



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Tuesday 11th October 2022

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, Town Clerk
5th October 2022

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey	Evie Potts-Jones (<i>Ex-officio</i>)
Nigel Gage	Jeny Snell
Karl Gill	Andy Soughton
Emma-Jayne Hopkins	Royston Spinner
Andy Kendall (<i>Ex-officio</i>)	Rob Stickland (<i>Vice Chairman</i>)
Sarah Lowery	Vacancy
Graham Oakes (<i>Chairman</i>)	

Public Comments at meetings

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

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 11th October 2022. Instructions will be sent to you to view the meeting.

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

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

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

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of items 11/048 and 11/050, 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*

11/035 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)*

11/036 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).

11/037 MINUTES

To approve as a correct record the Minutes of the meeting held on 26th July 2022.

11/038 PUBLIC COMMENT POLICY

Members to consider the report of the Town Clerk attached at pages 4 to 5.

11/039 BALANCE SHEET

Members to approve the Balance Sheet as at 31st August 2022 at page 6.

11/040 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 31st August 2022 at page 7.

11/041 FINANCIAL STATEMENT – JUNE 2022 / JULY 2022

Members to approve the Financial Statement for the months of June 2022 and July 2022 as attached at pages 8 to 27.

11/042 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 30th SEPTEMBER 2022 (MONTH 1 – 6)

Members to consider the report of the Town Clerk attached at pages 28 to 34.

11/043 CIVILITY AND RESPECT PLEDGE

Members to consider the Civility and Respect Pledge and recommend the adoption to Town Council as attached at pages 35 to 36.

11/044 LCNS CONSULTATION

Members to consider a response to the Local Community Networks (LCNs) consultation as attached at pages 37 to 52.

11/045 OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS

To consider the correspondence from Smaller Authorities' Audit Appointments (SAAA) as attached at pages 53 to 55.

11/046 FUTURE EVENTS

To consider the report of the Deputy Town Clerk regarding a "Yeovil Celebrates..." event as recommended by the Promotions and Activities Committee at its meeting held on 27th September 2022 as attached at page 56.

11/047 FORWARD PLAN

The Forward Plan (attached at page 57) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee. Timings given are indicative and occasionally may be rescheduled or new items added.

It is **RECOMMENDED** that the Policy, Resources and Finance Committee approve the Forward Plan.

Public Comment (15 Minutes)

Due to the confidential nature of the business of items 11/048 to 11/050, 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*

11/048 RECOMMENDATION FROM BUILDINGS & CIVIC MATTERS – TOWN HOUSE ENERGY EFFICIENCY (COMMERCIAL IN CONFIDENCE)

To consider the report of the recommendation from Building and Civic Matters concerning Town House energy efficiency (as attached at page 58).

11/049 RECOMMENDATION FROM BUILDINGS & CIVIC MATTERS – TOWN HOUSE SOLAR PANELS (COMMERCIAL IN CONFIDENCE)

To consider the report of the recommendation from Building and Civic Matters concerning Town House solar panels (as attached at page 59).

11/050 RECOMMENDATION FROM BUILDINGS & CIVIC MATTERS – MILFORD HALL ENERGY EFFICIENCY (COMMERCIAL IN CONFIDENCE)

To consider the report of the recommendation from Building and Civic Matters concerning solar panels at Milford Hall (as attached at pages 60 to 61).

11/038 PUBLIC COMMENT POLICY

The purpose of this report is to discuss how public comments should operate at all public meetings of the Council and that the conclusion become policy.

It has been suggested that South Somerset District Council request comments and questions to be submitted 72 hours in advance of any meeting and that Yeovil Town Council follow this example. However, on investigation of the Constitution of South Somerset District Council there is no mention of this. It does however refer to planning applications and that “Members of the public are asked to submit any additional documents to the planning officer at least 72 hours in advance and not to present them to the Committee on the day of the meeting “

Suggested wording:

Public comment

Questions, statements or comments from members of the public will be allowed (Standing Order 3e) at both the beginning and end of each scheduled meeting of the Council and the Committees. Public Comment shall take place before any speaker who is invited to a meeting of the Council and the Committee. In accordance with Standing Order 3h, a question shall only require a response at the meeting should an appropriate answer be available. The Chair of the meeting may direct that a written or oral response be given. Questions should be directed to the members of Council or the Committee, who may where appropriate ask an Officer to reply.

Any speaker who is invited to give an update on their organisation or a project who attends a meeting of the Council and the Committees shall not be subject to questions from the public. There is no obligation for the speaker(s) to receive questions from the public. The speaker(s) may direct how they would wish to receive questions from the public. This may be by providing contact details either directly to the public; or to an Officer (who will then be responsible for passing questions to the speaker and returning any reply to the public).

Time for Public Comments

The period of time designated for public comments shall not exceed 15 minutes unless directed by the Chair of the meeting (Standing Order 3f). Each individual speaker shall be restricted to a total of three minutes.

Due to the nature of the Planning Committee, comments from the general public at a Planning Committee meeting may be permitted by the Chairman at other times during the meeting.

Notice

Questions need not be submitted in advance, in writing, but questions presented in that form are likely to receive a more detailed reply.

Public Comments at the Meeting

The Public may be asked to stand when they address the meeting and, where a question is asked, the answer may take the form of:

- (a) a direct oral response;
- (b) where the desired information is contained in a publication of the Council, reference to that publication; or
- (c) where the reply to the question cannot conveniently be given orally, a written answer will be provided.

Every question shall be put and answered without discussion although the questioner may be permitted to ask supplementary questions relating to the question.

Scope of Public Comments

The Chair may disallow any question, statement or comment if it:

- is not about a matter for which the local authority has a responsibility or which affects the Town Council;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

It is **RECOMMENDED** that the Committee adopt the suggested wording as their policy on public comment.

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

Date: 30/09/2022
Time: 10:44:40

Yeovil Town Council
Balance Sheet

Page: 1

From: Month 1, April 2022
To: Month 5, August 2022

Chart of Accounts:

Consolidated

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	1,017,905.00	
Vehicle & Plant	0.00	510,304.49	
Community Assets	0.00	84,069.57	
		0.00	1,612,279.06
Current Assets			
Debtors	(73.31)	3,379.21	
Nat West Current	426,138.61	1,087,401.34	
Nat West Treasury Account	0.00	25,000.00	
Bank of Scotland	(350,101.19)	0.00	
Nationwide Treasury Account	821.44	510,037.09	
VAT Account	(48,750.54)	(84,638.09)	
Petty Cash	0.00	250.00	
		28,035.01	1,541,429.55
Current Liabilities			
Creditors	(14,538.52)	33,951.86	
Creditors B/Fwd	(181,920.04)	83,442.68	
PAYE/NI	(46,200.44)	(97,210.69)	
		(242,659.00)	20,183.85
Current Assets less Current Liabilities:		270,694.01	1,521,245.70
Total Assets less Current Liabilities:		270,694.01	3,133,524.76
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		270,694.01	3,133,524.76
Capital & Reserves			
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51	
Capital Financing Reserve B/Fwd	0.00	198,064.06	
Major Projects Reserve B/Fwd	0.00	984.49	
General Reserve B/Fwd	0.00	1,013,208.78	
Profit & Loss	0.00	178,481.91	
P & L Account	270,694.01	270,694.01	
		270,694.01	3,133,524.76

BANK RECONCILIATION - 31 AUGUST 2022			
Authority name and reference	Yeovil Town Council		
Prepared by:		Date:	
Name	Neil Gage		27/09/22
Role	Finance Officer		
Approved by:		Date:	
Name	Amanda Card		27/09/22
Role	Town Clerk/RFO		
Balance per bank statements as at 31 August 2022:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 August 2022:		1,623,730.39	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	1,086,943.30		
Nationwide Treasury A/C	510,037.09		
CCLA Investment Management	25,000.00		
Petty Cash	250.00		
Less: any un-presented cheques at 31 August 2022: (normally only current account. List date, cheque number and value)			
19/08/22 014598	1041.96	(1041.96)	
TOTAL – NET BANK BALANCES 31 AUGUST 2022			1,622,688.43

Yeovil Town Council

June Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	230,926.00	115,463.00	115,463.00	0.00	115,463.00
Bank Interest	500.00	1,112.85	125.01	987.84	-612.85
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Ski Centre	1,250.00	306.00	312.51	-6.51	944.00
Mayor's Ball	0.00	0.00	0.00	0.00	0.00
Mayor's Charity Events	0.00	6,105.54	0.00	6,105.54	-6,105.54
Grants	7,000.00	3,500.00	3,500.00	0.00	3,500.00
Salaries	267,500.00	133,750.00	133,750.00	0.00	133,750.00
Salaries Recharge	1,000.00	0.00	249.99	-249.99	1,000.00
Community Infrastructure Levy	0.00	0.00	0.00	0.00	0.00
	508,176.00	260,237.39	253,400.51	6,836.88	247,938.61
Expenditure					
Advertising	500.00	0.00	125.01	-125.01	500.00
Audit Fees	3,610.00	949.85	902.49	47.36	2,660.15
Bank Charges	0.00	108.35	0.00	108.35	-108.35
Carbon Management	25,000.00	0.00	6,249.99	-6,249.99	25,000.00
Books/Periodicals	240.00	0.00	60.00	-60.00	240.00
Ski Centre	500.00	0.00	125.00	-125.00	500.00
Contingencies	57,146.00	1,025.59	14,286.51	-13,260.92	56,120.41
Costs of Democracy	29,600.00	6,858.14	7,400.01	-541.87	22,741.86
Courses/Conferences	5,000.00	85.00	1,250.01	-1,165.01	4,915.00
Elections	5,500.00	0.00	0.00	0.00	5,500.00
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	259.35	999.99	-740.64	3,740.65
Franking Machine	500.00	332.72	125.01	207.71	167.28
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	3,750.00	-3,750.00	15,000.00
PC Support	13,000.00	6,054.59	3,249.99	2,804.60	6,945.41
Postage	2,000.00	439.12	500.01	-60.89	1,560.88
Prof.Fees/Subs	7,500.00	1,406.06	1,875.00	-468.94	6,093.94
Stationery/Supplies	2,000.00	309.85	500.01	-190.16	1,690.15
Sponsorship Octagon Theatre	1,000.00	0.00	0.00	0.00	1,000.00
Telephone	2,500.00	662.28	624.99	37.29	1,837.72
Youth Project Schemes	40,600.00	5,771.04	10,149.99	-4,378.95	34,828.96
Youth Council	2,000.00	0.00	500.01	-500.01	2,000.00
Mayors Allowance	10,480.00	-3,154.25	2,619.99	-5,774.24	13,634.25
Mayors Award	0.00	0.00	0.00	0.00	0.00
Remembrance Day Wreath	0.00	0.00	0.00	0.00	0.00
Mayors Ball	0.00	0.00	0.00	0.00	0.00
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	0.00	1,749.99	-1,749.99	7,000.00
Salaries/Wages	267,500.00	69,667.67	66,875.01	2,792.66	197,832.33
	508,176.00	95,956.45	129,919.01	-33,962.56	412,219.55
	0	164,280.94	123,481.50	40,799.44	-164,280.94

Date: 26/09/2022
Time: 10:51:59

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 4000
N/C To 7520

Tran Date From 01/06/2022
Tran Date To 30/06/2022

Tran No From 1
Tran No To 99,999,999

Department From 0
Department To 999

Dept Number 1 **Dept** PR & F - GENERAL
N/C 4001 **Name** PR&F - GEN - Bank Interest

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62029	BR	29/06/2022	Interest		821.44	-821.44
62031	BR	30/06/2022	Interest		8.63	-8.63
62086	BR	06/06/2022	CCLA Deposit Account		18.09	-18.09
62147	BR	30/06/2022	Interest		77.93	-77.93
Account Totals					<u>926.09</u>	<u>-926.09</u>

N/C 4005 **Name** PR&F - GEN - Inc - Ski Centre

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62084	SI	15/06/2022	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

N/C 4007 **Name** PR&F - GENERAL - Inc - Mayors Charity Events

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61883	PI	01/06/2022	Mayor's Charity	1,047.46		1,047.46
62087	BR	08/06/2022	Cups, Programmes Ect		1,975.00	-1,975.00
62088	BR	09/06/2022	Coffee Box - Jubilee		100.00	-100.00
62089	BR	13/06/2022	Event Store - Jubilee		75.00	-75.00
62090	BR	15/06/2022	5 Star Bars - Jubilee		1,320.00	-1,320.00
62091	BR	15/06/2022	Cow & Apple - Jubilee		2,160.00	-2,160.00
62092	BR	17/06/2022	Alfies Ices - Jubilee		310.00	-310.00
62093	BR	23/06/2022	Pizza Pasta Mondo		250.00	-250.00
Account Totals				<u>1,047.46</u>	<u>6,190.00</u>	<u>-5,142.54</u>

N/C 4020 **Name** PR&F - GEN - Exp - Audit Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62199	PI	24/06/2022	Internal Audit	332.28		332.28
Account Totals				<u>332.28</u>		<u>332.28</u>

N/C 4032 **Name** PR&F - Exp - Bank Charges

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62121	PI	01/06/2022	Autopay Charge	39.85		39.85
Account Totals				<u>39.85</u>		<u>39.85</u>

N/C 4070 **Name** PR&F - GEN - Exp - Contingencies

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61927	PI	10/06/2022	Church Costs - Civic Service	145.00		145.00
61945	PI	01/06/2022	Name Badges	22.40		22.40
61987	PI	20/06/2022	Mileage - Deputy Mayor	28.56		28.56
61990	PI	16/06/2022	Mileage Claim	29.16		29.16
61991	PI	20/06/2022	Mileage Claim/Refreshments	130.06		130.06
61992	PI	20/06/2022	Mileage Claim/Parking	93.09		93.09
Account Totals				<u>448.27</u>		<u>448.27</u>

N/C 4080 **Name** PR&F - GEN - Exp - Costs of Democracy

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62042	JD	27/06/2022	Costs of Democracy	2,608.28		2,608.28
Account Totals				<u>2,608.28</u>		<u>2,608.28</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4130		PR&F - GEN - Exp - Furniture & equipment					
62187	PI	17/06/2022	Maintenance Charge - Photocopier		126.29		126.29
Account Totals					<u>126.29</u>		<u>126.29</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4140		PR&F - GEN - Exp - Franking Machine					
62184	PI	21/06/2022	Service Contract		332.72		332.72
Account Totals					<u>332.72</u>		<u>332.72</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4170		PR&F - GEN - Exp - PC Support					
61968	PI	01/06/2022	Office 365 Business		72.80		72.80
61969	PI	01/06/2022	EoFTTC Managed Service		200.00		200.00
61970	PI	01/06/2022	IT Support		523.50		523.50
61971	PI	01/06/2022	Monthly CSP Subscription		72.00		72.00
Account Totals					<u>868.30</u>		<u>868.30</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4190		PR&F - GEN - Exp - Prof. fees/subs					
61994	PI	20/06/2022	Zoom Annual Subscription		119.90		119.90
62117	PI	06/06/2022	Renewal ICO		55.00		55.00
62119	PI	01/06/2022	Sage 50 Accounts/Payroll		255.00		255.00
Account Totals					<u>429.90</u>		<u>429.90</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4210		PR&F - GEN - Exp - Stationery/supplies					
61993	PI	20/06/2022	Stationery		10.82		10.82
62179	PI	30/06/2022	Stationery		75.84		75.84
Account Totals					<u>86.66</u>		<u>86.66</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4220		PR&F - GEN - Exp - Telephone					
62122	PI	01/06/2022	Call/Line Rental Charge		70.98		70.98
62123	PI	10/06/2022	Telephone Maintenance		8.30		8.30
62175	PI	26/06/2022	Mobile Phones		142.20		142.20
Account Totals					<u>221.48</u>		<u>221.48</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4240		PR&F - GEN - Exp - Youth Project Schemes					
61972	PI	22/06/2022	Youth Service Projects		1,923.68		1,923.68
Account Totals					<u>1,923.68</u>		<u>1,923.68</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4520		PR&F - GENERAL - Exp - Mayors Allowance					
61988	PI	22/06/2022	Mayoral Allowance		873.37		873.37
Account Totals					<u>873.37</u>		<u>873.37</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4560		PR&F - GENERAL - Exp - Mayors Ball					
61879	JC	01/06/2022	Mayors Ball			1,982.58	-1,982.58
61881	PI	01/06/2022	Mayor's Charity		1,982.58		1,982.58
Account Totals					<u>1,982.58</u>	<u>1,982.58</u>	

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
4570			PR&F - GENERAL - Exp - Mayors Charity Events			
61880	JC	01/06/2022	Mayors Charities		1,969.96	-1,969.96
61882	PI	01/06/2022	Mayor's Charity	1,969.96		1,969.96
Account Totals				<u>1,969.96</u>	<u>1,969.96</u>	
Department				<u>13,291.08</u>	<u>11,170.63</u>	<u>2,120.45</u>

<u>Dept Number</u>			<u>Dept</u>			
<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
3			PR & F - SALARIES			
4800			PR&F - SALARIES - Wages/salaries			
61917	JD	27/06/2022	Employers Pension	4,440.21		4,440.21
61918	JD	27/06/2022	Payments	24,481.25		24,481.25
61919	JD	27/06/2022	Employers NIC	2,792.14		2,792.14
62043	JC	27/06/2022	Costs of Democracy		2,608.28	-2,608.28
62073	SI	30/06/2022	REIMBURSEMENT of SALARY - TOWN CLERK		693.33	-693.33
62074	SI	30/06/2022	April to June 2022 On Costs		140.00	-140.00
Account Totals				<u>31,713.60</u>	<u>3,441.61</u>	<u>28,271.99</u>
Department				<u>31,713.60</u>	<u>3,441.61</u>	<u>28,271.99</u>

<u>Dept Number</u>			<u>Dept</u>			
<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
4			GROUNDS & GENERAL MAINTENANCE			
7002			G&GM - Inc - Leases			
62076	SI	30/06/2022	Lease at Hillcrest/Higher Ryalls - Rent April to		522.00	-522.00
Account Totals					<u>522.00</u>	<u>-522.00</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7004			G&GM - Inc - Rents			
61905	SI	14/06/2022	Allotment rent for the period 14 June - 30		15.04	-15.04
61906	SI	14/06/2022	Allotment rent for the period 14 June - 30		15.68	-15.68
61908	SI	17/06/2022	Allotment rent for the period 17 June - 30		11.70	-11.70
61910	SI	17/06/2022	Allotment rent for the period 17 June - 30		14.98	-14.98
Account Totals					<u>57.40</u>	<u>-57.40</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7005			G&GM - Inc - Sales of gates & tap keys			
61907	SI	14/06/2022	Gate key deposit		5.00	-5.00
61909	SI	17/06/2022	Gate key deposit		5.00	-5.00
Account Totals					<u>10.00</u>	<u>-10.00</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7019			G&GM - Exp - Allotment Maintenance			
62172	PI	07/06/2022	Materials - Allotments	5.10		5.10
Account Totals				<u>5.10</u>		<u>5.10</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7040			G&GM - Exp - Buildings & Electric Goar Knap			
62079	BP	01/06/2022	Rates	122.00		122.00
Account Totals				<u>122.00</u>		<u>122.00</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7070			G&GM - Exp - Labour			
61922	JD	27/06/2022	Employers Pension	403.07		403.07
61923	JD	27/06/2022	Payments	1,985.58		1,985.58

Yeovil Town Council Nominal Departmental Analysis (Detailed)

Account Totals 2,388.65 2,388.65

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62174	PI	15/06/2022	Industrial Fan	29.99		29.99

Account Totals 29.99 29.99

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61989	PI	07/06/2022	Electricity	77.39		77.39

Account Totals 77.39 77.39

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61983	PI	16/06/2022	Yeovil Country Park - 1st Qtr	8,175.00		8,175.00

Account Totals 8,175.00 8,175.00

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61982	PI	09/06/2022	Security	176.05		176.05

Account Totals 176.05 176.05

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62181	PI	27/06/2022	Fuel - Van	38.50		38.50
62220	PI	18/06/2022	Vehicle Tax	290.00		290.00

Account Totals 328.50 328.50

Department 11,302.68 589.40 10,713.28

Dept Number 5 Dept BUILDING & CIVIC MATTERS

N/C 6005 Name B&CM - Inc - Milford Hall Hire Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61891	SI	08/06/2022	Hall Hire Fees		34.00	-34.00
61892	SI	08/06/2022	Hall Hire Fees		11.50	-11.50
61893	SI	09/06/2022	Hall Hire Fees		135.00	-135.00
61894	SI	09/06/2022	Hall Hire Fees		30.00	-30.00
61895	SI	09/06/2022	Hall Hire Fees		90.00	-90.00
61896	SI	09/06/2022	Hall Hire Fees		90.00	-90.00
61897	SI	09/06/2022	Hall Hire Fees		45.00	-45.00
61898	SI	09/06/2022	Hall Hire Fees		30.00	-30.00
61899	SI	09/06/2022	Hall Hire Fees		60.00	-60.00
61900	SI	09/06/2022	Hall Hire Fees		30.00	-30.00
61901	SI	09/06/2022	Hall Hire Fees		75.00	-75.00
61902	SI	09/06/2022	Hall Hire Fees		34.00	-34.00
61903	SI	09/06/2022	Hall Hire Fees		11.50	-11.50
61904	SI	09/06/2022	Hall Hire Fees		34.00	-34.00
62077	SI	30/06/2022	Hall Hire Fees		25.50	-25.50

Account Totals 735.50 -735.50

N/C 6050 Name B&CM - Exp - CCTV

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62162	PI	30/06/2022	CCTV Contribution	32,490.00		32,490.00

Account Totals 32,490.00 32,490.00

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
61920	JD	27/06/2022	Payments		982.59		982.59
62044	JC	27/06/2022	Caretaker			930.59	-930.59
62115	JC	27/06/2022	Cleaner			52.00	-52.00
<u>Account Totals</u>					<u>982.59</u>	<u>982.59</u>	

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
61952	PI	01/06/2022	Electrical Inspection		329.00		329.00
62045	JD	27/06/2022	Caretaker		722.27		722.27
62080	BP	01/06/2022	Rates		536.00		536.00
62118	PI	05/06/2022	Internet Connection		27.88		27.88
62208	PI	23/06/2022	Cleaning		682.50		682.50
62229	PI	30/06/2022	Mobile Patrols		200.64		200.64
<u>Account Totals</u>					<u>2,498.29</u>		<u>2,498.29</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
61973	PI	13/06/2022	Service Charge		165.00		165.00
62178	PI	30/06/2022	Water Hygiene Service		222.25		222.25
62189	PI	15/06/2022	Electricity		198.80		198.80
62190	PI	06/06/2022	Water Charge		64.39		64.39
62209	PI	30/06/2022	Cleaning		560.79		560.79
62210	PI	24/06/2022	Consumables		106.62		106.62
62453	PI	09/06/2022	Foot Patrols		409.00		409.00
<u>Account Totals</u>					<u>1,726.85</u>		<u>1,726.85</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
62454	PI	09/06/2022	Foot Patrols		409.00		409.00
<u>Account Totals</u>					<u>409.00</u>		<u>409.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
62078	BP	01/06/2022	Rates		961.00		961.00
<u>Account Totals</u>					<u>961.00</u>		<u>961.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
62046	JD	27/06/2022	Cleaner		208.32		208.32
62114	JD	27/06/2022	Cleaner		52.00		52.00
62226	PI	30/06/2022	Waste Disposal		55.44		55.44
62236	CP	08/06/2022	Milk/Card		3.80		3.80
<u>Account Totals</u>					<u>319.56</u>		<u>319.56</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
62120	PI	02/06/2022	Electricity		133.73		133.73
<u>Account Totals</u>					<u>133.73</u>		<u>133.73</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
62194	PI	22/06/2022	Gas		72.93		72.93
<u>Account Totals</u>					<u>72.93</u>		<u>72.93</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C		Name				
6214		B&CM - Exp - Town House - Maintenance				
Tran Number	Type	Date	Details	Debit	Credit	Balance
61926	PI	07/06/2022	Sign Writing - Mayor's Award Board	95.00		95.00
61953	PI	15/06/2022	PAT Testing	439.50		439.50
61986	PI	06/06/2022	Alarm Response	140.00		140.00
62173	PI	13/06/2022	Paint/Materials - Town House	19.65		19.65
62182	PI	28/06/2022	Rectify Faults on Intruder Alarm	135.50		135.50
Account Totals				829.65		829.65

N/C		Name				
6270		B&CM - Exp - Defibrillator				
Tran Number	Type	Date	Details	Debit	Credit	Balance
61995	PI	20/06/2022	Defibrillator Sign	25.00		25.00
62075	SI	30/06/2022	Contribution towards Defibrillator		1,200.00	-1,200.00
Account Totals				25.00	1,200.00	-1,175.00
Department				40,448.60	2,918.09	37,530.51

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C		Name				
5502		P&A - Inc - Queen's Platinum Jubilee				
Tran Number	Type	Date	Details	Debit	Credit	Balance
62072	SI	30/06/2022	Contribution Queens Platinum Jubilee		2,000.00	-2,000.00
Account Totals					2,000.00	-2,000.00

N/C		Name				
5640		P&A - Exp - Queen's Platinum Jubilee				
Tran Number	Type	Date	Details	Debit	Credit	Balance
61925	PI	13/06/2022	Band	360.00		360.00
61958	PI	07/06/2022	Fire Extinguishers	160.00		160.00
61964	PI	19/06/2022	A4 Frame	13.24		13.24
61965	PI	19/06/2022	A3 Frame	8.32		8.32
61966	PI	19/06/2022	A3 Frame	8.32		8.32
61967	PI	27/06/2022	Advert	200.00		200.00
61974	PI	01/06/2022	Design Programme, Posters and Advert	250.00		250.00
61975	PI	13/06/2022	Photographing Jubilee Event	295.00		295.00
61976	PI	13/06/2022	Stage and Production Services	6,300.00		6,300.00
61977	PI	13/06/2022	Star Stage	1,975.00		1,975.00
61978	PI	09/06/2022	Road Cones and Signs	239.41		239.41
61979	PI	09/06/2022	Perimeter Fencing	5,099.00		5,099.00
61980	PI	10/06/2022	Jubilee Leaflets	254.00		254.00
62034	PI	04/06/2022	Security and Stewards	616.00		616.00
62129	PI	03/06/2022	Refreshments	150.00		150.00
62130	PI	01/06/2022	Bottled Water	15.50		15.50
62131	PI	01/06/2022	Refreshments	19.83		19.83
62132	PI	02/06/2022	Refreshments	38.13		38.13
62133	PI	02/06/2022	Refreshments	40.00		40.00
62134	PI	02/06/2022	Printing	40.00		40.00
62170	PI	01/06/2022	Materials - Jubilee Event	35.07		35.07
62171	PI	02/06/2022	Materials - Jubilee Event	76.23		76.23
62183	PI	23/06/2022	Compere	150.00		150.00
62185	PI	09/06/2022	Road Cones	12.00		12.00
62188	PI	21/06/2022	Stilt Walker/Mirror Men	200.00		200.00
Account Totals				16,555.05		16,555.05
Department				16,555.05	2,000.00	14,555.05
Grand Totals				113,311.01	20,119.73	93,191.28

Yeovil Town Council

July Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	230,926.00	115,463.00	115,463.00	0.00	115,463.00
Bank Interest	500.00	1,229.61	166.68	1,062.93	-729.61
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Ski Centre	1,250.00	408.00	416.68	-8.68	842.00
Mayor's Ball	0.00	1,800.00	0.00	1,800.00	-1,800.00
Mayor's Charity Events	0.00	6,768.59	0.00	6,768.59	-6,768.59
Grants	7,000.00	3,500.00	3,500.00	0.00	3,500.00
Salaries	267,500.00	133,750.00	133,750.00	0.00	133,750.00
Salaries Recharge	1,000.00	0.00	333.32	-333.32	1,000.00
Community Infrastructure Levy	0.00	0.00	0.00	0.00	0.00
	508,176.00	262,919.20	253,629.68	9,289.52	245,256.80
Expenditure					
Advertising	500.00	0.00	166.68	-166.68	500.00
Audit Fees	3,610.00	949.85	1,203.32	-253.47	2,660.15
Bank Charges	0.00	144.70	0.00	144.70	-144.70
Carbon Management	25,000.00	0.00	8,333.32	-8,333.32	25,000.00
Books/Periodicals	240.00	0.00	80.00	-80.00	240.00
Ski Centre	500.00	0.00	166.68	-166.68	500.00
Contingencies	57,146.00	3,864.74	19,048.68	-15,183.94	53,281.26
Costs of Democracy	29,600.00	9,177.50	9,866.68	-689.18	20,422.50
Courses/Conferences	5,000.00	490.00	1,666.68	-1,176.68	4,510.00
Elections	5,500.00	6,161.57	5,500.00	661.57	-661.57
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	259.35	1,333.32	-1,073.97	3,740.65
Franking Machine	500.00	332.72	166.68	166.04	167.28
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	5,000.00	-5,000.00	15,000.00
PC Support	13,000.00	6,922.89	4,333.32	2,589.57	6,077.11
Postage	2,000.00	739.12	666.68	72.44	1,260.88
Prof.Fees/Subs	7,500.00	2,411.06	2,500.00	-88.94	5,088.94
Stationery/Supplies	2,000.00	400.37	666.68	-266.31	1,599.63
Sponsorship Octagon Theatre	1,000.00	0.00	0.00	0.00	1,000.00
Telephone	2,500.00	870.61	833.32	37.29	1,629.39
Youth Project Schemes	40,600.00	7,694.72	13,533.32	-5,838.60	32,905.28
Youth Council	2,000.00	0.00	666.68	-666.68	2,000.00
Mayors Allowance	10,480.00	-2,280.88	3,493.32	-5,774.20	12,760.88
Mayors Award	0.00	0.00	0.00	0.00	0.00
Remembrance Day Wreath	0.00	0.00	0.00	0.00	0.00
Mayors Ball	0.00	83.33	0.00	83.33	-83.33
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	3,500.00	2,333.32	1,166.68	3,500.00
Salaries/Wages	267,500.00	90,113.66	89,166.68	946.98	177,386.34
	508,176.00	137,016.40	176,725.36	-39,708.96	371,159.60
	0	125,902.80	76,904.32	48,998.48	-125,902.80

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4100		PR&F - GEN - Exp - Elections					
62163	PI	07/07/2022	Council Elections		6,161.57		6,161.57
<u>Account Totals</u>					<u>6,161.57</u>		<u>6,161.57</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4170		PR&F - GEN - Exp - PC Support					
62211	PI	01/07/2022	Office 365 Business		72.80		72.80
62212	PI	01/07/2022	EoFTTC Managed Service		200.00		200.00
62213	PI	01/07/2022	IT Support		523.50		523.50
62214	PI	01/07/2022	Monthly CSP Subscription		72.00		72.00
<u>Account Totals</u>					<u>868.30</u>		<u>868.30</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4180		PR&F - GEN - Exp - Postage					
62195	PI	06/07/2022	Postage		300.00		300.00
<u>Account Totals</u>					<u>300.00</u>		<u>300.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4190		PR&F - GEN - Exp - Prof. fees/subs					
62180	PI	01/07/2022	Sage 50 Accounts/Payroll		255.00		255.00
62378	PI	22/07/2022	Lease Renewal		750.00		750.00
<u>Account Totals</u>					<u>1,005.00</u>		<u>1,005.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4210		PR&F - GEN - Exp - Stationery/supplies					
62330	PI	18/07/2022	Batteries		11.32		11.32
62373	PI	29/07/2022	Stationery		79.20		79.20
<u>Account Totals</u>					<u>90.52</u>		<u>90.52</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4220		PR&F - GEN - Exp - Telephone					
62200	PI	01/07/2022	Call/Line Rental Charge		67.78		67.78
62536	PI	26/07/2022	Mobile Phones		140.55		140.55
<u>Account Totals</u>					<u>208.33</u>		<u>208.33</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4240		PR&F - GEN - Exp - Youth Project Schemes					
62207	PI	19/07/2022	Youth Service Projects		1,923.68		1,923.68
<u>Account Totals</u>					<u>1,923.68</u>		<u>1,923.68</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4520		PR&F - GENERAL - Exp - Mayors Allowance					
62218	PI	19/07/2022	Mayoral Allowance		873.37		873.37
<u>Account Totals</u>					<u>873.37</u>		<u>873.37</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
4560		PR&F - GENERAL - Exp - Mayors Ball					
62369	PI	22/07/2022	Deposit - Fun Casino		83.33		83.33
<u>Account Totals</u>					<u>83.33</u>		<u>83.33</u>

<u>Department</u>	<u>17,113.96</u>	<u>2,681.81</u>	<u>14,432.15</u>
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<u>Dept Number</u> 2	<u>Dept</u> PR & F - GRANTS
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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>			<u>Name</u>				
4710			PR&F - GRANTS - Grants				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62217	PI	07/07/2022	We Hear You		1,000.00		1,000.00
62305	PI	13/07/2022	Yeovil Opportunity Group		2,500.00		2,500.00
Account Totals					<u>3,500.00</u>		<u>3,500.00</u>
Department					<u>3,500.00</u>		<u>3,500.00</u>

Dept Number 3 **Dept** PR & F - SALARIES

<u>N/C</u>			<u>Name</u>				
4800			PR&F - SALARIES - Wages/salaries				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62246	JD	27/07/2022	Employers Pension		3,147.37		3,147.37
62247	JD	27/07/2022	Payments		17,823.61		17,823.61
62248	JD	27/07/2022	Employers NIC		1,794.37		1,794.37
62353	JC	27/07/2022	Costs of Democracy			2,319.36	-2,319.36
Account Totals					<u>22,765.35</u>	<u>2,319.36</u>	<u>20,445.99</u>
Department					<u>22,765.35</u>	<u>2,319.36</u>	<u>20,445.99</u>

Dept Number 4 **Dept** GROUNDS & GENERAL MAINTENANCE

<u>N/C</u>			<u>Name</u>				
7004			G&GM - Inc - Rents				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62159	SI	08/07/2022	Allotment rent from the 08 July - 30 September			11.80	-11.80
62161	SI	11/07/2022	Allotment rent for the period 8 July - 30			26.71	-26.71
62252	SI	21/07/2022	Allotment rent for the period 21 July - 30			8.00	-8.00
62254	SI	21/07/2022	Allotment rent for the period 21 July - 30			9.81	-9.81
62327	SI	28/07/2022	Allotment rent for the period 28 July - 30			7.74	-7.74
62329	SI	28/07/2022	Allotment rent for the period 28 July - 30			14.33	-14.33
Account Totals						<u>78.39</u>	<u>-78.39</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62160	SI	08/07/2022	Gate key deposit			5.00	-5.00
62253	SI	21/07/2022	Gate Key Deposit			5.00	-5.00
62255	SI	21/07/2022	Gate key deposit			5.00	-5.00
62328	SI	28/07/2022	Gate key deposit			5.00	-5.00
Account Totals						<u>20.00</u>	<u>-20.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62222	PI	05/07/2022	Garden Waste Bags		16.62		16.62
62223	PI	06/07/2022	Cable Ties		8.95		8.95
62224	PI	06/07/2022	Cable Ties		24.98		24.98
62225	PI	19/07/2022	Garden Waste Bags		16.62		16.62
62227	PI	13/07/2022	Skip Hire - Rustywell		269.00		269.00
62270	PI	21/07/2022	Padlocks - Allotments		24.45		24.45
62297	PI	20/07/2022	Skip Hire - Newtown		269.00		269.00
62363	PI	06/07/2022	Materials - Allotments		23.33		23.33
62365	PI	14/07/2022	Power Tooth Blade		24.17		24.17
62366	PI	20/07/2022	Chain - Allotments		7.34		7.34
Account Totals					<u>684.46</u>		<u>684.46</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62082	BP	01/07/2022	Rates		122.00		122.00
62204	PI	13/07/2022	EICR/Pat Test		140.00		140.00

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

<u>Account Totals</u>	<u>262.00</u>	<u>262.00</u>
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<u>N/C</u>	7070	<u>Name</u> G&GM - Exp - Labour			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
62250	JD	27/07/2022	Employers Pension	343.59	343.59
62251	JD	27/07/2022	Payments	1,692.54	1,692.54

<u>Account Totals</u>	<u>2,036.13</u>	<u>2,036.13</u>
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<u>N/C</u>	7093	<u>Name</u> G&GM - Exp - Open Spaces: Doorstep Greens			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
62196	PI	06/07/2022	Electricity	78.14	78.14

<u>Account Totals</u>	<u>78.14</u>	<u>78.14</u>
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<u>N/C</u>	7100	<u>Name</u> G&GM - Exp - Open Spaces: Open spaces -			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
62166	PI	07/07/2022	Open Spaces - 1st Qtr	33,370.00	33,370.00

<u>Account Totals</u>	<u>33,370.00</u>	<u>33,370.00</u>
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<u>N/C</u>	7120	<u>Name</u> G&GM - Exp - Yew Tree Park - Gate Opening			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
62368	PI	21/07/2022	Security	201.20	201.20

<u>Account Totals</u>	<u>201.20</u>	<u>201.20</u>
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<u>N/C</u>	7190	<u>Name</u> G&GM - Exp - Protective Clothing			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
62364	PI	13/07/2022	Site Bump Cap	6.49	6.49

<u>Account Totals</u>	<u>6.49</u>	<u>6.49</u>
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<u>N/C</u>	7210	<u>Name</u> G&GM - Exp - Vehicle			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
62331	PI	18/07/2022	MOT/Service	812.08	812.08
62371	PI	27/07/2022	Fuel - Van	93.48	93.48

<u>Account Totals</u>	<u>905.56</u>	<u>905.56</u>
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<u>Department</u>	<u>37,543.98</u>	<u>98.39</u>	<u>37,445.59</u>
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<u>Dept Number</u> 5	<u>Dept</u> BUILDING & CIVIC MATTERS
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<u>N/C</u>	6005	<u>Name</u> B&CM - Inc - Milford Hall Hire Fees			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
62148	SI	07/07/2022	Hall Hire Fees		105.00
62149	SI	07/07/2022	Hall Hire Fees		30.00
62150	SI	07/07/2022	Hall Hire Fees		90.00
62151	SI	07/07/2022	Hall Hire Fees		90.00
62152	SI	07/07/2022	Hall Hire Fees		67.50
62153	SI	07/07/2022	Hall Hire Fees		15.00
62154	SI	07/07/2022	Hall Hire Fees		30.00
62155	SI	07/07/2022	Hall Hire Fees		15.00
62156	SI	07/07/2022	Hall Hire Fees		82.50
62157	SI	07/07/2022	Hall Hire Fees		22.50
62158	SI	07/07/2022	Hall Hire Fees		60.00
62168	SI	13/07/2022	Hall Hire Fees		34.00
62169	SI	13/07/2022	Hall Hire Fees		11.50

<u>Account Totals</u>	<u>653.00</u>	<u>-653.00</u>
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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C		Name				
6078		B&CM - Exp - Millennium Clock				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62186	PI	07/07/2022	Niftylift Hire	187.36		187.36
62198	PI	11/07/2022	Annual Service	160.00		160.00
Account Totals				<u>347.36</u>		<u>347.36</u>

N/C		Name				
6080		B&CM - Exp - Monmouth Hall				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62249	JD	27/07/2022	Payments	1,050.32		1,050.32
62354	JC	27/07/2022	Caretaker		1,050.32	-1,050.32
Account Totals				<u>1,050.32</u>	<u>1,050.32</u>	

N/C		Name				
6090		B&CM - Exp - Milford Hall				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62083	BP	01/07/2022	Rates	536.00		536.00
62192	PI	05/07/2022	Internet	27.72		27.72
62201	PI	08/07/2022	Key Fobs	132.72		132.72
62205	PI	12/07/2022	Supply and Program Fobs	325.00		325.00
62237	CP	07/07/2022	Key Cut	10.00		10.00
62239	CP	20/07/2022	Key Cut	6.67		6.67
62355	JD	27/07/2022	Caretaker	790.00		790.00
62374	PI	31/07/2022	Mobile Patrols	194.37		194.37
62377	PI	31/07/2022	Roof Repairs	160.00		160.00
62387	PI	22/07/2022	Cleaning	723.45		723.45
62397	PI	14/07/2022	Milford Hall Recharge - 4th Qtr	4,233.02		4,233.02
Account Totals				<u>7,138.95</u>		<u>7,138.95</u>

N/C		Name				
6100		B&CM - Exp - Public Toilets Peter St				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62191	PI	04/07/2022	Water Charge	64.65		64.65
62203	PI	13/07/2022	EICR Test	110.00		110.00
62362	PI	15/07/2022	Electricity	175.26		175.26
62379	PI	25/07/2022	Foot Patrols	414.00		414.00
62381	PI	25/07/2022	Foot Patrols	417.00		417.00
62383	PI	25/07/2022	Consumables	107.60		107.60
62384	PI	31/07/2022	Cleaning	560.79		560.79
Account Totals				<u>1,849.30</u>		<u>1,849.30</u>

N/C		Name				
6102		B&CM - Exp - Public Toilets Petters Way				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62202	PI	13/07/2022	EICR Test	110.00		110.00
62215	PI	01/07/2022	Supply and Fit Shutters	1,870.00		1,870.00
62372	PI	28/07/2022	Water Hygiene Service	222.25		222.25
62380	PI	25/07/2022	Foot Patrols	414.00		414.00
62382	PI	25/07/2022	Foot Patrols	417.00		417.00
Account Totals				<u>3,033.25</u>		<u>3,033.25</u>

N/C		Name				
6190		B&CM - Exp - Town House - Business Rates				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62081	BP	01/07/2022	Rates	961.00		961.00
Account Totals				<u>961.00</u>		<u>961.00</u>

N/C		Name				
6200		B&CM - Exp - Town House - (excluding services)				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62238	CP	18/07/2022	Refreshments	8.65		8.65
62356	JD	27/07/2022	Cleaner	260.32		260.32
62393	PI	31/07/2022	Waste Disposal	56.20		56.20
62529	PI	19/07/2022	Refreshments - Meeting	10.45		10.45

Yeovil Town Council Nominal Departmental Analysis (Detailed)

Account Totals 335.62 335.62

N/C 6210 **Name** B&CM - Exp - Town House - Electricity
Tran Number **Type** **Date** **Details** **Debit** **Credit** **Balance**
 62193 PI 02/07/2022 Electricity 119.43 119.43

Account Totals 119.43 119.43

N/C 6212 **Name** B&CM - Exp - Town House - Gas
Tran Number **Type** **Date** **Details** **Debit** **Credit** **Balance**
 62221 PI 05/07/2022 Gas 26.21 26.21

Account Totals 26.21 26.21

N/C 6270 **Name** B&CM - Exp - Defibrillator
Tran Number **Type** **Date** **Details** **Debit** **Credit** **Balance**
 62367 PI 25/07/2022 Electrical Work - Defibrillator 258.33 258.33

Account Totals 258.33 258.33

Department 15,119.77 1,703.32 13,416.45

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C 5620 **Name** P&A - Exp - Open Spaces: YIB Officer
Tran Number **Type** **Date** **Details** **Debit** **Credit** **Balance**
 62164 PI 07/07/2022 YIB Officer Costs - 1st Qtr 6,200.00 6,200.00

Account Totals 6,200.00 6,200.00

N/C 5630 **Name** P&A - Exp - Open Spaces: Yeovil in Bloom
Tran Number **Type** **Date** **Details** **Debit** **Credit** **Balance**
 62165 PI 07/07/2022 YIB Working Budget - 1st Qtr 4,110.00 4,110.00

Account Totals 4,110.00 4,110.00

N/C 5640 **Name** P&A - Exp - Queen's Platinum Jubilee
Tran Number **Type** **Date** **Details** **Debit** **Credit** **Balance**
 62306 PI 18/07/2022 Signs 192.00 192.00

Account Totals 192.00 192.00

Department 10,502.00 10,502.00

Grand Totals 106,545.06 6,802.88 99,742.18

11/042 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING
30th SEPTEMBER 2022 (MONTH 1 – 6)

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 2022/23, and to explain significant variances against budget.

Background

The 2022/23 budget was approved by Town Council on 2nd February 2022.

Committee	£
Policy, Resources and Finance	505,426
Buildings and Civic Matters	252,820
Grounds and General Maintenance	339,770
Planning	1,000
Promotions and Activities	101,040
Total Committees Budget	1,200,056
Joint Burial Committee	73,384
Total Budget Requirement	1,273,440

This report focuses on the Total Committees Budget (figures for the Joint Burial Committee are excluded)

Summary of expected spending and income against budget

The projected position as at 31st March 2023 is **£1,160,574** against the budget of **£1,200,056** shows an **underspend** of **£39,482 (3.3%)**. This is summarised within Appendix A of this report. The detail and the significant variances is highlighted within Appendix B.

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

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

Appendix A

Yeovil Town Council - 2022/23 Budget Monitoring (Month 1 to Month 6)

Committee	2021/22			2022/23		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/22	Variance	Annual Budget	Expected Total at 31/03/23	Variance
Policy Resources and Finance						
Expenditure	544,402	418,670	125,732	508,176	457,649	50,527
Income	(4,750)	(2,802)	(1,948)	(2,750)	(5,693)	2,943
Net Expenditure	539,652	415,869	123,783	505,426	451,956	53,470
Buildings and Civic Matters						
Expenditure	245,180	165,251	79,929	279,820	269,353	10,467
Income	(26,500)	(22,482)	(4,018)	(27,000)	(24,884)	(2,116)
Net Expenditure	218,680	142,769	75,911	252,820	244,469	8,351
Grounds and General Maintenance						
Expenditure	272,570	310,382	(37,812)	360,760	361,458	(698)
Income	(20,990)	(20,353)	(637)	(20,990)	(23,946)	2,956
Net Expenditure	251,580	290,028	(38,448)	339,770	337,512	2,258
Planning						
Expenditure	1,000	544	456	1,000	0	1,000
Income	0	0	0	0	0	0
Net Expenditure	1,000	544	456	1,000	0	1,000
Promotions and Activities Committee						
Expenditure	102,550	87,771	14,779	101,040	126,637	(25,597)
Income	0	(2,000)	2,000	0	0	0
Net Expenditure	102,550	85,771	16,779	101,040	126,637	(25,597)
Total Yeovil Town Council						
Expenditure	1,165,702	982,617	183,085	1,250,796	1,215,097	35,699
Income	(52,240)	(47,637)	(4,603)	(50,740)	(54,523)	3,783
Net Expenditure	1,113,462	934,980	178,482	1,200,056	1,160,574	39,482

Appendix B

Policy, Resources & Finance Committee								
	2021/22			2022/23				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2022	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Advertising	500	205	295	500	85	500	0	
Audit fees	3,470	2,284	1,186	3,610	950	3,610	0	
Books/periodicals	240	356	(116)	240	0	240	0	
Carbon Management	25,000	0	25,000	25,000	0	25,000	0	
Contingencies	53,022	5,577	47,445	57,146	8,931	15,000	42,146	Hire of Baptist Church (£425); Church costs - civic service (£145); Jubilee Beacon Lighting Event (£2,700); Donation to Ukraine (£5,000)
Cost of Elections	1,500	7,918	(6,418)	5,500	6,162	6,162	(662)	Elections brought forward by one year
Costs of Democracy	29,200	24,731	4,469	29,600	13,816	29,600	0	
Courses/conferences	5,000	45	4,955	5,000	951	2,500	2,500	
Franking Machine	500	581	(81)	500	333	500	0	
Furniture, office equipment & servicing	4,000	5,575	(1,575)	4,000	834	1,500	2,500	
Grants	7,000	19,050	(12,050)	7,000	4,000	7,000	0	
Insurance	6,000	5,078	922	6,000	5,181	5,181	819	
Mayoral allowance	10,170	10,170	0	10,480	(534)	5,679	4,801	Mayor paid back £4,901 which was not spent in 2021/22
Miscellaneous	0	674	(674)	0	218	700	(700)	
New Initiatives Fund	10,300	3,900	6,400	15,000	0	15,000	0	
PC Support	12,500	11,761	739	13,000	8,241	13,000	0	
Postage	2,000	1,223	777	2,000	1,039	2,078	(78)	
Prof. fees/subs	7,500	9,785	(2,285)	7,500	5,901	8,000	(500)	
PWLB Loan Repayments	30,000	0	30,000	0	0	0	0	
Regalia	2,000	447	1,553	0	0	0	0	
Salaries	260,000	249,529	10,471	267,500	136,482	267,500	-	
Ski Centre	500	0	500	500	0	0	500	
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	1,000	1,000	0	
Stationery/supplies	2,500	738	1,762	2,000	662	1,500	500	
Telephone	2,500	2,641	(141)	2,500	1,149	2,299	201	
Website	8,000	3,027	4,974	0	750	1,500	(1,500)	Website hosting and support
Westlands	27,800	27,800	0	0	0	0	0	
Youth Council	2,000	0	2,000	2,000	0	2,000	0	
Youth Services	30,200	24,576	5,624	40,600	12,464	40,600	0	
Total Expenditure	544,402	418,670	125,732	508,176	208,530	457,649	50,527	
INCOME								
Investment Interest	(2,500)	(478)	(2,022)	(500)	(1,355)	(2,800)	2,300	
Community Infrastructure Levy	0	0	0	0	(669)	(669)	669	Not guaranteed income. Will be transferred to CIL reserve as if not used within 5 years will have to be repaid to South Somerset District Council.
Miscellaneous	0	0	0	0	0	0	0	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(510)	(1,224)	(26)	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	0	(1,000)	0	
Total Income	(4,750)	(2,802)	(1,948)	(2,750)	(2,534)	(5,693)	2,943	
Net Expenditure	539,652	415,869	123,783	505,426	205,996	451,956	53,470	

Buildings & Civic Matters Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2022	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Band Costs	3,500	3,500	0	3,500	0	3,500	0	
CCTV	32,490	32,490	0	32,490	32,490	32,490	0	
Changing Places	0	0	0	5,000	0	5,000	0	
Community safety	2,500	0	2,500	17,500	0	17,500	0	
Defibrillator	9,000	14,885	(5,885)	10,500	458	12,942	(2,442)	additional externally funded defibrillator
Litter/Grit bins	700	0	700	700	0	200	500	
Milford Hall - Business Rates	5,000	3,870	1,130	5,200	3,220	5,367	(167)	
Milford Hall - Running Costs	15,000	22,687	(7,687)	20,000	12,261	20,000	0	
Milford Hall - Security	3,250	2,721	529	3,000	1,076	2,498	502	
Milford Hall - SSDC Recharges	7,100	11,648	(4,548)	10,000	4,233	10,000	0	
				20,000	0	20,000	0	
Milford Hall Refurbishments								
Millennium Clock	500	0	500	520	347	520	0	
Monmouth Hall - Running Costs	16,870	5,099	11,771	0	0	0	0	
Monmouth Hall Business Rates	820	0	820	0	0	0	0	
Monmouth Hall refurbishment	60,000	18,645	41,355	60,000	85	60,000	0	
PA System	500	510	(10)	500		550	(50)	
Painting of Town House	0	201	(201)	0	0	0	0	
Public noticeboards	500	479	21	500	0	1,200	(700)	Replacement noticeboard at Larkhill that was stolen
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,340	7,378	(38)	7,000	2,556	7,000	-	
Peter Street Public Toilet - Security	5,800	3,710	2,090	5,200	3,724	7,070	(1,870)	£1,246 c/f from 2021/22
Peter Street Public Toilet - Business Rates	3,200	(3,194)	6,394	3,200	0	0	3,200	Budget no longer required, public conveniences exempt from Business Rates
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	6,923	197	7,120	4,305	7,120	0	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	9,806	1,594	11,400	2,716	11,400	0	
Petters Way Public Toilet - Security	5,000	3,710	1,290	5,000	3,722	6,236	(1,236)	£1,224 c/f from 2021/22
Petters Way Public Toilet - Business Rates	2,650	(2,645)	5,295	2,650	0	0	2,650	Budget no longer required, public conveniences exempt from Business Rates
Petters Way Public Toilet - Other Running costs (repairs)	2,030	1,344	686	2,030	3,117	4,365	(2,335)	Shutter replacement (£1,870)
Regalia	0	0	0	2,000	0	2,000	0	Moved from PR&F
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	2,160	0	
Remembrance Sunday Video	0	1,500	(1,500)	1,500	0	1,500	0	
St Georges Day Parade	300	300	0	300	0	300	0	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	
Town House - CCTV Reserve	500	0	500	500	0	500	0	
Town House - business rates	10,000	9,606	394	10,400	2,762	10,000	400	
Town House - electricity	1,600	147	1,453	1,600	775	1,549	51	
Town House - gas	2,200	1,887	313	2,200	497	995	1,205	
Town House - repairs and maintenance	10,000	2,423	7,577	10,000	2,237	10,000	0	
Town House - water charges	400	153	247	400	86	300	100	
Town House (excluding services)	7,000	6,968	32	7,000	2,171	4,342	2,658	
War memorials	750	0	750	750	0	750	0	
Total Expenditure	245,180	166,751	78,429	279,820	82,839	269,353	10,467	
INCOME								
Defibrillator Contribution	0	(9,844)	9,844	0	(1,200)	(4,884)	4,884	Contributions for external sources
Milford Hall	(25,000)	(12,639)	(12,362)	(26,000)	(4,584)	(20,000)	(6,000)	Awaiting finalising of lease with FTS
Town House	(1,500)	0	(1,500)	(1,000)	0	0	(1,000)	
Total Income	(26,500)	(22,482)	(4,018)	(27,000)	(5,784)	(24,884)	(2,116)	
Net Expenditure	218,680	144,269	74,411	252,820	77,055	244,469	8,351	

Grounds and General Maintenance Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2022	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Allotment Maintenance	9,200	19,394	(10,194)	9,570	3,460	13,030	(3,460)	
Allotments - Fence Repairs	1,000	22,429	(21,429)	2,000	1,395	2,000	0	
Best Kept Allotments Competition	250	0	250	250	62	250	0	
Community Heritage Officer	10,000	10,000	0	10,000	0	10,000	0	
Electric Van				8,000	0	8,000	0	
Goar Knap - Building	2,000	1,862	138	2,000	1,105	2,209	(209)	
Holiday Playscheme contribution	9,270	9,270	0	9,640	0	9,640	0	
Labour	26,520	21,943	4,577	27,580	12,569	25,139	2,441	
Leases	350	335	15	350	0	350	0	
Materials and equipment	1,800	1,149	651	1,870	261	1,000	870	
Open spaces:								
Lights for Milford Park	400	0	400	400	0	400	0	
Open Spaces	133,480	133,480	0	133,480	33,370	133,480	0	
Play and Landscape Officers	12,690	12,690	0	13,200	0	13,200	0	
Play Area								
Repairs/Enhancements	12,440	12,440	0	12,940	0	12,940	0	
Play Area Upgrade	2,720	2,720	0	2,830	0	2,830	0	
Playpark Programme	10,000	10,000	0	30,000	0	30,000	0	
Skateparks	0	0	0	50,000	0	50,000	0	
Door Step Green	1,000	6,256	(5,256)	7,000	516	7,000	0	
Country Park	32,700	32,700	0	32,700	8,175	32,700	0	
Yew Tree Park - Gate Opening	2,200	2,405	(205)	2,200	1,182	2,364	(164)	
Protective Clothing	0	99	(99)	200	6	100	100	
Site Surveys	0	7,357	(7,357)	0	0	0	0	
Trackways	0	1,307	(1,307)	0	0	0	0	
Vehicle	1,350	448	902	1,350	1,319	1,500	(150)	
Water charges	1,000	2,096	(1,096)	1,000	563	1,127	(127)	
Water Mains	2,200	0	2,200	2,200	0	2,200	0	
Refurbishment/Repairs								
Total Expenditure	272,570	310,382	(37,812)	360,760	63,984	361,458	(698)	
INCOME								
Taps & keys	(100)	(18)	(82)	(100)	(108)	(100)	0	
Contribution towards cost of Elizabeth Flats works	0	0	0	0	(2,956)	(2,956)	2,956	Invoice raised but not yet paid.
Access & Easements	0	0	0	0	0	0	0	
Rent	(17,800)	(16,710)	(1,090)	(17,800)	(18,545)	(17,800)	0	
Lease	(2,090)	(2,088)	(2)	(2,090)	(522)	(2,090)	0	
Water Charge	(1,000)	(1,537)	537	(1,000)	(2,771)	(1,000)	0	
Total Income	(20,990)	(20,353)	(637)	(20,990)	(24,902)	(23,946)	2,956	
Net Expenditure	251,580	290,028	(38,448)	339,770	39,082	337,512	2,258	

Planning Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2022	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Planning	1,000	544	456	1,000	0	0	1,000	
Total Expenditure	1,000	544	456	1,000	0	0	1,000	
INCOME								
	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	1,000	544	456	1,000	0	0	1,000	

Promotions & Activities Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2022	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Christmas Lights	23,500	20,485	3,015	23,500	0	16,070	7,430	Tree
Christmas Lights Competition	30	0	30	30	0	30	0	
Christmas Lights Installation/Safety Checks	17,000	15,025	1,975	17,500	0	14,365	3,135	
Christmas Lights Switch On	500	0	500	500	0	500	0	
Customised souvenirs	650	0	650	650	0	650	0	
Eats:Festival	9,000	975	8,025	5,000	750	5,000	0	
Love Yeovil	1,000	0	1,000	1,000	0	1,000	0	
Resourcing VE Day Celebrations	0	3,596	(3,596)	0	36,786	35,594	(35,594)	Funded from Reserve
Queen's Jubilee Beacon Lighting	0	0	0	0	0	2,700	(2,700)	Funded From Contingency
Super Saturday	6,500	5,289	1,211	7,000	1,123	7,000	0	
Town Crier	1,030	0	1,030	1,070	1,251	1,251	(181)	
Unity in the Community	550	0	550	0	0	0	0	
Yeovil in Bloom Officers	24,800	24,800	0	24,800	6,200	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,501	(61)	16,440	4,110	16,440	0	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	1,237	1,237	313	
Yeovil Together	0	1,100	(1,100)	2,000	2,000	2,000	0	
Total Expenditure	102,550	87,771	14,779	101,040	51,457	126,637	(27,597)	
INCOME								
Souvenirs	0	(2,000)	2,000	0	(2,000)	(2,000)	2,000	
Super Saturday	0	0	0	0	0	0	0	
Total Income	0	(2,000)	2,000	0	(2,000)	(2,000)	2,000	
Net Expenditure	102,550	85,771	16,779	101,040	49,457	124,637	(25,597)	

YEOVIL TOWN COUNCIL

CIVILITY AND RESPECT PLEDGE



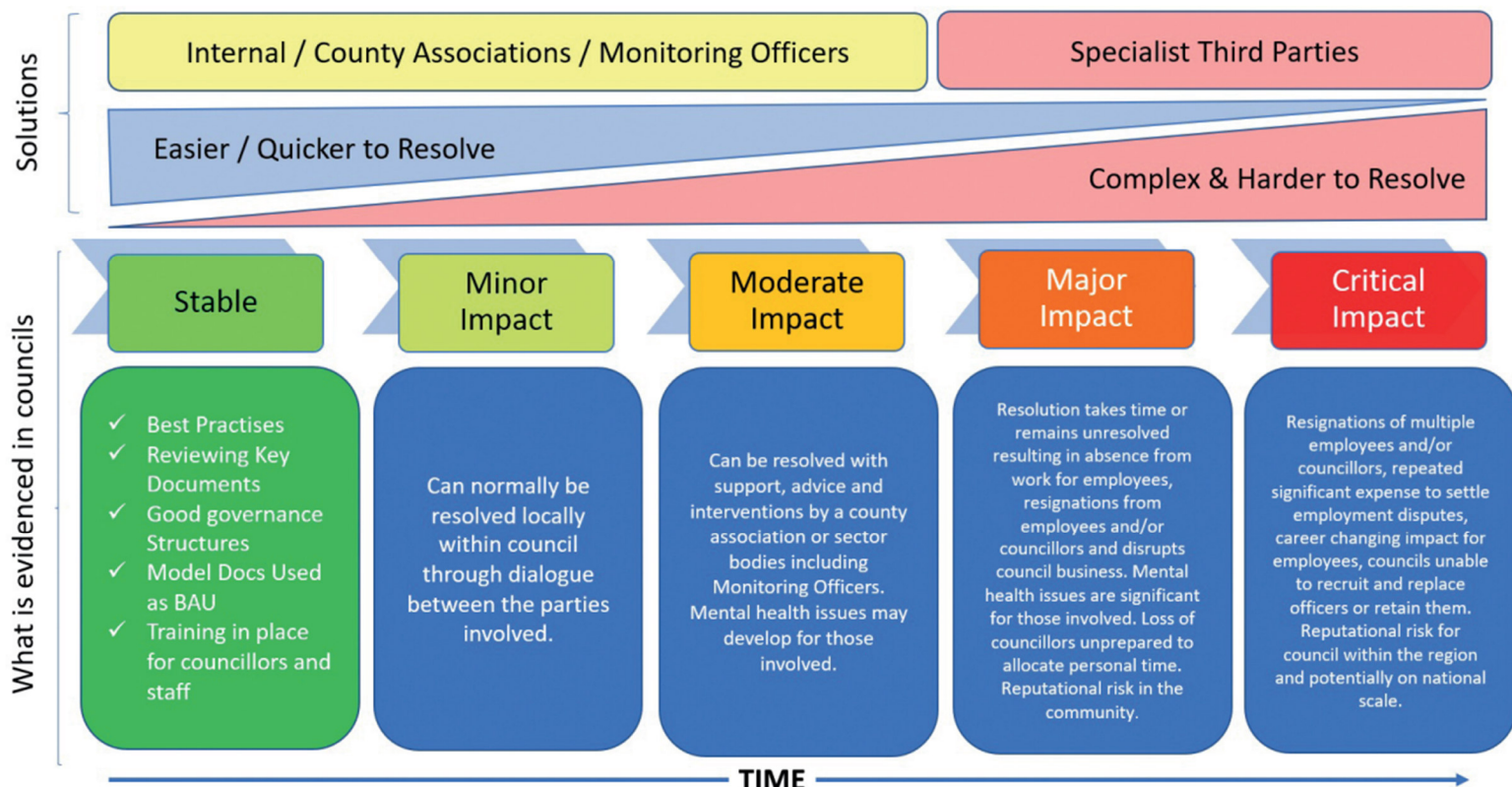
1. Purpose and Scope

- 1.1 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
- 1.2 By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

2. Definitions

- 2.1 Civility means politeness and courtesy in behaviour, speech, and in the written word.
- 2.2 Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

3. The Civility and Respect Continuum



- 3.1 The Civility and Respect Continuum illustrates how issues escalate over time.
- 3.2 Research has indicated that councils experiencing poor conduct or vexatious demands/complaints often experience problems repeatedly over a significant period of time. The longer an issue is permitted to continue, unaddressed, the more complex, time consuming, and expensive the resolution becomes. This can eventually result in damage to the reputation of the council and health issues for those involved, eventually ending with multiple resignations of staff and councillors.
- 3.3 Councils that have up to date policies and procedures and well-trained councillors and employees, can often manage and mediate issues with or without advice and support from county associations and/or monitoring officers. Where councils become overwhelmed, or fail to draw upon the resources available, matters can escalate and come under significant strain and pressure, making the Council ineffective and inefficient.

4. The Pledge

Statement	Tick to agree
Our council has agreed that it will treat all Councillors, Town Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to putting in place an on-going training program for Councillors and staff	
Our council has signed up to Code of Conduct for Councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

11/044 LCNS CONSULTATION

On 1st April 2023 a new unitary Somerset Council will replace Somerset County Council and the four district councils (Mendip, Sedgemoor, Somerset West and Taunton, and South Somerset). Somerset Council will cover a large geographical area.

Council Leaders are mindful that we need a model for communities where local voices are heard, partners are brought together, and decisions are taken with the benefit of local knowledge and experience. That is why all the Somerset Councils support the development of Local Community Networks (LCNs). LCNs will be established in every part of Somerset. They will be Committees of the unitary Council, supported by dedicated officers and managers, with formal decision-making powers and influence. They will enable the Council, partners and communities to work together to address local issues and priorities, support health and wellbeing activities, and improve outcomes for residents. LCNs must be affordable and have the potential to develop their role alongside the new Somerset Council in the years to come.

Throughout the summer work has been carried out to develop the LCN model. The consultation asks for involvement in guiding the decisions on the following key aspects; what roles and responsibilities the LCNs can have in the first and subsequent years of Somerset Council. options for the LCN boundaries, and whether 'Local Community Network' is the right name.

A public consultation on the development of Local Community Networks (LCNs) was launched on 5th September 2022 and the Town Clerk circulated the consultation to all Councillors on 6th September 2022. The closing date of the consultation is on 17th October 2022. Following the consultation, a formal decision paper, including a resourcing plan will be submitted to Somerset County Council's Executive, scheduled for 16th November 2022. Individual Councillors are able to complete the consultation but there is also scope for the Council to complete the consultation.

The Committee are being asked to provide a consensus response so that the Town Clerk can submit a response on behalf of the Council.

The Committee is **RECOMMENDED**

- (1) to note the report; and
- (2) to discuss the consultation and formulate a response on behalf of the Council.

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

Local Community Networks – Consultation Response Form

Background

On 1st April 2023 a new unitary Somerset Council will replace Somerset County Council and the four district councils (Mendip, Sedgemoor, Somerset West and Taunton, and South Somerset).

Somerset Council will cover a large geographical area. Council Leaders are mindful that we need a model for communities where local voices are heard, partners are brought together, and decisions are taken with the benefit of local knowledge and experience.

That's why all the Somerset councils support the development of Local Community Networks (LCNs).

- ✓ LCNs will be established in every part of Somerset.
- ✓ They will be Committees of the unitary Council, supported by dedicated officers and managers.
- ✓ They will have formal decision-making powers and influence.
- ✓ They will enable the Council, partners and communities to work together to address local issues and priorities, support health and wellbeing activities, and improve outcomes for residents.
- ✓ LCNs must be affordable and have the potential to develop their role alongside the new Somerset Council in the years to come.

Throughout the summer we have been working on developing the LCN model. This consultation asks for your involvement in guiding the decisions on the following key aspects:

Function – what roles and responsibilities the LCNs can have in the first and subsequent years of Somerset Council.

Form – development of options for the LCN boundaries, using existing democratic boundaries, Local Plans and community infrastructure.

Name – whether 'Local Community Network' is the right name.

Important Instructions

You can complete this consultation questionnaire online at:

www.somerset.inconsult.uk/LCNs/consultationHome

Or complete this paper form by hand and post it direct to:

Frances Gully, Local Community Network (LCN) Development Lead
Community, Customer & Partnerships (CCP)
County Hall
Taunton
TA1 4DY

PLEASE NOTE: The LCN Consultation **closes on 17th October 2022 at 23:59 hrs.**
Please ensure your responses are back with us by that date.

We recommend you read more about LCNs before sharing your views about the Proposals. You'll find information on our website: www.newsomersetcouncil.org.uk

Any queries, please contact us by email at LCN@somerset.gov.uk or call Somerset County Council direct on 0300 123 2224.

What happens next?

Timeline

The LCN consultation will begin on 5th September and close on 17th October 2022. Following the consultation, a formal decision paper, including a resourcing plan, will be submitted to Somerset County Council's Executive, scheduled for 16th November 2022.

In-person engagement sessions

We are holding in-person engagement events where you can join us to discuss the proposals in more detail with a member of our team.

7 th	September	10-4pm	Somerset West and Taunton Offices, Taunton
22 nd	September	10-4pm	Mendip Council Offices, Shepton Mallet
29 th	September	10-4pm	South Somerset District Council Offices, Brympton
7 th	October	10-4pm	Sedgemoor Council Offices, Bridgwater
10 th	October	10-4pm	West Somerset House, Williton

Feedback - We will publish feedback on these proposals once the consultation ends.

Together we are delivering your

New Somerset Council

Consultation questionnaire

1. The aims for LCNs are listed below. Which do you think are most important?

Circle at least 1 option.

1. Ensure the countywide unitary council remains responsive to local needs
2. Improve outcomes for residents
3. Provide a mechanism for local action
4. Promote active community decision making

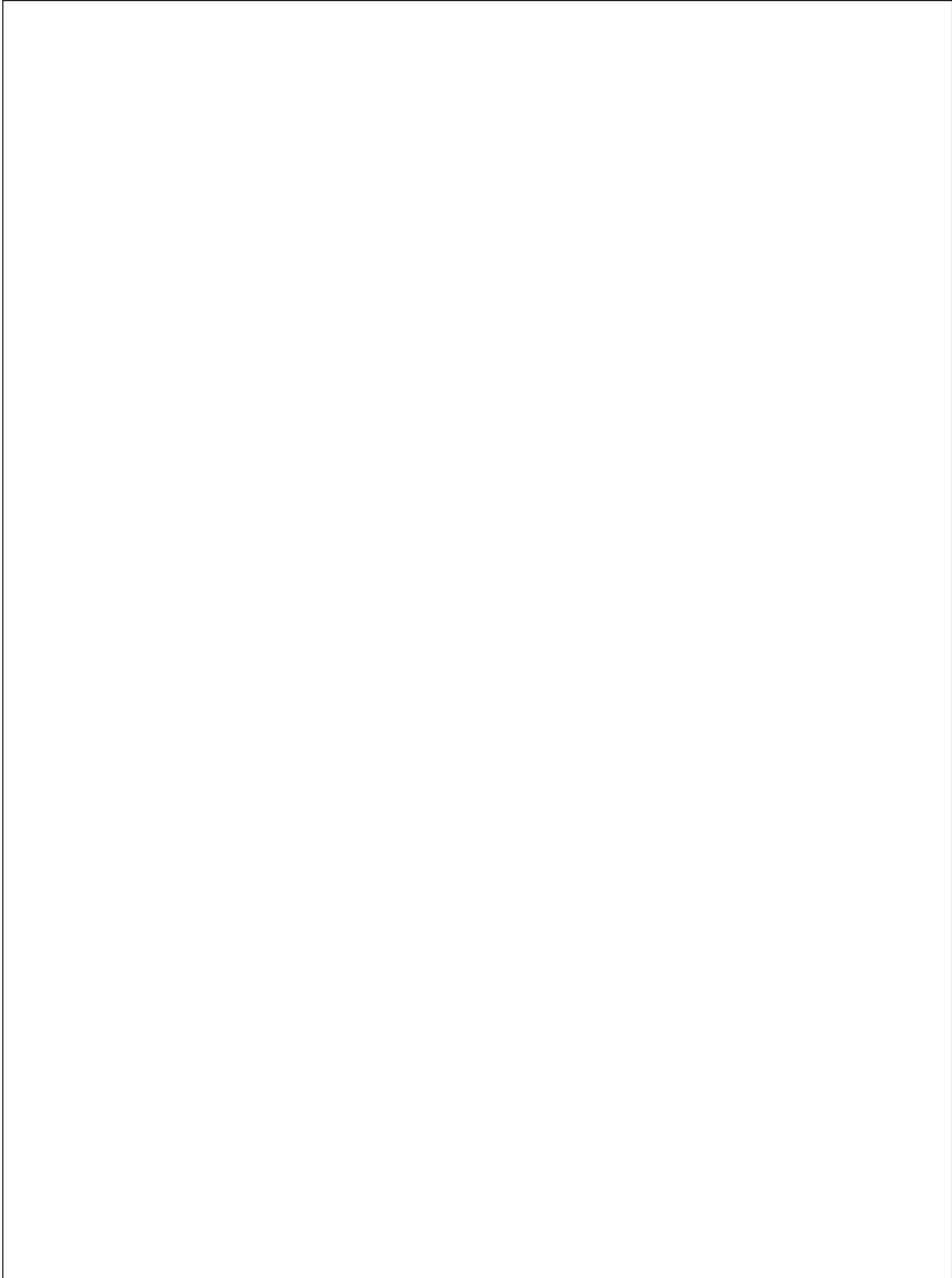
Other

2. Thinking of the ongoing evolution of LCNs, how important do you consider each of the following roles to be? Tick the most applicable option in each row. You must select an option in every row.

	Very important	Important	Not sure	Not very important	Not at all important
Acting as Committees of Somerset Council, with formal influence over services to reflect what's most important to their local area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bringing together public service providers (councils, NHS, police, education and more) with voluntary organisations, community groups and local businesses to work together to deliver shared goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being a forum for 'community voice', where participants discuss and promote shared ambitions for their local area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Very important	Important	Not sure	Not very important	Not at all important
Identifying local issues and priorities using data and evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building community resilience through local activities which reduce the number of residents reaching crisis, in any form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administering grant funding for local initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exploring how best to support Planning and Licensing decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting new technology which enables more people to engage with local democracy and council services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing information to support Asset of Community Value panels, which consider applications to give communities rights to buy or bid for council owned assets, such as buildings or land, should they be offered for sale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prioritising minor road maintenance and highways services at a local level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Parishes to work together including across LCN boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there other roles you want to see LCNs performing?



LCN Boundaries Proposals

In developing LCNs, we want to reflect the way in which our communities work and therefore we are keen communities and partners are involved in how they develop.

To help assess the proposals, we looked at a range of factors, to enable comparisons to be drawn. We tried to think about where people live, work, go to school and access services, including health. In all cases we kept to parish outlines as closely as possible.

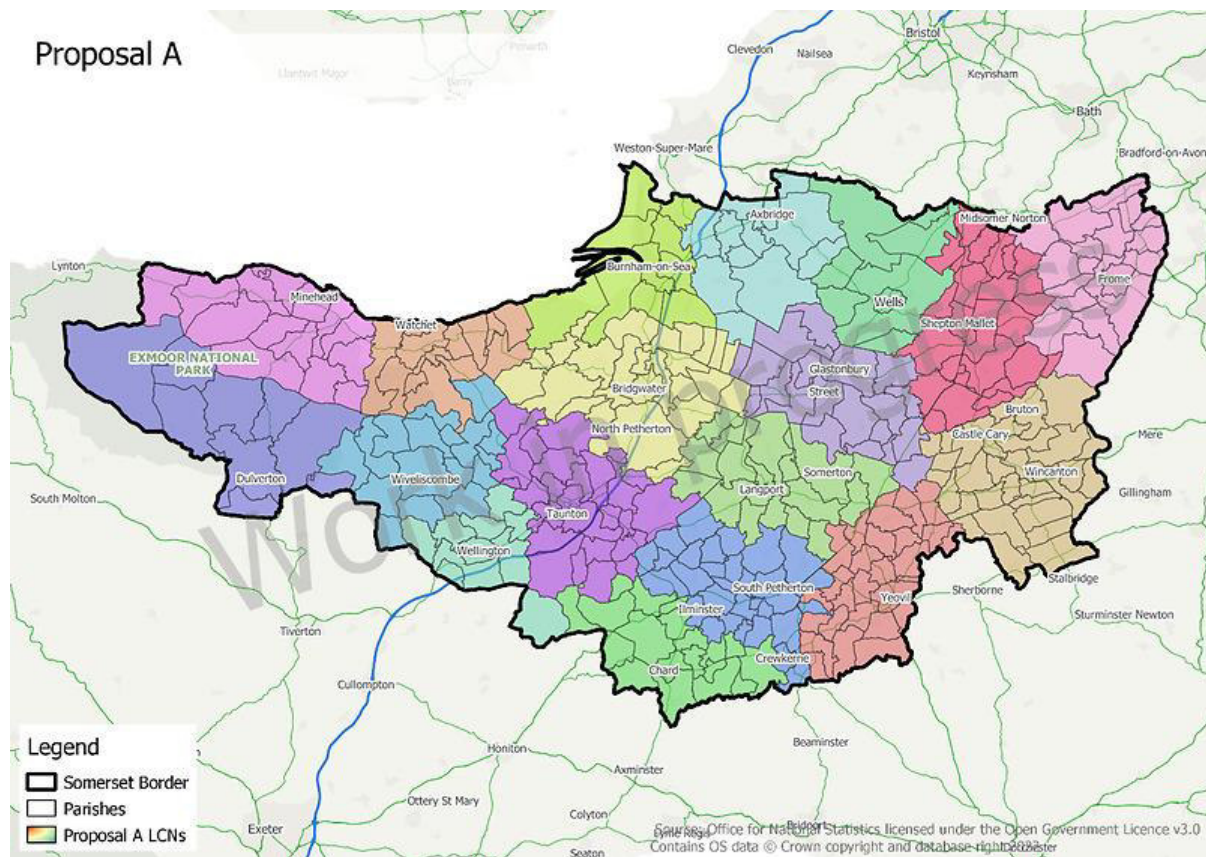
The things we considered:

- **Population** – we looked at how balanced the population numbers were in each LCN, how important or not is it that they have similar numbers of residents in each area
- **Geographies** – how similar in size of area they were, and their distribution/spread across Somerset
- **Electoral Divisions** – the number of Unitary Electoral divisions, and how they split within, and across, LCN boundaries
- **Deprivation** – using indices of multiple deprivation, we looked at how the most and least deprived areas were distributed
- **Community Facilities, eg. Libraries** – we looked at where these were situated
- **Health** – we compared the ‘fit’ of Primary Care Network (PCN) boundaries to LCN boundaries
- **Secondary School Catchment Areas** – we checked how these were split in relation to LCNs, recognising schools are often at the heart of communities
- **Travel to Work Area** – we looked at their alignment to LCN areas
- **Current Local Plan Geographies** – we looked at their alignment to LCN areas

Based on analysis of this range of data and intelligence, **THREE** potential boundary proposals were identified – and we would welcome your comments on each of them.

1. Proposal A would have 18 LCNs
2. Proposal B would have 17 LCNs
3. Proposal C would have 10 LCNs

Maps detailing each proposal are included below. You can view an online interactive version by typing this link into your internet browser: <https://tinyurl.com/j7v2skwt>



- In this proposal, there would be 18 LCNs all a similar size in terms of area giving an even coverage across the county
- The population is not spread evenly across the county, and this results in a wide population size spread across the LCNs
- Many electoral divisions sit within one LCN with 15 sitting across 2 LCNs, 6 across 3, and 2 across 4 LCNs
- Most deprived areas sit within major population centres, and these remain similar across all proposals
- All LCNs contain at least one library with several containing 2 or more
- The majority of LCNs overlap between 2 and 4 PCNs
- The majority of LCNs overlap between 3 -5 secondary school catchment areas. 4 LCNs overlap 7 or 8 catchments areas

Matches some existing Local Plan geographies

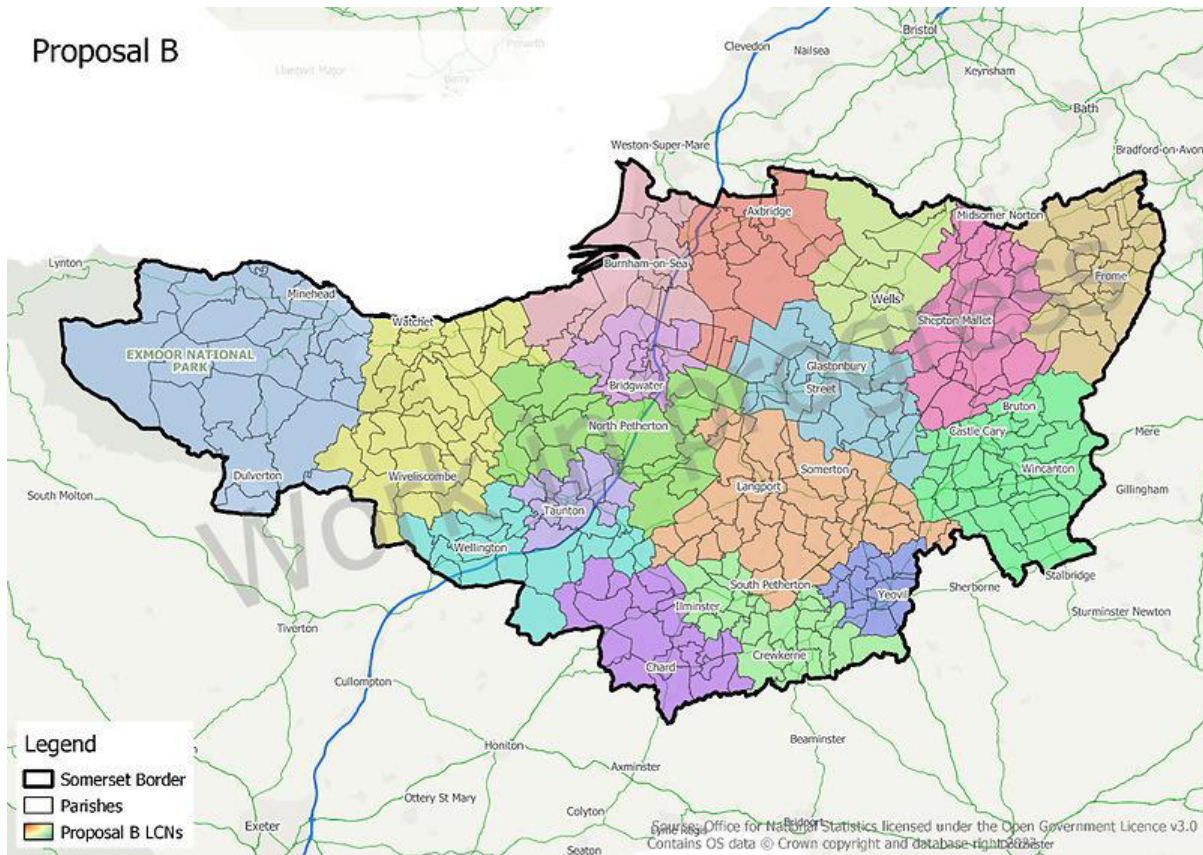
3. Do you support the proposed boundaries as described in Proposal A?

You must provide an answer to this question. Please tick.

- Support
- Partially support
- Don't support

Please comment on the strengths and weaknesses of this proposal:

Proposal B



- In this proposal, there would be 17 LCN areas
- This proposal balances the population across LCNs
- The area between Taunton and Bridgwater lacks a natural community identity
- Many electoral divisions sit within one LCN with 16 sitting across 2 LCNs, 5 across 3, and 3 across 4 LCNs
- Most deprived areas sit within major population centres, and these remain similar across all proposals
- All LCNs contain at least one library with several containing 2 or more
- The majority of LCNs overlap between 2 and 4 PCNs
- Many LCNs overlap between 3-5 secondary school catchment areas
- Matches some existing Local Plan geographies

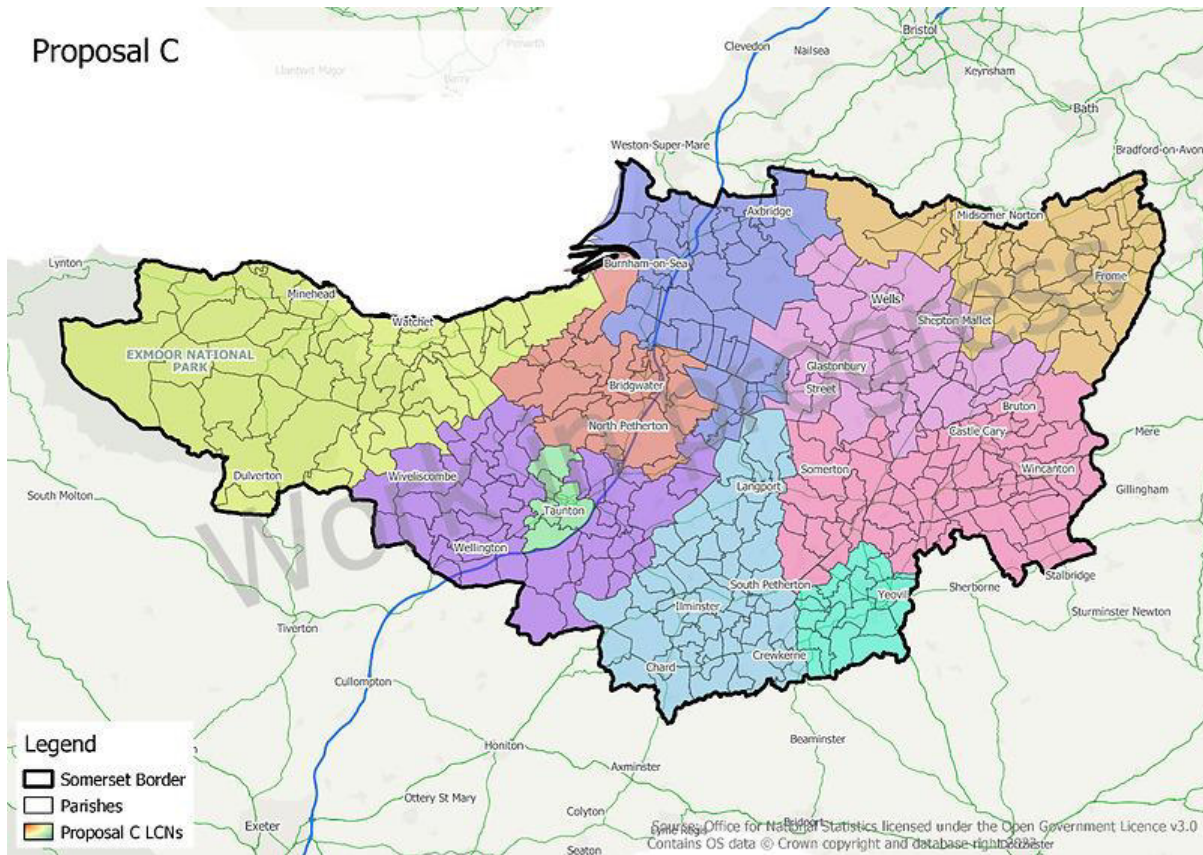
4. Do you support the proposed boundaries as described in Proposal B?

You must provide an answer to this question. Please circle.

- Support
- Partially support
- Don't support

Please comment on the strengths and weaknesses of this proposal:

Proposal C



- In this proposal, there would be 10 LCNs
- Generally, a good fit maintained with parish boundaries
- Population is well balanced across 9 of the 10 LCNs, where population ranges from 50,000 to 65,000. However, area to the west of Somerset is significantly lower at 35,005
- The LCN around the largest towns of Yeovil and Taunton is smaller in terms of area
- Large single area to the west of Somerset
- Note 'horseshoe' area wrapping the south of Taunton
- Strong fit with electoral divisions
- Most deprived areas sit within major population centres, and these remain similar across all proposals
- All LCNs contain at least one library with several containing 2 or more, due to the larger geographical size in this proposal, 4 LCNs contain 4+ libraries each
- Many of the LCNs overlap between 2 and 4 PCNs

- Many LCNs overlap between 3-6 secondary school catchment areas, no LCNs in this proposal match a single catchment area
- A close match with existing Local Plan Geographies, meaning that in the short to medium term LCNs would each work only with one Local Plan

5. Do you support the proposed boundaries as described in Proposal C?

You must provide an answer to this question. Please circle.

- Support
- Partially support
- Don't support

Please comment on the strengths and weaknesses of this proposal.

6. Participation in LCNs

LCNs will meet 6 to 8 times a year in their local areas. Each LCN will be delegated authority to agree their own schedule of dates, within the context of the calendar for other public meetings.

Can you foresee any barriers for organisations in participating in LCNs?

What will they be? Tick at least 1 option.

- Time
- Financial
- Other:

7. What shall we call LCNs?

Local Community Networks (LCNs) has been a working name. What do you think they should be called?

You must provide an answer to this question. Circle your preference or provide an alternative.

- Local Community Networks
- Community Partnerships
- Community Boards
- Other:

8. About you

To ensure we have gathered the views of interested parties across the whole of Somerset, please complete the following. We will not be using this information to identify individuals. Circle at least 1 option below.

- Resident/ individual
- Individual City, Town, or Parish Council
- Group of City, Town, Parish Councils
- Voluntary, Community or social enterprise organisation/group
- Emergency services
- Education
- Health
- Business
- Other

9. If you are representing an organisation please tell us the name below.

10. If you are responding as a resident please provide us with the first part of your postcode.

11. Is there anything else you would like to add?

Personal details

The following questions are optional but help us to see if we have a representative cross section of our population responding to a consultation and enable consultation managers to contact you if necessary.

Title: Mr Ms Miss Mrs Dr Other:

First Name:

Last Name:

Telephone:

Email:

Gender

- Not Applicable / No Answer
- Male
- Female

Year of Birth:

Ethnicity

- British
- Irish
- Black/Black British
- Eastern European
- Asian/British Asian
- Chinese
- Mixed Heritage
- Other, please specify:

Do you consider yourself to be disabled?

- Not Applicable / No Answer
- Yes
- No

Disability: If yes, please describe:

Thank you for completing this consultation.

Together we are delivering your

New Somerset Council

11/045 OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS

The Smaller Authorities' Audit Appointments (SAAA) is responsible for appoint external auditors to those smaller authorities that are opted in (a central procurement and appointment scheme). As a Town Council, it is mandatory that an external auditor is appointed.

There is an option to opt-out of the next round of 5-year audit appointments meaning that any authority that decide to opt-out must follow various complex procedures required under statute to appoint their own external auditor.

Further information can be found in the attached e-mail addressed to the Town Clerk.

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) To continue as part of the SAA sector led auditor appointment regime; and
- (3) Should (2) be agreed, to note that no further action is required, and that Yeovil Town Council will remain part of the central scheme.

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

Deb Creighton

From: admin@saaa.co.uk
Sent: 16 August 2022 15:46
To: Card, Amanda
Subject: SAAA 2022 Opt-out Communication
Attachments: PNG image

Follow Up Flag: Follow up
Flag Status: Flagged

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Yeovil Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

-

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,
admin@saaa.co.uk



www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

This email is for the sole use of the intended recipient and may contain privileged and/or confidential information. If you receive this in error, please notify the sender immediately and do not use, rely upon, copy, forward or disclose its content to any other party.

11/046. FUTURE EVENTS

At the last meeting of the Promotions and Activities Committee it was agreed in principle subject to funding that a two day “Yeovil Celebrates...” event takes place on the weekend of 27th and 28th May 2023. This would follow the same format as the “Yeovil Celebrates the Queen’s Platinum Jubilee” event held in June 2022.

Research into costs for a two day “Yeovil Celebrates...” type event has provided an anticipated budget requirement of £70,000. This would include a full stage from 12noon until 10pm and a small stage from 12noon until 6pm on both days. There would be additional entertainment, first aid, security fencing, toilet hire, security and stewards. Further details are available on request.

It is **RECOMMENDED** that if the event is supported, the funding be agreed so that event planning can commence as soon as possible and that the budget sum be included in the budget for 2023/2024.

Should you have any queries regarding this report, please contact the Deputy Town Clerk prior to the meeting.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424 or
sally.freemantle@yeovil.gov.uk)*

11/047 FORWARD PLAN

Date	Item
26 th October 2022	<ul style="list-style-type: none"> • Budget Setting Workshop
Policy, Resources & Finance November 2022	<ul style="list-style-type: none"> • Financial Statements August/September 2022 • Capital and Revenue Reserves 30th September 2022 • Bank Reconciliation 30th September 2022 • Applications for Grant Aid • Draft Budgets 2023/24 • Allotment Rents from 1st January 2024 • Community Hall Charges 2023/24 • Budget Monitoring Month 7 (October 2022)
Policy, Resources & Finance January 2023	<ul style="list-style-type: none"> • Presentation from YMCA Brunel -Youth Services in Yeovil. • Financial Statements October/November 2022 • Capital and Revenue Reserves 30th November 2022 • Bank Reconciliation 30th November 2022 • Applications for Grant Aid • Risk Management Strategy and Risk Register • Budgets 2023/24 • Budget Monitoring Month 9 (December 2022)
Policy, Resources & Finance March 2023	<ul style="list-style-type: none"> • Presentation from Octagon Theatre Westlands Entertainment Venue - Summer School • Financial Statements December 2022/January 2023 • Capital and Revenue Reserves 31st January 2023 • Bank Reconciliation 31st January 2023 • Applications for Grant Aid