

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Executive

Tuesday 23rd June 2026

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil
BA20 1PQ; and virtual using Zoom meeting software

For further information on the items to be discussed, please contact
town.clerk@yeovil.gov.uk.

Amanda Card,
Chief Executive / Town Clerk
17th June 2026

Join Zoom Meeting

<https://us06web.zoom.us/j/84113787411?pwd=NDTYa2k9u1nWnnZuVjxaLyxzNaLARq.1>

This information is also available on our website: www.yeovil.gov.uk

Executive

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill

Tony Lock (*Ex-officio*)

Graham Oakes

Karina Parsons

Wes Read (*Ex-officio*)

Ashley Richards

Jeny Snell

Andy Soughton (Chair)

Roy Spinner

Rob Stickland (Vice Chair)

Helen Stonier

Dave Woan

Public Comments at meetings

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

If you wish to the join the meeting via Zoom by following this link:

<https://us06web.zoom.us/j/84113787411?pwd=NDTYa2k9u1nWnnZuVjxaLyxzNaLARq.1>

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 Chair 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. 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 Chair who will instruct those taking a recording or filming to cease doing so while they speak.

AGENDA

Public Comment (15 Minutes)

Due to the confidential nature of the business of item 11/396 to 11/399, 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*

11/376 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/377 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).

11/378 MINUTES

To approve as a correct record the Minutes of the meeting held on 31st March 2026 and 12th May 2026.

11/379 GRANTS

To consider applications received. A summary can be found on page 7 and the application forms have been circulated separately.

11/380 REPORT FROM PREVIOUS GRANT APPLICANT

At its meeting held on 14th January 2025, this Committee awarded £2,325 to Citizens Advice Somerset as a contribution towards the costs of the advice service. A report has been submitted, outlining the impact of funding from this award.

11/381 YEOVIL STREET PASTORS – PROPOSED SERVICE LEVEL AGREEMENT

Members to consider the report by the Chief Executive/Town Clerk regarding a proposed Service Level Agreement with Yeovil Street Pastors, as attached at pages 23 to 27.

11/382 APPROVAL OF PAYMENTS

Members to approve payments made by Yeovil Town Council:

- 1st March 2026 – 31st March 2026;
- 1st April 2026 – 30th April 2026; and
- 1st May 2026 – 31st May 2026.

(These documents will be circulated separately due to the size).

11/383 REVENUE BUDGET OUTTURN 2025/26

To consider the outturn position for 2025/26; to consider the recommendations from the Service Committees and to consider transfers to and from reserves for Executive, as attached at pages 28 to 47.

11/384 BUDGET MONITORING UPDATE

To consider the budget monitor update month 2 (April 2026 – May 26) attached at pages 48 to 64.

11/385 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 31st May 2026, as attached at page 65.

11/386 BALANCE SHEET

Members to approve the Balance Sheet as at 31st May 2026, as attached at pages 66 to 67.

11/387 TREASURY MANAGEMENT REPORT

Members to consider the report by the Deputy Responsible Finance Officer regarding Treasury Management for 2025/26, as attached at pages 68 to 76.

11/388 MAYORS ACCOUNT 2025/26

Members to consider the report by the Finance Assistant (LC) regarding the Mayors Account for the municipal year 2025/26, as attached at pages 77 to 78.

11/389 TRANSPARENCY

Members to consider the report by the Chief Executive/Town Clerk regarding Transparency, as attached at pages 79 to 82.

11/390 INTERNAL AUDIT INDEPENDENCE AND PROGRAMME OF WORK REVIEW (2025/26 – RETROSPECTIVE)

Members to consider the report by the Chief Executive/Town Clerk regarding Internal Audit independence and programme of work review, as attached at pages 83 to 85.

11/391 H&S POLICY

Members to adopt the H&S Policy as recommended by the Property & Community Committee at its meeting held on 9th June 2026, as attached at pages 86 to 123.

11/392 ARMED FORCES COVENANT PLEDGE

Members to adopt the Armed Forces Covenant Pledge as recommended by the Property & Community Committee at its meeting held on 9th June 2026, as attached at pages 124 to 125.

11/393 UNACCEPTABLE BEHAVIOUR POLICY

Members to consider and adopt the Unacceptable Behaviour Policy, as attached at pages 126 to 132.

11/394 URGENT DECISION – RECRUITMENT OF A DEMOCRATIC SERVICES OFFICER

Members to consider the report by the Chief Executive/Town Clerk regarding an urgent decision regarding the recruitment of a Democratic Services Officer, as attached at pages 133 to 137.

11/395 AMPHITHEATRE WATER FOUNTAIN OPERATIONS

Members to consider the report by the Chief Executive/Town Clerk regarding the water fountain in the Amphitheatre in the town centre, as attached at pages 138 to 140.

11/396 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.

11/397 PROCUREMENT OF CONSULTANCY SUPPORT FOR YEOVIL TOWN COUNCIL 5-YEAR PLAN (COMMERCIAL IN CONFIDENCE)

Members to consider the report of by Chief Executive/Town Clerk regarding the procurement of consultancy support to develop the Council's 5-year plan, as attached at pages 141 to 157 .

11/398 ADDITIONAL WORKSPACE FOR YEOVIL TOWN COUNCIL – UPDATE & REQUEST TO PROCEED (COMMERCIAL IN CONFIDENCE)

Members to consider the report of by Chief Executive/Town Clerk regarding additional workspace, as attached at pages 159 to 163.

11/399 BIODIVERSITY ENHANCEMENT PROJECT – (CONFIDENTIAL)

Members to consider the report of by Chief Executive/Town Clerk regarding a funded biodiversity enhancement project, as attached at pages 164 to 167.

11/400 COLLABORATION AGREEMENT – (CONFIDENTIAL)

Members to consider the report of by Chief Executive/Town Clerk regarding the Collaboration Agreement for the Octagon Theatre (report to follow).

11/379

GRANTS

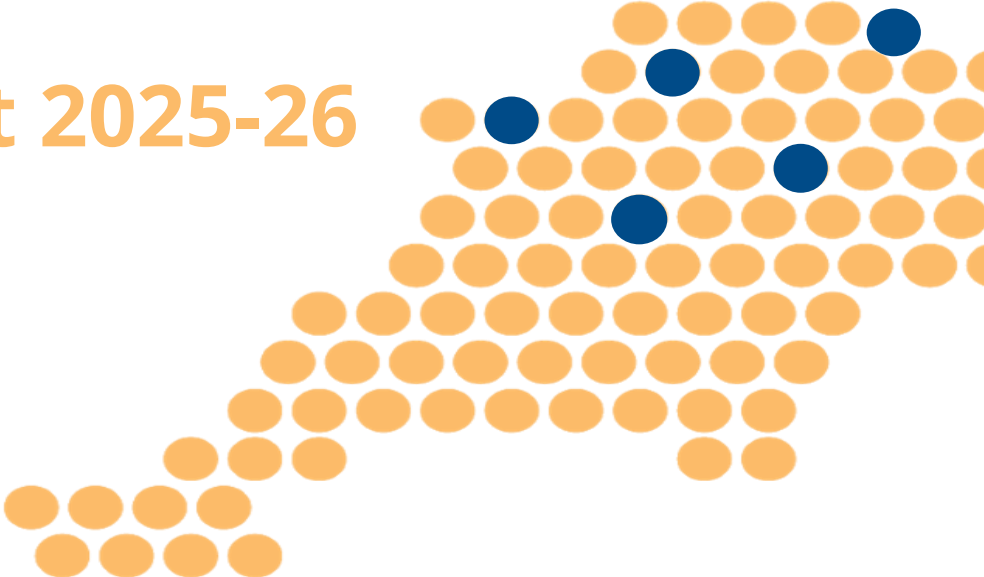
Name of Applicant	Type	Amount Sought	Purpose of Grant
Sing2Breathe	Organisation	£1,360	Help with delivering an 8-week block of sessions and support the ongoing creation of online video content and exercises for participants.
Yeovil, Sherborne & District MS Group	Organisation	£1,000	Support provided to residents of Yeovil and surrounding areas living with Multiple Sclerosis.
Westlands Sports Football Club Limited	Organisation	£950	Purchase of new football goal for the football club.

Remaining Grant Budget 2026/27 - £10,000

Citizens Advice Somerset

Supporting whole communities by helping people individually

Yeovil impact report 2025-26



Citizens Advice Somerset is an independent charity that provides free, confidential, and impartial advice.

Our Vision:

Everyone has somewhere trusted to turn to for help and advice.

Our Mission:

Delivering excellence in advice services by:

- Making sure great advice is easily available
- Taking early action to prevent problems getting worse
- Reaching out to those who find it hardest to get the help they need
- Working with other organisations
- Influencing others

How we deliver advice

We aim to provide advice how people need it:



Online



By phone



In person

Delivered by a dedicated team of volunteers and paid staff

71 paid staff
55.2 FTE

100 volunteers
24.4 FTE

Estimated value
£966,956 pa

How we work

We help people in different ways, depending in their needs and advice issues

Self Help

Citizens Advice website

Simple Queries

Specific information with no exploration needed

Signposting and warm transfers

Also known as 'Quick Client Contacts'

Information

Exploration of the issue

Publicly available information *provided*

Client interprets information and makes decisions themselves

Advice

Holistic assessment and diagnosis of issues

Tailored advice *explained*

Assisting clients with key actions and next steps

Casework

Specialist assessment and diagnosis of issues

We take responsibility for progressing client's case

Ongoing advocacy on behalf of clients to resolve issues

Over the last year...

We have focused on increasing capacity, complexity, inclusion and resilience, by:

- Improved our self-serve offer by adding a benefit better-off calculator to our website.
- Developed and deliver an internal up-skilling training programme.
- Expanded our 'Advice First Aid' training to bridge the gap with harder to reach people or communities.
- Becoming Cyber Essentials + accredited.



This data represents the **key stats** for residents between 1st April 2025 and 31st March 2026

1,326



Clients

We count the number of **unique clients** we have helped in the reporting period – clients are only counted once regardless of the number of interactions.

7,575



Advice issues

Clients often present with complex, **interrelated problems**. Multiple issues are therefore recorded to describe the full breadth of any one client's advice needs.

9,558

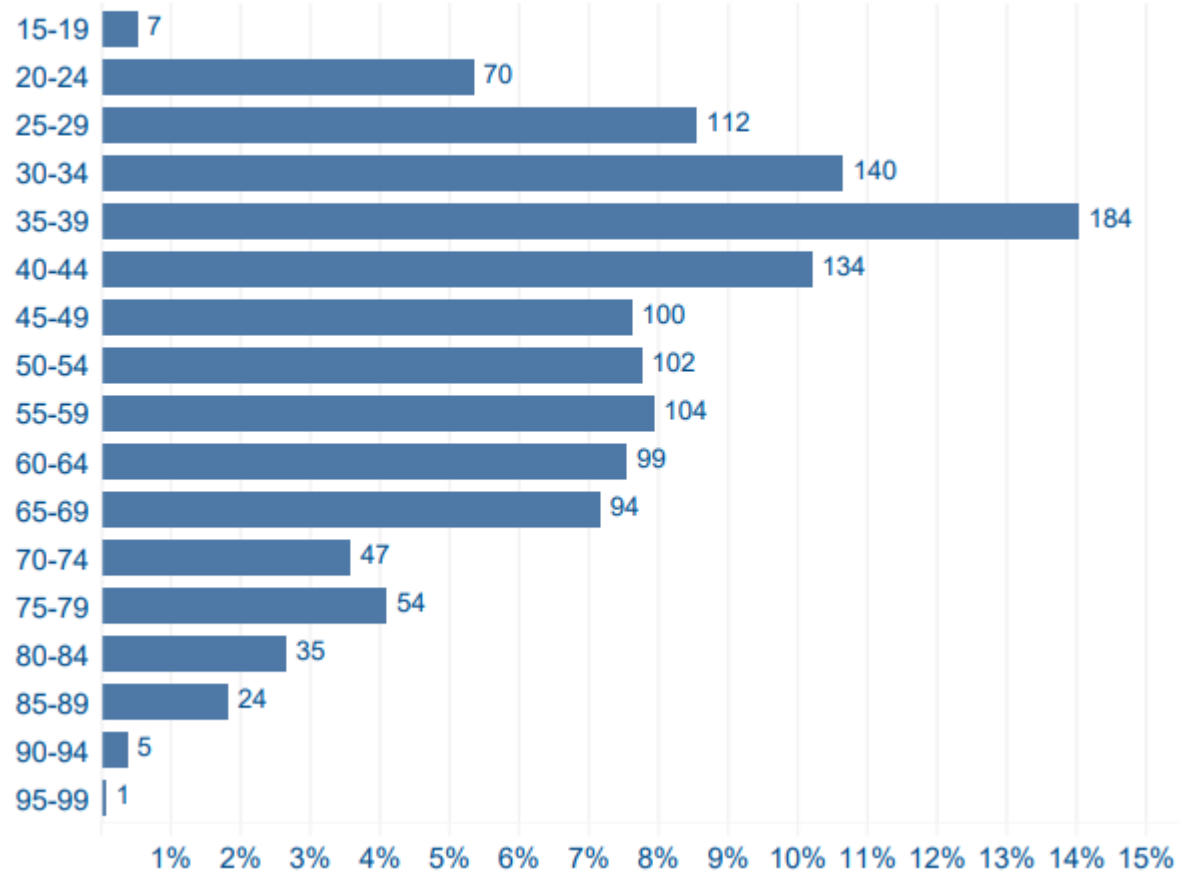


Activities

Counting activities provides insight into **workload** – we count each interaction between advisers, clients and third parties and which channel is used.

Yeovil Client demography

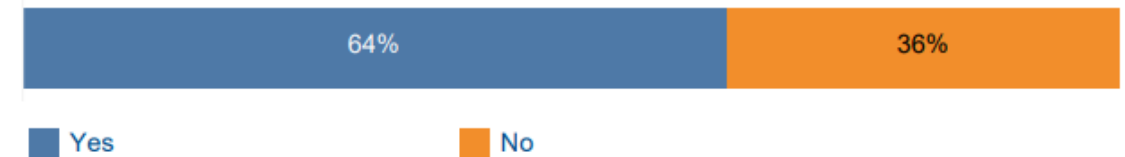
Age



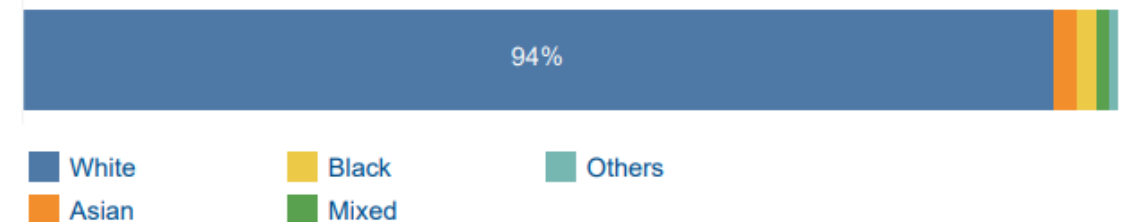
Gender



Disability / Long-term health



Ethnicity



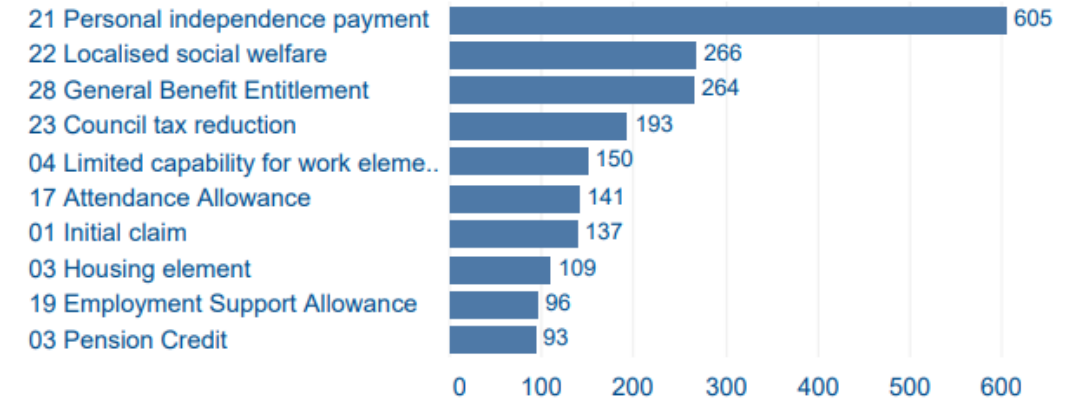
Yeovil Advice needs

Issues

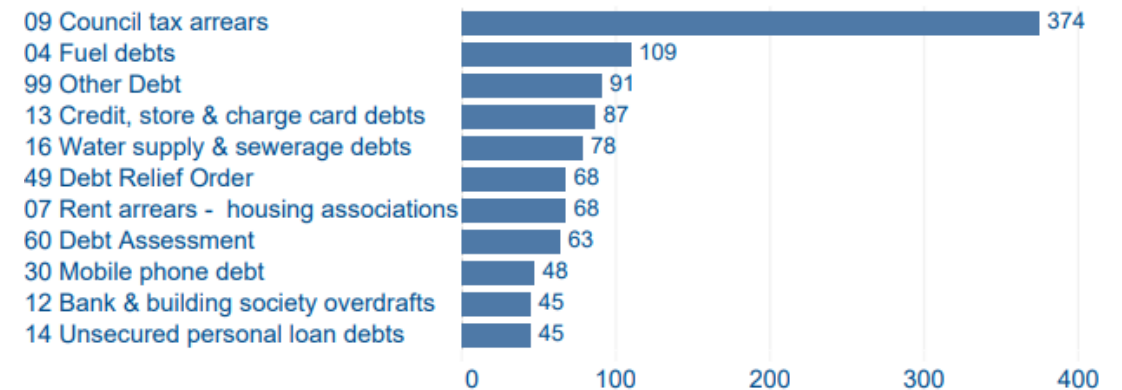
	Issues	Clients
Benefits & tax credits	1,899	558
Benefits Universal Credit	664	249
Charitable Support & Food Ban..	578	196
Consumer goods & services	82	53
Debt	1,381	242
Education	12	6
Employment	244	109
Financial services & capability	864	137
GVA & Hate Crime	66	30
Health & community care	93	50
Housing	716	264
Immigration & asylum	104	47
Legal	197	120
Other	31	24
Relationships & family	316	139
Tax	62	42
Travel & transport	99	75
Utilities & communications	167	86
Grand Total	7,575	

15

Top benefit issues



Top debt issues



Where we know the financial outcome of advice, we record this under different categories. The outcomes from the three main categories are shown below.

Income maximisation

Additional cash in client's pocket
e.g. benefit awards, appeals won

£951,956

Debt written off

Money no longer owed
e.g. Debt Relief Order

£311,869

Repayments rescheduled

Debt repayments rescheduled to an
affordable rate

£7,006

It's important to note we often do not know the financial outcome, so the real figures are likely higher.

Our financial value

We estimate the value of our advice using a Treasury approved model.

For every **£1** invested in Citizens Advice Somerset in the financial year 2024-25, we generated:

Fiscal value

£ 3.60

Financial savings to local and national Government due to fewer payments for out-of-work benefits, costly evictions, re-housing evicted tenants and less demand on the NHS.

Public value

£ 25.40

When people have fewer problems they have higher levels of wellbeing, participation in society and productivity. Our calculation of public value also includes the value of a volunteer led service.

Individual value

£ 20.51

We help individual clients to achieve individual financial outcomes like getting back-dated benefits, writing off debts and refunds for consumer issues.

We have a detailed understanding of the problems that people locally and across the county.

Our research and campaign team use these insights and an analysis of the wider trends, so we can improve policy and campaign for change.

Highlights during 2025-26:

- We published our **Somerset Flooring Lottery** briefing paper and lobbied social housing providers to retain flooring between tenancies - they agreed to our proposal, and we look forward to working with them to implement the changes.
- We started a regular **Somerset research and campaign newsletter** – to raise awareness of the key issues.

What do our clients say?

National Citizens Advice conducts a regular Client Experience survey to help us understand how well we're meeting the needs and expectations of clients and to identify where improvements could be made.

86%



would **recommend** our service

75%



found it **easy to access** our service

83%



were **helped forward** by our service

74%



had a full or partial **resolution** of their issue

68%



felt less **stressed, anxious or depressed**

And 65% are less stressed, depressed¹⁹ or anxious as a result of the help received from us.

Don't take our word for it!

The client experience survey has a free-text box for people to share feedback in their own words...

"The adviser was efficient friendly empathetic and very kind I could have got through it without her."

"The advice given was superb and helped me make a decision that has improved my mental health. They were friendly knowledgeable and made me feel at ease when explaining my problems."

"Always very helpful and takes me through what I need to do at a rate that I am able to cope with I am really grateful for this service. Thank you very much."

"I think the support and advice you provide for everyone is a very valuable lifeline. Thank you."

"Adviser was very understanding of my needs and went above and beyond to make sure my issue was resolved, giving me more help than I had ever expected to receive, I am so grateful for this wonderful service."

"They were extremely helpful and we are very grateful as we wouldn't have been able to fill out forms and fully understand everything."

The coming year

Now we have completed the merger and become one service, our strategic objectives for 2025-2027 are focused on:

- ① **Capacity** – create extra capacity to advise more people, by improving operational efficiency
- ② **Complexity** – expand specialist advice so we can prevent people reaching crisis by addressing their debt, housing and issues earlier
- ③ **Inclusion** – improve access to advice for those who find it hardest to get the help they need
- ④ **Resilience** – future-proof our organisation, ensuring that our people and systems evolve and adapt in response to changing needs and new opportunities within the advice sector

Free, confidential advice. Whoever you are.

We help people overcome their problems and campaign on big issues when their voices need to be heard.

We value diversity, champion equality, and challenge discrimination and harassment.

We're here for everyone.

www.citizensadviceSomerset.org.uk



11/381 **YEOVIL STREET PASTORS - PROPOSED SERVICE LEVEL AGREEMENT**

Yeovil Town Council previously awarded £1,000 to Yeovil Street Pastors towards:

- Refresher training
- Training and uniforms for new Street Pastors
- Contributions towards organisational fees

At that time, the Committee noted the value of the service provided and indicated a desire to consider supporting Yeovil Street Pastors on a more regular basis. However, the award of £1,000 reflected the amount originally requested in their application.

Following this, the Chief Executive/Town Clerk and Finance Assistant (LB) met with the Co-ordinator and Treasurer of Yeovil Street Pastors to explore a more structured and sustainable funding arrangement. This work has resulted in the draft Service Level Agreement (SLA) now presented for consideration.

The SLA proposes an annual contribution of £3,500, payable in October each year, to help support the continuation and development of the service provided to the Yeovil community.

The proposed annual contribution of £3,500 is informed by the organisation's audited financial position. The 2025 audited accounts show:

- Income: £3,187
- Expenditure: £6,831
- Resulting in a deficit of £3,644

This demonstrates an ongoing funding gap in delivering the service.

The Committee is **RECOMMENDED**:

- (1) to note the report; and
- (2) to consider the draft Service Level Agreement and proposed amount of £3,500.

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



Service Level Agreement with Yeovil Street Pastors

1. Introduction

The purpose of this Service Level Agreement is to set out and confirm a shared understanding of the arrangements and expectations relating to the contribution made by Yeovil Town Council (YTC) to Yeovil Street Pastors.

2. Duration

This Agreement shall operate for a period of three years, commencing on 1 October 2026.

A break clause shall apply at the end of:

- Year 1: September 2027
- Year 2: September 2028

At the end of the period, the Council will consider an extension.

3. Review

This Agreement shall be reviewed in line with each break clause (September 2027 and September 2028).

The review shall include:

- consideration of all aspects of the operation of the Agreement; and
- an assessment of the financial position of both Yeovil Town Council and Yeovil Street Pastors.

The Agreement may also be reviewed at such other times as mutually agreed by both parties.

4. Termination

YTC or Yeovil Street Pastors can terminate this Agreement by giving three months' notice in writing to the other party.

If either party has failed or is failing to comply with the terms of this Agreement, then in the first instance the other party shall instigate discussions.

If failure to comply continues, the other party may notify that party in writing of the nature of the default which has occurred, the steps which are required to remedy the default, and the date by which the steps are to be taken. If the party in default fails to comply with the requirements of this notice, then the other party shall be entitled to terminate the Agreement by written notice with immediate effect.

5. Severance

Should any provision of this Agreement be found to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force. The Parties shall seek, in good faith, to agree a lawful replacement provision that most clearly reflects the original intention.

6. Yeovil Street Pastors Contact

Name Role, Yeovil Street Pastors

Name Role, Yeovil Street Pastors

7. Description of Services

Yeovil Street Pastors shall provide a voluntary, non-statutory community safety and support service within Yeovil, focused primarily on the night-time economy.

The service will include the following activities:

Street Patrols

Trained volunteer Street Pastors will patrol Yeovil town centre, typically Saturday evenings, when the night-time economy is most active.

Patrols will be conducted on foot and in clearly identifiable Street Pastor clothing.

Support and Welfare

Street Pastors will offer non-judgemental, practical support to members of the public, including where appropriate:

- Listening to and supporting individuals who are distressed, vulnerable, or separated from friends;
- Assisting people to get home safely, including waiting with them or helping to arrange transport;
- Providing basic welfare items such as water, blankets, or flip-flops;
- Offering reassurance and signposting to appropriate services.

Community Safety and Harm Reduction

Street Pastors will seek to de-escalate low-level situations and reduce the risk of harm or anti-social behaviour.

Their presence aims to contribute to a safer town centre and reduced demand on emergency services.

Partnership Working

Yeovil Street Pastors will operate in cooperation with Avon & Somerset Police, door staff, venue managers, CCTV services, and emergency services where appropriate.

Street Pastors do not replace statutory services and will refer matters to emergency or professional services when required.

Professional Boundaries

Street Pastors are not a law-enforcement body and will not intervene physically.

They do not provide medical treatment or clinical services.

Although faith-based, Street Pastors will provide support to all individuals regardless of background or belief.

8. Reporting

Yeovil Street Pastors shall provide an annual presentation to Yeovil Town Council's Executive outlining:

- the activities undertaken during the year; and
- the impact of the Council's support.

This presentation shall normally take place in September, for the duration of the Service Level Agreement or, where applicable, up to the operation of a break clause.

9. Method of Charging

Yeovil Town Council shall pay Yeovil Street Pastors **£3,500** per annum, payable in October, for the duration of this Agreement or, where applicable, until a break clause is exercised.

10. Communication and Arbitration

Yeovil Town Council

Amanda Card Chief Executive/Town Clerk

Louis Batson Finance Assistant

Yeovil Street Pastors

Name Christine Thomas, Co-ordinator - Yeovil Street Pastors

Name Sue Hall, Treasurer - Yeovil Street Pastors

ACCEPTANCE

The agreement has been accepted as signified by the following signatures:

Representing Yeovil Town Council

Signed:

Name: Amanda Card

Position: Chief Executive/Town Clerk

Date:

Representing Yeovil Street Pastors

Signed:

Name: Christine Thomas

Position: Co-ordinator

Date:

Background

Council approved the 2025/26 budget at its meeting on 21st January 2025. The purpose of this report is to inform Members of the actual spend against budgets for the 2025/26 financial year and balances held in both Earmarked Reserves and General Fund Balances.

Outturn for 2025/26

The overall outturn for Yeovil Town Council in 2025/26 was £3,149,465, (£2,624,870 net expenditure and £524,595 movement into reserves).

The table below sets out a summary by Committee:

2025/26 Outturn							
Committee	£	£	£	£	£	£	£
	Original Budget	Budget Virement	Revised Budget	Actual Total at 31/03/26	(Over) / Under Spend	To / (From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution
Finance & Policy Executive							
Expenditure	945,863	(20,350)	925,513	785,246	140,267	26,445	113,822
Income	(101,100)	0	(101,100)	(177,384)	76,284	3,332	72,952
Net Expenditure	844,763	(20,350)	824,413	607,862	216,551	29,777	186,774
Infrastructure (Property & Assets) Committee							
Expenditure	352,820	62,480	415,300	393,990	21,310	89,476	(68,166)
Income	(35,330)	0	(35,330)	(38,419)	3,089	0	3,089
Net Expenditure	317,490	62,480	379,970	355,571	24,399	89,476	(65,077)
Leisure & Environment Committee							
Expenditure	2,107,710	(45,890)	2,061,820	1,967,859	94,209	125,620	(31,411)
Income	(846,990)	0	(846,990)	(903,330)	56,340	0	56,340
Net Expenditure	1,260,720	(45,890)	1,214,830	1,064,529	150,549	125,620	24,929
Planning Committee							
Expenditure	1,000	0	1,000	0	1,000	0	1,000
Income	0	0	0	0	0	0	0
Net Expenditure	1,000	0	1,000	0	1,000	0	1,000
Culture, Events & Promotions Committee							
Expenditure	4,696,790	3,760	4,700,550	3,833,693	866,857	147,068	719,789
Income	(3,902,442)	0	(3,902,442)	(3,315,403)	(587,039)	132,654	(719,693)
Net Expenditure	794,348	3,760	798,108	518,289	279,818	279,722	96
Burial Committee							
Expenditure	78,618	0	78,618	78,618	0	0	0
Income	0	0	0	0	0	0	0
Net Expenditure	78,618	0	78,618	78,618	0	0	0
Total Yeovil Town Council							
Expenditure	8,182,801	0	8,182,801	7,059,406	1,123,395	388,609	734,786
Income	(4,885,862)	0	(4,885,862)	(4,434,536)	(451,326)	135,986	(587,312)
Net Expenditure	3,296,939	0	3,296,939	2,624,870	672,069	524,595	147,474

Appendix A shows the budget, actual expenditure and income, the variance between budgets and actuals and an explanation for significant variations for each Committee.

Earmarked Reserves

Members asked to review and approve those movements relevant to Executive; and to approve the recommendations from each Service Committee. Appendix A shows the proposed movements to and from reserves.

Summary of Earmarked Reserves

Earmarked Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future.

Reserves as at 31/03/26

Earmarked Reserve	Balance as at 31/03/25 (£)	Movement in Year In/ (Out) (£)	Balance as at 31/03/26 (£)
Major Projects	984	0	984
Water Mains Refurbishments/Repairs	17,132	(17,132)	0
Allotment Fence Repairs	2,024	0	2,024
Regalia	17,157	(10,000)	7,157
Custom Souvenirs	4,026	(4,026)	0
Youth Council	10,384	(10,384)	0
Capital Building Project	395,451	(167,867)	227,584
Community Infrastructure Levy	5,169	(2,571)	2,598
Costs of Elections	7,000	1,445	8,445
War Memorial	3,702	0	3,702
Sidney Gardens	12,600	0	12,600
Defibrillators & Bleed kits	0	7,818	7,818
CCTV	2,000	0	2,000
Climate Change	75,000	25,000	100,000
Community Safety	30,000	0	30,000
Play Parks	40,000	76,166	116,166
Christmas lights	19,806	(19,806)	0
Public Toilet Refurbishment	10,000	10,000	20,000
Yeovil Recreation Centre Sinking Fund	164,213	11,454	175,667
Westlands Entertainment Venue	32,000	89,000	121,000
Octagon Theatre	209,470	58,068	267,538
Ticket Levy	103,202	129,754	232,956
Octagon Theatre Project	0	297,876	297,876
Tennis Court Sinking Fund*	0	2,000	2,000
Holiday Play Scheme*	0	11,800	11,800
Allotment (SALC Grants) C/F*	0	3,000	3,000
Open Space*	0	13,000	13,000
Ninesprings café refurbishment*	0	20,000	20,000
	1,161,320	524,595	1,685,915

**New Earmarked Reserves*

Summary of General Fund

General Fund Balance represents the accumulated revenue surpluses. The unallocated funds are shown as follows:

	£
Unallocated General Fund Balance as at 1st April 2025	893,142
(Overspend) / Underspend	672,069
Movement on Earmarked Reserves	(524,595)
Unallocated General Fund Balance as at 31st March 2026	1,040,532

Should Members have any questions relating to this report, please contact the Chief Executive / Town Clerk, prior to the meeting.

The Committee is **RECOMMENDED**:

- (1) to note the report;
- (2) to note the overall outturn for Yeovil Town Council in 2025/26 was £3,149,465, (£2,624,870 net expenditure and £524,595 movement into reserves). The explanation of significant variances as highlighted in Appendix A;
- (3) to approve the movement in reserves as listed on Appendix A ;
- (4) to note the new Earmarked Reserve – Tennis Court Sinking Fund; Holiday Play Scheme; Allotments (SALC Grant); Open Space; and Ninesprings café refurbishment.
- (5) to note the Earmarked Reserve Balances; and
- (6) to note the Unallocated General Fund Balance.

If Members have any questions regarding this report, please contact Amanda Card, Chief Executive / Town Clerk or Jacky Pang, Deputy Responsible Finance Officer, prior to the meeting.

*(Amanda Card, Town Clerk – amanda.card@yeovil.gov.uk)
(Jacky Pang, Deputy Responsible Finance Officer – jacky.pang@yeovil.gov.uk)*

2025/26 Outturn

2024/25					Committee	2025/2026						
£	£	£	£	£		£	£	£	£	£	£	£
Budget	Actual Total at 31/03/25	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution		Original Budget	Budget Virement	Revised Budget	Actual Total at 31/03/26	(Over) / Under Spend	To / (From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution
Finance & Policy Executive												
684,022	869,025	(185,003)	32,500	(217,503)	Expenditure	945,863	(20,350)	925,513	785,246	140,267	26,445	113,822
(31,100)	(165,645)	134,545	946	133,599	Income	(101,100)	0	(101,100)	(177,384)	76,284	3,332	72,952
652,922	703,380	(50,458)	33,446	(83,904)	Net Expenditure	844,763	(20,350)	824,413	607,862	216,551	29,777	186,774
Infrastructure (Property & Assets) Committee												
409,140	225,276	183,864	137,198	46,666	Expenditure	352,820	62,480	415,300	393,990	21,310	89,476	(68,166)
(32,960)	(38,302)	5,342	0	5,342	Income	(35,330)	0	(35,330)	(38,419)	3,089	0	3,089
376,180	186,974	189,206	137,198	52,008	Net Expenditure	317,490	62,480	379,970	355,571	24,399	89,476	(65,077)
Leisure & Environment Committee												
1,648,881	1,117,555	531,326	179,727	351,599	Expenditure	2,107,710	(45,890)	2,061,820	1,967,859	94,209	125,620	(31,411)
(830,070)	(551,945)	(278,125)	0	(278,125)	Income	(846,990)	0	(846,990)	(903,330)	56,340	0	56,340
818,811	565,610	253,201	179,727	73,474	Net Expenditure	1,260,720	(45,890)	1,214,830	1,064,529	150,549	125,620	24,929
Planning Committee												
1,000	0	1,000	0	1,000	Expenditure	1,000	0	1,000	0	1,000	0	1,000
0	0	0	0	0	Income	0	0	0	0	0	0	0
1,000	0	1,000	0	1,000	Net Expenditure	1,000	0	1,000	0	1,000	0	1,000
Culture, Events & Promotions Committee												
4,407,940	2,183,965	2,223,975	219,398	2,004,577	Expenditure	4,696,790	3,760	4,700,550	3,833,693	866,857	147,068	719,789
(3,796,130)	(1,632,629)	(2,163,501)	103,202	(2,266,703)	Income	(3,902,442)	0	(3,902,442)	(3,315,403)	(587,039)	132,654	(719,693)
611,810	551,336	60,474	322,600	(262,126)	Net Expenditure	794,348	3,760	798,108	518,289	279,818	279,722	96
Burial Committee												
76,688	76,688	0	0	0	Expenditure	78,618	0	78,618	78,618	0	0	0
0	0	0	0	0	Income	0	0	0	0	0	0	0
76,688	76,688	0	0	0	Net Expenditure	78,618	0	78,618	78,618	0	0	0
Total Yeovil Town Council												
7,227,671	4,472,509	2,755,162	568,823	2,186,339	Expenditure	8,182,801	0	8,182,801	7,059,406	1,123,395	388,609	734,786
(4,690,260)	(2,388,521)	(2,301,739)	104,148	(2,405,887)	Income	(4,885,862)	0	(4,885,862)	(4,434,536)	(451,326)	135,986	(587,312)
2,537,411	2,083,988	453,423	672,971	(219,548)	Net Expenditure	3,296,939	0	3,296,939	2,624,870	672,069	524,595	147,474

Finance & Policy Executive

2024/25					2025/26								Notes
Budget	Month 1 - 12 spent	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 12 spent	(Over) / Under Spend	To/(From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	
£	£	£	£	£		£	£	£	£	£	£	£	
					EXPENDITURE								
					Finance & Admin Team								
0	12,959	(12,959)	0	(12,959)	Agency Staff	0	0	0	1,953	(1,953)		(1,953)	Budget within Employee contingency cost
320,754	345,148	(24,394)	0	(24,394)	Salaries - Basic & NI	412,020	0	412,020	371,042	40,978		40,978	3.2% payaward for 2025/26
26,000	69,457	(43,457)	0	(43,457)	Salaries - Pension	83,450	0	83,450	74,119	9,331		9,331	
0	6,897	(6,897)	0	(6,897)	Overtime	0	0	0	9,400	(9,400)		(9,400)	
0	854	(854)	0	(854)	Other Staff Costs	0	0	0	779	(779)		(779)	
0	473	(473)	0	(473)	Pension Compensation	0	0	0	769	(769)		(769)	
0	622	(622)	0	(622)	Employee Travelling Costs	500	0	500	626	(126)		(126)	
500	2,440	(1,940)	0	(1,940)	Advertising	2,000	0	2,000	704	1,296		1,296	
3,500	4,036	(536)	0	(536)	Audit fees	5,400	0	5,400	8,259	(2,859)		(2,859)	Ext Audit £3780
240	288	(48)	0	(48)	Books/periodicals	240	0	240	330	(90)		(90)	
0	1,067	(1,067)	0	(1,067)	Bank Charges	0	0	0	2,536	(2,536)		(2,536)	
25,000	0	25,000	25,000	0	Carbon Management	25,000	0	25,000	0	25,000	25,000	0	Move to Reserves
117,178	0	117,178	0	117,178	Contingencies	153,253	(5,000)	148,253	0	148,253		148,253	£5k Move to culture for Arts & Engagement Outreach Programme
15,500	(9,189)	24,689	5,500	19,189	Cost of Elections	14,000	0	14,000	12,555	1,445	1,445	(0)	Under spend move to Reserves
31,200	30,693	507	0	507	Costs of Democracy	31,600	0	31,600	31,426	174		174	3.2% payaward for 2025/26
5,000	3,246	1,754	0	1,754	Training	5,000	0	5,000	1,084	3,916		3,916	
500	662	(162)	0	(162)	Franking Machine	500	0	500	439	61		61	
4,000	6,874	(2,874)	0	(2,874)	Furniture, office equipment & servicing	4,000	0	4,000	2,304	1,696		1,696	
10,000	3,703	6,297	0	6,297	Grants	10,000	0	10,000	8,435	1,565		1,565	
7,200	15,041	(7,841)	0	(7,841)	Insurance	25,000	0	25,000	27,247	(2,247)		(2,247)	
0	0	0	0	0	Consultation Cost	0	0	0	23,242	(23,242)		(23,242)	Octagon Consultation, covered by Contingency fund
0	119,315	(119,315)	0	(119,315)	Devolution Legal Costs	0	0	0	13,117	(13,117)		(13,117)	
0	2,260	(2,260)	0	(2,260)	Professional costs	0	0	0	7,335	(7,335)		(7,335)	
0	3,095	(3,095)	0	(3,095)	HR Costs	0	0	0	0	0		0	
0	9,319	(9,319)	0	(9,319)	HMRC	0	0	0	1,753	(1,753)		(1,753)	Additional charges for qtr2 2024/25
0	7,403	(7,403)	0	(7,403)	Miscellaneous	1,500	0	1,500	6,141	(4,641)		(4,641)	
15,000	5,000	10,000	0	10,000	New Initiatives Fund	15,000	0	15,000	0	15,000		15,000	
14,100	64,491	(50,391)	0	(50,391)	IT Support	16,500	0	16,500	48,633	(32,133)		(32,133)	
0	0	0	0	0	IT Support - Phones	13,000	(13,000)	0	0	0		0	already included in the line below
2,500	3,647	(1,147)	0	(1,147)	Telephone & Mobiles	2,500	(1,350)	1,150	1,208	(58)		(58)	
0	1,000	(1,000)	0	(1,000)	IT Recharge - SC	0	0	0	0	0		0	
0	61,680	(61,680)	0	(61,680)	IT Hardware	0	0	0	4,305	(4,305)		(4,305)	
2,000	1,951	49	0	49	Postage	1,500	0	1,500	2,150	(650)		(650)	
					Professional Subscriptions								
4,000	4,394	(394)	0	(394)	Sage	4,500	0	4,500	25,312	(20,812)		(20,812)	Including cost for upgrade
800	1,445	(645)	0	(645)	Other	1,200	0	1,200	4,052	(2,852)		(2,852)	Zoom, ICO, CIPD, Parish online
3,000	2,919	81	0	81	SALC	3,000	0	3,000	4,087	(1,087)		(1,087)	
1,000	1,238	(238)	0	(238)	SLCC	1,000	0	1,000	565	435		435	
1,200	1,104	96	0	96	YCRT	1,200	0	1,200	0	1,200		1,200	
0	0	0	0	0	Employee Costs Contingency	15,000	0	15,000	0	15,000		15,000	
500	2,730	(2,230)	0	(2,230)	Ski Centre	500	0	500	14	486		486	
0	0	0	0	0	Octagon Summer School - SLA	1,000	(1,000)	0	0	0		0	Moved to Culture
2,000	3,599	(1,599)	0	(1,599)	Stationery/supplies	1,200	0	1,200	2,214	(1,014)		(1,014)	
8,000	8,240	(240)	0	(240)	Treasury Management	8,450	0	8,450	8,594	(144)		(144)	
750	1,365	(615)	0	(615)	Website	750	0	750	710	40		40	
	25,000	(25,000)	0	(25,000)	Yeovil 4 Families	25,000	0	25,000	25,000	0		0	
0	1,500	(1,500)	0	(1,500)	Yeovil Twinning Association	1,500	0	1,500	1,500	0		0	
7,000	(2,000)	9,000	2,000	7,000	Youth Council	4,000	32	4,000	969	3,031		3,031	Moving to IPA
40,600	28,060	12,540		12,540	Youth Services - YMCA	40,600	0	40,600	36,588	4,012		4,012	

15,000	15,000	0	0	0	Youth Services - Youth Drop In	15,000	0	15,000	13,750	1,250		1,250	SLA increase to £25k pa (£6,250 pq) from 01/01/26
684,022	869,025	(185,003)	32,500	(217,503)	Total Expenditure	945,863	(20,350)	925,513	785,246	140,267	26,445	113,822	
					INCOME								
(30,000)	(74,614)	44,614	0	44,614	Investment Interest	(100,000)	0	(100,000)	(169,752)	69,752		69,752	
	(85)	85	0	85	Miscellaneous Income	0	0	0	(699)	699		699	
0	0	0	0	0	Devolution Contribution	0	0	0	(2,500)	2,500		2,500	Contribution from East Coker PC
0	(90,000)	90,000	0	90,000	Devolution Costs Reimbursement (Somerset Council)	0	0	0	0	0		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)	0		0	
(31,100)	(165,645)	134,545	946	133,599	Total Income	(101,100)	0	(101,100)	(177,384)	76,284	3,332	72,952	
652,922	703,380	(50,458)	33,446	(83,904)	Net Expenditure	844,763	(20,350)	824,413	607,862	216,551	29,777	186,774	

Infrastructure (Property & Assets) Committee

2024/25					2025/26								Notes
Budget	Month 1 - 12 spent 31/03/2025	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	To/(From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	
£	£	£	£	£		£	£	£	£	£	£	£	
					EXPENDITURE								
					Director of IPA								
0	0	0	0	0	Salaries - Basic & NI	0	0	0	53,277	(53,277)		(53,277)	
0	0	0	0	0	Salaries - Pension	0	0	0	11,458	(11,458)		(11,458)	
					Property Management								
0	0	0	0	0	Salaries - Basic & NI	0	0	0	20,032	(20,032)		(20,032)	
0	0	0	0	0	Salaries - Pension	0	0	0	3,957	(3,957)		(3,957)	
					Community Wardens:								
63,000	40,554	22,446	0	22,446	Salaries - Basic & NI	66,530	0	66,530	28,267	38,263		38,263	
12,000	5,494	6,506	0	6,506	Salaries - Pension	13,190	0	13,190	4,521	8,669		8,669	
900	734	166	0	166	Other Staff Costs	0	0	0	51	(51)		(51)	
					Facility Officer:								
27,000	27,288	(288)	0	(288)	Salaries - Basic & NI	0	29,400	29,400	32,368	(2,968)		(2,968)	
6,000	5,446	554	0	554	Salaries - Pension	0	5,850	5,850	6,582	(732)		(732)	
0	94	(94)	0	(94)	Other Costs	0	0	0	763	(763)		(763)	
					YTC Van								
0	0	0	0	0	Fuel / EV charge	0	0	0	394	(394)		(394)	
8,000	0	8,000	0	8,000	Electric Van	0	8,000	8,000	0	8,000		8,000	
1,800	2,165	(365)	0	(365)	Repair & Maintenance	0	2,000	2,000	(84)	2,084		2,084	
0	0	0	0	0	Staff Training	0	0	0	2,827	(2,827)		(2,827)	
0	80	(80)	0	(80)	Advertising for Staff	0	0	0	460	(460)		(460)	
0	0	0	0	0	Health & Safety at Work	0	0	0	8,780	(8,780)		(8,780)	
100	134	(34)	0	(34)	Uniform / PPE	0	100	100	347	(247)		(247)	
0	155	(155)	0	(155)	Phones & Mobile	0	2,190	2,190	1,336	854		854	
0	0	0	0	0	IT	0	730	730	3,797	(3,067)		(3,067)	
0	0	0	0	0	IT Hardware	0	0	0	869	(869)		(869)	
					Subscriptions								
9,100	(3,588)	12,688	12,500	188	Other Subscriptions	0	0	0	16	(16)		(16)	
0	0	0	0	0	YCRT	1,000	0	1,000	2,473	(1,473)		(1,473)	
0	0	0	0	0	Equipment, Tools & Material	0	0	0	3,954	(3,954)		(3,954)	
11,400	1,000	10,400	0	10,400	Holiday Playscheme contribution	0	11,800	11,800	0	11,800	11,800	0	under spend transfer to reserve
570	0	570	0	570	Millennium Clock	570	0	570	511	59		59	
60,000	(59,957)	119,957	119,957	0	Capital Building Project	60,000	0	60,000	142	59,858	59,858	(0)	under spend transfer to reserve
1,000	2,029	(1,029)	0	(1,029)	Public Noticeboards	500	0	500	0	500		500	
0	1,785	(1,785)	0	(1,785)	Bus Shelter	0	0	0	0	0		0	
12,420	22,292	(9,872)	(7,759)	(2,113)	Defibrillator & Bleed Kits	9,000	0	9,000	1,182	7,818	7,818	0	
700	0	700	0	700	Litter/Grit bins	500	0	500	0	500		500	
32,490	49,669	(17,179)	0	(17,179)	CCTV	51,000	0	51,000	53,167	(2,167)		(2,167)	
1,250	0	1,250	0	1,250	Speed Indicator Device Installations	1,300	0	1,300	2,520	(1,220)		(1,220)	
100	100	0	0	0	St Georges Day Parade	0	0	0	0	0		0	End of SLA in 2024/25
750	(743)	1,493	1,500	(7)	War memorials	750	(7)	750	750	0		0	
					Goar Knap - Building								Moved from L & E
90	1,028	(938)	0	(938)	Building	0	200	200	0	200		200	
	126	(126)	0	(126)	Other Costs	0	0	0	3,256	(3,256)		(3,256)	
700	750	(50)	0	(50)	Electricity	0	750	750	206	544		544	
1,410	1,412	(2)	0	(2)	Business Rates	0	1,460	1,460	0	1,460		1,460	
					Milford Hall:								
1,000	2,223	(1,223)	0	(1,223)	Repairs and Maintenance Buildings	1,000	0	1,000	6,480	(5,480)		(5,480)	Automatic door issue; minor flooring damage
5,700	6,196	(496)	0	(496)	Milford Hall - Business Rates	6,200	0	6,200	7,745	(1,545)		(1,545)	
30,000	20,846	9,154	0	9,154	Electricity	20,000	0	20,000	18,437	1,563		1,563	
12,770	19,182	(6,412)	0	(6,412)	Milford Hall - Running Costs	13,660	0	13,660	19,922	(6,262)		(6,262)	
1,000	696	305	0	305	CCTV	500	0	500	0	500		500	
460	1,305	(845)	0	(845)	Milford Hall - Security	1,000	0	1,000	1,601	(601)		(601)	
13,070	11,138	1,932	0	1,932	Salaries - Basic & NI	11,170	0	11,170	12,174	(1,004)		(1,004)	3.2% payaward for 2025/26
	2,429	(2,429)	0	(2,429)	Salaries - Pension	0	0	0	2,506	(2,506)		(2,506)	Employee has elected to be entered to pension schem

Leisure & Environment Committee

2024/25					2025/26								Notes
Budget	Month 1 - 12 spent 31/03/2025	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	To/(From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	
£	£	£	£	£		£	£	£	£	£	£	£	
					EXPENDITURE								
					Director of L&E:								
58,780	43,261	15,519	0	15,519	Salaries - Basic & NI	64,510	0	64,510	64,959	(449)		(449)	
10,720	8,571	2,149	0	2,149	Salaries - Pension	12,650	0	12,650	12,742	(92)		(92)	
0	294	(294)	0	(294)	Overtime	0	0	0	0	0		0	3.2% payaward
0	55	(55)	0	(55)	Other Costs	0	0	0	248	0		0	
					Allotment Maintenance:								
13,800	11,393	2,407	0	2,407	Contract	10,500	0	10,500	5,031	5,469	3,000	2,469	
0	0	0	0	0	Tree Works	0	0	0	2,350	(2,350)		(2,350)	
0	10,861	(10,861)	0	(10,861)	Other Costs	5,000	0	5,000	4,510	490		490	Underspend SALC grant (ringfenced for Allotment project)
3,000	789	2,211	0	2,211	Equipment, Tools and Material	500	0	500	824	(324)		(324)	
0	0	0	0	0	Bank Charges	0	0	0	43	(43)		(43)	
0	0	0	0	0	Waste	0	0	0	2,701	(2,701)		(2,701)	
5,000	75	4,925	0	4,925	Allotment - Health & Safety	2,000	0	2,000	647	1,353		1,353	
2,000	581	1,419	1,419	0	Allotments - Fence Repairs	2,000	0	2,000	10,897	(8,897)		(8,897)	
250	52	198	0	198	Best Kept Allotments Competition	250	0	250	125	125		125	
0	0	0	0	0	Electric Van	8,000	(8,000)	0	0	0		0	
0	0	0	0	0	Protective Clothing	100	(100)	0	0	0		0	Moved to IPA
0	0	0	0	0	Maintenance Vehicle	2,000	(2,000)	0	0	0		0	
1,000	2,859	(1,859)	0	(1,859)	Water charges	1,500	0	1,500	7,047	(5,547)		(5,547)	Recharging to allotment holder in September 2026
350	335	15	0	15	Leases - Turners Barn	350	0	350	335	15		15	
					Goar Knap - Building								
0	0	0	0	0	Building	200	(200)	0	0	0		0	Moved to IPA
0	0	0	0	0	Electricity	750	(750)	0	0	0		0	Moved to IPA
0	0	0	0	0	Business Rates	1,460	(1,460)	0	0	0		0	Moved to IPA
					Labour:								
0	0	0	0	0	Salaries - Basic & NI	29,400	(29,400)	0	0	0		0	Moved to IPA
0	0	0	0	0	Salaries - Pension	5,850	(5,850)	0	0	0		0	Moved to IPA
					Play Areas:								
0	0	0	0	0	Salaries - Basic & NI	0	29,644	29,644	40,331	(10,687)		(10,687)	
0	0	0	0	0	Salaries - Pension	0	4,908	4,908	8,153	(3,245)		(3,245)	
0	0	0	0	0	Overtime	0	3,000	3,000	0	3,000		3,000	
0	0	0	0	0	Wages (Casual)	0	2,000	2,000	0	2,000		2,000	
0	0	0	0	0	Training	0	2,000	2,000	0	2,000		2,000	HAVs and health Assessment
0	0	0	0	0	Health & Safety at work	0	0	0	90	(90)		(90)	
14,170	14,170	0	0	0	Play Area Repairs and Maintenance	0	0	0	78	(78)		(78)	
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	763	4,237		4,237	
0	0	0	0	0	Fuel	0	2,000	2,000	878	1,122		1,122	
0	0	0	0	0	Vehicle - Hire	0	0	0	8,091	(8,091)		(8,091)	
0	0	0	0	0	Other Vehicle Costs	0	0	0	55	(55)		(55)	DVLA
0	0	0	0	0	Travel & Other Staff costs	0	2,000	2,000	486	1,514		1,514	Essential User allowance
0	0	0	0	0	Purchase of new vehicles	0	0	0	18,500	(18,500)		(18,500)	
15,510	15,510	0	0	0	Play and Landscape Officers	0	0	0	0	0		0	
0	0	0	0	0	Printing & Stationery	0	10,000	10,000	102	9,898		9,898	Signage & Publications
0	0	0	0	0	Mobile phone & Lone worker devices	0	1,000	1,000	219	781		781	
0	0	0	0	0	Consultant & Professional Fees	0	0	0	690	(690)		(690)	Design new signs
0	0	0	0	0	Uniform	0	3,000	3,000	0	3,000		3,000	
0	0	0	0	0	Volunteers expense	0	0	0	36	(36)		(36)	
0	0	0	0	0	Tree Work	0	0	0	0	0		0	
0	0	0	0	0	Equipment, Tools & Materials	0	43,570	43,570	10,504	33,066	36,166	(3,100)	Move to Reserve
0	0	0	0	0	Seeds and plants	0	1,000	1,000	0	1,000		1,000	
3,340	3,340	0	0	0	Play Area Upgrade	0	40,000	40,000	0	40,000	40,000	0	Move to Reserve
10,000	0	10,000	10,000	0	Playpark Programme	0	0	0	0	0		0	
0	0	0	0	0	Events	0	5,000	5,000	137	4,863		4,863	
0	0	0	0	0	Waste	0	10,000	10,000	7,943	2,057		2,057	
0	0	0	0	0	Contractors	0	18,448	18,448	9,349	9,099		9,099	Annual Play Inspection
					Open Spaces:								
0	0	0	0	0	Salaries - Basic & NI	45,930	80,949	126,879	118,538	8,341		8,341	
0	0	0	0	0	Salaries - Pension	9,250	15,886	25,136	23,508	1,628		1,628	
0	0	0	0	0	Overtime	0	5,000	5,000	0	5,000		5,000	
0	0	0	0	0	Training	0	5,000	5,000	9,730	(4,730)		(4,730)	
0	923	(923)	0	(923)	Advertising for staff	0	0	0	331	(331)		(331)	
0	0	0	0	0	Health & Safety at work	0	0	0	3,148	(3,148)		(3,148)	
133,480	133,480	0	0	0	Tree Works	254,770	(248,636)	6,134	13,167	(7,033)		(7,033)	

0	0	0	0	0	Skip Hire	0	0	0	3,717	(3,717)	(3,717)
0	0	0	0	0	Vehicles R & M	0	5,000	5,000	3,896	1,104	1,104
0	0	0	0	0	Fuel	0	9,900	9,900	2,088	7,812	7,812
0	0	0	0	0	Vehicle Hire	0	7,800	7,800	11,674	(3,874)	(3,874)
0	0	0	0	0	Other Vehicle Costs	0	0	0	247	(247)	(247)
0	0	0	0	0	Travel	100	0	100	221	(121)	(121)
0	0	0	0	0	Printing & Stationery	0	10,000	10,000	3,196	6,804	6,804
0	44	(44)	0	(44)	Mobile phone	0	1,000	1,000	1,242	(242)	(242)
0	0	0	0	0	IT	0	0	0	615	(615)	(615)
0	0	0	0	0	IT Hardware	0	0	0	83	(83)	(83)
0	0	0	0	0	Office Furniture and equipment	0	0	0	56	(56)	(56)
0	0	0	0	0	Hospitality	0	601	601	68	533	533
0	0	0	0	0	Miscellaneous	0	500	500	1,049	(549)	(549)
0	0	0	0	0	Uniform/Protective clothing	0	5,000	5,000	3,136	1,864	1,864
0	0	0	0	0	Volunteer Expenses	0	2,000	2,000	0	2,000	2,000
0	0	0	0	0	Subscriptions	0	0	0	2,033	(2,033)	(2,033)
0	0	0	0	0	Purchase of new vehicles	0	0	0	32,500	(32,500)	(32,500)
0	0	0	0	0	Equipment, Tools & Materials	0	30,000	30,000	15,676	14,324	14,324
0	0	0	0	0	Equipment Hire	0	10,000	10,000	1,269	8,731	8,731
0	0	0	0	0	Seeds and plants	0	5,000	5,000	5,044	(44)	(44)
7,000	2,786	4,214	0	4,214	Door Step Green	4,500	0	4,500	0	4,500	4,500
0	0	0	0	0	Contractors	0	15,000	15,000	21,233	(6,233)	(6,233)
0	0	0	0	0	Waste	0	15,000	15,000	4,888	10,112	10,112
0	0	0	0	0	Project Expenditure	0	20,000	20,000	0	20,000	20,000
0	0	0	0	0	Events & Marketing	0	5,000	5,000	0	5,000	5,000
400	0	400	0	400	Lights for Milford Park	0	0	0	0	0	0
Yeovil in Bloom:											
24,800	24,800	0	0	0	Salaries - Basic & NI	71,240	(43,030)	28,210	29,229	(1,019)	(1,019)
0	0	0	0	0	Salaries - Pension	0	5,020	5,020	5,932	(912)	(912)
0	0	0	0	0	Wages (Casual)	0	3,000	3,000	7,103	(4,103)	(4,103)
0	0	0	0	0	Training	0	500	500	0	500	500
0	0	0	0	0	Vehicle - R & M	0	1,000	1,000	687	313	313
0	0	0	0	0	Vehicle - Fuel	0	3,000	3,000	969	2,031	2,031
0	0	0	0	0	Vehicle - hire / lease	0	7,800	7,800	18,019	(10,219)	(10,219)
0	0	0	0	0	Printing & Stationery	0	250	250	11	239	239
0	0	0	0	0	Mobile phone	0	300	300	244	56	56
0	0	0	0	0	Uniform / Protective clothing	0	500	500	40	460	460
0	0	0	0	0	Events Expenditure	0	0	0	661	(661)	(661)
0	0	0	0	0	Adverts & Promotion	0	0	0	150	(150)	(150)
0	0	0	0	0	Equipment Tools & Materials	0	2,000	2,000	10,114	(8,114)	(8,114)
0	0	0	0	0	Equipment Hire	0	500	500	476	24	24
0	0	0	0	0	Seeds and plants	0	18,000	18,000	17,216	784	784
0	0	0	0	0	Nursery Facilities	0	0	0	2,100	(2,100)	(2,100)
0	0	0	0	0	Miscellaneous	0	410	410	71	339	339
0	0	0	0	0	Waste	0	750	750	441	309	309
16,440	23,541	(7,101)	0	(7,101)	Working Budget	0	0	0	0	0	0
Yeovil Country Park:											
73,690	51,486	22,204	0	22,204	Salaries - Basic & NI	78,640	0	78,640	78,693	(53)	(53)
11,610	8,262	3,348	0	3,348	Salaries - Pension	15,540	0	15,540	18,861	(3,321)	(3,321)
600	0	600	0	600	Overtime	620	0	620	255	365	365
220	0	220	0	220	Subsistence	220	0	220	0	220	220
12,450	0	12,450	0	12,450	Wages (Casual)	13,000	0	13,000	20,426	(7,426)	(7,426)
1,740	965	775	0	775	Training	1,740	0	1,740	26	1,714	1,714
0	509	(509)	0	(509)	Advertising for staff	0	0	0	0	0	0
3,530	474	3,056	0	3,056	Repairs and Maintenance Buildings	3,660	0	3,660	113	3,548	3,548
160	1,652	(1,492)	0	(1,492)	Health & Safety at work	160	0	160	2,911	(2,751)	(2,751)
0	11,165	(11,165)	0	(11,165)	Tree works	0	0	0	2,880	(2,880)	(2,880)
550	109	441	0	441	Repairs and Maintenance Plant	570	0	570	0	570	570
0	396	(396)	0	(396)	Repairs and Maintenance Equipment	0	0	0	0	0	0
8,970	2,702	6,268	0	6,268	Internal Ground Comm Charge	8,970	0	8,970	2,803	6,167	6,167
0	7,518	(7,518)	0	(7,518)	Grounds Maintenance	0	0	0	0	0	0
200	0	200	0	200	Landscaping	200	0	200	0	200	200
70	0	70	0	70	Vandalism	70	0	70	0	70	70
210	2,607	(2,397)	0	(2,397)	Electricity	630	0	630	10,110	(9,480)	(9,480)
60	23	37	0	37	Sewerage	60	0	60	14	46	46
40	5	35	0	35	Water	40	0	40	99	(59)	(59)
5,170	2,086	3,084	0	3,084	Cleaning	5,350	0	5,350	3,780	1,570	1,570
440	615	(175)	0	(175)	Skip Hire	460	0	460	0	460	460
0	652	(652)	0	(652)	Security - Fire and Intruder	100	0	100	0	100	100
10,090	3,629	6,461	0	6,461	Vehicles - R & M	10,440	(1,500)	8,940	2,349	6,591	6,591
0	383	(383)	0	(383)	Fuel	0	1,500	1,500	1,163	337	337
0	0	0	0	0	Travel Allowance	0	0	0	21	(21)	(21)
2,160	147	2,013	0	2,013	Printing and Stationery	2,240	0	2,240	1,264	977	977
60	0	60	0	60	Photographic work	60	0	60	0	60	60
0	63	(63)	0	(63)	Mobile phone	0	250	250	469	(219)	(219)

4,090	15,964	(11,874)	0	(11,874)	IT Consultant & professional fees	4,230	0	4,230	1,822	2,408		2,408
0	2,873	(2,873)	0	(2,873)	IT	0	0	0	16	(16)		(16)
0	2,932	(2,932)	0	(2,932)	Website	0	0	0	1,180	(1,180)		(1,180)
0	0	0	0	0	Coaching	0	0	0	1,470	(1,470)		(1,470)
820	1,618	(798)	0	(798)	Uniform / Protective clothing	850	0	850	168	682		682
1,550	295	1,255	0	1,255	Volunteer Expenses	1,600	0	1,600	2,046	(446)		(446)
1,820	0	1,820	0	1,820	Events Expenditure	1,880	0	1,880	796	1,084		1,084
10,000	10,000	0	0	0	Community Heritage Officer	10,000	0	10,000	1,254	8,746		8,746
1,090	0	1,090	0	1,090	Adverts/promotions	1,130	0	1,130	0	1,130		1,130
6,450	3,564	2,886	0	2,886	Equipment, Tools and Materials	6,680	0	6,680	13,357	(6,677)		(6,677)
130	0	130	0	130	Equipment Hire	140	0	140	0	140		140
0	0	0	0	0	Sports & Play Equipment	0	0	0	222	(222)		(222)
2,530	595	1,935	0	1,935	Seeds, plants and plaques	2,530	0	2,530	2,172	358		358
2,740	1,503	1,237	0	1,237	Misc Expenditure	2,740	0	2,740	1,461	1,279		1,279
16,480	16,331	149	0	149	Payment to Contractors	17,060	0	17,060	3,695	13,365	13,000	365
0	0	0	0	0	Waste collection	0	0	0	1,718	(1,718)		(1,718)
					Ninesprings Café							
65,780	73,603	(7,823)	0	(7,823)	Salaries - Basic & NI	73,300	0	73,300	59,230	14,070		14,070
12,170	6,462	5,708	0	5,708	Salaries - Pension	14,580	0	14,580	14,880	(300)		(300)
15,940	1,135	14,805	0	14,805	Overtime	7,000	0	7,000	2,797	4,203		4,203
41,490	0	41,490	0	41,490	Wages (Casual)	103,800	0	103,800	85,925	17,875		17,875
0	32	(32)	0	(32)	Training	0	0	0	106	(106)		(106)
7,600	2,142	5,458	0	5,458	Repairs and Maintenance Buildings	7,870	0	7,870	4,854	3,016		3,016
810	0	810	0	810	Maintenance Reserve	840	0	840	0	840		840
210	10	200	0	200	Health & Safety at work	220	0	220	86	134		134
0	3,222	(3,222)	0	(3,222)	Equipment Maintenance	0	0	0	7,562	(7,562)		(7,562)
12,210	6,013	6,197	0	6,197	Electricity	12,310	0	12,310	2,776	9,534		9,534
5,010	3,405	1,605	0	1,605	Business Rates	5,190	0	5,190	5,115	75		75
1,290	599	691	0	691	Sewerage	1,340	0	1,340	274	1,066		1,066
1,600	774	826	0	826	Water	1,660	0	1,660	350	1,310		1,310
6,070	105	5,965	0	5,965	Skip Hire	6,280	0	6,280	0	6,280		6,280
0	2,384	(2,384)	0	(2,384)	Cleaning & Domestic supplies	0	0	0	1,846	(1,846)		(1,846)
0	271	(271)	0	(271)	Sanitary	100	0	100	2,423	(2,323)		(2,323)
1,470	2,590	(1,120)	0	(1,120)	Security - Fire and Intruder	1,520	0	1,520	2,316	(796)		(796)
0	2,602	(2,602)	0	(2,602)	CCTV	0	0	0	0	0		0
2,010	0	2,010	0	2,010	Operational Costs	2,080	0	2,080	0	2,080		2,080
1,270	2,214	(944)	0	(944)	Printing & Stationery	1,310	0	1,310	1,100	210		210
0	0	0	0	0	Phones & Mobile	0	540	540	450	90		90
170	1,929	(1,759)	0	(1,759)	IT	5,700	0	5,700	7,465	(1,765)		(1,765)
166,430	86,157	80,273	0	80,273	Provisions	172,260	0	172,260	136,467	35,793	20,000	15,793
230	3,610	(3,380)	0	(3,380)	Catering Equipment	240	0	240	569	(329)		(329)
60	0	60	0	60	Hospitality	60	0	60	0	60		60
660	0	660	0	660	Uniform / Protective clothing	660	0	660	376	284		284
5,600	3,282	2,318	0	2,318	Electronic Bank Charges	5,800	0	5,800	4,328	1,472		1,472
0	451	(451)	0	(451)	Misc	0	0	0	1	(1)		(1)
0	(29)	29	0	29	Money Collection Service	0	0	0	1,463	(1,463)		(1,463)
1,490	278	1,212	0	1,212	Equipment Tools & Materials	1,540	0	1,540	1,405	135		135
4,470	0	4,470	0	4,470	Payment to Contractors	4,630	0	4,630	0	4,630		4,630
0	1,414	(1,414)	0	(1,414)	Waste collection	0	0	0	1,422	(1,422)		(1,422)
					Yeovil Recreation Centre							
167,910	138,378	29,532	0	29,532	Salaries - Basic & NI	212,380	0	212,380	204,245	8,135		8,135
31,210	25,223	5,987	0	5,987	Salaries - Pension	42,350	0	42,350	42,961	(611)		(611)
800	79	721	0	721	Overtime	820	0	820	15,424	(14,604)		(14,604)
14,150	938	13,212	0	13,212	Wages (Casual)	4,000	0	4,000	11,841	(7,841)		(7,841)
20	160	(140)	0	(140)	Training	20	0	20	3,362	(3,342)		(3,342)
0	300	(300)	0	(300)	Advertising for staff	0	0	0	0	0		0
36,040	8,739	27,301	0	27,301	Repairs and Maintenance Buildings	37,300	0	37,300	13,130	24,170		24,170
0	0	0	0	0	Repair & Maintenance - Plants	0	0	0	50,653	(50,653)	(49,769)	(884)
0	6,995	(6,995)	0	(6,995)	Specialist Works	0	0	0	0	0		0
690	960	(270)	0	(270)	Health & Safety at work	710	0	710	3,589	(2,879)		(2,879)
0	144	(144)	0	(144)	Grounds Maintenance	0	0	0	0	0		0
0	1,200	(1,200)	0	(1,200)	Tree works	0	0	0	1,720	(1,720)		(1,720)
0	2,958	(2,958)	0	(2,958)	Repairs and Maintenance Equipment	0	0	0	2,045	(2,045)		(2,045)
40,950	41,106	(156)	0	(156)	Electricity	42,570	0	42,570	62,591	(20,021)		(20,021)
9,650	11,270	(1,620)	0	(1,620)	Gas	10,140	0	10,140	9,422	718		718
7,700	4,236	3,464	0	3,464	Business Rates	7,970	0	7,970	6,362	1,608		1,608
2,170	455	1,715	0	1,715	Sewerage	2,250	0	2,250	2,779	(529)		(529)
3,630	884	2,746	0	2,746	Water	2,500	0	2,500	3,726	(1,226)		(1,226)
0	612	(612)	0	(612)	Gritting	0	0	0	396	(396)		(396)
0	0	0	0	0	SLA - Yeovil Olympiads	0	0	0	278	(278)		(278)
136,621	0	136,621	0	136,621	Internal Ground Comm Charge	0	0	0	833	(833)		(833)
3,750	2,690	1,060	0	1,060	Security - Fire and Intruder	3,880	0	3,880	5,009	(1,129)		(1,129)
0	634	(634)	0	(634)	CCTV	0	0	0	200	(200)		(200)
860	113	747	0	747	Cleaning & Domestic supplies	890	0	890	1,597	(707)		(707)

150	5,651	(5,501)	0	(5,501)	Sanitary	160	0	160	12,011	(11,851)		(11,851)
3,190	1,010	2,180	0	2,180	Skip Hire	3,300	0	3,300	0	3,300		3,300
0	9,524	(9,524)	0	(9,524)	Vehicles - R & M	0	0	0	9,480	(9,480)		(9,480)
0	0	0	0	0	Vehicles - fuel	0	0	0	3,363	(3,363)		(3,363)
0	0	0	0	0	Travel Allowance	0	0	0	291	(291)		(291)
200	49	151	0	151	Printing & Stationery	210	0	210	610	(400)		(400)
0	0	0	0	0	Phones & Mobile	0	960	960	1,048	(88)		(88)
220	2,855	(2,635)	0	(2,635)	IT Support	7,450	0	7,450	7,244	206		206
0	1,607	(1,607)	0	(1,607)	IT Hardware	0	0	0	183	(183)		(183)
0	1,581	(1,581)	0	(1,581)	Website	0	0	0	899	(899)		(899)
50	0	50	0	50	Consultant & professional fees	50	0	50	1,775	(1,725)		(1,725)
2,180	0	2,180	0	2,180	Coaching Fees	2,260	0	2,260	0	2,260		2,260
1,230	299	931	0	931	Provisions	1,270	0	1,270	237	1,033		1,033
420	829	(409)	0	(409)	Uniform / Protective clothing	440	0	440	44	396		396
0	0	0	0	0	Events Expenditure	0	0	0	46	(46)		(46)
0	0	0	0	0	Adverts / Promotions	0	0	0	500	(500)		(500)
4,310	1,658	2,652	0	2,652	Electronic Bank Charges	4,460	0	4,460	1,590	2,870		2,870
28,420	3,202	25,218	0	25,218	Equipment, Tools & Materials	29,420	7,480	36,900	30,225	6,675	2,000	4,675
1,020	29	991	0	991	Cleaning and Domestic Equipment	1,060	0	1,060	315	745		745
430	17,544	(17,114)	0	(17,114)	Sports & Play Equipment	450	0	450	20,983	(20,533)	(18,202)	(2,331)
0	179	(179)	0	(179)	Money Collection Service	0	0	0	503	(503)		(503)
510	411	99	0	99	Misc	530	0	530	10	520		520
4,260	0	4,260	0	4,260	Project Expenditure	4,410	0	4,410	0	4,410		4,410
4,650	14,551	(9,901)	0	(9,901)	Payment to Contractors	4,810	0	4,810	33,734	(28,924)	(20,575)	(8,349)
0	0	0	0	0	Waste collection	0	0	0	2,212	(2,212)		(2,212)
0	0	0	163,908	(163,908)	Reserves	0	0	0	0	0	100,000	(100,000)
The Rec Café												
65,780	73,281	(7,501)	0	(7,501)	Salaries - Basic & NI	74,110	0	74,110	49,836	24,274		24,274
12,170	9,844	2,326	0	2,326	Salaries - Pension	14,730	0	14,730	16,569	(1,839)		(1,839)
13,860	0	13,860	0	13,860	Overtime	8,500	0	8,500	1,084	7,416		7,416
51,110	0	51,110	0	51,110	Wages (Casual)	96,770	0	96,770	81,849	14,921		14,921
20	64	(44)	0	(44)	Training	20	0	20	90	(70)		(70)
3,200	301	2,900	0	2,900	Repairs and Maintenance Buildings	3,310	0	3,310	0	3,310		3,310
200	0	200	0	200	Repairs and Maintenance Plant	210	0	210	0	210		210
5,660	0	5,660	0	5,660	Maintenance Reserve	5,860	0	5,860	0	5,860		5,860
0	0	0	0	0	Health & Safety at work	0	0	0	180	(180)		(180)
0	2,380	(2,380)	0	(2,380)	Repairs and Maintenance Equipment	0	0	0	3,897	(3,897)		(3,897)
0	1,712	(1,712)	0	(1,712)	Cleaning & Domestic Supplies	0	0	0	1,378	(1,378)		(1,378)
0	0	0	0	0	Sanitary	0	0	0	1,042	(1,042)		(1,042)
5,100	0	5,100	0	5,100	Electricity	5,280	0	5,280	0	5,280		5,280
3,200	0	3,200	0	3,200	Business Rates	3,310	0	3,310	0	3,310		3,310
270	0	270	0	270	Sewerage	280	0	280	0	280		280
1,500	0	1,500	0	1,500	Water	1,550	0	1,550	0	1,550		1,550
2,650	0	2,650	0	2,650	Skip Hire	2,740	0	2,740	0	2,740		2,740
550	12	538	0	538	Security - Fire and Intruder	270	0	270	0	270		270
1,850	0	1,850	0	1,850	Operational Costs	1,920	0	1,920	0	1,920		1,920
230	198	32	0	32	Printing & Stationery	240	0	240	815	(575)		(575)
0	0	0	0	0	Phones & Mobile	0	120	120	207	(87)		(87)
0	507	(507)	0	(507)	IT	0	0	0	7,351	(7,351)		(7,351)
110,910	65,455	45,455	0	45,455	Provisions	114,790	0	114,790	109,651	5,139		5,139
0	587	(587)	0	(587)	Catering Equipment	500	0	500	633	(133)		(133)
0	153	(153)	0	(153)	Uniform / PPE	0	0	0	199	(199)		(199)
7,230	0	7,230	0	7,230	Equipment, Tools & Materials	7,480	(7,480)	0	0	0		0
0	265	(265)	0	(265)	Money Collection Service	0	0	0	631	(631)		(631)
0	2,441	(2,441)	0	(2,441)	Waste	500	0	500	2,860	(2,360)		(2,360)
0	0	0	0	0	Electronic Bank Charges	0	0	0	2,310	(2,310)		(2,310)
0	7	(7)	0	(7)	Miscellaneous	0	0	0	66	(66)		(66)
2,200	(2,200)	4,400	4,400	0	Water Mains Refurbishment/Repairs	0	0	0	0	0	0	0
1,648,881	1,117,555	531,326	179,727	351,599	Total Expenditure	2,107,710	(45,890)	2,061,820	1,967,859	94,209	125,620	(31,411)
INCOME												
Open Spaces & Play Areas:												
0	0	0	0	0	Grants	0	0	0	(1,722)	1,722		1,722
0	0	0	0	0	Licences	0	0	0	(60)	60		60
Yeovil in Bloom:												
0	0	0	0	0	Income	0	0	0	(1,225)	1,225		1,225
Yeovil Rec												
0	0	0	0	0	Grants	0	0	0	(7,748)	7,748		7,748
0	0	0	0	0	Contributions	0	0	0	(549)	549		549
0	(10,000)	10,000	0	10,000	Contribution from Yeovil Without Parish Council	(10,000)	39	(10,000)	(10,000)	0		0

0	(1,265)	1,265	0	1,265	Sales of Meals/Refreshments - Std	0	0	0	(430)	430	430	
(62,860)	0	(62,860)	0	(62,860)	Fees & Charges - Std	(65,060)	55,000	(10,060)	0	(10,060)	(10,060)	
(41,840)	(38,465)	(3,375)	0	(3,375)	Hire Fee - AGP	(43,300)	0	(43,300)	(56,741)	13,441	13,441	
0	(15,251)	15,251	0	15,251	Hire Fee - Athletics	0	(16,150)	(16,150)	(33,582)	17,432	17,432	
0	(6,548)	6,548	0	6,548	Hire Fee - Football	0	(980)	(980)	(5,405)	4,425	4,425	
0	(16,033)	16,033	0	16,033	Hire Fee - Golf/Pitch & Putt	0	(31,380)	(31,380)	(39,449)	8,069	8,069	
0	(784)	784	0	784	Hire Fee - Tennis Court	0	(6,250)	(6,250)	(7,359)	1,109	1,109	
0	(180)	180	0	180	Licences	0	(240)	(240)	(240)	0	0	
0	(800)	800	0	800	Car Park Rental	(11,600)	0	(11,600)	(1,600)	(10,000)	(10,000)	
(8,060)	(4,556)	(3,505)	0	(3,505)	Community Room Hire	(8,340)	0	(8,340)	(8,373)	33	33	
(8,770)	0	(8,770)	0	(8,770)	Sports Coaching	(9,080)	0	(9,080)	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	Memorial Donations	0	0	0	(2,219)	2,219	2,219	
0	0	0	0	0	Services Recharges	0	0	0	(5,112)	5,112	5,112	
(80)	0	(80)	0	(80)	Rents	(80)	0	(80)	0	(80)	(80)	
Yeovil Country Park												
0	(10,000)	10,000	0	10,000	Contribution from Yeovil Without Parish Council	(10,000)	0	(10,000)	(10,000)	0	0	
0	0	0	0	0	Other grants / contributions	0	0	0	(2,740)	2,740	2,740	
(41,690)	0	(41,690)	0	(41,690)	Agency Reimbursements	(9,300)	0	(9,300)	0	(9,300)	(9,300)	
(10,880)	0	(10,880)	0	(10,880)	Commuted Sums	0	0	0	0	0	0	
(1,800)	(71)	(1,729)	0	(1,729)	Sales - Std	(1,860)	0	(1,860)	(733)	(1,127)	(1,127)	
(80)	(101)	21	0	21	Third Party Sales	(80)	0	(80)	(460)	380	380	
0	(895)	895	0	895	Donations	0	0	0	(675)	675	675	
(2,150)	0	(2,150)	0	(2,150)	Fees & Charges - Std	(2,230)	0	(2,230)	0	(2,230)	(2,230)	
(1,490)	0	(1,490)	0	(1,490)	Ice Cream Van Licence	(1,540)	0	(1,540)	(417)	(1,123)	(1,123)	
(770)	0	(770)	0	(770)	Grazing Rights	(800)	0	(800)	(639)	(161)	(161)	
(110)	0	(110)	0	(110)	Rents	(110)	0	(110)	0	(110)	(110)	
Ninesprings Café												
(70)	(251,684)	251,614	0	251,614	Sales - Std	(70)	0	(70)	(13)	(57)	(57)	
(367,970)	0	(367,970)	0	(367,970)	Sales of Meals/Refreshments - Std	(380,850)	0	(380,850)	(381,824)	974	974	
(2,080)	(223)	(1,857)	0	(1,857)	Sales of Meals/Refreshments - Z	(2,150)	0	(2,150)	(134)	(2,016)	(2,016)	
0	0	0	0	0	Third Party Sales	0	0	0	(6)	6	6	
The Rec Café												
(360)	(125,986)	125,626	0	125,626	Sales - Std	(370)	370	0	0	0	0	
(252,930)	(466)	(252,464)	0	(252,464)	Sales of Meals/Refreshments - Std	(261,760)	0	(261,760)	(280,813)	19,033	19,033	
0	0	0	0	0	Sales of Meals/Refreshments - Z	0	(370)	(370)	(1,047)	677	677	
(190)	(41,329)	41,139	0	41,139	Fees & Charges - Std	(200)	0	(200)	0	(200)	(200)	
Allotments												
(100)	(97)	(4)	0	(4)	Keys	(100)	0	(100)	0	(100)	(100)	
0	0	0	0	0	Grants	0	0	0	(9,465)	9,465	9,465	
(22,200)	(21,552)	(648)	0	(648)	Rent	(24,500)	0	(24,500)	(23,720)	(780)	(780)	
0	(375)	375	0	375	Misc Income	0	0	0	(712)	712	712	
(2,090)	(2,088)	(2)	0	(2)	Lease	(2,090)	0	(2,090)	(2,359)	269	269	
(1,500)	(3,198)	1,698	0	1,698	Water Charge	(1,500)	0	(1,500)	(3,760)	2,260	2,260	
(830,070)	(551,945)	(278,125)	0	(278,125)	Total Income	(846,990)	0	(846,990)	(903,330)	56,340	0	
56,340	56,340	56,340	0	56,340								
818,811	565,610	253,201	179,727	73,474	Net Expenditure	1,260,720	(45,890)	1,214,830	1,064,529	150,549	125,620	24,929

Planning Committee

2024/25					2025/26								
Budget	Month 1 - 12 spent 31/03/2025	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	To/(From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Notes
£	£	£	£	£		£	£	£	£	£	£	£	
					EXPENDITURE								
1,000	0	1,000	0	1,000	Planning	1,000	0	1,000	0	1,000		1,000	
1,000	0	1,000	0	1,000	Total Expenditure	1,000	0	1,000	0	1,000	0	1,000	
					INCOME								
0	0	0	0	0	Planning	0	0	0	0	0		0	
0	0	0	0	0	Total Income	0	0	0	0	0	0	0	
1,000	0	1,000	0	1,000	Net Expenditure	1,000	0	1,000	0	1,000	0	1,000	

Culture, Events & Promotions Committee

2024/25					2025/26								
Budget	Month 1 - 12 spent 31/03/2025	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	To/(From) Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Notes
£	£	£	£	£		£	£	£	£	£	£	£	
					EXPENDITURE								
					Director of CEP:								
64,670	46,493	18,177	0	18,177	Salaries - Basic & NI	69,610	0	69,610	70,740	(1,130)		(1,130)	
12,920	7,879	5,041	0	5,041	Salaries - Pension	13,650	0	13,650	14,697	(1,047)		(1,047)	
0	173	(173)	0	(173)	Other Costs	0	0	0	1,399	(1,399)		(1,399)	
12,400	12,441	(41)	0	(41)	Mayoral Allowance	12,770	0	12,770	2,555	10,215		10,215	Un-spend mayor's allowance returned from previous mayor.
0	(83)	83	0	83	Other Mayor Costs	0	0	0	54	(54)		(54)	
0	138	(138)	0	(138)	Travel Costs - Ex Officios	200	0	200	24	176		176	
0	98	(98)	0	(98)	Mace Bearer Salary	1,000	0	1,000	617	383		383	
3,500	3,500	0	0	0	Band Costs	3,500	0	3,500	0	3,500		3,500	
					Christmas Lights:								
52,000	32,194	19,806	(26,906)	46,712	Hire, Installation & Safety Checks	54,840	0	54,840	55,214	(374)		(374)	
30	0	30	0	30	Christmas Lights Competition	30	0	30	0	30		30	
2,000	8,069	(6,069)	0	(6,069)	Christmas Lights Switch On Event	8,000	0	8,000	7,040	960		960	
					Community Heritage:								
33,340	23,388	9,952	0	9,952	Salaries - Basic & NI	36,820	0	36,820	37,080	(260)		(260)	Payaward 2025/26
5,890	3,952	1,938	0	1,938	Salaries - Pension	6,340	0	6,340	6,377	(37)		(37)	
0	0	0	0	0	Health & Safety at Work	0	0	0	90	(90)		(90)	
0	9,883	(9,883)	0	(9,883)	Business Rates	0	0	0	14,845	(14,845)		(14,845)	
0	0	0	0	0	Cleaning & Domestic Supplies	0	0	0	38	(38)		(38)	
70	0	70	0	70	Travelling	70	0	70	312	(242)		(242)	
1,740	904	836	0	836	Printing & Stationery	1,800	0	1,800	182	1,618		1,618	
0	0	0	0	0	Phone & Mobile	0	540	540	586	(46)		(46)	
10	2,232	(2,222)	0	(2,222)	IT	7,000	0	7,000	5,257	1,743		1,743	
0	0	0	0	0	IT Hardware	0	0	0	389	(389)		(389)	
0	4,230	(4,230)	0	(4,230)	Consultancy	0	0	0	0	0		0	
10	0	10	0	10	Uniform / Protective clothing	10	0	10	76	(66)		(66)	
10	20	(10)	0	(10)	Volunteer Expenses	10	0	10	251	(241)		(241)	
10	99	(89)	0	(89)	Subscriptions	10	0	10	180	(170)		(170)	
1,860	0	1,860	0	1,860	Events Expenditure	1,500	0	1,500	843	657		657	
320	0	320	0	320	Equipment, Tools & Materials	330	0	330	1,034	(704)		(704)	
0	541	(541)	0	(541)	Miscellaneous	0	0	0	340	(340)		(340)	
15,000	10,000	5,000	0	5,000	SC - Overheads recharge	15,530	0	15,530	5,000	10,530		10,530	
0	9,339	(9,339)	0	(9,339)	SLA - South West Heritage Trust	28,020	0	28,020	28,689	(669)		(669)	
650	(650)	1,300	1,300	0	Customised souvenirs	0	0	0	0	0		0	
5,000	4,750	250	0	250	Eats: Festival	4,700	0	4,700	2,390	2,310		2,310	
1,000	0	1,000	0	1,000	Love Yeovil	1,000	0	1,000	0	1,000		1,000	
75,000	(12,490)	87,490	0	87,490	Yeovil Celebrate	0	0	0	0	0		0	
0	3,070	(3,070)	0	(3,070)	D Day	0	0	0	0	0		0	
0	591	(591)	0	(591)	V E Day	4,000	0	4,000	3,236	764		764	
10,000	9,792	208	0	208	Super Saturday	10,000	0	10,000	8,196	1,804		1,804	2 x Super Saturdays
1,260	2,249	(989)	0	(989)	Town Crier	1,260	0	1,260	1,342	(82)		(82)	Purchase of new costume
1,820	1,761	59	0	59	Yeovil Open Town Crier Competition	1,820	0	1,820	1,398	422		422	
2,000	(1,534)	3,534	3,534	0	Regalia	1,000	0	1,000	1,202	(202)		(202)	
1,600	1,570	30	0	30	Remembrance Sunday	1,500	0	1,500	1,961	(461)		(461)	Stewards and Road Closure and PA System
0	0	0	0	0	Holiday Playscheme Contribution	11,800	(11,800)	0	0	0		0	Moved to IPA
					Westlands:								
310,630	425,837	(115,207)	0	(115,207)	Salaries - Basic & NI	645,220	(73,350)	571,870	546,128	25,742		25,742	
52,360	72,088	(19,728)	0	(19,728)	Salaries - Pension	127,880	(14,520)	113,360	122,087	(8,727)		(8,727)	
0	3,105	(3,105)	0	(3,105)	Overtime	0	0	0	2,961	(2,961)		(2,961)	
50,000	0	50,000	0	50,000	Wages (Casual)	67,300	65,930	133,230	142,753	(9,523)		(9,523)	
220	711	(491)	0	(491)	Training	230	0	230	216	14		14	

58,010	32,455	25,555	6,000	19,555	Repairs and Maintenance Buildings	60,040	0	60,040	41,894	18,146		18,146	
16,090	18,208	(2,118)	0	(2,118)	Repairs and Maintenance Plant	16,650	0	16,650	3,859	12,791	89,000	(76,209)	Including purchase of dressing unit. Transfer to Earmarked reserve for landscaping and health and safety of bank, A/C unit
0	0	0	0	0	Technical	0	0	0	29,432	(29,432)		(29,432)	
600	186	414	0	414	Health & Safety at work	620	0	620	4,423	(3,803)		(3,803)	
0	0	0	0	0	Repairs & Maintenance Equipment	0	0	0	6,273	(6,273)		(6,273)	
66,340	74,830	(8,490)	0	(8,490)	Electricity	108,350	0	108,350	125,161	(16,811)		(16,811)	
0	0	0	0	0	Gas	29,470	(29,470)	0	0	0		0	
27,780	19,266	8,514	0	8,514	Business Rates	28,750	0	28,750	29,415	(665)		(665)	
5,830	0	5,830	0	5,830	Sewerage	6,030	0	6,030	0	6,030		6,030	
5,380	0	5,380	0	5,380	Water	5,570	0	5,570	0	5,570		5,570	
0	360	(360)	0	(360)	Gritting	0	0	0	4,091	(4,091)		(4,091)	
16,560	2,586	13,974	0	13,974	Cleaning & Domestic supplies	17,140	0	17,140	4,213	12,927		12,927	
0	0	0	0	0	Specialist Cleaning	0	0	0	1,944	(1,944)		(1,944)	
0	874	(874)	0	(874)	Skip Hire	0	0	0	239	(239)		(239)	
240	0	240	0	240	Maintenance Agreement Charges	250	0	250	1,249	(999)		(999)	
40,590	4,838	35,752	0	35,752	Security - Fire / Intruder / Key holding	42,010	0	42,010	8,250	33,760		33,760	
0	3,069	(3,069)	0	(3,069)	Security - Events	0	0	0	9,603	(9,603)		(9,603)	
150	0	150	0	150	Travelling Allowance	160	0	160	876	(716)		(716)	
0	4,079	(4,079)	0	(4,079)	Printing & Stationery	0	0	0	4,061	(4,061)		(4,061)	
30	39,907	(39,877)	0	(39,877)	Printing of Publications	30	0	30	46,330	(46,300)		(46,300)	
270	4,369	(4,099)	0	(4,099)	Photographic Work	280	0	280	1,840	(1,560)		(1,560)	
0	15,146	(15,146)	0	(15,146)	Postage	1,000	0	1,000	23,951	(22,951)		(22,951)	
0	0	0	0	0	Phone & Mobile	0	9,020	9,020	9,683	(663)		(663)	
280	15,434	(15,154)	0	(15,154)	IT	20,000	0	20,000	37,893	(17,893)		(17,893)	Replacement digital screens
0	3,539	(3,539)	11,000	(14,539)	IT Hardware	0	0	0	14,364	(14,364)		(14,364)	
0	672	(672)	0	(672)	Website	0	0	0	2,109	(2,109)		(2,109)	
2,980	5,639	(2,659)	0	(2,659)	Office Furniture	3,000	0	3,000	83	2,917		2,917	
3,710	0	3,710	0	3,710	Consultant & professional fees	3,840	0	3,840	1,588	2,253		2,253	
750	1,093	(343)	0	(343)	Hospitality	780	0	780	968	(188)		(188)	
0	231	(231)	0	(231)	Purchases for resale	0	0	0	0	0		0	
0	770	(770)	0	(770)	Uniform / Protective clothing	0	0	0	329	(329)		(329)	
0	190	(190)	0	(190)	Subscriptions	0	0	0	12,168	(12,168)		(12,168)	
110	1,842	(1,732)	0	(1,732)	Events Expenditure	110	0	110	3,340	(3,230)		(3,230)	
31,160	44,957	(13,797)	0	(13,797)	Adverts/Promotions	32,250	0	32,250	100,113	(67,863)		(67,863)	
8,110	16,162	(8,052)	0	(8,052)	Performance Rights Licence	8,400	0	8,400	28,352	(19,952)		(19,952)	
90	561	(471)	0	(471)	Licences	90	0	90	295	(205)		(205)	
7,570	39,291	(31,721)	0	(31,721)	Electronic Bank Charges	7,840	0	7,840	59,682	(51,842)		(51,842)	
0	497	(497)	0	(497)	Misc	0	0	0	6,718	(6,718)		(6,718)	
287,270	607,410	(320,140)	0	(320,140)	Performance Costs	297,230	0	297,230	1,068,847	(771,617)		(771,617)	
0	0	0	0	0	Country Music Festival	5,000	0	5,000	0	5,000		5,000	
60	24,000	(23,940)	0	(23,940)	Equipment, Tools & Materials	60	0	60	585	(525)		(525)	
14,280	8,640	5,640	0	5,640	Equipment hire	14,780	0	14,780	12,465	2,315		2,315	
0	0	0	0	0	Cleaning Equipment	0	0	0	1,835	(1,835)		(1,835)	
130	0	130	0	130	Floral Decorations	130	0	130	242	(112)		(112)	
3,940	19,517	(15,577)	0	(15,577)	Arts & Engagement	4,080	0	4,080	49,947	(45,867)		(45,867)	
0	679	(679)	0	(679)	Money Collection Service	0	0	0	1,186	(1,186)		(1,186)	
1,490	277	1,213	0	1,213	Payment to Contractors	1,540	0	1,540	5,703	(4,163)		(4,163)	
0	4,102	(4,102)	0	(4,102)	Waste collection	0	0	0	7,783	(7,783)		(7,783)	
Westlands Front of House:													
253,220	192,983	60,237	0	60,237	Salaries - Basic & NI	0	73,350	73,350	90,983	(17,633)		(17,633)	Including casuals
49,750	9,266	40,484	0	40,484	Salaries - Pension	0	14,520	14,520	32,363	(17,843)		(17,843)	
0	604	(604)	0	(604)	Overtime	0	0	0	0	0		0	
216,010	0	216,010	0	216,010	Wages (Casual)	294,000	(65,930)	228,070	275,851	(47,781)		(47,781)	See salaries
0	108	(108)	0	(108)	Training	0	0	0	0	0		0	
0	0	0	0	0	Advertising for Staff	0	0	0	80	(80)		(80)	
390	5,308	(4,918)	0	(4,918)	Repairs and Maintenance Buildings	400	0	400	586	(186)		(186)	
190	56	134	0	134	Health & Safety at work	200	0	200	41	159		159	
4,220	2,791	1,429	0	1,429	Repairs and Maintenance Equipment	4,370	0	4,370	11,752	(7,382)		(7,382)	
28,470	0	28,470	0	28,470	Gas	0	29,470	29,470	0	29,470		29,470	
0	78	(78)	0	(78)	Environmental Levy	0	0	0	0	0		0	
4,640	6,938	(2,298)	0	(2,298)	Cleaning	1,800	0	1,800	4,646	(2,846)		(2,846)	
290	566	(276)	0	(276)	Printing & Stationery	300	0	300	911	(611)		(611)	

30	0	30	0	30	Printing of Publications	30	0	30	0	30		30	
3,120	12,725	(9,605)	0	(9,605)	Icecream Provision	3,230	0	3,230	14,009	(10,779)		(10,779)	
200	354	(154)	0	(154)	Confectionery Purchase	210	0	210	669	(459)		(459)	
146,780	112,267	34,513	0	34,513	Restaurant Provisions café bar	151,920	0	151,920	185,129	(33,209)		(33,209)	
870	15,810	(14,940)	0	(14,940)	Provisions (FOH)	900	0	900	0	900		900	
95,210	94,054	1,156	0	1,156	Bar purchases	98,540	0	98,540	152,497	(53,957)		(53,957)	
220	8,278	(8,058)	0	(8,058)	Purchases for resale	230	0	230	665	(435)		(435)	
1,500	2,641	(1,141)	0	(1,141)	Rental Catering Machines	1,550	0	1,550	2,424	(874)		(874)	
7,010	5,257	1,753	15,000	(13,247)	Catering Equipment	7,000	0	7,000	17,885	(10,885)		(10,885)	Replacement freezer - refer to managed agreement
180	0	180	0	180	Hospitality	190	0	190	191	(1)		(1)	
140	58	82	0	82	Uniform / Protective clothing	150	0	150	108	42		42	
0	790	(790)	0	(790)	Subscriptions	0	0	0	3,777	(3,777)		(3,777)	
40	3,410	(3,370)	0	(3,370)	Events Expenditure	40	0	40	899	(859)		(859)	
	31	(31)	0	(31)	Bank Charges	0	0	0	4,764	(4,764)		(4,764)	
1,220	177	1,043	0	1,043	Equipment, Tools & Materials	1,260	0	1,260	2,834	(1,574)		(1,574)	
2,360	360	2,000	0	2,000	Equipment hire	2,440	0	2,440	3,073	(633)		(633)	
140	22	118	0	118	Cleaning and domestic equipment	150	0	150	1,991	(1,841)		(1,841)	
30	0	30	0	30	Floral decorations	30	0	30	0	30		30	
910	18	892	0	892	Misc Expenditure	940	0	940	8	932		932	
2,265,680	0	2,265,680	209,470	2,056,210	Octagon	2,265,680	0	2,265,680	151,402	2,114,278	58,068	2,056,210	Net amount to go into reserve to fund work at Octagon Theatre
1,000	0	1,000	0	1,000	Octagon Summer School - SLA	0	1,000	1,000	1,000	0		0	Move from FPE
0	0	0	0	0	Arts & Engagement Outreach Programme	0	5,000	5,000	5,000	0		0	
5,000	5,000	0	0	0	Yeovil Art Space (SLA)	5,000	0	5,000	5,000	0		0	Agreed PR&F 28/06/22
2,000	2,000	0	0	0	Yeovil Together	2,000	0	2,000	2,000	0		0	SLA for 3 years 2024 - 2026
4,407,940	2,183,965	2,223,975	219,398	2,004,577	Total Expenditure	4,696,790	3,760	4,700,550	3,833,693	866,857	147,068	719,789	
					INCOME								
					Westlands:								
(44,710)	(40,000)	(4,710)	0	(4,710)	Joint Financing Conts	(46,280)	0	(46,280)	0	(46,280)		(46,280)	Leonardo Contribution
0	(20,000)	20,000	0	20,000	Contribution towards Panto	0	0	0	0	0		0	Somerset Council
0	(44,739)	44,739	0	44,739	Salary Recharge	(16,652)	0	(16,652)	(81,344)	64,692		64,692	
0	(1,105)	1,105	0	1,105	Recharge	0	0	0	0	0		0	Somerset Council - recharge of shutter work
(180)	(12,942)	12,762	0	12,762	Sales - Std	(190)	0	(190)	(12,249)	12,059		12,059	
(3,010)	(1,657)	(1,353)	0	(1,353)	Fees & Charges - Std	(3,120)	0	(3,120)	(4,202)	1,082		1,082	
(14,290)	(10,989)	(3,301)	0	(3,301)	Equipment Hire	(14,790)	0	(14,790)	(22,693)	7,903		7,903	
(670)	(8,052)	7,382	0	7,382	Advertising	(700)	0	(700)	(32,339)	31,639		31,639	
0	(2,883)	2,883	0	2,883	Memberships	0	0	0	(3,475)	3,475		3,475	
(2,120)	(49,835)	47,715	0	47,715	Commission	(2,190)	0	(2,190)	(67,527)	65,337		65,337	
0	(529)	529	0	529	Donations	0	0	0	(386)	386		386	
(2,840)	0	(2,840)	0	(2,840)	Rents	(2,940)	0	(2,940)	0	(2,940)		(2,940)	
(1,050)	0	(1,050)	0	(1,050)	Misc Income	(1,090)	0	(1,090)	(328)	(763)		(763)	
(519,480)	(601,144)	81,664	0	81,664	Admission Charges Theatre - Std	(537,660)	0	(537,660)	(1,790,735)	1,253,075		1,253,075	Record breaking sales of 105,259 tickets for the year; Panto - Beauty & the Beast sold 22,744 compared to 21,405 for Jack & The Beanstalk
(150)	(788)	638	0	638	Admission Charges Theatre - E	(160)	0	(160)	(5,260)	5,100		5,100	
(58,230)	(103,202)	44,972	103,202	(58,230)	Ticket Levy	(90,000)	0	(90,000)	(129,754)	39,754	129,754	(90,000)	To go into reserve to fund work at Octagon Theatre
0	(880)	880	0	880	Postage	0	0	0	(3,510)	3,510		3,510	
(67,110)	(63,670)	(3,440)	0	(3,440)	Venue Hire	(69,460)	0	(69,460)	(172,137)	102,677		102,677	
(55,470)	(54,476)	(994)	0	(994)	Room Hire - E	(57,410)	0	(57,410)	(38,004)	(19,406)		(19,406)	
(1,570)	(25,791)	24,221	0	24,221	Dance Class/Community Choir	(1,630)	0	(1,630)	(74,710)	73,080		73,080	
0	(500)	500	0	500	Dept for Education Apprenticeship contribution	1,000	0	1,000	(500)	1,500		1,500	
					Westlands Front of House:								
(784,030)	(367,635)	(416,395)	0	(416,395)	Sales of meals	(811,470)	0	(811,470)	(316,210)	(495,260)		(495,260)	
(182,190)	(219,306)	37,116	0	37,116	Bar Sales - Std	(188,570)	0	(188,570)	(554,121)	365,551		365,551	
0	0	0	0	0	Other Income	0	0	0	(9)	9		9	
(390)	0	(390)	0	(390)	Equipment Hire	(400)	0	(400)	0	(400)		(400)	
(2,056,210)	0	(2,056,210)	0	(2,056,210)	Octagon	(2,056,210)	0	(2,056,210)	0	(2,056,210)		(2,056,210)	
0	0	0	0	0	Development Project Donation	0	0	0	(650)	650	650	0	To go to Octagon Theatre Redevelopment Reserve
0	0	0	0	0	Project Contribution - Other Parish	0	0	0	(2,250)	2,250	2,250	0	To go to Octagon Theatre Redevelopment Reserve
					Community Heritage:								
0	0	0	0	0	Grants	0	0	0	(867)	867		867	

0	0	0	0	0	General Sales	0	0	0	(1,130)	1,130		1,130
(1,860)	(1,341)	(519)	0	(519)	Fees & Charges - Std	(1,930)	0	(1,930)	(541)	(1,389)		(1,389)
(570)	(1,166)	596	0	596	Donations	(590)	0	(590)	(472)	(118)		(118)
(3,796,130)	(1,632,629)	(2,163,501)	103,202	(2,266,703)	Total Income	(3,902,442)	0	(3,902,442)	(3,315,403)	(587,039)	132,654	(719,693)
611,810	551,336	60,474	322,600	(262,126)	Net Expenditure	794,348	3,760	798,108	518,289	279,818	279,722	96

Reserves as at 31/03/26

Earmarked Reserve	Balance as at 31/03/23 (£)	Movement in Year In / (Out) (£)	Balance as at 31/03/24 (£)	Movement in Year In / (Out) (£)	Balance as at 31/03/25 (£)	Movement in Year In / (Out) (£)	Balance as at 31/03/26 (£)
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
Capital Building Project	275,494	59,957	335,451	60,000	395,451	(167,867)	227,584
Community Infrastructure Levy	3,267	956	4,223	946	5,169	(2,571)	2,598
Costs of Elections	1,500	0	1,500	5,500	7,000	1,445	8,445
War Memorial	2,209	750	2,959	743	3,702	0	3,702
Sidney Gardens	12,600	0	12,600	0	12,600	0	12,600
Defibrillators & Bleed kits	6,779	950	7,729	(7,729)	0	7,818	7,818
CCTV	1,000	500	1,500	500	2,000	0	2,000
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	76,166	116,166
Christmas lights	0	26,079	26,079	(6,273)	19,806	(19,806)	0
Public 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	11,454	175,667
Westlands Entertainment Venue	0	0	0	32,000	32,000	89,000	121,000
Octagon Theatre	0	0	0	209,470	209,470	58,068	267,538
Ticket Levy	0	0	0	103,202	103,202	129,754	232,956
Octagon Theatre Project	0	0	0	0	0	297,876	297,876
Tennis Court Sinking Fund*	0	0	0	0	0	2,000	2,000
Holiday Play Scheme*	0	0	0	0	0	11,800	11,800
Allotment (SALC Grants) C/F*	0	0	0	0	0	3,000	3,000
Open Space*	0	0	0	0	0	13,000	13,000
Ninesprings café refurbishment*	0	0	0	0	0	20,000	20,000
	439,403	110,477	549,880	611,440	1,161,320	524,595	1,685,915

Earmarked Reserves and General Fund Balances			
	As at 31/03/2025	Movement in year	As at 31/03/2026
	£	£	£
Total Earmarked Reserves	1,161,320	524,595	1,685,915
Unallocated General Fund Balance	893,142		
Underspend /(Overspend) for 2025/26		147,474	
Total Unallocated General Fund Balance			1,040,616
Total Earmarked Reserves and General Fund Balances	2,054,462	672,069	2,726,532

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

General Fund Balances are **£1,040,616** at 31st March 2026 which is between the recommended minimum level and is approximately **4 months** of net revenue expenditure for the financial year 2025/26.

Total Earmarked Reserves and General Fund Balances are **£2,726,532** at 31st March 2026 which is approximately **10 months** of net revenue expenditure for the financial year 2025/26.

11/384 2026/27 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st MAY 2026 (MONTH 1 – 2)

Purpose of Report

The purpose of this report is to provide Members with the current projections of the expected spending and income against the Council's approved budget for the financial year 2026/27, and to explain significant variances against budget.

Background

The 2026/27 budget was approved by Town Council on 27th January 2026.

Committee	Expenditure £	Income £	Net Expenditure £
Executive	938,550	121,870	816,680
Property & Community	641,360	35,330	606,030
Leisure & Environment	2,193,780	874,950	1,318,830
Culture	3,583,150	2,802,990	780,160
Total Committees Budget	7,356,840	3,835,140	3,521,700
Joint Burial Committee	76,000	0	76,000
Total Budget Requirement	7,432,840	3,835,140	3,597,700

Summary of expected spending and income against budget

The projected position as at 31st March 2027 is **£3,629,569** against the budget of **£3,597,700** shows an **overspend** of **£31,869 (0.89%)**.

This is summarised within below. The detail and the significant variances are highlighted within Appendix A below.

Committee	Original Budget £	Projected Position at 31/03/2027 £	Variance (over) / under £	Variance (over) / under %
Executive	816,680	787,581	29,099	3.56
Property & Community	606,030	610,997	(4,967)	(0.82)
Leisure & Environment	1,318,830	1,360,391	(41,561)	(3.15)
Culture	780,160	794,601	(14,441)	(1.85)
Total Committees Budget	3,521,700	3,553,570	(31,870)	(0.90)

The Committee is **RECOMMENDED** to note the report.

(Amanda Card, Chief Executive / Town Clerk – amanda.card@yeovil.gov.uk)
(Jacky Pang, Deputy Responsible Finance Officer – jacky.pang@yeovil.gov.uk)

2026/27 Budget Monitoring

2025/26							Committee				
£			£	£	£	£		£	£	£	£
Budget	Budget Virement	Revised Budget	Actual Total at 31/03/26	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution		Original Budget	Month 1- 2 spent 31/05/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend
							Executive				
885,263	(19,350)	865,913	733,939	151,324	26,445	124,879	Expenditure	938,550	122,388	910,014	28,536
(101,100)	0	(101,100)	(177,384)	76,284	3,332	72,952	Income	(121,870)	(17,064)	(122,434)	564
784,163	(19,350)	764,813	556,555	227,608	29,777	197,831	Net Expenditure	816,680	105,324	787,581	29,099
							Property & Community Committee				
424,220	50,680	474,900	445,297	21,936	89,476	(67,540)	Expenditure	641,360	94,016	646,327	(4,967)
(35,330)	0	(35,330)	(38,419)	3,089	0	3,089	Income	(35,330)	(3,750)	(35,330)	0
388,890	50,680	439,570	406,878	25,025	89,476	(64,451)	Net Expenditure	606,030	90,266	610,997	(4,967)
							Leisure & Environment Committee				
2,107,710	(45,890)	2,061,820	1,967,859	93,961	125,620	(31,659)	Expenditure	2,193,780	316,696	2,238,134	(44,354)
(846,990)	0	(846,990)	(903,330)	56,340	0	56,340	Income	(874,950)	(148,849)	(877,743)	2,793
1,260,720	(45,890)	1,214,830	1,064,529	150,301	125,620	24,681	Net Expenditure	1,318,830	167,848	1,360,391	(41,561)
							Planning Committee				
1,000	0	1,000	0	1,000	0	1,000	Expenditure	0	0	0	0
0	0	0	0	0	0	0	Income	0	0	0	0
1,000	0	1,000	0	1,000	0	1,000	Net Expenditure	0	0	0	0
							Culture Committee				
4,685,990	14,560	4,700,550	3,833,693	852,297	147,068	705,229	Expenditure	3,583,150	521,906	3,597,826	(14,676)
(3,902,442)	0	(3,902,442)	(3,315,403)	(587,039)	132,654	(719,693)	Income	(2,802,990)	(618,045)	(2,803,225)	235
783,548	14,560	798,108	518,289	265,258	279,722	(14,464)	Net Expenditure	780,160	(96,139)	794,601	(14,441)
							Burial Committee				
78,618	0	78,618	78,618	0	0	0	Expenditure	76,000	0	76,000	0
0	0	0	0	0	0	0	Income	0	0	0	0
78,618			78,618	0	0	0	Net Expenditure	76,000	0	76,000	0
							Total Yeovil Town Council				
8,182,801	0	8,182,801	7,059,406	1,123,395	388,609	734,786	Expenditure	7,432,840	1,055,007	7,468,300	(35,460)
(4,885,862)	0	(4,885,862)	(4,434,536)	(451,326)	135,986	(587,312)	Income	(3,835,140)	(787,707)	(3,838,731)	3,591
3,296,939	0	3,296,939	2,624,870	672,069	524,595	147,474	Net Expenditure	3,597,700	267,299	3,629,569	(31,869)

Executive

2025/26							2026/27				Notes	
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Month 1 - 2 spent 31/05/2026	Full Year estimated to 31/03/2027		Estimated (over) / under spend
£	£	£	£	£	£	£		£	£	£		£
							EXPENDITURE					
							Finance & Admin Team					
0	0	0	1,953	(1,953)		(1,953)	Agency Staff	0	0	0	0	Budget within Employee contingency cost
412,020	0	412,020	371,042	40,978		40,978	Salaries - Basic & NI	418,040	57,955	394,662	23,378	3 new posts are not yet filled for the first 2 months of the year
83,450	0	83,450	74,119	9,331		9,331	Salaries - Pension	74,050	9,176	63,453	10,597	
0	0	0	9,400	(9,400)		(9,400)	Overtime	9,020	0	9,020	0	
0	0	0	779	(779)		(779)	Other Staff Costs	0	133	133	(133)	
0	0	0	769	(769)		(769)	Pension Compensation	0	0	0	0	
500	0	500	626	(126)		(126)	Employee Travelling Costs	500	64	500	0	
2,000	0	2,000	704	1,296		1,296	Advertising	1,000	80	1,000	0	
5,400	0	5,400	8,259	(2,859)		(2,859)	Audit fees	11,780	0	11,780	0	
240	0	240	330	(90)		(90)	Books/periodicals	300	0	300	0	
0	0	0	2,536	(2,536)		(2,536)	Bank Charges	2,600	327	2,600	0	
25,000	0	25,000	0	25,000	25,000	0	Carbon Management	25,000	0	25,000	0	
153,253	(5,000)	148,253	0	153,253		153,253	Contingencies	167,700	0	167,700	0	
14,000	0	14,000	12,555	1,445	1,445	(0)	Cost of Elections	14,000	0	14,000	0	
31,600	0	31,600	31,426	174		174	Costs of Democracy	32,770	5,303	32,770	0	
5,000	0	5,000	1,084	3,916		3,916	Training	5,000	151	5,000	0	
500	0	500	439	61		61	Franking Machine	500	0	500	0	
4,000	0	4,000	2,304	1,696		1,696	Furniture, office equipment & servicing	2,000	339	2,000	0	
10,000	0	10,000	8,435	1,565		1,565	Grants	10,000	0	10,000	0	
25,000	0	25,000	27,247	(2,247)		(2,247)	Insurance	29,760	32,008	32,008	(2,248)	
0	0	0	23,242	(23,242)		(23,242)	Consultation Cost	0	0	0	0	
0	0	0	13,117	(13,117)		(13,117)	Devolution Legal Costs	0	0	0	0	
0	0	0	7,335	(7,335)		(7,335)	Professional costs	0	100	100	(100)	
0	0	0	0	0		0	HR Costs	3,000	495	3,000	0	
0	0	0	1,753	(1,753)		(1,753)	HMRC	0	0	0	0	
1,500	0	1,500	6,141	(4,641)		(4,641)	Miscellaneous	5,000	570	5,000	0	
15,000	0	15,000	0	15,000		15,000	New Initiatives Fund	15,000	0	15,000	0	
16,500	0	16,500	48,633	(32,133)		(32,133)	IT Support	23,680	1,987	23,680	0	
2,500	(1,350)	1,150	1,208	1,292		1,292	Telephone & Mobiles	590	61	590	0	
0	0	0	4,305	(4,305)		(4,305)	IT Hardware	5,000	105	5,000	0	
1,500	0	1,500	2,150	(650)		(650)	Postage	1,500	623	1,500	0	
							Professional Subscriptions					
4,500	0	4,500	25,312	(20,812)		(20,812)	Sage	27,620	4,849	27,620	0	
1,200	0	1,200	4,052	(2,852)		(2,852)	Other	1,200	2,750	2,750	(1,550)	
3,000	0	3,000	4,087	(1,087)		(1,087)	SALC	3,000	4,408	4,408	(1,408)	
1,000	0	1,000	565	435		435	SLCC	1,000	555	1,000	0	
1,200	0	1,200	0	1,200		1,200	YCRT	1,240	104	1,240	0	
15,000	0	15,000	0	15,000		15,000	Employee Costs Contingency	10,000	0	10,000	0	
500	0	500	14	486		486	Ski Centre	0	0	0	0	
1,200	0	1,200	2,214	(1,014)		(1,014)	Stationery/supplies	1,000	246	1,000	0	
8,450	0	8,450	8,594	(144)		(144)	Treasury Management	8,450	0	8,450	0	
750	0	750	710	40		40	Website	750	0	750	0	
25,000	0	25,000	25,000	0		0	Yeovil 4 Families	25,000	0	25,000	0	
1,500	0	1,500	1,500	0		0	Yeovil Twinning Association	1,500	0	1,500	0	
885,263	(19,350)	865,913	733,939	151,324	26,445	124,879	Total Expenditure	938,550	122,388	910,014	28,536	
							INCOME					
(100,000)	0	(100,000)	(169,752)	69,752		69,752	Investment Interest	(120,000)	(16,378)	(120,000)	0	

0	0	0	(699)	699		699	Miscellaneous	(770)	(123)	(770)	0
0	0	0	(2,500)	2,500		2,500	Devolution Contribution	0	0	0	0
0	0	0	(3,332)	3,332	3,332	0	Community Infrastructure Levy	0	(564)	(564)	564
(1,100)	0	(1,100)	(1,100)	0		0	Salary Recharge	(1,100)	0	(1,100)	0
(101,100)	0	(101,100)	(177,384)	76,284	3,332	72,952	Total Income	(121,870)	(17,064)	(122,434)	564
784,163	(19,350)	764,813	556,555	227,608	29,777	197,831	Net Expenditure	816,680	105,324	787,581	29,099

Leisure & Environment Committee

2025/26							2026/27					
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Month 1 - 2 spent 31/05/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes
£	£	£	£	£	£	£		£	£	£	£	
							EXPENDITURE					
							Director of L&E:					
64,510	0	64,510	64,959	(449)		(449)	Salaries - Basic & NI	66,910	10,827	64,959	1,951	
12,650	0	12,650	12,742	(92)		(92)	Salaries - Pension	11,770	1,705	10,228	1,542	
0	0	0	248	(248)		(248)	Other Costs	0	24	145	(145)	
							Allotment Maintenance:					
10,500	0	10,500	5,031	5,469	3,000	2,469	Contract	0	0	0	0	
0	0	0	2,350	(2,350)		(2,350)	Tree Works	2,500	0	2,500	0	
5,000	0	5,000	4,510	490		490	Other Costs	5,000	2,000	7,000	(2,000)	
0	0	0	43	(43)		(43)	Bank Charges	0	3	3	(3)	
500	0	500	824	(324)		(324)	Equipment, Tools and Material	500	16	516	(16)	
0	0	0	2,701	(2,701)		(2,701)	Waste	0	0	0	0	
2,000	0	2,000	647	1,353		1,353	Allotment - Health & Safety	2,000	0	2,000	0	
2,000	0	2,000	10,897	(8,897)		(8,897)	Allotments - Fence Repairs	1,000	0	1,000	0	
250	0	250	125	125		125	Best Kept Allotments Competition	250	0	250	0	
1,500	0	1,500	7,047	(5,547)		(5,547)	Water charges	1,550	979	1,550	0	Recharging to allotment holder in September 2026
350	0	350	335	15		15	Leases - Turners Barn	350	0	350	0	
							Play Areas:					
0	29,644	29,644	40,331	(10,687)		(10,687)	Salaries - Basic & NI	78,860	12,844	77,063	1,797	
0	4,908	4,908	8,153	(3,245)		(3,245)	Salaries - Pension	14,120	2,085	12,509	1,611	
0	3,000	3,000	0	3,000		3,000	Overtime	0	0	0	0	
0	2,000	2,000	0	2,000		2,000	Wages (Casual)	0	0	0	0	
0	2,000	2,000	0	2,000		2,000	Training	5,000	390	5,000	0	
0	0	0	90	(90)		(90)	Health & Safety at work	2,000	22	2,000	0	
0	0	0	78	(78)		(78)	Play Area Repairs and Maintenance	0	291	291	(291)	
0	5,000	5,000	763	4,237		4,237	Vehicle - R & M	1,000	381	1,000	0	
0	2,000	2,000	878	1,122		1,122	Fuel	2,000	110	2,000	0	
0	0	0	8,091	(8,091)		(8,091)	Vehicle - Hire	8,300	721	8,300	0	
0	0	0	55	(55)		(55)	Other Vehicle Costs	200	0	200	0	
0	2,000	2,000	486	1,514		1,514	Travel & Other Staff costs	2,000	246	2,000	0	
0	0	0	18,500	(18,500)		(18,500)	Purchase of new vehicles	0	0	0	0	
0	10,000	10,000	102	9,898		9,898	Printing & Stationery	500	0	500	0	
0	1,000	1,000	219	781		781	Mobile phone & Lone worker devices	800	414	800	0	
0	0	0	690	(690)		(690)	Consultant & Professional Fees	0	0	0	0	
0	3,000	3,000	0	3,000		3,000	Uniform	800	50	800	0	
0	0	0	36	(36)		(36)	Volunteers expense	0	0	0	0	
0	0	0	0	0		0	Tree Work	34,000	0	34,000	0	
0	43,570	43,570	10,504	33,066	36,166	(3,100)	Equipment, Tools & Materials	43,570	7,260	43,570	0	
0	0	0	0	0		0	Equipment Hire	2,000	0	2,000	0	
0	1,000	1,000	0	1,000		1,000	Seeds and plants	1,000	0	1,000	0	
0	40,000	40,000	0	40,000	40,000	0	Play Area Upgrade	30,000	0	30,000	0	
0	5,000	5,000	137	4,863		4,863	Events	1,000	66	1,000	0	
0	10,000	10,000	7,943	2,057		2,057	Waste	0	0	0	0	
0	18,448	18,448	9,349	9,099		9,099	Contractors	2,000	0	2,000	0	Annual Play Inspection
							Open Spaces:					
45,930	80,949	126,879	118,538	8,341		8,341	Salaries - Basic & NI	145,240	26,162	156,972	(11,732)	
9,250	15,886	25,136	23,508	1,628		1,628	Salaries - Pension	25,800	4,185	25,108	692	
0	5,000	5,000	0	5,000		5,000	Overtime	0	160	160	(160)	
0	5,000	5,000	9,730	(4,730)		(4,730)	Training	2,000	1,440	2,000	0	
0	0	0	331	(331)		(331)	Advertising for staff	0	0	0	0	
0	0	0	3,148	(3,148)		(3,148)	Health & Safety at work	3,000	8	3,000	0	
254,770	(248,636)	6,134	13,167	(7,033)		(7,033)	Tree Works	25,000	0	25,000	0	
0	0	0	3,717	(3,717)		(3,717)	Skip Hire	6,000	2,445	6,000	0	
0	5,000	5,000	3,896	1,104		1,104	Vehicles R & M	4,000	614	4,000	0	

0	9,900	9,900	2,088	7,812	7,812	Fuel	6,900	530	6,900	0
0	7,800	7,800	11,674	(3,874)	(3,874)	Vehicle Hire	10,380	684	10,380	0
0	0	0	247	(247)	(247)	Other Vehicle Costs	250	0	250	0
100	0	100	221	(121)	(121)	Travel	100	24	100	0
0	10,000	10,000	3,196	6,804	6,804	Printing & Stationery	2,000	0	2,000	0
0	1,000	1,000	1,242	(242)	(242)	Mobile phone	1,480	129	1,480	0
0	0	0	615	(615)	(615)	IT	990	91	990	0
0	0	0	83	(83)	(83)	IT Hardware	0	0	0	0
0	0	0	56	(56)	(56)	Office Furniture and equipment	0	0	0	0
0	601	601	68	533	533	Hospitality	0	0	0	0
0	500	500	1,049	(549)	(549)	Miscellaneous	0	0	0	0
0	5,000	5,000	3,136	1,864	1,864	Uniform/Protective clothing	2,100	209	2,100	0
0	2,000	2,000	0	2,000	2,000	Volunteer Expenses	1,000	12	1,000	0
0	0	0	2,033	(2,033)	(2,033)	Subscriptions	500	728	728	(228)
0	0	0	32,500	(32,500)	(32,500)	Purchase of new vehicles	0	0	0	0
0	30,000	30,000	15,676	14,324	14,324	Equipment, Tools & Materials	43,770	1,385	43,770	0
0	10,000	10,000	1,269	8,731	8,731	Equipment Hire	1,000	0	1,000	0
0	5,000	5,000	5,044	(44)	(44)	Seeds and plants	3,000	35	3,000	0
4,500	0	4,500	0	4,500	4,500	Door Step Green	0	0	0	0
0	15,000	15,000	21,233	(6,233)	(6,233)	Contractors	5,000	102	5,000	0
0	15,000	15,000	4,888	10,112	10,112	Waste	16,400	0	16,400	0
0	20,000	20,000	0	20,000	20,000	Project Expenditure	10,000	0	10,000	0
0	5,000	5,000	0	5,000	5,000	Events & Marketing	3,000	0	3,000	0
Yeovil in Bloom:										
71,240	(43,030)	28,210	29,229	(1,019)	(1,019)	Salaries - Basic & NI	30,010	2,468	30,010	0
0	5,020	5,020	5,932	(912)	(912)	Salaries - Pension	5,350	394	5,350	0
0	3,000	3,000	7,103	(4,103)	(4,103)	Wages (Casual)	5,000	1,441	5,000	0
0	500	500	0	500	500	Training	0	80	80	(80)
0	1,000	1,000	687	313	313	Vehicle - R & M	8,330	94	8,330	0
0	3,000	3,000	969	2,031	2,031	Vehicle - Fuel	1,000	1,067	1,067	(67)
0	7,800	7,800	18,019	(10,219)	(10,219)	Vehicle - hire / lease	500	0	500	0
0	250	250	11	239	239	Printing & Stationery	600	26	600	0
0	300	300	244	56	56	Mobile phone & Lone worker devices	1,000	364	1,000	0
0	500	500	40	460	460	Uniform / Protective clothing	0	0	0	0
0	0	0	661	(661)	(661)	Events Expenditure	200	0	200	0
0	0	0	150	(150)	(150)	Adverts & Promotion	0	0	0	0
0	2,000	2,000	10,114	(8,114)	(8,114)	Equipment Tools & Materials	2,000	1,062	2,000	0
0	500	500	476	24	24	Equipment Hire	700	6	700	0
0	18,000	18,000	17,216	784	784	Seeds and plants	750	9,896	9,896	(9,146)
0	0	0	2,100	(2,100)	(2,100)	Nursery Facilities	15,190	2,100	15,190	0
0	410	410	71	339	339	Miscellaneous	2,100	0	2,100	0
0	750	750	441	309	309	Waste	500	0	500	0
Yeovil Country Park:										
78,640	0	78,640	78,693	(53)	(53)	Salaries - Basic & NI	82,680	13,379	82,680	0
15,540	0	15,540	18,861	(3,321)	(3,321)	Salaries - Pension	18,420	2,686	18,420	0
620	0	620	255	365	365	Overtime	0	0	0	0
220	0	220	0	220	220	Subsistence	220	0	220	0
13,000	0	13,000	20,426	(7,426)	(7,426)	Wages (Casual)	11,230	3,533	11,230	0
1,740	0	1,740	26	1,714	1,714	Training	1,000	0	1,000	0
3,660	0	3,660	113	3,548	3,548	Repairs and Maintenance Buildings	2,000	0	2,000	0
160	0	160	2,911	(2,751)	(2,751)	Health & Safety at work	1,000	9	1,000	0
0	0	0	2,880	(2,880)	(2,880)	Tree works	8,000	840	8,000	0
570	0	570	0	570	570	Repairs and Maintenance Plant	570	0	570	0
0	0	0	0	0	0	Repairs and Maintenance Equipment	800	360	800	0
8,970	0	8,970	2,803	6,167	6,167	Internal Ground Comm Charge	9,240	0	9,240	0
200	0	200	0	200	200	Landscaping	0	0	0	0
70	0	70	0	70	70	Vandalism	0	0	0	0
630	0	630	10,110	(9,480)	(9,480)	Electricity	650	840	5,042	(4,392)
60	0	60	14	46	46	Sewerage	60	0	60	0
40	0	40	99	(59)	(59)	Water	40	0	40	0
5,350	0	5,350	3,780	1,570	1,570	Cleaning	5,510	974	5,510	0
460	0	460	0	460	460	Skip Hire	470	0	470	0
100	0	100	0	100	100	Security - Fire and Intruder	100	0	100	0
10,440	(1,500)	8,940	2,349	6,591	6,591	Vehicles - R & M	9,210	22	9,210	0

0	1,500	1,500	1,163	337	337	Fuel	1,550	127	1,550	0		
0	0	0	21	(21)	(21)	Travel Allowance	0	0	0	0		
2,240	0	2,240	1,264	977	977	Printing and Stationery	2,310	632	2,310	0		
60	0	60	0	60	60	Photographic work	60	0	60	0		
0	250	250	469	(219)	(219)	Mobile phone	0	45	45	(45)		
4,230	0	4,230	1,822	2,408	2,408	IT Consultant & professional fees	4,360	0	4,360	0		
0	0	0	16	(16)	(16)	IT	340	191	340	0		
0	0	0	1,180	(1,180)	(1,180)	Website	0	0	0	0		
0	0	0	1,470	(1,470)	(1,470)	Coaching	0	0	0	0		
850	0	850	168	682	682	Uniform / Protective clothing	850	0	850	0		
1,600	0	1,600	2,046	(446)	(446)	Volunteer Expenses	1,600	8	1,600	0		
0	0	0	0	0	0	Subscriptions	0	416	416	(416)	Annual subs with YCRT	
1,880	0	1,880	796	1,084	1,084	Events Expenditure	1,880	95	1,880	0		
10,000	0	10,000	1,254	8,746	8,746	Community Heritage Officer	10,000	0	10,000	0		
1,130	0	1,130	0	1,130	1,130	Adverts/promotions	1,130	140	1,130	0		
6,680	0	6,680	13,357	(6,677)	(6,677)	Equipment, Tools and Materials	6,680	2,342	6,680	0		
140	0	140	0	140	140	Equipment Hire	140	0	140	0		
0	0	0	222	(222)	(222)	Sports & Play Equipment	0	0	0	0		
2,530	0	2,530	2,172	358	358	Seeds, plants and plaques	2,530	1,064	2,530	0		
2,740	0	2,740	1,461	1,279	1,279	Misc Expenditure	2,740	0	2,740	0		
17,060	0	17,060	3,695	13,365	13,000	Payment to Contractors	17,570	180	17,570	0		
0	0	0	1,718	(1,718)	(1,718)	Waste collection	0	0	0	0		
Ninesprings Café												
73,300	0	73,300	59,230	14,070	14,070	Salaries - Basic & NI	75,630	8,950	75,630	0		
14,580	0	14,580	14,880	(300)	(300)	Salaries - Pension	17,960	2,130	17,960	0		
7,000	0	7,000	2,797	4,203	4,203	Overtime	7,000	905	7,000	0		
103,800	0	103,800	85,925	17,875	17,875	Wages (Casual)	96,820	15,253	96,820	0		
0	0	0	106	(106)	(106)	Training	0	0	0	0		
7,870	0	7,870	4,854	3,016	3,016	Repairs and Maintenance Buildings	8,110	0	8,110	0		
840	0	840	0	840	840	Maintenance Reserve	870	0	870	0		
220	0	220	86	134	134	Health & Safety at work	230	1,222	1,222	(992)		
0	0	0	7,562	(7,562)	(7,562)	Equipment Maintenance	1,500	0	1,500	0	Ice machine failure; coffee machine & shutter	
12,310	0	12,310	2,776	9,534	9,534	Electricity	12,680	0	12,680	0		
5,190	0	5,190	5,115	75	75	Business Rates	5,350	5,370	5,370	(20)		
1,340	0	1,340	274	1,066	1,066	Sewerage	1,380	0	1,380	0		
1,660	0	1,660	350	1,310	1,310	Water	1,710	0	1,710	0		
6,280	0	6,280	0	6,280	6,280	Skip Hire	6,470	0	6,470	0		
0	0	0	1,846	(1,846)	(1,846)	Cleaning & Domestic supplies	0	169	169	(169)		
100	0	100	2,423	(2,323)	(2,323)	Sanitary	100	210	210	(110)		
1,520	0	1,520	2,316	(796)	(796)	Security - Fire and Intruder	1,570	83	1,570	0		
0	0	0	0	0	0	CCTV	2,000	0	2,000	0		
2,080	0	2,080	0	2,080	2,080	Operational Costs	2,140	0	2,140	0		
1,310	0	1,310	1,100	210	210	Printing & Stationery	1,350	207	1,350	0		
0	540	540	450	90	90	Phones & Mobile	770	68	770	0		
5,700	0	5,700	7,465	(1,765)	(1,765)	IT	9,260	781	9,260	0		
172,260	0	172,260	136,467	35,793	20,000	Provisions	177,430	18,630	177,430	0		
240	0	240	569	(329)	(329)	Catering Equipment	250	0	250	0		
60	0	60	0	60	60	Hospitality	60	0	60	0		
660	0	660	376	284	284	Uniform / Protective clothing	680	0	680	0		
0	0	0	0	0	0	Subscriptions	0	416	416	(416)	Annual subs with YCRT	
5,800	0	5,800	4,328	1,472	1,472	Electronic Bank Charges	5,970	334	5,970	0		
0	0	0	1	(1)	(1)	Misc	0	54	54	(54)		
0	0	0	1,463	(1,463)	(1,463)	Money Collection Service	1,300	103	1,300	0		
1,540	0	1,540	1,405	135	135	Equipment Tools & Materials	1,590	0	1,590	0		
4,630	0	4,630	0	4,630	4,630	Payment to Contractors	0	490	490	(490)	New A/C installation	
0	0	0	1,422	(1,422)	(1,422)	Waste collection	1,200	151	1,200	0		
Yeovil Recreation Centre												
212,380	0	212,380	204,245	8,135	8,135	Salaries - Basic & NI	222,870	32,741	222,870	0		
42,350	0	42,350	42,961	(611)	(611)	Salaries - Pension	39,700	5,464	39,700	0		
820	0	820	15,424	(14,604)	(14,604)	Overtime	840	1,488	1,488	(648)		
4,000	0	4,000	11,841	(7,841)	(7,841)	Wages (Casual)	9,100	2,816	9,100	0		
20	0	20	3,362	(3,342)	(3,342)	Training	20	80	80	(60)		
37,300	0	37,300	13,130	24,170	24,170	Repairs and Maintenance Buildings	38,420	0	38,420	0		
0	0	0	50,653	(50,653)	(49,769)	(884)	Repair & Maintenance - Plants	1,000	0	1,000	0	

710	0	710	3,589	(2,879)		(2,879)	Health & Safety at work	730	301	730	0	
0	0	0	1,720	(1,720)		(1,720)	Tree works	8,500	0	8,500	0	
0	0	0	2,045	(2,045)		(2,045)	Repairs and Maintenance Equipment	1,000	56	1,000	0	
42,570	0	42,570	62,591	(20,021)		(20,021)	Electricity	43,850	4,463	43,850	0	Need to split cost between Café & Rec
10,140	0	10,140	9,422	718		718	Gas	10,440	760	10,440	0	
7,970	0	7,970	6,362	1,608		1,608	Business Rates	8,210	6,680	8,210	0	
2,250	0	2,250	2,779	(529)		(529)	Sewerage	2,320	0	2,320	0	
2,500	0	2,500	3,726	(1,226)		(1,226)	Water	2,580	0	2,580	0	
0	0	0	396	(396)		(396)	Gritting	300	0	300	0	
0	0	0	278	(278)		(278)	SLA - Yeovil Olympiads	400	0	400	0	
0	0	0	833	(833)		(833)	Internal Ground Comm Charge	0	0	0	0	
0	0	0	200	(200)		(200)	CCTV	500	0	500	0	
890	0	890	1,597	(707)		(707)	Cleaning & Domestic supplies	920	274	920	0	
160	0	160	12,011	(11,851)		(11,851)	Sanitary	8,000	2,168	8,000	0	
3,300	0	3,300	0	3,300		3,300	Skip Hire	3,300	0	3,300	0	
3,880	0	3,880	5,009	(1,129)		(1,129)	Security - Fire and Intruder	4,000	163	4,000	0	
0	0	0	9,480	(9,480)		(9,480)	Vehicles - R & M	3,000	421	3,000	0	
0	0	0	3,363	(3,363)		(3,363)	Vehicles - fuel	3,500	1,868	3,500	0	
0	0	0	291	(291)		(291)	Travel Allowance	0	51	51	(51)	
210	0	210	610	(400)		(400)	Printing & Stationery	220	99	220	0	
0	960	960	1,048	(88)		(88)	Phones & Mobile	1,360	133	1,360	0	
7,450	0	7,450	7,244	206		206	IT Support	9,220	778	9,220	0	
0	0	0	183	(183)		(183)	IT Hardware	0	2,139	2,139	(2,139)	
0	0	0	899	(899)		(899)	Website	1,000	0	1,000	0	
50	0	50	1,775	(1,725)		(1,725)	Consultant & professional fees	1,000	0	1,000	0	
2,260	0	2,260	0	2,260		2,260	Coaching Fees	2,260	0	2,260	0	
1,270	0	1,270	237	1,033		1,033	Provisions	500	0	500	0	
440	0	440	44	396		396	Uniform / Protective clothing	450	78	450	0	
0	0	0	0	0		0	Subscriptions	0	416	416	(416)	Annual subs with YCRT
0	0	0	46	(46)		(46)	Events Expenditure	0	1,495	1,495	(1,495)	
0	0	0	500	(500)		(500)	Adverts / Promotions	0	0	0	0	
4,460	0	4,460	1,590	2,870		2,870	Electronic Bank Charges	4,590	137	4,590	0	
29,420	7,480	36,900	30,225	6,675	2,000	4,675	Equipment, Tools & Materials	38,010	3,845	38,010	0	
1,060	0	1,060	315	745		745	Cleaning and Domestic Equipment	1,090	79	1,090	0	
450	0	450	20,983	(20,533)	(18,202)	(2,331)	Sports & Play Equipment	460	0	460	0	
0	0	0	503	(503)		(503)	Money Collection Service	500	0	500	0	
530	0	530	10	520		520	Misc	550	100	550	0	
4,410	0	4,410	0	4,410		4,410	Project Expenditure	4,540	0	4,540	0	
4,810	0	4,810	33,734	(28,924)	(20,575)	(8,349)	Payment to Contractors	4,950	20,778	20,778	(15,828)	
0	0	0	2,212	(2,212)		(2,212)	Waste collection	0	0	0	0	
0	0	0	0	0	100,000	(100,000)	Reserves	0	0	0	0	
The Rec Café												
74,110	0	74,110	49,836	24,274		24,274	Salaries - Basic & NI	75,630	9,410	75,630	0	
14,730	0	14,730	16,569	(1,839)		(1,839)	Salaries - Pension	21,100	2,758	21,100	0	
8,500	0	8,500	1,084	7,416		7,416	Overtime	8,500	410	8,500	0	
96,770	0	96,770	81,849	14,921		14,921	Wages (Casual)	86,580	15,281	86,580	0	
20	0	20	90	(70)		(70)	Training	20	0	20	0	
3,310	0	3,310	0	3,310		3,310	Repairs and Maintenance Buildings	3,310	0	3,310	0	
210	0	210	0	210		210	Repairs and Maintenance Plant	220	0	220	0	
5,860	0	5,860	0	5,860		5,860	Maintenance Reserve	6,040	0	6,040	0	
0	0	0	180	(180)		(180)	Health & Safety at work	0	313	313	(313)	
0	0	0	3,897	(3,897)		(3,897)	Repairs and Maintenance Equipment	2,000	0	2,000	0	
0	0	0	1,378	(1,378)		(1,378)	Cleaning & Domestic Supplies	1,000	0	1,000	0	
0	0	0	1,042	(1,042)		(1,042)	Sanitary	0	0	0	0	
5,280	0	5,280	0	5,280		5,280	Electricity	5,440	0	5,440	0	
3,310	0	3,310	0	3,310		3,310	Business Rates	3,410	0	3,410	0	
280	0	280	0	280		280	Sewerage	290	0	290	0	
1,550	0	1,550	0	1,550		1,550	Water	1,600	0	1,600	0	
2,740	0	2,740	0	2,740		2,740	Skip Hire	2,820	0	2,820	0	
270	0	270	0	270		270	Security - Fire and Intruder	280	0	280	0	
1,920	0	1,920	0	1,920		1,920	Operational Costs	1,980	0	1,980	0	
240	0	240	815	(575)		(575)	Printing & Stationery	250	0	250	0	

0	120	120	207	(87)		(87)	Phones & Mobile	170	15	170	0	
0	0	0	7,351	(7,351)		(7,351)	IT	9,260	781	9,260	0	
114,790	0	114,790	109,651	5,139		5,139	Provisions	114,790	15,347	114,790	0	
500	0	500	633	(133)		(133)	Catering Equipment	500	53	500	0	
0	0	0	199	(199)		(199)	Uniform / PPE	50	0	50	0	
0	0	0	2,310	(2,310)		(2,310)	Electronic Bank Charges	1,100	263	1,100	0	
7,480	(7,480)	0	0	0		0	Equipment, Tools & Materials	0	26	26	(26)	
0	0	0	631	(631)		(631)	Money Collection Service	300	47	300	0	
500	0	500	2,860	(2,360)		(2,360)	Waste	3,500	340	3,500	0	
0	0	0	(66)	66		66	Miscellaneous	0	0	0	0	
2,107,710	(45,890)	2,061,820	1,967,859	93,961	125,620	(31,659)	Total Expenditure	2,193,780	316,696	2,238,134	(44,354)	
							INCOME					
							Open Spaces & Play Areas:					
0	0	0	(1,722)	1,722		1,722	Grants	0	0	0	0	
0	0	0	(60)	60		60	Licences	0	0	0	0	
							Yeovil in Bloom:					
0	0	0	(1,225)	1,225		1,225	Income	0	0	0	0	
							Yeovil Rec					
0	0	0	(7,748)	7,748		7,748	Grants	0	0	0	0	
0	0	0	(549)	549		549	Contributions	0	0	0	0	
(10,000)	0	(10,000)	(10,000)	0		0	Contribution from Yeovil Without Parish Council	(10,000)	0	(10,000)	0	
0	0	0	(430)	430		430	Sales of Meals/Refreshments - Std	(200)	0	(200)	0	
(65,060)	55,000	(10,060)	0	(10,060)		(10,060)	Fees & Charges - Std	(12,000)	0	(12,000)	0	
(43,300)	0	(43,300)	(56,741)	13,441		13,441	Hire Fee - AGP	(44,600)	(2,433)	(44,600)	0	
0	(16,150)	(16,150)	(33,582)	17,432		17,432	Hire Fee - Athletics	(16,630)	(953)	(16,630)	0	
0	(980)	(980)	(5,405)	4,425		4,425	Hire Fee - Football	(1,010)	(760)	(1,010)	0	
0	(31,380)	(31,380)	(39,449)	8,069		8,069	Hire Fee - Golf/Pitch & Putt	(32,320)	(10,378)	(32,320)	0	
0	(6,250)	(6,250)	(7,359)	1,109		1,109	Hire Fee - Tennis Court	(6,440)	(1,871)	(6,440)	0	
0	(240)	(240)	(240)	0		0	Licences	(250)	0	(250)	0	
(11,600)	0	(11,600)	(1,600)	(10,000)		(10,000)	Car Park Rental	(11,950)	(1,666)	(11,950)	0	
(8,340)	0	(8,340)	(8,373)	33		33	Community Room Hire	(8,590)	0	(8,590)	0	
(9,080)	0	(9,080)	0	(9,080)		(9,080)	Sports Coaching	(9,080)	0	(9,080)	0	
0	0	0	(2,000)	2,000		2,000	Sale of Vehicle	0	0	0	0	
0	0	0	(2,219)	2,219		2,219	Memorial Donations	0	(309)	(309)	309	From Friend of Yeovil Rec
0	0	0	(5,112)	5,112		5,112	Services Recharges	0	0	0	0	
(80)	0	(80)	0	(80)		(80)	Rents	(80)	0	(80)	0	
							Yeovil Country Park					
(10,000)	0	(10,000)	(10,000)	0		0	Contribution from Yeovil Without Parish Council	(10,000)	0	(10,000)	0	
0	0	0	(2,740)	2,740		2,740	Other grants / contributions	0	0	0	0	
(9,300)	0	(9,300)	0	(9,300)		(9,300)	Agency Reimbursements	(9,580)	0	(9,580)	0	
(1,860)	0	(1,860)	(733)	(1,127)		(1,127)	Sales - Std	(1,920)	(220)	(1,920)	0	
(80)	0	(80)	(460)	380		380	Third Party Sales	(80)	0	(80)	0	
0	0	0	(675)	675		675	Donations	(60)	0	(60)	0	
(2,230)	0	(2,230)	0	(2,230)		(2,230)	Fees & Charges - Std	(2,300)	0	(2,300)	0	
(1,540)	0	(1,540)	(417)	(1,123)		(1,123)	Ice Cream Van Licence	(1,590)	(1,250)	(1,590)	0	
(800)	0	(800)	(639)	(161)		(161)	Grazing Rights	0	(700)	(700)	700	
(110)	0	(110)	0	(110)		(110)	Rents	0	0	0	0	
							Ninesprings Café					
(70)	0	(70)	(13)	(57)		(57)	Sales - Std	(70)	0	(70)	0	
(380,850)	0	(380,850)	(381,824)	974		974	Sales of Meals/Refreshments - Std	(392,280)	(72,000)	(392,280)	0	
(2,150)	0	(2,150)	(134)	(2,016)		(2,016)	Sales of Meals/Refreshments - Z	(2,210)	(14)	(84)	(2,126)	
0	0	0	(6)	6		6	Third Party Sales	0	0	0	0	
							The Rec Café					
(261,780)	0	(261,780)	(280,813)	19,033		19,033	Sales of Meals/Refreshments - Std	(269,630)	(55,292)	(269,630)	0	
0	(370)	(370)	(1,047)	677		677	Sales of Meals/Refreshments - Z	(380)	(165)	(380)	0	
(200)	0	(200)	0	(200)		(200)	Fees & Charges - Std	(210)	0	(210)	0	
							Allotments					
0	0	0	(9,465)	9,465		9,465	Grants	0	0	0	0	
(24,500)	0	(24,500)	(23,720)	(780)		(780)	Rent	(26,000)	(215)	(26,000)	0	
0	0	0	(712)	712		712	Misc Income	0	0	0	0	

(2,090)	0	(2,090)	(2,359)	269		269	Lease	(2,490)	(624)	(2,400)	(90)	
(1,500)	0	(1,500)	(3,760)	2,260		2,260	Water Charge	(3,000)	0	(7,000)	4,000	Water charges exceeded budget by more than double, to be pass onto tenants in October
(846,990)	0	(846,990)	(903,330)	56,340	0	56,340	Total Income	(874,950)	(148,849)	(877,743)	2,793	
1,260,720	(45,890)	1,214,830	1,064,529	150,301	125,620	24,681	Net Expenditure	1,318,830	167,848	1,360,391	(41,561)	

Property & Community Committee

2025/26							2026/27					Notes	
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Month 1 - 2 spent 31/05/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend		
£	£	£	£	£	£	£		£	£	£	£		
							EXPENDITURE						
							Director of P&C						
0	0	0	53,277	(53,277)		(53,277)	Salaries - Basic & NI	65,320	10,570	63,420	1,900		
0	0	0	11,458	(11,458)		(11,458)	Salaries - Pension	11,500	1,665	9,988	1,512		
							Property Management						
0	0	0	20,032	(20,032)		(20,032)	Salaries - Basic & NI	41,170	6,662	39,973	1,197		
0	0	0	3,957	(3,957)		(3,957)	Salaries - Pension	7,300	1,056	6,339	961		
							Community Wardens:						
66,530	0	66,530	28,267	38,263		38,263	Salaries - Basic & NI	98,770	15,833	95,000	3,770		
13,190	0	13,190	4,521	8,669		8,669	Salaries - Pension	17,580	2,523	15,138	2,442		
0	0	0	51	(51)		(51)	Other Staff Costs	0	0	0	0		
							Facility Officer:						
0	29,400	29,400	32,368	(32,368)		(32,368)	Salaries - Basic & NI	27,180	5,145	30,871	(3,691)		
0	5,850	5,850	6,582	(6,582)		(6,582)	Salaries - Pension	5,440	820	4,922	518		
0	0	0	763	(763)		(763)	Other Costs	0	0	0	0		
							YTC Van						
0	0	0	394	(394)		(394)	Fuel / EV charge	0	65	393	(393)		
0	8,000	8,000	0	(0)		(0)	Electric Van	12,000	0	12,000	0		
0	2,000	2,000	(84)	84		84	Repair & Maintenance	1,000	0	1,000	0		
							Staff Training						
0	0	0	2,827	(2,827)		(2,827)		3,000	470	3,000	0		
							Advertising for Staff						
0	0	0	460	(460)		(460)		0	0	0	0		
							Health & Safety at Work						
0	0	0	8,780	(8,780)		(8,780)		1,000	66	1,000	0		
							Uniform / PPE						
0	100	100	347	(347)		(347)		1,000	5	1,000	0		
0	2,190	2,190	1,336	(1,336)		(1,336)	Phones & Mobile	3,110	192	3,110	0		
							Radio						
0	0	0	0	0		0		11,000	0	11,000	0		
							IT						
0	730	730	3,797	(3,797)		(3,797)		4,910	414	4,910	0		
							IT Hardware						
0	0	0	869	(869)		(869)		0	0	0	0		
							Subscriptions						
0	0	0	16	(16)		(16)	Other Subscriptions	0	0	0	0		
1,000	0	1,000	2,473	(1,473)		(1,473)	YCRT	1,000	975	1,000	0		
							Equipment, Tools & Material						
0	0	0	3,954	(3,954)		(3,954)		0	216	216	(216)		
11,800	0	11,800	0	11,800	11,800	0	Holiday Playscheme contribution	11,800	0	11,800	0		
570	0	570	511	59		59	Millennium Clock	570	0	570	0		
60,000	0	60,000	142	59,858	59,858	(0)	Building Project capital	60,000	0	60,000	0		
500	0	500	0	500		500	Public Noticeboards	500	0	500	0		
							Bus Shelter						
0	0	0	0	0		0		0	0	0	0		
9,000	0	9,000	1,182	7,818	7,818	0	Defibrillator & Bleed Kits	4,500	1,729	4,500	0		
500	0	500	0	500		500	Litter/Grit bins	500	0	500	0		
51,000	0	51,000	53,167	(2,167)		(2,167)	CCTV	53,170	0	53,170	0		
1,300	0	1,300	2,520	(1,220)		(1,220)	Speed Indicator Device Installations	1,300	0	1,300	0		
750	0	750	750	0		0	War memorials	750	0	750	0	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years *£750 technical adjustment	
							Youth & Community						
4,000	0	4,000	969	969		969	Youth Council	2,000	378	2,000	0		
40,600	0	40,600	36,588	36,588		36,588	Youth Services - YMCA	40,600	0	40,600	0		
15,000	0	15,000	13,750	13,750		13,750	Youth Services - Youth Drop In	25,000	0	25,000	0		
							Goar Knap - Building						
0	200	200	0	0		0	Building	0	147	147	(147)		
0	0	0	3,256	(3,256)		(3,256)	Other Costs	0	1,725	1,725	(1,725)		

0	750	750	206	(206)		(206)	Electricity	770	214	770	0
0	1,460	1,460	0	0		0	Business Rates	1,820	0	1,820	0
							Milford Hall:				
1,000	0	1,000	6,480	(5,480)		(5,480)	Repairs and Maintenance Buildings	1,030	588	1,030	0
6,200	0	6,200	7,745	(1,545)		(1,545)	Milford Hall - Business Rates	6,390	7,514	7,514	(1,124)
20,000	0	20,000	18,437	1,563		1,563	Electricity	20,600	1,064	20,600	0
0	0	0	0	0		0	PV Panel installation	0	9,848	9,848	(9,848)
13,660	0	13,660	19,922	(6,262)		(6,262)	Milford Hall - Running Costs	14,070	3,897	14,070	0
500	0	500	0	500		500	CCTV	500	0	500	0
1,000	0	1,000	1,601	(601)		(601)	Milford Hall - Security	1,030	150	1,030	0
11,170	0	11,170	12,174	(1,004)		(1,004)	Salaries - Basic & NI	12,540	2,029	12,174	366
0	0	0	2,506	(2,506)		(2,506)	Salaries - Pension	2,320	335	2,012	308
							Peter Street Public Toilets:				
1,000	0	1,000	1,645	(645)		(645)	Repairs & Maintenance	1,030	0	1,030	0
8,590	0	8,590	10,263	(1,673)		(1,673)	Cleaning (inc toilet rolls)	8,850	907	8,850	0
7,950	0	7,950	7,680	270		270	Security	1,000	0	1,000	0
7,000	0	7,000	2,519	4,481		4,481	Other Running costs (electric/water)	7,210	113	7,210	0
10,000	0	10,000	0	10,000	10,000	0	Refurbishment	0	0	0	0
							Peters Way Public Toilets:				
1,000	0	1,000	5,201	(4,201)		(4,201)	Repairs & Maintenance	1,030	56	1,030	0
7,000	0	7,000	98	6,902		6,902	Other Running costs (electric/water)	7,210	127	7,210	0
7,950	0	7,950	7,680	270		270	Security	1,000	0	1,000	0
8,590	0	8,590	11,091	(2,501)		(2,501)	Cleaning (inc toilet rolls)	8,850	1,187	8,850	0
							Town House				
4,050	0	4,050	4,084	(34)		(34)	Salaries - Basic & NI (Cleaning)	4,210	681	4,084	126
10,000	0	10,000	3,421	6,579		6,579	Repairs and Maintenance	5,000	91	5,000	0
500	0	500	0	500		500	CCTV Reserve	500	0	500	0
12,420	0	12,420	11,602	818		818	Business rates	12,420	13,342	13,342	(922)
1,000	0	1,000	2,356	(1,356)		(1,356)	Security - Fire & Intruder	1,030	0	1,030	0
3,000	0	3,000	2,835	165		165	Electricity	3,000	260	3,000	0
2,000	0	2,000	2,730	(730)		(730)	Gas	2,000	196	2,000	0
400	0	400	394	6		6	Water charges	400	8	400	0
2,500	0	2,500	3,346	(846)		(846)	Other costs	2,580	751	2,580	0
424,220	50,680	474,900	445,297	21,936	89,476	(67,540)	Total Expenditure	641,360	94,016	646,327	(4,967)
							INCOME				
0	0	0	(3,000)	3,000		3,000	Defibrillator & Bleed Kits	0	0	0	0
							Milford Hall				
(18,070)	0	(18,070)	(16,597)	(1,473)		(1,473)	Anchor Tenant	(18,070)	0	(18,070)	0
(17,260)	0	(17,260)	(18,822)	1,562		1,562	Hall Bookings	(17,260)	(3,750)	(17,260)	0
(35,330)	0	(35,330)	(38,419)	3,089	0	3,089	Total Income	(35,330)	(3,750)	(35,330)	0
388,890	50,680	439,570	406,878	25,025	89,476	(64,451)	Net Expenditure	606,030	90,266	610,997	(4,967)

Planning

2025/26							2026/27					
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Month 1 - 2 spent 31/05/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes
£	£	£	£	£	£	£		£	£	£	£	
							EXPENDITURE					
1,000	0	1,000	0	1,000		1,000	Planning	0	0	0	0	
1,000	0	1,000	0	1,000	0	1,000	Total Expenditure	0	0	0	0	
							INCOME					
0	0	0	0	0		0	Planning	0	0	0	0	
0	0	0	0	0	0	0	Total Income	0	0	0	0	
1,000	0	1,000	0	1,000	0	1,000	Net Expenditure	0	0	0	0	

Culture Committee

2025/26							2026/27				Notes	
Original Budget	Revised Budget	Budget Virement	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Month 1 - 2 spent 31/05/2026	Full Year estimated to 31/03/2027		Estimated (over) / under spend
£	£	£	£	£	£	£		£	£	£		£
							EXPENDITURE					
							Director of Culture:					
69,610	0	69,610	70,740	(1,130)		(1,130)	Salaries - Basic & NI	72,200	11,763	70,578	1,622	
13,650	0	13,650	14,697	(1,047)		(1,047)	Salaries - Pension	12,690	1,934	11,604	1,086	
0	0	0	1,399	(1,399)		(1,399)	Other Costs	0	653	653	(653)	
12,770	0	12,770	2,555	10,215		10,215	Mayoral Allowance	13,150	1,096	13,150	0	
0	0	0	54	(54)		(54)	Other Mayor Costs	0	680	680	(680)	
200	0	200	24	176		176	Travel Costs - Ex Officios	200	0	200	0	
1,000	0	1,000	617	383		383	Mace Bearer Salary	700	209	700	0	
3,500	0	3,500	0	3,500		3,500	Band Costs	3,500		3,500	0	
							Christmas Lights:					
54,840	0	54,840	55,214	(374)		(374)	Hire, Installation & Safety Checks	54,840	27,783	54,840	0	
30	0	30	0	30		30	Christmas Lights Competition	30	0	30	0	
8,000	0	8,000	7,040	960		960	Christmas Lights Switch On Event	8,000	0	8,000	0	
							Community Heritage:					
36,820	0	36,820	37,080	(260)		(260)	Salaries - Basic & NI	38,180	6,179	37,072	1,108	
6,340	0	6,340	6,377	(37)		(37)	Salaries - Pension	5,890	853	5,119	771	
0	0	0	90	(90)		(90)	Health & Safety at Work	0	0	0	0	
0	0	0	14,845	(14,845)		(14,845)	Business Rates	15,290	17,072	17,072	(1,782)	
0	0	0	38	(38)		(38)	Cleaning & Domestic Supplies	40	0	40	0	
70	0	70	312	(242)		(242)	Travelling	70	52	70	0	
1,800	0	1,800	182	1,618		1,618	Printing & Stationery	1,850	27	1,850	0	
0	540	540	586	(586)		(586)	Phone & Mobile	770	68	770	0	
7,000	0	7,000	5,257	1,743		1,743	IT	6,370	531	6,370	0	
0	0	0	389	(389)		(389)	IT Hardware	0	0	0	0	
0	0	0	0	0		0	Consultancy	5,000	0	5,000	0	
10	0	10	76	(66)		(66)	Uniform / Protective clothing	10	12	12	(2)	
10	0	10	251	(241)		(241)	Volunteer Expenses	500	0	500	0	
10	0	10	180	(170)		(170)	Subscriptions	100	0	100	0	
1,500	0	1,500	843	657		657	Events Expenditure	1,550	0	1,550	0	
0	0	0	0	0		0	Licences	0	380	380	(380)	
330	0	330	1,034	(704)		(704)	Equipment, Tools & Materials	340	15	340	0	
0	0	0	340	(340)		(340)	Miscellaneous	0	40	40	(40)	
15,530	0	15,530	5,000	10,530		10,530	SC - Overheads recharge	15,000	0	15,000	0	
28,020	0	28,020	28,689	(669)		(669)	SLA - South West Heritage Trust	28,860	19,332	28,860	0	
4,700	0	4,700	2,390	2,310		2,310	Eats:Festival	4,700	3,050	4,700	0	
1,000	0	1,000	0	1,000		1,000	Love Yeovil	0	0	0	0	
4,000	0	4,000	3,236	764		764	V E Day	4,000	0	4,000	0	
10,000	0	10,000	8,196	1,804		1,804	Super Saturday	10,000	0	10,000	0	
1,260	0	1,260	1,342	(82)		(82)	Town Crier	1,260	1,065	1,260	0	
1,820	0	1,820	1,398	422		422	Yeovil Open Town Crier Competition	1,820	0	1,820	0	
1,000	0	1,000	1,202	(202)		(202)	Regalia	1,000	0	1,000	0	
1,500	0	1,500	1,961	(461)		(461)	Remembrance Sunday	1,500	0	1,500	0	
							Westlands:					
645,220	(73,350)	571,870	546,128	99,092		99,092	Salaries - Basic & NI	563,690	91,384	548,303	15,387	
127,880	(14,520)	113,360	122,087	5,793		5,793	Salaries - Pension	113,950	16,163	96,980	16,970	
0	0	0	2,961	(2,961)		(2,961)	Overtime	0	0	0	0	
67,300	65,930	133,230	142,753	(75,453)		(75,453)	Wages (Casual)	147,140	21,688	147,140	0	
230	0	230	216	14		14	Training	240	0	240	0	
60,040	0	60,040	41,894	18,146		18,146	Repairs and Maintenance Buildings	60,040	5,620	60,040	0	
16,650	0	16,650	3,859	12,791	89,000	(76,209)	Repairs and Maintenance Plant	9,700	1,485	9,700	0	
0	0	0	29,432	(29,432)		(29,432)	Technical	50,000	311	50,000	0	
620	0	620	4,423	(3,803)		(3,803)	Health & Safety at work	640	355	640	0	
0	0	0	6,273	(6,273)		(6,273)	Repairs & Maintenance Equipment	0	1,423	1,423	(1,423)	
108,350	0	108,350	125,161	(16,811)		(16,811)	Electricity	125,000	9,373	125,000	0	

29,470	(29,470)	0	0	29,470	29,470	Gas	0	0	0	0
28,750	0	28,750	29,415	(665)	(665)	Business Rates	29,610	33,827	33,827	(4,217)
6,030	0	6,030	0	6,030	6,030	Sewerage	6,210	0	6,210	0
5,570	0	5,570	0	5,570	5,570	Water	5,740	0	5,740	0
0	0	0	4,091	(4,091)	(4,091)	Gritting	400	0	400	0
17,140	0	17,140	4,213	12,927	12,927	Cleaning & Domestic supplies	7,000	700	7,000	0
0	0	0	1,944	(1,944)	(1,944)	Specialist Cleaning	0	194	194	(194)
0	0	0	239	(239)	(239)	Skip Hire	0	0	0	0
250	0	250	1,249	(999)	(999)	Maintenance Agreement Charges	0	205	205	(205)
42,010	0	42,010	8,250	33,760	33,760	Security - Fire / Intruder / Key holding	7,500	452	7,500	0
0	0	0	9,603	(9,603)	(9,603)	Security - Events	9,000	2,668	9,000	0
160	0	160	876	(716)	(716)	Travelling Allowance	800	75	800	0
0	0	0	4,061	(4,061)	(4,061)	Printing & Stationery	6,500	340	6,500	0
30	0	30	46,330	(46,300)	(46,300)	Printing of Publications	60,000	988	60,000	0
280	0	280	1,840	(1,560)	(1,560)	Photographic Work	0	0	0	0
1,000	0	1,000	23,951	(22,951)	(22,951)	Postage	19,000	416	19,000	0
0	9,020	9,020	9,683	(9,683)	(9,683)	Phone & Mobile	12,800	1,083	12,800	0
20,000	0	20,000	37,893	(17,893)	(17,893)	IT	24,620	4,041	24,620	0
0	0	0	14,364	(14,364)	(14,364)	IT Hardware	8,000	2,377	8,000	0
0	0	0	2,109	(2,109)	(2,109)	Website	1,600	0	1,600	0
3,000	0	3,000	83	2,917	2,917	Office Furniture	1,000	0	1,000	0
3,840	0	3,840	1,588	2,253	2,253	Consultant & professional fees	1,000	0	1,000	0
780	0	780	968	(188)	(188)	Hospitality	0	0	0	0
0	0	0	329	(329)	(329)	Uniform / Protective clothing	500	0	500	0
0	0	0	12,168	(12,168)	(12,168)	Subscriptions	12,000	501	12,000	0
110	0	110	3,340	(3,230)	(3,230)	Events Expenditure	5,000	0	5,000	0
32,250	0	32,250	100,113	(67,863)	(67,863)	Adverts/Promotions	58,000	3,215	58,000	0
8,400	0	8,400	28,352	(19,952)	(19,952)	Performance Rights Licence	24,000	0	24,000	0
90	0	90	295	(205)	(205)	Licences	0	0	0	0
7,840	0	7,840	59,682	(51,842)	(51,842)	Electronic Bank Charges	26,000	2,830	26,000	0
0	0	0	6,718	(6,718)	(6,718)	Misc	200	46	200	0
297,230	0	297,230	1,068,847	(771,617)	(771,617)	Performance Costs	820,000	74,380	820,000	0
5,000	0	5,000	0	5,000	5,000	Country Music Festival	5,000	0	5,000	0
60	0	60	585	(525)	(525)	Equipment, Tools & Materials	0	550	550	(550)
14,780	0	14,780	12,465	2,315	2,315	Equipment hire	12,000	2,880	12,000	0
0	0	0	1,835	(1,835)	(1,835)	Cleaning Equipment	0	861	861	(861)
130	0	130	242	(112)	(112)	Floral Decorations	0	0	0	0
4,080	0	4,080	49,947	(45,867)	(45,867)	Arts & Engagement	20,000	12,310	20,000	0
0	0	0	1,186	(1,186)	(1,186)	Money Collection Service	1,500	85	1,500	0
1,540	0	1,540	5,703	(4,163)	(4,163)	Payment to Contractors	3,000	1,723	3,000	0
0	0	0	7,783	(7,783)	(7,783)	Waste collection	7,500	777	7,500	0
Westlands Front of House:										
0	73,350	73,350	90,983	(90,983)	(90,983)	Salaries - Basic & NI	90,900	20,200	121,202	(30,302)
0	14,520	14,520	32,363	(32,363)	(32,363)	Salaries - Pension	31,740	5,905	35,430	(3,690)
294,000	(65,930)	228,070	275,851	18,149	18,149	Wages (Casual)	251,880	45,005	251,880	0
0	0	0	0	0	0	Training	100	320	320	(220)
0	0	0	80	(80)	(80)	Advertising for Staff	100	0	100	0
400	0	400	586	(186)	(186)	Repairs and Maintenance Buildings	0	0	0	0
200	0	200	41	159	159	Health & Safety at work	200	0	200	0
4,370	0	4,370	11,752	(7,382)	(7,382)	Repairs and Maintenance Equipment	8,000	951	8,000	0
0	29,470	29,470	0	0	0	Gas	29,470	0	29,470	0
1,800	0	1,800	4,646	(2,846)	(2,846)	Cleaning	8,000	134	8,000	0
300	0	300	911	(611)	(611)	Printing & Stationery	0	85	85	(85)
30	0	30	0	30	30	Printing of Publications	0	0	0	0
3,230	0	3,230	14,009	(10,779)	(10,779)	Icecream Provision	15,000	1,184	15,000	0
210	0	210	669	(459)	(459)	Confectionery Purchase	0	0	0	0
151,920	0	151,920	185,129	(33,209)	(33,209)	Restaurant Provisions café bar	180,000	25,937	180,000	0
900	0	900	0	900	900	Provisions (FOH)	930	0	930	0
98,540	0	98,540	152,497	(53,957)	(53,957)	Bar purchases	150,000	20,489	150,000	0
230	0	230	665	(435)	(435)	Purchases for resale	240	0	240	0
1,550	0	1,550	2,424	(874)	(874)	Rental Catering Machines	1,600	393	1,600	0
7,000	0	7,000	17,885	(10,885)	(10,885)	Catering Equipment	7,000	329	7,000	0
190	0	190	191	(1)	(1)	Hospitality	200	45	200	0
150	0	150	108	42	42	Uniform / Protective clothing	150	0	150	0
0	0	0	3,777	(3,777)	(3,777)	Subscriptions	1,500	432	1,500	0

40	0	40	899	(859)		(859)	Events Expenditure	5,000	11,335	11,335	(6,335)	
	0	0	4,764	(4,764)		(4,764)	Bank Charges	600	530	600	0	
1,260	0	1,260	2,834	(1,574)		(1,574)	Equipment, Tools & Materials	1,300	0	1,300	0	
2,440	0	2,440	3,073	(633)		(633)	Equipment hire	2,510	13	2,510	0	
150	0	150	1,991	(1,841)		(1,841)	Cleaning and domestic equipment	2,000	0	2,000	0	
30	0	30	0	30		30	Floral decorations	0	0	0	0	
940	0	940	8	932		932	Misc Expenditure	970	500	970	0	
2,265,680	0	2,265,680	151,402	2,114,278	58,068	2,056,210	Octagon	209,470	0	209,470	0	
0	0	0	0	0		0	Contribution to Octagon Theatre Project (Transfer from Planning)	1,000	0	1,000	0	
1,000	0	1,000	1,000	0		0	Octagon Summer School - SLA	1,000	0	1,000	0	
0	5,000	5,000	5,000	(5,000)		(5,000)	Arts & Engagement Outreach Programme	0	0	0	0	
5,000	0	5,000	5,000	0		0	Yeovil Art Space (SLA)	5,000	0	5,000	0	
2,000	0	2,000	2,000	0		0	Yeovil Together	2,000	0	2,000	0	
4,685,990	14,560	4,700,550	3,833,693	852,297	147,068	705,229	Total Expenditure	3,583,150	521,906	3,597,826	(14,676)	
							INCOME					
							Westlands:					
(46,280)	0	(46,280)	0	(46,280)		(46,280)	Joint Financing Conts	(46,960)	0	(46,960)	0	
0	0	0	0	0		0	Contribution towards Panto	(20,000)	(20,000)	(20,000)	0	
(16,652)	0	(16,652)	(81,344)	64,692		64,692	Salary Recharge	(27,090)	(2,878)	(27,090)	0	
(190)	0	(190)	(12,249)	12,059		12,059	Sales - Std	(13,000)	(66)	(13,000)	0	
(3,120)	0	(3,120)	(4,202)	1,082		1,082	Fees & Charges - Std	(3,210)	(187)	(3,210)	0	
(14,790)	0	(14,790)	(22,693)	7,903		7,903	Equipment Hire	(20,000)	(868)	(20,000)	0	
(700)	0	(700)	(32,339)	31,639		31,639	Advertising	(30,000)	(14,687)	(30,000)	0	
0	0	0	(3,475)	3,475		3,475	Memberships	(3,000)	(396)	(3,000)	0	
(2,190)	0	(2,190)	(67,527)	65,337		65,337	Commission	(60,000)	(6,900)	(60,000)	0	
0	0	0	(386)	386		386	Donations	0	(35)	(35)	35	
(2,940)	0	(2,940)	0	(2,940)		(2,940)	Rents	0	0	0	0	
(1,090)	0	(1,090)	(328)	(763)		(763)	Misc Income	0	(150)	(150)	150	
(537,660)	0	(537,660)	(1,790,735)	1,253,075		1,253,075	Admission Charges Theatre - Std	(1,500,000)	(403,686)	(1,500,000)	0	
(160)	0	(160)	(5,260)	5,100		5,100	Admission Charges Theatre - E	(6,000)	0	(6,000)	0	
(90,000)	0	(90,000)	(129,754)	39,754	129,754	(90,000)	Ticket Levy	(140,000)	(12,122)	(140,000)	0	
0	0	0	(3,510)	3,510		3,510	Postage	(2,000)	(283)	(2,000)	0	
(69,460)	0	(69,460)	(172,137)	102,677		102,677	Venue Hire	(100,000)	(14,506)	(100,000)	0	
(57,410)	0	(57,410)	(38,004)	(19,406)		(19,406)	Room Hire - E	(59,130)	(515)	(59,130)	0	
(1,630)	0	(1,630)	(74,710)	73,080		73,080	Dance Class/Community Choir	(70,000)	(17,392)	(70,000)	0	
1,000	0	1,000	(500)	1,500		1,500	Dept for Education Apprenticeship contribution	0	0	0	0	
							Westlands Front of House:					
(811,470)	0	(811,470)	(316,210)	(495,260)		(495,260)	Sales of meals	(350,000)	(35,876)	(350,000)	0	
(188,570)	0	(188,570)	(554,121)	365,551		365,551	Bar Sales - Std	(350,000)	(87,230)	(350,000)	0	
0	0	0	(9)	9		9	Other Income	0	0	0	0	
(400)	0	(400)	0	(400)		(400)	Equipment Hire	0	0	0	0	
(2,056,210)	0	(2,056,210)	0	(2,056,210)		(2,056,210)	Octagon	0	0	0	0	
0	0	0	(650)	650	650	0	Development Project Donation	0	(5)	(5)	5	To go to Octagon Theatre Redevelopment Reserve
0	0	0	(2,250)	2,250	2,250	0	Project Contribution - Other Parish	0	0	0	0	To go to Octagon Theatre Redevelopment Reserve
							Community Heritage:					
0	0	0	(867)	867		867	Grants	0	0	0	0	
0	0	0	(1,130)	1,130		1,130	General Sales	0	(45)	(45)	45	
(1,930)	0	(1,930)	(541)	(1,389)		(1,389)	Fees & Charges - Std	(1,990)	(57)	(1,990)	0	
(590)	0	(590)	(472)	(118)		(118)	Donations	(610)	(161)	(610)	0	
(3,902,442)	0	(3,902,442)	(3,315,403)	(587,039)	132,654	(719,693)	Total Income	(2,802,990)	(618,045)	(2,803,225)	235	
783,548	14,560	798,108	518,289	265,258	279,722	(14,464)	Net Expenditure	780,160	(96,139)	794,601	(14,441)	

Earmarked Reserves and General Fund Balances

	As at 31/03/2026	Movement in year	As at 31/03/2027
	£	£	£
Total Earmarked Reserves	1,685,915		1,685,915
Unallocated General Fund Balance	1,040,616		
Underspend /(Overspend) for 2025/26		(31,869)	
Total Unallocated General Fund Balance			1,008,747
Total Earmarked Reserves and General Fund Balances	2,726,531	(31,869)	2,694,662

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	£ 880,425
12 months	£ 3,521,700

General Fund Balances are **£1,008,747** at 31st March 2027 which is between the recommended minimum level and is approximately **4 months** of net revenue expenditure for the financial year 2026/27.

Total Earmarked Reserves and General Fund Balances are **£2,694,662** at 31st March 2027 which is approximately **9 months** of net revenue expenditure for the financial year 2026/27.

BANK RECONCILIATION

Authority name and reference		Yeovil Town Council	
Prepared by:			
Name	Jacky Pang	Date:	03/06/2026
Job Title	DFRO		
Approved by:			
Name	Amanda Card	Date:	05/06/2026
Job Title	Town Clerk/CEO		
Balance brought forward: investments, plus petty cash and floats at	30 April 2026	£	TOTAL £
			£ 5,299,844.36
NatWest Current A/C		£ 1,500.00	
NatWest Business Reserve A/C		£ 18,992.14	
DMADF		£ 500,000.00	
CCLA Investment Management		£ 435,000.00	
Aberdeen Asset Management		£ 1,000,000.00	
Cheshire East Council		£ 1,000,000.00	
Gosport Borough Council		£ 1,000,000.00	
Easleigh Borough Council		£ 1,000,000.00	
Petty Cash - Town House		£ 139.14	
Petty Cash - Westlands		£ 53.46	
Floats - Westlands		£ 4,160.00	
Floats - Yeovil Rec		£ 100.00	
Floats - Yeovil Country Park Café (Ninesprings Café)		£ 700.00	
Floats - Yeovil Rec Café		£ 1,000.00	
Less: any un-presented cheques at 30/4/2026: (List cheque number and value)		£ -	
Cash Movement since last report			-£ 338,199.62
TOTAL – NET BALANCES	31 May 2026		£ 4,961,644.74
Balance on Sage as at	31 May 2026		£ 4,961,844.74
Change order for Westlands' floats in transit (Loomis)		-£ 200.00	
Total Not yet posted on sage			-£ 200.00
			£ 4,961,644.74
Variance			£ -

YEOVIL_LIVE
Yeovil Town Council - Balance Sheet
As of May 31, 2026
Month Ending 31/05/2026

	Actual
Assets	
Current Assets	
Fixed Assets	
A100 - Land & Buildings	1,017,905.04
A300 - Vehicle, Plant & Equipment	510,313.44
A500 - Community Assets	84,069.60
Total Fixed Assets	1,612,288.08
Current Assets	
E300 - Receivables (Debtors)	52,639.55
E400 - Temporary Investment	3,500,000.00
E401 - Money Market Fund	1,435,000.00
E500 - Natwest Treasury Account	18,992.14
E502 - Floats	6,160.00
E506 - Petty Cash	192.60
E536 - Natwest Current Account	1,500.00
E510 - Undeposited Funds - Cash	1,206.48
E511 - Undeposited Funds - EFT	45,415.27
E514 - Undeposited Funds - On Account	(1,186.70)
E515 - Undeposited Funds - Voucher	(4,472.69)
E101 - Inventory - Dry	11,427.99
E102 - Inventory - Wet	25,582.64
E103 - Inventory - Consumable	3,529.50
Total Current Assets	5,095,986.78
Input VAT	
VA02 - Input VAT	243,594.82
Total Input VAT	243,594.82
Total Current Assets	6,951,869.68
Total Assets	6,951,869.68
Liabilities and Reserves	
Liabilities	
Current Liabilities	
Current Liabilities	
F300 - Payables (Creditors)	139,809.89
F232 - PAYE / NI	47,502.53
F430 - HIRE Ticket Sales	462,362.04
F431 - HIRE Ticket Deposits	7,760.68
F432 - Holding Merchandise	1,655.97
F433 - Bucket Collection	17,407.83
F435 - Callable Deposit - Allotment	331.81
F437 - Mayor's Charities	(1,139.33)
F438 - Mayor's Ball	2,121.00
F331 - NatWest OneCard	(8,805.08)
Total Current Liabilities	669,007.34
Output VAT	
VT02 - Output VAT	251,068.37
Total Output VAT	251,068.37
Total Current Liabilities	920,075.71
Total Liabilities	920,075.71
Reserves	
Capital Reserves	
Capital Reserves	
K000 - Major Projects	984.49
K101 - Regalia	17,157.00

YEOVIL_LIVE
 Yeovil Town Council - Balance Sheet
 As of May 31, 2026
 Month Ending 31/05/2026

	Actual
K102 - Custom Souvenirs	4,026.00
K103 - Christmas Lights	19,806.00
K104 - Westlands Entertainment Venue	32,000.00
K105 - Octagon Theatre	209,470.00
K106 - Ticket Levy	103,202.00
K201 - Community Infrastructure Levy	5,169.00
K202 - Costs of Elections	7,000.00
K203 - Climate Change	75,000.00
K301 - Youth Council	10,573.00
K302 - Capital Building Project	395,451.00
K303 - War Memorial	3,701.86
K304 - Defibrillators & Bleed Kits	0.01
K305 - CCTV	2,000.00
K306 - Community Safety	30,000.00
K307 - Public Toilet Refurbishment	10,000.00
K309 - Unity In The Community	1,079.00
K401 - Water Mains Refurbishment & Repairs	17,132.00
K402 - Allotment Fence Repairs	2,024.00
K403 - Sidney Gardens Fountain	12,600.00
K404 - Play Parks	40,000.00
K405 - Yeovil Recreation Centre Sinking Fund	164,213.00
K700 - Fixed Asset Reinstatement Reserve B/Fwd	1,472,091.52
K701 - Fixed Asset Reinstatement Reserve	9.00
K800 - Capital Finance Reserve B/Fwd	198,064.00
Total Capital Reserves	2,832,752.88
Total Capital Reserves	2,832,752.88
General Reserves	
General Reserves	
L801 - General Reserve B/Fwd	256,216.51
L880 - Profit & Loss	2,942,824.58
Total General Reserves	3,199,041.09
Total General Reserves	3,199,041.09
Total Reserves	6,031,793.97
Total Liabilities and Reserves	6,951,869.68

11/387 TREASURY MANAGEMENT REPORT

Introduction

In June 2025 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Council to approve, as a minimum, treasury management annual outturn reports.

The Council's treasury management strategy for 2025/26 was approved at Full Council on 3 June 2025. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Council's treasury management strategy.

Treasury Management Investment Activity

The CIPFA Treasury Management Code now defines treasury management investments as those investments which arise from the Council's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.

The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. During the year, the Council's investment balances ranged between £3.8 and £5.9 million due to timing differences between income and expenditure. The investment position is shown in table 1 below.

Table 1: Treasury Investment Position

	31.3.25 Balance £'000	Net Movement £'000	31.3.26 Balance £'000	31.3.26 Income Return %	31.3.26 Weighted Average Maturity Day(s)
Banks (unsecured)	2,275	(2,128)	647	1.50	1
Building societies (unsecured)	500	(500)	0	0	0
Local authorities & other govt entities	0	2,500	2,500	4.58	22
Money Market Funds	25	615	640	3.95	1
Total investments	2,800	987	3,787	3.95	15

Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Bank Rate reduced from 4.50% to 4.25% in May 2025, followed by a further reduction to 4.00% in August 2025 and to 3.75% in December 2025. Short term interest rates have largely followed these levels. The rates on DMADF deposits ranged between 3.96% and 4.22% and money market rates between 3.74% and 4.46%.

Treasury Performance

The Council measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 2 below.

Table 2: Performance 2025/26

	Interest Received	Rate of Return
	£	%
Banks (unsecured)	11,847	1.50
Building Societies (unsecured)	10,241	4.20
Government (DMADF)	80,806	4.13
Local authorities and other govt entities	34,519	4.19
Money Market Funds	27,786	3.95
2025/26 Investment Income	169,752	4.01
2025/26 Investment income Budget	100,000	
Surplus / (Deficit)	69,752	

Compliance with Treasury Strategy Investment Limit

The Deputy Responsible Finance Officer reports that all treasury management activities undertaken during the year complied fully with the principles in the Treasury Management Code and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 3 below.

Table 3: Investment Limits

	31.3.26 Actual £'000	2025/26 Limit	Complied?
Local authorities & other government entities	2,500	£1m per entity	✓
Unsecured investments with banks	647	£500k per bank	X
Unsecured investments building societies (BS)	Nil	£500k per BS	✓
Money Market Funds (MMFs)	365	£1m per MMF	✓

The breach of unsecured investment with bank limit arose following the unexpected receipt of £566,165 from Somerset Council on 31 March 2026. As the payment was received after the standard treasury dealing deadline at 1pm, it was not possible to take the usual treasury management action.

The Executive is **RECOMMENDED** to note the report.

(Jacky Pang, Deputy Responsible Finance Officer or jacky.pang@yeovil.gov.uk)

YEOVIL TOWN COUNCIL



TREASURY MANAGEMENT AND INVESTMENT STRATEGY

1. Introduction

- 1.1. Treasury management is the management of the council's cash flows, borrowing, investments, and the associated risks. The council has substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the council's prudent financial management.
- 1.2. Treasury risk management at the council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2021 Edition (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. This report fulfils the council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.

2. Treasury Investment Strategy

- 2.1. Yeovil Town Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the council's treasury investment balance has ranged between £2.7 million and £5 million, and levels are expected to be reduce gradually over the coming months before the next precept date.
- 2.2. **Objectives:** The CIPFA Code requires the council to invest its treasury funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested. The Council aims to be a responsible investor and will consider environmental, social and governance (ESG) issues when investing.

- 2.3. **Strategy:** The Council expects to be a medium-term investor and treasury investments will therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term instruments where limited additional risk is accepted in return for higher investment income to support local public services.
- 2.4. **Environmental, social and governance (ESG) policy:** ESG considerations are increasingly a factor in global investors’ decision making, but the framework for evaluating investment opportunities is still developing and therefore the Council’s ESG policy does not currently include ESG scoring or other real-time ESG criteria at an individual investment level. When investing in banks and funds, the Council will prioritise banks that are signatories to the UN Principles for Responsible Banking and funds operated by managers that are signatories to the UN Principles for Responsible Investment, the Net Zero Asset Managers Alliance and/or the UK Stewardship Code.
- 2.5. **Approved counterparties:** The Council may invest its surplus funds with any of the counterparty types in table below, subject to the limits shown.

Sector	Time limit	Counterparty limit	Sector limit
The UK Government	50 years	Unlimited	n/a
Local authorities & other government entities	25 years	£1m	Unlimited
Secured investments *	25 years	£1m	Unlimited
Banks (unsecured) *	13 months	£500k	Unlimited
Building societies (unsecured) *	13 months	£500k	£500k
Money market funds *	n/a	£1m	Unlimited

* **Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than A-. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

- 2.6. **Government:** Loans to, and bonds and bills issued or guaranteed by, national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.

- 2.7. **Secured investments:** Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments.
- 2.8. **Banks and building societies (unsecured):** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.
- 2.9. **Money market funds:** Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Council will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.
- 2.10. **Operational bank accounts:** The Council may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £500,000 per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity.
- 2.11. **Risk assessment and credit ratings:** Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. The credit rating agencies in current use are Fitch, Moody's and Standard & Poor's. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- no new investments will be made,
 - any existing investments that can be recalled or sold at no cost will be, and

- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as “negative watch”) so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

- 2.12. **Other information on the security of investments:** The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Council’s treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.
- 2.13. **Reputational aspects:** The Council is aware that investment with certain counterparties, while considered secure from a purely financial perspective, may leave it open to criticism, valid or otherwise, that may affect its public reputation, and this risk will therefore be considered when making investment decisions.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008, 2020 and 2022, this is not generally reflected in credit ratings but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council’s cash balances, then the surplus will be deposited with the UK Government, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.

- 2.14. **Liquidity management:** The Council uses a spreadsheet as a cash flow forecasting tool to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments.

The Council will spread its liquid cash over at least four providers (e.g. bank accounts and money market funds) to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

Yeovil Town Council
23rd June 2026
To be reviewed: May 2027

Appendix A – Existing Investment Position as at 31 May 2027

	Actual portfolio £'000	Average rate %
Treasury investments:		
The UK Government	500	4.04
Local authorities & other gov entities	3,000	4.48
Banks (unsecured)	20	0.85
Money market funds	1,435	3.84
Total Investment	4,955	4.39

** Balance varies as it is linked to NatWest current account, balance taken on 31 May 2026 at the time of the report*

*** Rate varied daily, rate is published on 31 May 2026*

Background

Section 3 of the Local Audit and Accountability Act that all expenditure should be subject to public scrutiny and adequate accounting records should be maintained. This includes being transparent about how the Mayor's Allowance is spent. As such:

- “the Mayor should maintain a record of all expenditure incidental to the Mayor carrying out his duties; and
- that a summary of the Mayor's expenditure is produced and reported back to this Committee at the end of the municipal year.”

Compliance

The Mayor maintains a comprehensive set of records for all expenditure, supported by receipts and a summary schedule. This provides a clear audit trail and demonstrates compliance with the requirement to maintain adequate accounting records.

Summary of Expenditure for 2025/26

The infographic overleaf provides a visual summary of total expenditure for the financial year. The full underlying data set is available on request.

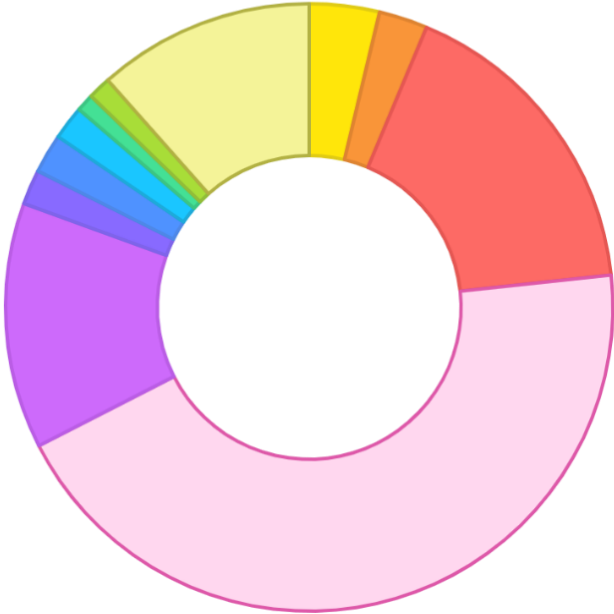
During 2025/2026, the Mayor spent £10,404.83 of the total allowance of £13,699.96, leaving a balance of £3,295.13 to be carried forward into 2026/2027.

If Members have any questions relating to this report, please contact Luke Chainey (Finance Assistant) prior to the meeting.

The Committee is **RECOMMENDED** to note the report.

***(Luke Chainey, Finance Assistant – 01935 382424 or
luke.chainey@yeovil.gov.uk)***

Mayor's Expenditure 2025/2026



- 

£387.50 Accomodation
Cost of lodging
- 

£270.00 Advertisement
Expenses for promoting services
- 

£1766.50 Charitable Purchases
Donations to charitable causes
- 

£4596.00 Civic Service
Contributions to public services
- 

£1361.86 Clothing
Expenses for apparel
- 

£192.67 Contribution
Financial support to organizations
- 

£218.17 Gifts
Presents given to individuals
- 

£187.62 Hospitality
Expenses for entertaining guests
- 

£97.81 Other...
Miscellaneous and miscellaneous expenses
- 

£126.70 Subsistence
Expenses for food and daily needs
- 

£1200.00 Ticketed Event
Cost of attending events

11/389 TRANSPARENCY CODE 2015 – COMPLIANCE POSITION AND PROGRESS UPDATE

Purpose of the Report

The purpose of this report is to provide Members with a comprehensive update on Yeovil Town Council's progress towards full compliance with the Local Government Transparency Code 2015. The report outlines the statutory requirements of the Code, the Council's current compliance position, progress achieved to date, outstanding actions required to achieve full compliance, and associated governance, legal and financial considerations.

Background

The Local Government Transparency Code 2015 establishes the minimum data that local authorities must publish to promote openness, strengthen democratic accountability, and enable residents to understand how public funds are used.

The Code applies to all town and parish councils with annual income or expenditure exceeding £200,000. As Yeovil Town Council meets this threshold, it is required to publish a range of datasets either quarterly or annually, ensuring that information is openly accessible, machine-readable, and available through the Council's website.

Current Compliance Position

A recent review confirms that the Council is partially compliant with the Transparency Code.

The following datasets are already published and compliant:

- Expenditure exceeding £500;
- Government Procurement Card (GPC) transactions;
- Grants awarded to voluntary and community organisations;
- Organisation chart, senior salaries over £50,000 and pay multiple (highest salary vs median);
- Trade Union Facility Time;
- Fraud information;
- Council's Constitution; and
- Land and Asset Register.

The following datasets requiring preparation and publishing:

- Procurement information (tenders and contracts exceeding £5,000).

Once the above datasets are populated and published, the Council will satisfy the remaining elements of the Code.

Progress to Date

Significant progress has been made in preparing the Council for full compliance, including:

- The creation of all required transparency templates in line with national guidance;
- Development of formal narrative statements for each dataset to ensure consistent presentation;
- Drafting of a revised Transparency landing page on the Council's website [Transparency | Yeovil Town Council](#); and
- Establishing internal workflows for quarterly and annual publication cycles, including responsibilities and verification processes.

Actions Required to Achieve Full Compliance

To reach full compliance, the following datasets must now be completed and published:

- Procurement information, including all invitations to tender and contracts with a value of £5,000 or more.

Completion and publication of these remaining datasets will ensure Yeovil Town Council meets all statutory requirements of the Transparency Code 2015.

Governance and Risk Management

Failure to comply fully with the Transparency Code could expose the Council to several risks, including:

- Increased Freedom of Information (FOI) requests;
- Negative public perception or reduced confidence in the Council's transparency and governance; and
- Potential scrutiny or adverse comment from internal and external auditors

Achieving full compliance will mitigate these risks, support good governance, promote openness, and demonstrate the Council's commitment to accountability and regulatory compliance.

Financial & Legal Implications

There are no direct financial implications arising from the actions required, other than officer time dedicated to preparing and publishing the required datasets.

However, compliance with the Transparency Code is a statutory obligation for councils that meet the financial threshold. Failure to comply may lead to reputational damage and adverse audit comment.

The Transparency pages can be found here: [Transparency | Yeovil Town Council](#).

The Executive is **RECOMMENDED**:

- (1) to note the report and the progress made to date; and
- (2) to endorse the completion and publication of the outstanding datasets required to achieve full compliance with the Transparency Code 2015.

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

Yeovil Town Council

Transparency Code Compliance Dashboard



Dataset	Frequency	Current Status	Next Action	Responsibility
Expenditure exceeding £500	Quarterly	Compliant	Continue quarterly uploads	Finance Team
Government Procurement Card (GPC) transactions	Quarterly	Compliant	Continue quarterly uploads	Finance Team
Procurement information (tenders and contracts exceeding £5,000)	Quarterly	Draft Template Prepared but exercise required to populate	Publish tender/contract table	Chief Executive / Town Clerk
Land and Asset Register	Annual	Compliant	Complete asset data entry	Deputy Responsible Finance Officer
Grants awarded to voluntary and community organisations	Annual	Compliant	Annual update each April	Chief Executive / Town Clerk
Organisation chart, senior salaries over £50,000 and pay multiple	Annual	Compliant	Annual update each April	Chief Executive /Town Clerk
Trade Union Facility Time	Annual	Compliant	Confirm annually	Chief Executive/ Town Clerk
Fraud Data	Annual	Compliant	Confirm annually	Chief Executive / Town Clerk
Constitution	Annual	Compliant	Annual update each April	Chief Executive / Town Clerk

11/390 INTERNAL AUDIT INDEPENDENCE AND PROGRAMME OF WORK REVIEW (2025/26 – RETROSPECTIVE)

Purpose of the Report

To enable the Council to formally:

- Consider and confirm the independence of the Internal Auditor; and
- Consider and endorse the Internal Audit Programme of Work

for the financial year 1 April 2025 to 31 March 2026, in line with the requirements of the Practitioners' Guide.

Background

The Practitioners' Guide requires that the authority:

- Reviews the independence of its internal auditor annually, including personal, financial, and professional independence; and
- Considers and agrees the internal audit programme of work, ensuring it is proportionate to the authority's identified risks.

It has been identified that, whilst appropriate arrangements were in place throughout 2025/26, these matters were not formally evidenced or minuted by Council during the financial year.

To ensure compliance with audit requirements, the Council is therefore asked to undertake a retrospective review covering the period 1 April 2025 to 31 March 2026.

Internal Auditor Independence – Officer Assurance

The Responsible Financial Officer provides the following assurances in respect of the 2025/26 financial year:

- The Internal Auditor had no involvement in the authority's financial decision-making, management, or control processes;
- The Internal Auditor was not involved in the preparation of accounting records or financial statements;
- The Internal Auditor is not a member of the authority;
- There are no known personal, professional, or financial relationships between the Internal Auditor and any members or officers that could give rise to an actual or perceived conflict of interest; or
- The Internal Auditor has undertaken their work objectively and independently throughout the period.

Internal Audit Programme of Work – Officer Assurance

The Responsible Financial Officer further advises that:

- The Internal Audit Programme of Work for 2025/26 was developed and agreed on 13th October 2025, through liaison between the Responsible Financial Officer; Deputy Responsible Financial Officer and the appointed Internal Auditor;
- The programme was designed to be proportionate to the Council's size, activities, and identified risks; and
- The work undertaken reflects the Council's risk profile and governance framework.

Whilst the programme was operationally agreed and delivered, this was not formally presented to or recorded by Council during the financial year.

Summary

Members are asked to consider, on a retrospective basis for the period 1st April 2025 to 31st March 2026:

1. The independence of the Internal Auditor, including:
 - Personal independence
 - Financial independence
 - Professional independence
2. The Internal Audit Programme of Work, and whether it:
 - Reflects the Council's identified risks; and
 - Is appropriate and proportionate for the authority

The Executive is **RECOMMENDED**:

- 1) to note the report;
- 2) to note that formal consideration of internal auditor independence and the audit programme of work was not recorded during the 2025/26 financial year;
- 3) to undertake a retrospective review of the Internal Auditor's independence for the period 1st April 2025 to 31st March 2026;
- 4) to confirm it is satisfied that the Internal Auditor was independent, objective, and free from any actual or perceived conflicts of interest during that period;
- 5) to consider and endorse the Internal Audit Programme of Work for 2025/26, noting that it was developed in consultation between the Deputy Responsible Financial Officer and the Internal Auditor and is proportionate to the Council's identified risks; and
- 6) To agree that this consideration is recorded in the minutes as evidence for audit purposes.

(Amanda Card (Chief Executive/Town Clerk) – amanda.card@yeovil.gov.uk)

YEOVIL TOWN COUNCIL		As agreed with AC and JP at on-site meeting 13/10/25										
DRAFT AUDIT PLAN 25/26												
Ref		Last tested	2023/24 Actual hours per audit testing schedule	2024/25 Budget - testing everything	2024/25 Actual	2025/26 v1 Budget - core + Westlands and Rec Ground	Audit Recs 2024/25					
							H	M	L	Info	Total	
1	Bookkeeping	24/25	0:03	0:10	0:24	2:00	1				1	
2	Creditors - Payments	24/25	4:20	5:00	9:51	7:00	4	3			7	
3	Risk management including minutes review	24/25	3:41	5:30	5:52	5:30			3		3	
4	Budgetary Control	24/25	0:09	0:30	1:32	1:00	1				1	
5	Income (cash and debtors)	24/25	3:15	4:00	11:51	10:00	4	5	1		10	
6	Petty Cash & Imprests	24/25	1:11	4:00	7:21	7:00	2		4		6	
7	Payroll	24/25	2:28	14:00	10:20	10:00	1	1	3		5	
8	Fixed Assets	24/25	0:04	1:30	0:04	0:10					-	
9	Bank rec and Treasury management	24/25	0:14	2:00	0:17	1:00					-	
10	Year end procedures	24/25	5:07	8:00	14:38	12:00	2				2	
	Consolidation (50% share)	24/25	0:51	1:00	0:26	1:00					-	
11	Exemption	24/25	0:00	0:00	0:00	0:00					-	
12	Transparency	24/25	0:06	0:30	0:06	0:30					-	
13	Public Rights	24/25	0:03	0:10	0:10	0:10					-	
14	Publication	24/25	0:23	0:10	0:13	0:10	1				1	
15	Westlands	24/25		7:00	22:20	4:00	4		1		5	
16	Parks café	24/25		5:00	2:16	0:00	1		1		2	
17	Parks	24/25		1:00	0:04	0:00					-	
18	Rec ground	24/25		5:00	4:50	5:00	2	1			3	
19	Rec ground café	24/25		5:00	3:18	0:00					-	
	Contingency					4:30						
	Management / Planning / Reporting/ Ctte etc		1:56	7:00	11:57	10:00						
			23:51	4:30	11:50	9:00	23	10	13	-	46	
	Number of 7 hour days		3:24	10:55	15:24	15:00						

11/391 HEALTH & SAFETY POLICY

Background

The Property & Community Committee at its meeting held on 9th June 2026 resolved the following:

- to recommend to the Health & Safety Policy to Executive for adoption.

The report that the Property & Community Committee considered (11/343 – Health & Safety Policy) is attached to this report, alongside the Health & Safety Policy.

The policy is based on recognised standards but has been adapted collaboratively with council teams to ensure it is practical and fit for purpose, and that it will remain a living document, subject to regular updates and annual review.

The Executive is **RECOMMENDED**:

- 1) to note the report; and
- 2) adopt the Health & Safety Policy.

(Amanda Card, Chief Executive/Town Clerk - amanda.card@yeovil.gov.uk)

Property and Community Committee – 9th June 2026

11/343 HEALTH & SAFETY POLICY

Introduction

This report presents the draft Health & Safety Policy (June 2026) to the Property & Community Committee for review, comment, and recommendation prior to formal approval by the Executive.

Health and Safety Policy.

The attached draft policy has been produced through a process of consultation and collaboration with staff and appropriate input from members.

The revised policy introduces a strengthened and structured approach across five core areas:

Enhanced Governance and Leadership

- Clear allocation of responsibilities from Elected Members through to all staff.
- Designation of the Director of Property & Community as Competent Person.
- Formalised Health & Safety Working Group with defined Terms of Reference.

- Quarterly Health & Safety Performance Reporting to Leadership Team and Executive.

Strengthened Risk Management Framework

- Mandatory, centrally recorded risk assessments with clear ownership and review cycles.
- Requirement for Safe Systems of Work where risks cannot be eliminated.
- Enhanced incident investigation framework, including timelines and root cause analysis.
- Increased focus on near miss reporting and trend analysis.
- Yeovil Town Council is required under the Health and Safety at Work etc. Act 1974 to maintain an up-to-date corporate Health & Safety Policy.

Property, Compliance and Public Safety

- Introduction of a Premises Compliance Log for each site covering statutory inspections.

Strengthened controls for:

- Contractor management
- Asbestos management
- Fire safety
- Equipment safety (PUWER/LOLER)
- Clear corporate duty of care to members of the public using Council facilities.

New and Emerging Risk Areas

The policy reflects current legislation and modern risk environments, including:

- Martyn's Law (Terrorism (Protection of Premises) Act 2025) compliance requirements.
- Major incident and emergency planning (including terrorism, flooding, and infrastructure failure).
- Extreme weather resilience planning.
- Agile and home working health & safety arrangements.

Workforce Health, Wellbeing and Culture

Stronger focus on:

- Training and competency management

- Mental health and stress management
- Violence and personal safety protections
- Occupational health and wellbeing support
- Reinforces requirement for full staff engagement in a positive safety culture.

Performance Monitoring

The policy introduces a more robust performance framework, including defined Key Performance Indicators (KPIs):

- Accident and incident trends
- Near miss reporting
- Risk assessment completion
- Compliance inspections
- Training completion
- Quarterly reporting to the Working Group and Leadership Team.
- Annual and periodic independent audit programme.

The Draft Health & Safety Policy (June 2026) provides a modern, comprehensive, and legally robust framework for managing health and safety across Yeovil Town Council's property portfolio and service delivery.

It introduces improved governance, stronger operational controls, and enhanced focus on emerging risks and public safety.

Subject to Committee feedback, the policy will be presented to the Executive for formal adoption.

Delivery and implementation

Work is already underway to implement many of the improvements set out in the policy. Further work is required to assess the financial implications of some areas of delivery. A further report will be presented to Property & Community to detail the implementation plan and associated resource requirements.

The Committee is **RECOMMENDED**:

- (1) to review the draft Health & Safety Policy (June 2026);
- (2) to provide any comments or proposed amendments; and
- (3) to recommend the Policy to the Executive for adoption.

Tim Cook, Director for Property & Community -
tim.cook@yeovil.gov.uk



Yeovil Town Council

Health & Safety Policy

DRAFT

June 2026

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1. Policy Statement

Yeovil Town Council is committed to achieving the highest standards of health and wellbeing, safety and environmental practice throughout the Council. It recognises and accepts its responsibility as an employer and a service provider to provide healthy and safe workplaces, grounds and properties.

The Council will ensure, so far as is reasonably practicable, the health, safety and welfare of employees. The Council will ensure, so far as it is reasonably practicable, that the health and safety of other parties is protected where they are affected by Council work activities e.g. the public, service users, residents, contractors and visitors. It is of keen concern to all of us that our operations in no way put the public and our service users at risk.

The Council will train, inform and supervise its employees to ensure that they are empowered to take responsibility for the safety of themselves and others. We will also consult our employees and work closely with them in the development of our policies and systems.

The Council will assess all the risks of its operations and seek to eliminate or reduce these risks where practicable. We will put systems in place for the management of remaining significant risks and apply these with documentation and training. We will monitor to ensure our systems are suitable and properly followed, and review on an annual programme.

The Council will review the way in which its activities are managed and organised by senior management.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. Management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communication with all employees within the organisation and by ensuring competence of those employees.

The remainder of this policy explains the systems we will apply to achieve the aims of this statement. The policy will be reviewed annually and whenever there is a change in signatories.

Signed:

Chief Executive /Town Clerk

Date:

Signed:

Leader

Date:

2. Responsibilities

2.1 Council Leader

- Will take responsibility for the health and safety of the Council in respect of employees and others affected by the Council's work.
- Will sign this policy annually.

2.2 Elected members

- Will adequately resource the health and safety requirements of the Council in terms of finance, personnel, and time.
- Will devote time at one meeting a year of the Executive to considering the Council's Health and Safety Performance Review.
- Will work with concern for their own health and safety and that of others whilst carrying out their activities.
- Will report all accidents and incidents in which they are involved, however minor.
- Will report any near misses or hazards of which they become aware.
- Will attend all health and safety training offered and put it into practice.

2.3 Chief Executive /Town Clerk

- Will take full and final delegated responsibility for ensuring health and safety of the Council in respect of employees and others affected by the Council's work.
- Will sign this policy annually.

2.4 Director of Property & Community

- Act as Competent Person for the council.
- Will ensure that all Leadership Team decision making covers the health and safety implications of each option.
- Will chair the Steering Group.
- Will write the quarterly Health and Safety Performance Review with input from the Steering Group.
- Will present the Health and Safety Performance Review to the Leadership Team.
- Will arrange the annual Health and Safety Audit.
- Will make any reports required under RIDDOR.
- Will advise the Council's management on all aspects of health and safety.

2.5 Leadership Team

- Will consider the Health and Safety Performance Review at meetings quarterly.
- Will approve this policy and lead on its implementation.
- Will ensure that the safety management systems described in this policy are.

- implemented in full across the Council.
- Will resource the health and safety requirements of the Council.

2.6 Working Group

The Working group reports directly to the Leadership Team and is chaired by the Director of Property & Community

The Working Group serves a consultative function, monitoring and informing policy and operational practices. It essentially carries out much of the underpinning health and safety work of the Council, supporting the development and delivery of H&S Policy at the operational level. Its members review safety inspections, accident investigations, and risk assessments. It meets six monthly but stands up more frequently if required.

See Appendix for full Terms of Reference. To be discussed and agreed at the first meeting.

2.7 Managers

- Will implement the policy in the areas under their control.
- Will ensure their staff are suitably trained and records are kept.
- Will produce and review the risk assessments to cover the jobs, tasks and activities undertaken by their teams.
- Will produce safe systems of work for tasks as required.
- Will investigate all accidents and incidents reported by their teams and adjust relevant risk assessments, as necessary.
- Will arrange or provide first day induction for new starters.
- Will ensure the conducting of COSHH assessments for substances held or used by their team.
- Will manage any lone working risk.
- Will carry out the training analysis for their direct reports and volunteers to identify required health and safety training for the specific work or role.
- Will champion H&S - ensure attendance of staff to all the relevant health and safety training and development.
- Will record all training delivered and maintain training records for their teams.
- Will arrange refresher training at the required intervals.
- Will hold the Approved list of contractors for their areas.

2.8 Property and Projects Co-Ordinator

- Will hold the asbestos register for all premises.
- Will hold the property safety compliance documentation for each premises.
- Will hold the relevant risk assessments including fire for each premises.
- Will arrange for any necessary remedial actions and will also arrange for reassessments or re-inspections as they become due.

2.9 Human Resources

- Will set out corporate expectations for new starters, including health and safety, through an induction framework.
- Will maintain a training standards framework which includes elements of health and safety training.
- Will liaise with the Occupational Health provider.
- Will ensure that details of accidents, incidents and work-related health problems are maintained on individual's personal files.

2.10 All Staff

(This category includes every employee, whether they have additional responsibilities or not, also agency and temporary staff and volunteers)

- Will report all accidents and incidents in which they are involved, however minor.
- Will report any near misses or hazards of which they become aware.
- Will be familiar with the risk assessments and safe systems covering their work and work in accordance with them.
- Will check and take note of the COSHH information on any substance they use at work.
- Will work alone only on low-risk work with the approval of their line manager.
- Will participate in the risk assessment process, the safety inspections, and any accident investigations that involve them.
- Will work with concern for their own health and safety and that of others.
- Will attend all health and safety training offered and put it into practice in their work.

3. Organisation

3.1 Health and Safety Leadership

The Elected Members, particularly the Leader, take responsibility for the safe working of the Council, and therefore for any mishap which could befall staff or the public because of the actions or inactions of the Council. The Leader is a signatory to this policy.

In practice, the Councillors delegate the implementation of the policy, and the application of the safety management systems, to their Chief Executive/Town Clerk. The Chief Executive/Town Clerk, in conjunction with the rest of the Leadership Team, is primarily responsible for ensuring that a suitable policy and safety management systems are in place, and these are implemented in full across the Council.

The Leadership Team leads on the health and safety effort and resources the work requires. The Chief Executive /Town Clerk is a signatory to the policy.

The Director of Property & Community is the nominated Director with particular interest in health and safety at the Council. They chair the Working Group. They also present the Health and Safety Performance Review to the Leadership Team quarterly. They ensure that health and safety is a prime consideration in the decision making of the Leadership Team.

The Leadership Team have appointed the Working Group to lead the organisation on health and safety matters. The Working Group reports to the Leadership Team.

3.2 Committee and Group Structures

The Executive has top level oversight of health and safety at the Council. The Executive will consider the health and safety performance of the Council annually at their meeting which covers health and safety. In particular, the Health and Safety Performance Review will be tabled and considered by the Executive.

3.3 Working Group

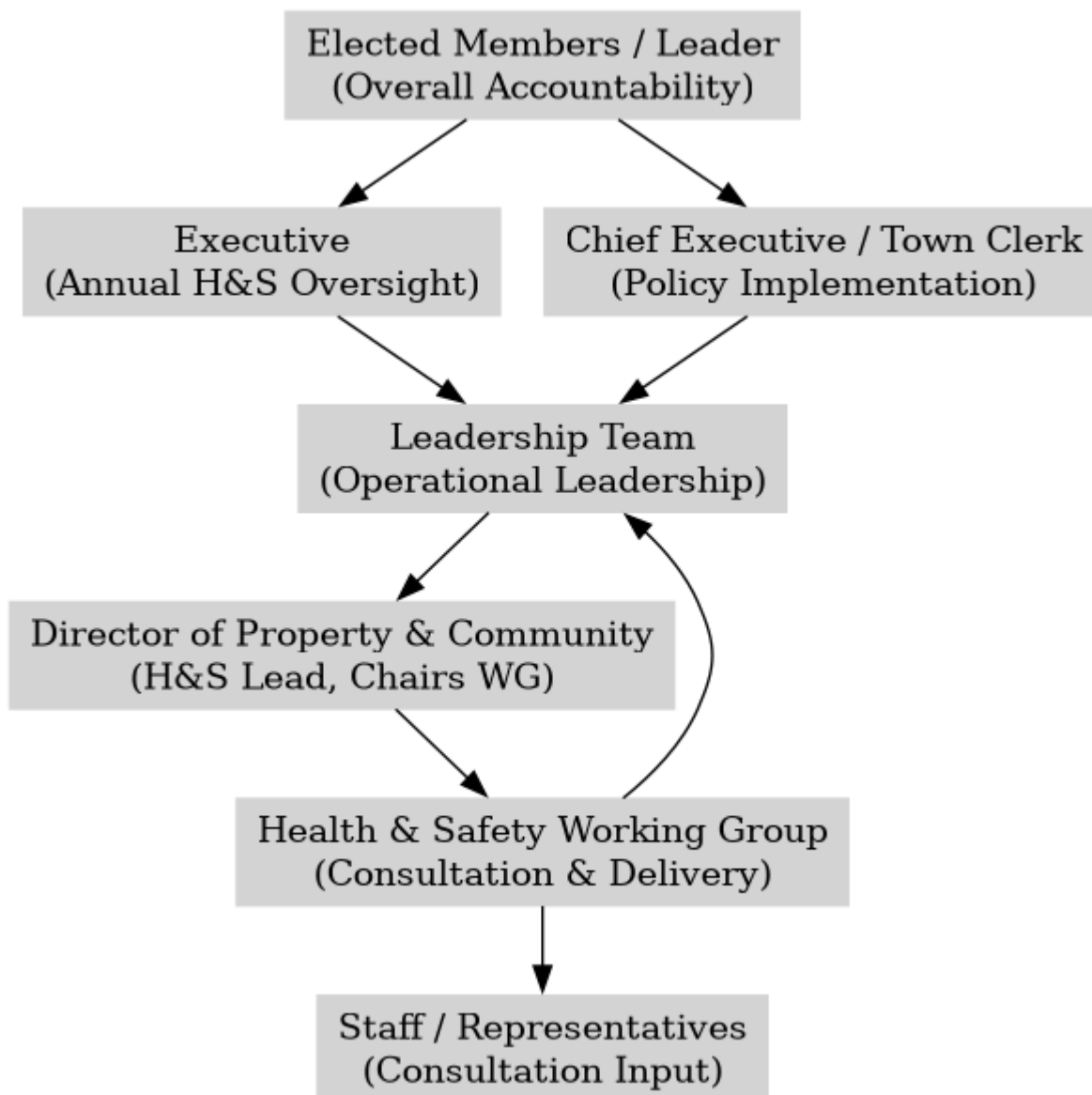
The Health and Safety Working Group is the consultative group on health and safety for the Council and is made up of a cross section of interested individuals from across all areas.

The Working Group is chaired by the Director of Property & Community. The Working Group acts as a consultative forum in which proposals made by the Steering Group can be shared with the wider staff group. The Working Group also originates and carries out projects as required. They have a voice in all decision making. The members of the Working Group are representing their staff team, teams and Union members where applicable.

The Working Group meets quarterly. See appendix for Working Group Terms of Reference.

Consultation with employees is largely managed via the Working Group. A Working Group representative is appointed to represent every team. The representative will make themselves available to their group and will carry forward to meetings any concerns or comments which have not been resolved locally. The representative will also have an involvement in the dissemination of information about new policies and practices, but this is largely managed at organisational level.

As not all employees have access to computers, briefings and the dissemination of written information is used at the base where out of office workers are situated. Consultation with employees, or their representatives, on health and safety matters applies according to the Safety Representatives and Safety Committees Regulations 1977.



3.4 Health and Safety Documentation and Administration

The Director of Property & Community holds the master copies of the policy and guidance notes. They also control access to the database of risk assessments and safe systems of work. They control access to the accident/incident database and also manage the flow of information via the near miss and hazard reporting system. The Director of Property & Community has the duty of flagging up when policies, risk assessments and safe systems of work require review, and when accident investigation is not completed. The Facilities and Projects co-ordinator collects the information from which the Key Performance Indicators are calculated quarterly and provides it to Director of Property & Community.

3.5 Competent Person

The Competent person role for the Council is fulfilled by the Director of Property & Community who works in close conjunction with Council personnel to understand and integrate with the Council management. The Competent Person is working towards a relevant qualification. The Competent person obtains/provides advice to management at all levels on request and monitors the general compliance of the Council.

3.6 Key Performance Indicators

Key Performance Indicators are set for each year by the Steering Group and signed off as part of the policy review. These KPIs are established to provide meaningful measures of the organisation's health and safety performance, with an emphasis on proactive rather than reactive measures. A small number of KPIs are chosen, and these are logged and measured day to day by the Director of Property & Community. The KPIs for the current year are contained in an appendix to this policy. KPIs are reported on to the Steering Group quarterly. **See Appendix 5**

3.7 Health and Safety Performance Review

The Health and Safety Performance Review is a brief report which is drawn up annually and quarterly. It contains the annual performance against KPIs as well as accident and incident statistics and audit findings. This report is drawn up by the Director of Property & Community in conjunction with the Steering Group and goes to the Leadership Team and the Executive.

3.8 Monitoring

The Council arranges for a full health and safety audit to be carried out 6 months after the policy is agreed and then, at a frequency to be determined. The purpose of the audit will be to assess the adequacy of policies and systems, and the adherence to them in practice.

This audit is arranged by the Director of Property & Community, on behalf of the Leadership Team. The audit is usually arranged to be completed before the start of the policy review period, in order that its findings can be considered. A summary of the audit findings goes to the Leadership Team and the Executive as part of the Health and Safety Performance Review.

4. Policies and procedures

4.1 Risk Assessment

Risk assessments are carried out by team leaders and managers to cover any task or activity where there is a significant risk. Risks, which are significant, are those that are not trivial in nature and can create a real risk to health and safety which any reasonable person would appreciate and would take steps to guard against. Our policy is to

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

All risk assessments must be reviewed at least every 12 months, with the review date and responsible manager clearly recorded. A new or revised assessment must be completed whenever there is a change in task, equipment, premises, staffing, working method, or following any accident, incident, or near miss.

Every assessment must:

- be stored centrally in the corporate H&S database
- include clear, specific control measures with named owners and deadlines
- be communicated to all affected staff, with a record of briefing or sign-off
- include monitoring arrangements to confirm controls remain effective

Managers must ensure that all actions arising from assessments are completed, evidenced, and escalated where delays occur. The Working Group will review outstanding actions quarterly.

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

4.2 Safe Systems of Work

Safe systems of work are produced where the risk assessment raises a need. This will always be the case where behavioural controls on risk are prescribed. The safe systems of work are also recorded on the database and approved by the Lead Specialist in the same way as the risk assessments above. The safe systems of work are also sent to every worker who carries out the task or activity concerned and are gone through at induction with new starters.

4.3 Control of substances Hazardous to Health (COSHH & DSEAR)

Hazardous substances require COSHH assessment. Flammable and explosive substances require control under Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). The policy of the Council is that flammable and explosive substances shall not be held or used by Council employees or on Council premises with certain tightly controlled exceptions. See DSEAR assessment.

Again, the Council's policy is that toxic and carcinogenic substances will not be held or used, with limited exceptions. The use of pesticides is subject to further controls. Special training is required for users, together with designated storage equipment and protective clothing.

4.4 Accidents and Incidents

Reporting is required for every accident and incident, however minor. Reporting is electronic, via the accident and incident form and should also be reported to the relevant manager. Accident books should be used where access to IT is limited or if the report is from someone using a council building. Accident books must be reviewed regularly and electronic forms completed where appropriate.

An accident or incident form is for when a physical injury is sustained or for any incidents involving violence and aggression. A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so. This will include near misses involving either employees or non-employees. The reporting of near misses and observed hazards is strongly encouraged. Near misses must be reported using the electronic form.

Once an accident or incident is reported, a copy of the form will be sent to the relevant line manager.

Incident Investigation – A tiered approach

- Low-level incidents / near-misses - Quick review, brief notes, simple corrective action.
- Moderate incidents - short investigation, interviews, photos, risk assessment review.
- Serious incidents / RIDDOR events - Full investigation, root-cause analysis, senior management involvement, formal reporting.

All incidents moderate and above must follow a structured investigation timeline:

- Initial notification within 24 hours
- Preliminary investigation within 3 working days
- Full investigation and corrective actions within 10 working days

Investigations must identify immediate causes, underlying causes, and root causes, and must include recommendations for preventing recurrence.

All actions must:

- have a named owner
- include a realistic but firm completion date
- be tracked to closure through the H&S database
- be reviewed by the Working Group

A quarterly trend analysis must be produced to identify patterns, hotspots, repeat issues, and areas requiring targeted intervention.

Any accident resulting a major injury, or absence following an injury should be reported immediately to the Director of Property & Community who will assess and make a RIDDOR report on behalf of the Council.

4.5 Lone Working

The Town Council will ensure, as far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Whenever a task or activity is undertaken alone, this should be identified and assessed in the relevant risk assessment. Control on risks are required, and these must include systems to ensure that a colleague always knows the whereabouts of a staff member.

The Town Council will determine, by risk assessment, those activities where one unaccompanied person can do work.

A formal Lone Working Procedure must be implemented, including:

- a documented buddy/check-in system with agreed intervals based on risk
- escalation steps if contact is missed, including welfare checks
- approved lone-working devices or apps for higher-risk roles
- a list of tasks that must never be lone-worked (e.g., work at height, hazardous machinery, confined spaces, high-risk public-facing duties)

Managers must ensure lone workers receive specific training, including dynamic risk assessment, personal safety, and emergency communication.

All lone-working arrangements must be reviewed annually or after any incident.

It is important that there is a system to ensure that the staff member has finished work safely and returned home.

Any health or personal reason lone working should not be permitted should be identified at the recruitment stage or by way of routine health surveillance. This restriction must be clearly communicated to the line manager of the individual.

Some types of work should never be done alone. This includes work at heights, work with dangerous machinery, work with large animals and anything for which a permit is issued.

4.6 Smoking & Vaping

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

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

Smoking is prohibited throughout the entire workplace, and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, customers and visitors.

Implementation

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

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

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

4.7 Stress

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

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

We will:

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

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

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

4.8 Training

All employees, no matter at what level they are within an organisation, must be competent to undertake their tasks. One method of achieving competency is through the provision of adequate and appropriate training.

Implementation of Training

Managers have responsibility for identifying training needs for members of their team, with staff encouraged to play an active role in their own professional development. The manager must approve individual training requests and ensure these requests are aligned to the requirements of the business.

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

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

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

Records of training will be kept for all employees.

Employees must:

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

4.9 First Aid

Anyone requiring first aid can identify a first aider from the signs posted in every staff kitchen. The names and photographs of nearby first aiders are posted. These individuals will have a first aid kit to hand and will be able to deal with minor injuries or ill health and obtain further help if required.

The Director of Property & Community is the appointed person for first aid at the Council. They will ensure that first aid kits are checked and there is always first aid available. Each team is responsible for ensuring first aid cover at each location or event. HR team arrange first aid training.

At premises open to the public, first aid is routinely made available to members of the public requiring it. Any accidents or incidents affecting members of the public must be reported on the accident incident database in the same way as accidents to staff. The first aider or H&S safety rep for the site must initiate these reports.

All first aid given must be recorded, usually with the accident report.

4.10 Control of Contractors

Contractors carry out some of the work of the Council. This is still part of the work of the Council, and the Council can outsource the work, but not the responsibility for having it done safely. It is therefore necessary to manage contractors closely, and to ensure their competence and capability in the management of the risks of their work.

The Council will ensure that:

Pre-qualification

Contractors provide:

- Insurance
- Competence evidence
- Health and Safety Policy
- Training records
- Risk Assessments and Method Statements (RAMS)

Induction

All contractors will receive a site induction covering:

- Fire procedures
- Asbestos register
- First aid arrangements
- Restricted areas
- Emergency contacts

Permit-to-Work

Permits will be required for:

- Hot works
- Electrical isolation
- Roof access
- Confined spaces

- Excavation
- Work at height

Permit to Work forms must include:

- scope of work
- isolations
- expiry time
- named supervisor
- PPE requirements
- emergency arrangements

Monitoring

Managers will monitor contractor activities and stop unsafe work immediately.

Record Keeping

The Property & Projects Co-ordinator will hold all compliance documentation, including asbestos registers and contractor records.

Approved Contractors

The Council maintains an Approved List of contractors, and for admission to the list, the contractor must provide evidence of insurance, relevant certifications and accreditations and membership of trade bodies, and if new to the Council proportionate due diligence will be undertaken.

Contractor records must include:

- insurance expiry dates
- RAMS approval dates
- induction completion
- permit-to-work records
- monitoring/inspection outcomes

High-risk contractors must undergo enhanced checks, including competence verification and site-specific inductions.

All contractor performance issues must be reviewed to determine whether contractors remain on the Approved List.

The Approved List is held and managed by the Property and Community team. Every contractor on the list is rechecked annually. Information from any member of staff about contractor behaviour and performance can be fed back to the overarching management for adding to the Approved List.

4.11 Asbestos

There is an overall 'Asbestos Management Plan in place.

Any building for which the Council is responsible which was built or extended before 2000 must have an asbestos survey and register. This register must be made available to any contractor or other person who is planning to work on the building. The register lists the known occurrences of asbestos containing material in the building and allocates them a risk rating. The Director of Property & Community maintains the asbestos registers and is responsible for keeping them up to date with re-inspections as required. Paper copies of the registers are kept on each site and are available on the Council's General Shared One Drive. At the same time as the register is issued to those planning work on the building, they must be reminded that despite our best efforts, there is always a risk of further unidentified asbestos being present, and they must be alert to encountering it.

All contractors must sign to confirm they have read the asbestos register before work begins.

An Emergency Plan to be in place to stop works following any accidental asbestos exposure, including immediate evacuation, isolation of the area, and escalation to the Property & Projects Co-ordinator.

Asbestos registers must be reviewed annually and after any intrusive works. Refurbishment / Demolition surveys for planned works to be completed as applicable.

Any changes must be communicated to all relevant staff and contractors.

4.12 Premises Risks

The Director of Property & Community maintains a Premises Compliance Log for each site, listing all statutory inspections, servicing dates, expiry dates, and responsible officers.

Amongst those records there must be:

- A current Condition Survey for electrical wiring with a satisfactory outcome.
- A current Gas safety Inspection or Landlord's Gas Safety Record.
- A current safety inspection for any oil fired appliances.
- A legionella or water hygiene risk assessment.
- Insurance examination reports for any passenger lifts.
- A fire risk assessment and accompanying records e.g. fire alarm, emergency light & fire extinguisher servicing etc.
- Annual servicing records for internal and external shutters.

All these documents must be in date, with all recommendations complete or underway.

The log must be reviewed monthly, with overdue actions escalated to the Leadership Team.

A quarterly compliance summary will be produced for corporate oversight, highlighting risks, overdue actions, and resource requirements.

4.13 Premises Risks – Terrorism Risk Management (Martyn’s Law – Terrorism (Protection of Premises) Act 2025)

The Council recognises its duties under the Terrorism (Protection of Premises) Act 2025 (“Martyn’s Law”) and will ensure that all qualifying premises and events are assessed and managed to reduce the risk of harm from terrorist activity.

This applies to all Council-managed premises and events with a capacity of **100 or more** (Standard Duty) and **800 or more** (Enhanced Duty), including Westlands and large public events.

A Martyn’s Law Compliance Register will be kept must list:

- all qualifying premises and events
- duty level (Standard or Enhanced)
- named Responsible Person
- training completion status
- date of last terrorism risk assessment
- date of last exercise (desktop/live)

Enhanced Duty sites must complete a full Security Plan annually, including threat analysis, protective security measures, emergency procedures, and staff training.

ACT training must be completed by all public-facing staff and refreshed annually.

The Council will ensure that:

- A terrorism-specific risk assessment is completed for all qualifying premises and events.
- Staff receive appropriate training, including ACT (Action Counters Terrorism) training.
- Emergency procedures include evacuation, invacuation/lockdown, and communication with emergency services.
- Enhanced Duty premises have a designated responsible person, a written Security Plan, and regular exercises.
- All suspicious activity is reported promptly.
- Records of training, assessments, and security plans are maintained by the Director of Infrastructure.

4.14 Provision and Use of Work Equipment (PUWER)

The Council will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) to ensure that all work equipment is suitable, safe, and used only by competent persons.

Managers will ensure that:

- Equipment is selected for suitability and maintained in safe condition.
- Pre-use checks are completed where required.
- Only trained and authorised staff operate machinery or powered equipment.
- Defective equipment is taken out of service immediately.
- Inspection and maintenance records are kept.

This applies to all equipment used at work, including hand tools, power tools, gardening machinery, workshop equipment, and lifting aids.

4.15 Lifting Operations and Lifting Equipment (LOLER)

The Council will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) to ensure that lifting equipment and lifting operations are safe.

The Council will ensure that:

- All lifting equipment undergoes a **thorough examination** every 6 or 12 months as required.
- Lifting operations are planned and supervised by a competent person.
- Loads do not exceed safe working limits.
- Defective lifting equipment is removed from service immediately.
- Examination records are retained for the legally required period.

4.16 Construction, Design and Management (CDM) Regulations 2015

The Council will comply with the Construction (Design and Management) Regulations 2015 for all construction, refurbishment, demolition, and maintenance projects.

As a Client, the Council will:

- Appoint a **Principal Designer** and **Principal Contractor** where more than one contractor is involved.
- Ensure a Construction Phase Plan is in place before work begins.
- Provide pre-construction information to contractors.
- Ensure contractors are competent and adequately resourced.
- Ensure welfare facilities are provided.

Monitor the work to ensure it is carried out safely.

This applies to all building works, structural repairs, major landscaping, and demolition activities.

4.17 Display Screen Equipment (DSE)

The Council will comply with the Display Screen Equipment Regulations to protect staff from risks associated with prolonged screen use. DSE assessments must be completed on appointment, after workstation changes, and every 2 years.

The Council will ensure that:

- DSE assessments are completed for all regular users of display screens.
- Staff receive training on posture, breaks, and workstation setup.
- Eye tests are offered on request in accordance with regulations.
- Reasonable adjustments are made where required.
- Home-working and agile working setups are assessed as part of the Agile Working policy.

Employees must follow the guidance provided and report any discomfort or workstation issues.

4.18 Health Surveillance

The Council will provide health surveillance where required under the Management of Health and Safety at Work Regulations and COSHH.

Health surveillance will be provided for staff exposed to:

- Noise
- Hand-arm vibration (HAVS)
- Respiratory hazards (dust, fumes, allergens)
- Skin irritants
- Night working
- Lone working where health vulnerabilities exist

HR will coordinate health surveillance with the Occupational Health provider. Managers must identify roles requiring surveillance and ensure staff attend appointments. Records will be kept securely and confidentially.

4.19 Emergency Planning & Major Incident Response

The Council will ensure that all premises and events have plans in place to respond to major incidents beyond fire.

Major incidents include:

- Terrorist attack
- Bomb threat
- Flooding

- Severe weather
- Power failure
- Structural collapse
- Chemical spill
- Public disorder
- Medical emergencies

The Council will ensure that:

- Each premises has a Major Incident Plan.
- Staff are trained in evacuation, invacuation, and communication procedures.
- Plans link to the Somerset Local Resilience Forum.
- Annual exercises are carried out.
- Debriefs are recorded and actions implemented.

4.20 Safeguarding & Public Protection

The Council is committed to protecting children, young people, and vulnerable adults who may come into contact with Council services or premises.

The Council will ensure that:

- Safeguarding concerns are reported immediately to the designated safeguarding lead.
- DBS checks are completed where required.
- Lone working with vulnerable persons is risk-assessed and avoided where possible.
- Safeguarding is considered in all event planning.
- Staff receive safeguarding training at least every three years.

4.21 Fire and Emergencies

The manager in charge of every premises or work area must have considered the risk of fire and other emergencies. A fire evacuation plan must be in place and known to all those in the premises. This must include:

- A means of raising the alarm
- Awareness of the alarm or signal by all those present
- Guidance and equipment for fighting fire
- Instruction on calling the fire service
- Instruction on leaving the building and safe routes of escape
- An assembly point
- Looking after the public
- Consideration of those with disabilities Personal Emergency Evacuation Plan (PEEPs)

The fire evacuation plan and fire action notices should be on display. If a plan is needed for other emergencies, this may be based on the fire plan. Consider flood, bomb threat, power cut or terrorist incident.

4.22 Manual Handling

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

To implement this policy the organisation will ensure that:

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

Reducing the risk of injury

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

Techniques of risk reduction will include:

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

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

4.23 New and Expectant Mothers

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

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

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

4.24 Outdoor and Peripatetic Working

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

The Town Council will:

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

- ensure suitable arrangements are in place for emergencies, including adequate first aid.

Implementation

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

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

4.25 Personal Protective Equipment

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

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

- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

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

4.26 Violence & Personal Safety

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

We define violence and aggression as:

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

To achieve this objective, we will:

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

4.27 Infectious Disease Prevention & Pandemic Management

(Including but not limited to COVID 19)

The Council strongly encourages that employees follow Government and NHS advice regarding all potentially infectious diseases or matters relating to public health. The health and safety, both mental and physical, of our employees remains a priority.

This is applicable to all employees, councillors, visitors, contractors, tenants and other persons who enter premises occupied by Yeovil Town Council.

Where it is necessary, the Council will release guidance of measures by way of changes to procedures and/or working practices to prevent the spread of disease.

4.28 Alcohol and Drugs

Alcohol

Employees must not drink alcohol on the premises or the premises of its customers or clients without express permission from the Chief Executive/Town Clerk.

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

Drugs and medication

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

Any medication prescribed by a doctor that may affect the employee's ability to perform their work, should be brought to the attention of the Chief Executive/Town Clerk.

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

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

4.29 Driving

Yeovil Town Council is committed to reducing the risks its staff face or creates when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned.
- not put unreasonable time constraints on travel.
- ensure those driving for business are competent and fit to do so; and
- provide any additional training that may be deemed necessary to reduce driving related occupational risks.

The Council will:

- ensure that Council vehicles are maintained to the required legal standard and ensure they are suitable for their purpose.
- provide and maintain additional tools and equipment necessary for the purposes of the journey.
- have regard to the environment; and
- provide no smoking signs for inside the vehicle.

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

It is the responsibility of drivers to inform the Chief Executive/Town Clerk:

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

Before driving, drivers must:

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

Whilst driving, drivers must:

- drive in accordance with the applicable laws and with consideration for the safety of passengers and other road users.
- take regular rest breaks every 2-3 hours or at first signs of tiredness.
- always remain in control of the vehicle.
- not smoke in a council vehicle; and
- never use any handheld electronic device e.g. mobile phone.

4.30 Agile Working (Including working from home)

Yeovil Town Council supports a range of different working principles related to different roles and personal working styles to facilitate flexibility. Some of the agile work methods can include home working (by exception) or working remotely (where the employee's location is not a Yeovil Town Council premises). Regardless of where they work, employee's health and safety, both mental and physical, is a priority to Yeovil Town Council. Managers and employees need to work together to ensure that those who work remotely receive the same health and safety provisions as any other employee.

Managers should ensure that:

- employees complete and regularly update the home working self-assessment checklist.
- keep in touch and have regular and meaningful one to one meetings.
- recognise and act upon the signs of stress.
- undertake the appropriate risk assessments.
- ensure that employees complete and regularly update their DSE workplace assessment.
- ensuring that any accidents or ill-health directly related to working from home arrangements are reported in the usual way.
- read the HSE guidance on protecting home workers for more information.

Employees also have a responsibility to take reasonable care of their own health and safety at work, whether that is at home or elsewhere. They should:

- keep in regular contact with their manager.
- tell their manager about any physical or mental health and safety risks or any working arrangements that may need reviewing.
- familiarise themselves with guidance from the HSE on First Aid whilst working remotely.

4.31 Extreme Weather

The Council recognises that extreme weather events are on the increase and need to be considered in terms of keeping staff and service users safe. Each site will have a detailed resilience plan in place to identify measures that need to be taken ahead, during and after an extreme weather event.

Amber alerts/warnings

Each event will be considered on a case-by-case basis. Staff should refer to resilience plans and contact their direct manager for guidance.

Red weather warnings

Each plan will set out **essential** activities and tasks which cannot cease. Consideration will be given to partially or, closing a facility in the event of a red weather warning. Staff should not attempt to travel to work unless directed by their direct manager.

In the unlikely event that staff are advised to stay at home, managers will have discretion to agree suitable alternative arrangements to work from home where possible, take time off in lieu or annual leave.

4.32 Statement on Public Safety

The Council has a duty of care not only to its own staff but also to the public who use its facilities, building and public spaces. The Council provides a range of different operations across Yeovil and is concerned to ensure that all its interactions with the public are neutral or positive for the people concerned.

The Council carries out proper risk assessments and safe practices of work at each site.

The Council follows the guidance for good practice from the Institute of Directors and the Health and Safety Executive (HSE) in order to meet its legal obligations under the Health and Safety at Work Act 1974.

The Council will:

- Provide premises for public use, which are physically safe, clean and welcoming.

These premises will be well signed, accessible, and controlled.

- Warn the public, by means of signs, of risks which are not otherwise fully apparent.
- Fit the services given to the public to the individual as far as possible.
- Treat each member of the public with respect and courtesy.
- Protect the public from risks which are under the Council's control.
- Ensure that third party providers of Council Services to the public for example Leisure facilities actively have their own site-specific health and safety practices in place.

Any accident affecting a member of the public which results or might have resulted from any action or inaction of the council is to be recorded on the accident incident database.

4.33 Equalities

In accordance with health and safety best practice, this policy and the systems it describes will be interpreted such as to meet the health and safety requirements of individuals, with due regard to their needs and vulnerabilities. This interpretation takes place at the point of use of the systems, where a manager carries out a risk assessment or applies a safe system of work to an individual.

4.34 Occupational Health

The Council accesses an Occupational Health service which includes the following.

- Pre-employment health screening
- Providing specialist guidance for managers on health conditions and absence
- Health surveillance
- Audiometric testing

4.35 Well-being

The Council will take the necessary measures to ensure that everyone is responsibly managed, encouraged to lead a healthy lifestyle and supported when things go wrong,

as well as ensuring that legal standards are met. The Council recognises that good management is important to make staff feel valued and well-informed.

Prevention

Well-being is best maintained by preventing problems occurring. Staff are encouraged to look after their physical and mental well-being, and there are policies to prevent or spot potential problems. These include:

- Eyesight tests for display screen equipment users.
- Workplace risk assessment.
- Alcohol and smoking policies; and
- Manual handling training.

Poor communication can lead to anxiety and uncertainty, and the Council is always trying to improve internal communication, to keep you well informed on issues that affect you.

Management

There are measurements in place to monitor the overall 'health' of the organisation.

The organisation is always changing. For some this brings new opportunities but for others it can be difficult and unsettling. The Leadership Team will make sure that staff are aware of what is expected from them.

The Leadership Team will help the staff feel involved and valued by:

- Holding regular performance review meetings;
- Reviewing jobs and responsibilities;
- Hold regular team meetings;
- Monitoring development and training; and
- Advising and taking appropriate action where necessary in relation to issues such as attendance, work performance, accidents at work and sickness.

Support

From time to time, staff may experience problems at work that mean you need support from the organisation. If a member of staff experiences genuine difficulty, speak with your line manager in the first instance. The Leadership Team will help find the appropriate support.

Staff must inform their line manager if they have a problem that may affect their ability to carry out their job

5. Appendices

5.1 Risk Assessment Template

Service Unit:		Activity being Assessed		Date of Assessment							
Department/Area:				Review Due Date							
Assessed By:				Reference							
Likelihood (L) X Severity (S) = Risk Rating (R)											
		Severity (S)									
		1= Minor injuries no lost time	2= Injuries lost time <7 days	3= Major injury, lost time <3 months	4= Fatality/severe injury, lost time >3 months						
Likelihood(L)	1 = unlikely to occur	Low(negligible) (1)	Low (2)	Medium-Low (3)	Medium-Low (4)						
	2 =Could happen	Low (2)	Medium-Low (4)	Medium-High (6)	Medium-High (8)						
	3= Likely to happen in time	Medium-Low (3)	Medium-High(6)	Medium-High (9)	High (12)						
	4=Certain to happen	Medium-Low (4)	Medium-High (8)	High (12)	High (Extreme) (16)						
Low 1-2	No further actions on this risk assessment are needed, but the controls in place must be monitored to ensure they are being implemented & remain suitable										
Medium-Low 3-4	Further controls should be identified & implemented as soon as is practicable, current controls must be monitored to ensure they are being implemented & remain suitable										
Medium-High 6-9	Further controls must be identified & implemented without delay, the controls in place must be monitored to ensure they are being implemented & remain suitable										
High 12-16	The activity must not proceed until further controls have been identified and the risk rating reduced to an acceptable level										
Hazards	Who might be harmed?	How might people be harmed?	Existing Control Measures in Place	Risk level achieved			Additional Controls necessary to reduce the likelihood or severity	Revised Risk level with additional controls applied			Are there any further controls which could be applied in the future?
				L	S	R		L	S	R	

5.2 Health & Safety Working Group – DRAFT Terms of Reference

Purpose: The purpose of the Health and Safety Working Group (H&SWG) is to support the development and assure delivery of Yeovil Town Council’s H&S Policy at the operational level. The group will:

- Implement H&S processes, procedures and arrangements
- promote a positive H&S culture throughout Yeovil Town Council
- consult and represent the Yeovil Town Council workforce on H&S matters, cascade and communicate decisions

Scope and Outputs: The H&SWG will:

- review reports of accidents, incidents and near misses, the lessons learned from them and appropriate action
- identify training requirements for staff, schedule and request funding for training
- ensure that safe systems of work are reviewed and updated

- review the Health and Safety Policy (at least) annually to ensure it remains fit for purpose
- carry out specific projects as requested by the Health and Safety Steering Group (H&SSG) and also make requests of them
- develop a work plan to be reported to the H&SSG quarterly and Executive annually or as required. The plan to be realistic, achievable and focussed on delivering the organisations key priorities and strategies.

Membership

Director of Property & Community

Westlands Entertainment Centre representative/s

Yeovil Recreation Centre representative/s

Town House representative/s

Ninesprings representatives/s

Provision for Unison representative H&S rep. Not applicable currently.

Provision for GMB representative H&S rep. Not applicable currently

Quorum. The H&SWG will be quorate with the chair or a nominated stand-in and:

- One trades union representative - if applicable
- One from each of the 4 Directorates
- At least four others

Frequency of Meetings. Routine meetings of the H&SWG will be every 12 weeks, with extraordinary meetings convened as required by the Chair.

Reports to:

- Leadership Team
- Executive

5.3 Key Performance Indicators

Category	Measure	Description	Reason	Source	Target	Frequency
Safety Provision	Accidents to staff where injury has occurred	Number of accidents reported. RIDDOR reportable Type Service Area Location	Legal requirement to record type and report RIDDOR	H & S Accident, Incident & Near Miss Spreadsheet	% reduction in accidents	Qtly to WG & Leadership Team

	Near Miss	Number reported Type Service Area Location	Analysis will help to identify areas of improvement	H & S Accident, Incident & Near Miss Spreadsheet	Comparison with previous years	Qtly to WG & Leadership Team
	Risk Assessments				No annual reviews outstanding	
Place of work	Inspections	Number of inspections carried out on plant, machinery, property compliance etc.	Legal Requirement	Service area records	100% completed None overdue.	Varies depending on service area, building, type of machinery etc.
Info, Instruction & Training	Training courses completed	Courses (practical and e-learning) completed.	Legal requirements No. Qualified first aiders, service specific such as food hygiene & working at Heights etc.	HR or service? records??	All staff to undertake relevant training related to legal requirements and good practice in service areas.	Annual – Clear link to appraisals/staff development policy.
Welfare	Incidence of violence or aggression towards staff.	Amount reported Type Service Area	Analysis will help identify improvements and preventable action	H & S Accident, Incident & Near Miss Spreadsheet	%reduction on previous year.	Qtly in line with WG and Leadership reports

YEOVIL TOWN COUNCIL

ARMED FORCES COVENANT PLEDGE



1. Introduction

- 1.1. The Armed Forces Covenant is a national pledge recognising that those who serve or have served in the Armed Forces, and their families, should be treated with fairness and respect in the communities they serve with their lives.
- 1.2. Yeovil Town Council affirms its commitment to upholding the principles of the Armed Forces Covenant and supporting the Armed Forces community within Yeovil.

2. Principles of the Covenant

- 2.1 Yeovil Town Council commits to the following core principles:
 - No member of the Armed Forces Community should face disadvantage in accessing public or commercial services compared with any other citizen.
 - Special consideration may be appropriate in some cases, particularly for those who have given the most, such as the injured or bereaved.

3. Our Commitment

- 3.1 Yeovil Town Council recognises the contribution and sacrifices made by serving personnel, veterans, reservists, and their families. The Council will work with Somerset Council, local NHS partners, charities, and community organisations to ensure that members of the Armed Forces community receive fair and consistent support.
- 3.2 To demonstrate our commitment, Yeovil Town Council will undertake the following actions:

A. Supporting Access to Local Services

- Provide clear signposting and guidance to help serving personnel, veterans, and their families access relevant support services delivered by Somerset Council, the NHS, charities, and national organisations.
- Accept UK Armed Forces Veteran ID Cards as proof of Veteran status.
- Promote awareness of local and national support available to the Armed Forces community.

B. Being an Armed Forces-Friendly Organisation

- Promote Armed Forces-related activities, events, and information through the Council's website, social media channels, and local press.
- Publish this Covenant on a dedicated page of the Council's website.

C. Employment Support for Veterans

- Welcome applications from Veterans who meet the criteria for advertised roles.
- Guarantee interviews for Veterans who meet the essential criteria of the job specification.
- Recognise military skills and qualifications within recruitment and selection processes.

D. Employment Support for Service Spouses and Partners

- Welcome applications from spouses and partners of serving personnel.
- Offer flexibility in granting leave before, during, and after a partner's deployment where operationally possible.

E. Support for Reservist Employees

- Provide up to two weeks' special paid leave per year for Reservist employees to attend annual training camps.
- Fully support and accommodate mobilised deployment of Reservist employees where required.

F. Support for Local Cadet Units

- Provide up to two weeks' special paid leave for staff involved in cadet training camps and courses.
- Accommodate cadet training commitments where possible.
- Consider sponsorship bids for worthwhile cadet projects within the community.

G. Participation in Armed Forces Day

- Actively participate in Armed Forces Day as a partner organisation.
- Promote Armed Forces Day through the Council's communication channels.
- Encourage staff involvement in Reserve Forces Day, Uniform to Work Day, and local flag-raising ceremonies.
- Share stories and case studies in partnership with Wessex RFCA.

4. Communication and Review

- 4.1 Yeovil Town Council will publicise this Covenant through its website and local media.
- 4.2 The Council will invite feedback from the Armed Forces community and review its commitments periodically to ensure they remain relevant and effective.

Adopted: June 2026

To be reviewed: June 2031

11/393 ADOPTION OF AN UNACCEPTABLE BEHAVIOUR POLICY

1. Purpose

To seek approval for the adoption of an Unacceptable Behaviour Policy.

2. Background

The Council has a duty to ensure that all interactions with Members, officers and others are conducted in a safe, respectful and professional manner, and to protect individuals from behaviour that is abusive, threatening or unreasonable.

Introducing a formal policy will provide clarity and consistency in how such behaviour is defined and managed.

3. Key Points

- The policy establishes clear expectations for behaviour when engaging with the Council.
- It provides a framework for identifying and managing unacceptable conduct, including the use of proportionate and escalating responses
- It applies to all interactions with the Council, including meetings, correspondence and online engagement.
- It complements existing governance arrangements, including the Councillors' Code of Conduct and Standing Orders.

4. Implications

- **Governance:** Strengthens the Council's ability to manage conduct consistently.
- **Staff and Member Welfare:** Supports the wellbeing and protection of those representing or working for the Council.
- **Legal:** Reinforces existing duties relating to health and safety and equality.
- **Financial:** No direct financial implications identified.

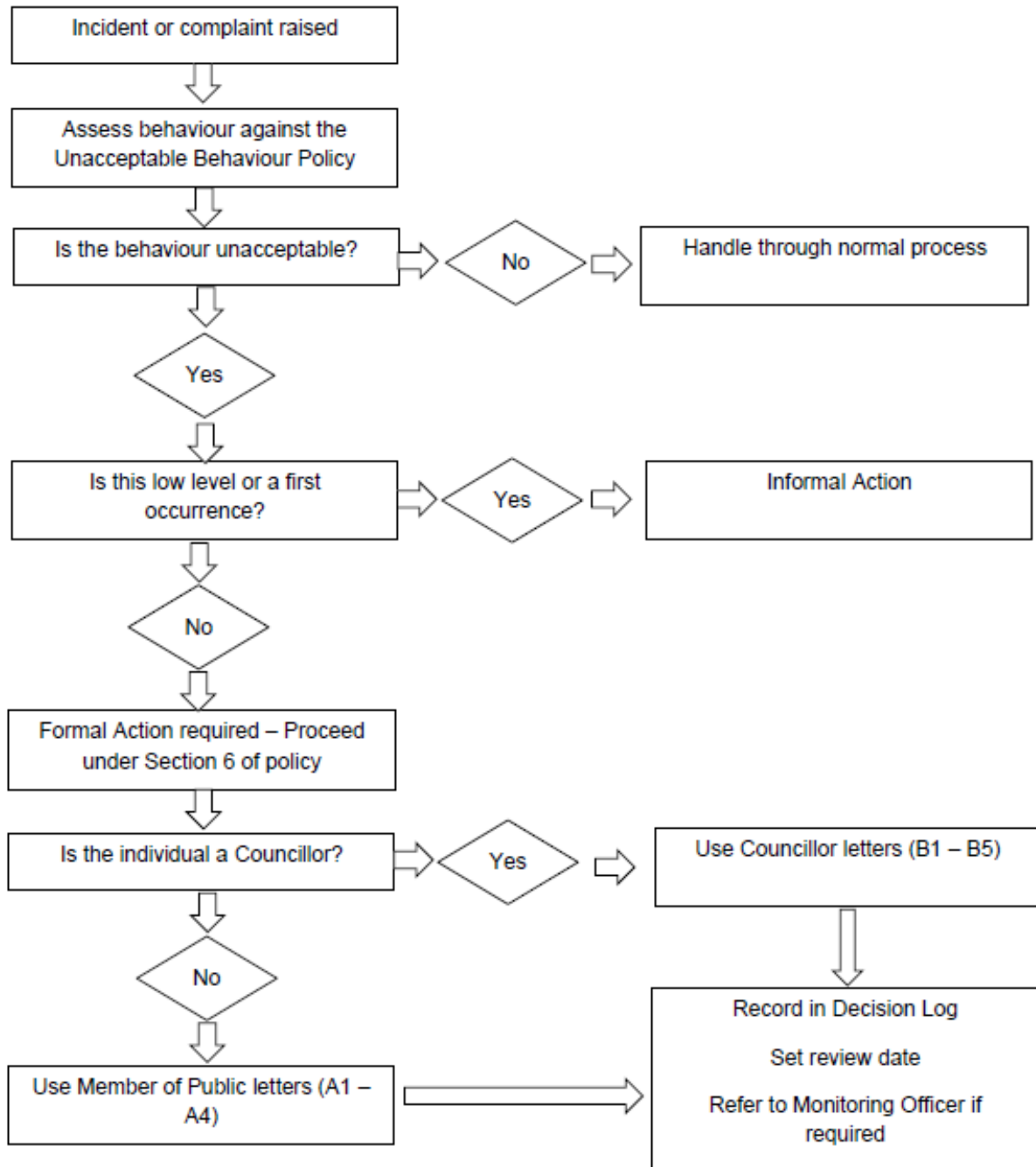
The Committee is **RECOMMENDED:**

(1) to note the report;

(2) to approve and adopt the Unacceptable Behaviour Policy.

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

YEOVIL TOWN COUNCIL UNACCEPTABLE BEHAVIOUR DECISION FLOW CHART



YEOVIL TOWN COUNCIL



UNACCEPTABLE BEHAVIOUR POLICY

1. Introduction

- 1.1. Yeovil Town Council is committed to treating everyone it interacts with, with dignity, respect, and courtesy.
- 1.2. The Council also has a duty to protect its Members, officers, contractors, volunteers, and others from abusive, threatening, or unreasonable behaviour.
- 1.3. This policy sets out the standards of behaviour expected when interacting with the Council and explains what constitutes unacceptable behaviour.
- 1.4. The policy also describes the actions the Council may take where behaviour falls below acceptable standards.
- 1.5. While disagreement and challenge are legitimate, the manner in which they are expressed must remain respectful and appropriate. The Council expects the same standards of behaviour from others as it provides in return.

2. Scope of Policy

- 2.1. This policy applies to:
 - Councillors, when dealing with officers, other Members, or the public;
 - Members of the public;
 - Contractors, consultants, and volunteers; and
 - Any person communicating with or attending meetings of the Council
- 2.2. The policy applies to behaviour that occurs:
 - in person;
 - by telephone;
 - in writing, including emails and letters;
 - via social media or online platforms; and
 - at Council meetings, events, or on Council premises.

2.3. This policy operates alongside, and does not replace:

- the Councillors' Code of Conduct;
- Standing Orders;
- staff disciplinary procedures; and
- the Council's statutory and legal duties.

3. Expected Standards of Behaviour

3.1. All individuals interacting with the Council are expected to:

- be polite, respectful, and professional;
- communicate clearly and constructively;
- listen to differing views;
- avoid personal attacks; and
- respect the respective roles and responsibilities of Members and officers.

3.2. The Council recognises that people may strongly disagree with decisions or actions. Disagreement itself is not unacceptable; however, the way in which it is expressed is key.

4. Unacceptable Behaviour

4.1. Definitions

For the purposes of this policy:

- Vexatious behaviour

Vexatious behaviour refers to actions or communications that are repeated, unreasonable, or disproportionate, and which have the effect of harassing the Council, causing distress, or placing an unjustifiable burden on time or resources, rather than pursuing a legitimate issue.

- Persistent contact

Persistent contact refers to repeated communication that continues after an issue has been fully addressed or where reasonable requests for appropriate conduct or limits on contact have not been respected.

4.2. Unacceptable behaviour is behaviour that hinders the Council's work, causes distress, or places unreasonable demands on individuals or resources. The examples below are not exhaustive.

4.3. Abusive or Aggressive Behaviour

This includes, but is not limited to:

- shouting, swearing, or using insulting language;

- personal attacks or derogatory remarks;
- offensive, discriminatory, or prejudicial comments; and
- threats of harm, whether explicit or implied.

4.4. Harassment or Bullying

This includes:

- repeated or persistent contact that is unreasonable, intimidating, or oppressive;
- personal, sexual, or discriminatory harassment; and
- targeting individuals rather than addressing Council matters.

4.5. Unreasonable Behaviour

This includes:

- excessive, repetitive, or vexatious correspondence;
- refusing to accept a decision once it has been properly made and explained;
- making unreasonable demands on officers' or Members' time;
- attempting to involve multiple officers or Members simultaneously to secure a different response.

4.6. Undermining Governance

This includes:

- challenging or disregarding lawful decisions, Standing Orders, or professional officer advice in an abusive or disruptive manner;
- attempting to improperly pressure officers or Members; and
- persistently questioning officers' integrity or professionalism without supporting evidence.

4.7. Disruptive Conduct at Meetings

This includes:

- interrupting proceedings;
- refusing to comply with the rulings of the Chair; and
- preventing the orderly conduct of Council business.

4.8. Social Media Misuse

This includes:

- posting abusive, intimidating, or defamatory content about the Council, its Members, or officers;
- using online platforms to harass or target individuals associated with the Council.

5. What Is Not Unacceptable Behaviour

The following, in themselves, do not constitute unacceptable behaviour:

- making a complaint;
- expressing dissatisfaction with a decision;
- robust but respectful challenge; and
- raising concerns about Council services or conduct through appropriate channels.

6. Managing Unacceptable Behaviour

6.1. Where unacceptable behaviour occurs, the Council may take action that is proportionate to the seriousness and persistence of the behaviour.

6.2. Informal Action

This may include:

- reminding the individual of expected standards of behaviour;
- requesting that behaviour changes; and
- setting clear boundaries for future contact.

6.3. Formal Action

Where behaviour continues or is more serious, the Council may:

- restrict methods of contact, for example to written communication only;
- limit the frequency of contact;
- require communication to take place through a single nominated officer;
- exclude an individual from Council premises or meetings, where lawful and appropriate; and
- cease correspondence where all issues have been fully exhausted.

6.4. Serious or Persistent Behaviour

In cases involving threats, harassment, or serious disruption, the Council may:

- involve the Police;
- seek legal remedies; and
- take action under employment, conduct, or constitutional procedures.

6.5. Authority to implement actions under this section may be delegated to the Chief Executive / Town Clerk, who may determine an appropriate and proportionate response in accordance with this policy.

7. Councillors and Unacceptable Behaviour

7.1. Where a Councillor's behaviour may breach the Councillors' Code of Conduct, the matter may be:

- referred for investigation in accordance with the Code; and/or
- addressed under Standing Orders, including withdrawal from meetings.

7.2. The Chief Executive / Town Clerk retains responsibility for protecting officers from unacceptable behaviour.

8. Recording and Review

8.1. Incidents of unacceptable behaviour may be recorded in order to:

- ensure consistency;
- identify patterns of behaviour; and
- support fair and proportionate decision making.

8.2. This policy will be reviewed periodically to ensure it remains effective and appropriate.

9. Equality and Proportionality

All actions taken under this policy will be:

- proportionate;
- fair, consistent, and transparent; and
- compliant with equality and human rights legislation.

10. Policy Ownership

This policy is owned by the Chief Executive / Town Clerk and may be implemented where necessary to protect the wellbeing of the Council, its Members, officers and the public.

Yeovil Town Council
June 2026
To be reviewed: June 2030

11/394 URGENT DECISION – RECRUITMENT OF DEMOCRATIC SERVICES OFFICER

This report is for information only.

The Chief Executive / Town Clerk has identified that existing staff capacity, particularly within senior management and democratic support, is no longer sustainable due to a significant increase in workload. This includes expanded compliance requirements (Transparency Code, Procurement Act, Freedom of Information and Data Protection), increased HR casework, governance responsibilities, and greater demand for Member support.

A considerable proportion of senior officer time is currently being spent undertaking lower graded administrative duties, including agenda preparation and minute taking. This does not represent an effective use of senior capacity and has resulted in increasingly reactive working practices, a heightened risk of error, and reduced capacity to progress key strategic priorities such as the Corporate Plan, medium term financial planning, and governance improvements.

The matter was considered by the Staffing Committee on 24th April 2026, who agreed to the recruitment of a Democratic Services Officer and resolved to recommend the proposal to the Executive Committee. However, due to the urgency of the situation and the risks identified, it was not considered appropriate to defer the decision until the next scheduled Executive Committee meeting in June 2026.

The creation of a full time Democratic Services Officer post will provide dedicated support for approximately 183 days of democratic and governance activity annually, with remaining capacity supporting leadership activity, research, consultation work, and Member working groups. The role will supplement existing staffing arrangements and improve the overall resilience of the organisation.

Benchmarking against comparable councils indicates that both the role and proposed grading are appropriate.

The anticipated benefits of the role include:

- Improved governance and regulatory compliance
- More effective management of FOI requests, data protection matters, and appeals
- Enhanced communication with councillors, including training coordination and follow up
- Reduced pressure on senior officers
- A move from reactive to proactive working arrangements
- Increased capacity to deliver long term strategic priorities

Failure to recruit to this post would present ongoing risks relating to compliance, staff wellbeing, organisational resilience, and the effective delivery of Council priorities.

It was therefore agreed, in accordance with Standing Orders, 4d(xiv) 'Urgent Business', that the Council proceed with the recruitment of a full time Democratic Services Officer, as the matter could not reasonably be deferred without risk to governance and service delivery.

The recruitment process has now commenced, with interviews scheduled to take place on 16th June 2026. The Chief Executive / Town Clerk will update the Executive Committee on the outcome of the process and confirm whether an appointment has been made.

The Committee is **RECOMMENDED** to note the report.

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

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Democratic Services Officer
Grade:	SCP 13 - 17 £29,064 - £31,022
Hours of Work:	37 hours per week (to include evening meetings and some weekends)
Annual Leave Entitlement:	23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service
Responsible to:	Deputy Town Clerk
Responsible for:	No budgetary responsibility

Main Purposes of the Role

To work closely with the Leadership Team to support the effective operation of the Council's democratic and governance arrangements, ensuring they are efficiently administered, accurately recorded and fully compliant with relevant legislation and statutory requirements.

Summary of Key Responsibilities and Duties of the Job

1. To attend meetings of the Council and its Committees in accordance with the approved Programme of Meetings, subject to amendment.
2. To prepare, produce and publish agendas in consultation with the relevant Leadership Officer(s), ensuring compliance with legislative and procedural requirements, and to collate reports and background information within statutory timescales.
3. To take accurate minutes at meetings attended and to produce clear and accurate draft minutes in a timely manner (target: within three working days), for sign-off by the relevant Leadership Officer(s).

4. To arrange for the distribution and publication of agendas and minutes on the Council's website, in accordance with statutory and procedural requirements, following sign-off.
5. To prepare and publish the annual Programme of Meetings, subject to Town Council approval.
6. To prepare, maintain and regularly review an annual forward plan of Council and Committee agenda items.
7. To monitor actions and outcomes arising from Council and Committee meetings, to notify relevant officers, and to track and report on progress as required.
8. To liaise with Councillors in relation to meetings, democratic processes and procedural matters.
9. To assist and support the Leadership Team with day-to-day responsibilities, as directed.
10. To support the Council in ensuring compliance with all legal, statutory and procedural requirements relating to governance and democratic administration.
11. To provide advice to Councillors and officers on democratic processes, constitutional matters and good governance practice.
12. To support the review, development and maintenance of Council policies and governance documentation.
13. To maintain an accurate, accessible and up-to-date library of Council policies and governance documents.
14. To act as the principal point of contact for Councillors in relation to democratic services matters.
15. To support Councillor induction, development and training programmes.
16. To oversee the updating and publication of Members' registers of interests and other statutory information on the Council's website.
17. To assist with research, briefings, consultations and working groups, as required.
18. To support compliance with statutory duties, including Freedom of Information, Data Protection and transparency requirements.
19. To undertake any other duties appropriate to the post, as directed.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, schools, community groups, partner agencies, customers, visitors, suppliers and members of the public.

Communication will take place face-to-face and via telephone, written and electronic means.

Working Environment

The post is based at Town House but may require working at other locations within the Town, and occasionally outside the Town.

Health and Safety at Work

The post-holder is required to comply with Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work instructions, procedures and practice guidance.

Equal Opportunities

Yeovil Town Council is committed to the fair and equitable treatment of its staff, potential staff, service users and stakeholders, regardless of race, gender, religion or belief, sexual orientation, marital status, disability, or responsibilities for dependants.

April 2026

Purpose of Report

To provide an update on the operational status of the amphitheatre water fountain, outline the reasons for intermittent closure, and consider potential options for maintaining operation during periods of high demand.

Background

Following public complaints regarding the water fountain not being operational, enquiries were made with the Yeovil Regeneration Manager at Somerset Council.

A response has been received explaining the operational requirements and constraints associated with the fountain.

Current Operational Arrangements

The water feature operates in a manner comparable to a swimming pool, requiring chemical treatment to ensure safe usage. Key operational points include:

- Daily checks are currently undertaken to monitor and adjust chemical levels, including bromine and pH.
- This regime is considered adequate under normal weather conditions, typically up to temperatures in the mid-twenties.
- The system is supported by a maintenance contract and remote monitoring to assist in maintaining appropriate dosing levels.

Issue Identified

During periods of hot weather and increased usage:

- Higher footfall in the water feature affects the chemical balance, particularly bromine and pH levels.
- The standard once-daily inspection may no longer be sufficient to maintain water quality and safe operation.
- As a result, the fountain may need to be temporarily turned off to ensure safety and compliance.

This has likely contributed to the recent instances of the fountain not being operational during warm weather.

Request for Additional Support

Somerset Council has indicated that:

- They are exploring whether additional resource can be provided to increase inspection frequency during hot weather periods.
- However, staffing availability is currently limited.

- Yeovil Town Council has been asked to consider whether it has any capacity to support additional visits during peak conditions.

Considerations for Yeovil Town Council

Should Members wish to support improved operational continuity, the following options could be explored:

- **Resource Contribution:** Provision of staff to enable increased monitoring during hot weather periods.
- **Partnership Working:** Joint working arrangements with Somerset Council to share operational responsibilities.
- **Service Level Review:** Agreement on expected operational standards for the fountain, particularly during peak seasonal demand.
- **Risk and Liability:** Consideration of health and safety responsibilities associated with any increased operational involvement.

Communications

Public expectations are high during warm weather and the fountain is viewed as an important community asset.

It would be beneficial to review communication arrangements to ensure users are clearly informed when the fountain is unavailable and the reasons for this, helping to manage expectations.

This may include:

- Explaining why the feature may be temporarily unavailable
- Setting realistic expectations during periods of high demand
- Highlighting efforts being made to maintain operation where possible

Director of Property & Community Comments

The Director of Property & Community is supportive of exploring opportunities for Yeovil Town Council to assist in maintaining the operation of the amphitheatre water fountain during periods of high demand. In particular, consideration could be given to whether this function could be incorporated into the role of the Council's Community Wardens.

Any such approach would require:

- Appropriate training to be provided by Somerset Council to ensure safe and compliant operation;
- A clearly defined agreement setting out responsibilities, roles, and operational boundaries;
- Careful consideration of liability, risk, and insurance implications associated with taking on this function.

It is also noted that there may be an expectation regarding funding arrangements. Clarification would be required as to whether Somerset Council would contribute financially toward any additional support provided. Given the increased responsibilities, associated risks, and additional workload for the Community Wardens and Yeovil Town Council, cost recovery or funding contribution should be a key consideration.

From an operational perspective, this proposal could present a positive development opportunity for members of the Wardens team, supporting skills development and broadening their service offer.

Further discussions with Somerset Council are therefore recommended to fully understand the requirements and determine whether a practical, sustainable arrangement can be established.

Conclusion

The intermittent closure of the amphitheatre water fountain is primarily due to increased usage during hot weather, which affects the chemical balance required to maintain safe operation. While existing maintenance arrangements are effective under normal conditions, they are not always sufficient to support continuous operation during peak demand. This reflects the increased pressure on the system rather than any failure in its operation and highlights the need to balance public expectations with health and safety requirements.

There is an opportunity to explore enhanced monitoring arrangements, potentially through partnership working, to improve operational continuity. However, any involvement by Yeovil Town Council would need careful consideration of resources, training, costs, and associated risks. Further engagement with Somerset Council will be essential to determine whether a practical and sustainable approach can be developed to support both operational resilience and community expectations.

Recommendation

The Executive is **RECOMMENDED**:

- 1) to note the report and the operational constraints affecting the water fountain.
- 2) to consider whether Yeovil Town Council wishes to support additional monitoring during peak weather periods.
- 3) Subject to (2) to agree that Officers engage further with Somerset Council to explore feasible partnership or resourcing options.
- 4) Subject to (2) and (3), to delegate authority to the Chief Executive/Town Clerk, in consultation with the Chair of the Executive, to progress the matter.

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