

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Policy, Resources and Finance Committee**

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## Policy, Resources and Finance Committee

**Tuesday 26<sup>th</sup> July 2022**

**7:00pm**

**Hybrid Meeting:**

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

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

A handwritten signature in black ink, appearing to read 'Amanda Card', written over a horizontal line.

**Amanda Card, Town Clerk**  
20<sup>th</sup> July 2022

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

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

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](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 26<sup>th</sup> July 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](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

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

# **A G E N D A**

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

Due to the confidential nature of the business of items 11/033 and 11/034, 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*

### **11/017 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)*

### **11/018 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).

### **11/019 MINUTES**

To approve as a correct record the Minutes of the meeting held on 28<sup>th</sup> June 2022.

### **11/020 INTERNAL AUDIT RECOMMENDATIONS**

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

### **11/021 OCTAGON THEATRE SUMMER SCHOOL SLA**

To consider the request for the Octagon Theatre Summer School SLA (Service Level Agreement), see attached at pages 6 to 8.

### **11/022 BALANCE SHEET**

Members to approve the Balance Sheet as at 30<sup>th</sup> June 2022 at page 9.

### **11/023 BANK RECONCILIATION**

Members to approve the formal bank reconciliation as at 30<sup>th</sup> June 2022 at page 10.

**11/024 FINANCIAL STATEMENT – APRIL 2022 / MAY 2022**

Members to approve the Financial Statement for the months of April 2022 and May 2022 as attached at pages 11 to 31.

**11/025 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 30th JUNE 2022 (MONTH 1 – 3)**

Members to consider the report of the Town Clerk attached at pages 32 to 38.

**11/026 MAYORS ACCOUNTS 2021/22**

Members to note the report of the Town Clerk at pages 39 to 40.

**11/027 MEMBERS ALLOWANCE 2021/22**

Members to note the Members Allowance for 2021/22 as attached at pages 41 to 42 and to note that it will be published on the website.

**11/028 5 YEAR CORPORATE PLAN AND STRATEGY WORKING PARTY**

Members to consider the report of the Town Clerk attached at page 43.

**11/029 YEOVIL CEMETERY AND CREMATORIUM TERMS OF REFERENCE**

Members to consider the Yeovil Crematorium and Cemetery Terms of Reference (attached at pages 44 to 45) as recommended by the Yeovil Crematorium and Cemetery Committee.

**11/030 CIVILITY AND RESPECT PROJECT NEWSLETTER**

Members to note the Civility and Respect Project newsletter (as attached to pages 46 to 50) and the sample Civility and Respect Pledge (attached at page 51). The Civility and Respect Pledge will be submitted at a future meeting of this Committee for recommendation to Town Council.

**11/031 FORWARD PLAN**

The Forward Plan (attached at page 52) 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)**

**11/032 EXCLUSION OF PRESS AND PUBLIC**

The Committee will be requested to pass a resolution excluding the press and public from the remainder of the meeting 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.

**11/033 STAFFING COMMITTEE (STAFF IN CONFIDENCE)**

Members to consider the update from the Staffing Committee (report to follow).

**11/034 COUNCILLOR REQUEST (CONFIDENTIAL)**

Members to consider the verbal report from the Town Clerk regarding a request from Cllr A Richards.

## **11/020    INTERNAL AUDIT RECOMMENDATIONS**

The Internal Audit report which was presented to Policy, Resources and Finance Committee, identified two issues relating to minutes of Town Council.

### **Minutes of Policy Resources and Finance – 26<sup>th</sup> May 2021**

#### **“10/171    DECLARATIONS OF INTEREST**

Cllr S Lowery declared .....

#### **10/172    MINUTES**

To approve as a correct record the Minutes of the meetings held on 30th March 2021 and 4th May 2021.

**RESOLVED:** that the minutes of the meeting held on 30th March 2021 and 4th May 2021 be signed as a correct record.

#### **10/173    APPLICATION FOR GRANT AID**

Applications were received from:”

Should read:

#### **“10/192    DECLARATIONS OF INTEREST**

Cllr S Lowery declared .....

#### **10/193    MINUTES**

To approve as a correct record the Minutes of the meetings held on 30th March 2021 and 4th May 2021.

**RESOLVED:** that the minutes of the meeting held on 30th March 2021 and 4th May 2021 be signed as a correct record.

#### **10/194    APPLICATION FOR GRANT AID**

Applications were received from:”

### **Minutes of Policy Resources and Finance – 28<sup>th</sup> September 2021**

#### **10/223    YOUTH SERVICES (CONFIDENTIAL)**

Members considered the report of the Town Clerk .....

**RESOLVED:** to support the idea put forward by YMCA Mendip.

**10/221**    **MARKETING OF THE SKI CENTRE SITE (CONFIDENTIAL)**

Members considered the 2 proposals ....”

Should read:

**10/240**    **YOUTH SERVICES (CONFIDENTIAL)**

Members considered the report of the Town Clerk .....

**RESOLVED:** to support the idea put forward by YMCA Mendip.

**10/241**    **MARKETING OF THE SKI CENTRE SITE (CONFIDENTIAL)**

Members considered the 2 proposals ....”

The Committee is **RECOMMENDED** to note the report and recommendations from the Internal Auditor.

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



## Summer School at The Octagon Theatre and Westlands Entertainment Venue

Report created on 15/07/2022

The Octagon Theatre Summer School project has been running since 1992 and is now in its 30<sup>th</sup> year. Our Summer Schools give local young people the opportunity to develop confidence, whilst encouraging their understanding of the arts in a friendly and professional environment. In August, two week-long projects take place, covering numerous performance techniques. Our qualified project leaders aim to strike the perfect balance of fun and discipline in order to ensure a good time is had by all. The level of enjoyment is clearly indicated by the number of participants who return year after year.

Our Summer Schools provide:

- A fun interactive learning environment for children during the long summer holidays.
- Promote physical activity.
- Encourage social interaction and engagement.
- A space for friendships to grow with other likeminded people from the local area.

The Octagon Theatre Summer School continues to serve the whole of South Somerset and beyond. However, historically residents of Yeovil and the surrounding areas have favoured places.

The Summer School has benefited from the support from Yeovil Town Council who have assisted us with the cost of mounting our annual Summer School projects, each year our projects cater for approximately 100 young people, aged from six to sixteen years.

Funding from Yeovil Town Council allows us to improve our accessibility, enable children from low-income households in Yeovil and South Somerset to attend, and keep vulnerable children occupied during the summer months. The grant also goes a long way in enabling us to cover staff and venue costs, ensuring the summer schools are a viable offer.

Whilst South Somerset District Council manages and funds The Octagon Theatre and Westlands Entertainment Venue, no funding is specifically allocated towards our participatory programme of Summer Schools, classes and workshops. Due to financial constraints, it has become ever more important to secure external funding for our young people's projects and so we would appreciate the ongoing support of Yeovil Town Council.

## **Summer School 2021 Report**

In 2021, Yeovil Town Council committed £1,000 towards the cost of the provision of the annual Octagon Theatre Summer School.

We delivered three week-long summer schools in partnership with Castaways Theatre Group and Somerset Activity & Sports Partnership (SASP).

A total of 101 children attended the Summer Schools at the Octagon & Westlands. 74 children during this time attended from Yeovil (73% of the overall total).

## **Creative Performance Academy**

Participants took part in several workshops led by Somerset-based artistic professionals, learning different cultural dances, producing and recording music, taking part in sculpture workshops, plus creating their own piece of theatre.

67 participants in total over the two-weeks. Funding enabled us to offer 70 places to children in receipt of Free School Meals taken up by 47 participants as supported by SASP and Yeovil Town Council. Participants also received a hot meal during the day, a requirement of the funding received from SASP.

Breakdown of Location: 40 attendees were from Yeovil & 27 attendees were from surrounding areas in South Somerset.

## **Castaways Summer School**

Participants are taught a range of performance skills, during the week pupils learn a script from a play or musical that they then perform to families at the end of the week.

34 participants in total over the week, with 150 attendees to the end of week performance.

Breakdown of Location: 18 attendees were from Yeovil & 16 attendees were from surrounding areas in South Somerset.

## **Feedback**

*"[...] was very nervous about coming to the event as she didn't know anyone there. However [...] really enjoyed playing the instruments and taking part in theatre session. Just wanted to take this opportunity to say thank you for organising such a fantastic event for the children [...] Feel very privileged that my daughter has been able to attend this event and it has definitely helped to make the holidays more sociable and active for her."*

## Income & Expenditure Report

<b>2021</b>	<b>Income (Net)</b>	<b>2021</b>	<b>Expenditure (exc.VAT)</b>
Castaways Participant Fees	£ 4,150.00	Castaways Staff Costs	£ 2,245.74
Castaways End of Week Performance Ticket Sales (Net)	£ 341.48	Creative Performance Staff Costs	£ 3,680.00
Creative Performance Academy Participant Fees	£ 1,776.00	Venue Hire	£ 5,880.00
SASP Grant	£ 5,180.00	Material Costs	£ 400.00
Yeovil Town Council Grant	£ 1,000.00	Marketing Costs	£ 200.00
<b>Total</b>	<b>£ 12,447.48</b>	<b>Total</b>	<b>£ 12,405.74</b>
		<b>Balance</b>	<b>-£ 41.74</b>

Any remaining balance supports venue staff costs, not included within the budget, and subsequent administration costs.

## Summer Schools 2022

This year we have plans in place to deliver three week-long summer schools including:

### Castaways Summer School

Ages 7 – 16

Participants are taught a range of performance skills, during the week pupils learn a script from a play or musical that they then perform to families at the end of the week.

### Somerset Youth Dance Summer School

Ages 7 – 16

Taught by professional dancers and experienced teachers from the Somerset Youth Dance Company Team, children will take part in a range of dance workshops from Jazz to Street Dance, Contemporary, Tap and Latin.

### 'Tiny' Somerset Youth Dance Summer School

Ages 3 -6 years

Our **Tiny Summer School** is a chance for younger dance enthusiasts to come and have some dancing fun! Dancers will learn an exciting, upbeat dance or two to a piece of music from a popular film, incorporating some jazz, contemporary and modern styles into the routine.

Date: 19/07/2022  
Time: 15:11:58

Yeovil Town Council  
Balance Sheet

Page: 1

From: Month 1, April 2022  
To: Month 3, June 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	1,689.43	5,141.95	
Nat West Current	565,747.66	1,227,010.39	
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	31,019.59	(4,867.96)	
Petty Cash	0.00	250.00	
		249,176.93	1,762,571.47
Current Liabilities			
Creditors	(9,904.67)	38,585.71	
Creditors B/Fwd	(181,920.04)	83,442.68	
PAYE/NI	0.00	(51,010.25)	
		(191,824.71)	71,018.14
Current Assets less Current Liabilities:		441,001.64	1,691,553.33
Total Assets less Current Liabilities:		441,001.64	3,303,832.39
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		441,001.64	3,303,832.39
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	441,001.64	441,001.64	
		441,001.64	3,303,832.39

<b>BANK RECONCILIATION - 30 JUNE 2022</b>			
<b>Authority name and reference</b>	<b>Yeovil Town Council</b>		
Prepared by:		Date:	
Name	Neil Gage		14/07/22
Role	Finance Officer		
Approved by:		Date:	
Name	Amanda Card		14/07/22
Role	Town Clerk/RFO		
<b>Balance per bank statements as at 30 June 2022:</b>	<b>£</b>	<b>TOTAL £</b>	
List balances on all bank accounts plus petty cash floats at 30 June 2022:		<b>1,764,502.93</b>	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	1,227,715.84		
Nationwide Treasury A/C	510,037.09		
CCLA Investment Management	25,000.00		
Petty Cash	250.00		
<b>Less:</b> any un-presented cheques at 30 June 2022: (normally only current account. List date, cheque number and value)			
21/06/22 014591	2,060.45		(2,060.45)
21/06/22 014594	145.00		(145.00)
<b>TOTAL – NET BANK BALANCES 30 JUNE 2022</b>		<b>1,762,297.48</b>	

# Yeovil Town Council

## April Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
Precept	230,926.00	115,463.00	115,463.00	0.00	115,463.00
Bank Interest	500.00	83.45	41.67	41.78	416.55
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	102.00	104.17	-2.17	1,148.00
Mayor's Ball	0.00	0.00	0.00	0.00	0.00
Mayor's Charity Events	0.00	0.00	0.00	0.00	0.00
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	83.33	-83.33	1,000.00
Community Infrastructure Levy	0.00	0.00	0.00	0.00	0.00
	<b>508,176.00</b>	<b>252,898.45</b>	<b>252,942.17</b>	<b>-43.72</b>	<b>255,277.55</b>
<b>Expenditure</b>					
Advertising	500.00	0.00	41.67	-41.67	500.00
Audit Fees	3,610.00	617.57	300.83	316.74	2,992.43
Bank Charges	0.00	34.60	0.00	34.60	-34.60
Carbon Management	25,000.00	0.00	2,083.33	-2,083.33	25,000.00
Books/Periodicals	240.00	0.00	20.00	-20.00	240.00
Ski Centre	500.00	0.00	41.67	-41.67	500.00
Contingencies	57,146.00	0.00	4,762.17	-4,762.17	57,146.00
Costs of Democracy	29,600.00	2,126.08	2,466.67	-340.59	27,473.92
Courses/Conferences	5,000.00	0.00	416.67	-416.67	5,000.00
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	0.00	333.33	-333.33	4,000.00
Franking Machine	500.00	0.00	41.67	-41.67	500.00
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	1,250.00	-1,250.00	15,000.00
PC Support	13,000.00	915.09	1,083.33	-168.24	12,084.91
Postage	2,000.00	139.12	166.67	-27.55	1,860.88
Prof.Fees/Subs	7,500.00	721.16	625.00	96.16	6,778.84
Stationery/Supplies	2,000.00	130.67	166.67	-36.00	1,869.33
Sponsorship Octagon Theatre	1,000.00	0.00	83.33	-83.33	1,000.00
Telephone	2,500.00	219.46	208.33	11.13	2,280.54
Youth Project Schemes	40,600.00	1,923.68	3,383.33	-1,459.65	38,676.32
Youth Council	2,000.00	0.00	166.67	-166.67	2,000.00
Mayors Allowance	10,480.00	0.00	873.33	-873.33	10,480.00
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	583.33	-583.33	7,000.00
Salaries/Wages	267,500.00	20,254.68	22,291.67	-2,036.99	247,245.32
	<b>508,176.00</b>	<b>32,263.20</b>	<b>47,389.67</b>	<b>-15,126.47</b>	<b>475,912.80</b>
	<b>0</b>	<b>220,635.25</b>	<b>205,552.50</b>	<b>15,082.75</b>	<b>-220,635.25</b>

# Yeovil Town Council

## April Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	339,770.00	169,885.00	169,885.00	0.00	169,885.00
Leases	2,090.00	0.00	0.00	0.00	2,090.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	126.16	1,483.33	-1,357.17	17,673.84
Sales of Gate & Tap Keys	100.00	11.50	8.33	3.17	88.50
Water Charges	1,000.00	0.00	0.00	0.00	1,000.00
	<b>360,760.00</b>	<b>170,022.66</b>	<b>171,376.66</b>	<b>-1,354.00</b>	<b>190,737.34</b>
<b>Expenditure</b>					
Allotment Maintenance (Corporate)	9,570.00	76.49	797.50	-721.01	9,493.51
Allotment Fence Repairs	2,000.00	1,395.00	166.67	1,228.33	605.00
Buildings & Electric Goar Knap	2,000.00	124.55	166.67	-42.12	1,875.45
BKAC	250.00	0.00	20.83	-20.83	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	27,580.00	2,036.13	2,298.33	-262.20	25,543.87
Materials & Equipment	1,870.00	148.74	155.83	-7.09	1,721.26
Holiday Play Scheme	9,640.00	0.00	803.33	-803.33	9,640.00
Open Spaces: Doorstep Green	7,000.00	59.98	583.33	-523.35	6,940.02
Open Spaces: General	133,480.00	0.00	0.00	0.00	133,480.00
Open Spaces: Play Park Programme	30,000.00	0.00	2,500.00	-2,500.00	30,000.00
Open Spaces: Country Park	32,700.00	0.00	0.00	0.00	32,700.00
Enhancements: Play Area Upgrades	2,830.00	0.00	235.83	-235.83	2,830.00
Yew Tree Park Gate Opening	2,200.00	196.17	183.33	12.84	2,003.83
Play & Landscape Officer	13,200.00	0.00	1,100.00	-1,100.00	13,200.00
Playarea Enhancements	12,940.00	0.00	1,078.33	-1,078.33	12,940.00
Lights for Milford Hall	400.00	0.00	33.33	-33.33	400.00
Community Heritage Officer	10,000.00	0.00	833.33	-833.33	10,000.00
Protective Clothing	200.00	0.00	16.67	-16.67	200.00
Vehicle	1,350.00	85.12	112.50	-27.38	1,264.88
Water Charges	1,000.00	169.04	83.33	85.71	830.96
Water Mains Refurbishment	2,200.00	0.00	183.33	-183.33	2,200.00
Electric Van	8,000.00	0.00	666.67	-666.67	8,000.00
Skate Parks	50,000.00	0.00	4,166.67	-4,166.67	50,000.00
	<b>360,760.00</b>	<b>4,291.22</b>	<b>16,185.81</b>	<b>-11,894.59</b>	<b>356,468.78</b>
	<b>0</b>	<b>165,731.44</b>	<b>155,190.85</b>	<b>10,540.59</b>	<b>-165,731.44</b>

# Yeovil Town Council

## April Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	252,820.00	126,410.00	126,410.00	0.00	126,410.00
Milford Hall Hire Fees	26,000.00	390.00	2,166.67	-1,776.67	25,610.00
Town House	1,000.00	0.00	83.33	-83.33	1,000.00
	<b>279,820.00</b>	<b>126,800.00</b>	<b>128,660.00</b>	<b>-1,860.00</b>	<b>153,020.00</b>
<b>Expenditure</b>					
Community Safety	17,500.00	0.00	1,458.33	-1,458.33	17,500.00
CCTV	32,490.00	0.00	0.00	0.00	32,490.00
Litter/Grit Bins	700.00	0.00	58.33	-58.33	700.00
Millennium Clock	520.00	0.00	43.33	-43.33	520.00
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	5,000.00	-5,000.00	60,000.00
Milford Hall	38,200.00	2,737.11	3,183.33	-446.22	35,462.89
Milford Hall Refurbishment	20,000.00	0.00	1,666.67	-1,666.67	20,000.00
Public Toilets - Peter St	22,520.00	2,790.94	1,876.67	914.27	19,729.06
Public Toilets - Petters Way	21,080.00	1,643.93	1,756.67	-112.74	19,436.07
Changing Places Toilet	5,000.00	0.00	416.67	-416.67	5,000.00
Public Noticeboards	500.00	0.00	41.67	-41.67	500.00
Band Costs	3,500.00	0.00	291.67	-291.67	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	956.75	1,040.00	-83.25	9,443.25
Town House - (excluding Services)	7,000.00	334.56	583.33	-248.77	6,665.44
Town House - Electricity	1,600.00	145.67	133.33	12.34	1,454.33
Town House - Gas	2,200.00	233.78	183.33	50.45	1,966.22
Town House - Maintenance	10,000.00	370.25	833.33	-463.08	9,629.75
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	62.50	-62.50	750.00
Town Centre Environmental Improvements	8,000.00	0.00	666.67	-666.67	8,000.00
Town House - Water Charges	400.00	86.02	33.33	52.69	313.98
St Georges Day Parade	300.00	0.00	25.00	-25.00	300.00
Defibrillator	10,500.00	175.00	875.00	-700.00	10,325.00
CCTV Reserve	500.00	0.00	41.67	-41.67	500.00
Regalia	2,000.00	0.00	166.67	-166.67	2,000.00
Remembrance Sunday Video	1,500.00	0.00	125.00	-125.00	1,500.00
	<b>279,820.00</b>	<b>9,559.36</b>	<b>20,562.50</b>	<b>-11,003.14</b>	<b>270,260.64</b>
	<b>0</b>	<b>117,240.64</b>	<b>108,097.50</b>	<b>9,143.14</b>	<b>-117,240.64</b>



# Yeovil Town Council

## April Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	101,040.00	50,520.00	50,520.00	0.00	50,520.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 101,040.00	<hr/> 50,520.00	<hr/> 50,520.00	<hr/> 0.00	<hr/> 50,520.00
<b>Expenditure</b>					
Christmas Lights	23,500.00	0.00	1,958.33	-1,958.33	23,500.00
Christmas Lights Installation	17,500.00	0.00	1,458.33	-1,458.33	17,500.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	54.17	-54.17	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	2.50	-2.50	30.00
Town Crier	1,070.00	0.00	89.17	-89.17	1,070.00
Yeovil Town Crier Open Champs	1,550.00	996.87	516.00	480.87	553.13
Unity in the Community	2,000.00	0.00	166.67	-166.67	2,000.00
Yeovil Super Saturday	7,000.00	0.00	583.33	-583.33	7,000.00
Open Spaces: YIB Officer	24,800.00	0.00	0.00	0.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	0.00	0.00	16,440.00
Queen's Platinum Jubilee	0.00	9,294.99	0.00	9,294.99	-9,294.99
Eats: Festival	5,000.00	750.00	416.67	333.33	4,250.00
	<hr/> 101,040.00	<hr/> 11,041.86	<hr/> 5,245.17	<hr/> 5,796.69	<hr/> 89,998.14
	<hr/> <b>0.00</b>	<hr/> <b>39,478.14</b>	<hr/> <b>45,274.83</b>	<hr/> <b>-5,796.69</b>	<hr/> <b>-39,478.14</b>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/04/2022	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 30/04/2022	Tran No To 99,999,999	Department To 999

<u>Dept Number</u> 1	<u>Dept</u> PR & F - GENERAL				
<u>N/C</u> 4000	<u>Name</u> PR&F - PRECEPT				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
61617	BR	13/04/2022	Precept 1st Half	115,463.00	-115,463.00
<u>Account Totals</u>				<u>115,463.00</u>	<u>-115,463.00</u>

<u>N/C</u> 4001	<u>Name</u> 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>
61615	BR	04/04/2022	CCLA Deposit Account	10.06	-10.06
61626	BR	29/04/2022	Interest	73.39	-73.39
<u>Account Totals</u>				<u>83.45</u>	<u>-83.45</u>

<u>N/C</u> 4005	<u>Name</u> 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>
61614	SI	19/04/2022	Monthly Use of Car Park (Former Ski Centre)	102.00	-102.00
<u>Account Totals</u>				<u>102.00</u>	<u>-102.00</u>

<u>N/C</u> 4020	<u>Name</u> 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>
61454	PI	19/04/2022	Internal Audit	617.57	617.57
<u>Account Totals</u>				<u>617.57</u>	<u>617.57</u>

<u>N/C</u> 4032	<u>Name</u> 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>
61433	PI	01/04/2022	Autopay Charge	34.60	34.60
<u>Account Totals</u>				<u>34.60</u>	<u>34.60</u>

<u>N/C</u> 4080	<u>Name</u> 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>
61731	JD	27/04/2022	Costs of Democracy	2,126.08	2,126.08
<u>Account Totals</u>				<u>2,126.08</u>	<u>2,126.08</u>

<u>N/C</u> 4150	<u>Name</u> PR&F - GEN - Exp - Insurance				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
61350	PI	04/04/2022	Insurance	5,181.09	5,181.09
<u>Account Totals</u>				<u>5,181.09</u>	<u>5,181.09</u>

<u>N/C</u> 4170	<u>Name</u> PR&F - GEN - Exp - PC Support				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
61427	PI	05/04/2022	Office 365 Business	97.03	97.03
61428	PI	05/04/2022	EoFTTC Managed Service	200.00	200.00
61429	PI	05/04/2022	IT Support	531.00	531.00
61430	PI	05/04/2022	Monthly CSP Subscription	72.48	72.48
61862	PI	28/04/2022	External Hard Drive	14.58	14.58
<u>Account Totals</u>				<u>915.09</u>	<u>915.09</u>

<u>N/C</u> 4180	<u>Name</u> PR&F - GEN - Exp - Postage				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
61671	PI	13/04/2022	Stamps	39.12	39.12
61672	PI	11/04/2022	Postage	100.00	100.00

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Account Totals 139.12 139.12

N/C 4190 Name PR&F - GEN - Exp - Prof. fees/subs

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61415	PI	01/04/2022	Sage 50 Accounts/Payroll	256.16		256.16
61453	PI	13/04/2022	Subscription - South West Councils	465.00		465.00
<u>Account Totals</u>				<u>721.16</u>		<u>721.16</u>

N/C 4210 Name PR&F - GEN - Exp - Stationery/supplies

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61677	PI	08/04/2022	Stationery	130.67		130.67
<u>Account Totals</u>				<u>130.67</u>		<u>130.67</u>

N/C 4220 Name PR&F - GEN - Exp - Telephone

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61425	PI	01/04/2022	Call/Line Rental Charge	73.98		73.98
61448	PI	08/04/2022	Telephone Maintenance	8.30		8.30
61792	PI	26/04/2022	Mobile Phones	137.18		137.18
<u>Account Totals</u>				<u>219.46</u>		<u>219.46</u>

N/C 4240 Name PR&F - GEN - Exp - Youth Project Schemes

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61435	PI	11/04/2022	Youth Service Projects	1,923.68		1,923.68
<u>Account Totals</u>				<u>1,923.68</u>		<u>1,923.68</u>

N/C 4520 Name PR&F - GENERAL - Exp - Mayors Allowance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61434	PI	11/04/2022	Mayoral Allowance	847.50		847.50
62047	JC	11/04/2022	Mayoral Allowance		847.50	-847.50
<u>Account Totals</u>				<u>847.50</u>	<u>847.50</u>	

Department 12,856.02 116,495.95 -103,639.93

Dept Number 2 Dept PR & F - GRANTS

N/C 4008 Name PR&F - PRECEPT - Grants

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61618	BR	13/04/2022	Precept 1st Half		3,500.00	-3,500.00
<u>Account Totals</u>					<u>3,500.00</u>	<u>-3,500.00</u>

Department  3,500.00 -3,500.00

Dept Number 3 Dept PR & F - SALARIES

N/C 4009 Name PR&F - PRECEPT - Salaries

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61619	BR	13/04/2022	Precept 1st Half		133,750.00	-133,750.00
<u>Account Totals</u>					<u>133,750.00</u>	<u>-133,750.00</u>

N/C 4800 Name 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>
61467	JD	27/04/2022	Employers Pension	3,119.40		3,119.40
61468	JD	27/04/2022	Payments	17,492.55		17,492.55
61469	JD	27/04/2022	Employers NIC	1,768.81		1,768.81
61732	JC	27/04/2022	Costs of Democracy		2,126.08	-2,126.08

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

<u>Account Totals</u>	<u>22,380.76</u>	<u>2,126.08</u>	<u>20,254.68</u>
<u>Department</u>	<u>22,380.76</u>	<u>135,876.08</u>	<u>-113,495.32</u>

Dept Number 4                      Dept      GROUNDS & GENERAL MAINTENANCE

N/C              7000                      Name      G&GM - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61622	BR	13/04/2022	Precept 1st Half		169,885.00	-169,885.00
<u>Account Totals</u>					<u>169,885.00</u>	<u>-169,885.00</u>

N/C              7004                      Name      G&GM - Inc - Rents

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61392	SI	07/04/2022	Allotment rent for the period 7 April - 30		28.76	-28.76
61393	SI	07/04/2022	Allotment rent for the period 7 April - 30		37.40	-37.40
61395	SI	07/04/2022	Allotment rent for the period 7 April - 30		24.00	-24.00
61446	SI	14/04/2022	Allotment rent for the period 14 April - 30		36.00	-36.00
62085	SI	04/04/2022	Allotment Rent		51.08	-51.08
<u>Account Totals</u>					<u>177.24</u>	<u>-177.24</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>
61394	SI	07/04/2022	Gate key deposit		5.00	-5.00
61624	BR	21/04/2022	Allotment Key		6.50	-6.50
<u>Account Totals</u>					<u>11.50</u>	<u>-11.50</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>
61715	PI	22/04/2022	Materials Leak - Larkhill	11.66		11.66
61716	PI	27/04/2022	Materials Leak - Larkhill	18.07		18.07
61717	PI	27/04/2022	Materials Leak - Larkhill	23.60		23.60
61718	PI	28/04/2022	Materials Leak - Larkhill	6.19		6.19
61719	PI	28/04/2022	Materials Leak - Larkhill	16.97		16.97
<u>Account Totals</u>				<u>76.49</u>		<u>76.49</u>

N/C              7030                      Name      G&GM - Exp - Allotment Fence Repairs

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61704	PI	30/04/2022	Replace Fencing - Eliz Flats	1,395.00		1,395.00
<u>Account Totals</u>				<u>1,395.00</u>		<u>1,395.00</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>
61664	PI	01/04/2022	Rates	124.55		124.55
<u>Account Totals</u>				<u>124.55</u>		<u>124.55</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61471	JD	27/04/2022	Employers Pension	343.59		343.59
61472	JD	27/04/2022	Payments	1,692.54		1,692.54
<u>Account Totals</u>				<u>2,036.13</u>		<u>2,036.13</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61669	PI	06/04/2022	Keys Cut	75.00		75.00
61711	PI	04/04/2022	Materials Workshop	17.92		17.92
61712	PI	06/04/2022	Materials Workshop	20.46		20.46

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

61714	PI	20/04/2022	Workshop Shelving		35.36		35.36
				<u>Account Totals</u>			<u>148.74</u>

N/C	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>	<u>Balance</u>
61432	PI	04/04/2022	Electricity		59.98		59.98
				<u>Account Totals</u>			<u>59.98</u>

N/C	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>	<u>Balance</u>
61457	PI	11/04/2022	Open Spaces General		133,480.00		133,480.00
62041	JC	11/04/2022	Open Spaces General			133,480.00	-133,480.00
				<u>Account Totals</u>	<u>133,480.00</u>	<u>133,480.00</u>	

N/C	7120	<u>Name</u> G&GM - Exp - Yew Tree Park - Gate Opening					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61431	PI	05/04/2022	Security		196.17		196.17
				<u>Account Totals</u>	<u>196.17</u>		<u>196.17</u>

N/C	7210	<u>Name</u> G&GM - Exp - Vehicle					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61680	PI	27/04/2022	Fuel - Van		85.12		85.12
				<u>Account Totals</u>	<u>85.12</u>		<u>85.12</u>

N/C	7220	<u>Name</u> G&GM - Exp - Water Charges					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61684	PI	25/04/2022	Water Charge - Hillcrest		13.73		13.73
61686	PI	27/04/2022	Water Charge - Milf,Gold,StG,EF & NT		155.31		155.31
				<u>Account Totals</u>	<u>169.04</u>		<u>169.04</u>
				<u>Department</u>	<u>137,771.22</u>	<u>303,553.74</u>	<u>-165,782.52</u>

Dept Number 5                      Dept      BUILDING & CIVIC MATTERS

N/C	6000	<u>Name</u> B&CM - PRECEPT					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61621	BR	13/04/2022	Precept 1st Half			126,410.00	-126,410.00
				<u>Account Totals</u>		<u>126,410.00</u>	<u>-126,410.00</u>

N/C	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>	<u>Balance</u>
61374	SI	05/04/2022	Hall Hire Fees			34.00	-34.00
61375	SI	05/04/2022	Hall Hire Fees			11.50	-11.50
61378	SI	05/04/2022	Hall Hire Fees			34.00	-34.00
61379	SI	05/04/2022	Hall Hire Fees			11.50	-11.50
61442	SI	13/04/2022	Hall Hire Fees			51.00	-51.00
61443	SI	13/04/2022	Hall Hire Fees			11.50	-11.50
61473	SI	21/04/2022	Hall Hire Fees			51.00	-51.00
61474	SI	21/04/2022	Hall Hire Fees			11.50	-11.50
61475	SI	21/04/2022	Hall Hire Fees			42.50	-42.50
61476	SI	21/04/2022	Hall Hire Fees			11.50	-11.50
61477	SI	22/04/2022	Hall Hire Fees			34.00	-34.00
61610	SI	27/04/2022	Hall Hire Fees			34.00	-34.00
61611	SI	27/04/2022	Hall Hire Fees			15.00	-15.00
61612	SI	28/04/2022	Hall hire Fees			25.50	-25.50
61613	SI	28/04/2022	Hall Hire Fees			11.50	-11.50

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Account Totals 390.00 -390.00

<u>N/C</u>	6080	<u>Name</u>	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>
61470	JD	27/04/2022	Payments	982.59		982.59
61661	PI	01/04/2022	Rates	85.35		85.35
61733	JC	27/04/2022	Caretaker		982.59	-982.59

Account Totals 1,067.94 982.59 85.35

<u>N/C</u>	6090	<u>Name</u>	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>
61421	PI	05/04/2022	Internet	28.18		28.18
61423	PI	01/04/2022	Boiler Service	287.44		287.44
61662	PI	01/04/2022	Rates	540.25		540.25
61685	PI	26/04/2022	Water Charge	163.61		163.61
61713	PI	19/04/2022	Painting Materials	21.11		21.11
61734	JD	27/04/2022	Caretaker	722.27		722.27
61743	PI	30/04/2022	Mobile Patrols	250.80		250.80
61788	PI	30/04/2022	Cleaning	723.45		723.45

Account Totals 2,737.11 2,737.11

<u>N/C</u>	6100	<u>Name</u>	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>
61418	PI	07/04/2022	Foot Patrols	406.00		406.00
61676	PI	04/04/2022	Water Charge	69.69		69.69
61678	PI	19/04/2022	Electricity	409.65		409.65
61700	PI	26/04/2022	Consumables	98.81		98.81
61701	PI	30/04/2022	Cleaning	560.79		560.79
61821	PI	01/04/2022	Mobile Patrols	410.00		410.00
61823	PI	01/04/2022	Mobile Patrols	836.00		836.00

Account Totals 2,790.94 2,790.94

<u>N/C</u>	6102	<u>Name</u>	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>
61419	PI	07/04/2022	Foot Patrols	406.00		406.00
61699	PI	20/04/2022	Petters Way Toilets Recharge 4th Qtr	2,393.93		2,393.93
61820	PI	01/04/2022	Mobile Patrols	834.00		834.00
61822	PI	01/04/2022	Mobile Patrols	410.00		410.00
62051	JC	20/04/2022	Petters Way Toilets - 4th Qtr		2,400.00	-2,400.00

Account Totals 4,043.93 2,400.00 1,643.93

<u>N/C</u>	6190	<u>Name</u>	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>
61663	PI	01/04/2022	Rates	956.75		956.75

Account Totals 956.75

<u>N/C</u>	6200	<u>Name</u>	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>
61462	PI	13/04/2022	Hand Towels	29.58		29.58
61735	JD	27/04/2022	Cleaner	260.32		260.32
61740	PI	30/04/2022	Metal Polish	8.32		8.32
62032	PI	30/04/2022	Waste Disposal	36.34		36.34

Account Totals 334.56

<u>N/C</u>	6210	<u>Name</u>	B&CM - Exp - Town House - Electricity			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61420	PI	02/04/2022	Electricity	145.67		145.67

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Account Totals 145.67 145.67

<u>N/C</u>	6212	<u>Name</u>	B&CM - Exp - Town House - Gas				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61679	PI	22/04/2022	Gas	233.78		233.78	

Account Totals 233.78 233.78

<u>N/C</u>	6214	<u>Name</u>	B&CM - Exp - Town House - Maintenance				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61422	PI	01/04/2022	Boiler Service	148.00		148.00	
61688	PI	30/04/2022	Water Hygiene Service	222.25		222.25	

Account Totals 370.25 370.25

<u>N/C</u>	6250	<u>Name</u>	B&CM - Exp - Town House - Water Charges				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61683	PI	14/04/2022	Water Charge	86.02		86.02	

Account Totals 86.02 86.02

<u>N/C</u>	6270	<u>Name</u>	B&CM - Exp - Defibrillator				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61681	PI	26/04/2022	Installation - Defibrillator	175.00		175.00	

Account Totals 175.00 175.00

Department 12,941.95 130,182.59 -117,240.64

Dept Number 6 Dept PLANNING

<u>N/C</u>	5000	<u>Name</u>	PLANNING - PRECEPT				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61616	BR	13/04/2022	Precept 1st Half		500.00	-500.00	

Account Totals 500.00 -500.00

Department 500.00 -500.00

Dept Number 8 Dept JOINT BURIAL FUND

<u>N/C</u>	7500	<u>Name</u>	PRECEPT				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61623	BR	13/04/2022	Precept 1st Half		36,692.00	-36,692.00	

Account Totals 36,692.00 -36,692.00

Department 36,692.00 -36,692.00

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

<u>N/C</u>	5500	<u>Name</u>	P&A - PRECEPT				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61620	BR	13/04/2022	Precept 1st Half		50,520.00	-50,520.00	

Account Totals 50,520.00 -50,520.00

N/C 5590 Name P&A - Exp - Yeovil Town Crier Open Champs.

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61665	PI	01/04/2022	Refreshments	7.40		7.40	
61667	PI	04/04/2022	Refreshments	292.50		292.50	
61858	PI	23/04/2022	Accommodation	426.59		426.59	
61859	PI	24/04/2022	Accommodation	201.63		201.63	
61860	PI	20/04/2022	Refreshments	21.25		21.25	

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

61861	PI	20/04/2022	Flowers	47.50		47.50
<u>Account Totals</u>				<u>996.87</u>		<u>996.87</u>

N/C            5620                            Name    P&A - Exp - Open Spaces: YIB Officer

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61455	PI	11/04/2022	YIB Officer	24,800.00		24,800.00
62048	JC	11/04/2022	YIB Officer		24,800.00	-24,800.00
<u>Account Totals</u>				<u>24,800.00</u>	<u>24,800.00</u>	

N/C            5630                            Name    P&A - Exp - Open Spaces: Yeovil in Bloom

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61456	PI	11/04/2022	YIB Working Budget	16,440.00		16,440.00
62049	JC	11/04/2022	YIB Working Budget		16,440.00	-16,440.00
<u>Account Totals</u>				<u>16,440.00</u>	<u>16,440.00</u>	

N/C            5640                            Name    P&A - Exp - Queen's Platinum Jubilee

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61447	PI	13/04/2022	Stage and Production Services	6,300.00		6,300.00
61459	PI	07/04/2022	Wristbands	19.92		19.92
61460	PI	11/04/2022	Wristbands	17.52		17.52
61461	PI	12/04/2022	Wristbands	8.97		8.97
61605	PI	21/04/2022	Advert	80.00		80.00
61666	PI	01/04/2022	Premises Licence	100.00		100.00
61668	PI	04/04/2022	Advert	290.72		290.72
61670	PI	08/04/2022	Refreshments	3.45		3.45
61682	PI	27/04/2022	Balloon Twisting	350.00		350.00
61739	PI	29/04/2022	Glow Stick Bracelets	167.37		167.37
61924	PI	29/04/2022	Gazebos	1,717.04		1,717.04
61940	PI	21/04/2022	Band (Clementynes)	240.00		240.00
<u>Account Totals</u>				<u>9,294.99</u>		<u>9,294.99</u>

N/C            5650                            Name    P&A - Exp - Eats: Festival

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61698	PI	24/04/2022	Eat Festival	750.00		750.00
<u>Account Totals</u>				<u>750.00</u>		<u>750.00</u>

<u>Department</u>	<u>52,281.86</u>	<u>91,760.00</u>	<u>-39,478.14</u>
<u>Grand Totals</u>	<u>238,231.81</u>	<u>818,560.36</u>	<u>-580,328.55</u>



# Yeovil Town Council

## May Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
Precept	230,926.00	115,463.00	115,463.00	0.00	115,463.00
Bank Interest	500.00	186.76	83.34	103.42	313.24
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	204.00	208.34	-4.34	1,046.00
Mayor's Ball	0.00	0.00	0.00	0.00	0.00
Mayor's Charity Events	0.00	963.00	0.00	963.00	-963.00
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	166.66	-166.66	1,000.00
Community Infrastructure Levy	0.00	0.00	0.00	0.00	0.00
	<b>508,176.00</b>	<b>254,066.76</b>	<b>253,171.34</b>	<b>895.42</b>	<b>254,109.24</b>
<b>Expenditure</b>					
Advertising	500.00	0.00	83.34	-83.34	500.00
Audit Fees	3,610.00	617.57	601.66	15.91	2,992.43
Bank Charges	0.00	68.50	0.00	68.50	-68.50
Carbon Management	25,000.00	0.00	4,166.66	-4,166.66	25,000.00
Books/Periodicals	240.00	0.00	40.00	-40.00	240.00
Ski Centre	500.00	0.00	83.34	-83.34	500.00
Contingencies	57,146.00	577.32	9,524.34	-8,947.02	56,568.68
Costs of Democracy	29,600.00	4,249.86	4,933.34	-683.48	25,350.14
Courses/Conferences	5,000.00	85.00	833.34	-748.34	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	133.06	666.66	-533.60	3,866.94
Franking Machine	500.00	0.00	83.34	-83.34	500.00
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	2,500.00	-2,500.00	15,000.00
PC Support	13,000.00	4,833.52	2,166.66	2,666.86	8,166.48
Postage	2,000.00	439.12	333.34	105.78	1,560.88
Prof.Fees/Subs	7,500.00	976.16	1,250.00	-273.84	6,523.84
Stationery/Supplies	2,000.00	210.08	333.34	-123.26	1,789.92
Sponsorship Octagon Theatre	1,000.00	0.00	166.66	-166.66	1,000.00
Telephone	2,500.00	440.80	416.66	24.14	2,059.20
Youth Project Schemes	40,600.00	3,847.36	6,766.66	-2,919.30	36,752.64
Youth Council	2,000.00	0.00	333.34	-333.34	2,000.00
Mayors Allowance	10,480.00	-4,027.62	1,746.66	-5,774.28	14,507.62
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	1,166.66	-1,166.66	7,000.00
Salaries/Wages	267,500.00	41,395.68	44,583.34	-3,187.66	226,104.32
	<b>508,176.00</b>	<b>59,027.50</b>	<b>88,779.34</b>	<b>-29,751.84</b>	<b>449,148.50</b>
	<b>0</b>	<b>195,039.26</b>	<b>164,392.00</b>	<b>30,647.26</b>	<b>-195,039.26</b>

# Yeovil Town Council

## May Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	339,770.00	169,885.00	169,885.00	0.00	169,885.00
Leases	2,090.00	0.00	0.00	0.00	2,090.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	299.67	2,966.66	-2,666.99	17,500.33
Sales of Gate & Tap Keys	100.00	31.50	16.66	14.84	68.50
Water Charges	1,000.00	0.00	0.00	0.00	1,000.00
	<b>360,760.00</b>	<b>170,216.17</b>	<b>172,868.32</b>	<b>-2,652.15</b>	<b>190,543.83</b>
<b>Expenditure</b>					
Allotment Maintenance (Corporate)	9,570.00	736.06	1,595.00	-858.94	8,833.94
Allotment Fence Repairs	2,000.00	1,395.00	333.34	1,061.66	605.00
Buildings & Electric Goar Knap	2,000.00	352.14	333.34	18.80	1,647.86
BKAC	250.00	0.00	41.66	-41.66	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	27,580.00	4,072.26	4,596.66	-524.40	23,507.74
Materials & Equipment	1,870.00	231.19	311.66	-80.47	1,638.81
Holiday Play Scheme	9,640.00	0.00	1,606.66	-1,606.66	9,640.00
Open Spaces: Doorstep Green	7,000.00	150.94	1,166.66	-1,015.72	6,849.06
Open Spaces: General	133,480.00	0.00	0.00	0.00	133,480.00
Open Spaces: Play Park Programme	30,000.00	0.00	5,000.00	-5,000.00	30,000.00
Open Spaces: Country Park	32,700.00	0.00	0.00	0.00	32,700.00
Enhancements: Play Area Upgrades	2,830.00	0.00	471.66	-471.66	2,830.00
Yew Tree Park Gate Opening	2,200.00	402.40	366.66	35.74	1,797.60
Play & Landscape Officer	13,200.00	0.00	2,200.00	-2,200.00	13,200.00
Playarea Enhancements	12,940.00	0.00	2,156.66	-2,156.66	12,940.00
Lights for Milford Hall	400.00	0.00	66.66	-66.66	400.00
Community Heritage Officer	10,000.00	0.00	1,666.66	-1,666.66	10,000.00
Protective Clothing	200.00	0.00	33.34	-33.34	200.00
Vehicle	1,350.00	85.12	225.00	-139.88	1,264.88
Water Charges	1,000.00	563.31	166.66	396.65	436.69
Water Mains Refurbishment	2,200.00	0.00	366.66	-366.66	2,200.00
Electric Van	8,000.00	0.00	1,333.34	-1,333.34	8,000.00
Skate Parks	50,000.00	0.00	8,333.34	-8,333.34	50,000.00
	<b>360,760.00</b>	<b>7,988.42</b>	<b>32,371.62</b>	<b>-24,383.20</b>	<b>352,771.58</b>
	<b>0</b>	<b>162,227.75</b>	<b>140,496.70</b>	<b>21,731.05</b>	<b>-162,227.75</b>

# Yeovil Town Council

## May Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	252,820.00	126,410.00	126,410.00	0.00	126,410.00
Milford Hall Hire Fees	26,000.00	1,336.00	4,333.34	-2,997.34	24,664.00
Town House	1,000.00	0.00	166.66	-166.66	1,000.00
	<b>279,820.00</b>	<b>127,746.00</b>	<b>130,910.00</b>	<b>-3,164.00</b>	<b>152,074.00</b>
<b>Expenditure</b>					
Community Safety	17,500.00	0.00	2,916.66	-2,916.66	17,500.00
CCTV	32,490.00	0.00	0.00	0.00	32,490.00
Litter/Grit Bins	700.00	0.00	116.66	-116.66	700.00
Millennium Clock	520.00	0.00	86.66	-86.66	520.00
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	10,000.00	-10,000.00	60,000.00
Milford Hall	38,200.00	5,683.33	6,366.66	-683.33	32,516.67
Milford Hall Refurbishment	20,000.00	0.00	3,333.34	-3,333.34	20,000.00
Public Toilets - Peter St	22,520.00	4,146.05	3,753.34	392.71	18,373.95
Public Toilets - Petters Way	21,080.00	2,069.93	3,513.34	-1,443.41	19,010.07
Changing Places Toilet	5,000.00	0.00	833.34	-833.34	5,000.00
Public Noticeboards	500.00	0.00	83.34	-83.34	500.00
Band Costs	3,500.00	0.00	583.34	-583.34	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	1,917.75	2,080.00	-162.25	8,482.25
Town House - (excluding Services)	7,000.00	817.28	1,166.66	-349.38	6,182.72
Town House - Electricity	1,600.00	262.64	266.66	-4.02	1,337.36
Town House - Gas	2,200.00	390.14	366.66	23.48	1,809.86
Town House - Maintenance	10,000.00	960.25	1,666.66	-706.41	9,039.75
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	125.00	-125.00	750.00
Town Centre Environmental Improvements	8,000.00	0.00	1,333.34	-1,333.34	8,000.00
Town House - Water Charges	400.00	86.02	66.66	19.36	313.98
St Georges Day Parade	300.00	0.00	50.00	-50.00	300.00
Defibrillator	10,500.00	175.00	1,750.00	-1,575.00	10,325.00
CCTV Reserve	500.00	0.00	83.34	-83.34	500.00
Regalia	2,000.00	0.00	333.34	-333.34	2,000.00
Remembrance Sunday Video	1,500.00	0.00	250.00	-250.00	1,500.00
	<b>279,820.00</b>	<b>16,593.74</b>	<b>41,125.00</b>	<b>-24,531.26</b>	<b>263,226.26</b>
	<b>0</b>	<b>111,152.26</b>	<b>89,785.00</b>	<b>21,367.26</b>	<b>-111,152.26</b>

# Yeovil Town Council

## May Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	101,040.00	50,520.00	50,520.00	0.00	50,520.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<u>101,040.00</u>	<u>50,520.00</u>	<u>50,520.00</u>	<u>0.00</u>	<u>50,520.00</u>
<b>Expenditure</b>					
Christmas Lights	23,500.00	0.00	3,916.66	-3,916.66	23,500.00
Christmas Lights Installation	17,500.00	0.00	2,916.66	-2,916.66	17,500.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	108.34	-108.34	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	5.00	-5.00	30.00
Town Crier	1,070.00	0.00	178.34	-178.34	1,070.00
Yeovil Town Crier Open Champs	1,550.00	1,236.96	1,033.00	203.96	313.04
Unity in the Community	2,000.00	2,000.00	333.34	1,666.66	0.00
Yeovil Super Saturday	7,000.00	0.00	1,166.66	-1,166.66	7,000.00
Open Spaces: YIB Officer	24,800.00	0.00	0.00	0.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	0.00	0.00	16,440.00
Queen's Platinum Jubilee	0.00	18,885.31	0.00	18,885.31	-18,885.31
Eats: Festival	5,000.00	750.00	833.34	-83.34	4,250.00
	<u>101,040.00</u>	<u>22,872.27</u>	<u>10,491.34</u>	<u>12,380.93</u>	<u>78,167.73</u>
	<u><b>0.00</b></u>	<u><b>27,647.73</b></u>	<u><b>40,028.66</b></u>	<u><b>-12,380.93</b></u>	<u><b>-27,647.73</b></u>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/05/2022	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/05/2022	Tran No To 99,999,999	Department To 999

<u>Dept Number</u> 1	<u>Dept</u> PR & F - GENERAL				
<u>N/C</u> 4001	<u>Name</u> 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>
61783	BR	04/05/2022	CCLA Deposit Account		12.69      -12.69
62030	BR	31/05/2022	Interest		90.62      -90.62
<u>Account Totals</u>					<u>103.31</u> <u>-103.31</u>

<u>N/C</u> 4005	<u>Name</u> 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>
61852	SI	16/05/2022	Monthly Use of Car Park (Former Ski Centre)		102.00      -102.00
<u>Account Totals</u>					<u>102.00</u> <u>-102.00</u>

<u>N/C</u> 4007	<u>Name</u> 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>
61693	BR	10/05/2022	Donation - RCCG Gods House		200.00      -200.00
61694	BR	10/05/2022	Nationwide Raffle		123.00      -123.00
61695	BR	10/05/2022	Bingo Night		640.00      -640.00
<u>Account Totals</u>					<u>963.00</u> <u>-963.00</u>

<u>N/C</u> 4032	<u>Name</u> 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>
61737	PI	01/05/2022	Autopay Charge	33.90	33.90
<u>Account Totals</u>				<u>33.90</u>	<u>33.90</u>

<u>N/C</u> 4070	<u>Name</u> 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>
61828	PI	20/05/2022	Mileage Claim/Ukrainian Flag	30.91	30.91
61830	PI	18/05/2022	Hire of Rooms	425.00	425.00
61832	PI	14/05/2022	Mileage Claim	42.96	42.96
61944	PI	11/05/2022	Name Badges	37.45	37.45
61981	PI	31/05/2022	Room Hire	41.00	41.00
<u>Account Totals</u>				<u>577.32</u>	<u>577.32</u>

<u>N/C</u> 4080	<u>Name</u> 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>
61884	JD	27/05/2022	Costs of Democracy	2,123.78	2,123.78
<u>Account Totals</u>				<u>2,123.78</u>	<u>2,123.78</u>

<u>N/C</u> 4090	<u>Name</u> PR&F - GEN - Exp - Courses/conferences				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
61775	PI	12/05/2022	Training Seminar	85.00	85.00
<u>Account Totals</u>				<u>85.00</u>	<u>85.00</u>

<u>N/C</u> 4130	<u>Name</u> PR&F - GEN - Exp - Furniture & equipment				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
61949	PI	25/05/2022	Copy Charge - Photocopier	133.06	133.06
<u>Account Totals</u>				<u>133.06</u>	<u>133.06</u>

<u>N/C</u> 4170	<u>Name</u> PR&F - GEN - Exp - PC Support				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
61720	PI	05/05/2022	Office 365 Business	97.03	97.03

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

61721	PI	05/05/2022	EoFTTC Managed Service	200.00		200.00
61722	PI	05/05/2022	IT Support	531.00		531.00
61723	PI	05/05/2022	Monthly CSP Subscription	72.48		72.48
61807	PC	12/05/2022	Credit on IT Support		1,062.00	-1,062.00
61808	PI	01/05/2022	Sophos Renewal/Server Warranty	2,951.67		2,951.67
61809	PI	06/05/2022	Kingston 16GB	81.25		81.25
61810	PI	12/05/2022	IT Support Agreement Resign	1,047.00		1,047.00
<u>Account Totals</u>				<u>4,980.43</u>	<u>1,062.00</u>	<u>3,918.43</u>

N/C 4180 Name PR&F - GEN - Exp - Postage

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61932	PI	11/05/2022	Postage	300.00		300.00
<u>Account Totals</u>				<u>300.00</u>		<u>300.00</u>

N/C 4190 Name PR&F - GEN - Exp - Prof. fees/subs

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61687	PI	01/05/2022	Sage 50 Accounts/Payroll	255.00		255.00
<u>Account Totals</u>				<u>255.00</u>		<u>255.00</u>

N/C 4210 Name PR&F - GEN - Exp - Stationery/supplies

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61741	PI	02/05/2022	Stationery - Pens	1.67		1.67
61946	PI	20/05/2022	Stationery	12.16		12.16
61947	PI	25/05/2022	Stationery	65.58		65.58
<u>Account Totals</u>				<u>79.41</u>		<u>79.41</u>

N/C 4220 Name PR&F - GEN - Exp - Telephone

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61736	PI	01/05/2022	Call/Line Rental Charge	72.49		72.49
61857	PI	10/05/2022	Telephone Maintenance	8.30		8.30
62116	PI	26/05/2022	Mobile Phones	140.55		140.55
<u>Account Totals</u>				<u>221.34</u>		<u>221.34</u>

N/C 4240 Name PR&F - GEN - Exp - Youth Project Schemes

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61697	PI	10/05/2022	Youth Service Projects	1,923.68		1,923.68
<u>Account Totals</u>				<u>1,923.68</u>		<u>1,923.68</u>

N/C 4520 Name PR&F - GENERAL - Exp - Mayors Allowance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61724	PI	10/05/2022	Mayoral Allowance	873.37		873.37
62038	BR	30/05/2022	Surplus Mayoral Allowance		4,900.99	-4,900.99
<u>Account Totals</u>				<u>873.37</u>	<u>4,900.99</u>	<u>-4,027.62</u>
<u>Department</u>				<u>11,586.29</u>	<u>7,131.30</u>	<u>4,454.99</u>

Dept Number 3 Dept PR & F - SALARIES

N/C 4800 Name 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>
61744	PI	06/05/2022	Pension Compensation	417.90		417.90
61800	JD	27/05/2022	Employers Pension	3,189.65		3,189.65
61801	JD	27/05/2022	Payments	17,836.33		17,836.33
61802	JD	27/05/2022	Employers NIC	1,820.90		1,820.90
61885	JC	27/05/2022	Costs of Democracy		2,123.78	-2,123.78
<u>Account Totals</u>				<u>23,264.78</u>	<u>2,123.78</u>	<u>21,141.00</u>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

		<u>Department</u>		<u>23,264.78</u>	<u>2,123.78</u>	<u>21,141.00</u>
<u>Dept Number</u>	4	<u>Dept</u>	GROUNDS & GENERAL MAINTENANCE			
<u>N/C</u>	7004	<u>Name</u>	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>
61710	SI	10/05/2022	Allotment rent for the period 7 April 2022 - 30		25.92	-25.92
61725	SI	10/05/2022	Allotment rent for the period 10 May - 30		22.94	-22.94
61727	SI	10/05/2022	Allotment rent for the period 10 May - 30		25.00	-25.00
61729	SI	10/05/2022	Allotment rent for the period 10 May - 30		36.33	-36.33
61853	SI	30/05/2022	Allotment rent for the 30 May - 30 September		34.95	-34.95
61855	SI	30/05/2022	Allotment rent for the period 30 May - 30		28.37	-28.37
<u>Account Totals</u>					<u>173.51</u>	<u>-173.51</u>
<u>N/C</u>	7005	<u>Name</u>	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>
61726	SI	10/05/2022	Gate key deposit		5.00	-5.00
61728	SI	10/05/2022	Gate key deposit		5.00	-5.00
61730	SI	10/05/2022	Gate key deposit		5.00	-5.00
61854	SI	30/05/2022	Gate key deposit		5.00	-5.00
<u>Account Totals</u>					<u>20.00</u>	<u>-20.00</u>
<u>N/C</u>	7019	<u>Name</u>	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>
61705	PI	13/05/2022	Repairs at Sunningdale Allotments	495.00		495.00
61951	PI	31/05/2022	Container Rental	130.00		130.00
62053	PI	04/05/2022	Materials - Allotment Signs	23.32		23.32
62059	PI	23/05/2022	Tap Washers	11.25		11.25
<u>Account Totals</u>				<u>659.57</u>		<u>659.57</u>
<u>N/C</u>	7040	<u>Name</u>	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>
61778	BP	01/05/2022	Rates	122.00		122.00
61955	PI	26/05/2022	Service Fire Extinguishers	30.00		30.00
62033	PI	10/05/2022	Electricity	75.59		75.59
<u>Account Totals</u>				<u>227.59</u>		<u>227.59</u>
<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>	<u>Balance</u>
61804	JD	27/05/2022	Employers Pension	343.59		343.59
61805	JD	27/05/2022	Payments	1,692.54		1,692.54
<u>Account Totals</u>				<u>2,036.13</u>		<u>2,036.13</u>
<u>N/C</u>	7080	<u>Name</u>	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>
61819	PI	24/05/2022	Garden Taps	40.80		40.80
62060	PI	24/05/2022	Makita Tool	41.65		41.65
<u>Account Totals</u>				<u>82.45</u>		<u>82.45</u>
<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>	<u>Balance</u>
61738	PI	06/05/2022	Electricity	90.96		90.96
<u>Account Totals</u>				<u>90.96</u>		<u>90.96</u>
<u>N/C</u>	7120	<u>Name</u>	G&GM - Exp - Yew Tree Park - Gate Opening			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61825	PI	13/05/2022	Security	206.23		206.23

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Account Totals 206.23 206.23

<u>N/C</u>	7220	<u>Name</u>	G&M - Exp - Water Charges			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61708	PI	03/05/2022	Water Charge - TBL & Rustywell	72.42		72.42
62062	PI	12/05/2022	Water Charge - Goar Knap	56.43		56.43
62063	PI	12/05/2022	Water Charge - Monksdale	26.83		26.83
62064	PI	24/05/2022	Water Charge - Sunningdale/Larkhill	238.59		238.59
			<u>Account Totals</u>	<u>394.27</u>		<u>394.27</u>

Department 3,697.20 193.51 3,503.69

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>
61644	SI	05/05/2022	HIRE OF MILFORD HALL		375.00	-375.00
61645	SI	05/05/2022	Hall Hire Fees		34.00	-34.00
61646	SI	05/05/2022	Hall Hire Fees		11.50	-11.50
61651	SI	05/05/2022	Hall Hire Fees		120.00	-120.00
61652	SI	05/05/2022	Hall Hire Fees		15.00	-15.00
61653	SI	05/05/2022	Hall Hire Fees		67.50	-67.50
61654	SI	05/05/2022	Hall Hire Fees		45.00	-45.00
61655	SI	05/05/2022	Hall Hire Fees		45.00	-45.00
61656	SI	05/05/2022	Hall Hire Fees		30.00	-30.00
61657	SI	05/05/2022	Hall Hire Fees		30.00	-30.00
61658	SI	05/05/2022	Hall Hire Fees		7.50	-7.50
61660	SI	05/05/2022	Hall Hire Fees		37.50	-37.50
61790	SI	12/05/2022	Hall Hire Fees		25.50	-25.50
61791	SI	12/05/2022	Hall Hire Fees		11.50	-11.50
61794	SI	12/05/2022	Hall Hire Fees		42.50	-42.50
61795	SI	12/05/2022	Hall Hire Fees		11.50	-11.50
61836	SI	24/05/2022	Hall Hire Fees		25.50	-25.50
61837	SI	24/05/2022	Hall Hire Fees		11.50	-11.50

Account Totals 946.00 -946.00

N/C 6080 Name 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>
61803	JD	27/05/2022	Payments	982.59		982.59
61886	JC	27/05/2022	Caretaker		982.59	-982.59

Account Totals 982.59 982.59

N/C 6090 Name 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>
61689	PI	05/05/2022	Internet	27.88		27.88
61779	BP	01/05/2022	Rates	536.00		536.00
61806	PC	13/05/2022	Credit on Cleaning		40.95	-40.95
61887	JD	27/05/2022	Caretaker	722.27		722.27
61948	PI	26/05/2022	Cleaning	682.50		682.50
61954	PI	31/05/2022	Water Hygiene Service	222.25		222.25
61956	PI	26/05/2022	Fire Alarm Service	520.00		520.00
61985	PI	31/05/2022	Mobile Patrols	200.64		200.64
62054	PI	11/05/2022	Painting Materials	10.42		10.42
62055	PI	12/05/2022	Decorating Materials	22.06		22.06
62057	PI	19/05/2022	Decorating Materials	39.15		39.15
62058	PI	23/05/2022	Materials	4.00		4.00

Account Totals 2,987.17 40.95 2,946.22

N/C 6100 Name 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>
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Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

61706	PI	09/05/2022	Foot Patrols	426.00		426.00
61709	PI	04/05/2022	Water Charge	34.97		34.97
61829	PI	19/05/2022	Repairs to Toilets	67.50		67.50
61984	PI	31/05/2022	Cleaning	560.79		560.79
62065	PI	16/05/2022	Electricity	265.85		265.85
<u>Account Totals</u>				<u>1,355.11</u>		<u>1,355.11</u>

N/C 6102                      Name    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>
61707	PI	09/05/2022	Foot Patrols	426.00		426.00
<u>Account Totals</u>				<u>426.00</u>		<u>426.00</u>

N/C 6190                      Name    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>
61777	BP	01/05/2022	Rates	961.00		961.00
<u>Account Totals</u>				<u>961.00</u>		<u>961.00</u>

N/C 6200                      Name    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>
61812	PI	15/05/2022	Hand Wash	5.00		5.00
61813	PI	15/05/2022	Toilet Rolls	21.20		21.20
61888	JD	27/05/2022	Cleaner	260.32		260.32
61911	PI	12/05/2022	Window Cleaning	140.00		140.00
62066	PI	31/05/2022	Waste Disposal	56.20		56.20
<u>Account Totals</u>				<u>482.72</u>		<u>482.72</u>

N/C 6210                      Name    B&CM - Exp - Town House - Electricity

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61696	PI	02/05/2022	Electricity	116.97		116.97
<u>Account Totals</u>				<u>116.97</u>		<u>116.97</u>

N/C 6212                      Name    B&CM - Exp - Town House - Gas

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62061	PI	17/05/2022	Gas	156.36		156.36
<u>Account Totals</u>				<u>156.36</u>		<u>156.36</u>

N/C 6214                      Name    B&CM - Exp - Town House - Maintenance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61957	PI	26/05/2022	Fire Alarm Service	590.00		590.00
<u>Account Totals</u>				<u>590.00</u>		<u>590.00</u>

Department                      8,057.92                      1,969.54                      6,088.38

Dept Number 6                      Dept    PLANNING

N/C 5001                      Name    PLANNING - Inc - Miscellaneous

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61784	BR	06/05/2022	Planning Levy		668.82	-668.82
<u>Account Totals</u>					<u>668.82</u>	<u>-668.82</u>
<u>Department</u>					<u>668.82</u>	<u>-668.82</u>

Dept Number 11                      Dept    PROMOTIONS & ACTIVITIES

N/C 5590                      Name    P&A - Exp - Yeovil Town Crier Open Champs.

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61826	PI	11/05/2022	Ranger	240.09		240.09

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

				<u>Account Totals</u>	<u>240.09</u>	<u>240.09</u>
<u>N/C</u>	5600	<u>Name</u>	P&A - Exp - Yeovil Together			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61703	PI	03/05/2022	Yeovil Together Event	2,000.00		2,000.00
				<u>Account Totals</u>	<u>2,000.00</u>	<u>2,000.00</u>
<u>N/C</u>	5640	<u>Name</u>	P&A - Exp - Queen's Platinum Jubilee			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61702	PI	05/05/2022	Security and Stewards	3,812.00		3,812.00
61742	PI	02/05/2022	Tally Counter	16.48		16.48
61811	PI	15/05/2022	Assembly Point Sign	4.60		4.60
61814	PI	15/05/2022	Purple & White Bunting	14.16		14.16
61815	PI	15/05/2022	Purple & White Bunting	28.32		28.32
61816	PI	17/05/2022	Lanyards	24.80		24.80
61817	PI	18/05/2022	Head Torches	16.64		16.64
61818	PI	18/05/2022	Paper Plates	18.40		18.40
61824	PI	17/05/2022	Advert	220.00		220.00
61827	PI	20/05/2022	Hi-Vis Security Waistcoats	285.10		285.10
61831	PI	12/05/2022	Advert	175.00		175.00
61833	PI	13/05/2022	Activities	1,031.67		1,031.67
61863	PI	09/05/2022	Refreshments	7.35		7.35
61864	PI	18/05/2022	Selfie Frame	50.00		50.00
61876	PI	31/05/2022	Entertainment - Jubilee	150.00		150.00
61934	PI	16/05/2022	Band (The Disciples)	60.00		60.00
61936	PI	20/05/2022	Band (Electric Peach)	560.00		560.00
61938	PI	16/05/2022	Band (Yeovil Ukulele Festival)	60.00		60.00
61942	PI	19/05/2022	Band (Livewired)	400.00		400.00
61950	PI	30/05/2022	Medical Services	2,381.00		2,381.00
61959	PI	26/05/2022	Barrier Mesh Fence	38.32		38.32
61960	PI	28/05/2022	Glitter Glue	7.98		7.98
61961	PI	28/05/2022	Loose Sequins	7.14		7.14
61962	PI	28/05/2022	Craft Items	4.99		4.99
61963	PI	29/05/2022	Craft Items	9.98		9.98
62056	PI	17/05/2022	Security Items	206.39		206.39
62124	PI	20/05/2022	SPF30 Spray	21.67		21.67
62125	PI	20/05/2022	Refreshments	65.67		65.67
62126	PI	28/05/2022	Union Jack Bunting	23.14		23.14
62127	PI	27/05/2022	Refreshments	16.20		16.20
62128	PI	31/05/2022	Solar String Lights	27.18		27.18
				<u>Account Totals</u>	<u>9,744.18</u>	<u>9,744.18</u>
				<u>Department</u>	<u>11,984.27</u>	<u>11,984.27</u>
				<u>Grand Totals</u>	<u>58,590.46</u>	<u>12,086.95</u>
					<u>46,503.51</u>	

**11/025 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING**  
**30<sup>th</sup> JUNE 2022 (MONTH 1 – 3)**

**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 2<sup>nd</sup> February 2022.

<b>Committee</b>	<b>£</b>
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
<b>Total Committees Budget</b>	<b>1,200,056</b>
Joint Burial Committee	73,384
<b>Total Budget Requirement</b>	<b>1,273,440</b>

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 31<sup>st</sup> March 2023 is **£1,144,899** against the budget of **£1,200,056** shows an **underspend** of **£55,157 (4.6%)**. 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 Month3)						
Committee	2021/22			2022/23		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/22	Variance	Annual Budget	Expected Total at 31/03/23	Variance
<b>Policy Resources and Finance</b>						
Expenditure	544,402	418,670	125,732	508,176	441,190	66,986
Income	(4,750)	(2,802)	(1,948)	(2,750)	(5,893)	3,143
<b>Net Expenditure</b>	<b>539,652</b>	<b>415,869</b>	<b>123,783</b>	<b>505,426</b>	<b>435,297</b>	<b>70,129</b>
<b>Buildings and Civic Matters</b>						
Expenditure	245,180	165,251	79,929	279,820	260,332	19,488
Income	(26,500)	(22,482)	(4,018)	(27,000)	(24,884)	(2,116)
<b>Net Expenditure</b>	<b>218,680</b>	<b>142,769</b>	<b>75,911</b>	<b>252,820</b>	<b>235,448</b>	<b>17,372</b>
<b>Grounds and General Maintenance</b>						
Expenditure	272,570	310,382	(37,812)	360,760	358,380	2,380
Income	(20,990)	(20,353)	(637)	(20,990)	(20,990)	0
<b>Net Expenditure</b>	<b>251,580</b>	<b>290,028</b>	<b>(38,448)</b>	<b>339,770</b>	<b>337,390</b>	<b>2,380</b>
<b>Planning</b>						
Expenditure	1,000	544	456	1,000	0	1,000
Income	0	0	0	0	0	0
<b>Net Expenditure</b>	<b>1,000</b>	<b>544</b>	<b>456</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>
<b>Promotions and Activities Committee</b>						
Expenditure	102,550	87,771	14,779	101,040	136,764	(35,724)
Income	0	(2,000)	2,000	0	0	0
<b>Net Expenditure</b>	<b>102,550</b>	<b>85,771</b>	<b>16,779</b>	<b>101,040</b>	<b>136,764</b>	<b>(35,724)</b>
<b>Total Yeovil Town Council</b>						
Expenditure	1,165,702	982,617	183,085	1,250,796	1,196,666	54,130
Income	(52,240)	(47,637)	(4,603)	(50,740)	(51,767)	1,027
<b>Net Expenditure</b>	<b>1,113,462</b>	<b>934,980</b>	<b>178,482</b>	<b>1,200,056</b>	<b>1,144,899</b>	<b>55,157</b>

## Appendix B

Policy, Resources & Finance Committee								
	2021/22			2022/23				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 3 spent 6/30/2022	Full year estimated spend to 3/31/2023	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Advertising	500	205	295	500	0	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	1,026	1,026	56,120	Hire of Baptist Church (£425); Church costs - civic service (£145)
Cost of Elections	1,500	7,918	(6,418)	5,500	0	6,162	(662)	Elections brought forward by one year £1,500 from reserves
Costs of Democracy	29,200	24,731	4,469	29,600	6,858	29,600	0	
Courses/conferences	5,000	45	4,955	5,000	85	300	4,700	
Franking Machine	500	581	(81)	500	333	500	0	
Furniture, office equipment & servicing	4,000	5,575	(1,575)	4,000	259	1,000	3,000	
Grants	7,000	19,050	(12,050)	7,000	0	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	(3,154)	5,679	4,801	Mayor paid back £4,901 which was not spent in 2021/22
Miscellaneous	0	674	(674)	0	108	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	5,702	13,000	0	
Postage	2,000	1,223	777	2,000	439	1,756	244	
Prof. fees/subs	7,500	9,785	(2,285)	7,500	1,406	10,000	(2,500)	
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	69,668	267,500	-	
Ski Centre	500	0	500	500	0	0	500	
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	0	1,000	0	
Stationery/supplies	2,500	738	1,762	2,000	297	1,187	813	
Telephone	2,500	2,641	(141)	2,500	662	2,649	(149)	
Website	8,000	3,027	4,974	0	0	0	0	
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	5,771	40,600	0	
<b>Total Expenditure</b>	<b>544,402</b>	<b>418,670</b>	<b>125,732</b>	<b>508,176</b>	<b>95,591</b>	<b>441,190</b>	<b>66,986</b>	
<b>INCOME</b>								
Investment Interest	(2,500)	(478)	(2,022)	(500)	(1,113)	(3,000)	2,500	
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)	(306)	(1,224)	(26)	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	0	(1,000)	0	
<b>Total Income</b>	<b>(4,750)</b>	<b>(2,802)</b>	<b>(1,948)</b>	<b>(2,750)</b>	<b>(2,088)</b>	<b>(5,893)</b>	<b>3,143</b>	
<b>Net Expenditure</b>	<b>539,652</b>	<b>415,869</b>	<b>123,783</b>	<b>505,426</b>	<b>93,503</b>	<b>435,297</b>	<b>70,129</b>	

## Buildings & Civic Matters Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 3 spent 6/30/2022	Full year estimated spend to 3/31/2023	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
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	0	12,942	(2,442)	additional externally funded defibrillator
Litter/Grit bins	700	0	700	700	0	200	500	
Milford Hall	0	0	0	0			0	
Milford Hall - Business Rates	5,000	3,870	1,130	5,200	1,612	6,449	(1,249)	
Milford Hall - Running Costs	15,000	22,687	(7,687)	20,000	5,235	16,000	4,000	
Milford Hall - Security	3,250	2,721	529	3,000	451	2,709	291	
Milford Hall - SSDC Recharges	7,100	11,648	(4,548)	10,000		10,000	0	
Milford Hall Refurbishments				20,000	0	20,000	0	
Millennium Clock	500	0	500	520	0	520	0	
Monmouth Hall	0	0	0	0	0	0	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		510	(10)	
Painting of Town House	0	201	(201)	0	0	0	0	
Public noticeboards	500	479	21	500			500	
Peter Street Public Toilet	0	0	0	0	0	0	0	
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,340	7,378	(38)	7,000	1,220	7,322	(322)	
Peter Street Public Toilet - Security	5,800	3,710	2,090	5,200	2,078	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	1,498	5,992	1,128	
Petters Way Public Toilet	0	0	0	0	0	0	0	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	9,806	1,594	11,400	(6)	11,400	0	
Petters Way Public Toilet - Security	5,000	3,710	1,290	5,000	2,076	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	0	2,030	0	
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	2,879	10,000	400	
Town House - electricity	1,600	147	1,453	1,600	396	1,585	15	
Town House - gas	2,200	1,887	313	2,200	463	1,852	348	
Town House - repairs and maintenance	10,000	2,423	7,577	10,000	1,790	7,160	2,840	
Town House - water charges	400	153	247	400	86	344	56	
Town House (excluding services)	7,000	6,968	32	7,000	1,078	4,310	2,690	
War memorials	750	0	750	750	0	750	0	
<b>Total Expenditure</b>	<b>245,180</b>	<b>166,751</b>	<b>78,429</b>	<b>279,820</b>	<b>53,432</b>	<b>260,332</b>	<b>19,488</b>	
<b>INCOME</b>								
Defibrillator Contribution	0	(9,844)	9,844	0	0	(4,884)	4,884	Contributions for external sources
Milford Hall	(25,000)	(12,639)	(12,362)	(26,000)	(2,072)	(20,000)	(6,000)	Awaiting finalising of lease with FTS
Town House	(1,500)	0	(1,500)	(1,000)	0	0	(1,000)	
<b>Total Income</b>	<b>(26,500)</b>	<b>(22,482)</b>	<b>(4,018)</b>	<b>(27,000)</b>	<b>(2,072)</b>	<b>(24,884)</b>	<b>(2,116)</b>	
<b>Net Expenditure</b>	<b>218,680</b>	<b>144,269</b>	<b>74,411</b>	<b>252,820</b>	<b>51,361</b>	<b>235,448</b>	<b>17,372</b>	

## Grounds and General Maintenance Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 3 spent 6/30/2022	Full year estimated spend to 3/31/2023	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Allotment Maintenance (Corporate)	9,200	19,394	(10,194)	9,570	741	9,570	0	
Allotments - Fence Repairs	1,000	22,429	(21,429)	2,000	1,395	2,000	0	
Best Kept Allotments Competition	250	0	250	250	0	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	474	1,897	103	
Holiday Playscheme contribution	9,270	9,270	0	9,640	0	9,640	0	
Labour	26,520	21,943	4,577	27,580	6,461	25,844	1,736	
Leases	350	335	15	350	0	350	0	
Materials and equipment	1,800	1,149	651	1,870	261	1,045	825	
<b>Open spaces:</b>								
Lights for Milford Park	400	0	400	400	0	400	0	
Open Spaces	133,480	133,480	0	133,480	0	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	228	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	578	2,314	(114)	
Protective Clothing	0	99	(99)	200	0	200	0	
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	124	1,394	(44)	
Water charges	1,000	2,096	(1,096)	1,000	563	1,127	(127)	
Water Mains Refurbishment/Repairs	2,200	0	2,200	2,200	0	2,200	0	
<b>Total Expenditure</b>	<b>272,570</b>	<b>310,382</b>	<b>(37,812)</b>	<b>360,760</b>	<b>19,001</b>	<b>358,380</b>	<b>2,380</b>	
<b>INCOME</b>								
Taps & keys	(100)	(18)	(82)	(100)	(42)	(100)	0	
Access & Easements	0	0	0	0			0	
Rent	(17,800)	(16,710)	(1,090)	(17,800)	(408)	(17,800)	0	
Lease	(2,090)	(2,088)	(2)	(2,090)	(522)	(2,090)	0	
Water Charge	(1,000)	(1,537)	537	(1,000)	0	(1,000)	0	
<b>Total Income</b>	<b>(20,990)</b>	<b>(20,353)</b>	<b>(637)</b>	<b>(20,990)</b>	<b>(972)</b>	<b>(20,990)</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>251,580</b>	<b>290,028</b>	<b>(38,448)</b>	<b>339,770</b>	<b>18,029</b>	<b>337,390</b>	<b>2,380</b>	

## Planning Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 3 spent 6/30/2022	Full year estimated spend to 3/31/2023	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Planning	1,000	544	456	1,000	0	0	1,000	
<b>Total Expenditure</b>	<b>1,000</b>	<b>544</b>	<b>456</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	
<b>INCOME</b>								
	0	0	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>1,000</b>	<b>544</b>	<b>456</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	



## Promotions & Activities Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 3 spent 6/30/2022	Full year estimated spend to 3/31/2023	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Christmas Lights	23,500	20,485	3,015	23,500	0	23,500	0	
Christmas Lights Competition	30	0	30	30	0	30	0	
Christmas Lights Installation/Safety Checks	17,000	15,025	1,975	17,500	0	17,500	0	
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	0	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	35,594	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	0	7,000	0	
Town Crier	1,030	0	1,030	1,070	0	500	570	
Unity in the Community	550	0	550	0	0	0	0	
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,501	(61)	16,440	0	16,440	0	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	1,237	1,550	0	
Yeovil Together	0	1,100	(1,100)	2,000	2,000	2,000	0	
<b>Total Expenditure</b>	<b>102,550</b>	<b>87,771</b>	<b>14,779</b>	<b>101,040</b>	<b>36,831</b>	<b>136,764</b>	<b>(37,724)</b>	
<b>INCOME</b>								
Souvenirs	0	(2,000)	2,000	0	(2,000)	(2,000)	2,000	
Super Saturday	0	0	0	0			0	
<b>Total Income</b>	<b>0</b>	<b>(2,000)</b>	<b>2,000</b>	<b>0</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>2,000</b>	
<b>Net Expenditure</b>	<b>102,550</b>	<b>85,771</b>	<b>16,779</b>	<b>101,040</b>	<b>34,831</b>	<b>134,764</b>	<b>(35,724)</b>	

## **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 an electronic records of all expenditure by way of an excel spreadsheet.

## **Summary of Expenditure for 2021/22**

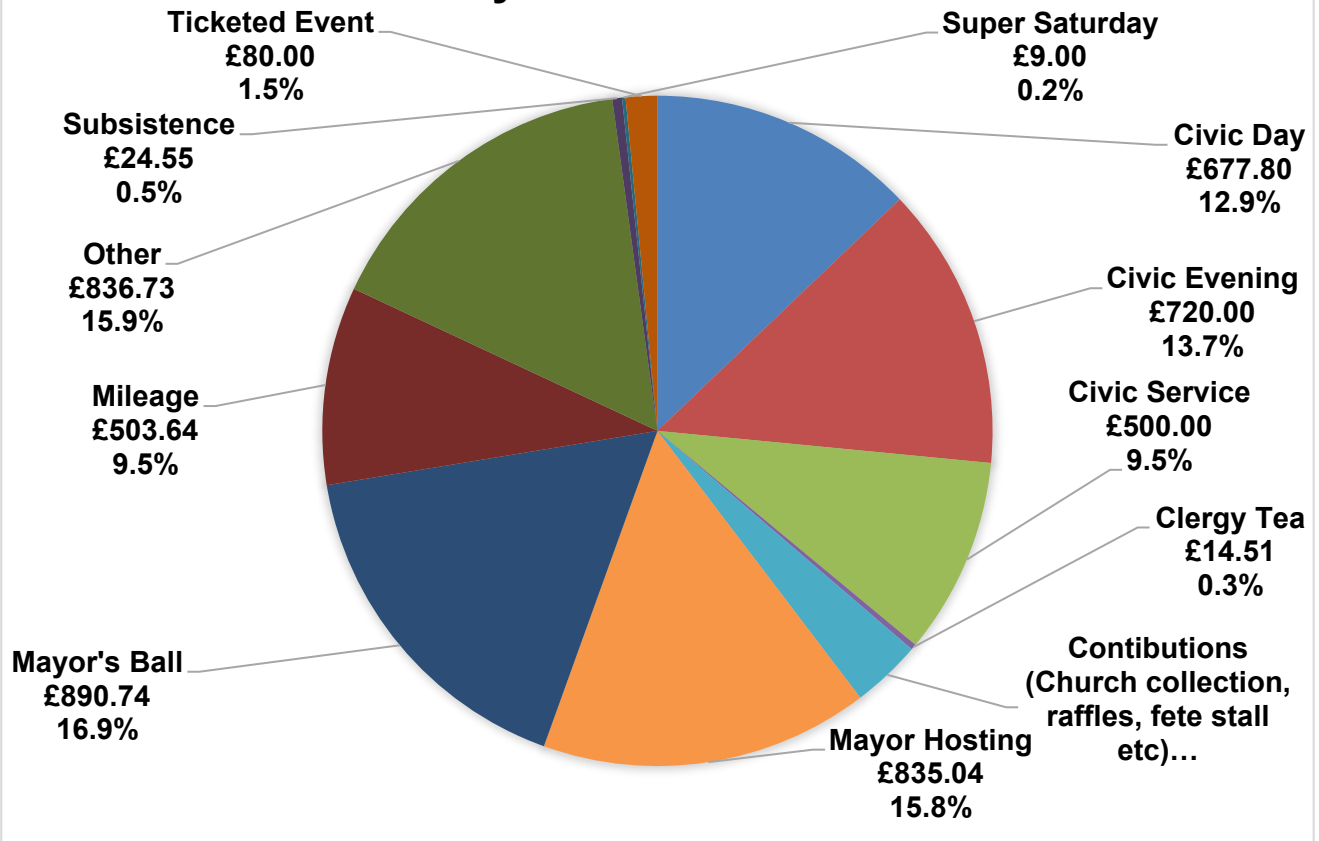
The pie chart overleaf shows an analysis of the expenditure of the Mayor's Allowance.

The Mayor spent **£5,269.01** of the £10,170 for 2021/22, having paid back the remaining £4,900.99.

At this Committee's meeting held on Tuesday 27<sup>th</sup> June 2017, the categories were agreed.

***Please note it is not the responsibility of the Town Clerk to categorise and record the expenditure – it is that of the Mayor.***

## Mayor's Allowance 2021/22



*If Members have any questions relating to this report, please contact Amanda Card, Town Clerk prior to the meeting.*

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

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

# Yeovil Town Council

## MEMBERS ALLOWANCES



Notice is hereby given that the following parish basis allowances will be paid to the Members of the Town Council during the financial year 2021/22.

<b>Councillor</b>	<b>Annual Allowance</b>
Jade Dash	£1,159.71
Nigel Gage	£1,159.71
Karl Gill	£1,159.71
Peter Gubbins	£1,159.71
David Gubbins	£1,159.71
Emma-Jayne Hopkins (from 19 <sup>th</sup> August 2021)	£676.50
Gordan Hunting	£1,159.71
Hussain Kaysar	£1,159.71
Kendall Andrew	£1,159.71
Terry Ledlie	£1,159.71
Mike Lock	£1,159.71
Pauline Lock	£1,159.71
Tony Lock	£1,159.71
Jane Lowery	£1,159.71
Sarah Lowery	£1,159.71
Graham Oakes	£1,159.71
Wes Read	£1,159.71
David Recardo	£1,159.71
Jeny Snell (from 11 <sup>th</sup> January 2021)	£289.93
Andy Soughton	£1,159.71
Royston Spinner	£1,159.71

Rob Stickland	£1,159.71
Helen Stonier (until 29 <sup>th</sup> September 2021)	£569.88

Cllr Evie Potts-Jones had chosen to decline the allowance

The allowances are paid in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

**Amanda Card**  
**Town Clerk/Responsible Financial Officer**  
**26<sup>th</sup> July 2022**

11/028

**5-YEAR CORPORATE PLAN AND STRATEGY WORKING PARTY**

Yeovil Town Council needs to set out the key priorities and objectives for the next five years (2022 – 2026). This is especially important with the Unitary – Somerset Council officially coming into being in April 2023.

Having such a plan will identify resource requirements such as staffing and assets which will result in costing the plan and being able to put together a financially plan.

In order to produce this useful document, it is essential to have a working party to give a steer. It is suggested that the Chair of each Committee, alongside the Mayor be on this working party.

The Committee is **RECOMMENDED** to:

- (1) note the report;
- (2) agree to establish a "5-year corporate plan and strategy working party"; and
- (3) agree that the Working Party comprises of 6 members – the Mayor and the Chairs of each Committee.

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

# *Yeovil Crematorium & Cemetery Committee*



## **Terms of Reference**

### **Purpose**

The Yeovil Crematorium and Cemetery Committee has been appointed to consider the operations of the Yeovil Crematorium and Yeovil Cemetery and make recommendations to the appropriate Membership Authorities. Although a non-decision-making body, it may operate and make decisions within the budgets approved by the Membership Authorities.

### **Membership**

The Yeovil Crematorium and Cemetery Committee will comprise:

- 3 x Councillors South Somerset District Council
- 3 x Councillors Yeovil Town Council
- 2 x Councillors Yeovil Without Parish Council
- 1 x Funeral Directors' Representative (co-opted non-voting)
- 1 x Clergy Representative (co-opted non-voting)

### **Officers**

- Specialist – Bereavement Services, South Somerset District Council
- Specialist – Finance, South Somerset District Council
- Town Clerk – Yeovil Town Council
- Clerk – Yeovil Without Parish Council

### **Roles and Responsibilities**

- To receive updates regarding Yeovil Crematorium
- To receive updates regarding Yeovil Cemetery
- To regularly receive budget monitoring reports for both Yeovil Crematorium and Yeovil Cemetery

- To receive the Outturn Position of both Yeovil Crematorium and Yeovil Cemetery
- To receive the Statement of Accounts for both Yeovil Crematorium and Yeovil Cemetery
- Consultees for operational decisions
- To recommend to South Somerset District Council, Yeovil Town Council and Yeovil Without Parish Council as appropriate the draft budget (October meeting) and final budget (January meeting) for the following year for both Yeovil Crematorium and Yeovil Cemetery
- To recommend to South Somerset District Council, Yeovil Town Council and Yeovil Without Parish Council as appropriate support or non-support for decisions for both financial and non-financial matters for both Yeovil Crematorium and Yeovil Cemetery.

### **Meetings**

- There will be four meetings per year – January, April, July, October (however, it is likely that the April meeting will be cancelled in an election year)
- All meetings will be chaired by the Chairperson who will be elected each July.
- The Clerk to the Committee will be the Town Clerk of Yeovil Town Council.



# CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 3 | JUNE 2022



## WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

### A WORD FROM THE JOINT PROJECT ASSURANCE BOARD

The project team are doing some great work and in April we approved an initial suite of governance and bespoke training to support you.

We recognise that bullying and harassment can be extremely destructive for everyone involved and for the reputation of a council. The project is fully committed to equipping you with the necessary tools and skills to create a zero-tolerance environment and to better deal with it where it does happen.

## PROJECT UPDATE

The project approval board has recently signed off on an initial programme of support for councils, councillors, and officers. The programme has documented a sliding scale of progressively worsening behaviours and the impacts that result for councils, members, and officers (the civility and respect continuum), and we are focused on delivering solutions which span the entire continuum, see page two for more information.

Our delivery programme will be headed up by the Civility and Respect Pledge, which we will be launching very shortly. We are offering bespoke training support which starts to address behavioural issues; develop critical skills to handle difficult situations; provide an environment where participants can discuss current difficulties; and receive expert advice on how to manage, avoid, and prevent escalation. Details and dates for training are on pages three and four.

In addition, we are working on specific ways to strengthen governance to minimise opportunities for bullying and harassment. More information and updates will follow throughout the summer and autumn.

## RESPONSE TO THE CPSL REPORT

On 18 March 2022, the government published its response to the Committee on Standards in Public Life (CSPL) Review and recommendations on local government ethical standards. The review, presented in Jan 2019, contained 26 recommendations, including introducing sanctions and mandatory training for councillors and qualifications for clerks.

Both NALC and SLCC have released statements expressing their bitter disappointment that the government's 12-page response simply fails to properly address the recommendations.

Chair of SLCC's Board of Directors, Steve Trice, said: "After so much work by the CSPL which produced its clear, evidence-based report in January 2019 identifying much needed improvements to standards of behaviour in local government, the government's response, three years later, is very disappointing (especially to those in the town and parish council sector) that most recommendations are unlikely to be taken forward."

CLLr Keith Stevens, NALC chair said: "I am bitterly disappointed by the government's light touch, totally inadequate response to the CSPL report on local government ethical standards. It will do nothing to help stamp out poor behaviour in councils at all levels where it exists, and I would strongly urge ministers to have a rethink."

NALC and SLCC will work with the government on the areas, where they have committed to further work, to support local government and will continue to press for the changes needed to strengthen the standards regime and to tackle poor behaviour where it exists.

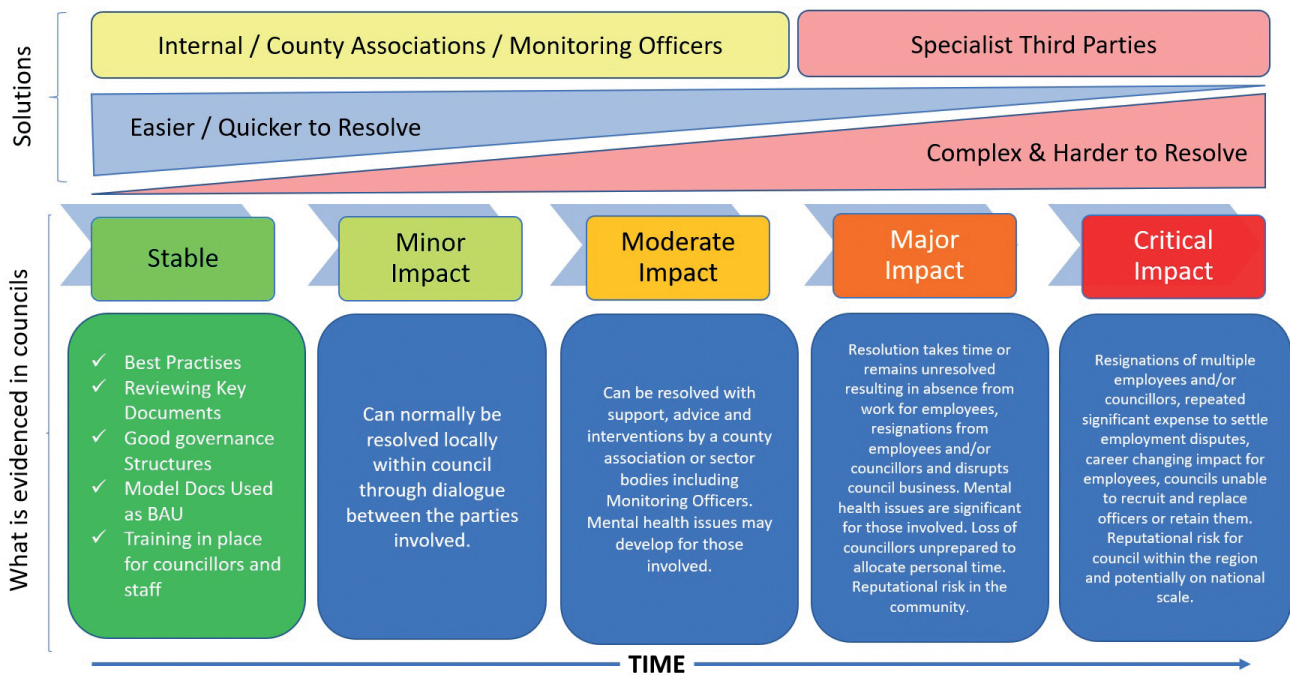
**What can you do?** Please continue to lobby your MPs to press for the legislative changes, needed to promote and uphold the high standards of conduct we all expect and to tackle poor behaviour. Sample letters can be found here: [SLCC](#) and [NALC](#).

**[Read the government's response to the CSPL report.](#) | [Read the chair of the CSPL's statement on the government's response.](#)**

# CIVILITY AND RESPECT CONTINUUM

The Civility and Respect Continuum illustrates how issues escalate over time. Our 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.

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. In these situations the solutions are often beyond the existing support offered and invariably best resolved by third parties; a costly and time-consuming challenge.



The project is identifying solutions to support councillors, officers, councils, and county officers at every stage of the civility continuum, however whilst governance and training solutions may help with minor and moderate issues, the options for support at the 'major' end of the scale become more limited. Support from monitoring officers and county associations may provide resolution in some instances, but often issues have become too complex to resolve without costly interventions from specialist third parties. Every attempt should be made to prevent escalation by addressing potential behavioural issues as soon as they arise, calling out bullying and harassment at the earliest opportunity, and standing up for civil and respectful behaviour.

If the issues within a council have escalated to critical, then the options for resolution are still further limited, with costly external resolution and legal support often being required to reach resolutions. Potential action/intervention at this stage is being piloted with a town council struggling with chronic issues. It is being overseen by the joint SLCC/NALC Internal Development Board. If the solution proves successful it may be possible to expand the support programme, but much depends on the councils' willingness to make a positive change.

**Early intervention to head off chronic issues is a far more effective mechanism to handle poor behaviour.**

The project team is committed to finding ways to support all councils, councillors, and officers.

# MAINTAINING A STABLE COUNCIL

There is already a huge amount of support available which will help to maintain a 'stable' council or reduce poor behaviour within councils with minor issues. Here are some examples:

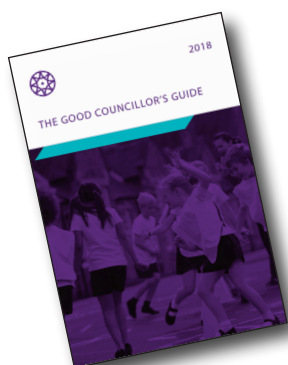
## QUALIFICATIONS

A parish clerk is a professional role and councils can support their clerks to attain industry recognised qualifications such as the Introduction to Local Council Administration (ILCA), Certificate in Local Councils Administration (CILCA), or Financial Introduction to Local Council Administration (FILCA). These qualifications demonstrate that you have a sound understanding of local councils, increase confidence, and help officers to better support their councils.



## LOCAL COUNCIL AWARD SCHEME

Councils can build their governance and improve their reputation in the local community by taking part in the Local Council Award Scheme (LCAS). It has been designed both to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. It provides the tools and encouragement to those councils at the beginning of their improvement journey, as well as promoting and recognising councils that are at the cutting edge of the sector.



## PUBLICATIONS

Many good publications already exist which will help councils and councillors improve understanding of the role of a councillor, help councillors to better support the community, and reduce incidences of poor behaviour. There is a whole series of Good Councillor publications available on the NALC website including the 'Good Councillors Guide'. They will help you navigate the role and understand the associated law. Take a look at the guide to Being a Good Employer which gives practical guidance on recruiting and managing employees effectively.



For Clerks there is the SLCC Clerks' Toolkit, an incredibly useful resource updated in 2021, it provides information on a range of issues including governance, roles and responsibilities, public engagement, managing information and elections, along with template policies, protocols, and forms. The publication is a benefit of SLCC membership and only accessible to logged-in SLCC members on the website. It also contains numerous live links to SLCC advice notes and external websites and documents, permitting direct access to further information sources.

See [NALC](#) and [SLCC](#) websites for more information.

## CIVILITY AND RESPECT TRAINING PROGRAMME



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand new series of packages covering local council and councillor communications and engagement and are now pleased to share the first range of this training. Cost for attendance will be supplemented by the project and they are being offered at a 50% discount to the full price until the end of 2022. If we have a high demand for places we will schedule additional dates.

Breakthrough Communications has created a suite of bespoke workshops and resource packs for local council clerks, officers, and councillors as part of the Civility & Respect Project. Each package comprises useful guides and custom designed toolkits as well as access to an on-demand and live virtual training event. We have designed separate packages for clerks/officers and councillors, covering the themes of emotional intelligence and resilience, leadership in challenging situations, and how councils and councillors can avoid negative engagement on social media.

### **Resilience and Emotional Intelligence, what it means in practice for Clerks and Council Officers-Breakthrough Communications. Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, provide guidelines and suggestions based on worked through scenarios. We'll also lead the user through a set of exercises, input and self-reflection and a resource pack for building our own resilience and emotional intelligence.

### **Leadership in Challenging Situations - dealing with challenging situations and working with others effectively - Breakthrough Communications. Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face in our role, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support and get the most from an effective and motivated team.

### **Respectful Social Media - how to deal with attacks and negative engagement - Breakthrough Communications. Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of our social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, as well as considering our use of language and its role in positive two-way communication and explore the type of content we can post on social media, depending on our role. For councillors we will provide suggested social media do's and don'ts: how to be effective on social media, whilst bearing in mind issues around Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

### **Civility and respect - Uncovering the issues for public sector (60 Minute webinar) – Becky Walsh. Delegate fee £15**

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, silent treatment, not giving credit where credit is due, rolling eyes, and being yelling at. This webinar looks at the issues we face in our council roles and the impact on individuals involved and the organisation as a whole.

### **What makes people become challenging? (60 Minute webinar) – Becky Walsh. Delegate fee £15**

Dive into human psychology, neuroscience and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? Discuss real-life situations and how to turn them around when they start to get out of hand.

### **Personal resilience and self-protection (60 Minute webinar) – Becky Walsh. Delegate fee £15**

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. We discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

### Understanding psychopathic and narcissistic behaviour (60 Minute webinar) – Becky Walsh. Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others, and can be hard to spot as they can also be superficially charming. How to spot them and monitor your own behaviour to lessen their impact on you and your organisation.

### Code of Conduct (120 Minute webinar) – Hoey Ainscough. Delegate fee £15

This course is aimed at councils who have either adopted the new LGA Code of Conduct for members, as endorsed by NALC and SLCC, or who are considering adopting it. It looks at the guidance which sits alongside the code, and addresses practicalities such as dealing with requests for dispensations and making arrangements for Councillors who have declared an interest and need to leave the room, the complaints process and range of sanctions available for breaching of the Code. Questions about any aspect of the code are encouraged as we aim to help participants understand how to make the code work most effectively at a local level.

#### DATES AND BOOKING FOR CLERKS/EMPLOYEES TRAINING (CLICK LINK BELOW TO BOOK):

Resilience and Emotional Intelligence | Multiple dates  
Leadership in Challenging Situations | Multiple dates  
Respectful Social Media | Multiple dates  
Uncovering the issues for public sector | 8 September  
What makes people become challenging | 22 September  
The New Code of Conduct | 28 September  
Personal resilience and self-protection | 6 October  
Understanding psychopathic and narcissistic behaviour | 20 October

#### DATES AND BOOKING FOR COUNCILLOR TRAINING:

TITLE	DATES	CONTACT/LINK
Resilience and emotional intelligence	Multiple dates available	<a href="https://breakthroughcomms.co.uk/civility-respect">https://breakthroughcomms.co.uk/civility-respect</a>
Leadership in challenging situations	Multiple dates available	<a href="https://breakthroughcomms.co.uk/civility-respect">https://breakthroughcomms.co.uk/civility-respect</a>
Respectful social media	Multiple dates available	<a href="https://breakthroughcomms.co.uk/civility-respect">https://breakthroughcomms.co.uk/civility-respect</a>
Civility and respect - uncovering the issues for public sector	12 September 1.30pm	Contact <a href="mailto:sue@haptc.org.uk">sue@haptc.org.uk</a> to book
What makes people become challenging?	26 September 1.30pm	Contact <a href="mailto:sue@haptc.org.uk">sue@haptc.org.uk</a> to book
Personal resilience and self-protection	3 October 1.30pm	Contact <a href="mailto:sue@haptc.org.uk">sue@haptc.org.uk</a> to book
Understanding psychopathic and narcissistic behaviour	17 October 1.30pm	Contact <a href="mailto:sue@haptc.org.uk">sue@haptc.org.uk</a> to book
Code of Conduct	19 October 7pm	Contact <a href="mailto:sue@haptc.org.uk">sue@haptc.org.uk</a> to book

For more information about the training, please contact [michelle.moss@nalc.gov.uk](mailto:michelle.moss@nalc.gov.uk).

Please visit our dedicated Civility and Respect pages for lots more information and support at [SLCC](#) and [NALC](#).

## Civility and Respect Pledge suggested agenda item:

### 'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
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.

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.

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.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, 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 training 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 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.	



**11/031      FORWARD PLAN**

<b>Date</b>	<b>Item</b>
Policy, Resources & Finance September 2022	<ul style="list-style-type: none"> <li>• Financial Statements June/July 2022</li> <li>• Capital and Revenue Reserves 31<sup>st</sup> July 2022</li> <li>• Bank Reconciliation 31<sup>st</sup> July 2022</li> <li>• Applications for Grant Aid</li> <li>• Budget Monitoring Month 5 (August 2022)</li> </ul>
26 <sup>th</sup> October 2022	<ul style="list-style-type: none"> <li>• Budget Setting Workshop</li> </ul>
Policy, Resources & Finance November 2022	<ul style="list-style-type: none"> <li>• Presentation from YMCA Brunel regarding Youth Services in Yeovil.</li> <li>• Financial Statements August/September 2022</li> <li>• Capital and Revenue Reserves 30<sup>th</sup> September 2022</li> <li>• Bank Reconciliation 30<sup>th</sup> September 2022</li> <li>• Applications for Grant Aid</li> <li>• Draft Budgets 2023/24</li> <li>• Allotment Rents from 1<sup>st</sup> January 2024</li> <li>• Community Hall Charges 2023/24</li> <li>• Budget Monitoring Month 7 (October 2022)</li> </ul>
Policy, Resources & Finance January 2023	<ul style="list-style-type: none"> <li>• Financial Statements October/November 2022</li> <li>• Capital and Revenue Reserves 30<sup>th</sup> November 2022</li> <li>• Bank Reconciliation 30<sup>th</sup> November 2022</li> <li>• Applications for Grant Aid</li> <li>• Risk Management Strategy and Risk Register</li> <li>• Budgets 2023/24</li> <li>• Budget Monitoring Month 9 (December 2022)</li> </ul>
Policy, Resources & Finance March 2023	<ul style="list-style-type: none"> <li>• Financial Statements December 2022/January 2023</li> <li>• Capital and Revenue Reserves 31<sup>st</sup> January 2023</li> <li>• Bank Reconciliation 31<sup>st</sup> January 2023</li> <li>• Applications for Grant Aid</li> </ul>