

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Tuesday 25th January 2022

7:00pm

Hybrid Meeting:

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

BA20 1PQ; and virtual using Zoom meeting software

Any members of the public wishing to make comments at Public Comments need to email ytic@yeovil.gov.uk by 9:00am on Tuesday 25th January 2022.

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



Amanda Card, Town Clerk
19th January 2021

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

Members of Yeovil Town Council are summoned to attend:

Karl Gill	Sarah Lowery
David Gubbins	Graham Oakes (<i>Chairman</i>)
Gordon Hunting	Evie Potts-Jones (<i>Ex-officio</i>)
Andy Kendall (<i>Ex-officio</i>)	David Recardo
Terry Ledlie	Royston Spinner
Pauline Lock	Rob Stickland (<i>Vice Chairman</i>)

Information for the Public

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

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email ytic@yeovil.gov.uk by 9:00am on Tuesday 25th January 2022.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 25th January 2022. Instructions will be sent to you to view the meeting.

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

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

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

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of item 10/274, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

10/261 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)*

10/262 DECLARATIONS OF INTEREST

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

10/263 MINUTES

To approve as a correct record the Minutes of the meeting held on 23rd November 2021.

10/264 GRANTS

Applications received from (circulated separately):

- Yeovil Shopmobility - £2,000

10/265 BALANCE SHEET

Members to approve the Balance Sheet as at 31st December 2021 at page 3.

10/266 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 31st December 2021 as attached at page 4.

10/267 FINANCIAL STATEMENT – OCTOBER 2021 / NOVEMBER 2021

Members to approve the Financial Statement for the months of October 2021 and November 2021 as attached at pages 5 to 19.

10/268 2021/22 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st DECEMBER 2021 (MONTH 1 – 9)

Members to consider the report of the Town Clerk attached at pages 20 to 26.

10/269 DRAFT BUDGET 2022/23

Members to consider the draft Budget for the financial year 2022/23 and to recommend the budget and precept to Town Council for adoption, as attached at pages 27 to 35. *Account & Audit Regulations 2015*

10/270 RISK STRATEGY AND RISK ASSESSMENT 2022/23

To approve the Risk Strategy and carry out a risk assessment and ensure that appropriate arrangements are in place to mitigate the risks as far as possible as attached at pages 36 to 48. The Committee is asked to recommend the adoption of the Risk Strategy and assessment to Town Council. *Account & Audit Regulations 2015*
s3

10/271 MEMBERS' ALLOWANCES

Members to note the report of the Town Clerk attached at page 46 to 48.

10/272 FORWARD PLAN

The Forward Plan (attached at page 49) 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 (at the Chairman's discretion up to 15 minutes)

10/273 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.

10/274 STAFFING COMMITTEE (STAFF IN CONFIDENCE)

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

Date: 17/01/2022
Time: 14:15:45

Yeovil Town Council
Balance Sheet

Page: 1

From: Month 1, April 2021
To: Month 9, December 2021

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	1,529.83	2,427.18	
Nat West Current	532,802.71	848,336.59	
Nat West Treasury Account	0.00	25,000.00	
Bank of Scotland	26.37	350,092.46	
Nationwide Treasury Account	178.89	509,052.47	
VAT Account	(35,889.77)	(100,628.01)	
Petty Cash	28.70	171.13	
		498,676.73	1,634,451.82
Current Liabilities			
Creditors	(45,305.00)	12,842.83	
Creditors B/Fwd	(49,954.15)	40,170.00	
PAYE/NI	(25,883.13)	(110,447.55)	
		(121,142.28)	(57,434.72)
Current Assets less Current Liabilities:		619,819.01	1,691,886.54
Total Assets less Current Liabilities:		619,819.01	3,304,165.60
Long Term Liabilities			
Long Term Borrowing	0.00	(0.25)	
		0.00	(0.25)
Total Assets less Total Liabilities:		619,819.01	3,304,165.85
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	856,792.00	
Profit & Loss	0.00	156,414.78	
P & L Account	619,819.01	619,819.01	
		619,819.01	3,304,165.85

BANK RECONCILIATION

BANK RECONCILIATION - 31 DECEMBER 2021			
Authority name and reference	Yeovil Town Council		
Prepared by:		Date:	
Name	Neil Gage		13/01/22
Role	Finance Officer		
Approved by:		Date:	
Name	Amanda Card		13/01/22
Role	Town Clerk/RFO		
Balance per bank statements as at 31 December 2021:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 December 2021:			1,774,908.01
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	889,091.95		
Nationwide Treasury A/C	509,052.47		
Bank of Scotland	350,092.46		
CCLA Investment Management	25,000.00		
Petty Cash	171.13		
Less: any un-presented cheque at 31 December 2021: (normally only current account. List date, cheque number and value)			
08/12/2021 014578	42,255.36		
TOTAL – NET BANK BALANCES 31 DECEMBER 2021			1,732,652.65

Yeovil Town Council

October Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	272,652.00	272,652.00	272,652.00	0.00	0.00
Bank Interest	2,500.00	182.05	1,458.31	-1,276.26	2,317.95
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	3,721.00	0.00	3,721.00	-3,721.00
Postage	0.00	0.00	0.00	0.00	0.00
Ski Centre	1250.00	714.00	729.19	-15.19	536.00
Mayor's Ball	0.00	7,587.50	0.00	7,587.50	-7,587.50
Mayor's Charity Events	0.00	10.00	0.00	10.00	-10.00
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	260,000.00	260,000.00	260,000.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	583.31	-583.31	1,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00	0.00
	544,402.00	551,866.55	542,422.81	9,443.74	-7,464.55
Expenditure					
Advertising	500.00	55.00	291.69	-236.69	445.00
Audit Fees	3,470.00	2,284.26	2,024.19	260.07	1,185.74
Bank Charges	0.00	235.90	0.00	235.90	-235.90
Carbon Management	25,000.00	0.00	14,583.31	-14,583.31	25,000.00
Books/Periodicals	240.00	0.00	140.00	-140.00	240.00
Ski Centre	500.00	0.00	291.69	-291.69	500.00
Contingencies	53,022.00	18,361.41	30,929.50	-12,568.09	34,660.59
Costs of Democracy	29,200.00	14,057.04	17,033.31	-2,976.27	15,142.96
Courses/Conferences	5,000.00	0.00	2,916.69	-2,916.69	5,000.00
Elections	1,500.00	4,079.01	875.00	3,204.01	-2,579.01
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	3,960.31	2,333.31	1,627.00	39.69
Franking Machine	500.00	580.99	291.69	289.30	-80.99
Insurance	6,000.00	5,077.90	6,000.00	-922.10	922.10
New Initiatives Fund	10,300.00	0.00	6,008.31	-6,008.31	10,300.00
NVQ Office Assistant	0.00	0.00	0.00	0.00	0.00
PC Support	12,500.00	7,212.09	7,291.69	-79.60	5,287.91
Postage	2,000.00	620.40	1,166.69	-546.29	1,379.60
Prof.Fees/Subs	7,500.00	5,832.05	4,375.00	1,457.05	1,667.95
PWLB Interest	30,000.00	0.00	17,500.00	-17,500.00	30,000.00
Stationery/Supplies	2,500.00	433.01	1,458.31	-1,025.30	2,066.99
Sponsorship Octagon Theatre	1,000.00	1,000.00	583.31	416.69	0.00
Telephone	2,500.00	1,563.74	1,458.31	105.43	936.26
Website	8,000.00	2,925.00	4,666.69	-1,741.69	5,075.00
Westland Leisure Complex	27,800.00	0.00	27,800.00	-27,800.00	27,800.00
Youth Project Schemes	30200.00	14,399.76	17,616.69	-3,216.93	15,800.24
Youth Council	2000.00	0.00	1,166.69	-1,166.69	2,000.00
Mayors Allowance	10170.00	5,085.00	5,932.50	-847.50	5,085.00
Regalia	2000.00	447.00	1,166.69	-719.69	1,553.00
Mayors Award	0.00	190.80	0.00	190.80	-190.80
Remembrance Day Wreath	0.00	75.00	0.00	75.00	-75.00
Mayors Ball	0.00	203.33	0.00	203.33	-203.33
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	7,470.00	4,083.31	3,386.69	-470.00
Salaries/Wages	260,000.00	145,507.92	151,666.69	-6,158.77	114,492.08
	544,402.00	241,656.92	331,651.26	-89,994.34	302,745.08
	0	310,209.63	210,771.55	99,438.08	-310,209.63

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 3005	Tran Date From 01/10/2021	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/10/2021	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>
60212	BR	04/10/2021	CCLA Deposit Account		0.47	-0.47
60216	BR	29/10/2021	Interest		8.42	-8.42
<u>Account Totals</u>					<u>8.89</u>	<u>-8.89</u>

<u>N/C</u> 4003	<u>Name</u>	PR&F - GEN - Inc - Miscellaneous				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60101	SI	28/10/2021	Donation to Defibrillator Fund		1,221.00	-1,221.00
<u>Account Totals</u>					<u>1,221.00</u>	<u>-1,221.00</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>
60094	SI	15/10/2021	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> 4006	<u>Name</u>	PR&F - GENERAL - Inc - Mayors Ball				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59833	BR	19/10/2021	Mayor's Ball Tickets 29		1,087.50	-1,087.50
59834	BR	19/10/2021	Mayor's Ball Donation		50.00	-50.00
60051	BR	04/10/2021	Mayor's Ball Tickets 26		975.00	-975.00
60052	BR	04/10/2021	Mayor's Ball Tickets 5		187.50	-187.50
60053	BR	05/10/2021	Mayor's Ball Tickets 10		375.00	-375.00
60054	BR	05/10/2021	Mayor's Ball Ticket 1		37.50	-37.50
60055	BR	06/10/2021	Mayor's Ball Tickets 2		75.00	-75.00
60056	BR	06/10/2021	Mayor's Ball Tickets 2		75.00	-75.00
60057	BR	18/10/2021	Mayor's Ball Tickets 9		337.50	-337.50
60058	BR	19/10/2021	Mayor's Ball Tickets 28		1,050.00	-1,050.00
60180	BR	22/10/2021	Mayor's Ball Tickets 2		75.00	-75.00
60181	BR	25/10/2021	Mayor's Ball Tickets 10		375.00	-375.00
60182	BR	26/10/2021	Mayor's Ball Ticket 1		37.50	-37.50
60183	BR	26/10/2021	Mayor's Ball Tickets 2		75.00	-75.00
<u>Account Totals</u>					<u>4,812.50</u>	<u>-4,812.50</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>
59804	PI	01/10/2021	Autopay Charge		36.00	36.00
<u>Account Totals</u>					<u>36.00</u>	<u>36.00</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>
59823	PI	14/10/2021	Mileage Claim	60.93		60.93
59890	PI	21/10/2021	Mileage Claim	45.15		45.15
60208	PI	18/10/2021	Refreshments - Meeting	5.20		5.20
60532	PI	31/10/2021	Audio/Speakers - Remembrance Service	509.50		509.50
<u>Account Totals</u>					<u>620.78</u>	<u>620.78</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>
60523	JD	27/10/2021	Costs of Democracy	1,994.58		1,994.58
<u>Account Totals</u>					<u>1,994.58</u>	<u>1,994.58</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<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>
59818	PI	07/10/2021	Office 365 Business	97.03		97.03
59819	PI	07/10/2021	EoFTTC Managed Service	200.00		200.00
59820	PI	07/10/2021	IT Support	531.00		531.00
59821	PI	07/10/2021	Monthly CSP Subscription	72.48		72.48
60533	PI	25/10/2021	Acrobat Pro Software	171.84		171.84
<u>Account Totals</u>				<u>1,072.35</u>		<u>1,072.35</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>
59802	PI	01/10/2021	Postage	300.00		300.00
<u>Account Totals</u>				<u>300.00</u>		<u>300.00</u>

<u>N/C</u>	4190	<u>Name</u>	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>
59790	PI	01/10/2021	Sage 50 Accounts/Payroll	253.00		253.00
59791	PI	01/10/2021	Membership Fee - Sally	208.00		208.00
59892	PI	01/10/2021	Membership Fee - Helen	234.00		234.00
60534	PI	29/10/2021	Membership - CIPFA	343.50		343.50
<u>Account Totals</u>				<u>1,038.50</u>		<u>1,038.50</u>

<u>N/C</u>	4210	<u>Name</u>	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>
59984	PI	24/10/2021	Stationery	1.55		1.55
60234	PI	29/10/2021	Stationery	21.23		21.23
<u>Account Totals</u>				<u>22.78</u>		<u>22.78</u>

<u>N/C</u>	4220	<u>Name</u>	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>
59800	PI	07/10/2021	Telephone Maintenance	8.30		8.30
59801	PI	01/10/2021	Telephone Calls/Line Rental	72.04		72.04
59891	PI	04/10/2021	EE Top-Up	15.00		15.00
60231	PI	26/10/2021	Mobile Phones	133.91		133.91
<u>Account Totals</u>				<u>229.25</u>		<u>229.25</u>

<u>N/C</u>	4240	<u>Name</u>	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>
59828	PI	18/10/2021	Youth Service Projects	1,923.68		1,923.68
60233	PI	31/10/2021	Hall Hire	368.00		368.00
<u>Account Totals</u>				<u>2,291.68</u>		<u>2,291.68</u>

<u>N/C</u>	4520	<u>Name</u>	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>
59829	PI	19/10/2021	Mayoral Allowance	847.50		847.50
<u>Account Totals</u>				<u>847.50</u>		<u>847.50</u>

<u>N/C</u>	4550	<u>Name</u>	PR&F - GENERAL - Exp - Remembrance Day			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60131	PI	18/10/2021	Wreaths	75.00		75.00
<u>Account Totals</u>				<u>75.00</u>		<u>75.00</u>

<u>Department</u>	<u>8,528.42</u>	<u>6,144.39</u>	<u>2,384.03</u>
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<u>Dept Number</u> 2	<u>Dept</u> PR & F - GRANTS
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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	4710	<u>Name</u>	PR&F - GRANTS - Grants			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59822	PI	18/10/2021	Music at St Michael's	2,271.00		2,271.00
<u>Account Totals</u>				<u>2,271.00</u>		<u>2,271.00</u>
<u>Department</u>				<u>2,271.00</u>		<u>2,271.00</u>

<u>Dept Number</u>	3	<u>Dept</u>	PR & F - SALARIES			
<u>N/C</u>	4800	<u>Name</u>	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>
59813	PI	01/10/2021	Pension Deficit	509.00		509.00
59883	JD	27/10/2021	Employers Pension	3,573.40		3,573.40
59884	JD	27/10/2021	Payments	19,616.45		19,616.45
59885	JD	27/10/2021	Employers NIC	1,942.49		1,942.49
60524	JC	27/10/2021	Costs of Democracy		1,994.58	-1,994.58
<u>Account Totals</u>				<u>25,641.34</u>	<u>1,994.58</u>	<u>23,646.76</u>
<u>Department</u>				<u>25,641.34</u>	<u>1,994.58</u>	<u>23,646.76</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>
59087	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		110.08	-110.08
59089	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		110.08	-110.08
59091	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		52.42	-52.42
59093	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		50.26	-50.26
59095	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		109.45	-109.45
59097	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		52.42	-52.42
59099	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		81.26	-81.26
59101	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		39.58	-39.58
59103	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		44.76	-44.76
59105	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		46.44	-46.44
59109	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		46.44	-46.44
59113	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		95.23	-95.23
59117	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		48.17	-48.17
59119	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		58.50	-58.50
59121	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		88.69	-88.69
59123	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		59.28	-59.28
59125	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		55.22	-55.22
59127	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		40.80	-40.80
59129	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		63.52	-63.52
59131	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		44.00	-44.00
59137	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		62.90	-62.90
59139	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		46.44	-46.44
59141	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		45.86	-45.86
59143	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		55.53	-55.53
59145	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		60.13	-60.13
59149	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		65.52	-65.52
59151	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		35.10	-35.10
59153	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		75.60	-75.60
59155	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		26.29	-26.29
59157	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		47.58	-47.58
59159	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		52.42	-52.42
59161	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		64.94	-64.94
59163	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		20.00	-20.00
59165	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		22.23	-22.23
59167	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		39.06	-39.06
59169	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		50.16	-50.16
59171	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		47.52	-47.52
59173	SI	01/10/2021	Allotment Rent 01 October 2021 to 30		45.54	-45.54

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59609	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	27.52	-27.52
59611	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	52.24	-52.24
59613	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	44.30	-44.30
59615	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	43.20	-43.20
59617	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	42.50	-42.50
59619	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	61.82	-61.82
59621	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	24.00	-24.00
59623	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	41.80	-41.80
59625	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	44.94	-44.94
59627	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	51.60	-51.60
59629	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	58.64	-58.64
59631	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	52.24	-52.24
59633	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	38.08	-38.08
59635	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	86.80	-86.80
59637	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	52.42	-52.42
59639	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	55.22	-55.22
59641	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	32.51	-32.51
59643	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	51.60	-51.60
59645	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	52.42	-52.42
59647	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	90.36	-90.36
59651	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	59.49	-59.49
59653	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	57.19	-57.19
59655	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	42.64	-42.64
59657	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	33.08	-33.08
59659	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	41.00	-41.00
59661	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	50.06	-50.06
59663	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	75.19	-75.19
59665	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	51.48	-51.48
59667	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	23.30	-23.30
59669	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	103.32	-103.32
59671	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	84.10	-84.10
59673	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	49.28	-49.28
59675	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	36.96	-36.96
59677	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	52.42	-52.42
59679	SI	01/10/2021	Allotment Rent 01 October 2021 to 30	52.42	-52.42
59968	SI	22/10/2021	Allotment Rent 22 October 2021 to 30	95.09	-95.09
59970	SI	22/10/2021	Allotment rent for the period 22 October 2021 - 30	53.48	-53.48
59971	SI	22/10/2021	Allotment Rent 22 October 2021 - 30	90.83	-90.83
59972	SI	22/10/2021	Allotment Rent 22 October 2021 - 30	41.94	-41.94
59974	SI	22/10/2021	Allotment Rent 22 October 2021 - 30	43.90	-43.90
59976	SI	22/10/2021	Allotment Rent 22 October 2021 - 30	16.01	-16.01
59977	SI	22/10/2021	Allotment Rent 01 October 2021 - 30	33.15	-33.15
60095	SI	28/10/2021	Allotment rent for the period 28 October 2021 -	86.50	-86.50
60097	SI	28/10/2021	Allotment Rent 01 October 2021 to 30	77.38	-77.38
60099	SI	28/10/2021	Allotment Rent 01 October 2021 to 30	82.34	-82.34
60102	SI	28/10/2021	Allotment rent for the period 28 October 2021 -	78.80	-78.80
<u>Account Totals</u>				<u>15,708.67</u>	<u>-15,708.67</u>

N/C	7005	Name	G&GM - Inc - Sales of gates & tap keys	Debit	Credit	Balance
Tran Number	Type	Date	Details			
59767	CP	07/10/2021	Key Deposit Refund	3.50		3.50
59969	SI	22/10/2021	Gate key deposit		5.00	-5.00
59973	SI	22/10/2021	Gate key deposit		5.00	-5.00
59975	SI	22/10/2021	Gate key deposit		5.00	-5.00
59979	SI	22/10/2021	Gate Key deposit		5.00	-5.00
60096	SI	28/10/2021	Gate key deposit		5.00	-5.00
60103	SI	28/10/2021	Gate key deposit		5.00	-5.00
<u>Account Totals</u>				<u>3.50</u>	<u>30.00</u>	<u>-26.50</u>

N/C	7006	Name	G&GM - Inc - Water Charges	Debit	Credit	Balance
Tran Number	Type	Date	Details			
59088	SI	01/10/2021	Water Charges		8.47	-8.47
59090	SI	01/10/2021	Water Charges		8.47	-8.47

Yeovil Town Council
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60098	SI	28/10/2021	Water Charges		8.58		-8.58
60100	SI	28/10/2021	Water Charges		8.58		-8.58
<u>Account Totals</u>					<u>1,559.21</u>		<u>-1,559.21</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>	
59794	PI	05/10/2021	Container Rental	90.00		90.00	
59795	PI	11/10/2021	Emptying Container	314.00		314.00	
59983	PI	24/10/2021	Padlocks - Allotments	16.64		16.64	
60221	PI	11/10/2021	DIY Materials	30.06		30.06	
60222	PI	18/10/2021	Fencing Pins	29.16		29.16	
60238	PI	31/10/2021	Mobile Patrols	90.00		90.00	
<u>Account Totals</u>					<u>569.86</u>		<u>569.86</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>	
59686	BP	01/10/2021	Rates	122.00		122.00	
<u>Account Totals</u>					<u>122.00</u>		<u>122.00</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>	
59887	JD	27/10/2021	Employers Pension	331.05		331.05	
59888	JD	27/10/2021	Payments	1,630.78		1,630.78	
<u>Account Totals</u>					<u>1,961.83</u>		<u>1,961.83</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>	
59981	PI	22/10/2021	Cable Ties	8.41		8.41	
60223	PI	20/10/2021	Sack Truck	37.49		37.49	
60224	PI	26/10/2021	Wheelbarrow	48.33		48.33	
60225	PI	26/10/2021	Materials - Workshop	13.33		13.33	
<u>Account Totals</u>					<u>107.56</u>		<u>107.56</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>	
59805	PI	04/10/2021	Electricity	48.33		48.33	
<u>Account Totals</u>					<u>48.33</u>		<u>48.33</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>	
59815	PI	05/10/2021	Security	191.14		191.14	
<u>Account Totals</u>					<u>191.14</u>		<u>191.14</u>

<u>N/C</u>	7180	<u>Name</u>	G&GM - Exp - Community Heritage Officer				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
59817	PI	12/10/2021	Community Heritage Officer - 1st Qtr	5,000.00		5,000.00	
<u>Account Totals</u>					<u>5,000.00</u>		<u>5,000.00</u>

<u>N/C</u>	7210	<u>Name</u>	G&GM - Exp - Vehicle				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
60240	PI	26/10/2021	Fuel - Van	69.10		69.10	
<u>Account Totals</u>					<u>69.10</u>		<u>69.10</u>

<u>N/C</u>	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>	

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60229	PI	13/10/2021	Water Charge - TBL & Rustywell	262.68	262.68
<u>Account Totals</u>				<u>262.68</u>	<u>262.68</u>
<u>Department</u>				<u>8,336.00</u>	<u>17,297.88</u>

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>
59725	SI	07/10/2021	Hall Hire Fees		24.00	-24.00
59726	SI	07/10/2021	Hall Hire Fees		11.50	-11.50
59744	SI	13/10/2021	Hall Hire Fees		21.00	-21.00
59745	SI	13/10/2021	Hall Hire Fees		24.00	-24.00
59746	SI	13/10/2021	Hall Hire Fees		11.50	-11.50
59747	SI	13/10/2021	Hall Hire Fees		32.00	-32.00
59748	SI	13/10/2021	Hall Hire Fees		11.50	-11.50
60104	SI	28/10/2021	Hall Hire Fees		24.00	-24.00
60105	SI	28/10/2021	Hall Hire Fees		32.00	-32.00
<u>Account Totals</u>					<u>191.50</u>	<u>-191.50</u>

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>
59886	JD	27/10/2021	Payments	668.90		668.90
59889	PI	14/10/2021	Intruder Alarm Removal	55.00		55.00
60237	PI	31/10/2021	Mobile Patrols	188.10		188.10
60334	PI	27/10/2021	Rates	1,728.00		1,728.00
60525	JC	27/10/2021	Caretaker		668.90	-668.90
<u>Account Totals</u>				<u>2,640.00</u>	<u>668.90</u>	<u>1,971.10</u>

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>
59793	PI	05/10/2021	Internet Connection	25.25		25.25
59827	PI	12/10/2021	Boiler Service	74.00		74.00
59982	PI	22/10/2021	Floor Cleaner	14.96		14.96
60220	PI	06/10/2021	DIY Materials	12.07		12.07
60236	PI	31/10/2021	Mobile Patrols	175.56		175.56
60526	JD	27/10/2021	Caretaker	668.90		668.90
<u>Account Totals</u>				<u>970.74</u>		<u>970.74</u>

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>
59685	BP	01/10/2021	Rates	319.00		319.00
59798	PI	07/10/2021	Repair Light Fittings	75.00		75.00
59824	PI	15/10/2021	Work on Rainwater System	861.00		861.00
60227	PI	04/10/2021	Water Charge	54.41		54.41
60251	PI	31/10/2021	Cleaning	519.73		519.73
60252	PI	22/10/2021	Consumables	98.81		98.81
<u>Account Totals</u>				<u>1,927.95</u>		<u>1,927.95</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>
59687	BP	01/10/2021	Rates	264.00		264.00
<u>Account Totals</u>				<u>264.00</u>		<u>264.00</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>
59688	BP	01/10/2021	Rates	961.00		961.00
<u>Account Totals</u>				<u>961.00</u>		<u>961.00</u>

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<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>
60245	PI	31/10/2021	Waste Disposal	44.38		44.38
60250	PI	31/10/2021	Cleaning	518.05		518.05
<u>Account Totals</u>				<u>562.43</u>		<u>562.43</u>

<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>
60232	PI	19/10/2021	Gas	31.15		31.15
<u>Account Totals</u>				<u>31.15</u>		<u>31.15</u>

<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>
60355	PI	22/10/2021	Annual Lift Service	125.00		125.00
<u>Account Totals</u>				<u>125.00</u>		<u>125.00</u>

<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>
60228	PI	14/10/2021	Water Charge	77.79		77.79
<u>Account Totals</u>				<u>77.79</u>		<u>77.79</u>
<u>Department</u>				<u>7,560.06</u>	<u>860.40</u>	<u>6,699.66</u>

Dept Number 8 Dept JOINT BURIAL FUND

<u>N/C</u>	7520	<u>Name</u>	Joint Burial Fund - Expenditure			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59816	PI	06/10/2021	Cemetery Deficit - 1st Half	31,907.00		31,907.00
<u>Account Totals</u>				<u>31,907.00</u>		<u>31,907.00</u>
<u>Department</u>				<u>31,907.00</u>		<u>31,907.00</u>

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

<u>N/C</u>	5520	<u>Name</u>	P&A - Exp - Christmas Lights			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60241	PI	31/10/2021	Exterior Christmas Trees	146.67		146.67
<u>Account Totals</u>				<u>146.67</u>		<u>146.67</u>

<u>N/C</u>	5610	<u>Name</u>	P&A - Exp - Yeovil Super Saturday			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59803	PI	07/10/2021	Photography	245.00		245.00
59825	PI	15/10/2021	Entertainment	200.00		200.00
59830	PI	15/10/2021	Ranger Labour	310.80		310.80
60230	PI	27/10/2021	Advert	55.00		55.00
<u>Account Totals</u>				<u>810.80</u>		<u>810.80</u>

<u>N/C</u>	5630	<u>Name</u>	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>
59826	PI	15/10/2021	Yeovil in Bloom Photo	15.00		15.00
<u>Account Totals</u>				<u>15.00</u>		<u>15.00</u>
<u>Department</u>				<u>972.47</u>		<u>972.47</u>
<u>Grand Totals</u>				<u>85,216.29</u>	<u>26,297.25</u>	<u>58,919.04</u>

Yeovil Town Council

November Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	272,652.00	272,652.00	272,652.00	0.00	0.00
Bank Interest	2,500.00	191.29	1,666.64	-1,475.35	2,308.71
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	3,721.00	0.00	3,721.00	-3,721.00
Postage	0.00	0.00	0.00	0.00	0.00
Ski Centre	1250.00	816.00	833.36	-17.36	434.00
Mayor's Ball	0.00	9,537.50	0.00	9,537.50	-9,537.50
Mayor's Charity Events	0.00	1,265.50	0.00	1,265.50	-1,265.50
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	260,000.00	260,000.00	260,000.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	666.64	-666.64	1,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00	0.00
	544,402.00	555,183.29	542,818.64	12,364.65	-10,781.29
Expenditure					
Advertising	500.00	205.00	333.36	-128.36	295.00
Audit Fees	3,470.00	2,284.26	2,313.36	-29.10	1,185.74
Bank Charges	0.00	271.55	0.00	271.55	-271.55
Carbon Management	25,000.00	0.00	16,666.64	-16,666.64	25,000.00
Books/Periodicals	240.00	0.00	160.00	-160.00	240.00
Ski Centre	500.00	0.00	333.36	-333.36	500.00
Contingencies	53,022.00	20,304.87	35,348.00	-15,043.13	32,717.13
Costs of Democracy	29,200.00	16,051.62	19,466.64	-3,415.02	13,148.38
Courses/Conferences	5,000.00	0.00	3,333.36	-3,333.36	5,000.00
Elections	1,500.00	4,079.01	1,000.00	3,079.01	-2,579.01
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	4,226.82	2,666.64	1,560.18	-226.82
Franking Machine	500.00	580.99	333.36	247.63	-80.99
Insurance	6,000.00	5,077.90	6,000.00	-922.10	922.10
New Initiatives Fund	10,300.00	2,357.00	6,866.64	-4,509.64	7,943.00
NVQ Office Assistant	0.00	0.00	0.00	0.00	0.00
PC Support	12,500.00	8,112.60	8,333.36	-220.76	4,387.40
Postage	2,000.00	920.40	1,333.36	-412.96	1,079.60
Prof.Fees/Subs	7,500.00	6,260.05	5,000.00	1,260.05	1,239.95
PWLB Interest	30,000.00	0.00	20,000.00	-20,000.00	30,000.00
Stationery/Supplies	2,500.00	491.34	1,666.64	-1,175.30	2,008.66
Sponsorship Octagon Theatre	1,000.00	1,000.00	666.64	333.36	0.00
Telephone	2,500.00	1,802.56	1,666.64	135.92	697.44
Website	8,000.00	2,925.00	5,333.36	-2,408.36	5,075.00
Westland Leisure Complex	27,800.00	0.00	27,800.00	-27,800.00	27,800.00
Youth Project Schemes	30200.00	16,691.44	20,133.36	-3,441.92	13,508.56
Youth Council	2000.00	0.00	1,333.36	-1,333.36	2,000.00
Mayors Allowance	10170.00	5,932.50	6,780.00	-847.50	4,237.50
Regalia	2000.00	447.00	1,333.36	-886.36	1,553.00
Mayors Award	0.00	190.80	0.00	190.80	-190.80
Remembrance Day Wreath	0.00	75.00	0.00	75.00	-75.00
Mayors Ball	0.00	1,491.62	0.00	1,491.62	-1,491.62
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	7,470.00	4,666.64	2,803.36	-470.00
Salaries/Wages	260,000.00	165,852.00	173,333.36	-7,481.36	94,148.00
	544,402.00	275,101.33	374,201.44	-99,100.11	269,300.67
	0	280,081.96	168,617.20	111,464.76	-280,081.96

Date: 13/01/2022
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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 3005	Tran Date From 01/11/2021	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 30/11/2021	Tran No To 99,999,999	Department To 999

Dept Number 1 Dept PR & F - GENERAL

N/C 4001 Name PR&F - GEN - Bank Interest

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60296	BR	02/11/2021	CCLA Deposit Account		0.58	-0.58
60540	BR	30/11/2021	Interest		8.66	-8.66
<u>Account Totals</u>					<u>9.24</u>	<u>-9.24</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60360	SI	15/11/2021	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
<u>Account Totals</u>					<u>102.00</u>	<u>-102.00</u>

N/C 4006 Name PR&F - GENERAL - Inc - Mayors Ball

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60172	BR	03/11/2021	Mayor's Ball Tickets 16		600.00	-600.00
60298	BR	01/11/2021	Ball Tickets 2		75.00	-75.00
60299	BR	01/11/2021	Ball Ticket 1		37.50	-37.50
60300	BR	02/11/2021	Ball Ticket 1		37.50	-37.50
60301	BR	03/11/2021	Ball Tickets 10		375.00	-375.00
60302	BR	05/11/2021	Ball Ticket 1		37.50	-37.50
60303	BR	08/11/2021	Ball Ticket 1		37.50	-37.50
60304	BR	08/11/2021	Ball Ticket 1		37.50	-37.50
60305	BR	10/11/2021	Ball Tickets 10		375.00	-375.00
60311	BR	18/11/2021	Ball Tickets 4		150.00	-150.00
60537	BR	22/11/2021	Ball Tickets 2		75.00	-75.00
60538	BR	25/11/2021	Ball Tickets 2		75.00	-75.00
60539	BR	25/11/2021	Ball Ticket 1		37.50	-37.50
<u>Account Totals</u>					<u>1,950.00</u>	<u>-1,950.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60312	BR	18/11/2021	Music Night		380.00	-380.00
60313	BR	18/11/2021	Marathon		775.50	-775.50
60314	BR	18/11/2021	Man v Fat		100.00	-100.00
<u>Account Totals</u>					<u>1,255.50</u>	<u>-1,255.50</u>

N/C 4019 Name PR&F - GEN - Exp - Advertising

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60337	PI	22/11/2021	Advert - Queen's Platinum Jubilee	150.00		150.00
<u>Account Totals</u>					<u>150.00</u>	<u>150.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60263	PI	01/11/2021	Autopay Charge	35.65		35.65
<u>Account Totals</u>					<u>35.65</u>	<u>35.65</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60132	PI	01/11/2021	Donation - Poppies	300.00		300.00
60340	PI	23/11/2021	Mileage Claim	10.96		10.96
60356	PI	23/11/2021	Remembrance Sunday Video	1,500.00		1,500.00
60535	PI	17/11/2021	Defibrillator Sign	25.00		25.00
60571	PI	29/11/2021	Brackert for Speed Indicator	107.50		107.50

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 1,943.46 1,943.46

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60527	JD	26/11/2021	Costs of Democracy	1,994.58		1,994.58

Account Totals 1,994.58 1,994.58

N/C 4130 Name 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>
60573	PI	23/11/2021	Copy Charge	138.04		138.04
60574	PI	08/11/2021	Henry Vacuum Cleaner	95.83		95.83
60582	PI	25/11/2021	Phone Case	18.98		18.98
60584	PI	25/11/2021	Tape Measure	13.66		13.66

Account Totals 266.51 266.51

N/C 4160 Name PR&F - GEN - Exp - New Initiatives Fund

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60270	PI	04/11/2021	VE/VJ Benches	2,357.00		2,357.00

Account Totals 2,357.00 2,357.00

N/C 4170 Name 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>
60256	PI	04/11/2021	Office 365 Business	97.03		97.03
60257	PI	04/11/2021	EoFTTC Managed Service	200.00		200.00
60258	PI	04/11/2021	IT Support	531.00		531.00
60259	PI	04/11/2021	Mobtly CSP Subscription	72.48		72.48

Account Totals 900.51 900.51

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>
60344	PI	12/11/2021	Postage	300.00		300.00

Account Totals 300.00 300.00

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>
60235	PI	04/11/2021	Website Fee	175.00		175.00
60239	PI	01/11/2021	Sage 50 Accounts/Payroll	253.00		253.00

Account Totals 428.00 428.00

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>
60348	PI	14/11/2021	Stationery	20.80		20.80
60353	PI	17/11/2021	Security Tags	16.30		16.30
60561	PI	16/11/2021	Stationery	21.23		21.23

Account Totals 58.33 58.33

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>
60242	PI	01/11/2021	Call/Line Rental Charge	66.61		66.61
60243	PI	05/11/2021	Telephone Maintenance	8.30		8.30
60341	PI	23/11/2021	EE Top-Up	15.00		15.00
60628	PI	04/11/2021	EE Top-Up	15.00		15.00
60697	PI	26/11/2021	Mobile Phones	133.91		133.91

Account Totals 238.82 238.82

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	4240	<u>Name</u>	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>
60260	PI	15/11/2021	Youth Service Projects	1,923.68		1,923.68
60572	PI	29/11/2021	Hall Hire	368.00		368.00
<u>Account Totals</u>				<u>2,291.68</u>		<u>2,291.68</u>

<u>N/C</u>	4520	<u>Name</u>	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>
60261	PI	16/11/2021	Mayoral Allowance	847.50		847.50
<u>Account Totals</u>				<u>847.50</u>		<u>847.50</u>

<u>N/C</u>	4560	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Ball			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60226	PI	11/11/2021	Band - Firestar	480.00		480.00
60269	PI	12/11/2021	Compere, Auctioneer & DJ	150.00		150.00
60349	PI	14/11/2021	Glitter Snowflakes	6.66		6.66
60351	PI	15/11/2021	Glitter Snowflakes	6.66		6.66
60352	PI	17/11/2021	Suction Wall Hooks	5.82		5.82
60581	PI	25/11/2021	Artificial Snow Flakes	5.82		5.82
60583	PI	25/11/2021	Winter Wonderland Backdrop	16.66		16.66
60587	PI	25/11/2021	Fun Casino	616.67		616.67
<u>Account Totals</u>				<u>1,288.29</u>		<u>1,288.29</u>

<u>Department</u>	<u>13,100.33</u>	<u>3,316.74</u>	<u>9,783.59</u>
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Dept Number 3 Dept PR & F - SALARIES

<u>N/C</u>	4800	<u>Name</u>	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>
60255	PI	01/11/2021	Pension Deficit	509.00		509.00
60328	JD	27/11/2021	Employers Pension	3,076.38		3,076.38
60329	JD	27/11/2021	Payments	17,149.17		17,149.17
60330	JD	27/11/2021	Employers NIC	1,604.11		1,604.11
60528	JC	26/11/2021	Costs of Democracy		1,994.58	-1,994.58
<u>Account Totals</u>				<u>22,338.66</u>	<u>1,994.58</u>	<u>20,344.08</u>

<u>Department</u>	<u>22,338.66</u>	<u>1,994.58</u>	<u>20,344.08</u>
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Dept Number 4 Dept 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>
60188	SI	05/11/2021	Allotment rent for the period 5 November 2021		74.00	-74.00
60189	SI	05/11/2021	Allotment rent for the period 5 November 2021		72.16	-72.16
60191	SI	05/11/2021	Allotment rent for the period 5 November 2021		19.44	-19.44
60192	SI	05/11/2021	Allotment rent for the period 5 November 2021		23.47	-23.47
<u>Account Totals</u>					<u>189.07</u>	<u>-189.07</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>
60193	SI	05/11/2021	Gate key deposit		5.00	-5.00
<u>Account Totals</u>					<u>5.00</u>	<u>-5.00</u>

N/C 7006 Name G&GM - Inc - Water Charges

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60190	SI	05/11/2021	Water charges		4.77	-4.77
<u>Account Totals</u>					<u>4.77</u>	<u>-4.77</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<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>
60336	PI	17/11/2021	Hedge Cutting - Monksdale	641.41		641.41
60616	PI	30/11/2021	Mobile Patrols	100.00		100.00
<u>Account Totals</u>				<u>741.41</u>		<u>741.41</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>
60293	BP	01/11/2021	Rates	122.00		122.00
60569	PI	24/11/2021	Electricity	78.98		78.98
60570	PI	24/11/2021	Electricity	40.74		40.74
<u>Account Totals</u>				<u>241.72</u>		<u>241.72</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>
60332	JD	27/11/2021	Employers Pension	331.05		331.05
60333	JD	27/11/2021	Payments	1,630.78		1,630.78
<u>Account Totals</u>				<u>1,961.83</u>		<u>1,961.83</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>
60342	PI	01/11/2021	Stencil/Paint Spray	13.75		13.75
60343	PI	01/11/2021	Manhole Key	6.24		6.24
60578	PI	24/11/2021	Materials - Workshop	37.48		37.48
<u>Account Totals</u>				<u>57.47</u>		<u>57.47</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>
60246	PI	02/11/2021	Electricity	56.24		56.24
<u>Account Totals</u>				<u>56.24</u>		<u>56.24</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>
60254	PI	03/11/2021	Security	206.23		206.23
<u>Account Totals</u>				<u>206.23</u>		<u>206.23</u>

<u>N/C</u>	7210		<u>Name</u>	G&GM - Exp - Vehicle		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60579	PI	24/11/2021	Cleaning Materials - Van	7.48		7.48
<u>Account Totals</u>				<u>7.48</u>		<u>7.48</u>

<u>N/C</u>	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>
60267	PI	10/11/2021	Water Charge - Milf,NT,EF,StG & Gold	727.83		727.83
60268	PI	08/11/2021	Water Charge - Hillcrest	64.09		64.09
60566	PI	15/11/2021	Water Charge - Goar Knap	189.60		189.60
60567	PI	24/11/2021	Water Charge - Larkhill & Sunningdale	343.39		343.39
60568	PI	24/11/2021	Water Charge - Monksdale	70.19		70.19
<u>Account Totals</u>				<u>1,395.10</u>		<u>1,395.10</u>
<u>Department</u>				<u>4,667.48</u>	<u>198.84</u>	<u>4,468.64</u>

Dept Number 5 Dept BUILDING & CIVIC MATTERS

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	6005	<u>Name</u>	B&CM - Inc - Milford Hall Hire Fees			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
60147	SI	03/11/2021	Hall Hire Fees			126.00	-126.00	
60148	SI	03/11/2021	Hall Hire Fees			112.00	-112.00	
60161	SI	03/11/2021	Hall Hire Fees			21.00	-21.00	
60165	SI	03/11/2021	Hall Hire Fees			84.00	-84.00	
60166	SI	03/11/2021	Hall Hire Fees			63.00	-63.00	
60167	SI	03/11/2021	Hall Hire Fees			42.00	-42.00	
60168	SI	03/11/2021	Hall Hire Fees			28.00	-28.00	
60173	SI	04/11/2021	Hall Hire Fees			42.00	-42.00	
60174	SI	04/11/2021	Hall Hire Fees			21.00	-21.00	
60175	SI	04/11/2021	Hall Hire Fees			24.00	-24.00	
60176	SI	04/11/2021	Hall Hire Fees			32.00	-32.00	
60177	SI	04/11/2021	Hall Hire Fees			11.50	-11.50	
<u>Account Totals</u>						<u>606.50</u>	<u>-606.50</u>	

<u>N/C</u>	6080	<u>Name</u>	B&CM - Exp - Monmouth Hall			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
60331	JD	27/11/2021	Payments		922.88		922.88	
60529	JC	26/11/2021	Caretaker			922.88	-922.88	
60565	PI	17/11/2021	Water Charge		91.41		91.41	
<u>Account Totals</u>						<u>1,014.29</u>	<u>922.88</u>	

<u>N/C</u>	6085	<u>Name</u>	B&CM - Exp - Monmouth Hall Refurbishment			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
60594	PI	30/11/2021	Demolition		18,645.00		18,645.00	
<u>Account Totals</u>						<u>18,645.00</u>	<u>18,645.00</u>	

<u>N/C</u>	6090	<u>Name</u>	B&CM - Exp - Milford Hall			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
60244	PI	05/11/2021	Internet Connection		25.33		25.33	
60247	PI	04/11/2021	Cleaning		682.50		682.50	
60266	PI	09/11/2021	Water Charge		203.01		203.01	
60335	PI	12/11/2021	Hall Recharge - 2nd Qtr		2,007.00		2,007.00	
60530	JD	26/11/2021	Caretaker		668.90		668.90	
60564	PI	22/11/2021	Fire/Intruder Alarm Service		100.00		100.00	
60580	PI	25/11/2021	Paint Testers		2.98		2.98	
60588	PI	30/11/2021	Cleaning		682.50		682.50	
60595	PI	30/11/2021	Air Conditioning Service		776.00		776.00	
60614	PI	30/11/2021	Mobile Patrols		175.56		175.56	
60615	PI	30/11/2021	Unlock and Lock Hall		48.00		48.00	
<u>Account Totals</u>						<u>5,371.78</u>	<u>5,371.78</u>	

<u>N/C</u>	6100	<u>Name</u>	B&CM - Exp - Public Toilets Peter St			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
60265	PI	02/11/2021	Water Charge		138.11		138.11	
60292	BP	01/11/2021	Rates		319.00		319.00	
60338	PI	16/11/2021	Service Charge - Hand Dryers		2,146.20		2,146.20	
60416	BR	19/11/2021	Rates Refund			5,749.20	-5,749.20	
60589	PI	30/11/2021	Cleaning		519.73		519.73	
60590	PI	26/11/2021	Consumables		98.81		98.81	
<u>Account Totals</u>						<u>3,221.85</u>	<u>5,749.20</u>	

<u>N/C</u>	6102	<u>Name</u>	B&CM - Exp - Public Toilets Petters Way			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
60253	PI	02/11/2021	Recharge Petters Way Toilets - 2nd Qtr		2,382.18		2,382.18	
60294	BP	01/11/2021	Rates		264.00		264.00	
60339	PI	16/11/2021	Service Charge - Hand Dryers		1,043.10		1,043.10	
60415	BR	19/11/2021	Rates Refund			4,761.40	-4,761.40	

10/268 2021/22 BUDGET MONITORING REPORT FOR THE PERIOD ENDING
31st DECEMBER 2021 (MONTH 1 – 9)

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 2021/22, and to explain significant variances against budget.

Background

The 2021/22 budget was approved by Town Council on 2nd February 2021.

Committee	£
Policy, Resources and Finance	486,630
Buildings and Civic Matters	218,680
Grounds and General Maintenance	251,580
Planning	1,000
Promotions and Activities	102,550
Total Committees Budget	1,060,440
Joint Burial Committee	63,814
Total Budget Requirement	1,177,276

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

Summary of expected spending and income against budget

The projected position as at 31st March 2022 is **1,048,855** against the budget of **£1,060,440** shows an **underspend of £11,585 (1.1%)**. 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 - 2021/22 Budget Monitoring (Month 1 to Month 9)						
Committee	2020/21			2021/22		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/21	Variance	Annual Budget	Expected Total at 31/03/21	Variance
Policy Resources and Finance						
Expenditure	497,329	416,644	80,685	491,380	466,301	25,079
Income	(8,250)	(5,448)	(2,802)	(4,750)	(2,610)	(2,140)
Net Expenditure	489,079	411,196	77,883	486,630	463,691	22,939
Buildings and Civic Matters						
Expenditure	235,490	188,427	47,063	245,180	221,196	23,984
Income	(31,000)	(7,986)	(23,015)	(26,500)	(24,000)	(2,500)
Net Expenditure	204,490	180,442	24,048	218,680	197,196	21,484
Grounds and General Maintenance						
Expenditure	287,750	269,820	17,930	272,570	282,104	(9,534)
Income	(21,040)	(22,491)	1,451	(20,990)	(20,140)	(850)
Net Expenditure	266,710	247,328	19,382	251,580	261,964	(10,384)
Planning						
Expenditure	1,000	0	1,000	1,000	800	200
Income	0	0	0	0	0	0
Net Expenditure	1,000	0	1,000	1,000	800	200
Promotions and Activities Committee						
Expenditure	127,550	93,448	34,102	102,550	125,205	(22,655)
Income	0	0	0	0	0	0
Net Expenditure	127,550	93,448	34,102	102,550	125,205	(22,655)
Total Yeovil Town Council						
Expenditure	1,149,119	968,339	180,780	1,112,680	1,095,605	17,075
Income	(60,290)	(35,925)	(24,365)	(52,240)	(46,750)	(5,490)
Net Expenditure	1,088,829	932,414	156,415	1,060,440	1,048,855	11,585

Appendix B

Policy, Resources & Finance Committee								
	2020/21			2021/22				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 9 spent 12/31/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Advertising	500	240	260	500	205	250	250	
Audit fees	3,400	3,039	361	3470	2,284	3,200	270	
Books/periodicals	240	45	195	240	0	0	240	
Contingencies	51,849	32,935	18,914	25,000	16,764	40,000	(15,000)	COVID-19 mitigation (£604); ; auction prize refund (£650); ; Potential fencing at Sunningdale - as agreed (£20,000); Lord's Larder (£5,000); Remembrance Sunday Video (£1,500); CAB Grant (£5,080); Yeovil Together Event (£550); Binding of Minutes and Agendas (£490)
Cost of Elections	1,500	0	1,500	1,500	4,079	9,579	(8,079)	Two by elections and £1,500 contribution to reserve
Costs of Democracy	28,560	24,305	4,255	29,200	17,951	27,000	2,200	One councillor does not take an allowance, 1 councillor co-opted so not entitled to allowance;
Courses/conferences	6,500	1,611	4,889	5,000	0	0	5,000	
Franking Machine	700	292	408	500	581	600	(100)	
Furniture, office equipment & servicing	4,000	10,095	(6,095)	4,000	4,227	5,000	(1,000)	Confrence camera and microphones (£2,536)
Grants	7,000	4,705	2,295	7,000	7,470	9,200	(2,200)	£2,200 Goodfellowship Club carried over from 2020/21
Insurance	5,000	0	5,000	6,000	5,078	5,078	922	
Mayoral allowance	10,000	864	9,136	10,170	6,780	10,170	0	
Miscellaneous	0	469	(469)	0	573	600	(600)	
New Initiatives Fund	10,300	7,000	3,300	10,300	2,357	10,300	0	
PC Support	11,000	10,859	141	12,500	9,013	12,574	(74)	
Postage	3,000	1,241	1,759	2,000	923	1,000	1,000	Moving to paperless office, agendas sent out electronically where possible
Prof. fees/subs	6,000	8,629	(2,629)	7,500	7,059	7,500	0	
PWLB Loan Repayments	30,000	0	30,000	30,000	0	0	30,000	Provision made should council wish to borrow for any projects
Regalia	2,000	0	2,000	2,000	447	2,000	0	
Salaries	250,000	256,575	(6,575)	260,000	185,623	250,000	10,000	
Ski Centre	500	21	479	500	0	100	400	
Sponsorship (Octagon Theatre - SLA)	1,000	0	1,000	1,000	1,000	1,000	0	
Stationery/supplies	3,000	624	2,376	2,500	491	650	1,850	
Telephone	2,500	2,289	211	2,500	2,011	2,500	0	
Website	0	0	0	8,000	2,925	8,000	0	
Westlands	27,200	27,436	(236)	27,800	0	27,800	0	
Youth Council	2,000	0	2,000	2,000	0	2,000	0	
Youth Services	29,580	23,370	6,210	30,200	18,615	30,200	0	
Total Expenditure	497,329	416,644	80,685	491,380	296,455	466,301	25,079	
INCOME								
Investment Interest	(4,000)	(1,144)	(2,856)	(2,500)	(272)	(360)	(2,140)	
Community Infrastructure Levy	0	(1,950)	1,950	0	0	0	0	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	(30)	30	0	0	0	0	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(918)	(1,250)	0	
Salary Recharge	(3,000)	(1,100)	(1,900)	(1,000)	0	(1,000)	0	
Total Income	(8,250)	(5,448)	(2,802)	(4,750)	(1,190)	(2,610)	(2,140)	
Net Expenditure	489,079	411,196	77,883	486,630	295,265	463,691	22,939	

Buildings & Civic Matters Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 9 spent 12/31/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Band Costs	3,500	3,500	0	3,500	0	3,500	0	
CCTV	32,490	32,490	0	32,490	32,490	32,490	0	
Community safety	2,500	2,500	0	2,500	0	2,500	0	
Defibrillator	0	0	0	9,000	9,846	20,000	(11,000)	
Litter/Grit bins	700	188	512	700	0	250	450	
Milford Hall	24,500	38,880	(14,380)	0	0	0	0	
Milford Hall - Business Rates	0	0	0	5,000	0	5,000	0	
Milford Hall - Running Costs	0	0	0	15,000	16,947	19,000	(4,000)	
Milford Hall - Security	0	0	0	3,250	1,724	2,586	664	
Milford Hall - SSDC Recharges	0	0	0	7,100	4,295	8,590	(1,490)	
Millennium Clock	400	706	(306)	500	0	500	0	
Monmouth Hall	17,340	5,813	11,527	0	0	0	0	
Monmouth Hall - Running Costs	0	0	0	16,870	5,254	5,500	11,370	
Monmouth Hall Business Rates	0	0	0	820	0	0	820	
Monmouth Hall refurbishment	60,000	0	60,000	60,000	20,392	60,000	0	£1,747 electricity disconnection , £16,192 demolition; £2,453 heras fencing
PA System	500	0	500	500	500	500	0	
Painting of Town House	16,890	21,017	(4,127)	0	201	201	(201)	
Public noticeboards	500	41	459	500	189	500	0	
Peter Street Public Toilet	23,000	22,063	937	0	0	0	0	
Peter Street Public Toilet - Cleaning (inc toilet rolls)	0	0	0	7,340	4,811	7,216	124	
Peter Street Public Toilet - Security	0	0	0	5,800	2,874	4,927	873	
Peter Street Public Toilet - Business Rates	0	0	0	3,200	(3,194)	(3,194)	6,394	Refund for both 2020/21 and 2021/22
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	0	0	0	7,120	5,037	7,556	(436)	
Petters Way Public Toilet	13,000	22,490	(9,490)	0	0	0	0	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	0	0	0	11,400	4,945	11,400	0	
Petters Way Public Toilet - Security	0	0	0	5,000	2,874	5,748	(748)	
Petters Way Public Toilet - Business Rates	0	0	0	2,650	(2,645)	(2,645)	5,295	Awaiting procedure to reclaim 2020/21 and 2021/22
Petters Way Public Toilet - Other Running costs (repairs)	0	0	0	2,030	1,254	1,254	776	
Sports Development Officer (SSDC)	2,160	2,160	0	2,160	0	2,160	0	
St Georges Day Parade	300	0	300	300	0	0	300	St George's Parade did not take place due to COVID-19
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	
Town House - CCTV Reserve	0	0	0	500	0	500	0	
Town House - business rates	10,000	9,606	394	10,000	8,645	10,000	0	
Town House - electricity	1,600	1,514	86	1,600	142	850	750	
Town House - gas	2,200	1,694	506	2,200	1,058	2,000	200	
Town House - repairs and maintenance	8,000	14,795	(6,795)	10,000	2,063	5,000	5,000	
Town House - water charges	400	181	219	400	153	306	94	
Town House (excluding services)	6,760	7,924	(1,164)	7,000	4,746	7,000	0	
War memorials	750	864	(114)	750	0	0	750	
Total Expenditure	235,490	188,427	47,063	245,180	124,601	221,196	23,984	
INCOME								
Defibrillator Contributiion	0	0	0	0	(3,721)	(10,000)	10,000	
Monmouth Hall	(4,500)	45	(4,545)	0	0	0	0	Hall closed
Milford Hall	(25,000)	(8,031)	(16,970)	(25,000)	(9,599)	(14,000)	(11,000)	Hall hire income reduced due to COVID-19
Town House	(1,500)	0	(1,500)	(1,500)	0	0	(1,500)	Room hire income reduced due to COVID-19
Total Income	(31,000)	(7,986)	(23,015)	(26,500)	(13,320)	(24,000)	(2,500)	
Net Expenditure	204,490	180,442	24,048	218,680	111,281	197,196	21,484	

Grounds and General Maintenance Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 9 spent 12/31/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Allotment Maintenance (Corporate)	9,000	17,165	(8,165)	9,200	12,187	12,998	(3,798)	Additional work by the contractor, costs contributed to from Labour budget
Allotments - Fence Repairs	1,000	0	1,000	1,000	0	1,000	0	
Best Kept Allotments Competition	250	0	250	250	0	250	0	
Community Heritage Officer	9,500	7,125	2,375	10,000	5,000	10,000	0	
Goar Knap - Building	1,650	2,279	(629)	2,000	1,619	2,000	0	
Holiday Playscheme contribution	9,080	9,080	0	9,270	9,270	9,270	0	
Improvements at Yeovil Recreation Centre	5,000	5,000	0	0	0	0	0	
Labour	26,000	4,140	21,860	26,520	15,674	20,899	5,621	Underspend to support allotment maintenance costs
Leases	350	335	15	350	0	350	0	
Materials and equipment	1,800	1,161	639	1,800	1,136	1,800	0	
Open spaces:								
Lights for Milford Park	400	0	400	400	0	0	400	
Open Spaces	133,480	133,480	0	133,480	0	133,480	0	
Play and Landscape Officers	12,440	12,440	0	12,690	6,345	12,690	0	
Play Area								
Repairs/Enhancements	12,190	12,190	0	12,440	6,220	12,440	0	
Play Area Upgrade	2,660	2,660	0	2,720	1,360	2,720	0	
Playpark Programme	10,000	10,000	0	10,000	0	10,000	0	
Door Step Green	800	618	183	1,000	2,651	4,751	(3,751)	Pathway repair
Country Park	32,700	32,700	0	32,700	16,350	32,700	0	
Yew Tree Park - Gate Opening	2,150	1,658	492	2,200	1,610	2,200	0	
Protective Clothing	200	154	46	0	79	200	(200)	
Restoration of Sidney Gardens Fountain	12,600	12,600	0	0	0	0	0	
Site Surveys	0	0	0	0	0	448	(448)	Elizabeth Flats wall (from contingencies)
Trackways	0	0	0	0	0	7,357	(7,357)	Trackways at Goar Knap and Sunningdale (from contingencies)
Vehicle	1,300	1,089	211	1,350	1,017	1,350	0	
Water charges	1,000	2,848	(1,848)	1,000	2,096	1,000	0	
Water Mains Refurbishment/Repairs	2,200	1,098	1,102	2,200	0	2,200	0	
Total Expenditure	287,750	269,820	17,930	272,570	82,614	282,104	(9,534)	
INCOME								
Taps & keys	(150)	(57)	(94)	(100)	10	(50)	(50)	
Access & Easements	0	0	0	0	0	0	0	
Rent	(17,800)	(17,724)	(76)	(17,800)	(16,517)	(17,000)	(800)	
Lease	(2,090)	(2,088)	(2)	(2,090)	(1,566)	(2,090)	0	
Water Charge	(1,000)	(2,623)	1,623	(1,000)	(1,569)	(1,000)	0	
Total Income	(21,040)	(22,491)	1,451	(20,990)	(19,643)	(20,140)	(850)	
Net Expenditure	266,710	247,328	19,382	251,580	62,970	261,964	(10,384)	

Planning Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 9 spent 12/31/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Planning	1,000	0	1,000	1,000	323	800	200	
Total Expenditure	1,000	0	1,000	1,000	323	800	200	
INCOME								
	0	0	0	0	0		0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	1,000	0	1,000	1,000	323	800	200	

Promotions & Activities Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 9 spent 12/31/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Christmas Lights	23,500	23,814	(314)	23,500	20,485	23,500	0	
Christmas Lights Competition	30	0	30	30	0	0	30	
Christmas Lights Installation/Safety Checks	16,500	17,372	(872)	17,000	14,225	14,500	2,500	
Christmas Lights Switch On	500	0	500	500	0	500	0	
Customised souvenirs	650	0	650	650	0	650	0	
Eats:Festival	0	0	0	9,000	750	9,000	0	
Love Yeovil	1,000	0	1,000	1,000	800	100	900	
Resourcing VE Day Celebrations	35,000	2,950	32,050	0	0	29,100	(29,100)	Funded from Reserve
Super Saturday	6,000	8,038	(2,038)	6,500	4,189	5,000	1,500	
Town Crier	1,030	35	995	1,030	0	500	530	
Unity in the Community	550	0	550	550	550	1,100	(550)	To financially support Somerset Diverse Communities event. £550 funded from Reserve
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,440	0	16,440	15	16,455	(15)	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	0	0	1,550	Cancelled due to COVID-19
Total Expenditure	127,550	93,448	34,102	102,550	41,014	125,205	(22,655)	
INCOME								
Souvenirs	0	0	0	0	0	0	0	
Super Saturday	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	127,550	93,448	34,102	102,550	41,014	125,205	(22,655)	

Background

The Town Clerk/Responsible Finance Officer held a Budget Setting workshop in October and budgets were presented to each committee in November 2021. Following a recommendation from this Committee, Town Council approved the draft budget for the financial year at its meeting held on 7th December 2021, subject to receiving the tax base from South Somerset District Council for 2022/23; and Crematorium and Cemetery Committee final budget.

Setting the budget

The additional information has now been received as indicated in the table below.

	(£)
Committee	
Grounds and General Maintenance	339,770
Planning	1,000
Buildings and Civic Matters	252,820
Promotions and Activities	101,040
Policy, Resources and Finance	448,280
Subtotal	1,142,910
Contingency	57,146
Total Committees' Budget	1,200,056
Joint Burial Committee	73,384
Total Budget Requirement	1,273,440

Setting the precept

As part of the Local Government Finance Settlement, the Secretary of State for Communities and Local Government announced:

“that the government remains committed to striking a balance between giving local authorities the flexibility to determine their own level of council tax and ensuring local residents have the final say on excessive increases.

The government has not previously set referendum principles for town and parish councils. This approach was contingent on the sector taking all available steps to mitigate the need for council tax increases and the government seeing clear evidence of restraint.

In 2021/22, the average Band D parish precept increased by 2.8%, the smallest for ten years. In expectation that parish and town councils continue to show restraint when charging council tax, the government proposes to continue with no referendum principles for the sector in 2022/23. It will however take careful account of the increases set in 2022/23 when reviewing the matter ahead of next year's settlement.

This means that there will not be cap on Council Tax for town and parish Councils.

The tax base now stands at **8,930.76** (a reduction of 173.89 compared to 2021/22). If members wished to set the precept at **£1,273,440** (as per the Total Budget Requirement indicated above – an increase of £96,164 compared to 2021/22). Setting a precept of **£1,273,440** would result in a Band D Charge of **£142.59** (an increase of £13.28 to 2021/22).

Balances and Reserves

	2018/19	2019/20	2020/21	2021/22
Unallocated Balances at 1st April	702,920	681,435	739,462	759,998
Carry forward from previous year	2,000	14,657	0	40,250
Unallocated Balances at 1st April	704,920	696,092	739,462	800,248
Underspend / (Overspend)	849	111,519	156,415	11,585*
Carry forward to following year	(14,657)	0	(40,250)	(40,250)*
Movement on earmarked reserves	(9,677)	(68,149)	(95,629)	(41,211)*
Unallocated balances at 31st March	681,435	739,462	759,998	730,372*

*Estimate for outturn position as at 31st March 2022.

Balances can be split between earmarked reserves and unallocated reserves. Earmarked reserves are funds set aside for specific purposes – these are detailed within the Appendices.

	2018/19	2019/20	2020/21	2021/22
Earmarked Reserves	50,166	118,315	213,944	255,155*
Unallocated General Fund Balance	681,435	739,462	759,998	730,372*
Balances at 31st March	731,601	857,777	973,942	985,527*

*Estimate for outturn position as at 31st March 2022.

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

The Committee is **RECOMMENDED**:

- (1) to note the report;
- (2) to agree and recommend to Town Council the budget as detailed in the report; and
- (3) to agree and recommend the Precept for Yeovil Town Council for the financial year 2022/23 to Town Council.

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

Yeovil Town Council - 2022/23 Budget

	£	£	£	£	£	£	£	£
Committee	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Policy, Resources and Finance	378,964	391,504	426,890	346,670	409,270	437,230	486,630	448,280
Buildings and Civic Matters	122,070	126,960	96,780	186,239	184,250	204,490	218,680	252,820
Grounds and General Maintenance	234,716	238,617	222,520	234,822	239,680	266,710	251,580	339,770
Planning	5,360	13,250	0	0	1,000	1,000	1,000	1,000
Promotions and Activities	67,990	69,280	95,330	92,866	92,000	127,550	102,550	101,040
Sub Total	809,100	839,611	841,520	860,597	926,200	1,036,980	1,060,440	1,142,910
Contingency	39,347	40,551	68,463	48,517	46,310	51,849	53,022	57,146
Total Committees' Budget	848,447	880,162	909,983	909,114	972,510	1,088,829	1,113,462	1,200,056
Joint Burial Committee	80,420	80,398	58,284	60,016	61,007	63,760	63,814	73,384
Total Budget Requirement	928,867	960,560	968,267	969,130	1,033,517	1,152,589	1,177,276	1,273,440
Funded By:	£	£	£	£	£	£	£	£
Grant from Billing Authority (CTRS)	(94,180)	(81,920)	(26,370)	(8,680)	0	0	0	0
Net Precept	(834,687)	(878,640)	(941,897)	(960,450)	(1,033,517)	(1,152,589)	(1,177,276)	(1,273,440)
Use of Unallocated General Fund Balances	0	0	0	0	0	0	0	0
Total Funding	(928,867)	(960,560)	(968,267)	(969,130)	(1,033,517)	(1,152,589)	(1,177,276)	(1,273,440)
Divided by Tax Base	8,733.72	9,013.54	9,055.91	9,142.80	9,108.12	9,107.50	9,104.62	8,930.76
Band D Charge	£95.57	£97.48	£104.01	£105.05	£113.47	£126.55	£129.31	£142.59

Grounds and General Maintenance Committee

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

Buildings & Civic Matters Committee

	2020/21			2021/22				2022/23		Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 31/09/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	Proposed Budget		
EXPENDITURE										
Band Costs	3,500	3,500	0	3,500	0	3,500	0	3,500		SLA agreed to commence in 2020/21
CCTV	32,490	32,490	0	32,490	0	32,490	0	32,490		
Changing Places Toilet	0	0	0	0	0	0	0	5,000		Contribution to SSDC Changing Places fully accessible toilet bid
Community safety	2,500	2,500	0	2,500	0	2,500	0	17,500		Agreed 16/11/21
Defibrillator	0	0	0	9,000	9,821	17,500	(8,500)	10,500		
Litter/Grit bins	700	188	512	700	0	250	450	700		
Milford Hall	24,500	38,880	(14,380)	0	0	0	0	0		Inflationary increase
Milford Hall - Business Rates	0	0	0	5,000	0	0	5,000	5,200		Inflationary increase
Milford Hall - Running Costs	0	0	0	15,000	9,217	19,345	(4,345)	20,000		
Milford Hall - Security	0	0	0	3,250	1,060	2,543	707	3,000		Inflationary increase
Milford Hall - SSDC Recharges	0	0	0	7,100	2,288	9,152	(2,052)	10,000		Inflationary increase
Milford Hall Refurbishments	0	0	0	0	0	0	0	20,000		
Millennium Clock	400	706	(306)	500	0	400	100	520		
Monmouth Hall	17,340	5,813	11,527	0	0	0	0	0		Inflationary increase
Monmouth Hall - Running Costs	0	0	0	16,870	2,831	6,182	10,688	0		
Monmouth Hall Business Rates	0	0	0	820	0	0	820	0		
Monmouth Hall refurbishment	60,000	0	60,000	60,000	20,392	60,000	0	60,000		£60k in budget from 2018/19 and 2019/20.
PA System	500	0	500	500	0	500	0	500		Hire charge of PA system and technical support for Remembrance Sunday
Painting of Town House	16,890	21,017	(4,127)	0	0	0	0	0		
Public noticeboards	500	41	459	500	0	500	0	500		
Peter Street Public Toilet	23,000	22,063	937	0	0	0	0	0		Patrols from YCRT to reduce antisocial behaviour. Cleaning costs increased in line with National Living Wage
Peter Street Public Toilet - Cleaning (inc toilet rolls)	0	0	0	7,340	2,077	6,237	1,103	7,000		
Peter Street Public Toilet - Security	0	0	0	5,800	2,478	4,956	844	5,200		
Peter Street Public Toilet - Business Rates	0	0	0	3,200	1,599	3,197	3	3,200		
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	0	0	0	7,120	2,524	5,048	2,072	7,120		
Petters Way Public Toilet	13,000	22,490	(9,490)	0	0	0	0	0		Patrols from YCRT to reduce antisocial behaviour. Cleaning costs increased in line with National Living Wage
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	0	0	0	11,400	(136)	11,400	0	11,400		
Petters Way Public Toilet - Security	0	0	0	5,000	2,478	5,000	0	5,000		
Petters Way Public Toilet - Business Rates	0	0	0	2,650	1,325	2,649	1	2,650		
Petters Way Public Toilet - Other Running costs (repairs)	0	0	0	2,030	211	2,030	0	2,030		
Regalia	0	0	0	0	0	0	0	2,000		Move from PR&F
Remembrance Sunday Video	0	0	0	0	0	1,500	(1,500)	1,500		
Sports Development Officer (SSDC)	2,160	2,160	0	2,160	0	2,160	0	2,160		
St Georges Day Parade	300	0	300	300	0	0	300	300		
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	8,000		
Town House - CCTV Reserve	0	0	0	500	0	0	500	500		Build up a reserve to repair/replace CCTV BCM 17/11/20
Town House - business rates	10,000	9,606	394	10,000	4,801	9,602	399	10,400		
Town House - electricity	1,600	1,514	86	1,600	258	1,200	400	1,600		
Town House - gas	2,200	1,694	506	2,200	694	2,200	0	2,200		
Town House - repairs and maintenance	8,000	14,795	(6,795)	10,000	1,900	10,000	0	10,000		
Town House - water charges	400	181	219	400	75	220	180	400		
Town House (excluding services)	6,760	7,924	(1,164)	7,000	2,806	6,800	200	7,000		
War memorials	750	864	(114)	750	0	750	0	750		Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years
Total Expenditure	235,490	188,426	47,064	245,180	68,697	229,812	15,368	279,820		
INCOME										
Defibrillator	0	0	0	0	(2,500)	(7,500)	7,500	0		
Monmouth Hall	(4,500)	45	(4,545)	0	0	0	0	0		
Milford Hall	(25,000)	(8,031)	(16,969)	(25,000)	(7,926)	(15,851)	(9,149)	(26,000)		
Town House	(1,500)	0	(1,500)	(1,500)	0	0	(1,500)	(1,000)		
Total Income	(31,000)	(7,986)	(23,014)	(26,500)	(10,426)	(23,351)	(3,149)	(27,000)		
Net Expenditure	204,490	180,440	24,050	218,680	58,271	206,461	12,219	252,820		

Promotions & Activities Committee

	2020/21			2021/22				2022/23	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 31/09/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Christmas Lights	23,500	23,814	(314)	23,500	20,338	22,000	1,500	23,500	
Christmas Lights Competition	30	0	30	30	0	0	30	30	
Christmas Lights Installation/Safety Checks	16,500	17,373	(873)	17,000	14,225	16,500	500	17,500	Inflationary increase
Christmas Lights Switch On	500	0	500	500	0	0	500	500	Contractor to provide more people to switch on Christmas lights.
Customised souvenirs	650	0	650	650	0	650	0	650	
Eats:Festival	0	0	0	9,000	750	9,000	0	5,000	Spring, Super Saturday and Christmas local produce market. P&A 10/11/20.
Love Yeovil	1,000	0	1,000	1,000	0	1,000	0	1,000	
Resourcing VE Day Celebrations	35,000	2,950	32,050	0	0	0	0	0	An event to be held for VE Day (including staffing costs) P&A 12/11/19 PR&F 26/11/19. VE Day celebrations cancelled due to COVID - carry forward for Music in the Park in June 2021
Super Saturday	6,000	8,038	(2,038)	6,500	2,626	6,000	500	7,000	Inflationary increase
Town Crier	1,030	35	995	1,030	0	0	1,030	1,070	Inflationary increase
Unity in the Community	550	0	550	550	550	550	0	0	
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	24,800	0	24,800	
Yeovil in Bloom Working Budget	16,440	16,440	0	16,440	0	16,440	0	16,440	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	0	0	1,550	1,550	
Yeovil Together	0	0	0	0	0	1,100	(1,100)	2,000	Including Unity in the Community
Total Expenditure	127,550	93,450	34,100	102,550	38,489	98,040	4,510	101,040	
INCOME									
Souvenirs	0	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	0	
Net Expenditure	127,550	93,450	34,100	102,550	38,489	98,040	4,510	101,040	

Planning Committee

	2020/21			2021/22			2022/23		Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 31/09/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	Proposed Budget	
EXPENDITURE									
Planning	1,000	0	0	1,000	0	0	1,000	1,000	
Total Expenditure	1,000	0	0	1,000	0	0	1,000	1,000	
INCOME									
	0	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	0	
Net Expenditure	1,000	0	0	1,000	0	0	1,000	1,000	

Policy, Resources & Finance Committee

	2020/21			2021/22				2022/23	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 31/09/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Advertising	500	240	260	500	55	250	250	500	
Audit fees	3,400	3,039	361	3,470	284	3,200	270	3,610	Inflationary increase
Books/periodicals	240	45	195	240	0	100	140	240	
Carbon Management	0	0	0	25,000	0	0	25,000	25,000	
Contingencies	51,849	32,935	18,914	53,022	11,901	35,000	18,022		
Cost of Elections	1,500	0	1,500	1,500	4,079	1,500	0	5,500	Elections every 4 year. Budget to collect 1/4 each year and add to reserve to cover charge from SSDC every 4 years. Plus £4,000 to cover any by-election costs
Costs of Democracy	28,560	24,305	4,255	29,200	7,978	26,000	3,200	29,600	Members Allowance to increase in line with staff awards
Courses/conferences	6,500	1,611	4,889	5,000	0	2,000	3,000	5,000	
Franking Machine	700	292	408	500	581	600	(100)	500	
Furniture, office equipment & servicing	4,000	10,095	(6,095)	4,000	3,752	5,000	(1,000)	4,000	
Grants	7,000	4,705	2,295	7,000	5,199	7,000	0	7,000	
Insurance	5,000	0	5,000	6,000	5,078	5,500	500	6,000	Increased for the potential of Event cancellation premiums
Mayoral allowance	10,000	864	9,136	10,170	4,238	10,170	0	10,480	Mayoral Allowance to increase annually in line with CPI
Miscellaneous	0	469	(469)	0	355	500	(500)	0	
New Initiatives Fund	10,300	7,000	3,300	10,300	0	10,300	0	15,000	Increase agreed at Town Council 07/12/21
PC Support	11,000	10,859	141	12,500	6,140	12,574	(74)	13,000	PC support also includes EoFTTC (Ethernet over Fibre to the Cabinet) leased line. Inflationary increase and additional support for items purchased during 2020/21.
Postage	3,000	1,241	1,759	2,000	320	1,200	800	2,000	Postage reduced due to electronic summons of agendas, minutes etc
Prof. fees/subs	6,000	8,629	(2,629)	7,500	4,759	7,500	0	7,500	
PWLB Loan Repayments	30,000	0	30,000	30,000	0	0	30,000	0	
Regalia	2,000	0	2,000	2,000	447	2,000	0	0	Move to BCM
Salaries	250,000	256,575	(6,575)	260,000	126,779	255,000	5,000	267,500	Adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments.
Ski Centre	500	21	479	500	0	100	400	500	
Sponsorship (Octagon Theatre - SLA)	1,000	0	1,000	1,000	1,000	1,000	0	1,000	
Stationery/supplies	3,000	624	2,376	2,500	300	600	1,900	2,000	
Telephone	2,500	2,289	211	2,500	1,123	2,500	0	2,500	
Website	0	0	0	8,000	2,925	8,000	0	0	
Westlands	27,200	27,436	(236)	27,800	0	27,200	600	0	
Youth Council	2,000	0	2,000	2,000	0	2,000	0	2,000	
Youth Services	29,580	23,370	6,210	30,200	11,738	30,200	0	40,600	Inflationary increase and issue of a new SLA. Additional £10,600 for detached youth work agreed PRF 23/11/21
Total Expenditure	497,329	416,644	80,685	544,402	199,030	456,994	87,408	451,030	
INCOME									
Investment Interest	(4,000)	(1,144)	(2,856)	(2,500)	(94)	(225)	(2,275)	(500)	
Community Infrastructure Levy	0	(1,950)	1,950	0	0	0	0	0	Not guaranteed income.
Miscellaneous	0	(30)	30	0	0	0			
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(510)	(1,250)	0	(1,250)	
Salary Recharge	(3,000)	(1,100)	(1,900)	(1,000)	0	(1,000)	0	(1,000)	Salary recharged to Yeovil Crematorium and Cemetery budget for Town Clerk
Total Income	(8,250)	(5,448)	(2,802)	(4,750)	(604)	(2,475)	(2,275)	(2,750)	
Net Expenditure	489,079	411,196	77,883	539,652	198,426	454,519	85,133	448,280	

Yeovil Town Council - Estimated Reserves as at 31/03/22

Earmarked Reserve	Balance as at 01/04/20 (£)	Movement in Year In (£)	Balance as at 31/03/21 (£)	Movement in Year In (£)	Balance as at 31/03/22 (£)
Major Projects	984	0	984	0	984
Water Mains Refurbishments/Repairs	7,230	1,102	8,332	2,200	10,532
Allotment Fence Repairs	5,500	1000	6,500	(6,500)	0
Regalia	8,070	2,000	10,070	1,553	11,623
Custom Souvenirs	1080	650	1,730	650	2,380
Youth Council	2,384	2,000	4,384	2,000	6,384
Monmouth Hall Refurbishment	91,340	71,527	162,867	39,608	202,475
Unity in the Community	1079	550	1,629	(1,100)	529
Community Infrastructure Levy	648	1950	2,598	0	2,598
Costs of Elections	0	1500	1,500	1500	3,000
War Memorial	0	750	750	750	1,500
Sidney Gardens Fountain	0	12600	12,600	0	12,600
VE Day/Music in the Park	0	32050	32,050	0	32,050
New Initiatives - Remembrance Benches	0	6000	6,000	(6,000)	0
	118,315	133,679	251,994	34,661	286,655

YEOVIL TOWN COUNCIL



RISK STRATEGY

1. Introduction

The Council delegates the carrying out of its risks assessments to the Policy, Resources and Finance Committee under Local Government Act 1972 (S101). The risk assessment is reviewed in January each year.

Where a committee considers the risk assessment under delegated powers, the full Council must specifically review, and minute the review, of the risk assessment (rather than simply adopting the minutes of that Committee including all recommendations).

2. Risk Management Strategy

Yeovil Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. The Town Council will take any action that is deemed necessary.

The Town Clerk reviews risks on a regular basis, including any newly identified risks, and will report on such matters to the Policy, Resources and Finance Committee. The review will include identification of any unacceptable levels of risk.

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

- Risk management is not just about financial management: it is about ensuring the achievement of objectives set by the council to deliver high quality public services; and
- The local council audit approach seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if necessary, to strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Therefore, each year Members should:

- take steps to identify and update their record of key risks facing the Council;

- evaluate the potential consequences to the Council if an event identified as a risk takes place (in terms of likelihood and impact);
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

3. Assessment of Risk

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

Likelihood

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

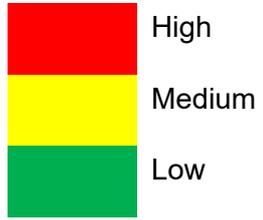
Impact

		Risk Threat
4	Major	Financial Impact > £500,000 Fatality/disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
3	Serious	Financial Impact > £250,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
2	Significant	Financial Impact > £50,000 Adverse service users complaints / service disruption / minor injuries and near misses to staff and public
1	Minor	Financial impact less than £5,000 / isolated complaints / minor service disruption

4. Risk Matrix

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

Impact



The legend shows three risk levels: High (Red), Medium (Yellow), and Low (Green). The risk matrix cells are colored based on these levels: High (Red) for values 8, 12, 16, 9, and 8; Medium (Yellow) for values 4, 6, 3, 4, 3, and 4; and Low (Green) for values 2, 2, 1, 2, 1, and 2.

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

Controls are then identified in order to mitigate the risk. It is anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the relevant people.

5. Risk Register

Ref	Risk	Impact	Likelihood	Level	Controls	Review	Responsibility
ASSETS							
1	Protection of physical assets	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce. Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee to update cover.	January 2023	Town Clerk/ Relevant Committees
2	Security for vulnerable buildings, amenities or equipment	3	2	Medium	Appropriate security devices are fitted to all of the Council's buildings and linked as necessary, to a central control station. CCTV at both Milford Hall and Town House. Atlas Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter the back offices of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports	January 2023	Town Clerk/ Relevant Committees

					are obtained for all breaches of security by contacting Avon and Somerset Constabulary.		
3	Maintenance for vulnerable buildings, amenities or equipment	3	2	Medium	All premises are maintained within the approved budget. Maintenance is undertaken in-house where possible and external contractors used as required. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis.	January 2023	Town Clerk/ Relevant Committees
4	Provision of amenities/facilities for local community groups	3	2	Medium	The council has approved the hire of Milford Community Hall, and the Town House on a hourly charge basis. Conditions of hire have been reviewed that will assist in safeguarding the Council's assets	January 2023	Town Clerk/ Relevant Committees
FINANCE							
5	Banking arrangements	2	1	Low	Reviewed periodically by Policy, Resources and Finance Committee. All cheques require two Members' signatures. The Policy, Resources and Finance Committee review all payments and income following their consideration by the service committees. Suppliers paid by BACS where appropriate.	January 2023	Town Clerk / PR&F
6	Protection of Investments	2	1	Low	An investment register is reviewed on a monthly basis.	January 2023	Town Clerk / PR&F
7	Consequential loss of income	2	1	Low	Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to	January 2023	Town Clerk / PR&F

					the cloud. IT support quickly accessed and data can be restored if/when appropriate.		
8	Loss of cash through theft or dishonesty	1	1	Low	Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and segregation of duty for all non-cash payments made. Bank Reconciliations conducted on a monthly basis.	January 2023	Town Clerk / PR&F
9	Financial controls and records	3	1	Medium	Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit.	January 2023	Town Clerk / PR&F
10	Comply with HMRC Regulations	2	1	Low	VAT payments and claims calculated by Finance Officer and checked by RFO. Internal and external auditor to provide assurance.	January 2023	Town Clerk / PR&F
11	Sound budgeting to underlie annual precept	3	2	Medium	Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Policy, Resources and Finance Committee recommend budget to Council. Expenditure against budget reported to Policy, Resources and Finance Committee on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year.	January 2023	Town Clerk / PR&F
12	Complying with borrowing restrictions	1	1	Low	No new borrowing likely at present.	January 2023	Town Clerk / PR&F
13	Ensuring robustness of insurance providers	4	1	Medium	The Council currently insures with Zurich Municipal on a 3-year basis. A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered.	January 2023	Town Clerk / PR&F
14	Clear statements of management responsibility for each service	2	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resource and Finance Committee have delegated management responsibility for their own budget. Expenditure and	January 2023	Town Clerk / PR&F

					income reported to each committee meeting with an Outturn report at the end of the financial year.		
15	Inappropriate use of Procurement Card	2	1	Low	There is one procurement card which is the responsibility of; and kept secure by the Town Clerk. Records are kept and reconciled with the statement on a monthly basis. Credit limit £2,000.	January 2023	Town Clerk / PR&F
PROCUREMENT							
16	Awarding of contracts for services and the purchase of capital equipment	3	1	Medium	The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications.	January 2023	Town Clerk / PR&F
17	Professional services and contractors	3	1	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due diligence is given where the number of prospective contractors are limited	January 2023	Town Clerk/ Relevant Committees
LIABILITY							
18	Risk of damage to third party property or individuals/Legal liability	3	2	Medium	Public Liability Insurance £15 million – covering personal accident liability for employees and members. Open spaces checked regularly. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added.	January 2023	Town Clerk/ Relevant Committees

19	Legal liability as consequence of assets ownership (especially burial ground, playgrounds etc.)	4	2	High	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce.	January 2023	Town Clerk/ Relevant Committees
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EMPLOYER LIABILITY

20	Comply with Employment Law	1	2	Low	Yeovil Town Council is member of SALC. Town Clerk is a member of SLCC. Subscription to South West Councils. Policies reviewed and updated as necessary.	January 2023	Town Clerk / PR&F
21	Comply with Inland Revenue requirements	2	1	Low	Sage Payroll software which is IR compliant is used. Internal and External auditor carry out checks.	January 2023	Town Clerk / PR&F
22	Safety of Staff and visitors	2	1	Low	Visitors book to sign in and out. Camera fitted at front desk of Town House. Regular risk assessments. During the pandemic, the admittance of visitors to Town House are restricted.	January 2023	Town Clerk / Council
23	Recognise and accepts responsibility as employer	3	2	Medium	Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate.	January 2023	Town Clerk / Council
24	Facilities Officer Safety	2	2	Medium	Lone working policy that all staff members are aware of. Key duties risk assessed.	January 2023	Town Clerk / Council
25	Remote working health and well-being	2	2	Medium	Regular check-ins with those working remotely.	January 2023	Town Clerk / PR&F
	Protection of staff against malicious behaviour (both online and offline)	3	2	Medium	To be considered		

STAFFING

26	Staff Cover	3	2	Medium	All key duties can be covered. Annual Leave is co-ordinated to ensure the office can be covered at all times. During the pandemic, assessments are conducted regarding changes in priorities and how this will be conducted.	January 2023	Town Clerk / PR&F
27	Staff Retention	3	2	Medium	A learning and developmental organisation.	January 2023	Town Clerk / PR&F
LEGAL LIABILITY							
28	Ensuring activities are within legal powers	3	1	Medium	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence.	January 2023	Town Clerk / PR&F
29	Proper and timely reporting via the Minutes	1	1	Low	Council meets regularly, committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting (recognised that during periods of time when virtual meetings (informal meetings) are held, they will be signed at the next appropriate meeting). Minutes are made available to the press and public.	January 2023	Town Clerk / PR&F
30	Proper document control	2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2023	Town Clerk / PR&F
31	Breach of personal data	3	2	Medium	Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so.	January 2023	Town Clerk / PR&F
COUNCIL PROPREITY							
32	Register of Interests and gifts and hospitality in place	2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on	January 2023	Town Clerk / Council

					Councillors to identify when they should declare an interest, but advice is given when requested).		
COVID - 19							
33	Transmission of virus to staff, visitors and Councillors	3	2	Medium	<p>Employees work remotely where/when appropriate No visitors to office except contractors (pre-arranged or for urgent matters) Only the decision makers present at Council meetings, other Councillors and public can join these meetings virtually. Separate detailed COVID-19 risk assessments conducted. Facilities and equipment on hand to ensure regular cleaning of surfaces and washing of hands.</p>	April 2021	Town Clerk / PR&F

Yeovil Town Council
25th January 2022

To be reviewed: January 2023

Purpose of Report

Members to consider whether co-opted Members should receive travelling and subsistence allowance.

Background

Regulation 25 of the Local Authorities (Members' Allowances) (England) (Amendments) Regulations 2004 (SI.2004/2596) states that an authority **may** pay an allowance (parish basic allowance) to each of its members. In accordance with these regulations Yeovil Town Council have agreed to pay parish basic allowance. The purpose of the Members Allowance is to cover Council related expenses that Councillors may incur in the course of carrying out their duties. Currently this the parish basic allowance is £1,139.76 per annum (before taxation) which is paid monthly. The Regulations do not permit co-opted Members to be paid this allowance.

When the regulations were first introduced they applied to elected members only and not to those who were co-opted onto committees. However, the regulations were amended in 2004 (by virtue of The Local Authorities (Members' Allowances) (England) (Amendments) Regulations 2004 (SI.2004/2596) so that **some** of the provisions relate to members of a parish council other than an elected member (co-opted members). These provisions are referred to in Regulation 26 – Travelling and subsistence allowance.

Parish Travelling and Subsistence Allowance – Regulation 26

The council **may** pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories - a) the attendance at a meeting of the council or of any committee or subcommittee of the council, or of anybody to which the council makes appointments or nominations or of any committee or subcommittee of such a body; b) the attendance at a meeting of any association of authorities of which the council is a member; c) the performance of duties in connection with a tender process; d) the performance of any duty which requires the inspection of any premises; e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees. If the Council wish to include site visits for planning applications this must be specifically added and minuted.

Currently Yeovil Town Council do not pay member any travel or subsistence allowance as members receive a parish basic allowance. As the regulation state "...may pay to both elected and co-opted members allowance in respect of travelling and

subsistence...”, the Council would need to decide if regulation 26 should apply to (a) all Councillors, (b) just co-opted members, or (c) should not apply at all.

The allowances are listed within the “Member’s Allowance Scheme, Travel and Subsistence Allowance” document. Extracts are provided below:

2.2 Travel Allowances

Motor cars Engine Capacity All cc’s	45p per mile (HMRC approved tax free mileage rate)
Motorcycles Engine Capacity All cc’s	24p per mile
Bicycle allowance	20p per mile
Plus (a)	5.0p per mile for the carriage of the first passenger and 3.0p per mile for the second and subsequent passengers, not exceeding 4, to whom a travelling allowance would otherwise be payable.
(b)	Actual cost of parking fees, tolls, ferrying and overnight garaging.
(c)	The full costs of public transport to be met for approved duties and taxi fares will be met in cases of exceptional need and inability to drive or take alternative transport.

2.3 Subsistence Allowance

The payment of subsistence allowances is subject to the principle that some additional expenditure has actually been incurred.

In the case of an absence, not involving an absence overnight	
Breakfast allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11.00 a.m.)	£5.42
Lunch allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunch time between 12.00 noon and 2.00pm)	£7.64
Tea allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3.00pm to 6.00pm)	£2.93
Evening meal allowance (more than 4 hours away from the normal place of residence or where the authority permits, a lesser period, ending after 7.00pm)	£10.00

Claims for subsistence and car parking etc. should be accompanied wherever possible by receipts.

If the Council agree to apply Regulation 26 regard will also need to be given to how any claims should be approved, to ensure that claims are accurate and reasonable.

The Committee is **RECOMMENDED**:

- 1) to agree that co-opted members should receive travelling and subsistence allowance; and
- 2) to consider how these claims should be approved.

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

10/272 FORWARD PLAN

Date	Item
Policy, Resources & Finance 30 th March 2022	<ul style="list-style-type: none"> • Financial Statements December 2021/January 2022 • Capital and Revenue Reserves 31st January 2022 • Bank Reconciliation 31st January 2022 • Applications for Grant Aid
Policy, Resources & Finance May 2022	<ul style="list-style-type: none"> • Financial Statements February/March 2022 • Capital and Revenue Reserves 31st March 2022 • Bank Reconciliation 31st March 2022 • Applications for Grant Aid • Mayors Accounts year ended 31st March 2022 • Outturn 202/22 • CIL reporting year ended 31st March 202
Policy, Resources & Finance July 2022	<ul style="list-style-type: none"> • Financial Statements April/May 2022 • Capital and Revenue Reserves 31st May 2022 • Bank Reconciliation 31st May 2022 • Applications for Grant Aid
Policy, Resources & Finance September 2022	<ul style="list-style-type: none"> • Financial Statements June/July 2022 • Capital and Revenue Reserves 31st July 2022 • Bank Reconciliation 31st July 2022 • Applications for Grant Aid • Budget Monitoring Month 5 (August 2022)
Policy, Resources & Finance November 2022	<ul style="list-style-type: none"> • Financial Statements August/September 2022 • Capital and Revenue Reserves 30th September 2022 • Bank Reconciliation 30th September 2022 • Applications for Grant Aid • Draft Budgets 2023/24 • Allotment Rents from 1st January 2024 • Community Hall Charges 2023/24 • Budget Monitoring Month 7 (October 2022)
Policy, Resources & Finance January 2023	<ul style="list-style-type: none"> • Financial Statements October/November 2022 • Capital and Revenue Reserves 30th November 2022 • Bank Reconciliation 30th November 2022 • Applications for Grant Aid • Risk Management Strategy and Risk Register • Budgets 2023/24 • Budget Monitoring Month 9 (December 2022)
Policy, Resources & Finance March 2023	<ul style="list-style-type: none"> • Financial Statements December 2022/January 2023 • Capital and Revenue Reserves 31st January 2023 • Bank Reconciliation 31st January 2023 • Applications for Grant Aid