



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Policy, Resources and Finance Committee**

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## Policy, Resources and Finance Committee

**Tuesday 23<sup>rd</sup> January 2024**

**7:00pm**

**Hybrid Meeting:**

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

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

**Amanda Card, Town Clerk**  
17<sup>th</sup> January 2024

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

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

Tareth Casey

Nigel Gage

Karl Gill

Emma-Jayne Hopkins (*Ex-officio*)

Andy Kendall (*Ex-officio*)

Jane Lowery

Sarah Lowery

Graham Oakes (*Chair*)

Evie Potts-Jones

Wes Read

Ashley Richards

Royston Spinner

Rob Stickland (*Vice Chair*)

**Public Comments at meetings**

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

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 23<sup>rd</sup> January 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 Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chair 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 11/177 and 11/180, 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*

### **11/160 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

### **11/161 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).

### **11/162 MINUTES**

To approve as a correct record the Minutes of the meeting held on 28<sup>th</sup> November 2023.

### **11/163 YOUTH DROP IN WESTFIELD UPDATE**

Members to consider the Youth Drop in Westfield update report as attached at pages 4 to 6.

### **11/164 YMCA BRUNEL GROUP YOUTH SERVICES UPDATE**

Members to consider the YMCA Brunel Group Youth Services update report regarding both Mudford and Milford Youth Clubs and Detached Youth work as attached at pages 7 to 16.

### **11/165 YOUTH COUNCIL**

Members to consider the proposal from YMCA Brunel Group regarding the Yeovil Town Youth Council as attached at pages 17 to 23.

### **11/166 GRANTS**

Applications received from (circulated separately):

- Somerset Bus Partnership (£2,500).

### **11/167 BALANCE SHEET**

Members to approve the Balance Sheet as at 31<sup>st</sup> December 2023 at page 24.

**11/168 BANK RECONCILIATION**

Members to approve the formal bank reconciliation as at 30<sup>th</sup> November 2023 at page 25.

**11/169 FINANCIAL STATEMENT – OCTOBER 2023 / NOVEMBER 2023**

Members to approve the Financial Statement for the months of October 2023 and November 2023 as attached at pages 26 to 49.

**11/170 REVENUE BUDGET MONITORING 2023/24 FOR PERIOD ENDING 31<sup>ST</sup> DECEMBER 2023 (MONTH 1 – 9)**

Members to consider the report of the Town Clerk attached at pages 50 to 56.

**11/171 INSURANCE 2024/25**

Members to consider the report of the Town Clerk attached at page 57.

**11/172 RISK STRATEGY AND RISK ASSESSMENT 2024/25**

To approve the Risk Strategy and carry out a risk assessment to ensure that appropriate arrangements are in place to mitigate the risks as far as possible as attached at pages 58 to 68. The Committee is asked to recommend the adoption of the Risk Strategy and assessment to Town Council. *Account & Audit Regulations 2015 s3*

**11/173 FORWARD PLAN**

The Forward Plan (attached at page 69) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee. Timings given are indicative and occasionally may be rescheduled or new items added.

It is **RECOMMENDED** that the Policy, Resources and Finance Committee approve the Forward Plan.

**11/174 DRAFT BUDGET 2024/25**

Members to consider the draft Budget for the financial year 2023/24 and to recommend the budget and precept to Town Council for approval (budget attached at pages 70 to 76 and the report of the Town Clerk (to follow)). *Account & Audit Regulations 2015*

Members will not be able to finalise their recommendation to Town Council until they have discussed 11/177 – Asset and Service Devolution.

**Public Comment (15 Minutes)**

**11/175 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.

**11/176 OCTOGAN THEATRE (CONFIDENTIAL)**

Members to consider a presentation from Elizabeth Dawson (Service Director, Cultural Services - Somerset Council) and recommend the outcome of their discussions to Town Council.

**11/177 ASSET AND SERVICE DEVOLUTION (CONFIDENTIAL)**

Members to consider the report of the Town Clerk (to follow).

**11/178 SOCIAL MEDIA (CONFIDENTIAL)**

Members to consider the report of the Town Clerk attached at pages 77 to 80.

**11/179 STAFFING (STAFF IN CONFIDENCE)**

Members to consider the report of the Town Clerk regarding staffing (to follow).



Youth Report – Westfield, January 2024.

### Thursday Drop-In

There has been a lot of change within the Drop-in group since our last report. At that time things were going relatively well we had a good number of young people mainly made up of a friendship group, we were building up good relationships with the young people and seeing a bit of a change in these young people. Despite this, we started to see a rise and escalation in the behaviours during the session. The young people have always been challenging especially with their behaviour towards each other and the building it has been something we have been working on with them.

This behaviour progressively got worse with verbal abuse towards leaders and a number of incidents within the building. This then escalated to threats being made to staff and other centre users outside Drop in times. It came to a point where we felt it was best that we took a break over the summer to put the relevant measures in place to run the group safely. We had discussions with PCSOs and the Crime reduction team to see what help they could provide to help. Over the summer we worked with the PCSO's helping to identify and inform of issues these young people were involved in across Yeovil. We restarted the group in September with all the changes in the places including having a PCSO in attendance as an extra precaution. The group started back fairly well, though the young people weren't happy we changed things slightly and that the PCSO's were present. We continued to run up to Christmas with very few young people attending and even with a few and the changes we found they continued to go out the way to cause issues within the centre and be abusive towards leaders. We tried various different activities and youth work styles to engage with these young people but nothing seemed to work. We also found most weeks we had 6/7 leaders and only having 2-3 young people this week due to falling outs between the group of friends, parents keep their children in after their behaviour, and them now being 16/17 years old.

The drop in as a whole has been a very difficult group to run, especially over the last 6 months. We as a team have been constantly thinking and discussing ways we can work with these young people, we have tried various things some have been successful for periods of times and others haven't. Looking back over the last 2ish years we can see that we have achieved what we set out to do which is reduce the anti-social behaviour caused by that specific group, gave them some positive role models and a place they could come to. After a lot of thought and advice from outside organisations such as the police, and the issues we have had including the increasing danger to our team, and the fact the group are a lot older now and are learning to drive and get jobs etc., we feel it is best to move on from running a group for that specific group of young people, instead do some detached work with them. We still want to provide groups for young people on a Wednesday (the two Hangouts) and Thursday but we plan to reshape





the Drop in to make it more accessible to other young people who have not attended groups due their concerns about the young people we were previously working with.

We would like to do something along the lines of Drop in.... so each week we will have a different specific activity that will be advertised so young people can decide if that is an activity they would like to try out. Activities we have in mind includes, drop into song writing, drop into exercise circuits, drop into art and possibly different competitions. We hope this will help us reach different groups of young people as well as giving young people a safe place to try new things. It will also give us a chance to help young people with their mental health, wellbeing etc. We hope to use our various connections with organisations and other community groups to run sessions and get our young people more involved in things going on in the area. In addition to this, we hope to use our connections with Oaklands, Westfield academy and both Preston School's to help us meet more young people as well as helping the schools out with issues they are facing through mentoring, outreach during lunchtimes and clubs. Our aim with this new version of Drop in will be the same as we originally set out to do with reducing antisocial behaviour, helping with wellbeing and giving them role models and a safe place to be themselves.

#### The Hangout: Weds evenings

Last June we launched our other groups "The Hangout" which is split into two groups, the first for school years 4-7 and the second to year 7+. We had the aim of connecting with young people earlier to hopefully reduce the number involved in anti-social behaviour. The Younger group started very well with 10+ young people attending weekly, this was helped by us being able to advertise to the year 6's at Oaklands. The older group took a little longer to take off with initially 3/4 young people attending each week.



Over the summer holidays we ran activities under The Hangout name, we ran two sessions a week for 4 of the 6 weeks. These worked alongside the Schools out activities and we actually ran a session for them. Over those sessions we had 50+ children and young people attend the activities with at least 15-20 a session. A lot of these have continued to come to the term time group and we now have a good core group of 15-16 at the younger group and 8-10 at the older group each week.

The two groups are run slightly differently to each other due to those who attend. The younger group is more structured with the young people having half an hour free time at the beginning and end to do craft, gaming, board games, table tennis, pool etc then half an hour (sometimes longer depending on activity) of a set activity for them to join in with. Some of these activities have included Lego nights, food related tasks like biscuit decorating, advert making etc. We have also had a few outside organisations come into run sessions such as Helen Hawke from the Wildlife Trust, someone from South Africa showing us his conservation work with wild animals and Yeovil Art getting the young people involved in their Taste of Yeovil event. The older group is more chilled and designed to give the young



people a space to hangout with different activities available to join in, this gives us leaders more time to get amongst the young people and build relationships with them.

By our next report in 6 months we hope to have the new version of drop in re-branded and running. We also hope that our relationships with local schools and the hangout group will help that group be successful. We also hope to have more holiday activities in place to ensure there are provisions for our young people during those times.

Thank you for your continued support

Ruth Glendinning, Youth Worker, St James & St Peters Church



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**Mudford & Milford  
Youth Clubs, &  
Detached Youth Work**

**January 2024**

**REPORT**

## **YMCA BRUNEL GROUP YEOVIL YOUTH PROVISION**

### **Report for Yeovil Town Council**

**Department:** Youth and Community

**Dated:** July 2023

**Team Leader:** Natalie Walton

**Director of Youth & Community:** Mark Willcox



YMCA enables people to develop their full potential in mind, body and Spirit. Inspired by, and faithful to, our Christian Values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

### **Our youth work at YMCA Brunel Group**

***YMCA Brunel Group delivers universal Youth Work for young people 10-19 (25 years additional needs). Operating in 8 youth clubs, project work across Mendip & South Somerset; Yeovil, Frome, Coleford, Glastonbury, Shepton Mallet, and Street.***

***YMCA Brunel Group is a charitable organization providing a service and activities for young people and their communities.***

Our aim is for all our young people to have ambition for themselves, to be confident individuals, effective contributors, successful learners and responsible citizens; and to be nurtured, safe, active, healthy, achieving, included, respected and responsible in their communities. We want to encourage young people to connect creatively with their community and learn how to become better neighbours through that connection.

Reflecting on the past year, our youth work team, led by Natalie Walton, has made good progress in developing youth work in Yeovil. We have grown the two youth clubs, providing a safe and supportive space for young people to socialize, learn, and develop skills. These clubs have become invaluable resources within the community, offering a wide range of activities and using fun, purposeful and issue-based youth work tailored to the interests and needs of local young people.

Additionally, the detached work has had a positive impact in reaching and supporting many Yeovil young people who may not typically engage in structured activities. Through taking the Detached service to the streets and connecting with young people in their own environment, we have built trust, fostered relationships, and provided vital guidance and support.

We have actively sought additional funding to enhance the impact and expand our work. Most of the funding applications have received positive responses, allowing us to improve existing programs and introduce initiatives, like HAF in the summer to address the evolving needs of young people in Yeovil. We have also applied for additional funding to secure additional resources to maximize our capacity and increase the positive impact on the lives of young people.

Natalie Walton has played a pivotal role in the development of youth work in Yeovil. Her dedication and passion for seeing young people's lives improve have been evident. She has gained professional qualifications in youth work and actively pursued training opportunities.

Overall, we are really pleased how the youth work in Yeovil has made positive strides, especially after Covid. Through the youth clubs, detached work, and successful funding applications, we have created a nurturing and empowering environment for young people.

We recognise and are grateful to the Yeovil Town Council for their ongoing commitment and support in empowering young individuals in the community. Their support has been commendable and will undoubtedly contribute to the positive development and well-being of many young people in Yeovil.

Mark Willcox Director of Youth & Community YMCA Brunel Group

## **Yeovil Youth Clubs & Detached Youth Work Report by Natalie Walton**

**Report July 23 – December 23**

### **Staffing**

Natalie Walton – Team Leader

Freddie Jackson – Youth Worker

Emily Clarke – Youth Worker

Nyah Perry – Support Youth Worker from Active Learning & Skills (covering sick leave)

Jess Lawrence- Support Youth Worker from Active Learning & Skills (covering sick leave)

### **Overview of the work**

We have had a fulfilling year within the Yeovil youth provision. Milford and Muddy club have a combined amount of 127 young people on the register. We have an approximately 900 attendances of young people attending Milford sessions over the year. We have approximately 576 attendances over the year at Muddy Youth Club. Our detached reach has been approximately 1520 over the previous year. We have exceeded our target of 600 young people per year. We have developed our connections with other organisations within the community to ensure partnership for maximum impact. (Including; YAS, Yeovil Library, Young Somerset, Octagon theatre, Somerset Works).

We have had a focus on funding this past term in order to expand our Yeovil provision liaising Natasha Rand and her team (YAS and our Community Champion). We have applied for a large grant from the million hours project to increase our detached provision and Big Sky grant to incorporate 121 early intervention and mentoring into our provision.

We have a good connection with the local policing team and are reinforcing this this year with meetings and visits to our sessions arranged to support our young people and partake in issue-based activities. We have worked together with local schools where our young people may require additional support and have a good connection with Milford, Preston and Westfield.

We have started developing a steering group within Milford Club consisting of young people from various friendship groups and bringing them together to be the voice of the club, this has begun with a group project about Yeovil and the young people have created a 'voice box' for each club to promote their voices being here. We continue to work with our young people on current issues they are facing, this differs in each setting. At Milford we have had positive sessions on consent and appropriate behaviour and Muddy's issue-based sessions are focused on emotional wellbeing, drugs, alcohol and sexual wellbeing.

We have had paid assistance from ALS Youth with staffing due to staff sickness and employment opportunities in the previous year, however we have since developed our full Yeovil team.

Due to many of our young people at Muddy Club struggling with their mental health and school attendance we spend a lot of time having small group or 121 conversations to best support them which has had a really positive effect on them, some of our older participants organise and lead sports sessions for their peers which they have stated has helped their mental health and wellbeing. Our session on Youth Work Week at Muddy has been used across National YMCA social media platforms as a way to promote what we do as youth workers.



We have paid for Youth consultant Dave Wiles to come and give a professional review of our detached practice and the feedback given was overall very positive and great for continuing our professional development. We provided free bottled water across many of the parks in Yeovil to young people during the summer and hot chocolate over winter which has been greatly appreciated and also assisted in building relationships and having our presence known.

We have made good connections with older groups of young people around Yeovil, some of whom are regularly using drugs in public spaces, we have discussed with them their personal safety and future prospects with these particular young people have been topics of conversation building on good relationships with them.

We are hopeful the Yeovil Town Council resolves plan for a Yeovil Youth Town Council.



## Young People's involvement

Young people in both youth clubs actively participate in activities provided along with more issue-based projects with good participation from the majority of young people and the young people participate in the termly planning.

We have young people who now look after the tuck shop for us giving them an important role within our club increasing their confidence, informal education and gives them a sense of purpose. We have discussed the potential of a youth council which many young people seem to be interested in and hope to begin this soon. We have some young people who choose to lead activities, mostly sports and have young people share their ideas for the Yeovil project they are doing.

We have full participation in our sessions and some activities where all young people have got involved such as our consent game which got them thinking about what is and is not ok with scenarios, we also have young people who like to assist with the register and clearing up after session and had good participation in the summer health project we did which also assisted in my obtaining my level 3 diploma in youth work.

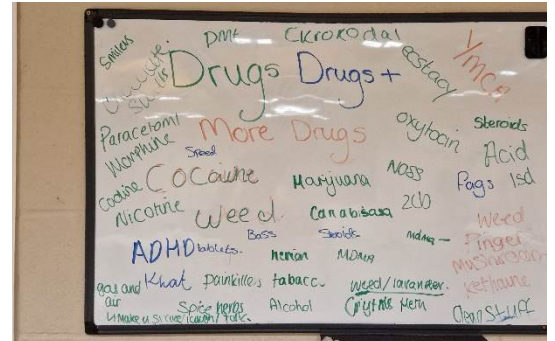
Young people are comfortable enough with our team to have 1-2-1 conversations, share their worries and their issues along with sharing safeguarding which has been dealt with appropriately.

## Young People Issue based Youth Work

Issue based themes in Milford include knife crime and carrying weapons, helping the environment, life skills and active life styles.

Issue based themes in Muddy youth club this term includes mental health, sexual health, consent, healthy living and stress management.

We have been discussing Yeovil with our young people, what they like and dislike about Yeovil, what they would change about Yeovil and how they would do it. This links our young people to their community giving them voice. Due to the ongoing changes in our clubs our programmes are constantly adapting throughout the term, life skills, healthy eating and positive wellbeing, keeping yourself



safe, consent and sexual health and drugs have been themes from the previous term.

We delivered Happy Healthy Holidays project funded by SASP over the 6-week summer holiday where 133 young people attended in total and we provided healthy lunches available and activities along with sports which was piloted in parks around Yeovil.

## **Brief examples of how young people have benefited from being involved in the Yeovil Town Council youth provision**

### **Drug group (M+F 17/18yo)**

During a detached session we came across a group of 17/18 year olds who usually avoid us and choose not to acknowledge our presence. They were openly using a bong for cannabis in Westfield Park, after introducing ourselves and making general conversation the young people began to open up about the use of cannabis and the drug issue, they think there is in Yeovil. The young people were spoken to about harm reduction, ensuring they were safe, keeping safe friends present, the recovery position and cannabis as a possible gateway drug to more dangerous drugs. This group of young people began to feel comfortable with the detached youth workers and we discussed what they think Yeovil needs, how it could be improved and how easily accessible drugs are to young people.

### **F 13 (L)**

L began attending one of our clubs when it first opened in October 22 when L first attended, she was very reserved kept their eyes down, did not allow much conversation with staff and was very shy she would stay in the entrance hall throughout the session. This trust began to develop and she began to slowly incorporate herself into the sessions and activities and also make conversation with her peers. She spent much of her time attached to a member of staff for a number of months. 14 months later she is involved in activities, actively engages and reflects with us on her achievements from that session. She supports others and helps run the tuck shop and has also done some photography during one session which she is using towards her GCSE and has been used in a presentation at a YMCA Christmas event.



Through building a strong and positive relationship and the young person gaining our trust we have had many conversations regarding why they have chosen to stop attending school and are working with this young person to encourage her back into her school environment. The young person has also begun opening up about previous relationships they have had and we have discussed the importance of consent and will be focusing more sessions on consent.

### **Female aged 11 (P)**

P attended one of our youth club sessions in an agitated mood not making much conversation, once settled in P's friend said there was drama with P., I asked P if she would like to discuss what had been going on where she proceeded to tell me about a male peer at her school who P said threatened to finger her on multiple occasions. P also said her school are not doing much regarding this and said that they have had a serious talk with the male. P also said he has been told not to go to geography due to the male being in her class and says she has to go to another room.

We talked about how the situation made her feel and how it is unacceptable and it is threatening sexual harassment. We then discussed how it is affecting her and she said it scares her. We then went online where I showed P where she can report the male herself if she felt the need to via 101 or she can report anonymously through Fearless.org (Crimestoppers for young people)

We then decided some meditation and breathing techniques might help so got on the floor cross legged and I showed P how to do box breathing. We were joined by 5 other young people during this exercise where we spent 5 minutes doing this breathing technique. I also told P how yoga helps me organise my mind and she asked me to show her some yoga positions so we went through some basic yoga positions for relaxation and stress release.

P said how this has made her feel better and listened to and asked me if I would speak to school for her.

### **Female 15 (X)**

X has attended one of our settings sporadically since January 23, has not been able to have a parent or carer complete a consent form due to the lack of relationship and trust she has towards adults. We have built a positive relationship with X throughout her visits where she felt she was able to come to us when we haven't seen her for 3 months and share with us the trauma, she is currently dealing with due to being raped by someone she knew. Through this conversation support was offered and X is aware she is able to come to us when she feels she wants to. (Safeguarding procedures followed according to our policies and procedures).

These case studies show the impact youth work has on young people and how having a trusting adult in their lives support them.

### **Things that have gone well with positive outcomes**

- Positive relationships with young people.
- Good number of young people reached on detached and positive meaningful conversations.
- Positive funding bids applied for.
- Positive review of our detached work sessions.



- Positive relationships with other organisations.
- Positive partnerships with schools.
- Starting Youth Council.
- Full staff team.
- Team Leader gained L3 in Youth work and is starting L4 February 2024.


### **Things that have not gone so well**

- Challenging behaviour from young people.
- Sexual consent is still a hot topic, drugs and alcohol.
- Issue having young people getting parent or caregiver to fill in a consent form.
- Some sessions had to be cancelled due to weather issues.

### **Priorities for the Next 3 months**

- To form stronger connections with our more challenging young people and our new registrations.
- For young people to learn life skills and coping mechanisms.
- Connect with parents and carers more to assist in getting consent forms filled in.
- Issue based sessions based on current needs.
- Youth council.

WE WOULD LIKE TO THANK YEOVIL TOWN COUNCIL FOR THEIR GENEROUS SUPPORT AND COMMITMENT IN SUPPORTING LOCAL YOUNG PEOPLE AND YMCA BRUNEL GROUP, THROUGH THE YOUTH PROVISION IN YEOVIL

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**Yeovil Youth Council**  
**November 2023**  
**Proposal**

## YMCA BRUNEL GROUP YEOVIL YOUTH CLUBS

### Report for Yeovil Town Council

**Department:** Youth and Community

**Dated:** November 2023

**Team Leader:** Natalie Walton

**Director of Youth & Community:** Mark Willcox



YMCA enables people to develop their full potential in mind, body and Spirit. Inspired by, and faithful to, our Christian Values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

### Our youth work at YMCA Brunel Group

***YMCA Brunel Group delivers universal Youth Work for young people 10-19 (25 years additional needs). Operating in 8 youth clubs, project work across Mendip & South Somerset; Frome, Coleford, Glastonbury, Shepton Mallet, Street and Yeovil. Worked with 1200+ young people over the past year.***

***YMCA Brunel Group is a charitable organization providing a service and activities for young people and their communities.***

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Today's generation of **young people need** help and support from politicians and decision makers, the education sector, civil society, and their families to develop into **active citizens**. But the sad reality is that **Citizenship** is withering on the vine in many schools, and too many **young people** are leaving school ill-equipped to **take on** leadership roles within their communities.

<https://www.youngcitizens.org/News/a-generation-of-active-young-citizens>



## **Growing Yeovil Town Youth Council**

Included in this report is examples of the benefits of a youth council and an example of a plan to set one up.

### **Aim of Pilot project:**

To Set up, develop and Establish and facilitate a Youth Town Council for Yeovil Town Council for the young people and community of Yeovil.

### **Yeovil youth council:**

A group of local young people who work alongside Yeovil Town Council to represent the views and interests of young people in the community. Their purpose is to ensure that the voices of young people are heard and considered when decisions are being made.

### **Growing our Youth Council**

To grow a youth council to help young citizens in Yeovil to learn about local democracy, to gain skills and confidence, to become active citizens, and to have a voice. We want to involve more young people in planning for the future of Yeovil and having a say in the issues that affect them in their town now.

<https://www.byc.org.uk/uk/local-youth-council-network>

**The Local Youth Council Network describes what Youth Council is**

**Local youth councils are forums that represent the views of young people at a local level.**

*Local youth councils are forums that represent the views of young people at a local level. Run by young people for young people, they give young people a voice and enable them to make their views heard in the decision-making process. They give young people the chance to discuss relevant issues, engage with decision makers and contribute to improving the lives of young people within their communities. There are currently over 620 youth councils active across the UK. They work with all levels of local government including Parish and Community Councils as well as Unitary Authorities, Borough and County Councils.*

## **The Benefits of a Youth Council**

**Youth Councils enable Young People to:**

- Voice their concerns
- Participate in Local Government
- Be empowered to take decisions and action to improve their local community.

**Youth Councils enable local Councils to:**

- Truly represent the whole of the community they live in
- Become more vibrant, modern and dynamic
- Encourage young people to vote and become councillors when they are old enough
- Improve services to young people

**Youth Councils enable the Local Community to:**

- Become safer and more sustainable
- More vibrant and progressive
- Improve services and be more representative

*Youth councils identified their role within the local community as follows:*

- representing the views of local young people to decision-makers
- campaigning on issues that are important to young people
- sitting on Youth Opportunity Fund panels

- reviewing the Children's Plan
- sitting on scrutiny panels within their local council
- running the Youth Opportunity Fund
- inspecting local services and much more...

**Essentially, if the Youth Council achieves real results and leads to change in their local community it is more likely to keep its core membership base.**

*Below is an example of what we could do to set up a youth council. This is food for thought, there will be other ways. **A better way is to co-produce with young people, Town Council and YMCA Brunel Group.** Instrumentality to the Success of the Youth Council is the Town Council considering how it can facilitate giving young people a platform to speak to power and what steps need to be put in place.*

**Initial Focus:** outreach and Promotion, reaching out, engaging, recruiting and training members of the youth council. Also Providing workshops encouraging collaboration and ownership.

Work will include working with the schools, youth organisations and groups to promoting, encouraging representatives to join the youth council. Delivering workshops, training working with Councillors, Town Clerk and the Town Council.

Working to recruit diverse and representative members for the youth council. Reaching out to local schools, community organizations, and youth groups.

**Orientation and Training:** to familiarize young people with their roles, responsibilities, and the purpose of the youth council. Additionally, training sessions can be conducted to equip council members with the necessary skills and knowledge to effectively contribute to the council's objectives.

## **The Proposed Plan**

Meet with the Schools and relevant groups to discuss the proposal also meet with Somerset Council Youth Parliament

1. Run a session in each of the schools and groups with young people to promote awareness and participation in the project.
2. After the initial sessions run a facilitated workshop in the Council Chamber for those young people interested in being involved in a Youth Council.

## **The Youth Council Workshop in the council chamber: What will it cover?**

- Exploring what a Youth Council would look like?
- How to run a Youth Council?
- Looking at different models of Youth Councils
- Deciding an election process
- Looking at roles and responsibilities of Youth Council members
- Frequency of meetings?
- How the Youth Council could feed into wider local, district and national youth councils
- How to it identify issues.

4. The outcomes of the workshop will then be submitted to the Town Council in a report. Then the Town Council will agree the responsibilities to the Youth Council agree its power, influence and responsibility. Also, to agree and set the boundaries so young people and town councillors are clear. Having the support of councillors is essential; to help young people take their ideas forward.

5. Yeovil Town Council could allocate a small budget as a start-up initiative so the youth council can get to decide on how the money is spent to improve and benefit the community. This would be a good incentive for young people to get involved. Additional funding can be applied for.

We would work with Yeovil Art Space on a partnership project. An Art based projects where young people can take part and explore participation in the Yeovil Youth Council.

6. The Pilot Youth Council project operates for a year (see 4)

7. Town Council to review the Youth Council pilot scheme after one year to adopt, change or discontinue.

## **The Youth Council and equality**

We aim to:

- Set up and develop the Youth Council so it does not exclude people because of their sexual orientation, gender, race, disability or religious belief.
- Be proactive in seeking and including views and opinions all of people groups that live in Yeovil.
- Actively seek to have membership of the Youth Council that reflects the people groups within Yeovil.
- Ensure all youth council meetings are accessible
- Monitor results and ask people what they think about equality of opportunity within the Youth Council.

### **WHO ARE THE YOUTH COUNCIL? (EXAMPLE)**

We are a group of young people who represent the interests of the Young People in the area!

### **WHAT DO WE WANT TO ACHIEVE?! (EXAMPLE)**

- To promote diversity and supply a diverse view to the Town Council
- To initiate specific projects.
- To promote a positive image of young people.
- To provide information using social media.
- To offer consultation.
- To take timely action on issues as they happen.
- To influence community expenditure.

### **Guidelines for Youth council members (EXAMPLE)**

Here are some of the attributes we must strive for as individuals before we can engage in true consultation with other individuals

Develop a pure motive: the welfare of the group is more important than the welfare of the individual.

- Reduce and eliminate any prejudicial attitudes about race, gender, religion, culture, class, and education.
- Accept all genders as equal partners in the consultation process.
- Eliminate gossiping and backbiting for this degrades other participants to the point where their viewpoints are not important to you.
- Acknowledge that each member of the group has knowledge, experience, and wisdom you do not have.
- Be willing to use your own initial views as a starting point.



- Recognize that although you have some excellent knowledge, experience, and wisdom to offer, the group's consultative decision will likely be different—and better—than anything you can do by yourself.
- Be patient when the group is not going in the direction you think it should be going.
- Recognize that all decisions are experiments—no one knows for sure how something will turn out.
- Recognize that very few decisions are life-and-death for an organization or community.

## Costings

Start-up costs:

Team leader & Youth worker working weekly for first two months to get the project off the ground and carry out workshops. After the initial two months of setting the project up the working pattern shifts to working once, a month to run the youth council.

Yeovil Youth Council					
	Rate inc on cost p/h	Hours p/w	weeks	Total	
Team Leader	14.71	15	20	4413.00	
Youth Worker	11.61	4	20	928.80	
Admin	11.61	2	12	278.64	
Sub Total				<b>5341.80</b>	
Activites and Refreshements				600.00	
Travel				250.00	
Publicity				300.00	
sub total				<b>1150.00</b>	
18% charity core operational costs (including overheads)					
				<b>1168.52</b>	
<b>Total Cost</b>				<b>7660.32</b>	

### **Explanation of the 18% Charity Core Operational Costs**

Core Charity operational costs include 18% of total (excluding activity budget) project contribution towards:

Human Resources, Finance & payroll, fundraising & Marketing, insurances, IT support service, eLearning licenses, Software licences, (including training & DBS for volunteers) recruitment adverts & promotion, induction training, DBS safeguarding, public liability; employers' liability, General & Administrative Expenses; Licensing Fees; Office Expenses; Travel; Office Supplies; Software Licenses;

We have not included Director's costs in this line management and supervision in the pilot.

Date: 17/01/2024

Time: 10:35:33

**Yeovil Town Council**

Page: 1

**Balance Sheet**

**From:** Month 1, April 2023

**To:** Month 9, December 2023

**Chart of Accounts:**

Consolidated

	<u>Period</u>	<u>Year to Date</u>	
<b>Fixed Assets</b>			
Land & Buildings	0.00	1,017,905.00	
Vehicle & Plant	0.00	510,304.49	
Community Assets	0.00	84,069.57	
		0.00	1,612,279.06
<b>Current Assets</b>			
Debtors	877.40	7,448.03	
Nat West Current	422,453.70	1,461,891.42	
Nat West Treasury Account	0.00	25,000.00	
Nationwide Treasury Account	18,941.77	538,477.35	
VAT Account	(15,706.05)	(111,943.68)	
Petty Cash	0.00	131.98	
		426,566.82	1,921,005.10
<b>Current Liabilities</b>			
Creditors	(81,515.92)	1,889.30	
Creditors B/Fwd	(17,076.37)	201,620.30	
PAYE/NI	(31,536.27)	(156,569.49)	
Petty Cash	118.02	0.00	
		(130,010.54)	46,940.11
<b>Current Assets less Current Liabilities:</b>		556,577.36	1,874,064.99
<b>Total Assets less Current Liabilities:</b>		556,577.36	3,486,344.05
<b>Long Term Liabilities</b>			
		0.00	0.00
<b>Total Assets less Total Liabilities:</b>		556,577.36	3,486,344.05
<b>Capital &amp; Reserves</b>			
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51	
Capital Financing Reserve B/Fwd	0.00	198,064.06	
Major Projects Reserve B/Fwd	0.00	984.49	
General Reserve B/Fwd	0.00	1,191,690.69	
Profit & Loss	0.00	66,902.61	
P & L Account	556,577.36	556,577.36	
Previous Year Adj		33.33	
		556,577.36	3,486,344.05

11/168 BANK RECONCILIATION

<b>BANK RECONCILIATION - 30 NOVEMBER 2023</b>			
<b>Authority name and reference</b>		<b>Yeovil Town Council</b>	
Prepared by:		Date:	
Name	Neil Gage		08/01/24
Role	Finance Officer		
Approved by:		Date:	
Name	Amanda Card		08/01/24
Role	Town Clerk/RFO		
<b>Balance per bank statements as at 30 November 2023:</b>		<b>£</b>	<b>TOTAL £</b>
List balances on all bank accounts plus petty cash floats at 30 November 2023:			<b>2,276,515.58</b>
NatWest Current A/C		1,500.00	
NatWest Business Reserve A/C		1,718,274.92	
Nationwide Treasury A/C		531,572.58	
CCLA Investment Management		25,000.00	
Petty Cash		168.08	
<b>Less:</b> any un-presented cheques at 30 November 2023: (normally only current account. List date, cheque number and value)			
30/11/23	014622	194,916.00	(194,916.00)
<b>TOTAL – NET BANK BALANCES 30 NOVEMBER 2023</b>			<b>2,081,599.58</b>

# Yeovil Town Council

## October Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
Precept	252,487.00	252,487.00	252,487.00	0.00	0.00
Bank Interest	2,000.00	29,411.84	1,166.69	28,245.15	-27,411.84
Ski Centre	1,250.00	714.00	729.19	-15.19	536.00
Mayor's Ball	0.00	1,583.33	0.00	1,583.33	-1,583.33
Mayor's Charity Events	0.00	247.40	0.00	247.40	-247.40
Grants	10,000.00	10,000.00	10,000.00	0.00	0.00
Salaries	300,000.00	300,000.00	300,000.00	0.00	0.00
Salaries Recharge	1,000.00	1,666.66	583.31	1,083.35	-666.66
	<b>566,737.00</b>	<b>596,110.23</b>	<b>564,966.19</b>	<b>31,144.04</b>	<b>-29,373.23</b>
<b>Expenditure</b>					
Advertising	500.00	180.00	291.69	-111.69	320.00
Audit Fees	3,930.00	1,171.36	2,292.50	-1,121.14	2,758.64
Bank Charges	0.00	247.45	0.00	247.45	-247.45
Carbon Management	25,000.00	0.00	14,583.31	-14,583.31	25,000.00
Books/Periodicals	240.00	0.00	140.00	-140.00	240.00
Ski Centre	500.00	9,512.45	291.69	9,220.76	-9,012.45
Contingencies	60,017.00	15,325.70	35,009.94	-19,684.24	44,691.30
Costs of Democracy	30,000.00	16,488.56	17,500.00	-1,011.44	13,511.44
Courses/Conferences	5,000.00	60.00	2,916.69	-2,856.69	4,940.00
Elections	5,500.00	0.00	5,500.00	-5,500.00	5,500.00
Furniture & Equipment	4,000.00	1,966.21	2,333.31	-367.10	2,033.79
Franking Machine	500.00	361.00	291.69	69.31	139.00
Insurance	7,200.00	0.00	7,200.00	-7,200.00	7,200.00
New Initiatives Fund	15,000.00	0.00	8,750.00	-8,750.00	15,000.00
PC Support	14,100.00	7,230.37	8,225.00	-994.63	6,869.63
Postage	2,000.00	699.57	1,166.69	-467.12	1,300.43
Prof.Fees/Subs	8,000.00	5,299.56	4,666.69	632.87	2,700.44
Stationery/Supplies	2,000.00	621.32	1,166.69	-545.37	1,378.68
St Peters Hall	15,000.00	7,500.00	8,750.00	-1,250.00	7,500.00
Telephone	2,500.00	1,312.27	1,458.31	-146.04	1,187.73
Website	750.00	0.00	437.50	-437.50	750.00
Youth Project Schemes	40,600.00	19,788.86	23,683.31	-3,894.45	20,811.14
Youth Council	2,000.00	0.00	1,166.69	-1,166.69	2,000.00
Mayors Allowance	11,400.00	4,205.08	6,650.00	-2,444.92	7,194.92
Mayors Award	0.00	76.50	0.00	76.50	-76.50
Remembrance Day Wreath	0.00	921.04	0.00	921.04	-921.04
Mayors Ball	0.00	197.87	0.00	197.87	-197.87
Grants	10,000.00	1,000.00	5,833.31	-4,833.31	9,000.00
Sponsorship Octagon Theatre	1,000.00	0.00	1,000.00	-1,000.00	1,000.00
Salaries/Wages	300,000.00	170,704.85	175,000.00	-4,295.15	129,295.15
	<b>566,737.00</b>	<b>264,870.02</b>	<b>336,305.01</b>	<b>-71,434.99</b>	<b>301,866.98</b>
	<b>0</b>	<b>331,240.21</b>	<b>228,661.18</b>	<b>102,579.03</b>	<b>-331,240.21</b>

# Yeovil Town Council

## October Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	281,370.00	281,370.00	281,370.00	0.00	0.00
Leases	2,090.00	1,044.00	1,046.00	-2.00	1,046.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	18,500.00	20,399.71	10,791.69	9,608.02	-1,899.71
Sales of Gate & Tap Keys	100.00	127.90	58.31	69.59	-27.90
Water Charges	1,500.00	3,285.29	1,500.00	1,785.29	-1,785.29
	<b>303,560.00</b>	<b>306,226.90</b>	<b>294,766.00</b>	<b>11,460.90</b>	<b>-2,666.90</b>
<b>Expenditure</b>					
Allotment Maintenance (Corporate)	13,800.00	13,970.22	8,050.00	5,920.22	-170.22
Allotment Fence Repairs	2,000.00	11.16	1,166.69	-1,155.53	1,988.84
Buildings & Electric Goar Knap	2,200.00	1,146.74	1,283.31	-136.57	1,053.26
BKAC	250.00	324.84	145.81	179.03	-74.84
Leases	350.00	0.00	0.00	0.00	350.00
Labour	32,000.00	16,152.77	18,666.69	-2,513.92	15,847.23
Materials & Equipment	1,870.00	397.14	1,090.81	-693.67	1,472.86
Holiday Play Scheme	10,490.00	5,245.00	6,119.19	-874.19	5,245.00
Open Spaces: Doorstep Green	7,000.00	833.15	4,083.31	-3,250.16	6,166.85
Open Spaces: General	133,480.00	0.00	66,740.00	-66,740.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	5,833.31	-5,833.31	10,000.00
Open Spaces: Country Park	32,700.00	16,350.00	16,350.00	0.00	16,350.00
Enhancements: Play Area Upgrades	3,080.00	1,540.00	1,796.69	-256.69	1,540.00
Yew Tree Park Gate Opening	2,400.00	2,616.17	1,400.00	1,216.17	-216.17
Play & Landscape Officer	14,360.00	7,180.00	8,376.69	-1,196.69	7,180.00
Playarea Enhancements	14,080.00	7,040.00	8,213.31	-1,173.31	7,040.00
Lights for Milford Hall	400.00	0.00	233.31	-233.31	400.00
Community Heritage Officer	10,000.00	0.00	5,833.31	-5,833.31	10,000.00
Protective Clothing	100.00	86.18	58.31	27.87	13.82
Vehicle	1,800.00	998.35	1,050.00	-51.65	801.65
Water Charges	1,000.00	2,172.05	583.31	1,588.74	-1,172.05
Water Mains Refurbishment	2,200.00	0.00	1,283.31	-1,283.31	2,200.00
Electric Van	8,000.00	0.00	4,666.69	-4,666.69	8,000.00
	<b>303,560.00</b>	<b>76,063.77</b>	<b>163,024.05</b>	<b>-86,960.28</b>	<b>227,496.23</b>
	<b>0</b>	<b>230,163.13</b>	<b>131,741.95</b>	<b>98,421.18</b>	<b>-230,163.13</b>

# Yeovil Town Council

## October Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	16,685.72	15,166.69	1,519.03	9,314.28
Town House	1,000.00	0.00	583.31	-583.31	1,000.00
	<b>258,720.00</b>	<b>248,405.72</b>	<b>247,470.00</b>	<b>935.72</b>	<b>10,314.28</b>
<b>Expenditure</b>					
Community Safety	17,500.00	428.22	10,208.31	-9,780.09	17,071.78
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	408.31	-408.31	700.00
Millennium Clock	570.00	1,100.00	332.50	767.50	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	35,000.00	-34,956.68	59,956.68
Milford Hall	40,370.00	42,101.30	23,549.19	18,552.11	-1,731.30
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	14,302.07	13,072.50	1,229.57	8,107.93
Public Toilets - Petters Way	20,550.00	11,141.76	11,987.50	-845.74	9,408.24
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	-1,180.00	583.31	-1,763.31	2,180.00
Band Costs	3,500.00	0.00	2,041.69	-2,041.69	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	7,731.61	7,280.00	451.61	2,668.39
Town House - (excluding Services)	7,000.00	2,798.85	4,083.31	-1,284.46	4,201.15
Town House - Electricity	2,400.00	880.34	1,400.00	-519.66	1,519.66
Town House - Gas	2,200.00	623.57	1,283.31	-659.74	1,576.43
Town House - Maintenance	10,000.00	27,212.20	5,833.31	21,378.89	-17,212.20
PA System	620.00	0.00	0.00	0.00	620.00
War Memorials	750.00	1,100.00	437.50	662.50	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	4,666.69	-4,666.69	8,000.00
Town House - Water Charges	400.00	82.67	233.31	-150.64	317.33
St Georges Day Parade	200.00	200.00	116.69	83.31	0.00
Defibrillator	11,500.00	10,057.56	6,708.31	3,349.25	1,442.44
CCTV Reserve	500.00	0.00	291.69	-291.69	500.00
Regalia	2,000.00	53.90	1,166.69	-1,112.79	1,946.10
Remembrance Sunday Video	1,500.00	0.00	875.00	-875.00	1,500.00
	<b>258,720.00</b>	<b>121,667.37</b>	<b>164,049.12</b>	<b>-42,381.75</b>	<b>137,052.63</b>
	<b>0</b>	<b>126,738.35</b>	<b>83,420.88</b>	<b>43,317.47</b>	<b>-126,738.35</b>

# Yeovil Town Council

## October Actual V Budget

### Promotions & Activities Committee

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
<b>Income</b>					
PRECEPT	183,780.00	183,780.00	183,780.00	0.00	0.00
Yeovil Celebrates	0.00	2,320.52	0.00	2,320.52	-2,320.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	186,100.52	183,780.00	2,320.52	-2,320.52
<b>Expenditure</b>					
Christmas Lights	28,000.00	12,859.11	16,333.31	-3,474.20	15,140.89
Christmas Lights Installation	20,000.00	8,346.50	11,666.69	-3,320.19	11,653.50
Love Yeovil	1,000.00	2,000.00	1,000.00	0.00	-1,000.00
Customised Souvenirs	650.00	0.00	379.19	-379.19	650.00
Christmas Lights Switch-On	1,000.00	0.00	0.00	0.00	1,000.00
Christmas Lights Comp	30.00	0.00	17.50	-17.50	30.00
Town Crier	1,170.00	1,219.15	682.50	536.65	-49.15
Yeovil Town Crier Open Champs	1,690.00	0.00	1,690.00	-1,690.00	1,690.00
Unity in the Community	2,000.00	0.00	1,166.69	-1,166.69	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	4,083.31	415.74	2,500.95
Open Spaces: YIB Officer	24,800.00	0.00	12,400.01	-12,400.01	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	8,220.01	-8,220.01	16,440.00
Yeovil Celebrates	70,000.00	44,895.27	40,833.31	4,061.96	25,104.73
Eats: Festival	5,000.00	1,175.00	2,916.69	-1,741.69	3,825.00
Yeovil Arts Space	5,000.00	5,000.00	2,916.69	2,083.31	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	79,994.08	104,305.90	-25,311.82	103,785.92
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>0.00</b>	<b>106,106.44</b>	<b>79,474.10</b>	<b>27,632.34</b>	<b>-106,106.44</b>



Date: 15/01/2024  
Time: 12:20:46

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 4000	Tran Date From 01/10/2023	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/10/2023	Tran No To 99,999,999	Department To 999

**Dept Number** 1      **Dept** PR & F - GENERAL

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67840	BR	03/10/2023	CCLA Deposit Account		102.33	-102.33
68308	BR	31/10/2023	Interest		2,816.36	-2,816.36
<b>Account Totals</b>					<u>2,918.69</u>	<u>-2,918.69</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68140	SI	16/10/2023	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
<b>Account Totals</b>					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68041	BR	05/10/2023	Ball Tickets (10)		416.67	-416.67
68058	BR	06/10/2023	Ball Tickets (10)		416.67	-416.67
68080	BR	09/10/2023	Ball Tickets (2)		83.33	-83.33
68103	BR	11/10/2023	Ball Tickets (2)		83.33	-83.33
68167	BR	17/10/2023	Ball Tickets (2)		83.33	-83.33
68332	BR	18/10/2023	Ball Tickets (8)		333.33	-333.33
<b>Account Totals</b>					<u>1,416.66</u>	<u>-1,416.66</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67923	PI	20/10/2023	Advert - Public Notice	90.00		90.00
<b>Account Totals</b>					<u>90.00</u>	<u>90.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67889	PI	01/10/2023	Autopay Charge	36.00		36.00
<b>Account Totals</b>					<u>36.00</u>	<u>36.00</u>

**N/C** 4060      **Name** PR&F - Gen - Exp - Ski Centre

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67894	PI	19/10/2023	Clearance Work	450.00		450.00
68399	PI	21/10/2023	CCTV Plastic Signs	11.64		11.64
<b>Account Totals</b>					<u>461.64</u>	<u>461.64</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67796	PI	05/10/2023	Mileage Claim/Flu Jab	58.08		58.08
67812	PI	10/10/2023	Security - Meeting	173.25		173.25
67882	PI	01/10/2023	Blue & Pink Ribbon	11.42		11.42
67901	PI	19/10/2023	Mileage Claim	46.13		46.13
67902	PI	19/10/2023	Mileage Claim	39.45		39.45
68293	PI	10/10/2023	Disposal Fluorescent Tubes	110.00		110.00
<b>Account Totals</b>					<u>438.33</u>	<u>438.33</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68118	JD	27/10/2023	Costs of Democracy	2,312.42		2,312.42



**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

<b>N/C</b>	4540	<b>Name</b>	PR&F - GENERAL - Exp - Mayors Award			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67903	PI	19/10/2023	Mayors Recognition Award	15.75		15.75
67905	PI	19/10/2023	Mayors Award	60.75		60.75
<b>Account Totals</b>				<u>76.50</u>		<u>76.50</u>

<b>N/C</b>	4550	<b>Name</b>	PR&F - GENERAL - Exp - Remembrance Day			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67899	PI	16/10/2023	Wreaths	73.00		73.00
<b>Account Totals</b>				<u>73.00</u>		<u>73.00</u>

<b>N/C</b>	4560	<b>Name</b>	PR&F - GENERAL - Exp - Mayors Ball			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67884	PI	04/10/2023	Glitter Card/Envelopes	24.54		24.54
67922	PI	20/10/2023	Advert	90.00		90.00
<b>Account Totals</b>				<u>114.54</u>		<u>114.54</u>

<b>Department</b>				<u>13,538.08</u>	<u>4,437.35</u>	<u>9,100.73</u>
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**Dept Number** 2      **Dept** PR & F - GRANTS

<b>N/C</b>	4710	<b>Name</b>	PR&F - GRANTS - Grants			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67896	PI	19/10/2023	Yeovil Tennis Club	1,000.00		1,000.00
<b>Account Totals</b>				<u>1,000.00</u>		<u>1,000.00</u>

<b>Department</b>				<u>1,000.00</u>		<u>1,000.00</u>
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**Dept Number** 3      **Dept** PR & F - SALARIES

<b>N/C</b>	4010	<b>Name</b>	PR&F - Salaries - Inc - Recharge			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67672	SI	03/10/2023	REIMBURSEMENT of SALARY - TOWN CLERK		693.33	-693.33
67673	SI	03/10/2023	July to September 2023 - On-Costs		140.00	-140.00
<b>Account Totals</b>					<u>833.33</u>	<u>-833.33</u>

<b>N/C</b>	4800	<b>Name</b>	PR&F - SALARIES - Wages/salaries			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67916	JD	27/10/2023	Employers Pension	4,071.11		4,071.11
67917	JD	27/10/2023	Payments	20,610.47		20,610.47
67918	JD	27/10/2023	Employers NIC	2,130.57		2,130.57
68119	JC	27/10/2023	Costs of Democracy		2,312.42	-2,312.42
<b>Account Totals</b>				<u>26,812.15</u>	<u>2,312.42</u>	<u>24,499.73</u>

<b>Department</b>				<u>26,812.15</u>	<u>3,145.75</u>	<u>23,666.40</u>
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**Dept Number** 4      **Dept** GROUNDS & GENERAL MAINTENANCE

<b>N/C</b>	7002	<b>Name</b>	G&GM - Inc - Leases			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67674	SI	03/10/2023	Lease at Hillcrest/Higher Ryalls - Rent July to		522.00	-522.00
<b>Account Totals</b>					<u>522.00</u>	<u>-522.00</u>

<b>N/C</b>	7004	<b>Name</b>	G&GM - Inc - Rents			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
66777	SI	01/10/2023	Allotment Rent for the period 01 October to 31		14.84	-14.84
66778	SI	01/10/2023	Allotment Rent for the period 01 January to 30		50.73	-50.73



**Nominal Departmental Analysis (Detailed)**

66779	SI	01/10/2023	Water Charges	12.46	-12.46
66785	SI	01/10/2023	Water Charges	9.36	-9.36
66790	SI	01/10/2023	Water Charges	9.36	-9.36
66793	SI	01/10/2023	Water Charges	9.36	-9.36
66799	SI	01/10/2023	Water Charges	9.36	-9.36
66802	SI	01/10/2023	Water Charges	16.24	-16.24
66805	SI	01/10/2023	Water Charges	9.36	-9.36
66808	SI	01/10/2023	Water Charges	16.24	-16.24
66811	SI	01/10/2023	Water Charges	9.36	-9.36
66814	SI	01/10/2023	Water Charges	16.24	-16.24
66817	SI	01/10/2023	Water Charges	16.24	-16.24
66820	SI	01/10/2023	Water Charges	9.36	-9.36
66830	SI	01/10/2023	Water Charges	12.46	-12.46
66833	SI	01/10/2023	Water Charges	7.47	-7.47
66836	SI	01/10/2023	Water Charges	12.46	-12.46
66839	SI	01/10/2023	Water Charges	12.46	-12.46
66842	SI	01/10/2023	Water Charges	12.46	-12.46
66845	SI	01/10/2023	Water Charges	7.47	-7.47
66848	SI	01/10/2023	Water Charges	12.46	-12.46
66851	SI	01/10/2023	Water Charges	7.47	-7.47
66854	SI	01/10/2023	Water Charges	12.46	-12.46
66857	SI	01/10/2023	Water Charges	12.46	-12.46
66860	SI	01/10/2023	Water Charges	7.47	-7.47
66863	SI	01/10/2023	Water Charges	7.47	-7.47
66866	SI	01/10/2023	Water Charges	12.46	-12.46
66871	SI	01/10/2023	Water Charges	7.47	-7.47
66874	SI	01/10/2023	Water Charges	12.46	-12.46
66877	SI	01/10/2023	Water Charges	7.47	-7.47
66880	SI	01/10/2023	Water Charges	11.39	-11.39
66883	SI	01/10/2023	Water Charges	11.39	-11.39
66886	SI	01/10/2023	Water Charges	11.39	-11.39
66889	SI	01/10/2023	Water Charges	12.46	-12.46
66898	SI	01/10/2023	Water Charges	7.47	-7.47
66901	SI	01/10/2023	Water Charges	12.46	-12.46
66904	SI	01/10/2023	Water Charges	7.47	-7.47
66907	SI	01/10/2023	Water Charges	12.46	-12.46
66910	SI	01/10/2023	Water Charges	12.46	-12.46
66913	SI	01/10/2023	Water Charges	12.46	-12.46
66916	SI	01/10/2023	Water Charges	7.47	-7.47
66919	SI	01/10/2023	Water Charges	12.46	-12.46
66922	SI	01/10/2023	Water Charges	7.47	-7.47
66925	SI	01/10/2023	Water Charges	12.46	-12.46
66928	SI	01/10/2023	Water Charges	7.47	-7.47
66933	SI	01/10/2023	Water Charges	20.94	-20.94
66936	SI	01/10/2023	Water Charges	11.71	-11.71
66939	SI	01/10/2023	Water Charges	20.94	-20.94
66942	SI	01/10/2023	Water Charges	20.94	-20.94
66948	SI	01/10/2023	Water Charges	11.71	-11.71
66951	SI	01/10/2023	Water Charges	11.71	-11.71
66954	SI	01/10/2023	Water Charges	20.94	-20.94
66957	SI	01/10/2023	Water Charges	11.71	-11.71
66960	SI	01/10/2023	Water Charges	11.71	-11.71
66963	SI	01/10/2023	Water Charges	11.71	-11.71
66966	SI	01/10/2023	Water Charges	11.71	-11.71
66969	SI	01/10/2023	Water Charges	11.71	-11.71
66972	SI	01/10/2023	Water Charges	20.94	-20.94
66975	SI	01/10/2023	Water Charges	11.71	-11.71
66978	SI	01/10/2023	Water Charges	11.71	-11.71
66981	SI	01/10/2023	Water Charges	20.30	-20.30
66984	SI	01/10/2023	Water Charges	11.39	-11.39
66993	SI	01/10/2023	Water Charges	11.39	-11.39
67009	SI	01/10/2023	Water Charges	11.71	-11.71
67015	SI	01/10/2023	Water Charges	11.71	-11.71
67018	SI	01/10/2023	Water Charges	11.71	-11.71
67021	SI	01/10/2023	Water Charges	11.71	-11.71
67024	SI	01/10/2023	Water Charges	20.94	-20.94

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

**Account Totals**

3,230.87      -3,230.87

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

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
67752	PI	10/10/2023	Tree Work	3,690.00		3,690.00

**Account Totals**

3,690.00      3,690.00

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

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
67771	PI	01/10/2023	Rates	128.00		128.00
68317	PI	18/10/2023	Electricity	33.33		33.33

**Account Totals**

161.33      161.33

**N/C**      7050      **Name**      G&GM - Exp - BKAC

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
67886	PI	10/10/2023	Refreshments	29.84		29.84
67904	PI	19/10/2023	BKAC Trophies	281.15		281.15
68512	PI	18/10/2023	Refreshments	13.85		13.85

**Account Totals**

324.84      324.84

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

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
67920	JD	27/10/2023	Employers Pension	408.38		408.38
67921	JD	27/10/2023	Payments	1,831.28		1,831.28

**Account Totals**

2,239.66      2,239.66

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

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
67887	PI	13/10/2023	Waffle Key	11.64		11.64
68494	PI	16/10/2023	Materials - Workshop	16.60		16.60
68496	PI	19/10/2023	Box Beam Level	11.66		11.66

**Account Totals**

39.90      39.90

**N/C**      7091      **Name**      G&GM - Exp - Holiday Play Scheme

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
67932	PI	17/10/2023	Schools Out Programme	5,245.00		5,245.00

**Account Totals**

5,245.00      5,245.00

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

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
68319	PI	11/10/2023	Electricity	207.62		207.62

**Account Totals**

207.62      207.62

**N/C**      7110      **Name**      G&GM - Exp - Play Area Upgrades

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
67930	PI	20/10/2023	Play Area Upgrades - 1/2 Year	1,540.00		1,540.00

**Account Totals**

1,540.00      1,540.00

**N/C**      7120      **Name**      G&GM - Exp - Yew Tree Park - Gate Opening

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
68374	PI	10/10/2023	Security	400.00		400.00
68375	PI	10/10/2023	Security	390.00		390.00

**Account Totals**

790.00      790.00

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

<b>N/C</b>	7150	<b>Name</b>	G&GM - Exp - : Play & Landscape Officer			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67929	PI	20/10/2023	Play/Landscape Officer - 1/2 Year	7,180.00		7,180.00
<b>Account Totals</b>				<u>7,180.00</u>		<u>7,180.00</u>

<b>N/C</b>	7152	<b>Name</b>	G&GM - Exp - Play Area Repairs.Enhancements			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67931	PI	20/10/2023	Play Area Enhancements - 1/2 Year	7,040.00		7,040.00
<b>Account Totals</b>				<u>7,040.00</u>		<u>7,040.00</u>

<b>N/C</b>	7190	<b>Name</b>	G&GM - Exp - Protective Clothing			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68495	PI	16/10/2023	Winter Clothing	45.78		45.78
68497	PI	19/10/2023	Winter Clothing	33.74		33.74
<b>Account Totals</b>				<u>79.52</u>		<u>79.52</u>

<b>N/C</b>	7210	<b>Name</b>	G&GM - Exp - Vehicle			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68492	PI	05/10/2023	Clear Adhesive	6.49		6.49
<b>Account Totals</b>				<u>6.49</u>		<u>6.49</u>

<b>Department</b>	<u>28,552.86</u>	<u>23,486.18</u>	<u>5,066.68</u>
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**Dept Number** 5      **Dept** BUILDING & CIVIC MATTERS

<b>N/C</b>	6005	<b>Name</b>	B&CM - Inc - Milford Hall Hire Fees			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67656	SI	02/10/2023	Hall Hire Fees		27.00	-27.00
67657	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67658	SI	02/10/2023	Hall Hire Fees		36.00	-36.00
67659	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67660	SI	02/10/2023	Hall Hire Fees		128.00	-128.00
67661	SI	02/10/2023	Hall Hire Fees		96.00	-96.00
67662	SI	02/10/2023	Hall Hire Fees		32.00	-32.00
67663	SI	02/10/2023	Hall Hire Fees		72.00	-72.00
67664	SI	02/10/2023	Hall Hire Fees		120.00	-120.00
67665	SI	02/10/2023	Hall Hire Fees		32.00	-32.00
67666	SI	02/10/2023	Hall Hire Fees		24.00	-24.00
67667	SI	02/10/2023	Hall Hire Fees		36.00	-36.00
67668	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67725	SI	06/10/2023	Hall Hire Fees		36.00	-36.00
67814	SI	16/10/2023	Hall Hire Fees		54.00	-54.00
67815	SI	16/10/2023	Hall Hire Fees		12.50	-12.50
67816	SI	16/10/2023	Hall Hire Fees		36.00	-36.00
67817	SI	16/10/2023	Hall Hire Fees		12.50	-12.50
67838	SI	17/10/2023	Hall Hire Fees		36.00	-36.00
67839	SI	17/10/2023	Hall Hire Fees		12.50	-12.50
67854	SI	17/10/2023	Hall Hire Fees		45.00	-45.00
67855	SI	17/10/2023	Hall Hire Fees		12.50	-12.50
67858	SI	17/10/2023	Hall Hire Fees		45.00	-45.00
67977	SI	25/10/2023	Hall Hire Fees		27.00	-27.00
67978	SI	25/10/2023	Hall Hire Fees		12.50	-12.50
68009	SI	30/10/2023	Hall Hire Fees		36.00	-36.00
68010	SI	30/10/2023	Hall Hire Fees		12.50	-12.50
68015	SI	30/10/2023	Hall Hire Fees		16.00	-16.00
68016	SI	31/10/2023	Hall Hire Fees		144.00	-144.00
68017	SI	31/10/2023	Hall Hire Fees		72.00	-72.00
68018	SI	31/10/2023	Hall Hire Fees		96.00	-96.00
68019	SI	31/10/2023	Hall Hire Fees		104.00	-104.00
68020	SI	31/10/2023	Hall Hire Fees		24.00	-24.00

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

<b>N/C</b>	7150	<b>Name</b>	G&GM - Exp - : Play & Landscape Officer			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67929	PI	20/10/2023	Play/Landscape Officer - 1/2 Year	7,180.00		7,180.00
<b>Account Totals</b>				<u>7,180.00</u>		<u>7,180.00</u>

<b>N/C</b>	7152	<b>Name</b>	G&GM - Exp - Play Area Repairs.Enhancements			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67931	PI	20/10/2023	Play Area Enhancements - 1/2 Year	7,040.00		7,040.00
<b>Account Totals</b>				<u>7,040.00</u>		<u>7,040.00</u>

<b>N/C</b>	7190	<b>Name</b>	G&GM - Exp - Protective Clothing			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68495	PI	16/10/2023	Winter Clothing	45.78		45.78
68497	PI	19/10/2023	Winter Clothing	33.74		33.74
<b>Account Totals</b>				<u>79.52</u>		<u>79.52</u>

<b>N/C</b>	7210	<b>Name</b>	G&GM - Exp - Vehicle			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68492	PI	05/10/2023	Clear Adhesive	6.49		6.49
<b>Account Totals</b>				<u>6.49</u>		<u>6.49</u>

<b>Department</b>	<u>28,552.86</u>	<u>23,486.18</u>	<u>5,066.68</u>
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**Dept Number** 5      **Dept** BUILDING & CIVIC MATTERS

<b>N/C</b>	6005	<b>Name</b>	B&CM - Inc - Milford Hall Hire Fees			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67656	SI	02/10/2023	Hall Hire Fees		27.00	-27.00
67657	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67658	SI	02/10/2023	Hall Hire Fees		36.00	-36.00
67659	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67660	SI	02/10/2023	Hall Hire Fees		128.00	-128.00
67661	SI	02/10/2023	Hall Hire Fees		96.00	-96.00
67662	SI	02/10/2023	Hall Hire Fees		32.00	-32.00
67663	SI	02/10/2023	Hall Hire Fees		72.00	-72.00
67664	SI	02/10/2023	Hall Hire Fees		120.00	-120.00
67665	SI	02/10/2023	Hall Hire Fees		32.00	-32.00
67666	SI	02/10/2023	Hall Hire Fees		24.00	-24.00
67667	SI	02/10/2023	Hall Hire Fees		36.00	-36.00
67668	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67725	SI	06/10/2023	Hall Hire Fees		36.00	-36.00
67814	SI	16/10/2023	Hall Hire Fees		54.00	-54.00
67815	SI	16/10/2023	Hall Hire Fees		12.50	-12.50
67816	SI	16/10/2023	Hall Hire Fees		36.00	-36.00
67817	SI	16/10/2023	Hall Hire Fees		12.50	-12.50
67838	SI	17/10/2023	Hall Hire Fees		36.00	-36.00
67839	SI	17/10/2023	Hall Hire Fees		12.50	-12.50
67854	SI	17/10/2023	Hall Hire Fees		45.00	-45.00
67855	SI	17/10/2023	Hall Hire Fees		12.50	-12.50
67858	SI	17/10/2023	Hall Hire Fees		45.00	-45.00
67977	SI	25/10/2023	Hall Hire Fees		27.00	-27.00
67978	SI	25/10/2023	Hall Hire Fees		12.50	-12.50
68009	SI	30/10/2023	Hall Hire Fees		36.00	-36.00
68010	SI	30/10/2023	Hall Hire Fees		12.50	-12.50
68015	SI	30/10/2023	Hall Hire Fees		16.00	-16.00
68016	SI	31/10/2023	Hall Hire Fees		144.00	-144.00
68017	SI	31/10/2023	Hall Hire Fees		72.00	-72.00
68018	SI	31/10/2023	Hall Hire Fees		96.00	-96.00
68019	SI	31/10/2023	Hall Hire Fees		104.00	-104.00
68020	SI	31/10/2023	Hall Hire Fees		24.00	-24.00



**Nominal Departmental Analysis (Detailed)**

68022	SI	30/10/2023	Hall Hire Fees	32.00		-32.00
68024	SI	31/10/2023	Hall Hire Fees	24.00		-24.00
68212	SI	25/10/2023	Milford Hall Hire Fees - November 2023	1,333.33		-1,333.33
68213	SI	25/10/2023	Cleaning Fee (Purchase Order No 800042390)	172.25		-172.25
<b>Account Totals</b>				<b>3,048.08</b>		<b>-3,048.08</b>

**N/C** 6030 **Name** B&CM - Exp - Community Safety

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67892	PI	04/10/2023	Ranger Labour (SIDS)	142.74		142.74
<b>Account Totals</b>				<b>142.74</b>		<b>142.74</b>

**N/C** 6080 **Name** B&CM - Exp - Monmouth Hall

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67919	JD	27/10/2023	Payments	1,701.98		1,701.98
68120	JC	27/10/2023	Caretaker		1,415.64	-1,415.64
68123	JC	27/10/2023	Cleaner		286.34	-286.34
<b>Account Totals</b>				<b>1,701.98</b>	<b>1,701.98</b>	

**N/C** 6090 **Name** B&CM - Exp - Milford Hall

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67769	PI	01/10/2023	Rates	563.00		563.00
67794	PI	03/10/2023	Intruder Reactive Visit	77.00		77.00
67888	PI	18/10/2023	Inlet Float Value	12.37		12.37
67897	PI	07/10/2023	Electricity	2,150.78		2,150.78
68091	BR	09/10/2023	Internet Credit		22.38	-22.38
68121	JD	27/10/2023	Caretaker	1,415.64		1,415.64
68289	PI	02/10/2023	Vacuum Cleaner	112.49		112.49
68291	PI	05/10/2023	Cleaning Materials	12.91		12.91
68294	PI	16/10/2023	Floor Cleaner	22.25		22.25
68295	PI	16/10/2023	Insect Spray	3.75		3.75
68490	PI	31/10/2023	Gas	737.01		737.01
68493	PI	11/10/2023	Toilet Seat	21.66		21.66
68498	PI	23/10/2023	Materials - Milford Hall	23.33		23.33
68499	PI	24/10/2023	Materials - Milford Hall	10.58		10.58
68500	PI	24/10/2023	Materials - Milford Hall	16.71		16.71
68501	PI	25/10/2023	Materials - Milford Hall	19.15		19.15
68502	PI	22/10/2023	Internet	28.79		28.79
68511	PI	18/10/2023	Cleaning Materials	2.92		2.92
68513	PI	19/10/2023	Frosted Film	97.18		97.18
<b>Account Totals</b>				<b>5,327.52</b>	<b>22.38</b>	<b>5,305.14</b>

**N/C** 6100 **Name** B&CM - Exp - Public Toilets Peter St

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67808	PI	02/10/2023	Water Charge	76.81		76.81
68318	PI	10/10/2023	Electricity	157.80		157.80
68393	PI	27/10/2023	Consumables	72.50		72.50
68394	PI	31/10/2023	Cleaning	615.19		615.19
68431	PI	31/10/2023	Water Hygiene Service	222.25		222.25
<b>Account Totals</b>				<b>1,144.55</b>		<b>1,144.55</b>

**N/C** 6102 **Name** B&CM - Exp - Public Toilets Petters Way

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68376	PI	31/10/2023	Toilets Recharge - 2nd Qtr	2,800.43		2,800.43
<b>Account Totals</b>				<b>2,800.43</b>		<b>2,800.43</b>

**N/C** 6110 **Name** B&CM - Exp - Public Noticeboards

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67933	SI	24/10/2023	Sponsorship Agreeemnt for Yeovil Town Council		1,180.00	-1,180.00

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

Account Totals 1,180.00 -1,180.00

<b>N/C</b>	6190	<b>Name</b>	B&CM - Exp - Town House - Business Rates			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67770	PI	01/10/2023	Rates	1,105.00		1,105.00
<b>Account Totals</b>				<u>1,105.00</u>		<u>1,105.00</u>

<b>N/C</b>	6200	<b>Name</b>	B&CM - Exp - Town House - (excluding services)			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67885	PI	09/10/2023	Tissues	16.66		16.66
68122	JD	27/10/2023	Cleaner	286.34		286.34
68297	PI	18/10/2023	Refreshments - Meeting	11.00		11.00
68508	PI	31/10/2023	Waste Disposal	78.14		78.14
68785	CP	23/10/2023	Refreshments	9.99		9.99
68787	CP	30/10/2023	Cleaning Materials	3.15		3.15
<b>Account Totals</b>				<u>405.28</u>		<u>405.28</u>

<b>N/C</b>	6210	<b>Name</b>	B&CM - Exp - Town House - Electricity			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67797	PI	05/10/2023	Electricity	90.09		90.09
<b>Account Totals</b>				<u>90.09</u>		<u>90.09</u>

<b>N/C</b>	6214	<b>Name</b>	B&CM - Exp - Town House - Maintenance			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67751	PI	06/10/2023	Paint Railings	1,355.00		1,355.00
<b>Account Totals</b>				<u>1,355.00</u>		<u>1,355.00</u>

<b>N/C</b>	6270	<b>Name</b>	B&CM - Exp - Defibrillator			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67675	SI	03/10/2023	Contribution towards Defibrillator		1,220.00	-1,220.00
67891	PI	19/10/2023	Under Cupboard Lights	16.64		16.64
68290	PI	03/10/2023	Sign Defibrillator	25.00		25.00
68690	PI	25/10/2023	Defibrillators	6,737.98		6,737.98
<b>Account Totals</b>				<u>6,779.62</u>	<u>1,220.00</u>	<u>5,559.62</u>
<b>Department</b>				<u>20,852.21</u>	<u>7,172.44</u>	<u>13,679.77</u>

**Dept Number** 11      **Dept** PROMOTIONS & ACTIVITIES

<b>N/C</b>	5570	<b>Name</b>	P&A - Exp - Town Crier			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67795	PI	05/10/2023	Mileage Claim	101.16		101.16
<b>Account Totals</b>				<u>101.16</u>		<u>101.16</u>

<b>N/C</b>	5640	<b>Name</b>	P&A - Exp - Yeovil Celebrates			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68296	PI	17/10/2023	Premises Licence	100.00		100.00
<b>Account Totals</b>				<u>100.00</u>		<u>100.00</u>
<b>Department</b>				<u>201.16</u>		<u>201.16</u>
<b>Grand Totals</b>				<u>90,956.46</u>	<u>38,241.72</u>	<u>52,714.74</u>

# Yeovil Town Council

## November Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
Precept	252,487.00	252,487.00	252,487.00	0.00	0.00
Bank Interest	2,000.00	32,079.05	1,333.36	30,745.69	-30,079.05
Ski Centre	1,250.00	816.00	833.36	-17.36	434.00
Mayor's Charity Events	0.00	247.40	0.00	247.40	-247.40
Grants	10,000.00	10,000.00	10,000.00	0.00	0.00
Salaries	300,000.00	300,000.00	300,000.00	0.00	0.00
Salaries Recharge	1,000.00	1,666.66	666.64	1,000.02	-666.66
	<b>566,737.00</b>	<b>597,296.11</b>	<b>565,320.36</b>	<b>31,975.75</b>	<b>-30,559.11</b>
<b>Expenditure</b>					
Advertising	500.00	180.00	333.36	-153.36	320.00
Audit Fees	3,930.00	1,171.36	2,620.00	-1,448.64	2,758.64
Bank Charges	0.00	284.85	0.00	284.85	-284.85
Carbon Management	25,000.00	0.00	16,666.64	-16,666.64	25,000.00
Books/Periodicals	240.00	0.00	160.00	-160.00	240.00
Ski Centre	500.00	10,058.45	333.36	9,725.09	-9,558.45
Contingencies	60,017.00	20,929.20	40,011.36	-19,082.16	39,087.80
Costs of Democracy	30,000.00	19,518.58	20,000.00	-481.42	10,481.42
Courses/Conferences	5,000.00	85.00	3,333.36	-3,248.36	4,915.00
Elections	5,500.00	10,216.85	5,500.00	4,716.85	-4,716.85
Furniture & Equipment	4,000.00	1,966.21	2,666.64	-700.43	2,033.79
Franking Machine	500.00	361.00	333.36	27.64	139.00
Insurance	7,200.00	0.00	7,200.00	-7,200.00	7,200.00
New Initiatives Fund	15,000.00	0.00	10,000.00	-10,000.00	15,000.00
PC Support	14,100.00	8,254.62	9,400.00	-1,145.38	5,845.38
Postage	2,000.00	699.57	1,333.36	-633.79	1,300.43
Prof.Fees/Subs	8,000.00	6,116.56	5,333.36	783.20	1,883.44
Stationery/Supplies	2,000.00	828.48	1,333.36	-504.88	1,171.52
St Peters Hall	15,000.00	11,250.00	10,000.00	1,250.00	3,750.00
Telephone	2,500.00	1,418.88	1,666.64	-247.76	1,081.12
Website	750.00	0.00	500.00	-500.00	750.00
Youth Project Schemes	40,600.00	22,636.84	27,066.64	-4,429.80	17,963.16
Youth Council	2,000.00	0.00	1,333.36	-1,333.36	2,000.00
Mayors Allowance	11,400.00	5,355.08	7,600.00	-2,244.92	6,044.92
Mayors Award	0.00	76.50	0.00	76.50	-76.50
Remembrance Day Wreath	0.00	1,300.08	0.00	1,300.08	-1,300.08
Mayors Ball	0.00	489.54	0.00	489.54	-489.54
Grants	10,000.00	1,000.00	6,666.64	-5,666.64	9,000.00
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Salaries/Wages	300,000.00	204,956.87	200,000.00	4,956.87	95,043.13
	<b>566,737.00</b>	<b>330,154.52</b>	<b>382,391.44</b>	<b>-52,236.92</b>	<b>236,582.48</b>
	<b>0</b>	<b>267,141.59</b>	<b>182,928.92</b>	<b>84,212.67</b>	<b>-267,141.59</b>

# Yeovil Town Council

## November Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	281,370.00	281,370.00	281,370.00	0.00	0.00
Leases	2,090.00	1,044.00	1,046.00	-2.00	1,046.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	18,500.00	20,810.45	12,333.36	8,477.09	-2,310.45
Sales of Gate & Tap Keys	100.00	147.90	66.64	81.26	-47.90
Water Charges	1,500.00	3,285.29	1,500.00	1,785.29	-1,785.29
	<b>303,560.00</b>	<b>306,657.64</b>	<b>296,316.00</b>	<b>10,341.64</b>	<b>-3,097.64</b>
<b>Expenditure</b>					
Allotment Maintenance (Corporate)	13,800.00	23,056.83	9,200.00	13,856.83	-9,256.83
Allotment Fence Repairs	2,000.00	11.16	1,333.36	-1,322.20	1,988.84
Buildings & Electric Goar Knap	2,200.00	1,504.63	1,466.64	37.99	695.37
BKAC	250.00	324.84	166.64	158.20	-74.84
Leases	350.00	0.00	0.00	0.00	350.00
Labour	32,000.00	19,785.94	21,333.36	-1,547.42	12,214.06
Materials & Equipment	1,870.00	397.14	1,246.64	-849.50	1,472.86
Holiday Play Scheme	10,490.00	5,245.00	6,993.36	-1,748.36	5,245.00
Open Spaces: Doorstep Green	7,000.00	1,039.57	4,666.64	-3,627.07	5,960.43
Open Spaces: General	133,480.00	100,110.00	66,740.00	33,370.00	33,370.00
Open Spaces: Play Park Programme	10,000.00	0.00	6,666.64	-6,666.64	10,000.00
Open Spaces: Country Park	32,700.00	16,350.00	16,350.00	0.00	16,350.00
Enhancements: Play Area Upgrades	3,080.00	1,540.00	2,053.36	-513.36	1,540.00
Yew Tree Park Gate Opening	2,400.00	3,016.17	1,600.00	1,416.17	-616.17
Play & Landscape Officer	14,360.00	7,180.00	9,573.36	-2,393.36	7,180.00
Playarea Enhancements	14,080.00	7,040.00	9,386.64	-2,346.64	7,040.00
Lights for Milford Hall	400.00	0.00	266.64	-266.64	400.00
Community Heritage Officer	10,000.00	0.00	6,666.64	-6,666.64	10,000.00
Protective Clothing	100.00	86.18	66.64	19.54	13.82
Vehicle	1,800.00	1,075.86	1,200.00	-124.14	724.14
Water Charges	1,000.00	4,413.22	666.64	3,746.58	-3,413.22
Water Mains Refurbishment	2,200.00	0.00	1,466.64	-1,466.64	2,200.00
Electric Van	8,000.00	0.00	5,333.36	-5,333.36	8,000.00
	<b>303,560.00</b>	<b>192,176.54</b>	<b>174,443.20</b>	<b>17,733.34</b>	<b>111,383.46</b>
	<b>0</b>	<b>114,481.10</b>	<b>121,872.80</b>	<b>-7,391.70</b>	<b>-114,481.10</b>

# Yeovil Town Council

## November Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	19,827.30	17,333.36	2,493.94	6,172.70
Town House	1,000.00	0.00	666.64	-666.64	1,000.00
	<b>258,720.00</b>	<b>251,547.30</b>	<b>249,720.00</b>	<b>1,827.30</b>	<b>7,172.70</b>
<b>Expenditure</b>					
Community Safety	17,500.00	475.80	11,666.64	-11,190.84	17,024.20
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	466.64	-466.64	700.00
Millennium Clock	570.00	1,100.00	380.00	720.00	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	40,000.00	-39,956.68	59,956.68
Milford Hall	40,370.00	47,141.18	26,913.36	20,227.82	-6,771.18
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	16,499.49	14,940.00	1,559.49	5,910.51
Public Toilets - Petters Way	20,550.00	12,795.77	13,700.00	-904.23	7,754.23
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	550.87	666.64	-115.77	449.13
Band Costs	3,500.00	0.00	2,333.36	-2,333.36	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	8,836.61	8,320.00	516.61	1,563.39
Town House - (excluding Services)	7,000.00	3,427.05	4,666.64	-1,239.59	3,572.95
Town House - Electricity	2,400.00	983.67	1,600.00	-616.33	1,416.33
Town House - Gas	2,200.00	669.85	1,466.64	-796.79	1,530.15
Town House - Maintenance	10,000.00	30,056.22	6,666.64	23,389.58	-20,056.22
PA System	620.00	0.00	620.00	-620.00	620.00
War Memorials	750.00	1,100.00	500.00	600.00	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	5,333.36	-5,333.36	8,000.00
Town House - Water Charges	400.00	216.93	266.64	-49.71	183.07
St Georges Day Parade	200.00	200.00	133.36	66.64	0.00
Defibrillator	11,500.00	10,057.56	7,666.64	2,390.92	1,442.44
CCTV Reserve	500.00	0.00	333.36	-333.36	500.00
Regalia	2,000.00	53.90	1,333.36	-1,279.46	1,946.10
Remembrance Sunday Video	1,500.00	648.80	1,000.00	-351.20	851.20
	<b>258,720.00</b>	<b>137,847.02</b>	<b>183,463.28</b>	<b>-45,616.26</b>	<b>120,872.98</b>
	<b>0</b>	<b>113,700.28</b>	<b>66,256.72</b>	<b>47,443.56</b>	<b>-113,700.28</b>

# Yeovil Town Council

## November Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	183,780.00	183,780.00	183,780.00	0.00	0.00
Yeovil Celebrates	0.00	2,320.52	0.00	2,320.52	-2,320.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 183,780.00	186,100.52	183,780.00	2,320.52	-2,320.52
<b>Expenditure</b>					
Christmas Lights	28,000.00	12,859.11	18,666.64	-5,807.53	15,140.89
Christmas Lights Installation	20,000.00	8,346.50	13,333.36	-4,986.86	11,653.50
Love Yeovil	1,000.00	2,000.00	1,000.00	1,000.00	-1,000.00
Customised Souvenirs	650.00	0.00	433.36	-433.36	650.00
Christmas Lights Switch-On	1,000.00	7.65	1,000.00	-992.35	992.35
Christmas Lights Comp	30.00	0.00	20.00	-20.00	30.00
Town Crier	1,170.00	1,219.15	780.00	439.15	-49.15
Yeovil Town Crier Open Champs	1,690.00	0.00	1,690.00	-1,690.00	1,690.00
Unity in the Community	2,000.00	0.00	1,333.36	-1,333.36	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	4,666.64	-167.59	2,500.95
Open Spaces: YIB Officer	24,800.00	18,600.00	12,400.01	6,199.99	6,200.00
Open Spaces: Yeovil in Bloom	16,440.00	12,330.00	8,220.01	4,109.99	4,110.00
Yeovil Celebrates	70,000.00	57,385.27	46,666.64	10,718.63	12,614.73
Eats: Festival	5,000.00	1,175.00	3,333.36	-2,158.36	3,825.00
Yeovil Arts Space	5,000.00	5,000.00	3,333.36	1,666.64	0.00
	<hr/> 183,780.00	123,421.73	116,876.74	6,544.99	60,358.27
	<hr/> <b>0.00</b>	<b>62,678.79</b>	<b>66,903.26</b>	<b>-4,224.47</b>	<b>-62,678.79</b>

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## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

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N/C From 4000  
N/C To 7520

Tran Date From 01/11/2023  
Tran Date To 30/11/2023

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

Department From 0  
Department To 999

**Dept Number** 1      **Dept** PR & F - GENERAL  
**N/C** 4001      **Name** PR&F - GEN - Bank Interest

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68559	BR	02/11/2023	CCLA Deposit Account		114.33	-114.33
68636	BR	30/11/2023	Interest		2,552.88	-2,552.88
<b>Account Totals</b>					<u>2,667.21</u>	<u>-2,667.21</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68606	SI	15/11/2023	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
<b>Account Totals</b>					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68565	BR	03/11/2023	Ball Tickets (10)		416.67	-416.67
68637	BR	01/11/2023	Ball Tickets (35)		1,458.33	-1,458.33
68638	BP	13/11/2023	Ball Ticket Refund	3,458.33		3,458.33
<b>Account Totals</b>				<u>3,458.33</u>	<u>1,875.00</u>	<u>1,583.33</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68509	PI	01/11/2023	Autopay Charge	37.40		37.40
<b>Account Totals</b>				<u>37.40</u>		<u>37.40</u>

**N/C** 4060      **Name** PR&F - Gen - Exp - Ski Centre

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68385	PI	02/11/2023	Foot Patrols	273.00		273.00
68388	PI	02/11/2023	Foot Patrols	273.00		273.00
<b>Account Totals</b>				<u>546.00</u>		<u>546.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68398	PI	27/11/2023	Notice Boards	4,737.50		4,737.50
68409	PI	10/11/2023	Photo Frames - Mayor	10.49		10.49
68422	PI	21/11/2023	Mileage Claim	50.41		50.41
68423	PI	22/11/2023	Mileage Claim	7.01		7.01
68428	PI	22/11/2023	Mileage Claim	35.94		35.94
68432	PI	03/11/2023	Binding Agendas/Minutes	264.00		264.00
68438	PI	22/11/2023	Domed Badges	8.64		8.64
68618	BR	22/11/2023	Photo Frames		10.49	-10.49
68682	PI	30/11/2023	Room Hire - Westlands	500.00		500.00
<b>Account Totals</b>				<u>5,613.99</u>	<u>10.49</u>	<u>5,603.50</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68476	JD	27/11/2023	Costs of Democracy	3,030.02		3,030.02
<b>Account Totals</b>				<u>3,030.02</u>		<u>3,030.02</u>

**N/C** 4090      **Name** PR&F - GEN - Exp - Courses/conferences

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68425	PI	17/11/2023	Training - Planning	25.00		25.00

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

Account Totals 25.00 25.00

<b>N/C</b>	4100	<b>Name</b>	PR&F - GEN - Exp - Elections					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68378	PI	14/11/2023	By-Election Costs		10,216.85		10,216.85	
					<u>10,216.85</u>		<u>10,216.85</u>	

Account Totals 10,216.85 10,216.85

<b>N/C</b>	4170	<b>Name</b>	PR&F - GEN - Exp - PC Support					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68510	PI	14/11/2023	Service Charges - IT		1,024.25		1,024.25	
					<u>1,024.25</u>		<u>1,024.25</u>	

Account Totals 1,024.25 1,024.25

<b>N/C</b>	4190	<b>Name</b>	PR&F - GEN - Exp - Prof. fees/subs					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68430	PI	22/11/2023	SLCC Membership - Amanda		530.00		530.00	
68503	PI	01/11/2023	Sage 50 Accounts/Payroll		287.00		287.00	
					<u>817.00</u>		<u>817.00</u>	

Account Totals 817.00 817.00

<b>N/C</b>	4210	<b>Name</b>	PR&F - GEN - Exp - Stationery/supplies					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68415	PI	17/11/2023	Stationery		16.73		16.73	
68416	PI	17/11/2023	Stationery		7.48		7.48	
68418	PI	24/11/2023	Stationery		12.04		12.04	
68666	PI	07/11/2023	Stationery		46.28		46.28	
68667	PI	21/11/2023	Stationery		93.40		93.40	
68668	PI	28/11/2023	Stationery		31.23		31.23	
					<u>207.16</u>		<u>207.16</u>	

Account Totals 207.16 207.16

<b>N/C</b>	4218	<b>Name</b>	PR&F - GEN - Exp - St Peter's Hall SLA					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68395	PI	27/11/2023	Youth Project		3,750.00		3,750.00	
					<u>3,750.00</u>		<u>3,750.00</u>	

Account Totals 3,750.00 3,750.00

<b>N/C</b>	4220	<b>Name</b>	PR&F - GEN - Exp - Telephone					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68506	PI	07/11/2023	Telephone Maintenance		20.79		20.79	
68507	PI	01/11/2023	Call/Line Rental Charges		85.82		85.82	
					<u>106.61</u>		<u>106.61</u>	

Account Totals 106.61 106.61

<b>N/C</b>	4240	<b>Name</b>	PR&F - GEN - Exp - Youth Project Schemes					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68370	PI	27/11/2023	Youth Project Schemes		2,805.98		2,805.98	
68377	PI	14/11/2023	Hire Community Room		42.00		42.00	
					<u>2,847.98</u>		<u>2,847.98</u>	

Account Totals 2,847.98 2,847.98

<b>N/C</b>	4520	<b>Name</b>	PR&F - GENERAL - Exp - Mayors Allowance					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68362	PI	27/11/2023	Mayoral Allowance		950.00		950.00	
68363	PI	27/11/2023	Deputy Mayor's Allowance		200.00		200.00	
					<u>1,150.00</u>		<u>1,150.00</u>	

Account Totals 1,150.00 1,150.00

<b>N/C</b>	4550	<b>Name</b>	PR&F - GENERAL - Exp - Remembrance Day					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68309	PI	12/11/2023	Security - Remembrance Parade		360.00		360.00	
68403	PI	01/11/2023	Cable Ties		9.52		9.52	



**Yeovil Town Council**  
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68410	PI	10/11/2023	Cable Ties	9.52		9.52
<b>Account Totals</b>				<u>379.04</u>		<u>379.04</u>

<b>N/C</b> 4560		<b>Name</b> PR&F - GENERAL - Exp - Mayors Ball				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68433	PI	27/11/2023	Fun Casino Cancellation Fee	291.67		291.67
<b>Account Totals</b>				<u>291.67</u>		<u>291.67</u>
<b>Department</b>				<u>33,501.30</u>	<u>4,654.70</u>	<u>28,846.60</u>

<b>Dept Number</b> 2		<b>Dept</b> PR & F - GRANTS				
<b>N/C</b> 4720		<b>Name</b> PR&F - GRANTS - Sponsorship Octagon Theatre				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68683	PI	30/11/2023	Sponsorship - Summer School	1,000.00		1,000.00
<b>Account Totals</b>				<u>1,000.00</u>		<u>1,000.00</u>
<b>Department</b>				<u>1,000.00</u>		<u>1,000.00</u>

<b>Dept Number</b> 3		<b>Dept</b> PR & F - SALARIES				
<b>N/C</b> 4800		<b>Name</b> PR&F - SALARIES - Wages/salaries				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68351	JD	27/11/2023	Employers Pension	5,578.19		5,578.19
68352	JD	27/11/2023	Payments	28,385.29		28,385.29
68353	JD	27/11/2023	Employers NIC	3,318.56		3,318.56
68477	JC	27/11/2023	Costs of Democracy		3,030.02	-3,030.02
<b>Account Totals</b>				<u>37,282.04</u>	<u>3,030.02</u>	<u>34,252.02</u>
<b>Department</b>				<u>37,282.04</u>	<u>3,030.02</u>	<u>34,252.02</u>

<b>Dept Number</b> 4		<b>Dept</b> GROUNDS & GENERAL MAINTENANCE				
<b>N/C</b> 7004		<b>Name</b> G&GM - Inc - Rents				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68128	SI	03/11/2023	Allotment rent for the period 03 November		51.36	-51.36
68335	SI	17/11/2023	Allotment rent for the period 17 November		74.19	-74.19
68336	SI	17/11/2023	Allotment rent for the period 17 November		94.49	-94.49
68338	SI	17/11/2023	Allotment rent for the period 17 November		65.45	-65.45
68339	SI	17/11/2023	Allotment rent for the period 17 November		86.34	-86.34
68341	SI	17/11/2023	Allotment rent for the period 17 November		65.84	-65.84
68435	PI	10/11/2023	Refund Allotment Rent	26.93		26.93
<b>Account Totals</b>				<u>26.93</u>	<u>437.67</u>	<u>-410.74</u>

<b>N/C</b> 7005		<b>Name</b> G&GM - Inc - Sales of gates & tap keys				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68129	SI	03/11/2023	Gate key deposit		5.00	-5.00
68337	SI	17/11/2023	Gate key deposit		5.00	-5.00
68340	SI	17/11/2023	Gate key deposit		5.00	-5.00
68342	SI	17/11/2023	Gate key deposit		5.00	-5.00
<b>Account Totals</b>					<u>20.00</u>	<u>-20.00</u>

<b>N/C</b> 7019		<b>Name</b> G&GM - Exp - Allotment Maintenance				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68364	PI	10/11/2023	Allotment Maintenance - May	1,254.71		1,254.71
68365	PI	10/11/2023	Allotment Maintenance - Jun	1,337.21		1,337.21
68366	PI	10/11/2023	Allotment Maintenance - Jul	1,392.21		1,392.21
68367	PI	10/11/2023	Allotment Maintenance - Aug	1,364.71		1,364.71
68368	PI	10/11/2023	Allotment Maintenance - Sep	1,557.21		1,557.21

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68369	PI	10/11/2023	Allotment Maintenance - Oct	1,295.96		1,295.96
68382	PI	27/11/2023	Disposal of Waste	610.00		610.00
68515	PI	01/11/2023	Signs	255.00		255.00
68700	PI	22/11/2023	Materials for Gate Signs	16.82		16.82
68701	PI	27/11/2023	Cable Ties for Signs	2.78		2.78
<b>Account Totals</b>				<u>9,086.61</u>		<u>9,086.61</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>
68489	PI	01/11/2023	Rates	128.00		128.00
68709	PI	15/11/2023	Electricity	229.89		229.89
<b>Account Totals</b>				<u>357.89</u>		<u>357.89</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>
68356	JD	27/11/2023	Employers Pension	662.47		662.47
68357	JD	27/11/2023	Payments	2,970.70		2,970.70
<b>Account Totals</b>				<u>3,633.17</u>		<u>3,633.17</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>
68639	PI	13/11/2023	Electricity	206.42		206.42
<b>Account Totals</b>				<u>206.42</u>		<u>206.42</u>

**N/C** 7100 **Name** G&GM - Exp - Open Spaces: Open spaces -

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68481	PI	21/11/2023	Open Spaces - 3/4 Qtr	100,110.00		100,110.00
<b>Account Totals</b>				<u>100,110.00</u>		<u>100,110.00</u>

**N/C** 7120 **Name** G&GM - Exp - Yew Tree Park - Gate Opening

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68379	PI	17/11/2023	Security	400.00		400.00
<b>Account Totals</b>				<u>400.00</u>		<u>400.00</u>

**N/C** 7210 **Name** G&GM - Exp - Vehicle

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68677	PI	30/11/2023	Fuel	77.51		77.51
<b>Account Totals</b>				<u>77.51</u>		<u>77.51</u>

**N/C** 7220 **Name** G&GM - Exp - Water Charges

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68518	PI	10/11/2023	Water Charges - Milf,StG,Gold,EF & NT	1,560.59		1,560.59
68519	PI	10/11/2023	Water Charges - Hillcrest	134.97		134.97
68520	PI	10/11/2023	Water Charges - Rusty & TBL	306.26		306.26
68670	PI	24/11/2023	Water Charges - Goar Knap	239.35		239.35
<b>Account Totals</b>				<u>2,241.17</u>		<u>2,241.17</u>

<b>Department</b>	<u>116,139.70</u>	<u>457.67</u>	<u>115,682.03</u>
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**Dept Number** 5 **Dept** BUILDING & CIVIC MATTERS

**N/C** 6005 **Name** B&CM - Inc - Milford Hall Hire Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68126	SI	03/11/2023	Hall Hire Fees		72.00	-72.00
68127	SI	03/11/2023	Hall Hire Fees		12.50	-12.50
68133	SI	03/11/2023	Hall Hire Fees		36.00	-36.00

**Nominal Departmental Analysis (Detailed)**

68134	SI	03/11/2023	Hall Hire Fees	12.50	-12.50
68135	SI	03/11/2023	Hall Hire Fees	27.00	-27.00
68136	SI	03/11/2023	Hall Hire Fees	12.50	-12.50
68183	SI	07/11/2023	Hall Hire Fees	36.00	-36.00
68184	SI	07/11/2023	Hall Hire Fees	12.50	-12.50
68303	SI	10/11/2023	Hall Hire Fees	27.00	-27.00
68304	SI	10/11/2023	Hall Hire Fees	12.50	-12.50
68330	SI	14/11/2023	Hall Hire Fees	27.00	-27.00
68331	SI	14/11/2023	Hall Hire Fees	12.50	-12.50
68333	SI	15/11/2023	Hall Hire Fees	45.00	-45.00
68343	SI	20/11/2023	Hall Hire Fees	27.00	-27.00
68344	SI	20/11/2023	Hall Hire Fees	12.50	-12.50
68345	SI	20/11/2023	Hall Hire Fees	36.00	-36.00
68346	SI	20/11/2023	Hall Hire Fees	12.50	-12.50
68358	SI	23/11/2023	Hall Hire Fees	9.00	-9.00
68359	SI	23/11/2023	Admin Fee Charge	9.00	-9.00
68360	SI	27/11/2023	Hall Hire Fees	81.00	-81.00
68361	SI	27/11/2023	Hall Hire Fees	12.50	-12.50
68371	SI	28/11/2023	Hall Hire Fees	27.00	-27.00
68372	SI	28/11/2023	Hall Hire Fees	12.50	-12.50
68380	SI	28/11/2023	Hall Hire Fees	36.00	-36.00
68381	SI	28/11/2023	Hall Hire Fees	12.50	-12.50
68405	SI	30/11/2023	Hall Hire Fees	32.00	-32.00
68406	SI	30/11/2023	Hall Hire Fees	32.00	-32.00
68407	SI	30/11/2023	Hall Hire Fees	96.00	-96.00
68414	SI	28/11/2023	Hall Hire Fees	24.00	-24.00
68419	SI	30/11/2023	Hall Hire Fees	96.00	-96.00
68420	SI	30/11/2023	Hall Hire Fees	40.00	-40.00
68426	SI	28/11/2023	Hall Hire Fees	45.00	-45.00
68427	SI	28/11/2023	Hall Hire Fees	12.50	-12.50
68470	SI	30/11/2023	Hall Hire Fees	128.00	-128.00
68471	SI	30/11/2023	Hall Hire Fees	200.00	-200.00
68472	SI	29/11/2023	Hall Hire Fees	18.00	-18.00
68620	SI	24/11/2023	Milford Hall Hire Fees - December 2023	1,333.33	-1,333.33
68621	SI	24/11/2023	Cleaning Fee (Purchase Order No 800042390)	172.25	-172.25
68628	BR	27/11/2023	Deposit Fee	140.00	-140.00
68632	BR	29/11/2023	Deposit Fee	140.00	-140.00

**Account Totals**

3,141.58      -3,141.58

**N/C**      6030      **Name**      B&CM - Exp - Community Safety

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68373	PI	08/11/2023	Ranger Labour (SIDS)	47.58		47.58

**Account Totals**

47.58      47.58

**N/C**      6080      **Name**      B&CM - Exp - Monmouth Hall

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68354	JD	27/11/2023	Payments	2,621.02		2,621.02
68478	JC	27/11/2023	Caretaker		2,621.02	-2,621.02

**Account Totals**

2,621.02      2,621.02

**N/C**      6090      **Name**      B&CM - Exp - Milford Hall

<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68390	PI	09/11/2023	Electrical Repairs	55.00		55.00
68408	PI	03/11/2023	Paper Towels	20.93		20.93
68412	PI	11/11/2023	Wall Clock	14.57		14.57
68417	PI	17/11/2023	Cleaning Materials	13.32		13.32
68434	PI	13/11/2023	Feasibility Assessment for Solar	50.00		50.00
68479	JD	27/11/2023	Caretaker	2,126.60		2,126.60
68487	PI	01/11/2023	Rates	563.00		563.00
68517	PI	15/11/2023	Signs	35.00		35.00
68521	PI	09/11/2023	Water Charges	502.23		502.23
68672	PI	22/11/2023	Internet	28.85		28.85

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

68681	PI	28/11/2023	Repairs to Roof	440.00		440.00
68685	PI	30/11/2023	Lease - Family Time Team	1,150.00		1,150.00
68696	PI	02/11/2023	Expanding Foam Filler	12.90		12.90
68697	PI	08/11/2023	Double Sided Jabsaw	20.81		20.81
68698	PI	14/11/2023	Tree Stump Killer	6.67		6.67
<b>Account Totals</b>				<b>5,039.88</b>		<b>5,039.88</b>

<b>N/C</b>		6100	<b>Name</b>		B&CM - Exp - Public Toilets Peter St		
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68383	PI	02/11/2023	Foot Patrols	640.00		640.00	
68386	PI	02/11/2023	Foot Patrols	640.00		640.00	
68522	PI	08/11/2023	Electricity	234.20		234.20	
68669	PI	01/11/2023	Water Charges	68.03		68.03	
68691	PI	30/11/2023	Cleaning	615.19		615.19	
<b>Account Totals</b>				<b>2,197.42</b>		<b>2,197.42</b>	

<b>N/C</b>		6102	<b>Name</b>		B&CM - Exp - Public Toilets Petters Way		
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68384	PI	02/11/2023	Foot Patrols	640.00		640.00	
68387	PI	02/11/2023	Foot Patrols	640.00		640.00	
68391	PI	09/11/2023	Electrical Repairs	132.40		132.40	
68674	PI	30/11/2023	Water Hygiene Service	222.25		222.25	
68699	PI	22/11/2023	Bolts & Screws	10.63		10.63	
68703	PI	28/11/2023	Drain Unblocker	8.73		8.73	
<b>Account Totals</b>				<b>1,654.01</b>		<b>1,654.01</b>	

<b>N/C</b>		6110	<b>Name</b>		B&CM - Exp - Public Noticeboards		
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68436	PI	23/11/2023	Erecting Noticeboards	1,700.00		1,700.00	
68702	PI	28/11/2023	Materials	30.87		30.87	
<b>Account Totals</b>				<b>1,730.87</b>		<b>1,730.87</b>	

<b>N/C</b>		6190	<b>Name</b>		B&CM - Exp - Town House - Business Rates		
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68488	PI	01/11/2023	Rates	1,105.00		1,105.00	
<b>Account Totals</b>				<b>1,105.00</b>		<b>1,105.00</b>	

<b>N/C</b>		6200	<b>Name</b>		B&CM - Exp - Town House - (excluding services)		
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68402	PI	01/11/2023	Cleaning Materials	11.14		11.14	
68404	PI	02/11/2023	Cleaning Materials	4.38		4.38	
68411	PI	11/11/2023	Refreshments	6.08		6.08	
68413	PI	16/11/2023	Cleaning Materials	14.16		14.16	
68480	JD	27/11/2023	Cleaner	494.42		494.42	
68705	PI	30/11/2023	Waste Disposal	98.02		98.02	
<b>Account Totals</b>				<b>628.20</b>		<b>628.20</b>	

<b>N/C</b>		6210	<b>Name</b>		B&CM - Exp - Town House - Electricity		
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68504	PI	02/11/2023	Electricity	103.33		103.33	
<b>Account Totals</b>				<b>103.33</b>		<b>103.33</b>	

<b>N/C</b>		6212	<b>Name</b>		B&CM - Exp - Town House - Gas		
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
68505	PI	03/11/2023	Gas	46.28		46.28	
<b>Account Totals</b>				<b>46.28</b>		<b>46.28</b>	

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

<b>N/C</b>	6214	<b>Name</b>	B&CM - Exp - Town House - Maintenance			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68389	PI	06/11/2023	Lighting Upgrade	2,344.85		2,344.85
68392	PI	13/11/2023	Electrical Repairs	64.00		64.00
68437	PI	22/11/2023	Plumbing Repair	302.25		302.25
68516	PI	07/11/2023	Disposal of Glass	132.92		132.92
<b>Account Totals</b>				<u>2,844.02</u>		<u>2,844.02</u>

<b>N/C</b>	6250	<b>Name</b>	B&CM - Exp - Town House - Water Charges			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68671	PI	08/11/2023	Water Charges	134.26		134.26
<b>Account Totals</b>				<u>134.26</u>		<u>134.26</u>

<b>N/C</b>	6300	<b>Name</b>	B&CM - Exp - Remembrance Sunday Video			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68396	PI	13/11/2023	Signs/Marshalling	648.80		648.80
<b>Account Totals</b>				<u>648.80</u>		<u>648.80</u>
<b>Department</b>				<u>18,800.67</u>	<u>5,762.60</u>	<u>13,038.07</u>

**Dept Number** 8                      **Dept**      JOINT BURIAL FUND

<b>N/C</b>	7520	<b>Name</b>	Joint Burial Fund - Expenditure			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68484	PI	23/11/2023	Cemetery Deficit - 1/2 Half	37,668.00		37,668.00
<b>Account Totals</b>				<u>37,668.00</u>		<u>37,668.00</u>
<b>Department</b>				<u>37,668.00</u>		<u>37,668.00</u>

**Dept Number** 11                      **Dept**      PROMOTIONS & ACTIVITIES

<b>N/C</b>	5550	<b>Name</b>	P&A - Exp - Christmas Lights Switch-On Event			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68424	PI	22/11/2023	Refreshments	7.65		7.65
<b>Account Totals</b>				<u>7.65</u>		<u>7.65</u>

<b>N/C</b>	5620	<b>Name</b>	P&A - Exp - Open Spaces: YIB Officer			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68483	PI	21/11/2023	YIB Officer Costs - 3/4 Qtr	18,600.00		18,600.00
<b>Account Totals</b>				<u>18,600.00</u>		<u>18,600.00</u>

<b>N/C</b>	5630	<b>Name</b>	P&A - Exp - Open Spaces: Yeovil in Bloom			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68482	PI	21/11/2023	YIB Working Budget - 3/4 Qtr	12,330.00		12,330.00
<b>Account Totals</b>				<u>12,330.00</u>		<u>12,330.00</u>

<b>N/C</b>	5640	<b>Name</b>	P&A - Exp - Yeovil Celebrates			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68397	PI	13/11/2023	Staging Deposit	12,490.00		12,490.00
<b>Account Totals</b>				<u>12,490.00</u>		<u>12,490.00</u>
<b>Department</b>				<u>43,427.65</u>		<u>43,427.65</u>
<b>Grand Totals</b>				<u>287,819.36</u>	<u>13,904.99</u>	<u>273,914.37</u>

**11/170 2023/24 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> DECEMBER 2023 (MONTH 1 – 9)**

**Purpose of Report**

The purpose of this report is to provide Members with the current projections of the expected spending and income against the Council’s approved budget for the financial year 2023/24, and to explain significant variances against budget.

**Background**

The 2023/24 budget was approved by Town Council on 24<sup>th</sup> January 2023.

<b>Committee</b>	<b>£</b>
Policy, Resources and Finance	577,806
Buildings and Civic Matters	231,720
Grounds and General Maintenance	281,370
Planning	1,000
Promotions and Activities	183,780
<b>Total Committees Budget</b>	<b>1,260,367</b>
Joint Burial Committee	75,336
<b>Total Budget Requirement</b>	<b>1,335,693</b>

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

**Summary of expected spending and income against budget**

The projected position as at 31<sup>st</sup> March 2024 is **£1,231,387** against the budget of **£1,260,357** shows an **underspend of £28,970 (2.3%)**. This is summarised within Appendix A of this report. The detail and the significant variances is highlighted within Appendix B.

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

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

## Appendix A

### Yeovil Town Council - 2023/24 Budget Monitoring (Month 1 to Month 9)

Committee	2022/23			2023/24		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/23	Variance	Annual Budget	Expected Total at 31/03/24	Variance
<b>Policy Resources and Finance</b>						
Expenditure	508,176	450,443	57,733	566,737	539,483	27,254
Income	(2,750)	(19,580)	16,830	(4,250)	(56,228)	51,978
<b>Net Expenditure</b>	<b>505,426</b>	<b>430,863</b>	<b>74,563</b>	<b>562,487</b>	<b>483,254</b>	<b>79,233</b>
<b>Buildings and Civic Matters</b>						
Expenditure	279,820	260,739	19,081	258,720	312,120	(53,400)
Income	(27,000)	(31,477)	4,477	(27,000)	(28,400)	1,400
<b>Net Expenditure</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>	<b>231,720</b>	<b>283,720</b>	<b>(52,000)</b>
<b>Grounds and General Maintenance</b>						
Expenditure	360,760	352,316	8,444	303,560	312,426	(8,866)
Income	(20,990)	(26,350)	5,360	(22,190)	(26,875)	4,685
<b>Net Expenditure</b>	<b>339,770</b>	<b>325,966</b>	<b>13,804</b>	<b>281,370</b>	<b>285,550</b>	<b>(4,180)</b>
<b>Planning</b>						
Expenditure	1,000	0	1,000	1,000	0	1,000
Income	0	0	0	0	0	0
<b>Net Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>
<b>Promotions and Activities Committee</b>						
Expenditure	101,040	149,061	(48,021)	183,780	178,862	4,918
Income	0	(2,000)	2,000	0	0	0
<b>Net Expenditure</b>	<b>101,040</b>	<b>147,061</b>	<b>(46,021)</b>	<b>183,780</b>	<b>178,862</b>	<b>4,918</b>
<b>Total Yeovil Town Council</b>						
Expenditure	1,250,796	1,212,560	38,236	1,313,797	1,342,890	(29,093)
Income	(50,740)	(79,407)	28,667	(53,440)	(111,504)	58,064
<b>Net Expenditure</b>	<b>1,200,056</b>	<b>1,133,153</b>	<b>66,903</b>	<b>1,260,357</b>	<b>1,231,387</b>	<b>28,970</b>

## Appendix B

Policy, Resources & Finance Committee								
	2022/23			2023/24				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 -9 spent 31/12/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Advertising	500	645	(145)	500	180	300	200	
Audit fees	3,610	2,950	660	3,930	1,171	3,200	730	
Books/periodicals	240	385	(145)	240	0	400	(160)	
Carbon Management	25,000	25,000	0	25,000	0	25,000	0	
Contingencies	57,146	3,390	53,756	60,017	3,482	10,000	50,017	Hire of Baptist Church (£545); Hire of Westlands for Town Council meeting (£500); Binding of agendas/minutes (£264)
Cost of Elections	5,500	6,162	(662)	5,500	10,217	25,000	(19,500)	By elections x2 +annual payment into reserve
Costs of Democracy	29,600	28,856	744	30,000	21,921	30,000	0	
Courses/conferences	5,000	1,518	3,482	5,000	85	3,000	2,000	
Franking Machine	500	333	167	500	361	500	0	
Furniture, office equipment & servicing	4,000	3,289	711	4,000	1,966	3,500	500	
Grants	7,000	12,900	(5,900)	10,000	1,000	10,000	0	
Insurance	6,000	10,629	(4,629)	7,200	0	0	7,200	Insurance for 2023/24 paid in 2022/23
Mayoral allowance	10,480	5,579	4,901	11,400	4,205	8,000	3,400	Mayor in 2023 paid back £2,094.92 which was not spent. Likely that the Mayor in this year will not spend all Mayoral allowance
Miscellaneous	0	608	(608)	0	449	500	(500)	
New Initiatives Fund	15,000	0	15,000	15,000	0	15,000	0	£5,000 Drop Kerbs
PC Support	13,000	12,684	316	14,100	8,255	14,100	0	
Postage	2,000	2,244	(244)	2,000	700	1,500	500	
Prof. fees/subs	7,500	10,590	(3,090)	8,000	6,924	10,590	(2,590)	
Salaries	267,500	277,178	(9,678)	300,000	230,060	300,000	0	
Ski Centre	500	24	476	500	10,331	11,500	(11,000)	Regular foot patrols - look out for homeless and other anti-social behaviour. Site clear up
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	0	1,000	0	
Stationery/supplies	2,000	1,129	871	2,000	828	1,000	1,000	
Telephone	2,500	2,971	(471)	2,500	1,498	2,200	300	
Treasury Management	0	0	0	0	8,000	8,000	(8,000)	Treasury Management Advisors contracted (agreed 30/05/23)
Website	0	0	0	750	0	750	0	
Youth Council	2,000	2,000	0	2,000	0	2,000	0	
Youth Services - YMCA	40,600	33,280	7,320	40,600	25,443	37,443	3,157	
Youth Services - Youth Drop In	0	3,750	(3,750)	15,000	11,250	15,000	0	
<b>Total Expenditure</b>	<b>508,176</b>	<b>449,093</b>	<b>59,083</b>	<b>566,737</b>	<b>348,326</b>	<b>539,483</b>	<b>27,254</b>	
<b>INCOME</b>								
Investment Interest	(500)	(16,587)	16,087	(2,000)	(38,984)	(53,168)	51,168	Interest rates increasing
Community Infrastructure Levy	0	(669)	669	0	(578)	(578)	578	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(816)	(816)	(434)	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	(1,667)	(1,667)	667	
<b>Total Income</b>	<b>(2,750)</b>	<b>(19,580)</b>	<b>16,830</b>	<b>(4,250)</b>	<b>(42,044)</b>	<b>(56,228)</b>	<b>51,978</b>	
<b>Net Expenditure</b>	<b>505,426</b>	<b>429,513</b>	<b>75,913</b>	<b>562,487</b>	<b>306,282</b>	<b>483,254</b>	<b>79,233</b>	



## Grounds and General Maintenance Committee

	2022/23			2023/24				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -9 spent 31/12/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Allotment Maintenance	9,570	12,778	(3,208)	13,800	20,460	20,460	(6,660)	Tree Surveys (£930); Tree work (£720); Strucural Survey Sheds (£600); Repairs to walkways at Elizabeth Flats (£3,796); Treeworks (£3,690)
Allotments - Fence Repairs	2,000	2,000	0	2,000	11	2,000	0	
Best Kept Allotments Competition	250	262	(12)	250	325	325	(75)	
Community Heritage Officer	10,000	10,000	0	10,000	0	10,000	0	
Electric Van	8,000	0	8,000	8,000	0	8,000	0	
Goar Knap - Building	2,000	2,096	(96)	2,200	1,599	1,900	300	
Holiday Playscheme contribution	9,640	9,640	0	10,490	5,245	10,490	0	
Labour	27,580	26,817	763	32,000	22,195	30,000	2,000	
Leases	350	335	15	350	0	350	0	
Materials and equipment	1,870	3,976	(2,106)	1,870	2,994	3,992	(2,122)	
<b>Open spaces:</b>								
Lights for Milford Park	400	0	400	400	0	0	400	
Open Spaces	133,480	133,480	0	133,480	100,110	133,480	0	
Play and Landscape Officers	13,200	13,200	0	14,360	7,180	14,360	0	
Play Area Repairs/Enhancements	12,940	12,940	0	14,080	7,040	14,080	0	
Play Area Upgrade	2,830	2,830	0	3,080	1,540	3,080	0	
Playpark Programme	30,000	30,000	0	10,000	0	10,000	0	
Skateparks	50,000	50,000	0	0	0	0	0	
Door Step Green	7,000	712	6,288	7,000	1,040	7,000	0	
Country Park	32,700	32,700	0	32,700	16,350	32,700	0	
Yew Tree Park - Gate Opening	2,200	2,394	(194)	2,400	3,016	3,416	(1,016)	Service to stop on 31/12/23
Protective Clothing	200	49	151	100	86	100	0	
Vehicle	1,350	1,722	(372)	1,800	1,076	1,300	500	Fuel prices, van getting older
Water charges	1,000	2,184	(1,184)	1,000	4,558	3,193	(2,193)	
Water Mains Refurbishment/Repairs	2,200	2,200	0	2,200	0	2,200	0	
<b>Total Expenditure</b>	<b>360,760</b>	<b>352,316</b>	<b>8,444</b>	<b>303,560</b>	<b>194,825</b>	<b>312,426</b>	<b>(8,866)</b>	
<b>INCOME</b>								
Taps & keys	(100)	(158)	58	(100)	(147)	(135)	35	
Contribution towards cost of Elizabeth Flats works	0	(2,956)	2,956	0	0	0	0	Invoice raised but not yet paid.
Access & Easements	0	0	0	0	0	0	0	
Rent	(17,800)	(18,625)	825	(18,500)	(21,367)	(21,367)	2,867	
Lease	(2,090)	(2,088)	(2)	(2,090)	(1,044)	(2,088)	(2)	
Water Charge	(1,000)	(2,523)	1,523	(1,500)	(3,285)	(3,285)	1,785	
<b>Total Income</b>	<b>(20,990)</b>	<b>(26,350)</b>	<b>5,360</b>	<b>(22,190)</b>	<b>(25,844)</b>	<b>(26,875)</b>	<b>4,685</b>	
<b>Net Expenditure</b>	<b>339,770</b>	<b>325,966</b>	<b>13,804</b>	<b>281,370</b>	<b>168,982</b>	<b>285,550</b>	<b>(4,180)</b>	

## Buildings & Civic Matters Committee

	2022/23			2023/24				Notes
	2022/23	Actual	(Over)/	Budget	Month 1 -9	Full year	Estimated	
	£	£	Under		spent	estimated	(over) /	
			£		31/12/2023	spend to	under	
						31/03/2024	spend	
							£	
<b>EXPENDITURE</b>								
Band Costs	3,500	3,500	0	3,500	0	3,500	0	
CCTV	32,490	32,490	0	32,490	0	32,490	0	
Changing Places	5,000	0	5,000	0	0	0	0	
Community safety	17,500	17,500	0	17,500	476	17,500	0	Ranger - moving SIDS
Defibrillator	10,500	16,206	(5,706)	11,500	11,278	12,720	(1,220)	
Finger Post Restoration	0	0	0	0	0	925	(925)	
Litter/Grit bins	700	166	534	700	0	150	550	
Milford Hall - Business Rates	5,200	5,364	(164)	5,370	5,069	5,632	(262)	
Milford Hall - Running Costs	20,000	43,098	(23,098)	22,000	50,665	58,402	(36,402)	Electricity prices increase - investigating consumption
Milford Hall - Security	3,000	2,730	270	3,000	756	966	2,034	
Milford Hall - SSDC Recharges	10,000	5,144	4,856	10,000	0	0	10,000	
Milford Hall Refurbishments	20,000	2,210	17,790	0	0	0	0	
Millennium Clock	520	1,722	(1,202)	570	1,100	1,420	(850)	Survey of millenium clock (£1,100),
Monmouth Hall Business Rates	0	1,075	(1,075)	0	0	0	0	
Monmouth Hall refurbishment	60,000	58,681	1,319	60,000	43	60,000	0	Purchase of chain and padlock
PA System	500	577	(77)	620	848	848	(228)	
Public noticeboards	500	42	458	1,000	14,913	12,430	(11,430)	Agreed BCM 18/07/23 and PR&F 25/07/23
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,000	8,388	(1,388)	7,500	5,284	7,926	(426)	
Peter Street Public Toilet - Security	5,200	5,783	(583)	5,660	6,178	8,098	(2,438)	Price increase - £418 from March 2023
Peter Street Public Toilet - Business Rates	3,200	0	3,200	0	0	0	0	Budget no longer required, public conveniences exempt from Business Rates
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	5,553	1,567	9,250	6,018	8,500	750	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	10,545	855	12,900	5,201	10,402	2,498	
Petters Way Public Toilet - Security	5,000	5,781	(781)	5,440	6,178	8,098	(2,658)	Price increase - £418 from March 2023
Petters Way Public Toilet - Business Rates	2,650	0	2,650	0	0	0	0	Budget no longer required, public conveniences exempt from Business Rates
Petters Way Public Toilet - Other Running costs (repairs)	2,030	3,841	(1,811)	2,210	2,300	3,067	(857)	
Regalia	2,000	3,781	(1,781)	2,000	54	2,000	0	Moved from PR&F
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	No Sports Development Officer currently at SSDC
Remembrance Sunday	1,500	0	1,500	1,500	921	1,300	200	
St Georges Day Parade	300	0	300	200	200	200	0	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	
Town House - CCTV Reserve	500	500	0	500	0	500	0	
Town House - business rates	10,400	9,606	794	10,400	9,942	11,047	(647)	
Town House - electricity	1,600	1,540	60	2,400	1,154	2,000	400	
Town House - gas	2,200	2,160	40	2,200	844	2,200	0	
Town House - repairs and maintenance	10,000	6,027	3,973	10,000	30,026	32,000	(22,000)	Boarding out of attic and structural work. Replacement of Gas Boiler and heating. Painting of Railings
Town House - water charges	400	177	223	400	217	300	100	
Town House (excluding services)	7,000	5,802	1,198	7,000	3,832	5,500	1,500	
War memorials	750	750	0	750	1,100	2,000	(1,250)	Survey of war memorial (£1,100),
<b>Total Expenditure</b>	<b>279,820</b>	<b>260,739</b>	<b>19,081</b>	<b>258,720</b>	<b>164,596</b>	<b>312,120</b>	<b>(53,400)</b>	
<b>INCOME</b>								
Defibrillator Contribution	0	(5,706)	5,706	0	(1,220)	(1,220)	1,220	Contributions for external sources
Insurance Claim - Regalia	0	(1,668)	1,668	0	0	0	0	
Milford Hall	(26,000)	(24,102)	(1,898)	(26,000)	(20,324)	(26,000)	0	Awaiting finalising of lease with FTS
Notice Board Contribution	0	0	0	0	(1,180)	(1,180)	1,180	
Town House	(1,000)	0	(1,000)	(1,000)	0	0	(1,000)	Yeovil Without
<b>Total Income</b>	<b>(27,000)</b>	<b>(31,477)</b>	<b>4,477</b>	<b>(27,000)</b>	<b>(22,724)</b>	<b>(28,400)</b>	<b>1,400</b>	
<b>Net Expenditure</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>	<b>231,720</b>	<b>141,872</b>	<b>283,720</b>	<b>(52,000)</b>	

## Planning Committee

	2022/23			2023/24				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -9 spent 31/12/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Planning	1,000	0	1,000	1,000	0	0	1,000	
<b>Total Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	
<b>INCOME</b>								
	0	0	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	

## Promotions & Activities Committee

	2022/23			2022/23				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -9 spent 31/12/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
<b>EXPENDITURE</b>								
Christmas Lights	23,500	16,217	7,283	28,000	12,859	28,000	0	
Christmas Lights Competition	30	0	30	30	0	0	30	
Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	20,000	8,347	20,000	0	
Christmas Lights Switch On	500	0	500	0	0	0	0	
Christmas Lights Switch On Event	0	0	0	1,000	2,008	2,008	(1,008)	
Customised souvenirs	650	650	0	650	0	650	0	
Eats:Festival	5,000	4,550	450	5,000	3,475	3,475	1,525	
Love Yeovil	1,000	500	500	1,000	0	1,000	0	
Resourcing VE Day Celebrations	0	40,492	(40,492)	0	0	0	0	
Resourcing Yeovil Celebrates...	0	20,587	0	70,000	57,385	70,000	0	
Queen's Jubilee Beacon Lighting Event	0	2,700	0	0	0	0	0	Funded From Contingency
Super Saturday	7,000	4,308	2,692	7,000	4,499	4,499	2,501	
Town Crier	1,070	0	1,070	1,170	1,230	1,300	(130)	
Yeovil Art Space (SLA)	0	0	0	5,000	5,000	5,000	0	
Yeovil in Bloom Officers	24,800	24,800	0	24,800	18,600	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,446	(6)	16,440	12,330	16,440	0	
Yeovil Open Town Crier Competition	1,550	1,447	103	1,690	0	1,690	0	
Yeovil Together	2,000	2,000	0	2,000	0	0	2,000	SLA in place from next year onwards
<b>Total Expenditure</b>	<b>101,040</b>	<b>149,062</b>	<b>(24,735)</b>	<b>183,780</b>	<b>125,733</b>	<b>178,862</b>	<b>2,918</b>	
<b>INCOME</b>								
Yeovil Celebrates	0	0	0	0	(2,321)	(2,321)	2,321	
Queen's Platinum Jubilee Contribution	0	(2,000)	2,000	0	0	0	0	
Souvenirs	0	0	0	0	0	0	0	
Super Saturday	0	0	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>101,040</b>	<b>149,062</b>	<b>(24,735)</b>	<b>183,780</b>	<b>125,733</b>	<b>178,862</b>	<b>2,918</b>	

## 11/171 **INSURANCE**

In 2021, Yeovil Town Council undertook a procurement exercise for its insurance provision.

On 1<sup>st</sup> April 2021, Yeovil Town Council entered a 3-year agreement with Zurich. Ordinarily, the Council would have looked to undertake another procurement exercise.

The procurement exercise is a lengthy task which involves assessing all of the Council's assets and functions. At this point in time, the Council are not in a position to provide all this information due to asset and service devolution. It makes sense to roll the existing provision over for another year, adding the additional assets and services if and when required. The full procurement exercise will take place in January – March 2025, to enter into a contract with the agreed insurance provider from 1<sup>st</sup> April 2025.

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

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

# YEOVIL TOWN COUNCIL



## RISK STRATEGY

### 1. Introduction

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

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

### 2. Risk Management Strategy

Yeovil Town Council is committed to identifying and managing risks by taking the necessary actions to ensure that risks are maintained at an acceptable level

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

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

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

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

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

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

### 3. Assessment of Risk

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

#### Likelihood

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

#### Impact

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





## 5. Risk Register

Ref	Risk	Impact	Likelihood	Level	Controls	Review	Responsibility
<b>ASSETS</b>							
1	Protection of physical assets	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with the Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by <b>Somerset County</b> on a weekly basis. Yeovil Cemetery is checked and maintained by the Cemetery workforce <b>via a Service Level Agreement</b> . Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee to update cover.	January 2025	Town Clerk/ Relevant Committees
2	Security for vulnerable buildings, amenities or equipment	3	2	Medium	Appropriate security devices are fitted to all of the Council's buildings and linked as necessary to a central control station. CCTV at both Milford Hall and Town House. Atlas Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter the back offices of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports are made for all	January 2025	Town Clerk/ Relevant Committees

						breaches of security to Avon and Somerset Constabulary and recorded with Yeovil Crime Reduction Team.			
3	Maintenance for vulnerable buildings, amenities or equipment	3	2	Medium	All premises are mostly maintained within the approved budget with one-off expenditure for urgent works covered by contingencies. Maintenance is undertaken in-house where possible and external contractors used as required. A preferred list of suppliers is maintained. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis.	January 2025	Town Clerk/ Relevant Committees		
4	Provision of amenities/facilities for local community groups	3	2	Medium	The council has approved the hire of Milford Community Hall, and the Town House on an hourly charge basis. Conditions of hire have been reviewed that will assist in safeguarding the Council's assets.	January 2025	Town Clerk/ Relevant Committees		
5	Security and safety of defibrillators	4	1	Medium	Monthly visual checks carried out on all defibrillator cabinets. Defibrillators connect via 3G and will send warnings if there are any problems with the defibrillator. Defibrillators registered with the Circuit which sends notifications if the defibrillator is accessed. Agreements are in place with hosts to report any damage or issues.	January 2025	Town Clerk / BCM		
<b>FINANCE</b>									
6	Banking arrangements	2	1	Low	Reviewed periodically by Policy, Resources and Finance Committee. All cheques require two Members' signatures. Suppliers paid by BACS where appropriate. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. The Policy, Resources and Finance Committee review all payments and income following their consideration by the service committees.	January 2025	Town Clerk / PR&F		

7	Protection of Investments	2	1	Low	An investment register is reviewed on a monthly basis. There is a 3-year contract with Arlingclose who provide investment advice which monitors the security of any investment/counterparty.	January 2025	Town Clerk / PR&F
8	Consequential loss of income	2	1	Low	Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to the cloud. IT support quickly accessed and data can be restored if/when appropriate.	January 2025	Town Clerk / PR&F
9	Loss of cash through theft or dishonesty	1	1	Low	Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and segregation of duty for all non-cash payments made. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. Bank Reconciliations conducted on a monthly basis.	January 2025	Town Clerk / PR&F
10	Financial controls and records	3	1	Medium	Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit.	January 2025	Town Clerk / PR&F
11	Comply with HMRC Regulations	2	1	Low	VAT payments and claims calculated by Finance Officer and checked by RFO. Internal and external auditor to provide assurance.	January 2025	Town Clerk / PR&F
12	Sound budgeting to underlie annual precept	3	2	Medium	Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Policy, Resources and Finance Committee recommend budget to Council. Expenditure against budget reported to Policy, Resources and Finance Committee on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year.	January 2025	Town Clerk / PR&F

13	Complying with borrowing restrictions	1	1	1	Low	<b>Reviewed when any new borrowing becomes likely.</b>	January 2025	Town Clerk / PR&F
14	Ensuring robustness of insurance providers	4	1	1	Medium	The Council currently insures with Zurich Municipal on a 3-year basis. A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered. Insurance company informed of any additions and disposals.	January 2025	Town Clerk / PR&F
15	Clear statements of management responsibility for each service	2	1	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resource and Finance Committee have delegated management responsibility for their own budget. Expenditure and income reported to each committee meeting with an Outturn report at the end of the financial year.	January 2025	Town Clerk / PR&F
16	Inappropriate use of Procurement Card	2	1	1	Low	There is one procurement card which is the responsibility of; and kept secure by the Town Clerk. Records are kept and reconciled with the statement on a monthly basis. Credit limit £2,000.	January 2025	Town Clerk / PR&F
<b>PROCUREMENT</b>								
17	Awarding of contracts for services and the purchase of capital equipment	3	1	1	Medium	The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications.	January 2025	Town Clerk / PR&F
18	Professional services and contractors	3	1	1	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due	January 2025	Town Clerk/ Relevant Committees

							diligence is given where the number of prospective contractors are limited		
<b>LIABILITY</b>									
19	Risk of damage to third party property or individuals/Legal liability	3	2	Medium	Public Liability Insurance £15 million – covering personal accident liability for employees and members. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added.	January 2025	Town Clerk/ Relevant Committees		
20	Legal liability as consequence of assets ownership (especially burial ground, playgrounds etc.)	4	2	High	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Open spaces checked regularly by Somerset Council. Playground equipment is checked and maintained independently by Somerset County on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce.	January 2025	Town Clerk/ Relevant Committees		
21	Events (Super Saturdays, 2-day event, Town Criers Competition, Remembrance Sunday)	2	3	Medium	Operation Risk and event plans carried out for Council Events.	January 2025	Deputy Town Clerk (SF)/ P&A/ BCM		
<b>EMPLOYER LIABILITY</b>									
22	Comply with Employment Law	1	2	Low	Yeovil Town Council is member of SALC. Town Clerk is a member of SLCC. Subscription to South West Councils. Policies reviewed and updated as necessary. Regular meetings of Staffing Committee.	January 2025	Town Clerk / PR&F		
23	Comply with Inland Revenue requirements	2	1	Low	Sage Payroll software which is IR compliant is used. Internal and External auditor carry out checks.	January 2025	Town Clerk / PR&F		

24	Safety of Staff and visitors	2	1	Low	Visitors book to sign in and out. Camera fitted at front desk of Town House. Regular risk assessments. Advice sought and actioned from Police and Yeovil Crime Reduction Team regarding maintaining the safety of all.	January 2025	Town Clerk / Council
25	Recognise and accepts responsibility as employer	3	2	Medium	Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate. Regular meetings of Staffing Committee.	January 2025	Town Clerk / Council
26	Facilities Officer Safety	2	2	Medium	Lone working policy that all staff members are aware of. Key duties risk assessed.	January 2025	Town Clerk / Council
27	Remote working health and well-being	2	2	Medium	The Council does not allow routine working from home. Any remote working needs to be agreed with the Town Clerk with regular check-ins with those working remotely.	January 2025	Town Clerk / PR&F
28	Protection of staff against malicious behaviour (both online and offline)	3	2	Medium	Dignity at Work Policy available. Notices on Facebook and within office that Yeovil Town Council will not tolerate bullying or harassment of any of its employees, officials, members, contractors, visitors to the council or members of the public from the community. Any malicious behaviour reported to the police or other agency as appropriate.	January 2025	Town Clerk / PR&F
<b>STAFFING</b>							
29	Staff Cover	3	2	Medium	All key duties can be covered. Annual Leave is coordinated to ensure the office can be covered at all times. If the office can not be covered, the office is closed to the public with notifications given on Facebook and the Notice Board outside Town House.	January 2025	Town Clerk / PR&F
30	Staff Retention	3	2	Medium	A learning and developmental organisation.	January 2025	Town Clerk / PR&F
<b>LEGAL LIABILITY</b>							
31	Ensuring activities are within legal powers	3	1	Medium	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence.	January 2025	Town Clerk / PR&F

32	Proper and timely reporting via the Minutes	1	1	Low	Council meets regularly, committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting. Minutes are made available to the press and public.	January 2025	Town Clerk / PR&F
33	Proper document control	2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2025	Town Clerk / PR&F
34	Breach of personal data	3	2	Medium	Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so.	January 2025	Town Clerk / PR&F
<b>COUNCIL PROPRIETY</b>							
35	Register of Interests and gifts and hospitality in place	2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on Councillors to identify when they should declare an interest, but advice is given when requested).	January 2025	Town Clerk / Council
<b>DEVOLUTION OF ASSETS AND SERVICES</b>							
36	Potential of transfer of assets from Somerset Council	4	3	High	<ul style="list-style-type: none"> <li>Assessment and due diligence regarding the following:</li> <li>Value of assets</li> <li>Assets include - Property (freehold/leasehold) – Fixtures, fittings, equipment, inventory</li> <li>Costs of maintaining</li> <li>Legal transfer</li> <li>Security</li> <li>Insurance requirements</li> </ul>	April 2024	Town Clerk / PR&F

37	Responsibility for undertaking and providing services	4	3	High	<p>Assessment and due diligence regarding the following:</p> <ul style="list-style-type: none"> <li>Requirements for assets and equipment to provide services</li> <li>Costs of maintaining assets and equipment</li> <li>Expertise and knowledge to provide services</li> <li>Reputational risks</li> <li>Staffing requirements – front line and support staff</li> <li>Legalities</li> <li>Funding of service</li> <li>Service standards</li> </ul>	April 2024	Town Clerk / PR&F
38	Transfer of Staff	4	3	High	<p>Assessment and due diligence regarding the following:</p> <ul style="list-style-type: none"> <li>Costs – salary, employers NI, employers pension contributions</li> <li>Legalities</li> <li>Contractual arrangements of staff and differences with existing staff</li> <li>Requirements of Staffing Committee</li> <li>Structure Chart and reporting lines</li> </ul>	April 2024	Town Clerk / PR&F

Yeovil Town Council  
xx<sup>th</sup> January 2024

To be reviewed: January 2025



11/173      FORWARD PLAN

Date	Item
Policy, Resources & Finance March 2024	<ul style="list-style-type: none"><li>• Financial Statements December 2023/January 2024</li><li>• Capital and Revenue Reserves 28<sup>th</sup> February 2024</li><li>• Bank Reconciliation 28<sup>th</sup> February 2024</li><li>• Applications for Grant Aid</li></ul>

## Yeovil Town Council - 2024/25 Budget

	£	£	£	£	£	£	£	£	£	£
Committee	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Policy, Resources and Finance	378,964	391,504	426,890	346,670	409,270	437,230	486,630	448,280	502,470	532,390
Buildings and Civic Matters	122,070	126,960	96,780	186,239	184,250	204,490	218,680	252,820	231,720	326,780
Grounds and General Maintenance	234,716	238,617	222,520	234,822	239,680	266,710	251,580	339,770	281,370	273,610
Planning	5,360	13,250	0	0	1,000	1,000	1,000	1,000	1,000	1,000
Promotions and Activities	67,990	69,280	95,330	92,866	92,000	127,550	102,550	101,040	183,780	208,400
<b>Sub Total</b>	<b>809,100</b>	<b>839,611</b>	<b>841,520</b>	<b>860,597</b>	<b>926,200</b>	<b>1,036,980</b>	<b>1,060,440</b>	<b>1,142,910</b>	<b>1,200,340</b>	<b>1,342,180</b>
Contingency	39,347	40,551	68,463	48,517	46,310	51,849	53,022	57,146	60,017	67,109
<b>Total Committees' Budget</b>	<b>848,447</b>	<b>880,162</b>	<b>909,983</b>	<b>909,114</b>	<b>972,510</b>	<b>1,088,829</b>	<b>1,113,462</b>	<b>1,200,056</b>	<b>1,260,357</b>	<b>1,409,289</b>
Joint Burial Committee	80,420	80,398	58,284	60,016	61,007	63,760	63,814	73,384	75,336	76,688
<b>Total Budget Requirement</b>	<b>928,867</b>	<b>960,560</b>	<b>968,267</b>	<b>969,130</b>	<b>1,033,517</b>	<b>1,152,589</b>	<b>1,177,276</b>	<b>1,273,440</b>	<b>1,337,045</b>	<b>1,485,977</b>
<b>Funded By:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grant from Billing Authority (CTRS)	(94,180)	(81,920)	(26,370)	(8,680)	0	0	0	0	0	0
Net Precept	(834,687)	(878,640)	(941,897)	(960,450)	(1,033,517)	(1,152,589)	(1,177,276)	(1,273,440)	(1,337,045)	(1,485,977)
Use of Unallocated General Fund Balances	0	0	0	0	0	0	0	0	0	0
<b>Total Funding</b>	<b>(928,867)</b>	<b>(960,560)</b>	<b>(968,267)</b>	<b>(969,130)</b>	<b>(1,033,517)</b>	<b>(1,152,589)</b>	<b>(1,177,276)</b>	<b>(1,273,440)</b>	<b>(1,337,045)</b>	<b>(1,485,977)</b>
Divided by Tax Base	8,733.72	9,013.54	9,055.91	9,142.80	9,108.12	9,107.50	9,104.62	8,930.76	9,203.53	9,199.49
<b>Band D Charge</b>	<b>£95.57</b>	<b>£97.48</b>	<b>£104.01</b>	<b>£105.05</b>	<b>£113.47</b>	<b>£126.55</b>	<b>£129.31</b>	<b>£142.59</b>	<b>£145.28</b>	<b>£161.53</b>

## Building and Civic Matters Committee

	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	Proposed Budget	Notes
<b>EXPENDITURE</b>									
Band Costs	3,500	3,500	0	3,500	0	3,500	0	3,500	SLA agreed to commence in 2020/21
CCTV	32,490	32,490	0	32,490	0	32,490	0	32,490	Still no SLA
Changing Places Toilet	5,000	0	5,000	0	0	0	0	0	
Community safety	17,500	17,500	0	17,500	0	17,500	0	85,000	2 x Community Ambassadors
Defibrillator	10,500	16,206	0	11,500	4,498	12,456	(956)	12,420	Inflationary increase
Litter/Grit bins	700	166	534	700	0	250	450	700	
Milford Hall - Business Rates	5,200	5,364	(164)	5,370	3,380	5,632	(262)	5,700	Inflationary increase
Milford Hall - Running Costs	20,000	43,098	(23,098)	22,000	35,383	50,000	(28,000)	57,300	Increase in electricity costs
Milford Hall - Security	3,000	2,730	270	3,000	739	1,000	2,000	1,000	
Milford Hall - SSSC Recharges	10,000	5,144	4,856	10,000	0	0	10,000	0	All utilities etc transferred to Yeovil Town Council
Milford Hall Refurbishments	20,000	2,210	0	0	0	0	0	0	
Millennium Clock	520	1,722	(1,202)	570	1,100	1,100	(530)	570	Inflationary increase
Monmouth Hall Business Rates	0	1,075	(1,075)	0	0	0	0	0	
Monmouth Hall refurbishment	60,000	58,681	1,319	60,000	43	60,000	0	60,000	
PA System	500	577	(77)	620	848	848	(228)	0	Hire charge of PA system and technical support for Remembrance Sunday - move to Remembrance Sunday
Public noticeboards	500	42	458	1,000	4,738	12,280	(11,280)	1,000	
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,000	8,388	(1,388)	7,500	3,366	8,035	(535)	8,300	Inflationary/Cost of Living increase
Peter Street Public Toilet - Security	5,200	5,783	(583)	5,660	4,258	8,098	(2,438)	7,680	Inflationary increase
Peter Street Public Toilet - Business Rates	3,200	0	3,200	0	0	0	0	0	
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	5,553	1,567	9,250	4,918	9,500	(250)	9,990	Inflationary and increase in electricity costs
Peter Street Public Toilets - Refurbishment	0	0	0	0	0	0	0	10,000	Following budget workshop - agreed to enter a line. The proposed budget is indicative prior to scoping out project and tender.
Petters Way Public Toilet - SSSC Recharge (cleaning/water/electricity)	11,400	10,545	855	12,900	0	12,900	0	12,900	Increase in electricity costs
Petters Way Public Toilet - Security	5,000	5,781	(781)	5,440	4,258	8,098	(2,658)	7,680	Inflationary increase
Petters Way Public Toilet - Business Rates	2,650	0	2,650	0	0	0	0	0	
Petters Way Public Toilet - Other Running costs (repairs)	2,030	3,841	(1,811)	2,210	1,665	2,800	(590)	2,210	Inflationary increase
Regalia	2,000	3,781	(1,781)	2,000	54	2,000	0	2,000	Move from PR&F
Remembrance Sunday	1,500	0	1,500	1,500	400	650	850	1,600	Stewards and Road Closure and PA System
Speed Indicator Device Installations	0	0	0	0	285	1,142	(1,142)	1,250	
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	0	
St Georges Day Parade	300	0	300	200	200	0	200	100	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	0	
Town House - CCTV Reserve	500	500	0	500	0	500	0	500	Build up a reserve to repair/replace CCTV BCM 17/11/20
Town House - business rates	10,400	9,606	794	10,400	6,627	11,047	(647)	12,000	
Town House - electricity	1,600	1,540	60	2,400	790	2,000	400	3,500	Increase in electricity costs
Town House - gas	2,200	2,160	40	2,200	624	2,485	(285)	2,200	
Town House - repairs and maintenance	10,000	6,027	3,973	10,000	25,857	27,000	(17,000)	10,000	
Town House - water charges	400	177	223	400	83	200	200	400	
Town House (excluding services)	7,000	5,802	1,198	7,000	2,388	5,000	2,000	7,000	
War memorials	750	750	0	750	1,100	1,100	(350)	750	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years
<b>Total Expenditure</b>	<b>279,820</b>	<b>260,739</b>	<b>19,081</b>	<b>258,720</b>	<b>107,602</b>	<b>299,611</b>	<b>(40,891)</b>	<b>359,740</b>	
<b>INCOME</b>									
Defibrillator	0	(5,706)	5,706	0	0	(1,220)	1,220	0	
Insurance Claim - Regalia	0	(1,668)	1,668	0	0	0	0	0	
Milford Hall	(26,000)	(24,102)	(1,898)	(26,000)	(13,638)	(27,275)	1,275	(32,960)	
Sponsorship of Noticeboard	0	0	0	0	0	(1,180)	1,180	0	
Town House	(1,000)	0	(1,000)	(1,000)	0	(1,200)	200	0	
<b>Total Income</b>	<b>(27,000)</b>	<b>(31,477)</b>	<b>4,477</b>	<b>(27,000)</b>	<b>(13,638)</b>	<b>(30,875)</b>	<b>3,875</b>	<b>(32,960)</b>	
<b>Net Expenditure</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>	<b>231,720</b>	<b>93,965</b>	<b>268,736</b>	<b>(37,016)</b>	<b>326,780</b>	

## Grounds and General Maintenance Committee

	2022/23			2023/24				2024/25		Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	Proposed Budget		
<b>EXPENDITURE</b>										
Allotment Maintenance (Corporate)	9,570	12,778	(3,208)	13,800	8,938	18,438	(4,638)	13,800	GGM agreed 8 cuts per year instead of 7.	
Allotment - Health & Safety	0	0	0	0	0	0	0	5,000		
Allotments - Fence Repairs	2,000	2,000	0	2,000	11	2,000	0	2,000	If not spent will be put in reserve to use when necessary	
Best Kept Allotments Competition	250	262	(12)	250	0	250	0	250		
Community Heritage Officer	10,000	10,000	0	10,000	0	10,000	0	10,000	Community Heritage Officer at Yeovil Country Park	
Electric Van	8,000	0	8,000	8,000	0	0	8,000	8,000	Lease of electric van (estimate) - will go through the procurement process	
Goar Knap - Building	2,000	2,096	(96)	2,200	919	1,900	300	2,200		
Holiday Playscheme contribution	9,640	9,640	0	10,490	0	10,490	0	0	Inflationary linked uplift of as agreed by GGM 18/11/19 PR&F 26/11/19 (8.8%) Will be running scheme in house. Move to P&A	
Labour	27,580	26,817	763	32,000	13,913	30,000	2,000	33,000	Labour adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments.	
Leases	350	335	15	350	0	350	0	350		
Materials and equipment	1,870	3,976	(2,106)	1,870	1,682	3,000	(1,130)	3,000	Incremental increase year on year.	
<b>Open spaces:</b>										
Lights for Milford Park	400	0	400	400	0	0	400	400		
Open Spaces	133,480	133,480	0	133,480	0	133,480	0	133,480		
Play and Landscape Officers	13,200	13,200	0	14,360	0	14,360	0	15,510	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19	
Play Area Repairs/Enhancements	12,940	12,940	0	14,080	0	14,080	0	14,170	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19	
Play Area Upgrade	2,830	2,830	0	3,080	0	3,080	0	3,340	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19	
Playpark Programme	30,000	30,000	0	10,000	0	10,000	0	10,000	Playpark Programme agreed 21/01/20 BCM 28/01/20 PR&F.	
Skate Parks	50,000	50,000	0	0	0	0	0	0	Contribution to Lysander Road and Milford Park	
Door Step Green	7,000	712	6,288	7,000	626	7,000	0	7,000	Incremental increase year on year, additional monies for routine clearing of pathway from Monmouth Road to Doorstep green	
Country Park	32,700	32,700	0	32,700	16,350	32,700	0	32,700		
Yew Tree Park - Gate Opening	2,200	2,394	(194)	2,400	1,826	4,626	(2,226)	0	Service to cease 31/12/2023	
Protective Clothing	200	49	151	100	7	50	50	100		
Vehicle	1,350	1,722	(372)	1,800	992	1,800	0	1,800	As vehicle gets older more that needs addressing at service/MOT. Increase in fuel prices. Looking into getting a van fit for purpose and environmentally friendly	
Water charges	1,000	2,184	(1,184)	1,000	2,172	0	1,000	1,000		
Water Mains Refurbishment/Repairs	2,200	2,200	0	2,200	0	2,200	0	2,200	Water mains refurbishment/repairs budget was allocated to meet planned programme of phased; now in a reserve to use when necessary	
<b>Total Expenditure</b>	<b>360,760</b>	<b>352,316</b>	<b>8,444</b>	<b>303,560</b>	<b>47,435</b>	<b>299,804</b>	<b>3,756</b>	<b>299,300</b>		
<b>INCOME</b>										
Taps & keys	(100)	(158)	58	(100)	(93)	(100)	0	(100)		
Contribution towards cost of Elizabeth Flats works	0	(2,956)	0	0	0	0	0	0		
Rent	(17,800)	(18,625)	825	(18,500)	(449)	(21,181)	2,681	(22,000)		
Lease	(2,090)	(2,088)	(2)	(2,090)	(522)	(2,088)	(2)	(2,090)	Income of £2,090 pa receivable from lease of land at Higher Ryalls	
Water Charge	(1,000)	(2,523)	1,523	(1,500)	0	(3,441)	1,941	(1,500)		
<b>Total Income</b>	<b>(20,990)</b>	<b>(26,350)</b>	<b>2,404</b>	<b>(22,190)</b>	<b>(1,064)</b>	<b>(26,810)</b>	<b>4,620</b>	<b>(25,690)</b>		
<b>Net Expenditure</b>	<b>339,770</b>	<b>325,966</b>	<b>10,848</b>	<b>281,370</b>	<b>46,372</b>	<b>272,994</b>	<b>8,376</b>	<b>273,610</b>		

## Promotions & Activities Committee

	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	Proposed  Budget	Notes
<b>EXPENDITURE</b>									
Christmas Lights	23,500	16,217	7,283	28,000	0	28,000	0	30,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Competition	30	0	30	30	0	0	30	30	
Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	20,000	520	19,000	1,000	22,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Switch On	500	0	500	0	0	0	0	0	Contractor to provide more people to switch on Christmas lights.
Christmas Lights Switch On Event	0	0	0	1,000	2,000	2,000	(1,000)	2,000	
Customised souvenirs	650	650	0	650	0	650	0	650	
Eats:Festival	5,000	4,550	450	5,000	1,175	4,550	450	5,000	Spring, Super Saturday and Christmas local produce market. P&A 10/11/20.
Holiday Playscheme contribution	0	0	0	0	0	0	0	11,400	Moved from GGM
Love Yeovil	1,000	500	500	1,000	0	1,000	0	1,000	
Resourcing VE Day Celebrations	0	40,492	(40,492)	0	0	0	0	0	
Resourcing Yeovil Celebrates....	0	20,587	(20,587)	70,000	44,795	70,000	0	75,000	Agreed P&A 11/07/23 and PR&F 25/07/23
Queen's Jubilee Beacon	0	2,700	(2,700)	0	0	0	0	0	
Super Saturday	7,000	4,308	2,692	7,000	4,499	4,499	2,501	10,000	Inflationary increase 2 x Super Saturdays
Town Crier	1,070	0	1,070	1,170	1,118	1,118	52	1,260	Inflationary increase
Yeovil Art Space (SLA)	0	0	0	5,000	5,000	5,000	0	5,000	Agreed PR&F 28/06/22
Yeovil in Bloom Officers	24,800	24,800	0	24,800	24,800	24,800	0	24,800	
Yeovil in Bloom Working Budget	16,440	16,446	(6)	16,440	16,440	16,440	0	16,440	
Yeovil Open Town Crier Competition	1,550	1,447	103	1,690	0	0	1,690	1,820	Inflationary increase
Yeovil Together	2,000	2,000	0	2,000	0	0	2,000	2,000	SLA for 3 years 2024 - 2026
<b>Total Expenditure</b>	<b>101,040</b>	<b>149,062</b>	<b>(48,022)</b>	<b>183,780</b>	<b>100,347</b>	<b>177,057</b>	<b>6,723</b>	<b>208,400</b>	
<b>INCOME</b>									
Contribution to Yeovil Celebrates	0	(2,000)	2,000	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>(2,000)</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>101,040</b>	<b>147,062</b>	<b>(46,022)</b>	<b>183,780</b>	<b>100,347</b>	<b>177,057</b>	<b>6,723</b>	<b>208,400</b>	

## Planning Committee

	2022/23			2023/24			2024/25		Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	Proposed Budget	
<b>EXPENDITURE</b>									
Planning	1,000	0	1,000	1,000	0	0	1,000	1,000	
<b>Total Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	
<b>INCOME</b>									
	0	0	0	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	

## Policy, Resources & Finance Committee

Policy, Resources & Finance Committee									
	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	Proposed  Budget	Notes
<b>EXPENDITURE</b>									
Advertising	500	645	(145)	500	90	450	50	500	
Audit fees	3,610	2,950	660	3,930	3,171	3,171	759	3,500	
Books/periodicals	240	385	(145)	240	271	385	(145)	240	LGC Periodical
Carbon Management	25,000	25,000	0	25,000	0	25,000	0	25,000	
Contingencies	57,146	3,390	53,756	60,017	2,150	10,000	50,017		
Cost of Elections	5,500	6,162	(662)	5,500	0	13,500	(8,000)	15,500	Elections every 4 year. Budget to collect 1/4 each year and add to reserve to cover charge from SSDC every 4 years. Plus £10,000 to cover any by-election costs
Costs of Democracy	29,600	28,856	744	30,000	14,176	28,654	1,346	31,200	Members Allowance to increase in line with staff awards (4%)
Courses/conferences	5,000	1,518	3,482	5,000	60	1,200	3,800	5,000	
Franking Machine	500	333	167	500	361	361	139	500	
Furniture, office equipment & servicing	4,000	3,289	711	4,000	1,527	3,000	1,000	4,000	
Grants	7,000	12,900	(5,900)	10,000	0	10,000	0	10,000	
Insurance	6,000	10,629	(4,629)	7,200	0	0	7,200	7,200	Insurance premiums estimated to increase by 20%
Mayoral allowance	10,480	5,579	4,901	11,400	0	9,000	2,400	12,400	Mayoral Allowance to increase annually in line with CPI
Miscellaneous	0	608	(608)	0	277	300	(300)	0	
New Initiatives Fund	15,000	0	15,000	15,000	0	5,000	10,000	15,000	
PC Support	13,000	12,684	316	14,100	5,963	12,963	1,137	14,100	PC support also includes EoFTTC (Ethernet over Fibre to the Cabinet) leased line.
Postage	2,000	2,244	(244)	2,000	400	800	1,200	2,000	Postage reduced due to electronic summons of agendas, minutes etc
Prof. fees/subs	7,500	10,590	(3,090)	8,000	1,974	11,000	(3,000)	10,000	
Salaries	267,500	277,178	(9,678)	300,000	146,205	292,410	7,590	330,000	Adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments. Community Development Officer (Agreed PR&F 26/09/23)
Ski Centre	500	24	476	500	9,051	10,000	(9,500)	500	
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	0	1,000	0	1,000	
Stationery/supplies	2,000	1,129	871	2,000	0	1,000	1,000	2,000	
Telephone	2,500	2,971	(471)	2,500	1,062	2,123	377	2,500	
Treasury Management	0	0	0	0	8,000	8,000	(8,000)	8,000	Treasury Management Advisors contracted (agreed 30/05/23)
Website	0	0	0	750	0	750	0	750	
Youth Council	2,000	2,000	0	2,000	0	2,000	0	7,000	Subject to proposal being accepted
Youth Services - YMCA	40,600	33,280	7,320	40,600	16,951	40,600	0	40,600	Inflationary increase and issue of a new SLA. Additional £10,600 for detached youth work agreed PRF 23/11/21
Youth Services - Youth Drop In	0	3,750	(3,750)	15,000	7,500	15,000	0	15,000	
<b>Total Expenditure</b>	<b>508,176</b>	<b>449,093</b>	<b>59,083</b>	<b>566,737</b>	<b>219,189</b>	<b>507,668</b>	<b>59,069</b>	<b>563,490</b>	
<b>INCOME</b>									
Investment Interest	(500)	(16,587)	16,087	(2,000)	(19,760)	(34,760)	32,760	(30,000)	
Community Infrastructure Levy	0	(669)	669	0	(578)	(578)	578	0	Not guaranteed income.
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(612)	(1,224)	(26)	0	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	(1,100)	(1,100)	100	(1,100)	Salary recharged to Yeovil Crematorium and Cemetery budget for Town Clerk
<b>Total Income</b>	<b>(2,750)</b>	<b>(19,580)</b>	<b>16,830</b>	<b>(4,250)</b>	<b>(22,049)</b>	<b>(37,662)</b>	<b>33,412</b>	<b>(31,100)</b>	
<b>Net Expenditure</b>	<b>505,426</b>	<b>429,513</b>	<b>75,913</b>	<b>562,487</b>	<b>197,140</b>	<b>470,006</b>	<b>92,481</b>	<b>532,390</b>	

## Yeovil Town Council - Estimated Reserves as at 31/03/24

Earmarked Reserve	Balance as at 31/03/21 (£)	Movement in Year In (£)	Balance as at 31/03/22 (£)	Movement in Year In (£)	Balance as at 31/03/23 (£)	Movement in Year In (£)	Balance as at 31/03/24 (£)
Major Projects	984	0	984	0	984	0	984
Water Mains Refurbishments/Repairs	8,332	2,200	10,532	2,200	12,732	2,200	14,932
Allotment Fence Repairs	6,500	(6,500)	0	605	605	1,989	2,594
Regalia	10,070	1,553	11,623	2,000	13,623	1,946	15,569
Custom Souvenirs	1,730	650	2,380	346	2,726	650	3,376
Youth Council	4,384	2,000	6,384	2,000	8,384	2,000	10,384
Monmouth Hall Refurbishment	162,867	53,946	216,813	58,681	275,494	59,957	335,451
Unity in the Community	1,629	(550)	1,079	0	1,079	0	1,079
Community Infrastructure Levy	2,598	0	2,598	669	3,267	578	3,845
Costs of Elections	1,500	0	1,500	0	1,500	1,500	3,000
War Memorial	750	750	1,500	709	2,209	750	2,959
Sidney Gardens Fountain	12,600	0	12,600	0	12,600	0	12,600
Queen's Jubilee	32,050	2,000	34,050	(34,050)	0	0	0
Defibrillators	0	3,959	3,959	2,820	6,779	264	7,043
CCTV	0	500	500	500	1,000	500	1,500
Community Safety	0	0	0	17,500	17,500	17,500	35,000
Climate Change	0	25,000	25,000	25,000	50,000	25,000	75,000
	<b>245,994</b>	<b>85,508</b>	<b>331,502</b>	<b>78,980</b>	<b>410,482</b>	<b>114,834</b>	<b>525,316</b>