



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

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## Grounds and General Maintenance Committee

**Monday 8<sup>th</sup> November 2021**

**7:00pm**

**Hybrid Meeting:**

**Face-to-face at Town House, 19 Union Street, Yeovil**

**BA20 1PQ; and virtual using Zoom meeting software**

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Any members of the public wishing to make comments at Public Comments or view should to email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Monday 8<sup>th</sup> November 2021.

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

**Amanda Card**, Town Clerk  
2nd November 2021

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

**Grounds and General Maintenance Meeting**

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

Gordon Hunting ( <i>Vice-Chairman</i> )	Evie Potts-Jones ( <i>Ex-officio</i> )
Andy Kendall ( <i>Ex-officio</i> )	Ashley Richards
Terry Ledlie	Andy Soughton
Pauline Lock	Roy Spinner ( <i>Chairman</i> )
Manny Roper ( <i>co-opted non-voting</i> )	

### **Information for the Public**

In accordance with the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020, the ability to hold meetings virtually has now ceased. The Council are adhering to guidance set by the Ministry of Housing, Communities and Local government for the safe use of council buildings to enable face-to-face meetings for Councillors yet continue to provide remote access to the public.

### **Public Comments at meetings (held via Zoom)**

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Monday 8<sup>th</sup> November 2021.

If you would like to view the meeting, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Monday 8<sup>th</sup> November 2021. 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.

# **A G E N D A**

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

Due to the confidential nature of the business of items 10/169 to 10/171, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

## **10/160. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

## **10/161. 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).

## **10/162. MINUTES**

To approve as a correct record the Minutes of the meetings held on 13<sup>th</sup> September 2021.

## **10/163. SKATE PARKS REDEVELOPMENT UPDATE**

To consider a report by the Locality Officer (SSDC) attached at pages 3 to 7.

## **10/164. OPEN SPACES REPRESENTATION**

To allocate representation to Councillors on this Committee for open spaces which are within Lyde Ward and Crofton Park. Information table attached at page 8.

**10/165. ALLOTMENT RENT REVIEW**

To consider a report by the Town Clerk attached at pages 9 to 12.

**10/166. FINANCIAL STATEMENT – AUGUST AND SEPTEMBER 2021**

To consider the Financial Statement for the period 1 August to 30 September 2021 attached at pages 13 to 18.

**10/167. DRAFT BUDGET 2022/23**

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2022/23 attached at page 19.

**Public Comment (15 Minutes)**

**10/168. EXCLUSION OF PRESS AND PUBLIC**

The Committee will consider passing a resolution to exclude the press and public from the *next items* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**10/169. BOUNDARY FENCING AT ST GEORGE'S ALLOTMENT SITE (CONFIDENTIAL)**

To consider a report by the Deputy Town Clerk (to follow).

**10/170. SUNNINGDALE ALLOTMENT SITE ISSUE (CONFIDENTIAL)**

To consider a verbal update by the Town Clerk.

**10/171. BADGERS AT RUSTYWELL ALLOTMENT SITE (COMMERCIAL IN CONFIDENCE)**

To consider a verbal update by the Deputy Town Clerk.



*Director:* Kirsty Larkins (Service Delivery)  
*Manager / Lead Specialist:* Tim Cook Locality Manager  
*Lead Officer:* Nathan Turnbull Locality Officer  
*Contact Details:* [Nathan.turnbull@southsomerset.gov.uk](mailto:Nathan.turnbull@southsomerset.gov.uk) or 01935 462408

## **Yeovil Skate Parks Update**

### **Purpose of the Report**

The purpose of the report is to update members on the plans for renovation of three skate parks in Yeovil. Oak Tree Park, Yew Tree Park and Milford Park

### **Recommendation(s)**

Members note the report and support the ongoing project proposal of Investment from Yeovil Town Council

### **Background**

South Somerset District Council (SSDC) manage three skate parks in Area South of which two are managed on behalf of Yeovil Town Council. The oldest skate park is almost 20 years old and all are in excess of 15 years old and are very close to the end of their serviceable life.

### **Update**

The tender process has now been completed, Companies where required to quote for demolition, design, supply and install three new Skate Parks.

We Evaluated 5 Companies that made it to the final stage, this was then whittled down to two companies, which were invited to an interview.

The Winning Company was Maverick, they were chosen because they scored the best overall mark during the procurement process.

We have started initial conversations with Maverick and are starting to put plans together to set up meetings with all Stakeholders.

See following attachments for indicative designs **Appendix A, Appendix B and Appendix C**

If we are successful in applying for and receiving enhanced funding the designs will be able to be developed and improved for, local young people to enjoy for between 30 and 40 years.

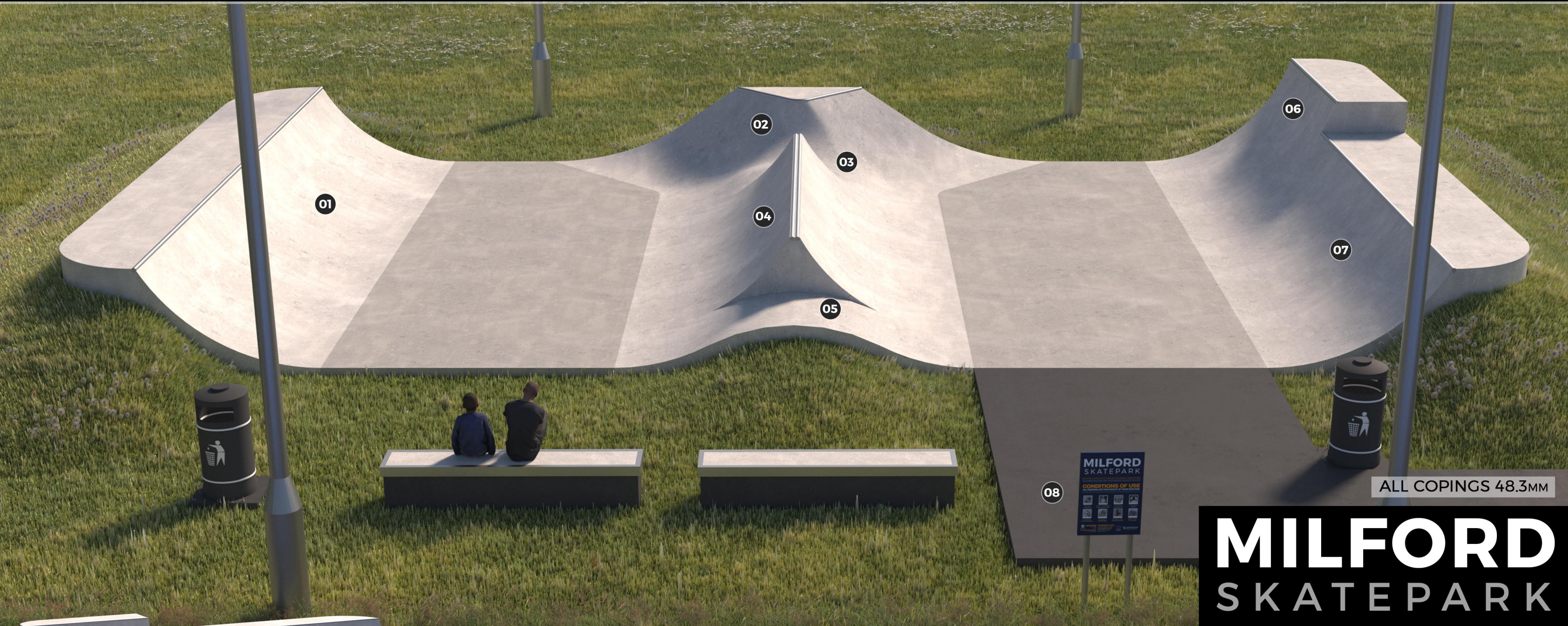
#### **Project funding details**

SSDC have £340k in the Capital Programme available for buying and installing the Skate Parks.

We will be asking Yeovil Town Council, Brympton Parish Council and Yeovil Without Parish Council for contributions to the projects, which sit in or close to their geographical areas; we will also be applying to several other grant-giving organisations and the National Lottery to try to increase the overall budget.

The overall budget will be split 25% to Millford Park, 25% to Yew Tree Park and 50% to Oak Tree Park





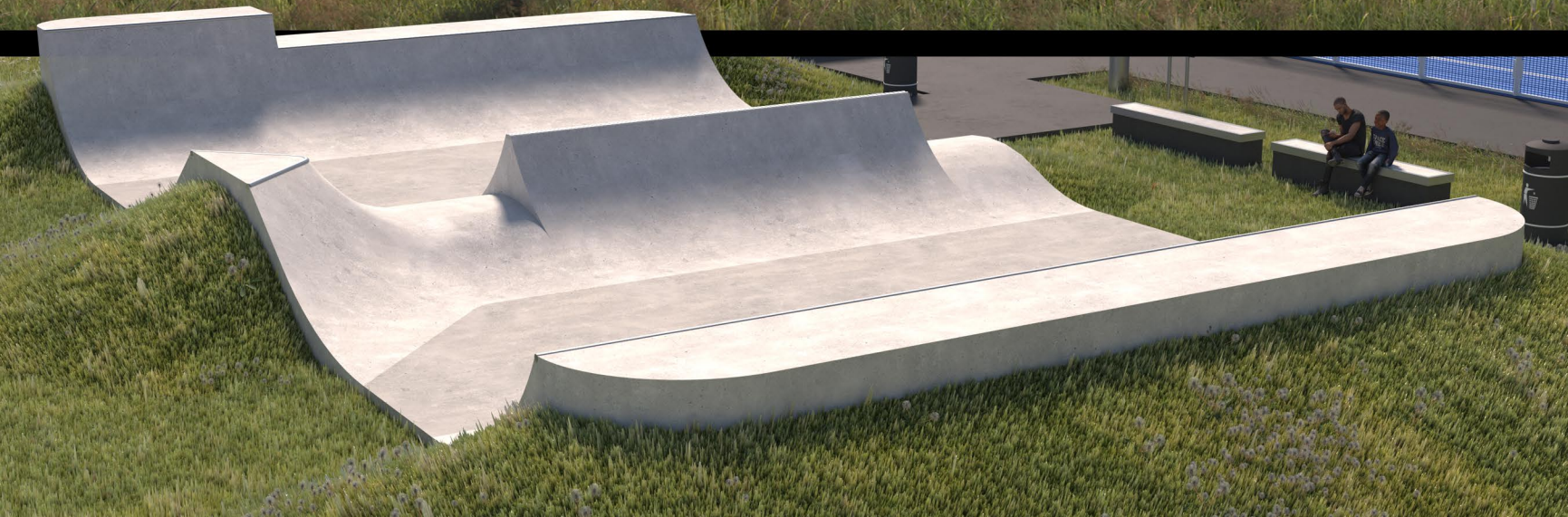
ALL COPINGS 48.3MM

# MILFORD SKATEPARK

## TENDER CONCEPT

- 01 Miniramp / Quarterpipe 1200mm high
- 02 Flatbank Hip 1200mm high
- 03 Blend to Rollover 520mm high
- 04 Spine Ramp 1200mm high
- 05 Rollover 520mm high
- 06 Quarterpipe Extension 1650mm high
- 07 Miniramp / Quarterpipe 1200mm high
- 08 Flatbank Hip 300mm high

**PARK DIMS**  
17.4M x 9.5M







# OAK TREE SKATEPARK

## TENDER CONCEPT

- 01 Quarterpipe Extension 1800mm high (R2.3)
- 02 Quarterpipe Hip 1200mm high (R2.3)
- 03 Quarterpipe 1200mm high (R2.3)
- 04 Quarterpipe 1200mm high (R2.3)
- 05 Quarterpipe Extension 1500mm high (R1.8)
- 06 360° Rollover 400mm high
- 07 Jumpbox 1200mm high
- 08 Jumpbox Hip Blend 1200mm high
- 09 Flatbank Hip 500mm high
- 10 Round Rail 550 - 920mm high
- 11 Driveway 500mm high
- 12 Ledge 600 - 920mm high
- 13 360° Rollover 400mm high
- 14 Flatbank 1200mm high
- 15 Corner Extension Blend 1500mm high
- 16 Quarterpipe Hip 1200mm high
- 17 Quarterpipe 1200mm high
- 18 Quarterpipe Extension 1500mm high (R2.3)
- 19 Safety Sign, 2x Bins & 2x Benches

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**PARK DIMS**  
28.8M x 14M





**MAVERICK**  
INDUSTRIES



ALL COPINGS 48.3MM

# YEW TREE SKATEPARK

## TENDER CONCEPT

- 01 Flatbank 800mm high
- 02 Quarterpipe 1200mm high (R1.8)
- 03 Quarterpipe 800mm high (R2.1)
- 04 Quarterpipe 1200mm high (R1.8)
- 05 Flatbank 800mm high
- 06 Ledge 500 - 750mm high
- 07 Flatbank Hip 300mm high
- 08 2x Ledges 420mm high
- 09 Manual Pad 150mm high
- 10 Grind Rail 360mm high
- 11 Long Flat Ledge 350mm high
- 12 Flatbank 800mm high
- 13 Curb 150mm high
- 14 Safety Sign, 2x Bins & 2x Benches

**PARK DIMS**  
26M x 10M



YEOVIL



MAV  
ER  
ICK.



Open Space	Ownership	Ward	
Westfield Grove Recreation Ground	Owned by SSDC	Yeovil Summerlands	Pauline Lock <a href="mailto:pauline.lock@yeovil.gov.uk">pauline.lock@yeovil.gov.uk</a>
Monksdale Recreation Ground	Owned by SSDC		
Preston Park	Owned by SSDC		
Oxford Road / St Johns Road play area	Owned by SSDC	Lyde	
Roseberry Avenue Recreation Ground	Owned by SSDC		
Howard Road Recreation Ground	Owned by SSDC		
Kingston View Recreation Ground	Owned by SSDC	Crofton Park	
Bides Gardens / Reckleford	Owned by SCC		
Fielding Road Recreation Ground	Owned by SSDC	Yeovil College	Andy Kendall <a href="mailto:andy.kendall@yeovil.gov.uk">andy.kendall@yeovil.gov.uk</a> Roy Spinner <a href="mailto:roy.spinner@yeovil.gov.uk">roy.spinner@yeovil.gov.uk</a>
Grass Royal Recreation Ground	Owned by SSDC		
Milford Park	Owned by SSDC		
Higher Milford Valley Playing Field	Owned by SSDC		
Lower Milford Valley Playing Field	Owned by SSDC		
Sidney Gardens	Owned by SSDC	Grove Avenue	Evie-Potts Jones
Westland Road Recreation Ground	Owned by SSDC	Yeovil Westlands	Gordon Hunting <a href="mailto:gordon.hunting@yeovil.gov.uk">gordon.hunting@yeovil.gov.uk</a> Andy Soughton <a href="mailto:andy.soughton@yeovil.gov.uk">andy.soughton@yeovil.gov.uk</a>
Turners Barn Lane	Owned by SSDC		
Yew Tree Park Recreation Ground	Owned by SSDC		



## **10/165     ALLOTMENT RENT REVIEW – EFFECTIVE FROM 1<sup>st</sup> JANUARY 2023**

### **Introduction**

The Council reviews allotment rents on an annual basis - the last allotment rent review was carried out in 2021 when it was agreed that the charge would remain at 40p per m<sup>2</sup> would be charged. All tenants were given twelve months' notice that the charge would not increase from 1 January 2022.

### **Process**

As part of the annual budget-setting process, the Policy, Resources and Finance Committee considers the views of the Grounds and General Maintenance Committee on the annual review of allotment rents. It is a legal requirement to give tenants twelve months' notice; therefore rent reviews being carried out in this report are effective from **1<sup>st</sup> January 2023**.

### **Cost of providing allotments**

The table beneath identifies the budget set for direct costs of providing allotments.

	<b>2020/21 Budget</b>	<b>2021/22 Budget</b>	<b>2022/23 Budget</b>	<b>2023/24 Budget</b>
Admin Cost (inc NI and Pension) (£) <sup>1</sup>	2,970	3,000	2,400	2,400
Labour Cost (inc NI and Pension) (£) <sup>2</sup>	8,626	8,113	8,900	9,797
Routine and Non-Routine Maintenance (£) <sup>3</sup>	8,000	8,575	8,696	8,861
Skips (£) <sup>4</sup>	-	-	-	-
<b>Total Expenditure (£)</b>	<b>19,596</b>	<b>19,688</b>	<b>19,996</b>	<b>21,058</b>

<sup>1</sup> Administration costs including invoicing, queries, receiving payment.

<sup>2</sup> Labour costs based on 40% (12 hours of 30 hours contract) in 2021/22 for 2023/24 budget; on 60% (12 hours of 20 hr contract) in 2020/21 for 2022/23 budget; on average 35% in 2019/20 for 2021/22 budget.

<sup>3</sup> Routine and Non-routine maintenance this includes hedge trimming, grass cutting, bush trimming, rubbish removal, rotovating, weed killing, plumbing and water.

<sup>4</sup> Skips – removed with effect from 1<sup>st</sup> April 2019.

The Council continues to seek ways of reducing cost and working more effectively.

## 2021/22 Income and Expenditure

	2020/21			2021/22		
	Budget	Estimated for year ended 31/03/22	Difference between budget and estimated	Budget	Estimated for year ended 31/03/22	Difference between budget and estimated
Admin Cost (inc NI and Pension) (£) <sup>1</sup>	2,970	2,970	0	3,000	2,500	(500)
Labour Cost (inc NI and Pension) (£) <sup>2</sup>	8,626	4,700	3,926	8,113	8,543	430
Routine and Non-Routine Maintenance (£) <sup>3</sup>	8,000	9,000	(1,000)	8,575	10,226	1,651
Other Costs (£) <sup>5</sup>	0	3,250	(3,250)	0	2,772	2,772
<b>Total Expenditure (£)</b>	<b>19,596</b>	<b>19,920</b>	<b>(324)</b>	<b>19,688</b>	<b>24,041</b>	<b>4,353</b>
<b>Total Income (£)</b>	<b>19,588</b>	<b>19,890</b>	<b>(302)</b>	<b>19,890</b>	<b>19,890</b>	<b>0</b>
<b>Net position (£)</b>	<b>8</b>	<b>30</b>	<b>(22)</b>	<b>202</b>	<b>4,151</b>	<b>4,353</b>

<sup>1</sup> Administration costs including invoicing, queries, receiving payment.

<sup>2</sup> Labour costs based on 40% (12 hours of 30 hours contract) in 2021/22

<sup>3</sup> Routine and Non-routine maintenance this includes hedge trimming, grass cutting, bush trimming, rubbish removal, rotovating, weed killing, plumbing and water.

<sup>4</sup> Other costs – security and tree works.

## Charging Policy

The Town Council seeks to recover an increasing proportion of the net cost of providing allotments from the tenants, thereby reducing the level of subsidy by council tax payers. There is a correlation between any substantial price increases and the number of tenants who surrender their tenancy. The basic laws of supply and demand highlight that if prices increase and the supply remains unchanged, that the demand will fall. This Committee needs to consider the sustainability of increasing prices – **an untenanted plot costs the Town Council**

**more to manage and maintain than the revenue that can be generated from it being tenanted.**

The table shows the impact if the Council increased the allotment rents and the impact each incremental increase will have on the level of subsidy.

The charge per sq metre in 2017/18 was 34 p and in 2018/19 was 37p.

	2019/20	2020/21	2021/22	2022/23	2023/24			
					no inc	1p inc	2p inc	3p inc
Charge per sq metre	40p	40p	40p	40p	40p	41p	42p	43p
Sq metres	48,970	48,970	48,970	48,970	48,970	48,970	48,970	48,970
Income (£)	19,588	19,588	19,588	19,588	19,588	20,078	20,568	21,371
Total Expenditure (£)	19,656	19,596	19,688	19,996	21,058	21,058	21,058	21,058

Council Subsidy (£)	68	8	100	408	1,470	980	490	(313)
Council Subsidy (%)	0%	0%	1%	2%	7%	5%	2%	(1.5%)

Average Annual charge (based on 143m <sup>2</sup> )	57.20	57.20	57.20	57.20	57.20	58.63	60.06	61.49
% increase (compared to previous year)	18%	8%	0%	0%	0%	2.5%	3%	4%
Average Weekly charge (based on 143m <sup>2</sup> )	1.10	1.10	1.10	1.10	1.10	1.13	1.16	1.18



## **Water Charges**

Mains water charges are recharged to each allotment site and collected from tenants on an annual basis. This approach is both equitable (since tenants on each site only pay for mains water they have used) and encourages tenants to adopt alternative more environmentally-friendly ways of collecting and recycling rainwater (thereby reducing their dependency on mains water and saving money) thus supporting the Council's values of raising awareness of environmental issues, improving the quality of the environment and encouraging an environmentally friendly ethos.

Water meter readings are taken at the end of the summer growing season to ensure that the costs could be calculated and included in the invoices that are sent out in October each year. Costs are split proportionately with tenants of plots less than 125 m<sup>2</sup> (standard half-plot) pay 50% of the charge

## **Recommendation**

The Committee is **RECOMMENDED** to propose to the Policy, Resources and Finance Committee and the Town Council not to increase the cost of allotment rent for the year commencing 1<sup>st</sup> January 2023.

***Should Members have further questions, please contact the Town Clerk prior to the meeting.***

***(Amanda Card, Town Clerk – 01935 382424 or [amanda.card@yeovil.gov.uk](mailto:amanda.card@yeovil.gov.uk))***

# Yeovil Town Council

## August Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	251,580.00	125,790.00	125,790.00	0.00	125,790.00
Leases	2,090.00	522.00	524.00	-2.00	1,568.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	447.90	7,416.65	-6,968.75	17,352.10
Sales of Gate & Tap Keys	100.00	-16.67	41.65	-58.32	116.67
Water Charges	1,000.00	0.00	0.00	0.00	1,000.00
	272,570.00	126,743.23	133,772.30	-7,029.07	145,826.77
<b>Expenditure</b>					
Allotment Maintenance (Corporate)	9,200.00	10,868.97	3,833.35	7,035.62	-1,668.97
Allotment Fence Repairs	1,000.00	0.00	416.65	-416.65	1,000.00
Buildings & Electric Goar Knap	2,000.00	849.93	833.35	16.58	1,150.07
BKAC	250.00	0.00	104.15	-104.15	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	26520.00	7,625.33	11,050.00	-3,424.67	18,894.67
Materials & Equipment	1,800.00	874.95	750.00	124.95	925.05
Holiday Play Scheme	9,270.00	0.00	3,862.50	-3,862.50	9,270.00
Open Spaces: Doorstep Green	1,000.00	2,431.86	416.65	2,015.21	-1,431.86
Open Spaces: General	133,480.00	0.00	33,370.00	-33,370.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	4,166.65	-4,166.65	10,000.00
Open Spaces: Country Park	32,700.00	8,175.00	8,175.00	0.00	24,525.00
Enhancements: Play Area Upgrades	2,720.00	0.00	1,133.35	-1,133.35	2,720.00
Yew Tree Park Gate Opening	2,200.00	1,006.31	916.65	89.66	1,193.69
Play & Landscape Officer	12,690.00	0.00	5,287.50	-5,287.50	12,690.00
Playarea Enhancements	12,440.00	0.00	5,183.35	-5,183.35	12,440.00
Lights for Milford Hall	400.00	0.00	166.65	-166.65	400.00
Community Heritage Officer	10,000.00	0.00	4,166.65	-4,166.65	10,000.00
Protective Clothing	0.00	79.06	0.00	79.06	-79.06
Vehicle	1350.00	874.06	562.50	311.56	475.94
Water Charges	1,000.00	437.72	416.65	21.07	562.28
Water Mains Refurbishment	2,200.00	0.00	916.65	-916.65	2,200.00
	272,570.00	33,223.19	85,728.25	-52,505.06	239,346.81
	<b>0</b>	<b>93,520.04</b>	<b>48,044.05</b>	<b>45,475.99</b>	<b>-93,520.04</b>

Date: 28/10/2021  
Time: 12:22:55

# Yeovil Town Council

## Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 7000	Tran Date From 01/08/2021	Tran No From 1	Department From 0
N/C To 7250	Tran Date To 31/08/2021	Tran No To 99,999,999	Department To 999

Dept Number 4      Dept GROUNDS & GENERAL MAINTENANCE

N/C 7004      Name G&GM - Inc - Rents

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58821	SI	19/08/2021	Allotment rent for the period August - 30		7.73	-7.73
<u>Account Totals</u>					<u>7.73</u>	<u>-7.73</u>

N/C 7005      Name G&GM - Inc - Sales of gates & tap keys

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58822	SI	19/08/2021	Gate key deposit		5.00	-5.00
59758	CP	25/08/2021	Key Deposit Refund	3.50		3.50
59759	CP	27/08/2021	Key Deposit Refund	3.50		3.50
<u>Account Totals</u>				<u>7.00</u>	<u>5.00</u>	<u>2.00</u>

N/C 7019      Name G&GM - Exp - Allotment Maintenance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58783	PI	09/08/2021	Container Rental	90.00		90.00
58805	PI	04/08/2021	Demolish Shed and Clear Plot - Milford	758.90		758.90
58813	PI	11/08/2021	Cut Hedge/Remove Trees - E/Flats	962.11		962.11
58834	PI	23/08/2021	Allotment Maintenance - April	1,230.00		1,230.00
58835	PI	23/08/2021	Allotment Maintenance - May	1,230.00		1,230.00
58836	PI	23/08/2021	Allotment Maintenance - June	1,230.00		1,230.00
58837	PI	23/08/2021	Allotment Maintenance - July	1,230.00		1,230.00
58922	PI	05/08/2021	Materials - Allotments	33.51		33.51
58924	PI	12/08/2021	Materials - Allotments	10.45		10.45
58927	PI	24/08/2021	Materials - Allotments	30.00		30.00
58928	PI	30/08/2021	Materials - Allotments	6.42		6.42
58950	PI	31/08/2021	Allotment Maintenance - August	1,230.00		1,230.00
<u>Account Totals</u>				<u>8,041.39</u>		<u>8,041.39</u>

N/C 7040      Name G&GM - Exp - Buildings & Electric Goar Knap

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58752	BP	01/08/2021	Rates	122.00		122.00
<u>Account Totals</u>				<u>122.00</u>		<u>122.00</u>

N/C 7070      Name G&GM - Exp - Labour

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58831	JD	27/08/2021	Employers Pension	331.05		331.05
58832	JD	27/08/2021	Payments	1,630.78		1,630.78
<u>Account Totals</u>				<u>1,961.83</u>		<u>1,961.83</u>

N/C 7080      Name G&GM - Exp - Materials & Equipment

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58815	PI	16/08/2021	Mower and Strimmer Fuel	59.85		59.85
58921	PI	04/08/2021	Materials - Workshop	17.48		17.48
58923	PI	06/08/2021	Materials - Workshop	8.82		8.82
58925	PI	17/08/2021	Materials - Workshop	10.20		10.20
<u>Account Totals</u>				<u>96.35</u>		<u>96.35</u>

N/C 7093      Name G&GM - Exp - Open Spaces: Doorstep Greens

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58791	PI	04/08/2021	Electricity	50.20		50.20
58794	PI	10/08/2021	Repair Lights	75.00		75.00



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# Yeovil Town Council

## Nominal Departmental Analysis (Detailed)

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<u>Account Totals</u>	<u>125.20</u>	<u>125.20</u>
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<u>N/C</u>	7102	<u>Name</u>	G&GM - Exp - Open Spaces: Play Park			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58814	PI	12/08/2021	Contribution St Johns Play Area	10,000.00		10,000.00
58896	JC	12/08/2021	Contribution St John's Play Area		10,000.00	-10,000.00
<u>Account Totals</u>				<u>10,000.00</u>	<u>10,000.00</u>	

<u>Account Totals</u>	<u>10,000.00</u>	<u>10,000.00</u>
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<u>N/C</u>	7120	<u>Name</u>	G&GM - Exp - Yew Tree Park - Gate Opening			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58840	PI	18/08/2021	Security	201.20		201.20
<u>Account Totals</u>				<u>201.20</u>		<u>201.20</u>

<u>Account Totals</u>	<u>201.20</u>	
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<u>N/C</u>	7190	<u>Name</u>	G&GM - Exp - Protective Clothing			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58920	PI	04/08/2021	Safety Clothing	42.48		42.48
<u>Account Totals</u>				<u>42.48</u>		<u>42.48</u>

<u>Account Totals</u>	<u>42.48</u>	
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<u>N/C</u>	7210	<u>Name</u>	G&GM - Exp - Vehicle			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58929	PI	30/08/2021	Materials - Van	6.23		6.23
<u>Account Totals</u>				<u>6.23</u>		<u>6.23</u>

<u>Account Totals</u>	<u>6.23</u>	
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<u>Department</u>	<u>20,603.68</u>	<u>10,012.73</u>	<u>10,590.95</u>
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<u>Grand Totals</u>	<u>20,603.68</u>	<u>10,012.73</u>	<u>10,590.95</u>
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# Yeovil Town Council

## September Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	251,580.00	251,580.00	251,580.00	0.00	0.00
Leases	2,090.00	1,044.00	1,046.00	-2.00	1,046.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	447.90	8,899.98	-8,452.08	17,352.10
Sales of Gate & Tap Keys	100.00	-36.67	49.98	-86.65	136.67
Water Charges	1,000.00	0.00	0.00	0.00	1,000.00
	272,570.00	253,035.23	261,575.96	-8,540.73	19,534.77
<b>Expenditure</b>					
Allotment Maintenance (Corporate)	9,200.00	10,875.96	4,600.02	6,275.94	-1,675.96
Allotment Fence Repairs	1,000.00	0.00	499.98	-499.98	1,000.00
Buildings & Electric Goar Knap	2,000.00	1,196.02	1,000.02	196.00	803.98
BKAC	250.00	0.00	124.98	-124.98	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	26520.00	9,788.76	13,260.00	-3,471.24	16,731.24
Materials & Equipment	1,800.00	971.05	900.00	71.05	828.95
Holiday Play Scheme	9,270.00	9,270.00	4,635.00	4,635.00	0.00
Open Spaces: Doorstep Green	1,000.00	2,480.28	499.98	1,980.30	-1,480.28
Open Spaces: General	133,480.00	0.00	66,740.00	-66,740.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	4,999.98	-4,999.98	10,000.00
Open Spaces: Country Park	32,700.00	16,350.00	16,350.00	0.00	16,350.00
Enhancements: Play Area Upgrades	2,720.00	1,360.00	1,360.02	-0.02	1,360.00
Yew Tree Park Gate Opening	2,200.00	1,212.54	1,099.98	112.56	987.46
Play & Landscape Officer	12,690.00	6,345.00	6,345.00	0.00	6,345.00
Playarea Enhancements	12,440.00	6,220.00	6,220.02	-0.02	6,220.00
Lights for Milford Hall	400.00	0.00	199.98	-199.98	400.00
Community Heritage Officer	10,000.00	0.00	4,999.98	-4,999.98	10,000.00
Protective Clothing	0.00	79.06	0.00	79.06	-79.06
Vehicle	1350.00	940.22	675.00	265.22	409.78
Water Charges	1,000.00	437.72	499.98	-62.26	562.28
Water Mains Refurbishment	2,200.00	0.00	1,099.98	-1,099.98	2,200.00
	272,570.00	67,526.61	136,109.90	-68,583.29	205,043.39
	<b>0</b>	<b>185,508.62</b>	<b>125,466.06</b>	<b>60,042.56</b>	<b>-185,508.62</b>

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# Yeovil Town Council

## Nominal Departmental Analysis (Detailed)

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N/C From 7000	Tran Date From 01/09/2021	Tran No From 1	Department From 0
N/C To 7250	Tran Date To 30/09/2021	Tran No To 99,999,999	Department To 999

Dept Number 4      Dept      GROUNDS & GENERAL MAINTENANCE

N/C      7000      Name      G&GM - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59709	BR	24/09/2021	Precept - 2nd Half		125,790.00	-125,790.00
<u>Account Totals</u>					<u>125,790.00</u>	<u>-125,790.00</u>

N/C      7002      Name      G&GM - Inc - Leases

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59086	SI	30/09/2021	Lease at Hillcrest/Higher Ryalls - Rent July to		522.00	-522.00
<u>Account Totals</u>					<u>522.00</u>	<u>-522.00</u>

N/C      7005      Name      G&GM - Inc - Sales of gates & tap keys

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59761	CP	02/09/2021	Key Deposit Refund	10.00		10.00
59762	CP	14/09/2021	Key Deposit Refund	10.00		10.00
<u>Account Totals</u>				<u>20.00</u>		<u>20.00</u>

N/C      7019      Name      G&GM - Exp - Allotment Maintenance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59783	PI	27/09/2021	Washers	6.99		6.99
<u>Account Totals</u>				<u>6.99</u>		<u>6.99</u>

N/C      7040      Name      G&GM - Exp - Buildings & Electric Goar Knap

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58951	PI	02/09/2021	Electricity	224.09		224.09
59682	BP	01/09/2021	Rates	122.00		122.00
<u>Account Totals</u>				<u>346.09</u>		<u>346.09</u>

N/C      7070      Name      G&GM - Exp - Labour

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58983	JD	27/09/2021	Employers Pension	365.07		365.07
58984	JD	27/09/2021	Payments	1,798.36		1,798.36
<u>Account Totals</u>				<u>2,163.43</u>		<u>2,163.43</u>

N/C      7080      Name      G&GM - Exp - Materials & Equipment

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59775	PI	06/09/2021	Materials - Workshop	6.24		6.24
59776	PI	08/09/2021	Materials - Fencing	16.64		16.64
59777	PI	14/09/2021	Materials - Workshop	22.53		22.53
59779	PI	20/09/2021	Materials - Workshop	23.74		23.74
59781	PI	27/09/2021	Materials - Workshop	3.63		3.63
59980	PI	26/09/2021	Materials - Workshop	23.32		23.32
<u>Account Totals</u>				<u>96.10</u>		<u>96.10</u>

N/C      7091      Name      G&GM - Exp - Holiday Play Scheme

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58990	PI	07/09/2021	Schools Out Programme	9,270.00		9,270.00
<u>Account Totals</u>				<u>9,270.00</u>		<u>9,270.00</u>

N/C      7093      Name      G&GM - Exp - Open Spaces: Doorstep Greens

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
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# Yeovil Town Council

## Nominal Departmental Analysis (Detailed)

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58987	PI	03/09/2021	Electricity	48.42		48.42
<u>Account Totals</u>				<u>48.42</u>		<u>48.42</u>

N/C 7104 Name G&GM - Exp - Open Spaces: Country Park

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58993	PI	09/09/2021	Yeovil Country Park - 2nd Qtr	8,175.00		8,175.00
<u>Account Totals</u>				<u>8,175.00</u>		<u>8,175.00</u>

N/C 7110 Name G&GM - Exp - Play Area Upgrades

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58989	PI	07/09/2021	Play Area Maintenance	1,360.00		1,360.00
<u>Account Totals</u>				<u>1,360.00</u>		<u>1,360.00</u>

N/C 7120 Name G&GM - Exp - Yew Tree Park - Gate Opening

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58992	PI	09/09/2021	Security	206.23		206.23
<u>Account Totals</u>				<u>206.23</u>		<u>206.23</u>

N/C 7150 Name G&GM - Exp - : Play & Landscape Officer

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58991	PI	07/09/2021	Play & Landscape Officer	6,345.00		6,345.00
<u>Account Totals</u>				<u>6,345.00</u>		<u>6,345.00</u>

N/C 7152 Name G&GM - Exp - Play Area Repairs.Enhancements

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58988	PI	07/09/2021	Play Area Repairs	6,220.00		6,220.00
<u>Account Totals</u>				<u>6,220.00</u>		<u>6,220.00</u>

N/C 7210 Name G&GM - Exp - Vehicle

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59792	PI	29/09/2021	Fuel - Van	66.16		66.16
<u>Account Totals</u>				<u>66.16</u>		<u>66.16</u>

<u>Department</u>	<u>34,323.42</u>	<u>126,312.00</u>	<u>-91,988.58</u>
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<u>Grand Totals</u>	<u>34,323.42</u>	<u>126,312.00</u>	<u>-91,988.58</u>
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Grounds and General Maintenance Committee									
	2020/21			2021/22				2022/23	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 31/09/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	Proposed  Budget	Notes
EXPENDITURE									
Allotment Maintenance (Corporate)	9,000	17,165	(8,165)	9,200	10,869	12,998	(3,798)	9,570	SLA agreed from 2020/21 for 5 years. Inflationary increase. 21/22 included additional contracted services whilst recruiting Facilities Officers
Allotments - Fence Repairs	1,000	0	1,000	1,000	0	1,000	0	2,000	If not spent will be put in reserve to use when necessary
Best Kept Allotments Competition	250	0	250	250	0	0	250	250	
Community Heritage Officer	9,500	7,125	2,375	10,000	0	9,500	500	10,000	Community Heritage Officer at Yeovil Country Park
Electric Van	0	0	0	0	0	0	0	8,000	Lease of electric van (estimate) - will go through the procurement process
Goar Knap - Building	1,650	2,279	(629)	2,000	1,074	1,650	350	2,000	
Holiday Playscheme contribution	9,080	9,080	0	9,270	9,270	9,080	190	9,640	Inflationary linked uplift of 2% as agreed by GGM 18/11/19 PR&F 26/11/19
Improvements at Yeovil Recreation Centre	5,000	5,000	0	0	0	0	0	0	As agreed by GGM 18/11/19 PR&F 26/11/19
Labour	26,000	4,140	21,860	26,520	9,789	13,693	12,827	27,580	Labour adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments. Recruitment process underway.
Leases	350	335	15	350	0	350	0	350	
Materials and equipment	1,800	1,161	639	1,800	875	1,800	0	1,870	Incremental increase year on year.
Open spaces:									
Lights for Milford Park	400	0	400	400	0	400	0	400	
Open Spaces	133,480	133,480	0	133,480	0	133,480	0	133,480	
Play and Landscape Officers	12,440	12,440	0	12,690	6,345	12,440	250	13,200	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19
Play Area Repairs/Enhancements	12,190	12,190	0	12,440	6,220	12,190	250	12,940	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19
Play Area Upgrade	2,660	2,660	0	2,720	1,360	2,660	60	2,830	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19
Playpark Programme	10,000	10,000	0	10,000	0	10,000	0	30,000	Playpark Programme agreed 21/01/20 BCM 28/01/20 PR&F. Will be asked for a contribution to Arnewood Gardens 11/01/21
Skate Parks	0	0	0	0	0	0	0	50,000	Contribution to Lysander Road and Milford Park
Door Step Green	800	618	182	1,000	2,480	3,580	(2,580)	7,000	Incremental increase year on year, additional monies for routine clearing of pathway from Monmouth Road to Doorstep green
Country Park	32,700	32,700	0	32,700	16,350	32,700	0	32,700	Members may wish to increase the contribution?
Yew Tree Park - Gate Opening	2,150	1,658	492	2,200	1,213	1,800	400	2,200	
Restoration of Sidney Gardens Fountain	12,600	12,600	0	0	0	0	0	0	Contribution to resotation of Sidney Gardens Fountain (part of a larger project for Sidney Gardens)
Protective Clothing	200	154	46	0	79	100	(100)	200	
Vehicle	1,300	1,089	211	1,350	874	1,300	50	1,350	As vehicle gets older more that needs addressing at service/MOT. Looking into getting a van fit for purpose and environmentally friendly
Water charges	1,000	2,848	(1,848)	1,000	438	1,000	0	1,000	
Water Mains Refurbishment/Repairs	2,200	1,098	1,102	2,200	0	2,200	0	2,200	Water mains refurbishment/repairs budget was allocated to meet planned programme of phased; now in a reserve to use when necessary
Total Expenditure	287,750	269,820	17,930	272,570	67,235	263,921	8,649	360,760	
INCOME									
Taps & keys	(150)	(57)	(93)	(100)	10	(100)	0	(100)	
Rent	(17,800)	(17,724)	(76)	(17,800)	(448)	(17,800)	0	(17,800)	
Lease	(2,090)	(2,088)	(2)	(2,090)	(522)	(2,090)	0	(2,090)	Income of £2,090 pa receivable from lease of land at Higher Ryalls
Water Charge	(1,000)	(2,623)	1,623	(1,000)		(1,000)	0	(1,000)	
Total Income	(21,040)	(22,492)	1,452	(20,990)	(960)	(20,990)	0	(20,990)	
Net Expenditure	266,710	247,328	19,382	251,580	66,275	242,931	8,649	339,770	