WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT 32 WATERLOO STREET
MONDAY 14TH OCTOBER 2024

Meeting Commenced: 7.00 pm
Meeting Concluded: pm

PRESENT: Councillors Ciaran Cronnelly (Chair), Mike Bell, Gillian Bute, Mark Canniford, Robert Payne, Lisa Pilgrim, Robert Skeen, Timothy Taylor and Helen Thornton.

ALSO, IN ATTENDANCE: Councillors Peter Crew and Ray Armstrong**,** Sarah Pearse (Chief Executive Officer/Town Clerk), Helen Morton (Director of Finance & Resources) and Samantha Bishop (Democratic Services Manager).

136	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Councillors Mark Canniford and Martin Williams substituted by Roger Bailey. Councillors Ray Armstrong and Peter Crew were in attendance. notification. The Chair invited Helen Morton (Director of Finance & Resources) to introduce herself and was welcomed by the committee.
137	**Declarations of Interest** There were no declarations of interest received.
138	**To agree the accuracy of the Finance & General Purposes Committee meeting held 19th August 2024** The minutes of the meeting had been previously circulated. The following discrepancies were noted: 1. Min No ref 91 and 92, spelling of ‘Finish’ Groups 2. Min No 94 spelling ‘switch’ Switch On 3. Min No 92 replace the year 2024/25 to 2025/26

	The Chair advised that he had met with Somewhere To Go, since the last meeting two weeks ago to discuss the council's SLA requirements. The council's concerns regarding the KPI's and the specific purpose of the grant were relayed and it was agreed that a revised SLA report would be submitted to the council by end of the month, which would be to Town Council in November. **PROPOSED BY:** Councillor Tim Taylor **SECONDED BY:** Councillor Gill Bute A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** That with the above amendments, the minutes of the Finance & General Purposes Committee Meeting held 19th August 2024 be approved and signed by the Chair.
139	**To agree the accuracy of the Blakehay Business Review Start & Finish Group Meeting Notes held 11th September 2024** The minutes of the meeting had been previously circulated. It was highlighted that there was a typo error on the last page 'Seven Oaks' Town Council. It was noted by a member that no actions from the previous review working group had been taken. The Town Clerk understood members frustrations with the progress, however some progress in certain areas had been made with potential partners and bar options. The Chair advised that a recommendation would be reported to Finance and General Purposes Committee in December. **PROPOSED BY:** Councillor Robert Payne **SECONDED BY:** Councillor Ciaran Cronnelly A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** That with the above amendment, the minutes of the Blakehay Business Review Start & Finish Group Meeting Notes held 11th September 2024 be received.
140	**To receive the Minutes of the Health & Safety Meetings from August & September 2024** The minutes of the meetings had been previously circulated. In response to members questions, the Town Clerk advised that the Zecure App was a Lone Working security APP be trialled for staff. That the fire extinguishers at Grove House and Grove Lodge were serviced as part of the council's responsibility as landlords, this would now fall to the tenants. **RESOLVED:** Noted.
141	**Monthly Financial Reports July & August 2024** **a) For Approval** Schedule of Unapproved Expenditure **PROPOSED BY:** Councillor Tim Taylor **SECONDED BY:** Councillor Roger Bailey

	A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** That the Schedule of Unapproved Expenditure be approved. **b) For Noting** i. Bank Reconciliations ii. Budgetary Control Report iii. Bank Interest Report iv. Schedule of Receipted Income v. Bad debt report **RESOLVED:** That reports bi, ii, iii, iv & vi be noted.
142	**Insurance Overspend** The covering report of the Finance and Administration Manager had been previously circulated. During this year's Insurance review, the subject of Cyber Insurance was discussed, however the quotation was omitted from the renewal report. The initial budget for Insurance was set at £50,948 across all departments with a projected spend of approximately £52,037.71. It was recommended that an overspend of £1,351.00 to be approved based on a suggested limit of indemnity, of £1,000,000. The Town Clerk highly recommended the cover and was prudent for a council of this size. This would cover the council if it were attacked. It was a small amount, however still an overspend. It was highlighted and noted by Officers that autofill on email addresses were a danger with email addresses being sent to the wrong people. **PROPOSED BY:** Councillor Robert Skeen **SECONDED BY:** Councillor Helen Thornton A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** To approve the inclusion of Cyber Insurance to the cost of £1,351.00 inclusive of a 12% insurance premium tax and a £35.00 administration fee with immediate effect.
143	**To Receive the Year End Accounts for the ending 31/03/2024** The Year End Accounts had been previously circulated. **RESOLVED:** That the Year End Accounts for the year ending 31/03/24 be approved.
144	**Internal Audit Procurement** The report of the Finance and Administration Manager had been previously circulated which advised that the Council had used Auditing Solutions to carry out its Internal Audit, agreed by Council until the 31st March 2024. A procurement exercise to replace the Internal Audit function for the Council was needed, however, due to numerous projects and

	resources available together with identification by Council that a robust specification for the scope of Internal Audit works needed to be undertaken, which had not yet been concluded. The Town Clerk advised that this was an opportunity to appoint a Start and Finish Group for an Audit Committee. It was noted that procuring an adequate auditor for a council of this size, was not easy. **PROPOSED BY:** Councillor Gill Bute **SECONDED BY:** Councillor Roger Bailey A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** 1. To approve the use of Auditing Solutions for the Year 25/26 to allow time for the Internal Audit function to be reviewed fully. 2. To set up a start and finish group to review the Internal Audit function working directly with the Director of Finance and Resources in readiness for the financial year 25/26.
145	**GENERAL PURPOSES** **Review of the Member Officer Protocol** The covering report of the Chief Executive/Town Clerk and Democratic Services Manager and the revised Protocol had been previously circulated. The report and subsequent appendices have been produced by officers following a in depth review of the council's current governance documents listed above using the National Association of Local Councils (NALC) approved and most recent documents to ensure all new legislation and obligations are covered within those adopted by Weston super Mare Town Council. Member are requested to approve the Revised Member Officer Protocol (10.1) for adoption. In response to members, the Town Clerk advised that the Protocol would be reviewed every 4years and regularly referenced with Group Leaders and staff Toolbox Talks. **PROPOSED BY:** Councillor Mike Bell **SECONDED BY:** Councillor Tim Taylor A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** That the revised Member Officer Protocol (10.1) be approved.
146	**Review of the Complaints Procedure** The covering report of the Chief Executive/Town Clerk and Democratic Services Manager and the revised Procedure had been previously circulated. The report and subsequent appendices have been produced by officers following a in depth review of the council's current governance documents listed above using the National Association of Local Councils (NALC) approved and most recent documents to ensure all new legislation and obligations are covered within those adopted by Weston super Mare Town Council. Members are requested to approve the Revised Complaints Policy (11.1) for adoption.

	It was noted that the policy's decision tree B Formal Complaints needed to reflect North Somerset Council; and that the Monitoring Officer's email be confirmed as Sara. Discussion ensued with regards to the timescales associated with the Vexatious complaints section and how this was decided. The Town Clerk advised that this would be a Committee decision, decided on individual merit. It was requested to change the reference 'complainant' to 'complaint' and seek to resolve complaints in a prompt manor, quicker and 10days as stated. Town Clerk advised that current practice was that complaints were acknowledged as quickly as possible. **PROPOSED BY:** Councillor Tim Taylor **SECONDED BY:** Councillor Robert Payne A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** That with the above amendments**,** the revised Complaints Policy (11.1) be approved.
147	**To receive the Tenders for the Town Market following procurement** The covering report of the Chief Executive/Town Clerk and Community Operations and Resources Manager been previously circulated. The report includes an: 1. Executive Summary......**Error! Bookmark not defined.** 2. Assessment of Written Submission......**Error! Bookmark not defined.** 2.1. Outline......**Error! Bookmark not defined.** 2.2. Technical assessment......**Error! Bookmark not defined.** 2.3. Technical Submission Score......**Error! Bookmark not defined.** 3. Interview......**Error! Bookmark not defined.** 3.1. Interview Score......**Error! Bookmark not defined.** 4. Summary......**Error! Bookmark not defined.** 5. Recommendation......**Error! Bookmark not defined.** The report indicated that Taunton Independent Markets performed best in the technical selection process and the interview process and it was recommended that the Town Council enter into a contract with Taunton Independent Markets. The Town Clerk confirmed that Thursday was considered the best day, locally and the market operator had 30 plus stall holders showing commitment to this. It was noted that the market license was based on a building scheme. There was no cost to either council and the market operator was responsible for all. The council were overseeing the setup, Officer time would be minimal after set up and monitored by the BID and the tender dictated a variety of stalls. **PROPOSED BY:** Councillor Mike Bell

	SECONDED BY: Councillor Robert Skeen A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** To appoint and enter into a contract with Taunton Independent Markets. Members were reminded that the report was confidential until the council had released its communications.
148	**Old Town Quarry** The revised estimated costs for the refurbishment work and report of the Chief Executive/Town Clerk had been previously circulated. John West were appointed as the build contractor for the programme of works required at the Old Town Quarry. The appointment was made by full Town Council on the 17th June 2024. John West's tender return, as well as all of the tenders returned for the project, was over the budget allocated from the Community Ownership funds. At the time, it was identified that a cost engineering exercise was required to ensure it was within budget. Currie and Brown, the contract administrators for the project, worked with John West to reduce the value by amending the build scheme. Recognising that this was a community project, this was done with project delivery in mind, noting that loss to space available to community was not a viable option. A meeting was held with the Town council, Currie and Brown and John West's Quantity Surveyor to discuss the budget for the build. Several omissions were made, with the main change being that the Public Toilets were moved from the workshop building, to the main building. This provided a large saving, as the original plan would have required for works to get utilities to the building, whereas this was not an issue in the main building. The final sum agreed upon by all parties involved was £689,495. Whilst this was higher than the original budget allocation within the grant, the Town Council's match funding of £200,000 enabled a revised budget (£705,992 for capital works), of which the sum now falls within. It was noted that the professional fees had not decreased due to the changes which was disappointing. Also, that the delay in the release of funds was appalling and a complaint would be made to this effect seeking the support of the MP. **PROPOSED BY:** Councillor Mike Bell **SECONDED BY:** Councillor Robert Payne A vote was taken and **carried**. Accordingly, it was: **RESOLVED:** 1. To approve the variation in the budget, in order for an update to be given to the Community Ownership Fund. 2. To allow a second PO to be raised for John West (in addition to the PO raised on the 22nd July 2024 for £505,992 which was the budget allocation) for the value of £183,503.
	There being no further business the Chair closed the meeting at 8.04 pm Signed…………………………………………Dated …………………………

	Chair of the Finance and General Purposes Committee

WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE GRANTS AND GOVERNANCE SUB COMMITTEE HELD AT 32 WATERLOO STREET WEDNESDAY 25TH JULY 2024

Meeting Commenced: 10.00 pm
Meeting Concluded: 11.35 pm

PRESENT: Councillors Joe Bambridge, Peter Crew, Hugh Malyan (Chair), Alan Peak and John Standfield.

ALSO, IN ATTENDANCE: Sarah Pearse (Town Clerk/Chief Executive), Samantha Bishop (Democratic Services Manager), Fiona Gardener (Finance Administration Manager) and Molly Maher (Senior Development Officer).
Part Attendance: Ali Waller (Youth & Community- Programmes Manager at YMCA Dulverton Group).

72	**Election of Chair** The Town Clerk invited nominations for the position of Chair. **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Councillor Alan Peak **RESOLVED:** That Councillor Hugh Malyan be elected Chair of the Grants and Governance Sub Committee for the year 2024/25.
73	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Councillors James Clayton and Mike Bell with no substitutions.
74	**Declarations of Interest** There were no declarations of interest received.
75	**Election of Vice Chair** The Chair invited nominations for the position of Vice Chair

PROPOSED BY: Councillor Alan Peak
SECONDED BY: Councillor Hugh Malyan

RESOLVED: That Councillor Joe Bambridge be elected Vice Chair of the Grants and Governance Sub Committee for the year 2024/25.

76 To agree the accuracy of the former Expenditure and Governance Working Party Minutes held on 18th January 2024

The minutes from the previous meeting had been previously circulated.

It was noted that Councillor Marcia Pepperall was not in attendance at the meeting.

PROPOSED BY: Councillor Alan Peak
SECONDED BY: Councillor Hugh Malyan

RESOLVED: That with the above amendment, minutes of the be approved and signed by the Chair.

77 To note the revised Committee Terms of Reference

RESOLVED: That the Grants and Governance Sub Committee's Terms of Reference be noted.

GRANTS

78

78.1 Small and Voluntary Grant Applications

The report of the Finance Administration Manager had been previously circulated.

The council's annual budget for Small and Voluntary Grants was £12,500 with £1,950 committed so far, leaving £10,550 balance remaining.

Copies of bank statements, the evaluation criteria and full applications for the following organisations had been previously circulated.

78.1.1 @ Worle
Grant Applied for £1000
Under power: Local Government Act 1972 section 137

@Worle were seeking financial assistance of £1000 towards the cost of a Sensory Garden and Play Area which would be for children of all ages and include comfortable seating for adults. The combined budget for both the sensory garden and the play area was £8,500 and they were hoping to raise around £4,000 in grant funding.

PROPOSED BY: Councillor Joe Bambridge
SECONDED BY: Councillor Alan Peak

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

RESOLVED: To award £1000 from the Small and Voluntary Grants budget.

78.1.2 Worlebury Hillfort Group

Grant Applied for £10000
Under power: Local Government Act 1972 section 137

Worlebury Hillfort Group had applied for a grant for £1000 for the maintenance, repair and consumables for the powered equipment which was used to improve and maintain the area and for the purchase of hand tools and various other items. The grant is considered vital to ensure that the fort is kept clear for future generations.

PROPOSED BY: Councillor Joe Bambridge
SECONDED BY: Councillor Alan Peak

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

RESOLVED: To award £1000 from the Small and Voluntary Grants budget.

78.1.3 Friends of Grove Park
Grant Applied for £1200
Under power: Local Government Act 1972 section 137

Friends of Grove Park were looking to put on free sessions for the benefit of the community, running 6 outdoor yoga sessions, 6 Thai chi sessions and 4 outdoor art sketching sessions. They were looking for £1,200 to be able to run the sessions in which they feel were beneficial last summer.
Members noted that;
a) There was no upper or lower figure set for the amount of any grant aid, but generally, they would be restricted to a maximum of £1,000.
b) If the grant was above £1,000 then a report must be submitted to the Town Council following the use of the funds.

Concerns were raised regarding taking business away from other operating groups and the money received at bank, according to bank statements received.

It was also noted that that the council put on free yoga sessions in Ellenborough Park East.

PROPOSED BY: Councillor Alan Peak
SECONDED BY: Councillor Hugh Malyan

To award £500.

A vote was taken and **lost** (2for 3against).

PROPOSED BY: Councillor Peter Crew
SECONDED BY: Councillor John Standfield

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

RESOLVED: That the grant be refused on the basis that there were other operating groups providing the same provision and that the cash at bank was sufficient to self-fund.

78.2 Community Event Grant Applications
The report of the Senior Development Officer had been previously circulated.

The Council's annual budget for Community Event Grants was £60,000 with £27,000 committed (£700 held in retention) so far, leaving £33,000 balance remaining.

Copies of bank statements, the evaluation criteria and full applications for the following organisations had been previously circulated.

Members were advised that the Community Events Grant criteria was very different to that of the Small and Voluntary. It was more comprehensive, with a bigger budget allocation, considering match funding, economic growth and there was no grant figure limit.

78.2.1 The Steepholmers Shanty Band
Grant Applied for £4000
Under power: Local Government Act 1972 section 137

The Festival was organised by The Steepholmers Shanty Band. They seek to provide a weekend of entertainment for the residents of Weston-super-Mare, its environs and holiday-makers and visitors from further afield.

Members noted that the event brought in Tourism and was well received by local businesses.

PROPOSED BY: Councillor Peter Crew
SECONDED BY: Councillor Joe Bambridge

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

RESOLVED: That £3000 be awarded from the Community Event Grants budget.

78.2.2 Uphill Castle Cricket Club
Grant Applied for £5,000
Under power: Local Government Act 1972 section 137

The funding was sought to help with various elements of the Butcombe Big Bash, to include security, ensure the safety of the community and the success of the event.

Members were advised that whilst the application met the criteria generically, there were many other sports clubs that fundraised for their own events, which may set a precedent.

Concerns were raised regarding; event planning, up funding and that it would only benefit private members. It was also noted that full bank statements had not been provided.

PROPOSED BY: Councillor Joe Bambridge
SECONDED BY: Councillor John Standfield

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

RESOLVED: That the grant be refused on the basis that the four objectives set out within the grant criteria were not met.

78.2.3 British Bangladeshi Association North Somerset
Grant Applied for £6000
Under power: Local Government Act 1972 section 137

The funding was sought to support a free, inclusive Diwali celebration at Winter Gardens, featuring Indian dance performances, cultural activities, educational talks, and Indian cuisine, promoting community unity and cultural understanding.

	The following points were raised by members; Confusion on the representations of the group and the event, a breakdown of overhead expenses was needed and it was considered a lot of funding for a 3hr event. It was agreed that more information was needed and there was time to defer the application noting, the application timeline and venue booking. It was also noted that the council would be the event's only funding source and therefore, did not meet one of the grant criteria. **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Councillor Joe Bambridge A vote was taken and **carried.** Accordingly, it was: **RESOLVED:** That the application be deferred pending more information, to include a breakdown of the £4700 overheads. **<u>Ineligible Grant Applications</u>** Members had resolved previously that ineligible grant applications would not be brought before them. **RESOLVED:** To note the Ineligible grant applications received as outlined within the report. **<u>Evaluation of previously awarded Community Events Grants</u>** **RESOLVED:** To note the evaluation of previously awarded Community Event Grants as outlined within the report.
  79	The Chair brought forward item: **9.1 D YMCA (£76,926) Community Service Level Agreement** to allow Ali Waller (Youth & Community- Programmes Manager at YMCA Dulverton Group) to address the meeting and present the quarterly KPI reports. The reports were circulated to members of the Sub Committee the previous day. Members noted the extremely positive outcomes detailed within the report. A member referred to antisocial behavior problems in Worle and in particular the Campus, noting that resource was limited and requested if pop up signs of the YMCA'S services could be used. Ali informed that the service would be linking up with Community Response to re-engage in these areas and advised of the safety issues to consider, with the carrying of weapons. *The Chair thanked Ali for her report and she left the meeting at 11.15 am*
80	**Review of current grant schemes July 2024 – Onward as follows:** The Town Clerk advised members of the opportunity to review the following before the next financial year. **.1** Current Grant Criteria

	.2 Scoring Matrix **.3** Grant Evaluation Reporting from Officers **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Councillor Hugh Malyan A vote was taken and **carried.** Accordingly, it was: **RESOLVED:** That members take some time to review the Current Grant Criteria; Scoring Matrix and Grant Evaluation Reporting from Officers and bring suggestions back to the October meeting, for proposals to be made in February 2025.
81	**GOVERNANCE** **Service Level Agreements** To receive quarterly KPI reports and monitor the Council's Service Level Agreements (SLA'S). The Town Clerk advised that all SLA's had been agreed by council, with the exception of C. Somewhere To Go which would be approved by the Finance and General Purposes Committee on the 19th August. As stipulated in the council's SLA's, each organisation would come and present to the Sub Committee once per year, showing evidence of working together with other organisations under SLA's with the council. Questions and suggestions on style of reporting was welcomed by Officers to achieve consistency. **81.1 Community Service Level Agreements;** Members noted the councils current SLA's with the following organisations, with budget provision values as follows; A. Weston Town Centre Partnership (£19,999) – previously circulated. **RESOLVED:** Received and noted. B. Citizens Advice North Somerset (CANS) (£25,000) - previously circulated. **RESOLVED:** Received, members noted the excellent report and favored the reporting style. C. Somewhere to Go (Homeless Support Fund Total = £50,000) **RESOLVED:** Noted, for consideration by the Finance and General Purposes Committee on the 19th August. D. YMCA (£76,926) - previously circulated. **RESOLVED:** Received and noted. **81.2 Direct Service Level Agreements;** E. South West Heritage (SWH) (Curatorial Services = £85,537) – Received at the meeting.

RESOLVED: Due to late submission, members would need time to consider and ask any questions directly to SWH.

F. North Somerset Council Community Response (£51,550) – previously circulated.

RESOLVED: Received and noted. Members be requested via email to provide feedback on the impact of the SLA in their wards.

G. North Somerset Council CCTV Provision (£95,700) (previously circulated on a monthly basis)

Members noted that the live dashboard could be viewed at meetings.

RESOLVED: Received and noted, asking ward members to advise of anything the Sub Committee should view at meetings.

There being no further business the Chair closed the meeting at 11.35 pm

Signed…………………………………………Dated …………………………

Chair of the Grants and Governance Sub Committee

WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE BLAKEHAY BUSINESS REVIEW START AND FINISH GROUP
HELD AT 32 WATERLOO STREET
WEDNESDAY 1ST OCTOBER 2024

Meeting Commenced: 6.00 pm
Meeting Concluded: 7.27 pm

PRESENT: Councillors, Owen James ©, Ciaran Cronnelly, John Standfield and Simon Harrison-Morse.

ALSO, IN ATTENDANCE: Sarah Pearse (Town Clerk/Chief Executive), Fay Powell (Director of Community Services), Sally Heath (Theatre Manager) and Rebecca Saunders (Civic & Committee Admin Officer).

1.	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Councillors Martin Williams and Robert Payne with no substitutions.
2.	**Declarations of Interest** There were no declarations of interest received.
3.	**Election of Vice Chair** The Chair invited nominations for the position of Vice Chair. **PROPOSED BY:** Councillor Ciaran Cronnelly **SECONDED BY:** Councillor Simon Harrison-Morse **RESOLVED:** That Councillor John Standfield be elected Vice Chair of the Blakehay Business Review Start and Finish Group.
4.	**To agree the accuracy of the previous Blakehay Business Review Start and Finish Group Notes held on 11th September 2024** Which had been previously circulated.

	PROPOSED BY: Councillor Ciaran Cronnelly **SECONDED BY:** Councillor John Standfield **RESOLVED:** That the notes of the 11th September 2024 be approved and signed by the Chair.
5.	**Blakehay Theatre bar opportunities** The Chief Executive Officer/Town Clerk reported that contact had been made with Weston Collage with regard to the potential of a student union function utilising The Blakehay bar Space but there had been a recent staff restructure so was yet to receive a response, however it was hoped the new Business Manger would be in touch soon. The group was informed that the bar caused congestion problems in busy periods as there was not enough space to serve a large number of customers, resulting in a backlog in the corridor. A small extension had been added to the bar increasing the average income for each show to £1,000, but further improvements would need to be made if regular heavy footfall was achieved. It had previously been explored to move the bar to the Box Office area which would require significate investment. The bar was currently cutting even once staffing costs had been accounted for. A coffee morning had been introduced every Thursday morning since 1st July, to increase footfall but had only attracted 4 customers over this period. It was asked if customers could order and pay for drinks from their seats in the main house, to which the Theatre Manger informed that this was currently not possible due to weak Wi-Fi in the area, not allowing the card machine or ordering App to work reliably. It was suggested this could easily be remedied and would maximise spend per head of customers and other products such as Popcorn should be explored to increase add on sales. It was highlighted that staffing costs had an impact on bar profit and the venue paid higher wages compared to other local hospitality venues due to the Town Council's commitment to Real Living Wage. Members questioned if there was a need to remove this pledge for The Theatre and other Council hospitality venues to maximise profit. The Town Clerk advised members this would result in The Council losing their Real Living Wage accreditation and would need to be approved by the Finance & General Purposes Committee. **RESOLVED:** 1.To continue pursuing Weston Collage regarding a possible Student Union bar. 2.Explore improved Wi-fi connection to allow sales in the main house. 3.Explore sealing floorboards to allow popcorn sales.
5.	**Theatre Operations- Other opportunities** The Town Clerk had contacted Severn Oaks Town Council to research how they had successfully turned their bankrupt Theatre into a profitable business, which now only required a £27K yearly subsidy from the local authority. This was achieved by adopting a hire only model, which had resulted in some criticism within the Arts community. The Theatre was now operating as a charity which allowed for more grant funding, donations and was predominantly run by volunteers. It was noted that this facility was larger than the Blakehay being able to seat 450 guests, a cinema and an event space. The Theatre Manger reported that the Blakehay currently brought in 35 shows annually and 25 full hire shows. Pricing for hire currently stood at £120 per hour, with the average show

requiring 6 hours hire for a performance. No other venue in the Town offered full hire so this was a unique selling point for hire at The Blakehay.
It was highlighted that sales had been lost when The Theatre Manager did not have the discretion to other discounts, but flexible prices were now in place.

The idea of partnering a local group a residency for rehearsals and performances was discussed. The Town Clerk noted this would need to be managed correctly to control perimeters of this collaboration.

As of month 5, the monthly shortfall stood at £17,321 per month and if this trend continued the subsidy for this financial year would be Approx. £206K which would be reflective of the position at the end of last year. But it was hoped the income over the upcoming festive period would decrease this figure.

The Town Clerk advised there was a need to make hard decisions to make the Theatre viable and get to a point where the council were comfortable with the annual subsidy, options were:

- Considerable investment to increase staff to allow for more business and potentially refiguring the bar area to allow for more sales.

- Explore the potential of a partnership collaboration further which the retired Town Clerk had investigated last Autumn. It was noted there had been two interested parties who had suggested subsidies ranging from £72k-£100k for year one, decreasing yearly with a 3-year fixed term. Some control could be retained if this was done under a Service Level Agreement to maintain the Art and Community element. There would be a need to do a formal Expression of Interest and The Council would need to follow its Financial regulations in order to move forward with this option. The Finance & General Purposes Committee would need to approve, as this would then put information into the public domain.

- Disinvest a valuation had been undertaken late 2023 which indicated a value of £1Million but due to change of use restraints, would be unlikely to sell. Investigation into planning options and costs of ceasing trading could be explored.

RESOLVED: The Town Clerk investigate the possibility of a change of use with North Somerset Council and report back at next meeting, current capital investment and costs of ceasing trading.

It was noted the next meeting would be on 23rd October 2024 and the need for sensitivity was reinforced to members, for the sake of Theatre staff. The Town Clerk reminded members there was strict criteria surrounding staff discussion and only the Personal Committee could discuss staffing issues at length as such this would need to be referred to them(as per Term of reference).

There being no further business the Chair closed the meeting at 7.27 pm

Signed…………………………………………Dated …………………………

Chair of the Blakehay Business Review Start and Finish Group.

WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE BLAKEHAY BUSINESS REVIEW START AND FINISH GROUP
HELD AT 32 WATERLOO STREET
WEDNESDAY 23rd OCTOBER 2024

Meeting Commenced: 6.03 pm
Meeting Concluded: 7.04 pm

PRESENT: Councillors, Owen James ©, Peter Crew, Ciaran Cronnelly, Robert Payne, John Standfield and Simon Harrison-Morse.

ALSO, IN ATTENDANCE: Sarah Pearse (Town Clerk/Chief Executive), Fay Powell (Director of Community Services), Helen Morton (Director of Finance and Resources/RFO), Sally Heath (Theatre Manager) and Rebecca Saunders (Civic & Committee Administration Officer).

1.	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Councillor Martin Williams who was substituted by Councillor Peter Crew.
2.	**Declarations of Interest** There were no declarations of interest received.
3.	**To agree the accuracy of the previous Blakehay Business Review Start and Finish Group Notes held on 1st October 2024** Previously circulated. **PROPOSED BY:** Councillor Simon Harrison-Morse **SECONDED BY:** Councillor Ciaran Cronnelly **RESOLVED:** That the Notes of the 1st October 2024 be approved and signed by the Chair. *6.05 pm ConcillorPeter Crew joined the meeting*
4.	**Previous meeting action updates**

4.1 Current Operational Issues
4.1.1 Update on Wifi in auditorium and ability to take card payments throughout the building

The report of the Blakehay Services Manager was made available at the meeting. It was further noted that Mike Ham the IT Support contractor was due to visit the Theatre and test a new Wi-Fi system before a commitment to purchase was made.

4.1.2 Floor Sealing in Auditorium – cost and when this can be achieved

The report of the Blakehay Services Manger was made available at the meeting and it was further noted that initial enquiries had shown that simply filling the gaps between the floorboards would not be possible due to a large void beneath. A flooring expert was due to visit to assess if a more complex solution could be found.

4.2 Future Building use and Financial Implications

A PowerPoint was presented by the CEO/Town Clerk covering the following topics;

4.2.1 Building Change of use viability

An initial informal enquiry had been made with North Somerset Council and a response was awaited currently awaiting with regard to the ability to apply for a change of use for the building itself but it was unlikely that any change of use for the building would fall under permitted development, resale price could be limited due to the building be landlocked with limited light in the middle of the building, so realistically could only be used for commercial use.

4.2.2 Student Union Bar option update

An email had been sent to the new student union contact and a response was awaited. It was felt there was a need for a student union bar as there was not currently one in the Town.

4.2.3 Capital Investment into the Theatre since purchased

Capital investment to date from purchase in 2004 were reported as;

- Public Works Loan Board - £300,000 (2004) balance @31.03.24
- Refurbishment Investments - £779,860
- Box Office - £35,116 (2004/5)
- New Seating - £10,319 (2007/8)
- Bar Refurbishment - £103,032 (2010-2012)
- Boiler Replacement - £22,586 (2014)
- Upstairs Studios - £52,925 (2016)
- Ventilation and Internal alts and Rewire - £491,235 (£247,315 – grant funded) (2021)
- Final Balance on Ventilation alts & Rewire (2023)

4.2.4 Current Bookings & Revenue predictions

- Year 2024 / 2025 – booking revenue generated to date £15,904
- Year 2024/2025 – 31.03.25 – booking value £23,242
- Total income prediction - £39,146 vs budget £43,000 (-£3,854)
- Year 2025/2026 @ 01.04.25 – 31.03.26 £24,969

The Theatre had recently had the resource of a fulltime student through the Erasmus scheme which had resulted in significantly more bookings during this period as the Theatre Manager had been freed up to secure more bookings. A 25% increase in bookings was predicted for next year, on this year which clearly demonstrated more resource allows for more income, although it was noted this had not been calculated on a profit v loss model yet.

4.2.5 Live show ticket sales and related revenue predictions (current model) – to December 2025

- Ticket Sale value on processed on system @ 21.10.24
- Year 2024 / 2025 – Ticket revenue generated to date @ 21.10.24
- £11,147 – Potential income could have been £43,131

- Year 2024/2025 cost of shows (Rev & EMR)
- £5,443
- Conversion of Sales to Profit = 51.17% Profit

- Balance remaining in buy in budget @ 30.09.24 = £21,182
- Conversion value if utilised = £31,984 current resources do not allow this to be fully utilised.

4.2.6 Community partner's update

Informal contact had been made with the two pervious interested parties but no response had been received to date. It was reinforced, that if this was an avenue the Group would like to properly explore, a proper process would need to be followed.

4.2.7 Draft costings for budget year 2025/2026

It was noted that current staff were all working at full capacity and additional support was need for administration and technical departments.

Additional Staffing costs required:

24/25 = £161,280

25/26= £196,849 (inc pay increase provision)

Extra: £35,569

1 x additional full-time post (Booking / Administration)

19hrs additional Technical resource.

4.2.8 Liabilities & Options for Consideration

The CEO/Town Clerk advised 3 options for consideration as suggested below:

<u>Consideration 1</u>

- Shut the Door Cost – Estimated cost Year 1 = £119,400
- Annual Closed Cost - £21,226 - £35,000 (Estimate only not final) – left with an empty building but a possibility to explore community use.

<u>Consideration 2 – Partnership Model</u>

- Subsidy for Year 1 - ranging between £100,130 - £72,490 (to be reviewed and procured) – This would need time to execute and enable (unlikely achievable by April 2025) and would need to follow a proper procurement process with the initial

	stage being putting an expression of interest out this would still not commit to this option. <u>Consideration 3</u> • Determine new business model to be used in 2025/2026. • Increase staff resources to enable maximum income generation. • Set a robust time period and KPI's to be achieved that acceptable to the council.
5.	**Next steps and action requirements for next meeting** The general feeling was that shutting the doors at this stage was not a viable option but the need to get the subsidy down to a figure below the shut doors cost was essential. Due to the upcoming budget it was not felt achievable to properly procure a future partner by April 2025 and as it had been proven that more resource resulted in more income, a new business model should be further investigated with robust income casting this would allow bookings which had already sold tickets could be honoured. A desire to continue to explore future partners and what model interested parties would like to follow (e.g. SLA enabling The Council to retain community a use element) **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Councillor Robert Payne A vote was taken and **carried.** Accordingly, it was: **RESOLVED:** That the CEO/Town Clerk bring a timeline for option 2 to the next meeting and draw up a robust Business model for Option 3, with a 5-year projection. It was noted the next meeting date was **20th November at 6pm.**
	There being no further business the Chair closed the meeting at 7.04 pm Signed………………………………………Dated ……………………….. Chair of the Blakehay Business Review Start and Finish Group.

WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE BLAKEHAY BUSINESS REVIEW START AND FINISH GROUP
HELD AT 32 WATERLOO STREET
WEDNESDAY 20th NOVEMBER 2024

Meeting Commenced: 6.04 pm
Meeting Concluded: 7.06 pm

PRESENT: Councillors, Owen James ©, Ciaran Cronnelly, Robert Payne, John Standfield and Martin Williams.

ALSO, IN ATTENDANCE: Sarah Pearse (CEO/Town Clerk), Fay Powell (Director of Community Services), Helen Morton (Director of Finance and Resources/RFO), Sally Heath (Theatre Services Manager) , Molly Mathews(Senior Development Officer)and Rebecca Saunders (Civic & Committee Administration Officer).

1.	**Apologies for Absence and Notification of Substitutes** Apologies were received from Councillor Simon Harrison-Morse with no substitution.
2.	**Declarations of Interest** There were no declarations of interest received.
3.	**To agree the accuracy of the previous Blakehay Business Review Start and Finish Group Notes held on 23rd October 2024** Previously circulated. A vote was taken and accordingly it was **carried.** **PROPOSED BY:** Councillor Ciaran Cronnelly **SECONDED BY:** Councillor Robert Payne **RESOLVED:** That the minutes be approved and signed by the Chair as a true record of the meeting.

4.	**Consideration 2 – To receive a Partnership Model** A PowerPoint was presented to members outlining the time table required to pursue a Partnership model should members wish to do so. The CEO/Town Clerk informed members how the appointment procedure would work and of realistic timescales. It was felt it could be achievable to be in a position to offer a partner an agreement by April 2025, but not have the partnership fully running until later in the year, so there would be a need to include a financial provision based on the existing model to the theatre in the 2025/26 budget Informal contact had been made following the former Town Clerks initiation with the 2 potential partners who had previously expressed an interest. One reporting to still be keen to explore a partnership and the second advising they would need to refocus their business need, before committing to any interest. It was recognised The Council would need to define what they would like to achieve from a partnership in terms of set up, timescale and any financial support requirement.
5.	**Consideration 3 – To receive a draft Business Model/ Proposal** The CEO/Town Clerk reported that the plan had been pulled together in a short three-week turnaround since the last meeting and that a document this substantial would usually take three months to prepare. Therefore, more development would be needed but it was a good snapshot of what could be considered. It was further reported that the model could not be delivered with the current staffing and resource levels. More investment would be needed to deliver the proposal. The Director of Finance and Resources/RFO reported that the proposal gave something to aspire to however it was recognised it was very ambitious with changes needed to operating models and overall management approach and vision to achieve. The document also provided detail where the Blakehay sat regionally and nationally. The Senior Development Officer identified the need to allow the document to evolve over the 5-year plan, around the below themes and how that would work. • Build • Static • Growth • Explore *6.20 pm Councillor Martin Williams joined the meeting.* The CEO/Town Clerk reported growth in the live music performances which had sold out in recent months with bar income increased in line with these performances. These types of performances required less set up and take down time, freeing the theatre for other bookings in the days before and after the performances, unlike some of the shows. With good marketing these performances could become The Blakehay' s unique selling point. After research it was felt that one model (just brought in /hire) would not work and a mixed approach was needed. Risks were outlined as below: • Failure to secure sufficient funding to keep subsidy to a minimum acceptable level

	• Inability to remain sustainable • Not achieving visitor number targets • Challenging timescales in which to implement changes to business model • Declining theatre attendance nationally due to factors outside of the councils control e.g. cost of living • Continued increase in subsidy Member questions were invited and the following topics were discussed: • Ticket prices • Encouraging more tribute acts with committed followings • Utilising studio space more to bring in more revenue • Increase bar sales • Exploring the partnership avenue whilst continuing to develop the business plan in case a suitable partner was not secured. •
6.	**To agree Final proposal / next actions to be reported to the Finance & General Purposes Committee 16th December 2024 (including direction for Budget proposals for 2025 / 2026)** **PROPOSED BY:** Councillor John Stansfield **SECONDED BY:** Councillor Ciaran Cronnelly A vote was taken and accordingly it was **carried.** **RECOMMENED:** 1. The Council proceed with a partnership model via a appointment process for implementation during the year 2025/26, in the meantime budget set at Finance and General Purposes needed to recognise a static minimal growth, notwithstanding the need to appoint a booking clerk. 2. A full report be submitted to Finance & General Purposes Committee with details of the process undertaken by the start and finish group to provide rational for the recommendation in .1 above.
	There being no further business the Chair closed the meeting at 7.06 pm Signed…………………………………………Dated ………………………… Chair of the Blakehay Business Review Start and Finish Group.

WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE HILDESHIEM TWINNING START AND FINISH GROUP
HELD AT 32 WATERLOO STREET
THURSDAY 21ST NOVEMBER 2024

Meeting Commenced: 1.33 pm
Meeting Concluded: 2.48 pm

PRESENT: Councillors, John Crockford-Hawley, Owen James and Martin Williams

ALSO, IN ATTENDANCE: Sarah Pearse (CEO/Town Clerk), Fay Powell (Director of Community Services/Deputy Clerk), Molly Matthews (Senior Develop Officer) and Rebecca Saunders (Civic & Committee Admin Officer).

1.	**Apologies for Absence and Notification of Substitutes** Apologies were received from Councillor Helen Thornton with no substitution.
2.	**Declarations of Interest** There were no declarations of interest received.
3.	**To agree the accuracy of the previous Hildesheim Twinning Start and Finish Group Notes held on 17th October 2024** Previously circulated. **PROPOSED BY:** Councillor Ciaran Cronnelly **SECONDED BY:** Councillor Robert Payne A vote was taken and accordingly it was **carried.** **RESOLVED:** That the minutes be approved and signed by the Chair as a true record of the meeting.
4.	**Refocus the Purpose of the Group** An example of a twining strategic plan was provided to the group to aid discussion.

The CEO/Town reminded the group of its focus and it was a start and finish group therefore would not continue past its objective but could be reformed in the future it required. The objective of creating a 5year Strategic Plan and a Twinning Model for the Council to adopt.

- **What** – Needs to be included to be model
- **How –** Who needs to be involved in the development of the model
- **When –** Agree a timeframe for the model adoption

The CEO/Town Clerk explained the need to focus on where the council wanted to link and explore new avenues, to maximise the relationship between the two towns and allowing for a more consistent approach, maintaining momentum, when Mayors changed annually. Once a plan in principle had been developed, the programme could evolve following consultation with partners in Hildesheim. It would then be rolled out across the whole council rather than just Civic.

The group considered the twinning strategic Plan and were happy with the style and content. The following points were added for edit:

7.1

- To encourage promotion of community organisations and local opportunities that had shared initiatives and values (i.e. rotary, lions club, carnival etc)

7.3

- Combination of social media efforts, combining information in a twinning focused social media programme

8

- Currently, the civic budget was available for the Mayor to attend Hildesheim annually, but this was encouraged and not necessarily enforced, and down to the individual Mayor to decide. Moving forward, the aim for this to be funded as a standard annual visit with the Mayor plus one. It was also expected that there would be a full report and feedback following the visit, to bring back shared learning from Hildesheim. This should be presented to the full Town Council meeting. This would also be shared back with Hildesheim, ensuring that any information was provided in German. It is therefore recommended that the current civic budget headings are reviewed and should have a dedicated provision for The Twinning programme

9

- When Sections 1-8 were approved (based on the document provided), it would allow for population of a rolling three-year plan. It was felt that it a three-year period was sufficient, in order to engage with the current Mayor, Deputy Mayor and incoming Deputy Mayor.

A discussion ensued around:

- Funding, grants and a twinning budget
- Enquire if North Somerset Council were actively promoting their twining with Hildesheim
- Each Mayor to provide a full report after they had travelled to Hildesheim about their trip and what they had done to promote the twinning during their year
- Producing a twinning statement
- Involving Hildesheim to develop the plan

5.	**To review actions from last meeting** 5.1 Youth Exchange The Civic Officer had contacted Oliver (her counterpart in Hildesheim) who had appointed Lauren Hunt as British exchange Volunteer to find host families in Weston-Super-Mare for the exchange planned for 3rd-18th April 2025. They suggested that the work experience students due to come to the council in January could carry out DBS checks whilst in post. The CEO/ Town Clerk informed that this would not be possible as they could not carry out these checks on the council's system and Germany did not have a system to do on their behalf. It was future confirmed via the UK Government there is no legal requirement for youth exchange set ups to undertake DBS checks. It was reinforced that the council needed to support the exchange but should not be involved in the set-up detail with regard to placing students this should be left with the appointed organisers. It was recognised there was a need to communicate The Town Councils position with colleagues in Germany without causes offense. **RESOLVED:** The CEO/Town Clerk and the Mayor would send communication to Germany to defining the council's role in the exchange, confirming the council were happy to receive details and encourage the exchange which was to be organised independently, by the German youth exchange team and the independent British youth exchange volunteer.
6.	**External Organisations** To identify further support for the Twinning model The CEO/Town Clerk reported that there were people in the community keen to come to a meeting and make links with Germany, but felt this would be best placed once the twinning plan had been further developed. **RESOLVED**: To recognise the importance of external organisations and that to progression in this area should occur once the Twinning Model had been further developed with colleagues in Germany.
7.	**To agree the following meeting dates:** 16th January 2025, 13th March 2025 and 8th May 2025
	There being no further business the Chair closed the meeting at 2.48pm. Signed………………………………………Dated ………………………… Chair of the Blakehay Business Review Start and Finish Group.

WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE HILDESHIEM TWINNING START AND FINISH GROUP
HELD AT 32 WATERLOO STREET
WEDNESDAY 17TH OCTOBER 2024

Meeting Commenced: 1.07 pm
Meeting Concluded: 2.00 pm

PRESENT: Councillors, John Crockford-Hawley, Roger Bailey and Catherine Gibbons

ALSO, IN ATTENDANCE: Sarah Pearse (Town Clerk/Chief Executive, (Remote), Fay Powell (Director of Community Services/Deputy Clerk), Sam Bishop (Democratic Services Manager) and Rebecca Saunders (Civic & Committee Admin Officer).

1.	**Election of Chair** The Deputy Town Clerk invited nominations for the position of Chair. **PROPOSED BY:** Councillor Roger Bailey **SECONDED BY:** Councillor Catherine Gibbons **RESOLVED:** That Councillor John Crockford-Hawley be elected Chair of the Hildesheim Twinning Start and Finish Group.
2.	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Councillor Helen Thornton. It was noted that Councillors Martin Williams and Owen James were absent.
3.	**Declarations of Interest** There were no declarations of interest received.
4.	**Election of Vice Chair** The Chair invited nominations for the position of Vice Chair. **PROPOSED BY:** Councillor Roger Bailey

	SECONDED BY: Councillor Catherine Gibbons **RESOLVED:** That Councillor Martin Williams be elected Vice Chair of the Hildesheim Twinning Start and Finish Group.
5.	**To Note the recommendation of the Civic Matters Consultative Group** The Minute Extract had previously been circulated. **RESOLVED**: Noted.
6.	**To Note the recommendation of the Finance and General Purposes Committee** The Minute Extract had previously been circulated. **RESOLVED**: Noted.
7.	**To agree the direction of the group and set clear actions** The Chair informed of the town's historic association with the voluntary Youth Exchange Programme and how this had become challenging to continue over the last 5years due to the lack coordination of volunteers from Weston and differences in culture uptake. This had become alarmingly apparent this year when the German youth exchange tried to organise their visit and there was nobody to coordinate this from Weston and secure volunteers to facilitate host families. It was noted that there were reported serious concerns with the lack of safe guarding from the German side. The youth exchange plans for 2025 were not yet known and so the Civic Officer suggested contacting her German counterpart to establish their plans and what support would be needed to safely facilitate. Further suggestions included that the German youth exchange could offer to pay somebody from Weston to coordinate or the council could look to seek an independent coordinator in the same way it procured its independent auditor. The group noted other twinning links that the council had continued to strengthen including: • Scout to Scout Exchange • Brewery Twinning • Work placements via the Erasmus Scheme • Mayoralty Visits Also, other links it hoped to explore were: • Weston College student exchange, some traction had been gained on this but discussions would need to be restarted with the new principal who had indicated an interest when The Mayor discussed at a recent event. • Shane Dean from The Jill Dando News Centre was keen to forge links with any youth news outlets in Hildesheim. • Cultural organisations such as the Constanzi Choir had expressed an interest in performing in Hildesheim and inviting their local choir to perform in Weston. • Selling/exchanging and promoting Hildesheim merchandise via the VIC and also the Museum shop. Quick wins included:

	• Displaying the Hildesheim Crest in the window at 32 Waterloo Street • Gifting the spare portrait of the King. • Display the council's Hildesheim collection in the Mayors Parlour. • Explore food and drink links and a possible invitation for some Hildesheim suppliers to take part in the Weston Eat Festival. • Include a link from the council's website to Hildesheim's website and a page with images and information about Hildesheim. • Clearer signage promoting the twinning in the town. • Explore a Street artist exchange to take part in the Weston Wallz and Hildesheim's Pflasterzauber Street art Festival to include a Hildesheim Bridge mural. • Facilitate the enquiries made by German musicians to perform here in Weston at the Blakehay or Museum. **ACTIONS:** 1. That the Civic Officer meets remotely with her counterpart in Hildesheim to establish further plans for the youth exchange and what support would be required to make an exchange viable. 2. To gift the spare portrait of the King to The Oberburgermeister 3. To display the council's Hildesheim collection in the Mayors Parlour
8.	**External Originations** *1.55pm Councillor Roger Bailey Left the meeting.* The need for external organisations and community groups attending future meetings was recognised. However, it was agreed to keep the next meeting internal, whilst the youth exchange situation was established. **ACTION:** To include the item on the next agenda.
9.	**To agree the next meeting date** **ACTION:** 21st November 2024 at 1.30 pm.
	There being no further business the Chair closed the meeting at 2.00 pm. Signed…………………………………………Dated ………………………… Chair of the Blakehay Business Review Start and Finish Group.

WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 2nd OCTOBER 2024
32 WATERLOO STREET/HYBRID

Meeting Commenced: 9.30 am
Meeting Concluded: 10.40 am

PRESENT: Sarah Pearse (CEO/Town Clerk) Helen Morton (Director of Finances & Resources), Sharon Miles (Grounds Manager), Sam Bishop (Democratic Services Manager), Matt Hardy (Community Operations & Resources Manager), Lisa Clemons (Museum Manager) Rob Heath (Lighting Technician) Julie Smith (Senior Customer Services Officer) and Reece Evans (Safer Communities Transformation Officer).

Meeting Chair: Fay Powell (Director of Community Services).

The Chair welcomed new members of staff (HM & WPM) and RE (External) to the meeting and introduced them to the Officers.

		ACTION
1.	**Apologies for Absence** There were no apologies received.	
2.	**Zesure App – discussion with Reece Evans** The Chair bought item 9 forward, so RE could leave the meeting once he had spoken about Zesure. Zesure was North Somerset Council's lone working smart phone-based app and that over 20 members staff were now using it. RE demonstrated how to use the APP and how it was monitored from the CCTV control room if a user activates it on their mobile. It was agreed by all of the Health & Safety team that it would be beneficial for staff working late or lone working to use the APP. SM and LC asked if a further demonstration could be given to the Grounds and Museum team. RE agreed to demonstrate to any other staff wishing to use the APP. LC will arrange a date.	**LC**

3.	**Notes of the Previous Meeting** The notes from the meeting held on 4th September were approved and actions had been completed.	
4.	**Training** MH reported he would arrange Fire Warden training. JS asked if all staff should still be continuing with E learning and it was agreed that staff need to be reminded that this was ongoing training. SP asked HM to have a look through the courses to check staff are doing courses relevant to their job. SM informed that GB Sport Play training was taking place soon, along with Play Inspection, and Chapter 8 on 15th October, regrettably they were no places left for other staff to join this session but future dates would be looked into. JS to arrange a one day first aid training session for new staff along with anyone else who requires an update also a 3-day course for SP and FP.	**HM** **JS**
4.	**Maintenance & Anti-Social Behaviour** FP reported there had been some antisocial behaviour from clients attending Somewhere To Go with several congregating outside the back door in Palmers Row, drinking and generally making a noise, although this had now subsided with the colder weather arriving, also a couple had come into reception drunk asking for advice. FP asked for any issues to be logged so Somewhere To Go could be kept updated.	**ALL**
5.	**Compliance Schedule** SP asked if all Managers could go through the compliance schedule to check all is up to date before the end of October when the General Risk Assessment is due.	 **ALL**
6.	**Risk Assessments - updates and new** There were no new assessments to report.	
7.	**Health & Safety Issues - accidents and near misses**	 **MH**

	MH reported that First Attendance needed to come and put new tags on some of the fire extinguishers as several extinguishers had been used as door stops mainly by contractors and tags had been snapped off. MH expressed concerns that the front door in reception did not shut automatically when the fire alarm goes off. JS asked if all staff could be mindful to switch off the air conditioning units off when leaving at the end of the day. SP said it is a management instruction that staff must not put on the heat setting onto the units but to set them at auto so the heat only kicks in when the temperature drops below a certain set level. On several occasion the Emergency Door Release panel had been pressed in error leading into reception and at the back door causing the doors to either not shut fully or locking, it was thought a sign above the panels and glass fitted to them may help the situation. It was agreed that Town Centre Partnership staff, to include Street Wardens should sign in and out at the reception - SP will send an email to the Town Centre Manager (DF) to implement this, and to also ask them all to read and sign the risk assessment for 32 Waterloo Street.	**MH** **ALL** **MH** **SP**
8.	**Toolbox Talks** • Central Services – Acts of Terror. • Grounds – Awareness of sharps SP reminded managers that Toolbox Talks need to be done monthly and asked if generic Toolbox Talks could be shared with all departments.	**ALL**
	Suggested areas for next meeting, Chair of next meeting date/venue confirmation **Date:** Wednesday 6th November 2024 – Chamber Waterloo Street/Hybrid **Chair** – WPM Signed.. Dated......................	

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WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 6th NOVEMBER 2024
32 WATERLOO STREET/HYBRID

Meeting Commenced: 9.30am
Meeting Concluded: 10.00am

PRESENT: Helen Morton (Director of Finances & Resources), Fay Powell (Director of Community Services – Deputy Town Clerk), Sharon Miles (Grounds Manager), Sam Bishop (Democratic Services Manager), Matt Hardy (Community Operations & Resources Manager), Lisa Clemons (Museum Manager) Warren Parker-Miles (Tourism & Information Services Manager) and Julie Smith (Senior Customer Services Officer).

Meeting Chair: Warren Parker-Miles (Tourism & Information Services Manager)

		ACTION
1.	**Apologies for Absence** Apologies were received from Sarah Pearse.	
2.	**Notes of the Previous Meeting** The notes from the meeting held on 2nd October were approved and actions had been completed.	
3.	**Update on General Risk Assessment** The Health & Safety Consultant attended all sites over 23rd & 24th October to complete the General risk Assessment and the council were are now waiting for the reports to be sent through.	
4.	**Training** MH reported that Fire Warden training was booked for December. JS confirmed that First Aid Training was booked for 26th November at the Museum and the session was now fully booked. FP asked if another session could be booked for January 2025. FP also asked if JS could book safeguarding training and she would send a list of delegates who needed to attend.	**JS** **FP/JS** **JS**

	HM asked if a current list of First Aiders could be displayed in the staff room. SM reported that she was looking to book a Forestry First Aid course which would cover the use of chain saws etc. HM advised she was looking into E-learning as to whether this was best continued thorough Ellis Witham or People First.	**SM** **HM**
5.	**Maintenance & Anti-Social Behaviour** FP reported that the antisocial behaviour had improved in the carpark at the back of 32 Waterloo Street. WPM expressed concern over a small group of teenagers who regularly hung around in the Food Bank carpark showing no respect for vehicles parked there and urinating. FP would report this to Community Response and the Street Wardens were aware and would monitor. SM reported that drug dealing was taking place in the cemetery and drug paraphernalia was being found by the grounds team. Also, Dartmouth Play Park had been vandalised. SM also queried Healthmatics contract, on collecting full sharp bins	**FP** **SM**
6.	**Compliance Schedule** HM thanked LC for updating the Museum's compliance schedule.	
7.	**Risk Assessments - updates and new** A new assessment for Remembrance had been completed.	
8.	**Health & Safety Issues - accidents and near misses** MH reported that Masters needed to be chased up regarding a legionella retesting in the toilets at the Blakehay, if not already done. FP informed that on Saturday night after a show at the Blakehay, the fire door leading out to the lane way between the theatre and the pub was blocked by cars again. FP suggested that when this happened again to take photos and inform the fire brigade of the safety implications, as they would be able to enforce no parking. It was reported by various staff members that the cleaning of the building was not sufficient and that the cleaning contract was not being fulfilled, with routine jobs being missed and the cleaner not present for the contacted hours the council was paying for. It was agreed a more formal	**MH** **RH** **JS** **HM/SP**

	monitoring of the contact was needed and that JS would to speak to the cleaner to check if she had been issued with a daily jobs list and also to confirm the hours worked as a first measure. WPM asked if it would be possible to have a peep hole fitted in the back door leading to the car park but it was thought this would not be possible as it was a fire door but it was agreed that a CCTV screen should be fitted in the chamber, which would be useful for managing meetings out of office hours and also it would be beneficial to have a telephone installed in the chamber.. **ACTION:** A screen and telephone be sourced and job requests raised accordingly. With Spansec and SCG	**JS**
9.	**Toolbox Talks** • Central Services – Slip, Trips and Falls. • Grounds - Working Outdoors	
	Suggested areas for next meeting, Chair of next meeting date/venue confirmation **Date:** Wednesday 4th December 2024 – Chamber Waterloo Street/Hybrid **Chair** – RH Signed.. Dated......................	

ITEM 8

WESTON-SUPER-MARE TOWN COUNCIL

Health and Safety Policy

Worknest H&S

Author: Chief Executive Officer (Town Clerk) – Sarah Pearse

Review: 16th December 2024

Adopted:

CONTENTS

INTRODUCTION

1. INTRODUCTION

This Health and Safety manual has been prepared by WorkNest on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Weston Town Council are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

This Policy has been created by the named consultant from WorkNest with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the council operates.

Creation Date	Signed on behalf of WorkNest	Confirmed
Sept 2019	**L Tanner**	

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed
September 2020	**L Tanner**	
July 2021	**L Tanner**	

September 2022	**L Tanner**	
September 2023	**L Tanner**	
05.11.2024	**Kofi Antwi**	

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

Register

Copy Number or Reference	Location kept

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or our clients, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
July 21			Included Pandemic into Infection control in both the Handbook and Policy	L Tanner
Nov 24			Periodic review	Kofi Antwi

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **WorkNest** advice line - **Tel: 0345 226 8393**

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the WorkNest webpage.

POLICY STATEMENTS

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Weston Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Dated:**

Name: Town Clerk **Position:** Sarah Pearse

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Council
Town Clerk
Health and Safety Lead
Managers
Fire Wardens

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

Council

The Council has the ultimate responsibility for the health and safety of Weston Town Council but discharges this responsibility through the collective down to individual managers and employees.

The Council will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees in improving health and safety performance
- they will review the health and safety performance of the council on an annual basis.

Town Clerk

The Town Clerk has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to the Health and Safety Lead.

The Town Clerk will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and senior management monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put in to place
- an annual report on the safety performance is presented to the Council.

Health and Safety Lead

The Health and Safety Lead will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- premises, plant and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Town Clerk for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance is carried out and records are kept
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all.

Managers

The Managers will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- they communicate and consult with staff on health and safety issues
- health and safety rules are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

Fire Wardens

Fire Wardens will ensure that in their designated area of responsibility they:

- monitor the general fire safety of the area that they have been allocated to
- check corridors and walkways to ensure combustible materials are not stored there
- monitor escape routes to see they are kept free of obstructions
- check that fire doors are not tied, propped or wedged open
- check that final exit doors are not obstructed
- check that extinguishers are where they should be and no obvious misuse or defect has occurred.

When the fire alarm sounds, Fire Wardens must:

- without putting themselves at risk, sweep through their allocated area and verbally encourage staff to leave via the nearest fire escape route. Fire Wardens should aim to finish their sweep at a fire exit and should not delay their own escape unduly
- check all accessible rooms including toilets and offices to make sure staff have evacuated the area or in case someone is waiting for assistance to evacuate. If there are signs of fire in a room (e.g. smoke coming out around the door), they should note the fact but should not enter or open the door
- if there is no immediate danger, ensure that all windows and doors are closed en-route to the fire exit
- report to the senior manager at the fire assembly point to report any signs of fire in their area, to report if anyone is at risk and to advise if their area is clear
- take part in any post-alarm de-briefing to identify any shortcomings in the fire evacuation procedures.

Fire Wardens are not expected to unnecessarily delay their own exit from the building or to jeopardize their own safety at any time. Fire Marshals are not expected to fight a fire or to use a fire extinguisher except to aid their own escape. However, if the fire is in their area of responsibility and they are trained and competent to do so, Fire Wardens may attempt to tackle a small fire if it is safe to do so and using the appropriate extinguisher.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

WorkNest

WorkNest, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
    - changes in Health and Safety legislation relevant to us
    - organisational changes which affect our management system.
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
- a consultant visit to train senior managers and to support our implementation of this Policy by:
    - assisting us to complete specific risk assessments
    - providing further training, as agreed, on relevant agreed topics
    - reviewing and auditing our health and safety procedures and legal compliance
    - providing advice on implementing changes and system procedures.

WorkNest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation.

Health and Safety Committee

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the organisation.

They are responsible for ensuring that:

- there is regular communication and consultation with staff on health and safety issues
- health and safety issues raised by employees are discussed and considered for action
- health and safety standards within departments are monitored
- trends in accident statistics across the council are identified and making recommendations for action
- health and safety is promoted and new initiatives are considered to progressively improve standards in all areas
- employees are aware of significant changes to our health and safety policy documentation.

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Employer's Transport

- Employees must carry out prescribed checks of council vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing or any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

ARRANGEMENTS

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the council's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the council.

The Accident Book

All accidents resulting in personal injury must be recorded in the council's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the WorkNest Advice Line. (Tel: 0345 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Asbestos

The council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by

  - **Assessment -** The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

  - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

  - **A Written Plan -** A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

  - **Access to Asbestos-containing Materials -** Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

  - **Monitoring and Maintenance -** The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix

- the exposure during the removal process is likely to be sporadic or of low intensity.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the council will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a supervisor or manager

- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Communication and Consultation

It is a legal requirement for the council to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication

- involve and consult with employees through:

  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings.

- display the 'Health and Safety Law – What You Need To Know' poster

- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all employees directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The council will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place.

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a "client" under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly.
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties

- ensure that adequate welfare facilities are provided for the contractors

- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared

- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or council who acquires the building.

- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

Disabled Persons

The council will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the council will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities

- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements

- encourage employees with special needs to suggest any premises or task improvements to their line managers

- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity

- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment

All reasonable steps will be taken by the council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at a subsidised cost up to a maximum limit of ££70, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Driving for Work

Driving is an integral part to some roles within the council and as such requires driving on council business. Driving has inherent risks associated with it which drivers should be made aware of.

The council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence.

When providing council vehicles the council will:

- maintain them to the required legal standard and ensure they are suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle.

Implementation

The council asks its entire staff to play their part, whether they use a council vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive

- any accidents / incidents that occurred whilst driving on behalf of the council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a council vehicle
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp3 player
- never receive or make calls.
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Managers

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks
- not expect staff to answer calls when they are driving.

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the council's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the council reserves the right to suspend you from your employment (with or without pay) to allow the council to decide whether to deal with the matter under the terms of the council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The council reserves the right to search you or any of your property held on council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the council's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the council will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the council premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the council will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

First Aid

The council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the council will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns

2. display first aid notices with details of first aid provision

3. provide and maintain suitable and sufficient first aid facilities including first aid boxes

4. provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- staff travelling in vehicles on a regular basis
  staff whose work takes them to isolated or remote locations

Gas Installations and Appliances

The council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The council is committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The council supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances.

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the council will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The council will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Information and Training

The council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Health, Safety and Welfare

The council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful wholesome drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

The council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the council will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee.

Format of Health Surveillance

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

Frequency of Health Surveillance

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to the team leader if any problems are experienced. Baseline data will usually be gathered at the employment interview.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual; however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE).

Record Keeping

The responsible person or occupational health nurse will, with the support of team leaders, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the council.

Home Working

Home workers are subject to the same health and safety requirements as workers based on council premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the council; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the council using the council accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.

Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:

- injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)

The council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The council will:

- undertake assessments to identify tasks or situations that may expose individuals or groups to potential infection

- identify, plan and implement controls and safe systems of work to prevent transmission of infection

- provided information, instruction and training to those identified at risk

- where required, provide personal protective equipment (PPE) and monitor its use and maintenance

- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises

- arrange for safe disposal of any infected materials

- adopt good hygiene practices.

Vaccination

The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus.

Where this is identified, vaccinations shall be offered to individuals without charge.

Training and Information

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections.

Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Staff Illness and Reporting

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus

- gastroenteritis

Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the company will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The company will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow employees to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the council will implement the following:

- Avoidance of Conditions Favouring Growth of Organisms

  As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

  The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

- Avoidance of Stagnation

  Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- System Maintenance

  Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- Sampling

  Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- Record Keeping

  Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks.

Lifting Operations and Equipment

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

Definition

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

Implementation

The council will ensure that

- lifting equipment is suitable for the intended use with adequate strength and stability, including whatever guards are necessary to prevent:
    - persons or equipment falling from the lift
    - the lift falling from its restraints
    - persons or equipment being trapped, crushed or struck by objects when using the lifting equipment.
- an examination scheme is drawn up by a competent person
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons annually (or every six months if lifting people) to ensure correct installation and safe operation
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration
- safe working load (SWL) is clearly displayed on all lifting equipment
- suitable training, instruction and information is provided for operators and supervisors.

Records

All thorough examination reports will be kept for as long as the equipment is being used except for lifting accessories reports and reports carried out due to deterioration in condition, which must be kept for 2 years.

Lifts

All reasonable steps will be taken to maintain all lifts throughout the council premises.

Implementation

The council will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- suitable equipment and mechanisms are installed to prevent the lift from:
    - leaving its landing when the doors are unlocked and/or open
    - falling (including its maximum working load) in the event of a failure in the lifting mechanism
    - overrunning its furthest intended point of travel
    - being operated from more than one position at any one time
    - being overloaded or exceeding its maximum number of passengers.
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and every six months if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry kept restricted to authorised persons.

Records

All thorough examination reports will be kept for a minimum of 2 years.

Lone Working

The council will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office or a designated buddy/contact every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

Manual Handling

To prevent injuries and long term ill-health from manual handling the council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the council will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

New and Expectant Mothers

The council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the council will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Noise

The council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

Noise Risk Assessments

The council will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

Reduction of Noise Exposure Levels

The council will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The council accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

The council will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

Hearing Protection Zones

The council will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

Use and Maintenance of Noise Control Equipment and Procedures

The council will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

Provision of Training

The council will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise

- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation’s policy.

Managers and supervisors responsible for formulating and carrying out the organisation’s noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

Audiometric Testing

Where employees are exposed to risk from high noise levels, the council will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

Outdoor and Peripatetic Working

The council will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the council or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

Implementation

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Information and Training

The council will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Personal Protective Equipment

The council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the council will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Pressure Systems

Due to the high pressures at which they operate and the steam that is generated they are subject to numerous legal requirements. Pressure systems include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and/or failure of pressure-regulating and other safety valves could lead to an explosion.

The council will ensure that all pressure vessels and pressurised equipment used by the council meet the requirements of the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

To ensure the safety and mechanical integrity of the pressure systems used and to meet the requirements of the legislation the council will:

- ensure that the equipment is thoroughly examined by a competent person before it is put into service

- ensure that the equipment is of sound construction, suitable quality, made from suitable materials and free from any obvious defects before it becomes operational

- ensure that each item of equipment is clearly and uniquely marked so that it can be readily identified

- establish the safe operating limits of the equipment and display them on the equipment, and not allow the equipment to exceed those limits except where tests carried out by a competent specialist require it

- provide adequate training and instructions to ensure the equipment is operated safely, including instructions for procedures to be followed in case of emergency

- fit and calibrate suitable protective and warning devices to the equipment to deal with emergencies or mechanical malfunctions, and ensure that any devices such as safety valves or bursting discs will be able to discharge safely

- ensure that the equipment is properly maintained

- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate and regular intervals, of the equipment

- arrange to have examinations carried out by a competent person at the intervals set down in the scheme and whenever the equipment is transferred to a new location

- keep adequate records of the most recent examination

- ensure that equipment identified as being in need of repairs is not used until repairs are carried out and, wherever possible, depressurise the equipment before the repair work begins

- pass all pertinent records on to the new owner if we choose to dispose of the pressure equipment and ensure that we receive written confirmation of the transfer of records.

The examination normally takes place each year in various.

Records of examinations are kept in the various locations and a copy of the last inspection must be taken with the equipment when it is transferred to a new location.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes council vehicles that are used by more than one employee. If you have a council car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the council recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in council vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the council's agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the council's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Temporary Employees

The council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the council will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the health surveillance to be provided under statutory provisions
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the council Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration the organisation will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job, that the equipment is sourced from appropriate suppliers and that it bears the “CE” certification mark
- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager
- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer’s specifications to avoid worsening vibration.

Violence

The council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Visitors

In the interest of safety and security, the council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Waste Management

The council will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- client
- Principal Contractor
- person with overall responsibility for the waste management plan
- location of the site where the work will be carried out
- estimated cost of the project.

In carrying out any site work the council will adhere to the following hierarchy for processing of waste materials:

- re-use (on or off site)

- recycle (on or off site)

- send off site for recovery

- send for incineration

- as a last resort send to land fill.

The waste management plan will:

- describe each type of expected to be produced
- estimate the quantities of each type of waste
- describe the waste management action for each type of waste (e.g. re-use, recycle).

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase

- discuss waste management with every site worker through induction, training and tool box talks

- ensure that waste is reused, recycled or recovered, where practicable to do so.

Work At Height

The council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The council will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy.

Information and Training

The council shall provide any information, instruction and training required to work in a safe manner when working at height.

Work Equipment

The council will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the council will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations

- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant

- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees

- inspect all equipment at installation and prior to first use

- regularly inspect work equipment in accordance with the manufacturer's recommendations

- maintain work equipment in accordance with the manufacturer's recommendations

- keep records of all inspections and maintenance

- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely

- provide refresher training as appropriate and as determined necessary by workplace inspections.

Young Persons

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are **'suitable and sufficient'** in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is **'reasonably practicable'**; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy

- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

MONITORING
HEALTH AND SAFETY

8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Active monitoring

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the council feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

9. LEGAL EXPENSES INSURANCE

For a copy of WorkNest's master legal expenses insurance policy please see . Please refer to your https://worknest.com/protection-against-prosecution-health-safety/ contract with WorkNest for the type of cover (if any) that is applicable to your organisation – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.

WESTON-SUPER-MARE TOWN COUNCIL

ITEM 8

Finance and General Purposes Committee Meeting 16th December 2024
Review of the Council Health & Safety Policy & Handbook
Report from the Director of Finance & Resources

1. Background & Purpose of the Report

1.1. Background

The Council last fully reviewed its Health & Safety Handbook and Policy in 2020.

However, it has undertaken all required Annual General Risk Assessments as it is legally required to do. These annual assessments has been reported back to the relevant committee over past years. The last Health & Safety General Risk Assessment was undertaken on 23rd October 2024 and council officers are working through these reports. Full details of which with actions undertaken will be reported to the next meeting of Finance and General Purposes in February 2024).

1.2. Purpose

The council has appointed Worknest as its 'competent person' and as such they oversee all of the council's policies and procedures with regard to Health & Safety. The act as our legal advisors on maters in relation to Health & Safety. As such both the handbook and policy have been updated with them to ensure all necessary legislation is included and is up to date.

2. Options for Council

a) The Finance and General Purposes Committee to review the revised Handbook and Health & Safety Policy for use with immediate effect.

3. Reason for Recommendation

To ensue all governance and regulation policies are up to date with latest Health & Safety legislation as required by the Health & Safety Executive.

4. Expected Benefits

- Clear and concise guidance for staff and operational services on Health & Safety requirements
- Both documents have been reviewed fully and will then form part of a schedule of review going forward
- Accessible and consistent format of key policy documents

5. Implications

5.1. Legal

- The council has a legal obligation to have full regard for and undertakings described in the:

- The law says that every business must have a policy for managing health and safety.

- A health and safety policy set out your general approach to health and safety. It explains how you, as an employer, will manage health and safety in your business. It should clearly say who does what, when and how.

5.2 Risks
Failure to adopt up to date policies and regulations as required and advised with 5.1 above would not enable the council to be assured it has followed and has carried out all adequate steps in relation to Health & Safety Management.

5.2. Financial

- Financial Liability could occur with regards to complaints escalating to tribunal

5.3. Timescales

- 16th December 2024 – Full adoption.

5.4 Stakeholders
Weston super Mare Town Council

5.5 Contractors
N/A

5.6 Crime & Disorder
N/A

5.7 Biodiversity
N/A

5.8 Privacy Impact
N/A

5.9 Equality & Diversity
N/A

6. Appendices

- Revised Member Officer Protocol (10.1)

7. Members are recommended to:
Approve the Health & Safety Policy & Handbook.

ITEM 8

WESTON-SUPER-MARE TOWN COUNCIL

Health and Safety Handbook

workNest H&S

Author: Chief Executive Officer (Town Clerk) – Sarah Pearse

Review: Finance and General Purposes Committee – 16th December 2024

Adopted:

CONTENTS

INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents please do not hesitate to ask.

Weston Town Council takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your supervisor or manager.

Safety is everyone's responsibility and that includes you.

HEALTH AND SAFETY POLICY STATEMENT

The management of Weston Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Dated:**

Name: CEO / Town Clerk **Position:** Sarah Pearse

RESPONSIBILITIES AND RULES

Employee Responsibilities

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974.

Employees must therefore:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Health and Safety Rules

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.

- Employees must store and maintain protective clothing/equipment in the approved manner.

- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.

- Employees must not obstruct any fire escape route, fire equipment or fire doors.

- Employees must not misuse any fire fighting equipment provided.

- Employees must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.

- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.

- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.

- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Employer's Transport

- Employees must carry out prescribed checks of council vehicles prior to use and in conjunction with the laid down checking procedure.

- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.

- Employees must not carry unauthorised passengers or unauthorised loads.

- Employees must not use vehicles for unauthorised purposes.

- Employees must not load vehicles above the stated capacity.

- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing or any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident, Incident and Ill-Health Recording, Reporting and Investigation

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the council.

Reporting

All accidents resulting in personal injury must be recorded in the council's Accident Book, which is located in the Forms at each site. Employees must ensure that they are aware of the location of the accident book.

Incidents and work related ill-health need to be reported directly to your Manager or Supervisor.

Asbestos

The council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern or you become aware of any damage to asbestos material you must report it immediately to your supervisor/manager. Please be aware of any asbestos materials which are labelled as shown.

Communication and Consultation

Our council has established effective lines of communication so as to involve and consult our employees.

These may include:

- individual conversations
- notice boards
- internal publications
- staff meetings
- Health and Safety meetings.

In addition the council will display the ‘Health and Safety Law – What You Need To Know’ poster in a prominent position.

The council will consult with our employees and provide information on any changes that may affect their health and safety, including:

- changes in procedures, equipment or ways of working
- the dangers and risks arising from their work activities, the measures taken to eliminate or reduce these risks and what action to take if they have to deal with them
- the planning of health and safety training
- the health and safety consequences of introducing new technology.

The council recognises that consultation is a two-way process and expects constructive feedback from our employees.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

If you observe contractors who appear to be working unsafely then you should report this immediately to a manager / supervisor. We will investigate and where necessary stop any work until resolved.

Disabled Persons

The council will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the council will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment

All reasonable steps will be taken by the council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the council will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

Eye Tests and Corrective Appliances

The council will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the council will arrange for the supply of corrective appliances up to current cost limits.

Training

Employees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

Health

Employees should inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition they should also report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

Driving for Work

Driving is an integral part to some roles within the council and as such requires driving on council business. Driving has inherent risks associated with it which drivers should be made aware of.

The council is committed to reducing the risks its staff face or create when driving at work and requires its entire staff to play their part, whether they use a council vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a council vehicle
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp3 player

- never receive or make calls.

- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the council's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the council reserves the right to suspend you from your employment (with or without pay) to allow the council to decide whether to deal with the matter under the terms of the council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The council reserves the right to search you or any of your property held on council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the council's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the council premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- not carry out any live working unless authorised to do so under a permit-to-work.

Environment

All reasonable steps will be taken to protect the environment and all employees are expected to cooperate with the council in ensuring that:

- any pollution to land, air or water is avoided
- water and energy usage is kept to a minimum
- surplus materials and waste are recycled using the facilities provided
- any incidents of pollution or wastage are reported.

Environmental complaints procedure

On receipt of a complaint about any environmental related matter the following procedure will be implemented:

- the name, address and contact details will be taken from the complainant along with details of the complaint including dates, times, frequency, impact and location
- full details of the complaint will be recorded and passed a Senior Manager or Director for an investigation to be instigated
- investigations will be commenced at the earliest opportunity and at least within 24 hours
- where the complaint is found to be justified immediate measures will be taken to remedy the problem as far as is reasonably practicable
- results of all investigations will be recorded and copied to the complainant and a Senior Manager.

- the complainant will be kept advised of the results of any investigation and the measures being taken to seek a solution; including details of the proposed timescales where immediate resolution is not possible.

All employees are responsible for working towards the objectives contained within this policy.

Excavation, Ground and Floor Penetration

All reasonable steps will be taken to secure the health and safety of employees who are required to carry out any excavation, ground and/or floor penetration work.

Before digging any trench, pit, tunnel or other excavation ensure that there is an appointed supervisor with adequate training to supervise the work, determine what temporary support will be required and other precautions necessary to prevent:

- collapse of the sides
- materials falling onto people working in the excavation
- people and vehicles falling into the excavation
- undermining nearby structures
- damage to underground services
- ingress of water
- premature removal of support.

Equipment and precautions needed such as trench sheets, props, baulks etc. must be available on site before work starts.

Any possible ground contamination must be checked beforehand by reviewing the results of soil tests or trial holes since it will provide useful data on conditions likely to be found which can assist planning.

Hand digging should be used as a precaution where any uncertainty exists as to the exact location of services or where high risk services (such as High Voltage Cables) could be easily severed. In addition to hand digging, it may be necessary to isolate these services if accidental contact or severing is likely or could cause a serious injury.

Excavations which are supported to prevent any person being buried or trapped by accidental collapse, fall or dislodgement of material must be subject to formal inspection by a competent person. Although an excavation must be inspected at the start of every shift, only one report is needed in any seven-day period, however, if something happens to affect its strength or stability, and/ or an additional inspection is carried out, a further report must be completed. A record of this inspection must be made and retained.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Only fire blankets and the following types of fire extinguisher are currently present on site. Other types of extinguishers will be added to this chart if they are required on site.

Fire Extinguisher Chart								
Extinguisher		Class of Fire						
Colour	**Type**	**Solids**	**Flammable Liquids**	**Flammable Gases**	**Flammable Metals**	**Electrical Contact**	**Cooking Oils & Fats**	**Special Notes**
Red	**Water**	Yes	No	No	No	No	No	Dangerous if used on 'liquid fires' or live electricity.
Cream	**Foam**	Yes	Yes	No	No	No	No	Not practical for home use.
Blue	**Dry Powder**	Yes	Yes	Yes	No	Yes	No	Safe use up to 1000v.
Black	**Carbon Dioxide (CO2)**	No	Yes	No	No	Yes	No	Safe on high and low voltages
Colour	**Type**	**Solids**	**Flammable Liquids**	**Flammable Gases**	**Flammable Metals**	**Electrical Contact**	**Cooking Oils & Fats**	**Special Notes**

Fire and Emergency Evacuation

IF YOU DISCOVER A FIRE:

Operate the nearest fire alarm call point.

IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

ON HEARING THE ALARM:

The fire alarm sound is a **siren**.

Immediately vacate the premises by the nearest available exit

Close all windows and doors behind you

Go to assembly point

Report to the person in charge of your assembly point

The assembly point is located:

Review fire action notice

DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

DO NOT USE LIFT UNLESS AUTHORISED TO DO SO

VISITORS

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

LIAISING WITH EMERGENCY SERVICES

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

First Aid

The council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. To achieve this objective the council will appoint and train a suitable number of first aid personnel to cover all work patterns and communicate their identities to all staff.

If you are interested in becoming a first aider or appointed person, please inform your manager/supervisor.

Should you require first aid treatment, please contact your nominated first aider/appointed person. Please ensure all accidents have been recorded accordingly.

First Aid supplies

A first aid box will be provided and should be kept stocked. If you use any of the contents please inform the persons responsible for the contents. Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

Gas Installations and Appliances

The council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The Gas Safe Register (GSR), formerly CORGI, is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the council will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Gas Leak Procedure

If you smell gas or suspect you have a gas emergency you **MUST** follow the steps below:

DO NOT

- operate any electrical switches (on or off)
- smoke or use a naked flame
- turn the gas back on until the leak has been repaired.

DO

- extinguish all naked flames
- open doors and/or windows to ventilate the area
- check your gas appliances and turn them off
- turn the gas supply off at the main meter
- telephone the National Grid Emergency Service
- evacuate the building
- report to the Fire Assembly Point.

Fire

If a gas leak results in a fire on the premises:

- **IMMEDIATELY** activate the fire alarm, evacuating premises
- **TELEPHONE** the Fire Brigade
- **ISOLATE** the gas supply at the main meter if safe to do so
- **TELEPHONE** the National Grid Emergency Service.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Employees should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.

Health, Safety and Welfare

The council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

The council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

Any employee suffering ill health that they believe to be associated with work must report to their supervisor/manager immediately. Any health information will be treated confidentially.

The responsible person or occupational health nurse will, with the support of supervisors/managers, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records

Health records are required to and will be retained for a minimum of 40 years. Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the council.

Home Working

Home workers are subject to the same health and safety requirements as workers based on council premises and their health and safety will be managed accordingly.

If you are a home worker, then you will be required to complete an assessment annually to review any requirements identified.

The assessment will review (but not limited to), equipment supplied, electrical testing, training, interaction with colleagues, communication.

Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. The council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

Employees must:

- follow any procedures set out and good hygiene practices
- wear personal protective equipment (PPE) as directed.

Vaccination

Employees at risk of infection will where possible be offered vaccinations without charge. Please contact your manager/supervisor to make arrangements.

Training and Information

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections. Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Staff Illness and Reporting

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- chicken pox, measles, mumps, rubella
- norovirus
- gastroenteritis

Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Doctor or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the company will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

Employees must:

- assist the company with implementing measures specified by government agencies, including adopting alternative methods of working such as home working where needed,
- use any required personal protective equipment (PPE) as instructed,
- ensure that they inform the company about any relevant changes to their medical circumstances, and
- adopt good hygiene practices.

Legionnaires' Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the council will implement measures to ensure any growth of the bacteria is kept to a minimum and systems maintained.

Lifting Operations and Equipment

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

Lifting equipment must only be used if:

- there is a safe working load displayed and the load is within the limit
- it has been examined and tested prior to use and within examination scheme
- there are no obvious signs of defects or damage
- you have received information, instruction and training to do so.

Any damage to lifting equipment or accessories should be reported immediately to your manager/ supervisor and equipment taken out of use or signed appropriately.

Lone Working

The council will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence

- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person

- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements

- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager

- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

Manual Handling

To prevent injuries and long term ill-health from manual handling the council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the council will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Information and Training

Adequate information and training will be provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution.

Health

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Employees who have a medical condition that may prevent them undertaking a task should notify their Manager / Supervisor beforehand. Should you become injured whilst handling anything then this must be reported to your Manager/Supervisor so it can be suitably investigated.

New and Expectant Mothers

The council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your manager at the earliest possible opportunity so a risk assessment can be carried out.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their manager of any changes which may affect the risk assessment including any medical conditions, incidents etc.

Noise

The council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

All employees who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy
- training on procedures in place and how to use equipment correctly.

Employees must report promptly any defects or deficiencies to their manager/ supervisor.

Hearing Protection Zones

The council will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

Audiometric Testing

Where employees are exposed to risk from high noise levels, the council will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

Outdoor and Peripatetic Working

The council will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another organisation’s premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Personal Protective Equipment

The council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Employees provided with PPE must:

- wear the PPE as instructed or where indicated by signage
- maintain it in good condition
- report any defects to your supervisor/manager
- ensure the PPE fits correctly, is comfortable and fully adjusted.

Employees may also be required to remove jewellery or other small items when using PPE. Employees must remove such items as instructed; employees with concerns about removing items worn for ethical, philosophical or cultural reasons should speak to their supervisor.

Pressure Systems

The council will ensure that all pressure vessels and pressurised equipment used by the council meet the requirements of the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

To ensure the safety and mechanical integrity of the pressure systems used and to meet the requirements of the legislation employees must:

- ensure that each item of equipment is still clearly and uniquely marked so that it can be readily identified

- be aware of the safe operating limits of the equipment, and not allow the equipment to exceed those limits

- adhere to all training and instructions provided to ensure the equipment is operated safely, including instructions for procedures to be followed in case of emergency.

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness. The council will arrange for competent people to carry out risk assessments of all activities, substances, equipment, plant or working conditions likely to give rise to a significant risk of injury or ill health.

Employees will be advised as to the results of the risk assessment process and the additional control measures to be implemented to reduce risk to an acceptable level. Employees are expected to support the risk assessment process and adopt any changed controls implemented to reduce risk to an acceptable level.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes council vehicles that are used by more than one employee. If you have a council car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the council recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in council vehicles that are covered by the law.

Stress at Work

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the council’s grievance procedure. If deemed appropriate, the council will provide access to confidential counselling for employees affected by stress caused either by work or external factors

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Temporary Employees

The council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the council will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills required to do the work safely
- the health surveillance to be provided under statutory provisions
- a risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

All employees will receive **induction training**.

Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out

- work according to the contents of any training they receive

- ask for clarification of any points they do not fully understand

- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

Activities which may give rise to HAVS or WBV will be assessed and you will be informed of any measures necessary and given appropriate training and instruction. Regular health assessments maybe necessary and should you develop any of the symptoms as explained during training then you should notify your manager / supervisor immediately.

Violence to Staff

The council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

All staff must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to your manager / supervisor so that this can be recorded and investigated. The council will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

Visitors

In the interest of safety and security, the council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Waste Management

The council will instigate a waste management plan for any work carried out when required to by law. Employees must ensure that they are aware of the waste management plan, fill in appropriate documentation and place waste into appropriate recycling containers, bins, skips or drums.

Typically the following wastes will be placed into separate waste containers:

- metal
- hard core e.g. bricks, broken concrete
- wood
- plaster board
- glass
- paper and card
- waste oils
- waste chemicals
- fluorescent light bulbs, typically containing mercury e.g. energy efficient light bulbs
- batteries
- printer cartridges
- electrical appliances
- food waste
- gardening waste
- general waste (e.g. only suitable for land fill).

Window Restrictors

The fitting and use of window restrictors within council premises is used to ensure the safety and security of members of staff and visitors. The council is particularly concerned with preventing persons from falling from height, and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency.

If you discover a window restrictor that is damaged or broken you must report it to your line manager or the N/A. Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but you must ensure that you leave the window locked and do not open it until repairs are carried out. If the repair will not take place for more than a day, temporary signage should be put in place to indicate that the window should not be used.

Work At Height

The council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the council will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that:

- the task has been assessed

- suitable safety measures are in place

- any equipment being used has been erected by a competent person and is safe to use

- you only use equipment for which you have been trained and are authorised to use.

Ladders are permitted for light, short duration work only and must be checked in advance of use and be secured to prevent displacement.

Work Equipment

The council will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

Employees must

- only use work equipment for which they have received information and training for

- not undertake any maintenance work unless competent and authorised to do so

- not interfere with or remove anything which has been provided for safety reasons

- report defects immediately to their manager/supervisor

- use any personal protective equipment as required.

Workplace Transport

The council will take all reasonable steps to control and manage the risks from the use of workplace transport. Pedestrians and vehicles will be prevented from coming into contact wherever possible, and vehicles will be controlled on site so as to pose minimal risk to each other and to pedestrians.

Employees must:

- obey all instructions regarding designated traffic routes and restricted areas whether on foot or in a vehicle

- refrain from entering or directing others into restricted areas

- adhere to council procedures and the directions of designated site personnel (such as banksmen) when carrying out reversing, loading and unloading, parking or similar vehicle-based activities

- complete any required competency assessments for driving

- comply with all vehicle operations procedures and maintenance checks

- adhere to the site speed limits.

When using council vehicles, employees must carry out any pre-use checks and report any damage or defect to the vehicle promptly.

Young Workers

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

Asbestos

Asbestos fibres are present in the environment in Great Britain so people are exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in.

Working on or near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels could increase your chances of getting an asbestos-related disease.

When these fibres are inhaled they can cause serious diseases which are responsible for around 4000 deaths a year. There are three main diseases caused by asbestos: mesothelioma (which is always fatal), lung cancer (almost always fatal) and asbestosis (not always fatal, but it can be very debilitating).

Remember, these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future.

It is also important to remember that people who smoke and are also exposed to asbestos fibres are at a much greater risk of developing lung cancer.

You are mostly at risk when:

- you are working on an unfamiliar site
- the building you are working on was built before the year 2000
- asbestos-containing materials were not identified before the job was started
- asbestos-containing materials were identified but this information was not passed on by the people in charge to the people doing the work
- you don't know how to recognise and work safely with asbestos
- you know how to work safely with asbestos but you choose to put yourself at risk by not following proper precautions, perhaps to save time or because no one else is following proper procedures.

Remember, as long as the asbestos is not damaged or located somewhere where it can be easily damaged it won't be a risk to you.

- you can't see or smell asbestos fibres in the air
- the effects of asbestos take many years to show up - avoid breathing it in now
- smoking increases the risk many times
- asbestos is only a danger when fibres are made airborne.

What to do if you suspect Asbestos

- DO NOT disturb the material
- check the design specification (details asbestos procedure)
- notify the responsible person on the site
- ask to see the site asbestos log / survey report
- DO NOT carry out any drilling or removal of the suspect material until it has been declared safe by an approved specialist or the material has been safely removed by a licensed contractor.

How do I identify Asbestos?

There is no clear way of identifying asbestos by just looking at it but the following images do clarify the main areas you are likely to find it and what it looks like.

Asbestos textured coating

Asbestos containing ceiling tiles

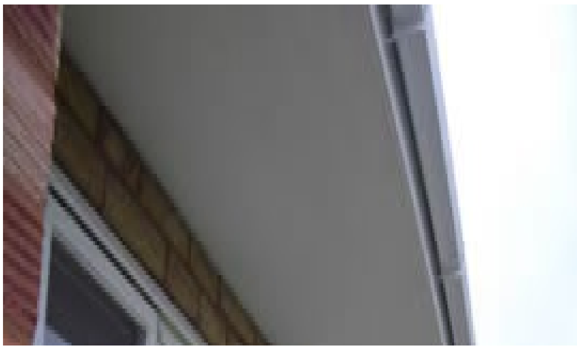
Asbestos cement drainage pipe (downpipe)

Pieces of Asbestos Insulating Board (AIB)

Suspended Asbestos Insulating Board tiles in a corridor

Asbestos cement downpipe, hopper and profile sheet

Asbestos rope used as insulation on a pipe



Pieces of Asbestos Insulating Board (AIB)

Asbestos panelling around a gas meter

Asbestos containing floor tiles in a corridor

This list is not exhaustive and is a basic example of products which you may come into contact with.

Control of Substances Hazardous to Health (COSHH)

There are a range of Hazardous Substances to which the regulations apply. These include:

- those classified and shown with warning label
- substances with Occupational Exposure Limits
- biological agents e.g. Legionella bacteria
- any kind of dust
- substances generated by work processes e.g. various bacteria/viruses from bodily fluids' premises with covered or underground parking that may expose people to vehicle exhaust fumes and some manufacturing and cleaning processes that may give off dusts, vapours or fumes.

Hazard Labelling

Hazardous substances may be defined as being toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases stored under pressure.

Classification of hazardous substances is currently done under the Classification Labelling and Packaging (CLP) Regulations, which came into full effect in June 2015. These Regulations require hazardous substances to be packaged and labelled to an internationally agreed standard.

Hazardous substances can be readily identified by their label:

 **Health Hazard**	 **Corrosive**	 **Toxic**
 **Flammable**	 **Oxidising**	 **Harmful to the environment**
 **Serious Health Hazard**	 **Explosive**	 **Gases under pressure**

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labelled. You will be informed of any hazardous substances generated by the company's work processes.

Exposure Routes

Exposure to hazardous substances may be via:

- inhalation e.g. dust/ particulate or vapours/ fumes
- contact with eyes or cuts
- absorption through the skin
- ingestion
- injection.

Hazard Effects

Effects on health may be short-term or long-term and will generally vary according to levels and duration of exposure. Effects of substances also vary with some having an accumulative effect and some that will have only temporary health effects.

Control Principles

The principles applied to substances to control exposure are:

1. elimination e.g. don't use the substance
2. substitution e.g. a less hazardous substances
3. engineering controls e.g. Local Exhaust Ventilation
4. information, instruction, supervision and training
5. Personal Protective Equipment (PPE) e.g. gloves, glasses, overalls.

Working with Hazardous Substances

Prior to working:

- ensure you understand the risks of working with any hazardous substances and the controls in place

- ensure you know the location of the material safety data sheets and risk assessments

- ensure the controls specified in the risk assessment, including any items for emergencies are:

    - in place
    - fully operational
    - available.

- ensure you understand how to operate or use any control measures safely and have received training prior to starting work.

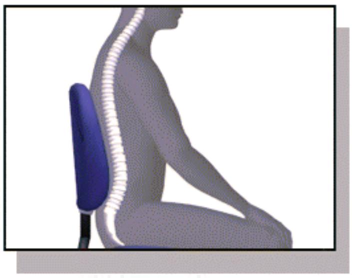
Whilst working

- ensure regular check controls are effective
- clean up any spillages etc
- report any problems or defects immediately to your manager
- report any ill-health or accidents to your manager.

Display Screen Equipment (DSE)/Visual Display Unit (VDU)

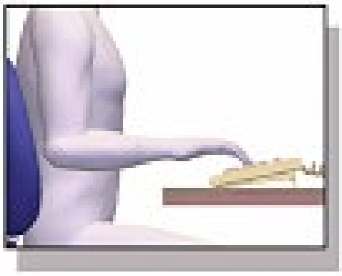
Some practical tips:

Getting Comfortable



- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.

- Make sure you have enough work space to take whatever documents or other equipment you need.



- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements

- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light

- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment

- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.

- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.

- Support your forearm on the desk, and don't grip the mouse too tightly.

- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.

- Make sure the screen surface is clean.

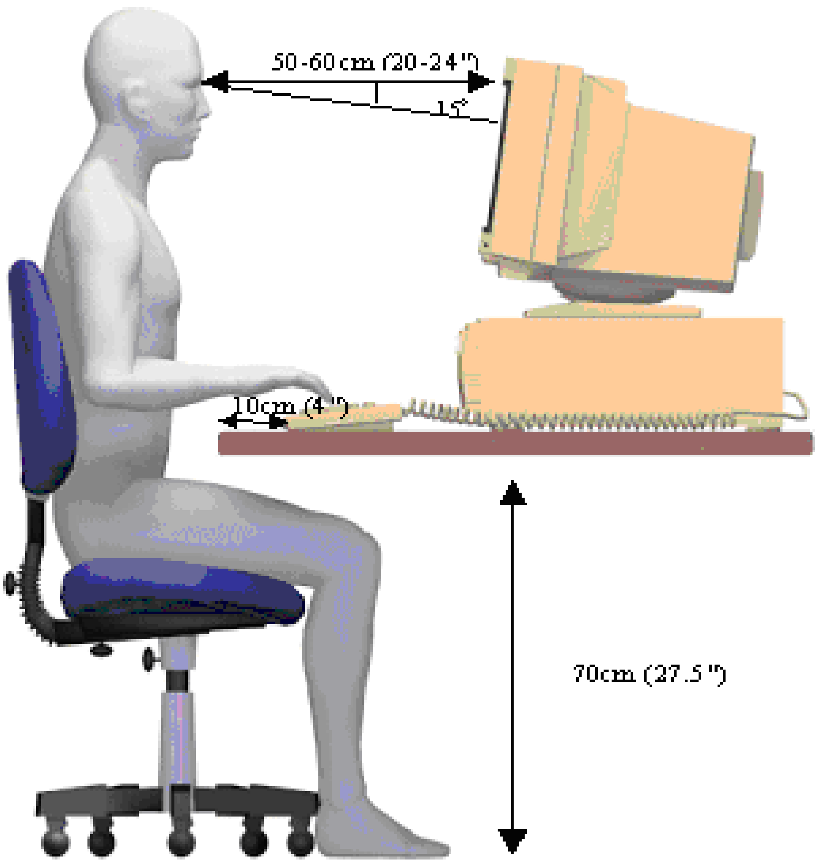
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).

- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).

- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.



Driving

Driving is the most dangerous work activity that most people do. Research indicates that around 20 people are killed and 250 seriously injured every week in crashes involving someone who was driving for work purposes. The council encourages employees to follow the guidance given in order to minimise risk to themselves and other road users.

Vehicle Maintenance and Checks

council vehicles will be maintained by approved companies and in accordance with the manufacturer's recommendations and schedules.

Employees are required to ensure that their vehicles are maintained in accordance manufacturers recommended service intervals and are in a safe roadworthy and legal condition at all times.

If your vehicle is over 3 years old it requires an annual MOT test.

Regular checks should be carried out on vehicles by drivers, especially prior to undertaking a long journey.

These should include:

- oil, coolant and brake fluid levels
- power steering fluid level
- screen washer fluid level
- wiper condition and operation
- windscreen condition and cleanliness
- tyre pressure, tread depth and general condition
- all lights are working
- seatbelts
- bodywork.

If any faults are found that may affect vehicle safety, the vehicle MUST NOT be used until they are remedied.

Vehicle Breakdown

Breaking down can be a stressful and worrying experience, particularly if you are alone or in an unfamiliar place. It can also be hazardous. Following the basic safety guidelines below can help to reduce risk.

On motorway

If at all possible, leave the motorway at next exit or pull into a service station.

If this is not possible then the hard shoulder should be used accordingly:

- use the hard shoulder lane to decelerate before stopping as far to the left as possible, preferably near an emergency telephone

- turn on hazard warning lights along with sidelights if dark or visibility is poor. DO NOT display a red triangle or other warning device

- get out of the car by doors on the verge side. Ensure passengers also vacate the vehicle the same way

- take note of marker posts and contact the emergency services, where possible, using an emergency phone instead of a mobile phone

- if walking along the hard shoulder to a telephone, keep as far away from the traffic as possible

- if you feel at risk from another person, return to your vehicle by the passenger door and lock all doors. Leave the vehicle again as soon as you feel danger has passed

- DO NOT attempt even minor repairs

- once the vehicle is repaired, return to the motorway using the hard shoulder to accelerate to merge fully with traffic in the first lane.

If you cannot get your vehicle onto the hard shoulder, switch on the hazard warning lights and only leave your vehicle when you can get safely clear of the carriageway.

You must NEVER use the motorway hard shoulder to:

- stop for a break, to eat or drink or to go to the toilet – use the service stations
- use a mobile telephone
- check a route or map.

Off the motorway

If your vehicle breaks down on an ordinary road or carriageway, you should:

- leave your car in as safe place as possible, ideally away from traffic

- switch off the engine

- switch on hazard warning lights along with sidelights if dark or visibility is poor

- display a red triangle, if you have one, on same side of road at least 45 meters (147ft) behind

- find the nearest telephone or use a mobile phone to phone for assistance

- wait for assistance in a safe place, away from your vehicle, keeping clear of the road and traffic

- do not stand between your vehicle and oncoming traffic as you may obscure lights.

Tyre Safety

You need good tyres to drive safely as they affect the steering, braking and acceleration of your vehicle. Faulty tyres work less efficiently and don't last as long; they could also mean a heavy fine and penalty points on your licence. It is against the law to have:

- car tyres with tread worn below 1.6mm
- a mix of radial and cross ply tyres
- over or under inflated tyres
- tyres with cuts, lump, bulges or tears
- the wrong sort of tyre fitted.

Tyre pressures and inflation

Refer to the manufacturer's handbook for guidance on recommended pressures for your vehicle. Care must be taken when inflating a tyre. Only fill the tyre to the manufacturer's recommended pressure for the type of driving to be undertaken. Do not use tyre inflation devices near to cuts / open wounds etc. Tyre pressures should be checked every 2 weeks and when the tyres are cold (pressures are raised when warm).

Accidents

Any accidents involving physical injury to an employee driving on council business (excluding commuting to and from work), or involving a member of the public must be reported through the council's accident reporting procedures.

Mobile Phones

Research has shown that the potential for being involved in an accident whilst using a mobile phone can be significantly increased due to the individual concentrating more on the phone conversation than on their immediate surroundings.

The law has now made it illegal to use a hand-held mobile phone when driving, even when you are stopped at traffic lights or in a queue of traffic. This includes making or receiving calls, pictures, text messaging or accessing the internet.

You can also be prosecuted for using a hands-free mobile phone if you fail to have proper control of the vehicle. If you drive carelessly or dangerously when using any phone the penalties can include disqualification, a large fine and up to two years imprisonment.

Mobile phones should be used in accordance to the council's agreed policy when driving on council business.

Driver Fatigue

Research shows that physical fatigue and tiredness in drivers is a significant cause of accidents, particularly on motorways.

Drivers should recognise the signs of fatigue, which are:

- increased yawning
- not remembering the last few minutes
- jerking your head or body from the brink of falling asleep
- losing concentration
- car veering off the road.

If drivers feel sleepy they should get off the road into a safe parking area to take a break. In order to keep awake until reaching a suitable parking place, drivers should turn on the radio, open the window or increase the cold air ventilation.

To avoid fatigue, try the following tips:

- plan your journey to include a 15 minute break every 2 hours
- drink coffee or high caffeine drink
- don't start a long trip if already tired
- ensure you have had sufficient sleep if starting early

- avoid driving between midnight and 6am when you are likely to feel sleepy.

Driver Eyesight

Drivers should be able to read a number plate at the legal distance of around 20 meters (65 feet), using any corrective appliances such as glasses or contact lenses. The general recommendation is to have eyesight tested every two years. Having an eyesight test will usually identify the majority of common eyesight conditions and also give clues about other less common diseases.

If there is any problem with the employee's vision, because of either injury or disease or following an eyesight test, the employee must notify their line manager immediately.

Adverse Weather

The British weather is unpredictable and adverse weather can occur suddenly. If you drive regularly for work you should ensure that you are prepared for the weather conditions. When adverse weather has been forecast, relevant details should be obtained to decide whether it is appropriate to travel.

Alternative methods of travel may be more suitable depending on the weather conditions. Driving in adverse weather should take account of visibility, ability to stop when roads are wet or icy and load etc being carried.

Poor Visibility

When visibility is seriously reduced you should drive at a safe distance with dipped headlights on. You may also use front and rear fog lights (in addition to the headlights) but you must switch them off when visibility improves.

Wet Weather

In wet weather, stopping distances will be at least double those required for stopping on dry roads. This is because your tyres have less grip on the road. In wet weather:

- you should keep well back from the vehicle in front. This will increase your ability to see and plan ahead

- if the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road. Ease off the accelerator and slow down gradually

- the rain and spray from vehicles may make it difficult to see and be seen. Use dipped headlights.

Flooded roads

Occasionally roads becoming flooded when there is a high rainfall over a short period of time.

- don't attempt to cross if water seems too deep
- drive slowly in first gear but keep the engine speed high by slipping the clutch to avoid stalling
- avoid the deepest water
- test brakes after driving through floods.

Icy and Snowy Weather

Great care should be taken when driving in icy or snowy weather. Vehicle drivers are advised to carry a spade, warm clothing, a warm drink and emergency food in case your vehicle breaks down.

When driving:

- keep well back from the vehicle in front as stopping distances can be ten times greater than on dry roads

- take care when overtaking gritting vehicles

- watch out for snowploughs, which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared

- drive extremely carefully when the roads are icy. Avoid sudden actions as these could cause a skid.

Windy Weather

High side vehicles are most affected by windy weather, but a strong gust can also blow a car off course. This can happen on stretches of road exposed to strong cross winds, or when passing bridges or gaps in hedges. In strong winds your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking high sided vehicles.

Personal Security

Lone driving forms part of the council's policy regarding council vehicles, whether the driver is female or male. Below is a checklist for personal security when driving:

- keep the doors of the vehicle locked, especially when in towns to avoid ‘car-jacking’

- keep 'valuables' including briefcases etc. out of sight when driving and on parking, lock whatever is to be left behind in the boot

- when parking, if possible, drivers should use a manned car park and park near the exit. Reversing into parking spaces is also advised to allow drivers to drive off immediately

- keep the vehicle well maintained and with a surplus of fuel for the planned journey or to the next planned rest break or refuelling point

- keep a mobile phone with you to summon help or keep in contact with your manager / office

- avoid eye contact with other drivers and do not get into personal confrontation

- if you believe you are being followed, drive to a police station, if possible, or a crowded place

- always approach the vehicle with the key alarm/sender in hand, and be aware of people around you

- carry a torch (integral with the key if possible) to make locating the lock at night easier

- look in the back seat before entering and lock the car once seated.

Alcohol and Drugs

Driving under the influence of alcohol or drugs (whether prescribed or illegal substances) is against the law. Drugs and alcohol can both seriously impair your ability to drive and the effects may last for a number of hours (or days). There is no safe limit of alcohol and drugs as their effects can be dependent on a number of factors:

- weight
- sex
- age
- metabolism
- amount of food consumed
- amount and type of alcohol consumed.

Before driving, employees must ensure they are fit to drive and have a level of alcohol below the maximum limit allowed, ideally zero and not under the influence of any drugs that may affect ability to drive (check with your pharmacist / GP for the effects of any prescribed or over the counter drugs).

If driving on council business this should be in accordance with the council policy. Consumption of alcohol whilst driving is prohibited both during council time or whilst driving a council vehicle. The possession, use or distribution of drugs / substances for non-medical purposes is strictly forbidden.

Refuelling of Vehicles

Due to the risks of fire and explosion, when refuelling any vehicle, the following should be adhered to:

- do not use any naked flames whilst on the filling station forecourt
- do not use mobile phones
- do not smoke.

Care should also be taken when walking on the forecourt due to the possibility of spilt diesel and petrol being present.

For those using an unfamiliar vehicle check fuel type prior to dispensing. If using diesel, then gloves should be worn when refuelling.

Safe Speed

One of the most significant risks for drivers and road users is inappropriate speed. This includes both exceeding the speed limits and driving within the limits but in unsuitable conditions.

When driving you should observe the following guidance:

- ensure you know the national speed limits for the roads and vehicle you are driving
- plan journeys allowing for poor weather, traffic delays etc
- obey posted speed limit signs at all times (even if late at night / early morning)
- reduce speeds for poor weather, busy roads, unfamiliar roads, high pedestrian activity etc.

Further Advice and Information

http://think.direct.gov.uk/

Electrical Safety

What are the hazards?

The main hazards are:

- contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth

Ensure that:

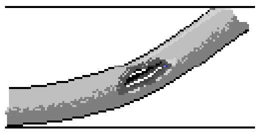
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments.

Visual checks on electrical equipment

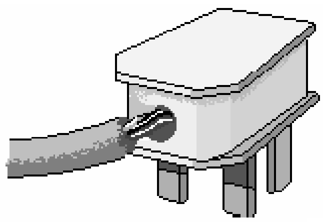
1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the council, though the responsibility for undertaking visual checks falls to all employees.

2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

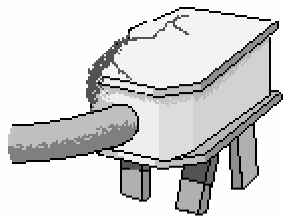
- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape



- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug



- for damage to the plug, such as the cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration



- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with the one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted.

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes

- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment

- where a handhold is available on the ladder or stepladder

- where you can maintain three points of contact (hands and feet) at the working position.

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)

- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:

    - side slope 16° – but the rungs still need to be levelled
    - back slope 6°

- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones

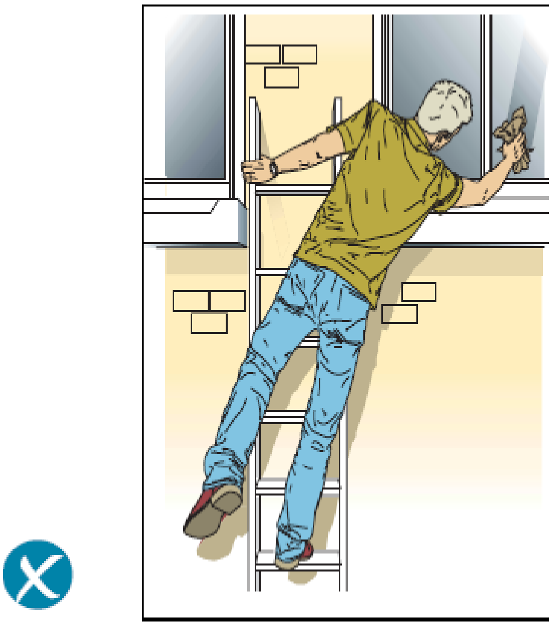
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so

- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.

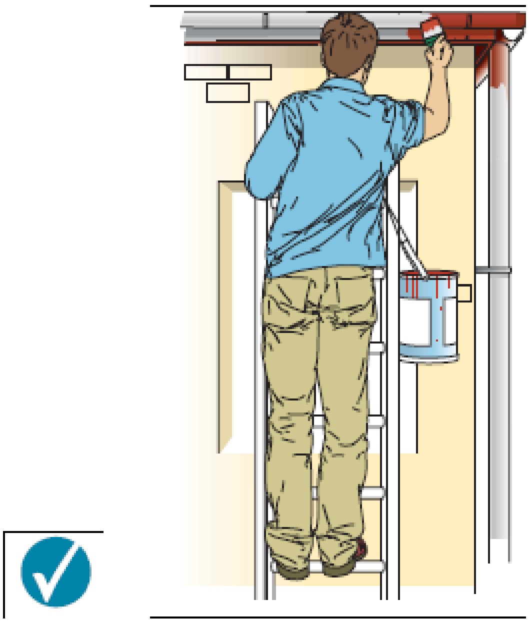
Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task
- rest ladders against weak upper surfaces e.g. glazing or plastic gutters. Use effective spreader bars instead
- use the top three rungs
- move the ladder while someone is using it
- extend a ladder while standing on the rungs
- slide down the stiles.



Overreaching – not maintaining 3 points of contact



Maintaining 3 points of contact

Do:

- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!

- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height

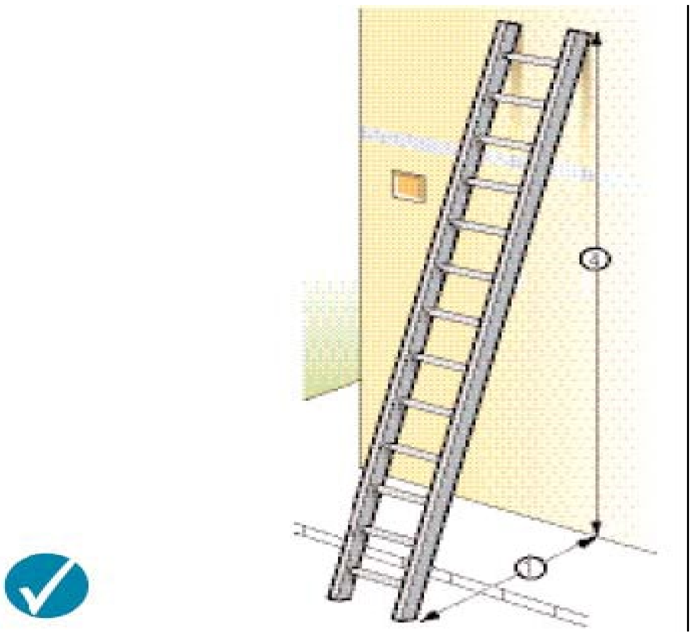
- know how to tie a ladder properly.

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the THREE POINTS OF CONTACT RULE – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold.

Correct 1 in 4 angle:



Securing a ladder

To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

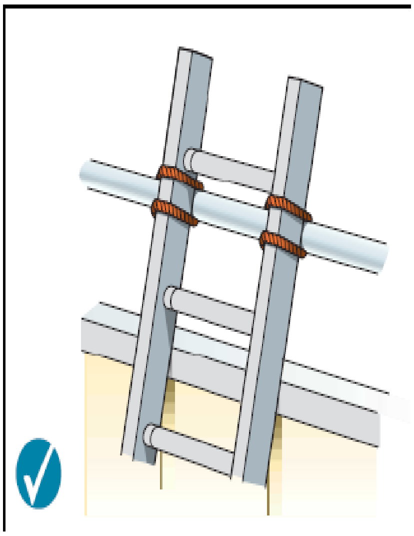
- tie the ladder to a suitable point, making sure both stiles are tied

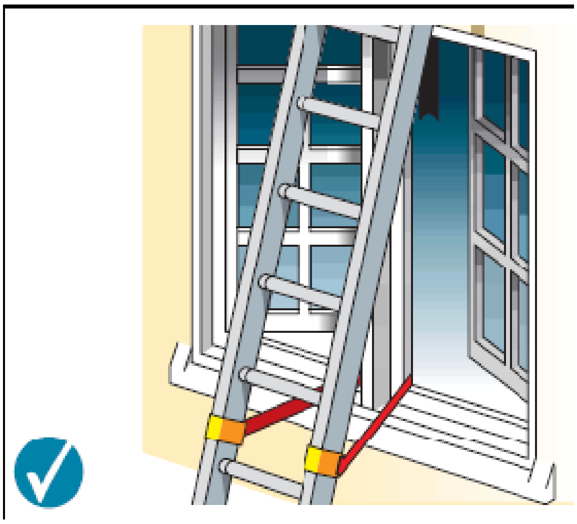
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device

- if this is not possible, then securely wedge the ladder e.g. against a wall

- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference.

If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).

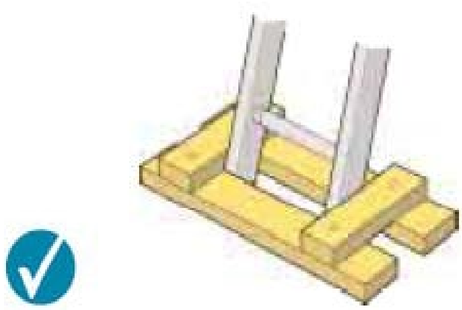




Ladder tied at the top stiles
(correct for working on, but not for access)

Tying part way down

Tying near the base

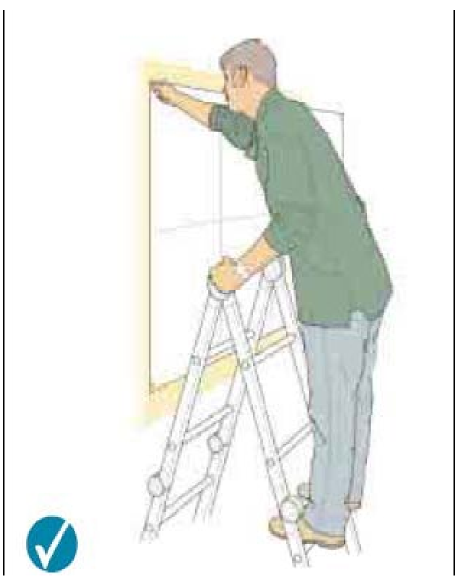


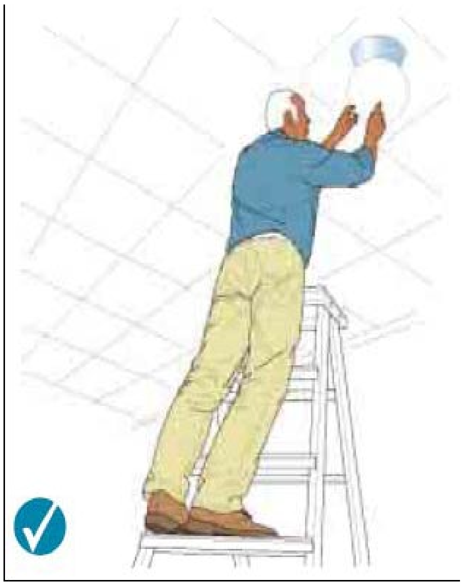
Securing at the base

Safety in use – stepladders

On a stepladder **do not:**

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.





Correct – two clear rungs. Don't work any higher up this type of stepladder.

Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.

Incorrect – steps side on to work activity

Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use EN 131 Professional ladders or stepladders at work because Non-Professional ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

Storage

When storing ladders and stepladders, store them in a well-ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

Lone Working

There are certain circumstances where two staff must always be involved and specifically, that a safe system of work should be followed e.g. working in confined spaces. If you think that the job cannot or should not be done safely alone discuss it with your manager or supervisor prior to starting.

Working alone can involve a number of scenarios. However, the following practical tips will apply to all of these:

- always tell someone, record where you are going, when you are going and your expected time of return
- take a mobile phone with you and ensure that it is charged in case you need to use it
- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or manager.

HOME VISITS

When visiting people in their own homes it must always be recognised that you are far more vulnerable than in other situations, due to a number of factors e.g. you are on their territory, you will be less familiar with the surroundings, prior to entering you will not know who is in the property.

When carrying out home visits the following advice must be taken into consideration:

- wherever possible get to know the persons in advance. If in any doubt, discuss the visit with your manager, and if necessary go with another member of staff
- if you are meeting someone unknown to you, check their authenticity before leaving for your appointment
- if possible arrange an initial meeting to take place at the office or a public place to give the opportunity to assess the person
- during visits ensure that your exit is never impeded
- do not enter a property if the person you expect to see is not there
- be alert at all times to signs that a situation is getting out of hand. If you feel that this is happening, make your excuses and leave immediately
- be aware that people may have dogs or other animals in their home and these could be used to intimidate you. Where possible ask for them to be moved to a separate room (an exception may be when a dog is provided as a support for a disability)
- always stay calm and do not return aggression as this may aggravate the situation
- trust your instincts and act on them
- report any conflict or incidents to your manage or supervisor.

INTERVIEWING IN OFFICES

There is a potential for violent crime against staff at all times, not least when interviewing or meeting members of the public in offices. The following general advice is given:

- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or your manager
- assess the client prior to the meeting
- notify staff in your department, recording who and where you are interviewing
- ensure that there are always other members of staff available
- if you have any doubts or fears do not interview alone, ask for another member of staff to assist
- be constantly alert to signs of tension, frustration or aggression
- when using any interview room ensure that your exit to the door is not impeded, always seat yourself nearest to the exit
- prior to using an interview room ensure that there are no loose objects available which could be used as weapons
- know how to summon help and ensure this remains accessible.

WALKING

Anyone who is on foot should develop a sensible level of awareness to danger that is relevant to the circumstances. The use of a few sensible precautions should minimise risks:

1) Walking safely

- avoid short cuts through dimly lit or enclosed areas
- after dark keep away from bushes, doorways and alleyways
- tell your manager or colleagues your precise destination and expected time of return
- walk facing oncoming traffic, this avoids a vehicle coasting quietly upon you from behind
- walk confidently and purposefully, avoid sending out signals of fear and vulnerability
- do not wear a personal stereo, it will reduce awareness of your surroundings
- wear sensible footwear, do not wear footwear which may impede your actions if alarmed
- if you think you are being followed, cross the street. If they continue to follow, move to the nearest place with people and call the Police using your mobile phone
- keep your distance if asked for directions.

2) Carrying money and valuables safely

- don't carry more cash than absolutely necessary
- keep wallets/purses in inside pockets
- carry handbags close to the body, on the side away from the kerb
- make sure the fastening on the bag is secure
- if someone grabs you bag or wallet, let it go. Personal safety is paramount.

3) Be on guard with strangers

- be cautious in conversation; don't give away any personal details

- trust your instincts and avoid crowds or groups which may appear threatening

- be wary of stationary vehicles with engines running and people sitting in them

- if a car stops and you are threatened, move away quickly in the opposite direction and use your mobile phone to call for assistance.

DRIVING

If you drive, a few sensible precautions will help minimise risks and help to make you more confident:

1) Before you set off

- make sure your vehicle is regularly serviced and check oil and tyres etc. regularly

- ensure you have adequate fuel for the journey

- plan your route

- tell your manager or colleagues your precise destination and expected time of return.

2) On the road

- keep bags and other valuables out of sight – even during the journey
- keep doors locked, windows and sunroof closed as much as possible, especially in stop/go traffic
- do not pick-up hitch hikers
- if followed, drive to the nearest police station or concentration of people and call for assistance using your mobile phone.

3) Leaving the vehicle

- always lock your vehicle and put anything of value out of sight

- if dark or if it will be dark when returning to your vehicle, park in well lit places, as near to your destination as possible

- wherever possible, use a manned car park

- when parking, reverse your vehicle into a parking space and leave it as close to the exit as you can

- have your keys ready when you return to your vehicle; check the interior for intruders before getting in.

4) **If you break down**

- pull off the road as far as you can and if necessary switch on your hazard warning lights
- if someone offers help and you feel uncertain about them, stay in your vehicle (except on motorway) with the doors locked and use your mobile phone to summon assistance. Do not get into a car with a stranger or try to hitch a lift
- summon assistance using your mobile phone and give precise details of your location.

5) **If you feel threatened**

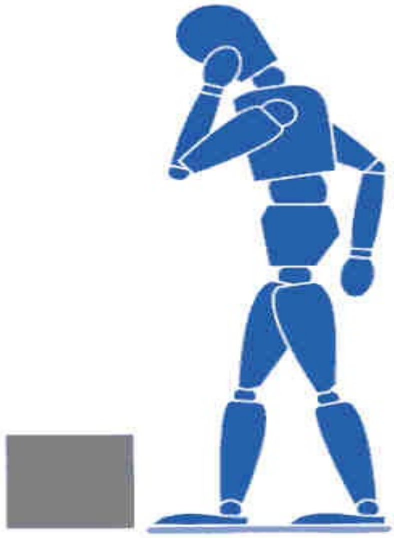
- if you are being followed, drive to a busy place
- if the occupants of a car beside you e.g. at traffic lights or road junction try to attract your attention for any reason, simply ignore them
- if a car travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place and call the police
- if a car pulls up in front of you, forcing you to stop, leave the engine running, activate your hazard warning lights and sound your horn continuously. If the driver gets out and approaches you, reverse and get away.

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

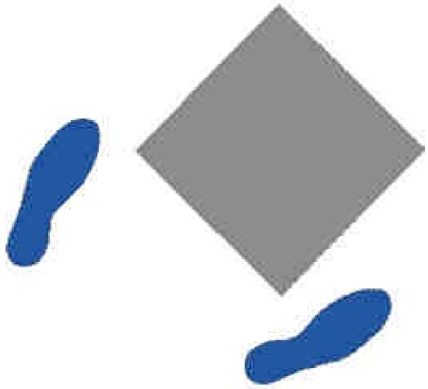
1 Planning

Plan the lift and consider: where the load is to be placed, what are the distances involved, are there any obstructions such as closed doors, is assistance required, and can handling aids or equipment be used?



2 Feet

The feet should be positioned a shoulder width apart, one foot ahead of the other in the direction of the intended movement.



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles.

4 Back

The back should be straight (not necessarily vertical, 15 - 20° from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.

6 Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

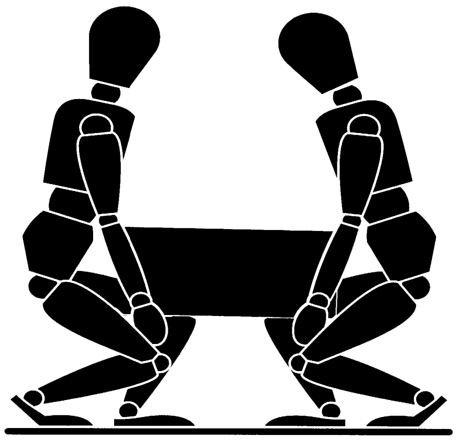
8 Moving the Load

Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.

- Lift smoothly
- Move the feet not the trunk when turning to the side i.e. don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team handling

Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, it is preferable to use handling techniques which allow the use of relatively strong leg muscles rather than those of the back, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Violence and Aggression

Work-related violence has serious consequences for employees and the council. Victims may suffer not only physical injury, but also psychological effects, such as anxiety and stress. The council will take reasonable measures to protect you from acts of violence and aggression.

What is meant by violence?

An act of violence can be defined as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

How will the council support you?

There are a wide range of measures that the council will follow to reduce the risk of violence at work to employees. The council will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train employees who may be exposed to violence or challenging behaviour situations
- support any employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Diffusing the situation

In the event of violent or aggressive behaviour towards you there are several steps that you can try to diffuse the situation:

- **Act in control:** Even if you feel anxious or scared when confronted by an aggressor, try to give the impression that you are confident and in control of the situation. Anxiety is an entirely reasonable reaction to violent or aggressive behaviour, but if an aggressor notices it then it may increase their level of aggression.

- **Adopt a calm approach:**

    - Talk to the aggressor in a calm and respectful manner, and keep the tone of your voice low.
    - If you have been summoned to assist with a violent or aggressive customer or person that you don't know, introduce yourself to the aggressor and ask what you can do to help.
    - Maintain a non-judgmental attitude and focus your attention on the aggressor at all times
    - Let the aggressor talk without interruption, and acknowledge how they are feeling. Remember that your aim is to calm them down, not to make sense of their complaint or issue.

- **Use body language:** Body language can reinforce or undermine the impression that you are trying to give.

    - Maintain neutral eye contact with the aggressor, but try not to stare. Break eye contact every so often if necessary
    - Keep your face relaxed, but don't smile. The aggressor will respond badly if they think that you are laughing at them or making light of the situation.
    - Keep your body language open and don't cross your arms or gesture with anything that could be perceived as a weapon. Stand a safe distance away from the aggressor and be aware of your nearest exit at all times.

- **Work towards a solution:** Wait for the aggressor to calm down. Explain the consequences of their aggressive behaviour respectfully but firmly. Suggest ways in which the situation could be resolved without conflict, and try to give the aggressor more than one solution so that they have some control over the situation.

If you are a witness or receive any violence or aggression towards you, then you should report this to your manager/supervisor so that this can be recorded and investigated. The council will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

Work At Height

Work at Height means work in any place from which a person can fall and includes work at ground level where there is the potential to fall below ground level such as into excavations, manholes, pits etc.

Work at height usually involves the use of specialised work equipment such as:

- scaffolds including fixed and mobile systems
- mobile elevated working platforms
- edge protection and barriers around leading edges
- suspended equipment such as cradles and Boatswain's Chairs
- ladders, crawling ladders, stepladders and trestles.

Permanent staircases, raised walkways and high level work areas are NOT deemed to be work at height if they have appropriate balustrades, guard-rails, parapet walls etc. to prevent falls unless work is being done which raises the person sufficiently for them to fall. The potential hazards relating to falls from a height are usually quite obvious and can be found in most work places.

There are many hazardous situations which could result in falls from a height such as:

- unprotected elevated workplaces such as flat roofs, gantries, walkways etc
- fragile surfaces such as pitched roofs, skylights on flat roofs etc
- unprotected openings such as manholes, excavations, shafts, pits etc
- use of unsuitable equipment such as chairs, tables, ladders etc
- use of unstable equipment such as ladders, stepladders, mobile tower etc
- failure to wear or use fall arrest equipment.

TYPES OF PROTECTION

Permanent protection

This forms part of the permanent fall protection measures of the building or structure and should be designed to an appropriate standard; preventing personnel falling from a height. In some older buildings this protection maybe below the current standard or the original protection has been altered or destroyed over time making it unsuitable for its intended purpose. If you intend to use existing fall protection (e.g. edge protection around a flat roof) or permanent access arrangements you must:

- check existing arrangements meet relevant fall protection standards (e.g. 950mm high with suitable mid-rail and toe-boards to prevent people and objects falling)
- ensure suitable access exists such as suitable staircase, secure fixed ladder set at the correct angle with suitable handholds or vertical ladder with hoops etc.

If the permanent protection is not adequate you will need to consider temporary protection.

Temporary protection

Examples of temporary protection include:

- proprietary edge protection installed around flat roofs and other elevated positions
- conventional scaffolding boarded out with suitable guard-rails and toe-boards

- tower scaffolding properly boarded out with suitable guardrails and toe-boards
- mobile elevated working platforms such as Cherry Pickers, Scissor Lifts etc
- purposely designed platforms properly attached to Forklift trucks
- suspended cradles with suitable guard-rails and toe-boards.

Proprietary edge protection

Proprietary edge protection is also regarded as temporary edge protection and should be installed where the design of the roof does not provide suitable permanent edge protection.

The equipment must be properly installed to provide an effective barrier and the top of the guard rail or other similar means of protection must extend at least 950mm above the working surface and any opening or gap must not exceeding 470mm. Toe-boards should also be fitted where necessary to prevent material falling off the edge.

Conventional scaffold

All types of conventional scaffolding must be erected or installed by competent and trained personnel. Alterations or modifications must not be made unless authorised by a competent person. All scaffolding must be erected on firm ground or from a suitable structure capable of supporting the total load and fitted with suitable guard rails (950mm high) with an intermediate rail 450mm high and toe-boards to prevent material falling off. Suitable access should also be provided to reach the working platform and those erecting or dismantling the scaffold should wear and use adequate fall arrest equipment.

Tower scaffolds (both static and mobile)

The erection or dismantling of tower scaffolding should only be carried out by trained personnel and in accordance with the manufacturer's instructions. This type of equipment will provide a safe place of work as long as the following rules are applied. All towers should be erected and used only on firm level surfaces and static towers should be fitted with metal base plates to prevent damage to the standing tubes. The stability of tower scaffolds depend largely on the height to smallest base ratio with the maximum ratios shown below depending on whether it is a static or mobile tower:

- Static tower used internally 4: 1
- Static tower used externally 3.5: 1
- Mobile tower used internally 3.5: 1
- Mobile tower used externally 3: 1

The maximum freestanding height for mobile and static towers is 9.6m and 2m respectively and must conform to the ratios mentioned above. If the scaffold goes over these heights it must be properly secured to a suitable adjacent structure. Any working platform must be fully boarded with adequate guardrails around the platform (top and mid-rail 950 mm and 450 mm respectively) with suitable toe-boards.

Ideally access should be an integral staircase inside the tower itself. However if vertical ladders are used they should always be fixed on the narrowest side. Never lean ladders against the outside of a tower in case it topples.

Mobile towers

In addition to the precautions mention under tower scaffolds, mobile towers must never be moved with plant, equipment or people on it and should only be moved by pushing or pulling near the base. Wheels must always be locked and where appropriate out-riggers fully extended before allowing personnel to use this equipment.

Mobile elevated working platforms (MEWPs)

MEWPs are the collective name for many types of powered working platforms such as Cherry Pickers, Flying Carpets, Scissor Lifts etc. This type of equipment must only be set up and used by properly trained and competent operators in accordance with the manufacturer's instructions.

Outriggers must be fully extended and lowered onto a firm surface to effectively support the equipment, where appropriate, and the equipment visually checked each time before use.

Since the platform is designed to move under power, care must be taken when used next to overhead or adjacent structures to avoid trapping and where necessary fall arrest equipment should be worn and used if there is a risk of the operator falling from the platform.

Platforms on forklift trucks

Only platforms specifically designed for attachment to Forklift trucks must be used for this purpose and the method of securing the platform to the forks and the operation of the platform must always be in accordance with the manufacturer's instructions.

Suspended cradles

Suspended access equipment includes items such as cradles, cages, suspended platforms etc. All such equipment must be specifically designed for its intended purpose and only trained and authorised personnel must use this type of equipment in accordance with the manufacturer's instructions. Such equipment must be regularly inspected and tested where appropriate.

Temporary protection as part of safe systems of work

This type of solution is usually adopted when the temporary protection mentioned above is not practical. However the options shown below by themselves do not provide a safe place of work and therefore additional precautions need to be considered in terms of establishing a safe system of work. This includes providing appropriate training, instruction and effective supervision to make sure the safe system is adhered to. The safe system may include the provision and use of fall arrest equipment to ensure that if the person undertaking the work does fall any possible injuries are minimized.

Temporary protection, which requires a detailed safe system of work, includes:

- leading edge protection
- roof ladders and crawling boards
- lightweight staging (Youngmans Boards)
- Boatswain's chairs
- abseiling equipment
- leading edge protection.

These are movable platforms and barriers to protect personnel from falling when installing floors and roofs etc and are normally used with fall arrest equipment. It is extremely important to ensure there is a clearly defined safe system of work of how such equipment will be used in order to minimize the risk of falling and that the application of the system is closely supervised.

Roof ladders / crawling ladders

These are normally used on pitched roofs for limited short duration work such as fixing loose tiles, capping stones, checking hook bolts etc. More involved work on roofs will require scaffolding and suitable edge protection.

Lightweight staging

Such staging as the name suggests is designed for lightweight use and is commonly called Youngman staging or boards (proprietary name). This equipment is normally placed above and properly secured to suitable fixed supports to form a temporary working platform, which is then used for access or light, short duration work.

It is important to ensure when using this type of equipment that it is adequately supported to take the required load and properly secured to prevent accidental displacement. Guardrails and toe-boards should be securely fitted in order to prevent falls and proper thought and consideration given to erecting and dismantling the staging as part of the overall safe system of work.

Podium or platform steps

These types of steps are superior to step ladders since they provide an integral working platform as part of the steps with suitable guardrails or handholds. Some have the guardrail around all four sides whereas others have the guardrail around three sides allowing the work involving two hands.

The more comprehensive the guardrail system or extensive the handhold the less chance there is falling off and this should be the important criteria when deciding what type of equipment to provide and use.

Nevertheless it is still important to consider stability when using this type of equipment to prevent accidental toppling.

Boatswain's chair

This type of suspended access must only be used where the work is of short duration and other forms of platform are not reasonably practicable. They must only be used by competent persons as part of a detailed safe system of work and appropriate personal protective equipment must be used.

Abseiling equipment

This equipment is used for light work and inspection tasks where the provision of conventional means of access would be difficult or prohibited. It must only be used by competent persons as part of a detailed safe system of work and appropriate personal protective equipment must be used.

Stepladders

Many of the general rules for the safe use of ladders also apply to step ladders. Stepladders should only be used for low-level work.

Treads, hinges, bolts, screws and fixings must be sound and secure and the retaining cords must be of equal length and fully extended when in use. Stepladders must always be placed on a firm level surface with the ladder facing the work and the user should ensure the top of the ladder is not below waist height.

Trestles

All trestles require a firm, level base and must be fully extended before installing the platform. At least the top third of any folding trestle must be above the working platform and the maximum span should not exceed 3m. Guardrails and toe-boards must be erected around the platform to prevent people falling off.

Ladders

Many people fall from ladders while attempting to work as they are primarily designed to provide suitable access and egress. However ladders are sometimes used as a working platform if the other options mentioned above are not reasonable practicable and the work is short duration (a maximum of 15 - 30 minutes work at a single position before it is moved).

At least one handhold must be available and used at all times; any work involving the use of both hands at the same time will require a different type of solution such as those mentioned above e.g. platform with guardrails etc.

Fall arrest equipment

This type of equipment is normally used in conjunction with the temporary protection mentioned above or where there is no other practical solution to prevent falls from a height. Such equipment does not prevent falls; instead it limits the height of the fall provided the equipment is properly installed and used.

Fall arrest equipment comes in various forms such as:

- Full / Chest Harnesses with Lanyards
- Full / Chest Harnesses with Inertia Reels
- Safety Nets
- Full / Chest Harnesses with Lanyard or Inertia Reel.

This equipment is only effective if suitable anchor points have been provided to connect the lanyard or Inertia Reel since without the opportunity to connect the equipment the user will simply fall while wearing the equipment. It is therefore essential when selecting this option to ensure that full and proper account is taken of how the equipment will be connected to the structure using anchor bolts, running lines, manlock devices etc.

It is also important to ensure that any anchor point is kept as high as possible and certainly above waist height to prevent the wearer falling any further than is necessary. Anyone expected to wear this equipment must be properly trained in its use and adequate provision made to check the equipment at regular intervals and to store it safely.

Fall restraint equipment must be provided and used when working on equipment that can move, such as window-cleaning cradles. It should, where practicable, be attached to an auxiliary safety rope rather than a main suspension rope or cradle since this will prevent falls in event of failure of the cradle. Fall restraint equipment must be thoroughly inspected both before and after each use particularly the condition of straps, webbing, stitching and ropes.

Safety nets

Nets do not prevent falls but will restrict the fall height minimizing injuries. Nets are normally used in semi-static situations where most of the work is concentrated in one area since the erection of the net itself produces its own risks.

It is also important to ensure the net is fixed in a position close to the work in order to minimize as far as possible the height of the fall and must be wide enough to catch anyone falling into it.

Inspection of protection

Inspection of the protective measures set up to ensure the safety of those affected during the working at height operation is an integral part of the effective management of the system.

Inspections should take place:

- before the equipment or system is used
- during the use of the equipment or system
- after extraordinary incidents, accidents or adverse conditions
- at intervals not exceeding 7 days in the case of scaffolds and other working platforms (including tower scaffolds and MEWPs) used for construction work and from which a person could fall more than 2 metres.

Other aspects to consider when working at height are:

- Personal Protective Equipment (PPE) - where there are additional risks such as to the head, feet and hands suit PPE should be provided and worn e.g. safety helmet, foot wear, gloves etc

- falling objects - to prevent falling objects netting, barriers and toe-boards should be used as well as closing off areas below the work. All tools and loose material should be kept in suitable shoulder bags or containers

- fragile surfaces – if anyone does work on or near a fragile surface suitable platforms, coverings, guard rails and the like are provided and used to minimise the risk

- waste removal - to avoid people or material falling consideration should be given to installing purposely designed waste chutes to make handling easier and safer

- emergencies – consider the method of egress in an emergency such as a fire or the need to rescue someone who is ill or falls while wearing a harness etc

- material handling - consider how to best to transport material at a height using suitable mechanical aids to reduce manual handling. It is also important to think about safe storage to prevent it accidentally falling particularly in windy conditions

- mechanical handling - hiring and siting of lifting equipment is extremely important such as cranes in order to avoid the equipment striking or knocking personnel off of working platforms and ladders

- transport - the movement of vehicles and other forms of transport can inadvertently strike working platforms such as ladders, towers etc. and therefore it is important to control any traffic in the area where work at height is being undertaken

- weather conditions - can have a significant effect on safe working at height and therefore steps must be taken to ensure the safe system of work takes fully and proper account of the effect this may have on those undertaking the work.

HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer and sign this form.

I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature: ____________________________ Date: ____________________

Print Name: ____

Finance & General Purpose Committee
Schedule of unapproved expenditure – Report of the Finance Administration Manager

SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS

	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	**Totals**
Apr-24	£ 17,485.57	£ 316,885.60	£ 16.60	£ 16.21	**£ 334,403.98**
May-24	£ 16,555.55	£ 474,319.67	£ 15.00	£ 17.76	**£ 490,907.98**
Jun-24	£ 22,274.68	£ 244,072.08	£ 20.35	£ 18.35	**£ 266,385.46**
Jul-24	£ 19,424.07	£ 283,884.58	£ 20.42	£ 15.00	**£ 303,344.07**
Aug-24	£ 13,683.03	£ 242,317.97	£ 16.25	£ 15.70	**£ 256,032.95**
Sep-24	£ 17,669.11	£ 265,222.71	£ 25.23	£ 15.00	**£ 282,932.05**
Oct-24	£ 19,070.49	£ 217,169.43	£ 16.72	£ 8.50	**£ 236,265.14**

BANK RECONCILIATIONS

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: Petty Cash 32 Waterloo Street	Groundsman Petty Cash	Museum Petty Cash & Floats	VIC/WP Petty Cash & Floats	Blakehay Floats	**Monthly totals**
Summary of reconciliations attached	£	£	£	£		£	£	£	£	£	£	£	**£**
30th April 2024													
Account Balance	1,888,489.82	21,159.00	15,325.52	30,670.99									
Less: Unpresented cheques and BACS (p/l & imprest trs)	205,463.69	51.42	0.00	0.00									
plus: receipts not banked	6,364.13	0.00	0.00	0.00									
	1,689,390.26	21,107.58	15,325.52	30,670.99	**1,756,494.35**	100,000.00	420,000.00	250.00	50.00	540.00	250.00	350.00	**2,277,934.35**
31st May 2024													
Account Balance	1,589,328.53	20,756.09	15,512.19	30,670.99									
Less: Unpresented cheques and BACS (p/l & imprest trs)	341,707.38	0.00	0.00	0.00									
plus: receipts not banked	3,364.96	0.00	0.00	0.00									
	1,250,986.11	20,756.09	15,512.19	30,670.99	**1,317,925.38**	100,000.00	420,000.00	250.00	50.00	540.00	250.00	350.00	**1,839,365.38**
30th June 2024													
Account Balance	1,169,283.32	20,735.74	5,918.51	30,749.02									
Less: Unpresented cheques and BACS (p/l & imprest trs)	129,387.58	0.00	0.00	0.00									
plus: receipts not banked	4,739.23	0.00	0.00	0.00									
	1,044,634.97	20,735.74	5,918.51	30,749.02	**1,102,038.24**	100,000.00	420,000.00	250.00	50.00	540.00	250.00	350.00	**1,623,478.24**

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Central Administration							
4000	Staffing Costs	25,445	154,345	466,903	312,558		312,558	33.1%
4006	Moorepay/IT payroll HR softwar	257	2,894	4,000	1,106		1,106	72.3%
4007	Personnel Consultants	700	4,104	4,657	553		553	88.1%
4008	CRB Checks/staff services	0	844	1,000	156		156	84.4%
4009	Health & Safety Consultant	0	3,340	4,657	1,317		1,317	71.7%
4012	Travel & Subsistence Expenses	67	223	250	27		27	89.4%
4013	Training	120	1,192	8,550	7,358		7,358	13.9%
4019	Website Costs-TC	0	339	400	61		61	84.8%
4030	Equipment Purchase	27	152	500	348		348	30.5%
4031	Equipment - Rental	964	4,237	8,100	3,863		3,863	52.3%
4035	Telephone	595	3,628	6,503	2,875		2,875	55.8%
4036	Stationery	393	1,403	1,750	347		347	80.2%
4040	Audit & Accountancy	3,385	6,618	5,500	(1,118)		(1,118)	120.3%
4041	Fees, Subs and Conferences	362	3,608	3,470	(138)		(138)	104.0%
4042	Postages	227	928	1,500	572		572	61.9%
4043	Ink Cartridges/printing	589	1,658	2,000	342		342	82.9%
4044	Insurance	7,608	11,917	9,000	(2,917)		(2,917)	132.4%
4049	Legal fees	0	722	2,000	1,279		1,279	36.1%
4107	IT Support & Upgrade	1,419	11,806	16,973	5,167		5,167	69.6%
4136	Credit Card Chgs	0	47	487	440		440	9.6%
4151	Catering	165	1,601	1,500	(101)		(101)	106.7%
6020	Allocation to Cost Centres	(42,323)	(215,605)	(274,854)	(59,249)		(59,249)	78.4%
	Central Administration :- Indirect Expenditure	**0**	**0**	**274,846**	**274,846**	**0**	**274,846**	**0.0%**
	Net Expenditure	**(0)**	**(0)**	**(274,846)**	**(274,846)**			
103	Grove House							
4102	NNDR	714	3,315	1,408	(1,907)		(1,907)	235.4%
4104	Utilities - Water	26	137	166	29		29	82.4%
4105	Utilities - Heat & Light	147	2,505	461	(2,044)		(2,044)	543.4%
4109	Alarm system	49	247	155	(92)		(92)	159.0%
4110	Cleaning	0	1,139	966	(173)		(173)	118.0%
4111	Window Cleaning	0	12	18	6		6	66.7%
4114	Refuse Removal	0	243	740	497		497	32.9%
	Grove House :- Indirect Expenditure	**937**	**7,598**	**3,914**	**(3,684)**	**0**	**(3,684)**	**194.1%**
	Net Expenditure	**(937)**	**(7,598)**	**(3,914)**	**3,684**			

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104	Grove Lodge							
4102	NNDR	237	1,422	0	(1,422)		(1,422)	0.0%
4104	Utilities - Water	24	118	0	(118)		(118)	0.0%
4105	Utilities - Heat & Light	119	1,175	0	(1,175)		(1,175)	0.0%
4109	Alarm system	0	488	0	(488)		(488)	0.0%
4110	Cleaning	0	1,118	0	(1,118)		(1,118)	0.0%
4132	Rent	417	2,597	0	(2,597)		(2,597)	0.0%
4136	Credit Card Chgs	0	0	487	487		487	0.0%
	Grove Lodge :- Indirect Expenditure	**797**	**6,918**	**487**	**(6,431)**	**0**	**(6,431)**	**1420.5%**
	Net Expenditure	**(797)**	**(6,918)**	**(487)**	**6,431**			
105	Community Services							
4158	Weston in Bloom	0	1,281	8,000	6,719		6,719	16.0%
4200	Small grants to Voluntary Orgs	0	3,950	12,500	8,550		8,550	31.6%
4204	VANS	0	0	3,000	3,000		3,000	0.0%
4208	Christmas Lights - SLA	0	0	40,000	40,000	40,000	0	100.0%
4210	Weston Town Centre Co SLA	0	5,000	19,999	14,999		14,999	25.0%
4212	CCTV (NSC)	0	23,925	95,700	71,775		71,775	25.0%
4218	Flower Beds	0	315	3,000	2,685		2,685	10.5%
4221	Citizens Advice Bureau	6,250	12,500	50,000	37,500		37,500	25.0%
4223	Community Events	0	700	3,000	2,300		2,300	23.3%
4228	Blue Plaques	0	0	1,000	1,000		1,000	0.0%
4229	Armed Forces Celebrations	1,435	11,867	9,500	(2,367)		(2,367)	124.9%
4250	Community Events Grants	0	29,000	60,000	31,000		31,000	48.3%
4252	Crime & Disorder	0	22,273	51,550	29,277		29,277	43.2%
4864	Homeless Support Fund	25,000	25,000	50,000	25,000		25,000	50.0%
6000	Admin Salaries Recharge	1,410	8,551	12,936	4,385		4,385	66.1%
6005	Admin Overhead Recharge	935	3,394	2,292	(1,102)		(1,102)	148.1%
6009	HQ recharges	370	2,753	2,286	(467)		(467)	120.4%
6010	Grounds Salaries Recharge	7,242	42,001	46,674	4,673		4,673	90.0%
6015	Grounds Overhead Recharge	2,878	10,407	11,628	1,221		1,221	89.5%
6030	Operational Staffing Recharge	549	3,227	3,462	235		235	93.2%
6035	Operational Overhead Recharge	16	273	390	117		117	70.0%
	Community Services :- Indirect Expenditure	**46,085**	**206,417**	**486,917**	**280,500**	**40,000**	**240,500**	**50.6%**
	Net Expenditure	**(46,085)**	**(206,417)**	**(486,917)**	**(280,500)**			
107	Civic Support							
4000	Staffing Costs	2,945	17,270	27,067	9,797		9,797	63.8%
4044	Insurance	5,616	7,345	6,500	(845)		(845)	113.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050	Printing	0	947	1,200	253		253	78.9%
4150	Chauffeur/travel costs	0	1,956	5,300	3,344		3,344	36.9%
4151	Catering	42	5,397	10,500	5,103		5,103	51.4%
4152	Civic Miscellaneous	60	(38)	3,994	4,032		4,032	(0.9%)
4153	Chair's Allowance	982	1,965	4,635	2,670		2,670	42.4%
4154	CIvic Regalia	14	359	2,700	2,341		2,341	13.3%
6000	Admin Salaries Recharge	3,210	19,476	29,460	9,984		9,984	66.1%
6005	Admin Overhead Recharge	2,130	7,731	5,226	(2,505)		(2,505)	147.9%
6009	HQ recharges	843	6,271	5,208	(1,063)		(1,063)	120.4%
6010	Grounds Salaries Recharge	243	1,409	1,566	157		157	90.0%
6015	Grounds Overhead Recharge	97	350	390	40		40	89.7%
6030	Operational Staffing Recharge	732	4,305	4,614	309		309	93.3%
6035	Operational Overhead Recharge	22	364	522	158		158	69.7%
	Civic Support :- Indirect Expenditure	**16,937**	**75,107**	**108,882**	**33,775**	**0**	**33,775**	**69.0%**
	Net Expenditure	**(16,937)**	**(75,107)**	**(108,882)**	**(33,775)**			
108	Democratic Representation							
4012	Travel & Subsistence Expenses	0	17	0	(17)		(17)	0.0%
4013	Training	0	(10)	1,945	1,955		1,955	(0.5%)
4018	Election Costs	0	0	15,000	15,000		15,000	0.0%
4024	Internal Meeting Provision	(69)	2,498	1,000	(1,498)		(1,498)	249.8%
4107	IT Support & Upgrade	181	1,406	2,090	684		684	67.3%
6000	Admin Salaries Recharge	5,676	34,433	52,086	17,653		17,653	66.1%
6005	Admin Overhead Recharge	3,765	13,666	9,234	(4,432)		(4,432)	148.0%
6009	HQ recharges	1,491	11,087	9,210	(1,877)		(1,877)	120.4%
6010	Grounds Salaries Recharge	459	2,662	2,958	296		296	90.0%
6015	Grounds Overhead Recharge	183	660	738	78		78	89.4%
6030	Operational Staffing Recharge	732	4,305	4,614	309		309	93.3%
6035	Operational Overhead Recharge	22	364	522	158		158	69.7%
	Democratic Representation :- Indirect Expenditure	**12,441**	**71,089**	**99,397**	**28,308**	**0**	**28,308**	**71.5%**
	Net Expenditure	**(12,441)**	**(71,089)**	**(99,397)**	**(28,308)**			
110	Other Costs & Income							
1176	Precept	1,567,920	3,135,840	0	(3,135,840			0.0%
1190	Bank Interest	470	2,828	20,000	17,172			14.1%
1191	CIL Received	0	1,850	0	(1,850)			0.0%
	Other Costs & Income :- Income	**1,568,390**	**3,140,518**	**20,000**	**(3,120,518**			**15702.6**
4051	Bank Charges	458	2,005	4,000	1,995		1,995	50.1%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4060	PWLB Interest repaid-Blakehay	0	1,749	3,339	1,590		1,590	52.4%
4061	PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068	PWLB Interest repaid-Water Pk	0	4,020	7,898	3,878		3,878	50.9%
4069	PWLB Capital repaid-Water Pk	0	6,159	12,461	6,302		6,302	49.4%
4080	PWLB Capital HQ Loan	0	5,000	10,000	5,000		5,000	50.0%
4081	PWLB Interest HQ Loan	0	4,228	8,344	4,117		4,117	50.7%
	Other Costs & Income :- Indirect Expenditure	**458**	**29,161**	**58,042**	**28,881**	**0**	**28,881**	**50.2%**
	Net Income over Expenditure	**1,567,932**	**3,111,357**	**(38,042)**	**(3,149,399**			
111	Strategic Planning/Projects							
4049	Legal fees	11,006	16,275	10,000	(6,275)		(6,275)	162.8%
4213	Development budget	135	359	1,000	641		641	35.9%
6000	Admin Salaries Recharge	1,952	11,839	17,904	6,065		6,065	66.1%
6005	Admin Overhead Recharge	444	1,611	3,174	1,563		1,563	50.8%
6009	HQ recharges	513	3,814	1,086	(2,728)		(2,728)	351.2%
6030	Operational Staffing Recharge	659	3,873	4,148	275		275	93.4%
6035	Operational Overhead Recharge	20	326	468	142		142	69.7%
	Strategic Planning/Projects :- Indirect Expenditure	**14,729**	**38,097**	**37,780**	**(317)**	**0**	**(317)**	**100.8%**
	Net Expenditure	**(14,729)**	**(38,097)**	**(37,780)**	**317**			
112	Environmental							
4076	Environmental / Climate	0	960	45,000	44,040		44,040	2.1%
6000	Admin Salaries Recharge	2,270	13,768	20,826	7,058		7,058	66.1%
6005	Admin Overhead Recharge	1,506	5,464	3,690	(1,774)		(1,774)	148.1%
6009	HQ recharges	596	4,433	3,684	(749)		(749)	120.3%
6030	Operational Staffing Recharge	366	2,150	2,304	154		154	93.3%
6035	Operational Overhead Recharge	11	182	258	76		76	70.5%
	Environmental :- Indirect Expenditure	**4,749**	**26,957**	**75,762**	**48,805**	**0**	**48,805**	**35.6%**
	Net Expenditure	**(4,749)**	**(26,957)**	**(75,762)**	**(48,805)**			
113	Operational Services							
4000	Staffing Costs	10,980	64,542	138,360	73,818		73,818	46.6%
4013	Training	0	3,321	6,148	2,827		2,827	54.0%
4014	P P E / Health & Safety	0	18	500	482		482	3.7%
4035	Telephone	40	239	403	164		164	59.3%
4107	IT Support & Upgrade	289	1,875	4,206	2,331		2,331	44.6%
6020	Allocation to Cost Centres	(11,308)	(69,995)	(76,992)	(6,997)		(6,997)	90.9%
	Operational Services :- Indirect Expenditure	**0**	**0**	**72,625**	**72,625**	**0**	**72,625**	**0.0%**
	Net Expenditure	**(0)**	**(0)**	**(72,625)**	**(72,625)**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
114	Old Town Quarry							
4014	P P E / Health & Safety	0	0	516	516		516	0.0%
4030	Equipment Purchase	0	12	1,031	1,019		1,019	1.2%
4102	NNDR	0	0	3,150	3,150		3,150	0.0%
4104	Utilities - Water	0	0	1,050	1,050		1,050	0.0%
4105	Utilities - Heat & Light	0	0	7,875	7,875		7,875	0.0%
4109	Alarm system	0	0	1,031	1,031		1,031	0.0%
4110	Cleaning	0	0	1,031	1,031		1,031	0.0%
4114	Refuse Removal	0	0	516	516		516	0.0%
6000	Admin Salaries Recharge	471	2,855	4,320	1,465		1,465	66.1%
6005	Admin Overhead Recharge	312	1,132	768	(364)		(364)	147.4%
6009	HQ recharges	124	921	762	(159)		(159)	120.9%
6010	Grounds Salaries Recharge	1,007	5,840	6,492	652		652	90.0%
6015	Grounds Overhead Recharge	400	1,446	1,620	174		174	89.3%
6030	Operational Staffing Recharge	183	1,076	1,158	82		82	92.9%
6035	Operational Overhead Recharge	5	91	132	41		41	68.9%
	Old Town Quarry :- Indirect Expenditure	**2,502**	**13,373**	**31,452**	**18,079**	**0**	**18,079**	**42.5%**
	Net Expenditure	**(2,502)**	**(13,373)**	**(31,452)**	**(18,079)**			
115	HQ							
1100	Miscellaneous Income	0	0	10,000	10,000			0.0%
	HQ :- Income	**0**	**0**	**10,000**	**10,000**			**0.0%**
4014	P P E / Health & Safety	12	130	10,000	9,870		9,870	1.3%
4030	Equipment Purchase	1,748	23,259	15,000	(8,259)	23	(8,283)	155.2%
4044	Insurance	0	(519)	6,000	6,519		6,519	(8.6%)
4102	NNDR	2,660	5,473	15,594	10,121		10,121	35.1%
4104	Utilities - Water	37	287	1,000	713		713	28.7%
4105	Utilities - Heat & Light	1,018	7,014	7,500	486		486	93.5%
4109	Alarm system	7	33	1,320	1,287		1,287	2.5%
4110	Cleaning	983	3,303	15,746	12,443		12,443	21.0%
4111	Window Cleaning	20	118	500	382		382	23.6%
4114	Refuse Removal	73	524	2,500	1,976		1,976	20.9%
4136	Credit Card Chgs	0	0	487	487		487	0.0%
4171	Parking	0	9,450	10,950	1,500		1,500	86.3%
4172	Garage rental	125	625	1,550	925		925	40.3%
6020	Allocation to Cost Centres	(6,683)	(49,698)	(41,280)	8,418		8,418	120.4%
	HQ :- Indirect Expenditure	**(0)**	**(0)**	**46,867**	**46,867**	**23**	**46,844**	**0.0%**
	Net Income over Expenditure	**0**	**0**	**(36,867)**	**(36,867)**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
116	Volunteer costs							
4012	Travel & Subsistence Expenses	0	0	500	500		500	0.0%
4013	Training	0	47	900	853		853	5.2%
4014	P P E / Health & Safety	33	79	200	121		121	39.3%
4030	Equipment Purchase	0	445	700	255		255	63.6%
4039	Advertising & Marketing	0	0	200	200		200	0.0%
4041	Fees, Subs and Conferences	37	(119)	620	739		739	(19.2%)
4151	Catering	11	104	500	396		396	20.8%
4253	Volunteer Events	0	330	750	420		420	44.0%
	Volunteer costs :- Indirect Expenditure	**81**	**885**	**4,370**	**3,485**	**0**	**3,485**	**20.3%**
	Net Expenditure	**(81)**	**(885)**	**(4,370)**	**(3,485)**			
120	Blakehay Central Costs							
1105	Blakehay Box office income	(438)	593	4,124	3,531			14.4%
	Blakehay Central Costs :- Income	**(438)**	**593**	**4,124**	**3,531**			**14.4%**
4000	Staffing Costs	5,545	33,326	72,160	38,834		38,834	46.2%
4013	Training	0	390	1,050	660		660	37.1%
4014	P P E / Health & Safety	22	107	500	393		393	21.3%
4019	Website Costs-TC	0	303	250	(53)		(53)	121.3%
4030	Equipment Purchase	11,775	12,089	5,000	(7,089)		(7,089)	241.8%
4031	Equipment - Rental	534	1,662	416	(1,246)		(1,246)	399.4%
4034	Equipment Repairs	0	503	2,000	1,497		1,497	25.2%
4035	Telephone	158	939	1,730	791		791	54.3%
4036	Stationery	0	154	250	96		96	61.6%
4043	Ink Cartridges/printing	0	167	250	83		83	66.8%
4044	Insurance	13,186	14,317	7,900	(6,417)		(6,417)	181.2%
4102	NNDR	418	1,886	3,226	1,340		1,340	58.5%
4104	Utilities - Water	61	332	624	292		292	53.2%
4105	Utilities - Heat & Light	1,149	8,162	22,068	13,906		13,906	37.0%
4107	IT Support & Upgrade	260	2,394	2,916	522		522	82.1%
4109	Alarm system	0	0	756	756		756	0.0%
4110	Cleaning	1,750	10,482	19,486	9,004		9,004	53.8%
4111	Window Cleaning	0	150	150	0		0	100.0%
4114	Refuse Removal	91	298	2,700	2,402		2,402	11.0%
4131	Licenses	0	180	1,200	1,020		1,020	15.0%
4136	Credit Card Chgs	0	66	487	422		422	13.4%
6000	Admin Salaries Recharge	1,939	11,760	17,790	6,030		6,030	66.1%
6005	Admin Overhead Recharge	1,286	4,669	3,156	(1,513)		(1,513)	147.9%
6009	HQ recharges	509	3,786	3,144	(642)		(642)	120.4%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010	Grounds Salaries Recharge	486	2,818	3,132	314		314	90.0%
6015	Grounds Overhead Recharge	193	698	780	82		82	89.5%
6030	Operational Staffing Recharge	2,196	12,908	13,836	928		928	93.3%
6035	Operational Overhead Recharge	66	1,091	1,560	469		469	69.9%
	Blakehay Central Costs :- Indirect Expenditure	**41,625**	**125,636**	**188,517**	**62,881**	**0**	**62,881**	**66.6%**
	Net Income over Expenditure	**(42,062)**	**(125,044)**	**(184,393)**	**(59,349)**			
121	Blakehay -Auditorium							
1090	Bookings	0	11,562	35,000	23,438			33.0%
	Blakehay -Auditorium :- Income	**0**	**11,562**	**35,000**	**23,438**			**33.0%**
4000	Staffing Costs	3,906	23,541	38,343	14,802		14,802	61.4%
4039	Advertising & Marketing	234	555	2,500	1,945	234	1,711	31.6%
4224	Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
	Blakehay -Auditorium :- Indirect Expenditure	**4,140**	**24,096**	**41,843**	**17,747**	**234**	**17,513**	**58.1%**
	Net Income over Expenditure	**(4,140)**	**(12,534)**	**(6,843)**	**5,691**			
122	Blakehay - Upper Studio							
1014	BH evening classes income	0	0	600	600			0.0%
1090	Bookings	644	4,023	8,000	3,977			50.3%
	Blakehay - Upper Studio :- Income	**644**	**4,023**	**8,600**	**4,577**			**46.8%**
4141	BH evening classes expenditure	0	0	300	300		300	0.0%
	Blakehay - Upper Studio :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**	**0.0%**
	Net Income over Expenditure	**644**	**4,023**	**8,300**	**4,277**			
123	Blakehay Bar							
1015	Internal Bookings (Council)	137	2,273	1,000	(1,273)			227.3%
1193	Blakehay Bar Events Hire	0	0	500	500			0.0%
1194	Bar Income	180	8,017	20,000	11,983			40.1%
	Blakehay Bar :- Income	**317**	**10,289**	**21,500**	**11,211**			**47.9%**
4000	Staffing Costs	1,232	7,465	12,433	4,968		4,968	60.0%
4031	Equipment - Rental	85	685	650	(35)		(35)	105.4%
4136	Credit Card Chgs	0	28	0	(28)		(28)	0.0%
4405	Blakehay Bar Expenditure	0	3,688	7,000	3,312		3,312	52.7%
	Blakehay Bar :- Indirect Expenditure	**1,316**	**11,865**	**20,083**	**8,218**	**0**	**8,218**	**59.1%**
	Net Income over Expenditure	**(999)**	**(1,576)**	**1,417**	**2,993**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
125	Blakehay -Live Shows							
1106	Blakehay events income	682	10,957	30,000	19,043			36.5%
	Blakehay -Live Shows :- Income	**682**	**10,957**	**30,000**	**19,043**			**36.5%**
4000	Staffing Costs	0	0	12,433	12,433		12,433	0.0%
4016	Show costs	203	2,818	24,000	21,182	1,185	19,997	16.7%
4039	Advertising & Marketing	0	81	2,500	2,419		2,419	3.2%
	Blakehay -Live Shows :- Indirect Expenditure	**203**	**2,899**	**38,933**	**36,034**	**1,185**	**34,849**	**10.5%**
	Net Income over Expenditure	**478**	**8,058**	**(8,933)**	**(16,991)**			
140	Museum Central Costs							
1034	Grant funding	0	(82)	0	82			0.0%
1100	Miscellaneous Income	999	3,090	5,500	2,410			56.2%
	Museum Central Costs :- Income	**999**	**3,008**	**5,500**	**2,492**			**54.7%**
4000	Staffing Costs	10,036	60,945	133,629	72,684		72,684	45.6%
4012	Travel & Subsistence Expenses	0	27	100	73		73	27.0%
4013	Training	0	516	2,854	2,338		2,338	18.1%
4014	P P E / Health & Safety	0	73	1,000	927		927	7.3%
4019	Website Costs-TC	0	243	175	(68)		(68)	139.0%
4030	Equipment Purchase	0	210	1,000	790		790	21.0%
4031	Equipment - Rental	514	1,727	416	(1,311)		(1,311)	415.2%
4034	Equipment Repairs	0	130	500	370		370	26.0%
4035	Telephone	306	1,819	3,407	1,588		1,588	53.4%
4036	Stationery	0	241	500	259		259	48.2%
4039	Advertising & Marketing	1,046	1,339	3,000	1,661		1,661	44.6%
4041	Fees, Subs and Conferences	0	157	250	93		93	62.8%
4044	Insurance	13,186	14,116	9,500	(4,616)		(4,616)	148.6%
4102	NNDR	0	1	0	(1)		(1)	0.0%
4104	Utilities - Water	16	154	348	194		194	44.2%
4105	Utilities - Heat & Light	54	5,900	13,520	7,620		7,620	43.6%
4107	IT Support & Upgrade	535	4,720	8,394	3,674		3,674	56.2%
4109	Alarm system	420	1,164	1,113	(51)		(51)	104.6%
4110	Cleaning	1,312	8,290	17,260	8,970		8,970	48.0%
4111	Window Cleaning	50	400	500	100		100	80.0%
4114	Refuse Removal	679	1,780	3,332	1,552		1,552	53.4%
4131	Licenses	25	683	1,150	467		467	59.4%
4136	Credit Card Chgs	0	56	0	(56)		(56)	0.0%
4214	Somerset County Council - SLA	0	0	85,537	85,537		85,537	0.0%
4219	Youth Grants	(385)	(385)	0	385		385	0.0%
6000	Admin Salaries Recharge	1,598	9,693	14,658	4,965		4,965	66.1%

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005	Admin Overhead Recharge	1,060	3,848	2,598	(1,250)		(1,250)	148.1%
6009	HQ recharges	420	3,122	2,592	(530)		(530)	120.4%
6010	Grounds Salaries Recharge	459	2,662	2,958	296		296	90.0%
6015	Grounds Overhead Recharge	182	659	738	79		79	89.3%
6030	Operational Staffing Recharge	2,196	12,907	13,836	929		929	93.3%
6035	Operational Overhead Recharge	66	1,090	1,560	470		470	69.9%
	Museum Central Costs :- Indirect Expenditure	**33,776**	**138,286**	**326,425**	**188,139**	**0**	**188,139**	**42.4%**
	Net Income over Expenditure	**(32,777)**	**(135,278)**	**(320,925)**	**(185,647)**			
141	Museum Learning and Events							
1006	Learning Income	1,449	4,658	9,500	4,842			49.0%
1008	Museum handling box hire	135	315	1,840	1,525			17.1%
1103	Other event misc income	175	175	450	275			38.9%
	Museum Learning and Events :- Income	**1,759**	**5,148**	**11,790**	**6,642**			**43.7%**
4000	Staffing Costs	2,763	16,579	39,346	22,767		22,767	42.1%
4012	Travel & Subsistence Expenses	0	0	150	150		150	0.0%
4020	Learning/Event education equip	106	435	1,000	565		565	43.5%
4030	Equipment Purchase	0	850	2,500	1,650		1,650	34.0%
	Museum Learning and Events :- Indirect Expenditure	**2,869**	**17,864**	**42,996**	**25,132**	**0**	**25,132**	**41.5%**
	Net Income over Expenditure	**(1,110)**	**(12,716)**	**(31,206)**	**(18,490)**			
142	Museum Cafe							
1004	Cafe Sales	6,567	39,215	76,000	36,785			51.6%
1194	Bar Income	1,020	2,423	10,000	7,577			24.2%
1197	Function food income	1,126	9,966	15,000	5,034			66.4%
	Museum Cafe :- Income	**8,714**	**51,605**	**101,000**	**49,395**			**51.1%**
4000	Staffing Costs	5,519	32,471	53,601	21,130		21,130	60.6%
4014	P P E / Health & Safety	42	72	1,500	1,428		1,428	4.8%
4030	Equipment Purchase	176	2,287	4,645	2,358	153	2,205	52.5%
4031	Equipment - Rental	314	1,150	1,980	830		830	58.1%
4110	Cleaning	0	172	1,250	1,078		1,078	13.7%
4114	Refuse Removal	0	0	1,000	1,000		1,000	0.0%
4136	Credit Card Chgs	0	28	0	(28)		(28)	0.0%
4406	Bar Stock/Sundry Items Kiosk	235	1,342	5,000	3,658		3,658	26.8%
4407	Cafe stock	1,951	11,986	24,000	12,014	531	11,483	52.2%
4511	Function food costs	1,074	2,440	5,500	3,060	84	2,975	45.9%
	Museum Cafe :- Indirect Expenditure	**9,312**	**51,948**	**98,476**	**46,528**	**769**	**45,759**	**53.5%**
	Net Income over Expenditure	**(598)**	**(343)**	**2,524**	**2,867**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
143	Museum shop/retail							
1005	Museum Shop Sales	650	5,227	15,000	9,773			34.8%
1009	Museum sale or return comm	595	1,756	2,000	244			87.8%
	Museum shop/retail :- Income	**1,245**	**6,982**	**17,000**	**10,018**			**41.1%**
4421	Sale or Return Exp (1009)	257	613	0	(613)	811	(1,424)	0.0%
	Museum shop/retail :- Direct Expenditure	**257**	**613**	**0**	**(613)**	**811**	**(1,424)**	
4030	Equipment Purchase	0	1,848	2,715	868		868	68.0%
4031	Equipment - Rental	78	297	156	(141)		(141)	190.4%
4136	Credit Card Chgs	0	57	487	431		431	11.6%
4408	Shop stock	749	4,093	9,000	4,907	197	4,710	47.7%
	Museum shop/retail :- Indirect Expenditure	**826**	**6,294**	**12,358**	**6,064**	**197**	**5,867**	**52.5%**
	Net Income over Expenditure	**161**	**76**	**4,642**	**4,566**			
145	Museum Function							
1019	Internal Bookings (Council)	0	0	200	200			0.0%
1103	Other event misc income	822	5,861	6,000	139			97.7%
1104	Function Income	43	7,961	23,000	15,039			34.6%
	Museum Function :- Income	**865**	**13,822**	**29,200**	**15,378**			**47.3%**
4000	Staffing Costs	95	2,935	19,187	16,253		16,253	15.3%
4030	Equipment Purchase	365	1,159	6,000	4,841	28	4,813	19.8%
4420	Function Expenditure (1104)	770	5,687	0	(5,687)		(5,687)	0.0%
	Museum Function :- Indirect Expenditure	**1,230**	**9,780**	**25,187**	**15,407**	**28**	**15,379**	**38.9%**
	Net Income over Expenditure	**(364)**	**4,042**	**4,013**	**(29)**			
199	Capital Projects							
4103	Capital project	0	0	200,000	200,000		200,000	0.0%
	Capital Projects :- Indirect Expenditure	**0**	**0**	**200,000**	**200,000**	**0**	**200,000**	**0.0%**
	Net Expenditure	**0**	**0**	**(200,000)**	**(200,000)**			
300	Planning							
6000	Admin Salaries Recharge	509	3,087	4,668	1,581		1,581	66.1%
6005	Admin Overhead Recharge	337	1,224	828	(396)		(396)	147.8%
6009	HQ recharges	134	995	828	(167)		(167)	120.2%
	Planning :- Indirect Expenditure	**980**	**5,306**	**6,324**	**1,018**	**0**	**1,018**	**83.9%**
	Net Expenditure	**(980)**	**(5,306)**	**(6,324)**	**(1,018)**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400	Central Grounds Maintenance							
4000	Staffing Costs	29,619	171,786	381,781	209,995		209,995	45.0%
4013	Training	0	1,857	5,739	3,882		3,882	32.4%
4014	P P E / Health & Safety	616	2,720	6,000	3,280		3,280	45.3%
4025	Vehicle Maintenance	0	2,580	6,550	3,970		3,970	39.4%
4026	Petrol / Diesel	533	3,518	10,064	6,546		6,546	35.0%
4030	Equipment Purchase	2,105	8,233	13,000	4,767		4,767	63.3%
4031	Equipment - Rental	787	5,529	24,397	18,868		18,868	22.7%
4034	Equipment Repairs	429	851	6,000	5,149		5,149	14.2%
4035	Telephone	220	1,358	3,109	1,751		1,751	43.7%
4044	Insurance	5,795	8,647	7,524	(1,123)		(1,123)	114.9%
4107	IT Support & Upgrade	1,251	6,954	11,556	4,602		4,602	60.2%
4114	Refuse Removal	36	320	1,200	880		880	26.7%
6020	Allocation to Cost Centres	(41,391)	(214,352)	(238,458)	(24,106)		(24,106)	89.9%
	Central Grounds Maintenance :- Indirect Expenditure	**(1)**	**(1)**	**238,462**	**238,463**	**0**	**238,463**	**0.0%**
	Net Expenditure	**1**	**1**	**(238,462)**	**(238,463)**			
403	Allotments							
1100	Miscellaneous Income	0	0	400	400			0.0%
	Allotments :- Income	**0**	**0**	**400**	**400**			**0.0%**
4105	Utilities - Heat & Light	64	390	3,000	2,610		2,610	13.0%
4108	Building / Maintenance	0	0	1,489	1,489		1,489	0.0%
6000	Admin Salaries Recharge	59	356	534	178		178	66.7%
6005	Admin Overhead Recharge	39	141	96	(45)		(45)	146.9%
6009	HQ recharges	15	115	96	(19)		(19)	119.8%
6010	Grounds Salaries Recharge	995	5,772	6,414	642		642	90.0%
6015	Grounds Overhead Recharge	396	1,430	1,596	166		166	89.6%
	Allotments :- Indirect Expenditure	**1,568**	**8,204**	**13,225**	**5,021**	**0**	**5,021**	**62.0%**
	Net Income over Expenditure	**(1,568)**	**(8,204)**	**(12,825)**	**(4,621)**			
420	Milton Road Cemetery							
1010	Interments	8,425	44,451	40,000	(4,451)			111.1%
1011	Memorials	570	2,133	5,500	3,367			38.8%
1100	Miscellaneous Income	374	1,755	4,000	2,245			43.9%
	Milton Road Cemetery :- Income	**9,369**	**48,339**	**49,500**	**1,161**			**97.7%**
4034	Equipment Repairs	188	1,705	1,000	(705)		(705)	170.5%
4054	Grave Digging	1,575	7,256	7,500	245		245	96.7%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4055	Memorials	0	3,717	7,000	3,283		3,283	53.1%
4102	NNDR	399	2,385	0	(2,385)		(2,385)	0.0%
4104	Utilities - Water	28	302	727	425		425	41.5%
4105	Utilities - Heat & Light	18	88	212	124		124	41.7%
4109	Alarm system	0	0	326	326		326	0.0%
4110	Cleaning	0	0	2,000	2,000		2,000	0.0%
4114	Refuse Removal	0	125	0	(125)		(125)	0.0%
6000	Admin Salaries Recharge	997	6,050	9,150	3,100		3,100	66.1%
6005	Admin Overhead Recharge	662	2,402	1,620	(782)		(782)	148.3%
6009	HQ recharges	262	1,948	1,620	(328)		(328)	120.2%
6010	Grounds Salaries Recharge	8,308	48,187	53,544	5,357		5,357	90.0%
6015	Grounds Overhead Recharge	3,302	11,940	13,344	1,404		1,404	89.5%
6030	Operational Staffing Recharge	220	1,292	1,386	94		94	93.2%
6035	Operational Overhead Recharge	7	110	156	46		46	70.5%
	Milton Road Cemetery :- Indirect Expenditure	**15,966**	**87,508**	**99,585**	**12,077**	**0**	**12,077**	**87.9%**
	Net Income over Expenditure	**(6,597)**	**(39,169)**	**(50,085)**	**(10,916)**			
451	Youth Activities							
4057	Youth Council Budget	0	0	500	500		500	0.0%
4142	YMCA SLA	0	26,298	76,926	50,628		50,628	34.2%
4219	Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000	Admin Salaries Recharge	394	2,392	3,624	1,232		1,232	66.0%
6005	Admin Overhead Recharge	262	951	648	(303)		(303)	146.8%
6009	HQ recharges	104	769	640	(129)		(129)	120.2%
6030	Operational Staffing Recharge	145	852	910	58		58	93.6%
6035	Operational Overhead Recharge	4	72	108	36		36	66.7%
	Youth Activities :- Indirect Expenditure	**909**	**31,334**	**86,356**	**55,022**	**0**	**55,022**	**36.3%**
	Net Expenditure	**(909)**	**(31,334)**	**(86,356)**	**(55,022)**			
460	Street Furniture							
1112	Dog Bin Emptying	1,227	7,270	14,989	7,719			48.5%
	Street Furniture :- Income	**1,227**	**7,270**	**14,989**	**7,719**			**48.5%**
4105	Utilities - Heat & Light	97	600	2,000	1,400		1,400	30.0%
4115	Dogbin purchase	0	750	780	30		30	96.2%
4116	Dogbin Emptying	0	2,083	20,297	18,214		18,214	10.3%
4119	Notice Boards	0	350	1,500	1,150		1,150	23.3%
4120	Bus Shelter Cleaning / Graffit	0	132	10,000	9,868		9,868	1.3%
4133	Bus Shelter - Repairs	0	132	500	368		368	26.4%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4157	Prince Wales Clock/welcome sig	103	634	550	(84)		(84)	115.3%
6000	Admin Salaries Recharge	669	4,060	6,138	2,078		2,078	66.1%
6005	Admin Overhead Recharge	1,295	4,699	1,086	(3,613)		(3,613)	432.7%
6009	HQ recharges	175	1,306	3,168	1,862		1,862	41.2%
6010	Grounds Salaries Recharge	2,799	16,235	18,036	1,801		1,801	90.0%
6015	Grounds Overhead Recharge	1,112	4,023	4,494	471		471	89.5%
6030	Operational Staffing Recharge	183	1,078	1,158	80		80	93.1%
6035	Operational Overhead Recharge	5	91	132	41		41	68.9%
	Street Furniture :- Indirect Expenditure	**6,438**	**36,173**	**69,839**	**33,666**	**0**	**33,666**	**51.8%**
	Net Income over Expenditure	**(5,211)**	**(28,903)**	**(54,850)**	**(25,947)**			
470	Parks & Play Areas							
4140	Recreation Grounds	0	78,060	80,480	2,420		2,420	97.0%
4300	Parks&Play Area EMRRP Holding	0	0	122,681	122,681		122,681	0.0%
4301	Ashcombe Park Lower	237	776	777	1		1	99.8%
4302	Ashcombe Park Upper	237	367	367	0		0	100.0%
4303	Broadway Play	237	367	367	0		0	100.0%
4304	Broadway Skate Park	237	367	368	1		1	99.7%
4305	Byron Rec	237	367	368	1		1	99.7%
4306	Castle Batch Lower	237	367	367	0		0	100.0%
4307	Canberra Road	237	367	367	0		0	100.0%
4308	Clarence Park	237	(6,291)	(6,290)	1		1	100.0%
4309	Conniston Green	237	367	369	2		2	99.5%
4310	Ellenborough Park East	237	367	369	2		2	99.5%
4311	Grove Park	237	468	470	2		2	99.6%
4312	Hutton Moor Skate Park	237	367	369	2		2	99.5%
4313	Jubilee Park	237	367	368	1		1	99.7%
4314	Locking Castle (Maltlands)	237	1,959	1,961	2		2	99.9%
4315	Lynch Farm	237	367	368	1		1	99.7%
4316	Millennium Green	237	367	368	1		1	99.7%
4317	Uphill Junior Play Area	237	367	367	0		0	100.0%
4318	Uphill Toddler Play Area	237	367	367	0		0	100.0%
4319	Water Adventure Play Park	748	23,596	23,599	3		3	100.0%
4320	Worle Recreation Ground	237	367	367	(0)		(0)	100.0%
4321	Wyvern Close	237	367	367	0		0	100.0%
4322	Ellenborough Park West	237	367	369	2		2	99.5%
4324	Dartmouth Close	237	367	367	(0)		(0)	100.0%
6000	Admin Salaries Recharge	1,420	8,612	13,026	4,414		4,414	66.1%
6005	Admin Overhead Recharge	941	3,417	2,310	(1,107)		(1,107)	147.9%
6009	HQ recharges	373	2,772	2,304	(468)		(468)	120.3%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010	Grounds Salaries Recharge	4,632	26,867	29,856	2,989		2,989	90.0%
6015	Grounds Overhead Recharge	1,841	6,659	7,440	781		781	89.5%
6030	Operational Staffing Recharge	549	3,226	3,462	236		236	93.2%
6035	Operational Overhead Recharge	16	273	390	117		117	70.0%
	Parks & Play Areas :- Indirect Expenditure	**15,742**	**157,000**	**289,085**	**132,085**	**0**	**132,085**	**54.3%**
	Net Expenditure	**(15,742)**	**(157,000)**	**(289,085)**	**(132,085)**			
475	Planned maintenance							
4231	Planned maint holding budget	0	0	90,928	90,928	4,805	86,123	5.3%
4232	Allotments PPM	110	110	110	0		0	100.0%
4233	Blakehay PPM	1,491	6,925	6,925	0		0	100.0%
4234	Museum PPM	1,552	8,915	8,914	(1)		(1)	100.0%
4235	Cemetery PPM	1,150	6,040	6,042	2		2	100.0%
4236	Parks & play areas PPM	220	4,603	4,603	0		0	100.0%
4237	Grove House PPM	251	1,993	1,992	(1)		(1)	100.0%
4238	Grove Lodge PPM	126	1,727	1,727	(0)		(0)	100.0%
4239	Chapel/hut/toilets/shed PPM	169	64	64	0		0	99.9%
4240	Public toilets	0	2,993	2,992	(1)		(1)	100.0%
4242	HQ PPM	5,113	25,756	25,757	1		1	100.0%
4243	Quarry PPM	0	129	129	0		0	99.8%
6000	Admin Salaries Recharge	1,120	6,791	10,272	3,481		3,481	66.1%
6005	Admin Overhead Recharge	743	2,697	1,824	(873)		(873)	147.9%
6009	HQ recharges	294	2,187	1,818	(369)		(369)	120.3%
6030	Operational Staffing Recharge	623	3,659	3,920	261		261	93.3%
6035	Operational Overhead Recharge	19	310	444	134		134	69.8%
	Planned maintenance :- Indirect Expenditure	**12,982**	**74,898**	**168,461**	**93,563**	**4,805**	**88,758**	**47.3%**
	Net Expenditure	**(12,982)**	**(74,898)**	**(168,461)**	**(93,563)**			
481	Tourism Love Weston / Dest Mar							
1040	Digital Advertising	840	7,207	20,000	12,794			36.0%
	Tourism Love Weston / Dest Mar :- Income	**840**	**7,207**	**20,000**	**12,794**			**36.0%**
4000	Staffing Costs	1,230	24,675	59,837	35,162		35,162	41.2%
4030	Equipment Purchase	0	0	100	100		100	0.0%
4035	Telephone	120	705	1,911	1,206		1,206	36.9%
4039	Advertising & Marketing	0	286	9,000	8,714	4,563	4,151	53.9%
4041	Fees, Subs and Conferences	0	8	2,500	2,492		2,492	0.3%
4062	Tourism-Love Weston website	55	14,228	12,500	(1,728)		(1,728)	113.8%
4107	IT Support & Upgrade	142	1,020	2,687	1,667		1,667	37.9%
	Tourism Love Weston / Dest Mar :- Indirect Expenditure	**1,548**	**40,921**	**88,535**	**47,614**	**4,563**	**43,052**	**51.4%**
	Net Income over Expenditure	**(708)**	**(33,714)**	**(68,535)**	**(34,821)**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
482	Tourism VIC costs							
1043	VIC Retail/Shop Income	15	43	2,500	2,457			1.7%
1045	Sale or return	6	17	0	(17)			0.0%
	Tourism VIC costs :- Income	**21**	**60**	**2,500**	**2,440**			**2.4%**
4000	Staffing Costs	6,890	23,022	57,004	33,982		33,982	40.4%
4013	Training	0	356	500	144		144	71.2%
4014	P P E / Health & Safety	0	193	1,000	807		807	19.3%
4030	Equipment Purchase	0	413	1,000	587		587	41.3%
4031	Equipment - Rental	85	292	300	8		8	97.3%
4036	Stationery	0	0	200	200		200	0.0%
4039	Advertising & Marketing	0	461	1,000	539		539	46.1%
4119	Notice Boards	0	15	1,000	985		985	1.5%
4136	Credit Card Chgs	0	47	487	440		440	9.6%
4225	VIC Stock	0	40	1,000	960		960	4.0%
6000	Admin Salaries Recharge	1,257	7,625	11,532	3,907		3,907	66.1%
6005	Admin Overhead Recharge	834	3,027	2,046	(981)		(981)	147.9%
6009	HQ recharges	330	2,455	2,036	(419)		(419)	120.6%
6010	Grounds Salaries Recharge	2,719	15,770	17,526	1,756		1,756	90.0%
6015	Grounds Overhead Recharge	1,081	3,909	4,368	459		459	89.5%
6030	Operational Staffing Recharge	1,537	9,037	9,682	645		645	93.3%
6035	Operational Overhead Recharge	46	763	1,092	329		329	69.9%
	Tourism VIC costs :- Indirect Expenditure	**14,778**	**67,424**	**111,773**	**44,349**	**0**	**44,349**	**60.3%**
	Net Income over Expenditure	**(14,757)**	**(67,364)**	**(109,273)**	**(41,909)**			
484	Waterpark Kiosk and Admissions							
1004	Cafe Sales	1,250	38,163	54,000	15,837			70.7%
1077	Water Park Admissions	128	44,895	45,000	105			99.8%
1198	Kiosk sales	38	1,245	12,500	11,255			10.0%
	Waterpark Kiosk and Admissions :- Income	**1,415**	**84,303**	**111,500**	**27,197**			**75.6%**
4000	Staffing Costs	11,790	51,002	35,959	(15,043)		(15,043)	141.8%
4013	Training	0	483	530	47		47	91.2%
4014	P P E / Health & Safety	0	134	1,500	1,366		1,366	8.9%
4030	Equipment Purchase	0	13,059	14,320	1,261		1,261	91.2%
4031	Equipment - Rental	182	598	1,980	1,382		1,382	30.2%
4035	Telephone	0	0	200	200		200	0.0%
4110	Cleaning	0	59	450	391		391	13.1%
4114	Refuse Removal	0	0	2,000	2,000		2,000	0.0%
4136	Credit Card Chgs	0	169	450	281		281	37.7%
4406	Bar Stock/Sundry Items Kiosk	0	682	1,000	318		318	68.2%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4407	Cafe stock	448	16,228	15,500	(728)	20	(747)	104.8%
4408	Shop stock	0	1,064	5,000	3,936		3,936	21.3%
	Waterpark Kiosk and Admissions :- Indirect Expenditure	**12,420**	**83,479**	**78,889**	**(4,590)**	**20**	**(4,609)**	**105.8%**
	Net Income over Expenditure	**(11,005)**	**824**	**32,611**	**31,787**			
485	PublicToilets							
1080	Toilet income	0	202	0	(202)			0.0%
	PublicToilets :- Income	**0**	**202**	**0**	**(202)**			
4044	Insurance	5,467	6,598	4,524	(2,074)		(2,074)	145.8%
4102	NNDR	(7,213)	(7,213)	0	7,213		7,213	0.0%
4104	Utilities - Water	164	978	1,719	741		741	56.9%
4105	Utilities - Heat & Light	409	1,223	4,039	2,816		2,816	30.3%
4110	Cleaning	8,600	15,834	37,116	21,282		21,282	42.7%
6000	Admin Salaries Recharge	494	2,996	4,530	1,534		1,534	66.1%
6005	Admin Overhead Recharge	327	1,188	804	(384)		(384)	147.8%
6009	HQ recharges	130	964	798	(166)		(166)	120.8%
6010	Grounds Salaries Recharge	270	1,562	1,734	172		172	90.1%
6015	Grounds Overhead Recharge	107	386	432	46		46	89.4%
6030	Operational Staffing Recharge	110	646	690	44		44	93.6%
6035	Operational Overhead Recharge	3	54	78	24		24	69.2%
	PublicToilets :- Indirect Expenditure	**8,869**	**25,216**	**56,464**	**31,248**	**0**	**31,248**	**44.7%**
	Net Income over Expenditure	**(8,869)**	**(25,014)**	**(56,464)**	**(31,450)**			
486	Waterpark other charges							
4102	NNDR	(887)	(887)	0	887		887	0.0%
4104	Utilities - Water	50	8	2,181	2,173		2,173	0.4%
4105	Utilities - Heat & Light	4,116	19,019	12,000	(7,019)		(7,019)	158.5%
4109	Alarm system	0	418	418	0		0	100.0%
4138	Water Play Area Rent	1,021	6,030	13,387	7,357		7,357	45.0%
	Waterpark other charges :- Indirect Expenditure	**4,300**	**24,587**	**27,986**	**3,399**	**0**	**3,399**	**87.9%**
	Net Expenditure	**(4,300)**	**(24,587)**	**(27,986)**	**(3,399)**			
801	Earmarked Reserves							
1113	Misc Income	(173)	0	0	0			0.0%
	Earmarked Reserves :- Income	**(173)**	**0**	**0**	**0**			
8041	Tree planting (Fundraising)	0	(96)	34	130		130	(281.5%)
	Earmarked Reserves :- Direct Expenditure	**0**	**(96)**	**34**	**130**	**0**	**130**	**(281.5%)**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
8000	EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001	EMR Armed forces affiliation	0	0	596	596		596	0.0%
8003	EMR Elections	0	0	15,000	15,000		15,000	0.0%
8004	EMR Blakehay Live Shows	0	2,625	5,075	2,450		2,450	51.7%
8008	EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009	EMR Buy a block phase 2	(63)	(83)	1,652	1,735		1,735	(5.0%)
8011	EMR Blakehay Vols Fundraising	0	(140)	103	243		243	(135.5%)
8014	EMR Mus phase 2/HLF	0	317	1,628	1,311		1,311	19.5%
8018	CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019	EMR Old Mill Way	0	0	20,193	20,193		20,193	0.0%
8023	Cil Monies Received	7,236	44,782	200,635	155,853		155,853	22.3%
8024	Environmental Climate Change	0	874	7,660	6,786		6,786	11.4%
8025	Blakehay CRF Grant Award	0	698	700	3		3	99.6%
8026	Com Res - Food Proj / Climate	263	2,658	18,525	15,867		15,867	14.3%
8027	Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8032	HQ Purchase & Repairs	0	0	9,199	9,199		9,199	0.0%
8035	MUS - Understanding Hert Grant	0	0	2,304	2,304		2,304	0.0%
8036	Com Res - Wellbeing	6,510	6,520	489	(6,031)		(6,031)	1333.4%
8040	Wellbeing staff grant	2,555	14,553	18,255	3,702		3,702	79.7%
	Earmarked Reserves :- Indirect Expenditure	**16,502**	**72,804**	**322,755**	**249,951**	**0**	**249,951**	**22.6%**
	Net Income over Expenditure	**(16,675)**	**(72,708)**	**(322,789)**	**(250,081)**			
901	Capital Works Reserves							
9002	HQ Refurbishment Wokrs	230	176,061	0	(176,061)		(176,061)	0.0%
9003	Old Town Quarry Works	1,834	11,392	0	(11,392)		(11,392)	0.0%
	Capital Works Reserves :- Direct Expenditure	**2,064**	**187,453**	**0**	**(187,453)**	**0**	**(187,453)**	
	Net Expenditure	**(2,064)**	**(187,453)**	**0**	**187,453**			
	Grand Totals:- Income	**1,595,876**	**3,405,886**	**492,603**	**(2,913,283)**			**691.4%**
	Expenditure	**310,335**	**1,767,093**	**3,954,232**	**2,187,139**	**52,635**	**2,134,504**	**46.0%**
	Net Income over Expenditure	**1,285,541**	**1,638,793**	**(3,461,629)**	**(5,100,422)**			
	Movement to/(from) Gen Reserve	**1,285,541**	**1,638,793**					

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	**Central Administration**							
4000	Staffing Costs	31,450	185,794	466,903	281,109		281,109	39.8%
4006	Moorepay/IT payroll HR softwar	1,228	4,122	4,000	(122)		(122)	103.0%
4007	Personnel Consultants	122	4,225	4,657	432		432	90.7%
4008	CRB Checks/staff services	30	874	1,000	126		126	87.4%
4009	Health & Safety Consultant	0	3,340	4,657	1,317		1,317	71.7%
4012	Travel & Subsistence Expenses	0	223	250	27		27	89.4%
4013	Training	519	1,711	8,550	6,839		6,839	20.0%
4019	Website Costs-TC	0	339	400	61		61	84.8%
4030	Equipment Purchase	59	211	500	289	239	50	90.0%
4031	Equipment - Rental	461	4,698	8,100	3,403		3,403	58.0%
4035	Telephone	504	4,132	6,503	2,371		2,371	63.5%
4036	Stationery	366	1,768	1,750	(18)		(18)	101.1%
4040	Audit & Accountancy	0	6,618	5,500	(1,118)		(1,118)	120.3%
4041	Fees, Subs and Conferences	392	4,000	3,470	(530)		(530)	115.3%
4042	Postages	209	1,137	1,500	363		363	75.8%
4043	Ink Cartridges/printing	0	1,658	2,000	342		342	82.9%
4044	Insurance	0	11,917	9,000	(2,917)		(2,917)	132.4%
4049	Legal fees	5,487	6,209	2,000	(4,209)		(4,209)	310.4%
4107	IT Support & Upgrade	1,133	12,940	16,973	4,033	1,346	2,687	84.2%
4136	Credit Card Chgs	19	65	487	422		422	13.4%
4151	Catering	205	1,806	1,500	(306)		(306)	120.4%
6020	Allocation to Cost Centres	(42,184)	(257,789)	(320,663)	(62,874)		(62,874)	80.4%
	Central Administration :- Indirect Expenditure	(1)	(1)	229,037	229,038	1,585	227,452	0.7%
	Net Expenditure	1	1	(229,037)	(229,038)			
103	**Grove House**							
4102	NNDR	714	4,029	1,408	(2,621)		(2,621)	286.2%
4104	Utilities - Water	26	162	166	4		4	97.8%
4105	Utilities - Heat & Light	315	2,820	461	(2,359)		(2,359)	611.7%
4109	Alarm system	49	296	155	(141)		(141)	190.8%
4110	Cleaning	0	1,139	966	(173)		(173)	118.0%
4111	Window Cleaning	0	12	18	6		6	66.7%
4114	Refuse Removal	0	243	740	497		497	32.9%
	Grove House :- Indirect Expenditure	1,104	8,702	3,914	(4,788)	0	(4,788)	222.3%
	Net Expenditure	(1,104)	(8,702)	(3,914)	4,788			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104	Grove Lodge							
4102	NNDR	0	1,422	0	(1,422)		(1,422)	0.0%
4104	Utilities - Water	23	141	0	(141)		(141)	0.0%
4105	Utilities - Heat & Light	(367)	808	0	(808)		(808)	0.0%
4109	Alarm system	0	488	0	(488)		(488)	0.0%
4110	Cleaning	0	1,118	0	(1,118)		(1,118)	0.0%
4132	Rent	417	3,014	0	(3,014)		(3,014)	0.0%
4136	Credit Card Chgs	0	0	487	487		487	0.0%
	Grove Lodge :- Indirect Expenditure	73	6,991	487	(6,504)	0	(6,504)	1435.6%
	Net Expenditure	(73)	(6,991)	(487)	6,504			
105	Community Services							
4158	Weston in Bloom	36	1,318	8,000	6,682		6,682	16.5%
4200	Small grants to Voluntary Orgs	2,000	5,950	12,500	6,550		6,550	47.6%
4204	VANS	0	0	3,000	3,000		3,000	0.0%
4208	Christmas Lights - SLA	2,680	2,680	40,000	37,320	40,000	(2,680)	106.7%
4210	Weston Town Centre Co SLA	0	5,000	19,999	14,999		14,999	25.0%
4212	CCTV (NSC)	0	23,925	95,700	71,775		71,775	25.0%
4218	Flower Beds	0	315	3,000	2,685		2,685	10.5%
4221	Citizens Advice Bureau	0	12,500	50,000	37,500		37,500	25.0%
4223	Community Events	0	700	3,000	2,300		2,300	23.3%
4228	Blue Plaques	0	0	1,000	1,000		1,000	0.0%
4229	Armed Forces Celebrations	0	11,867	9,500	(2,367)		(2,367)	124.9%
4250	Community Events Grants	2,950	31,950	60,000	28,050		28,050	53.3%
4252	Crime & Disorder	0	22,273	51,550	29,277		29,277	43.2%
4864	Homeless Support Fund	0	25,000	50,000	25,000		25,000	50.0%
6000	Admin Salaries Recharge	1,742	10,293	15,092	4,799		4,799	68.2%
6005	Admin Overhead Recharge	595	3,989	2,674	(1,315)		(1,315)	149.2%
6009	HQ recharges	312	3,065	2,667	(398)		(398)	114.9%
6010	Grounds Salaries Recharge	6,683	48,684	54,453	5,769		5,769	89.4%
6015	Grounds Overhead Recharge	1,287	11,694	13,566	1,872		1,872	86.2%
6030	Operational Staffing Recharge	551	3,778	4,039	261		261	93.5%
6035	Operational Overhead Recharge	47	320	455	135		135	70.3%
	Community Services :- Indirect Expenditure	18,883	225,301	500,195	274,894	40,000	234,894	53.0%
	Net Expenditure	(18,883)	(225,301)	(500,195)	(274,894)			
107	Civic Support							
4000	Staffing Costs	2,745	20,014	27,067	7,053		7,053	73.9%
4044	Insurance	149	7,494	6,500	(994)		(994)	115.3%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050	Printing	0	947	1,200	253		253	78.9%
4150	Chauffeur/travel costs	589	2,545	5,300	2,755		2,755	48.0%
4151	Catering	455	5,852	10,500	4,648		4,648	55.7%
4152	Civic Miscellaneous	257	219	3,994	3,775		3,775	5.5%
4153	Chair's Allowance	0	1,965	4,635	2,670		2,670	42.4%
4154	CIvic Regalia	0	359	2,700	2,341		2,341	13.3%
6000	Admin Salaries Recharge	3,969	23,445	34,370	10,925		10,925	68.2%
6005	Admin Overhead Recharge	1,355	9,086	6,097	(2,989)		(2,989)	149.0%
6009	HQ recharges	711	6,982	6,076	(906)		(906)	114.9%
6010	Grounds Salaries Recharge	224	1,633	1,827	194		194	89.4%
6015	Grounds Overhead Recharge	43	393	455	62		62	86.4%
6030	Operational Staffing Recharge	735	5,040	5,383	343		343	93.6%
6035	Operational Overhead Recharge	62	426	609	183		183	70.0%
	Civic Support :- Indirect Expenditure	11,294	86,400	116,713	30,313	0	30,313	74.0%
	Net Expenditure	(11,294)	(86,400)	(116,713)	(30,313)			
108	Democratic Representation							
4012	Travel & Subsistence Expenses	25	43	0	(43)		(43)	0.0%
4013	Training	130	120	1,945	1,825		1,825	6.2%
4018	Election Costs	0	0	15,000	15,000		15,000	0.0%
4024	Internal Meeting Provision	0	2,498	1,000	(1,498)		(1,498)	249.8%
4107	IT Support & Upgrade	181	1,588	2,090	502		502	76.0%
6000	Admin Salaries Recharge	7,016	41,449	60,767	19,318		19,318	68.2%
6005	Admin Overhead Recharge	2,395	16,061	10,773	(5,288)		(5,288)	149.1%
6009	HQ recharges	1,256	12,343	10,745	(1,598)		(1,598)	114.9%
6010	Grounds Salaries Recharge	424	3,086	3,451	365		365	89.4%
6015	Grounds Overhead Recharge	82	742	861	119		119	86.2%
6030	Operational Staffing Recharge	735	5,040	5,383	343		343	93.6%
6035	Operational Overhead Recharge	62	426	609	183		183	70.0%
	Democratic Representation :- Indirect Expenditure	12,307	83,395	112,624	29,229	0	29,229	74.0%
	Net Expenditure	(12,307)	(83,395)	(112,624)	(29,229)			
110	Other Costs & Income							
1176	Precept	0	3,135,840	0	(3,135,840			0.0%
1190	Bank Interest	497	3,325	20,000	16,675			16.6%
1191	CIL Received	1,744	3,593	0	(3,593)			0.0%
	Other Costs & Income :- Income	2,241	3,142,759	20,000	(3,122,759			15713.8
4051	Bank Charges	290	2,296	4,000	1,704		1,704	57.4%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4060	PWLB Interest repaid-Blakehay	1,590	3,339	3,339	0		0	100.0%
4061	PWLB Capital repaid-Blakehay	6,000	12,000	12,000	0		0	100.0%
4068	PWLB Interest repaid-Water Pk	3,878	7,898	7,898	(0)		(0)	100.0%
4069	PWLB Capital repaid-Water Pk	6,302	12,461	12,461	0		0	100.0%
4080	PWLB Capital HQ Loan	0	5,000	10,000	5,000		5,000	50.0%
4081	PWLB Interest HQ Loan	0	4,228	8,344	4,117		4,117	50.7%
	Other Costs & Income :- Indirect Expenditure	18,060	47,221	58,042	10,821	0	10,821	81.4%
	Net Income over Expenditure	(15,819)	3,095,537	(38,042)	(3,133,579			
111	**Strategic Planning/Projects**							
4049	Legal fees	1,023	17,298	10,000	(7,298)		(7,298)	173.0%
4213	Development budget	0	359	1,000	641		641	35.9%
6000	Admin Salaries Recharge	2,412	14,251	20,888	6,637		6,637	68.2%
6005	Admin Overhead Recharge	282	1,893	3,703	1,810		1,810	51.1%
6009	HQ recharges	432	4,246	1,267	(2,979)		(2,979)	335.1%
6030	Operational Staffing Recharge	661	4,534	4,840	306		306	93.7%
6035	Operational Overhead Recharge	56	382	546	164		164	70.0%
	Strategic Planning/Projects :- Indirect Expenditure	4,866	42,963	42,244	(719)	0	(719)	101.7%
	Net Expenditure	(4,866)	(42,963)	(42,244)	719			
112	**Environmental**							
4076	Environmental / Climate	0	960	45,000	44,040		44,040	2.1%
6000	Admin Salaries Recharge	2,805	16,573	24,297	7,724		7,724	68.2%
6005	Admin Overhead Recharge	957	6,421	4,305	(2,116)		(2,116)	149.2%
6009	HQ recharges	502	4,935	4,298	(637)		(637)	114.8%
6030	Operational Staffing Recharge	367	2,517	2,688	171		171	93.6%
6035	Operational Overhead Recharge	31	213	301	88		88	70.8%
	Environmental :- Indirect Expenditure	4,662	31,619	80,889	49,270	0	49,270	39.1%
	Net Expenditure	(4,662)	(31,619)	(80,889)	(49,270)			
113	**Operational Services**							
4000	Staffing Costs	11,023	75,566	138,360	62,794		62,794	54.6%
4013	Training	369	3,689	6,148	2,459		2,459	60.0%
4014	P P E / Health & Safety	134	152	500	348	1	347	30.6%
4035	Telephone	40	279	403	124		124	69.2%
4107	IT Support & Upgrade	319	2,194	4,206	2,012		2,012	52.2%
4151	Catering	75	75	0	(75)		(75)	0.0%
6020	Allocation to Cost Centres	(11,959)	(81,954)	(89,824)	(7,870)		(7,870)	91.2%
	Operational Services :- Indirect Expenditure	0	1	59,793	59,792	1	59,791	0.0%
	Net Expenditure	(0)	(1)	(59,793)	(59,792)			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
114	Old Town Quarry							
4014	P P E / Health & Safety	0	0	516	516		516	0.0%
4030	Equipment Purchase	0	12	1,031	1,019		1,019	1.2%
4044	Insurance	8,981	8,981	0	(8,981)		(8,981)	0.0%
4102	NNDR	0	0	3,150	3,150		3,150	0.0%
4104	Utilities - Water	0	0	1,050	1,050		1,050	0.0%
4105	Utilities - Heat & Light	0	0	7,875	7,875		7,875	0.0%
4109	Alarm system	0	0	1,031	1,031		1,031	0.0%
4110	Cleaning	0	0	1,031	1,031		1,031	0.0%
4114	Refuse Removal	0	0	516	516		516	0.0%
6000	Admin Salaries Recharge	583	3,438	5,040	1,602		1,602	68.2%
6005	Admin Overhead Recharge	199	1,331	896	(435)		(435)	148.5%
6009	HQ recharges	104	1,025	889	(136)		(136)	115.3%
6010	Grounds Salaries Recharge	930	6,770	7,574	804		804	89.4%
6015	Grounds Overhead Recharge	180	1,626	1,890	264		264	86.0%
6030	Operational Staffing Recharge	184	1,260	1,351	91		91	93.3%
6035	Operational Overhead Recharge	16	107	154	47		47	69.5%
	Old Town Quarry :- Indirect Expenditure	11,177	24,550	33,994	9,444	0	9,444	72.2%
	Net Expenditure	(11,177)	(24,550)	(33,994)	(9,444)			
115	HQ							
1100	Miscellaneous Income	0	0	10,000	10,000			0.0%
	HQ :- Income	0	0	10,000	10,000			0.0%
4014	P P E / Health & Safety	0	130	10,000	9,870		9,870	1.3%
4030	Equipment Purchase	553	23,812	15,000	(8,812)	291	(9,103)	160.7%
4044	Insurance	0	(519)	6,000	6,519		6,519	(8.6%)
4102	NNDR	2,660	8,133	15,594	7,461		7,461	52.2%
4104	Utilities - Water	36	323	1,000	677		677	32.3%
4105	Utilities - Heat & Light	1,157	8,171	7,500	(671)		(671)	108.9%
4109	Alarm system	7	40	1,320	1,280		1,280	3.0%
4110	Cleaning	976	4,279	15,746	11,467		11,467	27.2%
4111	Window Cleaning	45	163	500	337		337	32.6%
4114	Refuse Removal	73	597	2,500	1,903		1,903	23.9%
4136	Credit Card Chgs	0	0	487	487		487	0.0%
4171	Parking	0	9,450	10,950	1,500		1,500	86.3%
4172	Garage rental	125	750	1,550	800	1,500	(700)	145.2%
6020	Allocation to Cost Centres	(5,632)	(55,330)	(48,160)	7,170		7,170	114.9%
	HQ :- Indirect Expenditure	(0)	(0)	39,987	39,987	1,791	38,196	4.5%
	Net Income over Expenditure	0	0	(29,987)	(29,987)			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
116	Volunteer costs							
4012	Travel & Subsistence Expenses	55	55	500	445		445	10.9%
4013	Training	495	542	900	358		358	60.2%
4014	P P E / Health & Safety	0	79	200	121		121	39.3%
4030	Equipment Purchase	55	500	700	200		200	71.4%
4039	Advertising & Marketing	0	0	200	200		200	0.0%
4041	Fees, Subs and Conferences	37	(82)	620	702		702	(13.2%)
4151	Catering	0	104	500	396		396	20.8%
4253	Volunteer Events	0	330	750	420		420	44.0%
	Volunteer costs :- Indirect Expenditure	642	1,527	4,370	2,843	0	2,843	34.9%
	Net Expenditure	(642)	(1,527)	(4,370)	(2,843)			
120	Blakehay Central Costs							
1105	Blakehay Box office income	31	624	4,124	3,500			15.1%
	Blakehay Central Costs :- Income	31	624	4,124	3,500			15.1%
4000	Staffing Costs	4,578	37,904	72,160	34,256		34,256	52.5%
4013	Training	45	435	1,050	615		615	41.4%
4014	P P E / Health & Safety	0	107	500	393		393	21.3%
4019	Website Costs-TC	0	303	250	(53)		(53)	121.3%
4030	Equipment Purchase	5	12,094	5,000	(7,094)		(7,094)	241.9%
4031	Equipment - Rental	(854)	807	416	(391)		(391)	194.1%
4034	Equipment Repairs	950	1,453	2,000	547	242	305	84.7%
4035	Telephone	162	1,101	1,730	629		629	63.6%
4036	Stationery	0	154	250	96		96	61.6%
4043	Ink Cartridges/printing	77	244	250	6		6	97.6%
4044	Insurance	0	14,317	7,900	(6,417)		(6,417)	181.2%
4102	NNDR	418	2,304	3,226	922		922	71.4%
4104	Utilities - Water	57	389	624	235		235	62.3%
4105	Utilities - Heat & Light	1,126	9,288	22,068	12,780		12,780	42.1%
4107	IT Support & Upgrade	285	2,680	2,916	236		236	91.9%
4109	Alarm system	0	0	756	756	245	511	32.4%
4110	Cleaning	1,814	12,296	19,486	7,190		7,190	63.1%
4111	Window Cleaning	75	225	150	(75)		(75)	150.0%
4114	Refuse Removal	91	389	2,700	2,311		2,311	14.4%
4131	Licenses	0	180	1,200	1,020		1,020	15.0%
4136	Credit Card Chgs	247	313	487	174		174	64.2%
6000	Admin Salaries Recharge	2,396	14,156	20,755	6,599		6,599	68.2%
6005	Admin Overhead Recharge	818	5,487	3,682	(1,805)		(1,805)	149.0%
6009	HQ recharges	429	4,215	3,668	(547)		(547)	114.9%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010	Grounds Salaries Recharge	448	3,266	3,654	388		388	89.4%
6015	Grounds Overhead Recharge	86	784	910	126		126	86.2%
6030	Operational Staffing Recharge	2,205	15,113	16,142	1,029		1,029	93.6%
6035	Operational Overhead Recharge	187	1,278	1,820	542		542	70.2%
	Blakehay Central Costs :- Indirect Expenditure	15,644	141,281	195,750	54,469	487	53,983	72.4%
	Net Income over Expenditure	(15,613)	(140,657)	(191,626)	(50,969)			
121	Blakehay -Auditorium							
1090	Bookings	3,392	14,954	35,000	20,046			42.7%
	Blakehay -Auditorium :- Income	3,392	14,954	35,000	20,046			42.7%
4000	Staffing Costs	3,906	27,447	38,343	10,896		10,896	71.6%
4039	Advertising & Marketing	638	1,193	2,500	1,307	234	1,073	57.1%
4224	Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
	Blakehay -Auditorium :- Indirect Expenditure	4,544	28,640	41,843	13,203	234	12,969	69.0%
	Net Income over Expenditure	(1,152)	(13,686)	(6,843)	6,843			
122	Blakehay - Upper Studio							
1014	BH evening classes income	0	0	600	600			0.0%
1090	Bookings	578	4,601	8,000	3,400			57.5%
	Blakehay - Upper Studio :- Income	578	4,601	8,600	4,000			53.5%
4141	BH evening classes expenditure	0	0	300	300		300	0.0%
	Blakehay - Upper Studio :- Indirect Expenditure	0	0	300	300	0	300	0.0%
	Net Income over Expenditure	578	4,601	8,300	3,700			
123	Blakehay Bar							
1015	Internal Bookings (Council)	0	2,273	1,000	(1,273)			227.3%
1193	Blakehay Bar Events Hire	0	0	500	500			0.0%
1194	Bar Income	2,987	11,004	20,000	8,996			55.0%
	Blakehay Bar :- Income	2,987	13,277	21,500	8,223			61.8%
4000	Staffing Costs	1,097	8,562	12,433	3,871		3,871	68.9%
4031	Equipment - Rental	42	727	650	(77)		(77)	111.9%
4136	Credit Card Chgs	(28)	0	0	0		0	0.0%
4405	Blakehay Bar Expenditure	1,646	5,333	7,000	1,667	334	1,333	81.0%
	Blakehay Bar :- Indirect Expenditure	2,758	14,623	20,083	5,460	334	5,126	74.5%
	Net Income over Expenditure	230	(1,346)	1,417	2,763			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
125	Blakehay -Live Shows							
1106	Blakehay events income	5,371	16,328	30,000	13,672			54.4%
	Blakehay -Live Shows :- Income	5,371	16,328	30,000	13,672			54.4%
4000	Staffing Costs	0	0	12,433	12,433		12,433	0.0%
4016	Show costs	0	2,818	24,000	21,182	1,185	19,997	16.7%
4039	Advertising & Marketing	0	81	2,500	2,419		2,419	3.2%
	Blakehay -Live Shows :- Indirect Expenditure	0	2,899	38,933	36,034	1,185	34,849	10.5%
	Net Income over Expenditure	5,371	13,429	(8,933)	(22,362)			
140	Museum Central Costs							
1034	Grant funding	80	(2)	0	2			0.0%
1100	Miscellaneous Income	335	3,425	5,500	2,075			62.3%
	Museum Central Costs :- Income	415	3,423	5,500	2,077			62.2%
4000	Staffing Costs	10,036	70,982	133,629	62,647		62,647	53.1%
4012	Travel & Subsistence Expenses	0	27	100	73		73	27.0%
4013	Training	420	936	2,854	1,918		1,918	32.8%
4014	P P E / Health & Safety	0	73	1,000	927		927	7.3%
4019	Website Costs-TC	0	243	175	(68)		(68)	139.0%
4030	Equipment Purchase	14	224	1,000	776		776	22.4%
4031	Equipment - Rental	(616)	1,112	416	(696)		(696)	267.2%
4034	Equipment Repairs	0	130	500	370		370	26.0%
4035	Telephone	306	2,125	3,407	1,282		1,282	62.4%
4036	Stationery	21	262	500	238		238	52.4%
4039	Advertising & Marketing	248	1,587	3,000	1,413	395	1,018	66.1%
4041	Fees, Subs and Conferences	0	157	250	93		93	62.8%
4044	Insurance	0	14,116	9,500	(4,616)		(4,616)	148.6%
4102	NNDR	0	1	0	(1)		(1)	0.0%
4104	Utilities - Water	106	260	348	88		88	74.8%
4105	Utilities - Heat & Light	1,647	7,547	13,520	5,973		5,973	55.8%
4107	IT Support & Upgrade	585	5,305	8,394	3,089		3,089	63.2%
4109	Alarm system	(350)	814	1,113	299		299	73.1%
4110	Cleaning	0	8,290	17,260	8,970		8,970	48.0%
4111	Window Cleaning	50	450	500	50		50	90.0%
4114	Refuse Removal	(42)	1,738	3,332	1,594		1,594	52.2%
4131	Licenses	25	708	1,150	442		442	61.5%
4136	Credit Card Chgs	388	444	0	(444)		(444)	0.0%
4214	Somerset County Council - SLA	0	0	85,537	85,537		85,537	0.0%
4219	Youth Grants	385	0	0	0		0	0.0%
6000	Admin Salaries Recharge	1,975	11,668	17,101	5,433		5,433	68.2%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005	Admin Overhead Recharge	674	4,522	3,031	(1,491)		(1,491)	149.2%
6009	HQ recharges	354	3,476	3,024	(452)		(452)	114.9%
6010	Grounds Salaries Recharge	424	3,086	3,451	365		365	89.4%
6015	Grounds Overhead Recharge	82	741	861	120		120	86.1%
6030	Operational Staffing Recharge	2,205	15,112	16,142	1,030		1,030	93.6%
6035	Operational Overhead Recharge	187	1,277	1,820	543		543	70.2%
	Museum Central Costs :- Indirect Expenditure	19,125	157,411	332,915	175,504	395	175,109	47.4%
	Net Income over Expenditure	(18,710)	(153,988)	(327,415)	(173,427)			
141	Museum Learning and Events							
1006	Learning Income	704	5,362	9,500	4,138			56.4%
1008	Museum handling box hire	270	585	1,840	1,255			31.8%
1103	Other event misc income	0	175	450	275			38.9%
	Museum Learning and Events :- Income	974	6,122	11,790	5,668			51.9%
4000	Staffing Costs	2,763	19,342	39,346	20,004		20,004	49.2%
4012	Travel & Subsistence Expenses	0	0	150	150		150	0.0%
4020	Learning/Event education equip	20	455	1,000	545		545	45.5%
4030	Equipment Purchase	0	850	2,500	1,650		1,650	34.0%
	Museum Learning and Events :- Indirect Expenditure	2,783	20,647	42,996	22,349	0	22,349	48.0%
	Net Income over Expenditure	(1,809)	(14,525)	(31,206)	(16,681)			
142	Museum Cafe							
1004	Cafe Sales	8,146	47,362	76,000	28,638			62.3%
1194	Bar Income	113	2,537	10,000	7,463			25.4%
1197	Function food income	992	10,958	15,000	4,042			73.1%
	Museum Cafe :- Income	9,252	60,856	101,000	40,144			60.3%
4000	Staffing Costs	(808)	31,663	53,601	21,938		21,938	59.1%
4014	P P E / Health & Safety	0	72	1,500	1,428		1,428	4.8%
4030	Equipment Purchase	402	2,688	4,645	1,957	137	1,819	60.8%
4031	Equipment - Rental	52	1,203	1,980	777		777	60.7%
4110	Cleaning	89	261	1,250	989		989	20.9%
4114	Refuse Removal	137	137	1,000	863		863	13.7%
4136	Credit Card Chgs	219	247	0	(247)		(247)	0.0%
4406	Bar Stock/Sundry Items Kiosk	154	1,496	5,000	3,504	467	3,038	39.2%
4407	Cafe stock	1,881	13,867	24,000	10,133	2,432	7,701	67.9%
4511	Function food costs	22	2,462	5,500	3,038	98	2,940	46.5%
	Museum Cafe :- Indirect Expenditure	2,149	54,097	98,476	44,379	3,134	41,245	58.1%
	Net Income over Expenditure	7,103	6,760	2,524	(4,236)			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
143	Museum shop/retail							
1005	Museum Shop Sales	1,079	6,306	15,000	8,694			42.0%
1009	Museum sale or return comm	1,107	2,863	2,000	(863)			143.2%
	Museum shop/retail :- Income	2,186	9,169	17,000	7,831			53.9%
4421	Sale or Return Exp (1009)	1,212	1,824	0	(1,824)	59	(1,883)	0.0%
	Museum shop/retail :- Direct Expenditure	1,212	1,824	0	(1,824)	59	(1,883)	
4030	Equipment Purchase	75	1,922	2,715	793		793	70.8%
4031	Equipment - Rental	78	375	156	(219)		(219)	240.1%
4136	Credit Card Chgs	0	57	487	431		431	11.6%
4408	Shop stock	218	4,310	9,000	4,690		4,690	47.9%
	Museum shop/retail :- Indirect Expenditure	370	6,664	12,358	5,694	0	5,694	53.9%
	Net Income over Expenditure	605	681	4,642	3,961			
145	Museum Function							
1019	Internal Bookings (Council)	0	0	200	200			0.0%
1103	Other event misc income	1,295	7,156	6,000	(1,156)			119.3%
1104	Function Income	1,112	9,073	23,000	13,927			39.4%
	Museum Function :- Income	2,407	16,228	29,200	12,972			55.6%
4000	Staffing Costs	7,531	10,465	19,187	8,722		8,722	54.5%
4030	Equipment Purchase	111	1,269	6,000	4,731		4,731	21.2%
4420	Function Expenditure (1104)	860	6,547	0	(6,547)	533	(7,080)	0.0%
	Museum Function :- Indirect Expenditure	8,501	18,281	25,187	6,906	533	6,373	74.7%
	Net Income over Expenditure	(6,094)	(2,053)	4,013	6,066			
199	Capital Projects							
4103	Capital project	0	0	200,000	200,000		200,000	0.0%
	Capital Projects :- Indirect Expenditure	0	0	200,000	200,000	0	200,000	0.0%
	Net Expenditure	0	0	(200,000)	(200,000)			
300	Planning							
6000	Admin Salaries Recharge	630	3,717	5,446	1,729		1,729	68.3%
6005	Admin Overhead Recharge	215	1,439	966	(473)		(473)	149.0%
6009	HQ recharges	113	1,108	966	(142)		(142)	114.7%
	Planning :- Indirect Expenditure	958	6,264	7,378	1,114	0	1,114	84.9%
	Net Expenditure	(958)	(6,264)	(7,378)	(1,114)			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400	Central Grounds Maintenance							
4000	Staffing Costs	27,334	199,119	381,781	182,662		182,662	52.2%
4013	Training	754	2,611	5,739	3,128		3,128	45.5%
4014	P P E / Health & Safety	441	3,161	6,000	2,839		2,839	52.7%
4025	Vehicle Maintenance	150	2,730	6,550	3,820		3,820	41.7%
4026	Petrol / Diesel	448	3,966	10,064	6,098		6,098	39.4%
4030	Equipment Purchase	281	8,514	13,000	4,486		4,486	65.5%
4031	Equipment - Rental	787	6,316	24,397	18,081		18,081	25.9%
4034	Equipment Repairs	292	1,142	6,000	4,858		4,858	19.0%
4035	Telephone	220	1,578	3,109	1,531		1,531	50.8%
4044	Insurance	328	8,975	7,524	(1,451)		(1,451)	119.3%
4107	IT Support & Upgrade	1,316	8,270	11,556	3,286		3,286	71.6%
4114	Refuse Removal	246	566	1,200	634	329	305	74.6%
6020	Allocation to Cost Centres	(32,598)	(246,950)	(278,201)	(31,251)		(31,251)	88.8%
	Central Grounds Maintenance :- Indirect Expenditure	0	(1)	198,719	198,720	329	198,391	0.2%
	Net Expenditure	(0)	1	(198,719)	(198,720)			
403	Allotments							
1100	Miscellaneous Income	0	0	400	400			0.0%
	Allotments :- Income	0	0	400	400			0.0%
4105	Utilities - Heat & Light	62	452	3,000	2,548		2,548	15.1%
4108	Building / Maintenance	0	0	1,489	1,489		1,489	0.0%
6000	Admin Salaries Recharge	72	428	623	195		195	68.7%
6005	Admin Overhead Recharge	25	166	112	(54)		(54)	148.2%
6009	HQ recharges	13	128	112	(16)		(16)	114.3%
6010	Grounds Salaries Recharge	918	6,690	7,483	793		793	89.4%
6015	Grounds Overhead Recharge	177	1,607	1,862	255		255	86.3%
	Allotments :- Indirect Expenditure	1,267	9,471	14,681	5,210	0	5,210	64.5%
	Net Income over Expenditure	(1,267)	(9,471)	(14,281)	(4,810)			
420	Milton Road Cemetery							
1010	Interments	2,180	46,631	40,000	(6,631)			116.6%
1011	Memorials	0	2,133	5,500	3,367			38.8%
1100	Miscellaneous Income	270	2,025	4,000	1,975			50.6%
	Milton Road Cemetery :- Income	2,450	50,789	49,500	(1,289)			102.6%
4034	Equipment Repairs	177	1,882	1,000	(882)		(882)	188.2%
4054	Grave Digging	525	7,781	7,500	(281)		(281)	103.7%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4055	Memorials	838	4,555	7,000	2,445		2,445	65.1%
4102	NNDR	399	2,784	0	(2,784)		(2,784)	0.0%
4104	Utilities - Water	69	371	727	356		356	51.1%
4105	Utilities - Heat & Light	35	124	212	88		88	58.3%
4109	Alarm system	0	0	326	326		326	0.0%
4110	Cleaning	0	0	2,000	2,000		2,000	0.0%
4114	Refuse Removal	0	125	0	(125)		(125)	0.0%
6000	Admin Salaries Recharge	1,233	7,283	10,675	3,392		3,392	68.2%
6005	Admin Overhead Recharge	421	2,823	1,890	(933)		(933)	149.4%
6009	HQ recharges	221	2,169	1,890	(279)		(279)	114.8%
6010	Grounds Salaries Recharge	7,667	55,854	62,468	6,614		6,614	89.4%
6015	Grounds Overhead Recharge	1,476	13,416	15,568	2,152		2,152	86.2%
6030	Operational Staffing Recharge	220	1,512	1,617	105		105	93.5%
6035	Operational Overhead Recharge	19	129	182	53		53	70.9%
	Milton Road Cemetery :- Indirect Expenditure	13,300	100,808	113,055	12,247	0	12,247	89.2%
	Net Income over Expenditure	(10,850)	(50,019)	(63,555)	(13,536)			
451	Youth Activities							
4057	Youth Council Budget	0	0	500	500		500	0.0%
4142	YMCA SLA	0	26,298	76,926	50,628		50,628	34.2%
4219	Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000	Admin Salaries Recharge	487	2,879	4,228	1,349		1,349	68.1%
6005	Admin Overhead Recharge	166	1,117	756	(361)		(361)	147.8%
6009	HQ recharges	87	856	746	(110)		(110)	114.7%
6030	Operational Staffing Recharge	146	998	1,061	63		63	94.1%
6035	Operational Overhead Recharge	12	84	126	42		42	66.7%
	Youth Activities :- Indirect Expenditure	898	32,232	87,343	55,111	0	55,111	36.9%
	Net Expenditure	(898)	(32,232)	(87,343)	(55,111)			
460	Street Furniture							
1112	Dog Bin Emptying	1,227	8,497	14,989	6,492			56.7%
	Street Furniture :- Income	1,227	8,497	14,989	6,492			56.7%
4105	Utilities - Heat & Light	104	704	2,000	1,296		1,296	35.2%
4115	Dogbin purchase	0	750	780	30		30	96.2%
4116	Dogbin Emptying	6,280	8,363	20,297	11,934		11,934	41.2%
4119	Notice Boards	0	350	1,500	1,150		1,150	23.3%
4120	Street Cleaning Grant	517	649	10,000	9,351		9,351	6.5%
4133	Bus Shelter - Repairs	132	264	500	236		236	52.8%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4157	Prince Wales Clock/welcome sig	99	733	550	(183)		(183)	133.4%
6000	Admin Salaries Recharge	827	4,887	7,161	2,274		2,274	68.2%
6005	Admin Overhead Recharge	823	5,522	1,267	(4,255)		(4,255)	435.8%
6009	HQ recharges	148	1,454	3,696	2,242		2,242	39.3%
6010	Grounds Salaries Recharge	2,583	18,818	21,042	2,224		2,224	89.4%
6015	Grounds Overhead Recharge	497	4,520	5,243	723		723	86.2%
6030	Operational Staffing Recharge	185	1,263	1,351	88		88	93.5%
6035	Operational Overhead Recharge	16	107	154	47		47	69.5%
	Street Furniture :- Indirect Expenditure	12,211	48,384	75,541	27,157	0	27,157	64.0%
	Net Income over Expenditure	(10,984)	(39,887)	(60,552)	(20,665)			
470	Parks & Play Areas							
4140	Recreation Grounds	0	78,060	80,480	2,420		2,420	97.0%
4300	Parks&Play Area EMRRP Holding	0	0	117,313	117,313		117,313	0.0%
4301	Ashcombe Park Lower	48	824	825	1		1	99.9%
4302	Ashcombe Park Upper	8	375	376	1		1	99.8%
4303	Broadway Play	8	375	376	1		1	99.8%
4304	Broadway Skate Park	8	375	377	2		2	99.5%
4305	Byron Rec	8	375	377	2		2	99.5%
4306	Castle Batch Lower	8	375	376	1		1	99.8%
4307	Canberra Road	8	375	375	(0)		(0)	100.1%
4308	Clarence Park	8	(6,283)	(6,282)	1		1	100.0%
4309	Conniston Green	8	375	377	2		2	99.5%
4310	Ellenborough Park East	8	375	377	2		2	99.5%
4311	Grove Park	8	476	478	2		2	99.7%
4312	Hutton Moor Skate Park	8	375	377	2		2	99.5%
4313	Jubilee Park	8	375	376	1		1	99.8%
4314	Locking Castle (Maltlands)	8	1,967	1,969	2		2	99.9%
4315	Lynch Farm	8	375	376	1		1	99.8%
4316	Millennium Green	3,118	3,485	3,486	1		1	100.0%
4317	Uphill Junior Play Area	8	375	375	(0)		(0)	100.1%
4318	Uphill Toddler Play Area	8	375	375	(0)		(0)	100.1%
4319	Water Adventure Play Park	2,037	25,633	25,636	3		3	100.0%
4320	Worle Recreation Ground	8	375	375	(0)		(0)	100.1%
4321	Wyvern Close	8	375	375	(0)		(0)	100.1%
4322	Ellenborough Park West	8	375	377	2		2	99.5%
4324	Dartmouth Close	8	375	375	(0)		(0)	100.1%
6000	Admin Salaries Recharge	1,755	10,367	15,197	4,830		4,830	68.2%
6005	Admin Overhead Recharge	599	4,016	2,695	(1,321)		(1,321)	149.0%
6009	HQ recharges	314	3,086	2,688	(398)		(398)	114.8%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010	Grounds Salaries Recharge	4,275	31,142	34,832	3,690		3,690	89.4%
6015	Grounds Overhead Recharge	823	7,482	8,680	1,198		1,198	86.2%
6030	Operational Staffing Recharge	551	3,777	4,039	262		262	93.5%
6035	Operational Overhead Recharge	47	320	455	135		135	70.3%
	Parks & Play Areas :- Indirect Expenditure	13,732	170,731	298,883	128,152	0	128,152	57.1%
	Net Expenditure	(13,732)	(170,731)	(298,883)	(128,152)			
475	Planned maintenance							
4231	Planned maint holding budget	0	0	73,105	73,105	2,003	71,103	2.7%
4232	Allotments PPM	0	110	110	0		0	100.0%
4233	Blakehay PPM	290	7,215	7,215	0		0	100.0%
4234	Museum PPM	1,224	10,139	10,138	(1)		(1)	100.0%
4235	Cemetery PPM	211	6,251	6,253	2		2	100.0%
4236	Parks & play areas PPM	527	5,130	5,130	(0)		(0)	100.0%
4237	Grove House PPM	621	2,613	2,613	(0)		(0)	100.0%
4238	Grove Lodge PPM	0	1,727	1,727	(0)		(0)	100.0%
4239	Chapel/hut/toilets/shed PPM	0	64	64	0		0	99.9%
4240	Public toilets	89	3,082	3,081	(1)		(1)	100.0%
4242	HQ PPM	13,261	39,017	39,018	1		1	100.0%
4243	Quarry PPM	0	129	1,729	1,600		1,600	7.4%
6000	Admin Salaries Recharge	1,384	8,175	11,984	3,809		3,809	68.2%
6005	Admin Overhead Recharge	472	3,169	2,128	(1,041)		(1,041)	148.9%
6009	HQ recharges	248	2,435	2,121	(314)		(314)	114.8%
6030	Operational Staffing Recharge	625	4,284	4,574	290		290	93.7%
6035	Operational Overhead Recharge	53	363	518	155		155	70.1%
	Planned maintenance :- Indirect Expenditure	19,005	93,903	171,508	77,605	2,003	75,602	55.9%
	Net Expenditure	(19,005)	(93,903)	(171,508)	(77,605)			
481	Tourism Love Weston / Dest Mar							
1040	Digital Advertising	780	7,987	20,000	12,014			39.9%
	Tourism Love Weston / Dest Mar :- Income	780	7,987	20,000	12,014			39.9%
4000	Staffing Costs	5,266	29,942	59,837	29,895		29,895	50.0%
4030	Equipment Purchase	0	0	100	100		100	0.0%
4035	Telephone	122	827	1,911	1,084		1,084	43.3%
4039	Advertising & Marketing	0	286	9,000	8,714	4,563	4,151	53.9%
4041	Fees, Subs and Conferences	0	8	2,500	2,492		2,492	0.3%
4062	Tourism-Love Weston website	55	14,283	12,500	(1,783)		(1,783)	114.3%
4107	IT Support & Upgrade	177	1,197	2,687	1,490		1,490	44.5%
	Tourism Love Weston / Dest Mar :- Indirect Expenditure	5,621	46,542	88,535	41,993	4,563	37,430	57.7%
	Net Income over Expenditure	(4,841)	(38,556)	(68,535)	(29,979)			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
482	Tourism VIC costs							
1043	VIC Retail/Shop Income	5	48	2,500	2,452			1.9%
1045	Sale or return	0	17	0	(17)			0.0%
	Tourism VIC costs :- Income	5	65	2,500	2,435			2.6%
4000	Staffing Costs	2,999	26,020	57,004	30,984		30,984	45.6%
4013	Training	0	356	500	144		144	71.2%
4014	P P E / Health & Safety	0	193	1,000	807		807	19.3%
4030	Equipment Purchase	0	413	1,000	587		587	41.3%
4031	Equipment - Rental	(139)	153	300	147		147	51.0%
4036	Stationery	0	0	200	200		200	0.0%
4039	Advertising & Marketing	0	461	1,000	539		539	46.1%
4119	Notice Boards	0	15	1,000	985		985	1.5%
4136	Credit Card Chgs	181	228	487	259		259	46.8%
4225	VIC Stock	0	40	1,000	960		960	4.0%
6000	Admin Salaries Recharge	1,554	9,179	13,454	4,275		4,275	68.2%
6005	Admin Overhead Recharge	530	3,557	2,387	(1,170)		(1,170)	149.0%
6009	HQ recharges	278	2,733	2,376	(357)		(357)	115.0%
6010	Grounds Salaries Recharge	2,509	18,279	20,447	2,168		2,168	89.4%
6015	Grounds Overhead Recharge	483	4,392	5,096	704		704	86.2%
6030	Operational Staffing Recharge	1,543	10,580	11,295	715		715	93.7%
6035	Operational Overhead Recharge	131	894	1,274	380		380	70.2%
	Tourism VIC costs :- Indirect Expenditure	10,069	77,493	119,820	42,327	0	42,327	64.7%
	Net Income over Expenditure	(10,064)	(77,428)	(117,320)	(39,892)			
483	Silica							
1040	Digital Advertising	0	0	5,000	5,000			0.0%
	Silica :- Income	0	0	5,000	5,000			0.0%
4105	Utilities - Heat & Light	0	0	500	500		500	0.0%
4109	Alarm system	0	0	500	500		500	0.0%
	Silica :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
	Net Income over Expenditure	0	0	4,000	4,000			
484	Waterpark Kiosk and Admissions							
1004	Cafe Sales	0	38,163	54,000	15,837			70.7%
1077	Water Park Admissions	0	44,895	45,000	105			99.8%
1198	Kiosk sales	0	1,245	12,500	11,255			10.0%
	Waterpark Kiosk and Admissions :- Income	0	84,303	111,500	27,197			75.6%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000	Staffing Costs	602	51,605	35,959	(15,646)		(15,646)	143.5%
4013	Training	0	483	530	47		47	91.2%
4014	P P E / Health & Safety	0	134	1,500	1,366		1,366	8.9%
4030	Equipment Purchase	0	13,059	14,320	1,261		1,261	91.2%
4031	Equipment - Rental	97	695	1,980	1,285		1,285	35.1%
4035	Telephone	0	0	200	200		200	0.0%
4110	Cleaning	0	59	450	391		391	13.1%
4114	Refuse Removal	0	0	2,000	2,000		2,000	0.0%
4136	Credit Card Chgs	0	169	450	281		281	37.7%
4406	Bar Stock/Sundry Items Kiosk	0	682	1,000	318		318	68.2%
4407	Cafe stock	0	16,228	15,500	(728)	20	(747)	104.8%
4408	Shop stock	0	1,064	5,000	3,936		3,936	21.3%
	Waterpark Kiosk and Admissions :- Indirect Expenditure	699	84,178	78,889	(5,289)	20	(5,309)	106.7%
	Net Income over Expenditure	(699)	125	32,611	32,486			
485	PublicToilets							
1080	Toilet income	0	202	0	(202)			0.0%
	PublicToilets :- Income	0	202	0	(202)			
4044	Insurance	0	6,598	4,524	(2,074)		(2,074)	145.8%
4102	NNDR	0	(7,213)	0	7,213		7,213	0.0%
4104	Utilities - Water	178	1,155	1,719	564		564	67.2%
4105	Utilities - Heat & Light	273	1,496	4,039	2,543		2,543	37.0%
4110	Cleaning	0	15,834	37,116	21,282		21,282	42.7%
6000	Admin Salaries Recharge	610	3,606	5,285	1,679		1,679	68.2%
6005	Admin Overhead Recharge	208	1,396	938	(458)		(458)	148.8%
6009	HQ recharges	110	1,074	931	(143)		(143)	115.4%
6010	Grounds Salaries Recharge	249	1,811	2,023	212		212	89.5%
6015	Grounds Overhead Recharge	48	434	504	70		70	86.1%
6030	Operational Staffing Recharge	110	756	805	49		49	93.9%
6035	Operational Overhead Recharge	10	64	91	27		27	70.3%
	PublicToilets :- Indirect Expenditure	1,796	27,012	57,975	30,963	0	30,963	46.6%
	Net Income over Expenditure	(1,796)	(26,810)	(57,975)	(31,165)			
486	Waterpark other charges							
4102	NNDR	0	(887)	0	887		887	0.0%
4104	Utilities - Water	1,837	1,845	2,181	336		336	84.6%
4105	Utilities - Heat & Light	2,468	21,486	12,000	(9,486)		(9,486)	179.1%
4109	Alarm system	0	418	418	0		0	100.0%

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4138	Water Play Area Rent	1,021	7,051	13,387	6,336		6,336	52.7%
	Waterpark other charges :- Indirect Expenditure	5,326	29,913	27,986	(1,927)	0	(1,927)	106.9%
	Net Expenditure	(5,326)	(29,913)	(27,986)	1,927			
801	Earmarked Reserves							
1113	Misc Income	3,151	3,151	0	(3,151)			0.0%
	Earmarked Reserves :- Income	3,151	3,151	0	(3,151)			
8041	Tree planting (Fundraising)	0	(96)	34	130		130	(281.5%)
	Earmarked Reserves :- Direct Expenditure	0	(96)	34	130	0	130	(281.5%)
8000	EMR Allotments General	0	0	3,500	3,500		3,500	0.0%
8001	EMR Armed forces affiliation	0	0	596	596		596	0.0%
8003	EMR Elections	0	0	15,000	15,000		15,000	0.0%
8004	EMR Blakehay Live Shows	2,450	5,075	5,075	0		0	100.0%
8008	EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009	EMR Buy a block phase 2	0	(83)	1,652	1,735		1,735	(5.0%)
8011	EMR Blakehay Vols Fundraising	(9)	(148)	103	251		251	(143.9%)
8014	EMR Mus phase 2/HLF	0	317	1,628	1,311		1,311	19.5%
8018	CAPITAL RESERVE	0	0	15,000	15,000		15,000	0.0%
8019	EMR Old Mill Way	0	0	20,193	20,193		20,193	0.0%
8023	Cil Monies Received	(5,831)	38,951	200,635	161,684		161,684	19.4%
8024	Environmental Climate Change	0	874	7,660	6,786		6,786	11.4%
8025	Blakehay CRF Grant Award	0	698	700	3		3	99.6%
8026	Com Res - Food Proj / Climate	459	3,117	18,525	15,408		15,408	16.8%
8027	Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8032	HQ Purchase & Repairs	0	0	9,199	9,199		9,199	0.0%
8035	MUS - Understanding Hert Grant	0	0	2,304	2,304		2,304	0.0%
8036	Com Res - Wellbeing	2,443	8,963	489	(8,474)		(8,474)	1833.0%
8040	Wellbeing staff grant	2,435	16,987	18,255	1,268		1,268	93.1%
	Earmarked Reserves :- Indirect Expenditure	1,947	74,751	322,755	248,004	0	248,004	23.2%
	Net Income over Expenditure	1,204	(71,504)	(322,789)	(251,285)			
901	Capital Works Reserves							
9002	HQ Refurbishment Wokrs	0	176,061	0	(176,061)		(176,061)	0.0%
9003	Old Town Quarry Works	5,126	16,518	0	(16,518)		(16,518)	0.0%
	Capital Works Reserves :- Direct Expenditure	5,126	192,579	0	(192,579)	0	(192,579)	
	Net Expenditure	(5,126)	(192,579)	0	192,579			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	37,446	3,443,332	497,603	(2,945,729)			692.0%
Expenditure	232,107	1,999,200	3,955,232	1,956,032	56,651	1,899,381	52.0%
Net Income over Expenditure	(194,661)	1,444,132	(3,457,629)	(4,901,761)			
Movement to/(from) Gen Reserve	(194,661)	1,444,132					

Finance & General Purposes Committee 16th December 2024

Bank Interest report

Report from the Finance Administration Manager

Bank Interest Report:

- **for April 2024 to March 2025 (2024/2025).**

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

Year 2024/2025

Santander Actual Cash Received 1st April 2024 to 31st March 2025 = £0

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

Year 2024/2025

- To the value of £444.54 on the 3rd April 2024
- To the value of £428.75 on the 2nd May 2024
- To the value of £442.63 on the 4th June 2024
- To the value of £427.64 on the 2nd July 2024
- To the value of £439.89 on the 2nd August 2024
- To the value of £414.03 on the 3rd September 2024
- To the value of £13.80 on the 4th September 2024
- To the value of £410.56 on the 2nd October 2024

CCLA Actual Cash Received 1st April 2024 to 31st March 2025 = £3021.84

Finance & General purpose Committee
Schedule of receipts – Report of the Finance Administration Manager

SCHEDULE OF RECEIPTS FOR:	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	**Total Gross Income**
	£	£	£	£	**£**
Apr-24	£ 1,776,235.28	£ -	£ 5,200.00	£ 69.33	**£ 1,781,504.61**
May-24	£ 52,471.07	£ -	£ 204.43	£ -	**£ 52,675.50**
Jun-24	£ 59,995.62	£ -	£ -	£ 78.03	**£ 60,073.65**
Jul-24	£ 130,560.60	£ -	£ -	£ 74.56	**£ 130,635.16**
Aug-24	£ 135,453.45	£ -	£ -	£ -	**£ 135,453.45**
Sep-24	£ 1,604,977.39	£ -	£ -	£ 36.73	**£ 1,605,014.12**
Oct-24	£ 83,832.50	£ -	£ -	£ 74.78	**£ 83,907.28**

Outstanding Balances by Month as at 30/09/2024

A/C Code	Customer Name	Balance	Sep 2024	Aug 2024	Jul 2024	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	0.10	0.10	0.00	0.00	0.00	0.00
ABUNDANC	ABUNDANCESTUDIOS	99.00	99.00	0.00	0.00	0.00	0.00
HODGSONL	HODGSONL	99.00	99.00	0.00	0.00	0.00	0.00
JUICEDANCE	JUICEDANCE	46.20	0.00	0.00	46.20	0.00	0.00
OMNIPOTENT	OMNIPOTENTIAL	4.20	0.00	0.00	0.00	4.20	0.00
PILATES	PILATES	79.20	79.20	0.00	0.00	0.00	0.00
YOGAWITH	YOGAWITHSTACEY	79.20	59.40	19.80	0.00	0.00	0.00
	Total Sales Ledger No 1	406.90	336.70	19.80	46.20	4.20	0.00
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	755.04	377.52	377.52	0.00	0.00	0.00
BLUES BAR	BLUES BAR	118.80	0.00	118.80	0.00	0.00	0.00
CHURCHILLP	CHURCHILLP	374.40	374.40	0.00	0.00	0.00	0.00
COO001	COOKSLEY & SON	974.00	0.00	0.00	974.00	0.00	0.00
GO SOUTH	GO SOUTH	360.00	0.00	0.00	360.00	0.00	0.00
GROVES	GROVES	165.00	165.00	0.00	0.00	0.00	0.00
HIGHLEA	HIGHLEA	216.00	0.00	0.00	0.00	216.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	308.88	308.88	0.00	0.00	0.00	0.00
LASERQUES	LASER QUEST WESTON	720.00	0.00	720.00	0.00	0.00	0.00
PALMER	PALMER	75.00	0.00	0.00	0.00	75.00	0.00
PITMANS	PITMANS	420.00	420.00	0.00	0.00	0.00	0.00
REVO	REVO	720.00	0.00	0.00	720.00	0.00	0.00
SUPERCULT	SUPERCULTURE	504.00	504.00	0.00	0.00	0.00	0.00
WALLEDEN	WALLEDEN	720.00	0.00	0.00	0.00	720.00	0.00
WESTON2	WSMTOWN	17,999.10	0.00	17,999.10	0.00	0.00	0.00
WESTONAF	WESTONAFC	360.00	0.00	0.00	0.00	360.00	0.00
WILLEYA	WILLEYARTHER	504.00	504.00	0.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	411.84	411.84	0.00	0.00	0.00	0.00
YMCA	YMCA	480.00	0.00	480.00	0.00	0.00	0.00
	Total Sales Ledger No 2	26,186.06	3,065.64	19,695.42	2,054.00	1,371.00	0.00
Ledger No 4: Museum Sales Ledger							
AXE	AXE SCOUTS	88.00	0.00	88.00	0.00	0.00	0.00
BURKEK	BURKEK	-1,000.00	0.00	0.00	0.00	0.00	-1,000.00
CIVIC	CIVIC	87.50	0.00	87.50	0.00	0.00	0.00
CIVICMAYO	CIVIC MAYORS OFFICE	270.00	0.00	270.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	30.00	0.00	30.00	0.00	0.00	0.00
HUTTONCOF	HUTTONCOFE	45.00	45.00	0.00	0.00	0.00	0.00
JONESD	JONESD	602.50	0.00	0.00	602.50	0.00	0.00
LEGROVEK	LEGROVEK	-232.00	0.00	0.00	0.00	0.00	-232.00
MULTI	MULTI	296.00	296.00	0.00	0.00	0.00	0.00
OPCC	OPCC	82.50	0.00	82.50	0.00	0.00	0.00
PARKLANDS	PARKLANDS	120.00	120.00	0.00	0.00	0.00	0.00
PODMICRO	PODMICRO	630.00	630.00	0.00	0.00	0.00	0.00
PUBLICH	PUBLICH	345.00	0.00	0.00	0.00	345.00	0.00
STGEORGES	STGEORGESCHURCHSCHOO	110.00	0.00	0.00	0.00	110.00	0.00
	Sub Total C/Fwd	28,067.46	4,493.34	20,273.22	2,702.70	1,830.20	-1,232.00

Outstanding Balances by Month as at 30/09/2024

A/C Code	Customer Name	Balance	Sep 2024	Aug 2024	Jul 2024	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	28,067.46	4,493.34	20,273.22	2,702.70	1,830.20	-1,232.00
Ledger No 4: Museum Sales Ledger (Continued)							
STMARYSP	STMARYSP	90.00	90.00	0.00	0.00	0.00	0.00
WORLEBUR	WORLEBURYSTPAULS	96.00	96.00	0.00	0.00	0.00	0.00
	Total Sales Ledger No 4	1,660.50	1,277.00	558.00	602.50	455.00	-1,232.00
	TOTAL SALES LEDGER BALANCES	28,253.46	4,679.34	20,273.22	2,702.70	1,830.20	-1,232.00

Outstanding Balances by Month as at 30/09/2024

A/C Code	Customer Name	Balance	Sep 2024	Aug 2024	Jul 2024	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	0.10	0.10	0.00	0.00	0.00	0.00
ABUNDANC	ABUNDANCESTUDIOS	99.00	99.00	0.00	0.00	0.00	0.00
HODGSONL	HODGSONL	99.00	99.00	0.00	0.00	0.00	0.00
JUICEDANCE	JUICEDANCE	46.20	0.00	0.00	46.20	0.00	0.00
OMNIPOTENT	OMNIPOTENTIAL	4.20	0.00	0.00	0.00	4.20	0.00
PILATES	PILATES	79.20	79.20	0.00	0.00	0.00	0.00
YOGAWITH	YOGAWITHSTACEY	79.20	59.40	19.80	0.00	0.00	0.00
	Total Sales Ledger No 1	406.90	336.70	19.80	46.20	4.20	0.00
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	755.04	377.52	377.52	0.00	0.00	0.00
BLUES BAR	BLUES BAR	118.80	0.00	118.80	0.00	0.00	0.00
CHURCHILLP	CHURCHILLP	374.40	374.40	0.00	0.00	0.00	0.00
COO001	COOKSLEY & SON	974.00	0.00	0.00	974.00	0.00	0.00
GO SOUTH	GO SOUTH	360.00	0.00	0.00	360.00	0.00	0.00
GROVES	GROVES	165.00	165.00	0.00	0.00	0.00	0.00
HIGHLEA	HIGHLEA	216.00	0.00	0.00	0.00	216.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	308.88	308.88	0.00	0.00	0.00	0.00
LASERQUES	LASER QUEST WESTON	720.00	0.00	720.00	0.00	0.00	0.00
PALMER	PALMER	75.00	0.00	0.00	0.00	75.00	0.00
PITMANS	PITMANS	420.00	420.00	0.00	0.00	0.00	0.00
REVO	REVO	720.00	0.00	0.00	720.00	0.00	0.00
SUPERCULT	SUPERCULTURE	504.00	504.00	0.00	0.00	0.00	0.00
WALLEDEN	WALLEDEN	720.00	0.00	0.00	0.00	720.00	0.00
WESTON2	WSMTOWN	17,999.10	0.00	17,999.10	0.00	0.00	0.00
WESTONAF	WESTONAFC	360.00	0.00	0.00	0.00	360.00	0.00
WILLEYA	WILLEYARTHER	504.00	504.00	0.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	411.84	411.84	0.00	0.00	0.00	0.00
YMCA	YMCA	480.00	0.00	480.00	0.00	0.00	0.00
	Total Sales Ledger No 2	26,186.06	3,065.64	19,695.42	2,054.00	1,371.00	0.00
Ledger No 4: Museum Sales Ledger							
AXE	AXE SCOUTS	88.00	0.00	88.00	0.00	0.00	0.00
BURKEK	BURKEK	-1,000.00	0.00	0.00	0.00	0.00	-1,000.00
CIVIC	CIVIC	87.50	0.00	87.50	0.00	0.00	0.00
CIVICMAYO	CIVIC MAYORS OFFICE	270.00	0.00	270.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	30.00	0.00	30.00	0.00	0.00	0.00
HUTTONCOF	HUTTONCOFE	45.00	45.00	0.00	0.00	0.00	0.00
JONESD	JONESD	602.50	0.00	0.00	602.50	0.00	0.00
LEGROVEK	LEGROVEK	-232.00	0.00	0.00	0.00	0.00	-232.00
MULTI	MULTI	296.00	296.00	0.00	0.00	0.00	0.00
OPCC	OPCC	82.50	0.00	82.50	0.00	0.00	0.00
PARKLANDS	PARKLANDS	120.00	120.00	0.00	0.00	0.00	0.00
PODMICRO	PODMICRO	630.00	630.00	0.00	0.00	0.00	0.00
PUBLICH	PUBLICH	345.00	0.00	0.00	0.00	345.00	0.00
STGEORGES	STGEORGESCHURCHSCHOO	110.00	0.00	0.00	0.00	110.00	0.00
	Sub Total C/Fwd	28,067.46	4,493.34	20,273.22	2,702.70	1,830.20	-1,232.00

Outstanding Balances by Month as at 30/09/2024

A/C Code	Customer Name	Balance	Sep 2024	Aug 2024	Jul 2024	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	28,067.46	4,493.34	20,273.22	2,702.70	1,830.20	-1,232.00
Ledger No 4: Museum Sales Ledger (Continued)							
STMARYSP	STMARYSP	90.00	90.00	0.00	0.00	0.00	0.00
WORLEBUR	WORLEBURYSTPAULS	96.00	96.00	0.00	0.00	0.00	0.00
	Total Sales Ledger No 4	1,660.50	1,277.00	558.00	602.50	455.00	-1,232.00
	TOTAL SALES LEDGER BALANCES	28,253.46	4,679.34	20,273.22	2,702.70	1,830.20	-1,232.00

Weston-super-Mare Town Council

Medium Term Financial Plan

2024/25 to 2029/30

Draft at Policy and Finance 16th December 2024

Figures to be updated following adoption of Budget at Town Council 20th January 2025

Medium Term Financial Plan

Contents

Foreword

Welcome to Weston-super-Mare Town Council's (WSMTC) Medium Term Financial Plan (MTFP) which sets out the Council's financial strategy for the five-year period to 2028/29.

The MTFP continues to have increased importance as a consequence of the ongoing economic difficulties which continues to significantly impact on the Council's finances, with potential cuts to public sector funding, inflation remaining stubbornly high for certain goods and services, pressure on staffing budgets linked to the Real Living Wage, and impacts on usage of some services resulting in pressure on income budgets.

Reviewing the impact on the Council's finances and adjusting our financial strategy will be vital as WSMTC looks ahead to what is likely to be a continuing challenging future.

In preparing this Medium-Term Financial Plan, the impact of the continuing high inflationary increases in some running costs such as gas, electricity, fuel, insurance, supplies and services will continue to need to be factored into the Revenue and Capital Budgets, whilst staff pay will also need to increase to keep pace with inflation and increases in the National Living Wage.

Over coming years, the Council must deal with a number of longer-term budget pressures which are going to be faced.

These include increased pressure on the costs of running Council services, not least the unavoidable increases to staffing costs linked to planned increased in the Real Living Wage which WSMTC is committed to paying, as well as increased National Insurance Employers contributions from 13.8% to 15%, and the increase in fuel and general cost of living pressures in coming years.

On top of this, WSMTC faces significant potential commitments over the next few years relating to capital investment in new and current fixed asset, expenditure which will see its balances and reserves diminish. WSMTC resolved on the 25th November 2024 that in principle it would take over services from North Somerset Council (NSC and would increase subsidy for others during the transition year (2025/2026). It further agreed a list of assets that it would be interested in taking over from NSC from 2026/2027.

All of these issues highlight the importance of having in place a prudent, robust, realistic, and forward-looking Medium-Term Financial Plan.

This Plan aims to highlight and quantify the key financial challenges facing WSMTC over the next five years, with particular emphasis on capital investment linked to the delivery of services and Planned and Preventative Maintenance (PPM) / Essential Maintenance Repair and Replace Programme (EMRRP) plans and the resulting fall in WSMTC balances and reserves. This financial strategy will be key to meet these challenges.

The Plan sets out a Revenue and Capital Budget forecast for the five-year period and estimates the level of Precept and council tax increase that may be required in order to balance the budget and maintain an adequate level of reserves.

Whilst the next five years will undoubtedly present WSMTC with a number of challenges, we are confident that this Medium-Term Financial Plan provides a strategy for the planning of WSMTC's finances and budgets over this period, which ensures that services can be protected, and which aims to keep future council tax increases to a minimum.

WSMTC as a rule has been fortunate that its finances in the past had reasonably good health but reserve levels as a result of growth and capital commitments at the 31st March 2023 are now well below the recommended level, and are still an issue heading into 2025/2026, which in turn means any future investment or service delivery needs to be carefully considered. The implementation of this Plan aims to ensure that WSMTC can build on its foundations, meet the needs of our local community, and provide value for money services to our local tax payers.

Councillor Ciaran Cronnelly – Chairman of Finance and General Purposes Committee
Sarah Pearse – CEO / Town Clerk
Helen Morton – Director of Finance and Resources / Responsible Financial Officer

1. Introduction and Background

Purpose of the Medium-Term Financial Plan

This Medium-Term Financial Plan (MTFP) of WSMTC covers the five-year period from 2024/25 to 2028/29.

1.1 The key purpose of the MTFP is to put in place a clear and robust financial strategy for the next five years that will help WSMTC to contend with the challenges it faces, achieve its strategic aims and meet community priorities, within the limited resources available, whilst delivering value for money to the local tax payers of Weston-super-Mare.

1.2 Strategic financial planning is of particular importance during this time of ongoing national economic uncertainty. Whilst the economy has so far avoided going into a prolonged recession, economic recovery is far from assured, and there has been a significant increase in the national debt, with the potential for tax rises and cuts to public sector funding, while inflation remains stubbornly high for certain goods and services, and there is uncertainty around interest rates currently.

1.3 The MTFP is also important in putting in place a clear link between WSMTC's strategic aims and targets and the priorities of the local community, as set out in WSMTC's Strategy. This helps to ensure that financial resources are allocated to services in a way that supports the delivery and achievement of these aims and priorities.

1.4 The MTFP aims to set out the ever changing national and local financial climate within which WSMTC will be working over the next five years and highlights the key financial challenges that it faces, as well as the strategic aims that it will be aspiring to deliver, and the community priorities that it will be striving to meet.

1.5 It then puts in place a financial strategy to meet these challenges and ensure the delivery of strategic aims and community priorities within the financial resources likely to be available. The Plan includes indicative Revenue and Capital budgets as well as projections of the likely level of Town Council Tax and balances and reserves over the five-year period.

1.6 Producing the MTFP each year will help WSMTC to: -

- ➢ Demonstrate and deliver value for money in the use of public resources; Ensure that a strategic approach is taken in the planning of WSMTC's future spending and finances;
- ➢ Create stronger links between WSMTC's strategic aims and the priorities of local taxpayers, and future spending decisions;
- ➢ Put in place a clear, understandable and forward-looking financial planning framework
- ➢ Make it clear how WSMTC plans its spending and who is responsible for making spending decisions;
- ➢ Ensure that it regularly reassess and review the cost of its services; and
- ➢ Ensure that the views of the community are considered in deciding where and how WSMTC spends public money.

Development of the Medium-Term Financial Plan

1.7 WSMTC has continued to grow in the last few years. The MTFP was originally developed in 2009 and was a spreadsheet numerical document only, it is believed that WSMTC now needs to adopt a more robust document relevant to its size, it is felt that the adoption of this document will meet those needs. As such going forward on an annual basis the following process should be undertaken:

- ➢ Maintaining a continuous focus on efficiency and value for money:
- ➢ Review of WSMTC's priorities based on strategic aims and targets set out in the annual budget setting process;
- ➢ Review of community priorities, informed by satisfaction surveys and full review of strategic aims and objectives;
- ➢ Reviewing the resources required to fund future service needs, including providing for any pay awards, inflation and income, managing expected changes in demand for services and identifying efficiency savings and possible budget reductions;
- ➢ Considering the costs of all new statutory requirements and any planned investment in existing services or new initiatives that have already been approved by WSMTC;
- ➢ Projecting the likely available financial resources based on target council tax increases, projected council tax base changes, use of balances and reserves,

the availability of external funding, and the potential for future capital receipts and borrowing opportunities; and

- ➢ Assessing the ability of WSMTC to fund its on-going service needs, deliver its strategic aims and meet community priorities within the limited resources available;

1.8 This Medium-Term Financial Year was first drafted and formally adopted in February 2023. The plan has since been reviewed and adapted to allow for changes at a national, regional and local level. A breakdown of the reviews of this document can be found in Section 12.

Key Stakeholders

1.9 The MTFP is published for use by all stakeholders to help review WSMTC's finances over the medium term, understand the spending pressures it faces and how WSMTC plans and makes decisions about spending on services, and show how this links to each stakeholder's relationship with WSMTC, and in particular:

- ➢ **For Councillors and Service Managers;** to help communicate WSMTC's overall financial strategy and to improve understanding of the links to and impact on the provision of local services and level of council tax, demonstrate how WSMTC seeks to prudently exercise stewardship of public money and look after community assets, and improve the openness and accountability of WSMTC's financial decision making; and
- ➢ **For local businesses and community organisations;** to communicate WSMTC's financial MTFP linked to the strategy and its links to and impact on the provision of local services and to provide key financial information to support the development of opportunities for partnership working and joint venture in Weston-super-Mare.

Financial Planning Responsibilities

1.10 **Service Managers;** working with the Director of Finances and Resources / RFO and guidance of the Finance and Resources Directorate are responsible for the review of the annual revenue budgets and capital or grant funding requirements in respect of services under their responsibility, in accordance with the Budget setting framework, and with regard to the principles set out in the MTFP.

1.11 **Service Managers** are responsible under the guidance of the Director of Finances and Resources / RFO for managing, monitoring and controlling actual spend and income on the budgets under their responsibility during the year, via effective budget management, and informing the RFO of any potential problems of significant variations from the approved budgets as they occur and as necessary.

1.12 **The RFO** is responsible for developing and updating the MTFP and Budget framework each year and ensuring compliance with these, co-ordinating the development and setting of the annual Revenue and Capital Budgets as required, providing financial information and advice, implementing an effective system of budget monitoring and financial control, and regularly reporting financial information to WSMTC.

1.13 **Members of the Council** are responsible for reviewing and approving the MTFP and Budget Framework on an annual basis, considering and approving the annual Revenue and Capital Budgets as required, receiving budgetary control information, approving remedial action in respect of any significant budget variations and considering and approving capital spending decisions and additional budget requests.

Links with Other Strategies and Plans

1.14 WSMTC produces its Strategy and any other plans as required which may have links to this MTFP. A list of appendices accompanies this plan, which have been considered in the development of the MTFP.

1.15 It is also important that the MTFP is clearly linked to strategic aims and objectives that WSMTC is trying to achieve. These are set out in WSMTC's Annual Budget.

Consultation with the Local Community

1.16 The MTFP aims to be prepared considering the views of the local community and taxpayers as reflected in the strategy document, surveys will continue to be carried out in service areas and in general within each financial year.

1.17 WSMTC reserves the right to undertake and other surveys on budget setting processes as deemed necessary.

2. Financial Principles and Financial Planning Framework

Introduction

2.1 In preparing a Medium-Term Financial Plan, it is first important to establish the key financial principles on which the Plan will be based, and to put in place a financial planning framework which will provide the guidelines for the annual budget setting process.

Financial Principles

2.2 This Plan will be based on the overriding principle of Value for Money.

2.3 Achieving value for money that WSMTC receives from local taxpayers via the Town Council Tax, and subsequently spends on local services, is one of WSMTC's highest priorities. WSMTC is committed to the achievement of year-on-year efficiency savings and will have regard for this principle when setting its council tax element.

2.4 This will be achieved by regularly reviewing services and monitoring performance to ensure that services continue to be needed and are well managed and cost effective, regularly testing the market, undertaking internal and external audit, and ensuring that all councillors and staff are aware of and are committed to achieving value for money. WSMTC will also ensure that public money is spent in consultation as required with the local community and that resources are invested in line with taxpayer's priorities going forward.

2.5 Given the growing economic pressures at both a national and regional level, there will be a requirement over the next 5 years for WSMTC's to consider local service provision and delivery. Whilst plans are being made to take over services from NSC, there will have to be an increase in expenditure, should the desire be to keep service delivery at the same level, recognising improvements and efficiencies could be made. Whilst continuing to consider value for money, there must also be a balance with what the community needs in terms of service delivery.

2.6 In order to ensure this, the following set of financial principles will be put in place for the period of this Medium-Term Financial Plan: -

- **A strong financial budgeting setting process** that enables WSMTC to take a long- and short-term view of its finances, achieving greater stability and enhancing its ability to be proactive and have the capacity to take advantage of any opportunities and contend with challenges that may arise:
- **A level of spending that is affordable and sustainable** in the long term and which supports the effective delivery of services in line with strategic aims and the needs and priorities of the community.
- **A prudent but realistic assessment of future revenue spending commitments, capital investment requirements, income levels, council tax base movement, and external grant funding;**
- **A strong culture of financial management** where continuous improvement and drive for more economic, efficient and effective ways of working and use of resources is undertaken;
- **A prudent level of balances and reserves** that protects WSMTC against unforeseen budget pressures, provides sufficient resources to finance future capital investment commitments and enables WSMTC to be proactive and take advantage of any opportunities that may arise.
- **An effective and responsive finance department,** which provides sound financial information and advice to councillors and officers.

Financial Planning Framework

2.7 The financial planning framework (in 2.9 below) will provide the overarching guidelines for the development of the Medium-Term Financial Plan and the setting of the annual Revenue and Capital budgets as required. It should be developed to reflect the plan implementation for the financial year 2025 / 2026 and be approved in the first instance by the Finance and General Purposes Committee.

2.8 The financial planning framework should be based on key financial principles set out above and will be reviewed on an annual basis.

2.9 The financial planning framework is set out below: -

- The Revenue and Capital budget will be produced annually as required;

- The revenue and Capital Budget will be developed in accordance with this financial planning framework and the key principles and assumptions set out in the Medium-Term Financial Plan;
- In allocating resources to services, priority will be given to those areas of spending that contribute to the achievement of WSMTC's strategic aims and targets, or which clearly meet community needs and priorities;
- Budgets will be prepared on the basis of a commitment to the achievement of year-on-year savings;
- Budget resources will be redirected from low priority to high priority service areas as and when necessary;
- Additional budget to meet new statutory requirements and unavoidable budget growth e.g. inflation and changes in demand, will clearly be identified and fully evidenced;
- All other requests for additional budgeted resources and investment in services will need to be fully justified and evidenced and will be subject to an appraisal process when setting the budget;
- An annual review of budgeted expenditure and income targets in respect of all service reviews will be incorporated into the annual Revenue and Capital Budget;
- A Capital Programme should be developed with priority given to those projects identified within and that contribute to the delivery of WSMTC's approved Strategy PPM and EMRRP schedules.
- Council balances and reserves will be maintained at prudent levels to protect WSMTC against and unforeseen budget pressures and liabilities, and provide resources to finance future year's capital investment commitments as set out in the strategy document.
- Annual internal budget consultation will be undertaken, and feedback will be taken into consideration by the Finance and General Purposes Committee prior to the setting of the Revenue and Capital Budgets by Council.

3. National Issues –

National Economic Situation and Cost of Living Crisis

3.1 The Coronavirus pandemic had a significant impact on the UK economy with vast sums of money being spent by the Government supporting businesses and protecting jobs, reduced tax receipts, and an increased benefits bill all of which have substantially increased the national debt.

3.2 There have been further impacts from shortages of goods and materials, staff shortages and difficulties recruiting.

3.3 Since then, the war in Ukraine and Middle East has caused significant further economic difficulties and this combined with issues relating to Brexit and the pandemic have combined to cause a cost-of-living crisis with inflation increasing to levels not seen since the 1970's, driven by substantial increases in oil, gas and electricity costs.

3.4 This is all coming at an unprecedented cost to the country and has resulted in reduced consumer and business confidence, the economy close to entering recession, substantial increases in public borrowing and the national budget deficit i.e. the gap between what the government spends and how much money is coming in to pay for this.

3.5 The recent General Election has also seen a new Labour Government come into power with a number of manifesto promises and spending pledges all of which will require funding. This may lead to the new Government needing to cut public spending in other areas to meet these commitments and reduce the national budget deficit, or to raise taxes and increase borrowing which could have economic impacts.

3.6 The rate of inflation is currently running at 2.3%, having reduced from the high of 11.1% seen in October 2022.[1] The effect of substantial increases in prices are being experienced in gas, electricity and fuel costs despite over the past year, slight drops.

3.7 The Bank of England is increasing interest rates to help control rising inflation with the Base Rate currently at 4.75%.[2] Whilst this will bring difficulties to mortgage holders and those with outstanding debt, there will be a benefit to the Council in relation to the interest receivable on its invested balances and reserves.

3.8 Economic issues could therefore have a significant impact upon the Council's financial planning over the next five years and the potential financial impact of the relevant economic issues is considered in more detail in the key financial assumptions set out in Section 7 of the Plan.

Government Spending reviews and Local Government Finance Settlements

3.9 Predicting the outcome of future Government spending reviews and Local Government Finance Settlements is almost impossible at the present time, with much dependent upon how the new Government chooses to proceed with and fund its manifesto commitments, and how it chooses to address the financial impacts of the economic difficulties, national budget deficit, and high levels of public sector debt.

3.10 Much will depend on how quickly the UK economy returns to sustained growth and the fiscal policy and spending priorities of the new government.

3.11 There has been no specific indication or commitment from the new Labour Government towards additional funding for local government although the Labour Manifesto did pledge to provide 'greater stability in local government funding via a multi-year funding settlement', 'ending wasteful competitive

[1] Office of National Statistics – October 2024.
[2] Bank of England at 7th November 2024 – next publication date 19th December 2024.

bidding', 'providing capacity and support to councils', and 'overhauling the local audit system, so taxpayers get better value for money'.

3.12 It remains to be seen how these commitments influence the first Budget in the Autumn and the first Spending Reviews and Local Government Finance Settlements towards the end of the year.

3.13 Local government finance settlements are set out in the Government's Comprehensive Spending Review (CSR) which normally covers a four- year period. The most recent Spending Review (SR21) was held in October 2021, and set departmental budgets for the years 2022–23, 2023–24, and 2024–25. The Spending Review is a multi-year budgeting exercise that gives departments certainty to plan more effectively

3.14 The Labour Government has committed to a 'multi-year funding settlement' but how quickly this can be implemented is currently unclear.

3.15 Government funding reductions for local government over the last ten years have already resulted in the Government Revenue Support Grant for principal authorities being largely phased out.

3.16 The previous Government had been undertaking a 'Fair Funding Review' of the relative needs and resources of local authorities and the formula for the distribution of resources to local government. It was intended that this review would inform the next Comprehensive Spending Review.

3.17 However, the Fair Funding Review was delayed twice, the first time due to Brexit and the second time as a result of the Coronavirus pandemic.

3.18 There were no proposals within the Fair Funding Review for town and parish councils to receive a share of business rates.

3.19 It is unclear whether there are any plans to undertake any reform of the council tax system or the revaluation of council tax property valuation bands.

3.20 For the purposes of this MTFP it has therefore been assumed that there will be no changes to the funding of town and parish councils or the council tax system over the life of this Plan.

3.21 Clearly the Government's previous Comprehensive Spending Reviews have had a significant impact on principal councils, such as North Somerset Council, who have faced substantial cuts to their funding.

3.22 Further cuts in the coming years cannot now be ruled out, especially following the funding which has been injected into the economy to protect jobs and livelihoods as a result of the Coronavirus pandemic and to ease the pain of the cost-of-living crisis, plus the additional funding that will be required to meet the new government's various manifesto pledges.

3.23 There will undoubtedly be implications for the Town Council as a result of the future financial pressures likely to be faced by North Somerset Council. These issues are discussed in more detail in the Section 4 of the Plan which covers 'Local Issues'.

Local Council Tax Reduction Scheme Grant

3.24 WSMTC had, up until April 2013, been relatively sheltered from the public sector spending cuts, in that it had been in the fortuitous position of not being reliant on any funding from Government in order to finance the services that it provides.

3.25 However, this situation changed following the localisation of support for the council tax by the Government back in April 2013.

3.26 This has made the outcome of the Fair Funding Review and future Comprehensive Spending Reviews and Local Government Finance Settlements of increased relevance and importance to WSMTC in terms of the future payment of this funding.

3.27 The Welfare Reform Act 2012 abolished the national council tax benefits system with effect from 1st April 2013, paving the way for the implementation of new Local Council Tax Support Schemes (LCTSS) by council tax billing authorities.

3.28 Previously, council tax benefits were administered centrally by the Government and paid to principle councils via a subsidy system. However, the new LCTSS schemes are based around a discount on the council tax bill rather than a cash payment and this had the impact of reducing the Council Tax Base and therefore the tax raising capacity of all local authorities, including town and parish councils.

3.29 The Government provided funding for LCTSS within the Local Government Grant Settlement, and a proportion of this funding was specifically set aside for town and parish councils to offset the losses faced from these reductions in tax raising capacity.

3.30 The Government has stated that it 'expects' billing authorities to pass down and appropriate proportion of their grant settlements to town and parish councils to offset the impact of LCTSS each year.

3.31 Enquiries should be made to NSC to see if it has developed a LCTSS that provides full protection to existing claimants of council tax benefits as other councils in the UK have to ensures no claimant is worse off under the new scheme.

3.32 However, any scheme in place (if there is one) in previous years this did not help WSMTC who still faced a shortfall from the reduction in their own Council Tax bases. This is because the funding provided by the Government and passed down to NSC did not offset, in full, the loss in tax raising capacity faced by it.

3.33 The actual impact varies by council depending upon a number of factors, including benefits caseload and numbers of empty properties. However, most town and parish councils have been left facing losses, because of the overall shortfall and subsequent cuts in the LCTSS funding.

3.34 The likely future financial impact of the above issue is discussed in more detail in the revenue and Capital Programme Budget Forecast which is set out in section 11 of the Plan.

Referendums to Veto Excessive Council Tax Increases

3.35 The Government introduced legislation within the Localism Bill to provide a stronger role for the local community in determining annual council tax increase, by giving local taxpayers the power to require local authorities to hold referendums, thereby providing them with the opportunity to veto 'excessive' increases in council tax.

3.36 These powers replaced the previous council tax capping powers available to the government.

3.37 Currently this legislation does not apply to town and parish councils and the Government confirmed in the 2024/2025 Local Government Finance Settlement that any consideration of the extension of council tax referendum principles to higher spending parish and town councils will be deferred i.e. until the end of the 2024/25 year. Ongoing monitoring of this will be required as it has still not occurred, until more information is known.

3.38 The previous government has indicated that it will be keeping a watching brief over Town and Parish Precept increases and will therefore be keeping this situation under review. There is currently no indication of the new Labour Government's views on this issue.

3.39 Clearly the current exemption from referendum principles is positive news, as it provided town and parish councils with the flexibility to raise additional Revenue Budgets resources, should they require to do so, without any restraint from the Government.

3.40 There is currently no indication of the new Government's intentions with regard to town and parish council referendum limits for the period 2025/26 onwards.

3.41 It has been assumed for the purpose of this Plan that referendum principles will not be applied to town and parish councils with effect from 2025/26 and WSMTC will not need to limit the annual increase in the Town Council Tax to 2% or less from this year. It is however recognised that this could indeed change and as such would need to be reflected in the annual review of the plan.

3.42 Clearly, there would be further implications for WSMTC if referendum limit was reduced by the Government at any stage from 2025/26 financial year onwards.

External Audit Arrangements

3.43 The Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 set out the statutory provisions regarding WSMTC's external audit arrangements.

3.44 Under the Accounts and Audit Regulations 2015, the Council is classified as being a 'smaller relevant body', defined as being a public sector body with an annual income or expenditure of less than £6.5 million.

3.45 Smaller relevant bodies are required by the regulations to prepare accounts and governance statements via the completion of an 'Annual Governance and Accountability Return' (AGAR) and are subject to the 'limited assurance' audit regime.

3.46 The external audit fee for a limited assurance audit was set by Smaller Authorities Audit Appointment Limited at £3,360 per year for the period up to 2026/27, and this level of fee has continued to be provided for in the Revenue Budget Forecast in Section 11 of this Plan. For the Year 2024/2025 the councils external audit function will go out to full procurement and review.

Localism Act 2011

3.47 The Localism Act came into force in 2011 and contained a package of reforms to devolve greater powers, responsibilities and freedoms to local councils, community organisations, neighbourhoods and individuals.

3.48 The four main measures of the Localism Act are: -

- New freedoms for flexibilities for local government;
- New rights and powers for communities and individuals;
- Reforms to make the planning system more effective; and
- Reforms to ensure that decisions about housing are taken locally.

3.49 The key measure for local councils is the freedom to act in the interest of local communities through the 'General Power of Competence'.

3.50 This power gives local authorities the legal capacity to 'do anything that an individual can do' rather than relying on specific powers. This power applies as long as the action is not specifically prohibited by legislation.

3.51 However, it is important to note that the power does not raise money.

3.52 Town and parish councils qualify for the General Power of Competence if they meet certain criteria. WSMTC adopted this power at the Annual General Meeting following the last elections. In theory this power will increase WSMTC's ability in future to be creative and innovative in meeting the needs of the local community should the operational capacity and financial resources be available to do so.

3.53 The Act has also introduced greater powers for local people and community organisations to hold the Council to account including: -

- A right to challenge takeover of services;
- A right to bid for assets of community value;
- A right to veto excessive council tax increases; and
- Increased transparency over public sector data.

3.54 The right to challenge to take over services or bid for assets could strengthen WSMTC's ability to request to take over services from NSC should it wish to do so, and should the resources be available. The previous Government launched a Community Ownership Fund offering funds to local community organisations, including town and parish councils who might wish to step in and take over any community assets at risk of being lost. In WSMTC's case, this enabled a successful bid for the Old Town Quarry (of which NSC remains the freeholder, and WSMTC the leaseholder).

3.55 However, the above powers do not currently apply to town and parish councils in allowing local community organisations to approach the Council with a view to taking overs its services of assets.

3.56 In addition, as already highlighted in paragraphs 3.35 to 3.42, WSMTC could also be required by local taxpayers, in future years, to hold a referendum to veto excessive council tax increase.

3.57 There has also been an increasing drive toward improving transparency in the public sector, and the Openness of Local Government Regulations and Local Government Transparency Code require the Council to publish specific information, including certain decisions taken by officers for the Council, expenditure over £500, senior officer pay, and details of council owned land. The Council already publishes all of this information on its website.

3.58 The final area of the Localism Act that has impact on the Council are the reforms to the planning system which are intended to provide more local control over planning decisions and make the planning system more democratic and effective.

3.59 The Act introduced a new right for communities to draw up a 'neighbourhood plan' which allows residents, employees, and businesses, to come together, through the Town Council if they wish, and have a say in terms of where they think new house, businesses and shops should go, and what they should look like.

3.60 Local communities are able to use neighbourhood planning to grant full outline planning permission in areas where they most want to see new homes and business, making it easier and quicker for development to go ahead. This enables WSMTC to currently oppose unwanted development, but would enable an extra 10% in Community Infrastructure Levy, should WSMTC wish in the future to adopt a Neighbourhood Plan.

3.61 WSMTC has taken the decision not to produce a neighbourhood plan in Weston-super-Mare. The introduction of a Neighbourhood Plan could be considered in the future.

3.62 In overall terms, many of the principles of the Localism Act promote building on the capacity of the town councils and increasing their role in local government through decentralisation, though it does not bring with it any additional income of tax raising capacity.

3.63 Depending on the resources available, this enables functions, duties and services being devolved to WSMTC in the future. As of the 2024/2025 financial year, this is being explored with NSC, with a devolvement plan being created to handle sensitively and with as little disruption to service as possible.

3.64 It is also likely to see WSMTC having a greater role to play in working with and passing powers and services to local communities, for example, to community and voluntary organisations.

3.65 The new Labour Government has also made it clear in its manifesto its commitment to devolution and that it will transfer power out of Westminster, and into communities, with landmark devolution legislation to take back control. Further information on these plans is awaited.

Demographic Issues

3.66 The MTFP will also need to have awareness of any demographic issues that may affect WSMTC's financial planning, such as the aging population, levels of unemployment, health issues, benefits dependency and deprivation.

3.67 All of these issues could impact upon demand for particular services, for example on income levels in respect of the Museum, Theatre and Cemetery.

4. Local Issues –

Introduction

4.1. As well as considering national, political, legislative, economic, and demographic issues, it is also important that WSMTC's Medium Term Financial planning process considers any local issues specifically relevant to the Weston-super-Mare Parish.

4.2. The Following section of the Plan provides details of local issues currently affecting Weston-super-Mare, focussing particularly on issues relating to NSC, and on WSMTC's strategic aims and targets. Section 5 of the plan will then look at community priorities.

North Somerset Council

4.3. The Governments Comprehensive Spending Reviews since 2010 have resulted in substantial reductions in grant funding for NSC. As a result, NSC has implemented budget reductions of approximately £50 million over the ten-year period.

4.4. This has resulted in many services being cut or ceased and had brought with it a significant number of job losses over past years.

4.5. There is significant uncertainly over the resources that will be available to NSC over the medium to longer term due to the delayed publication of Fair Funding Review and Comprehensive Spending Review and ongoing national challenges.

4.6. A deterioration in the financial situation facing NSC could impact on WSMTC in a number of ways: -

- WSMTC could receive requests for financial support from community and voluntary organisations whose funding has been reduced or cut altogether by NSC;
- Requests may be received from NSC for WSMTC to consider taking on services or to undertake joint working;
- There may also be occasions where WSMTC may wish to step in to safeguarding local services and facilities at risk of being cut of ceased by NSC.

4.7. As of the 2024/2025 financial year, discussions are being held to discuss the above solutions to NSC budget deficit, with a phased approach plan for devolution over the next several years.

4.8. WSMTC continues to receive requests for financial support from community and voluntary organisations (some of which are within SLA's), the need for this appears to have been heightened by the Cost of Living Crisis and cuts in other funding they previously received. WSMTC has set aside a total value of £327,176 (2024/2025) to support (via SLA) initiatives such as Crime & Disorder, CCTV, Citizen's Advice, Youth Provisions, Homeless support and Volunteer Action. WSMTC has in past years made considerable savings by the abolishment of special expenses which covered some of these areas.

4.9. WSMTC has in recent years been working closely with NSC in discussing opportunities for joint working or development / devolvement of services. These discussions have, up to now, been based on the principle that the initiative should be beneficial to both councils.

4.10. Previously these discussions have led to joint working initiatives such as Community Response (Crime & Disorder), Community Resilience and Health & Wellbeing initiatives (with NSC Together and the Wellbeing Collective), Climate

Initiatives (Food Clubs and Fridge of Free Stuff), Old Town Quarry (Ongoing negotiation), Town Centre improvements (Bins and Street Furniture) and works with the Place Agency and Super Weston for improvements initiatives across the town.

4.11. Now that devolution is being explored, a transition year has been identified which will result in WSMTC taking on from NSC for 2025/2026 an additional 20-23 play areas for maintenance and full responsibility, taking on litter waste collection (approx. 64 bins), and £141.4k payable to NSC for continuation of contracted services at to 31st March 2026 (1 off payment).

4.12. WSMTC also worked with NSC to access services such as Recreational Ground Maintenance as well as professional officer support and advice on issues such as procurement, energy management, human resources and health and safety.

4.13. WSMTC has been keen to explore possible funding opportunities with NSC, and have a good track record of doing so. In recent years we have obtained grant funding to benefit both Health and Wellbeing, Climate initiatives and Heritage and Cultural projects such as Know your Place and Understanding our Heritage.

4.14. WSMTC will continue to actively seek further funding but for the purposes of this Plan only funding that has already been confirmed will be included in the Revenue and Capital Budget Forecast.

4.15. Finally, NSC continues to consult with all key stakeholders on all relevant issues including proposed spending cuts, service reviews, partnership working and devolvement of services. WSMTC has been participating in these consultations as required where relevant and will continue to do so.

Council Mission and Strategic Aims

4.16. WSMTC adopted its Medium to Long term strategy (April 2020 – March 2030) in November 2020 following recognition of the council's growth and need to develop a more robust and 'live document'. Within this strategy WSMTC adopted the following Mission and Visions statements:

'Working with the People of our town, celebrating traditions and making Weston-super-Mare a greater place to live, work, visit and enjoy'

'Everforward' we will ensure our town becomes a more vibrant, prosperous, cleaner, greener, safer and inclusive place for everyone to enjoy'.

4.17. WSMTC also set 5 strategic pillars to support the delivery of its mission and vision. These pillars are detailed below: -

- **Weston View** – Measures to promote and better the Town.
- **Cleaner and Greener** – Measures to improve the local environment.
- **Healthier and Happier** – Measures to promote the health and wellbeing of local residents.

- **A Bright Future** – Measures to support and enhance the local economy.
- **Heritage Arts and Culture** – Measures to ensure that Weston-super-Mare thrives as a vibrant place for arts and culture.

4.18. Strategic aims are then incorporated into individual service areas team plans which are reviewed annually and adapted to meet moving aims that WSMTC wishes to see reflected in the annual review of the Strategy document.

4.19. This review process and incorporation into team planning helps to ensure that WSMTC continues towards the achievement of its strategic aims in 2025/26. A full copy of the Strategy is:
https://wsm-tc.gov.uk/wp-content/uploads/2023/09/4.-LIVE-Update-strategy-approved-July-2023-EG.pdf

5. Community Priorities

Introduction

5.1. WSMTC's does not currently have a specific Service Delivery Plan to set out the Council's strategic aims and targets for the coming year. However, it does endeavour to seek the views of the local community.

5.2. Consultation is undertaken with the community, service users and local taxpayers in a variety of ways including: -
- The Your Town Your Voice Survey which is open and active on WSMTC's website;
- project specific surveys such as play area surveys etc;
- meetings with the Youth Council.

5.3. In future years WSMTC may wish to consider expansion of how we proactively engage in specific areas such as;
- Annual evaluation of Your Town Your Voice survey which was first implemented 2023/2024
- development of an annual budget consultation event and online budget survey;
- consultation with key strategic partners to review performance of SLA's and service provisions to review and further develop efficient work practices

5.4. Such consultation allows the views of the community and local taxpayers to be sought and then used to inform future decisions around allocation of resources, investment in services, and where any required efficiency savings should be targeted over the life of the Plan this approach would dovetail with WSMTCs adopted principles around community engagement.

5.5. Feedback from previous consultations, and in particular the results of the online Satisfaction Surveys have been used to improve service delivery where they provided relevant data, as such they have been included in the annual spending review process. Resulting where applicable to inform WSMTC's financial planning.

Your Town, Your Voice Satisfaction Survey –

5.6. Budget consultation forms part of the survey, and will be carried out prior to the setting of the annual budget, whereby parishioners were asked to rate the services in order of priority when considering the costs to run. This helps provide feedback on WSMTC's annual budget proposals.

5.7. WSMTC have implemented a Your Town Your Voice survey in the year 2023/2024 to gain feedback on its services, like sized councils have started to use this approach along the following lines to aid its financial planning. This will be rolled out annually to assess year on year improvement, working with WSMTC's Communications and Marketing Officer and Development team.

5.8. Following the success of the Your Town Your Voice consultation, which took place in October 2023 and received a total of 516 responses, the process was reviewed. Whilst it was felt the level of detail and information provided in the survey was impressive and aided completion, the amount of information made it too long and time consuming. It took between 30-60 minutes to complete, which led to a low completion rate. As such, it was decided that the survey would be split, and rolled out seasonally (Winter/Spring/Summer/Autumn), to keep it fresh in peoples minds and ensure a greater level of engagement.

5.9. The survey was created in line with the Town Councils adopted 10-year strategy.

5.10. With a big year of change during 2024/2025, including the relocation of council office, change of senior management and large capital projects (Old Town Quarry and Waterpark Play Area Redevelopment), it was not considered prudent to carry out an in-person community consultation exercise in 2024/2025. There was, however, a consultation workshop for WSMTC Councillors, who were invited to evaluate the success of the Town Council Strategy, and provide direction for future years.

5.11. A comprehensive consultation exercise should be undertaken with the local community groups during 2025/2026, building on the community engagement held with parishioners in October 2023.

5.12. Open days could be held offering residents the opportunity to meet key officers and members of WSMTC and discuss any issues of interest or concern and the issue of the 'Your Town, Your Voice Satisfaction Survey', should this be considered prudent.

5.13. The survey asks a number of questions relating to satisfaction with the various services provided by WSMTC, value for money, community involvement and priorities for investment and disinvestment, seeking to establish the priorities of the local community for the future

Consultation Results and Community Priorities

5.14. The key financial question asked within the survey relate to the Town Council proportion of the council tax and whether council taxpayers felt that this provided value for money for the services provided.

5.15. The responses could year on year provide comparison based on figures from previous years' surveys to demonstrate for example that the vast majority of council taxpayers believe that the Town Council delivers value for money services to the local community.

5.16. The survey aims to identify and rank the services most important to them i.e. where service delivery should be continued, budget cuts avoided, and future investment targeted. This could also determine where investment is most needed (both capital and revenue). This could also enable understanding of where respondents feel less money could be spent to free up finances for other things potentially. Higher priority areas and Lower priority areas.

5.17. Every effort should be made to continue to invest in community priorities over the period of the MTFP. However, there will be limitations on any additional investment due to falling balances, reduced availability of external grant funding, increases in staffing costs linked to the Real Living Wage and the increase in national insurance employer contributions, and the need to keep future council tax increases as low as possible.

5.18. However, this information could also be useful in highlighting the services that are most important to council taxpayers, and which should be protected from budget cuts, should revenue and capital spending need to be reduced in the future.

5.19. This would suggest that these are the service areas that are least important to council taxpayers and where spending reductions, if required in the future, should be targeted.

6. Key Financial Influences and Challenges

Introduction

6.1. This MTFP will need to address the following key financial influences and challenges: -

- the current national challenges and its impact on the economy and Government spending plans e.g. possible public sector spending cuts, inflation, interest rates and reduced consumer spending power;
- the ongoing increases in the Real Living Wage, and its subsequent impact on the local government pay scales;
- the risk of council tax referendum principles being extended to town and parish councils, which has yet to be confirmed;

- NSC has recognised the need for considerable spending cuts in order to maintain statutory services. this has resulted in discussion with WSMTC and transfer of numerous assets and services over coming years.
- increased requests for financial assistance from community and voluntary organisations whose grant funding has been cut;
- ensuring the funding of existing service requirements;
- delivering WSMTC's strategic aims and targets;
- meeting the needs and priorities of the local community, service users and taxpayers;
- funding any new statutory requirements and any planned investment in existing services or new initiatives;
- delivering value for money and ensuring the achievement of year-on-year efficiency savings;
- minimising any future increases in the Town Council Tax;
- working within the resources available and deciding how WSMTC's spending will be prioritised in the event of limited resources being available;
- providing for the significant future capital investment commitments facing WSMTC and ensuring the delivery of the Asset Management Plan;
- maintaining a prudent level of balances and reserves, whilst meeting the cost of this capital investment.

6.2. Many of these key financial influences and challenges are linked to the national economic situation, with particular budget pressure being caused by stubbornly high inflation in some areas of expenditure, the likelihood of increases in staffing costs over the coming years linked to above inflation increases in the Real Living Wage, and impacts on usage and income of services linked to reduced consumer spending power. These were discussed in Section 3 of the Plan.

Sources of Funding

6.3. WSMTC relies heavily upon the Precept and therefore the Town Council Tax to fund the services it provides and although it does it is limited in its ability to raise additional funds, other than though the Precept and Council Tax.

6.4. In addition, WSMTC is in a position whereby it does have increased reliance on gaining external grant funding in the year to support services in 2024 /2025 this equated to approximately £796,750 per year to support its community projects rather than Revenue Budget, with a further £67,000 pending decision which would impact on the revenue budget if successful.

6.5. WSMTC has a proven track record of acquiring external grant funding to support the implementation of new projects and development of existing services, to the value of £1,475,462 from the period 2020-2024.

6.6. The decision to implement a Neighbourhood Plan in the future would result in a 10% increase in Community Infrastructure Levy, from what is currently 15% to 25%.

6.7. WSMTC will also face increasing pressure on its spending budgets from staffing cost increases linked to the Real Living Wage and increase national insurance employer contributions, possible future employers' pension contribution increases, as well as inflation and other unavoidable budget pressures.

6.8. Any resulting shortfall in resources will need to be made up in the Revenue Budget via a combination of increases to the Town Council Tax, council tax base growth, savings, and budget reductions, and increases to fees and charges.

6.9. It is possible that the process of balancing WSMTC's Revenue Budget will become increasingly difficult over the medium to longer term.

6.10. At the same time WSMTC needs to be aware of the financial difficulties that continue to be faced by local taxpayers and the need to keep future increases in the Town Council Tax as low as possible. This is also important in the context of the possible implementation of the power allowing local communities to require town and parish councils to hold a referendum to veto an excessive council tax increase, which has yet to be confirmed.

6.11. WSMTC is also facing the prospect of needing to undertake significant capital investment in its fixed assets over the medium term and ensuring that sufficient balances and reserves are maintained to meet these commitments, is an ongoing challenge that WSMTC will need to address over the next five years. These include future refurbishment considerations at 32 Waterloo street, the Old Town Quarry, and significant required maintenance and replacement of equipment in the councils play areas following the development of a play strategy.

6.12. This MTFP has been prepared on the key principle of aiming to maintain existing levels of service, while keeping the increase in council tax as low as possible. Prudent assumptions have been made around the impact of the various challenges faced and the key assumptions made are set out in Section 7 of the Plan.

6.13. A Revenue and Capital Budget Forecast is then set out in Section 11 of the Plan which highlights the likely changes to the budgets between 2024/25 and 2028/29 and the council tax increase that may be required in each year to balance the Revenue Budget.

6.14. This forecast will also quantify the possible savings and budget reductions that would be needed to freeze the council tax, should WSMTC wish to do so at any time over the period.

6.15. Actual options for delivering any required budget reductions and efficiency savings would need to be drawn up each year and agreed by WSMTC during the annual budget setting process.

7. Key Financial Assumptions

7.1. Summarised in this section of the Plan are the specific assumptions that have been made in planning WSMTC's Revenue and Capital Budget forecast over the five-year period in order to respond to the key influences and challenges summarised in Section 6 of the Plan.

Providing for Inflation

7.2. In order to ensure that the Revenue Budget accurately reflects future spending commitments, it is essential that WSMTC makes prudent provision for all unavoidable increases in costs that will arise from inflationary pressures over the five-year period.

7.3. Inflation has historically been a significant pressure on some expenditure budgets, particularly in relation to fuel and utilities costs.

7.4. A key principle of WSMTC's medium-term financial planning is to make provision only for unavoidable inflationary increases in budgets i.e. where there is a contractual obligation to pay the increased cost or where the increase literally cannot be avoided.

7.5. This approach encourages managers to shop around, and negotiate better deals with suppliers, and therefore ensures improved use of resources and helps WSMTC to achieve value for money.

Annual Pay Awards and the Real Living Wage

7.6. 39.54% (2023 2024) of WSMTC's gross expenditure relates to staff pay costs and therefore annual officer pay awards and the ongoing increases to the Real Living Wage are likely to be one of the most significant cost pressures on WSMTC's Revenue Budget moving forward.

7.7. The Real Living Wage sets out the minimum hourly rate for all staff based on the cost of living and is voluntarily chosen to be paid by the employer. This current rate has been set at £12.60 which has to be implemented in May 2025. WSMTC has resolved to apply this and any new rate increases annual in April in line with contracted staff pay increases.

7.8. WSMTC currently pays its staff in accordance with the National Joint Council for Local Government Services (NJC) pay scales.

7.9. The NJC Local Government Pay Agreement for the 2024/25 financial year has been agreed at a flat rate of £1,290 per employee pro rata backdated to April 2024, for employees below SCP 44.

7.10. Moving forward, further increases in the Real Living Wage will cause the headroom between the lowest local government pay rate and the Real Living Wage to erode and potentially disappear altogether.

7.11. Based on the 7.11 above, an estimated provision of 4.5% has been assumed for 2025/2026 and all subsequent years of the plan.

7.12. If a higher-than-expected pay increase is awarded at any point over the next five years, for example following union action, a significant increase in the Real Living Wage, or the election of a new Government, then additional budget would need to be found to meet the increased cost.

7.13. For every 0.5% pay award above those budgeted for, WSMTC's salaries and wages budget would need to increase by around £6,000 based on 2024/2025 costs.

7.14. Any additional costs over the life of the Plan would be met in the first instance from efficiency savings elsewhere in the Revenue Budget and after this from General Reserves.

7.15. In the longer term, further expected increases in the Real Living Wage, are likely to bring about increasing compaction at the lower end of the local government pay scale, which may result in further restructure of the local government pay scale. Staffing costs increases are therefore likely to remain a key budget pressure well into the future. WSMTC has undertaken a Job evaluation 'desk top' exercise in October 2022 to ensure contracted staff are on the correct grade, and this will continue if the town council staffing structure grows.

Salary Increments

7.16. Some Council staff are appointed on a salary grade that allows progression through the grade or successful completion of qualifications as set out in the contract of employment.

7.17. Full provision has been made in the Revenue Budget forecast for any salary increments that are due to such staff over the five-year period of the Plan.

Pension Costs

7.18. Pension costs in respect of Council employees are another significant area of expenditure. The 2020 actuarial valuation of the Avon Pension Fund set the pension contributions for employers and employees.

7.19. WSMTC's employer's pension contribution rate for the period 2020/2021 – 2047 / 2048 was estimated at 17.0% with an increase year on year deficit payment plan in place until 2040 / 2041.

7.20. WSMTC's employer's pension contribution rate will therefore be increased to 17% until the end of 2024/25 to reflect the pension position.

7.21. The other issue relating to pensions that will continue to have an impact upon WSMTC's pension costs over the next few years is the Government's automatic enrolment legislation.

7.22. This initiative aims to ensure that all workers are enrolled into an occupational pension scheme. It requires employers to automatically enrol all 'eligible' employees into a qualifying pension scheme, although employees do have the option of 'opting out' should they wish to do so.

7.23. WSMTC initially implemented automatic enrolment in May 2014, and this resulted in a number of additional staff joining the Local Government Pension Scheme. It has since undertaken annual reviews via Bath and North East Somerset Payroll Services to review re-enrolment for any staff currently opting out of the Pension Scheme.

7.24. The Revenue Budget provides fully for the costs of all staff who are currently members of the pension scheme.

7.25. The Government continues to encourage workers to enrol in a pension scheme and the Council must automatically enrol all eligible new staff and existing staff whose earnings exceed the automatic enrolment threshold of £10,000, and also re-enrol all 'opted out' staff every three years, with the next re-enrolment date being May 2024. Currently there are only 2 contracted staff who are not included within the pension scheme.

7.26. This could result in more staff joining the pension scheme over the medium term. It has been assumed in the Revenue Budget projections for 2024/25 to 2028/29 that all new staff will join the pension scheme, while all existing staff who have previously opted out will remain outside of the pension scheme.

Savings from Staff Turnover and Flexible Retirements

7.27. No provision has been made within the Revenue Budget forecast for savings from staff turnover e.g. savings from reductions to working hours, staff leaving the pension scheme, posts being vacant for a period of time, new staff commencing employment on lower grades etc., unless this has already been approved by WSMTC and removed from the Revenue Budget.

7.28. It has therefore been assumed in the Revenue Budget forecast that any future savings that are achieved from staff turnover or further flexible arrangements would be available to support the Revenue Budget in the year in which they were achieved, rather than permanently removed from the budget.

7.29. These savings would be used in the first instance to fund any recruitment costs or temporary cover arrangements, with any remaining savings added to Council balances at the end of the year.

Changes to the Staffing Structure

7.30. An extensive staffing review was carried out in 2024/2025 to simplify the staffing structure under two main directorates: Directorate of Finance and Resources and

Directorate of Community Services, both of which sit under a Senior Manager and the CEO/Town Clerk. This initial review recognised the changing needs of the council, and ensured officer time was allocated where it was best placed. Further review of this staffing structure was taken to Personnel in October 2024, with the decision to defer until the position regarding devolution was finalised.

Premises Costs

7.31. There have been nominal increases to WSMTC's premises costs in recent years, although wherever possible WSMTC has actively worked to minimise these increases. With the purchase and change of WSMTC's main office to Waterloo Street in 2024, further efficiencies will be explored to keep costs to a minimum. For example, by working to WSMTCs Road Map to Zero by 2030 and the implementation of energy saving measure within refurbishment plans. WSMTC will continue to review its energy suppliers for gas and electricity contracts and reduce usage to achieve better value for money.

7.32. However, WSMTC still faces some potentially unavoidable increases to its premise's costs in particular with regard to energy and NNDR costs over the next few years and these have been provided for within the Revenue Budget Forecast.

7.33. In respect of gas and electricity costs, the 2025/26 Revenue Budget figures reflected the then contract rates and latest annual usage information and have been increased by 3% to provide for forecasted national increases. All of WSMTC's premises have smart metres installed to ensure accurate billing.

7.34. Officers will continue to work within its procurement guidelines to minimise the actual increases in each year and may set up longer fixed term contracts if this is more cost effective.

7.35. Water budgets have been increased by 3% in 2025/2026, 2.7% in 2026/2027, 2.7% in 2027/2028 and 2.7% in 2028/2029 to provide for likely inflationary (CPI) increases.

7.36. Business rates budgets have been increased by 3% in 2025/2026, 2.7% in 2026/2027, 2.7% in 2027/2028 and 2.7% in 2028/2029 in line with the expected rate of (CPI) inflation, and service agreement costs will increase in line with contractual agreements.

7.37. WSMTC's has two separate Maintenance budgets which are managed within the allocated allowance made by council 2024 / 2025 £140,000 (PPM). WSMTC has in place a 60-year cyclical plan which is broken down into 5-year maintenance budgets, reviewed annually. The purchase of a significantly larger premises at Waterloo Street has led to a suggested increase in the overall PPM maintenance provisions for future years. Both PPM and EMRRP maintenance schedules are being reviewed following the 5-year maintenance plan being carried out by the Town Council's appointed building surveyor.

7.38. The 60-year cyclical plan was reviewed in its entirety in March 2024 by WSMTC newly appointed building surveyor and contract administrator. In the first five years of this plan, in line with this MTFP, the total costs across the Blakehay Theatre, Weston Museum, 32 Waterloo Street, Waterpark and WCs and the Cemetery is £743,308. It is acknowledged that additional services, such as the Old Town Quarry which was taken over July 2024, are not recognised within this programme, and will need to be included in future years, therefore potentially increasing that figure.

7.39. In addition, significant asset management works have been completed to buildings and Outside assets in recent years and continue to be planned via the Planned Maintenance Programme (PPM)& Essential Maintenance Repair and Replacement programme for Parks & Play areas. Budget over the next five years which should help to limit the call on the maintenance budgets over the next few years.

7.40. Given that Devolution conversations centre around grounds management and maintenance, the current budget provision for the EMRRP is now not considered to be sufficient and as such will be increased in 2025/2026 and onwards. Likewise, there is a need for PPM budget provisions to be reviewed and adjusted following receipt of the 5-year maintenance plan. This element will be undertaken in 2025/2026.

Insurance Costs

7.41. WSMTC's procured a new insurance provider in June 2023 and is locked in to a fixed rate for the next 3 years. After 2026, a CPI rate of 2.7% per year has been applied.

7.42. The only exception to the above is 32 Waterloo Street, which was not included in the original cover due to it being a vacant building at the time the cover was put in place. Additional insurance for this site will be procured when the building is signed back over to WSMTC.

7.43. Vehicle insurance does not form part of the long-term agreement and is negotiated annually. A 3% annual increase in premiums has been assumed for vehicle insurance.

Vehicle Costs

7.44. Whilst vehicle fuel costs have marginally decreased within 2024 / 2025, the overall need for fuel to meet services needs has not. An assumed increase of 3% will be recognised based on current years' usage for the financial year 2025 / 2026. The use of Electronic vehicles will remain under review and should be done routinely at the point of any vehicle review.

7.45. Vehicle maintenance costs also vary widely year to year but have increased with the introduction of additional services within the grounds department (Litter collection services). All council vehicles (with the exception of the ride on Mower) are leased to help reduce maintenance on ageing vehicles. Depending on the outcome of devolution, there would be a requirement to increase lease vehicle budget. This is based on the need to acquire two leased vans and the potential purchase of a ride on mower and relevant equipment based on the discussions around additional parks and play areas to the Town Council. This will see an increase in the overall vehicle lease budget. The vehicle repair budget will increase slightly in 2025 / 2026.

7.46. A freeze has been assumed in council mileage rates over the period of the Plan, and it has been assumed that the mileage claimed will remain broadly at current levels to remain with HMRC tax guidelines.

7.47. The budgets for Mayors' travel costs will increase by CPI to reflect current costs.

Supplies and Services Budgets

7.48. The majority of supplies and services budgets have had CPI increases applied with the expectation that any inflationary increases are absorbed and income is increased at the same rate where applicable. This approach encourages managers to shop around, and negotiate better deals with suppliers, and helps WSMTC to achieve value for money.

7.49. An inflationary increase has been provided for over the life of the Plan for any supplies and services where there is a contractual obligation to pay the increased cost, or where the increase cannot be avoided. Examples include machine rentals, telephones, subscriptions, computer support contracts and licences, CCTV and running costs.

7.50. In some cases, supplies and services budgets have been reduced, for example where the budget provision is of a one-off nature, where there are known savings, or where the budget has been regularly under-utilised in the past.

Town Council Elections

7.51. The next Town Council Elections are due to take place in May 2027 and a revenue budget of £15,000 has been set aside annually in the Revenue Budgets to meet the cost for this. This is transferred to an Earmarked Elections Reserve to have adequate provision at the time of election. The EMR will stand at £15,000 due to the elections which took place in May 2023, and will need to be rebuilt for future years elections.

7.52. The cost of any by-elections held during the period of the Plan would also be met from the Elections Reserve.

Members Allowances

7.53. WSMTC to date has made no provision for member's allowance as it has voted not to include one. On this basis no provision will be made for 2025/26. Further review of this should be undertaken following the elections in May 2023 (not yet undertaken) with provisions then included if required in future years' budgets.

7.54. As 7.53 above, moving forward, no increase has been assumed to the Member's Allowances rate over the period of the Plan.

Income Budgets

Blakehay Theatre

7.55. Following recommendation by the Expenditure and Governance Working Party the Theatre is currently under business review. The Theatre was the last of WSMTCs' service venues to reopen following the pandemic enforced closure. In addition, it underwent refurbishment works with the introduction of a fresh air ventilation system and dressing room refurbishment which was done over the closed period but did mean a longer delay in opening. The Theatre remains an area of service that still requires subsidy within the revenue budget and for 2025 / 2026 as identified in the business plan is expected to have an increase in subsidy to that forecast partly due to the delay in opening. This review will continue into 2025/2026 until a decision is made by the council on how to proceed with service delivery, in line with the business plan.

7.56. Ticket sales to performances have seen a drop overall resulting in some of the auditorium bookings despite them being booked having to be postponed or cancelled. This is being seen nationally with the cost of living crisis leaving people with less disposable income to attend shows it is thought.

7.57. Auditorium hire and external bookings have also seen a drop, and have not returned to levels seen before the pandemic.

Milton Road Cemetery

7.58. Cemeteries fees and charges have seen the introduction of additional fees for deeds previously held at 30 years (enabling them to be increased). The Cemetery remains an area of service that still requires subsidy within the revenue budget and for 2025/2026 due to the volume of maintenance it takes to keep the cemetery in good order as a 'open' cemetery.

7.59. The cemetery has been able to maintain a steady level of income in past years, due to increased provision for grave use within the existing site. In the very near future (within the next year) it is expected that the ability to sell full burial 'new' graves will be reduced to nil. The limited number remaining are not able to be pre-purchased which has impacted revenue ability, but new areas around the site are being identified.

Weston Museum

7.60. The Museum prior to Closure for COVID 19 has seen a steady increase in footfall and related income. Following Café business reviews, it was recognised that Function income was needed to support the café function – this area has seen exponential growth with income increased. The Museum remains an area of service that still requires subsidy within the revenue budget and for 2025/2026, one significant change to reduce the subsidy is the revaluation of NNDR to nil, resulting in saving of over £50,000 annually. Secondary spend initiatives and increased functions / events will continue to be key to this within the MTFP.

7.61. The Café in particular has once again seen in 2024 / 2025 an increase in its ability to raise income following appointment of new staff. In future years it expected to make profit. The Café remains a key part of what the Museum is about as it provides additional reasons to visit by both locals and tourists.

7.62. WSMTC resolved to install an additional kitchen at Weston Museum in order to support both internal and external functions and service areas. This has resulted in additional income from functions.

7.63. Learning and Events has a heavy focus on the delivery of education to the local and wider area. Handling boxes have seen a decrease due to restraints within school budgets. We are now seeing schools return to the museum to take advantage of the learning offer. This area of provision shows huge social value to the town as opposed to financial value and as such it remains a key part of the museums make up.

7.64. The Museum is now looking to expand its wedding packages offers to promote its unique selling point.

Old Town Quarry

7.65. The Old Town Quarry was closed by NSC due to health and safety reasons in September 2023. The transfer of the lease to WSMTC was finalised in July 2024.

7.66. WSMTC was successful in its application to the Community Ownership Fund and received £700,000 funding for the redevelopment of the site. This funding, alongside previously earmarked CIL funds totalling £200,000 have resulted in a large-scale capital build project and associated community engagement. There is very little revenue funding as part of the project, and any future service delivery will be reliant on community organisation partnership, grant subsidy or consideration within Town Council Budgets. A revenue budget has been devised for inclusion in the 2025/2026 budget with this in mind, recognition previous WSMTC resolution that the service be cost neutral at the very least.

7.67. Following further business development, it would be prudent to carry out a more in-depth annual review of income and expenditure.

Tourism and Information Services

7.68. From the year 2024/2025 following direction from the councils Tourism and Leisure Committee, the structure of the revenue budget for tourism and information services changed to reflect the operation of both waterpark admissions and refreshment kiosk now being undertaken and overseen by the operational services team (the café was previously run as a concession). Changes to staffing, and a review of current tourism offers has seen tourism income slowly increasing following charges being reintroduce to tourism partners.

7.69. The change in location from the Tropicana building to the Waterpark Kiosk in previous years had resulted in reduced ability to sell tourism merchandise, however with the opening of 32 Waterloo Street and the introduction of a permanent tourism base, this is now possible again.

Waterpark Income

7.70. After the upgrade of the plant room, income returned to a consistent level and should continue to do so after further investment. It remains a prominent and well used asset. The income generated is not profit making but does support the running costs associated with the park such as cleaning, general maintenance and toilet provisions.

Dog waste Collection Income

7.71. The dog waste collection service operated by the grounds department to neighbouring parishes does in turn cover the cost of our own dog waste collection (actual disposal costs). The staffing costs associated with this are absorbed within our own service delivery. Increases in fuel costs will need to be reviewed and charges for outsourced service will need to reflect this.

Investment Income

7.72. Investment income has been based on the projected level of balances and reserves as set out in the Revenue Forecast in Section 7 of the Plan.

7.73. It has been assumed that there will be a very gradual recovery in interest rates, based on the recent changes to interest rates from the past rate level of 5.25% in August 2023, to 4.75% in November 2024. Future year projections will be based on the Bank of England assumption in the November 2024 Monetary Policy Report, that there will be a constant interest rate of 4.75% over the forecast period (until end of 2027). For the purposed of future planning, an interest rate of 4.75% will be applied to each year of the forecast, to be reviewed annually. It is acknowledged with the volatility of market conditions this may need to be altered considerably at the point of annual review.

Grant Funding

7.74. Grant funding has only been assumed in the MTFP projections where it is already in place or has already been approved.

7.75. No other revenue grant funding is currently receivable or had been approved at the time this Plan was prepared.

Investment in Services and New Initiatives

7.76. As outlined earlier in the Plan, WSMTC has established, via its strategic aims, targets and priorities, which will guide future investment.

7.77. WSMTC has already actively responded to the delivery of many of the aims, targets, and priorities in previous budget setting exercises and in all cases sufficient revenue or capital budget provision is already in place or is contained within this plan to enable their achievement.

Annual Council Tax Increase

7.78. As highlighted earlier in the Plan, the Revenue Budget Forecast has been prepared on the principle of continuing to provide all current Council services, facilities, and events, maintaining current standards of service, and ensuring a prudent level of balances and reserves, whilst keeping any future increases in the Town Council Tax as low as possible.

7.79. Any increase to the Town Council Tax needs to recognise the significant 'cost of living' difficulties still being faced by local taxpayers, balanced against the substantial budget pressures being faced by the Council in terms of future staff pay increases and inflation, the need to maintain the important services, facilities and events that are so valued by the local community, and ensure that Council balances and reserves can be maintained at prudent levels, bearing in mind the substantial capital investment commitments faced in the medium-term.

7.80. Clearly, there would be financial implications for WSMTC if a council tax referendum limit were implemented for town and parish councils by the Government at any stage in the future.

7.81. The base council tax referendum limit is currently set at 2% for principal councils, but could be reduced in the coming years, if local authorities are not seen to be showing restraint in setting their council tax rates.

Council Tax Base

7.82. In order to calculate the possible changes that may be required to the level of council tax over the medium term, assumptions need to be made around the likely movement in the Council Tax Base.

7.83. The Council Tax Base is a calculation of the number of chargeable properties within the Parish for council tax purposes. The Council's Precept divided by the Tax Base calculates the Band D Council Tax.

7.84. The localisation of support for council tax had significant implications for the Council Tax Base calculation, and the future design of the NSC and any Local Council Tax Support Scheme could have a major impact on the Council Tax Base moving forward.

7.85. For example, if NSC chooses, in the future, to ask council tax support claimants to contribute towards their council tax liability, as many other councils in the country have already done, this would have the impact of increasing the Council Tax Base.

7.86. The Tax Base will also be influenced by the council tax benefits caseload in the Parish. An increase in caseload would reduce the Tax Base while a decrease in the caseload would increase the Tax Base.

7.87. For the purposes of estimating the Town Council Tax Base for the period of the MTFP, it is not considered prudent to make any assumptions around possible changes made by NSC the council tax benefits caseload.

7.88. The Council Tax Band D for 2024/2025 was 103.10 properties, this has increased to 432.20 and increase of 369.10 which has been confirmed by NSC. Weston sites plans are envisaged to deliver many more housing units in coming years. Every existing house that is built and extended also attracts Community Infrastructure Levy.

7.89. The Town Council has a Community Infrastructure Levy policy, and reports to and requires agreement from the Finance and General Purposes Committee for any fund allocations.

7.90. It is likely that the Council Tax Base will continue to benefit from some new housing development over the life of the Plan.

7.91. For the purposes of the Revenue Budget forecast for the four-year period 2025/26 to 2028/29, an annual increase in the Council's Tax Base of 200 properties per year has been assumed to provide for new housing development.

Council Balances and Reserves

7.92. Within the existing statutory and regulatory framework, it is the responsibility of the Responsible Financial Officer to advise WSMTC on the level of its reserves and to ensure that there are clear protocols for their establishment and use.

7.93. In accordance with Section 25 of the Local Government Act 2003, an annual assessment of the adequacy of the Council's balances and reserves is made at the time the Council Precept is set.

7.94. This assessment is based upon a guidance note on Local Authority Reserves and Balances issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), which is considered to be best practice with regard to balances and reserves (LAAP Bulletin 99).

7.95. CIPFA holds the view that a generally applicable minimum level of reserves is not appropriate. The guidance notes states that 'in assessing the appropriate level of reserves, a well-managed authority will ensure that the reserves are not only adequate but are also necessary', and that Council's 'should establish reserves including the level of those reserves based on the advice of their chief financial officer and make their own judgements considering local circumstances'.

7.96. In theory, a well-run Council with a prudent approach to setting its budget, should be able to operate with a relatively low level of general balances, which WSMTC has achieved in recent years, although these general balances will need to be supported by sufficient sums set aside in earmarked reserves to meet specific needs and fund future spending commitments.

7.97. In coming to a view on the adequacy of WSMTC's balances and reserves, account needs to be taken of the risks facing WSMTC, in terms of any significant unforeseen spending commitments or funding cuts, and also the capital investment requirements of WSMTC over the medium to long term, considering the ability of WSMTC to secure external funding via capital grants and contributions, take out additional borrowing, or generate capital receipts from sale of assets.

7.98. WSMTC held balances and reserves of £872,787 at the end of the 2023/24 financial year.

7.99. Consideration should be given to introduce a Revenue Support Fund; the aim is to provide support to the Revenue Budget in the event of any significant unforeseen spending commitments or funding cuts. Furthermore, the introduction of a Capital Investment Reserve has been undertaken, the balance of which has been included in 7.111 above, to take in to consideration known upcoming projects with the redevelopment of Waterloo Street and potential devolvement of services from NSC. No capital reserves are currently in place in addition to the approved allocation of CIL monies for the Old Town Quarry.

7.100. The recommended policy for balances and reserves is as follows: -

1. Maintain minimum General Reserve Balances of 3.5 months' average revenue expenditure to protect against unforeseen budget pressures and cuts to the Council Tax Support Grant funding.
2. Maintaining a Capital Reserve Fund based on estimated costs of known capital expenditure for new assets and projects.
3. Set aside such sufficient sums in Earmarked Reserves, as is considered prudent, to support future year's capital investment requirements and other specific commitments;
4. Undertake an annual review of the level of Balances and Earmarked Reserves as part of the budget setting process.

7.101. It is a key principle of WSMTC's financial strategy to limit support from Council balances and reserves to the Revenue Budget over the medium term as such support is not sustainable.

7.102. The introduction of a Revenue Budget Support Fund could be explored in the future if it was felt to be applicable.

7.103. The policy regarding support from Council Balances to the Revenue Budget may also need to be reviewed in the future, should WSMTC face significant challenges such as capping of reductions in income which support the budget.

7.104. It is considered that the current level of balances and reserves, taken alongside the contingency sum and contribution to capital reserves set aside in the Revenue Budget, provides WSMTC with an adequate level of resources to protect against any unforeseen spending pressures and future funding cuts, and to fund capital investment requirements in the medium term.

7.105. However, it is inevitable that Council balances and reserves will fall over the life of this Plan as capital commitments are funded.

7.106. There has been need in past years to use General Reserve balances for specific spends, such as the Museum and Blakehay refurbishments however these have been replenished via the Revenue budget and precept to keep a steady level of reserves at all times. Efficiency savings should continue to be enabled within the Revenue Budget moving forward, balances and reserves should be able to be maintained at prudent levels over the five-year period of the Plan.

7.107. However, in the longer term, WSMTC's balances and reserves are fully earmarked against future capital investment requirements, and the effect of the other Revenue Budget pressures may limit the Council's ability to replenish balances via Revenue Budget savings, which could lead to balances being significantly diminished in the future.

7.108. This issue is considered in more detail in the Revenue and Capital Budget Forecast in Section 11 of the Plan.

Efficiency Savings

7.109. WSMTC is committed to ensuring that year on year efficiency savings are achieved over the five-year period of the Plan.

7.110. The need to identify and achieve efficiency savings, in order to maintain current service provision, is likely to become increasingly important over the coming years given the ongoing increases in staffing costs and other budget pressures faced, as well as the potential need to limit council tax increases over the next five years.

7.111. WSMTC has a proven track record of achieving efficiency savings on its Revenue Budget over a number of years in varying service areas.

7.112. Any known savings or budget reductions have been built into the Revenue Budget Forecast for 2024/25 to 2028/29 in the Plan.

7.113. Options for delivering any required budget reductions and efficiency savings, should they be required, would need to be drawn up each year and agreed during the annual budget setting process.

8. Treasury Management Issues

Introduction

8.1. WSMTC has in place an approved Treasury Management Policy which provides the framework for the management and control of WSMTC's borrowing, investment, and banking arrangements.

8.2. The Revenue Budgets and Capital Programme Forecast set out in this Medium-Term Financial Plan could have treasury management implications for WSMTC that will need to be accounted for.

8.3. The potential treasury management implications for WSMTC over the next five years are considered in this section of the Plan.

Outstanding Loans / Borrowing

8.4. The total amount of loans outstanding to the Public Works Loans Board as at 31st March 2024 was £441,037 and relates to a loan taken out in previous years to fund the Blakehay, Waterpark and the purchase of 32 Waterloo Street.

8.5. Assuming no rescheduling or early repayment of the existing outstanding debt, the outstanding balance on the above loans will change over the period of the Plan, Estimates as follows: -

- 31st March 2025 £406,577
- 31st March 2026 £371,533
- 31st March 2027 £335,881
- 31st March 2028 £299,590
- 31st March 2029 £267,249

8.6. Annual repayment costs on WSMTC's remaining loan, including interest, amount to £51,901 for the year 2025/2026.

8.7. Annual repayments are set and fixed at the point of initial borrowing.

8.8. The Revenue Budget forecasts detailed in Section 11 provide fully for repayments and interest payable on WSMTC's existing borrowing.

8.9. It has been assumed for the purposes of the MTFP that there will not be any early repayment or rescheduling of WSMTC's outstanding loans over the period of the Plan, particularly bearing in mind the likely deterioration in WSMTC's balances and reserves over this period.

8.10. However, this position will continue to be reviewed on an annual basis when possible options for rescheduling or early repayment of debt will be assessed, considering various issues including the premiums that may be payable and the level of Council balances and reserves likely to be available to fund such a repayment.

Investments

8.11. WSMTC currently invests its reserves any other surplus cash balances held as detailed with the Treasury Investment Policy.

8.12. Investment income is credited to the Revenue Budget and varies year to year depending upon the level of balances available to invest and interest rates. Income is currently negligible following the recent interest rate cut.

8.13. The estimates included within the MTFP for investment income have been based on the existing investment methods and on forecasted levels of balances.

8.14. It has been assumed that interest rates will increase marginally over the life of the Plan as the economy recovers from the Coronavirus pandemic.

8.15. Using this assumption and the projected average level of balances and reserves available in each year, investment income would vary depending on the amounts available to invest. In addition, the ability to invest capital monies will be very short term with the allocation and timescales of the projects identified within the next 5-year period of the Plan.

Long Term Treasury Management Issues

8.16. The retention of a contribution to capital reserves in the Revenue Budget will help ensure that Council balances are replenished to a sufficient level to meet WSMTC's medium-term capital investment commitments.

8.17. Looking ahead beyond the life of the Plan, the likely need to remove the contribution to capital reserves in order to balance the Revenue Budget may lead to a reduced ability to replenish balances, but it is also possible that capital receipts from land sales and longer-term council tax base growth may offer WSMTC an alternative means of replenishing its balances and reserves in the future.

8.18. Additional borrowing could also be considered if absolutely necessary.

9. Risk Assessment

Introduction

9.1. WSMTC uses an approved Risk Management software to produce its Corporate Risk Register, which is updated on an annual basis.

9.2. Consideration should be given to the introduction of a Financial Risk register within 2025/2026 to allow all key decisions that have a financial implication made by WSMTC be subjected to a formal risk assessment where this is considered relevant whilst consideration has been given in the past a more formal robust procedure would be beneficial to financial planning.

9.3. The Corporate Risk Register covers all identified risks applicable to WSMTC and the services that it provides. The register provides full details of the risks broken down by service area, with an assessment of the impact of the risk and the likelihood of the risk occurring (low, medium or high), the controls put in place to minimise the risk, and any further actions required.

9.4. Financial risks should be identified and assessed and then going forward should be attached as an appendix to this document.

Links to Medium Term Financial Plan

9.5. WSMTC is subject to a range of political, economic, demographic, sociological and technological influences. Many of these factors change on a regular basis resulting in new, and sometimes unexpected, financial pressures.

9.6. WSMTC should keep under constant review the key challenges and risks impacting on its financial position. This identification and assessment of risk is an essential element of the financial planning process and a key factor in informing financial planning decisions. The key influences and challenges facing WSMTC over the next five years were considered in Section 6 of the Plan.

9.7. The Medium-Term Financial Plan provides for the continued inclusion of a contingency sum and contribution to capital reserves within the Revenue Budget for the duration of the Plan, albeit on a reducing basis, and with the contingency sum needing to be removed in the final year of the Plan.

9.8. As highlighted earlier, WSMTC's balances and reserves should be able to be maintained at prudent levels over the five-year period of the plan, partly due to this contribution to capital reserves. These balances provide protection against any unforeseen budget pressures that might arise, as well as providing resources to fund capital investment requirements. The level of contingencies, balances and reserves is reviewed annually as part of the budget setting process.

9.9. The MTFP and annual Revenue and Capital Budgets are developed on a prudent basis considering all known commitments and spending pressures. The key assumptions made in the MTFP Revenue and Capital Budget forecasts were set out in Section 7 of the Plan.

Key Risk Areas

9.10. The key risk areas over the medium term that could potentially adversely impact upon the forecasts set out in the MTFP, have been identified and are summarised below. This includes details of how these risks might be mitigated.

9.11. UK Economy and Cost of Living Crisis - The continuation of the war in the Ukraine and the Middle East continues to have an impact on the UK economy, impacting in particular on the prices of oil, gas and electricity and causing supply issues and inflationary pressure on certain supplies. The impact of the current economic difficulties has been prudently factored into the forecasts made within the Plan and the Council can take some comfort from the fact that its current financial situation is relatively healthy, and the levels of contingencies and balances held provide it with a strong foundation to weather the storm and offset any financial liabilities.

9.12. Public Sector Spending Cuts by Central Government - Linked to the above and the recent change of Government, there is a risk that the Government may implement public sector spending cuts to offset any economic pressures, the financial support to the Ukraine, and the funding of its manifesto commitments. This would in turn could have a negative impact on local government. For example, funding cuts for principal councils such as NSC could result in services being cut and increasing pressure for town and parish councils to step in and take over, as well as increased requests for financial assistance from community and voluntary organisations whose grant funding has been cut. The previous government deferred any decisions of any significant funding reductions in the public sector until the next parliamentary period, with reductions now expected in the period 2025/26 to 2028/29. Again, the Council can take some comfort from its healthy current financial situation and the levels of contingencies and balances held.

9.13. Real Living Wage and Annual Staff Pay Awards - The Real Living Wage will increase to £12.60 per hour to be rolled out by May 2025. The assumptions around pay made in this MTFP are based on the known 2024/25 local government pay award and assumed pay awards of 4.5% in future years. These assumptions are based around the need for local government pay to keep pace with increases in the Real Living Wage and are considered prudent. However, there is a risk that the Government could increase the Real Living Wage by more than previously indicated or that union action could result in actual pay awards being higher than provided for in the Plan. The Revenue Budget contingency sum provides some scope to meet any additional costs should this be the case.

9.14. Long-Term Restructure of the Local Government Pay Scale - In the longer term increases in the Real Living Wage beyond £12.60 per hour are likely to lead to significant erosion of differentials between pay grades at the lower end of the salary scale and may lead to a requirement to undertake a fundamental restructure of the local government pay scale and job evaluation exercise. This issue represents the key risk to WSMTC's financial planning over the longer term.

9.15. Inflation - There is a risk that non-staffing-based inflation e.g. in respect of energy prices, fuel, supplies and services could be higher than provided for in the MTFP. However, the assumptions made within the MTFP are considered to be prudent and the contingency sum provides some scope to meet any additional costs

9.16. Fall in Demand for Services and Reduced Income - The impact of the economic difficulties on usage levels in previous years, particularly in relation to the Blakehay Theatre and Milton Road Cemetery, has caused income in respect of these facilities to fall significantly. There is a risk that income levels may fall further in the future.

9.17. Insurance Claims - A significant increase in the number or value of insurance claims would represent a financial risk to WSMTC as this would have an adverse impact on WSMTC's future insurance premiums, which would then impact on the Revenue Budget. However, WSMTC has a good recent claims history, evidenced by the fact that premiums reduced significantly on the recent renewal of WSMTC's policy. WSMTC's Risk Management Strategy also helps to minimise WSMTC's exposure to risk and this in turn should help to keep the number of future insurance claims to a minimum.

9.18. VAT - There is a financial penalty if WSMTC breaches the VAT Partial Exemption limit. However, this is regularly monitored and is not anticipated that WSMTC would ever breach the limit.

9.19. Plastic and Carbon Reduction Initiatives - WSMTC committed to reducing unnecessary single use plastics in all of its services over the next few years, whilst carbon reduction initiatives such as the move to electric vehicles are likely to increase in prominence over the medium term. There are likely to be costs associated with plastic and carbon reduction and WSMTC will need to factor this into its future financial planning. The Revenue Budget contingency sum provides some scope to meet any additional revenue costs, whilst the earmarked capital reserve for vehicles and machinery replacements provides for the costs of moving WSMTC's vehicle fleet over to electric alternatives.

9.20. General Data Protection Regulation (GDPR) - There are significant financial penalties under the GDPR if WSMTC suffers a significant loss of personal data. However, measures have been put in place to ensure WSMTC complies with GDPR and to minimise the risk of a breach occurring and the potential impact.

9.21. Council Balances and Reserves - WSMTC's balances are projected to fall over the five-year period of the Plan. However, the contribution to capital reserves set aside in the Revenue Budget will help to facilitate the partial replenishment of those balances and will help to mitigate this risk.

9.22. Capital Programme and Asset Management Plan Requirements - Making budget provision available for the potentially significant longer- term Capital Programme and Asset Management Plan requirements represents a risk to WSMTC. However, as highlighted above, the increased contribution to capital reserves, taken alongside Revenue Budget savings, fees and charges increases, and council tax base growth will help to replenish Council balances and reserves to prudent levels over this period.

9.23. Pandemics - There remains a risk of the emergence of a new pandemic e.g. Mpox, and the introduction of Government restrictions. However, this is considered to be a relatively low risk due to the existence of the vaccination programmes and lessons learned from the Coronavirus Pandemic and has not been factored into the assumptions and forecasts in this Plan.

Mitigating Financial Risks

9.24. In terms of managing and mitigating financial risks, in the event of an unforeseen event during the year creating a substantial budget pressure, the following list details examples of the action that could be taken to mitigate the risk:

- use of Revenue Budget Contingency Sum;
- use of Council Balances and Earmarked Reserves;
- investigation of external funding opportunities;
- income generation activity e.g. pricing review, marketing;
- enhanced approval process for making financial commitments;
- recruitment freeze;
- all non-statutory spend frozen; and
- service reviews.

Conclusion

9.25. The MTFP makes a key contribution towards the risk management process by putting in place a financial planning framework to efficiently manage WSMTC's finances, considering the key influences on its financial position and the main risks facing WSMTC.

9.26. Financial forecasts are reviewed and updated annually and regularly monitored throughout the year, as will this MTFP. The key challenges and risks that could have implications for WSMTC's financial position in the following year and over the medium term are subject to annual review.

9.27. Fortunately, WSMTC remains in a relatively healthy financial position at the present time and is therefore as well placed as it can be to meet the challenges that the next five years are likely to bring.

10. Review of Medium-Term Financial Plan

Draft Document	Formal Adoption
Expenditure and Governance Working Party 1st December 2022	Policy and Finance Committee 20th February 2023
Expenditure and Governance Working Party 30th November 2023	Policy and Finance Committee 18th December 2023
	Policy and Finance Committee 16th December 2024

Weston super Mare Town Council

Annual Budget 2025/2026

DRAFT

Weston-super-Mare Town Council

Budget 2024 / 2025

Allotments

Committee Community Services

Department Grounds
Cost Centre 403

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4105	Utilities - Heat & Light	3,000	770
4108	Maintenance *	1,489	4,000
New code	Accessibility plot all sites		10,000
6000	Central Serv Sals Recharge	1,074	13,769
6005	Central Serv Overhead Recharge	190	3,521
6007	HQ Recharge	190	241
6010	Grounds Sals Recharge	12,828	2,514
6015	Grounds Overhead Recharge	3,196	532
6030	Ops Serv Sals Recharge		-
6035	Ops Serv Overhead Recharge		-
			-
Total Expenditure		21,967	35,347
1100	Misc Income	400	400
Total Income		400	400
Total Net Costs		21,567	34,947

* Misc fencing £800 and general £500

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Blakehay Theatre

Based on business plan

Committee HAC
Department Operational Services
Cost Centre 120-125

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
Blakehay Central Costs 120			
4000	Staffing costs	72,161	105,677
4013	Training	1,050	1,183
4014	PPE	500	500
4019	Website	250	250
4030	Equipment Purchase*	5,000	5,000
4031	Equipment Rentals	416	416
4034	Equipment Repairs	2,000	2,000
4035	Telephone	1,730	1,730
4036	Stationery	250	250
4043	Ink Cartridges/Printing	250	250
4044	Insurance	7,900	7,900
4102	NNDR	3226	3226
4104	Utilities Water	624	624
4105	Utilities Heat & Light	22,068	22,068
4107	IT Support & Upgrade	2,916	2,916
4109	Alarm System	756	684
4110	Cleaning (Contractors)	19,486	19,486
4111	Window Cleaning	150	150
4114	Refuse removal	2,700	2,700
4131	Licenses (alcohol & ofcom)	1,200	1,200
4136	Card Machine Charges	487	487
	Expenditure Total	**145,120**	**178,697**
Blakehay Auditorium 121			
4000	Staffing Costs	38,343	68,457
4039	Advertising and Marketing	2,500	7,500
4224	PRS	1,000	3,500
	Expenditure Total	**41,843**	**79,457**
1090	Bookings	35,000	35,000
1013	Annual Membership	-	-
	Income Total	**35,000**	**35,000**
	Auditorium Net Total	**6,843**	**44,457**
Blakehay Studio 122			
4141	Evening Classes	300	
	Expenditure Total	**300**	**-**

Blakehay Theatre

Based on business plan

Committee HAC
Department Operational Services
Cost Centre 120-125

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
1090	Bookings	8,000	8,000
1015	Internal Bookings (Council)	-	
1014	Evening Classes	600	
	Income Total	**8,600**	**8,000**
	Studio Net Total	**- 8,300**	**- 8,000**
Blakehay Bar 123			
4000	Staffing Costs	12,433	13,184
4031	Equipment rental	650	1,246
4405	Bar Stock	7,000	13,000
	Expenditure Total	**20,083**	**27,430**
1015	**Internal bookings Council**	1,000	1,000
1193	Events Hire	500	500
1194	Bar Income	20,000	26,000
	Income Total	**21,500**	**27,500**
	Bar Net Total	**- 1,417**	**- 70**
Blakehay Live Shows 125			
4000	Staffing Costs	12,433	13,182
4016	Show costs	24,000	24,000
4039	Advertising	2,500	2,500
	Expenditure Total	**38,933**	**39,682**
1106	Events Income	30,000	40,000
	Income Total	**30,000**	**40,000**
	Bar Net Total	**8,933**	**- 318**
			-
1100	Misc Income (Grant award)		
1105	Box Office Income	4,124	
	Income Total	**4,124**	**-**
6000	Central Serv Sals Recharge	35,578	28,462
6005	Central Serv Overhead Recharge	6,309	5,047

Blakehay Theatre

Based on business plan

Committee HAC
Department Operational Services
Cost Centre 120-125

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
6007	HQ Recharge	6,290	5,032
6010	Grounds Sals Recharge	6,261	5,009
6015	Grounds Overhead Recharge	1,560	1,248
6030	Ops Serv Sals Recharge	27,672	22,138
6035	Ops Serv Overhead Recharge	3,125	2,501
	Total Recharges	86,796	69,438
Total Expenditure		333,075	394,704
Total Income		99,224	110,500
Total Net Costs		233,851	284,204

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Capital Projects

Committee	Policy and Finance
Department	Central Services
Cost Centre	199

Code	**Expenditure heading**	**Budget 2024 2025**	**Budget 2025 2026**
	Capital Provision -	200,000	60,000
	New Website/ IT implementation *	-	30,000
	Castle Batch play area ****		45,000
	Waterpark replacement toilet block *****		25,000
Total Expenditure		200,000	160,000
1100	PWLB Received		
Total Income		-	-
Total Net Costs		200,000	160,000

*	New ramp at 32 Waterloo Street £60k
***	New IT implementation - Abavus £30k
****	Castle Batch hard standing and services installation £30k plus toilet block £15k
*****	Waterpark replacement toilet block - waterless toilets

Civic

Committee Civic Consultation / Policy & Finan
Department Central Services
Cost Centre 107

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4000	Staffing costs	27,067	28,896
4044	Insurance	6,500	7,500
4050	Printing	1,200	500
4150	Chauffer / Travel Costs	5,300	3,000
4151	Catering	10,500	3,000
4152	Civic Miscellaneous	3,994	1,000
4153	Mayors Allowance Inc	4,635	4,751
4154	Civic Insignia	2,700	4,000
New code	Civic events *		5,800
New code	Hildesheim		4,000
6000	Central Serv Sals Recharge	58,923	47,924
6005	Central Serv Overhead Recharge	10,449	12,257
6007	HQ Recharge	10,418	13,229
6010	Grounds Sals Recharge	3,131	-
6015	Grounds Overhead Recharge	780	-
6030	Ops Serv Sals Recharge	9,229	1,509
6035	Ops Serv Overhead Recharge	1,042	162
Total Expenditure		155,867	137,528
Total Income		-	-
Total Net Costs		155,867	137,528

* costs included for Remembrance Day, Armed Forces Day and Mayor Making

Department Community Services
Cost Centre 105

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4158	Weston In Bloom	8,000	8000
4200	Small Grants to Voluntary	12,500	12500
4204	VANS Contribution	3,000	3000
4208	Christmas Lights - SLA	40,000	40,000
4210	Weston Town Centre - SLA	19,999	20,499
4212	CCTV (NSC)*	95,700	102,000
4218	Flower Beds	3,000	3000
4221	CANS (SLA)	50,000	25,000
New code	CANS rent support (Sovereign)		25,000
4223	Community Events **	3,000	3,000
4228	Blue Plaques	1,000	1,000
4229	Armed Forces Celebrations	9,500	9,500
4250	Community Events Grants	60,000	60,000
4252	Crime & Disorder	51,550	93,550
New code	Sea front ranger (devolution) ***		19,000
4864	Homeless Support Fund	50,000	45,000
6000	Central Serv Sals Recharge	25,866	24,336
6005	Central Serv Overhead Recharge	4,588	6,224
6007	HQ Recharge	4,574	5,807
6010	Grounds Sals Recharge	93,345	20,338
6015	Grounds Overhead Recharge	23,261	4,302
6030	Ops Serv Sals Recharge	6,918	21,163
6035	Ops Serv Overhead Recharge	781	2,267
Total Expenditure		566,582	527,985
Total Income		-	-
Total Net Costs		566,582	527,985

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* Current plus devolution costs £6300
** Commuity events
*** In principle costs

Democratic Representation

Committee Policy and Finance
Department Central Services
Cost Centre 108

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4012	Travel & Subsistence expenses	-	100
4013	Training Costs	1,945	1,000
4018	Election Costs	15,000	15,000
4024	Internal meeting provision	1,000	
4107	IT Support & Upgrade	2,090	2,500
6000	Central Serv Sals Recharge	104,166	68,364
6005	Central Serv Overhead Recharge	18,472	17,484
6007	HQ Recharge	18,416	23,386
6010	Grounds Sals Recharge	5,918	-
6015	Grounds Overhead Recharge	1,475	-
6030	Ops Serv Sals Recharge	9,229	5,540
6035	Ops Serv Overhead Recharge	1,042	594
Total Expenditure		178,753	133,868
Total Income		-	-
Total Net Costs		178,753	133,868

Environmental

Committee CCWG / Policy & Finance
Department Central Services
Cost Centre 112

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4076	Environmental/Climate	45,000	46,125
6000	Central Serv Sals Recharge	41,648	28,818
6005	Central Serv Overhead Recharge	7,385	7,370
6007	HQ Recharge	7,363	9,350
6030	Ops Serv Sals Recharge	4,607	3,532
6035	Ops Serv Overhead Recharge	521	378
Total Expenditure		106,524	95,575
Total Income		-	-
Total Net Costs		106,524	95,575

*

Tree allowance - £10k
Misc Provision (Road Map - £15k)
Community Fridge support - £5k
Solar for Museum
+ CPI @ 2.5%

Milton Road Cemetery

Committee Community Services
Department Grounds
Cost Centre 420

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4034	Repairs / planting	1,000	5,000
4054	Grave Digging	7,500	12,000
4055	Memorials	7,000	8,000
4102	NNDR	0	4,009
4104	Utilities - Water	727	640
4105	Utilities - Gas and Light	211	218
4109	Alarm System	326	334
4110	Cleaning *	2,000	2,050
4114	Refuse Removal	0	192
6000	Central Serv Sals Recharge	18,303	23,909
6005	Central Serv Overhead Recharge	3,246	6,115
6007	HQ Recharge	3,236	4,109
6010	Grounds Sals Recharge	107,090	237,740
6015	Grounds Overhead Recharge	26,686	50,284
6030	Ops Serv Sals Recharge	2,767	8,815
6035	Ops Serv Overhead Recharge	313	945
	Expenditure Total	**180,404**	**364,359**
1010	Interments	40,000	68,000
1011	Memorials	5,500	4,000
1100	Misc Income	4,000	5,000
	Income Total	**49,500**	**77,000**
Total Expenditure		180,404	364,359
Total Income		49,500	77,000
Total Net Costs		130,904	287,359

* Including contract cleaning

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Museum

Committee HAC
Department Operational Services
Cost Centre 140 - 145

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
Museum Central Costs 140			
4000	Staffing Costs	133,629	144,789
4012	Travel & Subsistence	100	100
4013	Training	2,854	2,854
4014	PPE & Health & Safety	1,000	1,000
4019	Website	175	250
4030	Equipment Purchase	1,000	1,000
4031	Equipment Rental	416	1,500
4034	Equipment Repairs	500	500
4035	Telephone	3,407	3,000
4036	Stationery	500	500
4039	Advertising	3,000	2,500
4041	Fees & Subscriptions	250	250
4044	Insurance	9,500	14,539
4102	NNDR	-	-
4104	Utilities - Water	348	450
4105	Utilities - Heat & Light	13,520	13,926
4107	IT support & Upgrade	8,394	8,500
4109	Alarm System	1,113	790
4110	Cleaning / Contractors*	17,260	16,000
4111	Window Cleaning	500	500
4114	Refuse Removal	3,332	3,500
4131	Licences	1,150	1,150
4136	Credit card charges	-	750
4214	SLA SWHT	85,537	85,537
	Expenditure Total	**287,485**	**303,885**
1100	Misc Income / Donations	5,500	5,437
	Income Total	**5,500**	**5,437**
	Central Costs Net Total	**281,985**	**298,448**
Learning & Events 141			
4000	Staffing Costs	39,346	40,124
4012	Travel & Subsistence costs	150	154
4020	Education Equipment - sundry	1,000	1,025
4030	Events (Equip & Half Term)	2,500	2,563
	Expenditure Total	**42,996**	**43,865**

Museum

Committee HAC
Department Operational Services
Cost Centre 140 - 145

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
1006	Learning & Events Income	9,500	9,425
1008	Handling Boxes	1,840	899
1103	Other Events Income	450	269
	Income Total	**11,790**	**10,593**
	Learning & Events Net Total	**31,206**	**33,272**
Café 142			
4000	Staffing Costs	53,601	85,991
4014	PPE & Health & Safety	1,500	1,500
4031	Equipment Rental	1,980	2,000
4030	Equipment Purchase(Till & Misc)	4,645	3,500
4110	Cleaning	1,250	1,000
4114	Refuse Removal	1,000	750
4136	Credit Card Charges		500
4407	Café Stock	24,000	22,000
4406	Bar Stock	5,000	5,000
4511	Function Food Costs	5,500	5,500
	Expenditure Total	**98,476**	**127,741**
1004	Café Sales	76,000	90,000
1194	Bar Income	10,000	15,000
1197	Function Food Income	15,000	25,000
	Income Total	**101,000**	**130,000**
	Café Net Total	**- 2,524**	**- 2,259**
Shop / Retail 143			
4031	Equipment Rental	156	953
4030	Equipment Purchase (Till & Misc)	2,715	2,783
4136	Credit Card Charges	487	88
4421	Sale or return Exp (1008)		3,612
4408	Shop Stock	9,000	6,627
	Expenditure Total	**12,358**	**14,062**
1005	Shop Sales	15,000	12,539
1009	Sale or Return Commission	2,000	7,313
	Income Total	**17,000**	**19,852**

Museum

Committee HAC
Department Operational Services
Cost Centre 140 - 145

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
	Shop Net Total	**- 4,642**	**- 5,790**
Temporary Gallery 144			
4039	Advertising & Marketing	-	-
	Expenditure Total	**-**	**-**
1100	Temp Exhibition Income	-	-
	Income Total	**-**	**-**
	Temp Gallery Net Total	**-**	**-**
Functions, Community & Events 145			
4000	Staffing Costs	19,186	18,252
4030	Equipment Purchase	6,000	5,000
4420	Func expenditure (1104)		12,000
	Expenditure Total	**25,186**	**35,252**
1019	Internal Bookings (Council)	200	200
1104	Function Income	23,000	23,500
1103	Events Income	6,000	13,500
	Income Total	**29,200**	**37,200**
	Functions Net Total	**- 4,014**	**- 1,948**
6000	Central Serv Sals Recharge	29,321	25,136
6005	Central Serv Overhead Recharge	5,200	6,429
6007	HQ Recharge	5,184	6,583
6010	Grounds Sals Recharge	5,918	2,514
6015	Grounds Overhead Recharge	1,475	532
6030	Ops Serv Sals Recharge	27,672	23,442
6035	Ops Serv Overhead Recharge	3,125	2,512
	Total Recharges	77,895	67,148
Total Expenditure		544,396	591,953
Total Income		164,490	203,082
Total Net Costs		379,906	388,871

Old Town Quarry

Committee HAC
Department Operational Services
Cost Centre 114

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
Premises Costs			
4231	ongoing Repairs and Maintenance		
4019	Website		513
4102	NNDR	3,150	3,229
4104	Utilites- Water	1050	1,082
4105	Utilites- Heat & Light	7875	8,111
4109	Alarm System	1031	1,057
4110	Cleaning	1031	1,057
4111	Window Cleaning	0	-
4114	Refuse Removal	516	529
4044	Insurance		9,250
4131	Licenses		150
	Premises cost expenditure tota	14653	24,977
Supplies and Services			
4014	Health & Safety (inc PPE)	516	529.00
4019	Website		
4030	Equipment Purchase	1,031	
4034	Grounds Maintenance		**10,250**
4031	Equipment Rental		
4035	Telephone		**578**
4039	General Marketing		
	Total Supplies & Services exp t	1547	**11,357**
6000	Central Serv Sals Recharge	8637	74,021
6005	Central Serv Overhead Recharge	1532	18,931
6007	HQ Recharge	1527	1,939
6010	Grounds Sals Recharge	12980	2,011
6015	Grounds Overhead Recharge	3235	3,897
6030	Ops Serv Sals Recharge	2311	26,718
6035	Ops Serv Overhead Recharge	261	2,863
	Recharge expenditure total	**30,483**	**130,380**
	Expenditure Total	**46,683**	**166,714**

Old Town Quarry

Committee HAC
Department Operational Services
Cost Centre 114

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
Income			
1003	Studio Letting Income		**16,200**
1004	**Catering (café Concession or income)**		**25,000**
1100	**Commuunity hire**		**4,680**
1005	**Shop Sales**		
1005	**Community Events / activity income**		
1029	**Donations / Grant Funding**		
New Code	Lease /Licence Income		
new Code	reinvested surplus		
	Income Total	**-**	**45,880**
Total Expenditure		46,683	166,714
Total Income		-	45,880
Total Net Costs		46,683	120,834

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Other Costs and Income

Committee	Policy & Finance
Department	Central Services
Cost Centre	110

Code		Expenditure heading	Budget 2024 2025	Budget 2025 2026
	4051	Bank Charges	4,000	4,100
	4060	PWLB Interest paid - Blakehay - 4	3,339	2,703
	4061	PWLB Capital paid - Blakehay - 48	12,000	12,000
	4068	PWLB interest paid - Waterpark -	7,898	6,316
	4069	PWLB capital repaid - Waterpark -	12,461	13,043
	4080	PWLB HQ Capital Paid	10,000	10000
	4081	PWLB HQ Interest Paid	8,344	7899
		EMRRP devolution		1,000,000
	4999	General/ capital Reserve		
		Expenditure Total	**58,042**	**1,056,061**
	1190	Bank Interest	20,000	40,000
	1191	CIL Received	-	-
	1176	Precept		
	1100	Misc Income *		
New Code		General Reserve Movement		-
		Income Total	**20,000**	**40,000**
Total Expenditure			58,042	1,056,061
Total Income			20,000	40,000
Total Net Costs			38,042	1,016,061

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Parks & Play Areas

Committee Tourism and Leisure
Department Grounds
Cost Centre 470

Code	**Expenditure heading**	**Budget 2024 2025**	**Budget 2025 2026**
4300	EMRRP *	160,000	361,000
New code	EMRRP devolution for play areas **		500,000
4114	Refuse collection		
4044	Insurance		20,000
Other Charges			
4140	Rec Grounds (NSC)	80,480	82,492
			-
6000	Central Serv Sals Recharge	26,053	34,048
6005	Central Serv Overhead Recharge	4,620	8,708
6007	HQ Recharge	4,606	5,849
6010	Grounds Sals Recharge	59,711	157,227
6015	Grounds Overhead Recharge	14,880	33,255
6030	Ops Serv Sals Recharge	6,918	18,899
6035	Ops Serv Overhead Recharge	781	2,025
Total Expenditure		358,049	1,223,503
1076	Income Kiosk Rental***	-	10,000
1077	Admissions	-	
Total Income		-	10,000
Total Net Costs		358,049	1,213,503

*	WSMTC earmarked expenditure for current 20 parks and play areas
**	**Devolution transfer estimate as no actual costs available at time of budget (25/26 to include surveys an professional fees) In**
***	Castle Batch concession income

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Planned Maintenance

Committee Policy & Finance
Department Central Services
Cost Centre 475

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4231	Holding Budget	140,000	188,703
			-
6000	Central Serv Sals Recharge	20,544	26,684
6005	Central Serv Overhead Recharge	3,643	6,824
6007	HQ Recharge	3,632	4,612
6010	Grounds Sals Recharge	-	
6015	Grounds Overhead Recharge	-	
6030	Ops Serv Sals Recharge	7,845	1,011
6035	Ops Serv Overhead Recharge	886	108
Total Expenditure		176,550	227,943
Total Income			
Total Net Costs		176,550	227,943

Planning

Committee Planning
Department Central Services
Cost Centre 300

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
6000	Central Serv Sals Recharge	9,338	27,804
6005	Central Serv Overhead Recharge	1,656	7,111
6007	HQ Recharge	1,651	2,096
Total Expenditure		12,645	37,012
Total Income			
Total Net Costs		12,645	37,012

Strategic Planning

Committee Policy & Finance
Department Central Services
Cost Centre 111

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4049	Professional Fees	10,000	30,000
4213	Development Budget	1,000	1,000
			-
6000	Central Serv Sals Recharge	35,812	40,773
6005	Central Serv Overhead Recharge	6,350	10,428
6007	HQ Recharge	6,331	8,040
6030	Ops Serv Sals Recharge	8,302	5,042
6035	Ops Serv Overhead Recharge	938	540
Total Expenditure		68,733	95,822
New code	Big Worle		63,045
Total Income		-	63,045
Total Net Costs		68,733	32,777

Street Furniture & Waste Collection

Committee Community Services
Department Operational Services
Cost Centre 460

Code		Expenditure heading	Budget 2024 2025	Budget 2025 2026
	4115	Bin Purchase *	780	5,000
New code		Tranfser of NSC bins emptying costs		31,332
	4116	Dog Bin Emptying & Grnds Waste	20,297	20,000
	4119	Notice Board *	1,500	1,500
	4120	street cleaning grant budget	10,000	
	4133	Bus Shelter - Repairs / Replace **	500	4,582
	4157	Prince of Wales Clock	550	550
	4105	Xmas Lights - electricity	2,000	2,000
New code		Town Council signs		15,000
				-
	6000	Central Serv Sals Recharge	12,280	18,038
	6005	Central Serv Overhead Recharge	2,178	4,613
	6007	HQ Recharge	2,171	2,757
	6010	Grounds Sals Recharge	36,078	99,566
	6015	Grounds Overhead Recharge	8,991	21,059
	6030	Ops Serv Sals Recharge	2,311	1,011
	6035	Ops Serv Overhead Recharge	261	108
Total Expenditure			99,897	227,117
	1112	Dog Bin Emptying	14,989	15,364
Total Income			14,989	15,364
Total Net Costs			84,908	211,753

* replacement and new provisions
** repairs

Toilets

Committee Community Services
Department Operational Services
Cost Centre 485

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4044	Insurance	4,524	6,500
4102	NNDR		- 7,393
4104	Utilities - Water	1,719	2,000
4105	Utilities - Heat & Light	4,039	3,500
4109	Alarm system		124
4110	Cleaning	37,116	35,000
6000	Central Serv Sals Recharge	9,058	15,370
6005	Central Serv Overhead Recharge	1,606	3,931
6007	HQ Recharge	1,601	2,034
6010	Grounds Sals Recharge	3,474	5,084
6015	Grounds Overhead Recharge	866	1,075
6030	Ops Serv Sals Recharge	1,384	1,011
6035	Ops Serv Overhead Recharge	156	108
Total Expenditure		65,543	68,345
1080	Toilet Income	-	-
Total Income		-	-
Total Net Costs		65,543	68,345

Tourism / information services

Committee Tourism and Leisure
Department Operational Services
Cost Centre 480 - 482

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
Visit Weston Promotion / Destination Marketing 481			
4000	Staffing Costs	59,837	79,901
4041	Fees, Subs & Conferences	2,500	625
4030	Equipment Purchase	100	100
4035	Telephone (mobile)	1,911	1,500
4039	Advertising	9,000	7,500
4062	Visit Weston Website Costs	12,500	14,500
4107	IT Support & Upgrade	2,687	1,750
	Expenditure Total	**88,535**	**105,876**
1040	Tourism Website Income	20,000	20,000
	Income Total	**20,000**	**20,000**
	Destination Marketing Net Total	**68,535**	**85,876**
Visitor Information Services 482			
4000	Welcome Hosts	62,134	48,881
4013	Training	500	1,695
4014	PPE & Health & Safety	1,000	1,025
4031	Equipment Rental * card rental ma	300	300
4030	Equipment Purchase	1,000	1,000
4119	Notice Board / Signage	1,000	1,000
4136	Card Machine Charges	487	450
4036	Stationery	200	250
4039	Advertising (maps etc)	1,000	1,000
4151	Catering	-	300
New code	Noticeboards from NSC		5,000
4225	Stock (HQ & Satelites)	1,000	10,000
	Expenditure Total	**68,621**	**70,901**
1040	Window Banners (Wpark)	-	-
1043	VI Stock Sales (HQ)	2,500	18,000
1044	Sale and return	-	-
New code	Noticeboards from NSC		10,000
	Income Total	**2,500**	**18,000**

Tourism / information services

Committee Tourism and Leisure
Department Operational Services
Cost Centre 480 - 482

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
	VIC Net Total	**66,121**	**52,901**
Silica - 483?			
4039	Advertising	1,000	2,000
4102	NNDR		1,875
4044	Insurance	-	500
4105	Utilities - Heat & Light	500	500
4109	Alarm System	500	500
	Silica Expenditure Total	**2,000**	5,375
1040	Digital Advertising	5,000	5,125
	Silica Income Total	**5,000**	5,125
	Silica Net Total	**- 3,000**	250
Waterpark Kiosk & Admissions 484			
4000	Staffing Costs	30,829	32,707
4014	PPE & Health & Safety	1,500	1,538
4013	Training	530	543
4017	Equipment Rental	1,980	2,030
4030	Equipment Purchase	14,320	10,000
4035	Telephone	200	200
4110	Cleaning	450	200
4114	Refuse Removal**	2,000	2,050
4136	Credt Card	450	461
4407	Café Stock - Food	15,500	16,634
4406	Sundry Items	1,000	750
4225	Shop Stock	5,000	5,125
	Café & Admissions Expenditure	**73,759**	**72,237**
1004	Café Sales	54,000	50,000
1194	Admissions	45,000	50,000
	Shop Sales	12,500	10,000
	Café & Admissions Income Tota	**111,500**	**110,000**

Tourism / information services

Committee Tourism and Leisure
Department Operational Services
Cost Centre 480 - 482

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
	Café & Admissions Net Total	**- 37,741**	**- 37,763**
Waterpark other charges 486			
4039	Advertising	-	-
4102	NNDR	-	887
4104	Utilities - Water	2,181	2,200
4105	Utilities - Heat & Light	12,000	20,000
4109	Alarm System	418	836
4114	Refuse removal	-	-
4138	Water park - Rent	13,387	13,722
	Waterpark Other Expenditure to	**27,986**	**37,645**
	Waterpark subtotal expenditure	**101,745**	**109,882**
	Waterpark subtotal Income	**111,500**	**110,000**
	Waterpark subtotal Net	**- 9,755**	**- 118**
6000	Central Serv Sals Recharge	23,065	23,001
6005	Central Serv Overhead Recharge	4,090	5,883
6007	HQ Recharge	4,078	5,178
6010	Grounds Sals Recharge	35,047	30,730
6015	Grounds Overhead Recharge	8,734	6,500
6030	Ops Serv Sals Recharge	19,370	13,857
6035	Ops Serv Overhead Recharge	2,188	1,485
	Recharge Total	**96,572**	**86,634**
Total Expenditure		**357,473**	**378,668**
Total Income		**139,000**	**153,125**
Total Net Costs		**218,473**	**225,543**

Youth Services

Committee Community Services
Department Central Services
Cost Centre 451

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4057	Youth Council Budget	500	500
4142	YMCA SLA	76,926	76,926
4219	Youth Grants	3,000	3,000
			-
6000	Central Serv Sals Recharge	7,237	17,771
6005	Central Serv Overhead Recharge	1,283	4,545
6007	HQ Recharge	1,279	1,625
6030	Ops Serv Sals Recharge	1,826	3,019
6035	Ops Serv Overhead Recharge	207	323
Total Expenditure		92,258	107,710
Total Income			
Total Net Costs		92,258	107,710

Budget Summary 2025 2026

Cost Code	Expenditure	Income	Net
Allotments	35,347	400	34,947
Blakehay Theatre	394,704	110,500	284,204
Capital Projects	160,000	-	160,000
Civic	137,528	-	137,528
Community Services	527,985	-	527,985
Democratic Representation	133,868	-	133,868
Environmental	95,575	-	95,575
Milton Road Cemetery	364,359	77,000	287,359
Museum	591,953	203,082	388,871
Old Town Quarry	166,714	45,880	120,834
Other Costs & Income	1,056,061	40,000	1,016,061
Parks & Play Areas	1,223,503	10,000	1,213,503
Planned Maintenance	227,943	-	227,943
Planning	37,012	-	37,012
Strategic Planning	95,822	63,045	32,777
Street Furniture	227,117	15,364	211,753
Toilets	68,345	-	68,345
Tourism / Information services	378,668	153,125	225,543
Youth Activities	107,710	-	107,710
TOTALS	**6,030,212**	**718,396**	**5,311,816**
TOTAL BUDGET REQUIRED			**5,311,816**

Budget 2024/ 2025	£ 3,135,840

DRAFT

Precept Requirement and Band D information

		2025/2026 Forecast
Total Budget Requirement	£	5,311,816
Precept Requirement Previous Year	£	3,135,840

Band Information

Previous year Band D Equivalent Nos;	26670.10
Cost per Band D - previous year	£117.58
Band D Equivalent Nos	27142.30
WSMTC Cost per Band D	£195.70
Difference in Band D figures	£78.12
Band D Properties Nos previous year (24/25)	26670.10
Band D Properties Nos current year (25/26)	27142.30
Difference	472.20
per annum	£78.12
extra per week	£1.50

Central Services

Committee Policy & Finance
Department Central Services
Cost Centre 102

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4000	Staffing	466,904	533,675
4001	Staffing Agency		10,323
4006	Payroll & HR Services Combine	4,000	5,500
4007	HR Services Worknest	4,657	5,200
4008	DBS Checks	1,000	1,200
4009	Health & Safety (Worknest)	4,656	3,500
4012	Travel & Subsistence / Expenses	250	400
4013	Training	8,550	9,194
4019	Website Costs	400	600
4030	Equipment Purchase	500	
4031	Equipment Rental	8,100	
4034	Equipment Repairs	-	
4035	Telephone	6,503	
4036	Stationery	1,750	2,500
4038	Recrutiment Advertising	-	
4040	Audit & Accountancy	5,500	11,000
4041	Fees, Subs & Conferences	3,470	8,570
4042	Postages	1,500	2,000
4043	Ink Cartridges / printing	2,000	3,000
4044	Insurance	9,000	13,000
4049	Legal Fees	2,000	12,000
4107	IT support & Upgrade	16,973	45,000
4136	Credit Card Charges	487	500
4151	Catering	1,500	3,000
Total Expenditure		549,700	670,162
		-	-
Total Income		-	-
Total Net Costs		549,700	670,162

Central Grounds Services

Committee Community Services
Department Central Grounds Services
Cost Centre 400

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4000	Staffing Costs ***	381,781	558,731
4013	Training	5,739	8629
4014	PPE / Health & Safety	6,000	4000
4015	SLA - Somerset wood		
4025	Vehicle Maintenance	6,550	4,197
4026	Petrol / Diesel	10,064	15,000
4030	Equipment - Purchase	13,000	10000
4031	Equipment - Rental **	24,397	43934
4034	Equipment - Repairs	6,000	2,563
4035	Telephone	3,109	2,764
4041	Fees, subs and conferences	-	-
4044	Insurance *	7,524	10000
4107	IT support (Micorshade/ PSS)	11,556	15890
4114	Refuse Removal (phs & all Waste)	1,200	1200
Total Expenditure		476,920	676,908
Total Income		-	-
Total Net Costs		476,920	676,908

*	Provision for new leases + existing = £4524 + £3000
**	Includes additonal vehicles and equipment for devolution of services
***	Staffing increase based on proposed staffing requirements related to devolution
****	Increased insurance due to devolution

Central Operational Services

Committee Hac / Community Services / T&L
Department Operational Services
Cost Centre 113&116

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4000	Staffing Costs	138,360	150,948
4013	Training	6,148	6,773
4014	PPE / Health & Safety	500	450
4035	Telephone	403	400
4107	IT support (Microshade)	4,206	4,000
Volunteer Costs 116			
4013	Training	900	900
4012	Volunteer Travel & Subsistence	500	500
4014	PPE / Health & Safety	200	200
4030	Equipment Purchase	700	700
4039	Advertising and Marketing	200	500
4041	Fees, subs & Conferences	620	500
4151	Catering Sundry	500	500
4253	Volunteer Events	750	750
Total Expenditure		153,987	167,121
Total Income		-	-
Total Net Costs		153,987	167,121

HQ Overhead Costs

Committee P & F
Department Central & Operational Services
Cost Centre 103 104 115

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
Grove House 103			
4014	PPE / Health & Safety	-	
4030	Equipment Purchase	-	
4044	Insurance		1,500
4102	NNDR	1,409	1,479
4104	Utilites- Water	166	
4105	Utilites- Heat & Light	461	
4109	Alarm System	155	621
4110	Cleaning	966	
4111	Window Cleaning	18	
4114	Refuse Removal	740	
Total Expenditure		3,915	3,600
Grove Lodge 104			
4014	PPE / Health & Safety	-	
4030	Equipment Purchase	-	
4044	Insurance		1,500
4136	Credit Card Charges	487	-
4102	NNDR	-	
4104	Utilites- Water	-	
4105	Utilites- Heat & Light	-	
4109	Alarm System	-	489
4110	Cleaning	-	
4111	Window Cleaning	-	
4132	Rent	-	
Total Expenditure		487	1,989
Mercury Building 115			
4014	PPE / Health & Safety	10,000	10,250
4030	Equipment Purchase*	15,000	15,375
4031	Equipment rental		5,500
4035	Telephone		7,000
4044	Insurance	6,000	6,180
4102	NNDR	15,594	20,334
4104	Utilites- Water	1,000	1,000
4105	Utilites- Heat & Light	7,500	12,000

HQ Overhead Costs

Committee P & F
Department Central & Operational Services
Cost Centre 103 104 115

Code	Expenditure heading	Budget 2024 2025	Budget 2025 2026
4109	Alarm System	1,320	1,544
4110	Cleaning	15,746	16,640
4111	Window Cleaning	500	500
4114	Refuse Removal	2,500	2,563
4136	Credit card Charges	486	300
4171	Parking	10,950	9,500
4172	Garage Rental	1,550	1,550
		-	
Total Expenditure		88,146	110,235
1100	Misc Income - Super Culture	10,000	11,000
Total Income		10,000	11,000
Total HQ Expenditure		92,548	115,825
Total HQ Income		10,000	11,000
Total Net Costs		82,548	104,825

*

Central Services reallocaton 2025/2026

Central Services Staffing Cost

Code	Cost Centre	Description	Previous Year		Year 1 Current Year 2025 2026	
				466,904		533,675
Code	Cost Centre	Description	Percentage	Budget	Percentage	Budget
6000	403	Allotments	0.23	1,074	2.58	13,769
6000	120	Blakehay Theatre	7.62	35,578	4.48	23,909
6000	105	Community Services	5.54	25,866	4.56	24,336
6000	107	Civic	12.62	58,923	8.98	47,924
6000	108	Democratic Representation	22.31	104,166	12.81	68,364
6000	112	Environmental	8.92	41,648	5.4	28,818
6000	420	Milton Road Cemetery	3.92	18,303	4.48	23,909
6000	140	Museum	6.28	29,322	4.71	25,136
6000	114	Old Town Quarry	1.85	8,638	13.87	74,021
6000	470	Parks & Play Areas	5.58	26,053	6.38	34,048
6000	300	Planning	2	9,338	5.21	27,804
6000	475	Planned Maintenance	4.4	20,544	5	26,684
6000	111	Strategic Planning	7.67	35,812	7.64	40,773
6000	460	Street Furniture	2.63	12,280	3.38	18,038
6000	485	Toilets	1.94	9,058	2.88	15,370
6000	482	Tourism / Information services	4.94	23,065	4.31	23,001
6000	451	Youth Activities	1.55	7,237	3.33	17,771
		TOTAL	100	466,904	100	533,675

Central Services Overhead

Code	Cost Centre	Description	Previous Year		Year 1 Current Year 2025 2026	
				82,796		136,487
Code	Cost Centre	Description	Percentage	Budget	Percentage	Budget
6005	403	Allotments	0.23	190	2.58	3,521
6005	120	Blakehay Theatre	7.62	6,309	4.48	6,115
6005	105	Community Services	5.54	4,587	4.56	6,224
6005	107	Civic	12.62	10,449	8.98	12,257
6005	108	Democratic Representation	22.31	18,472	12.81	17,484
6005	112	Environmental	8.92	7,385	5.4	7,370
6005	420	Milton Road Cemetery	3.92	3,246	4.48	6,115
6005	140	Museum	6.28	5,200	4.71	6,429
6005	114	Old Town Quarry	1.85	1,531	13.87	18,931
6005	470	Parks & Play Areas	5.58	4,620	6.38	8,708
6005	300	Planning	2	1,656	5.21	7,111
6005	475	Planned Maintenance	4.4	3,643	5	6,824
6005	111	Strategic Planning	7.67	6,350	7.64	10,428
6005	460	Street Furniture	2.63	2,178	3.38	4,613
6005	485	Toilets	1.94	1,606	2.88	3,931
6005	482	Tourism / Information services	4.94	4,090	4.31	5,883
	451	Youth Activities	1.55	1,283	3.33	4,545
		TOTAL	100	82,795	100	136,487
		TOTAL		549,700		670,162

HQ reallocaton 2025/2026

Costs			Current year 2024-2025		Year 1 Future Year Projection 2025-2026	
				82,548		104,825
Code	**Cost Centre**	**Description**	**Percentage**	**Budget**	**Percentage**	**Budget**
6007	403	Allotments	0.23	190	0.23	241
6007	120	Blakehay Theatre	7.62	6,290	7.62	7,988
6007	105	Community Services	5.54	4,573	5.54	5,807
6007	107	Civic	12.62	10,418	12.62	13,229
6007	108	Democratic Representation	22.31	18,416	22.31	23,386
6007	112	Environmental	8.92	7,363	8.92	9,350
6007	420	Milton Road Cemetery	3.92	3,235.88	3.92	4,109.14
6007	140	Museum	6.28	5,184	6.28	6,583
6007	114	Old Town Quarry	1.85	1,527	1.85	1,939.26
6007	470	Parks & Play Areas	5.58	4,606	5.58	5,849
6007	300	Planning	2	1,651	2	2,096
6007	475	Planned Maintenance	4.4	3,632	4.4	4,612
6007	111	Strategic Planning	7.67	6,331	7.67	8,040
6007	460	Street Furniture	2.63	2,171	2.63	2,757
6007	485	Toilets	1.94	1,601	1.94	2,034
6007	482	Tourism / Information services	4.94	4,078	4.94	5,178
6007	451	Youth Activities	1.55	1,279	1.55	1,625
		TOTAL	100	82,548	100	104,825

Central Grounds 2025/2026

					Year 1	
					Future Year Projection	
		Grounds Staffing Costs	2024 - 2025		2025-2026	
				381,781		558,731
Code	**Cost Centre**	**Description**	**Percentage**	**Budget**	**Percentage**	**Budget**
6010	403	Allotments	3.36	12,828	0.45	2,514
6010	120	Blakehay Theatre	1.64	6,261	0.18	1,006
6010	105	Community Services	24.45	93,345	3.64	20,338
6010	107	Civic	0.82	3,131	0	-
6010	108	Democratic Representation	1.55	5,918	0	-
6010	112	Environmental	0	-	0	-
6010	420	Milton Road Cemetery	28.05	107,090	42.55	237,740
6010	140	Museum	1.55	5,918	0.45	2,514
6010	114	Old Town Quarry	3.4	12,980.55	0.36	2,011.43
6010	470	Parks & Play Areas	10	38,178.10	28.14	157,227
6010	484	Waterpark	5.64	21,532.45	5.5	30,730.21
6010	300	Planning	0	-	0	-
6010	475	Planned Maintenance	0	-	0	-
6010	111	Strategic Planning	0	-	0	-
6010	460	Street Furniture	9.45	36,078	17.82	99,566
6010	485	Toilets	0.91	3,474	0.91	5,084
6010	482	Tourism / Information services	9.18	35,047	0	-
6010	451	Youth Activities	0	-	0	-
		TOTAL	100	381,781	100	558,731

Grounds Overheads

				95,139		118,177
Code	**Cost Centre**	**Description**	**Percentage**	**Budget**	**Percentage**	**Budget**
6015	403	Allotments	3.36	3,197	0.45	532
6015	120	Blakehay Theatre	1.64	1,560	0.18	213
6015	105	Community Services	24.45	23,261	3.64	4,302
6015	107	Civic	0.82	780	0	-
6015	108	Democratic Representation	1.55	1,475	0	-
6015	112	Environmental	0	-	0	-
6015	420	Milton Road Cemetery	28.05	26,686	42.55	50,284
6015	140	Museum	1.55	1,475	0.45	532
6015	114	Old Town Quarry	3.4	3,234.73	0.36	425.44
6015	470	Parks & Play Areas	10	9,514	28.14	33,255
6010	484	Waterpark	5.64	5,365.84	5.5	6,499.75
6015	300	Planning	0	-	0	-
6015	475	Planned Maintenance	0	-	0	-
6015	111	Strategic Planning	0	-	0	-
6015	460	Street Furniture	9.45	8,991	17.82	21,059
6015	485	Toilets	0.91	866	0.91	1,075
6015	482	Tourism / Information services	9.18	8,734	0	-
6015	451	Youth Activities	0	-	0	-
		TOTAL	100	95,139	100	118,177
		TOTAL		476,920		676,908

Central Operational Services 2025/2026

						Year 1	
						Future Year Projection	
		Operational Staffing costs		2024- 2025		2025 2026	
					138,360		150,948
Code	**Cost Centre**	**Description**	**Percentage**	**Budget**		**Percentage**	**Budget**
6030	403	Allotments	0		-	0.00	-
6030	120	Blakehay Theatre	20		27,672	10.85	16,378
6030	105	Community Services	5		6,918	14.02	21,163
6030	107	Civic	6.67		9,229	1.00	1,509
6030	108	Democratic Representation	6.67		9,229	3.67	5,540
6030	112	Environmental	3.33		4,607	2.34	3,532
6030	420	Milton Road Cemetery	2		2,767	5.84	8,815
6030	140	Museum	20		27,672	15.53	23,442
6030	114	Old Town Quarry	1.67		2,311	17.70	26,718
6030	470	Parks & Play Areas	5		6,918	12.52	18,899
6030	300	Planning	0		-	0.00	-
6030	475	Planned Maintenance	5.67		7,845	0.67	1,011
6030	111	Strategic Planning	6		8,302	3.34	5,042
6030	460	Street Furniture	1.67		2,311	0.67	1,011
6030	485	Toilets	1		1,384	0.67	1,011
6030	482	Tourism / Information services	14		19,370	9.18	13,857
6030	451	Youth Activities	1.32		1,826	2.00	3,019
		TOTAL	100		138,360	100.00	150,948

Operational Overhead Costs

					15,627		16,173
Code	**Cost Centre**	**Description**	**Percentage**	**Budget**		**Percentage**	**Budget**
6035	403	Allotments	0		-	0.00	-
6035	120	Blakehay Theatre	20		3,125	10.85	1,755
6035	105	Community Services	5		781	14.02	2,267
6035	107	Civic	6.67		1,042	1.00	162
6035	108	Democratic Representation	6.67		1,042	3.67	594
6035	112	Environmental	3.33		520	2.34	378
6035	420	Milton Road Cemetery	2		313	5.84	945
6035	140	Museum	20		3,125	15.53	2,512
6035	114	Old Town Quarry	1.67		261	17.70	2,863
6035	470	Parks & Play Areas	5		781	12.52	2,025
6035	300	Planning	0		-	0.00	-
6035	475	Planned Maintenance	5.67		886	0.67	108
6035	111	Strategic Planning	6		938	3.34	540
6035	460	Street Furniture	1.67		261	0.67	108
6035	485	Toilets	1		156	0.67	108
6035	482	Tourism / Information services	14		2,188	9.18	1,485
6035	451	Youth Activities	1.32		206	2.00	323
		TOTAL	100		15,627	100.00	16,173
		TOTAL			153,987		167,121

Approved at Full Town Council
Weston-super-Mare Town Council Charges for the year 2025 / 2026

TOWN COUNCIL FACILITY	2024 / 2025 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2024 / 2025 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
Allotments				
Full size plot				
(one year notice required to raise charges)	TBC - as per Allotment Agreement 07.12.16 set by Club		TBC - as per Allotment Agreement 07.12.16 set by Club	
Milton Road Cemetery- Burial Fees (see Finance Office for VAT)	Cost compared to other providers in the area in 2022 and adjusted accordingly		Cost compared to other providers in the area in 2022 and adjusted accordingly	
	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge	WSM Resident- Discounted Charge	NON WSM Resident - Full Charge
Internment Fees				
Child < 5 Years				
Child 5 - 16 years	£ 308	£ 616	£ 339	£ 678
Adult 16 + years (single depth)	£ 880	£ 1,760	£ 968	£ 1,936
Adult (double depth)	£ 1,045	£ 2,090	£ 1,150	£ 2,299
Adult (triple depth)				
Use of cemetery Chapel - internment in Cemetery	£ 61	£ 121	£ 67	£ 133
Use of cemetery Chapel - internment elsewhere	£ 83	£ 165	£ 91	£ 182
Exclusive right to Burial				
Child	£ 297	£ 594	£ 327	£ 653
Adult	£ 1,089	£ 2,178	£ 1,198	£ 2,396
Ex-common graves (as per P&F resolution 15.06.15 charged at 75% of normal charge) to single depth only	£ 825	£ 1,650	£ 908	£ 1,815
Cremated Remains				
Child < 5 years				
Child 5 - 16 years	£ 204	£ 407	£ 224	£ 448
Adult 16 + years	£ 165	£ 330	£ 182	£ 363
Internment of Ashes (without casket Adult)	£ 110	£ 220	£ 121	£ 242
Cemetery Memorials (Historically only charged single fee)				
Flat Stone	£ 220	£ 440	£ 242	£ 484
Headstone	£ 220	£ 440	£ 242	£ 484
Vase	£ 94	£ 187	£ 103	£ 206
2nd Inscription	£ 75	£ 150	£ 75	£ 150
Kerb Set	£ 220	£ 440	£ 242	£ 484
Tablet & Plaque (Desk style for use in Cremated Remains plot (not Mem Garden) only)	£ 209	£ 418	£ 230	£ 460

Approved at Full Town Council

Weston-super-Mare Town Council Charges for the year 2025 / 2026

TOWN COUNCIL FACILITY	2024 / 2025 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2024 / 2025 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
Cremated Remains Plots - within Cemetery (not Memorial Garden)				
Exclusive right to burial in a cremated remains plot (80 years) Plot only from 01.04.19	£ 693	£ 1,386	£ 762	£ 1,525
Plots for cremated remains are available at various sections throughout the cemetery	£ 715	£ 1,430	£ 787	£ 1,573
Cremated Remains Plots - Memorial Garden only)				
Memorial Garden plot Package (Inc. VAT) All deeds now 80 Years from 01.04.19	£ 1,520	£ 3,040	£ 1,520	£ 3,040
Children's Memorial Garden (new facilities available)				
Memorial Garden Plot (Private plot for ashes etc.)	£ 88	£ 176	£ 97	£ 194
Memorial Garden Plot small coffin (under 5)	£ 424	£ 847	£ 466	£ 932
Scattering of Ashes (child up to age of 16yrs)	£ 50	£ 100	£ 50	£ 100
Name Plaque on Memorial wall	TBC	TBC	TBC	TBC
Miscellaneous Charges				
Transfer of Ownership of Grave	£ 88	£ 88	£ 97	£ 97
For a copy of deed Grant	£ 33	£ 33	£ 36	£ 36
Register Search	£ 55	£ 55	£ 61	£ 61
Copy of Register Entry	£ 33	£ 33	£ 36	£ 36
Exhumations	cost +10%	cost + 10%	cost +10%	cost + 10%
Permission for Everlasting Candles	£ 11	£ 11	£ 12	£ 12
Memorial Benches	£ 1,023	£ 1,023	£ 1,125	£ 1,125
Extra letters for Memorial inscriptions	£ 2	£ 2	£ 2	£ 2
Memorial Trees (Methodology of spend approved P & F 20.02.17)				
Purchase of Tree plus 50% town council charge				
Plus £25 for Ground Preparation fee , Plus cost of Plaque				
Waterpark (fees shown include VAT - chargeable)				
Admission Fee - Child aged 1 - 16 years	£ 3	£ 3	£ 3	£ 3
(Hours between 9:30am - 5.00pm - 7 days per week)				
Seasonal charge to be applied ((Good Friday) - 1st September (new term date NSC)				
Tourism Charges (fees shown are exclusive of VAT- chargeable)				
Website Packages				
Bronze	£ 180		£ 180	
Silver	£ 300		£ 300	
Gold	£ 420		£ 420	
Platinum	£ 600		£ 600	
Special Offer Food and Beverage	£ 99		£ 99	
Special Offer Year 1	£ 99		£ 99	
3 Month Seasonal Package				
Home Page Hero Banner (at top of page & whole width)	£ 250		£ 250	
We recommend Banner	£ 180		£ 180	

Approved at Full Town Council

Weston-super-Mare Town Council Charges for the year 2025 / 2026

TOWN COUNCIL FACILITY	2024 / 2025 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2024 / 2025 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
Section Banner (small at bottom of page)	£ 90		£ 90	
Museum (fees show VAT added -except Learning & Education charges which are exempt)				
Room Hire				
Learning Space ROOM HIRE (inclusive of VAT)				
Room hire - 1 hour (day) *	£ 30		£ 30	
Room hire - 1 hour (eve)*	£ 35		£ 35	
Upstairs Function Suite				
Room hire - 1 hour (day) *	£ 25		£ 25	
Room hire - 1 hour (eve)*	£ 30		£ 30	
Courtyard - Evening Hire only				
(Access to the Galleries is available upon request - please not there maybe and additional charge for this- at the desecration of the Museum Manager)				
COURTYARD HIRE (plus VAT)				
Room hire - 1 hour (eve)	Price on asking		Price on asking	
Function Charges				
Children's Party Package				
1 Activity	Price on asking		Price on asking	
Room Hire Charge for 2 x hours	Price on asking		Price on asking	
Catering as per catering menu chosen	Price on asking		Price on asking	
note: Adult supervision is required.				
Function packages can be tailored to reqeust				
(prices as oer room hire and current café prices to included overhead charge where applicable)	Price on Asking		Price on Asking	
Conference delegate packages				
Training Packages				
Community Groups				
Private Parties				
Live Music				
Wedding Packages				
(Prices will be tailored on asking)	Price on Asking		Price on Asking	
(minimum charge £2,000 for exclusive use of museum)				
Offers and prices available for:				
Catering				
Bar requirements				

Approved at Full Town Council

Weston-super-Mare Town Council Charges for the year 2025 / 2026

TOWN COUNCIL FACILITY	2024 / 2025 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2024 / 2025 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
Dressing of room (Chair covers, feature items)				
Café Refreshments Packages - only available with hourly hires above* (Inc. VAT)				
Air pot for hot refreshments to incude tea and Coffee will serve up tp 10 people	Price on Asking		Price on Asking	
Drinks Package - Room Hire not included (min 20 people - max 80 people)	Price on Asking		Price on Asking	
Price per person to include: £5.50 per person				
1 x drink (house wine / juice) on arrival				
Nibbles (crisp / nuts olives)				
Biscuit selection (based on 10 people) £5	Price on Asking		Price on Asking	
Pastry Selection 85p per person - available on request	Price on Asking		Price on Asking	
Fruit Selection 85p per person - available on request	Price on Asking		Price on Asking	
Finger Buffet & Drinks Package - Room Hire not included	Price on application		Price on application	
Costs available upon request				
Additional charged at normal bar rates.				
Education Charges				
Short session (x 1)	£ 60		£ 60	
Small Group (SEN) 1 x session	£ 55		£ 55	
Half Day Session	£ 110		£ 110	
Double Session	£ 170		£ 170	
Triple Session (full day to cover 3 x classes of 30 with group introduction each session approx. 1 hr duration)				
Twilight session per child	£ 7		£ 7	
Home School Education session per child	£ 6		£ 7	
Home School Education additional child per session	£ 6		£ 7	
Rusty Club - Child	£ 6		£ 7	
Rusty Club 6 month advance payment	£ 30		£ 33	
Handling Box or similar resource hire on tailored topic (for 2 week hire)	£ 45		£ 45	
Introductory topic talks or assembly	£ 48		£ 53	
Class Museum (school Lead projects)	£ 60		£ 60	
Sessions for more than 100 pupils (small schools i.e.)	£ 240		£ 240	
Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)	£ 25		£ 25	
Out Of WSM - Outreach tailored session to school (ADDED TO NORMAL SESSION RATE)	£ 48		£ 53	
Teacher Inset training sessions	£ 30		£ 33	
Heritage Workshops (Adult) per person tailored session.	£ 40		£ 40	

Approved at Full Town Council
Weston-super-Mare Town Council Charges for the year 2025 / 2026

TOWN COUNCIL FACILITY	2024 / 2025 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2024 / 2025 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10.% CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)	2025 / 2026 Proposed Charges (@10. % CPI increase except where complete review has taken place (all charges are rounded figures and are exclusive of VAT unless indicated otherwise)
Any Session held at an alternative location i.e. YMCA will have the same charge applied as above plus the hire fee of the location.				
Craft Events				
Children's workshop (After School Event per child) (minimum)	£ 6		£ 7	
History Week Craft session per Child (minimum)	£ 7		£ 8	
School Holiday craft sessions per child (minimum)	£ 7		£ 8	
Exhibition Hire - Courtyard				
Hire Charge T & C apply				
Courtyard Exhibition (on display boards) - 7 day hire including get in set up and removal	Price on asking		Price on asking	
Courtyard Exhibition (on display boards) - 14 day hire including get in set up and removal	Price on asking		Price on asking	
Exclusive use of learning space for exhibition - 7 day hire inslusive	£ 600		£ 600	
Upstairs Function Suite (non exclusive display use)	Price on asking		Price on asking	
32 Waterloo Street (Fees show VAT included)				
CHAMBER ROOM HIRE (inclusive of VAT)				
Room hire - 1 hour (day) *	£ -		£ 30	
Room hire - 1 hour (eve)*	£ -		£ 35	
Refreshments Packages - only available with hourly hires above* (Inc. VAT)				
Air pot for hot refreshments to incude tea and Coffee will serve up to 10 people	N/A		Price on Asking	

Town Clerk & RFO Discretion on Charges

Town Clerk & Deputy Town Clerk / RFO discretion on approval of charges not included within above when required (within 25% maximum of approved charges) With Notification given to the Chairman of P & F Committee

Any request for a discount on charges stated above will be received in writing from the service manager to the RFO (or Clerk) for approval to be granted.

Records will be kept of approved charges by the RFO / Town Clerk and will be reported to P & F Committee as & when given.

BRIEFING NOTE: ITEM 15.2

To: Finance & General Purposes Committee

Subject:	Town Council Budget 2025 / 2026
Reason for Briefing Note:	To provide background and overview of Budget document 2025 2026
Responsible Officer(s):	Chief Executive Officer / Town Clerk
Senior Lead:	Director of Finance & Resources
Date:	16.12.24
File Path:	

SUMMARY:

- The council agreed in principle to work with NSC during the transition year 2025 2026 (25.11.24 – Town Council). As such there is additional inclusion to allow for this with the budget papers provided.
- In addition, the council has expressed interest in further devolvement of services from NSC (2026/2027) but will not have the budgets to allow them to do so with very limited general reserves. As such a provision to increase general reserves has been included in the budget papers to allow for future years devolvement.
- Current service area costs have risen due to RLW increases, National Insurance increase as example. Full details of National and regional context are included in the councils Medium Term Financial Plan (MTFP).

- The proposals within the budget equate to an estimate £78.07 per year increase on a BAND D property (based on tax base figures from 24/25 which are subject to change). This equates to less than a average cup of coffee (£3.85) Weekly increase estimated at £1.50 per week

Summary of main considerations:

1.0 Allotments

Costs for Maintenance have increased to £4000 as there are fence and boundary repairs across allotment sites
Inclusion of £10,000 as per Amenities committee to match fund the costs of raised beds across allotment sites.

2.0 Blakehay Theatre

Following the conclusion of the Start & Finish Group (see 15.3) it was recommended that the Blakehay budget remains the same for the purpose of the year 2025/2026. However, it is expected that there <u>will be a reduction in revenue costs</u> during this year should a Community Partner be appointed to work with the Theatre. (A recommendation to allow this would enable a tender process to be undertaken with immediate effect) but it is recognised that there will be a lead time to get this in place over the course of the year exact timing of which is unknown at this stage and is not guaranteed. Should no partner be found the council would need to consider its options for future year service.

All costs remain the same with the exception of one extra post included as follows: Booking Administrator (37hrs per week)

3.0 Capital Projects

The MTFP has consistently recognised that the council has no ability to undertake capital projects unless it is able to secure grant funding or includes a provision via revenue budgets to allow for this. The provision for 2025 / 2026 has been reduced to £160,000 from £200,000 to cover the following:

- Accessibility ramp (Planning permission granted, subject to release of conditions on build materials) for 32 Waterloo St - £60,000
- CastleBatch – Concessionaire ground works- £45,000
- Waterpark Replacement toilet provision – £25,000
- New IT Enterprise Platform - £30,000

Note: Parks & Play area provisions were rated 2nd out of 10 areas in order of importance at the recent strategy meeting by elected ward members (56.3%) of all services delivered.

Public consultation in 2024 rate Parks & Play area provision as its top priority (46.30%) of all services delivered.

4.0 Civic

Recharges to Civic have been reviewed which enable a reduction in overall costs.
A further breakdown of elements of this cost centre has been introduced to enable better management and clear understanding of budgets for each elected Mayor.

5.0 Community Services

Increase in provisions as follows:

- CCTV increase to £102,000 to include addition ‘transitional year’ payment to NSC.
- Seafront Ranger (evening provision) new cost of £19,000 ‘transitional year’ payment to NSC.

Note: Crime Prevention was rated 6th out of 10 in order of importance at the recent strategy meeting by elected members (43.80%).

To: Finance & General Purposes Committee

6.0 Democratic Services

Removal of internal meeting charge (due to move to HQ and Council Chamber provision now in place).

7.0 Environmental

CPI increase only – projects identified as per Road Map to Zero report.

8.0 Milton Road Cemetery

Recharges to Milton Road Cemetery have been reviewed and are reflected in figures shown. The Cemetery continues to bring in income which we have increased budget figures for in recognition of the move to the Quarry for the Grounds team base which will enable more grave space. Increased recharges reflect works needed to do this within this year.

9.0 Weston Museum

The Museum is now running at capacity in terms of what can be achieved with the resources in place, as such the costs remain within CPI increase levels, the facility is well used and is evidently busy across all service areas. However, it should be noted that the increase in RLW (for casual staff) and employer costs have impacted the ability to reduce the subsidy from last year in key areas such as the café and functions. (had costs remained the same the Museum would be running at a reduced year on year cost). Any further growth would require additional staffing resource.

Role reallocation within the café has seen an increase in contracted staff (x1) due to (in part) semi-retirement of key staff, this is offset by a reduction in casual hours and is expected to provide resilience within this area.

10.0 Old Town Quarry

The revenue budget included demonstrates the council's ambition to ensure the Quarry does not require subsidy. Income generation is indicative at this point in time and could change across the income code headings (whilst still remaining in the end position). Community consultation and engagement is ongoing to determine the exact end position.

11.0 Other Costs & Income

General reserve increase provision £1,000,000 – to build reserves for future devolvement in 2026/2027. This estimate would allow capital works to be undertaken on assets identified by WSMTC of interest, all of which require considerable investment due to poor conditions. This provision in revenue would then also allow future service transfer.

Bank interest included in this cost centre would reduce if the above provision is not approved.

Note: Political groups have identified future areas for potential devolution which are reflective of both Elected members views from the recent strategy meeting and from the Your Town Your voice survey (Community Consultation)

12.0 Parks & Play Areas

The council has recently undertaken a Play Strategy which is being concluded at the time of writing this report, Officers have given instruction to the consultant to provide indicative costs for the Essential Maintenance, Repair and Replacement Programme (EMRRP) – this is for the councils existing play areas (20 excluding the Waterpark and Castlebatch). An increase in budget to £361,000.

In addition, the council has in principle agreed to take over the maintenance and management of an addition 20-23 play areas from NSC from April 2025. Visual inspections are indicating that these are in varying conditions having had no investment in them for many years. Due to the timescales it has not been possible to fully cost what is needed and as such a provision of £500,000 has been included for 25/26 only.

13.0 Planned Maintenance

The council approved the last condition survey undertaken in 2024, figures balanced over a 60-year cyclical plan are estimated at £188,703 (all building assets, including GH & GL which remain the responsibility of WSMTC under the terms of the lease to NSC).

14.0 Planning

No Changes

15.0 Strategic Planning

Increase to recharge allocation are reflective of the officer time needed with regard to future devolution projects

Increase to professional fees budget to reflect the cost of legal services that will be occurred with transfer of assets.

16.0 Street Furniture & Waste Collection

To: Finance & General Purposes Committee

Transfer of additional litter bins has increased the cost of waste disposal, figures estimated from NSC discussions held. Note staffing costs are included within the central grounds provision.

17.0 Public Toilets

No Change – CPI applied only

18.0 Tourism Services (including Waterpark)

Costs remain consistent with last year with CPI applied. A increase in stock and income has been reviewed to allow ‘brand’ items to be introduced within the year. Like the Museum the increase in RLW and employer costs has impacted profit margins at the café and figures included are reflective of average admission fees over the last 3 years.

19.0 Youth Services

Recharge allocation is reflective of partnership and community collaboration with regard to community safety work. No other changes have been made.

20. Central Services

Staffing costs remain the biggest cost in this area and include all centrally based teams at 32 Waterloo Street (Finance & Other Resources Administration). Increase in employer costs and staff scale point increments are the main factor in this area.

21. Central Grounds

There is provision for 3 extra staff in recognition of the transfer of Play area and Bins from NSC, together with additional insurance costs, in addition equipment replacement has been needed for key items that were reported as being at the end of their usable life in 2024/25. (Ride on mower). This increase will allow all aspect of transfer to be undertaken (25/26 transition year) and will allow a limited resource to be available towards ‘Town Image’ working with partners at NSC and BID.

22. Operational services

Approved contractual staff changes only.

23. HQ Costs

CPI and running costs increase only. (offset by revenue from GH/GL).

WESTON-SUPER-MARE TOWN COUNCIL

Finance and General Purposes 16th December 2024
Strategy Evaluation
Report from the Senior Development Officer

1. Purpose and Background of Report

1.1. The Town Council Strategy was adopted by Council in April 2020. An annual review of the strategy is carried in order to update the level of progress, and as an opportunity to include new ambitions and services. The last formal evaluation of the current strategy took place March 2023. The document has not been fully reviewed since its original adoption April 2020. In the creating and reviewing of the strategy, the community are consulted to ensure the direction of the council meets a need.

1.2. In the past year, the strategy has been reviewed in three separate ways:

a. Your Town Your Voice – a community consultation exercise carried out in October 2023 to understand what the community think about the running of Town Council Services.

b. Annual Meeting Resolution Evaluation – in January of every year, the meeting resolutions across all council meetings for the previous year are collated and attributed to each ambition of the strategy.

c. Councillor Workshop – an engagement workshop (September 2024) with all Town Councillors to understand their views on the progress of the strategy and suggestions for future direction.

1.3. The following information summarises the key points of the above (A&C).

WESTON-SUPER-MARE TOWN COUNCIL

Pie Chart 1 - Councillor Workshop (C) Consultation September 2024 – Identified Highest Priorities

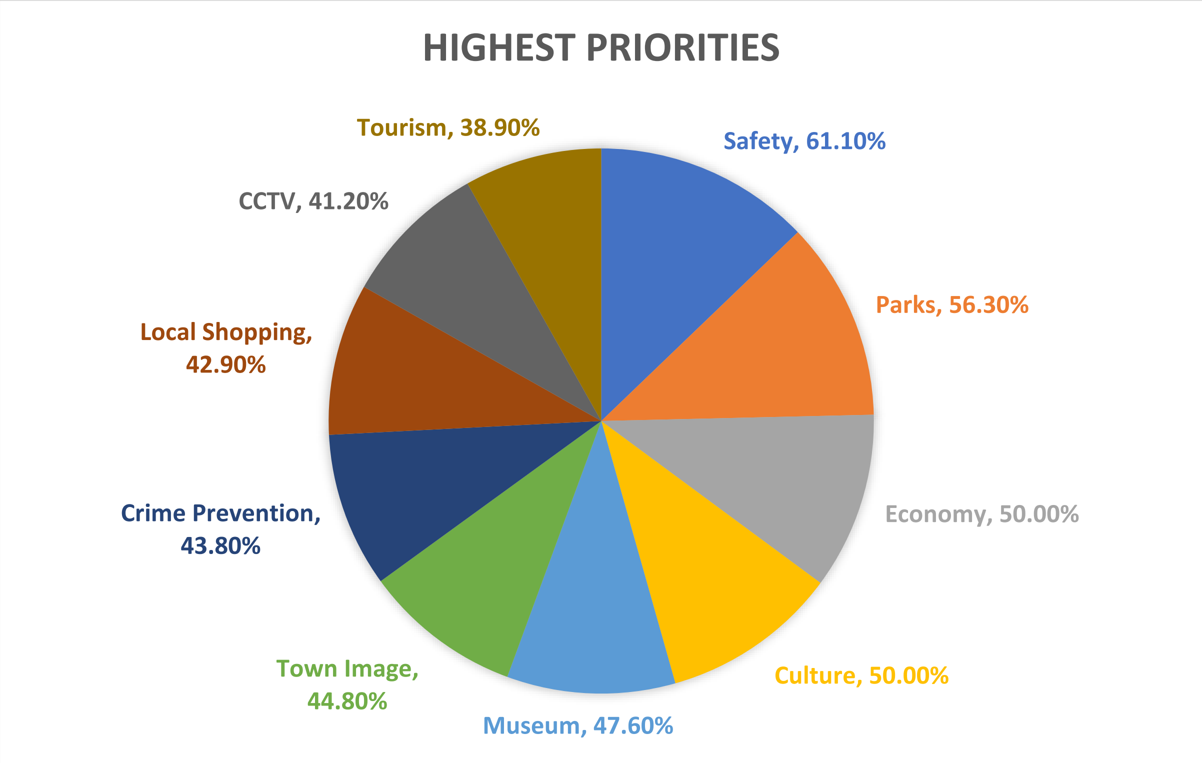


Table 1 - Councillor Workshop (C) Consultation September 2024 – Identified Highest Priorities

Keyword	**Ambition**	**% Rating 8-10**
Safety	3.2 Work with community partners for a safe environment	61.10%
Parks	3.9 Provision and maintenance of parks and play areas	56.30%
Economy	4.1 Work with businesses for economic development	50.00%
Culture	5.1 Support facilities for arts and culture	50.00%
Museum	5.3 Maintain Weston Museum as a community resource	47.60%
Town Image	1.1 Improve town image and pride	44.80%
Crime Prevention	1.7 Support anti-crime campaigns	43.80%
Local Shopping	1.3 Encourage vibrant local shopping areas	42.90%
CCTV	1.13 Support and control CCTV coverage	41.20%
Tourism	4.6 Support sustained growth of tourism	38.90%

WESTON-SUPER-MARE TOWN COUNCIL

Pie Chart 2 - Your Town Your Voice Consultation (A) October 2023 – identified Highest Priorities

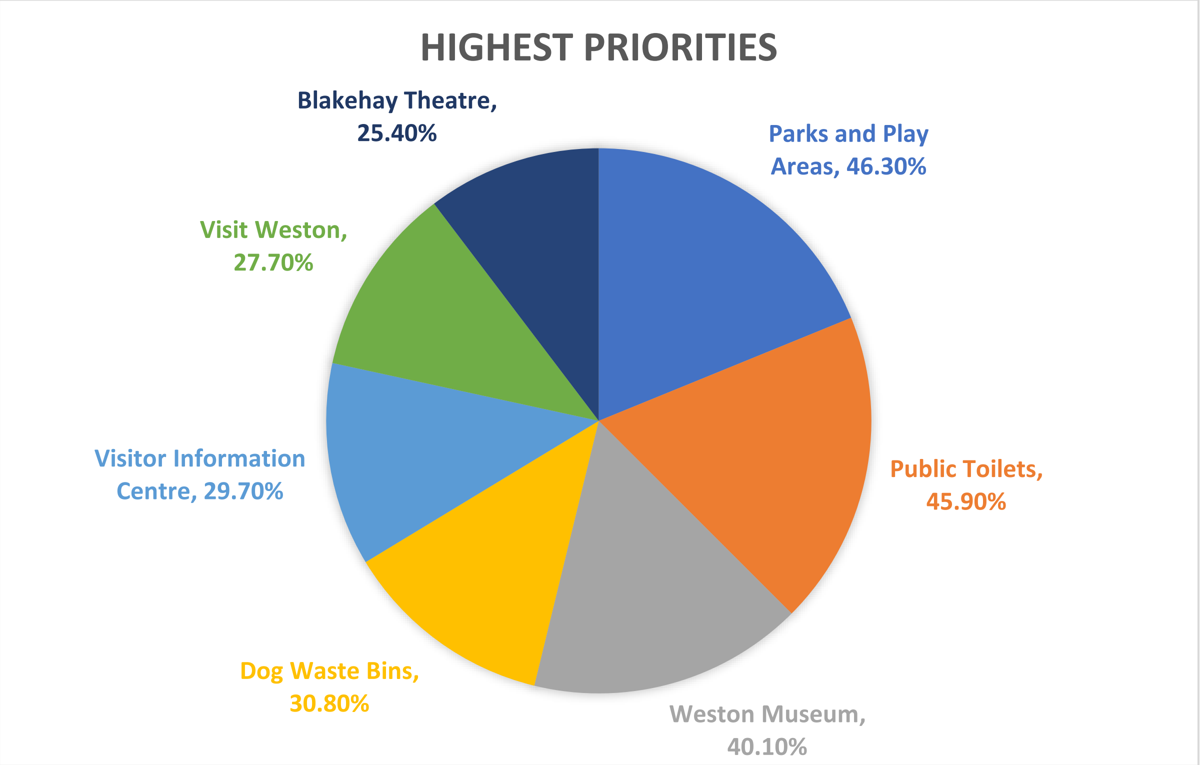


Table 2 - Your Town Your Voice Consultation (A) October 2023 – identified Highest Priorities

Service Area	Percentage
Parks and Play Areas	46.30%
Public Toilets	45.90%
Weston Museum	40.10%
Dog Waste Bins	30.80%
Visitor Information Centre	29.70%
Visit Weston	27.70%
Blakehay Theatre	25.40%

1.4. Given the above information, there is clearly some overlap in the priorities of the council and the community. the below chart shows the common priorities.

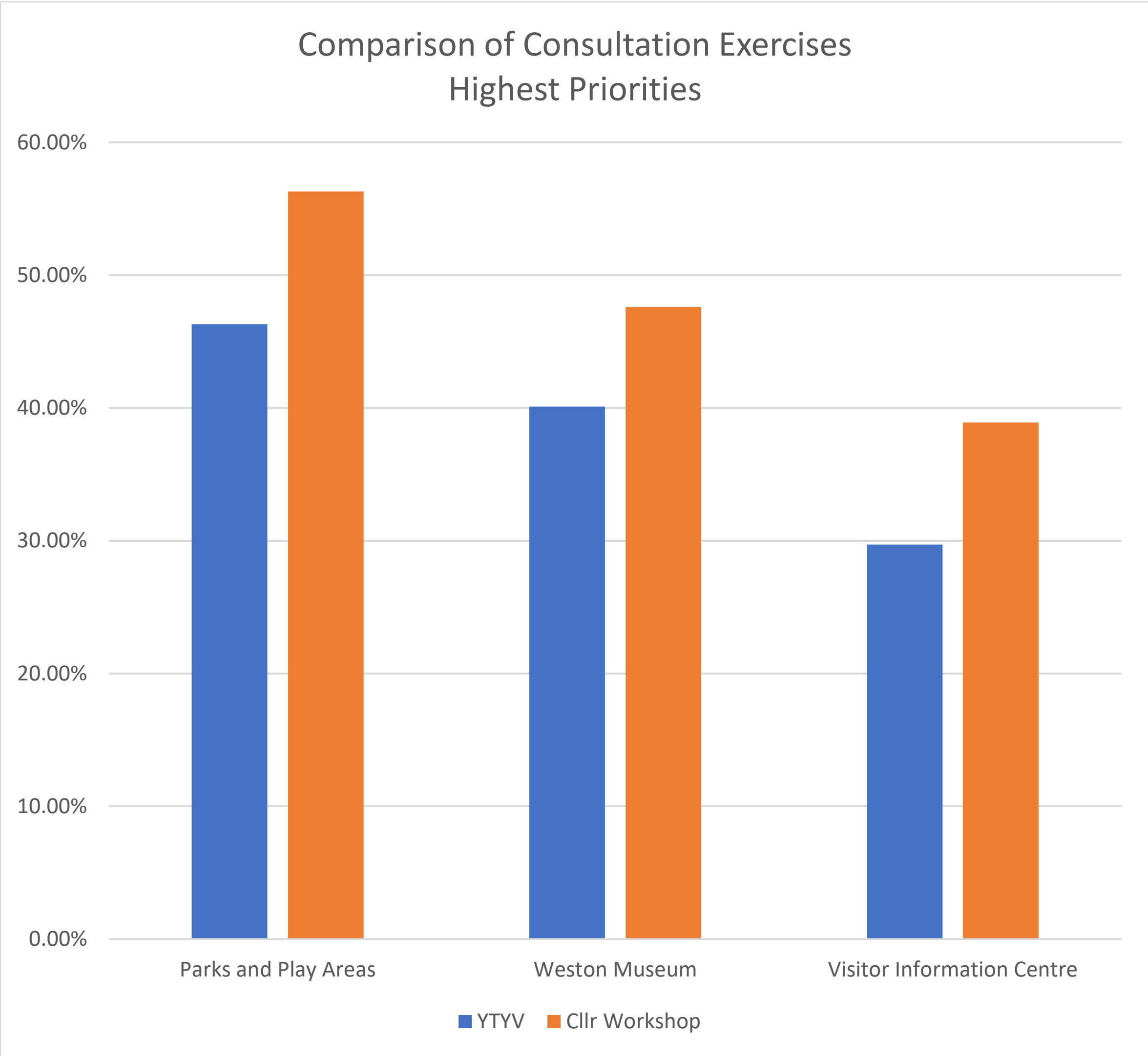
1.5. Please note:

- As only a sample of the highest priorities have been provided, this will not be the only overlap, but simply shows the highest priorities.

WESTON-SUPER-MARE TOWN COUNCIL

- The Councillor Feedback data makes reference to 'Tourism', whereas the community consultation data references Visitor Information Centre/Visit Weston. These have been assumed as the same and listed below as VIC.

Bar Chart 1 – Comparison across consultation exercises (Public/Councillor) of Highest Priorities



Pie Chart 3 - Councillor Workshop (C) Consultation September 2024 – Identified Lowest Priorities

WESTON-SUPER-MARE TOWN COUNCIL

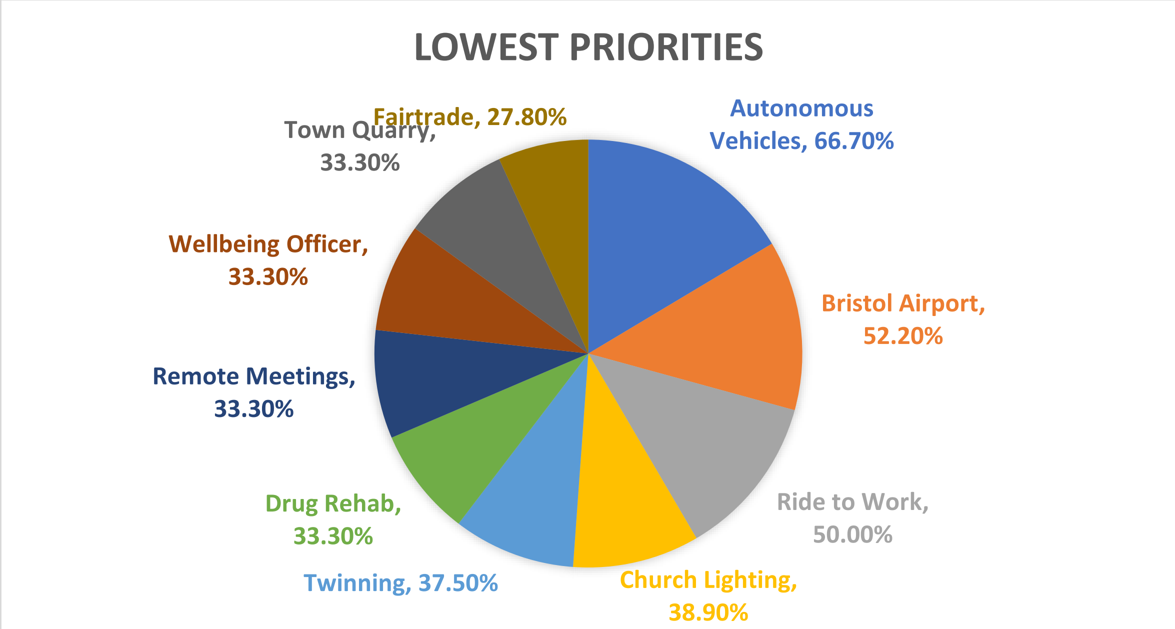


Table 3 - Councillor Workshop (C) Consultation September 2024 – Identified Lowest Priorities

Keyword	Ambition	% Rating 1-3
Autonomous Vehicles	4.17 Support development of Autonomous Vehicles	66.70%
Bristol Airport	2.7 Review effect of Bristol airport expansion plans	52.20%
Ride to Work	2.8 Provide 'ride to work' and bike purchase schemes	50.00%
Church Lighting	1.21 Fund Uphill church lighting electricity costs	38.90%
Twinning	5.8 Maintain town twinning with Hildesheim	37.50%
Drug Rehab	1.5 Oppose additional drug and alcohol rehab centres	33.30%
Remote Meetings	4.15.5 Enable remote meetings for committees	33.30%
Wellbeing Officer	3.14 Introduce Development and Wellbeing Officer	33.30%
Town Quarry	5.9 Operate Town Quarry with local arts community	33.30%
Fairtrade	4.18 Promote Fairtrade business practices	27.80%

Pie Chart 4 - Your Town Your Voice Consultation (A) October 2023 – identified Lowest Priorities

WESTON-SUPER-MARE TOWN COUNCIL

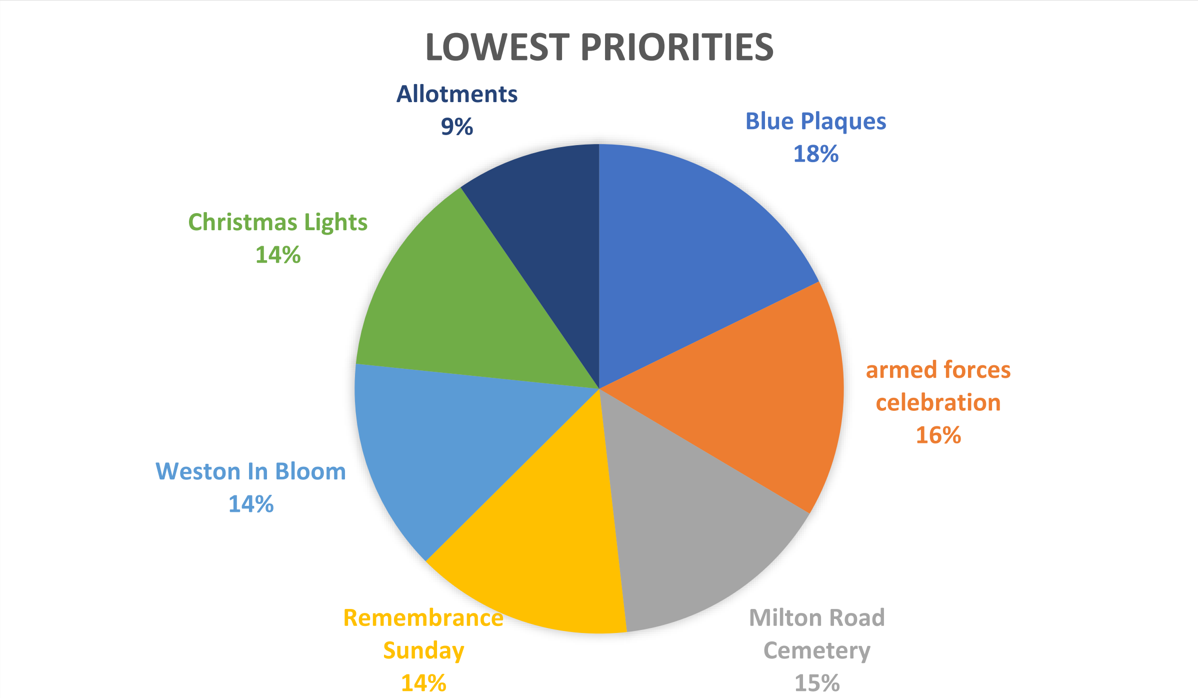


Table 4 - Your Town Your Voice Consultation (A) October 2023 – identified Lowest Priorities

Service Area	Percentage
Blue Plaques	44.80%
Armed forces celebration	39.70%
Milton Road Cemetery	37.00%
Remembrance Sunday	36.20%
Weston In Bloom	35.50%
Christmas Lights	34.70%
Allotments	24.20%

1.6. It's crucial to note that these low ratings don't necessarily mean these initiatives are unimportant overall, but rather that a significant portion of respondents consider them less crucial compared to other ambitions in the strategy. The council might want to investigate the reasons behind these low ratings and consider how to better communicate the potential benefits of these initiatives if they are deemed necessary for the long-term development of the town.

1.7. There was also no overlap in the two consultation exercises with regards to low priorities, highlighting how difficult it can be to determine low importance when referring to services that impact people in different ways.

1.8. Considerations with regards to above data:

- the sample size of information was vastly different. Within the scoring for your town your voice, the public were asked to compare 20 service areas, whereas

WESTON-SUPER-MARE TOWN COUNCIL

councillors were asked to provide feedback against 90 individual lines on the strategy.

- Within your town your voice, members of the community were asked to score 1-20 (1 being the highest) and within the councillors workshop they were asked to score 1-10 (10 being the highest)

1.9. The full your town your voice and councillor consultation workshop summary documents will be circulated to all members separately.

1.10. Key Assumptions:

- All services and ambitions recognised as high priority will be retained within the strategy
- All services and ambitions recognised as low priority will be reviewed by Senior Managers in liaison with Group leaders???
- Broad consensus was reached about several items within the Councillor Workshop (see appendix C). it was felt by many councillors that items that were considered statutory, or good practise (e.g. health and safety, financial planning etc) should not be listed as ambitions in the strategy as they have to be carried out.
- Timescales for delivery will be reviewed to ensure they are realistic within current service delivery

2. Options for Council

2.1. Based on the above summary, and the appendices circulated, provide direction for the revised strategy ahead of formal adoption January 2025.

3. Reason for Recommendation

3.1. To ensure changes to strategy documents are done in line with community and member consultation.

4. Expected Benefits

4.1. The strategy document is the council framework for decision making and future direction of the council. In reviewing it annually, it is kept up to date and relevant.

5. Implications

5.1. Legal

5.1.1. The strategy makes reference to any legal obligations we have as a council.

5.2. Risks

5.2.1. With lack of strategic direction, the council is at risk of deviating from the needs of the community.

WESTON-SUPER-MARE TOWN COUNCIL

5.3. Financial Implications

5.3.1. The strategy and Your Town Your Voice community engagement exercise, alongside the medium-term financial plan are all consulted in the creation of the Town Council budget and precept setting.

5.4. Timescales

5.4.1. A draft updated strategy will be taken to full Town council on the 20th January 2025 for formal adoption.

5.5. Stakeholders

5.5.1. Community of Weston-super-Mare

5.6. Contractors

5.6.1. n/a

5.7. Crime & Disorder (councils have a legal duty to consider impact)

5.7.1. Considered within the strategy

5.8. Biodiversity (councils have a legal duty to consider impact)

5.8.1. Considered within the strategy

5.9. Privacy Impact (consider Privacy Impact assessment)

5.9.1. n/a

5.10. Equality & Diversity (councils have a legal duty to consider impact)

5.10.1. Considered within the strategy

6. Appendices

a. Your Town Your Voice Summary
b. Annual Meeting Resolution Evaluation Summary
c. Councillor Workshop Evaluation Summary

6.1. The above documents will be circulated to all councillors separately from the agenda due to their substantial size, and bearing in mind that the information has all been provided to members previously.

7. Members are recommended to:

7.1. In line with the summary of councillor feedback alongside the YTYV community feedback (using the key assumptions provided), provide direction regarding

WESTON-SUPER-MARE TOWN COUNCIL

changes to the strategy to enable a draft to be taken to the TC meeting for formal adoption January 2025.

Molly Matthews

Senior Development Officer

Drafted 6th December 2024

WESTON-SUPER-MARE TOWN COUNCIL

Finance and General Purposes 16th December 2024
Conclusion of Blakehay Theatre Start and Finish Group
Report from the CEO / Town Clerk

1. Purpose and Background of Report

Background

Reviews of the Blakehay Theatre have been carried out previously in 2016, 2018, 2019 and 2023.

It was felt that due to the increasing level of subsidy required to keep the Theatre operating following the pandemic a full review was required.

A start and finish group were created in order to review the business model. Meetings were held on the following dates with the following membership:

Dates	Cllrs:
• 09/09/2024 • 01/10/2024 • 23/10/2024 • 20/11/2024	• Ciaran Cronnelly • Simon Harrison-Morse • Owen James • Robert Payne • Caroline Reynolds • John Standfield • Martin Williams

Officers were asked to present two options at the final meeting (20/11/2024) in order for a recommendation to be made to the Finance and General Purposes Committee.

<u>A - Business Plan – available upon request</u>

A indicative business plan was created to explore the direction of the theatre over the next five years under Town Council management. The business plan recognised a need for greater brand identity as well as identification of the best style of shows to programme, additional income streams options, more ambitious capacity levels, and the affect that the inclusion of the Town Council overheads has on the budget (to name a few). The plan centred around 4 principles in the planning of the next five years: Build, Static, Growth and Explore. It was felt that this model was the best approach for increasing programming at the theatre.

It was explained that this business plan was extremely ambitious. The time available to create the business plan was not sufficient to fully test assertions, and it was therefore likely that more development would be required. The business plan would not be possible to deliver with current staffing levels, and therefore more investment would be required in order to realise greater income over the five year period.

<u>B – Partnership Model</u>

The group had been advised that there was opportunity to work with a community partner and informal discussions to see if there was a market interest in doing so had indicated it could be a option for the council to consider. It was recognised that in order to receive formal proposal the council would need to undertake a formal process and go out to the market to ensure all opportunities an interest was gained.

A typical procurement timeline was provided for members to demonstrate the time required to find a partner to run the theatre. This timeline assumed that the process would begin immediately following the meeting of the Finance and General Purposes committee on the 16th December.

<table>
<tr><th>Action</th><th>Date e.g.</th><th>Time Allowed</th></tr>
<tr><td>EOI advert devised and agreed by SMT</td><td>17/12/2024</td><td></td></tr>
<tr><td>EOI advert on contracts finder</td><td>17/12/2024</td><td></td></tr>
<tr><td>EOI on TC website</td><td>17/12/2024</td><td></td></tr>
<tr><td>EOI deadline</td><td>31/01/2025</td><td>7 weeks at EOI (allow extra week for Christmas)</td></tr>
<tr><td>Checks/evaluation of expressions of interest</td><td>07/02/2025</td><td rowspan="2">1 Week for Checks</td></tr>
<tr><td>Approval of Tender List</td><td>07/02/2025</td></tr>
<tr><td>Tender packs to go out</td><td>10/02/2025</td><td></td></tr>
<tr><td>tender deadline</td><td>21/03/2025</td><td>6 weeks at tender</td></tr>
<tr><td>Tender information to SMT for analysis</td><td>21/03/2025</td><td></td></tr>
<tr><td>Tender Analysis</td><td>24/03/2025 - 04/04/2025</td><td rowspan="5">2 weeks for analysis</td></tr>
<tr><td>request for clarification from contractors</td><td rowspan="2">24/03/2025 - 04/04/2025</td></tr>
<tr><td>deadline for tender clarifications</td></tr>
<tr><td>interviews</td><td>WC 31/03/2025</td></tr>
<tr><td>SMT draft reports</td><td>WC 31/03/2025</td></tr>
<tr><td>Deadline for tender report</td><td>07/04/2025</td><td></td></tr>
<tr><td>Finance and General Purposes and award of contracts</td><td>14/04/2025</td><td>agenda out 1 week before</td></tr>
<tr><td>Notification of award</td><td>15/04/2025</td><td>ASAP after decision</td></tr>
</table>

The Following resolution was made:

<u>Blakehay Theatre Start and Finish Group 20th November 2024</u>

(Please note that the minutes from this meeting are draft until approved and the meeting of the finance and general purposes committee on the 16th December 2024)

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RECOMMENED:

1. *The Council proceed with a partnership model via an appointment process for implementation during the year 2025/26, in the meantime budget set at Finance and General Purposes needed to recognise a static minimal growth, notwithstanding the need to appoint a booking clerk.*
2. *A full report be submitted to Finance & General Purposes Committee with details of the process undertaken by the start and finish group to provide rational for the recommendation in 1 above.*

2. Options for Council

Firstly, in recognition of the recommendation of the Blakehay Theatre Start and Finish Group, approve the beginning of a procurement process to find a partner organisation to work with in the running of the Blakehay Theatre.

Secondly, continue to set a budget for the Blakehay Theatre in 2024, in recognition that a partner would not be in place ahead of the new financial year 2024/2025

3. Reason for Recommendation

Members of the Blakehay Theatre Start and Finish Group felt that it was no longer realistic for the Town Council to continue running the theatre with the same operational model due to the level of subsidy required to do so. It recognised the National challenges faced within the Theatre and performing arts industry and that in order to keep the Theatre open it would need to explore how it could maximise opportunities by working with partners in order to maximise use whilst reducing the subsidy required.

4. Review – summary points

Throughout the review process the following areas have been explored:

1. Theatre Bar Use – it was recognised that the bar provided a opportunity for secondary income to be realised, and that currently it was only open when the theatre was in use.
   Conclusion: Outsourcing the bar as a concession or potential student union could be an option to increase revenue and this should be explored further during 2025/ 2026.
   Continue to maximise revenue via increase sales at the bar. (Bar Packages)
   Improve wifi throughout the Theatre to allow digital orders and sales.

2. Change of use
   The option to consider a change of use for the building asset was explored via 2 local agents. The building is landlocked and was felt would not be easy to

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make an attractive case for change of use due to the style and fabrication of the building. It was not felt that despite having bee valued it would attract a sale due to the nature of the building and inability to convert for alternative use.

3. Shut the Theatre – this option was explored but it was felt that it was not the best thing to do considering the substantial investment that had been made into the facility over the years. It was further recognised that there would be a significant cost to do so in year one with ongoing cost associated with a closed building. Further more it was recognised that the Theatre was important to the Towns cultural and arts aspirations and all efforts should be made to secure its future in this regard.

5. Implications

5.1. Legal

N/A

5.2. Risks

If a community partner is not forthcoming the council will need to review its options once more which may need further investment (ie complete change of use).

Future budgets would need to allow for growth as there is a lack of resource to drive the theatre forward further and increase use and opening.

5.3. Financial Implications

See Risks above.

The council will need to assume a budget for 2025/2026 based on the same level at 2024 / 2025 but it recognises that during this period there could be a reduction in subsidy should a community partner and change of operational model be forthcoming.

5.4 Timescales

Financial year 2025/ 2026

5.5 Stakeholders

6. Members are recommended to:

1. Approve a procurement exercise for a partnership model for the Blakehay Theatre for commencement during the financial year 2024 / 2025.

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2. Recommend a budget in line with the budget setting process for a continued half a year internal operation.

Molly Matthews
Senior Development Officer
Drafted 2nd December 2024

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Finance and General Purposes Committee 16th December 2024
15.5 Concession Report – Castlebatch Play Area
Report from the Community Operations and Resources Manager

1. Purpose and Background of Report

The purpose of this report is to allow for further exploration into siting a food and beverage concession and toilet facilities at the Castle Batch SEND Play Park. It has been expressed in previous Tourism and Leisure meetings that there is a desire for such facilities and we have been granted permission from North Somerset Council to place a coffee wagon or similar on site.

In preparation for this report we have received a quote for the works needed in order to facilitate a concession offer on this site (appendix 1). As you will be able to see, the amount quoted will require us to go through a tendering process for the works.

2. Options for Council

Consider the expression of interest document for approval so that it can be sent out as soon as possible (appendix 2).

Approve the tendering process for the required infrastructure work.

Include a provision to complete the works in the 2025/2026 budget.

3. Reason for Recommendation

During the community consultation for the play park project, the community expressed a desire for these facilities to be included within the parks overall offer. This was again highlighted via the recent Your Town Your Voice survey (2024).

4. Expected Benefits

The inclusion of these new facilities will further enhance the play parks already strong community offer.

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The provision of a food and beverage offer during peak times with the potential to increase these hours.

The Town Council will receive a guaranteed income from the concessionaire.

5. Implications

As a result of the initial infrastructure works, we will have to work with the Children's Centre to ensure that any disruption is mitigated as much as possible and communicated to their users.

5.1. Legal

The Town Council must ensure that the appropriate licenses and agreements are in place with both the concessionaire and North Somerset Council.

5.2. Risks

Disruption to community centre during initial works.

5.3. Financial Implications

See appendices.

5.4. Timescales

Due to the length of the procurement process I am hopeful that we could have the toilets and concession in place in time for May 2025.

5.5. Stakeholders

Local community

Concessionaire

WsMTC

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NSC

5.6. Contractors

To be determined via procurement process.

5.7. Crime & Disorder (councils have a legal duty to consider impact)

Potential increase of antisocial behaviour due to new structures being in place (graffiti etc.)

5.8. Biodiversity (councils have a legal duty to consider impact)

N/A

5.9. Privacy Impact (consider Privacy Impact assessment)

It is not envisage this would result in a increased footfall to the park from current user levels.

5.10 Equality & Diversity (councils have a legal duty to consider impact)

N/A

6. Appendices

See attached.

7. Members are recommended to:

- Approve that an expression of interest can be sent out for a concession at Castle Batch and include provision within the 2025/2026 budget.

Matt Hardy
Community Operations and Resources Manager
Drafted 5th December 2024
Appendix 1

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Hard Standing
Set up site
Saw cut trench
Excavate trench across 50% of the car park for electrical duct
Excavate trench across 50% of the car park for water pipe
Cover trenches with road plates
Excavate trench across the remaining 50% of the car park for electrical duct
Excavate trench across remaining 50% of the car park for water pipe
Lay duct in trench and back fill
Supply and fit barrier water pipe in trench and back fill
Back fill electrical trench
Supply and pull cable
Installation of non-return valve and chamber
Tarmac trench topping
Reinstate line markings
Excavate area 3m x 5m 100 mm deep
Compact type 1
Shutter perimeter of proposed slab
Concrete pour 100 mm thick concrete
Float, edge and brush finish
Strike stuttering
Waste away

Note: Provisional sum for electrical and mechanical connections £1000 as we do not know the requirements.

We now have much pleasure in submitting our budget quotation in the sum of **£17,432.00 (Seventeen Thousand Four Hundred and Thirty-Two Pounds) + VAT.**

Grey waste to existing manhole
Extra set up
Excavate trench across the car park for waste pipe
Lay waste pipe in trench and back fill
Tarmac trench topping
Install pumping station
Excavate trench to branch across to pump station
Lay duct in trench and back fill
Supply and pull cable
Electrical connections
Waste
Extra over for grey waste to existing manhole our budget quotation in the sum of **£12,298.00 (Twelve Thousand Two Hundred and Ninety-Eight Pounds) + VAT**

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Appendix 2

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Expressions of Interest for Food and Beverage Concession at Castle Batch All-Inclusive SEND Play Park

Weston-super-Mare Town Council is seeking Expressions of Interest from suitably experienced and qualified companies or individuals who wish to be considered for selection to tender for the management and operation of a food and beverage concession at Castle Batch All-Inclusive SEND Play Park. The successful applicant will ideally have practical knowledge of food safety/environmental health regulations and processes for approvals/licences in relation to food and beverage concessions. It is hoped that the concession will open Easter 2025.

You are invited to submit a tender for the provision of services for food concessions. Tenders must be above the following minimum prices:

- Castle Batch All-Inclusive SEND Play Park - £10,000

Tenders below these amounts will not be considered. The sole concession for this site is from 1st April 2025 to 31 October 2025.

Overview of service required:

- Operation of a food and beverage concession within the curtilage of Castle Batch All-Inclusive SEND Play Park
- Provide a variety of options to suit various dietary requirements
- To operate during peak times (school holidays) April to September as a minimum
- Menu should be tailored towards healthier options (no fried food)
- Work in partnership with WSMTC and North Somerset Council
- Management of all Health and Safety and compliance with regard to insurance and statutory needs
- Advertising and Marketing requirements
- Responsible for waste disposal and need to provide waste management details with environmental issues are being met

Focus of concessionaire:

- Provide an excellent customer experience to users of Castle Batch All-Inclusive SEND Play Park and the local community
- Ensure a quality food and beverage experience

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If you would like to discuss this opportunity further, we would be happy to arrange an appointment.

Companies from whom Weston-super-Mare Town Council procure goods and services must demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract. Following a decision made by Weston-super-Mare Town Council in July 2020, the Council is committed to working with Contractors who pay the Real Living Wage to their employees.

Companies from whom Weston-super-Mare Town Council procure goods and services must be able to demonstrate an excellent Health and Safety record, accordingly contractors that cannot demonstrate an excellent record, free from enforcement action, will not be considered. Contractors must also be able to demonstrate how they provide social value with the work being carried out, within parameters set out by the Town Council.

Weston-super-Mare Town Council will evaluate the Expression of Interest submissions received, and shortlist qualifying companies to invite tenders for the project. Registration of interest does not imply inclusion on the tender list. Details of tender and individuals' proposals will be required first week in August. The service is anticipated to commence Autumn 2024.

Evaluation & Assessment of Expression of Interest
The evaluation will be in accordance with the following criteria, a fail under the Health and Safety criteria will automatically result in exclusion from the tender list.

An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

Evaluation Criteria	**Pass / Fail**
Proven experience as a food and beverage concessionaire	Pass / Fail
Financial capability	Pass / Fail
Proven experience working for local authority/town council clients	Pass / Fail
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail

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Resources and availability to commence operation Easter 2025	Pass / Fail

Interested parties are asked to submit Expressions of Interest to include:

- Company/individual name, address, contact name and registration number (if applicable)
- Company/individuals bankers name and account number
- Details of any enforcement action under Health & Safety Legislation
- Brief details of two recent (within last 36 months) similar projects undertaken by the company/individual (Max 1000 words)
- Confirmation that the company will be able to submit a tender and should they be successful, commence the service Autumn 2024

Expressions of Interest should be sent no later than 12 noon on TBC to:

Sarah Pearse

Chief Executive Officer / Town Clerk

Weston-super-Mare Town Council

32 Waterloo Street

Weston-super-Mare

BS23 1LN

Email: development@wsm-tc.gov.uk

WESTON-SUPER-MARE TOWN COUNCIL

Finance and General Purposes Committee 16th December 2024
Waterpark – Replacement of Public Toilets
Report from the Community Operations and Resources Manager

1. Purpose and Background of Report

The purpose of this report is to address the need to replace the toilet block located at the water adventure play park as it has reached the end of its serviceable life. Replacing the toilet provision within the park also give us an opportunity to explore a more environmentally option to tie in with the councils Cleaner and Greener ambition.

In preparation for this report we have received a quote for the works needed in order to provide two waterless compostable toilets (appendix 1). Due to the costs involved we may have to enter a tendering process.

2. Options for Council

Approve the tendering process for the procurement of new toilet facilities.

Include a provision to complete the works in the 2025/2026 budget.

3. Reason for Recommendation

The current toilet facilities have reached the end of their serviceable life and need to be replaced. New and more modern facilities will also be more cohesive to the parks recent refurbishment works.

4. Expected Benefits

The inclusion of these new facilities will further enhance the play parks already strong community offer and compliment the new play equipment.

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5. Implications

We will need to facilitate the removal of the current toilet block.

5.1. Legal

N/A

5.2. Risks

Not having toilet facilities on site whilst the works are being carried out.

Removal of existing structure which is at the end of its useable life would mean no provision on site.

5.3. Financial Implications

See appendices.

5.4. Timescales

Due to the length of the procurement process I am hopeful that we could have the toilets in place for Easter 2025.

5.5. Stakeholders

Local community

WsMTC

5.6. Contractors

To be determined via procurement process.

5.7. Crime & Disorder (councils have a legal duty to consider impact)

Potential increase of antisocial behaviour due to new structures being in place (graffiti etc.)

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5.8. Biodiversity (councils have a legal duty to consider impact)

N/A

5.9. Privacy Impact (consider Privacy Impact assessment)

N/A

5.10. Equality & Diversity (councils have a legal duty to consider impact)

Additional of accessible toilet will have a positive impact on the users of the park.

6. Appendices

See attached.

7. Members are recommended to:

- Consider options 1 or 2 (see appendix 1) for new toilets at the play park.
- Approve that the tender process can begin for the installation of two waterless toilets at the water adventure play park
- Ensure appropriate provision in the 25/26 budget

Matt Hardy

Community Operations and Resources Manager

Drafted 5th December 2024

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Appendix 1

Option 1
Installation of 1 x KL1 unit and 1 x KL2 Accessible unit = £25,790

Option 2
Installation of 1 x KL2 Compact unit and 1 x KL2 Accessible unit = £28,490