

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Grounds and General Maintenance Committee

Monday 11th March 2024

7:00pm

Hybrid Meeting:

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

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

Amanda Card, Town Clerk

5th March 2024

Grounds and General Maintenance Meeting

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

Members of Yeovil Town Council are summoned to attend:

| | |
|--|--|
| Tareth Casey | Tony Lock |
| Kayleigh Fieldsend | Ashley Richards (<i>Vice Chairman</i>) |
| Emma Jayne-Hopkins (<i>Ex Officio</i>) | Andy Soughton |
| Andy Kendall (<i>Ex-officio</i>) | Jeny Snell |
| Jamie Lock | Roy Spinner (<i>Chairman</i>) |

Manny Roper (*co-opted non-voting*)

Public Comments at meetings (held via Zoom)

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

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Monday 11th March 2024. Instructions will be sent to you to view the meeting.

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

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

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

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of items 11/175 – 11/178, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

11/163. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

11/164. DECLARATIONS OF INTEREST

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

11/165. MINUTES

To approve as a correct record the Minutes of the meeting held on 8th January 2024.

11/166. PLAY AREA REPAIRS AND IMPROVEMENTS REPORT

To consider the report by the Locality Officer (Somerset Council) attached at pages 7-9.

11/167. UPDATE ON REMOVAL OF SHELTER AT ROSEBERY RECREATION GROUND

To consider the report by the Deputy Town Clerk attached at pages 10-11.

11/168. ALLOTMENT LETTING/AVAILABILITY REPORT

To consider the report by the Assistant Town Clerk attached at page 12 (correct at time of publishing of this agenda).

11/169. FEEDBACK FROM YEOVIL ALLOTMENT ASSOCIATION BY THE REPRESENTATIVE FROM YEOVIL TOWN COUNCIL

To receive any feedback via Cllr Spinner.

11/170. FEEDBACK FROM CO-OPTED NON-VOTING MEMBER

To consider a verbal update.

11/171. ST GEORGE'S ALLOTMENT SITE TRACKWAY CORRESPONDENCE

To consider the report by the Deputy Town Clerk attached at pages 13-17.

11/172. MILFORD DIP ALLOTMENT SITE SHEDS CORRESPONDENCE

To consider the report by the Deputy Town Clerk and correspondence received regarding the potential usage of the former shed site attached at pages 18-19.

11/173. FINANCIAL STATEMENT – DECEMBER 2023 AND JANUARY 2024

To consider the Financial Statement for the period 1 December 2023 to 31 January 2024 attached at pages 20 to 25.

Public Comment (15 Minutes)

11/174. EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the *next items* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/175. SUNNINGDALE DOORSTEP GREEN PATHWAY (CONFIDENTIAL)

To consider the confidential report by the Deputy Town Clerk attached at pages 26 to 27.

11/176. SUNNINGDALE DOORSTEP GREEN LIGHTS (CONFIDENTIAL)

To consider the confidential report by the Deputy Town Clerk attached at page 28.

11/177. TREE AT GOLDCROFT (CONFIDENTIAL)

To consider the confidential report by the Deputy Town Clerk attached at page 29.

11/178. GOLDCROFT MAINTENANCE (CONFIDENTIAL)

To consider the confidential report by the Deputy Town Clerk attached at pages 30 to 31.

11/166 PLAY AREA REPAIRS AND PLAY AREA IMPROVEMENTS UPDATE

To update Yeovil Town Council Grounds and General Committee on SSDC arrangements around the Locality team functions in Yeovil Town Council (YTC) play areas.

To update Yeovil Town Council Members on play areas and youth facilities.

Play Area Repairs

To ensure the Town Council's play areas remain in a good condition for the general public to use, both responsive and planned maintenance is continually carried out by the Locality team.

The responsive repair work is usually carried out as soon as the fault is identified by the Locality Officer or within a few days and includes tasks such as cleaning up broken glass, tightening loose nuts and bolts and removing, replacing or immobilising damaged equipment.

Planned Maintenance

The planned maintenance to play areas falls into four broad categories which are:

- Painting
- Impact Absorbing Surfacing
- Replacement Parts
- General fence repairs

Examples of 2023/24 planned maintenance:

Painting

| Location | Planned Work | Current Status |
|------------------|-----------------------------|--------------------------|
| Milford Park | Youth Shelters | Completed 2023 |
| Yew Tree Park | Mobilus | Completed 2023 |
| Westland Road | All Equipment and furniture | Completed 2023 |
| Fielding Road | All Equipment | Due to be completed 2024 |
| Westfield | Youth Shelter | Completed 2023 |
| Roseberry Avenue | Youth Shelter | Completed 2023 |

Other Play areas will be painted if time and budget permit this year.

Impact Absorbing Surfaces

| Location | Planned Work | Current Status |
|-----------------|---|-----------------------|
| Preston Park | Recover Matta on swings, multi-unit and multi pongo | Completed 2023 |
| Grass Royal | Recover Matta repair both sets of swings | Completed 2023 |

Replacement Parts

| Location | Planned Work | Current Status |
|------------------------|---|-----------------------|
| Milford Adventure Park | Replacing walkways planks and side barriers | Work started, ongoing |
| | Super swinger remaining wooden parts to be replaced | Completed 2023 |
| Monks Dale | Basket swing | Completed 2023 |
| | Giro Spiro | Completed 2023 |
| Preston Park | Walkway planks replaced and repaired | Ongoing |
| | New Safety Hand Rail Netting | Completed 2023 |
| Westland Road | New swings, seats and chains, cradle and flat seats | Completed 2023 |
| Yew Tree Park | High swings, seats and chains | Completed 2023 |
| Other works | Grease and oiling moving parts. | Ongoing |

General fencing

| Location | General repairs | Current Status |
|---------------|---|-------------------------|
| St Johns Road | Replace wooded fence for metal bow top and new maintenance gate | Planned works, on order |
| Howard Road | Fence repairs | Ongoing |

Various ongoing repairs and servicing of equipment take place throughout the year.

The maintenance work above forms our outline plan, however, depending on events through the year and budget availability there is the possibility that adjustments to the plan will occasionally need to be made.

Play Area Inspections

Play Area Inspections are carried out by Locality Officers on behalf of Yeovil Town Council, there are three types of inspection are undertaken.

Weekly (Routine) Inspections

Quarterly (Operational) Inspections

Annual inspection (Completed by The Play Inspection Company)

Skate Park Update

Yew Tree Park was completed earlier this year and has been very popular over the summer, bringing joy to many children and adults.

Milford Park was completed before the summer holidays with an official open/play day held on Wednesday 23rd August. It is in regular use with many children and adults having fun.

Financial Implications for 2023/24

The budget for Play Areas repairs from YTC in 2022/23 is £15,770. The budget for the Schools Out programme from YTC in 2022/23 is £5,245. The budget allocation for a Locality Officer in 2022/23 is £13,200.

Budgets will be subject to an inflation rise.

The Committee is **RECOMMENDED** to

- 1) note the report; and
- 2) update members on skate parks.

(Locality Manager -Tim Cook

Locality Team Leader – Steve Barnes Stephen.barnes@southsomerset.gov.uk

Locality Officer - Terena Isaacs Terena.isaacs@southsomerset.gov.uk

Locality Officer - Kenton Bourne Kenton.bourne@southsomerset.gov.uk

Locality Officer - Nathan Turnbull Nathan.turnbull@southsomerset.gov.uk)

11/167 UPDATE ON REMOVAL OF YOUTH SHELTER - ROSEBERY AVENUE RECREATION GROUND

Background

This committee considered the following request from a resident local to Rosebery Recreation Ground on 19th November 2018 (9/248 Roseberry Recreation Ground Shelter):

“Would you please consider removing the 'pod' shelter from the Rosebery Avenue Recreation Ground where there is a problem with drug dealing. Councillor Tony Lock is aware of the problem.

The shelter is used by drug dealers and those injecting themselves. Also by alcoholics who stay there all night playing loud music and shouting. They leave their empty beer cans and other rubbish in and around the shelter which is collected by the Council cleaning dept who do an exceptional good job at clearing up the mess.

The multi-purpose play area is successful and extremely popular with the youngsters. There are no problems and is used daily. I hope you will seriously consider removing the shelter.”

The Committee discussed the request. This was the only request received concerning the removal of the shelter due to anti-social behaviour issues. Other key stakeholders had commented that the Rosebery Recreation Ground Shelter had not been reported as an issue.

It was resolved that the Chief Inspector for Neighbourhood Policing be informed of the complaint; and that the Deputy Town Clerk respond to the request stating that the shelter would not be removed and that the local police should be contacted each and every time an issue occurs.

Location of the Shelter



Figure 1: Accessed from Rosebery Avenue

September 2023

An e-mail was received from a PCSO for the Neighbourhood Policy Team informing the Town Council of complaints received from a number of local residents whose gardens back onto the playing field, where a number of youths were using the youth shelter to smoke cannabis and play loud music.

This issue was escalated, and communication made with the Locality Officer at Somerset Council regarding the youth shelter and the anti-social behaviour that it attracted. The police requested that the roof of the shelter be removed and this was agreed by the Grounds and General Maintenance Committee (Minute Reference 11/15) and carried out by the Locality Team at Somerset Council shortly after the meeting. It was also agreed to review the impact of the removal of the roof of the shelter in six months.

March 2024

The Locality Team has confirmed that there have been no reports of anti-social behaviour since the roof of the shelter was removed.

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

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

| Site Name | Plots on site | Vacant Plots | Let Plots | Percentage of let plots |
|-------------------|----------------------|---------------------|------------------|--------------------------------|
| Elizabeth flats | 25 | 6 | 19 | 76% |
| Goar Knap | 42 | 2 | 40 | 95% |
| Hillcrest | 9 | 3 | 6 | 67% |
| Larkhill | 30 | 0 | 30 | 100% |
| Milford Dip | 42 | 0 | 42 | 100% |
| Monksdale | 19 | 0 | 19 | 100% |
| Newtown | 35 | 1 | 34 | 97% |
| Rustywell | 23 | 0 | 23 | 100% |
| St Georges | 29 | 1 | 28 | 97% |
| Sunningdale | 56 | 2 | 54 | 96% |
| Turners Barn Lane | 25 | 0 | 25 | 100% |
| | | | | |
| Totals - | 335 | 15 | 320 | 96% |

11/171. ST GEORGE'S ALLOTMENT SITE TRACKWAY CORRESPONDENCE

A report was considered at the November meeting of the Grounds and General Maintenance Committee (reference 11/37). The decision from that meeting was:

RESOLVED: (1) that the report be noted; (2) that no action be taken regarding trackway D; and (3) that no action be taken regarding the rest of the trackways at St George's Allotment site.

The following letter has since been received from one of the tenants of the site:

Following my initial email and photos sent to [the Town Council] at the end of 2023, we were disappointed that our concerns were not addressed. Point 11/37 from the meeting of the Grounds and General Maintenance Committee held on Monday 13th November 2023 noted that:

The Committee considered the report by the Assistant Town Clerk

RESOLVED: (1) that the report be noted; (2) that no action to be taken regarding trackway D; and (3) and that no action be taken regarding the rest of the trackways at St George's Allotment site.

Please can I have details of the discussion that led to the decision for no action to be taken or do I need to make a formal FOI request?

My email of the 6th November included our concerns and experiences with:

- being unable to drive up the track;

- being unable to turn around due to getting stuck in the mud. We have experienced this and have spoken to other tenants who have experienced this, with one needing to be towed out;

- the need to have to reverse from the "T" junction of the track onto Milford road;

- the unsafe state of the trackway in areas to walk up to our plot from the "T" junction.

I have included copies of these photos below.

Please can I have copies of any inspection reports or risk assessments that have been carried out that led to the decision for no action to be taken or again, do I need to make a formal FOI request?

I would also like to understand if there is an ongoing "to do list" for the allotments that this will be added to, or addressed as priority in the future?

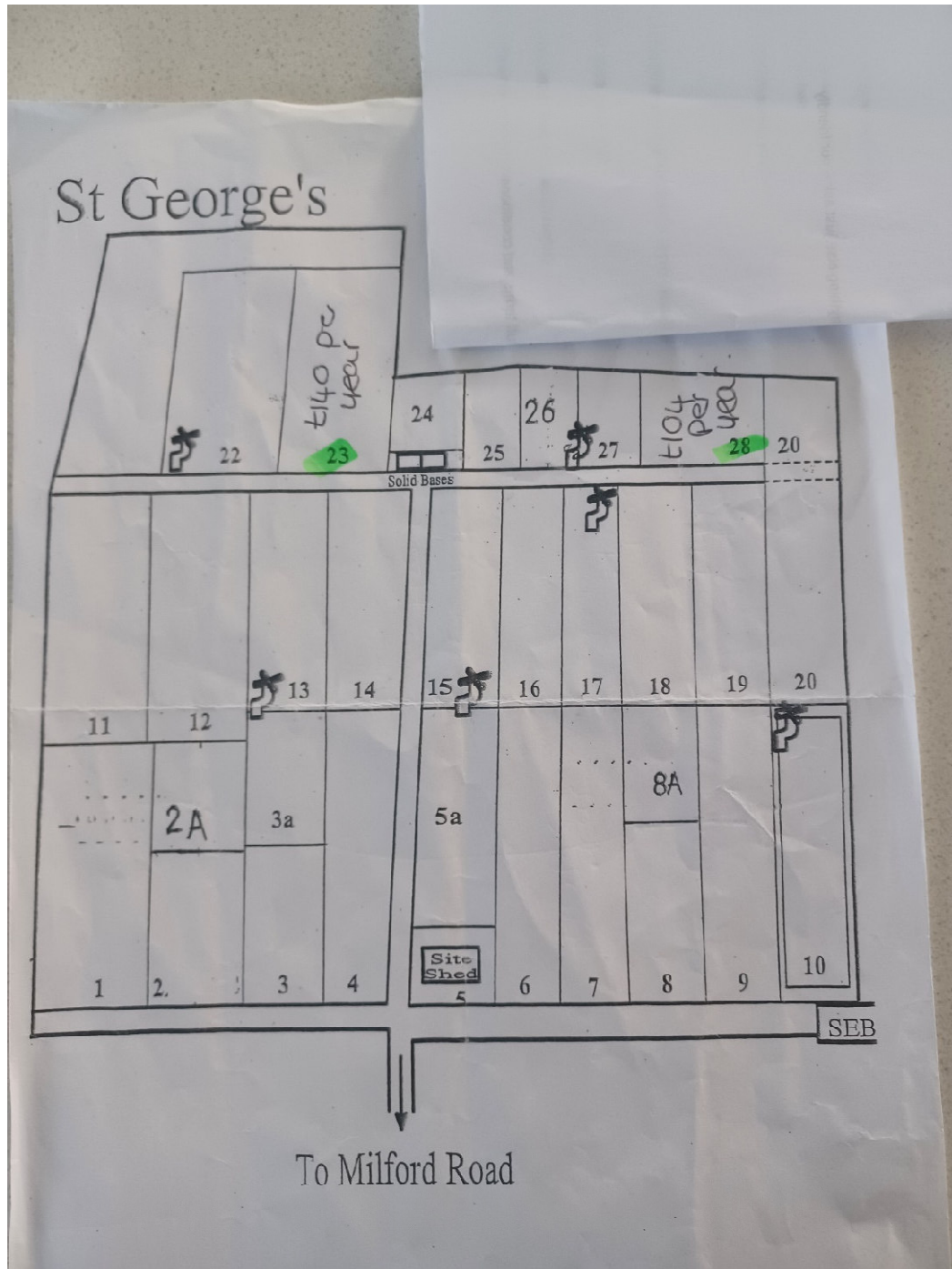
I have included a St Georges Avenue Allotment Site plan that provided when we were looking at vacant plots in [redacted] which clearly shows the track way extending to the top and bottom of the allotment site, and this was part of the reason for selecting the plot. Under the terms of our tenancy agreement there is a requirement for us to maintain our side of the hedge on the houses that back on to our plot. All of this needs to be trimmed a couple of times a year and taken to the recycling centre, and we need access to do this, but would be happy to leave this close for collection. We have also tried to get woodchip and compost delivered to our plot but are unable to due to access for delivery vehicles.

We would be more than happy to meet on site to discuss the issues and difficulties in person.

Yours Sincerely

[redacted]

[redacted]









The Committee is **RECOMMENDED** to consider the correspondence.

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

11/172. MILFORD DIP SHEDS AND CORRESPONDENCE

Following the decision at the last Grounds and General Maintenance Committee to arrange for the demolition of the sheds, the work has now been completed and the area where the sheds were is flat:



As the picture illustrates, it is not in a state to be returned to an allotment plot without further work.

The following correspondence has been received:

From an allotment tenant:

Dear sir

Thank you for your letter informing me that the Sheds at Milford Dip are to be demolished . I would like to ask you if you could provide some parking space on the site where the sheds are now.

It is impossible to park on Milford road dip as both sides of the road are always used by Hospital and College employees every day. There are no parking spaces on the site except for the grass patch adjacent to the sheds (old plot 29).

Many of us renting plots are getting older and I certainly am unable to walk down to my allotment. Please give parking some consideration at your meeting on March 11th

From the secretary of the Yeovil Allotments Association:

Now that the sheds have been demolished, the condition of the ground cannot support a working allotment as there is too much rubble left by the demolition contractors and the soil is too compacted.

I have been asked to write to you, to ask if the council would consider putting a storage container where the sheds were demolished, one big one or maybe two smaller ones, if the SSDC nursery is to be closed, they have storage containers on site and may be grateful for somewhere to put them, maybe at minimal cost. There is also space to put a skip with a lockable lid to ensure only allotment green waste can be put in it.

Without secure storage, allotment life becomes more difficult, transporting tools, rotavators, strimmers and other bulky equipment as well as supplies is often difficult, these have been left on-site before in the sheds, I'm lucky, but, not everyone, has the advantage of a trailer like me.

The Committee is **RECOMMENDED** to

- 1) to note the report;
- 2) take in to account the correspondence received; and
- 3) decide what course of action to take.

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

Yeovil Town Council

December Actual V Budget

Grounds & General Maintenance

| | Budget Allocation | Actual YTD | Budget YTD | Variance | Remaining Budget |
|-----------------------------------|----------------------|-------------------|-------------------|-------------------|---------------------|
| Income | | | | | |
| PRECEPT | 281,370.00 | 281,370.00 | 281,370.00 | 0.00 | 0.00 |
| Leases | 2,090.00 | 1,044.00 | 1,568.00 | -524.00 | 1,046.00 |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Rents | 18,500.00 | 21,027.90 | 13,875.03 | 7,152.87 | -2,527.90 |
| Sales of Gate & Tap Keys | 100.00 | 142.40 | 74.97 | 67.43 | -42.40 |
| Water Charges | 1,500.00 | 3,230.87 | 1,500.00 | 1,730.87 | -1,730.87 |
| | 303,560.00 | 306,815.17 | 298,388.00 | 8,427.17 | -3,255.17 |
| Expenditure | | | | | |
| Allotment Maintenance (Corporate) | 13,800.00 | 24,630.16 | 10,350.00 | 14,280.16 | -10,830.16 |
| Allotment Fence Repairs | 2,000.00 | 11.16 | 1,500.03 | -1,488.87 | 1,988.84 |
| Buildings & Electric Goar Knap | 2,200.00 | 1,632.63 | 1,649.97 | -17.34 | 567.37 |
| BKAC | 250.00 | 324.84 | 187.47 | 137.37 | -74.84 |
| Leases | 350.00 | 335.00 | 350.00 | -15.00 | 15.00 |
| Labour | 32,000.00 | 22,195.27 | 24,000.03 | -1,804.76 | 9,804.73 |
| Materials & Equipment | 1,870.00 | 442.14 | 1,402.47 | -960.33 | 1,427.86 |
| Holiday Play Scheme | 10,490.00 | 5,245.00 | 7,867.53 | -2,622.53 | 5,245.00 |
| Open Spaces: Doorstep Green | 7,000.00 | 1,120.52 | 5,249.97 | -4,129.45 | 5,879.48 |
| Open Spaces: General | 133,480.00 | 100,110.00 | 100,110.00 | 0.00 | 33,370.00 |
| Open Spaces: Play Park Programme | 10,000.00 | 0.00 | 7,499.97 | -7,499.97 | 10,000.00 |
| Open Spaces: Country Park | 32,700.00 | 16,350.00 | 24,525.00 | -8,175.00 | 16,350.00 |
| Enhancements: Play Area Upgrades | 3,080.00 | 1,540.00 | 2,310.03 | -770.03 | 1,540.00 |
| Yew Tree Park Gate Opening | 2,400.00 | 3,396.17 | 1,800.00 | 1,596.17 | -996.17 |
| Play & Landscape Officer | 14,360.00 | 7,180.00 | 10,770.03 | -3,590.03 | 7,180.00 |
| Playarea Enhancements | 14,080.00 | 7,040.00 | 10,559.97 | -3,519.97 | 7,040.00 |
| Lights for Milford Hall | 400.00 | 0.00 | 299.97 | -299.97 | 400.00 |
| Community Heritage Officer | 10,000.00 | 0.00 | 7,499.97 | -7,499.97 | 10,000.00 |
| Protective Clothing | 100.00 | 86.18 | 74.97 | 11.21 | 13.82 |
| Vehicle | 1,800.00 | 1,075.86 | 1,350.00 | -274.14 | 724.14 |
| Water Charges | 1,000.00 | 5,177.61 | 749.97 | 4,427.64 | -4,177.61 |
| Water Mains Refurbishment | 2,200.00 | 0.00 | 1,649.97 | -1,649.97 | 2,200.00 |
| Electric Van | 8,000.00 | 0.00 | 6,000.03 | -6,000.03 | 8,000.00 |
| | 303,560.00 | 197,892.54 | 227,757.35 | -29,864.81 | 105,667.46 |
| | 0 | 108,922.63 | 70,630.65 | 38,291.98 | -108,922.63 |

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 7000
N/C To 7250

Tran Date From 01/12/2023
Tran Date To 31/12/2023

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

Department From 0
Department To 999

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

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|---|--------------|---------------|----------------|
| 68590 | SI | 05/12/2023 | Allotment rent for the period 5 December 2023 | | 94.10 | -94.10 |
| 68592 | SI | 05/12/2023 | Allotment rent for the period 5 December 2023 | | 72.17 | -72.17 |
| 68594 | SI | 05/12/2023 | Allotment rent for the period 5 December 2023 | | 61.28 | -61.28 |
| 68596 | SI | 05/12/2023 | Allotment rent for the period 5 December 2023 | | 44.47 | -44.47 |
| 68657 | SI | 19/12/2023 | Allotment rent for the period 19 December | | 40.53 | -40.53 |
| 68659 | SI | 19/12/2023 | Allotment rent for the period 19 December | | 42.75 | -42.75 |
| 68661 | SI | 19/12/2023 | Allotment rent for the period 19 December | | 73.08 | -73.08 |
| 68662 | SI | 19/12/2023 | Allotment rent for the period 19 December | | 46.69 | -46.69 |
| 68664 | SI | 19/12/2023 | Allotment rent for the period 19 December | | 34.73 | -34.73 |
| 68718 | SI | 20/12/2023 | Allotment rent for the period 20 December | | 51.88 | -51.88 |
| 69049 | SC | 05/12/2023 | Cancel - see tran 68594 | 61.28 | | 61.28 |
| Account Totals | | | | <u>61.28</u> | <u>561.68</u> | <u>-500.40</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|-------------------------|--------------|---------------|----------------|
| 68591 | SI | 05/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68593 | SI | 05/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68595 | SI | 05/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68597 | SI | 05/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68658 | SI | 19/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68660 | SI | 19/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68663 | SI | 19/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68665 | SI | 19/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 68719 | SI | 20/12/2023 | Gate key deposit | | 5.00 | -5.00 |
| 69050 | SC | 05/12/2023 | Cancel - see tran 68595 | 5.00 | | 5.00 |
| Account Totals | | | | <u>5.00</u> | <u>45.00</u> | <u>-40.00</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|---------------------------------|--------------|---------------|----------------|
| 68902 | PI | 05/12/2023 | Materials - Allotments | 12.50 | | 12.50 |
| 68903 | PI | 11/12/2023 | Drill Bit Set - Allotment Signs | 10.83 | | 10.83 |
| Account Totals | | | | <u>23.33</u> | | <u>23.33</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|----------------|---------------|---------------|----------------|
| 68680 | PI | 01/12/2023 | Rates | 128.00 | | 128.00 |
| 69107 | PI | 20/12/2023 | Electricity | 33.33 | | 33.33 |
| Account Totals | | | | <u>161.33</u> | | <u>161.33</u> |

N/C 7060 **Name** G&GM - Exp - Leases

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|---------------------------|---------------|---------------|----------------|
| 68909 | PI | 19/12/2023 | Lease - Turners Barn Lane | 335.00 | | 335.00 |
| Account Totals | | | | <u>335.00</u> | | <u>335.00</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|-------------------|-----------------|---------------|-----------------|
| 68655 | JD | 27/12/2023 | Employers Pension | 439.31 | | 439.31 |
| 68656 | JD | 27/12/2023 | Payments | 1,970.02 | | 1,970.02 |
| Account Totals | | | | <u>2,409.33</u> | | <u>2,409.33</u> |

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

| | | | | | | |
|-----------------------|-------------|-------------|---|-----------------|---------------|-----------------|
| N/C | 7080 | Name | G&GM - Exp - Materials & Equipment | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance |
| 69112 | PI | 18/12/2023 | Allotment | 45.00 | | 45.00 |
| Account Totals | | | | <u>45.00</u> | | <u>45.00</u> |
| N/C | 7093 | Name | G&GM - Exp - Open Spaces: Doorstep Greens | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance |
| 68878 | PI | 11/12/2023 | Electricity | 80.95 | | 80.95 |
| Account Totals | | | | <u>80.95</u> | | <u>80.95</u> |
| N/C | 7120 | Name | G&GM - Exp - Yew Tree Park - Gate Opening | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance |
| 68910 | PI | 18/12/2023 | Security | 380.00 | | 380.00 |
| Account Totals | | | | <u>380.00</u> | | <u>380.00</u> |
| N/C | 7220 | Name | G&GM - Exp - Water Charges | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance |
| 68707 | PI | 05/12/2023 | Water Charges | 144.67 | | 144.67 |
| 68904 | PI | 07/12/2023 | Water Charges - Sunningdale/Larkhill | 619.72 | | 619.72 |
| Account Totals | | | | <u>764.39</u> | | <u>764.39</u> |
| Department | | | | <u>4,265.61</u> | <u>606.68</u> | <u>3,658.93</u> |
| Grand Totals | | | | <u>4,265.61</u> | <u>606.68</u> | <u>3,658.93</u> |

Yeovil Town Council

January Actual V Budget

Grounds & General Maintenance

| | Budget Allocation | Actual YTD | Budget YTD | Variance | Remaining Budget |
|-----------------------------------|----------------------|-------------------|-------------------|-------------------|---------------------|
| Income | | | | | |
| PRECEPT | 281,370.00 | 281,370.00 | 281,370.00 | 0.00 | 0.00 |
| Leases | 2,090.00 | 1,566.00 | 1,568.00 | -2.00 | 524.00 |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Rents | 18,500.00 | 21,465.78 | 15,416.70 | 6,049.08 | -2,965.78 |
| Sales of Gate & Tap Keys | 100.00 | 182.40 | 83.30 | 99.10 | -82.40 |
| Water Charges | 1,500.00 | 3,230.87 | 1,500.00 | 1,730.87 | -1,730.87 |
| | 303,560.00 | 307,815.05 | 299,938.00 | 7,877.05 | -4,255.05 |
| Expenditure | | | | | |
| Allotment Maintenance (Corporate) | 13,800.00 | 24,675.99 | 11,500.00 | 13,175.99 | -10,875.99 |
| Allotment Fence Repairs | 2,000.00 | 11.16 | 1,666.70 | -1,655.54 | 1,988.84 |
| Buildings & Electric Goar Knap | 2,200.00 | 1,793.96 | 1,833.30 | -39.34 | 406.04 |
| BKAC | 250.00 | 324.84 | 208.30 | 116.54 | -74.84 |
| Leases | 350.00 | 335.00 | 350.00 | -15.00 | 15.00 |
| Labour | 32,000.00 | 24,604.60 | 26,666.70 | -2,062.10 | 7,395.40 |
| Materials & Equipment | 1,870.00 | 442.14 | 1,558.30 | -1,116.16 | 1,427.86 |
| Holiday Play Scheme | 10,490.00 | 5,245.00 | 8,741.70 | -3,496.70 | 5,245.00 |
| Open Spaces: Doorstep Green | 7,000.00 | 1,201.47 | 5,833.30 | -4,631.83 | 5,798.53 |
| Open Spaces: General | 133,480.00 | 100,110.00 | 100,110.00 | 0.00 | 33,370.00 |
| Open Spaces: Play Park Programme | 10,000.00 | 0.00 | 8,333.30 | -8,333.30 | 10,000.00 |
| Open Spaces: Country Park | 32,700.00 | 16,350.00 | 24,525.00 | -8,175.00 | 16,350.00 |
| Enhancements: Play Area Upgrades | 3,080.00 | 3,080.00 | 2,566.70 | 513.30 | 0.00 |
| Yew Tree Park Gate Opening | 2,400.00 | 3,396.17 | 2,000.00 | 1,396.17 | -996.17 |
| Play & Landscape Officer | 14,360.00 | 14,360.00 | 11,966.70 | 2,393.30 | 0.00 |
| Playarea Enhancements | 14,080.00 | 14,080.00 | 11,733.30 | 2,346.70 | 0.00 |
| Lights for Milford Hall | 400.00 | 0.00 | 333.30 | -333.30 | 400.00 |
| Community Heritage Officer | 10,000.00 | 0.00 | 8,333.30 | -8,333.30 | 10,000.00 |
| Protective Clothing | 100.00 | 86.18 | 83.30 | 2.88 | 13.82 |
| Vehicle | 1,800.00 | 1,212.62 | 1,500.00 | -287.38 | 587.38 |
| Water Charges | 1,000.00 | 5,177.61 | 833.30 | 4,344.31 | -4,177.61 |
| Water Mains Refurbishment | 2,200.00 | 0.00 | 1,833.30 | -1,833.30 | 2,200.00 |
| Electric Van | 8,000.00 | 0.00 | 6,666.70 | -6,666.70 | 8,000.00 |
| | 303,560.00 | 216,486.74 | 239,176.50 | -22,689.76 | 87,073.26 |
| | 0 | 91,328.31 | 60,761.50 | 30,566.81 | -91,328.31 |

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 7000
N/C To 7250

Tran Date From 01/01/2024
Tran Date To 31/01/2024

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

Department From 0
Department To 999

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

N/C 7002 **Name** G&GM - Inc - Leases

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|---|--------------|---------------|----------------|
| 68752 | SI | 03/01/2024 | Lease at Hillcrest/Higher Ryalls - Rent October | | 522.00 | -522.00 |
| Account Totals | | | | | <u>522.00</u> | <u>-522.00</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|---|--------------|---------------|----------------|
| 68896 | SI | 17/01/2024 | Allotment rent for the period 17 January - 30 | | 71.01 | -71.01 |
| 68898 | SI | 17/01/2024 | Allotment rent for the period 17 January - 30 | | 55.61 | -55.61 |
| 68900 | SI | 17/01/2024 | Allotment rent for the period 17 January - 30 | | 34.20 | -34.20 |
| 68924 | SI | 22/01/2024 | Allotment rent for the period 22 January - 30 | | 55.15 | -55.15 |
| 69016 | SI | 25/01/2024 | Allotment rent for the period 25 January - 30 | | 33.20 | -33.20 |
| 69018 | SI | 25/01/2024 | Allotment rent for the period 25 January - 30 | | 28.50 | -28.50 |
| 69020 | SI | 25/01/2024 | Allotment rent for the period 25 January - 30 | | 63.37 | -63.37 |
| 69051 | SI | 31/01/2024 | Allotment rent for the period 31 January - 30 | | 53.14 | -53.14 |
| 69052 | SI | 31/01/2024 | Allotment rent for the period 31 January - 30 | | 43.70 | -43.70 |
| Account Totals | | | | | <u>437.88</u> | <u>-437.88</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|------------------|--------------|---------------|----------------|
| 68897 | SI | 17/01/2024 | Gate key deposit | | 5.00 | -5.00 |
| 68899 | SI | 17/01/2024 | Gate key deposit | | 5.00 | -5.00 |
| 68901 | SI | 17/01/2024 | Gate deposit | | 5.00 | -5.00 |
| 68925 | SI | 22/01/2024 | Gate key deposit | | 5.00 | -5.00 |
| 69017 | SI | 25/01/2024 | Gate key deposit | | 5.00 | -5.00 |
| 69019 | SI | 25/01/2024 | Gate key deposit | | 5.00 | -5.00 |
| 69021 | SI | 25/01/2024 | Gate key deposit | | 5.00 | -5.00 |
| 69053 | SI | 31/01/2024 | Gate key deposit | | 5.00 | -5.00 |
| Account Totals | | | | | <u>40.00</u> | <u>-40.00</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|------------------|--------------|---------------|----------------|
| 69145 | PI | 31/01/2024 | Post Hole Digger | 45.83 | | 45.83 |
| Account Totals | | | | <u>45.83</u> | | <u>45.83</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|----------------|---------------|---------------|----------------|
| 68949 | PI | 01/01/2024 | Rates | 128.00 | | 128.00 |
| 69130 | PI | 18/01/2024 | Electricity | 33.33 | | 33.33 |
| Account Totals | | | | <u>161.33</u> | | <u>161.33</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|-------------------|-----------------|---------------|-----------------|
| 68937 | JD | 27/01/2024 | Employers Pension | 439.31 | | 439.31 |
| 68938 | JD | 27/01/2024 | Payments | 1,970.02 | | 1,970.02 |
| Account Totals | | | | <u>2,409.33</u> | | <u>2,409.33</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------|-------------|-------------|----------------|--------------|---------------|----------------|
| 69108 | PI | 05/01/2024 | Electricity | 80.95 | | 80.95 |
| Account Totals | | | | <u>80.95</u> | | <u>80.95</u> |

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

| | | | | | | | | |
|-----------------------|-------------|-------------|---|------------------|---------------|------------------|--|--|
| N/C | 7110 | Name | G&GM - Exp - Play Area Upgrades | | | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance | | |
| 69168 | PI | 16/01/2024 | Play Area Upgrades - 1/2 Year | 1,540.00 | | 1,540.00 | | |
| Account Totals | | | | <u>1,540.00</u> | | <u>1,540.00</u> | | |
| N/C | 7150 | Name | G&GM - Exp - : Play & Landscape Officer | | | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance | | |
| 69166 | PI | 16/01/2024 | Play/Landscape Officer - 1/2 Year | 7,180.00 | | 7,180.00 | | |
| Account Totals | | | | <u>7,180.00</u> | | <u>7,180.00</u> | | |
| N/C | 7152 | Name | G&GM - Exp - Play Area Repairs.Enhancements | | | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance | | |
| 69167 | PI | 16/01/2024 | Play Area Repairs - 1/2 Year | 7,040.00 | | 7,040.00 | | |
| Account Totals | | | | <u>7,040.00</u> | | <u>7,040.00</u> | | |
| N/C | 7210 | Name | G&GM - Exp - Vehicle | | | | | |
| Tran Number | Type | Date | Details | Debit | Credit | Balance | | |
| 69137 | PI | 31/01/2024 | Fuel | 71.06 | | 71.06 | | |
| 69142 | PI | 08/01/2024 | Digital Tyre Inflator | 25.83 | | 25.83 | | |
| 69143 | PI | 10/01/2024 | Booster Cables | 16.66 | | 16.66 | | |
| 69144 | PI | 15/01/2024 | Screenwash | 23.21 | | 23.21 | | |
| Account Totals | | | | <u>136.76</u> | | <u>136.76</u> | | |
| Department | | | | <u>18,594.20</u> | <u>999.88</u> | <u>17,594.32</u> | | |
| Grand Totals | | | | <u>18,594.20</u> | <u>999.88</u> | <u>17,594.32</u> | | |