



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Yeovil Town Council

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## Yeovil Town Council

Tuesday 27<sup>th</sup> January 2026

7:30pm

Town House, 19 Union Street, Yeovil BA20 1PQ

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For further information on the items to be discussed, please contact  
[town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).

Amanda Card, Chief Executive / Town Clerk  
21<sup>st</sup> January 2026

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

## **Members of Yeovil Town Council are summoned to attend:**

Tony Lock – Mayor of Yeovil Town

Wes Read – Deputy Mayor of Yeovil Town

Barry Boyton

Evie Potts-Jones

Jade Cabell

Karina Parsons

Tareth Casey

Ashley Richards

Karl Gill

Jeny Snell

Emma-Jayne Hopkins

Andy Soughton

Kaysar Hussain

Roy Spinner

Justice Jimba

Rob Stickland

Andy Kendall

Helen Stonier

Jamie Lock

Ruth White

Jane Lowery

Adrian Wilkes

Graham Oakes

Dave Woan

## **Public Comments at meetings**

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 27<sup>th</sup> January 2026. Instructions will be sent to you to view the meeting.

## **Equality Act 2010**

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

## **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for "Reflections".

## **A G E N D A**

### **Public Comment (15 Minutes)**

#### **11/305 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and consider the reasons given. LGA 1972 s85(1)

#### **11/306 DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

#### **11/307 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING**

To confirm as a correct record the Minutes of the previous Town Council Meetings held on 2<sup>nd</sup> December 2025.

#### **11/308 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 6 to 8.

#### **11/309 CORRESPONDENCE**

Members to consider any correspondence received.

#### **11/310 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified.

**Planning Committee** – 15<sup>th</sup> December 2025 / 19<sup>th</sup> January 2026  
Presented by Cllr J Snell

**Leisure & Environment Committee** – 12<sup>th</sup> January 2026  
Presented by Cllr K Gill

**Culture, Events & Promotions Committee** – 13<sup>th</sup> January 2026  
Presented by Cllr G Oakes

**Infrastructure (Property & Assets) Committee** – 6<sup>th</sup> January 2026  
Presented by Cllr R Stickland

**11/311 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

Yeovil Crematorium and Cemetery Committee – 10<sup>th</sup> December 2025 (minutes previously been circulated).

**11/312 BUDGET 2026/27**

Members to consider the report of the Chief Executive / Town Clerk attached at pages 9 to 31, regarding the budget and precept for 2026/27. *Account & Audit Regulations 2015*.

**11/313 CHANGE OF COMMITTEE NAME**

Members to agree that the “Finance and Policy Executive” be renamed to the “Executive”.

**11/314 RISK STRATEGY AND RISK ASSESSMENT**

Members to approve the recommendation by the Finance and Policy Executive (meeting held 20<sup>th</sup> January 2026) to adopt the Risk Strategy and Risk Assessment for Yeovil Town Council, pages 32 to 49.

**List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Tony Lock and Deputy Mayor of Yeovil, Councillor Wes Read from 2 December 2025 to 1 March 2026**

<b><u>December Engagements</u></b>	
02/12/2025	The Mayor of Yeovil, Councillor Tony Lock visited Compton View Care Home for their Christmas visit
03/12/201	The Mayor of Yeovil, Councillor Tony Lock attended Wyndham Court coffee morning
04/12/2025	The Mayor of Yeovil, Councillor Tony Lock visited Chestnut Lodge for a Christmas visit
06/12/2025	The Mayor of Yeovil, Councillor Tony Lock went to assist his charity Yeovil Freewheelers Blood bikes with a bucket collection at Tesco
06/12/2025	The Mayor of Yeovil, Councillor Tony Lock will attend West Abbey Care Centre Christmas Fayre
06/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended The Peoples Choir Yeovil Christmas Concert at St Johns Church
07/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended the Verwood Civic Day
07/12/2025	The Deputy Mayor of Yeovil, Councillor Wes Read attended the Portland Civic Carol Service
11/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended the HMS Herron Concert at RNAS Yeovilton
12/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended The Spirit of Gymnastics Christmas Show at
12/12/2025	The Deputy Mayor of Yeovil, Councillor Wes Read attended Carols of Chickerell event

13/12/2025	The Mayor of Yeovil, Councillor Tony Lock went to assist his charity Yeovil Hospital Charity with a bucket collection at Morrisons
13/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended Beauty and the Beast pantomime at Westlands Entertainment Venue
13/12/2025	The Mayor of Yeovil, Councillor Tony Lock visited Potter House for their Merry Moments afternoon
13/12/2025	The Deputy Mayor of Yeovil, Councillor Wes Read attended the Christmas Carol Service at Yeovil Methodist Church
14/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended Glastonbury Brass Christmas Concert at St Johns Church
16/12/2025	The Mayor of Yeovil, Councillor Tony Lock visited Grovelands Care home for a Christmas visit
16/12/2025	The Mayor of Yeovil, Councillor Tony Lock visited The Knoll Nursing Home for their Christmas Party
16/12/2025	The Deputy Mayor of Yeovil, Councillor Wes Read attended the Shine Star Shine show at Reckleford Infant School
17/12/2025	The Mayor of Yeovil, Councillor Tony Lock visited Cooksons Court for a Christmas party
19/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended a Christmas lunch at Great Lyde with the MHA charity
19/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended a Christmas party at Redleif Care Home
21/12/2025	The Mayor of Yeovil, Councillor Tony Lock, supported a bucket collection for Yeovil Hospital Charity at ASDA
26/12/2025	The Mayor of Yeovil, Councillor Tony Lock attended the grand opening of Wren Kitchen showroom
<b><u>January Engagements</u></b>	

09/01/2026	The Mayor of Yeovil, Councillor Tony Lock attended the dementia training with the new Octagon Memory Choir at Westlands Entertainment Venue
10/01/2026	The Mayor of Yeovil, Councillor Tony Lock attended the 100-year celebration of St Micheals Scout Group at St Micheals Church
13/01/2026	The Mayor of Yeovil, Councillor Tony Lock planted trees with the Yeovil Town Council estates team, pupils of Birchfield Primary School and Able to Achieve
22/01/2026	The Mayor of Yeovil, Councillor Tony Lock attended the Yeovil Amateur Pantomime Society's production of Wizard of Oz at Westlands Entertainment Venue
<b><u>February Engagements</u></b>	
07/02/2026	The Mayor of Yeovil, Councillor Tony Lock will attend the Crewkerne Civic Reception
24/02/2026	The Mayor of Yeovil, Councillor Tony Lock will attend Dorset Council Civic Day
<b><u>March Engagements</u></b>	
01/03/2026	The Mayor of Yeovil, Councillor Tony Lock will attend Axbridge Civic Service



**11/312      BUDGET 2026/27**

At its meeting held on 20<sup>th</sup> January 2026, the Finance & Policy Executive agreed to recommend the following budget and precept to Town Council for approval.

<b>Committee</b>	<b>2026/27</b>
Executive	648,980
Property & Community	606,030
Leisure & Environment	1,318,830
Planning	0
Culture	780,160
<b>Sub Total</b>	<b>3,354,000</b>
Contingency	167,700
<b>Total Committees' Budget</b>	<b>3,521,700</b>
Joint Burial Committee	76,000
<b>Total Budget Requirement</b>	<b>3,597,700</b>

<b>Funded By:</b>	<b>£</b>
Precept	(3,597,700)
Use of Unallocated General Fund Balances	0
<b>Total Funding</b>	<b>(3,597,700)</b>

Divided by Tax Base	9,730.74
<b>Band D Charge</b>	<b>£369.73</b>

This results in an increase on a Band D Charge of £22.40 per year (£0.43 per week), an increase from £347.33 to £369.73). The budget for the financial year 2026/27 is attached. *Account & Audit Regulations 2015*.

The table below shows the charge per tax band:

<b>Tax Band</b>	<b>A-</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
Council Tax Charge (£)	205.43	246.51	287.60	328.68	369.77	451.94	534.11	616.28	739.5

**If Members have any questions regarding the Budget for 2026/27, please contact Amanda Card, Chief Executive / Town Clerk prior to the meeting.**

The Committee is **RECOMMENDED:**

- 1) to note the report;
- 2) to approve Yeovil Town Council's budget of £3,597,700 for 2025/26;
- 3) to approve Yeovil Town Council's precept of £3,597,700 for 2025/26;
- 4) that the Chief Executive/Town Clerk notify Somerset Council by completion of the Precept Request 2026/27. *Local Government Finance Act 1992 (Section 41) - Parish/Town/City Council Precepts.*

**(Amanda Card, Chief Executive/Town Clerk – 01935 382424 or  
amanda.card@yeovil.gov.uk)**

## Yeovil Town Council - 2026/27 Budget

	£	£	£	£	£	£	£
Committee	2022/23	2023/24	2024/25	2024/25 Restated	2025/26 Original	2025/26 Restated	2026/27
Policy, Resources and Finance	448,280	502,470	532,390	0	0	0	0
Buildings and Civic Matters	252,820	231,720	326,780	0	0	0	0
Grounds and General Maintenance	339,770	281,370	273,610	0	0	0	0
Planning	1,000	1,000	1,000	0	0	0	0
Promotions and Activities	101,040	183,780	208,400	0	0	0	0
Devolution of Assets and Services	0	0	1,001,366	0	0	0	0
Finance and Policy Executive	0	0	0	536,745	691,510	676,160	648,980
Infrastructure (Property and Assets)	0	0	0	323,180	320,990	379,870	0
Property & Community	0	0	0	0	0	0	606,030
Leisure and Environment	0	0	0	875,311	1,272,520	1,214,930	1,318,830
Planning	0	0	0	1,000	1,000	1,000	0
Culture, Events and Promotions	0	0	0	607,310	779,048	793,108	0
Culture	0	0	0	0	0	0	780,160
<b>Sub Total</b>	<b>1,142,910</b>	<b>1,200,340</b>	<b>2,343,546</b>	<b>2,343,546</b>	<b>3,065,068</b>	<b>3,065,068</b>	<b>3,354,000</b>
Contingency	57,146	60,017	117,177	117,177	153,253	153,253	167,700
<b>Total Committees' Budget</b>	<b>1,200,056</b>	<b>1,260,357</b>	<b>2,460,723</b>	<b>2,460,723</b>	<b>3,218,321</b>	<b>3,218,321</b>	<b>3,521,700</b>
Joint Burial Committee	73,384	75,336	76,688	76,688	78,618	78,618	76,000
<b>Total Budget Requirement</b>	<b>1,273,440</b>	<b>1,337,045</b>	<b>2,537,411</b>	<b>2,537,411</b>	<b>3,296,939</b>	<b>3,296,939</b>	<b>3,597,700</b>
<b>Funded By:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
Net Precept	(1,273,440)	(1,337,045)	(2,537,411)	(2,537,411)	(3,296,939)	(3,296,939)	(3,597,700)
Use of Unallocated General Fund Balances	0	0	0	0	0	0	0
<b>Total Funding</b>	<b>(1,273,440)</b>	<b>(1,337,045)</b>	<b>(2,537,411)</b>	<b>(2,537,411)</b>	<b>(3,296,939)</b>	<b>(3,296,939)</b>	<b>(3,597,700)</b>
Divided by Tax Base	8,930.76	9,203.53	9,199.49	9,199.49	9,492.17	9,492.17	9,730.74
<b>Band D Charge</b>	<b>£142.59</b>	<b>£145.28</b>	<b>£275.82</b>	<b>£275.82</b>	<b>£347.33</b>	<b>£347.33</b>	<b>£369.73</b>

Finance & Policy Executive													
2024/25						2025/26							
Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 8 spent 30/11/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
					EXPENDITURE								
					Finance & Admin Team								
0	12,959	(12,959)	0	(12,959)	Agency Staff	0	0	0	1,953	1,953	(1,953)	0	Budgeted within Employee contingency cost
320,754	345,148	(24,394)	0	(24,394)	Salaries - Basic & NI	412,020	0	412,020	250,875	376,312	35,708	418,040	Payaward 2025/26 +3%
26,000	69,457	(43,457)	0	(43,457)	Salaries - Pension	83,450	0	83,450	51,286	76,928	6,522	74,050	
0	6,897	0	0	0	Overtime	0	0	0	8,754	8,754	(8,754)	9,020	
0	854	0	0	0	Other Staff Costs	0	0	0	513	770	(770)	0	
0	473	(473)	0	(473)	Pension Compensation	0	0	0	506	506	(506)	0	
0	622	(622)	308	(930)	Employee Travelling Costs	500	0	500	189	500	0	500	
500	2,440	(1,940)	0	(1,940)	Advertising	2,000	0	2,000	390	2,000	0	1,000	
3,500	4,136	(636)	0	(636)	Audit fees	5,400	0	5,400	5,892	8,000	(2,600)	11,780	External Audit £3780
240	288	(48)	0	(48)	Books/periodicals	240	0	240	330	330	(90)	300	
0	1,067	(1,067)	0	(1,067)	Bank Charges	0	0	0	1,538	2,000	(2,000)	2,600	Additional CHAPs fees for increased number of investment
25,000	(25,000)	50,000	50,000	0	Carbon Management	25,000	0	25,000	0	25,000	0	25,000	
117,178	0	117,178	0	117,178	Contingencies	153,253	0	153,253	0	0	153,253	0	5% of overall budget
15,500	(9,189)	24,689	5,500	19,189	Cost of Elections	14,000	0	14,000	0	14,000	0	14,000	Elections every 4 year. Budget to collect 1/4 each year and add to reserve to cover charge from SC every 4 years. Plus £10,000 to cover any by-election costs
31,200	30,693	507	0	507	Costs of Democracy	31,600	0	31,600	21,101	31,652	(52)	32,770	3.2% payaward for 2025/26
5,000	3,246	1,754	0	1,754	Training	5,000	0	5,000	336	5,000	0	5,000	
500	662	(162)	0	(162)	Franking Machine	500	0	500	439	439	61	500	
4,000	6,874	(2,874)	0	(2,874)	Furniture, office equipment & servicing	4,000	0	4,000	1,440	2,000	2,000	2,000	
10,000	3,703	6,297	0	6,297	Grants	10,000	0	10,000	2,835	10,000	0	10,000	
7,200	15,041	(7,841)	0	(7,841)	Insurance	25,000	0	25,000	27,810	27,810	(2,810)	29,760	7% increase as advised by Howden
0	0	0	0	0	Consulation Cost	0	0	0	23,242	23,242	(23,242)	0	Octagon Consultation
0	119,315	(119,315)	0	(119,315)	Devolution Legal Costs	0	0	0	40	20,000	(20,000)	0	
0	2,260	(2,260)	0	(2,260)	Devolution Professional costs	0	0	0	7,712	7,712	(7,712)	0	
0	3,095	(3,095)	0	(3,095)	HR Costs	0	0	0	0	3,000	(3,000)	3,000	
0	9,319	(9,319)		(9,319)	HMRC	0	0	0	1,753	1,753	(1,753)	0	
0	4,986	(4,986)	0	(4,986)	Miscellaneous	1,500	0	1,500	5,591	6,000	(4,500)	5,000	
15,000	5,000	10,000	0	10,000	New Initiatives Fund	15,000	0	15,000	0	0	15,000	15,000	
14,100	64,491	(50,391)	0	(50,391)	IT Support	16,500	0	16,500	38,918	77,836	(61,336)	23,680	
0		0	0	0	IT Support - Phones	13,000	(13,000)	0	0	0	0	Remove	Split across other directorates
2,500	3,647	(1,147)	0	(1,147)	Telephone & Mobiles	2,500	(1,350)	1,150	824	1,150	0	590	
0	1,000	(1,000)	0	(1,000)	IT Recharge - SC	0	0	0	0	0	0	Remove	
0	61,680	(61,680)	0	(61,680)	IT Hardware	0	0	0	4,264	10,000	(10,000)	5,000	
2,000	1,951	49	0	49	Postage	1,500	0	1,500	1,350	2,000	(500)	1,500	
					Professional Subscriptions								
4,000	4,394	(394)	0	(394)	Sage	4,500	0	4,500	12,922	21,463	(16,963)	27,620	Including cost for upgrade
800	1,445	(645)	0	(645)	Other	1,200	0	1,200	841	1,600	(400)	1,200	Zoom, ICO, CIPD
3,000	2,919	81	0	81	SALC	3,000	0	3,000	3,732	4,000	(1,000)	3,000	
1,000	1,238	(238)	0	(238)	SLCC	1,000	0	1,000	355	1,000	0	1,000	
1,200	1,104	96	0	96	YCRT	1,200	0	1,200	0	1,104	96	1,240	
0	0	0	0	0	Employee Costs Contingency	15,000	12	15,000	0	0	15,000	10,000	

500	2,730	(2,230)	0	(2,230)	Ski Centre	500	0	500	14	500	0	Remove	Now part of Yeovil Country Park
1,000	0	1,000	0	1,000	Octagon Summer School - SLA	1,000	(1,000)	0	0	1,000	(1,000)	Remove	Move to Culture
2,000	3,599	(1,599)	0	(1,599)	Stationery/supplies	1,200	0	1,200	1,221	1,300	(100)	1,000	
8,000	8,240	(240)	0	(240)	Treasury Management	8,450	0	8,450	8,594	8,594	(144)	8,450	
750	1,365	(615)	0	(615)	Website	750	0	750	110	750	0	750	
	25,000	(25,000)	0	(25,000)	Yeovil 4 Families	25,000	0	25,000	12,500	25,000	0	25,000	
0	1,500	(1,500)	0	(1,500)	Yeovil Twinning Association	1,500	0	1,500	1,500	1,500	0	1,500	
7,000	(4,000)	11,000	4,000	7,000	Youth Council	4,000	0	4,000	0	2,000	2,000	Remove	Move to IPA
40,600	28,060	12,540		12,540	Youth Services - YMCA	40,600	0	40,600	36,588	40,600	0	Remove	Move to IPA
15,000	15,000	0	0	0	Youth Services - Youth Drop In	15,000	0	15,000	7,500	13,750	1,250	Remove	Move to IPA
<b>809</b>	<b>839,708</b>	<b>(838,899)</b>	<b>59,808</b>	<b>(898,707)</b>	<b>Total Expenditure</b>	<b>945,863</b>	<b>(15,350)</b>	<b>930,513</b>	<b>545,756</b>	<b>868,854</b>	<b>61,659</b>	<b>770,850</b>	
					<b>INCOME</b>								
(30,000)	(74,614)	44,614	0	44,614	Investment Interest	(100,000)	0	(100,000)	(88,138)	(135,000)	35,000	(120,000)	Base Rate is predicated to drop to 3.75%, current annualised rate is 4.11%
0	(85)	85	0	85	Miscellaneous	0	0	0	(389)	(389)	389	(770)	
0	0	0	0	0	Devolution Contribution	0	0	0	(2,500)	(2,500)	2,500	0	Contribution from East Coker PC
0	(90,000)	90,000	0	90,000	Devolution Costs Reimbursement (Somerset Council)	0	0	0	0	(6,000)	6,000	0	Contribution as per Devolution agreement
0	(946)	946	946	0	Community Infrastructure Levy	0	0	0	(3,332)	(3,332)	3,332	0	
(1,100)	0	(1,100)	0	(1,100)	Salary Recharge	(1,100)	0	(1,100)	(1,100)	(1,100)	0	(1,100)	
<b>(31,100)</b>	<b>(165,645)</b>	<b>134,545</b>	<b>946</b>	<b>133,599</b>	<b>Total Income</b>	<b>(101,100)</b>	<b>0</b>	<b>(101,100)</b>	<b>(95,459)</b>	<b>(148,322)</b>	<b>47,222</b>	<b>(121,870)</b>	
<b>(30,291)</b>	<b>674,063</b>	<b>(704,354)</b>	<b>60,754</b>	<b>(765,108)</b>	<b>Net Expenditure</b>	<b>844,763</b>	<b>(15,350)</b>	<b>829,413</b>	<b>450,297</b>	<b>720,532</b>	<b>108,881</b>	<b>648,980</b>	

Property and Community Committee													
2024/25						2025/26							
Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
					<b>EXPENDITURE</b>								
					<b>Director of IPA:</b>								
0	0	0	0	0	Salaries - Basic & NI	0	0	0	38,095	57,142	(57,142)	65,320	Payaward 2025/26 +3%
0	0	0	0	0	Salaries - Pension	0	0	0	7,484	11,226	(11,226)	11,500	
					<b>Property Management</b>								
0	0	0	0	0	Salaries - Basic & NI	0	0	0	7,082	17,217	(17,217)	41,170	Payaward 2025/26 +3%
0	0	0	0	0	Salaries - Pension	0	0	0	1,398	3,977	(3,977)	7,300	
					<b>Community Wardens:</b>								
63,000	40,554	22,446	0	22,446	Salaries - Basic & NI	66,530	0	66,530	12,461	72,074	(5,544)	98,770	Payaward 2025/26 +3%
12,000	5,494	6,506	0	6,506	Salaries - Pension	13,190	0	13,190	1,383	8,793	4,397	17,580	
900	734	166	308	(142)	Other Staff Costs	0	0	0	51	51	(51)	0	
					<b>Facility Officer:</b>								
27,000	27,288	(288)	0	(288)	Salaries - Basic & NI	0	29,400	29,400	19,844	29,603	(203)	27,180	Payaward 2025/26 +3%
6,000	5,446	554	0	554	Salaries - Pension	0	5,850	5,850	4,064	5,886	(36)	5,440	
0	94	(94)	0	(94)	Other Costs	0	0	0	612	612	(612)	0	
					<b>YTC Van</b>								
0	0	0	0	0	Fuel	0	0	0	267	533	(533)	0	
0	0	0	0	0	Electric Van	0	8,000	8,000	0	12,000	(4,000)	12,000	
0	0	0	0	0	Repair & Maintenance	0	2,000	2,000	(84)	1,000	1,000	1,000	
0	0	0	0	0	<b>Staff Training</b>	0	0	0	2,530	2,530	(2,530)	3,000	
0	80	(80)	0	(80)	<b>Advertising for Staff</b>	0	0	0	460	460	(460)	0	
0	0	0	0	0	<b>Health &amp; Safety at Work</b>	0	0	0	1,871	1,871	(1,871)	1,000	
0	0	0	0	0	<b>Uniform / PPE</b>	0	0	0	137	0	0	1,000	
0	155	(155)	0	(155)	<b>Phones &amp; Mobile</b>	0	2,190	2,190	599	1,198	992	3,110	
0	0	0	0	0	<b>Radio</b>	0	0	0	0	0	0	11,000	YTC's own channel via YCRT
0	0	0	0	0	<b>IT</b>	0	730	730	1,778	3,557	(2,827)	4,910	
0	0	0	0	0	<b>IT Hardware</b>	0	0	0	839	2,000	(2,000)	0	
					<b>Subscriptions</b>								
					Other Subscriptions	0	0	0	16	16	(16)	0	
9,100	(20,050)	29,150	28,962	188	Other Costs	1,000	0	1,000	110	2,000	(1,000)	1,000	
0	0	0	0	0	<b>Equipment, Tools &amp; Material</b>	0	0	0	3,523	3,523			
0	0	0	0	0	<b>Holiday Playscheme contribution</b>	0	11,800	11,800	0	11,800	0	11,800	
					<b>Youth &amp; Community</b>								
0	0	0	0	0	Youth Council	0	0	0	0	0	0	2,000	Move From FPE
0	0	0	0	0	Youth Services - YMCA	0	0	0	0	0	0	40,600	
0	0	0	0	0	Youth Services - Youth Drop In	0	0	0	0	0	0	25,000	SLA increase to £25k pa (£6,250 pq) from 01/01/26
570	0	570	0	570	<b>Millennium Clock</b>	570	0	570	0	570	0	570	
60,000	(118,638)	178,638	178,638	0	<b>Building Project capital</b>	60,000	0	60,000	142	60,000	0	60,000	
1,000	2,029	(1,029)	0	(1,029)	<b>Public noticeboards</b>	500	0	500	0	50	450	500	

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
0	1,785	(1,785)	0	(1,785)	<b>Bus Shelter</b>	0	0	0	0	0	0	0	
12,420	22,292	(9,872)	(6,779)	(3,093)	<b>Defibrillator &amp; Bleedkits</b>	9,000	0	9,000	351	9,000	0	4,500	
700	0	700	0	700	<b>Litter/Grit bins</b>	500	0	500	0	500	0	500	
32,490	49,669	(17,179)	0	(17,179)	<b>CCTV</b>	51,000	0	51,000	53,167	53,167	(2,167)	53,170	Somerset Council has Confirmed no increase for 2026/27
1,250	0	1,250	0	1,250	<b>Speed Indicator Device installations</b>	1,300	0	1,300	0	1,300	0	1,300	
100	100	0	0	0	<b>St Georges Day Parade</b>	0	0	0	0	0	0	0	
750	(1,452)	2,202	2,201	1	<b>War memorials</b>	750	0	750	0	750	0	750	
					<b>Goar Knap - Building</b>								Move from L & E
0	0	0	0	0	Building	0	200	200	0	800	(600)	0	Installing electric charge for Van
0	0	0	0	0	Other Costs	0	0	0	1,803	1,803	(1,803)	0	
0	0	0	0	0	Electricity	0	750	750	125	250	500	770	Electric for new vehicle
0	0	0	0	0	Business Rates	0	1,460	1,460	0	1,765	(305)	1,820	Inflationary increase
					<b>Milford Hall:</b>								
1,000	2,223	(1,223)	0	(1,223)	Repairs and Maintenance Buildings	1,000	0	1,000	6,055	6,055	(5,055)	1,030	Inflationary increase
5,700	6,196	(496)	0	(496)	Milford Hall - Business Rates	6,200	0	6,200	7,745	7,745	(1,545)	6,390	Inflationary increase
30,000	20,846	9,154	0	9,154	Electricity	20,000	0	20,000	11,596	25,000	(5,000)	20,600	Inflationary increase
12,770	19,182	(6,412)	0	(6,412)	Milford Hall - Running Costs	13,660	0	13,660	13,424	16,000	(2,340)	14,070	Inflationary increase
1,000	696	305	0	305	CCTV	500	0	500	0	500	0	500	
460	1,305	(845)	0	(845)	Milford Hall - Security	1,000	0	1,000	362	1,500	(500)	1,030	Inflationary increase
13,070	11,138	1,932	0	1,932	Salaries - Basic & NI	11,170	0	11,170	8,116	12,174	(1,004)	12,540	
	2,429	(2,429)	0	(2,429)	Salaries - Pension	0	0	0	1,671	2,506	(2,506)	2,320	Payaward 2025/26 +3%
					<b>Peter Street Public Toilets:</b>								
0	3,725	(3,725)	0	(3,725)	Repairs & Maintenance	1,000	0	1,000	379	1,000	0	1,030	Inflationary increase
8,300	8,686	(386)	0	(386)	Cleaning (inc toilet rolls)	8,590	0	8,590	5,470	8,204	386	8,850	Inflationary increase
7,680	7,680	0	0	0	Security	7,950	0	7,950	3,200	7,680	270	1,000	To be carried out by Community Warden
9,990	3,381	6,609	0	6,609	Other Running costs (electric/water)	7,000	0	7,000	1,500	3,500	3,500	7,210	Inflationary increase
10,000	0	10,000	10,000	0	Refurbishment	10,000	0	10,000	0	10,000	0		
					<b>Petters Way Public Toilets:</b>								
0	884	(884)	0	(884)	Repairs & Maintenance	1,000	0	1,000	5,214	6,000	(5,000)	1,030	Inflationary increase
6,810	1,295	5,515	0	5,515	Other Running costs (electric/water)	7,000	0	7,000	53	5,000	2,000	7,210	Inflationary increase
7,680	7,680	0	0	0	Security	7,950	0	7,950	3,200	7,680	270	1,000	To be carried out by Community Warden
8,300	308	7,992	0	7,992	Cleaning (inc toilet rolls)	8,590	0	8,590	6,481	9,722	(1,132)	8,850	Inflationary increase
					<b>Town House</b>								
3,750	3,958	(208)	0	(208)	Salaries - Basic & NI (Cleaning)	4,050	0	4,050	2,723	4,084	(34)	4,210	3.2% payaward for 2025/26
10,000	3,997	6,003	0	6,003	Repairs and Maintenance	10,000	0	10,000	2,409	5,000	5,000	5,000	
500	(1,000)	1,500	1,500	0	CCTV Reserve	500	0	500	0	500	0	500	
12,000	11,602	398	0	398	Business rates	12,420	0	12,420	11,602	11,602	818	12,420	
800	2,151	(1,351)	0	(1,351)	Security - Fire & Intruder	1,000	0	1,000	1,076	1,350	(350)	1,030	Inflationary increase
3,500	3,722	(222)	0	(222)	Electricity	3,000	0	3,000	1,467	2,934	66	3,000	
2,200	1,509	691	0	691	Gas	2,000	0	2,000	775	3,098	(1,098)	2,000	

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
400	239	161	0	161	Water charges	400	0	400	312	400	0	400	
2,450	2,900	(450)	0	(450)	Other costs	2,500	0	2,500	954	2,500	0	2,580	Inflationary increase
<b>385,640</b>	<b>142,309</b>	<b>243,331</b>	<b>214,830</b>	<b>28,501</b>	<b>Total Expenditure</b>	<b>352,820</b>	<b>62,380</b>	<b>415,200</b>	<b>255,891</b>	<b>540,760</b>	<b>(122,037)</b>	<b>641,360</b>	
					<b>INCOME</b>								
0	(1,600)	1,600	0	1,600	Defibrillator & Bleed Kits	0	0	0	(1,500)	(1,500)	1,500	0	
					<b>Milford Hall</b>								
(18,070)	(17,873)	(197)	0	(197)	Anchor Tenant	(18,070)	0	(18,070)	(10,574)	(18,070)	0	(18,070)	
(14,890)	(18,349)	3,459	0	3,459	Hall Bookings	(17,260)	0	(17,260)	(11,301)	(18,000)	740	(17,260)	
0	(368)	368	0	368	<b>Town House</b>	0	0	0	0	0	0		
<b>(32,960)</b>	<b>(38,189)</b>	<b>3,629</b>	<b>0</b>	<b>3,629</b>	<b>Total Income</b>	<b>(35,330)</b>	<b>0</b>	<b>(35,330)</b>	<b>(23,375)</b>	<b>(36,070)</b>	<b>740</b>	<b>(35,330)</b>	
<b>352,680</b>	<b>104,119</b>	<b>246,961</b>	<b>214,830</b>	<b>32,131</b>	<b>Net Expenditure</b>	<b>317,490</b>	<b>62,380</b>	<b>379,870</b>	<b>232,516</b>	<b>504,690</b>	<b>(121,297)</b>	<b>606,030</b>	



# Leisure & Environment Committee

2024/25					2025/26								Notes
Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	
					<b>EXPENDITURE</b>								
					<b>Director of L&amp;E:</b>								
58,780	43,261	15,519	0	15,519	Salaries - Basic & NI	64,510	0	64,510	43,306	64,960	(450)	66,910	Payaward 2025/26 +3%
10,720	8,571	2,149	0	2,149	Salaries - Pension	12,650	0	12,650	8,495	12,742	(92)	11,770	
0	294	(294)	0	(294)	Overtime	0	0	0	0	0	0	0	
0	55	(55)	0	(55)	Other Costs	0	0	0	232	398	(398)	0	
					<b>Allotment Maintenance:</b>								
13,800	11,393	2,407	308	2,099	Contract	10,500	0	10,500	3,802	3,802	6,698	0	Work to be carried out by the Estate team
0	0	0	0	0	Tree Works	0	0	0	2,350	2,350	(2,350)	2,500	
0	10,861	(10,861)	0	(10,861)	Other Costs	5,000	0	5,000	1,765	5,000	0	5,000	
3,000	789	2,211	0	2,211	Equipment, Tools and Material	500	0	500	756	756	(256)	500	
0	0	0	0	0	Bank Charges	0	0	0	36	40	(40)	0	
0	0	0	0	0	Waste	0	0	0	747	747	(747)	0	
5,000	75	4,925	0	4,925	Allotment - Health & Safety	2,000	0	2,000	27	100	1,900	2,000	
2,000	(24)	2,024	2,024	0	Allotments - Fence Repairs	2,000	0	2,000	0	2,000	0	1,000	
250	52	198	0	198	<b>Best Kept Allotments Competition</b>	250	0	250	0	100	150	250	
10,000	1,825	8,175	0	8,175	<b>Community Heritage</b>	10,000	0	10,000	0	10,000	0	10,000	
8,000	0	8,000	0	8,000	<b>Electric Van</b>	8,000	(8,000)	0	0	0	0	Remove	Move To IPA
100	134	(34)	0	(34)	<b>Protective Clothing</b>	100	0	100	0	100	0	100	
1,800	2,165	(365)	0	(365)	<b>Maintenance Vehicle</b>	2,000	(2,000)	0	0	0	0	Remove	Move To IPA
1,000	2,859	(1,859)	0	(1,859)	<b>Water charges</b>	1,500	0	1,500	1,581	2,000	(500)	1,550	Inflationary increase
350	335	15	0	15	<b>Leases - Turners Barn</b>	350	0	350	0	350	0	350	
					<b>Goar Knap - Building</b>								
90	1,028	(938)	0	(938)	Building	200	(200)	0	0	0	0	Remove	Move To IPA
	126	(126)	0	(126)	Other Costs	0	0	0	0	0	0	Remove	Move To IPA
700	750	(50)	0	(50)	Electricity	750	(750)	0	0	0	0	Remove	Move To IPA
1,410	1,412	(2)	0	(2)	Business Rates	1,460	(1,460)	0	0	0	0	Remove	Move To IPA
					<b>Labour:</b>								
27,000	27,288	(288)	0	(288)	Salaries - Basic & NI	29,400	(29,400)	0	0	0	0	Remove	Move To IPA
6,000	5,446	554	0	554	Salaries - Pension	5,850	(5,850)	0	0	0	0	Remove	
0	94	(94)	0	(94)	Other Costs	0	0	0	0	0	0	Remove	
0	155	(155)	0	(155)	Mobile	0	0	0	0	0	0	Remove	
					<b>Play Areas:</b>								
0	0	0	0	0	Salaries - Basic & NI	0	29,644	29,644	22,600	29,644	(0)	78,860	Payaward 2025/26 +3%
0	0	0	0	0	Salaries - Pension	0	4,908	4,908	4,538	4,908	0	14,120	Payaward 2025/26 +3%
0	0	0	0	0	Overtime	0	3,000	3,000	0	0	3,000	0	
0	0	0	0	0	Wages (Casual)	0	2,000	2,000	0	0	2,000	0	
0	0	0	0	0	Travel & Other Staff costs	0	2,000	2,000	183	1,097	903	2,000	Essential User allowance
0	0	0	0	0	Training	0	2,000	2,000	0	0	2,000	5,000	HAVs and health Assessment

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
0	0	0	0	0	Health & Safety at work	0	0	0	0	0	0	2,000	
0	0	0	0	0	Play Areas	182,570	(182,570)	0	0	0	0		Original total budget line only
0	0	0	0	0	Vehicle - R & M	0	5,000	5,000	482	5,000	0	1,000	
0	0	0	0	0	Fuel	0	2,000	2,000	491	982	1,018	2,000	
0	0	0	0	0	Vehicle - Hire	0	0	0	3,287	11,152	(11,152)	8,300	
0	0	0	0	0	Other Vehicle Costs	0	0	0	55	55	(55)	200	
0	0	0	0	0	Purchase of new vehicles	0	0	0	18,500	18,500	(18,500)	0	
15,510	3,560	11,950	0	11,950	Play and Landscape Officers	0	0	0	0	0	0	Remove	
0	0	0	0	0	Printing & Stationery	0	10,000	10,000	36	500	9,500	500	Signage
0	0	0	0	0	Mobile phone & Lone worker devices	0	1,000	1,000	24	800	200	800	
0	0	0	0	0	Uniform	0	3,000	3,000	0	2,000	1,000	800	
14,170	8,460	5,710	0	5,710	Play Area Repairs and Maintenance	0	0	0	217	5,369	(5,369)	0	
0	0	0	0	0	Volunteers expense	0	0	0	0	0	0	0	
0	0	0	0	0	Tree Work	0	0	0	0	10,000	(10,000)	34,000	
0	0	0	0	0	Equipment, Tools & Materials	0	43,570	43,570	533	533	43,037	43,570	
0	0	0	0	0	Equipment Hire	0	0	0	0	0	0	2,000	
0	0	0	0	0	Seeds and plants	0	1,000	1,000	0	0	1,000	1,000	
3,340	3,340	0	0	0	Play Area Upgrade	0	40,000	40,000	0	30,000	10,000	30,000	
10,000	(40,000)	50,000	50,000	0	Playpark Programme	0	0	0	0	0	0	0	
0	0	0	0	0	Events	0	5,000	5,000	7	1,000	4,000	1,000	
0	0	0	0	0	Waste	0	10,000	10,000	0	0	10,000	0	
0	0	0	0	0	Contractors	0	18,448	18,448	1,404	2,808	15,640	2,000	Annual Play Inspection
0	0	0	0	0	<b>Open Spaces:</b>								
0	0	0	0	0	Salaries - Basic & NI	45,930	80,949	126,879	72,222	115,434	11,445	145,240	Payaward 2025/26 +3%
0	0	0	0	0	Salaries - Pension	9,250	15,886	25,136	14,332	22,852	2,284	25,800	Payaward 2025/26 +3%
0	0	0	0	0	Overtime	0	5,000	5,000	0	0	5,000	0	
0	923	(923)	0	(923)	Advertising for staff	0	0	0	331	331	(331)	0	
0	0	0	0	0	Training	0	5,000	5,000	8,030	8,030	(3,030)	2,000	
0	0	0	0	0	H & S	0	0	0	1,739	3,000	(3,000)	3,000	
133,480	133,480	0	0	0	Tree Works	254,770	(248,636)	6,134	840	27,000	(20,866)	25,000	
0	0	0	0	0	Vehicles R & M	0	5,000	5,000	2,994	5,000	0	4,000	
0	0	0	0	0	Fuel	0	9,900	9,900	1,320	2,639	7,261	6,900	
0	0	0	0	0	Vehicle Hire	0	7,800	7,800	7,023	16,728	(8,928)	10,380	
0	0	0	0	0	Travel	100	0	100	247	247	(147)	100	
0	0	0	0	0	Other Vehicle Costs	0	0	0	172	200	(200)	250	
0	0	0	0	0	Printing & Stationery	0	10,000	10,000	16	3,196	6,804	2,000	
0	44	(44)	0	(44)	Mobile phone	0	1,000	1,000	625	1,250	(250)	1,480	
0	0	0	0	0	IT	0	0	0	174	500	(500)	990	
0	0	0	0	0	IT Hardware	0	0	0	83	500	(500)	0	
0	0	0	0	0	Office Furniture and equipment	0	0	0	56	200	(200)	0	
0	0	0	0	0	Hospitality	0	601	601	68	200	401	0	
0	0	0	0	0	Miscellaneous	0	500	500	613	613	(113)	0	

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
0	0	0	0	0	Uniform/Protective clothing	0	5,000	5,000	2,455	2,455	2,545	2,000	
0	0	0	0	0	Volunteer Expenses	0	2,000	2,000	0	100	1,900	1,000	
0	0	0	0	0	Subscriptions	0	0	0	2,033	2,033	(2,033)	500	
0	0	0	0	0	Purchase of new vehicles	0	0	0	32,500	32,500	(32,500)	0	
0	0	0	0	0	Equipment, Tools & Materials	0	30,000	30,000	14,068	14,068	15,932	43,770	
0	0	0	0	0	Equipment Hire	0	10,000	10,000	1,269	5,000	5,000	1,000	
0	0	0	0	0	Seeds and plants	0	5,000	5,000	3,000	5,000	0	3,000	
0	(12,600)	12,600	12,600	0	Sidney Gardens Fountain	0	0	0	0	0	0	0	
7,000	2,786	4,214	0	4,214	Door Step Green	4,500	0	4,500	176	4,500	0	0	
0	0	0	0	0	Waste	0	15,000	15,000	0	5,000	10,000	16,400	
0	0	0	0	0	Skip Hire	0	0	0	731	731	(731)	6,000	
0	0	0	0	0	Contractors	0	15,000	15,000	15,035	15,500	(500)	5,000	
0	0	0	0	0	Project Expenditure	0	20,000	20,000	0	1,000	19,000	10,000	
0	0	0	0	0	Events & Marketing	0	5,000	5,000	0	1,000	4,000	3,000	
400	0	400	0	400	Lights for Milford Park	0	0	0	0	0	0	0	
					<b>Yeovil in Bloom:</b>								
24,800	24,800	0	0	0	Salaries - Basic & NI	71,240	(43,030)	28,210	20,006	29,113	(903)	30,010	Payaward 2025/26 +3%
0	0	0	0	0	Salaries - Pension	0	5,020	5,020	4,000	5,795	(775)	5,350	Payaward 2025/26 +3%
0	0	0	0	0	Overtime	0	0	0	0	0	0	0	
0	0	0	0	0	Wages (Casual)	0	3,000	3,000	7,103	7,103	(4,103)	5,000	
0	0	0	0	0	Training	0	500	500	0	0	500	0	
0	0	0	0	0	Vehicle - R & M	0	1,000	1,000	687	1,000	0	8,330	
0	0	0	0	0	Vehicle - Fuel	0	3,000	3,000	602	1,000	2,000	1,000	
0	0	0	0	0	Vehicle - hire / lease	0	7,800	7,800	12,824	15,360	(7,560)	500	
0	0	0	0	0	Printing & Stationery	0	250	250	11	100	150	600	
0	0	0	0	0	Mobile phone	0	300	300	120	600	(300)	1,000	
0	0	0	0	0	Events Expenditure	0	0	0	541	1,000	(1,000)	200	
0	0	0	0	0	Uniform / Protective clothing	0	500	500	40	200	300	0	
0	0	0	0	0	Equipment Tools & Materials	0	2,000	2,000	6,789	6,789	(4,789)	2,000	
0	0	0	0	0	Equipment Hire	0	500	500	0	750	(250)	700	
0	0	0	0	0	Seeds and plants	0	18,000	18,000	15,259	20,000	(2,000)	750	
0	0	0	0	0	Nursery Facilities	0	0	0	2,100	2,100	(2,100)	15,190	
0	0	0	0	0	Miscellaneous	0	410	410	365	500	(90)	2,100	
0	0	0	0	0	Waste	0	750	750	441	1,500	(750)	500	Planning application for Ski Centre
16,440	23,541	(7,101)	0	(7,101)	Working Budget	0	0	0	0	0	0	Remove	
					<b>Yeovil Country Park:</b>								
73,690	51,486	22,204	0	22,204	Salaries - Basic & NI	78,640	0	78,640	52,576	80,999	(2,359)	82,680	
11,610	8,262	3,348	0	3,348	Salaries - Pension	15,540	0	15,540	12,131	16,006	(466)	18,420	Payaward 2025/26 +3%
600	0	600	0	600	Overtime	620	0	620	214	600	20	0	
220	0	220	0	220	Subsistence	220	0	220	0	220	0	220	
12,450	0	12,450	0	12,450	Wages (Casual)	13,000	0	13,000	12,689	21,752	(8,752)	11,230	
1,740	965	775	0	775	Training	1,740	0	1,740	26	1,000	740	1,000	
0	509	(509)	0	(509)	Advertising for staff	0	0	0	0	0	0	0	

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
3,530	474	3,056	0	3,056	Repairs and Maintenance Buildings	3,660	0	3,660	0	1,000	2,660	2,000	
550	109	441	0	441	Repairs and Maintenance Plant	570	0	570	0	570	0	570	
0	396	(396)	0	(396)	Repairs and Maintenance Equipment	0	0	0	0	800	(800)	800	
160	1,652	(1,492)	0	(1,492)	Health & Safety at work	160	0	160	1,908	1,908	(1,748)	1,000	
8,970	2,702	6,268	0	6,268	Internal Ground Comm Charge	8,970	0	8,970	2,803	3,500	5,470	9,240	
0	13,631	(13,631)	0	(13,631)	Grounds Maintenance	0	0	0	0	10,000	(10,000)	0	
0	11,165	(11,165)	0	(11,165)	Tree works	0	0	0	1,200	8,000	(8,000)	8,000	
200	0	200	0	200	Landscaping	200	0	200	0	200	0	0	
70	0	70	0	70	Vandalism	70	0	70	0	70	0	0	Inflationary increase
210	2,607	(2,397)	0	(2,397)	Electricity	630	0	630	5,125	5,125	(4,495)	650	Inflationary increase
60	23	37	0	37	Sewerage	60	0	60	14	500	(440)	60	Inflationary increase
40	5	35	0	35	Water	40	0	40	99	800	(760)	40	Inflationary increase
5,170	2,086	3,084	0	3,084	Cleaning	5,350	0	5,350	1,762	3,000	2,350	5,510	Inflationary increase
440	615	(175)	0	(175)	Skip Hire	460	0	460	0	1,000	(540)	470	Inflationary increase
0	652	(652)	0	(652)	Security - Fire and Intruder	100	0	100	0	1,000	(900)	100	Inflationary increase
10,090	3,629	6,461	0	6,461	Vehicles - R & M	10,440	(1,500)	8,940	2,338	5,000	3,940	9,210	Inflationary increase
0	383	383	0	383	Fuel	0	1,500	1,500	547	1,000	500	1,550	Inflationary increase
2,160	147	2,013	0	2,013	Printing and Stationery	2,240	0	2,240	134	500	1,740	2,310	Inflationary increase
60	0	60	0	60	Photographic work	60	0	60	0	60	0	60	Inflationary increase
0	63	(63)	0	(63)	Mobile phone	0	250	250	292	400	(150)	0	
0	2,873	(2,873)	0	(2,873)	IT	0	0	0	16	16	(16)	340	
4,090	15,964	(11,874)	0	(11,874)	IT Consultant & professional fees	4,230	0	4,230	1,822	4,230	0	4,360	Inflationary increase
0	2,932	(2,932)	0	(2,932)	Website	0	0	0	341	1,000	(1,000)	0	Inflationary increase
0	0	0	0	0	Coaching	0	0	0	1,470	1,470	(1,470)	0	Inflationary increase
820	1,618	(798)	0	(798)	Uniform / Protective clothing	850	0	850	150	800	50	850	
1,550	295	1,255	0	1,255	Volunteer Expenses	1,600	0	1,600	1,161	2,321	(721)	1,600	
1,820	0	1,820	0	1,820	Events Expenditure	1,880	0	1,880	490	1,880	0	1,880	
1,090	0	1,090	0	1,090	Adverts/promotions	1,130	0	1,130	0	500	630	1,130	
6,450	3,564	2,886	0	2,886	Equipment, Tools and Materials	6,680	0	6,680	7,093	8,867	(2,187)	6,680	
130	0	130	0	130	Equipment Hire	140	0	140	0	0	140	140	
0	0	0	0	0	Sports & Play Equipment	0	0	0	222	222	(222)	0	
2,530	595	1,935	0	1,935	Seeds, plants and plaques	2,530	0	2,530	0	1,000	1,530	2,530	
2,740	1,503	1,237	0	1,237	Misc Expenditure	2,740	0	2,740	57	2,000	740	2,740	
16,480	16,331	149	0	149	Payment to Contractors	17,060	0	17,060	650	10,000	7,060	17,570	Inflationary increase
<b>Ninesprings Café</b>													
65,780	73,603	(7,823)	0	(7,823)	Salaries - Basic & NI	73,300	0	73,300	38,559	66,102	7,198	75,630	Payaward 2025/26 +3%
12,170	6,462	5,708	0	5,708	Salaries - Pension	14,580	0	14,580	9,706	16,638	(2,058)	17,960	Payaward 2025/26 +3%
15,940	1,135	14,805	0	14,805	Overtime	7,000	0	7,000	1,949	3,000	4,000	7,000	
41,490	0	41,490	0	41,490	Wages (Casual)	103,800	0	103,800	60,025	102,901	899	96,820	
0	32	(32)	0	(32)	Training	0	0	0	16	100	(100)	0	Inflationary increase
7,600	2,142	5,458	0	5,458	Repairs and Maintenance Buildings	7,870	0	7,870	4,438	7,000	870	8,110	Inflationary increase
810	0	810	0	810	Maintenance Reserve	840	0	840	0	1,500	(660)	870	Inflationary increase

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
210	10	200	0	200	Health & Safety at work	220	0	220	33	500	(280)	230	Inflationary increase
0	3,222	(3,222)	0	(3,222)	Equipment Maintenance	0	0	0	3,150	3,500	(3,500)	1,500	
12,210	6,013	6,197	0	6,197	Electricity	12,310	0	12,310	2,776	16,659	(4,349)	12,680	Inflationary increase
5,010	3,405	1,605	0	1,605	Business Rates	5,190	0	5,190	5,115	5,115	75	5,350	Inflationary increase
1,290	599	691	0	691	Sewerage	1,340	0	1,340	274	1,000	340	1,380	Inflationary increase
1,600	774	826	0	826	Water	1,660	0	1,660	350	1,000	660	1,710	Inflationary increase
6,070	105	5,965	0	5,965	Skip Hire	6,280	0	6,280	0	500	5,780	6,470	Inflationary increase
0	2,384	(2,384)	0	(2,384)	Cleaning & Domestic supplies	0	0	0	1,186	2,500	(2,500)	0	Inflationary increase
0	271	(271)	0	(271)	Sanitary	100	0	100	1,680	1,680	(1,580)	100	Inflationary increase
1,470	2,590	(1,120)	0	(1,120)	Security - Fire and Intruder	1,520	0	1,520	1,291	2,339	(819)	1,570	Inflationary increase
0	2,602	(2,602)	0	(2,602)	CCTV	0	0	0	0	2,000	(2,000)	2,000	
2,010	0	2,010	0	2,010	Operational Costs	2,080	0	2,080	0	100	1,980	2,140	Inflationary increase
1,270	2,214	(944)	0	(944)	Printing & Stationery	1,310	0	1,310	1,025	1,300	10	1,350	Inflationary increase
0	0	0	0	0	Phones & Mobile	0	540	540	128	257	283	770	
170	1,929	(1,759)	0	(1,759)	IT	5,700	0	5,700	3,668	5,000	700	9,260	
166,430	86,157	80,273	0	80,273	Provisions	172,260	0	172,260	94,909	150,000	22,260	177,430	Inflationary increase
230	3,610	(3,380)	0	(3,380)	Catering Equipment	240	0	240	300	300	(60)	250	Inflationary increase
60	0	60	0	60	Hospitality	60	0	60	0	100	(40)	60	Inflationary increase
660	0	660	0	660	Uniform / Protective clothing	660	0	660	376	600	60	680	Inflationary increase
5,600	3,282	2,318	0	2,318	Electronic Bank Charges	5,800	0	5,800	3,125	5,000	800	5,970	Inflationary increase
0	451	(451)	0	(451)	Misc	0	0	0	171	500	(500)	0	
0	(29)	29	0	29	Money Collection Service	0	0	0	876	1,502	(1,502)	1,300	
0	1,414	(1,414)	0	(1,414)	Waste collection	0	0	0	749	1,284	(1,284)	1,200	
1,490	278	1,212	0	1,212	Equipment Tools & Materials	1,540	0	1,540	1,155	1,155	385	1,590	Inflationary increase
4,470	0	4,470	0	4,470	Payment to Contractors	4,630	0	4,630	0	0	4,630	0	
			0		<b>Yeovil Recreation Centre</b>								
167,910	138,378	29,532	0	29,532	Salaries - Basic & NI	212,380	0	212,380	141,301	218,751	(6,371)	222,870	Payaward 2025/26 +3%
31,210	25,223	5,987	0	5,987	Salaries - Pension	42,350	0	42,350	29,505	43,621	(1,271)	39,700	Payaward 2025/26 +3%
800	79	721	0	721	Overtime	820	0	820	10,730	10,730	(9,910)	840	Inflationary increase
14,150	938	13,212	0	13,212	Wages (Casual)	4,000	0	4,000	8,222	8,222	(4,222)	9,100	
20	160	(140)	0	(140)	Training	20	0	20	686	686	(666)	20	Inflationary increase
0	300	(300)	0	(300)	Advertising for staff	0	0	0	0	300	(300)	0	
36,040	8,739	27,301	0	27,301	Repairs and Maintenance Buildings	37,300	0	37,300	10,500	37,300	0	38,420	Inflationary increase
0	0	0	0	0	Repair & Maintenance - Plants	0	0	0	49,092	49,092	(49,092)	1,000	
0	6,995	(6,995)	0	(6,995)	Specialist Works	0	0	0	0	0	0	0	Specialist cleaning for Athletic track last year
690	1,030	(340)	0	(340)	Health & Safety at work	710	0	710	1,295	1,500	(790)	730	Inflationary increase
0	144	(144)	0	(144)	Grounds Maintenance	0	0	0	0	0	0	0	
0	1,200	(1,200)	0	(1,200)	Tree works	0	0	0	1,720	2,000	(2,000)	5,000	
0	2,958	(2,958)	0	(2,958)	Repairs and Maintenance Equipment	0	0	0	75	1,000	(1,000)	1,000	
40,950	41,106	(156)	0	(156)	Electricity	42,570	0	42,570	37,502	50,000	(7,430)	43,850	Inflationary increase
9,650	11,270	(1,620)	0	(1,620)	Gas	10,140	0	10,140	4,560	16,905	(6,765)	10,440	Inflationary increase

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
7,700	4,236	3,464	0	3,464	Business Rates	7,970	0	7,970	6,362	6,362	1,608	8,210	Inflationary increase
2,170	455	1,715	0	1,715	Sewerage	2,250	0	2,250	2,779	4,000	(1,750)	2,320	Inflationary increase
3,630	884	2,746	0	2,746	Water	2,500	0	2,500	3,726	10,000	(7,500)	2,580	Inflationary increase
0	612	(612)	0	(612)	Gritting	0	0	0	288	500	(500)	300	Inflationary increase
0	0	0	0	0	SLA - Yeovil Olympiads	0	0	0	278	400	(400)	400	
136,621	0	136,621	0	136,621	Internal Ground Comm Charge	0	0	0	833	833	(833)	0	
3,750	2,690	1,060	0	1,060	Security - Fire and Intruder	3,880	0	3,880	1,726	4,000	(120)	4,000	Inflationary increase
0	634	(634)	0	(634)	CCTV	0	0	0	200	500	(500)	500	
860	113	747	0	747	Cleaning & Domestic supplies	890	0	890	1,167	2,335	(1,445)	920	Inflationary increase
150	5,651	(5,501)	0	(5,501)	Sanitary	160	0	160	7,571	8,000	(7,840)	8,000	Inflationary increase
3,190	1,010	2,180	0	2,180	Skip Hire	3,300	0	3,300	0	1,600	1,700	3,300	
0	9,524	(9,524)	0	(9,524)	Vehicles - R & M	0	0	0	8,871	8,871	(8,871)	3,000	
0	0	0	0	0	Vehicles - fuel	0	0	0	2,782	5,565	(5,565)	3,500	
0	0	0	0	0	Travel Allowance	0	0	0	228	500	(500)	0	
200	49	151	0	151	Printing & Stationery	210	0	210	288	576	(366)	220	Inflationary increase
0	0	0	0	0	Phones & Mobile	0	960	960	445	890	70	1,360	
220	2,855	(2,635)	0	(2,635)	IT Support	7,450	0	7,450	3,464	6,000	1,450	9,220	
0	1,607	(1,607)	0	(1,607)	IT Hardware	0	0	0	183	2,000	(2,000)	0	
50	0	50	0	50	Consultant & professional fees	50	0	50	1,525	1,525	(1,475)	1,000	
0	0	0	0	0	Tree works	0	0	0	0	0	0	3,500	
2,180	0	2,180	0	2,180	Coaching Fees	2,260	0	2,260	0	0	2,260	2,260	
1,230	299	931	0	931	Provisions	1,270	0	1,270	237	500	770	500	
420	829	(409)	0	(409)	Uniform / Protective clothing	440	0	440	0	1,000	(560)	450	Inflationary increase
0	0	0	0	0	Events Expenditure	0	0	0	46	46	(46)	0	
0	0	0	0	0	Adverts / Promotions	0	0	0	500	500	(500)	0	Inflationary increase
4,310	1,658	2,652	0	2,652	Electronic Bank Charges	4,460	0	4,460	1,485	4,000	460	4,590	Inflationary increase
28,420	3,202	25,218	0	25,218	Equipment, Tools & Materials	29,420	7,480	36,900	22,805	25,000	11,900	38,010	Inflationary increase
1,020	29	991	0	991	Cleaning and Domestic Equipment	1,060	0	1,060	232	250	810	1,090	Inflationary increase
430	17,544	(17,114)	0	(17,114)	Sports & Play Equipment	450	0	450	1,937	3,874	(3,424)	460	Inflationary increase
0	1,581	(1,581)	0	(1,581)	Website	0	0	0	0	1,000	(1,000)	1,000	
0	179	(179)	0	(179)	Money Collection Service	0	0	0	298	500	(500)	500	
510	411	99	0	99	Misc	530	0	530	9	1,000	(470)	550	Inflationary increase
4,260	0	4,260	0	4,260	Project Expenditure	4,410	0	4,410	0	5,000	(590)	4,540	Inflationary increase
4,650	14,551	(9,901)	0	(9,901)	Payment to Contractors	4,810	0	4,810	9,313	19,000	(14,190)	4,950	Inflationary increase
0	0	0	0	0	Waste collection	0	0	0	249	250	(250)	0	
0	0	0	164,213	(164,213)	Reserves	0	0	0	0	0	0	0	
<b>The Rec Café</b>													
65,780	73,281	(7,501)	0	(7,501)	Salaries - Basic & NI	74,110	0	74,110	33,741	57,841	16,269	75,630	Payaward 2025/26 +3%
12,170	9,844	2,326	0	2,326	Salaries - Pension	14,730	0	14,730	10,688	18,323	(3,593)	21,100	Payaward 2025/26 +3%
13,860	0	13,860	0	13,860	Overtime	8,500	0	8,500	680	1,166	7,334	8,500	
51,110	0	51,110	0	51,110	Wages (Casual)	96,770	0	96,770	54,241	92,984	3,786	86,580	
20	64	(44)	0	(44)	Training	20	0	20	0	60	(40)	20	Inflationary increase
3,200	301	2,900	0	2,900	Repairs and Maintenance Buildings	3,310	0	3,310	0	1,750	1,560	3,310	

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
200	0	200	0	200	Repairs and Maintenance Plant	210	0	210	0	500	(290)	220	Inflationary increase
5,660	0	5,660	0	5,660	Maintenance Reserve	5,860	0	5,860	0	5,000	860	6,040	Inflationary increase
0	2,380	(2,380)	0	(2,380)	Repairs and Maintenance Equipment	0	0	0	3,622	4,000	(4,000)	2,000	
0	1,712	(1,712)	0	(1,712)	Cleaning & Domestic Supplies	0	0	0	1,032	2,000	(2,000)	1,000	
5,100	0	5,100	0	5,100	Electricity	5,280	0	5,280	0	0	5,280	5,440	Inflationary increase
3,200	0	3,200	0	3,200	Business Rates	3,310	0	3,310	0	3,200	110	3,410	Inflationary increase
270	0	270	0	270	Sewerage	280	0	280	0	0	280	290	Inflationary increase
1,500	0	1,500	0	1,500	Water	1,550	0	1,550	0	0	1,550	1,600	Inflationary increase
2,650	0	2,650	0	2,650	Skip Hire	2,740	0	2,740	0	0	2,740	2,820	Inflationary increase
550	12	538	0	538	Security - Fire and Intruder	270	0	270	0	200	70	280	Inflationary increase
1,850	0	1,850	0	1,850	Operational Costs	1,920	0	1,920	0	0	1,920	1,980	Inflationary increase
230	198	32	0	32	Printing & Stationery	240	0	240	75	300	(60)	250	Inflationary increase
0	0	0	0	0	Phones & Mobile	0	120	120	136	272	(152)	170	
0	507	(507)	0	(507)	IT	0	0	0	3,554	7,109	(7,109)	9,260	
110,910	65,455	45,455	0	45,455	Provisions	114,790	0	114,790	79,051	100,000	14,790	114,790	
0	587	(587)	0	(587)	Catering Equipment	500	0	500	451	500	0	500	
0	0	0	0	0	Uniform / PPE	0	0	0	199	399	(399)	50	
7,230	0	7,230	0	7,230	Equipment, Tools & Materials	7,480	(7,480)	0	0	5,000	(5,000)	0	Move to Rec
0	153	(153)	0	(153)	Money Collection Service	0	0	0	379	500	(500)	300	
0	2,441	(2,441)	0	(2,441)	Waste	500	0	500	1,552	3,500	(3,000)	3,500	
0	265	(265)	0	(265)	Electronic Bank Charges	0	0	0	1,564	1,600	(1,600)	1,100	
0	7	(7)	0	(7)	Miscellaneous	0	0	0	(60)	100	(100)	0	
2,200	(4,400)	6,600	6,600	0	Water Mains Refurbishment/Repairs	0		0	0	0	0	0	
<b>1,693,981</b>	<b>1,081,096</b>	<b>613,650</b>	<b>235,745</b>	<b>377,905</b>	<b>Total Expenditure</b>	<b>2,107,710</b>	<b>(45,790)</b>	<b>2,061,920</b>	<b>1,278,775</b>	<b>2,092,746</b>	<b>(30,826)</b>	<b>2,193,780</b>	
					<b>INCOME</b>								
					<b>Open Spaces &amp; Play Areas:</b>								
0	0	0	0	0	Licences	0		0	(60)	(60)	60	0	
					<b>Yeovil in Bloom:</b>								
0	0	0	0	0	Income	0		0	(1,225)	(1,225)	1,225	0	Watering & Care of Planters in Town
					<b>Yeovil Rec</b>								
0	0	0	0	0	Grants	0	0	0	(2,248)	(2,248)	2,248	0	
0	0	0	0	0	Contributions	0	0	0	(549)	(549)	549	0	
0	(10,000)	10,000	0	10,000	<b>Contribution from Yeovil Without Parish Council</b>	(10,000)	0	(10,000)	(10,000)	(10,000)	0	(10,000)	
0	(1,640)	1,640	0	1,640	Sales of Meals/Refreshments - Std	0	0	0	(430)	(1,000)	1,000	(200)	
(62,860)	0	(62,860)	0	(62,860)	Fees & Charges - Std	(65,060)	55,000	(10,060)	0	0	(10,060)	(12,000)	
(41,840)	(38,465)	(3,375)	0	(3,375)	Hire Fee - AGP	(43,300)		(43,300)	(25,800)	(43,000)	(300)	(44,600)	Inflationary increase
0	(15,251)	15,251	0	15,251	Hire Fee - Athletics	0	(16,150)	(16,150)	(21,276)	(22,000)	5,850	(16,630)	Inflationary increase
0	(6,548)	6,548	0	6,548	Hire Fee - Football	0	(980)	(980)	(2,838)	(10,000)	9,020	(1,010)	Inflationary increase
0	(16,033)	16,033	0	16,033	Hire Fee - Golf/Pitch & Putt	0	(31,380)	(31,380)	(35,313)	(35,313)	3,933	(32,320)	Inflationary increase

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
0	(784)	784	0	784	Hire Fee - Tennis Court	0	(6,250)	(6,250)	(6,642)	(6,642)	392	(6,440)	Inflationary increase
0	(180)	180	0	180	Licences	0	(240)	(240)	(240)	(240)	0	(250)	Inflationary increase
0	(800)	800	0	800	Car Park Rental	(11,600)	0	(11,600)	(1,600)	(1,600)	(10,000)	(11,950)	Inflationary increase
(8,060)	(4,556)	(3,505)	0	(3,505)	Community Room Hire	(8,340)	0	(8,340)	(5,427)	(6,000)	(2,340)	(8,590)	Inflationary increase
(8,770)	0	(8,770)	0	(8,770)	Sports Coaching	(9,080)	0	(9,080)	0	0	(9,080)	(9,080)	
0	0	0	0	0	Sale of Vehicle	0	0	0	(2,000)	(2,000)	2,000	0	
0	0	0	0	0	Memorial Donations	0	0	0	(2,219)	(2,219)	2,219	0	
(80)	0	(80)	0	(80)	Rents	(80)	0	(80)	0	(80)	0	(80)	
					<b>Yeovil Country Park</b>								
0	(10,000)	10,000	0	10,000	<b>Contribution from Yeovil Without Parish Council</b>	(10,000)	0	(10,000)	(10,000)	(10,000)	0	(10,000)	
0	0	0	0	0	Other contributions	0	0	0	(1,445)	(1,445)	1,445	0	
(41,690)	0	(41,690)	0	(41,690)	Agency Reimbursements	(9,300)	0	(9,300)	0	0	(9,300)	(9,580)	Inflationary increase
(10,880)	0	(10,880)	0	(10,880)	Commutated Sums	0	0	0	0	0	0	0	Inflationary increase
(1,800)	(71)	(1,729)	0	(1,729)	Sales - Std	(1,860)	0	(1,860)	(429)	(500)	(1,360)	(1,920)	Inflationary increase
(80)	(101)	21	0	21	Third Party Sales	(80)	0	(80)	(281)	(2,000)	1,920	(80)	Inflationary increase
0	(895)	895	0	895	Donations	0	0	0	(292)	(292)	292	(60)	Inflationary increase
(2,150)	0	(2,150)	0	(2,150)	Fees & Charges - Std	(2,230)	0	(2,230)	0	0	(2,230)	(2,300)	Inflationary increase
(1,490)	0	(1,490)	0	(1,490)	Ice Cream Van Licence	(1,540)	0	(1,540)	(417)	(417)	(1,123)	(1,590)	Inflationary increase
(770)	0	(770)	0	(770)	Grazing Rights	(800)	0	(800)	(639)	(639)	(161)	0	
(110)	0	(110)	0	(110)	Rents	(110)	0	(110)	0	0	(110)	0	
			0		<b>Ninesprings Café</b>								
(70)	(251,684)	251,614	0	251,614	Sales - Std	(70)	0	(70)	(6)	(10)	(60)	(70)	Inflationary increase
(367,970)	0	(367,970)	0	(367,970)	Sales of Meals/Refreshments - Std	(380,850)	0	(380,850)	(271,125)	(380,850)	0	(392,280)	Inflationary increase
(2,080)	(223)	(1,857)	0	(1,857)	Sales of Meals/Refreshments - Z	(2,150)	0	(2,150)	(134)	(200)	(1,950)	(2,210)	Inflationary increase
0	0	0	0	0	Third Party Sales	0	0	0	(1)	(5)	5	0	
			0		<b>The Rec Café</b>								
(360)	(125,986)	125,626	0	125,626	Sales - Std	(370)	370	0	0	0	0	0	Inflationary increase
(252,930)	(466)	(252,464)	0	(252,464)	Sales of Meals/Refreshments - Std	(261,780)	0	(261,780)	(203,653)	(261,780)	0	(269,630)	Inflationary increase
0	0	0	0	0	Sales of Meals/Refreshments - Z	0	(370)	(370)	(910)	(910)	540	(380)	Inflationary increase
(190)	(41,329)	41,139	0	41,139	Fees & Charges - Std	(200)	0	(200)	0	(150)	(50)	(210)	Inflationary increase
			0		<b>Allotments</b>								
(100)	(97)	(4)	0	(4)	Keys	(100)	0	(100)	(202)	(202)	102	Remove	3rd party cash
0	0	0	0	0	Grants	0	0	0	(9,465)	(9,465)	9,465	0	
(22,200)	(21,720)	(480)	0	(480)	Rent	(24,500)	0	(24,500)	(23,903)	(24,500)	0	(26,000)	
0	(375)	375	0	375	Sale of Vehicle	0	0	0	0	0	0	0	
(2,090)	(2,088)	(2)	0	(2)	Lease	(2,090)	0	(2,090)	(1,735)	(2,088)	(2)	(2,490)	
(1,500)	(3,198)	1,698	0	1,698	Water Charge	(1,500)	0	(1,500)	(3,870)	(3,870)	2,370	(3,000)	
<b>(830,070)</b>	<b>(552,488)</b>	<b>(277,582)</b>	<b>0</b>	<b>(277,582)</b>	<b>Total Income</b>	<b>(846,990)</b>	<b>0</b>	<b>(846,990)</b>	<b>(646,374)</b>	<b>(843,499)</b>	<b>(3,491)</b>	<b>(874,950)</b>	
<b>863,911</b>	<b>528,608</b>	<b>336,068</b>	<b>235,745</b>	<b>100,323</b>	<b>Net Expenditure</b>	<b>1,260,720</b>	<b>(45,790)</b>	<b>1,214,930</b>	<b>632,402</b>	<b>1,249,247</b>	<b>(34,317)</b>	<b>1,318,830</b>	



Culture Committee														
2024/25						2025/26								
Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 8 spent 30/11/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes	
					EXPENDITURE									
					Director of Culture:									
64,670	46,493	18,177	0	18,177	Salaries - Basic & NI	69,610	0	69,610	47,165	70,095	(485)	72,200	3.2% payaward for 2025/26	
12,920	7,879	5,041	0	5,041	Salaries - Pension	13,650	0	13,650	9,806	13,738	(88)	12,690		
0	173	(173)	0	(173)	Other Costs	0	0	0	233	1,000	(1,000)	0		
12,400	12,441	(41)	0	(41)	Mayoral allowance	12,770	0	12,770	2,555	2,555	10,215	13,150	Inflationary increase	
0	(83)	83	0	83	Other Mayor Costs	0	0	0	41	41	(41)	0		
0	138	(138)	0	(138)	Travel Costs - Ex Officios	200	0	200	24	100	100	200		
0	98	(98)	308	(406)	Mace Bearer	1,000	0	1,000	411	681	319	700	3.2% payaward for 2025/26	
3,500	3,500	0	0	0	Band Costs	3,500	0	3,500	0	3,500	0	3,500		
					Christmas Lights:									
52,000	32,194	19,806	19,806	0	Hire, Installation & Safety Checks	54,840	0	54,840	44,306	54,539	301	54,840		
30	0	30	0	30	Christmas Lights Competition	30	0	30	0	0	30	30		
2,000	8,069	(6,069)	0	(6,069)	Christmas Lights Switch On Event	8,000	0	8,000	6,017	8,000	0	8,000		
					Community Heritage:									
33,340	23,388	9,952	0	9,952	Salaries - Basic & NI	36,820	0	36,820	24,722	37,073	(253)	38,180	3.2% payaward for 2025/26	
5,890	3,952	1,938	0	1,938	Salaries - Pension	6,340	0	6,340	4,251	6,377	(37)	5,890		
0	9,883	(9,883)	0	(9,883)	Business Rates	0	0	0	14,845	14,845	(14,845)	15,290		
0	0	0	0	0	Cleaning & Domestic supplies	0	0	0	38	64	(64)	40	Inflationary increase	
70	0	70	0	70	Travelling	70	0	70	196	336	(266)	70	Inflationary increase	
1,740	904	836	0	836	Printing & Stationery	1,800	0	1,800	843	1,200	600	1,850		
					Phone & Mobile	0	540	540	264	453	87	770		
10	2,232	(2,222)	0	(2,222)	IT	7,000	0	7,000	2,647	3,500	3,500	6,370		
0	0	0	0	0	IT Hardware	0	0	0	370	370	(370)	0		
0	4,230	(4,230)	0	(4,230)	Consultancy	0	0	0	0	5,000	(5,000)	5,000		
10	0	10	0	10	Uniform / Protective clothing	10	0	10	0	0	10	10	Inflationary increase	
10	20	(10)	0	(10)	Volunteer Expenses	10	0	10	251	500	(490)	500	Inflationary increase	
10	99	(89)	0	(89)	Subscriptions	10	0	10	8	100	(90)	100	Based on past 12 mths spendings	
1,860	0	1,860	0	1,860	Events Expenditure	1,500	0	1,500	0	0	1,500	1,550	Inflationary increase	
320	0	320	0	320	Equipment, Tools & Materials	330	0	330	987	987	(657)	340	Inflationary increase	
0	541	(541)	0	(541)	Miscellaneous	0	0	0	30	600	(600)	0	Inflationary increase	
15,000	10,000	5,000	0	5,000	SC - Overheads recharge	15,530	0	15,530	0	15,000	530	15,000		
0	9,339	(9,339)	0	(9,339)	SLA - South West Heritage Trust	28,020	0	28,020	19,023	28,020	0	28,860	Inflationary increase	
650	(996)	1,646	1,646	0	Customised souvenirs	0	0	0	0	0	0	Remove?		
5,000	4,750	250	0	250	Eats:Festival	4,700	0	4,700	1,200	4,750	(50)	4,700		
1,000	0	1,000	0	1,000	Love Yeovil	1,000	0	1,000	0	0	1,000	0		
75,000	(12,490)	87,490	0	87,490	Resourcing Yeovil Celebrates....	0	0	0	0	0	0	0		
0	3,070	(3,070)	0	(3,070)	D Day	0	0	0	0	0	0	0		
0	591	(591)	0	(591)	V E Day	4,000	0	4,000	3,261	4,000	0	4,000		
10,000	9,792	208	0	208	Super Saturday	10,000	0	10,000	7,896	10,000	0	10,000		
1,260	2,249	(989)	0	(989)	Town Crier	1,260	0	1,260	700	1,260	0	1,260		
1,820	1,761	59	0	59	Yeovil Open Town Crier Competition	1,820	0	1,820	1,275	1,820	0	1,820		
2,000	(3,534)	5,534	5,534	0	Regalia	1,000	0	1,000	1,127	1,200	(200)	1,000		
1,600	1,570	30	0	30	Remembrance Sunday	1,500	0	1,500	931	1,500	0	1,500		
11,400	1,000	10,400	0	10,400	Holiday Playscheme contribution	11,800	(11,800)	0	0	0	0	Remove	Move to IPA	
					Westlands:									
310,630	425,837	(115,207)	0	(115,207)	Salaries - Basic & NI	645,220	(73,350)	571,870	365,403	550,409	21,461	563,690	3.2% payaward for 2025/26	
52,360	72,088	(19,728)	0	(19,728)	Salaries - Pension	127,880	(14,520)	113,360	79,972	119,957	(6,597)	113,950		
0	3,105	(3,105)	0	(3,105)	Overtime	0	0	0	0	3,500	(3,500)	0		
50,000	0	50,000	0	50,000	Wages (Casual)	67,300	65,930	133,230	83,602	135,212	(1,982)	147,140	Inflationary increase	
220	711	(491)	0	(491)	Training	230	0	230	0	175	55	240		
58,010	32,455	25,555	6,000	19,555	Repairs and Maintenance Buildings	60,040	0	60,040	36,449	55,000	5,040	60,040	Based on past 12 mths spendings	

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 8 spent 30/11/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
16,090	18,208	(2,118)	0	(2,118)	Repairs and Maintenance Plant	16,650	0	16,650	622	622	16,028	9,700	Based on past 12 mths spendings
0	0	0	0	0	Technical	0	0	0	27,206	50,000	(50,000)	50,000	
0	0	0	0	0	Repairs & Maintenance Equipment	0	0	0	2,876	2,876	(2,876)	0	Inflationary increase
600	186	414	0	414	Health & Safety at work	620	0	620	4,258	4,258	(3,638)	640	Inflationary increase
66,340	74,830	(8,490)	0	(8,490)	Electricity	108,350	0	108,350	70,379	125,000	(16,650)	125,000	Based on past 12 mths spendings
28,470	0	28,470	0	28,470	Gas	29,470	(29,470)	0	0	0	0	0	Only Gas for cooking stove, moved to FoH
27,780	19,266	8,514	0	8,514	Business Rates	28,750	0	28,750	29,416	29,416	(666)	29,610	Inflationary increase
5,830	0	5,830	0	5,830	Sewerage	6,030	0	6,030	0	5,000	1,030	6,210	Inflationary increase
5,380	0	5,380	0	5,380	Water	5,570	0	5,570	0	5,000	570	5,740	Inflationary increase
0	360	(360)	0	(360)	Gritting	0	0	0	360	360	(360)	400	Inflationary increase
16,560	2,586	13,974	0	13,974	Cleaning & Domestic supplies	17,140	0	17,140	3,016	7,000	10,140	7,000	Based on past 12 mths spendings
0	874	(874)	0	(874)	Skip Hire	0	0	0	239	239	(239)	0	
240	0	240	0	240	Maintenance Agreement Charges	250	0	250	0	250	0	0	
40,590	4,838	35,752	0	35,752	Security - Fire / Intruder / Key holding	42,010	0	42,010	6,161	7,500	34,510	7,500	Based on past 12 mths spendings
0	3,069	(3,069)	0	(3,069)	Security - Events	0	0	0	5,594	9,590	(9,590)	9,000	Based on past 12 mths spendings
150	0	150	0	150	Travelling Allowance	160	0	160	550	550	(390)	800	Based on past 12 mths spendings
0	4,079	(4,079)	0	(4,079)	Printing & Stationery	0	0	0	3,145	5,000	(5,000)	6,500	Based on past 12 mths spendings
30	39,907	(39,877)	0	(39,877)	Printing of Publications	30	0	30	19,621	19,621	(19,591)	60,000	
270	4,369	(4,099)	0	(4,099)	Photographic Work	280	0	280	1,545	5,000	(4,720)	0	
0	15,146	(15,146)	0	(15,146)	Postage	1,000	0	1,000	17,761	19,000	(18,000)	19,000	
0	0	0	0	0	Phone & Mobile	0	9,020	9,020	4,653	9,020	0	12,800	
280	15,434	(15,154)	0	(15,154)	IT	20,000	0	20,000	18,306	20,000	0	24,620	Based on division on Focus invoice (License, wifi points, etc.)
0	3,539	(3,539)	11,000	(14,539)	IT Hardware	0	0	0	6,044	6,044	(6,044)	8,000	
0	672	(672)	0	(672)	Website	0	0	0	1,437	1,500	(1,500)	1,600	Based on past 12 mths spendings
2,980	5,639	(2,659)	0	(2,659)	Office Furniture	3,000	0	3,000	83	3,000	0	1,000	
3,710	0	3,710	0	3,710	Consultant & professional fees	3,840	0	3,840	813	813	3,028	1,000	
750	1,093	(343)	0	(343)	Hospitality	780	0	780	1,054	1,500	(720)	0	
0	231	(231)	0	(231)	Purchases for resale	0	0	0	0	500	(500)	Remove	FoH expenditure
110	1,842	(1,732)	0	(1,732)	Events Expenditure	110	0	110	1,838	1,838	(1,728)	5,000	
0	770	(770)	0	(770)	Uniform / Protective clothing	0	0	0	237	900	(900)	500	
0	190	(190)	0	(190)	Subscriptions	0	0	0	11,003	12,000	(12,000)	12,000	Artifax, Rotacloud
31,160	44,957	(13,797)	0	(13,797)	Adverts/Promotions	32,250	0	32,250	47,273	50,000	(17,750)	58,000	Based on past 12 mths spendings
8,110	16,162	(8,052)	0	(8,052)	Performance Rights Licence	8,400	0	8,400	10,615	20,000	(11,600)	24,000	Based on past 12 mths spendings
90	561	(471)	0	(471)	Licences	90	0	90	0	0	90	0	
7,570	39,291	(31,721)	0	(31,721)	Electronic Bank Charges	7,840	0	7,840	40,066	50,000	(42,160)	26,000	
0	497	(497)	0	(497)	Misc	0	0	0	39	39	(39)	200	
287,270	607,410	(320,140)	0	(320,140)	Performance Costs	297,230	0	297,230	608,752	800,000	(502,770)	820,000	Based on past 12 mths spendings
0	0	0	0	0	Country Music Festival	5,000	0	5,000	0	5,000	0	5,000	
60	24,000	(23,940)	0	(23,940)	Equipment, Tools & Materials	60	0	60	60	60	(0)	0	
14,280	8,640	5,640	0	5,640	Equipment hire	14,780	0	14,780	6,705	12,000	2,780	12,000	
0	0	0	0	0	Cleaning Equipment	0	0	0	1,255	1,255	(1,255)	0	
130	0	130	0	130	Floral Decorations	130	0	130	0	0	130	0	
3,940	19,517	(15,577)	0	(15,577)	Arts & Engagement	4,080	0	4,080	26,293	30,000	(25,920)	20,000	
0	679	(679)	0	(679)	Money Collection Service	0	0	0	943	1,500	(1,500)	1,500	
1,490	277	1,213	0	1,213	Payment to Contractors	1,540	0	1,540	3,430	3,430	(1,890)	3,000	
0	4,102	(4,102)	0	(4,102)	Waste collection	0	0	0	3,667	7,000	(7,000)	7,500	
					<b>Westlands Front of House:</b>								
253,220	192,983	60,237	0	60,237	Salaries - Basic & NI	0	73,350	73,350	62,519	75,605	(2,255)	90,900	3.2% payaward for 2025/26
49,750	9,266	40,484	0	40,484	Salaries - Pension	0	14,520	14,520	18,537	30,123	(15,603)	31,740	
0	604	(604)	0	(604)	Overtime	0	0	0	0	0	0	0	
216,010	0	216,010	0	216,010	Wages (Casual)	294,000	(65,930)	228,070	161,117	235,000	(6,930)	251,880	
0	108	(108)	0	(108)	Training	0	0	0	0	0	0	100	
0	0	0	0	0	Advertising for Staff	0	0	0	80	137	(137)	100	
390	5,308	(4,918)	0	(4,918)	Repairs and Maintenance Buildings	400	0	400	0	0	400	0	
190	56	134	0	134	Health & Safety at work	200	0	200	20	103	97	200	

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contribution (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 8 spent 30/11/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
4,220	2,791	1,429	0	1,429	Repairs and Maintenance Equipment	4,370	0	4,370	11,178	11,178	(6,808)	8,000	Based on past 12 mths spendings
0	0	0	0	0	Gas	0	29,470	29,470	0	18,000	11,470	29,470	
0	78	(78)	0	(78)	Environmental Levy	0	0	0	0	100	(100)	0	
4,640	6,938	(2,298)	0	(2,298)	Cleaning	1,800	0	1,800	2,567	4,401	(2,601)	8,000	Based on past 12 mths spendings
290	566	(276)	0	(276)	Printing & Stationery	300	0	300	550	1,000	(700)	0	Based on past 12 mths spendings
30	0	30	0	30	Printing of Publications	30	0	30	0	0	30	0	
3,120	12,725	(9,605)	0	(9,605)	Icecream Provision	3,230	0	3,230	5,425	15,000	(11,770)	15,000	Based on past 12 mths spendings
200	354	(154)	0	(154)	Confectionery Purchase	210	0	210	314	500	(290)	0	Merge with Restaurant Provision
146,780	112,267	34,513	0	34,513	Restaurant Provisions café bar	151,920	0	151,920	111,546	151,920	0	180,000	Based on past 12 mths spendings
870	15,810	(14,940)	0	(14,940)	Provisions (FOH)	900	0	900	8,903	8,903	(8,003)	930	Inflationary increase
95,210	94,054	1,156	0	1,156	Bar purchases	98,540	0	98,540	98,084	130,000	(31,460)	150,000	Inflationary increase
220	8,278	(8,058)	0	(8,058)	Purchases for resale	230	0	230	31	9,000	(8,770)	240	Inflationary increase
1,500	2,641	(1,141)	0	(1,141)	Rental Catering Machines	1,550	0	1,550	1,781	3,000	(1,450)	1,600	Inflationary increase
7,010	5,257	1,753	15,000	(13,247)	Catering Equipment	7,000	0	7,000	16,974	16,974	(9,974)	7,000	
180	0	180	0	180	Hospitality	190	0	190	191	191	(1)	200	Inflationary increase
140	58	82	0	82	Uniform / Protective clothing	150	0	150	108	150	0	150	Inflationary increase
40	3,410	(3,370)	0	(3,370)	Events Expenditure	40	0	40	2,677	4,500	(4,460)	5,000	Based on past 12 mths spendings
0	790	(790)	0	(790)	Subscriptions	0	0	0	1,326	1,800	(1,800)	1,500	OpenTable
	31	(31)	0	(31)	Bank Charges		0	0	1,614	2,634	(2,634)	600	Inflationary increase
1,220	177	1,043	0	1,043	Equipment, Tools & Materials	1,260	0	1,260	2,634	2,634	(1,374)	1,300	Inflationary increase
2,360	360	2,000	0	2,000	Equipment hire	2,440	0	2,440	3,073	3,073	(633)	2,510	Inflationary increase
140	22	118	0	118	Cleaning and domestic equipment	150	0	150	1,917	1,917	(1,767)	2,000	Based on past 12 mths spendings
30	0	30	0	30	Floral decorations	30	0	30	0	0	30	0	
910	18	892	0	892	Misc Expenditure	940	0	940	8	40	900	970	Inflationary increase
2,265,680	0	2,265,680	209,470	2,056,210	Octagon	2,265,680	0	2,265,680	0	209,470	2,056,210	209,470	
0	0	0	0	0	Contribution to Octagon Theatre Project (Transfer from Planning)	0	0	0	0	0	0	1,000	
1,000	0	1,000	0	1,000	Octagon Summer School - SLA	0	1,000	1,000	0	1,000	0	1,000	Move from FPE
5,000	5,000	0	0	0	Yeovil Art Space (SLA)	5,000	0	5,000	5,000	5,000	0	5,000	
2,000	2,000	0	0	0	Yeovil Together	2,000	0	2,000	2,000	2,000	0	2,000	
4,419,340	2,182,619	2,236,721	268,764	1,967,957	Total Expenditure	4,696,790	(1,240)	4,695,550	2,268,339	3,436,491	1,259,059	3,583,150	
					INCOME								
					Westlands:								
(44,710)	(40,000)	(4,710)	0	(4,710)	Joint Financing Conts	(46,280)	0	(46,280)	(40,000)	(40,000)	(6,280)	(46,960)	CPI indexing
0	(20,000)	20,000	0	20,000	Contribution towards Panto	0	0	0	0	0	0	(20,000)	
0	(44,739)	44,739	0	44,739	Salary Recharge	(16,652)	0	(16,652)	(26,300)	(26,300)	9,648	(27,090)	1.5 FTE
0	(1,105)	1,105	0	1,105	Recharge	0	0	0	0	0	0	0	
(180)	(12,942)	12,762	0	12,762	Sales - Std	(190)	0	(190)	(144)	(13,000)	12,810	(13,000)	Based on past 12 mths income
(3,010)	(1,657)	(1,353)	0	(1,353)	Fees & Charges - Std	(3,120)	0	(3,120)	(1,526)	(3,000)	(120)	(3,210)	Inflationary increase
(14,290)	(10,989)	(3,301)	0	(3,301)	Equipment Hire	(14,790)	0	(14,790)	(12,102)	(20,000)	5,210	(20,000)	Based on past 12 mths income
(670)	(8,052)	7,382	0	7,382	Advertising	(700)	0	(700)	(25,478)	(29,000)	28,300	(30,000)	
0	(2,883)	2,883	0	2,883	Membership	0	0	0	(2,250)	(3,900)	3,900	(3,000)	Inflationary increase
(2,120)	(49,835)	47,715	0	47,715	Commission	(2,190)	0	(2,190)	(44,158)	(50,000)	47,810	(60,000)	Based on past 12 mths income
(2,840)	0	(2,840)	0	(2,840)	Rents	(2,940)	0	(2,940)	0	0	(2,940)	0	
(1,050)	0	(1,050)	0	(1,050)	Misc Income	(1,090)	0	(1,090)	(188)	(188)	(903)	0	
(519,480)	(601,144)	81,664	0	81,664	Admission Charges Theatre - Std	(537,660)	0	(537,660)	(1,526,085)	(1,550,000)	1,012,340	(1,500,000)	
(150)	(788)	638	0	638	Admission Charges Theatre - E	(160)	0	(160)	(5,260)	(6,000)	5,840	(6,000)	Based on past 12 mths income
(58,230)	(103,202)	44,972	103,202	(58,230)	Ticket Levy	(90,000)	0	(90,000)	(70,924)	(140,000)	50,000	(140,000)	Inflationary increase - Based on £1.50 per ticket
0	(880)	880	0	880	Postage	0	0	0	(2,332)	(3,000)	3,000	(2,000)	
(67,110)	(63,670)	(3,440)	0	(3,440)	Venue Hire	(69,460)	0	(69,460)	(96,790)	(100,000)	30,540	(100,000)	Based on past 12 mths income
(55,470)	(54,476)	(994)	0	(994)	Room Hire - E	(57,410)	0	(57,410)	(30,602)	(70,000)	12,590	(59,130)	Inflationary increase
(1,570)	(25,791)	24,221	0	24,221	Dance Class/Community Choir	(1,630)	0	(1,630)	(49,299)	(69,000)	67,370	(70,000)	Based on past 12 mths income
0	(529)	529	0	529	Donations	0	0	0	(423)	(423)	423	0	
0	(500)	500	0	500	Dept for Education Apprenticeship contribution	1,000	0	1,000	0	(500)	1,500	0	
					Westlands Front of House:								

Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)	Earmarked Reserve Contribution (£)	(Over) / Under after Earmarked Reserve Contributio n (£)		Budget (£)	Budget Virement (£)	Revised budget (£)	Month 1 - 8 spent 30/11/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	Notes
(784,030)	(367,635)	(416,395)	0	(416,395)	Sales of meals	(811,470)	0	(811,470)	(188,501)	(350,000)	(461,470)	(350,000)	
(182,190)	(219,306)	37,116	0	37,116	Bar Sales - Std	(188,570)	0	(188,570)	(346,951)	(350,000)	161,430	(350,000)	Inflationary increase
(390)	0	(390)	0	(390)	Equipment Hire	(400)	0	(400)	0	0	(400)	Remove	Not FoH income
(2,056,210)	0	(2,056,210)	0	(2,056,210)	<b>Octagon</b>	(2,056,210)	0	(2,056,210)	0	0	(2,056,210)	0	
			0		<b>Community Heritage:</b>								
0	0	0	0	0	Grants	0	0	0	(1,000)	(1,000)	1,000	0	
0	0	0	0	0	General Sales	0	0	0	(271)	(1,400)	1,400	0	
(1,860)	(1,341)	(519)	0	(519)	Fees & Charges - Std	(1,930)	0	(1,930)	(57)	(57)	(1,873)	(1,990)	Inflationary increase
(570)	(1,166)	596	0	596	Donations	(590)	0	(590)	(423)	(423)	(167)	(610)	Inflationary increase
<b>(3,796,130)</b>	<b>(1,632,629)</b>	<b>(2,163,501)</b>	<b>103,202</b>	<b>(2,266,703)</b>	<b>Total Income</b>	<b>(3,902,442)</b>	<b>0</b>	<b>(3,902,442)</b>	<b>(2,471,063)</b>	<b>(2,827,191)</b>	<b>(1,075,251)</b>	<b>(2,802,990)</b>	
<b>623,210</b>	<b>549,990</b>	<b>73,220</b>	<b>371,966</b>	<b>(298,746)</b>	<b>Net Expenditure</b>	<b>794,348</b>	<b>(1,240)</b>	<b>793,108</b>	<b>(202,725)</b>	<b>609,300</b>	<b>183,808</b>	<b>780,160</b>	

## Planning Committee

2024/25				2025/26					Notes
Budget (£)	Month 1 - 12 spend 31/03/2025 (£)	(Over) / Under spend (£)		Budget (£)	Month 1 - 7 spent 31/10/2025 (£)	Full year estimated spend to 31/03/2026 (£)	Estimated (over) / under spend (£)	Proposed 2026/27 Budget £	
1,000	0	1,000	EXPENDITURE						Proposed budget transfer to Octagon Theatre Project
			Planning	1,000	0	0	1,000	0	
<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>Total Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	
			INCOME						
0	0	0		0	0	0	0	0	
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>Net Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	

Total Reserves and General Fund Balances			
	As at 31/03/2025	Estimated Movement in year	As at 31/03/2026
	£	£	£
Total Earmarked Reserves	1,158,722	473,052	1,631,774
Unallocated General Fund Balance	894,221		
Estimated Underspend /(Overspend) for 2025/26		173,861	
Total Unallocated General Fund Balance			1,068,082
<b>Total Reserves and General Fund Balances</b>	<b>2,052,943</b>	<b>646,913</b>	<b>2,699,856</b>

Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of **general reserves** should be between three and twelve months of net revenue expenditure

3 months	£ 824,235
12 months	£ 3,296,939

Reserves and General Fund Balances are predicted to be **£2,600,771** at 31st March 2026 which is between the recommended minimum level and is approximately 9 months of net revenue expenditure.

## Estimated Reserves as at 31/03/26

Earmarked Reserve	Balance as at 31/03/23	Movement in Year	Balance as at 31/03/24	Movement in Year	Balance as at 31/03/25	Estimated Movement in Year	Estimated Balance as at 31/03/26
	(£)	In (£)	(£)	In (£)	(£)	In (£)	(£)
Major Projects	984	0	984	0	984	0	984
Water Mains Refurbishments/Repairs	12,732	2,200	14,932	2,200	17,132	(17,132)	0
Allotment Fence Repairs	605	1,989	2,594	(570)	2,024	0	2,024
Regalia	13,623	1,946	15,569	1,588	17,157	(10,000)	7,157
Custom Souvenirs	2,726	650	3,376	650	4,026	(4,026)	0
Youth Council	8,384	2,000	10,384	0	10,384	(10,384)	0
Building Project Capital	275,494	59,957	335,451	60,000	395,451	(167,725)	227,726
Community Infrastructure Levy	3,267	308	3,575	(1,004)	2,571	(2,571)	0
Costs of Elections	1,500	0	1,500	5,500	7,000	5,500	12,500
War Memorial	2,209	750	2,959	743	3,702	750	4,452
Sidney Gardens	12,600	0	12,600	0	12,600	0	12,600
Defibrillators & Bleedkits	6,779	950	7,729	(7,729)	0	8,500	8,500
CCTV	1,000	500	1,500	500	2,000	500	2,500
Climate Change	50,000	0	50,000	25,000	75,000	25,000	100,000
Community Safety	17,500	12,500	30,000	0	30,000	0	30,000
Play Parks	30,000	0	30,000	10,000	40,000	10,000	50,000
Christmas lights	0	26,079	26,079	(6,273)	19,806	(19,806)	0
Peter Street Toilet Refurbishment*	0	0	0	10,000	10,000	10,000	20,000
Yeovil Recreation Centre Sinking Fund*	0	0	0	164,213	164,213	0	164,213
Westlands Entertainment Venue*	0	0	0	32,000	32,000	0	32,000
Octagon Theatre*	0	0	0	209,470	209,470	209,470	418,940
Ticket Levy*	0	0	0	103,202	103,202	140,000	243,202
Octagon Theatre Project	0	0	0	0	0	294,976	294,976
	<b>439,403</b>	<b>109,829</b>	<b>549,232</b>	<b>609,490</b>	<b>1,158,722</b>	<b>473,052</b>	<b>1,631,774</b>

# YEOVIL TOWN COUNCIL



## RISK STRATEGY

### 1. Introduction

Yeovil Town Council manages risk through its Risk Management Strategy and Risk Register, in order to safeguard its employees, assets, liabilities, reputation, and the community against potential losses.

The Council recognises its responsibility to manage both internal and external risks and is committed to the effective implementation of a risk management framework to protect the Council and support sound decision-making.

In accordance with section 101 of the Local Government Act 1972, the Council delegates the undertaking and ongoing review of risk assessments to the Finance and Policy Executive. The Risk Register is a working document and is reviewed at least annually, or more frequently where circumstances require.

Where the risk assessment has been considered by a committee under delegated powers, the full Council must specifically review the risk assessment itself and formally minute that review. This requirement cannot be met by the Council merely adopting the minutes of the relevant committee, including its recommendations.

### 2. Definitions

**Risk:** can be defined as an event or action that may adversely affect an organisation's ability to achieve its objectives, deliver its project plans, or operate its processes in support of its strategic aims.

**Risk Management:** is the systematic process of identifying, evaluating, and controlling risks in order to reduce the likelihood or impact of adverse events.

**Controls:** are the measures, actions, or procedures put in place to manage risk by preventing, reducing, or mitigating the likelihood and/or impact of adverse events.

Controls are identified to mitigate risks, using the following approaches:

- Terminate the risk – activity or circumstances giving rise to the risk are removed so that the risk no longer exists. This option is used where the risk is



unacceptable and cannot be mitigated to an acceptable level, for example by not pursuing the course of action.

- Treat the risk – control measures are implemented to reduce the likelihood and/or impact of the risk to an acceptable level.
- Transfer the risk – the risk is transferred to another party, for example through insurance, outsourcing, or the use of design and build contract arrangements.
- Tolerate the risk – the risk is assessed as acceptable, and the implementation of additional controls would not be cost-effective or proportionate.

### **3. Risk Management Strategy**

Yeovil Town Council is committed to identifying and managing risks and to taking appropriate action to ensure that risks are maintained at an acceptable level.

The Chief Executive/Town Clerk reviews risks on a regular basis, including any newly identified risks, and reports relevant matters to the Finance and Policy Executive. This review includes the identification of any risks assessed as being at an unacceptable level.

The Guidance on Governance and Accountability for Local Councils in England (published by the Joint Practitioners' Advisory Group) makes the following observations regarding risk management:

- Risk management is not solely concerned with financial management; it is also about ensuring the achievement of the Council's objectives and the delivery of high-quality public services; and
- The local council audit approach encourages councils to address these issues by placing emphasis on the need to keep corporate governance arrangements under regular review and, where necessary, to strengthen them. This supports improved stewardship of public funds and provides positive and ongoing assurance to taxpayers.

It is essential that risk management is embedded within the Council's everyday culture and performance management processes. Responsibility rests with all Councillors and Officers to have due regard to risk in the discharge of their duties.

Members are ultimately responsible for risk management, as risks can threaten the achievement of the Council's policy objectives. Therefore, each year Members should:

- Identify and update their record of key risks facing the Council;
- Evaluate the potential consequences for the Council if a risk materialises, considering both likelihood and impact;
- Determine appropriate measures to avoid, reduce, or control the risk or its consequences; and
- Record any conclusions or decisions reached.

#### 4. Assessment of Risk

Each risk will be assessed in terms of its likelihood and impact on the Council.

##### Likelihood


		Probability	Possible Indicators
4	Almost Certain	> 90%	Frequent occurrence
3	Likely	> 60%	Regular occurrence
2	Possible	> 10%	Occasional occurrence
1	Unlikely	< 10%	Has never occurred

##### Impact

		Risk Threat
4	Extreme / Critical risks	Financial Impact > £500,000 Fatality or disabling injuries to members of the public or staff; adverse national media attention; external intervention or regulatory action; total disruption of Council services; extensive or high-value legal action against the Council
3	High / Significant risks	Financial Impact > £250,000 Adverse local media attention; extensive public complaints; adverse comments by regulators or auditors; significant service disruption or failure to deliver projects or targets; injuries to members of the public or staff; legal action against the Council
2	Medium / Moderate risks	Financial Impact > £50,000 Adverse service users' complaints; service disruption; minor injuries or near misses to members of the public or staff.
1	Low / Minimal risks	Financial impact less than £5,000 Isolated complaints; minor service disruption

## 5. Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			



High

Medium

Low

The key risks for the Council are assessed for impact and likelihood (using the criteria listed above); so that risks are identified as low, medium or high.

It is anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the relevant Officers/Committee.

## 6. Risk Register

Ref	Risk	Impact	Likelihood	Level	Controls	Review	Responsibility
<b>ASSETS</b>							
1	Protection of physical assets	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with the Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained <del>independently by Somerset County</del> on a weekly basis (this will change from June 2025 when play is transferred to Yeovil Town Council, who will then be responsible). Yeovil Cemetery is checked and maintained by the Cemetery workforce via a Service Level Agreement. Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Recommendations as necessary to Finance and Policy Executive to update cover.	January 2027	Director of Property & Community / Director of Leisure & Environment / Deputy Responsible Finance Officer/ Relevant Committees
2	Security for vulnerable buildings, amenities or equipment	3	2	Medium	Appropriate security devices are fitted to all the Council's buildings and linked as necessary to a central control station. CCTV at Milford Hall, Town House, Westlands Entertainment Venue, Yeovil Country Park and Yeovil Recreation Centre. TRU Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter back offices. In the event of any breaches of security, appropriate measures	January 2027	Director of Property & Community / Relevant Committees

					are taken as soon as practicable to re-secure the property. Crime reports are made for all breaches of security to Avon and Somerset Constabulary and recorded with Yeovil Crime Reduction Team (where appropriate).		
3	Maintenance for vulnerable buildings, amenities or equipment	3	2	Medium	All premises are mostly maintained within the approved budget with one-off expenditure for urgent works covered by contingencies. Maintenance is undertaken in-house where possible and external contractors used as required. A preferred list of suppliers is maintained. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis. A property maintenance and facilities management schedule will be maintained.	January 2027	Director of Property & Community / Relevant Committees
4	Provision of amenities/facilities for local community groups	3	2	Medium	The council has approved the hire of Milford Community Hall, Town House, Community Room at Yeovil Recreation Centre and rooms at Westlands Entertainment Venue on an hourly charge basis.	January 2027	Director of Property & Community / Relevant Committees
5	Security and safety of defibrillators	4	1	Medium	Monthly visual checks carried out on all defibrillator cabinets. Defibrillators connect via 3G and will send warnings if there are any problems with the defibrillator. Defibrillators registered with the Circuit which sends notifications if the defibrillator is accessed. Agreements are in place with hosts to report any damage or issues.	January 2027	Director of Property & Community / Property & Community Committee
<b>FLEET</b>							
6	Fleet is maintained	4	1	Medium	Individuals responsible for daily checks. Fleet is serviced annually and MOT (as appropriate).	January 2027	Director of Leisure & Environment / Leisure &

							Environment Committee
7	Individuals are competent drivers	4	1	Medium	Individuals are aware of their responsibilities regarding driving Council fleet. Driver assessment biennially. Quarterly driver licence checks. The Fleet Management and Driver Policy offers guidance on responsibilities of the individual.	January 2027	Director of Leisure & Environment / Leisure & Environment Committee
<b>FINANCE</b>							
8	Banking arrangements	2	1	Low	Reviewed periodically by Finance and Policy Executive. Suppliers mostly paid by BACS but any cheques require two Members' signatures. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. The Finance and Policy Executive review all payments and income following their consideration by the service committees.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
9	Protection of Investments	2	1	Low	An investment register is reviewed monthly. There is a 3-year contract with Arlingclose who provide investment advice which monitors the security of any investment/counterparty.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
10	Consequential loss of income	2	1	Low	Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to the cloud. IT support quickly accessed and data can be restored if/when appropriate.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance &

							Policy Executive
11	Loss of cash through theft or dishonesty	1	4 2	Low	Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and segregation of duty for all non-cash payments made. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. Bank Reconciliations conducted monthly.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
12	Financial controls and records	3	1	Medium	Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
13	Paying invoices on time	3	1	Low	Two BAC runs per week with additional run if required. Team adequately resourced to process payments in a timely fashion	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
14	Debt collection	3	1	Low	As the number of services have increased, it will be necessary to have a Debt Management Policy. Debt Management Policy in place.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance &

							Policy Executive
15	Comply with HMRC Regulations	2	1	Low	VAT payments and claims calculated by Sage and checked by Deputy Responsible Finance Officer Finance Officer and checked by RFO. Internal and external auditor to provide assurance. Increased accounts payable invoices and sales invoices offer more scope for incorrect accounting of VAT but this is monitored by the Deputy Responsible Finance Officer. <b>Advice procured from LA VAT Ltd.</b>	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
16	Sound budgeting to underlie annual precept	3	2	Medium	Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Salary spreadsheet maintained (which considers increments and likely pay award increases and directives from Central Government) for each Directorate. Finance and Policy Executive recommend budget to Council. Expenditure and income against budget reported to relevant Committees on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
17	Complying with borrowing restrictions	<b>1 2</b>	<b>1 4</b>	<b>Low High</b>	<b><del>Reviewed when any new borrowing becomes likely.</del> Advice sought from SALC. Approval of borrowing by full Council before any loan is taken. Compliance with statutory borrowing limits as defined in the Local Government Act 2003 and Prudential Code. Annual review of borrowing requirements by the Finance and Policy Executive. Regular monitoring of loans, interest payments and principle repayments. Inclusion of borrowing and debt management in internal and external audit reviews</b>	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive



18	Ensuring robustness of insurance providers	4	1	Medium	The Council currently insures with Zurich Municipal on a 3-year basis. <del>A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered.</del> Currently undergoing a tender process to ensure best value and to ensure that the Council is adequately covered. Insurance company informed of any additions and disposals.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
19	Clear statements of management responsibility for each service	2	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Finance & Policy Executive have delegated management responsibility for their own budget. Expenditure and income reported to each committee meeting with an Outturn report at the end of the financial year. Director responsible for each Directorate.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
20	The Council remains solvent	4	1	Medium	Council's activities are adequately funded through accurate budget setting and income collected for services/goods sold. Reserves maintained at an appropriate level. Cashflow monitored to ensure cash is available when required.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
21	Inappropriate use of Procurement Card	3	1	Medium	Records are kept and reconciled with the statement monthly. The number of procurement cards have increased as has the credit limit. <del>There is a Procurement Card Usage Policy will be written.</del>	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive

<b>PROCUREMENT</b>							
22	Awarding of contracts for services and the purchase of capital equipment	3	1	Medium	The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications. A Contracts register will be maintained.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
23	Professional services and contractors	3	1	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due diligence is given where the number of prospective contractors is limited. Council maintains a list of preferred suppliers.	January 2027	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
<b>HEALTH AND SAFETY</b>							
24	All Officers to be aware of their responsibility	3	2	Medium	The Health and Safety Policy is being updated to ensure that with the additional services and changes in legislations that everyone is aware of their role. A competent person will be responsible (Director of Infrastructure (Property & Assets) for overseeing all aspects of Health and Safety. Both the Director of Infrastructure (Property & Assets) and Director of Leisure & Environment have recently completed NEBOSH (National Examination Board in Occupational Safety and Health) (awaiting outcome). A Health and Safety Working	January 2027	Chief Executive / Director of Infrastructure (Property & Assets) / Infrastructure (Property & Assets) Committee

					Group of Officers has been established. Regular reporting of Accidents and Near Misses to Infrastructure (Property & Assets) Committee. Appropriate training given to Officers.		
25	The Council is compliant with all relevant regulations	3	2	Medium	A competent person will be responsible for overseeing all aspects of Health and Safety. As above	January 2027	Chief Executive / Director of Infrastructure (Property & Assets) / Infrastructure (Property & Assets) Committee
<b>LIABILITY</b>							
26	Risk of damage to third party property or individuals/Legal liability	3	2	Medium	Public Liability Insurance £20 million – covering personal accident liability for employees and members. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added.	January 2027	Chief Executive / Relevant Committees
27	Legal liability as consequence of assets ownership	4	2	High	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Open spaces checked regularly by Somerset Council (this will change from June 2025 when play is transferred to Yeovil Town Council, who will then be responsible). Playground equipment is checked and maintained independently by Somerset County on a weekly basis (this will change from June 2025 when play is transferred to Yeovil Town Council, who will then be responsible). Equipment and plant	January 2027	Chief Executive / Relevant Committees

					serviced as appropriate. Yeovil Cemetery is checked and maintained by Cemetery workforce.		
28	Events (Super Saturdays, 2-day event, Town Criers Competition, Remembrance Sunday)	2	3	Medium	Operation Risk and event plans carried out for Council Events.	January 2027	Director of Culture, Events & Promotions / Culture, Events & Promotions Committee
<b>EMPLOYER LIABILITY</b>							
29	Comply with Employment Law	1	2	Low	Yeovil Town Council is member of SALC. Town Clerk/Chief Executive and Deputy Town Clerk are members of SLCC. Assistant Deputy Town Clerk has completed Level 3 Chartered Institute of Personnel and Development and undergoing training with Chartered Institute of Personnel and Development (Level 3 & 5). Subscription to South West Councils and advice on complex issues. Policies reviewed and updated as necessary. Regular meetings of Staffing Committee. Advice sought as necessary.	January 2027	Chief Executive/ Finance & Policy Executive/ Staffing Committee
30	Comply with Inland Revenue HM Revenue and Customs (HMRC) requirements	2	1	Low	Sage Payroll software which is HMRC compliant is used. Internal and External auditor carry out checks.	January 2027	Chief Executive/ Deputy Responsible Finance Officer / Finance & Policy Executive
31	Safety of Staff and visitors	2	1	Low	Records kept of those who visit. Camera fitted at front desk of Town House. Regular risk assessments. Advice sought and actioned from Police and Yeovil Crime Reduction Team regarding maintaining the safety of all.	January 2027	Chief Executive/ Finance &

							Policy Executive
32	Recognise and accepts responsibility as employer	3	2	Medium	Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate. Regular meetings of Staffing Committee.	January 2027	Chief Executive/ Finance & Policy Executive/ Staffing Committee
33	Remote Worker Safety	2	2	Medium	Lone working policy that all staff members are aware of. Key duties risk assessed. Policy is being updated in line with Health & Safety review.	January 2027	Chief Executive/ Finance & Policy Executive
34	Remote working health and well-being	2	2	Medium	The Council does not allow routine working from home. Any remote working needs to be agreed with the Town Clerk with regular check -ins with those working remotely.	January 2027	Chief Executive/ Finance & Policy Executive
35	Identification of staff	4	1	Low	ID badges to be worn so that staff can be identified	January 2027	Chief Executive/ Finance & Policy Executive
36	Protection of staff against malicious behaviour (both online and offline)	3	2	Medium	Dignity at Work Policy available. Notices on Facebook and within office that that Yeovil Town Council will not tolerate bullying or harassment of any of its employees, officials, members, contractors, visitors to the council or members of the public from the community. Any malicious behaviour reported to the police or other agency as appropriate.	January 2027	Chief Executive/ Finance & Policy Executive
<b>STAFFING</b>							

37	Staff Cover	3	2	Medium	All key duties can be covered. Annual Leave is co-ordinated to ensure the workplace can be always covered.	January 2027	Chief Executive/ Finance & Policy Executive
38	Staff Retention	3	2	Medium	A learning and developmental organisation. Annual appraisals and regular team meetings.	January 2027	Chief Executive/ Finance & Policy Executive
<b>LEGAL LIABILITY</b>							
39	Ensuring activities are within legal powers	3	1	Medium	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence.	January 2027	Chief Executive/ Finance & Policy Executive
40	Proper and timely reporting via the Minutes	1	1	Low	Council meets regularly; committees meet <b>at least 6 times regularly throughout the a</b> —year. Minutes are distributed in a timely fashion and approved and signed at following meeting. Minutes are made available to the press and public.	January 2027	Chief Executive/ Finance & Policy Executive
41	Proper document control	2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2027	Chief Executive/ Finance & Policy Executive
42	Breach of personal data	3	2	Medium	Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so. <b>All HR data locked away.</b>	January 2027	Chief Executive/ Finance & Policy Executive

COUNCIL PROPRIETY							
43	Register of Interests and gifts and hospitality in place	2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on Councillors to identify when they should declare an interest, but advice is given when requested).	January 2027	Chief Executive/ Finance & Policy Executive
DEVOLUTION OF ASSETS AND SERVICES							
44	Transfer of assets from Somerset Council	4	3	High	<ul style="list-style-type: none"> <li>Assessment and due diligence regarding the following:</li> <li>Value of assets</li> <li>Assets include – Property (freehold/leasehold) – Fixtures, fittings, equipment, inventory</li> <li>Costs of maintaining</li> <li>Legal transfer</li> <li>Security</li> <li>Insurance requirements</li> </ul> Awaiting full legal transfer of assets	July 2026	Chief Executive/ Director of Leisure & Environment/ Leisure & Environment Committee /Finance & Policy Executive
45	Responsibility for undertaking and providing services	4	3	High	Assessment and due diligence regarding the following: <ul style="list-style-type: none"> <li>Requirements for assets and equipment to provide services</li> <li>Costs of maintaining assets and equipment</li> <li>Expertise and knowledge to provide services</li> <li>Reputational risks</li> <li>Staffing requirements – front line and support staff</li> <li>Legalities</li> <li>Funding of service</li> <li>Service standards</li> </ul>	June 2025	Chief Executive/ Director of Leisure & Environment/ Leisure & Environment Committee /Finance & Policy Executive

46	Transfer of Staff	4	3	High	<p>Assessment and due diligence regarding the following:</p> <ul style="list-style-type: none"> <li>• Costs — salary, employers NI, employers pension contributions</li> <li>• Legalities</li> <li>• Contractual arrangements of staff and differences with existing staff</li> <li>• Requirements of Staffing Committee</li> <li>• Structure Chart and reporting lines</li> </ul>	June 2025	Chief Executive/ Director of Leisure & Environment/ Leisure & Environment Committee /Finance & Policy Executive
45	Completion of re-development of Octagon Theatre	4	3	High	<p>Transfer of Octagon Theatre to Council on completion. Loan application to be agreed with PWLB. Planning application to be approved.</p>	January 2027	Chief Executive/ Director of Culture, Events & Promotions/ Culture, Events & Promotions Committee /Finance & Policy Executive
<b>ACCOMODATION</b>							
46	Appropriate accommodation for service provision, staff and storage facilities	4	2	High	<p>Strategic review of all Town Council buildings to identify the requirements and the current provision to establish gaps and produce a plan to ensure adequate and appropriate space is available for service provision, staff and equipment/machinery. Working party for South Somerset Heritage Collection established.</p>	July 2026	Chief Executive/ Director of Infrastructure (Property & Assets) /Director of Leisure & Environment/ /



							Infrastructure (Property & Assets) Committee Leisure & Environment Committee /Finance & Policy Executive
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Yeovil Town Council  
January 2026

To be reviewed: January 2027