

Finance and Operations Committee Meeting

Midsomer Norton Town Council

Agenda - 17 July 2024

Finance and Operations Committee Meeting 17th July 2024

Midsomer Norton Town Council
Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ

Temporary Offices - Unit 14, South Road, Midsomer Norton

Phone 01761 418707 Email: townclerk@msn-tc.gov.uk

Mayor: Cllr Martyn Plant Locum Town Clerk: Lee Jakeman

All Council Meetings are open to the Public and Press

Summons

To all Members of Midsomer Norton Planning Committee:
You are hereby summoned to attend a meeting of Midsomer Norton Planning Committee for the purpose of transacting the following business. The meeting will be held on WEDNESDAY 17th JULY at 6.00pm Council Chambers, The Hollies, High Street, Midsomer Norton
Lee Jakeman
Locum Clerk

1 Present

2 Apologies for Absence

3 Welcome

4 Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

5 Declarations of Interest and Dispensations

1. Members to declare any interests which are not currently entered in the member's register of interests or he/she has not notified the Monitoring Officer of it.
 2. To receive written requests for dispensation for disclosable pecuniary interests.
 3. To grant any request for dispensation as appropriate.
-

- 6 Confirmation of Previous Minutes**
- Proposal to approve the previous minutes from the meeting held on 17th June 2024.
-
- 7 Remembrance Day - Sunday 10th November 2024**
- Proposal for the Council to cover the cost of the Band leading the parade on Sunday 10th November 2024.
-
- 8 Removal of the old Town Council Website**
- Proposal to stop the monthly hosting with SoVision for www.midsomernortontowncouncil.co.uk.
-
- 9 Phone Contracts for Staff**
- Proposal for the Council to approve phone contracts for all members of staff.
-
- 10 Approval of payments and signature of the monthly bank reconciliation.**
1. Proposal to approve and sign the end of year Bank Reconciliation,
 2. Approve the payments made during June 2024
 3. To note the three month budget review
 4. To note the expenditure on the Town Hall Refurbishment which also includes a report from the Midsomer Norton High Street Regeneration Steering Group.
-
- 11 Exclusion of the Press and Public**
- Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
-
- 12 Contract with Local Government Resource Centre (LGRC) for the Locum Clerk**
- Proposal to approve the contract with LGRC and delegation for signature.
-
- 13 Date of Next Meeting**

Next Finance and Operations Committee Meeting to be held on Monday 16th
September 2024

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1 - Present

2 - Apologies for Absence

3 - Welcome

4 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

5 - Declarations of Interest and Dispensations

1. Members to declare any interests which are not currently entered in the member's register of interests or he/she has not notified the Monitoring Officer of it.
2. To receive written requests for dispensation for disclosable pecuniary interests.
3. To grant any request for dispensation as appropriate.

6 - Confirmation of Previous Minutes

Proposal to approve the previous minutes from the meeting held on 17th June 2024.

Attachments

[Minutes 17th June 2024.docx](#)

Minutes

Finance and Operations Committee Meeting – Monday 17th

June 2024 starting at 7pm

Midsomer Norton Town Council



Midsomer Norton Town Council

Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ

Phone: 01761 418701 Email: townclerk@msn-tc.gov.uk

Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman

1 - Election of the Chair of the Finance and Operations Committee

Proposal to appoint a Chair for 2024-2025 for the Finance and Operations Committee.

Decision: The Committee **RESOLVED** Cllr Martyn Plant be appointed as Chair of the Finance and Operations Committee for 2024-2025. This was proposed by Cllr Deborah Thatcher and seconded by Cllr Shaun Hughes.

2 - Welcome

Cllr Martyn Plant as the Chair of the Finance and Operations Committee welcomed everyone to the meeting.

3 - Present

Cllrs Deborah Thatcher, Martyn Plant, Shaun Hughes, and Cheryl Scott

4 - Apologies for Absence

Cllr Charlotte Lucas

5 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

There were two members of the public in attendance.

6 - Declarations of Interest and Dispensations

1. Members to declare any interests which are not currently entered in the member's register of interests, or he/she has not notified the Monitoring Officer of it.
2. To receive written requests for dispensation for disclosable pecuniary interests.
3. To grant any request for dispensation as appropriate.

Decision: There were no declarations of interest or dispensations from the Councillors.

7 - Confirmation of Previous Minutes

Proposal to approve the previous minutes from the meeting held on 18th March 2024.

Decision: The Committee **RESOLVED** to approve the minutes from the Finance and Operations Committee held on 18th March 2024 as a true record, these were signed and dated by the Chair.

8 - Approval of payments and signature of the monthly bank reconciliation.

1. Proposal to approve and sign the Bank Reconciliation as at 31st May 2024
2. Proposal to approve the payment list for May.
3. To note the Income & Expenditure Report for May 2024.

Decision: The Committee **RESOLVED** to approve the Bank Reconciliations as at 31st May 2024, they were signed by the Chair of the Finance and Operations Committee and the RFO.

The Committee **RESOLVED** to approve the Payment List for May 2024.

The Committee noted the Income and Expenditure report for May 2024.

9 - Date of Next Meeting

Next Finance and Operations Committee Meeting to be held on Monday 15th July 2024

Meeting closed 7.10pm

7 - Remembrance Day - Sunday 10th November 2024

Proposal for the Council to cover the cost of the Band leading the parade on Sunday 10th
November 2024.

Attachments

[Cover the cost of the bank for remembrance day.docx](#)

Remembrance Day – 10th November 2024

Proposal for the Town Council to cover the cost of the band leading the parade.

The Town Council are responsible for organising the permits and permissions from B&NES such as the Road Closure and Event Management Plan.

The Town Council have budgeted £1,000 for this year's event, the costs so far are: -

£370 for three paramedics to be in attendance.

£608 for eight marshals to be in attendance to help with crowd control and the rolling road closure.

£30 for the Town Council wreath

Total Costs - £1008

The Parade is led by a Band, the costs have been previously covered by the Royal British Legion, this year the Royal British Legion have asked the Town Council to cover the cost which is: - £75.00.

The recommendation is to cover the cost of the Band and take the excess from the General Reserves and next year increase the budget slightly.

8 - Removal of the old Town Council Website

Proposal to stop the monthly hosting with SoVision for
www.midsomernortontowncouncil.co.uk.

Attachments

[Hosting of the Old Town Council Website.docx](#)

Hosting of the Old Town Council Website

Proposal for the Town Council to request SoVision to cease hosting the old Town Council website www.midsomernortontowncouncil.co.uk, this is currently £11.05 a month which is £132.60 a year.

This website is no longer updated or maintained and it now has a redirect system on it, which means it still shows within Google but if viewers click on it, they will be taken to the new website instead www.msn-tc.gov.uk, this is currently hosted by a different company.

If the hosting is cancelled it will mean that the domain name will not be able to be used in the future as a website, but the recommendation is to continue renewing the actual domain name to stop fake websites being set up.

The recommendation is to cease the hosting as it no longer has any connection to the Town Council as the emails now link with the website and to keep renewing the domain name every year which is £11.99 a year.

9 - Phone Contracts for Staff

Proposal for the Council to approve phone contracts for all members of staff.

Attachments

[Proposal for new Phone Contracts.docx](#)

Phone Contracts

Proposal to approve new phone contracts for the members of staff at Midsomer Norton Town Council.

The Town Warden currently has an individual phone contract which will need renewing the end of next year and if the recommendations below are approved it will be incorporated into the contract.

The Office Manager has been using her personal phone for the past three years.

The Deputy Clerk is using an old iPhone 6 on a pay as you go contract and is topping up every month.

New phones are required for the Assistant Town Warden and Administration Assistant.

The contract would be under Midsomer Norton Town Council so if a member of staff leaves the phones will be able to be passed to the new member of staff keeping the same phone number and all the contacts on the phone. A phone will also be required for the new Town Clerk when they are in position.

Prices

Company A

Phones for the Deputy Clerk and Administration Assistant

iPhone 12 64GB

Data 20GB Data per month per phone

Unlimited UK texts and minutes

£0 up front cost

£33 a month plus VAT

Two phones £792 per year

24 Month 02 Business Contract

Phone for the Office Manager

iPhone 12 64GB

Data 25GB Data per month per phone

Unlimited UK texts and minutes

£0 up front cost

£32 a month plus VAT

£384 per year

24 Month 02 Business Contract

Phone for the Assistant Town Warden

Samsung A15 128GB

Data: 25GB Data per month per phone

Unlimited UK texts and minutes

£0 up front

£39 a month plus VAT

£468 per year

Total cost for the year £1644 or £137 a month

NB The cost would only be £1096 in this financial year

Company B

Option 1 – 24 Month Term

2 x O2 Unlimited Minutes, Unlimited Texts & 20GB of Data
2 x Vodafone Unlimited Minutes, Unlimited Texts & 20GB of Data
3 x Apple iPhone 12 – 64GB - £0.00
1 x Samsung Galaxy A15 – 128GB - £0.00
TOTAL - £129.00 per month, £1548 per year
£903 in this financial year

Option 2 – 36 Month Term*

2 x O2 Unlimited Minutes, Unlimited Texts & 20GB of Data
2 x Vodafone Unlimited Minutes, Unlimited Texts & 20GB of Data
3 x Apple iPhone 12 – 64GB - £0.00
1 x Samsung Galaxy A15 – 128GB - £0.00
TOTAL - £107.00 per month £1284
£749 in this financial year

NB: With this option the Council will be offered an early renewal after the initial 24 months to provide new hardware or reduce rental to sim only – in addition to this any new number added to the accounts (such as the user currently in contract) can be brought into the account under the same term so that all numbers on the contract are under one single contract and date).

Recommendation

The recommendation is for the Town Clerk to approve council phones for all members of staff and for the cost to come out of the general reserve but to be included in the budget for next year. The recommendation is company B and the 36 month term.

10 - Approval of payments and signature of the monthly bank reconciliation.

1. Proposal to approve and sign the end of year Bank Reconciliation,
2. Approve the payments made during June 2024
3. To note the three month budget review
4. To note the expenditure on the Town Hall Refurbishment which also includes a report from the Midsomer Norton High Street Regeneration Steering Group.

Attachments

[24 07 11 GPL Report for MSN High St Regeneration Steering Group.docx](#)

[Cashbook transactions June 2024.pdf](#)

[Quarterly Budget Review April - June 2024.pdf](#)

[Quarterly Budget Review April - June 2024.docx](#)

Midsomer Norton Town Hall - Interim Report to Midsomer Norton High Street Regeneration Steering Group

11th July 2024

1 Executive Summary

This report has been prepared in order to inform the steering group of the current status of construction/renovation work at Midsomer Norton Town Hall Phase 1.

The project is currently in delay.

The elements of work that have created delays are as follows: -

- A challenge by the Conservation Officer in relation to original finishes that have been removed from the wall not being in compliance with Listed Building Consent. This was a protracted debate which led to many weeks delay
It was disputed by the Architect as being without grounds, however it led to concerns in instructing further works in case there is enforcement action
GPL, as PM, procured a specialist planning consultancy to review the Conservation Officer position and provide sufficient confidence for works to move forward.

However, since that point, and in the course of the regularisation of the proposed works to rebuild the internal cross-wall via a Listed Building Consent application (which was granted), the Conservation Officer then raised concerns in respect of the removal of various existing finishes of various dates and quality in the Market Hall which the CO felt were not covered within the existing Listed Building Consent, leading to further delays. Please note that these matters are now concluded.

During construction other items, not anticipated at tender stage, have led to further delays and the culmination of this has bought an extension of time claim from the main contractor. These items were as follows: -

- The underpinning of the cross wall
- The rebuilding of the cross wall
- Floor strengthening works to assembly room
- Amended ceiling construction
- Further underpinning works
- New floor to the Sarah Ann room

These works attracted additional construction costs of around £158,000 and contributed to extension of time costs.

More on the extension of time, this has been assessed by the contract administrator and 134 days have been awarded which reset the completion date at 23.11.23. This attracts a potential cost of £129,000. Works beyond 23.11.23 could be subject to the levy of liquidated damages and this will form part of a final negotiation with the contractor.

We should also note that we anticipate a further extension of time claim from the contractor relating to the ceiling works and restricted site access (this is disputed)

During the works there was a bid to the Community Ownership Fund for additional monies to carry out roof works, but this was unsuccessful.

We should also note that no progress has been made on Phase 2 works

2 Current Works and Programme

Works are currently progressing. Photographs are attached for your information, as is the programme which shows an anticipated completion date of 30.9.24.

Anticipated future works as follows: -

- Reinststate market hall ceilings around spine beam
- Complete M&E first fix
- Market hall tape and joint works to complete
- Strike scaffold to market hall
- External Glazing
- Decoration to windows
- New toilets
- Radon barrier installation
- Floor insulation, underfloor heating and screed.

3 Financial Summary

The agreed contract sum was £1,095, 797.00

The projected cost to complete is £1,480,787.12, this includes the current EOT costs and costs of extra works. The shortfall has been funded by the public works fund, but we understand that further funding is being sought

4 Conclusion

We are now focused on achieving the completion of the project and negotiating a satisfactory commercial agreement with the contractor

Midsomer Norton Town Council

Cashbook transactions totalling £0.01 or more
for the period 01/06/2024 to 30/06/2024

Month	Date	Payee Name	Amount
3	06/06/2024	Edgars Limited	1872.00
3	06/06/2024	Midsomer Norton Community Trust	420.00
3	06/06/2024	Rialtas Business Solutions Ltd	1188.00
3	06/06/2024	Bath & North East Somerset Cou	90.00
3	06/06/2024	J & K Primrose Garden Maintena	1930.80
3	06/06/2024	Stonebarn Landscapes	2772.00
3	06/06/2024	Fair Account	150.00
3	06/06/2024	Apollo Technolgy Solutions Ltd	800.11
3	13/06/2024	Midsomer Norton Methodist Chur	141.30
3	13/06/2024	CODEX ABSOLUTE	47.94
3	13/06/2024	A F Denning Ltd	277.62
3	13/06/2024	Welton Rovers Football Club Li	60.00
3	13/06/2024	Nicola Paisey	45.00
3	13/06/2024	Rialtas Business Solutions Ltd	276.00
3	13/06/2024	soVision IT Ltd	367.74
3	13/06/2024	Bath & North East Somerset Cou	221.29
3	13/06/2024	Greenwood Projects	936.00
3	13/06/2024	Greenwood Projects	1467.60
3	13/06/2024	ANG Artelier Group	75055.31
3	30/06/2024	Lloyds Bank	32.40
3	28/06/2024	South West Communications Group	207.77
3	14/06/2024	Vodafone	47.89
3	17/06/2024	Lloyds Bank - Council credit cards	1118.48

Annual Budget - By Combined Account Code (Actual YTD Month 4)

Note: BudgetReview

		<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
1010	Rent Receivable	1,350	2,700	6,350	0	0	0	1,350	0	0
1098	Town Hall Project Funding	0	0	0	52,001	0	0	0	0	0
1099	Miscellaneous Income	0	1,000	0	0	0	0	0	0	0
1172	CIL Income	0	32,057	0	2,617	0	0	0	0	0
1176	Precept Received	468,190	469,190	558,734	279,367	0	0	444,639	0	0
1177	Grants Received	3,000	575,045	3,000	0	0	0	3,000	0	0
1180	Donations Received	0	2,000	0	0	0	0	0	0	0
1196	Interest Received	0	4,118	0	12,601	0	0	0	0	0
1197	Interest Received PSDF	2,700	43,116	0	0	0	0	106	0	0
Total Income		475,240	1,129,226	568,084	346,585	0	0	449,095	0	0
<u>Overhead Expenditure</u>										
4001	Wages & Salaries	141,000	85,136	155,000	24,045	0	0	140,079	0	0
4002	Employer's NIC	12,540	24,395	13,794	5,126	0	0	11,090	0	0
4003	Employer's Superannuation	24,434	23,568	26,878	6,734	0	0	20,799	0	0
4004	Payroll Administration	420	498	480	90	0	0	424	0	0
4005	Training & Conferences	8,000	63	8,000	265	0	0	8,429	0	0
4006	Employment Services	1,450	13,934	1,200	0	0	0	0	0	0
4007	Warden Support	15,650	0	0	0	0	0	0	0	0
4008	Travel & Subsistence	300	1,529	300	16	0	0	600	0	0
4009	Workwear	400	245	400	383	0	0	550	0	0
4010	Misc Staff Costs	0	2,195	0	0	0	0	50	0	0
4012	Water Rates	600	967	600	0	0	0	671	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 4)

Note: BudgetReview

		<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4013	Rent Payable	7,115	4,349	10,136	1,020	0	0	7,121	0	0
4016	Cleaning, Sanitation. Hygiene	0	0	0	0	0	0	50	0	0
4017	Refuse Disposal	0	45	0	0	0	0	600	0	0
4018	Health & Safety	4,350	1,634	165	48	0	0	1,665	0	0
4020	Misc Establishment Costs	0	114	0	0	0	0	250	0	0
4021	Telephone & Fax (inc mobiles)	3,200	3,438	2,348	177	0	0	3,163	0	0
4022	Postage	50	5	100	0	0	0	100	0	0
4023	Stationery Printing, Public'ns	500	441	1,000	90	0	0	1,000	0	0
4024	Subscriptions	3,000	1,693	2,200	3,099	0	0	3,100	0	0
4025	Insurance	7,400	13,489	14,000	9,825	0	0	5,500	0	0
4026	Photocopying Charges	500	566	1,775	366	0	0	500	0	0
4027	IT & Hardware	5,500	10,937	7,100	5,815	0	0	4,000	0	0
4028	Pension Deficit	11,400	8,525	9,500	2,420	0	0	12,400	0	0
4031	Publicity	0	0	0	75	0	0	0	0	0
4035	Equipment Maintenance	2,000	3,066	2,700	495	0	0	2,850	0	0
4036	Furniture & Equipment	1,500	10,269	5,000	118	0	0	1,500	0	0
4038	Property Maintenance	500	0	500	0	0	0	1,311	0	0
4039	Grounds Reg Grass/Hedges/Trees	10,272	9,105	10,005	2,899	0	0	9,376	0	0
4040	DNU Use, Use 4026	1,000	747	0	0	0	0	1,000	0	0
4041	Horticultural Labour	8,000	15,081	8,000	1,440	0	0	8,755	0	0
4042	Horticultural Supplies	12,000	5,876	12,000	870	0	0	5,306	0	0
4045	River Monitoring	3,100	3,872	4,000	1,080	0	0	4,245	0	0
4050	Bank Charges	180	200	210	47	0	0	250	0	0
4051	Van Allowance	5,000	2,477	5,000	286	0	0	600	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 4)

Note: BudgetReview

	<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4052 Working From Home Allowance	800	0	0	0	0	0	350	0	0
4054 Licences etc	100	0	0	0	0	0	50	0	0
4055 Legal Fees	500	50	0	0	0	0	1,000	0	0
4056 Audit Fees - External	1,400	2,100	1,430	0	0	0	1,350	0	0
4057 Audit Fees - Internal	800	1,140	1,000	150	0	0	750	0	0
4058 Accountancy Support	1,100	958	0	868	0	0	1,061	0	0
4059 Legal & Professional Fees	700	1,208	13,500	0	0	0	1,150	0	0
4072 Hospitality	0	1,000	0	0	0	0	0	0	0
4101 Mayor's Allowance	250	0	250	0	0	0	250	0	0
4102 Civic Expenses	400	677	200	0	0	0	750	0	0
4122 Town Twinning	0	0	0	0	0	0	1,000	0	0
4131 Hire of Meeting Rooms	500	1,163	440	298	0	0	250	0	0
4133 Meeting Expenses	0	0	0	45	0	0	50	0	0
4203 Grants - Annual	19,000	29,131	20,000	2,819	0	0	15,000	0	0
4210 Website	0	0	0	0	0	0	1,000	0	0
4211 Christmas Parties	3,000	62	1,500	0	0	0	3,000	0	0
4212 Media & Communication	4,000	716	3,000	527	0	0	14,000	0	0
4220 Carnival Association	8,000	0	8,000	0	0	0	10,000	0	0
4221 Arts Programme	4,000	3,925	4,000	4,000	0	0	4,000	0	0
4222 Arts Festival	2,000	2,000	2,000	2,000	0	0	2,000	0	0
4223 Christmas Fayre	3,000	6,500	6,000	6,000	0	0	3,000	0	0
4225 Remembrance Parade	0	0	1,000	93	0	0	1,000	0	0
4226 Easter Fayre	2,000	0	0	0	0	0	2,000	0	0
4231 Civic Service	1,000	916	1,000	0	0	0	500	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 4)

Note: BudgetReview

		<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4233	Christmas Lights	10,000	7,378	12,000	0	0	11,184	2,000	0	0
4234	Christmas Tree	0	0	4,000	0	0	0	0	0	0
4301	Youth Projects + Council	24,000	24,000	25,200	6,300	0	0	12,000	0	0
4302	Youth Provisions	0	0	10,000	0	0	0	0	0	0
4404	Summer Fayre	8,000	8,000	8,000	8,000	0	0	8,000	0	0
4410	Street Marshalls	6,425	1,340	0	0	0	0	19,000	0	0
4420	Community Trust Comm Grant	15,000	15,000	15,000	15,000	0	0	10,000	0	0
4421	MSN Town Trust Grant	15,000	0	15,000	15,000	0	0	20,000	0	0
4903	Loan Charges PWLB	0	16,907	4,096	0	0	0	4,096	0	0
4904	Loan Charges TH Renovation	48,904	2,048	44,577	14,859	0	0	48,904	0	0
4911	CP Wellowbrook	1,000	8,510	0	0	0	0	1,000	0	0
4920	CP Town Park	0	4,282	1,000	0	0	0	0	0	0
4922	CP Garden of Friendship	1,000	0	1,000	0	0	0	1,000	0	0
4923	CP St Chads Well	1,000	0	1,000	0	0	0	0	0	0
4924	CP MSN Town Hall	0	595,452	50,000	66,569	0	0	0	0	0
4928	CP - IT Upgrade	1,000	0	1,000	0	0	0	1,500	0	0
4929	CP Civic Regalia	0	0	250	0	0	0	500	0	0
4930	Speed Indicator Device	0	0	250	0	0	0	250	0	0
4932	Somer Valley Works	0	0	5,000	0	0	0	0	0	0
4933	Scrub Clearance	0	0	5,000	0	0	0	0	0	0
Overhead Expenditure		475,240	982,925	568,084	209,357	0	11,184	449,095	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 4)

Note: Budget Review

	<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	475,240	1,129,226	568,084	346,585	0	0	449,095	0	0
Expenditure	475,240	982,925	568,084	209,357	0	11,184	449,095	0	0
Net Income over Expenditure	0	146,301	0	137,228	0	-11,184	0	0	0
plus Transfer From EMR	0	545,134	0	66,569	0	0	0	0	0
less Transfer to EMR	0	32,057	0	54,618	0	0	0	0	0
Movement to/(from) Gen Reserve	0	659,378	0	149,180	0		0		

Quarterly Budget Review Figures April 2024 – June 2024

Bank Balances as at 30th June 2024

Unity Trust Bank	£264,521.03
CCLA	£891,550.10
Total Monies	£1,156,071.10

Less

Money remaining in the public works loan	£484,737.18
CIL Money	£98,463.00
Amount Remaining	£572,871.00

Less Amounts Allocated not yet spent or in the Budget.

New Laptop for the new Admin Assistant	£1,200.00
Phone contracts for the staff (possibly)	£750.00
Investigation	£5,000.00
Strategy Day	£2,400.00

Locum Clerk – Hotel Expenses and Mileage 5 months £3,900.00
(This could reduce as Lee has holidays booked)

Locum Clerk – Fees – 5 months £6,910.00
(One full month is £4575, so five months would be £22,875 but the Town Clerk would have received £15,965 and that will have been budgeted for so the extra would need to come from general reserves)

Totals Costs **£20,160.00**

Less amount in the budget for the rest of the year allocated against various codes, yet to be spent.

£358,727.00

Amount Remaining (General Reserves) **£193,984.00**

NB The second half of the precept is yet to arrive which is £279,367, this will be received sometime in September which will bring the general reserves up to £473,351.00

Money will be quite tight towards the end of the financial year and the precept will need to be raised again.

Town Hall Expenses

The invoices for the Town Hall refurbishment are now being funded from the Public Works Loan or the General Reserves as the Funding from B&NES has now finished. The expected date for completion is the end of September 2024.

The agreed contract price was **£1,095,797.00**, the projected costs is **£1,480,787.12**.

Funding from B&NES received was £974,966.99, this has now finished so costs are being covered from the public works loan or the general reserves.

Total Amount spent so far on the Town Hall £1,142,254.19

Plus, Invoices received expected and not yet paid.

ANG – contractors for the Town Hall, June invoice	£114,335.19
Greenwoods -project managing the Town Hall–June invoice	£2,003.00
Hire of dehumidifier for drying out the assembly room	£649.10
Removal and storage of goods from the Assembly Rooms (Collection of goods £650.00, bringing back the goods £650,00 13 weeks storage at £50 a week)	£1,950.00
Decorating of the Assembly Rooms	£21,700.00
Revarnishing of the floor of the Assembly Rooms	£3,600.00
Next three months for Greenwoods	£6,009.00
Next three months for ANG	£149,493.26
(This figure is expected to increase as this is an average from the Invoices already received and they have increased the last couple of months)	
Rewiring of the Assembly Rooms	£19,838.52
M&E (Method Consulting) – produce all the specs and plans	£2,500.00
Site survey to investigate moving the phone line as it is still in situ, by the old front door, this is now in the wrong place	£100.00
Totals Costs	£322,178.07

There is only £484,737.18 left in the Public Works Loan, deducting the above costs leaves - **£162,559.11**

Work being carried out but costs unknown yet.

PH3 – The architects, they had a contract price but have had to do further work.

ANG – Have asked for extra costs for various items and Extension of Time considering the refurbishment is a year behind schedule, this are being negotiated but expecting a figure in excess of £200,000.

Reinstallation of the phoneline and Wi-Fi for the Town Council staff.

There are possibly other costs that will be incurred in the closing stages.

The public works loan will probably be exceeded with the excess coming out of General Reserves. CIL Money might be able to be used against the refurbishment of the Town Hall

The Town Hall will need to be kitted out once the keys have been given back, there is £50,000 in the Budget for this, but this figure is also expected to be exceeded. The costs for this cannot be allocated until decisions are made on what items are required.

11 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

12 - Contract with Local Government Resource Centre (LGRC) for the Locum Clerk

Proposal to approve the contract with LGRC and delegation for signature.

13 - Date of Next Meeting

Next Finance and Operations Committee Meeting to be held on Monday 16th September 2024