

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Policy, Resources and Finance Committee**

---

## Policy, Resources and Finance Committee

**Tuesday 26<sup>th</sup> March 2024**

**7:00pm**

**Hybrid Meeting:**

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

---

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

**Amanda Card**, Town Clerk  
20<sup>th</sup> March 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 26<sup>th</sup> March 2024. Instructions will be sent to you to view the meeting.

## **Equality Act 2010**

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

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

The protected characteristics are:

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

## **Recording of Council Meetings**

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

Any member of the public wishing to record or film proceedings must let the 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 11/199 and 11/200, 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*

### **11/180 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)*

### **11/181 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).

### **11/182 MINUTES**

To approve as a correct record the Minutes of the meeting held on 16<sup>th</sup> January 2024.

### **11/183 YEOVIL4FAMILIES**

Members to consider both the report of the Town Clerk as attached at page 7; and a presentation from the Leader of Yeovil Community Church.

### **11/184 GRANTS**

Applications received from (circulated separately):

- Somerset Bus Partnership (£2,500).- Deferred from previous meeting\*
- Ron Homer (Individual) Yeovil Bowls Club (£1000)

\*Councillors requested relevant additional information to be able to consider the application. This information has been submitted to the Town Clerk who will have the information available at the meeting.

### **11/185 FEEDBACK FROM GRANT – YEOVIL TENNIS CLUB**

Members to note the report of the Town Clerk, regarding feedback from Yeovil Tennis Club (attached at page 8)

### **11/186 BALANCE SHEET**

Members to approve the Balance Sheet as at 29<sup>th</sup> February 2024 at page 9.

**11/187 BANK RECONCILIATION**

Members to approve the formal bank reconciliation as at 29<sup>th</sup> February 2024 at page 10.

**11/188 FINANCIAL STATEMENT – DECEMBER 2023 / JANUARY 2024**

Members to approve the Financial Statement for the months of December 2023 and January 2024 as attached at pages 11 to 30.

**11/189 REVENUE BUDGET MONITORING 2023/24 FOR PERIOD ENDING 28<sup>TH</sup> FEBRUARY 2024 (MONTH 1 – 11)**

Members to consider the report of the Town Clerk attached at pages 31 to 37.

**11/190 CCLA – INCREASE INVESTMENT**

Members to consider the report of the Town Clerk regarding increasing investment with CCLA as attached at pages 38 to 40.

**11/191 DEVOLUTION WORKING PARTY**

To note the following:

- Terms of Reference (page 41)
- Notes of meeting held on 12<sup>th</sup> February 2024 (pages 42 to 46)
- Notes of meeting held on 26<sup>th</sup> February 2024 (pages 47 to 50)
- Notes of meeting held on 14<sup>th</sup> March 2024 (pages 51 to 56)

**11/192 LEGAL SUPPORT FOR DEVOLUTION**

Members to consider the report of the Town Clerk regarding legal support for devolution of services, assets and people as attached at page 57.

**11/193 ANNUAL TOWN MEETING**

Members to consider the report of the Town Clerk regarding the Annual Town Meeting as attached at pages 58 to 59.

**11/194 ID BADGES**

Members to consider the report of the Assistant Town Clerk regarding ID badges as attached at pages 60 to 61.

**11/195 BEACON LIGHTING EVENT FOR D-DAY COMMEMORATION**

Members to consider the report of the Deputy Town Clerk regarding arrangements for a beacon lighting event to commemorate the 80<sup>th</sup> anniversary of D-Day as attached at page 62.

**11/196 BUS STATION PUBLIC TOILETS**

Members to consider the report of the Deputy Town Clerk regarding the bus station public toilets as attached at page 63.

**11/197 CCTV**

Members to consider the report of the Deputy Town Clerk regarding CCTV attached at page 64.

**Public Comment (15 Minutes)**

**11/198 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.

**11/199 STRUCTURE (STAFF IN CONFIDENCE)**

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

**11/200 STAFFING HOLIDAY PAY (STAFF IN CONFIDENCE)**

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

## 11/183 YEOVIL4FAMILIES

At the Town Council meeting held on 30<sup>th</sup> January 2024, the Town Clerk read out the below (11/140 – Correspondence). It was resolved to delegate this matter to the Policy, Resources and Finance Committee and invite the Leader of Yeovil Community Church to give a presentation at the next meeting.

Dear Amanda

I wanted to write to you in light of the dramatic cuts to services in Yeovil made by Somerset. As I am sure you will be aware this includes £386k funding for the Yeovil4Families work which has been cut in its entirety.

This programme has been running for over 12 years now and has seen outstanding results consistently across that time. Over the 12 years we have received almost £2m in funding but have saved an estimated £15m or more for the public purse.

As a community group rooted in its community here in Yeovil, we are deeply concerned by all the cuts which are being made, and we are committed to not shrinking in the face of these cuts, but instead of stepping up to meet the need which is going to be even greater moving forward.

I am sure you are aware of the wide range of services we deliver from the Gateway including parent and toddler groups for around 150 parents and carers each week, the food bank, the welcome hub supporting between 250 and 300 refugees with a wide range of services and programmes, the roost support programme for those who are homeless and vulnerably housed which also provides access to GPs and other health professionals for this group every week in the Gateway.

We also provide a number of youth groups and kids groups through the week, schools work, mentoring programmes, job club, groups for the elderly, mental health support groups, and so much more.

We are now looking at reshaping our family support so we can continue to deliver early help and ongoing support to families through a pier support model which is strengthened by our experienced link workers who do targeted support around the groups as issues arise. We can deliver this programme for around half the cost as it is shorter term intervention targeted at lower tier families aiming to prevent escalation.

We would love to have a conversation about how the town council could be made more aware of the work we do, and explore if there were ways they could support or fund the programme.

I wondered if you would be able to find the time to visit to see what we do and start the conversation.

Adam Dyer will be at the meeting to give a presentation about Yeovil4families.

The Committee is **RECOMMENDED** to decide how they wish to progress with this matter.

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

## **11/185 FEEDBACK FROM GRANT – YEOVIL TENNIS CLUB**

At its meeting held on 26<sup>th</sup> September 2023, this committee awarded a grant of £1,000 to Yeovil Tennis Club as a contribution towards new floodlights (11/126 – Application for Grant Aid).

The following e-mail has been received from Yeovil Tennis Club regarding the grant.

Dear Amanda

We have now had our new lights installed at Yeovil Tennis Club and I have attached some photos for you and the committee to see what the money has been spent on. We are very grateful to everyone at the Council who approved our Grant and look forward to being able to use the floodlit courts in the evenings throughout the winter months in the future. These courts will be used by everyone from schoolchildren through to adults who are retired and are a great asset in the Westfield area and for the people of Yeovil and surrounding villages.

In these difficult financial times it is good to know that Johnson Park which was left to the people of Yeovil will be able to provide Tennis facilities for the next generation and for many generations to come.

With very many thanks for your support.

Kind regards

Yeovil Tennis Club Committee Member



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))***



Date: 19/03/2024  
Time: 16:03:30

Yeovil Town Council  
Balance Sheet

Page: 1

From: Month 1, April 2023  
To: Month 11, February 2024

Chart of Accounts:

	Consolidated		
	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	1,017,905.00	
Vehicle & Plant	0.00	510,304.49	
Community Assets	0.00	84,069.57	
		0.00	1,612,279.06
Current Assets			
Debtors	396.28	6,966.91	
Nat West Current	277,663.77	1,317,101.49	
Nat West Treasury Account	0.00	25,000.00	
Nationwide Treasury Account	18,941.77	538,477.35	
VAT Account	(97,081.89)	(68,286.30)	
Petty Cash	41.32	291.32	
		199,961.25	1,819,550.77
Current Liabilities			
Creditors	(80,972.25)	2,466.30	
Creditors B/Fwd	(17,076.37)	201,620.30	
PAYE/NI	(76,669.45)	(76,669.45)	
		(174,718.07)	127,417.15
Current Assets less Current Liabilities:		374,679.32	1,692,133.62
Total Assets less Current Liabilities:		374,679.32	3,304,412.68
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		374,679.32	3,304,412.68
Capital & Reserves			
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51	
Capital Financing Reserve B/Fwd	0.00	198,064.06	
Major Projects Reserve B/Fwd	0.00	984.49	
General Reserve B/Fwd	0.00	1,258,593.30	
P & L Account	374,679.32	374,679.32	
		374,679.32	3,304,412.68

<b>BANK RECONCILIATION - 29 FEBRUARY 2024</b>			
<b>Authority name and reference</b>	<b>Yeovil Town Council</b>		
Prepared by:		Date:	
Name	Neil Gage		13/03/24
Role	Finance Officer		
Approved by:		Date:	
Name	Amanda Card		13/03/24
Role	Town Clerk/RFO		
<b>Balance per bank statements as at 29 February 2024:</b>	<b>£</b>	<b>TOTAL £</b>	
List balances on all bank accounts plus petty cash floats at 29 February 2024:			<b>1,880,870.16</b>
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	1,315,601.49		
Nationwide Treasury A/C	538,477.35		
CCLA Investment Management	25,000.00		
Petty Cash	291.32		
<b>Less:</b> any un-presented cheques at 29 February 2024: (normally only current account. List date, cheque number and value)			
<b>TOTAL – NET BANK BALANCES 29 FEBRUARY 2024</b>			<b>1,880,870.16</b>

# Yeovil Town Council

## Policy, Resources & Finance December Actual V Budget

	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	41,301.46	1,500.03	39,801.43	-39,301.46
Ski Centre	1,250.00	816.00	937.53	-121.53	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	749.97	916.69	-666.66
	<b>566,737.00</b>	<b>606,518.52</b>	<b>565,674.53</b>	<b>40,843.99</b>	<b>-39,781.52</b>
<b>Expenditure</b>					
Advertising	500.00	180.00	375.03	-195.03	320.00
Audit Fees	3,930.00	1,171.36	2,947.50	-1,776.14	2,758.64
Bank Charges	0.00	325.40	0.00	325.40	-325.40
Carbon Management	25,000.00	0.00	18,749.97	-18,749.97	25,000.00
Books/Periodicals	240.00	0.00	180.00	-180.00	240.00
Ski Centre	500.00	10,331.45	375.03	9,956.42	-9,831.45
Contingencies	60,017.00	21,881.81	45,012.78	-23,130.97	38,135.19
Costs of Democracy	30,000.00	21,920.70	22,500.00	-579.30	8,079.30
Courses/Conferences	5,000.00	85.00	3,750.03	-3,665.03	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	2,999.97	-1,033.76	2,033.79
Franking Machine	500.00	361.00	375.03	-14.03	139.00
Insurance	7,200.00	0.00	0.00	0.00	7,200.00
New Initiatives Fund	15,000.00	0.00	11,250.00	-11,250.00	15,000.00
PC Support	14,100.00	9,278.87	10,575.00	-1,296.13	4,821.13
Postage	2,000.00	699.57	1,500.03	-800.46	1,300.43
Prof.Fees/Subs	8,000.00	7,822.56	6,000.03	1,822.53	177.44
Stationery/Supplies	2,000.00	871.56	1,500.03	-628.47	1,128.44
St Peters Hall	15,000.00	11,250.00	11,250.00	0.00	3,750.00
Telephone	2,500.00	1,665.12	1,874.97	-209.85	834.88
Website	750.00	0.00	562.50	-562.50	750.00
Youth Project Schemes	40,600.00	25,484.82	30,449.97	-4,965.15	15,115.18
Youth Council	2,000.00	0.00	1,500.03	-1,500.03	2,000.00
Mayors Allowance	11,400.00	6,305.08	8,550.00	-2,244.92	5,094.92
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	7,499.97	-6,499.97	9,000.00
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Salaries/Wages	300,000.00	230,060.02	225,000.00	5,060.02	69,939.98
	<b>566,737.00</b>	<b>365,743.50</b>	<b>421,277.87</b>	<b>-55,534.37</b>	<b>200,993.50</b>
	<b>0</b>	<b>240,775.02</b>	<b>144,396.66</b>	<b>96,378.36</b>	<b>-240,775.02</b>

# Yeovil Town Council

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

# Yeovil Town Council

## December Actual V Budget

### Building & Civic Matters

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	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	21,829.88	19,500.03	2,329.85	4,170.12
Town House	1,000.00	0.00	749.97	-749.97	1,000.00
	<b>258,720.00</b>	<b>253,549.88</b>	<b>251,970.00</b>	<b>1,579.88</b>	<b>5,170.12</b>
<b>Expenditure</b>					
Community Safety	17,500.00	475.80	13,124.97	-12,649.17	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	524.97	-524.97	700.00
Millennium Clock	570.00	1,100.00	427.50	672.50	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	45,000.00	-44,956.68	59,956.68
Milford Hall	40,370.00	54,550.49	30,277.53	24,272.96	-14,180.49
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	18,167.72	16,807.50	1,360.22	4,242.28
Public Toilets - Petters Way	20,550.00	13,724.07	15,412.50	-1,688.43	6,825.93
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	698.21	749.97	-51.76	301.79
Band Costs	3,500.00	0.00	2,625.03	-2,625.03	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	9,941.61	9,360.00	581.61	458.39
Town House - (excluding Services)	7,000.00	3,885.76	5,249.97	-1,364.21	3,114.24
Town House - Electricity	2,400.00	1,153.64	1,800.00	-646.36	1,246.36
Town House - Gas	2,200.00	843.73	1,649.97	-806.24	1,356.27
Town House - Maintenance	10,000.00	30,482.47	7,499.97	22,982.50	-20,482.47
PA System	620.00	0.00	620.00	-620.00	620.00
War Memorials	750.00	1,100.00	562.50	537.50	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	6,000.03	-6,000.03	8,000.00
Town House - Water Charges	400.00	216.93	299.97	-83.04	183.07
St Georges Day Parade	200.00	200.00	150.03	49.97	0.00
Defibrillator	11,500.00	10,102.56	8,624.97	1,477.59	1,397.44
CCTV Reserve	500.00	0.00	375.03	-375.03	500.00
Regalia	2,000.00	53.90	1,500.03	-1,446.13	1,946.10
Remembrance Sunday Video	1,500.00	648.80	1,125.00	-476.20	851.20
	<b>258,720.00</b>	<b>150,379.01</b>	<b>202,257.44</b>	<b>-51,878.43</b>	<b>108,340.99</b>
	<b>0</b>	<b>103,170.87</b>	<b>49,712.56</b>	<b>53,458.31</b>	<b>-103,170.87</b>

# Yeovil Town Council

## December 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	20,999.97	-8,140.86	15,140.89
Christmas Lights Installation	20,000.00	9,061.50	15,000.03	-5,938.53	10,938.50
Love Yeovil	1,000.00	2,000.00	1,000.00	1,000.00	-1,000.00
Customised Souvenirs	650.00	0.00	487.53	-487.53	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	22.50	-22.50	30.00
Town Crier	1,170.00	1,230.30	877.50	352.80	-60.30
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	1,500.03	-1,500.03	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	5,249.97	-750.92	2,500.95
Open Spaces: YIB Officer	24,800.00	18,600.00	12,400.00	6,200.00	6,200.00
Open Spaces: Yeovil in Bloom	16,440.00	12,330.00	8,220.00	4,110.00	4,110.00
Yeovil Celebrates	70,000.00	57,385.27	52,499.97	4,885.30	12,614.73
Eats: Festival	5,000.00	4,575.00	3,750.03	824.97	425.00
Yeovil Arts Space	5,000.00	5,000.00	3,750.03	1,249.97	0.00
	<hr/> 183,780.00	127,547.88	128,447.56	-899.68	56,232.12
	<hr/> <b>0.00</b>	<b>58,552.64</b>	<b>55,332.44</b>	<b>3,220.20</b>	<b>-58,552.64</b>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/12/2023	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/12/2023	Tran No To 99,999,999	Department To 999

<u>Dept Number</u> 1		<u>Dept</u> PR & F - GENERAL			
<u>N/C</u> 4001	<u>Name</u>	PR&F - GEN - Bank Interest			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68775	BR	29/12/2023	Interest		6,904.77      -6,904.77
68837	BR	04/12/2023	CCLA Deposit Account		108.13      -108.13
68861	BR	29/12/2023	Interest		2,209.51      -2,209.51
<u>Account Totals</u>					<u>9,222.41</u> <u>-9,222.41</u>

<u>N/C</u> 4032	<u>Name</u>	PR&F - Exp - Bank Charges			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68704	PI	01/12/2023	Autopay Charge	40.55	
<u>Account Totals</u>				<u>40.55</u>	<u>40.55</u>

<u>N/C</u> 4060	<u>Name</u>	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>
68689	PI	04/12/2023	Foot Patrols	273.00	
<u>Account Totals</u>				<u>273.00</u>	<u>273.00</u>

<u>N/C</u> 4070	<u>Name</u>	PR&F - GEN - Exp - Contingencies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68713	PI	14/12/2023	Refurbish Finger Post	925.00	
68717	PI	13/12/2023	Mileage claim	27.61	
<u>Account Totals</u>				<u>952.61</u>	<u>952.61</u>

<u>N/C</u> 4080	<u>Name</u>	PR&F - GEN - Exp - Costs of Democracy			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68759	JD	27/12/2023	Costs of Democracy	2,402.12	
<u>Account Totals</u>				<u>2,402.12</u>	<u>2,402.12</u>

<u>N/C</u> 4170	<u>Name</u>	PR&F - GEN - Exp - PC Support			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68892	PI	13/12/2023	Service Charges - IT	1,024.25	
<u>Account Totals</u>				<u>1,024.25</u>	<u>1,024.25</u>

<u>N/C</u> 4190	<u>Name</u>	PR&F - GEN - Exp - Prof. fees/subs			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68673	PI	01/12/2023	Sage 50 Accounts/Payroll	287.00	
68686	PI	04/12/2023	Membership - YCRT	520.00	
68874	PI	19/12/2023	ALCC Membership	50.00	
68875	PI	01/12/2023	SLCC Membership	279.00	
68877	PI	15/12/2023	CILCA Referral Fee	25.00	
69113	PI	19/12/2023	ALCC Membership	50.00	
<u>Account Totals</u>				<u>1,211.00</u>	<u>1,211.00</u>

<u>N/C</u> 4210	<u>Name</u>	PR&F - GEN - Exp - Stationery/supplies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68905	PI	15/12/2023	Stationery	43.08	
<u>Account Totals</u>				<u>43.08</u>	<u>43.08</u>

<u>N/C</u> 4220	<u>Name</u>	PR&F - GEN - Exp - Telephone			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

68694	PI	01/12/2023	Call/Line Rental Charges	79.47		79.47
68879	PI	07/12/2023	Telephone Maintenance	20.79		20.79
68882	PI	26/12/2023	Mobile Phones	72.99		72.99
<u>Account Totals</u>				<u>173.25</u>		<u>173.25</u>

<u>N/C</u>	4240	<u>Name</u>	PR&F - GEN - Exp - Youth Project Schemes			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68676	PI	19/12/2023	Youth Project Schemes	2,805.98		2,805.98
68911	PI	19/12/2023	Community Room Hire	42.00		42.00
<u>Account Totals</u>				<u>2,847.98</u>		<u>2,847.98</u>

<u>N/C</u>	4520	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Allowance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68711	PI	19/12/2023	Mayoral Allowance	950.00		950.00
<u>Account Totals</u>				<u>950.00</u>		<u>950.00</u>

<u>Department</u>	<u>9,917.84</u>	<u>9,222.41</u>	<u>695.43</u>
-------------------	-----------------	-----------------	---------------

Dept Number 3                      Dept      PR & F - SALARIES

<u>N/C</u>	4800	<u>Name</u>	PR&F - SALARIES - Wages/salaries			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68650	JD	27/12/2023	Employers Pension	4,178.01		4,178.01
68651	JD	27/12/2023	Payments	21,187.92		21,187.92
68652	JD	27/12/2023	Employers NIC	2,139.34		2,139.34
68760	JC	27/12/2023	Costs of Democracy		2,402.12	-2,402.12
<u>Account Totals</u>				<u>27,505.27</u>	<u>2,402.12</u>	<u>25,103.15</u>

<u>Department</u>	<u>27,505.27</u>	<u>2,402.12</u>	<u>25,103.15</u>
-------------------	------------------	-----------------	------------------

Dept Number 4                      Dept      GROUNDS & GENERAL MAINTENANCE

<u>N/C</u>	7004	<u>Name</u>	G&GM - Inc - Rents			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68590	SI	05/12/2023	Allotment rent for the period 5 December 2023		94.10	-94.10
68592	SI	05/12/2023	Allotment rent for the period 5 December 2023		72.17	-72.17
68594	SI	05/12/2023	Allotment rent for the period 5 December 2023		61.28	-61.28
68596	SI	05/12/2023	Allotment rent for the period 5 December 2023		44.47	-44.47
68657	SI	19/12/2023	Allotment rent for the period 19 December		40.53	-40.53
68659	SI	19/12/2023	Allotment rent for the period 19 December		42.75	-42.75
68661	SI	19/12/2023	Allotment rent for the period 19 December		73.08	-73.08
68662	SI	19/12/2023	Allotment rent for the period 19 December		46.69	-46.69
68664	SI	19/12/2023	Allotment rent for the period 19 December		34.73	-34.73
68718	SI	20/12/2023	Allotment rent for the period 20 December		51.88	-51.88
69049	SC	05/12/2023	Cancel - see tran 68594	61.28		61.28
<u>Account Totals</u>				<u>61.28</u>	<u>561.68</u>	<u>-500.40</u>

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

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



Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

				<u>Account Totals</u>	<u>5.00</u>	<u>45.00</u>	<u>-40.00</u>
<u>N/C</u>	7019	<u>Name</u>	G&GM - Exp - Allotment Maintenance				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68902	PI	05/12/2023	Materials - Allotments	12.50		12.50	
68903	PI	11/12/2023	Drill Bit Set - Allotment Signs	10.83		10.83	
				<u>Account Totals</u>	<u>23.33</u>		<u>23.33</u>
<u>N/C</u>	7040	<u>Name</u>	G&GM - Exp - Buildings & Electric Goar Knap				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68680	PI	01/12/2023	Rates	128.00		128.00	
69107	PI	20/12/2023	Electricity	33.33		33.33	
				<u>Account Totals</u>	<u>161.33</u>		<u>161.33</u>
<u>N/C</u>	7060	<u>Name</u>	G&GM - Exp - Leases				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68909	PI	19/12/2023	Lease - Turners Barn Lane	335.00		335.00	
				<u>Account Totals</u>	<u>335.00</u>		<u>335.00</u>
<u>N/C</u>	7070	<u>Name</u>	G&GM - Exp - Labour				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68655	JD	27/12/2023	Employers Pension	439.31		439.31	
68656	JD	27/12/2023	Payments	1,970.02		1,970.02	
				<u>Account Totals</u>	<u>2,409.33</u>		<u>2,409.33</u>
<u>N/C</u>	7080	<u>Name</u>	G&GM - Exp - Materials & Equipment				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
69112	PI	18/12/2023	Allotment	45.00		45.00	
				<u>Account Totals</u>	<u>45.00</u>		<u>45.00</u>
<u>N/C</u>	7093	<u>Name</u>	G&GM - Exp - Open Spaces: Doorstep Greens				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68878	PI	11/12/2023	Electricity	80.95		80.95	
				<u>Account Totals</u>	<u>80.95</u>		<u>80.95</u>
<u>N/C</u>	7120	<u>Name</u>	G&GM - Exp - Yew Tree Park - Gate Opening				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68910	PI	18/12/2023	Security	380.00		380.00	
				<u>Account Totals</u>	<u>380.00</u>		<u>380.00</u>
<u>N/C</u>	7220	<u>Name</u>	G&GM - Exp - Water Charges				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68707	PI	05/12/2023	Water Charges	144.67		144.67	
68904	PI	07/12/2023	Water Charges - Sunningdale/Larkhill	619.72		619.72	
69263	PC	07/12/2023	Cancel - see tran 68904		619.72	-619.72	
				<u>Account Totals</u>	<u>764.39</u>	<u>619.72</u>	<u>144.67</u>
				<u>Department</u>	<u>4,265.61</u>	<u>1,226.40</u>	<u>3,039.21</u>
<u>Dept Number</u>	5	<u>Dept</u>	BUILDING & CIVIC MATTERS				
<u>N/C</u>	6005	<u>Name</u>	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>	
68486	SI	01/12/2023	Hall Hire Fees		400.00	-400.00	
68641	SI	11/12/2023	Hall Hire Fees		9.00	-9.00	

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

68642	SI	13/12/2023	Hall Hire Fees	27.00		-27.00
68643	SI	13/12/2023	Hall Hire Fees	12.50		-12.50
68644	SI	15/12/2023	Hall Hire Fees	36.00		-36.00
68645	SI	15/12/2023	Hall Hire Fees	12.50		-12.50
68816	SI	22/12/2023	Milford Hall Hire Fees - January 2024	1,333.33		-1,333.33
68817	SI	22/12/2023	Cleaning Fee (Purchase Order No 800042390)	172.25		-172.25
<u>Account Totals</u>				<u>2,002.58</u>		<u>-2,002.58</u>

N/C		6080		Name		B&CM - Exp - Monmouth Hall	
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68653	JD	27/12/2023	Payments	1,173.36		1,173.36	
68761	JC	27/12/2023	Caretaker		861.01	-861.01	
68764	JC	27/12/2023	Cleaner		312.35	-312.35	
<u>Account Totals</u>				<u>1,173.36</u>	<u>1,173.36</u>		

N/C		6090		Name		B&CM - Exp - Milford Hall	
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68678	PI	01/12/2023	Rates	563.00		563.00	
68684	PI	04/12/2023	Licence	70.00		70.00	
68712	PI	15/12/2023	Cleaning	780.00		780.00	
68714	PI	11/12/2023	Electricity	4,066.26		4,066.26	
68715	PI	01/12/2023	Fire Assembly Sign	2.91		2.91	
68762	JD	27/12/2023	Caretaker	861.01		861.01	
68789	CP	12/12/2023	Insulation Panels	15.75		15.75	
68891	PI	11/12/2023	Gas	115.32		115.32	
68913	PI	22/12/2023	Internet	28.91		28.91	
68920	PI	21/12/2023	Heating Breakdown	163.50		163.50	
68959	PI	20/12/2023	Shutters Serviced	550.00		550.00	
<u>Account Totals</u>				<u>7,216.66</u>		<u>7,216.66</u>	

N/C		6100		Name		B&CM - Exp - Public Toilets Peter St	
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68687	PI	04/12/2023	Foot Patrols	640.00		640.00	
68706	PI	01/12/2023	Water Charges	68.03		68.03	
68708	PI	07/12/2023	Electricity	272.51		272.51	
68954	PI	21/12/2023	Consumables	72.50		72.50	
68955	PI	31/12/2023	Cleaning	615.19		615.19	
<u>Account Totals</u>				<u>1,668.23</u>		<u>1,668.23</u>	

N/C		6102		Name		B&CM - Exp - Public Toilets Petters Way	
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68688	PI	04/12/2023	Foot Patrols	640.00		640.00	
68710	PI	08/12/2023	Plumbing Repairs	243.30		243.30	
68961	PI	20/12/2023	Shutters Serviced	45.00		45.00	
<u>Account Totals</u>				<u>928.30</u>		<u>928.30</u>	

N/C		6110		Name		B&CM - Exp - Public Noticeboards	
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68912	PI	20/12/2023	Fit Glass - Noticeboard	147.34		147.34	
<u>Account Totals</u>				<u>147.34</u>		<u>147.34</u>	

N/C		6190		Name		B&CM - Exp - Town House - Business Rates	
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68679	PI	01/12/2023	Rates	1,105.00		1,105.00	
<u>Account Totals</u>				<u>1,105.00</u>		<u>1,105.00</u>	

N/C		6200		Name		B&CM - Exp - Town House - (excluding services)	
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

68716	PI	19/12/2023	Paper Hand Towels	44.99		44.99
68763	JD	27/12/2023	Cleaner	312.35		312.35
68788	CP	06/12/2023	Refreshments	8.70		8.70
68790	CP	15/12/2023	Refreshments	8.50		8.50
68876	PI	11/12/2023	Refreshments - Meeting	12.80		12.80
68922	PI	31/12/2023	Waste Disposal	41.73		41.73
<u>Account Totals</u>				<u>429.07</u>		<u>429.07</u>

<u>N/C</u>	6210	<u>Name</u>	B&CM - Exp - Town House - Electricity			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68675	PI	04/12/2023	Electricity	169.97		169.97
<u>Account Totals</u>				<u>169.97</u>		<u>169.97</u>

<u>N/C</u>	6212	<u>Name</u>	B&CM - Exp - Town House - Gas			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68692	PI	05/12/2023	Gas	173.88		173.88
<u>Account Totals</u>				<u>173.88</u>		<u>173.88</u>

<u>N/C</u>	6214	<u>Name</u>	B&CM - Exp - Town House - Maintenance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68919	PI	18/12/2023	Plumbing Repair	154.00		154.00
68923	PI	13/12/2023	Water Hygiene Service	222.25		222.25
68963	PI	19/12/2023	New Toilet Seat	50.00		50.00
<u>Account Totals</u>				<u>426.25</u>		<u>426.25</u>

<u>Department</u>				<u>13,438.06</u>	<u>3,175.94</u>	<u>10,262.12</u>
-------------------	--	--	--	------------------	-----------------	------------------

Dept Number 11                      Dept      PROMOTIONS & ACTIVITIES

<u>N/C</u>	5650	<u>Name</u>	P&A - Exp - Eats: Festival			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68693	PI	06/12/2023	Deposits - Eat Festivals	2,300.00		2,300.00
<u>Account Totals</u>				<u>2,300.00</u>		<u>2,300.00</u>

<u>Department</u>				<u>2,300.00</u>		<u>2,300.00</u>
-------------------	--	--	--	-----------------	--	-----------------

<u>Grand Totals</u>				<u>57,426.78</u>	<u>16,026.87</u>	<u>41,399.91</u>
---------------------	--	--	--	------------------	------------------	------------------

# Yeovil Town Council

## Policy, Resources & Finance January Actual V Budget

	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	43,650.23	1,666.70	41,983.53	-41,650.23
Ski Centre	1,250.00	1,376.00	1,041.70	334.30	-126.00
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	833.30	833.36	-666.66
	<b>566,737.00</b>	<b>609,427.29</b>	<b>566,028.70</b>	<b>43,398.59</b>	<b>-42,690.29</b>
<b>Expenditure</b>					
Advertising	500.00	180.00	416.70	-236.70	320.00
Audit Fees	3,930.00	1,171.36	3,275.00	-2,103.64	2,758.64
Bank Charges	0.00	358.60	0.00	358.60	-358.60
Carbon Management	25,000.00	0.00	20,833.30	-20,833.30	25,000.00
Books/Periodicals	240.00	416.00	200.00	216.00	-176.00
Ski Centre	500.00	11,094.45	416.70	10,677.75	-10,594.45
Contingencies	60,017.00	22,724.88	50,014.20	-27,289.32	37,292.12
Costs of Democracy	30,000.00	24,427.26	25,000.00	-572.74	5,572.74
Courses/Conferences	5,000.00	85.00	4,166.70	-4,081.70	4,915.00
Elections	5,500.00	10,216.85	5,500.00	4,716.85	-4,716.85
Furniture & Equipment	4,000.00	2,476.02	3,333.30	-857.28	1,523.98
Franking Machine	500.00	361.00	416.70	-55.70	139.00
Insurance	7,200.00	0.00	0.00	0.00	7,200.00
New Initiatives Fund	15,000.00	0.00	12,500.00	-12,500.00	15,000.00
PC Support	14,100.00	10,303.12	11,750.00	-1,446.88	3,796.88
Postage	2,000.00	1,118.82	1,666.70	-547.88	881.18
Prof.Fees/Subs	8,000.00	8,109.56	6,666.70	1,442.86	-109.56
Stationery/Supplies	2,000.00	908.45	1,666.70	-758.25	1,091.55
St Peters Hall	15,000.00	11,250.00	12,500.00	-1,250.00	3,750.00
Telephone	2,500.00	1,839.18	2,083.30	-244.12	660.82
Website	750.00	600.00	625.00	-25.00	150.00
Youth Project Schemes	40,600.00	28,301.30	33,833.30	-5,532.00	12,298.70
Youth Council	2,000.00	0.00	1,666.70	-1,666.70	2,000.00
Mayors Allowance	11,400.00	7,255.08	9,500.00	-2,244.92	4,144.92
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	8,333.30	-7,333.30	9,000.00
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Salaries/Wages	300,000.00	254,607.85	250,000.00	4,607.85	45,392.15
	<b>566,737.00</b>	<b>401,670.90</b>	<b>467,364.30</b>	<b>-65,693.40</b>	<b>165,066.10</b>
	<b>0</b>	<b>207,756.39</b>	<b>98,664.40</b>	<b>109,091.99</b>	<b>-207,756.39</b>

# Yeovil Town Council

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

# Yeovil Town Council

## January 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/>	<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	23,333.30	-10,474.19	15,140.89
Christmas Lights Installation	20,000.00	9,061.50	16,666.70	-7,605.20	10,938.50
Love Yeovil	1,000.00	2,500.00	1,000.00	1,500.00	-1,500.00
Customised Souvenirs	650.00	0.00	541.70	-541.70	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	25.00	-25.00	30.00
Town Crier	1,170.00	1,261.87	975.00	286.87	-91.87
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	1,666.70	-1,666.70	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	5,833.30	-1,334.25	2,500.95
Open Spaces: YIB Officer	24,800.00	18,600.00	18,600.00	0.00	6,200.00
Open Spaces: Yeovil in Bloom	16,440.00	12,330.00	12,330.00	0.00	4,110.00
Yeovil Celebrates	70,000.00	57,385.27	58,333.30	-948.03	12,614.73
Eats: Festival	5,000.00	4,575.00	4,166.70	408.30	425.00
Yeovil Arts Space	5,000.00	5,000.00	4,166.70	833.30	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	128,079.45	150,328.40	-22,248.95	55,700.55
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>0.00</b>	<b>58,021.07</b>	<b>33,451.60</b>	<b>24,569.47</b>	<b>-58,021.07</b>

# Yeovil Town Council

## January Actual V Budget

### Building & Civic Matters

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	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	25,705.46	21,666.70	4,038.76	294.54
Town House	1,000.00	0.00	833.30	-833.30	1,000.00
	<b>258,720.00</b>	<b>257,425.46</b>	<b>254,220.00</b>	<b>3,205.46</b>	<b>1,294.54</b>
<b>Expenditure</b>					
Community Safety	17,500.00	475.80	14,583.30	-14,107.50	17,024.20
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	5.82	583.30	-577.48	694.18
Millennium Clock	570.00	1,100.00	475.00	625.00	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	50,000.00	-49,956.68	59,956.68
Milford Hall	40,370.00	64,163.40	33,641.70	30,521.70	-23,793.40
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	19,981.10	18,675.00	1,306.10	2,428.90
Public Toilets - Petters Way	20,550.00	14,553.39	17,125.00	-2,571.61	5,996.61
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	698.21	833.30	-135.09	301.79
Band Costs	3,500.00	3,500.00	2,916.70	583.30	0.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	11,046.61	10,400.00	646.61	-646.61
Town House - (excluding Services)	7,000.00	5,479.23	5,833.30	-354.07	1,520.77
Town House - Electricity	2,400.00	1,378.39	2,000.00	-621.61	1,021.61
Town House - Gas	2,200.00	1,056.47	1,833.30	-776.83	1,143.53
Town House - Maintenance	10,000.00	30,989.35	8,333.30	22,656.05	-20,989.35
PA System	620.00	0.00	620.00	-620.00	620.00
War Memorials	750.00	1,100.00	625.00	475.00	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	6,666.70	-6,666.70	8,000.00
Town House - Water Charges	400.00	216.93	333.30	-116.37	183.07
St Georges Day Parade	200.00	200.00	166.70	33.30	0.00
Defibrillator	11,500.00	10,132.55	9,583.30	549.25	1,367.45
CCTV Reserve	500.00	0.00	416.70	-416.70	500.00
Regalia	2,000.00	53.90	1,666.70	-1,612.80	1,946.10
Remembrance Sunday Video	1,500.00	648.80	1,250.00	-601.20	851.20
	<b>258,720.00</b>	<b>169,813.27</b>	<b>221,051.60</b>	<b>-51,238.33</b>	<b>88,906.73</b>
	<b>0</b>	<b>87,612.19</b>	<b>33,168.40</b>	<b>54,443.79</b>	<b>-87,612.19</b>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/01/2024	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/01/2024	Tran No To 99,999,999	Department To 999

<u>Dept Number</u> 1		<u>Dept</u> PR & F - GENERAL			
<u>N/C</u> 4001	<u>Name</u>	PR&F - GEN - Bank Interest			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
69062	BR	03/01/2024	CCLA Deposit Account		111.91      -111.91
69063	BR	30/01/2024	Gov Card Rebate		8.16      -8.16
69064	BR	31/01/2024	Interest		2,228.70      -2,228.70
<u>Account Totals</u>					<u>2,348.77</u> <u>-2,348.77</u>

<u>N/C</u> 4005	<u>Name</u>	PR&F - GEN - Inc - Ski Centre			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
69040	SI	30/01/2024	Grazing Rights from 2015 to 2025 (10 Years)		560.00      -560.00
<u>Account Totals</u>					<u>560.00</u> <u>-560.00</u>

<u>N/C</u> 4032	<u>Name</u>	PR&F - Exp - Bank Charges			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68921	PI	01/01/2024	Autopay Charge	33.20	
<u>Account Totals</u>				<u>33.20</u>	<u>33.20</u>

<u>N/C</u> 4050	<u>Name</u>	PR&F - GEN - Exp - Books/periodicals			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
69129	PI	08/01/2024	Local Government Chronicle	416.00	
<u>Account Totals</u>				<u>416.00</u>	<u>416.00</u>

<u>N/C</u> 4060	<u>Name</u>	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>
68939	PI	09/01/2024	Clear Overgrowth	490.00	
68958	PI	08/01/2024	Foot Patrols	273.00	
<u>Account Totals</u>				<u>763.00</u>	<u>763.00</u>

<u>N/C</u> 4070	<u>Name</u>	PR&F - GEN - Exp - Contingencies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68917	PI	05/01/2024	Domed Badges	13.98	
68944	PI	15/01/2024	Fell Dead Tree - Goldcroft	360.00	
68968	PI	22/01/2024	Mileage Claim	49.09	
69045	PI	29/01/2024	Claim - Tree Damage	420.00	
<u>Account Totals</u>				<u>843.07</u>	<u>843.07</u>

<u>N/C</u> 4080	<u>Name</u>	PR&F - GEN - Exp - Costs of Democracy			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
69030	JD	26/01/2024	Costs of Democracy	2,506.56	
<u>Account Totals</u>				<u>2,506.56</u>	<u>2,506.56</u>

<u>N/C</u> 4130	<u>Name</u>	PR&F - GEN - Exp - Furniture & Equipment			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68942	PI	11/01/2024	Copy Charge - Photocopier	176.18	
68943	PI	16/01/2024	Maintenance Charge - Photocopier	333.63	
<u>Account Totals</u>				<u>509.81</u>	<u>509.81</u>

<u>N/C</u> 4170	<u>Name</u>	PR&F - GEN - Exp - PC Support			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u> <u>Balance</u>
68962	PI	12/01/2024	Service Charge - IT	1,024.25	





Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

				<u>Department</u>	<u>27,054.39</u>	<u>2,506.56</u>	<u>24,547.83</u>
<u>Dept Number</u>	4	<u>Dept</u>	GROUNDS & GENERAL MAINTENANCE				
<u>N/C</u>	7002	<u>Name</u>	G&GM - Inc - Leases				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68752	SI	03/01/2024	Lease at Hillcrest/Higher Ryalls - Rent October		522.00	-522.00	
<u>Account Totals</u>					<u>522.00</u>	<u>-522.00</u>	
<u>N/C</u>	7004	<u>Name</u>	G&GM - Inc - Rents				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68896	SI	17/01/2024	Allotment rent for the period 17 January - 30		71.01	-71.01	
68898	SI	17/01/2024	Allotment rent for the period 17 January - 30		55.61	-55.61	
68900	SI	17/01/2024	Allotment rent for the period 17 January - 30		34.20	-34.20	
68924	SI	22/01/2024	Allotment rent for the period 22 January - 30		55.15	-55.15	
69016	SI	25/01/2024	Allotment rent for the period 25 January - 30		33.20	-33.20	
69018	SI	25/01/2024	Allotment rent for the period 25 January - 30		28.50	-28.50	
69020	SI	25/01/2024	Allotment rent for the period 25 January - 30		63.37	-63.37	
69051	SI	31/01/2024	Allotment rent for the period 31 January - 30		53.14	-53.14	
69052	SI	31/01/2024	Allotment rent for the period 31 January - 30		43.70	-43.70	
<u>Account Totals</u>					<u>437.88</u>	<u>-437.88</u>	
<u>N/C</u>	7005	<u>Name</u>	G&GM - Inc - Sales of gates & tap keys				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68897	SI	17/01/2024	Gate key deposit		5.00	-5.00	
68899	SI	17/01/2024	Gate key deposit		5.00	-5.00	
68901	SI	17/01/2024	Gate deposit		5.00	-5.00	
68925	SI	22/01/2024	Gate key deposit		5.00	-5.00	
69017	SI	25/01/2024	Gate key deposit		5.00	-5.00	
69019	SI	25/01/2024	Gate key deposit		5.00	-5.00	
69021	SI	25/01/2024	Gate key deposit		5.00	-5.00	
69053	SI	31/01/2024	Gate key deposit		5.00	-5.00	
<u>Account Totals</u>					<u>40.00</u>	<u>-40.00</u>	
<u>N/C</u>	7019	<u>Name</u>	G&GM - Exp - Allotment Maintenance				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
69145	PI	31/01/2024	Post Hole Digger	45.83		45.83	
<u>Account Totals</u>				<u>45.83</u>		<u>45.83</u>	
<u>N/C</u>	7040	<u>Name</u>	G&GM - Exp - Buildings & Electric Goar Knap				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68949	PI	01/01/2024	Rates	128.00		128.00	
69130	PI	18/01/2024	Electricity	33.33		33.33	
<u>Account Totals</u>				<u>161.33</u>		<u>161.33</u>	
<u>N/C</u>	7070	<u>Name</u>	G&GM - Exp - Labour				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
68937	JD	27/01/2024	Employers Pension	439.31		439.31	
68938	JD	27/01/2024	Payments	1,970.02		1,970.02	
<u>Account Totals</u>				<u>2,409.33</u>		<u>2,409.33</u>	
<u>N/C</u>	7093	<u>Name</u>	G&GM - Exp - Open Spaces: Doorstep Greens				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
69108	PI	05/01/2024	Electricity	80.95		80.95	
<u>Account Totals</u>				<u>80.95</u>		<u>80.95</u>	

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	7110	<u>Name</u>	G&GM - Exp - Play Area Upgrades			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69168	PI	16/01/2024	Play Area Upgrades - 1/2 Year		1,540.00		1,540.00	
<u>Account Totals</u>					<u>1,540.00</u>		<u>1,540.00</u>	

<u>N/C</u>	7150	<u>Name</u>	G&GM - Exp - : Play & Landscape Officer			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69166	PI	16/01/2024	Play/Landscape Officer - 1/2 Year		7,180.00		7,180.00	
<u>Account Totals</u>					<u>7,180.00</u>		<u>7,180.00</u>	

<u>N/C</u>	7152	<u>Name</u>	G&GM - Exp - Play Area Repairs.Enhancements			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69167	PI	16/01/2024	Play Area Repairs - 1/2 Year		7,040.00		7,040.00	
<u>Account Totals</u>					<u>7,040.00</u>		<u>7,040.00</u>	

<u>N/C</u>	7210	<u>Name</u>	G&GM - Exp - Vehicle			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69137	PI	31/01/2024	Fuel		71.06		71.06	
69142	PI	08/01/2024	Digital Tyre Inflator		25.83		25.83	
69143	PI	10/01/2024	Booster Cables		16.66		16.66	
69144	PI	15/01/2024	Screenwash		23.21		23.21	
<u>Account Totals</u>					<u>136.76</u>		<u>136.76</u>	

<u>Department</u>	<u>18,594.20</u>	<u>999.88</u>	<u>17,594.32</u>
-------------------	------------------	---------------	------------------

Dept Number 5                      Dept      BUILDING & CIVIC MATTERS

<u>N/C</u>	6005	<u>Name</u>	B&CM - Inc - Milford Hall Hire Fees			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
68755	SI	03/01/2024	Hall Hire Fees			27.00	-27.00	
68756	SI	03/01/2024	Hall Hire Fees			12.50	-12.50	
68758	SI	03/01/2024	Hall Hire Fees			45.00	-45.00	
68765	SI	04/01/2024	Hall Hire Fees			50.00	-50.00	
68766	SI	04/01/2024	Hall Hire Fees			36.00	-36.00	
68767	SI	04/01/2024	Hall Hire Fees			12.50	-12.50	
68768	SI	04/01/2024	Hall Hire Fees			16.00	-16.00	
68769	SI	04/01/2024	Hall Hire Fees			72.00	-72.00	
68770	SI	04/01/2024	Hall Hire Fees			48.00	-48.00	
68771	SI	04/01/2024	Hall Hire Fees			48.00	-48.00	
68772	SI	04/01/2024	Hall Hire Fees			96.00	-96.00	
68773	SI	04/01/2024	Hall Hire Fees			48.00	-48.00	
68774	SI	04/01/2024	Hall Hire Fees			32.00	-32.00	
68794	SI	05/01/2024	Hall Hire Fees			37.50	-37.50	
68795	SI	05/01/2024	Hall Hire Fees			17.00	-17.00	
68796	SI	05/01/2024	Hall Hire Fees			36.00	-36.00	
68797	SI	05/01/2024	Hall Hire Fees			12.50	-12.50	
68798	SI	08/01/2024	Hall Hire Fees			32.00	-32.00	
68799	SI	08/01/2024	Hall Hire Fees			27.00	-27.00	
68800	SI	08/01/2024	Hall Hire Fees			12.50	-12.50	
68801	SI	08/01/2024	Hall Hire Fees			54.00	-54.00	
68802	SI	08/01/2024	Hall Hire Fees			12.50	-12.50	
68805	SI	09/01/2024	Hall Hire Fees			97.50	-97.50	
68806	SI	09/01/2024	Hall Hire Fees			12.50	-12.50	
68807	SI	09/01/2024	Meeting Room Commercial £19.50 per hour			97.50	-97.50	
68808	BR	09/01/2024	Milford Hall Deposit Fee			140.00	-140.00	
68818	SI	10/01/2024	Hall Hire Fees			36.00	-36.00	
68819	SI	10/01/2024	Hall Hire Fees			12.50	-12.50	
68820	SI	10/01/2024	Hall Hire Fees			45.00	-45.00	
68821	SI	10/01/2024	Hall Hire Fees			12.50	-12.50	
68824	SI	10/01/2024	Hall Hire Fees			37.50	-37.50	

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

68825	SI	10/01/2024	Hall Hire Fees		17.00	-17.00
68863	SI	15/01/2024	Hall Hire Fees		126.00	-126.00
68864	SI	15/01/2024	Hall Hire Fees		25.00	-25.00
68889	SI	16/01/2024	Hall Hire Fees		36.00	-36.00
68890	SI	16/01/2024	Hall Hire Fees		12.50	-12.50
68926	SI	22/01/2024	Hall Hire Fees		54.00	-54.00
68927	SI	22/01/2024	Hall Hire Fees		12.50	-12.50
68971	SI	23/01/2024	Hall Hire Fees		27.00	-27.00
69005	SI	24/01/2024	Hall Hire Fees		27.00	-27.00
69006	SI	24/01/2024	Hall Hire Fees		12.50	-12.50
69022	SI	26/01/2024	Hall Hire Fees		54.00	-54.00
69023	SI	26/01/2024	Hall Hire Fees		12.50	-12.50
69024	SI	26/01/2024	Hall Hire Fees		75.00	-75.00
69025	SI	26/01/2024	Hall Hire Fees		17.00	-17.00
69035	SI	31/01/2024	Hall Hire Fees		64.00	-64.00
69036	SI	31/01/2024	Hall Hire Fees		88.00	-88.00
69037	SI	31/01/2024	Hall Hire Fees		160.00	-160.00
69038	SI	31/01/2024	Hall Hire Fees		224.00	-224.00
69039	SI	31/01/2024	Hall Hire Fees		32.00	-32.00
69041	PI	26/01/2024	Milford Hall Deposit Refund	140.00		140.00
69054	SI	31/01/2024	Hall Hire Fees		62.50	-62.50
69055	SI	31/01/2024	Hall Hire Fees		17.00	-17.00
69056	SI	25/01/2024	Milford Hall Hire Fees - February 2024		1,333.33	-1,333.33
69057	SI	25/01/2024	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
<u>Account Totals</u>				<u>140.00</u>	<u>3,936.08</u>	<u>-3,796.08</u>

N/C		6070	Name	B&CM - Exp - Litter bins/Grit Bins		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68966	PI	16/01/2024	Stencil - Grit Bins	5.82		5.82
<u>Account Totals</u>				<u>5.82</u>		<u>5.82</u>

N/C		6080	Name	B&CM - Exp - Monmouth Hall		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68935	JD	27/01/2024	Payments	1,173.36		1,173.36
69032	JC	26/01/2024	Caretaker/Cleaner		1,173.36	-1,173.36
<u>Account Totals</u>				<u>1,173.36</u>	<u>1,173.36</u>	

N/C		6090	Name	B&CM - Exp - Milford Hall		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68866	PI	03/01/2024	Electricity	2,421.74		2,421.74
68867	PI	15/01/2024	Cavity Wall Insulation	2,160.00		2,160.00
68947	PI	01/01/2024	Rates	563.00		563.00
69000	PI	24/01/2024	Cleaning	780.00		780.00
69033	JD	26/01/2024	Caretaker	861.01		861.01
69044	PI	16/01/2024	Electricity	890.51		890.51
69131	PI	22/01/2024	Sanitary Bins	204.00		204.00
69132	PI	16/01/2024	Gas	422.40		422.40
69133	PI	31/01/2024	Supply and Fit Valve Actuators	254.00		254.00
69134	PI	31/01/2024	Water Hygiene Service	222.25		222.25
69161	PI	31/01/2024	Repointing Wall	834.00		834.00
69298	PI	22/01/2024	Internet Connection	24.53		24.53
<u>Account Totals</u>				<u>9,637.44</u>		<u>9,637.44</u>

N/C		6100	Name	B&CM - Exp - Public Toilets Peter St		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68907	PI	02/01/2024	Water Charges	73.10		73.10
68940	PI	09/01/2024	Electricity	307.41		307.41
68945	PI	11/01/2024	Air Freshener	105.18		105.18
68956	PI	08/01/2024	Foot Patrols	640.00		640.00
69157	PI	23/01/2024	Consumables	72.50		72.50
69158	PI	31/01/2024	Cleaning	615.19		615.19

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

				<u>Account Totals</u>	<u>1,813.38</u>		<u>1,813.38</u>
<u>N/C</u>	6102	<u>Name</u>	B&CM - Exp - Public Toilets Petters Way				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
68946	PI	11/01/2024	Air Freshener	189.32			189.32
68957	PI	08/01/2024	Foot Patrols	640.00			640.00
				<u>Account Totals</u>	<u>829.32</u>		<u>829.32</u>
<u>N/C</u>	6140	<u>Name</u>	B&CM - Exp - Band Costs				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
68960	PI	11/01/2024	Sponsorship - Band	3,500.00			3,500.00
				<u>Account Totals</u>	<u>3,500.00</u>		<u>3,500.00</u>
<u>N/C</u>	6190	<u>Name</u>	B&CM - Exp - Town House - Business Rates				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
68948	PI	01/01/2024	Rates	1,105.00			1,105.00
				<u>Account Totals</u>	<u>1,105.00</u>		<u>1,105.00</u>
<u>N/C</u>	6200	<u>Name</u>	B&CM - Exp - Town House - (excluding services)				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
68793	CP	04/01/2024	Refreshments	5.99			5.99
68964	PI	16/01/2024	Refreshments	8.89			8.89
69034	JD	26/01/2024	Cleaner	312.35			312.35
69159	PI	11/01/2024	Sanitary Bins	1,266.24			1,266.24
				<u>Account Totals</u>	<u>1,593.47</u>		<u>1,593.47</u>
<u>N/C</u>	6210	<u>Name</u>	B&CM - Exp - Town House - Electricity				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
68915	PI	02/01/2024	Electricity	224.75			224.75
				<u>Account Totals</u>	<u>224.75</u>		<u>224.75</u>
<u>N/C</u>	6212	<u>Name</u>	B&CM - Exp - Town House - Gas				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
68916	PI	05/01/2024	Gas	212.74			212.74
				<u>Account Totals</u>	<u>212.74</u>		<u>212.74</u>
<u>N/C</u>	6214	<u>Name</u>	B&CM - Exp - Town House - Maintenance				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
69043	PI	25/01/2024	Parking Lines	450.00			450.00
69115	PI	15/01/2024	Toilet Seat Fittings	5.82			5.82
69141	PI	08/01/2024	Painting Materials	51.06			51.06
				<u>Account Totals</u>	<u>506.88</u>		<u>506.88</u>
<u>N/C</u>	6270	<u>Name</u>	B&CM - Exp - Defibrillator				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
69114	PI	04/01/2024	Defibrillator Sign	29.99			29.99
				<u>Account Totals</u>	<u>29.99</u>		<u>29.99</u>
				<u>Department</u>	<u>20,772.15</u>	<u>5,109.44</u>	<u>15,662.71</u>
<u>Dept Number</u>	11	<u>Dept</u>	PROMOTIONS & ACTIVITIES				
<u>N/C</u>	5530	<u>Name</u>	P&A - Exp - Love Yeovil				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
68970	PI	23/01/2024	Contribution Lantern Parade	500.00			500.00

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

				<u>Account Totals</u>	<u>500.00</u>		<u>500.00</u>
<u>N/C</u>		<u>Name</u>					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>		<u>Balance</u>
5570			P&A - Exp - Town Crier				
68967	PI	15/01/2024	Business Cards	31.57			31.57
				<u>Account Totals</u>			<u>31.57</u>
				<u>Department</u>			<u>531.57</u>
				<u>Grand Totals</u>	<u>78,331.88</u>	<u>11,524.65</u>	<u>66,807.23</u>

**11/189 2023/24 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 29<sup>TH</sup> FEBRUARY 2024 (MONTH 1 – 11)**

**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 **£1,219,398** against the budget of **£1,260,357** shows an **underspend of £40,959 (3.2%)**. 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 Month11)						
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	545,979	20,758
Income	(2,750)	(19,580)	16,830	(4,250)	(54,402)	50,152
<b>Net Expenditure</b>	<b>505,426</b>	<b>430,863</b>	<b>74,563</b>	<b>562,487</b>	<b>491,577</b>	<b>70,910</b>
<b>Buildings and Civic Matters</b>						
Expenditure	279,820	260,739	19,081	258,720	322,748	(64,028)
Income	(27,000)	(31,477)	4,477	(27,000)	(33,620)	6,620
<b>Net Expenditure</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>	<b>231,720</b>	<b>289,128</b>	<b>(57,408)</b>
<b>Grounds and General Maintenance</b>						
Expenditure	360,760	352,316	8,444	303,560	299,385	4,175
Income	(20,990)	(26,350)	5,360	(22,190)	(27,049)	4,859
<b>Net Expenditure</b>	<b>339,770</b>	<b>325,966</b>	<b>13,804</b>	<b>281,370</b>	<b>272,336</b>	<b>9,034</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	166,357	17,423
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>166,357</b>	<b>17,423</b>
<b>Total Yeovil Town Council</b>						
Expenditure	1,250,796	1,212,560	38,236	1,313,797	1,334,469	(20,672)
Income	(50,740)	(79,407)	28,667	(53,440)	(115,071)	61,631
<b>Net Expenditure</b>	<b>1,200,056</b>	<b>1,133,153</b>	<b>66,903</b>	<b>1,260,357</b>	<b>1,219,398</b>	<b>40,959</b>



**Appendix B**

Policy, Resources & Finance Committee										
	2022/23			2023/24						
	Budget £	Actual £	(Over)/ Under £	Budget	Virement	Revised Budget	Month 1 -11 spent 2/29/2024	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £	Notes
<b>EXPENDITURE</b>										
Advertising	500	645	(145)	500	0	500	180	300	200	
Audit fees	3,610	2,950	660	3,930	0	3,930	1,171	3,200	730	
Books/periodicals	240	385	(145)	240	0	240	416	500	(260)	Local Government Chronicle
Carbon Management	25,000	25,000	0	25,000	0	25,000	0	25,000	-	
Contingencies	57,146	3,390	53,756	60,017	-18,400	41,617	4,377	5,000	36,617	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	0	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	0	30,000	26,829	30,000	-	
Courses/conferences	5,000	1,518	3,482	5,000	0	5,000	85	3,000	2,000	
Franking Machine	500	333	167	500	0	500	361	500	-	
Furniture, office equipment & servicing	4,000	3,289	711	4,000	0	4,000	2,476	4,000	-	
Grants	7,000	12,900	(5,900)	10,000	0	10,000	1,000	4,000	6,000	
Insurance	6,000	10,629	(4,629)	7,200	0	7,200	0	7,000	200	Insurance for 2023/24 paid in 2022/23
Mayoral allowance	10,480	5,579	4,901	11,400	0	11,400	8,205	9,000	2,400	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	0	0	447	500	(500)	
New Initiatives Fund	15,000	0	15,000	15,000	0	15,000	0	15,000	-	£5,000 Drop Kerbs
PC Support	13,000	12,684	316	14,100	0	14,100	11,327	14,100	-	
Postage	2,000	2,244	(244)	2,000	0	2,000	1,119	1,500	500	
Prof. fees/subs	7,500	10,590	(3,090)	8,000	0	8,000	8,432	10,590	(2,590)	
Salaries	267,500	277,178	(9,678)	300,000	0	300,000	278,469	303,000	(3,000)	
Ski Centre	500	24	476	500	0	500	11,094	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	1,000	1,000	-	
Stationery/supplies	2,000	1,129	871	2,000	0	2,000	929	1,200	800	
Telephone	2,500	2,971	(471)	2,500	0	2,500	2,013	2,200	300	
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	600	750	-	
Youth Council	2,000	2,000	0	2,000	0	2,000	0	2,000	-	
Youth Services - YMCA	40,600	33,280	7,320	40,600	0	40,600	31,139	43,139	(2,539)	
Youth Services - Youth Drop In	0	3,750	(3,750)	15,000	0	15,000	15,000	15,000	-	
<b>Total Expenditure</b>	<b>508,176</b>	<b>449,093</b>	<b>59,083</b>	<b>566,737</b>	<b>(10,400)</b>	<b>556,337</b>	<b>424,889</b>	<b>545,979</b>	<b>10,358</b>	
<b>INCOME</b>										
Investment Interest	(500)	(16,587)	16,087	(2,000)	0	(2,000)	(45,675)	(50,403)	48,403	Interest rates increasing
Community Infrastructure Levy	0	(669)	669	0	0	0	(956)	(956)	956	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	0	(1,250)	(1,376)	(1,376)	126	£816 Community Church carpark (now terminated). £560 (10 years recovery at £56 per year) farmer's grazing rights
Salary Recharge	(1,000)	(1,100)	100	(1,000)	0	(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>0</b>	<b>(4,250)</b>	<b>(49,673)</b>	<b>(54,402)</b>	<b>50,152</b>	
<b>Net Expenditure</b>	<b>505,426</b>	<b>429,513</b>	<b>75,913</b>	<b>562,487</b>	<b>(10,400)</b>	<b>552,087</b>	<b>375,216</b>	<b>491,577</b>	<b>60,510</b>	

## Grounds and General Maintenance Committee

	2022/23			2023/24						Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Virement	Revised Budget	Month 1 -11 spent 12/31/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £	
<b>EXPENDITURE</b>										
Allotment Maintenance	9,570	12,778	(3,208)	13,800	0	<b>13,800</b>	22,010	25,950	(12,150)	Tree Surveys (£2480); Tree work (£720); Strucural Survey Sheds (£600); Repairs to walkways at Elizabeth Flats (£3,796); Treeworks (£3,690); Shed demolition (£3,940)
Allotments - Fence Repairs	2,000	2,000	0	2,000	0	<b>2,000</b>	11	2,000	0	
Best Kept Allotments Competition	250	262	(12)	250	0	<b>250</b>	325	325	(75)	
Community Heritage Officer	10,000	10,000	0	10,000	0	<b>10,000</b>	10,000	10,000	0	
Electric Van	8,000	0	8,000	8,000	0	<b>8,000</b>	0	0	8,000	
Goar Knap - Building	2,000	2,096	(96)	2,200	0	<b>2,200</b>	1,894	1,900	300	
Holiday Playscheme contribution	9,640	9,640	0	10,490	0	<b>10,490</b>	5,245	5,245	5,245	
Labour	27,580	26,817	763	32,000	0	<b>32,000</b>	27,014	30,000	2,000	
Leases	350	335	15	350	0	<b>350</b>	335	335	15	
Materials and equipment	1,870	3,976	(2,106)	1,870	0	<b>1,870</b>	3,063	3,342	(1,472)	
<b>Open spaces:</b>						<b>0</b>				
Lights for Milford Park	400	0	400	400	0	<b>400</b>	0	0	400	
Open Spaces	133,480	133,480	0	133,480	0	<b>133,480</b>	100,110	133,480	0	
Play and Landscape Officers	13,200	13,200	0	14,360	0	<b>14,360</b>	14,360	14,360	0	
Play Area	12,940	12,940	0	14,080	0	<b>14,080</b>	14,080	14,080	0	
Repairs/Enhancements	2,830	2,830	0	3,080	0	<b>3,080</b>	3,080	3,080	0	
Play Area Upgrade	30,000	30,000	0	10,000	0	<b>10,000</b>	0	10,000	0	
Playpark Programme	50,000	50,000	0	0	0	<b>0</b>	0	0	0	
Skateparks	7,000	712	6,288	7,000	0	<b>7,000</b>	1,282	2,000	5,000	
Door Step Green	32,700	32,700	0	32,700	0	<b>32,700</b>	32,700	32,700	0	
Country Park	2,200	2,394	(194)	2,400	0	<b>2,400</b>	3,396	3,796	(1,396)	
Yew Tree Park - Gate Opening	200	49	151	100	0	<b>100</b>	86	100	0	
Protective Clothing	1,350	1,722	(372)	1,800	0	<b>1,800</b>	1,213	1,300	500	
Vehicle	1,000	2,184	(1,184)	1,000	0	<b>1,000</b>	4,558	3,193	(2,193)	
Water charges	2,200	2,200	0	2,200	0	<b>2,200</b>	0	2,200	0	
Water Mains Refurbishment/Repairs										
<b>Total Expenditure</b>	<b>360,760</b>	<b>352,316</b>	<b>8,444</b>	<b>303,560</b>	<b>0</b>	<b>303,560</b>	<b>244,762</b>	<b>299,385</b>	<b>4,175</b>	
<b>INCOME</b>										
Taps & keys	(100)	(158)	58	(100)	0	<b>(100)</b>	(182)	(182)	82	
Contribution towards cost of Elizabeth Flats works	0	(2,956)	2,956	0	0	<b>0</b>	0	0	0	
Access & Easements	0	0	0	0	0	<b>0</b>	0	0	0	
Rent	(17,800)	(18,625)	825	(18,500)	0	<b>(18,500)</b>	(21,548)	(21,548)	3,048	
Lease	(2,090)	(2,088)	(2)	(2,090)	0	<b>(2,090)</b>	(1,566)	(2,088)	(2)	
Water Charge	(1,000)	(2,523)	1,523	(1,500)	0	<b>(1,500)</b>	(3,231)	(3,231)	1,731	
<b>Total Income</b>	<b>(20,990)</b>	<b>(26,350)</b>	<b>5,360</b>	<b>(22,190)</b>	<b>0</b>	<b>(22,190)</b>	<b>(26,527)</b>	<b>(27,049)</b>	<b>4,859</b>	
<b>Net Expenditure</b>	<b>339,770</b>	<b>325,966</b>	<b>13,804</b>	<b>281,370</b>	<b>0</b>	<b>281,370</b>	<b>218,235</b>	<b>272,336</b>	<b>9,034</b>	

## Buildings & Civic Matters Committee

	2022/23			2023/24							Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Virement	Revised Budget	Month 1 -11 spent 2/29/2024	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £		
<b>EXPENDITURE</b>											
Band Costs	3,500	3,500	0	3,500	0	<b>3,500</b>	3,500	3,500	-		
CCTV	32,490	32,490	0	32,490	0	<b>32,490</b>	0	32,490	-		
Changing Places	5,000	0	5,000	0	0	<b>0</b>	0	0	-		
Community safety	17,500	17,500	0	17,500	0	<b>17,500</b>	476	17,500	-	Ranger - moving SIDS	
Defibrillator	10,500	16,206	(5,706)	11,500	0	<b>11,500</b>	11,353	13,940	(2,440)		
Finger Post Restoration	0	0	0	0	925	<b>925</b>	925	925	-		
Litter/Grit bins	700	166	534	700	0	<b>700</b>	6	6	694		
Milford Hall - Business Rates	5,200	5,364	(164)	5,370	0	<b>5,370</b>	5,632	5,632	(262)		
Milford Hall - Running Costs	20,000	43,098	(23,098)	22,000	0	<b>22,000</b>	66,551	70,000	(48,000)	Electricity prices increase - investigating consumption (£22,600 to date)	
Milford Hall - Security	3,000	2,730	270	3,000	0	<b>3,000</b>	1,004	1,039	1,961		
Milford Hall - SSDC Recharges	10,000	5,144	4,856	10,000	0	<b>10,000</b>	0	0	10,000		
Milford Hall Refurbishments	20,000	2,210	17,790	0	0	<b>0</b>	0	0	-		
Millennium Clock	520	1,722	(1,202)	570	0	<b>570</b>	1,100	1,420	(850)	Survey of millenium clock (£1,100),	
Monmouth Hall Business Rates	0	1,075	(1,075)	0	0	<b>0</b>	0	0	-		
Monmouth Hall refurbishment	60,000	58,681	1,319	60,000	0	<b>60,000</b>	43	60,000	-	Purchase of chain and padlock	
PA System for Remembrance	500	577	(77)	620	0	<b>620</b>	848	848	(228)		
Public noticeboards	500	42	458	1,000	9,475	<b>10,475</b>	10,173	12,430	(1,955)	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	0	<b>7,500</b>	6,044	7,253	247		
Peter Street Public Toilet - Security	5,200	5,783	(583)	5,660	0	<b>5,660</b>	6,818	7,458	(1,798)	Price increase - £418 from March 2023	
Peter Street Public Toilet - Business Rates	3,200	0	3,200	0	0	<b>0</b>	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	0	<b>9,250</b>	7,191	8,629	621		
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	10,545	855	12,900	0	<b>12,900</b>	7,658	10,210	2,690		
Petters Way Public Toilet - Security	5,000	5,781	(781)	5,440	0	<b>5,440</b>	6,818	7,458	(2,018)	Price increase	
Petters Way Public Toilet - Business Rates	2,650	0	2,650	0	0	<b>0</b>	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	0	<b>2,210</b>	2,624	2,863	(653)		
Regalia	2,000	3,781	(1,781)	2,000	0	<b>2,000</b>	54	2,000	-	Moved from PR&F	
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	<b>2,160</b>	0	0	2,160	No Sports Development Officer currently at SSDC	
Remembrance Sunday	1,500	0	1,500	1,500	0	<b>1,500</b>	1,101	1,300	200		
St Georges Day Parade	300	0	300	200	0	<b>200</b>	200	200	-		
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	<b>8,000</b>	0	0	8,000		
Town House - CCTV Reserve	500	500	0	500	0	<b>500</b>	0	500	-		
Town House - business rates	10,400	9,606	794	10,400	0	<b>10,400</b>	11,047	11,047	(647)		
Town House - electricity	1,600	1,540	60	2,400	0	<b>2,400</b>	1,672	2,000	400		
Town House - gas	2,200	2,160	40	2,200	0	<b>2,200</b>	1,380	1,800	400		
Town House - repairs and maintenance	10,000	6,027	3,973	10,000	0	<b>10,000</b>	31,919	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	0	<b>400</b>	217	300	100		
Town House (excluding services)	7,000	5,802	1,198	7,000	0	<b>7,000</b>	5,864	6,000	1,000		
War memorials	750	750	0	750	0	<b>750</b>	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>10,400</b>	<b>269,120</b>	<b>193,319</b>	<b>322,748</b>	<b>(53,628)</b>		
<b>INCOME</b>											
Defibrillator Contribution	0	(5,706)	5,706	0	0	<b>0</b>	(1,220)	(2,440)	2,440	Contributions for external sources	
Insurance Claim - Regalia	0	(1,668)	1,668	0	0	<b>0</b>	0	0	-		
Milford Hall	(26,000)	(24,102)	(1,898)	(26,000)	0	<b>(26,000)</b>	(27,659)	(30,000)	4,000	Awaiting finalising of lease with FTS	
Notice Board Contribution	0	0	0	0	0	<b>0</b>	(1,180)	(1,180)	1,180		
Town House	(1,000)	0	(1,000)	(1,000)	0	<b>(1,000)</b>	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>0</b>	<b>(27,000)</b>	<b>(30,059)</b>	<b>(33,620)</b>	<b>6,620</b>		
<b>Net Expenditure</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>	<b>231,720</b>	<b>10,400</b>	<b>(26,250)</b>	<b>163,260</b>	<b>289,128</b>	<b>(47,008)</b>		

## Planning Committee

	2022/23			2023/24							Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Virement	Revised Budget	Month 1 -9 spent 12/31/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £		
<b>EXPENDITURE</b>											
Planning	1,000	0	1,000	1,000	0	0	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>0</b>	<b>0</b>	<b>1,000</b>		
<b>INCOME</b>											
	0	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>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>0</b>	<b>0</b>	<b>1,000</b>		

**Promotions & Activities Committee**

	2022/23			2022/23							Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Virement	Revised Budget	Month 1 -11 spent 12/31/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £		
<b>EXPENDITURE</b>											
Christmas Lights	23,500	16,217	7,283	28,000	0	<b>28,000</b>	12,859	28,000	0		
Christmas Lights Competition	30	0	30	30	0	<b>30</b>	0	0	30		
Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	20,000	0	<b>20,000</b>	9,062	20,000	0		
Christmas Lights Switch On	500	0	500	0	0	<b>0</b>	0	0	0		
Christmas Lights Switch On Event	0	0	0	1,000	0	<b>1,000</b>	2,008	2,008	(1,008)		
Customised souvenirs	650	650	0	650	0	<b>650</b>	0	650	0		
Eats:Festival	5,000	4,550	450	5,000	0	<b>5,000</b>	3,475	3,475	1,525		
Love Yeovil	1,000	500	500	1,000	0	<b>1,000</b>	500	1,000	0		
Resourcing VE Day Celebrations	0	40,492	(40,492)	0	0	<b>0</b>	0	0	0		
Resourcing Yeovil Celebrates...	0	20,587	0	70,000	0	<b>70,000</b>	57,385	57,385	12,615		
Queen's Jubilee Beacon Lighting Event	0	2,700	0	0	0	<b>0</b>	0	0	0	Funded From Contingency	
Super Saturday	7,000	4,308	2,692	7,000	0	<b>7,000</b>	4,499	4,499	2,501		
Town Crier	1,070	0	1,070	1,170	0	<b>1,170</b>	1,262	1,300	(130)		
Yeovil Art Space (SLA)	0	0	0	5,000	0	<b>5,000</b>	5,000	5,000	0		
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	<b>24,800</b>	18,600	24,800	0		
Yeovil in Bloom Working Budget	16,440	16,446	(6)	16,440	0	<b>16,440</b>	12,330	16,440	0		
Yeovil Open Town Crier Competition	1,550	1,447	103	1,690	0	<b>1,690</b>	0	1,800	(110)		
Yeovil Together	2,000	2,000	0	2,000	0	<b>2,000</b>	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>0</b>	<b>183,780</b>	<b>126,979</b>	<b>166,357</b>	<b>15,423</b>		
<b>INCOME</b>											
Yeovil Celebrates	0	0	0	0	0	<b>0</b>	(2,321)	(2,321)	2,321		
Queen's Platinum Jubilee Contribution	0	(2,000)	2,000	0	0	<b>0</b>	0	0	0		
Souvenirs	0	0	0	0	0	<b>0</b>	0	0	0		
Super Saturday	0	0	0	0	0	<b>0</b>	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>0</b>		
<b>Net Expenditure</b>	<b>101,040</b>	<b>149,062</b>	<b>(24,735)</b>	<b>183,780</b>	<b>0</b>	<b>183,780</b>	<b>126,979</b>	<b>166,357</b>	<b>15,423</b>		

## 11/190 CCLA – INCREASE INVESTMENT

The table below shows where the Town Council currently hold their money:

	£
NatWest Current Account	1,500.00
NatWest Business Reserve	1,315,601.49
Nationwide Treasury Account	538,477.35
CCLA Investment Management	25,000.00
<b>Total Bank Account</b>	<b>1,880,578.84</b>

The return on the investments as a whole, to date amount to £45,675. This is because interest rates have increased.

In April, the Town Council will be receiving its precept of £2,537,412, which will be paid in one instalment in April 2024. This mean that the Council will be holding more that £4.4million.

A meeting is being arranged with Arlingclose (the Council's Treasury Advisers) to consider options available. The Council are yet to agree an investment strategy.

In the interim it is suggested to increase the amount with CCLA to £500,000. The Council currently hold £25,000 in the Public Sector Deposit Fund and by the end of this financial year would have generated invested income in the region of £1,132. This gives an average yield of about 4.53%.

The yield of this fund as at 31<sup>st</sup> December 2023 was 5.29%. If the Council were to increase the amount to £500,000, based on the yield of 5.29%, an investment income of £22,640 could be generated.

Facts about the fund can be found on the attached Fact Sheet.

The Committee is **RECOMMENDED**:

- (1) to note the report; and
- (2) to increase the investment in this fund by £475,000 to £500,000.

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

# The Public Sector Deposit Fund

## Fund fact sheet – 31 December 2023

### Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

### Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

### Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

### Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

### Responsible investment policy

The fund is managed in accordance with CCLA's values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties' environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

### Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

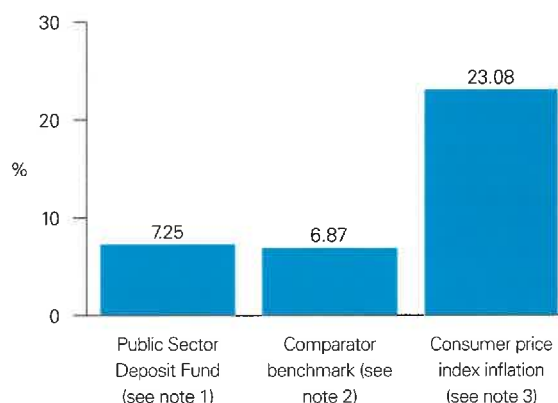
### Top 10 counterparty exposures (%)

9.78%	HM Treasury
9.78%	Nationwide Building Society
9.78%	Yorkshire Building Society
9.29%	Landesbank Baden-Wuerttemberg
7.34%	National Bank of Canada
4.30%	DBS Bank Limited
3.91%	Mizuho Bank
3.91%	MUFG Bank
3.91%	SMBC Bank International plc
3.91%	Lloyds Bank Corporate Markets plc

### Share class 4 yield as at 31 December 2023

**5.29%**

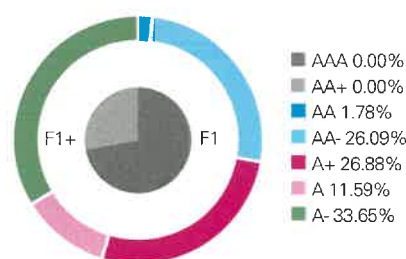
### 5 years performance



### Asset type (%)



### Credit rating (%) see note 4



### Top 10 country exposures (%)

36.97%	UK
15.61%	Japan
9.99%	Canada
9.36%	Singapore
8.92%	Germany
6.12%	France
3.40%	Finland
2.76%	Netherlands
1.78%	Belgium
1.78%	Sweden

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

## Income

Average yield over the month	5.27%
Yield at the month-end shown	5.29%

## Total return performance by year

12 months to 31 December	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.31%	+0.04%	+1.31%	+4.71%
Comparator benchmark	+0.58%	+0.04%	+0.05%	+1.40%	+4.69%
Relative (difference)	+0.17%	+0.27%	-0.01%	-0.09%	+0.02%

## Annualised total return performance

Performance to 31 December	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.71%	+2.00%	+1.41%
Comparator benchmark	+4.69%	+2.03%	+1.34%
Relative (difference)	+0.02%	-0.03%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

## Market update

Newly released data from the Office for National Statistics (ONS) found that the UK economy shrank slightly in the third quarter of 2023. Modest increases in industrial production and construction during the three months from July to September had been offset by a slowdown in the larger services sector. Business investment and household expenditure were also lower than in the previous quarter. The overall effect was a contraction of 0.1% in gross domestic product (GDP), a slight downgrade from the previous estimate of zero growth for the quarter. The ONS revised downwards its assessment of the three months from March to June 2023, from 0.2% to zero growth.

UK annual headline CPI growth fell relatively sharply. The headline rate for November was 3.9%, down from 4.6% in October. Core inflation slowed from an annualised rate of 5.7%, to 5.1% in November. This was the second consecutive month of marked declines in UK inflation: as recently as September, headline CPI stood at 6.7% and core CPI at 6.1%.

The major central banks once again held interest rates steady at the highs reached earlier this year of 5.00-5.25% in the US, 5.25% in the case of the Bank of England, and 4.00% for the eurozone's ECB. The Bank of England was at pains to avoid speculation about the timing and pace of rate reductions, though this did not prevent markets from pricing in easier monetary policy conditions well before the end of 2024.

## Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,121m
Fitch money-market fund rating	AAAmf
Weighted average maturity	46.68 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

## Please Contact

### Kelly Watson

Market Development  
T: +44 (0)207 489 6105  
M: +44 (0)7879 553 807  
E: kelly.watson@ccla.co.uk

### Jamie Charters

Market Development  
T: +44 (0)207 489 6147  
E: jamie.charters@ccla.co.uk

### Lee Jagger

Market Development  
T: +44 (0)207 489 6077  
E: lee.jagger@ccla.co.uk

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).**

## Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.



# Devolution and Organisation Working Party



## Terms of Reference

### The Role of the Devolution and Organisation Working Party

To act as an advisory group that will provide recommendations to Policy, Resources and Finance Committee.

### Purpose

To consider the future of Yeovil Town Council following devolution of assets, services and people from Somerset Council.

### Aims and Objectives

- 1) To develop and action a plan for the transfer of assets, services and people from Somerset Council to Yeovil Town Council;
- 2) To establish an appropriate Committee structure
- 3) To determine an appropriate management structure and structure chart
- 4) To develop a Council plan (incorporating a vision and priorities); and
- 5) To build on external partnership to deliver value for money and improved services.

### Membership

Role	Name
Member	Andy Kendall
Member	Sarah Lowery
Member	Graham Oakes
Member	Evie Potts-Jones
Member	Royston Spinner
Member	Rob Stickland
Advisory Officer	Amanda Card
Advisory Officer	Lucy Ryder

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ



Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)  
Tel: 01935 382424, Website : [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail: [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

## Notes of the meeting of the Devolution and Organisation Working Party held on Monday 12<sup>th</sup> February 2024 at 7:00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ.

**Present:** Cllrs A Kendall; G Oakes; R Spinner at R Stickland.

**In Attendance:** Sam Astill (Chief Executive Officer at South West Heritage Trust); Amanda Card (Town Clerk); and Lucy Ryder (Assistant Town Clerk).

### (1) APOLOGIES

Apologies were received from Cllrs S Lowery and E Potts-Jones.

### (2) SOUTH SOMERSET HERITAGE COLLECTION

The Town Clerk introduced Sam Astill – Chief Executive Officer at South West Heritage Trust (SWHT). She stated that the SWHT could assist the Yeovil Town Council (YTC) in the delivery of the South Somerset Heritage Collection (SSHC) service.

The Chief Executive Officer put forward a proposal about working in partnership with YTC to deliver the SSHC service whereby Somerset Council (SC) would retain ownership of the collection and SWHT would manage the collection through the existing legal agreement of management that they had with SC regarding museum collections. SC would retain responsibility for the building and for insuring the collection. The proposal included that YTC would provide SWHT with separate funding to deliver engagement, to curate the collection and to ensure that there is programming and use of the collection. SWHT would ensure that the collection can be accredited with the appropriate museum accreditation standard which is administered by Arts Council England (ACE). It was also meant that the staff who oversee the collection on a daily basis would be TUPEd to SWHT. The funding for those posts would be administered through an agreement with YTC. SWHT would bring forward additional funding opportunities through the NPO (National Portfolio Organisation – responsibility to protect and develop arts and cultural ecology). There is also additional funding by ACE to deliver schools engagement. They would seek to work in partnership with YTC and other stakeholders (including ACE and the Lottery Heritage Fund) to ensure that the collection is developed, used, studied and enjoyed. The CEO of SWHT felt the proposal would offer value for money and safeguard the collection for Yeovil. He also felt that it would also

reassure the strategic bodies that there was an appropriate level of involvement from a heritage and cultural specialist in the management of the collection. He felt that the Town Council would bring in local knowledge and links and local civic pride and responsibility. SWHT would like to be facilitators to make future proposals possible. He highlighted the collaboration that SWHT have Weston-Super-Mare Town Council as an example. SWHT could advise on funding bids. ACE see Yeovil and South Somerset as a priority place and want to see initiatives and projects, so he felt that ACE would be keen on supporting the situation.

Concerns were raised about SC's intention to sell the Lufton Depot site as this was currently where the collection was housed. It was recognised that there would be complications moving the collection to another location; ensuring the data on the collection remained integral; and finding suitable secure premises; would be a significant undertaking. He recommended negotiations with SC to slow down the necessity to move out of the Lufton site.

SWHT confirmed that they received funding from SC. It was envisaged that funding be continued albeit not on the current level. The Trust generates other income as well.

Councillors raised concerns that if they were not in ownership of the collection, that the collection could be taken out of Yeovil to Taunton; and that the priority was to keep the collection in Yeovil. The Town Clerk confirmed that the conversations that she had had with SC, they did not seem keen for YTC to take ownership of the collection for the fact of complex legal agreements and legal transfer which could be very costly. She also pointed out that there may be conditions that have been attached to various items of the collections which would make a transfer of the whole collection very challenging. The insurance could be quite significant.

**Action:** Town Clerk to ascertain the value of the collection; likely cost of insurance and conditions for holding the various collections; and any legal agreements that would be required so that YTC can consider the viability of directly taking ownership of the collection.

Councillors agreed that they needed a plan about where the collection will go once the Lufton Depot is sold. They made it very clear that the collection would not be going to Taunton. A solution could be a museum in the town which for educational purposes and tourism. If there is an issue regarding legal transfer, than an undertaking would be required that the collection could not leave Yeovil.

Questions were raised about the financial situation of SWHT since they did rely on funding from SC. There was funding for statutory services such as archives, but there were also legal agreements in place following grant awards from National Lottery Heritage fund and ACE.

The CEO from SWHT stated that they would be committed to YTC's ambition to creating a museum. The key would be for YTC to find a building to home the collection in Yeovil.

**Action:** The Town Clerk to work with SWHT to work on the detail of the proposal, with the aspiration of having a museum and the storage of the reserve items.

**Action:** The Town Clerk to ascertain the requirements of storage of the collection (including the current floor space to house the collection).

*7:55pm Sam Astill – CEO of SWHT left the room and did not return.*

### **(3) YEOVIL RECREATION CENTRE**

This service is the priority and everything would need to be transferred by 1<sup>st</sup> August 2024.

The Town Clerk highlighted that there was interest in partnership working with Yeovil Olympiads, Yeovil and Sherborne Hockey Club and Yeovil College. In particular, there are a lot of ideas coming from Yeovil College. The Town Clerk stated that it was important that YTC understood the provision at the Yeovil Recreation Centre before any agreement is made with a third-party regarding partnership. The ideas submitted by Yeovil College would require YTC to work at a fast pace which at this point in time YTC would not be able to accommodate. The priority for this service is to transfer the assets, services and people first.

The Town Clerk explained the proposals from Yeovil College.

It was agreed that the Town Council were not in a position to be able to look at the future of Yeovil Recreation Centre at this time but would be able to start looking at the car parking requirement.

**Action:** The Town Clerk to visit the Yeovil Recreation Centre with the Manager to gain a through understanding of the site.

**Action:** The Town Clerk to go back to the college and lay out the current position of the YTC.

### **(4) PROPERTY TRANSFER – LEGAL**

The Town Clerk has approached a number of solicitors in Yeovil who specialise in property issues.

**Action:** Due to the fast pace required, the Town Clerk will appoint via Urgent Decision powers.

From the conversations that she has had with these solicitors, they recommend appointing a commercial agent to have act on behalf of YTC.

**Action:** The Town Clerk approach a number of commercial agents for quotations to provide the appropriate service to YTC.

**Action:** Due to the fast pace required, the Town Clerk will appoint via Urgent Decision powers.

### **(5) TUPE ADVICE**

The Town Clerk has approached a number of solicitors in Yeovil who specialise in TUPE. The ideal position would be to appoint a firm of solicitors that will deal with both the property and TUPE elements.

The Town Clerk highlighted that the staff that would be transferred would be those directly responsible for providing the service.

**Action:** Due to the fast pace required, the Town Clerk will appoint via Urgent Decision powers.

**(6) TERMS OF REFERENCE**

Members of the Working Party considered the Terms of Reference.

**RESOLVED:** that the Terms of Reference of the Devolution and Organisation Working Party be agreed (a copy of which is attached).

**(7) YEOVIL COUNTRY PARK**

The Town Clerk reported that she had spent some time with Dan Bennett (Property Development Project Manager) at Somerset Council looking at the boundary of Yeovil Country Park which includes Ninesprings, Penn Hill, Summerhouse Hill, Wyndham Hill, Riverside and Sampsons Wood.

At this point, Cllr R Spinner declared a personal interest in Yeovil Country Park as a family member works there.

**(8) WESTLANDS ENTERTAINMENT VENUE / OCTAGON THEATRE**

The decision for the grant application for £10m to Department of Digital, Culture and Media and Sport (DCMS) would be given by 22<sup>nd</sup> March 2024.

The Town Clerk reminded Councillors that YTC had agreed to contribute £3.75m (in principle) and that loan repayments had not been factored into the budget for 2024/25. She said that consultation would have to be carried out with the people of Yeovil to show support for the project.

Debate was had regarding the lease at Westlands. The lease cannot be split.

**Action:** The Town Clerk to ask whether the whole lease can be with YTC and sublease part to other parties.

**(9) RANSOM STRIPS/ACCESS LANES**

The Town Clerk confirmed that the requested ransom strips would be transferred to YTC.

**Action:** The Town Clerk enquire about the land near the Penn Mill Hotel.

**(10) TRANCHE TWO OF DEVOLUTION**

The Town Clerk explained that she would be in receipt of information for Tranche 2 very soon. This included public toilets, bedding plants, management and maintenance of open spaces, St Johns Churchyard, and maintenance of play areas. She spoke of the need to review the SLA for Yeovil in Bloom, and Open Spaces and Parks that YTC were responsible for.

**(11) NEXT STEPS**

It was suggested that a Q&A session be held at Westlands Entertainment Venue and maybe this is part of the Annual Town Meeting.

The Town Clerk stated that the whole project will be fast moving.

**(12) PROJECT OFFICER**

The Town Clerk stated that this was a very big project and that she needed more resources. It would need to be someone with Local Authority experience. This matter would be taken to the Staffing Committee.

**(13) DATE OF NEXT MEETING**

**RESOLVED:** 26<sup>th</sup> February 2023 at 7:00pm.

The meeting closed at 9:41pm.

Signed:

Date:

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ



Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)  
Tel: 01935 382424, Website : [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail: [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

**Notes of the meeting of the Devolution and Organisation Working Party held on Monday 26<sup>th</sup> February 2024 at 7:00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present:** Cllrs A Kendall; S Lowery (from 7:39pm); G Oakes; and R Stickland.

**In Attendance:** Amanda Card (Town Clerk); and Lucy Ryder (Assistant Town Clerk).

## **(1) APOLOGIES**

Apologies were received from Cllr E Potts-Jones.

## **(2) YEOVIL RECREATION CENTRE**

The Town Clerk informed the Working Party of her visit with the Deputy Town Clerk (HF) to the site, where they met with the Case Officer – Activities. They had a tour of the entire site and facilities which provided a much better understanding of the premises.

The tour also included the car park which the college use. It became clear what the requirements of the college would be going forward. The Town Clerk told the Working Party that she had e-mailed the college as per the direction given at the previous meeting of this working party, and she awaited a response. She had spoken to the Case Officer – Activities about the usage of the car park and he clarified that during the school week, it was not used by anyone other than the college.

She informed the working party of the concerns of some of the team at Yeovil Recreation Centre as they were not clear whether or not they fell under the TUPE arrangements. The Town Clerk had told the team that they must have these conversations with their employer – Somerset Council.

## **(3) SOUTH SOMERSET HERITAGE COLLECTION**

The Town Clerk had visited the South Somerset Heritage Collection (SSHC) to get a feel for the size and space required to house the collection. Values for insurance purposes and floor space have now been provided (2,500 ft<sup>2</sup>).

The Town Clerk and Assistant Town Clerk have also visited the South West Heritage Trust (SWHT) in Taunton. They received a tour of the set up and met with many of the staff. Further explanation had been provided regarding the partnership working with Weston Super Mare Town Council.

Although the desire from the Town Council was to keep the collection in Yeovil, the CEO of SWHT did state that there may be provision for YTC to store the collection or part of the collection at SWHT on behalf of YTC but with readily available access to the collection as required.

The Town Clerk stated that she needed to ascertain some clarity of what was happening with Lufton Depot, as it was imperative to know if a Plan B were required and when it would be likely that plan would have to be executed. The Town Clerk reminded Members that the costings that had been provided was in the understanding that the SSHC would be operated from the Lufton Depot. From her visit to the site, a huge amount of the collection was in a climate-controlled area, and that climate-controlled area, if replicated at another site would be very expensive. Another consideration was that the climate-controlled storage was funded by a Heritage National Lottery and there may be conditions attached to that grant funding, which may be clawed back, should the conditions no longer be met. This would clearly be a liability of Somerset council (SC).

The Working Party were happy for the Town Clerk to continue to work with SWHT on a proposal about how partnership working would work going forward.

#### **(4) TRANSFER OF YEOVIL RECREATION CENTRE AND YEOVIL COUNTRY PARK**

These assets need to be transferred by 1<sup>st</sup> August 2024. There are a number of land registry titles attached to both Yeovil Recreation Centre (8 parcels of land) and Yeovil Country Park (27 parcels of land). There is a need to safeguard YTC due to the risk of SC issuing a Section 114 notice which could happen before the legal transfer of the freehold. Discussions are being held about YTC having a long lease in the first instance, this will be quicker than the freehold transfer, but have conditions within the long lease that there be key milestones that needed to be met, to transfer the freehold. The freehold transfer must still go ahead, but a long lease would offer protection from any repercussions of a Section 114 being issued.

The Town Clerk stated that YTC would be having legal representation for both the long lease and freehold transfer.

The Town Clerk was unsure whether the titles could be brought together under fewer titles going forward.

The Town Clerk presented a map that the Assistant Town Clerk had put together on Parish Online which gave a good visual indication of the additional land that YTC would be responsible for going forward. Members found the map very useful.

#### **(5) YEOVIL COUNTRY PARK**

The Town Clerk reiterated that the staff would transfer but without any management. There would be a need to consider the management structure going forward.



**(6) WESTLANDS ENTERTAINMENT VENUE**

The Town Clerk had challenged SC about why the Town Council could not be the leaseholder of the full site of Westlands, and she was told it was due to conditions on grant funding received for both the Cricket Ground and the Leisure Centre.

The Town Clerk confirmed that Leonardo would not split the lease, but the element of Westland Entertainment Venue would be subleased by SC to YTC.

*7:39pm Cllr S Lowery joined the meeting.*

**(7) BUDGETS**

The Town Clerk now had detailed budgets available for SSHC, Yeovil Country Park and Yeovil Recreation Ground. The Octagon Theatre/Westlands Entertainment Venue budget would be detailed soon.

**(8) LEGAL SUPPORT REGARDING TRANSFER OF ASSETS AND TUPE**

The Town Clerk was awaiting quotations to be returned from her procurement exercise for legal support regarding the transfer of assets and people.

**(9) TRANCHE 2**

Information have been received from SC regarding Tranche 2 of devolution. The Town Clerk has many questions regarding the information provided. She will be meeting with officers from SC for clarity about what the figures meant.

The Assistant Town Clerk will plot on a map the prospective open spaces and play parks.

There were a lot of considerations to make such as premises and vehicles. A holistic approach needs to be made to streamline all services and consider cross overs.

This will also be a good opportunity to consider YTC's services.

**(10) COMMITTEE STRUCTURES AND STAFFING STRUCTURE**

The Clerk presented her ideas about how she felt the Committee Structure and Staffing Structure should be going forward.

She felt that there was a need for a Director to head up Yeovil Recreation Centre, Yeovil Country Park and Open Spaces.

**(11) CCTV**

The Town Clerk was concerned that the impression given by SC was that all Town Councils had agreed to a contribution. This is not the case.

YTC had agreed to contribute in principle but required further information. The Deputy Town Clerk (HF) has been working with SC to ascertain the additional information. The figures provided by SC was a cost per camera and did not take into the account the specification of

the camera and whether it was fit for purpose. The Deputy Town Clerk (HF) is challenging the cameras for YTC.

A report will be taken to BCM within confidential session but a recommendation should go forward to PR&F and Town Council.

**(12) DATE OF NEXT MEETING**

**RESOLVED:** 14<sup>th</sup> March 2023 at 7:00pm.

The meeting closed at 9:58pm.

Signed:

Date:

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ



Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)  
Tel: 01935 382424, Website : [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail: [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

**Notes of the meeting of the Devolution and Organisation Working Party held on Wednesday 14<sup>th</sup> March 2024 at 7:00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present:** Cllrs A Kendall; S Lowery; G Oakes; E Potts-Jones; R Spinner and R Stickland.

**In Attendance:** Amanda Card (Town Clerk); and Lucy Ryder (Assistant Town Clerk).

## (1) APOLOGIES

There were no apologies.

## (2) TRANCHE 2

The Town Clerk informed the working party that her and the Assistant Town Clerk had a very useful meeting with Steve Fox from Somerset Council about Yeovil in Bloom, Open Spaces and Play Areas.

### Highways work

Discussions were held about the following services:

- Tractor flail – hedge trimming (Frequency of activity by Somerset Council: annually)
- Ditches and Screen (Frequency of activity by Somerset Council: ditches – annually, screens – fortnightly)
- Highway verges (Frequency of activity by Somerset Council: twice a year)

If Yeovil Town Council felt that it needed to be carried out more frequently, then they could agree to a Service Level Agreement which gave permission from Somerset Council for the Town Council to carry out these activities. The Town Clerk commented that it would muddy the waters about who was actually responsible for these activities and this could be confusing for the public. The working party will review the SLA for these areas when it becomes available.

### Open Spaces

Both Yeovil Town Council (Within SLA) and Somerset Council (Outside SLA) had responsibilities for open spaces in Yeovil. See table below for details.

Within SLA	Outside SLA
Bides gardens / Reckleford	Bell chase
Fielding road rec	Birchfield East **
Grass royal rec	Birchfield West
Higher milford valley	Century park
Hollands walk	College green
Howerd road rec	Lyde road / Meadow etc
Kingston view	Oaklands
Lower milford valley	Various roadside verges and strips
Milford Park	Yew tree park
Monsdale rec	
Oxford road	
Preston Park	
Roseberry ave rec	
Sidney gardens	
Turners barn lane / Arnewood gardens	
Westfield Rec	
Westland road rec	

The open spaces within the SLA were owned by Somerset Council, Yeovil Town Council were responsible for these areas but had an SLA with Somerset Council to manage the open spaces on behalf of Yeovil Town Council. The current cost associated with this is £133,480. However, the costs of these services are estimated to be in the region of £184,954, meaning that Somerset Council subsidise the Open Spaces SLA by £51,474. The SLA does make provision to apply inflation but since the inception of the SLA, this has never been applied. The Working Party went through the detail of expenditure. The Town Clerk highlighted that if the open spaces within SLA were to be taken back in house, then the Town Council would still need to contract waste collection to Somerset Council, as the Town Council would not have the facilities to dispose of waste (including dog faeces).

Outside the SLA, are areas that are not included within the SLA and are the responsibility of Somerset Council. The current costs of running these services was £45,660.

There were many areas of roadside verges and strips. The Working Party indicated that they do not think that the Council should consider these areas.

The total costs of open spaces (within SLA and outside SLA) would cost in the region of £230,614.

## **Play Areas**

Both Yeovil Town Council (Within SLA) and Somerset Council (Outside SLA) had responsibilities for play areas in Yeovil. See table below for details.

<b>Within SLA</b>	<b>Outside SLA</b>
Fielding Road	Abbots Mead
Grass Royal	Bell Chase
Howard Road	Birchfield Play Area
Kingston View	Birchfield Pump Track
Milford Rec	College Green
Monksdale	Harbin Close
Oxford Road	Ninesprings
Preston Park	Yeovil Rec
Roseberry Avenue	
St Johns Road	
Summer House View	
Turners Barn Lane	
Westfield Rec	
Westland Road	
Yew Tree Park	

There is not a written SLA. The play areas within the SLA were owned by Somerset Council, Yeovil Town Council were responsible for these areas but had an SLA with Somerset Council to manage the play areas on behalf of Yeovil Town Council. The current cost associated with this is £91,890. However, the costs of these services are estimated to be in the region of £43,020, meaning that Somerset Council subsidise the Open Spaces SLA by £48,870. Inflation (CPI) is added on an annual basis. The Working Party went through the detail of expenditure. Play area inspections are carried out on a weekly basis, with other inspections carried out quarterly (by contractor), and an annual inspection (by contractor) which also provides a condition report, which helps to formulate a planned maintenance schedule going forward. If the Town Council took over this service, Somerset Council will provide the schedule of inspections and the historical inspection reports would be handed over.

Outside the SLA, are parks that are not included within the SLA and are the responsibility of Somerset Council. The current costs of running these services was £37,380. These play areas are on new developments, which were likely to have arisen after the SLA was agreed.

The total costs of play areas (within SLA and outside SLA) would cost in the region of £129,270.

## **Yeovil in Bloom**

The Town Clerk highlighted that £41,240 was budgeted by Yeovil in Bloom, however the current costs of Yeovil in Bloom is £71,240. The additional amount is taken from the Open Spaces SLA, reducing the budget available for Open Spaces by £30,000. However, Somerset Council subsidise the difference.

Discussions were held regarding the sponsorship of roundabouts. Somerset Council now keep revenue generated by roundabout sponsorship but will expect Yeovil in Bloom to continue with making the roundabouts look attractive.

## **Summary**

The table below shows the worst-case scenario of the costs of Yeovil Town Council taking on services.

	<b>Current Costs</b>	<b>YTC Current contributions</b>
In Bloom	71,240	41,240
Open Spaces within SLA	184,954	133,480
Open Spaces Outside SLA	47,660	-
Maintenance of Play SLA	91,890	43,020
Maintenance of Non SLA	47,660	-
Management of above services	55,150	-
	<b>498,554</b>	<b>217,740</b>

An additional £280,801 would be required. Although there will be economies of scales, as the costings provided are for if each element was managed individually. In addition, there would be cross overs with other services that the Town Council had already agreed to run.

It was generally agreed that Yeovil In Bloom, Open Spaces and Play areas needed to be looked into in greater detail. The Town Clerk will go back to Steve Fox so that more precise costing can be given, to include the economies of scales as mentioned above. There was an agreement that the Town Council did not want to be contributing money to services that were provided by Somerset Council.

The Working party asked for these assets to be shown on the map.

### **(3) INCOME GENERATING ASSETS**

Concerns were raised about the absence of any assets from Somerset Council that generate income which would help fund the running of services going forward.

**(4) BUS STATION TOILETS AND WAITING ROOM**

The Town Clerk reminded the Working Party that it was Somerset Council who were responsible for closing the toilets and waiting room, and not Yeovil Town Council. Discussions were held regarding the pros and cons of the toilets. Councillors were shown the pictures that the Deputy Town Clerk (HF) had taken earlier that day.

The cost of running the toilets were in the region of £70,000. There would be a huge investment required and the future of the area was unknown. The Working Party agreed to recommend to the Buildings and Civic Matters Committee not to take on responsibility of the bus station toilets and waiting room facilities. The Town Clerk will prepare a statement once a formal agreement had been made regarding the toilets and waiting room.

**(5) HR INFORMATION**

HR information in the form of structure charts should be provided by Somerset Council by the end of the week. There was also a requirement in accordance with the TUPE regulations for Somerset Council to provide further information regarding employee liabilities. These would be passed to legal for them to review on behalf of the Town Council and offer advice about the steps the Town Council would need to carry out.

**(6) EQUIPMENT FOR RUNNING SERVICES**

An assumption had been made that with the transfer of assets and services, that equipment and vehicles would also be provided. The Town Clerk has since been told that Somerset Council will provide a price list for equipment and vehicles. The Town Clerk had made it very clear that they were not in a position to purchase equipment and vehicles to provide the services that Somerset Council could no longer afford to run. The Town Clerk since been told that this would be a conversation that would need to take place outside of the asset and people transfer. The working party are in agreeance that this is not acceptable.

**(7) MEETING WITH LEADER OF SOMERSET COUNCIL**

The Town Clerk is to arrange a meeting with the Leader of the Town Council to discuss a number of issues which could inhibit the devolution project. Cllr G Oakes and R Stickland will be part of that meeting with the Town Clerk.

**(8) REVISED COMMITTEE STRUCTURE**

The Town Clerk presented a Committee Structure to the Working Group. She indicated that due to the increase in services, that the Committees would probably need to meet on a monthly basis. In addition, this would enable decisions to be made quickly.

Discussions were held about whether a Scrutiny Committee should be included. It was highlighted that there would not be enough Councillors to resource a Scrutiny Committee. Any Councillor appointed to the Scrutiny Committee would not be able to sit on any other Committee, as a Councillor would not be able to scrutinise decisions that they had been part of.

The Town Clerk highlighted that the Scheme of Delegation would need to be reviewed.

The Working Party suggested that the number of Town Council meetings be reduced.

The Working Party agreed to recommend the Committee Structure to Policy, Resources and Finance.

**(9) STAFFING STRUCTURE**

The Town Clerk presented a suggested staffing structure. Discussions were held. The Committee made some amendments to this chart.

The Staffing Committee would be responsible for the recruitment of these roles.

The Working Party agreed to recommend the Staffing Structure to Staffing Committee who would recommend the structure to Policy, Resources and Finance. Clearly the structure would cost money and the Council would need to discuss affordability.

**(10) DATE OF NEXT MEETING**

**RESOLVED:** 3<sup>rd</sup> April 2024 at 7:00pm.

The meeting closed at 9:16pm.

Signed:

Date:



## **11/192 LEGAL SUPPORT FOR DEVOLUTION**

**The following part of the report is a requirement of Standing Orders paragraph 4d (xiv) 'Urgent Business' and is for information purposes only.**

As indicated in the report that was submitted to Town Council on 5th March (11/153 – Devolution of Assets and Services Update); the Town Clerk underwent a procurement process to ensure that there is adequate legal support in terms of transferring assets and staff. The transfer of the assets and titles will clearly require a solicitor to act on behalf of the Town Council. TUPE is a very complicated process and the Town Council will be required to follow the legal steps.

In accordance with Standing Orders, paragraph 4d (xiv) 'Urgent Business', it was agreed to appoint Porter Dodson to act on behalf of Yeovil Town Council.

### **Formalities**

The Town Clerk has since liaised with Porter Dodson. The Town Council now need to complete formal engagement documentation. This needs to be completed before any work can be carried out. The Council need to nominate 2 Councillors to sign on behalf of the Council the acceptance of terms and giving authorisation to the Town Clerk to give instructions on behalf of the Council. The documentation states that the firm 'are happy to speak to any of the Councillors should they require clarification on any issue' but that it will include additional time and therefore additional cost. It is suggested that the Committee agree that all questions should go via the Town Clerk and that Councillors should not contact Porter Dodson direct

Going forward there will be other documents that the Councillors will need to sign on behalf of the Council, as agreed by the Council.

The 2 nominated Councillors and Town Clerk will be required to complete an Anti-Money Laundering form and provide relevant documentation to prove identity.

The Committee is **RECOMMENDED**:

- (1) to note the decision made to appoint Porter Dodson (in accordance with Standing Orders, paragraph 4d (xiv) 'Urgent Business');
- (2) to nominate 2 councillors to sign the acceptance of terms on behalf of the Council, and that these 2 councillors continue to be signatories going forward; and
- (3) to agree that all questions should go via the Town Clerk and that Councillors should not contact Porter Dodson direct.

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

## **11/193 ANNUAL TOWN MEETING**

### **Introduction**

Traditionally, the Town Council have held the Annual Town Meeting on the same night as the Annual Meeting of the Town Council. The Annual Meeting of the Town Council is normally adjourned and then reconvened the following week.

### **Annual Town Meeting**

This meeting is usually held at Yeovil Baptist Church. It begins at 7pm.

The agenda consists of the following items:

- Public Comment
- Apologies for absence and to consider the reasons given
- Minutes of the previous Annual Town Meeting
- Address by the Mayor/Outgoing Mayor (as appropriate)
- General discussion

### **Annual Meeting of the Town Council**

This meeting is usually held at Yeovil Baptist Church. It begins either at 7:30pm or after the Annual Town Meeting has finished (whichever is the later).

The agenda consists of the following items:

- Public Comment
- To elect the Mayor of Yeovil for the year
- To elect the Deputy Mayor of Yeovil for the year
- To receive an address from the newly elected Mayor which includes the announcements of the appointment of the Mayor's Chaplain, Mayor's Cadet(s) and Mayor's Charity/Charities

Following these items, the meeting is adjourned, and the Mayor invites his guests for refreshments.

### **The Reconvened Meeting of the Town Council**

This meeting is usually held at Town House, at 7:30pm the following week.

The agenda consists of the following items:

- Apologies for absence and to consider the reasons given
- Declaration of interest
- Minutes of the previous Town Council meeting held
- Mayor and Deputy Mayor's recent and forthcoming engagements and announcements
- Annual Report for the previous year
- Appointment of Committees and other bodies for the year

- Appointment of Representatives to serve on outside bodies for the year
- Reports from Representatives on outside bodies
- Members' attendance
- Any other business to discuss

### **Proposal**

It has been suggested that the Annual Town Meeting be held on a separate night from the Annual Meeting.

This would give opportunity for the Town Council to present its achievements for the past year and to speak about the year ahead.

The suggested agenda is the following items:

- Public Comment
- Apologies for absence and to consider the reasons given
- Minutes of the previous Annual Town Meeting
- Address by the Mayor/Outgoing Mayor (as appropriate)
- Presentation of the achievement for the past year, including the Annual Report for the previous year
- Presentation of the year ahead
- Question and answer session.

Westlands Entertainment Venue – the Ballroom is suggested as the ideal location. Availability was sought for both week commencing 15<sup>th</sup> April 2024 and week commencing 22<sup>nd</sup> April 2024.

The only availability is Wednesday 17<sup>th</sup> April 2024, at a cost of £540.

It is suggested that the format for the Annual Meeting of the Town Council and the Reconvened Meeting of the Town Council remain the same.

The Committee is **RECOMMENDED**:

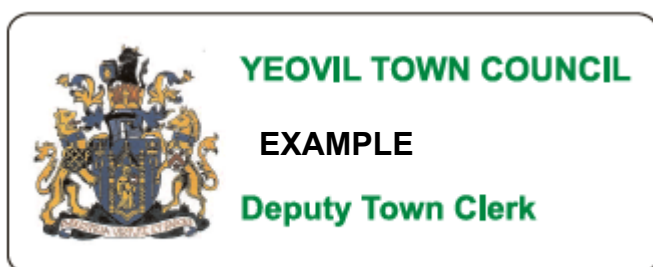
- (1) to note the report;
- (2) to decide whether to split the Annual Town Meeting from the Annual Meeting of the Council;
- (3) subject to (2), to agree to hold the Annual Town Meeting at Westlands Entertainment Venue at 7pm on Wednesday 17<sup>th</sup> April 2024, at a cost of £540; and
- (4) to agree to the agenda item as indicated above, in the proposal.

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

**11/194      PHOTO ID BADGES**

It has been recognised with the Devolution that the number of staff being transferred in accordance with TUPE regulations from Somerset Council will require a form of ID. Historically the Town Council have used domed standard name badges with a magnet backing (no photo).

**Example of current:**



The benefits of using a photo ID badge would be to enhance security and distinguish between employees, councillors and visitors. If all employees receive IDs with their names, positions and photos on, this will present a professional image and branding for the Town Council.

**Example of options for Photo ID Badges are from [digitalid.co.uk](http://digitalid.co.uk)**

<b>Model</b>	Easybadge 3.0	IDP Smart 31	MagiCard 300	IDP Smart 51
<b>Cost</b>	£699	£899	£950	£999
<b>Dual Sided</b>	No	Yes	Yes	Yes
<b>Print Speed</b>	23 seconds	29 seconds	23 seconds	22 seconds
<b>Warranty</b>	3 years	5 years	3 years	5 years
<b>Software</b>	EasyBadge Lite design software	EasyBadge Lite design software	EasyBadge Lite design software	EasyBadge Lite design software
<b>Print Volumes</b>	Unknown	Based on a standard working week of 37 hours the 30 can print a maximum of 4,736 full-colour plastic cards and 26,640 single-colour monochrome cards.	Up to 10,000 per year	Based on a standard working day of seven hours, the IDP Smart 51 will be able to produce around 5,000 single-colour cards (monochrome) and 1,475 full-colour cards (YMCKO).
<b>Ongoing costs</b>	Ribbon - £49.99 100 Cards - £ 7.99	Ribbon - £55.95 100 Cards - £7.99	Ribbon - £42.95 100 Cards - £7.99	Ribbon - £55.95 100 Cards - £7.99

The table below shows the number of people requiring ID badges:

Existing Town Council staff	13
Transfer of permanent staff - TUPE	46
Transfer of casual staff	117
Councillors	24
	200

Due to the number of additional staff, it is assumed that turnover will be greater.

Another cost that would need to be considered would be to purchase personalised Yeovil Town Council lanyards for each employee.

**Example of proposed:**



Leasing options have also been explored as the Town Council lease other office equipment. For a photo id badge machine, it can cost in the region of £206 per week for short term rental. It is felt that leasing would not be a viable option.

The Committee is **RECOMMENDED:**

- (1) to note the report;
- (2) to decide whether the Council should purchase a photo ID badge machine; and
- (3) subject to (2) to purchase IDP Smart 31 at £899.

***(Lucy Ryder, Assistant Town Clerk – 01935 382424 or  
lucy.ryder@yeovil.gov.uk)***

11/195

**BEACON LIGHTING EVENT FOR D-DAY COMMEMORATION**

To commemorate the 80<sup>th</sup> anniversary of the D-Day landings, beacon lighting will take place throughout the country on 6<sup>th</sup> June 2024. A letter from the Prime Minister supporting the event was included in a report considered by the Promotions and Activities Committee on 12<sup>th</sup> March 2024.

The beacon was last lit in the Churchyard as part of the Queen’s Jubilee Celebrations and Love Yeovil was commissioned to organise the event (which cost £2,700). The beacon at the Country Park was also lit (organised by the rangers).

**The Promotions and Activities Committee agreed to the lighting of the beacon at 9.15pm on 6<sup>th</sup> June 2024 as part of the D-Day 80 commemorations.** There is also the opportunity for the Town Crier to perform a Cry written for the occasion (8am, or at a time to fit in with the event) and for the Church Bellringers to join the World in Ringing Out for Peace (6.30pm).

**The Promotions and Activities Committee requested that Love Yeovil be asked to organise the event.** Love Yeovil would accept the commission for an evening event similar to the format of the event held in St John’s Churchyard for the Jubilee. The budget required by Love Yeovil to host this on behalf of Yeovil Town Council is **£3,000.**

A new beacon is also required so funding for this would also be needed:

A moveable temporary beacon **£500**



A permanent brazier beacon **£10,000**



Approval for funding is needed from Policy, Resources and Finance as there is no budget allocation.

The Committee is **RECOMMENDED** to (1) note the report; (2) consider whether to fund the Beacon Lighting Event for D-Day Commemoration; and (3) if (2) is agreed, to consider which beacon to purchase/install and fund it from contingencies.

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

## **11/196 BUS STATION PUBLIC TOILETS**

Members will be aware that Somerset Council has requested that the management and costs to maintain the facilities at the Bus Station be devolved to the Town Council. The advantages and disadvantages of doing this was fully discussed by the Devolution Working Party on 14<sup>th</sup> March 2024 and agreed that it be recommended to the Buildings and Civic Matters Committee not to take on the responsibility. The Buildings and Civic Matters Committee met on 19<sup>th</sup> March 2024 where the issues were raised and fully considered again. The Committee resolved to recommend that the responsibility of the public toilets and waiting room should not be accepted by the Town Council.

Should this Committee agree with the recommendation of the Buildings and Civic Matters Committee not take on the facilities, the following public statement is proposed:

### **BUS STATION PUBLIC TOILETS AND WAITING ROOM**

Somerset Council will be withdrawing the public toilet and waiting room facilities at Yeovil bus station with effect from the announced date of 31<sup>st</sup> March 2024.

The bus station public toilets and waiting room require significant investment at a time when the future of Glovers Walk is unknown. The cost of running these toilets to an acceptable standard is in the region of £70,000pa, an amount which is not within Yeovil Town Council's budget.

Yeovil Town Council continue to operate and manage the public toilets at Petters Way and Peter Street and can confirm that there are no plans to close these facilities.

The Buildings and Civic Matters Committee **RECOMMENDS:**

- (1) to note the report;
- (2) that Yeovil Town Council does not take on the responsibility of the public toilets and the waiting room at Yeovil Bus Station; and,
- (3) to agree to issue the statement set out above.

**If Members have any questions about this report, please contact Helen Ferdinand before the meeting.**

*(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or  
helen.ferdinand@yeovil.gov.uk)*

## **11/197 CCTV**

A confidential report providing full details, together with a verbal update, about the CCTV in Yeovil was considered at the Buildings and Civic Matters Committee on 19<sup>th</sup> March 2024.

As part of the Somerset Council's financial emergency, Somerset Council (SC) had proposed to cease the Council-run CCTV monitoring service across Somerset serving Taunton, Bridgwater, Yeovil, Wellington, Burnham on Sea, Highbridge, Street, Wells, Glastonbury, Frome and Shepton Mallet. The proposal would have turned off the cameras and closed the monitoring centre. The service is estimated to cost in the region of £650K pa.

In summary, the current proposal is for the CCTV system operated by SC to continue, but with the participating Town Councils funding the operation. The system has a total of 204 cameras, 29 of which are located within the boundary of Yeovil Town Council. The average cost per camera is estimated to be £2,798.28, so the contribution being sought from the Town Council is a maximum of £81,150.

Negotiations are continuing with the aim of reducing this figure, but SC has requested that the Town Council makes a commitment to funding the CCTV system and agrees to a maximum contribution of £81,150 for the 2024/25 financial year. An invoice will only be raised at the end of June after negotiations are complete, and hopefully the contribution currently being requested will be lower.

The commitment to the CCTV system will be supported by a 3 year Service Level Agreement, but with break clauses to allow the Town Council to withdraw from the agreement after a year, or to allow the terms to be re-negotiated. SC has confirmed that they will cover the costs involved in making alterations to the system once Petters House is sold to allow data from the cameras in Yeovil to be sent directly to the monitoring room at Bridgwater.

The Buildings and Civic Matters Committee **RECOMMENDS:**

- (1) to note the report; and,
- (2) to agree that Yeovil Town Council enters into a service level agreement with Somerset Council for a 3 year period as detailed above, and make a maximum contribution of £81,150 to the collective CCTV system.

**If Members have any questions about this report, please contact Helen Ferdinand before the meeting.**

*(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or  
helen.ferdinand@yeovil.gov.uk)*