

# Midsomer Norton Finance and Operation Committee Meeting

Midsomer Norton Town Council

Midsomer Norton Town Council

## **Agenda - 16 September 2024**

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### **Midsomer Norton Finance and Operations Committee Meeting 16th September 2024**

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#### **Summons**

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- 1 Welcome**

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  - 2 Public Session**

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  - 3 Apologies for Absence**

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  - 4 Declarations of Interest and Dispensations**

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  - 5 Confirmation of Previous Minutes**

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  - 6 Disposal of a Town Council Notice Board**

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  - 7 Addition of signatures to the CCLA Account**

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  - 8 Expenditure of Ear Marked Reserves**

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  - 9 Grass Cutting Contract for the Town Park and Wellow Brook**

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  - 10 Risk Assessment**

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  - 11 Virement of Monies**

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  - 12 Approval of payments and signature of the monthly bank reconciliation.**
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16/09/2024 19:00 - 21:00

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## 1 - Welcome

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## 2 - 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.

3

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## 3 - Apologies for Absence

| For Decision



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## 4 - 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.

| For Decision

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## 5 - Confirmation of Previous Minutes

To consider the proposal to approve the previous minutes from the meeting held on 17th July 2024.

| For Decision

### **Attachments**

[Minutes Finance and Operations Meeting 17th July 2024.docx](#)



**Midsomer Norton Town Council**

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

**Phone: 01761 418701 Email: [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk)**

**Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman**

**1 - Present**

Cllrs Cheryl Scott, Martyn Plant (Chair) and Deborah Thatcher

**2 - Apologies for Absence**

Cllrs Shaun Hughes and Charlotte Lucas

**3 - Welcome**

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

**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.

There was one member of the public in attendance.

**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.

There were no declarations of interest or requests for dispensations.

**6 - Confirmation of Previous Minutes**

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

**Decision:** The Committee RESOLVED to approve the minutes from the Finance and Operations Committee held on 17th June 2024 as a true record, these were signed and dated by the Chair.

**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.

**Decision:** The Committee RESOLVED that the Town Council would cover the cost of the Band leading the parade on Remembrance Day 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](http://www.midsomernortontowncouncil.co.uk).

**Decision:** The Committee RESOLVED to stop the monthly hosting for [www.midsomernortontowncouncil.co.uk](http://www.midsomernortontowncouncil.co.uk) but to keep the domain name. A copy of the website will also be requested and this will be kept in a secure place.

## **9 - Phone Contracts for Staff**

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

**Decision:** The Committee RESOLVED to allocate a budget of £5,000 over three years for mobile phones and give delegation to the Town Clerk to approve the Contract.

## **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.

**Decision:** The Committee RESOLVED to approve the Bank Reconciliations for June 2024.

The Committee RESOLVED to approve the payments for June 2024

The Committee NOTED the three month budget review

The Committee NOTED the expenditure on the Town Hall Refurbishment

## **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.

**Decision:** The Committee RESOLVED that 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.

**Decision:** The Committee RESOLVED to approve the contract with Local Government Resource Centre (LHRC) for the Locum Clerk and give delegation to the Deputy Town Clerk to sign the paperwork.

### **13 - Date of Next Meeting**

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

Meeting Closed 6.54pm

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## 6 - Disposal of a Town Council Notice Board

To note that the Notice Board outside the Town Hall was removed by Volkar (B&NES) in order to carry out some works during June 2024, in doing so the noticeboard was seriously damaged. The noticeboard has been removed from the Council Asset List and Volkar are replacing the Noticeboard.

For Information

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## 7 - Addition of signatures to the CCLA Account

To consider the proposal to add the Office Manager, Administrative Officer and two additional Councillors as signatures for the CCLA Account. There are currently only three Councillors and the RFO who can sign, and all paperwork requires two signatures. Officers would only sign the documents in an emergency and this would be ratified at a later date.

For Decision

# 8

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## 8 - Expenditure of Ear Marked Reserves

To consider the proposal to allocate the CIL monies from 2019 to 2024 toward refurbishment of the Town Hall. Total EMR £95,845.94

| For Decision



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## 9 - Grass Cutting Contract for the Town Park and Wellow Brook

To consider the quotes received regarding the grass cutting contract for the Town Park and Wellow Brook Walk and appoint a contractor.

| For Decision

### **Attachments**

[Grass Cutting Contract Report to Finance and Ops.docx](#)

## **RFO REPORT AND RECOMMENDATION – Monday 9<sup>th</sup> September 2024**

### **To consider the quote received from the Grass Cutting Contract for the Wild Meadow in the Town Park and Wellow Brook Walk.**

As part of the Open Spaces agreement with Somer Valley Rediscovered a tender was published to appoint a suitably qualified organisation / individual to carry out mowing work as part of the grassland restoration project over two sites within Midsomer Norton.

The brief was for both sites to have grass mown once a year at the end of the summer (August / September). The tender was for a grass cut in 2024 and 2025.

The project will be managed by Somer Valley Rediscovered and the site owners. The costs will be initially paid for by the Town Council and then reclaimed back from Somer Valley Rediscovered.

There are two sites –

Midsomer Norton Town Park – 0.6 hectares in size – it only relates to the Wild Meadow

Wellow Brook Walk – 1.6 hectares in size.

The Tender process and application forms were advertised on the Town Council's website on 5<sup>th</sup> August 2024. With a closing date of 19<sup>th</sup> August 2024 [Mowing Works – Midsomer Norton Town Council \(msn-tc.gov.uk\)](https://www.msn-tc.gov.uk). Tenders received were opened and reviewed by a representative of The Town Council (the Clerk) and Somer Valley Rediscovered on Tuesday 20<sup>th</sup> August

#### **Tender Details**

We were looking for a consultant that –

- Showed they fully understand the requirements within the contract and are prepared to work with us in a flexible way over the contract period to best meet the needs.
- Have a proven track record in habitat management of greenspaces. They will need to be able to demonstrate that the personnel who will be involved have appropriate skills and the relevant background knowledge.
- Understand the health and safety measures required to work on sites that have public access, along with the relevant insurance.
- An ability to communicate with the public about the work that is taking place, should this be necessary.

•

Quotes received and recommendations.

Several companies were contacted regarding the tender mentioned above, only two companies responded.

**Company A - £9330**

**Company B - £3200**

Members of the Finance & Operations will have circulated to them separately the (confidential) quotes received.

Company B provided insufficient information to support their quote and despite attempts to contact them they failed to respond. The request for further information meant that we were unable to put the matter before Full Council on 4<sup>th</sup> September 2024 as intended. To date we have still not received any response. Following discussions with Somer Valley Rediscovered and their assurances that Company A is a reputable company that has undertaken similar work for them previously and since it is not considered appropriate to re-tender for the works as the work is required quickly (seasonal), one satisfactory quote is considered tolerable.

**RECOMMENDATION:**

- To appoint Company A for the carrying out of mowing works as part of our grassland restoration project over 2 sites in the Somer Valley area of Bath and Northeast Somerset namely: Midsomer Norton Town Park, and Wellow Brook Walk.

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## 10 - Risk Assessment

To receive and consider approving a set of revised risk assessment in relation to grounds and maintenance activities.

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## 11 - Virement of Monies

To ratify the virement of £50,000 within the budget from 4924 Town Hall Refurbishment to 4934 Town Hall Re-opening.

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## 12 - Approval of payments and signature of the monthly bank reconciliation.

1. To consider the proposal to approve and sign the monthly Bank Reconciliation for July and August.
2. To consider the proposal to approve the payments for July and August 2024
3. To note the Budget Review Report as at the end of August 2024
4. To note the Income and Expenditure Reports as the end of August 2024

| For Decision

### Attachments

[Bank Reconciliation August 2024.PDF](#)

[Bank Reconciliation CCLA July 2024.PDF](#)

[Bank Reconciliation Unity August 2024.PDF](#)

[Bank Reconciliation Unity July 2024.PDF](#)

[Bought Ledger August 2024.pdf](#)

[Bought Ledger July 2024.pdf](#)

[Budget Summary as the end of August 2024.PDF](#)

[Income and Expenditure as at the end of August 2024.PDF](#)

[Notes for the Budget Summary.pdf](#)

**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 3 - CCLA Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| CCLA Account                           | 31/08/2024            |                                    | 795,585.37        |
|  |                       |                                    | <u>795,585.37</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 795,585.37        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 795,585.37        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>795,585.37</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**RFO:**

Name .....Signed .....Date .....

**Chair of Finance and Operation:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 3 - CCLA Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| CCLA Account                           | 31/07/2024            |                                    | 833,052.39        |
|  |                       |                                    | <u>833,052.39</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 833,052.39        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 833,052.39        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>833,052.39</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

RFO:

Name .....Signed .....Date .....

Chair of Finance and Operation:

Name .....Signed .....Date .....



**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 2 - Current Account Unity trust**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| Unity Trust                            | 31/08/2024            |                                    | 140,446.64        |
|  |                       |                                    | <u>140,446.64</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 140,446.64        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 140,446.64        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>140,446.64</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**RFO:**

Name .....Signed .....Date .....

**Chair of Finance and Operation:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 2 - Current Account Unity trust**

| <u>Bank Statement Account Name (s)</u>     | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| Unity Trust                                | 31/07/2024            |                                    | 131,273.15        |
|  |                       |                                    | <u>131,273.15</u> |
| <b><u>Unpresented Payments (Minus)</u></b> |                       | <b><u>Amount</u></b>               |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 131,273.15        |
| <b><u>Unpresented Receipts (Plus)</u></b>  |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 131,273.15        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>131,273.15</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**RFO:**

Name .....Signed .....Date .....

**Chair of Finance and Operation:**

Name .....Signed .....Date .....

## Schedule of Accounts for Payment

August

| Invoice Date               | Beneficiary                      | Purpose of Expenditure  | Invoice No        | Amount<br>(including VAT) | Merchant Category   |  |
|----------------------------|----------------------------------|---|-------------------|---------------------------|---|--|
| 10/05/2024                 | Avon Local Councils' Association | Cllr Course - Trust and Charity Law in Practice (Community Trust and Town Trust to refund £50 each) | INV-22460         | £150.00                   | Training and Conferences/Democratic Process                     | Ancillary Power LGA 1972 s111                    |
| 31/07/2024                 | digital systems                  | Photocopying Charges 31/4/24 - 31/07/24   | 165629            | £252.05                   | Photocopying Charges/Central Services                           | Ancillary Power LGA 1972 s111                    |
| 21/08/2024                 | JM Brown Plumbing                | Repairs to Hollies water taps & Town Park tap - £150 to be reclaimed from Town Trust                | SI-2148           | £270.00                   | Equipment Maintenance/Town Environment                          | Water Supply PHA 1936 s125                       |
| 01/09/2024                 | Local Government Resource Centre | Locum Services/National Insurance   | 1931              | £7,074.76                 | Employment Services/Central Services                            | Employment of Staff LGA 1972 s112                |
| 30/07/2024                 | Method Consulting                | Town Hall - Support During Construction Stage   | 1716PMN240<br>730 | £600.00                   | CP Town Hall/Capital and Projects EMR 320                       | Public Buildings and Village Halls LGA 1972 s133 |
| 31/07/2024                 | Primrose Garden Maintenance      | Grass Cut/West Clewes/Town Environment/Town Park/Wellow Brook                                       | 8254              | £1,723.20                 | Grass Cut/West Clewes/Town Environment/Town Park/Wellow Brook   | Open Spaces PHA 1875 s164                        |
| 01/08/2024                 | soVision IT                      | Managed Services August 2024  | 247113            | £371.88                   | IT and Hardware/Central Services                                | Ancillary Power LGA 1972 s111                    |
| 31/07/2024                 | soVision IT                      | New Laptop - Labour   | 247070            | £96.00                    | IT and Hardware/Central Services                                | Ancillary Power LGA 1972 s111                    |
| 06/08/2024                 | Stonebarn Landscapes             | Horticultural Contract/River Contact/Plants Supplied August 2024                                    | 3278              | £3,936.00                 | Horticultural Labour/Supplies/River Monitoring/Town Environment | Open Spaces PHA 1875 s164                        |
| 21/08/2024                 | Council Staff                    | Monthly Salaries - in accordance with approved rates  |                   | £7,638.92                 | Wages and Salaries/Central Services                             | Ancillary Power LGA 1972 s111                    |
| 21/08/2024                 | HMRC                             | Tax and NI - in accordance with approved rates  |                   | £2,167.70                 | Employers NIC/Central Services                                  | Ancillary Power LGA 1972 s111                    |
| 21/08/2024                 | Avon Pensions                    | Pensions - in accordance with approved rates  |                   | £2,531.40                 | Superannuation/Central Services/Town Environment                | Ancillary Power LGA 1972 s111                    |
| 21/08/2024                 | Avon Pensions                    | Pension Deficit   |                   | £808.33                   | Monthly Deficit/Central Services                                | Ancillary Power LGA 1972 s111                    |
| <b>Direct Debits</b>       |                                  |   |                   |                           |   |  |
| 30/08/2024                 | SW Comms                         | Telephone Charges   |                   | £221.35                   | Telephone and Fax/Central Services                              | Ancillary Power LGA 1972 s111                    |
| 14/08/2024                 | Vodafone                         | Town Warden Mobile & CCTV St Chads  |                   | £47.89                    | Telephone and Fax/Central Services                              | Ancillary Power LGA 1972 s111                    |
| 05/08/2024                 | Public Works Loan Board          | Public Works Loan 2   |                   | £14,859.05                | Loan Charges TH Renovation/Community Buildings                  | Ancillary Power LGA 1972 s111                    |
| <b>Staff Claims</b>        |                                  |   |                   |                           |   |  |
| 14/08/1902                 | Locum Town Clerk                 | Travel and Subsistence  |                   | £957.46                   | Employment Services/Central Services                            | Ancillary Power LGA 1972 s111                    |
| <b>Debit Card Payments</b> |                                  |   |                   |                           |   |  |
| 09/07/2024                 | Tesco                            | Diesel for Van  |                   | £20.00                    | Van Allowance/Town Environment                                  | Ancillary Power LGA 1972 s111                    |
| 15/07/2024                 | Screwfix                         | Nitrile Disposable Chemical Glove   |                   | £12.99                    | Equipment Maintenance/Town Environment                          | Open Spaces PHA 1875 s164                        |
| 19/07/2024                 | Tesco                            | Diesel for Van  |                   | £25.02                    | Van Allowance/Town Environment                                  | Ancillary Power LGA 1972 s111                    |
| 29/07/2024                 | Screwfix                         | Galvanised Round Wire Nails - Welton Rovers Fence Repair  |                   | £12.98                    | Equipment Maintenance/Town Environment                          | Open Spaces PHA 1875 s164                        |
| 29/07/2024                 | AJ Charlton & Sons               | Fence Rail - Welton Rovers Repair   |                   | £10.87                    | Equipment Maintenance/Town Environment                          | Open Spaces PHA 1875 s164                        |
| 02/08/2024                 | Lloyds Bank                      | Monthly Fee - Town Warden Card  |                   | £3.00                     | Bank Charges/ Central Services                                  | Ancillary Power LGA 1972 s111                    |
| 10/07/2024                 | Somer Printing                   | A4 White Card   |                   | £9.95                     | Stationery/Printing/Publications/Central Services               | Ancillary Power LGA 1972 s111                    |
| 02/08/2024                 | Lloyds Bank                      | Monthly Fee - Office Card   |                   | £3.00                     | Bank Charges/ Central Services                                  | Ancillary Power LGA 1972 s111                    |
|                            |                                  |   |                   | <b>£97.81</b>             |   |  |
| <b>Cashbook Payments</b>   |                                  |   |                   |                           |   |  |
| 08/08/2024                 | Hearttalks CIC                   | Community Grant July 2024   |                   | £1,000.00                 | Grants Annual/Community Support                                 | CAB LGA 1972 s142                                |

## Schedule of Accounts for Payment

July

| Invoice Date               | Beneficiary                                 | Purpose of Expenditure   | Invoice No       | Amount (including VAT) | Merchant Category   |   |
|----------------------------|---|--|------------------|------------------------|---|---|
| 20/06/2024                 | ANG Artelia Group                           | Town Hall Valuation 18   | 1914-V3234-SR-JC | £137,226.23            | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 22/07/2024                 | ANG Artelier Group                          | Town Hall Valuation 19   | 1914-V3240-SR-JC | £42,682.10             | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 10/07/2024                 | Apollo Technology                           | Laptop, Case, Wireless Mouse, Installation - Admin Officer                                     | MSN2             | £1,111.03              | IT and Hardware/Central Services                                | Ancillary Power LGA 1972 s111                                   |
| 03/07/2024                 | BA3 Tech                                    | Repair Projector, iphone diagnosis   | 1123             | £60.00                 | IT and Hardware/Central Services                                | Ancillary Power LGA 1972 s111                                   |
| 27/06/2024                 | B&NES                                       | Christmas Light Hire, Install, Delivery, Storage, Refurb, Carriage - Deposit                   | 808441X          | £1,200.00              | Christmas Lights/Community Support                              | Entertainment and the Arts LGA 1972 s145                        |
| 24/06/2024                 | B&NES                                       | Hire of the Hollies July 2024  | 8084216          | £115.50                | Hire of Meeting Rooms/Democratic Process                        | Ancillary Power LGA 1972 s111                                   |
| 19/07/2024                 | Bristol Business Forms                      | 15 Reams A4 Paper  | 46730            | £67.50                 | Stationery, Printing, Publications/Central Services             | Ancillary Power LGA 1972 s111                                   |
| 28/07/2024                 | Codex Absolute                              | Payroll July 2024  | 105583           | £47.94                 | Payroll Administration /Central Services                        | Ancillary Power LGA 1972 s111                                   |
| 28/06/2024                 | Codex Absolute                              | Payroll June 2024  | 105440           | £47.94                 | Payroll Administration/Central Services                         | Ancillary Power LGA 1972 s111                                   |
| 12/07/2024                 | Council HR and Governance Support           | Investigation, Travel and Subsistence  | MIDS08           | £3,777.40              | Legal and Professional Fees/Central Services                    | Ancillary Power LGA 1972 s111                                   |
| 30/06/2024                 | Greenwood Projects                          | Professional Quantity Surveying to June 2024   | 20050856         | £936.00                | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 30/06/2024                 | Greenwood Projects                          | Project Management Services to June 2024   | 20050855         | £1,467.60              | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 31/05/2024                 | Greenwood Projects                          | Project Management Service to May 2024   | 20050780         | £1,467.60              | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 31/07/2024                 | Greenwood Projects                          | Project Management Services to July 2024   | 20050994         | £1,467.60              | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 31/07/2024                 | Greenwood Projects                          | Professional Quantity Surveying to July 2024   | 20050993         | £936.00                | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 31/05/2024                 | Greenwood Projects                          | Professional Quantity Surveying Services to May 2024   | 20050781         | £936.00                | CP Town Hall/Capital and Projects/EMR 320                       | Public Buildings and Village Halls LGA 1972 s133                |
| 02/07/2024                 | Local Government Resource Centre            | Initial Returnable Deposit   | 1907             | £5,994.00              | Employment Services/Central Services                            | Employment of Staff LGA 1972 s112                               |
| 02/07/2024                 | Local Government Resource Centre            | Locum Services/National Insurance  | 1908             | £5,490.85              | Employment Services/Central Services                            | Employment of Staff LGA 1972 s112                               |
| 15/12/2023                 | Microshade VSM                              | Hosted Application Service - December 2023   | 18671            | £68.40                 | IT and Hardware/Central Services                                | Ancillary Power LGA 1972 s111                                   |
| 30/05/2024                 | Midsomer Norton Community Trust             | Unit 14 Hire May 2024  | 510              | £588.00                | Rent Payable/Central Services                                   | Ancillary Power LGA 1972 s111                                   |
| 30/06/2024                 | Midsomer Norton Community Trust             | Unit 14 Hire June 2024   | 568              | £720.00                | Rent Payable/Central Services                                   | Ancillary Power LGA 1972 s111                                   |
| 30/06/2024                 | Midsomer Norton Methodist Church            | Hire of Small Hall and Craft Room for Investigation Interviews - refund requested - paid twice | MSN0245          | £141.30                | Hire of Meeting Rooms/Democratic Process                        | Ancillary Power LGA 1972 s111                                   |
| 30/06/24                   | Primrose Garden Maintenance                 | Grass Cut/West Clewes/Town Environment/Town Park/Wellow Brook                                  | 8199             | £1,885.20              | Grass Cut/West Clewes/Town Environment/Town Park/Wellow Brook   | Open Spaces PHA 1875 s164                                       |
| 01/07/2024                 | so/vision IT                                | Managed IT Services  | 246900           | £359.52                | IT and Hardware/Central Services                                | Ancillary Power LGA 1972 s111                                   |
| 08/07/2024                 | Stonebam Landscapes                         | Horticultural Contract/Supplies/River Contract - June 2024                                     | 3248             | £3,204.00              | Horticultural Labour/Supplies/River Monitoring/Town Environment | Open Spaces PHA 1875 s164                                       |
| 28/06/2024                 | Trophies of Radstock                        | Name badge for new Councillor  | 4409             | £3.99                  | Civic Service/Community Support                                 | Ancillary Power LGA 1972 s111                                   |
| 24/07/2024                 | Council Staff                               | Monthly Salaries - in accordance with approved rates   |                  | £6,242.02              | Wages and Salaries/Central Services                             | Ancillary Power LGA 1972 s111                                   |
| 31/07/2024                 | HMRG  | Tax and NI - in accordance with approved rates   |                  | £1,465.99              | Employers NIC/Central Services                                  | Ancillary Power LGA 1972 s111                                   |
| 31/07/2024                 | Avon Pensions                               | Pensions - in accordance with approved rates   |                  | £2,076.95              | Superannuation/Central Services/Town Environment                | Ancillary Power LGA 1972 s111                                   |
| 31/07/2024                 | Avon Pensions                               | Pension Deficit  |                  | £808.33                | Monthly Deficit/Central Services                                | Ancillary Power LGA 1972 s111                                   |
| <b>Direct Debits</b>       |   |  |                  |                        |   |   |
| 03/07/2024                 | Grenke Leasing                              | Photocopier Leasing  |                  | £298.80                | Photocopier and Franking Machine/Central Services               | Ancillary Power LGA 1972 s111                                   |
| 15/07/2024                 | Vodafone                                    | Town Warden Mobile & CCTV St Chads   |                  | £47.89                 | Telephone and Fax/Central Services                              | Ancillary Power LGA 1972 s111                                   |
| <b>Staff Claims</b>        |   |  |                  |                        |   |   |
| 21/06/2024                 | Locum Town Clerk                            | Travel and Subsistence   |                  | £757.80                | Employment Services/Central Services                            | Ancillary Power LGA 1972 s111                                   |
| 15/07/2024                 | Office Manager                              | Travel and Subsistence   |                  | £118.55                | Travel and Subsistence/Central Services                         | Ancillary Power LGA 1972 s111                                   |
| 31/07/2024                 | Deputy Clerk                                | Stationery and Ink   |                  | £64.97                 | Stationery, Printing, Publications/Central Services             | Ancillary Power LGA 1972 s111                                   |
| <b>Debit Card Payments</b> |   |  |                  |                        |   |   |
| 10/06/2024                 | Tesco                                       | Diesel for Van   |                  | £20.08                 | Van Allowance/Town Environment                                  | Ancillary Power   |
| 10/06/2024                 | Wickes                                      | Storage Box Repair Orchard Hall  |                  | £61.20                 | Equipment Maintenance/Town Environment                          | Ancillary Power   |
| 14/06/2024                 | Wickes                                      | CREDIT - Storage Box Repair Orchard Hall   |                  | -£21.50                | Equipment Maintenance/Town Environment                          | Ancillary Power   |
| 14/06/2024                 | Tesco                                       | Petrol for Mower   |                  | £14.48                 | Equipment Maintenance/Town Environment                          | Ancillary Power   |
| 18/06/2024                 | Wickes                                      | Tree Stake for St Chads  |                  | £3.90                  | Equipment Maintenance/Town Environment                          | Ancillary Power   |
| 18/06/2024                 | Proper Job                                  | Tree Straps for St Chads   |                  | £3.98                  | Equipment Maintenance/Town Environment                          | Ancillary Power   |
| 24/06/2024                 | Proper Job                                  | Insulating Tape for St Chads Bin   |                  | £1.38                  | Equipment Maintenance/Town Environment                          | Ancillary Power   |
| 28/06/2024                 | Tesco                                       | Diesel for Van   |                  | £25.01                 | Van Allowance/Town Environment                                  | Ancillary Power   |
| 02/07/2024                 | Lloyds Bank                                 | Monthly Fee - Town Warden Card   |                  | £3.00                  | Bank Charges/ Central Services                                  | Ancillary Power   |
| <b>Cashbook Payments</b>   |   |  |                  |                        |   |   |
| 12/07/2024                 | MHA Communities, Mendip & B&NES             | Community Grant July 2024  |                  | £782.40                | Grants Annual/Community Support                                 | LGA 1972 s137   |
| 12/07/2024                 | Midsomer Norton Netball Club/Purnell Sports | Community Grant July 2024  |                  | £500.00                | Grants Annual/Community Support                                 | Community Centres and Village halls LG (Misc Prov) Act 1976 s19 |
| 31/07/2024                 | SWAN Advice Network                         | Community Grant July 2024  |                  | £983.00                | Grants Annual/Community Support                                 | Transport LG and RA 1997 s26                                    |
| 31/07/2024                 | Midsomer Norton Rugby Football Club         | Community Grant July 2024  |                  | £800.00                | Grants Annual/Community Support                                 | Community Centres and Village halls LG (Misc Prov) Act 1976 s19 |
| 31/07/2024                 | Somerset Farmers Market                     | Community Grant July 2024  |                  | £1,000.00              | Grants Annual/Community Support                                 | Tourism LGA 1972 s144   |
| 12/07/2024                 | Midsomer Norton & Radstock Dial-a-Ride      | Community Grant July 2024  |                  | £1,000.00              | Grants Annual/Community Support                                 | Transport LG and RA 1997 s26                                    |

## Annual Budget - By Centre (Actual YTD Month 6)

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 |
| <b>1 Central Services</b>      |                            |                |                               |                |                |           |                            |          |                 |
| 1010 Rent Receivable           | 0                          | 0              | 5,000                         | 0              | 0              | 0         | 0                          | 0        | 0               |
| 1098 Town Hall Project Funding | 0                          | 0              | 0                             | 52,001         | 52,001         | 0         | 0                          | 0        | 0               |
| 1099 Miscellaneous Income      | 0                          | 1,000          | 0                             | 0              | 5,994          | 0         | 0                          | 0        | 0               |
| 1172 CIL Income                | 0                          | 32,057         | 0                             | 2,617          | 0              | 0         | 0                          | 0        | 0               |
| 1174 S106 Income               | 0                          | 0              | 0                             | 0              | 2,617          | 0         | 0                          | 0        | 0               |
| 1176 Precept Received          | 468,190                    | 469,190        | 558,734                       | 279,367        | 558,734        | 0         | 0                          | 0        | 0               |
| 1196 Interest Received         | 0                          | 4,118          | 0                             | 20,157         | 48,377         | 0         | 0                          | 0        | 0               |
| 1197 Interest Received PSDF    | 2,700                      | 43,116         | 0                             | 0              | 0              | 0         | 0                          | 0        | 0               |
| <b>Total Income</b>            | <b>470,890</b>             | <b>549,481</b> | <b>563,734</b>                | <b>354,142</b> | <b>667,723</b> | <b>0</b>  | <b>0</b>                   | <b>0</b> | <b>0</b>        |
| 4001 Wages & Salaries          | 116,000                    | 52,009         | 127,500                       | 22,738         | 62,354         | 0         | 0                          | 0        | 0               |
| 4002 Employer's NIC            | 10,040                     | 23,326         | 11,044                        | 8,760          | 18,132         | 0         | 0                          | 0        | 0               |
| 4003 Employer's Superannuation | 20,060                     | 21,502         | 22,066                        | 11,342         | 22,707         | 0         | 0                          | 0        | 0               |
| 4004 Payroll Administration    | 420                        | 498            | 480                           | 170            | 450            | 0         | 0                          | 0        | 0               |
| 4005 Training & Conferences    | 7,000                      | -329           | 7,000                         | 265            | 1,185          | 45        | 0                          | 0        | 0               |
| 4006 Employment Services       | 1,450                      | 13,934         | 1,200                         | 17,035         | 39,747         | 0         | 0                          | 0        | 0               |
| 4008 Travel & Subsistence      | 200                        | 1,529          | 200                           | 119            | 119            | 0         | 0                          | 0        | 0               |
| 4009 Workwear                  | 0                          | 195            | 400                           | 132            | 132            | 0         | 0                          | 0        | 0               |
| 4010 Misc Staff Costs          | 0                          | 2,195          | 0                             | 0              | 0              | 0         | 0                          | 0        | 0               |
| 4013 Rent Payable              | 7,000                      | 4,218          | 10,000                        | 1,740          | 4,236          | 0         | 0                          | 0        | 0               |
| 4017 Refuse Disposal           | 0                          | 45             | 0                             | 0              | 0              | 0         | 0                          | 0        | 0               |
| 4018 Health & Safety           | 0                          | 63             | 165                           | 0              | 165            | 0         | 0                          | 0        | 0               |
| 4020 Misc Establishment Costs  | 0                          | 114            | 0                             | 0              | 0              | 0         | 0                          | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 6)

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 |
| 4021 Telephone & Fax (inc mobiles)  | 2,800                      | 3,320          | 1,848                         | 741           | 4,455          | 0         | 0                          | 0        | 0               |
| 4022 Postage                        | 50                         | 5              | 100                           | 0             | 0              | 0         | 0                          | 0        | 0               |
| 4023 Stationery Printing, Public'ns | 500                        | 441            | 1,000                         | 231           | 431            | 0         | 0                          | 0        | 0               |
| 4024 Subscriptions                  | 3,000                      | 1,693          | 2,200                         | 3,099         | 4,134          | 0         | 0                          | 0        | 0               |
| 4025 Insurance                      | 7,400                      | 13,489         | 14,000                        | 9,825         | 19,825         | 0         | 0                          | 0        | 0               |
| 4026 Photocopying Charges           | 500                        | 566            | 1,775                         | 825           | 1,980          | 0         | 0                          | 0        | 0               |
| 4027 IT & Hardware                  | 5,500                      | 10,937         | 7,100                         | 6,881         | 10,787         | 0         | 0                          | 0        | 0               |
| 4028 Pension Deficit                | 11,400                     | 8,525          | 9,500                         | 4,037         | 9,686          | 0         | 0                          | 0        | 0               |
| 4035 Equipment Maintenance          | 100                        | 37             | 800                           | 181           | 181            | 0         | 0                          | 0        | 0               |
| 4036 Furniture & Equipment          | 500                        | 98             | 4,000                         | 51            | 51             | 0         | 0                          | 0        | 0               |
| 4038 Property Maintenance           | 0                          | 0              | 500                           | 0             | 0              | 0         | 0                          | 0        | 0               |
| 4040 DNU Use, Use 4026              | 1,000                      | 747            | 0                             | 0             | 0              | 0         | 0                          | 0        | 0               |
| 4050 Bank Charges                   | 180                        | 200            | 210                           | 56            | 135            | 0         | 0                          | 0        | 0               |
| 4051 Van Allowance                  | 0                          | 0              | 5,000                         | 6             | 6              | 0         | 0                          | 0        | 0               |
| 4052 Working From Home Allowance    | 800                        | 0              | 0                             | 0             | 0              | 0         | 0                          | 0        | 0               |
| 4054 Licences etc                   | 100                        | 0              | 0                             | 0             | 0              | 0         | 0                          | 0        | 0               |
| 4055 Legal Fees                     | 500                        | 50             | 0                             | 0             | 0              | 0         | 0                          | 0        | 0               |
| 4056 Audit Fees - External          | 1,400                      | 2,100          | 1,430                         | 0             | 1,430          | 0         | 0                          | 0        | 0               |
| 4057 Audit Fees - Internal          | 800                        | 1,140          | 1,000                         | 150           | 1,000          | 0         | 0                          | 0        | 0               |
| 4058 Accountancy Support            | 1,100                      | 958            | 0                             | 868           | 868            | 0         | 0                          | 0        | 0               |
| 4059 Legal & Professional Fees      | 200                        | 1,208          | 13,000                        | 3,225         | 3,225          | 0         | 0                          | 0        | 0               |
| 4072 Hospitality                    | 0                          | 1,000          | 0                             | 0             | 100            | 0         | 0                          | 0        | 0               |
| 4133 Meeting Expenses               | 0                          | 0              | 0                             | 45            | 45             | 0         | 0                          | 0        | 0               |
| <b>Overhead Expenditure</b>         | <b>200,000</b>             | <b>165,813</b> | <b>243,518</b>                | <b>92,522</b> | <b>207,566</b> | <b>45</b> | <b>0</b>                   | <b>0</b> | <b>0</b>        |

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## Annual Budget - By Centre (Actual YTD Month 6)

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 |
| <b>1 Net Income over Expenditure</b>  |                                    | 270,890                    | 383,668        | 320,216                       | 261,619        | 460,157        | -45       | 0                          | 0        | 0               |
| 6001                                  | less Transfer to EMR               | 0                          | 32,057         | 0                             | 54,618         | 0              | 0         | 0                          | 0        | 0               |
| <b>Movement to/(from) Gen Reserve</b> |                                    | <u>270,890</u>             | <u>351,611</u> | <u>320,216</u>                | <u>207,002</u> | <u>460,157</u> |           | <u>0</u>                   |          |                 |
| <b>101</b>                            | <b><u>Democratic Process</u></b>   |                            |                |                               |                |                |           |                            |          |                 |
| 4005                                  | Training & Conferences             | 250                        | 392            | 250                           | 150            | 4,150          | 0         | 0                          | 0        | 0               |
| 4008                                  | Travel & Subsistence               | 100                        | 0              | 100                           | 16             | 16             | 0         | 0                          | 0        | 0               |
| 4013                                  | Rent Payable                       | 0                          | 18             | 0                             | 0              | 0              | 0         | 0                          | 0        | 0               |
| 4131                                  | Hire of Meeting Rooms              | 500                        | 1,163          | 440                           | 1,198          | 1,648          | 0         | 0                          | 0        | 0               |
| 4212                                  | Media & Communication              | 4,000                      | 716            | 3,000                         | 527            | 527            | 0         | 0                          | 0        | 0               |
| <b>Overhead Expenditure</b>           |                                    | <u>4,850</u>               | <u>2,289</u>   | <u>3,790</u>                  | <u>1,891</u>   | <u>6,341</u>   | <u>0</u>  | <u>0</u>                   | <u>0</u> | <u>0</u>        |
| 6000                                  | plus Transfer From EMR             | 0                          | 600            | 0                             | 0              | 0              | 0         | 0                          | 0        | 0               |
| <b>Movement to/(from) Gen Reserve</b> |                                    | <u>(4,850)</u>             | <u>(1,689)</u> | <u>(3,790)</u>                | <u>(1,891)</u> | <u>(6,341)</u> |           | <u>0</u>                   |          |                 |
| <b>102</b>                            | <b><u>Civic Support</u></b>        |                            |                |                               |                |                |           |                            |          |                 |
| 4101                                  | Mayor's Allowance                  | 250                        | 0              | 250                           | 0              | 0              | 0         | 0                          | 0        | 0               |
| 4102                                  | Civic Expenses                     | 400                        | 677            | 200                           | 0              | 0              | 0         | 0                          | 0        | 0               |
| <b>Overhead Expenditure</b>           |                                    | <u>650</u>                 | <u>677</u>     | <u>450</u>                    | <u>0</u>       | <u>0</u>       | <u>0</u>  | <u>0</u>                   | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                    | <u>(650)</u>               | <u>(677)</u>   | <u>(450)</u>                  | <u>0</u>       | <u>0</u>       |           | <u>0</u>                   |          |                 |
| <b>199</b>                            | <b><u>Capital and Projects</u></b> |                            |                |                               |                |                |           |                            |          |                 |
| 1177                                  | Grants Received                    | 0                          | 575,045        | 0                             | 0              | 0              | 0         | 0                          | 0        | 0               |
| <b>Total Income</b>                   |                                    | <u>0</u>                   | <u>575,045</u> | <u>0</u>                      | <u>0</u>       | <u>0</u>       | <u>0</u>  | <u>0</u>                   | <u>0</u> | <u>0</u>        |

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## Annual Budget - By Centre (Actual YTD Month 6)

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 |
| 4018       | Health & Safety                        | 4,000                      | 0              | 0                             | 0               | 0                  | 0         | 0                          | 0        | 0               |
| 4903       | Loan Charges PWLB                      | 0                          | 16,907         | 4,096                         | 2,048           | 6,144              | 0         | 0                          | 0        | 0               |
| 4911       | CP Wellowbrook                         | 1,000                      | 8,510          | 0                             | 0               | 0                  | 0         | 0                          | 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         | 0                          | 0        | 0               |
| 4923       | CP St Chads Well                       | 1,000                      | 0              | 1,000                         | 0               | 0                  | 0         | 0                          | 0        | 0               |
| 4924       | Town Hal Refurbishment                 | 0                          | 595,452        | 0                             | 223,002         | 1,033,422          | 0         | 0                          | 0        | 0               |
| 4928       | CP - IT Upgrade                        | 1,000                      | 0              | 1,000                         | 0               | 0                  | 0         | 0                          | 0        | 0               |
| 4929       | CP Civic Regalia                       | 0                          | 0              | 250                           | 0               | 55                 | 0         | 0                          | 0        | 0               |
| 4930       | Speed Indicator Device                 | 0                          | 0              | 250                           | 0               | 0                  | 0         | 0                          | 0        | 0               |
| 4934       | Town Hall Reopening                    | 0                          | 0              | 50,000                        | 0               | 50,000             | 0         | 0                          | 0        | 0               |
|            | <b>Overhead Expenditure</b>            | <b>8,000</b>               | <b>625,152</b> | <b>58,596</b>                 | <b>225,050</b>  | <b>1,089,621</b>   | <b>0</b>  | <b>0</b>                   | <b>0</b> | <b>0</b>        |
|            | <b>199 Net Income over Expenditure</b> | <b>-8,000</b>              | <b>-50,107</b> | <b>-58,596</b>                | <b>-225,050</b> | <b>-1,089,621</b>  | <b>0</b>  | <b>0</b>                   | <b>0</b> | <b>0</b>        |
| 6000       | plus Transfer From EMR                 | 0                          | 544,534        | 0                             | 212,648         | 0                  | 0         | 0                          | 0        | 0               |
|            | <b>Movement to/(from) Gen Reserve</b>  | <b>(8,000)</b>             | <b>494,427</b> | <b>(58,596)</b>               | <b>(12,402)</b> | <b>(1,089,621)</b> | <b>0</b>  | <b>0</b>                   | <b>0</b> | <b>0</b>        |
| <b>201</b> | <b><u>Community Buildings</u></b>      |                            |                |                               |                 |                    |           |                            |          |                 |
| 4904       | Loan Charges TH Renovation             | 48,904                     | 2,048          | 44,577                        | 14,859          | 44,577             | 0         | 0                          | 0        | 0               |
|            | <b>Overhead Expenditure</b>            | <b>48,904</b>              | <b>2,048</b>   | <b>44,577</b>                 | <b>14,859</b>   | <b>44,577</b>      | <b>0</b>  | <b>0</b>                   | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b>  | <b>(48,904)</b>            | <b>(2,048)</b> | <b>(44,577)</b>               | <b>(14,859)</b> | <b>(44,577)</b>    | <b>0</b>  | <b>0</b>                   | <b>0</b> | <b>0</b>        |
| <b>202</b> | <b><u>Community Support</u></b>        |                            |                |                               |                 |                    |           |                            |          |                 |
| 1180       | Donations Received                     | 0                          | 2,000          | 0                             | 0               | 0                  | 0         | 0                          | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 6)

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 |
| <b>Total Income</b>                   | 0                          | 2,000    | 0                             | 0          | 0         | 0         | 0                          | 0   | 0               |
| 4203 Grants - Annual                  | 19,000                     | 29,131   | 20,000                        | 8,884      | 18,884    | 0         | 0                          | 0   | 0               |
| 4211 Christmas Parties                | 3,000                      | 62       | 1,500                         | 0          | 0         | 0         | 0                          | 0   | 0               |
| 4220 Carnival Association             | 8,000                      | 0        | 8,000                         | 0          | 8,000     | 0         | 0                          | 0   | 0               |
| 4221 Arts Programme                   | 4,000                      | 3,925    | 4,000                         | 4,000      | 4,000     | 0         | 0                          | 0   | 0               |
| 4222 Arts Festival                    | 2,000                      | 2,000    | 2,000                         | 2,000      | 2,000     | 0         | 0                          | 0   | 0               |
| 4223 Christmas Fayre                  | 3,000                      | 6,500    | 6,000                         | 6,000      | 6,000     | 0         | 0                          | 0   | 0               |
| 4225 Remembrance Parade               | 0                          | 0        | 1,000                         | 93         | 1,171     | 0         | 0                          | 0   | 0               |
| 4226 Easter Fayre                     | 2,000                      | 0        | 0                             | 0          | 0         | 0         | 0                          | 0   | 0               |
| 4231 Civic Service                    | 1,000                      | 916      | 1,000                         | 3          | 1,003     | 0         | 0                          | 0   | 0               |
| 4233 Christmas Lights                 | 10,000                     | 7,378    | 12,000                        | 1,000      | 11,184    | 10,184    | 0                          | 0   | 0               |
| 4234 Christmas Tree                   | 0                          | 0        | 4,000                         | 0          | 3,500     | 0         | 0                          | 0   | 0               |
| 4404 Summer Fayre                     | 8,000                      | 8,000    | 8,000                         | 8,000      | 8,000     | 0         | 0                          | 0   | 0               |
| 4420 Community Trust Comm Grant       | 15,000                     | 15,000   | 15,000                        | 15,000     | 15,000    | 0         | 0                          | 0   | 0               |
| 4421 MSN Town Trust Grant             | 15,000                     | 0        | 15,000                        | 15,000     | 15,000    | 0         | 0                          | 0   | 0               |
| <b>Overhead Expenditure</b>           | 90,000                     | 72,912   | 97,500                        | 59,980     | 93,742    | 10,184    | 0                          | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | (90,000)                   | (70,912) | (97,500)                      | (59,980)   | (93,742)  |           | 0                          |     |                 |
| <b>203 Youth Activities</b>           |                            |          |                               |            |           |           |                            |     |                 |
| 4301 Youth Projects + Council         | 24,000                     | 24,000   | 25,200                        | 6,300      | 25,200    | 0         | 0                          | 0   | 0               |
| 4302 Youth Provisions                 | 0                          | 0        | 10,000                        | 0          | 0         | 0         | 0                          | 0   | 0               |
| <b>Overhead Expenditure</b>           | 24,000                     | 24,000   | 35,200                        | 6,300      | 25,200    | 0         | 0                          | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | (24,000)                   | (24,000) | (35,200)                      | (6,300)    | (25,200)  |           | 0                          |     |                 |

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## Annual Budget - By Centre (Actual YTD Month 6)

## 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 |          |
| <b>204</b> | <b><u>Town Environment</u></b>        |                 |                               |                 |                 |                 |                            |          |                 |          |
| 4001       | Wages & Salaries                      | 25,000          | 33,127                        | 27,500          | 13,191          | 33,922          | 0                          | 0        | 0               | 0        |
| 4002       | Employer's NIC                        | 2,500           | 1,069                         | 2,750           | 0               | 5,801           | 0                          | 0        | 0               | 0        |
| 4003       | Employer's Superannuation             | 4,374           | 2,066                         | 4,812           | 0               | 6,354           | 0                          | 0        | 0               | 0        |
| 4005       | Training & Conferences                | 750             | 0                             | 750             | 0               | 0               | 0                          | 0        | 0               | 0        |
| 4007       | Warden Support                        | 15,650          | 0                             | 0               | 0               | 0               | 0                          | 0        | 0               | 0        |
| 4009       | Workwear                              | 400             | 50                            | 0               | 251             | 2,251           | 0                          | 0        | 0               | 0        |
| 4012       | Water Rates                           | 300             | 716                           | 300             | 0               | 300             | 0                          | 0        | 0               | 0        |
| 4018       | Health & Safety                       | 0               | 0                             | 0               | 48              | 48              | 0                          | 0        | 0               | 0        |
| 4021       | Telephone & Fax (inc mobiles)         | 400             | 118                           | 500             | 0               | 0               | 0                          | 0        | 0               | 0        |
| 4035       | Equipment Maintenance                 | 400             | 658                           | 400             | 592             | 592             | 0                          | 0        | 0               | 0        |
| 4036       | Furniture & Equipment                 | 1,000           | 6,255                         | 1,000           | 67              | 67              | 0                          | 0        | 0               | 0        |
| 4039       | Grounds Reg Grass/Hedges/Trees        | 5,222           | 5,487                         | 4,325           | 2,941           | 5,017           | 0                          | 0        | 0               | 0        |
| 4041       | Horticultural Labour                  | 8,000           | 15,081                        | 8,000           | 4,860           | 9,980           | 0                          | 0        | 0               | 0        |
| 4042       | Horticultural Supplies                | 12,000          | 5,876                         | 12,000          | 2,680           | 12,940          | 0                          | 0        | 0               | 0        |
| 4045       | River Monitoring                      | 3,100           | 3,872                         | 4,000           | 1,800           | 4,360           | 0                          | 0        | 0               | 0        |
| 4051       | Van Allowance                         | 5,000           | 2,477                         | 0               | 358             | 1,287           | 0                          | 0        | 0               | 0        |
| 4932       | Somer Valley Works                    | 0               | 0                             | 5,000           | 0               | 5,000           | 3,947                      | 0        | 0               | 0        |
|            | <b>Overhead Expenditure</b>           | <b>84,096</b>   | <b>76,853</b>                 | <b>71,337</b>   | <b>26,788</b>   | <b>87,919</b>   | <b>3,947</b>               | <b>0</b> | <b>0</b>        | <b>0</b> |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(84,096)</b> | <b>(76,853)</b>               | <b>(71,337)</b> | <b>(26,788)</b> | <b>(87,919)</b> | <b>0</b>                   |          |                 |          |
| <b>209</b> | <b><u>Devolved Services</u></b>       |                 |                               |                 |                 |                 |                            |          |                 |          |
| 4410       | Street Marshalls                      | 6,425           | 1,340                         | 0               | 0               | 0               | 0                          | 0        | 0               | 0        |

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## Annual Budget - By Centre (Actual YTD Month 6)

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 |
| <b>Overhead Expenditure</b>           | 6,425                      | 1,340   | 0                             | 0          | 0         | 0         | 0                          | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | (6,425)                    | (1,340) | 0                             | 0          | 0         |           | 0                          |     |                 |
| <b>301 Town Park</b>                  |                            |         |                               |            |           |           |                            |     |                 |
| 4036 Furniture & Equipment            | 0                          | 1,824   | 0                             | 0          | 0         | 0         | 0                          | 0   | 0               |
| 4039 Grounds Reg Grass/Hedges/Trees   | 1,000                      | 579     | 1,314                         | 1,022      | 1,606     | 0         | 0                          | 0   | 0               |
| <b>Overhead Expenditure</b>           | 1,000                      | 2,403   | 1,314                         | 1,022      | 1,606     | 0         | 0                          | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | (1,000)                    | (2,403) | (1,314)                       | (1,022)    | (1,606)   |           | 0                          |     |                 |
| <b>303 Allotments</b>                 |                            |         |                               |            |           |           |                            |     |                 |
| 1010 Rent Receivable                  | 1,350                      | 2,700   | 1,350                         | 0          | 2,072     | 0         | 0                          | 0   | 0               |
| <b>Total Income</b>                   | 1,350                      | 2,700   | 1,350                         | 0          | 2,072     | 0         | 0                          | 0   | 0               |
| 4012 Water Rates                      | 300                        | 251     | 300                           | 0          | 300       | 0         | 0                          | 0   | 0               |
| 4039 Grounds Reg Grass/Hedges/Trees   | 1,000                      | 160     | 360                           | 0          | 360       | 0         | 0                          | 0   | 0               |
| <b>Overhead Expenditure</b>           | 1,300                      | 411     | 660                           | 0          | 660       | 0         | 0                          | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | 50                         | 2,289   | 690                           | 0          | 1,412     |           | 0                          |     |                 |
| <b>305 Memorials</b>                  |                            |         |                               |            |           |           |                            |     |                 |
| 4038 Property Maintenance             | 500                        | 0       | 0                             | 0          | 0         | 0         | 0                          | 0   | 0               |
| 4059 Legal & Professional Fees        | 500                        | 0       | 500                           | 0          | 0         | 0         | 0                          | 0   | 0               |
| <b>Overhead Expenditure</b>           | 1,000                      | 0       | 500                           | 0          | 0         | 0         | 0                          | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | (1,000)                    | 0       | (500)                         | 0          | 0         |           | 0                          |     |                 |

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## Annual Budget - By Centre (Actual YTD Month 6)

## 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 |
| <b>307</b> | <b><u>Wellowbrook</u></b>             |                            |                  |                               |                |                  |                |                            |          |                 |
| 4013       | Rent Payable                          | 115                        | 113              | 136                           | 0              | 136              | 0              | 0                          | 0        | 0               |
| 4039       | Grounds Reg Grass/Hedges/Trees        | 1,000                      | 630              | 1,080                         | 480            | 1,200            | 0              | 0                          | 0        | 0               |
| 4933       | Scrub Clearance                       | 0                          | 0                | 5,000                         | 0              | 0                | 0              | 0                          | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>1,115</b>               | <b>743</b>       | <b>6,216</b>                  | <b>480</b>     | <b>1,336</b>     | <b>0</b>       | <b>0</b>                   | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(1,115)</b>             | <b>(743)</b>     | <b>(6,216)</b>                | <b>(480)</b>   | <b>(1,336)</b>   |                | <b>0</b>                   |          |                 |
| <b>309</b> | <b><u>West Clewes Rec. Ground</u></b> |                            |                  |                               |                |                  |                |                            |          |                 |
| 1177       | Grants Received                       | 3,000                      | 0                | 3,000                         | 0              | 0                | 0              | 0                          | 0        | 0               |
|            | <b>Total Income</b>                   | <b>3,000</b>               | <b>0</b>         | <b>3,000</b>                  | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>                   | <b>0</b> | <b>0</b>        |
| 4018       | Health & Safety                       | 350                        | 1,572            | 0                             | 0              | 0                | 0              | 0                          | 0        | 0               |
| 4027       | IT & Hardware                         | 0                          | 0                | 0                             | 667            | 997              | 0              | 0                          | 0        | 0               |
| 4035       | Equipment Maintenance                 | 1,500                      | 2,371            | 1,500                         | 31             | 781              | 0              | 0                          | 0        | 0               |
| 4036       | Furniture & Equipment                 | 0                          | 2,092            | 0                             | 0              | 0                | 0              | 0                          | 0        | 0               |
| 4039       | Grounds Reg Grass/Hedges/Trees        | 2,050                      | 2,250            | 2,926                         | 1,463          | 2,582            | 0              | 0                          | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>3,900</b>               | <b>8,284</b>     | <b>4,426</b>                  | <b>2,160</b>   | <b>4,360</b>     | <b>0</b>       | <b>0</b>                   | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(900)</b>               | <b>(8,284)</b>   | <b>(1,426)</b>                | <b>(2,160)</b> | <b>(4,360)</b>   |                | <b>0</b>                   |          |                 |
|            | <b>Total Budget Income</b>            | <b>475,240</b>             | <b>1,129,226</b> | <b>568,084</b>                | <b>354,142</b> | <b>669,795</b>   | <b>0</b>       | <b>0</b>                   | <b>0</b> | <b>0</b>        |
|            | <b>Expenditure</b>                    | <b>475,240</b>             | <b>982,925</b>   | <b>568,084</b>                | <b>431,054</b> | <b>1,562,928</b> | <b>14,176</b>  | <b>0</b>                   | <b>0</b> | <b>0</b>        |
|            | <b>Net Income over Expenditure</b>    | <b>0</b>                   | <b>146,301</b>   | <b>0</b>                      | <b>-76,912</b> | <b>-893,133</b>  | <b>-14,176</b> | <b>0</b>                   | <b>0</b> | <b>0</b>        |
|            | plus Transfer From EMR                | 0                          | 545,134          | 0                             | 212,648        | 0                | 0              | 0                          | 0        | 0               |

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Annual Budget - By Centre (Actual YTD Month 6)

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 |
| less Transfer to EMR                  | 0                          | 32,057  | 0                             | 54,618     | 0         | 0         | 0                          | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | 0                          | 659,378 | 0                             | 81,118     | (893,133) |           | 0                          |     |                 |

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

|                                     | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>1 Central Services</b>           |                     |                        |                       |                          |                          |                    |              |                         |
| 1010 Rent Receivable                | 0                   | 0                      | 5,000                 | 5,000                    |                          |                    | 0.0%         |                         |
| 1098 Town Hall Project Funding      | 0                   | 52,001                 | 0                     | (52,001)                 |                          |                    | 0.0%         | 52,001                  |
| 1099 Miscellaneous Income           | 1,000               | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| 1172 CIL Income                     | 32,057              | 2,617                  | 0                     | (2,617)                  |                          |                    | 0.0%         | 2,617                   |
| 1176 Precept Received               | 469,190             | 279,367                | 558,734               | 279,367                  |                          |                    | 50.0%        |                         |
| 1196 Interest Received              | 4,118               | 20,157                 | 0                     | (20,157)                 |                          |                    | 0.0%         |                         |
| 1197 Interest Received PSDF         | 43,116              | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| <b>Central Services :- Income</b>   | <b>549,481</b>      | <b>354,142</b>         | <b>563,734</b>        | <b>209,592</b>           |                          |                    | <b>62.8%</b> | <b>54,618</b>           |
| 4001 Wages & Salaries               | 52,009              | 22,738                 | 127,500               | 104,762                  |                          | 104,762            | 17.8%        |                         |
| 4002 Employer's NIC                 | 23,326              | 7,273                  | 11,044                | 3,771                    |                          | 3,771              | 65.9%        |                         |
| 4003 Employer's Superannuation      | 21,502              | 7,456                  | 22,066                | 14,610                   |                          | 14,610             | 33.8%        |                         |
| 4004 Payroll Administration         | 498                 | 170                    | 480                   | 310                      |                          | 310                | 35.4%        |                         |
| 4005 Training & Conferences         | (329)               | 265                    | 7,000                 | 6,735                    | 45                       | 6,690              | 4.4%         |                         |
| 4006 Employment Services            | 13,934              | 17,035                 | 1,200                 | (15,835)                 |                          | (15,835)           | 1419.6%      |                         |
| 4008 Travel & Subsistence           | 1,529               | 119                    | 200                   | 81                       |                          | 81                 | 59.3%        |                         |
| 4009 Workwear                       | 195                 | 132                    | 400                   | 268                      |                          | 268                | 33.1%        |                         |
| 4010 Misc Staff Costs               | 2,195               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4013 Rent Payable                   | 4,218               | 1,740                  | 10,000                | 8,260                    |                          | 8,260              | 17.4%        |                         |
| 4017 Refuse Disposal                | 45                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4018 Health & Safety                | 63                  | 0                      | 165                   | 165                      |                          | 165                | 0.0%         |                         |
| 4020 Misc Establishment Costs       | 114                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4021 Telephone & Fax (inc mobiles)  | 3,320               | 741                    | 1,848                 | 1,107                    |                          | 1,107              | 40.1%        |                         |
| 4022 Postage                        | 5                   | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4023 Stationery Printing, Public'ns | 441                 | 231                    | 1,000                 | 769                      |                          | 769                | 23.1%        |                         |
| 4024 Subscriptions                  | 1,693               | 3,099                  | 2,200                 | (899)                    |                          | (899)              | 140.9%       |                         |
| 4025 Insurance                      | 13,489              | 9,825                  | 14,000                | 4,175                    |                          | 4,175              | 70.2%        |                         |
| 4026 Photocopying Charges           | 566                 | 825                    | 1,775                 | 950                      |                          | 950                | 46.5%        |                         |
| 4027 IT & Hardware                  | 10,937              | 6,881                  | 7,100                 | 219                      |                          | 219                | 96.9%        |                         |
| 4028 Pension Deficit                | 8,525               | 4,037                  | 9,500                 | 5,463                    |                          | 5,463              | 42.5%        |                         |
| 4035 Equipment Maintenance          | 37                  | 181                    | 800                   | 619                      |                          | 619                | 22.6%        |                         |
| 4036 Furniture & Equipment          | 98                  | 51                     | 4,000                 | 3,949                    |                          | 3,949              | 1.3%         |                         |
| 4038 Property Maintenance           | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4040 DNU Use, Use 4026              | 747                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4050 Bank Charges                   | 200                 | 56                     | 210                   | 154                      |                          | 154                | 26.9%        |                         |
| 4051 Van Allowance                  | 0                   | 6                      | 5,000                 | 4,994                    |                          | 4,994              | 0.1%         |                         |
| 4055 Legal Fees                     | 50                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4056 Audit Fees - External          | 2,100               | 0                      | 1,430                 | 1,430                    |                          | 1,430              | 0.0%         |                         |
| 4057 Audit Fees - Internal          | 1,140               | 150                    | 1,000                 | 850                      |                          | 850                | 15.0%        |                         |
| 4058 Accountancy Support            | 958                 | 868                    | 0                     | (868)                    |                          | (868)              | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4059 Legal & Professional Fees             | 1,208               | 3,225                  | 13,000                | 9,775                    |                          | 9,775              | 24.8%        |                         |
| 4072 Hospitality                           | 1,000               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4133 Meeting Expenses                      | 0                   | 45                     | 0                     | (45)                     |                          | (45)               | 0.0%         |                         |
| Central Services :- Indirect Expenditure   | <b>165,813</b>      | <b>87,149</b>          | <b>243,518</b>        | <b>156,369</b>           | <b>45</b>                | <b>156,324</b>     | <b>35.8%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>         | <b>383,668</b>      | <b>266,992</b>         | <b>320,216</b>        | <b>53,224</b>            |                          |                    |              |                         |
| 6001 less Transfer to EMR                  | 32,057              | 54,618                 | 0                     | (54,618)                 |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>351,611</b>      | <b>212,375</b>         | <b>320,216</b>        | <b>107,841</b>           |                          |                    |              |                         |
| <u>101 Democratic Process</u>              |                     |                        |                       |                          |                          |                    |              |                         |
| 4005 Training & Conferences                | 392                 | 150                    | 250                   | 100                      |                          | 100                | 60.0%        |                         |
| 4008 Travel & Subsistence                  | 0                   | 16                     | 100                   | 84                       |                          | 84                 | 16.2%        |                         |
| 4013 Rent Payable                          | 18                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4131 Hire of Meeting Rooms                 | 1,163               | 1,198                  | 440                   | (758)                    |                          | (758)              | 272.3%       |                         |
| 4212 Media & Communication                 | 716                 | 527                    | 3,000                 | 2,473                    |                          | 2,473              | 17.6%        |                         |
| Democratic Process :- Indirect Expenditure | <b>2,289</b>        | <b>1,891</b>           | <b>3,790</b>          | <b>1,899</b>             | <b>0</b>                 | <b>1,899</b>       | <b>49.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                     | <b>(2,289)</b>      | <b>(1,891)</b>         | <b>(3,790)</b>        | <b>(1,899)</b>           |                          |                    |              |                         |
| 6000 plus Transfer From EMR                | 600                 | 0                      | 0                     | 0                        |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(1,689)</b>      | <b>(1,891)</b>         | <b>(3,790)</b>        | <b>(1,899)</b>           |                          |                    |              |                         |
| <u>102 Civic Support</u>                   |                     |                        |                       |                          |                          |                    |              |                         |
| 4101 Mayor's Allowance                     | 0                   | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |
| 4102 Civic Expenses                        | 677                 | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| Civic Support :- Indirect Expenditure      | <b>677</b>          | <b>0</b>               | <b>450</b>            | <b>450</b>               | <b>0</b>                 | <b>450</b>         | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                     | <b>(677)</b>        | <b>0</b>               | <b>(450)</b>          | <b>(450)</b>             |                          |                    |              |                         |
| <u>199 Capital and Projects</u>            |                     |                        |                       |                          |                          |                    |              |                         |
| 1177 Grants Received                       | 575,045             | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Capital and Projects :- Income             | <b>575,045</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              | <b>0</b>                |
| 4903 Loan Charges PWLB                     | 16,907              | 2,048                  | 4,096                 | 2,048                    |                          | 2,048              | 50.0%        |                         |
| 4911 CP Wellowbrook                        | 8,510               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4920 CP Town Park                          | 4,282               | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4922 CP Garden of Friendship               | 0                   | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4923 CP St Chads Well                      | 0                   | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4924 Town Hal Refurbishment                | 595,452             | 223,002                | 0                     | (223,002)                |                          | (223,002)          | 0.0%         | 212,648                 |
| 4928 CP - IT Upgrade                       | 0                   | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4929 CP Civic Regalia                      | 0                   | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4930 Speed Indicator Device                  | 0                   | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4934 Town Hall Reopening                     | 0                   | 0                      | 50,000                | 50,000                   |                          | 50,000             | 0.0%          |                         |
| Capital and Projects :- Indirect Expenditure | <b>625,152</b>      | <b>225,050</b>         | <b>58,596</b>         | <b>(166,454)</b>         | <b>0</b>                 | <b>(166,454)</b>   | <b>384.1%</b> | <b>212,648</b>          |
| <b>Net Income over Expenditure</b>           | <b>(50,107)</b>     | <b>(225,050)</b>       | <b>(58,596)</b>       | <b>166,454</b>           |                          |                    |               |                         |
| 6000 plus Transfer From EMR                  | 544,534             | 212,648                | 0                     | (212,648)                |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>494,427</b>      | <b>(12,402)</b>        | <b>(58,596)</b>       | <b>(46,194)</b>          |                          |                    |               |                         |
| <u>201 Community Buildings</u>               |                     |                        |                       |                          |                          |                    |               |                         |
| 4904 Loan Charges TH Renovation              | 2,048               | 14,859                 | 44,577                | 29,718                   |                          | 29,718             | 33.3%         |                         |
| Community Buildings :- Indirect Expenditure  | <b>2,048</b>        | <b>14,859</b>          | <b>44,577</b>         | <b>29,718</b>            | <b>0</b>                 | <b>29,718</b>      | <b>33.3%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                       | <b>(2,048)</b>      | <b>(14,859)</b>        | <b>(44,577)</b>       | <b>(29,718)</b>          |                          |                    |               |                         |
| <u>202 Community Support</u>                 |                     |                        |                       |                          |                          |                    |               |                         |
| 1180 Donations Received                      | 2,000               | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| Community Support :- Income                  | <b>2,000</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               | <b>0</b>                |
| 4203 Grants - Annual                         | 29,131              | 8,884                  | 20,000                | 11,116                   |                          | 11,116             | 44.4%         |                         |
| 4211 Christmas Parties                       | 62                  | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%          |                         |
| 4220 Carnival Association                    | 0                   | 0                      | 8,000                 | 8,000                    |                          | 8,000              | 0.0%          |                         |
| 4221 Arts Programme                          | 3,925               | 4,000                  | 4,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4222 Arts Festival                           | 2,000               | 2,000                  | 2,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4223 Christmas Fayre                         | 6,500               | 6,000                  | 6,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4225 Remembrance Parade                      | 0                   | 93                     | 1,000                 | 908                      |                          | 908                | 9.3%          |                         |
| 4231 Civic Service                           | 916                 | 3                      | 1,000                 | 997                      |                          | 997                | 0.3%          |                         |
| 4233 Christmas Lights                        | 7,378               | 1,000                  | 12,000                | 11,000                   | 10,184                   | 816                | 93.2%         |                         |
| 4234 Christmas Tree                          | 0                   | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%          |                         |
| 4404 Summer Fayre                            | 8,000               | 8,000                  | 8,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4420 Community Trust Comm Grant              | 15,000              | 15,000                 | 15,000                | 0                        |                          | 0                  | 100.0%        |                         |
| 4421 MSN Town Trust Grant                    | 0                   | 15,000                 | 15,000                | 0                        |                          | 0                  | 100.0%        |                         |
| Community Support :- Indirect Expenditure    | <b>72,912</b>       | <b>59,980</b>          | <b>97,500</b>         | <b>37,520</b>            | <b>10,184</b>            | <b>27,336</b>      | <b>72.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>           | <b>(70,912)</b>     | <b>(59,980)</b>        | <b>(97,500)</b>       | <b>(37,520)</b>          |                          |                    |               |                         |
| <u>203 Youth Activities</u>                  |                     |                        |                       |                          |                          |                    |               |                         |
| 4301 Youth Projects + Council                | 24,000              | 6,300                  | 25,200                | 18,900                   |                          | 18,900             | 25.0%         |                         |
| 4302 Youth Provisions                        | 0                   | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%          |                         |
| Youth Activities :- Indirect Expenditure     | <b>24,000</b>       | <b>6,300</b>           | <b>35,200</b>         | <b>28,900</b>            | <b>0</b>                 | <b>28,900</b>      | <b>17.9%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                       | <b>(24,000)</b>     | <b>(6,300)</b>         | <b>(35,200)</b>       | <b>(28,900)</b>          |                          |                    |               |                         |



## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>204 Town Environment</b>               |                     |                        |                       |                          |                          |                    |              |                         |
| 4001 Wages & Salaries                     | 33,127              | 13,191                 | 27,500                | 14,309                   |                          | 14,309             | 48.0%        |                         |
| 4002 Employer's NIC                       | 1,069               | 1,487                  | 2,750                 | 1,263                    |                          | 1,263              | 54.1%        |                         |
| 4003 Employer's Superannuation            | 2,066               | 3,886                  | 4,812                 | 926                      |                          | 926                | 80.8%        |                         |
| 4005 Training & Conferences               | 0                   | 0                      | 750                   | 750                      |                          | 750                | 0.0%         |                         |
| 4009 Workwear                             | 50                  | 251                    | 0                     | (251)                    |                          | (251)              | 0.0%         |                         |
| 4012 Water Rates                          | 716                 | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4018 Health & Safety                      | 0                   | 48                     | 0                     | (48)                     |                          | (48)               | 0.0%         |                         |
| 4021 Telephone & Fax (inc mobiles)        | 118                 | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4035 Equipment Maintenance                | 658                 | 592                    | 400                   | (192)                    |                          | (192)              | 148.1%       |                         |
| 4036 Furniture & Equipment                | 6,255               | 67                     | 1,000                 | 933                      |                          | 933                | 6.7%         |                         |
| 4039 Grounds Reg Grass/Hedges/Trees       | 5,487               | 2,941                  | 4,325                 | 1,384                    |                          | 1,384              | 68.0%        |                         |
| 4041 Horticultural Labour                 | 15,081              | 4,860                  | 8,000                 | 3,140                    |                          | 3,140              | 60.8%        |                         |
| 4042 Horticultural Supplies               | 5,876               | 2,680                  | 12,000                | 9,320                    |                          | 9,320              | 22.3%        |                         |
| 4045 River Monitoring                     | 3,872               | 1,800                  | 4,000                 | 2,200                    |                          | 2,200              | 45.0%        |                         |
| 4051 Van Allowance                        | 2,477               | 358                    | 0                     | (358)                    |                          | (358)              | 0.0%         |                         |
| 4932 Somer Valley Works                   | 0                   | 0                      | 5,000                 | 5,000                    | 3,947                    | 1,053              | 78.9%        |                         |
| Town Environment :- Indirect Expenditure  | <b>76,853</b>       | <b>32,161</b>          | <b>71,337</b>         | <b>39,176</b>            | <b>3,947</b>             | <b>35,229</b>      | <b>50.6%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(76,853)</b>     | <b>(32,161)</b>        | <b>(71,337)</b>       | <b>(39,176)</b>          |                          |                    |              |                         |
| <b>209 Devolved Services</b>              |                     |                        |                       |                          |                          |                    |              |                         |
| 4410 Street Marshalls                     | 1,340               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| Devolved Services :- Indirect Expenditure | <b>1,340</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |              | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(1,340)</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              |                         |
| <b>301 Town Park</b>                      |                     |                        |                       |                          |                          |                    |              |                         |
| 4036 Furniture & Equipment                | 1,824               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4039 Grounds Reg Grass/Hedges/Trees       | 579                 | 1,022                  | 1,314                 | 292                      |                          | 292                | 77.8%        |                         |
| Town Park :- Indirect Expenditure         | <b>2,403</b>        | <b>1,022</b>           | <b>1,314</b>          | <b>292</b>               | <b>0</b>                 | <b>292</b>         | <b>77.8%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(2,403)</b>      | <b>(1,022)</b>         | <b>(1,314)</b>        | <b>(292)</b>             |                          |                    |              |                         |
| <b>303 Allotments</b>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 1010 Rent Receivable                      | 2,700               | 0                      | 1,350                 | 1,350                    |                          |                    | 0.0%         |                         |
| Allotments :- Income                      | <b>2,700</b>        | <b>0</b>               | <b>1,350</b>          | <b>1,350</b>             |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4012 Water Rates                          | 251                 | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4039 Grounds Reg Grass/Hedges/Trees       | 160                 | 0                      | 360                   | 360                      |                          | 360                | 0.0%         |                         |
| Allotments :- Indirect Expenditure        | <b>411</b>          | <b>0</b>               | <b>660</b>            | <b>660</b>               | <b>0</b>                 | <b>660</b>         | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>2,289</b>        | <b>0</b>               | <b>690</b>            | <b>690</b>               |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

|   | Actual Last<br>Year   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>305 Memorials</u>                            |                       |                        |                       |                          |                          |                    |              |                         |
| 4059 Legal & Professional Fees                  | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| Memorials :- Indirect Expenditure               | <u>0</u>              | <u>0</u>               | <u>500</u>            | <u>500</u>               | <u>0</u>                 | <u>500</u>         | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                          | <b><u>0</u></b>       | <b><u>0</u></b>        | <b><u>(500)</u></b>   | <b><u>(500)</u></b>      |                          |                    |              |                         |
| <u>307 Wellowbrook</u>                          |                       |                        |                       |                          |                          |                    |              |                         |
| 4013 Rent Payable                               | 113                   | 0                      | 136                   | 136                      |                          | 136                | 0.0%         |                         |
| 4039 Grounds Reg Grass/Hedges/Trees             | 630                   | 480                    | 1,080                 | 600                      |                          | 600                | 44.4%        |                         |
| 4933 Scrub Clearance                            | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| Wellowbrook :- Indirect Expenditure             | <u>743</u>            | <u>480</u>             | <u>6,216</u>          | <u>5,736</u>             | <u>0</u>                 | <u>5,736</u>       | <u>7.7%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                          | <b><u>(743)</u></b>   | <b><u>(480)</u></b>    | <b><u>(6,216)</u></b> | <b><u>(5,736)</u></b>    |                          |                    |              |                         |
| <u>309 West Clewes Rec. Ground</u>              |                       |                        |                       |                          |                          |                    |              |                         |
| 1177 Grants Received                            | 0                     | 0                      | 3,000                 | 3,000                    |                          |                    | 0.0%         |                         |
| West Clewes Rec. Ground :- Income               | <u>0</u>              | <u>0</u>               | <u>3,000</u>          | <u>3,000</u>             |                          |                    | <u>0.0%</u>  | <u>0</u>                |
| 4018 Health & Safety                            | 1,572                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4027 IT & Hardware                              | 0                     | 667                    | 0                     | (667)                    |                          | (667)              | 0.0%         |                         |
| 4035 Equipment Maintenance                      | 2,371                 | 31                     | 1,500                 | 1,469                    |                          | 1,469              | 2.0%         |                         |
| 4036 Furniture & Equipment                      | 2,092                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4039 Grounds Reg Grass/Hedges/Trees             | 2,250                 | 1,463                  | 2,926                 | 1,463                    |                          | 1,463              | 50.0%        |                         |
| West Clewes Rec. Ground :- Indirect Expenditure | <u>8,284</u>          | <u>2,160</u>           | <u>4,426</u>          | <u>2,266</u>             | <u>0</u>                 | <u>2,266</u>       | <u>48.8%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>              | <b><u>(8,284)</u></b> | <b><u>(2,160)</u></b>  | <b><u>(1,426)</u></b> | <b><u>734</u></b>        |                          |                    |              |                         |
| Grand Totals:- Income                           | 1,129,226             | 354,142                | 568,084               | 213,942                  |                          |                    | 62.3%        |                         |
| Expenditure                                     | 982,925               | 431,054                | 568,084               | 137,030                  | 14,176                   | 122,855            | 78.4%        |                         |
| <b>Net Income over Expenditure</b>              | <b><u>146,301</u></b> | <b><u>(76,912)</u></b> | <b><u>0</u></b>       | <b><u>76,912</u></b>     |                          |                    |              |                         |
| plus Transfer From EMR                          | 545,134               | 212,648                | 0                     | (212,648)                |                          |                    |              |                         |
| less Transfer to EMR                            | 32,057                | 54,618                 | 0                     | (54,618)                 |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b><u>659,378</u></b> | <b><u>81,118</u></b>   | <b><u>0</u></b>       | <b><u>(81,118)</u></b>   |                          |                    |              |                         |

## Notes relating to the Summary and Breakdown

| <b>Cost Centre</b> | <b>Notes</b> | <b><u>Income</u></b>   |
|--------------------|--------------|--|
|                    |              | <b><u>Central Services</u></b>   |
| 1001/1             | 1.1          | <u>Rent Receivable</u><br>There was a budget of £5,000 rent to be received from the Community Trust for the lease of the Town Hall. The Town Hall is still unfinished so the funds have not been received  |
| 1098/1             | 1.2          | <u>Town Hall Project Funding</u><br>£52,001 was the remainder of the funding supplied by B&NES, all the money has now been received, the Town Council is now funding from the PWLB loan, CIL money or the general reserves.                                    |
| 1099/1             | 1.3          | <u>Miscellaneous Income</u><br>£5,994 was the deposit paid to LGRC for services of a locum clerk, on completion this money is returned.  |
| 1172/1             | 1.4          | <u>CIL Income</u><br>£,2617 has been received this financial year for CIL funding, it is difficult to budget for CIL funding to be received.   |
| 1176/1             | 1.5          | <u>Precept Received</u><br>The precept is paid from B&NES in two lots, in April and September, the second half of £27,9367 is due during September.  |
| 1196/1             | 1.6          | <u>Interest Received</u><br>Interest from the CCLA is averaged out at about £4,031.40 a month, seven months to the end of the year is £28,219.80. Note as the balance reduces in the CCLA account the interest will reduce.                                    |
| 1197/1             | 1.7          | <u>Interest Received PSDF</u><br>This code is no longer used   |
|                    |              | <b><u>4 Capital Projects</u></b>   |
| 1177/199           | 4.1          | <u>Grants Received</u><br>There are no grants currently being applied for by the Town Council  |
|                    |              | <b><u>6 Community Support</u></b>  |
| 1180/202           | 6.1          | There are no donations currently being given to the Town Council   |
|                    |              | <b><u>11 Allotments</u></b>  |
| 1010/303           | 11.1         | The annual rent for the allotment association has recently been increased, the new annual rent will be £2072, this is paid towards the end of the financial year   |
|                    |              | <b><u>14 West Clewes Rec</u></b>   |
| 1177/309           | 14.1         | £3,000 rent received is from Welton Rovers, within the lease the rent is made payable to the Recreational Trust who do pay it back to the Town Council, but as the Recreational Trust has not met or unable to make payments, the money cannot be transferred. |

## Expenditure

### 1 Central Services

- 4001/1 1.1 Wages & Salaries  
Office staff is currently £5014.71 a month, there are seven months left in the financial year which is calculated at £35,102.97 (committed figure). The pay award for 2024-2025 has not yet been published, last year it was about 10%. If the pay award was given in December the extra amount for salaries would be £4,513.24 (estimated figures). The total of these two figures is £39,616.21  
If a new Town Clerk is appointed during this financial year, the figures have not been included.
- 4002/1 1.2 Employers NIC  
HMRC for office staff is currently £1,338.9 a month, calculating the next seven months is £9,372.30. The figure may rise to include the Admin Assistant and the new pay award. This is a committed figure
- 4003/1 1.3 Employers Superannuation  
Pension contributions for office staff is currently £1,623.67 a month, the next seven months is £11,365.69. The figure may rise to include the Admin Assistant and the pay award. This is a committed figure
- 4004/1 1.4 Payroll Administration  
The payroll company charge £40.00 a month to run the payroll, there are 7 months left in the year totaling £320.00
- 4005/1 1.5 Training & Conferences  
Second payment of the Community Governance £1874.79 will come out at the end of the financial year as payment is due by the 1st April.  
  
Jo and Caroline have been booked on to three training courses so this has been moved from estimated to committed funds, £95  
  
Dave and Pete also need some of their training renewing or obtaining credit in new courses, have estimated this could be at least £825  
  
Other courses may be needed for staff and councillors
- 4006/1 1.6 Employment Services  
The locum clerk is costing about £5678 a month, have estimated the costs until the end of the year (December), this totals £22,712.00 (Started in June 2024)  
  
This figure may increase as costs will be involved with the recruitment of a new Town Clerk, an agency could be appointed, if not there will be additional costs such as costs of adverts, hall hire, etc
- 4008/1 1.7 Travel & Subsistence  
This is used when staff have to attend courses or meetings away from Midsomer Norton, at yet nothing has been arranged. The mileage and hotel costs for the Locum Clerk are included under employment services.
- 4009/1 1.8 Workwear  
The office staff don't have uniforms or workwear although polo shirts and fleeces have been purchased. Any PPE purchased is put this this code but this has already been purchased.

- 4010/1 1.9 Misc Staff Costs  
There shouldn't be any miscellaneous staff costs
- 4013/1 1.10 Rent Payable  
The Town Council hire Unit 14 as Council Offices, they are charged £12 an hour Unit 14 is hired Monday afternoons, and all day Tuesdays which is about 13 hours a week, which equates to £156 a week. There are approximately 16 weeks left to the end of December where the Town Council have to vacate
- 4017/1 1.11 Refuse Disposal  
This could be removed from central services as the cleaner for Unit 14 removes the rubbish or any recycling is taken home to be disposed of.
- 4018/1 1.12 Health & Safety  
This is the annual support cost the defibrillator, it is a five year contract, this will be the last year, last invoice was dated September so due soon.
- 4020/1 1.13 Misc Establishment Costs  
There shouldn't be any miscellaneous costs
- 4021/1 1.14 Telephone & Fax (inc mobiles)  
Office Telephones - Cost about £2614 a year which is broken down into £176.62 a month for the bundle, line rental, cyber security, plus £123.63 every quarter for leasing the equipment and maintenance. There are seven months left in the year which equates at about £1834
- Mobile Phones - the council resolved to spend £5,000 on mobile phones which is about £1600 a year.
- Town Warden currently has a contract with Vodaphone, it is due to expire next year, the monthly cost is £40 a month, the total for the next seven months is £280
- 4022/1 1.15 Postage  
Items don't tend to be posted these days, so this is rarely used but useful to keep as a cost centre.
- 4023/1 1.16 Stationery Printing, Publications  
Boxes of paper are brought about every quarter at £100 a go for 2-3 boxes of paper, so have estimated another two orders during 2024-2025
- 4024/1 1.17 Subscriptions  
£3,099.14 already spent is £1706.03 for the ALCA subscription, £1,238.11 for the renewal of Worknest and £155.00 is the annual insurance related to this.
- Annual membership for the ICO is £35.00, this is due at the end of August
- Office Staff members are entitled to join the SLCC, the estimated cost is about £250 per person, with the four office staff would be £1,000, membership is due for renewal in January so have included as estimated
- 4025/1 1.18 Insurance  
The insurance for the Town Council runs from April to March so would need paying before the end of the financial year but the last couple of years it hasn't been paid until April, have included as estimated costs for this year.

- 4026/1 1.19 Photocopying Charges  
Photocopier - They charge per copy, with different prices for black and colour the average price is about £165 a month, which is £1980 a year, there are seven months left which equals £1155
- 4027/1 1.20 IT & Hardware  
SoVision - IT Support - is about £359 a month, so works out at approximately £4315 a year, this includes Managed services per workstation, remote backup storage, microsoft 365 apps for business, microsoft 365 business standard microsoft 365 business basic microsoft, seven months left to the end of the year is £2516.50
- Rialtas annual support costs approximately £2348, it is broken down into £990 for Rialtas Cloud, £249 for Asset Inventory, £999 for Cashbook Support £110.00 for automatic submission of quarterly VAT.  
The annual subscription to Rialtas is paid in April so has been included under IT and Support, it should really be under Accountancy Support as it is an accountancy package, will be allocated to the correct code for next year.
- The annual renewal cost for the use of Decisions is £1,000, this is due for renewal is November so have included within the committed costs
- Website Hosting - £330.00, due at in March at the end of the financial year  
Annual cost for the .GOV.UK domain name £60.00, this totals £390.00  
There is also a minor cost for keeping the midsomer norton town council domain name, but is very minimal
- 4028/1 1.21 Pension Deficit  
Pension Deficit is £807 per month, the next seven months would be £5649
- 4035/1 1.22 Equipment Maintenance  
Difficult to budget as this related to central services which are mainly the offices
- 4036/1 1.23 Furniture & Equipment  
This relates to central services which are the office staff, some furniture and equipment will be needed when they move offices at the end of the year but without confirmed premises it is difficult to cost.
- 4038/1 1.24 Property Maintenance  
This relates to central services but as the offices are currently rented, the maintenance is carried out by the landlord but when the offices are moved at the the end of the year, there may be some property maintenance.
- 4050/1 1.25 Bank Charges  
Bank Charges - have taken an average over the past five months and multilplied it by seven to calculate until the end of the year.
- 4051/1 1.26 Van Allowance  
This is not required for central services, the £3 already spent has been posted to the wrong cost centre, this will be corrected.
- 4055/1 1.27 Legal Fees  
There may be some legal fees to agree the lease on the new offices as the offices will need to be moved by the end of the year, difficult to estimate costs
- 4056/1 1.28 Audit Fees - External  
Eternal Auditor - yet to conclude the audit but the bill will be about £1430 as there is a set charge

- 4057/1 1.29 Audit Fees - Internal  
Internal Auditor - yet to be appointed but the Council will be looking at a price of about £850.00 which will include two visits but this will be split over this year and next year as one visit will be during this financial year, and the other in April / May to close down the year which is next financial year.
- 4058/1 1.30 Accountancy Support  
Rialtas offer an end of year shutdown, this was used last year at a cost of £868, although unbudgeted, it was very useful and the recommendation would be to use it again.
- 4059/1 1.31 Legal & Professional Fees  
Not sure why there are two codes for legal fees, one needs removing, see the notes above for 1.27
- 4072/1 1.32 Hospitality  
Have included an estimated £100 for hospitality as Midsomer Norton have been asked to host the Somerset branch meeting of the SLCC, refreshments and a light lunch is normally provided, the money may be able to be reclaimed from the SLCC
- 4133/1 1.33 Meeting Expenses  
This is rarely used as refreshments are not provided at Town Council meetings, the money spent was the cakes provided for the Annual Town Meeting held at Welton Rovers.
- 2 Democratic Process**
- 4005/101 2.1 Training & Conference  
The Council have approved a strategy day to be held, the cost for this is about £4,000 but this has yet to happen so it may fall in the next financial year.
- 4005/101 2.2 Travel & Subsistence  
See notes above in under 1.7, the money already spent is for staff claims and visitors who have claimed for mileage.
- 4013/101 2.3 Rent Payable
- 4131/101 2.4 Publicity
- 4131/101 2.5 Hire of Meeting Rooms  
B&NES charge £37.50 per meeting for use of the Hollies, the Town Hall will not be ready for at least another six months, so at two meetings a month, cost of hiring the Hollies would be £450.00
- 4212/101 2.6 Media & Communication  
This is anything submitted to the local paper as sometimes they charge for articles and notices
- 3 Civic Support**
- 4101/102 3.1 Mayors Allowance  
There is a current allowance of £250 a year for the mayors allowance, but this has never been claimed
- 4102/102 3.2 Civic Expenses  
Not sure what civic expenses there are as this would be covered under the mayors allowance.

#### **4 Capital Projects**

4903/199

##### **4.1 Loan Charges PWLB**

This is the smaller PWLB loan that was part of the split between Norton Radstock eleven years ago, there are two payments each year

4911/199

##### **4.2 CP Wellowbrook**

Work is currently being carried out on Wellowbrook but it is being funded by Somer Valley Rediscovered

4920/199

##### **4.3 CP Town Park**

Work is currently being carried out on Wellowbrook but it is being funded by Somer Valley Rediscovered

4922/199

##### **4.4 CP Garden of Friendship**

No major work has been scheduled for the garden of friendship

4922/199

##### **4.5 CP St Chads Well**

There is a plan to work on the well and get it working again, but this hasn't yet happened and it is Town Trust land

4924/199

##### **4.6 Town Hall Refurbishment**

See the separate sheet for costs relating to the Town Hall , are estimated

4928/199

##### **4.7 IT Upgrade**

There are no plans to upgrade the IT but when the office is moved, some upgrade may be required, but difficult to costs until premises are found.

4929/199

##### **4.8 CP Civic Regalia**

The Civic Chains were repaired and the cost was £55

4930/199

##### **4.9 Speed Indicator Device**

The speed indicator device seems to be working at the moment, repairs were needed last year.

4934/199

##### **4.1 Town Hall Reopening**

New code for reopening costs

#### **5 Community Buildings**

4904/201

##### **5.1 Loan Charges TH Renovation**

Due to dates there are three payments during 2024-2025 for the main PWLB loan, the remaining two payments total £29718.10

#### **6 Community Support**

4203/202

##### **6.1 Grants - Annual**

Annual Grants - there is a second tranche of grant funding with £10,000 available this has been entered as estimated as the full amount might not be allocated

4211/202

##### **6.2 Christmas Parties**

With the budget last year it was agreed to allocate £1,500 for a party for senior citizens but nothing has been arranged yet

4220/202

##### **6.3 Carnival Association**

Carnival Grant - there is within the budget £8,000 to help pay for the annual carnival this was awarded at the last meeting but not yet paid

4221/202

##### **6.4 Arts Programme**

Already paid out, no more is expected to be requested

4222/202

##### **6.5 Arts Festival**

Already paid out, no more is expected to be requested

4223/202

##### **6.6 Christmas Fayre**

Already paid out, no more is expected to be requested



- 4225/202 6.7 Remembrance Parade  
Remembrance Sunday - £75 for the band, £277 rest to the paramedics in attendance, £608 to the marshalls. B&NES are now also charging for the suspension of the parking bay which costs £98.00
- 4231/202 6.8 Civic Service  
Civic Service - Have allowed £1,000 for the civic service to be held at the end of the year, but may not proceed as to date only a few nominations have been received
- 4231/202 6.9 Christmas Lights  
Christmas Lights supplied by B&NES will be £11,183.64, deposit of £1,000 has already been paid, this does not include the electric bill
- 4234/202 6.10 Christmas Tree  
Christmas Tree supplied by Fine Pines, order already placed £3,500
- 4404/202 6.11 Summer Fayre  
Already paid out, no more is expected to be requested
- 4420/202 6.12 Community Trust Grant  
Already paid out, no more is expected to be requested
- 4421/202 6.13 Town Trust Grant  
Already paid out, no more is expected to be requested
- 7 Youth Activities**
- 4301/203 7.1 Youth Projects  
Youth Connect South West have a contract for the Town Council to fund youth services, the annual contribution was £25,000. Only part payment has been paid due to the services being suspended, so the remainder has been put in the estimated column as it might not be the full amount.
- 4302/203 7.2 Youth Provisions  
Within the budget was £10,000 for youth provisions within the Town, nothing has been requested yet.
- 8 Town Environment**
- 4001/204 8.1 Wages & Salaries  
Town environment wages are £2,624.21 a month, there are seven months left in the year which totals £18,369.47 (committed figure). The pay award has not yet been agreed but last year it was about 10% and the difference would need to be back paid until April, this is about £2,361.78
- 4002/204 8.2 Employers NIC  
The HMRC payments for town environment are £828.80 per month, multiplied by seven months until the end of the year is £5,801.60. When posted on Rialtas this is not split and posted to the one cost centre
- 4003/204 8.3 Employers Superannuation  
Pension payment for town environment are £907.73 per month, multiplied by seven until the end of the year is £6,354.11. When posted on Rialtas this is not split and posted to the one cost centre
- 4005/204 8.4 Training & Conferences  
See 1.5 as they have been included in those estimated figures
- 4009/204 8.5 Workwear  
The Town Warden and Assistant Town Warden currently use their own tools, they should really be using tools provided by the Town Council. The recommendation is for them to have their own tool box but these cost about £1,000 each.
- 4012/204 8.6 Water Rates  
The Town Council pay the water bill for the tap in the Hollies, no bills have been received this year, so estimated the budgeted amount

- 4018/204 8.7 Health & Safety  
 Monies spent were new pads and batteries for the defibrillator, not expected to purchase any more this year unless the machine is used.
- 4021/204 8.8 Telephone & Fax (inc mobiles)  
 See notes above for 1.14, as the Town Warden has a mobile phone currently under contract until next year.
- 4035/204 8.9 Equipment Maintenance  
 Everything that Dave purchases in relation to his role is posted here, there will be other costs throughout the year but difficult to project
- 4036/204 8.10 Furniture & Equipment  
 See above, as some of the items are also posted here
- 4039/204 8.11 Grounds Reg Grass/Hedges/Trees  
 Primrose have a two year contract for grass cutting around the town in different areas, amount committed is the remaining amount of the contract for this year
- 4041/204 8.12 Horticultural Labour  
 Stonebarn have a contract to carry out river work, and supply plants along the High Street, this is spread over three cost centres
- 4042/204 8.13 Horticultural Supplies  
 Stonebarn have a contract to carry out river work, and supply plants along the High Street, this is spread over three cost centres
- 4045/204 8.14 River Monitoring  
 Stonebarn have a contract to carry out river work, and supply plants along the High Street, this is spread over three cost centres
- 4051/204 8.15 Van Allowance  
 This is anything relating to the Town Council van, such as annual insurance, tax, MOT and fuel. Difficult to cost in advance for fuel as the amounts vary each month but could work out an average
- Insurance is due in February and last year was £583.80, MOT and tax is due about the same time, costs are estimated at £55 for the MOT and £290 for the Tax, added together total £928.80
- 4932/204 8.16 Somer Valley Works  
 The Town Council matchfunded £5,000 for the funds from Somer Valley to carry out works on open spaces in the town, the first orders have been placed so the match funding will be needed within the next couple of months
- 9 Devolved Services**
- 4410/209 9.1 Street Marshalls  
 The Town Council used to employ Street Marshalls on a regular basis, it was stopped a few years ago, they were reemployed for the Christmas period but were not really very effective.
- 10 Town Park**
- 4036/301 10.1 Furniture & Equipment  
 This is being covered by funding from the Somer Valley funding
- 4039/301 10.2 Grounds Reg Grass/Hedges/Trees  
 Primrose have a two year contract for grass cutting around the town in different areas, amount committed is the remaining amount of the contract for this year

## **11 Allotments**

4012/303

### **11.1 Water Rates**

The Town Council are responsible for the water at the allotments, no bill has arrived yet this year, so have estimated the budgeted amount.

4039/303

### **11.2 Grounds Reg Grass/Hedges/Trees**

Primrose have a two year contract for grass cutting around the town in different areas, amount committed is the remaining amount of the contract for this year

## **12 Memorials**

4059/305

### **12.1 Legal & Professional Fees**

Not sure why there are legal fees allocated to the cenotaph

## **13 Wellowbrook**

4013/307

### **13.1 Rent Payable**

The Town Council rent Wellow Brook Walk from the Duchy of Cornwall and the annual is £136, although the lease runs out at the end of 2025, it will probably be renewed, this years rent is due in December paid a year in advance

4036/307

### **13.2 Grounds Reg Grass/Hedges/Trees**

Primrose have a two year contract for grass cutting around the town in different areas, amount committed is the remaining amount of the contract for this year

4933/307

### **13.3 Scrub Clearance**

This is the same as the match funding for Somer Valley, there was some confusion and was entered twice into the budget

## **14 West Clewes Rec**

4018/309

### **14.1 Health & Safety**

This should be covered by the Recreational Trust, but is covered elsewhere

4027/309

### **14.2 IT & Hardware**

£667.00 spent so far was for new CCTV cables for the camera, there shouldn't be any other IT or hardware required

The Town Council pay an annual fee for CCTV Maintenance to Apollo, it runs from September to August so the next payment is due soon, last years was £165.00 every six months making an annual total of £330.00

4035/309

### **14.3 Equipment Maintenance**

This budgeted amount is for the regular inspection of the play equipment carried out by B&NES. Last years was £722.00 and normally invoiced in November so allowing a slight increase of £750.00

4036/309

### **14.4 Furniture & Equipment**

4039/309

### **14.5 Grounds Reg Grass/Hedges/Trees**

Primrose have a two year contract for grass cutting around the town in different areas, amount committed is the remaining amount of the contract for this year

## 13 - Date of Next Meeting

Next Finance and Operations Committee Meeting to be held on Monday 21st October 2024