
121	Blakehay -Auditorium	Income	0	0	43,100	43,100		0.0%
		Expenditure	1,707	5,120	36,499	31,379	31,379	14.0%
	Movement to/(from) Gen Reserve	(1,707)	(5,120)					
122	Blakehay - Upper Studio	Income	0	0	13,400	13,400		0.0%
		Expenditure	540	1,680	7,156	5,476	5,476	23.5%
	Movement to/(from) Gen Reserve	(540)	(1,680)					
123	Blakehay Bar	Income	0	0	16,750	16,750		0.0%
		Expenditure	152	2,070	16,257	14,187	14,187	12.7%
	Movement to/(from) Gen Reserve	(152)	(2,070)					
124	Blakehay Box Office	Income	0	(30)	10,800	10,830		(0.3%)
		Expenditure	1,591	4,246	19,640	15,394	15,394	21.6%
	Movement to/(from) Gen Reserve	(1,591)	(4,276)					
125	Blakehay -Live Shows	Income	0	(36)	48,000	48,036		(0.1%)
		Expenditure	0	2,250	26,400	24,150	24,150	8.5%
	Movement to/(from) Gen Reserve	0	(2,286)					
140	Museum Central Costs	Income	3	3	7,500	7,497		0.0%
		Expenditure	20,759	67,565	297,059	229,494	229,494	22.7%
	Movement to/(from) Gen Reserve	(20,757)	(67,562)					
141	Museum Learning and Events	Income	0	(60)	17,352	17,412		(0.3%)
		Expenditure	2,192	6,576	32,353	25,777	25,777	20.3%
	Movement to/(from) Gen Reserve	(2,192)	(6,636)					
142	Museum Cafe	Income	0	0	62,000	62,000		0.0%
		Expenditure	3,544	10,841	69,592	58,751	58,751	15.6%
	Movement to/(from) Gen Reserve	(3,544)	(10,841)					
143	Museum shop/retail	Income	0	0	17,500	17,500		0.0%
		Expenditure	691	1,053	7,312	6,259	6,259	14.4%
	Movement to/(from) Gen Reserve	(691)	(1,053)					
144	Museum Temporary Gallery	Expenditure	0	0	1,000	1,000	1,000	0.0%

Summary Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145	Museum Function							
	Income	35	205	31,500	31,295			0.7%
	Expenditure	0	0	3,885	3,885		3,885	0.0%
	Movement to/(from) Gen Reserve	<u>35</u>	<u>205</u>					
199	Capital Projects	0	0	173,000	173,000		173,000	0.0%
300	Planning	1,084	3,425	3,621	196		196	94.6%
400	Central Grounds Maintenance	(3)	(0)	242,323	242,323		242,323	0.0%
403	Allotments	626	1,971	6,022	4,051		4,051	32.7%
406	Environmental / climate	0	0	100,000	100,000		100,000	0.0%
420	Milton Road Cemetery							
	Income	2,489	14,492	59,250	44,758			24.5%
	Expenditure	10,496	42,925	68,251	25,326		25,326	62.9%
	Movement to/(from) Gen Reserve	<u>(8,007)</u>	<u>(28,433)</u>					
451	Youth Activities	6,091	18,405	70,816	52,411		52,411	26.0%
460	Street Furniture	3,818	12,605	30,287	17,682		17,682	41.6%
470	Parks & Play Areas							
	Income	0	0	37,000	37,000			0.0%
	Expenditure	14,144	31,256	329,845	298,589		298,589	9.5%
	Movement to/(from) Gen Reserve	<u>(14,144)</u>	<u>(31,256)</u>					
475	Planned maintenance	39,096	52,879	117,395	64,516		64,516	45.0%
480	Tourism & Marketing	835	853	5,000	4,147		4,147	17.1%
481	Tourism Love Weston / Dest Mar							
	Income	4,013	9,939	27,500	17,561			36.1%
	Expenditure	7,189	22,618	104,070	81,452		81,452	21.7%
	Movement to/(from) Gen Reserve	<u>(3,176)</u>	<u>(12,680)</u>					
482	Tourism VIC costs							
	Income	0	0	19,100	19,100			0.0%
	Expenditure	96	279	41,420	41,141		41,141	0.7%
	Movement to/(from) Gen Reserve	<u>(96)</u>	<u>(279)</u>					
485	PublicToilets							
	Income	41	41	5,500	5,459			0.7%
	Expenditure	6,274	20,565	56,198	35,633		35,633	36.6%
	Movement to/(from) Gen Reserve	<u>(6,233)</u>	<u>(20,524)</u>					
801	Earmarked Reserves							
	Expenditure	250	8,122	0	(8,122)		(8,122)	0.0%
Grand Totals:- Income		22,604	1,402,541	419,252	(983,289)			334.5%
Expenditure		149,856	452,397	2,921,711	2,469,314	0	2,469,314	15.5%
Net Income over Expenditure		<u>(127,251)</u>	<u>950,144</u>	<u>(2,502,459)</u>	<u>(3,452,603)</u>			
Movement to/(from) Gen Reserve		<u>(127,251)</u>	<u>950,144</u>					

Summary Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Central Administration	Expenditure	(6)	(5)	(2)	3	3	238.5%
103	Grove House	Expenditure	0	(0)	763	763	763	0.0%
104	Grove Lodge	Expenditure	4	1	292	291	291	0.4%
105	Community Services	Expenditure	8,507	274,790	280,271	5,481	5,481	98.0%
107	Civic Support	Expenditure	6,812	67,026	75,827	8,801	8,801	88.4%
108	Democratic Representation	Expenditure	7,860	128,292	99,302	(28,990)	(28,990)	129.2%
110	Other Costs & Income	Income	77,975	2,114,533	2,010,277	(104,256)		105.2%
		Expenditure	234	42,013	42,037	24	24	99.9%
	Movement to/(from) Gen Reserve		<u>77,741</u>	<u>2,072,520</u>				
111	Strategic Planning/Projects	Income	1,519	1,519	0	(1,519)		0.0%
		Expenditure	5,392	67,422	62,590	(4,832)	(4,832)	107.7%
	Movement to/(from) Gen Reserve		<u>(3,873)</u>	<u>(65,903)</u>				
120	Blakehay Central Costs	Income	0	300	0	(300)		0.0%
		Expenditure	3,393	93,595	101,020	7,425	7,425	92.7%
	Movement to/(from) Gen Reserve		<u>(3,393)</u>	<u>(93,295)</u>				
121	Blakehay -Auditorium	Income	1,392	24,624	38,050	13,426		64.7%
		Expenditure	2,037	24,125	34,333	10,208	10,208	70.3%
	Movement to/(from) Gen Reserve		<u>(645)</u>	<u>499</u>				
122	Blakehay - Upper Studio	Income	(150)	10,513	11,800	1,287		89.1%
		Expenditure	664	6,742	6,893	151	151	97.8%
	Movement to/(from) Gen Reserve		<u>(814)</u>	<u>3,771</u>				
123	Blakehay Bar	Income	642	12,950	16,750	3,800		77.3%
		Expenditure	826	15,858	20,875	5,017	5,017	76.0%
	Movement to/(from) Gen Reserve		<u>(184)</u>	<u>(2,908)</u>				
124	Blakehay Box Office	Income	(484)	4,884	10,000	5,116		48.8%
		Expenditure	1,706	19,015	16,403	(2,612)	(2,612)	115.9%
	Movement to/(from) Gen Reserve		<u>(2,191)</u>	<u>(14,130)</u>				
125	Blakehay -Live Shows	Income	3,622	28,253	30,000	1,747		94.2%
		Expenditure	1,717	22,074	25,000	2,926	2,926	88.3%
	Movement to/(from) Gen Reserve		<u>1,904</u>	<u>6,179</u>				
140	Museum Central Costs	Income	6,789	39,645	7,500	(32,145)		528.6%
		Expenditure	83,341	316,236	323,905	7,669	7,669	97.6%
	Movement to/(from) Gen Reserve		<u>(76,553)</u>	<u>(276,591)</u>				
141	Museum Learning and Events	Income	(3)	13,775	20,247	6,472		68.0%
		Expenditure	2,585	33,463	42,039	8,576	8,576	79.6%
	Movement to/(from) Gen Reserve		<u>(2,588)</u>	<u>(19,688)</u>				
142	Museum Cafe	Income	2,182	49,456	44,662	(4,794)		110.7%
		Expenditure	3,390	61,207	53,607	(7,600)	(7,600)	114.2%
	Movement to/(from) Gen Reserve		<u>(1,208)</u>	<u>(11,751)</u>				

Summary Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

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							
	Income	442	13,164	18,300	5,136			71.9%
	Expenditure	1,669	8,803	7,312	(1,491)		(1,491)	120.4%
	Movement to/(from) Gen Reserve	<u>(1,227)</u>	<u>4,361</u>					
144	Museum Temporary Gallery						2,453	18.2%
	Expenditure	0	547	3,000	2,453			
145	Museum Function							142.0%
	Income	(637)	11,904	8,380	(3,524)			
	Expenditure	553	4,831	4,000	(831)		(831)	120.8%
	Movement to/(from) Gen Reserve	<u>(1,190)</u>	<u>7,073</u>					
199	Capital Projects						30,164	0.0%
	Expenditure	0	0	30,164	30,164			
300	Planning						(814)	105.8%
	Expenditure	1,371	14,856	14,042	(814)			
400	Central Grounds Maintenance						2	(127.0%)
	Expenditure	(2)	(1)	1	2			
403	Allotments						4,225	80.6%
	Income	0	0	600	600			0.0%
	Expenditure	1,452	17,508	21,733	4,225			
	Movement to/(from) Gen Reserve	<u>(1,452)</u>	<u>(17,508)</u>					
420	Milton Road Cemetery						11,982	93.3%
	Income	(1,066)	50,629	52,500	1,871			96.4%
	Expenditure	13,154	167,583	179,565	11,982			
	Movement to/(from) Gen Reserve	<u>(14,220)</u>	<u>(116,954)</u>					
451	Youth Activities						(2,477)	103.2%
	Expenditure	4,531	79,224	76,747	(2,477)			
460	Street Furniture						(748)	101.6%
	Expenditure	3,079	47,638	46,890	(748)			
470	Parks & Play Areas						65,277	83.6%
	Income	(50)	45,664	49,500	3,836			92.3%
	Expenditure	1,775	333,852	399,129	65,277			
	Movement to/(from) Gen Reserve	<u>(1,825)</u>	<u>(288,188)</u>					
475	Planned maintenance						17,392	87.5%
	Expenditure	13,421	122,059	139,451	17,392			
480	Tourism & Marketing						(1,461)	133.4%
	Expenditure	4,769	5,837	4,376	(1,461)			
481	Tourism Love Weston / Dest Mar						3,504	95.8%
	Income	(125)	21,508	25,000	3,492			86.0%
	Expenditure	5,376	80,379	83,883	3,504			
	Movement to/(from) Gen Reserve	<u>(5,501)</u>	<u>(58,871)</u>					
482	Tourism VIC costs						491	99.4%
	Income	(196)	13,444	14,600	1,156			92.1%
	Expenditure	4,496	83,347	83,838	491			
	Movement to/(from) Gen Reserve	<u>(4,692)</u>	<u>(69,903)</u>					
485	PublicToilets						8,636	89.8%
	Income	114	4,430	6,200	1,770			71.5%
	Expenditure	6,101	76,444	85,080	8,636			
	Movement to/(from) Gen Reserve	<u>(5,987)</u>	<u>(72,014)</u>					
801	Earmarked Reserves						162,809	26.3%
	Expenditure	2,904	58,055	220,864	162,809			
Grand Totals:- Income		91,964	2,461,194	2,364,366	(96,828)			104.1%
Expenditure		193,114	2,272,815	2,585,230	312,414	0	312,414	87.9%
Net Income over Expenditure		<u>(101,150)</u>	<u>188,379</u>	<u>(220,864)</u>	<u>(409,242)</u>			
Movement to/(from) Gen Reserve		<u>(101,150)</u>	<u>188,379</u>					

Bank Interest Report:

- **for January'20 to March'20 (2019/2020)**

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

Year 2019/2020

- to the value of £303.21 on 2nd January 2020,
- to the value of £303.21 on 2nd February 2020.
- to the value of £283.64 on 2nd March 2020.

Santander Actual Cash Received 1st April 2019 to 31st March 2020 = £3,579.79

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

Year 2019/2020

- to the value of £62.90 on 2nd January 2020,
- to the value of £20.59 on 2nd February 2020.
- to the value of £54.85 on 2nd March 2020.

CCLA Actual Cash Received 1st April 2019 to 31st March 2020 = £736.47

Bank Interest Report:

- **for April'20 to June'20 (2020/2021).**

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

Year 2020/2021

- to the value of £303.21 on 2nd April 2020.
- to the value of £293.42 on 2nd May 2020.
- to the value of £303.21 on 2nd June 2020.

Santander Actual Cash Received 1st April 2020 to 30th June 2020 = £899.84

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

Year 2020/2021

- to the value of £50.34 on 2nd April 2020.
- to the value of £32.14 on 2nd May 2020.
- to the value of £28.81 on 2nd June 2020.

CCLA Actual Cash Received 1st April 2020 to 30th June 2020 = £111.29

POLICY & FINANCE COMMITTEE

5.b.iv

AGENDA ITEM

POLICY & FINANCE COMMITTEE AGENDA ITEM 5.b.iv
SCHEDULE OF RECEIPTS

<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
	£	£	£	£	£
January 2020	55,118.64	0.00	1,644.00	5.11	56,767.75
February 2020	26,046.57	0.00	4,348.00	4.62	30,399.19
March 2020	27,529.60	0.00	3,355.70	5.28	30,890.58
April 2020	1,433,903.99	0.00	0.00	4.95	1,433,908.94
May 2020	6,730.96	0.00	0.00	4.79	6,735.75
June 2020	21,441.56	0.00	0.00	tba	21,441.56

MONTH END OVERPSEND REPORT 2019/2020

AGENDA ITEM 5.b.vi

01/04/2019 - 31/03/2020

Budget heading	code	Month Overspend Incurred	YTD Spend	Budget 2019/2020	Overspend	Reason
Central Admin (102)						
Equipment Rental	102/4031	July-March	£6,505.00	£5,134.00	-£1,371.00	In-year costs increased
Postage	102/4042	October - December	£4,551.00	£2,460.00	-£2,091.00	Additional inks for postage printer £596 + £451 + In-year costs increased
Payroll HR software	102/4006	October	£2,639.00	£2,500.00	-£139.00	In-year costs increased
Recruitment / Advertising	102/4038	November - December	£6,276.00	£3,000.00	-£3,276.00	ARCHANT, £251, £186, £525, CHANGE £2613, unexpected maternity cover
Ink Cartridges / Printing	102/4043	November - December	£632.00	£600.00	-£32.00	In-year costs increased
Catering	102/4151	December	£2,975.00	£2,200.00	-£775.00	In-year costs increased
Staffing Costs	102/7000	March	£314,432.00	£289,155.00	-£25,277.00	In-year costs increased & Pension deficit payments (£11,800)
CRB Checks/staff services	102/4008	March	£1,795.00	£1,600.00	-£195.00	Extra day consultancy - Covid-19 measures
IT Support & Upgrade	102/4107	March	£29,595.00	£26,500.00	-£3,095.00	Various Vodaphone items (£235), Win Pro 10 x 2 (£570), 2 x laptops/printers (£1824)
Grove House						
Alarm System	103/4109	Apr / Sept / Dec	£613.00	£500.00	-£113.00	SPANSEC, CCTV footage, Blown fuse, alarm PMC
NNDR	103/4102	May	£5,440.00	£5,274.00	-£166.00	WSM BID Levy 2019/20
Refuse removal	103/4114	December - March	£1,347.00	£1,000.00	-£347.00	Sanitary bins (looking at new quotes)
Utilities - Heat & Light	103/4105	January - March	£4,767.00	£3,257.00	-£1,510.00	In-year costs increased
Cleaning	103/4110	January - March	£5,711.00	£4,775.00	-£936.00	In-year costs increased
Grove Lodge						
Utilities - Water	104/4104	April	£439.00	£300.00	-£139.00	Expected year overspend £139 - under budgeted WATER2BUSINESS
Alarm System	104/4109	Sept / Dec	£647.00	£200.00	-£447.00	SPANSEC Digi Air Monitoring £255, Discharge Test £240
Cleaning	104/4110	March	£2,802.00	£2,500.00	-£302.00	Extra Covid-19 cleaning items
Community Services						
CCTV	105/4212	September	£81,600.00	£80,844.00	-£756.00	NSC CCTV Contribution
Democratic Representation						
Election Costs	108/4018	August	£38,869.00	£15,000.00	-£23,869.00	In-year costs increased
Other Costs & Income						
Bank Charges	110/4051	March	£3,135.00	£3,000.00	-£135.00	In-year costs increased
Strategic Planing						
Legal Fees	111/4049	December - March	£12,100.00	£10,000.00	-£2,100.00	Connisotn Grn survey (£915), Millenium Grn survey (£275), Quarry survey & Fire Risk (£1100)
Blakehay Central Costs						
Equipment Rental	120/4031	December - March	£2,960.00	£1,551.00	-£1,409.00	£500 offset by Bar Eq Rental, misallocation of Elec costs (£327) - allocation of costs to be reviewed in new year
Refuse Removal	120/4114	January - March	£2,681.00	£2,400.00	-£281.00	In-year costs increased
Utilities - Heat & Light	120/4105	March	£6,221.00	£5,300.00	-£921.00	In-year costs increased
Blakehay Box Office						
Staffing Costs	124/4000	December - March	£18,514.00	£15,075.00	-£3,439.00	In-year costs increased
Museum Central Costs						
Travel & Subsistance	140/4012	October - December	£234.00	£200.00	-£34.00	1 x volunteer commuting by train
Edqupiment Rental	140/4031	January - March	£1,548.00	£1,227.00	-£321.00	Copier prior year cost (£103), other in-year costs increased
Equipment Repairs	140/4034	August	£546.00	£200.00	-£346.00	CORNWALL - Emergency till repair (£300), Estral Drawers (£100)
NNDR	140/4102	May	£53,976.00	£52,398.00	-£1,578.00	WSM BID Levy 2019/20
Utilities - Heat & Light	140/4105	Jan-March 2019, March 2020	£11,815.00	£9,483.00	-£2,332.00	Prior year charges (£1745), other in-year costs increased
Alarm system	140/4109	April - March	£805.00	£500.00	-£305.00	New contracts, SPANSEC & SATURN
Refuse Removal	140/4114	December - March	£3,339.00	£2,500.00	-£839.00	Contract changed due to overspend
Licenses	140/4131	June renewals + Oct-Dec Extns	£1,290.00	£875.00	-£415.00	Future year costs (£325), License Extensions (£84)
Museum Café						
Staffing Costs	142/4000	February - March	£40,569.00	£36,597.00	-£3,972.00	In-year costs increased
PPE / Health & Safety	142/4014	September & October	£1,462.00	£1,200.00	-£262.00	RENTOKIL pest control, qtlly Sept-Nov £747.67, Dec-Feb £386.30
Refuse Removal	142/4114	September - March	£848.00	£562.00	-£286.00	Contract changed due to overspend, saving £53.70/mnth
Café Stock	142/4407	January - March	£13,152.00	£10,682.00	-£2,470.00	Extra stock more than offset by increased sales of £4794
Museum Shop						
Shop Stock	143/4408	March	£8,594.00	£7,000.00	-£1,594.00	Stock reduction to 31.03.20
Museum Functions						
Advertising & Marketing	145/4039	December	£3,633.00	£3,500.00	-£133.00	Advertising at The Playjouse (£125)
Central Grounds						
Health & Safety	400/4014	March	£2,860.00	£2,500.00	-£360.00	Safety Boots, Coats, Trousers, Masks & Anti-Bac Wipes (£378)
Vehicle Maintenance	400/4025	November	£3,342.00	£2,000.00	-£1,342.00	THWHITE Grass cutter repairs £1537.69
Equipment Purchase	400/4030	February	£4,655.00	£4,300.00	-£355.00	Ground Hut furniture (£666)
Equipment Rental	400/4031	June	£12,218.00	£10,503.00	-£1,715.00	Deposit for new vehicle (£1050), in-year costs increased
Equipment Repairs	400/4034	November	£3,364.00	£2,000.00	-£1,364.00	WEST garden machinary repairs (£419), Shredder epair (£1228)
Refuse removal	400/4114	May-19	£3,763.00	£3,000.00	-£763.00	TOWENS skip cost from 2018/2019 £1030.08
Milton Road Cemetery						
Utilities - Water	420/4104	December	£567.00	£475.00	-£92.00	In-year costs increased
Alarm System	420/4109	October - March	£927.00	£250.00	-£677.00	Future year cost (£376), other in-year costs increased
Youth Activities						
YMCA SLA	451/4142	March	£66,363.00	£63,160.00	-£3,203.00	CPI Adjustment 2019/2020
Street Furniture						
Dogbin Purchase	460/4115	May	£2,505.00	£1,500.00	-£1,005.00	Reissue of payment for bin contribution from 18/19
Dogbin emptying	460/4116	November - December	£17,475.00	£15,462.00	-£2,013.00	Extra pymnt to NSC as no emptying made by Greenaways (£2040)
Prince Wales Clock/welcome	460/4157	December	£983.00	£500.00	-£483.00	Xmas Lights (£463)
Parks & Play Areas						
Advertising & Marketing	470/4039	April - December	£1,000.00	£550.00	-£450.00	Internal billing from VIC (Love Weston) £700
Tourism & Marketing						
Website Costs - TC	480/4019	March	£2,926.00	£550.00	-£2,376.00	Aqueous Website design (£2786)
Tourism VIC costs						
Staffing Costs	482/4000	September - October	£30,197.00	£27,198.00	-£2,999.00	In-year costs increased
TIC Running costs	482/4211	February	£605.00	£500.00	-£105.00	Ink Cartridges (£106)
VIC Stock	482/4225	March	£7,471.00	£7,000.00	-£471.00	Stock Reduction 31.03.20

Outstanding Balances by Month as at 10/07/2020

A/C Code	Customer Name	Balance	Jul 2020	Jun 2020	May 2020	Prior Months	On A/c Pymnts
CHELIS	CHELIS	1,212.62	0.00	0.00	0.00	1,212.62	0.00
PILATES	PILATES	60.00	0.00	0.00	0.00	60.00	0.00
THATCHERS	THATCHERS	120.00	0.00	0.00	0.00	120.00	0.00
THESTABLE	THESTABLE	120.00	0.00	0.00	0.00	120.00	0.00
TOWN	TOWN	30.00	0.00	0.00	0.00	30.00	0.00
TURNERJ	TURNERJ	475.20	0.00	0.00	0.00	475.20	0.00
WES001	WESTON COLLEGE	1,964.40	0.00	0.00	0.00	1,964.40	0.00
WES002	WESTON YOUTH ORCHEST	3,693.16	0.00	0.00	0.00	3,693.16	0.00
WES003	WESTON COLLEGE -OTHE	-268.00	0.00	0.00	0.00	-268.00	0.00
WORLEWB	WORLEWB	-316.80	0.00	0.00	0.00	0.00	-316.80
Total Sales Ledger No 1		7,090.58	0.00	0.00	0.00	7,407.38	-316.80
ALBANY	ALBANY	225.00	0.00	225.00	0.00	0.00	0.00
ALLIANCEDB	ALLIANCEDOGBIN	943.80	0.00	943.80	0.00	0.00	0.00
BID	BID	1,800.00	0.00	1,800.00	0.00	0.00	0.00
BUCKLEGRO	BUCKLEGROV	216.00	0.00	0.00	0.00	216.00	0.00
CLEVEDON	CLEVEDON	-40.00	0.00	0.00	0.00	0.00	-40.00
FIRSTBUS	FIRSTBUS	135.00	0.00	0.00	0.00	135.00	0.00
GILDA	GILDA	120.00	0.00	0.00	0.00	120.00	0.00
HADLEYS	HADLEYS	135.00	0.00	135.00	0.00	0.00	0.00
HIGHLEA	HIGHLEA	450.00	0.00	450.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	712.80	0.00	712.80	0.00	0.00	0.00
LAKESIDE	LAKESIDE	315.00	0.00	315.00	0.00	0.00	0.00
MARTYNDA	MARTYNDAL	135.00	0.00	135.00	0.00	0.00	0.00
PALMER	PALMER	-40.00	0.00	0.00	0.00	0.00	-40.00
PUXTON	PUXTON	630.00	0.00	630.00	0.00	0.00	0.00
ROEDEAN	ROEDEAN	135.00	0.00	135.00	0.00	0.00	0.00
THE	THE ROYAL GROVESNOR	315.00	0.00	315.00	0.00	0.00	0.00
THEBEACHE	THEBEACHES	180.00	0.00	0.00	0.00	180.00	0.00
WALLEDEN	WALLEDEN	630.00	0.00	630.00	0.00	0.00	0.00
WEBBINGTO	WEBBINGTON	405.00	0.00	405.00	0.00	0.00	0.00
WESTONAF	WESTONAF	225.00	0.00	225.00	0.00	0.00	0.00
WINSTONS	WINSTONS	135.00	0.00	0.00	0.00	135.00	0.00
Total Sales Ledger No 2		7,762.60	0.00	7,056.60	0.00	786.00	-80.00
AXE	AXE	255.00	0.00	0.00	0.00	255.00	0.00
BRAMMER	BRAMMER	824.40	0.00	0.00	0.00	824.40	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
EGERTON	EGERTON	60.00	0.00	0.00	0.00	60.00	0.00
HAYWARDV	HAYWARDV	26.25	0.00	0.00	0.00	26.25	0.00
HEALEY	HEALEYS	26.25	0.00	0.00	0.00	0.00	26.25
INTOUNI	INTOUNI	84.00	0.00	0.00	0.00	84.00	0.00
KEWSTOKE	KEWSTOKE	26.25	0.00	0.00	0.00	0.00	26.25
Total Sales Ledger No 4		1,830.75	0.00	0.00	0.00	1,878.25	-47.50
Sub Total C/Fwd		16,683.93	0.00	7,056.60	0.00	10,071.63	-444.30

10/07/2020

Weston-super-Mare Town Council 2020/2021

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Sales Ledger Aged Account Balances

User: JOEL

Outstanding Balances by Month as at 10/07/2020

A/C Code	Customer Name	Balance	Jul 2020	Jun 2020	May 2020	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	16,683.93	0.00	7,056.60	0.00	10,071.63	-444.30
	TOTAL SALES LEDGER BALANCES	16,683.93	0.00	7,056.60	0.00	10,071.63	-444.30

Outstanding Balances by Month as at 31/03/2020

A/C Code	Customer Name	Balance	Mar 2020	Feb 2020	Jan 2020	Prior Months	On A/c Pymnts
CHELIS	CHELIS	1,212.62	400.00	0.00	812.62	0.00	0.00
PILATES	PILATES	60.00	60.00	0.00	0.00	0.00	0.00
THATCHERS	THATCHERS	120.00	0.00	120.00	0.00	0.00	0.00
THESTABLE	THESTABLE	120.00	0.00	120.00	0.00	0.00	0.00
TOWN	TOWN	30.00	0.00	0.00	30.00	0.00	0.00
TURNERJ	TURNERJ	475.20	0.00	0.00	0.00	475.20	0.00
WES001	WESTON COLLEGE	1,964.40	0.00	0.00	576.00	1,388.40	0.00
WES002	WESTON YOUTH ORCHEST	3,693.16	0.00	0.00	0.00	3,693.16	0.00
WES003	WESTON COLLEGE -OTHE	-268.00	0.00	0.00	0.00	-268.00	0.00
WORLEWB	WORLEWB	-316.80	0.00	0.00	0.00	0.00	-316.80
Total Sales Ledger No 1		7,090.58	460.00	240.00	1,418.62	5,288.76	-316.80
BERRY	BERRY REDMOND	70.00	70.00	0.00	0.00	0.00	0.00
BRADINGJ	BRADINGJ	210.00	210.00	0.00	0.00	0.00	0.00
BUCKLEGRO	BUCKLEGROV	216.00	0.00	0.00	216.00	0.00	0.00
GILDA	GILDA	120.00	0.00	0.00	120.00	0.00	0.00
HUXTABLER	HUXTABLER	150.00	150.00	0.00	0.00	0.00	0.00
LINDSAYJ	LINDSAYJ	1,400.00	0.00	1,400.00	0.00	0.00	0.00
PALMER	PALMER	-40.00	0.00	0.00	0.00	0.00	-40.00
THEBEACHE	THEBEACHES	180.00	0.00	180.00	0.00	0.00	0.00
TOTTLEA	TOTTLEA	115.00	0.00	0.00	0.00	115.00	0.00
Total Sales Ledger No 2		2,421.00	430.00	1,580.00	336.00	115.00	-40.00
AXE	AXE	255.00	0.00	150.00	105.00	0.00	0.00
BRAMMER	BRAMMER	824.40	824.40	0.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	628.60	0.00	0.00	-100.00
EGERTON	EGERTON	60.00	0.00	0.00	0.00	60.00	0.00
HAYWARDV	HAYWARDV	26.25	26.25	0.00	0.00	0.00	0.00
HEALEY	HEALEYS	26.25	0.00	0.00	0.00	0.00	26.25
INTOUNI	INTOUNI	84.00	0.00	0.00	84.00	0.00	0.00
KEWSTOKE	KEWSTOKE	26.25	0.00	0.00	0.00	0.00	26.25
NSCHERITA	NSCHERITAGE	6,000.00	6,000.00	0.00	0.00	0.00	0.00
UGLYT	UGLYT	115.25	0.00	0.00	0.00	115.25	0.00
Total Sales Ledger No 4		7,946.00	6,850.65	778.60	189.00	175.25	-47.50
TOTAL SALES LEDGER BALANCES		17,457.58	7,740.65	2,598.60	1,943.62	5,579.01	-404.30

Town Council Meeting 16th March 2020

CCTV Upgrade Procurement for Weston super Mare

Report of the Deputy Town Clerk

On the 16th March 2020 the council approved the CCTV provision contract be awarded to Select Electrics Limited with the following associated costs:

Capital (new system installation)	£74,000
Revenue (running costs per annum)	£81,600

It was also agreed that specification details of the contract should be explored with a small group of councillors to finalise the detail of this contract including upgrades to cameras and procurement of a mobile unit all of which are not included in the original contract price.

Since the COVID-19 crisis ongoing communication has taken place with NSC officers and the Town Council although it has proved difficult to get all councillors who expressed interest in the project to meet at the same time. However, a meeting did take place (via Zoom) with Howard Pothercary and Chris Harrison at NSC with Cllr Peter Crew and the Deputy Town Clerk on 11th June 2020 to discuss any addition requirements within the contract that had previously been discussed with WSMTC at various stages within the procurement process.

A list of additional requirements has been produced (attached) with suggestions for certain camera updates along with a mobile CCTV unit. This has been produced following discussions in November 2019 with the Town Clerk and community police representatives as well as the CCTV team. It is believed that the improvements to these locations will enhance the CCTV provision for the town hugely. The following should be noted when considering this list.

1. The list (in section 2) has been produced in priority order to enable members to understand which cameras should be considered first (in the event that not all recommendations are able to happen). It is recommended that this list is used when making decision.
2. The Mobile unit would be for WSM area only.

Budget

The council set aside a provision of £100,000 for capital works during the year of which £74,000 has been allocated for upgrade works of CCTV as detailed above to Select Electrics Limited.

This would leave a balance of £26,000 should the council wish to use this on further upgrades to the CCTV system.

The cost for all the recommendations in the attached summary are:£24,178.16

Members are requested to:

1. Consider the recommendations for camera upgrade and Mobile CCTV contained in the appendix to the report.
2. Approve and provided details of which cameras should be upgraded based on the recommended order to be funded from the Capital works provision budget 2020 / 2021.

1. Costs for the additional cameras you asked for following the CCTV workshop held last November

* Not in priority order

Camera Location	Camera Type	Cost
IP/PTZ camera, mounting, power supply & transmission. St James Street/Richmond Street	HIK Dark Fighter DS-2DE54321W-AE	Camera £2,223.11 (Includes: Transmission, bracketry & Installation) Pole: £1,200.00 Cabinet: £0.565.00 Connection to unmetered power supply: £0.328.00 Total: £4316.11
IP/PTZ camera, mounting, power supply & transmission. Clevedon Road, Junction with Whitecross Road	HIK Dark Fighter DS-2DE54321W-AE	Camera £2,223.11 (Includes: Transmission, bracketry & Installation) Pole: £1,200.00 Cabinet: £0.565.00 Connection to unmetered power supply: £0.328.00 Total: £4316.11
Following meeting – 11 th June 2020 – Cllr Crew, Sarah Pearse, Howard Potheary, Chris Harrison – agreed to not proceed with following additional camera		
IP/PTZ camera, mounting, power supply & transmission. Bottom of Ashcombe Park/Milton Road	HIK Dark Fighter DS-2DE54321W-AE	After full and proper consideration, I cannot agree to this location based on law. Legislation dictates we must explore all other interventions <i>before</i> introducing CCTV. I have no evidence this has been done. (I.e. such measures as intensive policing, improved lighting, Community patrols, securing the park out of hours signage).

Following meeting – 11th June 2020 – Cllr Crew, Sarah Pearce, Howard Potheary, Chris Harrison – following additional camera proposed

IP/PTZ camera, mounting, power supply & transmission. Queensway, Worle	HIK Dark Fighter DS-2DE54321W-AE	<p>Camera £2,223.11 (Includes: Transmission, bracketry & Installation) Pole: £1,200.00 Cabinet: £0.565.00 Connection to unmetered power supply: £0.328.00</p> <p>Total: £4316.11</p> <p>Please note: Cost is subject to survey – we hope to be able to utilise wireless or other local network. Should this be possible the price will be as above, (£4316.11). We will liaise with Weston Town Council if a survey result changes the cost.</p>
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2. Details and costs for any locations where additional functionality of the cameras would be beneficial as recommended by Select Electrics and Chris Harrison

*** In priority order**

Camera Location	Camera Type	Cost
1. W23, Meadow Street	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2612.58 (Includes: Bracketry, Power supply & installation)
2. W8 Princess Square/bottom of Regent Street	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2,004.07 (Includes: Bracketry, Power supply)
3. W28, Oxford Street	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2,004.07 (Includes: Bracketry, Power supply)
4. W24 Regent Street, above old	DS-2DP0818Z-D 180 Degree (with	£2,004.07 (Includes: Bracketry, Power supply)

Post Office	additional lens for PTZ function)	
5. W17, Playhouse, High Street	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2612.58 (Includes: Bracketry, Power supply & installation)
6. W27, Locking Road Car Park	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2,004.07 (Includes: Bracketry, Power supply)
7. W35, St Andrew's Parade	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2,004.07 (Includes: Bracketry, Power supply)
8. W13, Whitecross Road	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2,004.07 (Includes: Bracketry, Power supply)
W16 Lover's Walk	DS-2DP0818Z-D 180 Degree (with additional lens for PTZ function)	£2612.58 (Includes: Bracketry, Power supply & installation)

TOWN COUNCIL – 20TH JULY 2020
PROPOSAL FOR A WESTON PLACE AGENCY
REPORT OF THE TOWN CLERK

North Somerset Council's Placemaking Project

As members are aware, North Somerset Council (NSC) has employed consultants led by Turner Works to support it to refresh its vision and strategy for 'placemaking' in Weston. This will include a set of projects across the town for development, active travel, skills, employment, workspace, health and wellbeing, culture and public space.

The project has engaged with local people and discovered a powerful feeling of pride and optimism about the future. People want to talk about their hopes for Weston and have expressed a desire to be involved. It has also uncovered disenchantment about closing shops, empty sites and a feeling of a lack of progress on regeneration. These concerns reflect the reality of financial value and viability. NSC also believe Weston's 'brand' is currently weak. Not only does Weston's 'brand' need to be stronger, it needs to be deployed to speak to a wider audience that can come and invest in Weston either as place to live, to visit, to study or to run a business.

NSC point out that Weston has a Town Council, a Chamber of Commerce, a Business Improvement District, a Town Centre Partnership, a Civic Society, a Culture Company and is the base for North Somerset Council. It has influential business figures and institutions. All have views and all have assets and resources. It is therefore proposed to use the Placemaking Strategy as a new vision for Weston, setting up a Place Agency with a Board and Project Teams. The ambition of Weston Place Agency could be:

- Leadership across organisations that have a strategic, economic and cultural impact on the town
- Agreement of a set of common objectives and priorities for Weston and its future
- Pooled resourcing for generating and editing content for communications activities
- Strategic planning for greater coordination of event programming across the town
- Rationalised online presence to promote Weston using a new shared place identity

The 'online estate' is said to be of patchy quality and could benefit from rationalisation of footprint and content, and consolidation of target audiences. Therefore North Somerset Council has been exploring whether there is scope for a single place-based online platform that broadcasts Weston and its constituent assets and opportunities to existing and prospective visitors, shoppers, residents, businesses and investors.

This single online platform would use the place identity prepared by Burgess and Beech and NSC suggest that it could replace the websites but still promote the interests and content of the following assets:

- The Tropicana
- The Sovereign Centre
- The Business Improvement District
- Visit Weston
- Town Quarry
- NSC pages on regeneration

It is suggested by NSC officers that 'one option' is that Weston Town Council's Visit Weston is used as the basis and with some development could become the platform and back-end structure for the new site.

Commentary

These proposals could require a significant redesigning of existing resources and will need careful consideration by this council. I am aware that members may have widely differing views and am writing this report to seek direction from councillors on how to respond to them. In order to assist debate, I would like to cover a number of issues which arise.

Firstly may I suggest that the Town Council should welcome NSC's renewed interest in improving the town, whether it is called 'regeneration' or 'placemaking', the town clearly faces economic challenges which need to be addressed by the unitary authority working with other key public and private sector bodies.

Secondly, there clearly is a lot of interest from businesses and other key players such as Weston College and the Town Centre Partnership/BID in this proposal. I would suggest that the Town Council as the only democratically elected body exclusively representing our town should in principle agree to take part in a Place Agency and to be in at the start to influence how the proposals are taken forward.

Thirdly, the proposals around rolling up Weston's online presence including Visit Weston should not be dismissed but do need careful consideration. A number of successful models are available where towns and cities have brought their online resources for different groups such as visitors, investors and residents together, such as Paisley, Kings Cross, Plymouth and Manchester.

Fourthly, I would suggest that the Place Agency needs to be more than a 'talk shop' which, while valuable, depends on the commitment of the people currently involved, who can change at any time. Therefore, my advice is that the ambition should be that within 2 years the Place Agency should be incorporated as a Community Interest Company, separate from both councils and other bodies, to ensure its independence and permanence.

Finally, NSC have proposed that Councillor Ian Porter and I should be the members of the board representing this council. I am happy, particularly in the planning and development stage, to attend meetings and use my knowledge and skills to represent the Town Council's interests and instructions and to gather information for report back to members. However, in principle I feel that elected members should normally be the board members on outside bodies, with officers as advisors. Therefore may I suggest the Town Council should make it clear that, at least in the medium term when the Place Agency becomes established, it must itself decide who its board members should be.

Recommendations:

Members' instructions are requested on the above points and any further issues identified in debate.

Malcolm L Nicholson, LL.B (Hons), DMS, PSLCC
Town Clerk
9th July 2020

TOWN COUNCIL – 20TH JULY 2020
ELLENBOROUGH PARK WEST
REPORT OF THE TOWN CLERK AND GROUNDS MANAGER

Background

As I reported to the August 19th and 21st October meetings of the Policy and Finance Committee, the council had been approached by Corpus Christi Catholic Church about Ellenborough Park West which is owned by the Clifton Diocese. In addition, the West Park is a Site of Special Scientific Interest (SSSI). After many years use as a playing field and for sports days etc the Primary School was no longer permitted by the Diocese to use the West Park regularly as a playing field for health and safety reasons and the park was now locked and inaccessible.

The Town Council owns and manages Ellenborough Park East as a public park including a play area and the approach was around the possibility of the Town Council taking over and managing the West Park as well. While there would be some costs to grass cutting, litter picking and tree maintenance and only limited income from letting part of the park for local community group events, overall it is considered that the costs could be at least balanced by income and efficiency savings. The Committee therefore resolved to approve further discussions with the Diocese to explore possible terms for the Town Council taking on the Park in a long lease enabling public access and enjoyment of the park and asked me to clarify the issues of trees and restrictions imposed on the park by the SSSI.

Progress of Discussions

An initial meeting with the Clifton Diocese produced a proposal for a 125 year lease to the Council at a peppercorn rental. This would enable the Council to open the park to the public as well as allowing use for community events, while allowing an agreed amount of use for school and church activities.

As instructed discussions took place between the Grounds Manager and myself with Natural England as the restrictions the SSSI imposes on the usage of the park. While the Natural England website contains some information it does not fully define what types of operations, machinery or vehicles are acceptable on site. While on site meetings with them have taken place, it has not yet been possible to get written reassurances as to the operations the Council can carry out on the site. Instead we are assured that Natural England will be reasonable and this does seem to be borne out by the experience of the Clifton Diocese.

Further discussions and on suite investigations were starting up in early 2020 when the pandemic and lockdown halted progress for over three months. However in conjunction with the Grounds Manager we have now have agreement from the Diocese on a way forward to suit all parties. This is explained below under the heading 'Proposal'.

Opportunity to Develop a Wellbeing Park

Ellenborough Park is well placed to serve town centre residents, many of whom live in socially deprived communities of closely packed housing, apartments or bedsits. During the Covid 19 pandemic there has been concern about the wellbeing and mental health of the public. The COVID-19 pandemic has caused stress, anxiety and worry for many individuals, arising both from the disease itself and from response measures such as social distancing. Common causes of psychological stress during pandemics include, fear of falling ill and

dying, avoiding health care due to fear of being infected while in care, fear of losing work and livelihoods, fear of being socially excluded, fear of being placed in quarantine, feeling of powerlessness in protecting oneself and loved ones, fear of being separated from loved ones and caregivers, refusal to care for vulnerable individuals due to fear of infection, feelings of helplessness, boredom, loneliness, and depression due to being isolated, and fear of re-living the experience of a previous pandemic. [1]

According to the Inter-Agency Standing Committee Guidelines on Mental Health and Psychosocial Support (IASC), there can be long term consequences due to the coronavirus pandemic. Deterioration of social networks and economies, stigma towards survivors of COVID-19, possible higher anger and aggression of frontline workers and the government, possible anger and aggression against children and possible mistrust of information provided by official authorities are some of the long term consequences anticipated by the IASC.

It is also possible that some people may have positive experiences, such as pride about finding ways of coping or community altruism and cooperation when faced with a crisis. However there is little doubt that the West Park could be a valuable community asset – currently it is a wasted space and virtually unused by anybody. There is plenty of evidence over many years that parks are good for people's mental health. The Grounds Manager would like to maintain the West Park as a wellbeing park, closed to dogs (which are permitted in the East Park) and a quiet semi natural place for contemplation, walks and gentle activities like Tai Chi, Yoga etc.

Proposal

The proposal agreed with the Dioceses is for the Council to enter into a 3 year peppercorn lease initially, with a view to a longer lease of say 99 years being negotiated and (subject to further Council resolution) entered into at the expiry of the initial lease. The advantage of a short lease is that it can be a largely 'off the peg' document that can be agreed and entered into quickly without the need for extensive searches and investigations in advance. This would in turn enable the Council to occupy and quickly open the site as a wellbeing park for the local community.

Recommendations:

- a) That the Council enter into a 3 year peppercorn lease of Ellenborough Park West from the Clifton Diocese, with a view if the initial occupation is successful to considering a longer lease at the expiry of the initial lease.
- b) That the lease make provision for an agreed and limited amount of use of the park as a school playing field and for church activities.
- c) The Park be improved and opened as a wellbeing park, closed to dogs (which are permitted in the East Park) as a quiet semi natural place for gentle activities and occasional community.

Malcolm L Nicholson, Town Clerk and Fay Powell, Grounds Manager
2nd July 2020

[1] "Inter-Agency Standing Committee Guidelines on Mental Health and Psychosocial support" (PDF). MH Innovation. Archived (PDF) from the original on 31 March 2020. Retrieved 02 July 2020

Living Wage Motion to Weston super Mare Town Council - 20th July 2020

For 10 weeks we all stood on our doorsteps at 8 pm every Thursday to clap for our carers and keyworkers. These are the people who have been on the front line of dealing with the human impact of Covid 19, yet these same staff are often among some of our lowest paid and, too often, can face 'in work poverty'. Clapping our carers and key workers does not pay their bills.

This motion proposes that Weston super Mare Town Council becomes an accredited Living Wage employer by joining the Living Wage Foundation's scheme.

Becoming accredited involves the Town Council committing to paying all our directly employed staff including casual staff who are 18 years or older the Real Living Wage of at least £9.30 an hour. It also involves having a plan to ensure that our regular contractors pay the Real Living Wage, and that we encourage everyone we do business with to pay it.

The costs to the Town Council will be relatively small - this year's annual Local Government Pay increase of 2.75%, which is in the process of being agreed, will take our lowest paid staff to within 5 pence of the Real Living Wage. The cost of the increase to the Real Living Wage for the Town Council will be £2154.66 plus accreditation costs of £240 plus VAT. In November the Living Wage Foundation will announce its annual increase - usually around 3%.

Over 100 town and parish councils across the UK are accredited Living Wage employers, including a number in the South West such as Bideford, Braunton, Cirencester, Frome, Saltash and South Swindon.

Nationally some very large organisations and businesses pay the Real Living Wage including: Aviva, Legal & General, Standard Life, Virgin Money, Barclays, HSBC, Natwest, Bank of Scotland, Lloyds Bank, Santander, TSB, Triodos Bank, Nationwide, IKEA, Majestic Wine, KPMG, PWC, Grant Thornton, Deloitte, Arup, Oxfam, EDF Energy, British Gas, and SSE. Locally the Diocese of Bristol, and Universities of Bath, Bristol and UWE pay the Real Living Wage.

The Town Council's strategy for the next 4 years includes a commitment to act as a good employer, and also has as one of its aims the enhancement of the economic wellbeing of the town and its inhabitants and to support the local economy. By becoming an accredited Living Wage employer we will set an example to other local employers that paying workers the Real Living Wage bring benefits to them as employers and to their staff, and will contribute to the regeneration of the local economy.

The Coronavirus Crisis has exposed the low wages of many of our keyworkers such as care workers, shop and supermarket workers, and delivery drivers. These are the people who have been risking their lives by going to work to keep our society going, and allow the rest of us to stay at home and stay safe. Many of these workers are paid the so-called national living wage of £8.72 per hour if they are 25 years old or over, or the minimum wage of £8.20 per hour if they are aged over 21 and under 25.

However, the government's 'national living wage' is not calculated according to what employees and their families need to live. Instead, it is based on a target to reach 66% of

median earnings by 2024. For under 25s, the minimum wage rates also take into account affordability for employers. The Real Living Wage rates are higher because they are independently-calculated based on what people need to live on.¹ By paying the Real Living Wage, employers are voluntarily taking a stand to ensure their employees can earn a wage which is enough to live on. Every year a new calculation is done and Real Living Wage rates are increased in November.

Paying workers the Real Living Wage has a number of benefits to businesses and organisations which include:

- Increased commitment and motivation from staff
- Improved relations between staff and managers
- Increased retention of staff
- Improved recruitment of staff
- Enhanced reputation for the employer

Paying the Real Living Wage also benefits the local economy - more money in workers pockets means more money spent on local High Streets and in local businesses.²

Accredited employers display the Living Wage Employer Mark to recognise their commitment to the Living Wage. This includes a plaque, merchandise and digital assets to demonstrate that they are a responsible employer to their staff and networks. The employer will also be listed on the Living Wage Foundation website and employer map, with their accreditation often recognised in the media.³

At this difficult time in our country's history, we have an opportunity and an obligation as a Town Council to set an example, and send out a signal to all the residents of Weston super Mare that fairness demands we pay workers a wage that they can actually live on.

This motion instructs the Town Clerk to:

- Increase the hourly pay rate of all Town Council employees including casual employees who are currently earning less than the Real Living Wage to £9.30 per hour.
- Make an application to the Living Wage Foundation to accredit as a Living Wage employer

Helen Thornton, Councillor for Uphill ward.

¹ More information on how the real Living Wage is calculated:

<https://www.livingwage.org.uk/calculation>

² Benefits for Business: <https://www.livingwage.org.uk/good-for-business>

³ Benefits of Accreditation: <https://www.livingwage.org.uk/what-are-benefits-accreditation>