



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Tuesday 26th September 2023

7:00pm

Hybrid Meeting:

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

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

Amanda Card, Town Clerk
20th September 2023

This information is also available on our website: 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 by 9:00am on Tuesday 26th September 2023. 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. 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 11/138 and 11/140, 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*

11/122 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)*

11/123 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).

11/124 MINUTES

To approve as a correct record the Minutes of the meeting held on 25th July 2023.

11/125 CORRESPONDENCE

To consider the correspondence from the Chair of Yeovil Rivers Community Trust as attached a page 4.

11/126 GRANTS

Applications received from (circulated separately):

- Yeovil Tennis Club (£1,000)

11/127 BALANCE SHEET

Members to approve the Balance Sheet as at 30th June 2023 at page 5.

11/128 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 31st August 2023 at page 6.

11/129 FINANCIAL STATEMENT – JUNE 2023 / JULY 2023

Members to approve the Financial Statement for the months of June 2023 and July 2023 as attached at pages 7 to 26.

11/130 REVENUE BUDGET MONITORING 2023/24

Members to consider the report of the Town Clerk attached at pages 27 to 33.

11/131 TRAINING AND DEVELOPMENT POLICY

Members to review the Training and Development Policy as attached at pages 34 to 38.

11/132 DIGNITY, EQUALITY AND DIVERSITY AT WORK POLICY

Members to consider for approval and adoption the Dignity, Equality and Diversity at Work Policy as attached at pages 39 to 43.

11/133 MAYOR'S CHARITY BALL 2024 AND 2025

Members to consider the report of the Assistant Town Clerk regarding the necessary changes in the dates of the Mayor's Charity Ball for 2024 and 2025 as attached at page 44.

11/134 STAFFING COMMITTEE TERMS OF REFERENCE

Members to agree to the Terms of Reference of the Staffing Committee as recommended by the Staffing Committee as attached at pages 45 to 46.

11/135 AMENDMENT TO STANDING ORDERS

Members to consider the required amendment to the Standing Orders (as attached on page 47) and recommend to Town Council the approval and adoption of the amendment.

11/136 FORWARD PLAN

The Forward Plan (attached at page 48) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee. Timings given are indicative and occasionally may be rescheduled or new items added.

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

Public Comment (15 Minutes)

11/137 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.

11/138 YEOVIL COMMUNITY CHURCH RENTAL OF FORMER SKI CENTRE CARPARK (COMMERCIAL IN CONFIDENCE)

Members to consider the report of the Town Clerk regarding Yeovil Community Church and the rental of the former ski centre car park the attached at page 49.

11/139 RECOMMENDATION FROM GROUNDS AND GENERAL MAINTENANCE COMMITTEE: TREE WORKS SURVEY AND PROPOSED WORKS (COMMERCIAL IN CONFIDENCE)

Members to consider the report of the Assistant Town Clerk and Deputy Town Clerk regarding the funding of tree safety on allotments as attached at page 50.

11/140 STAFFING (STAFF IN CONFIDENCE)

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

From: Lorne Thomson <lorne.thomson@yrct.org.uk>
Sent: Wednesday, August 16, 2023 12:54 PM
Subject: Potential Community Woodland and Orchard Project

Hi Amanda,

I hope you are well?

It has been quite a while since we last spoke but YRCT is still here and very active!

We completed Phase 3 of the Dodham Brook Rehabilitation in June and we are developing a schedule to show the wider community the results of the project. Would a guided tour of the project features be of interest to councillors do you think? We could accommodate a group of 4-7 people and if this was arranged for September/October we would have some meaningful information gathered by then arising from our ongoing evaluation of the works to share with them.

Also, we are constantly looking for opportunities to design and deliver environmental projects which have biodiversity as well as community wide social benefits. We have identified possible opportunities at two sites owned by the council as summarised below:

1. Old Ski Centre Site - possible creation of a community woodland (approx 220 new trees) which would also serve as a tree seed bank for native species which are scarce, declining or vulnerable to impacts of climate change. Collected seeds would be stored and a proportion used for growing on and used in other projects (YRCT in partnership with A2A and Cambian, etc.). Other benefits of this project would be extending woodland habitat for bats/birds from YCP, reduced surface water runoff, increased carbon sequestration and enhanced amenity for Yeovil residents.
2. Disused allotment site at Goldcroft/Milford Road - potential creation of a community orchard with wildlife pond area. Possible planting 280 - 420 trees. Again with multiple benefits.

We were hoping that you could present this to councillors to see if this is something they may be interested in supporting please Amanda? We appreciate that they will need more detail before committing but it is just to see if there is interest in principle at this stage and/or there are any constraints which make the projects non-starters. We are also not looking at applying for any funding from YTC as other sources would probably be more appropriate if these projects were to go ahead.

Best wishes,

Lorne Thomson

Chair

[Yeovil Rivers Community Trust](https://www.yrct.org.uk)

Address: 19 Chilton Grove, Yeovil, Somerset, BA21 4AN

Charity Number: 1180724

www.yrct.org.uk



Date: 15/09/2023

Time: 16:31:24

Yeovil Town Council

Page: 1

Balance Sheet

From: Month 1, April 2023

To: Month 5, August 2023

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	(1,576.36)	4,994.27	
Nat West Current	952,313.66	1,991,751.38	
Nat West Treasury Account	0.00	25,000.00	
Nationwide Treasury Account	5,303.53	524,839.11	
VAT Account	(34,033.65)	(130,271.28)	
Petty Cash	0.00	250.00	
		922,007.18	2,416,563.48
Current Liabilities			
Creditors	(82,861.09)	544.13	
Creditors B/Fwd	(12,576.37)	206,120.30	
PAYE/NI	(14,761.35)	(139,794.57)	
		(110,198.81)	66,869.86
Current Assets less Current Liabilities:		1,032,205.99	2,349,693.62
Total Assets less Current Liabilities:		1,032,205.99	3,961,972.68
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		1,032,205.99	3,961,972.68
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	1,191,690.69	
Profit & Loss	0.00	66,902.61	
P & L Account	1,032,205.99	1,032,205.99	
Previous Year Adj		33.33	
		1,032,205.99	3,961,972.68

11/128 BANK RECONCILIATION

BANK RECONCILIATION - 31 AUGUST 2023			
Authority name and reference	Yeovil Town Council		
Prepared by:		Date:	
Name Role	Neil Gage Finance Officer		14/09/23
Approved by:		Date:	
Name Role	Amanda Card Town Clerk/RFO		14/09/23
Balance per bank statements as at 31 August 2023:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 August 2023:		2,541,940.49	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	1,990,351.38		
Nationwide Treasury A/C	524,839.11		
CCLA Investment Management	25,000.00		
Petty Cash	250.00		
Less: any un-presented cheques at 31 August 2023: (normally only current account. List date, cheque number and value)			
23/08/2023	014617	100.00	
TOTAL – NET BANK BALANCES 31 AUGUST 2023			2,541,840.49

Yeovil Town Council

June Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	252,487.00	252,487.00	252,487.00	0.00	0.00
Bank Interest	2,000.00	11,234.51	500.01	10,734.50	-9,234.51
Ski Centre	1,250.00	306.00	312.51	-6.51	944.00
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	0.00	249.99	-249.99	1,000.00
	566,737.00	574,027.51	563,549.51	10,478.00	-7,290.51
Expenditure					
Advertising	500.00	0.00	125.01	-125.01	500.00
Audit Fees	3,930.00	632.23	982.50	-350.27	3,297.77
Bank Charges	0.00	116.75	0.00	116.75	-116.75
Carbon Management	25,000.00	0.00	6,249.99	-6,249.99	25,000.00
Books/Periodicals	240.00	0.00	60.00	-60.00	240.00
Ski Centre	500.00	546.00	125.01	420.99	-46.00
Contingencies	60,017.00	1,698.41	15,004.26	-13,305.85	58,318.59
Costs of Democracy	30,000.00	7,138.34	7,500.00	-361.66	22,861.66
Courses/Conferences	5,000.00	0.00	1,250.01	-1,250.01	5,000.00
Elections	5,500.00	0.00	0.00	0.00	5,500.00
Furniture & Equipment	4,000.00	433.89	999.99	-566.10	3,566.11
Franking Machine	500.00	361.00	125.01	235.99	139.00
Insurance	7,200.00	0.00	7,200.00	-7,200.00	7,200.00
New Initiatives Fund	15,000.00	0.00	3,750.00	-3,750.00	15,000.00
PC Support	14,100.00	2,979.23	3,525.00	-545.77	11,120.77
Postage	2,000.00	300.00	500.01	-200.01	1,700.00
Prof.Fees/Subs	8,000.00	1,400.00	2,000.01	-600.01	6,600.00
Stationery/Supplies	2,000.00	331.22	500.01	-168.79	1,668.78
St Peters Hall	15,000.00	0.00	3,750.00	-3,750.00	15,000.00
Telephone	2,500.00	633.58	624.99	8.59	1,866.42
Website	750.00	0.00	187.50	-187.50	750.00
Youth Project Schemes	40,600.00	8,438.94	10,149.99	-1,711.05	32,161.06
Youth Council	2,000.00	0.00	500.01	-500.01	2,000.00
Mayors Allowance	11,400.00	-194.92	2,850.00	-3,044.92	11,594.92
Grants	10,000.00	0.00	2,499.99	-2,499.99	10,000.00
Sponsorship Octagon Theatre	1,000.00	0.00	0.00	0.00	1,000.00
Salaries/Wages	300,000.00	78,057.88	75,000.00	3,057.88	221,942.12
	566,737.00	102,872.55	145,459.29	-42,586.74	463,864.45
	0	471,154.96	418,090.22	53,064.74	-471,154.96

Yeovil Town Council

June Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	281,370.00	281,370.00	281,370.00	0.00	0.00
Leases	2,090.00	0.00	524.00	-524.00	2,090.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	18,500.00	333.82	4,625.01	-4,291.19	18,166.18
Sales of Gate & Tap Keys	100.00	36.50	24.99	11.51	63.50
Water Charges	1,500.00	0.00	0.00	0.00	1,500.00
	303,560.00	281,740.32	286,544.00	-4,803.68	21,819.68
Expenditure					
Allotment Maintenance (Corporate)	13,800.00	3,021.91	3,450.00	-428.09	10,778.09
Allotment Fence Repairs	2,000.00	0.00	500.01	-500.01	2,000.00
Buildings & Electric Goar Knap	2,200.00	501.42	549.99	-48.57	1,698.58
BKAC	250.00	0.00	62.49	-62.49	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	32,000.00	6,718.98	8,000.01	-1,281.03	25,281.02
Materials & Equipment	1,870.00	57.90	467.49	-409.59	1,812.10
Holiday Play Scheme	10,490.00	0.00	2,622.51	-2,622.51	10,490.00
Open Spaces: Doorstep Green	7,000.00	2.67	1,749.99	-1,747.32	6,997.33
Open Spaces: General	133,480.00	0.00	0.00	0.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	2,499.99	-2,499.99	10,000.00
Open Spaces: Country Park	32,700.00	0.00	8,175.00	-8,175.00	32,700.00
Enhancements: Play Area Upgrades	3,080.00	0.00	770.01	-770.01	3,080.00
Yew Tree Park Gate Opening	2,400.00	1,036.17	600.00	436.17	1,363.83
Play & Landscape Officer	14,360.00	0.00	3,590.01	-3,590.01	14,360.00
Playarea Enhancements	14,080.00	0.00	3,519.99	-3,519.99	14,080.00
Lights for Milford Hall	400.00	0.00	99.99	-99.99	400.00
Community Heritage Officer	10,000.00	0.00	2,499.99	-2,499.99	10,000.00
Protective Clothing	100.00	6.66	24.99	-18.33	93.34
Vehicle	1,800.00	607.42	450.00	157.42	1,192.58
Water Charges	1,000.00	2,172.05	249.99	1,922.06	-1,172.05
Water Mains Refurbishment	2,200.00	0.00	549.99	-549.99	2,200.00
Electric Van	8,000.00	0.00	2,000.01	-2,000.01	8,000.00
	303,560.00	14,125.18	42,432.45	-28,307.27	289,434.82
	0	267,615.14	244,111.55	23,503.59	-267,615.14

Yeovil Town Council

June Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	6,257.90	6,500.01	-242.11	19,742.10
Town House	1,000.00	0.00	249.99	-249.99	1,000.00
	258,720.00	237,977.90	238,470.00	-492.10	20,742.10
Expenditure					
Community Safety	17,500.00	190.32	4,374.99	-4,184.67	17,309.68
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	174.99	-174.99	700.00
Millennium Clock	570.00	0.00	142.50	-142.50	570.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	0.00	15,000.00	-15,000.00	60,000.00
Milford Hall	40,370.00	8,905.20	10,092.51	-1,187.31	31,464.80
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	5,173.87	5,602.50	-428.63	17,236.13
Public Toilets - Petters Way	20,550.00	1,386.98	5,137.50	-3,750.52	19,163.02
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	0.00	249.99	-249.99	1,000.00
Band Costs	3,500.00	0.00	875.01	-875.01	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	3,311.61	3,120.00	191.61	7,088.39
Town House - (excluding Services)	7,000.00	1,134.01	1,749.99	-615.98	5,865.99
Town House - Electricity	2,400.00	489.22	600.00	-110.78	1,910.78
Town House - Gas	2,200.00	591.47	549.99	41.48	1,608.53
Town House - Maintenance	10,000.00	6,914.82	2,499.99	4,414.83	3,085.18
PA System	620.00	0.00	0.00	0.00	620.00
War Memorials	750.00	0.00	187.50	-187.50	750.00
Town Centre Environmental Improvements	8,000.00	0.00	2,000.01	-2,000.01	8,000.00
Town House - Water Charges	400.00	82.67	99.99	-17.32	317.33
St Georges Day Parade	200.00	200.00	50.01	149.99	0.00
Defibrillator	11,500.00	3,917.97	2,874.99	1,042.98	7,582.03
CCTV Reserve	500.00	0.00	125.01	-125.01	500.00
Regalia	2,000.00	53.90	500.01	-446.11	1,946.10
Remembrance Sunday Video	1,500.00	0.00	375.00	-375.00	1,500.00
	258,720.00	35,342.04	88,872.48	-53,530.44	223,377.96
	0	202,635.86	149,597.52	53,038.34	-202,635.86

Yeovil Town Council

June Actual V Budget

Promotions & Activities Committee

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
Income					
PRECEPT	183,780.00	183,780.00	183,780.00	0.00	0.00
Yeovil Celebrates	0.00	1,992.52	0.00	1,992.52	-1,992.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	183,780.00	185,772.52	183,780.00	1,992.52	-1,992.52
Expenditure					
Christmas Lights	28,000.00	0.00	6,999.99	-6,999.99	28,000.00
Christmas Lights Installation	20,000.00	520.00	5,000.01	-4,480.01	19,480.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	162.51	-162.51	650.00
Christmas Lights Switch-On	1,000.00	0.00	0.00	0.00	1,000.00
Christmas Lights Comp	30.00	0.00	7.50	-7.50	30.00
Town Crier	1,170.00	0.00	292.50	-292.50	1,170.00
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	500.01	-500.01	2,000.00
Yeovil Super Saturday	7,000.00	0.00	1,749.99	-1,749.99	7,000.00
Open Spaces: YIB Officer	24,800.00	0.00	0.00	0.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	0.00	0.00	16,440.00
Yeovil Celebrates	70,000.00	44,380.62	17,499.99	26,880.63	25,619.38
Eats: Festival	5,000.00	750.00	1,250.01	-500.01	4,250.00
Yeovil Arts Space	5,000.00	0.00	1,250.01	-1,250.01	5,000.00
	183,780.00	45,650.62	36,402.52	9,248.10	138,129.38
	0.00	140,121.90	147,377.48	-7,255.58	-140,121.90

Date: 14/09/2023
Time: 15:26:15

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 4000
N/C To 7520

Tran Date From 01/06/2023
Tran Date To 30/06/2023

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

Department From 0
Department To 999

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66125	BR	02/06/2023	CCLA Deposit Account		98.69	-98.69
66141	BR	30/06/2023	Interest		2,439.84	-2,439.84
66160	BR	29/06/2023	Interest		5,303.53	-5,303.53
Account Totals					<u>7,842.06</u>	<u>-7,842.06</u>

N/C 4002 **Name** PR&F - GEN - Inc - Contingencies

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66025	PI	26/06/2023	Refund	1,000.00		1,000.00
Account Totals				<u>1,000.00</u>		<u>1,000.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66071	SI	15/06/2023	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66100	PI	01/06/2023	Autopay Charge	39.85		39.85
Account Totals				<u>39.85</u>		<u>39.85</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65958	PI	01/06/2023	Updating Mayor/Award Board	165.00		165.00
66002	PI	20/06/2023	Mileage Claim	24.55		24.55
66005	PI	15/06/2023	Mileage Claim	17.09		17.09
66096	PI	12/06/2023	Payment Taken	218.00		218.00
66097	PI	29/06/2023	Payment Taken	360.91		360.91
66179	PI	26/06/2023	Mayor's Portrait	247.36		247.36
66367	PI	28/06/2023	Event Shelter Poles	18.33		18.33
66415	PC	29/06/2023	Cancel - see tran 66097		360.91	-360.91
Account Totals				<u>1,051.24</u>	<u>360.91</u>	<u>690.33</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66147	JD	27/06/2023	Costs of Democracy	2,312.42		2,312.42
Account Totals				<u>2,312.42</u>		<u>2,312.42</u>

N/C 4130 **Name** 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>
65946	PI	01/06/2023	Sage 50 Accounts/Payroll	275.00		275.00
66022	PI	13/06/2023	Service Charges - IT	969.59		969.59
66309	PC	01/06/2023	Cancel - see tran 65946		275.00	-275.00
66311	PC	13/06/2023	Cancel - see tran 66022		969.59	-969.59
Account Totals				<u>1,244.59</u>	<u>1,244.59</u>	

N/C 4140 **Name** PR&F - GEN - Exp - Franking Machine

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66579	PI	21/06/2023	Service Contract	361.00		361.00

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 361.00 361.00

N/C	4170	Name	PR&F - GEN - Exp - PC Support			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66016	PI	05/06/2023	Zoom Charge	119.90		119.90
66312	PI	13/06/2023	Service Charges - IT	969.59		969.59
Account Totals				<u>1,089.49</u>		<u>1,089.49</u>

N/C	4190	Name	PR&F - GEN - Exp - Prof. fees/subs			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66108	PI	06/06/2023	ICO Renewal	55.00		55.00
66310	PI	01/06/2023	Sage 50 Accounts/Payroll	275.00		275.00
Account Totals				<u>330.00</u>		<u>330.00</u>

N/C	4210	Name	PR&F - GEN - Exp - Stationery/supplies			
Tran Number	Type	Date	Details	Debit	Credit	Balance
65985	PI	08/06/2023	Stationery	43.66		43.66
65986	PI	11/06/2023	Stationery	6.38		6.38
66180	PI	27/06/2023	Stationery	36.89		36.89
Account Totals				<u>86.93</u>		<u>86.93</u>

N/C	4220	Name	PR&F - GEN - Exp - Telephone			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66020	PI	01/06/2023	Call/Line Rental Charge	84.13		84.13
66099	PI	26/06/2023	Mobile Phones	69.28		69.28
Account Totals				<u>153.41</u>		<u>153.41</u>

N/C	4240	Name	PR&F - GEN - Exp - Youth Project Schemes			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66026	PI	26/06/2023	Youth Service Project	1,923.68		1,923.68
66027	PI	26/06/2023	Youth Service Provision	882.30		882.30
66168	PI	15/06/2023	Hire Community Room	21.00		21.00
Account Totals				<u>2,826.98</u>		<u>2,826.98</u>

N/C	4520	Name	PR&F - GENERAL - Exp - Mayors Allowance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66028	PI	26/06/2023	Mayoral Allowance	950.00		950.00
Account Totals				<u>950.00</u>		<u>950.00</u>

Department 11,445.91 9,549.56 1,896.35

Dept Number 3 **Dept** PR & F - SALARIES

N/C	4800	Name	PR&F - SALARIES - Wages/salaries			
Tran Number	Type	Date	Details	Debit	Credit	Balance
65978	JD	27/06/2023	Employers Pension	5,532.84		5,532.84
65979	JD	27/06/2023	Payments	27,346.42		27,346.42
65980	JD	27/06/2023	Employers NIC	2,949.03		2,949.03
66148	JC	27/06/2023	Costs of Democracy		2,312.42	-2,312.42
Account Totals				<u>35,828.29</u>	<u>2,312.42</u>	<u>33,515.87</u>

Department 35,828.29 2,312.42 33,515.87

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

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
--------------------	-------------	-------------	----------------	--------------	---------------	----------------

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

65971	SI	09/06/2023	Allotment rent for 9 the period June - 30	12.54	-12.54
65973	SI	09/06/2023	Allotment rent for 9 the period June - 30	14.25	-14.25
66007	SI	26/06/2023	Allotment rent for the period 26 June - 30	12.64	-12.64
66009	SI	26/06/2023	Allotment rent for the period 26 June - 30	10.97	-10.97
66011	SI	26/06/2023	Allotment rent for the period 26 June - 30	20.76	-20.76

Account Totals 71.16 -71.16

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>
65972	SI	09/06/2023	Gate key deposit		5.00	-5.00
66008	SI	26/06/2023	Gate key deposit		5.00	-5.00
66010	SI	26/06/2023	Gate key deposit		5.00	-5.00
66012	SI	26/06/2023	Gate key deposit		5.00	-5.00

Account Totals 20.00 -20.00

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66175	PI	14/06/2023	Workshop Materials	30.87		30.87
66215	PI	20/06/2023	Weed Killer	129.30		129.30

Account Totals 160.17 160.17

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65992	PI	01/06/2023	Rates	128.00		128.00

Account Totals 128.00 128.00

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65982	JD	27/06/2023	Employers Pension	408.38		408.38
65983	JD	27/06/2023	Payments	1,831.28		1,831.28

Account Totals 2,239.66 2,239.66

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66171	PI	07/06/2023	Security	420.00		420.00
66172	PI	08/06/2023	Security	420.00		420.00

Account Totals 840.00 840.00

N/C 7190 **Name** G&GM - Exp - Protective Clothing

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66174	PI	14/06/2023	Gardening Gloves	6.66		6.66

Account Totals 6.66 6.66

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66023	PI	17/06/2023	Vehicle Tax	320.00		320.00
66173	PI	06/06/2023	Parts for Van	15.83		15.83
66366	PI	21/06/2023	MOT/Repairs	202.87		202.87

Account Totals 538.70 538.70

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66178	PI	05/06/2023	Water Charge - Monksdale	237.01		237.01
66362	PI	02/06/2023	Water Charges - Larkhill	1,710.69		1,710.69

Account Totals 1,947.70 1,947.70

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

65988	PI	11/06/2023	Tissues	12.50		12.50
66192	PI	30/06/2023	Waste Disposal	61.61		61.61
66233	CP	03/06/2023	Refreshments	9.55		9.55
66234	CP	26/06/2023	Refreshments	9.40		9.40
66374	JD	27/06/2023	Cleaner	286.34		286.34
Account Totals				<u>383.15</u>		<u>383.15</u>

N/C 6210 **Name** 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>
66391	PI	29/06/2023	Electricity	165.40		165.40
Account Totals				<u>165.40</u>		<u>165.40</u>

N/C 6212 **Name** 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>
66019	PI	06/06/2023	Gas	89.96		89.96
Account Totals				<u>89.96</u>		<u>89.96</u>

N/C 6214 **Name** 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>
66213	PI	30/06/2023	General Building Repairs	6,424.57		6,424.57
Account Totals				<u>6,424.57</u>		<u>6,424.57</u>

N/C 6290 **Name** B&CM - Exp - Regalia

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66106	PI	13/06/2023	Neck Ribbon	53.90		53.90
Account Totals				<u>53.90</u>		<u>53.90</u>

Department	<u>13,652.74</u>	<u>2,741.56</u>	<u>10,911.18</u>
-------------------	------------------	-----------------	------------------

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C 5502 **Name** P&A - Inc - Yeovil Celebrates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66124	BR	02/06/2023	Cups		3.93	-3.93
66126	BR	12/06/2023	Traders Payment		400.00	-400.00
66127	BR	15/06/2023	Traders Payment		1,394.00	-1,394.00
Account Totals					<u>1,797.93</u>	<u>-1,797.93</u>

N/C 5640 **Name** P&A - Exp - Yeovil Celebrates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65998	PI	05/06/2023	Entertainment Characters	1,300.00		1,300.00
66000	PI	06/06/2023	Event Signs	950.92		950.92
66001	PI	13/06/2023	Donation	100.00		100.00
66003	PI	20/06/2023	Refreshments	16.67		16.67
66006	PI	15/06/2023	Refreshments	10.00		10.00
66014	PI	07/06/2023	Staging	12,450.00		12,450.00
66067	PI	16/06/2023	Donation	175.00		175.00
Account Totals				<u>15,002.59</u>		<u>15,002.59</u>

Department	<u>15,002.59</u>	<u>1,797.93</u>	<u>13,204.66</u>
-------------------	------------------	-----------------	------------------

Grand Totals	<u>81,790.42</u>	<u>16,492.63</u>	<u>65,297.79</u>
---------------------	------------------	------------------	------------------

Yeovil Town Council

July Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	252,487.00	252,487.00	252,487.00	0.00	0.00
Bank Interest	2,000.00	14,062.66	666.68	13,395.98	-12,062.66
Ski Centre	1,250.00	408.00	416.68	-8.68	842.00
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	833.33	333.32	500.01	166.67
	566,737.00	577,790.99	563,903.68	13,887.31	-11,053.99
Expenditure					
Advertising	500.00	0.00	166.68	-166.68	500.00
Audit Fees	3,930.00	1,071.36	1,310.00	-238.64	2,858.64
Bank Charges	0.00	151.70	0.00	151.70	-151.70
Carbon Management	25,000.00	0.00	8,333.32	-8,333.32	25,000.00
Books/Periodicals	240.00	0.00	80.00	-80.00	240.00
Ski Centre	500.00	1,365.00	166.68	1,198.32	-865.00
Contingencies	60,017.00	9,710.24	20,005.68	-10,295.44	50,306.76
Costs of Democracy	30,000.00	9,450.76	10,000.00	-549.24	20,549.24
Courses/Conferences	5,000.00	60.00	1,666.68	-1,606.68	4,940.00
Elections	5,500.00	0.00	5,500.00	-5,500.00	5,500.00
Furniture & Equipment	4,000.00	1,211.62	1,333.32	-121.70	2,788.38
Franking Machine	500.00	361.00	166.68	194.32	139.00
Insurance	7,200.00	0.00	7,200.00	-7,200.00	7,200.00
New Initiatives Fund	15,000.00	0.00	5,000.00	-5,000.00	15,000.00
PC Support	14,100.00	3,948.82	4,700.00	-751.18	10,151.18
Postage	2,000.00	300.00	666.68	-366.68	1,700.00
Prof.Fees/Subs	8,000.00	1,400.00	2,666.68	-1,266.68	6,600.00
Stationery/Supplies	2,000.00	379.37	666.68	-287.31	1,620.63
St Peters Hall	15,000.00	0.00	5,000.00	-5,000.00	15,000.00
Telephone	2,500.00	795.89	833.32	-37.43	1,704.11
Website	750.00	0.00	250.00	-250.00	750.00
Youth Project Schemes	40,600.00	11,244.92	13,533.32	-2,288.40	29,355.08
Youth Council	2,000.00	0.00	666.68	-666.68	2,000.00
Mayors Allowance	11,400.00	755.08	3,800.00	-3,044.92	10,644.92
Grants	10,000.00	0.00	3,333.32	-3,333.32	10,000.00
Sponsorship Octagon Theatre	1,000.00	0.00	0.00	0.00	1,000.00
Salaries/Wages	300,000.00	100,177.97	100,000.00	177.97	199,822.03
	566,737.00	142,383.73	197,045.72	-54,661.99	424,353.27
	0	435,407.26	366,857.96	68,549.30	-435,407.26

Yeovil Town Council

July Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	281,370.00	281,370.00	281,370.00	0.00	0.00
Leases	2,090.00	522.00	524.00	-2.00	1,568.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	18,500.00	385.49	6,166.68	-5,781.19	18,114.51
Sales of Gate & Tap Keys	100.00	36.50	33.32	3.18	63.50
Water Charges	1,500.00	0.00	0.00	0.00	1,500.00
	303,560.00	282,313.99	288,094.00	-5,780.01	21,246.01
Expenditure					
Allotment Maintenance (Corporate)	13,800.00	9,481.02	4,600.00	4,881.02	4,318.98
Allotment Fence Repairs	2,000.00	11.16	666.68	-655.52	1,988.84
Buildings & Electric Goar Knap	2,200.00	629.42	733.32	-103.90	1,570.58
BKAC	250.00	0.00	83.32	-83.32	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	32,000.00	9,216.35	10,666.68	-1,450.33	22,783.65
Materials & Equipment	1,870.00	192.35	623.32	-430.97	1,677.65
Holiday Play Scheme	10,490.00	0.00	3,496.68	-3,496.68	10,490.00
Open Spaces: Doorstep Green	7,000.00	210.29	2,333.32	-2,123.03	6,789.71
Open Spaces: General	133,480.00	0.00	33,370.00	-33,370.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	3,333.32	-3,333.32	10,000.00
Open Spaces: Country Park	32,700.00	0.00	8,175.00	-8,175.00	32,700.00
Enhancements: Play Area Upgrades	3,080.00	0.00	1,026.68	-1,026.68	3,080.00
Yew Tree Park Gate Opening	2,400.00	1,416.17	800.00	616.17	983.83
Play & Landscape Officer	14,360.00	0.00	4,786.68	-4,786.68	14,360.00
Playarea Enhancements	14,080.00	0.00	4,693.32	-4,693.32	14,080.00
Lights for Milford Hall	400.00	0.00	133.32	-133.32	400.00
Community Heritage Officer	10,000.00	0.00	3,333.32	-3,333.32	10,000.00
Protective Clothing	100.00	6.66	33.32	-26.66	93.34
Vehicle	1,800.00	719.51	600.00	119.51	1,080.49
Water Charges	1,000.00	2,172.05	333.32	1,838.73	-1,172.05
Water Mains Refurbishment	2,200.00	0.00	733.32	-733.32	2,200.00
Electric Van	8,000.00	0.00	2,666.68	-2,666.68	8,000.00
	303,560.00	24,054.98	87,221.60	-63,166.62	279,505.02
	0	258,259.01	200,872.40	57,386.61	-258,259.01

Yeovil Town Council

July Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	9,308.98	8,666.68	642.30	16,691.02
Town House	1,000.00	0.00	333.32	-333.32	1,000.00
	258,720.00	241,028.98	240,720.00	308.98	17,691.02
Expenditure					
Community Safety	17,500.00	190.32	5,833.32	-5,643.00	17,309.68
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	233.32	-233.32	700.00
Millennium Clock	570.00	1,100.00	190.00	910.00	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	20,000.00	-19,956.68	59,956.68
Milford Hall	40,370.00	23,031.22	13,456.68	9,574.54	17,338.78
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	8,404.05	7,470.00	934.05	14,005.95
Public Toilets - Petters Way	20,550.00	4,072.23	6,850.00	-2,777.77	16,477.77
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	0.00	333.32	-333.32	1,000.00
Band Costs	3,500.00	0.00	1,166.68	-1,166.68	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	4,416.61	4,160.00	256.61	5,983.39
Town House - (excluding Services)	7,000.00	1,534.00	2,333.32	-799.32	5,466.00
Town House - Electricity	2,400.00	489.22	800.00	-310.78	1,910.78
Town House - Gas	2,200.00	609.70	733.32	-123.62	1,590.30
Town House - Maintenance	10,000.00	17,973.70	3,333.32	14,640.38	-7,973.70
PA System	620.00	0.00	0.00	0.00	620.00
War Memorials	750.00	1,100.00	250.00	850.00	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	2,666.68	-2,666.68	8,000.00
Town House - Water Charges	400.00	82.67	133.32	-50.65	317.33
St Georges Day Parade	200.00	200.00	66.68	133.32	0.00
Defibrillator	11,500.00	4,176.30	3,833.32	342.98	7,323.70
CCTV Reserve	500.00	0.00	166.68	-166.68	500.00
Regalia	2,000.00	53.90	666.68	-612.78	1,946.10
Remembrance Sunday Video	1,500.00	0.00	500.00	-500.00	1,500.00
	258,720.00	70,467.24	107,666.64	-37,199.40	188,252.76
	0	170,561.74	133,053.36	37,508.38	-170,561.74

Yeovil Town Council

July Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
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
Expenditure					
Christmas Lights	28,000.00	0.00	9,333.32	-9,333.32	28,000.00
Christmas Lights Installation	20,000.00	520.00	6,666.68	-6,146.68	19,480.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	216.68	-216.68	650.00
Christmas Lights Switch-On	1,000.00	0.00	0.00	0.00	1,000.00
Christmas Lights Comp	30.00	0.00	10.00	-10.00	30.00
Town Crier	1,170.00	307.99	390.00	-82.01	862.01
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	666.68	-666.68	2,000.00
Yeovil Super Saturday	7,000.00	1,080.00	2,333.32	-1,253.32	5,920.00
Open Spaces: YIB Officer	24,800.00	0.00	6,200.01	-6,200.01	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	4,110.01	-4,110.01	16,440.00
Yeovil Celebrates	70,000.00	44,475.27	23,333.32	21,141.95	25,524.73
Eats: Festival	5,000.00	750.00	1,666.68	-916.68	4,250.00
Yeovil Arts Space	5,000.00	5,000.00	1,666.68	3,333.32	0.00
	<hr/> 183,780.00	52,133.26	58,283.38	-6,150.12	131,646.74
	<hr/> 0.00	133,967.26	125,496.62	8,470.64	-133,967.26

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

N/C From 4000
N/C To 7520

Tran Date From 01/07/2023
Tran Date To 31/07/2023

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

Department From 0
Department To 999

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

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66332	BR	04/07/2023	CCLA Deposit Account		93.85	-93.85
66334	BR	31/07/2023	Interest		2,734.30	-2,734.30
Account Totals					<u>2,828.15</u>	<u>-2,828.15</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66327	SI	17/07/2023	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

N/C 4010 **Name** PR&F - Salaries - Inc - Recharge

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66302	SI	27/07/2023	REIMBURSEMENT of SALARY - TOWN CLERK		693.33	-693.33
66303	SI	27/07/2023	April to June 2023 - On-Costs		140.00	-140.00
Account Totals					<u>833.33</u>	<u>-833.33</u>

N/C 4020 **Name** PR&F - GEN - Exp - Audit Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66195	PI	03/07/2023	Internal Audit	439.13		439.13
Account Totals				<u>439.13</u>		<u>439.13</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66239	PI	01/07/2023	Autopay Charge	34.95		34.95
Account Totals				<u>34.95</u>		<u>34.95</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66473	PI	27/07/2023	Foot Patrols	273.00		273.00
66476	PI	27/07/2023	Foot Patrols	273.00		273.00
66479	PI	27/07/2023	Foot Patrols	273.00		273.00
Account Totals				<u>819.00</u>		<u>819.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66214	PI	14/07/2023	Treasury Management Advisory Service	8,000.00		8,000.00
66296	PI	19/07/2023	Mileage Claim	11.83		11.83
Account Totals				<u>8,011.83</u>		<u>8,011.83</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66377	JD	27/07/2023	Costs of Democracy	2,312.42		2,312.42
Account Totals				<u>2,312.42</u>		<u>2,312.42</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66369	PI	14/07/2023	Finance Course	60.00		60.00
Account Totals				<u>60.00</u>		<u>60.00</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<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>	
4130		PR&F - GEN - Exp - Furniture & equipment						
66183	PI	01/07/2023	Sage 50 Accounts/Payroll		275.00		275.00	
66242	PI	12/07/2023	Copy Charge - Photocopier		169.10		169.10	
66442	PI	18/07/2023	Maintenance Charge - Photocopier		333.63		333.63	
			Account Totals		<u>777.73</u>		<u>777.73</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>	
4170		PR&F - GEN - Exp - PC Support						
66216	PI	17/07/2023	Service Charges - IT		969.59		969.59	
			Account Totals		<u>969.59</u>		<u>969.59</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>	
4210		PR&F - GEN - Exp - Stationery/supplies						
66210	PI	13/07/2023	Stationery		5.82		5.82	
66441	PI	17/07/2023	Stationery		42.33		42.33	
			Account Totals		<u>48.15</u>		<u>48.15</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>	
4220		PR&F - GEN - Exp - Telephone						
66190	PI	01/07/2023	Call/Line Rental Charges		89.52		89.52	
66580	PI	26/07/2023	Mobile Phones		72.79		72.79	
			Account Totals		<u>162.31</u>		<u>162.31</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>	
4240		PR&F - GEN - Exp - Youth Project Schemes						
66206	PI	20/07/2023	Youth Service Project		1,923.68		1,923.68	
66207	PI	20/07/2023	Youth Service Provision		882.30		882.30	
			Account Totals		<u>2,805.98</u>		<u>2,805.98</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>	
4520		PR&F - GENERAL - Exp - Mayors Allowance						
66208	PI	20/07/2023	Mayoral Allowance		950.00		950.00	
			Account Totals		<u>950.00</u>		<u>950.00</u>	
			Department		<u>17,391.09</u>	<u>3,763.48</u>	<u>13,627.61</u>	

Dept Number 3 **Dept** PR & F - SALARIES

<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>	
4800		PR&F - SALARIES - Wages/salaries						
66249	JD	27/07/2023	Employers Pension		3,690.55		3,690.55	
66250	JD	27/07/2023	Payments		18,903.94		18,903.94	
66251	JD	27/07/2023	Employers NIC		1,838.02		1,838.02	
66378	JC	27/07/2023	Costs of Democracy			2,312.42	-2,312.42	
			Account Totals		<u>24,432.51</u>	<u>2,312.42</u>	<u>22,120.09</u>	
			Department		<u>24,432.51</u>	<u>2,312.42</u>	<u>22,120.09</u>	

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

<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>	
7002		G&GM - Inc - Leases						
66304	SI	27/07/2023	Lease at Hillcrest/Higher Ryalls - Rent April to			522.00	-522.00	
			Account Totals			<u>522.00</u>	<u>-522.00</u>	

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7004			G&GM - Inc - Rents			
66159	SI	13/07/2023	Allotment rent for the period 13 July - 30		18.06	-18.06
66244	SI	21/07/2023	Allotment rent for the period 21 July - 30		22.64	-22.64
Account Totals					<u>40.70</u>	<u>-40.70</u>

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7005			G&GM - Inc - Sales of gates & tap keys			
66237	CP	14/07/2023	Key Deposit Refund	5.00		5.00
Account Totals				<u>5.00</u>		<u>5.00</u>

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7019			G&GM - Exp - Allotment Maintenance			
66197	PI	11/07/2023	Annual Tree Survey	930.00		930.00
66202	PI	18/07/2023	Tree Work - Sunningdale	540.00		540.00
66212	PI	12/07/2023	Emptying Skip	333.00		333.00
66387	PI	26/07/2023	Inspect Outbuildings - Milford Dip	600.00		600.00
66388	PI	31/07/2023	Tree Work - Sunningdale	180.00		180.00
66389	PI	25/07/2023	Repairs to Walkways - E/Flats	3,796.00		3,796.00
66427	PI	03/07/2023	Materials - Allotments	42.72		42.72
66428	PI	04/07/2023	Masonry Drill Bit Set	8.43		8.43
66429	PI	05/07/2023	Materials - Allotments	28.96		28.96
Account Totals				<u>6,459.11</u>		<u>6,459.11</u>

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7030			G&GM - Exp - Allotment Fence Repairs			
66433	PI	12/07/2023	Fence Screws	11.16		11.16
Account Totals				<u>11.16</u>		<u>11.16</u>

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7040			G&GM - Exp - Buildings & Electric Goar Knap			
66205	PI	01/07/2023	Rates	128.00		128.00
66583	PI	20/07/2023	Electricity	33.33		33.33
Account Totals				<u>161.33</u>		<u>161.33</u>

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7070			G&GM - Exp - Labour			
66254	JD	27/07/2023	Employers Pension	455.37		455.37
66255	JD	27/07/2023	Payments	2,042.00		2,042.00
Account Totals				<u>2,497.37</u>		<u>2,497.37</u>

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7080			G&GM - Exp - Materials & Equipment			
66236	CP	17/07/2023	Materials - Workshop	14.10		14.10
66430	PI	05/07/2023	Materials - Workshop	30.05		30.05
66431	PI	06/07/2023	Materials - Workshop	38.75		38.75
66434	PI	12/07/2023	Materials - Workshop	51.55		51.55
Account Totals				<u>134.45</u>		<u>134.45</u>

N/C		Name				
Tran Number	Type	Date	Details	Debit	Credit	Balance
7093			G&GM - Exp - Open Spaces: Doorstep Greens			
66419	PI	11/07/2023	Electricity	207.62		207.62
Account Totals				<u>207.62</u>		<u>207.62</u>

Date: 14/09/2023
Time: 15:31:12

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 4

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66238	PI	12/07/2023	Security	380.00		380.00
Account Totals				<u>380.00</u>		<u>380.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66370	PI	18/07/2023	Tyres	40.00		40.00
66454	PI	31/07/2023	Fuel - Van	72.09		72.09
66613	PI	24/07/2023	Repairs to Van	192.20		192.20
Account Totals				<u>304.29</u>		<u>304.29</u>
Department				<u>10,160.33</u>	<u>562.70</u>	<u>9,597.63</u>

Dept Number 5 **Dept** BUILDING & CIVIC MATTERS

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66112	SI	10/07/2023	Hall Hire Fees		72.00	-72.00
66114	SI	10/07/2023	Hall Hire Fees		32.00	-32.00
66115	SI	10/07/2023	Hall Hire Fees		48.00	-48.00
66116	SI	10/07/2023	Hall Hire Fees		96.00	-96.00
66117	SI	10/07/2023	Hall Hire Fees		96.00	-96.00
66118	SI	10/07/2023	Hall Hire Fees		120.00	-120.00
66119	SI	10/07/2023	Hall Hire Fees		24.00	-24.00
66134	SI	10/07/2023	Hall Hire Fees		144.00	-144.00
66139	SI	11/07/2023	Hall Hire Fees		27.00	-27.00
66140	SI	11/07/2023	Hall Hire Fees		12.50	-12.50
66154	SI	12/07/2023	Hall Hire Fees		54.00	-54.00
66155	SI	12/07/2023	Hall Hire Fees		12.50	-12.50
66156	SI	12/07/2023	Hall Hire Fees		8.00	-8.00
66161	SI	14/07/2023	Hall Hire Fees		36.00	-36.00
66162	SI	14/07/2023	Hall Hire Fees		12.50	-12.50
66163	SI	14/07/2023	Hall Hire Fees		27.00	-27.00
66164	SI	14/07/2023	Hall Hire Fees		12.50	-12.50
66165	SI	17/07/2023	Hall Hire Fees		45.00	-45.00
66166	SI	17/07/2023	Hall Hire Fees		12.50	-12.50
66167	PI	17/07/2023	Refund Overcharge	18.00		18.00
66200	SI	18/07/2023	Hall Hire Fees		45.00	-45.00
66201	SI	18/07/2023	Hall Hire Fees		12.50	-12.50
66313	SI	31/07/2023	Hall Hire Fees		128.00	-128.00
66314	SI	31/07/2023	Hall Hire Fees		16.00	-16.00
66315	SI	31/07/2023	Hall Hire Fees		32.00	-32.00
66316	SI	28/07/2023	Hall Hire Fees		24.00	-24.00
66317	SI	31/07/2023	Hall Hire Fees		48.00	-48.00
66318	SI	31/07/2023	Hall Hire Fees		120.00	-120.00
66319	SI	31/07/2023	Hall Hire Fees		104.00	-104.00
66320	SI	31/07/2023	Hall Hire Fees		24.00	-24.00
66325	SI	31/07/2023	Hall Hire Fees		36.00	-36.00
66326	SI	31/07/2023	Hall Hire Fees		12.50	-12.50
66328	SI	25/07/2023	Milford Hall Hire Fees - August 2023		1,333.33	-1,333.33
66329	SI	25/07/2023	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
Account Totals				<u>18.00</u>	<u>2,999.08</u>	<u>-2,981.08</u>

N/C 6078 **Name** B&CM - Exp - Millennium Clock

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66194	PI	04/07/2023	Survey Fee	650.00		650.00
66289	PI	26/07/2023	Structural Inspection Report	450.00		450.00
Account Totals				<u>1,100.00</u>		<u>1,100.00</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<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>
6080			B&CM - Exp - Monmouth Hall			
66252	JD	27/07/2023	Payments	1,077.98		1,077.98
66375	JC	27/07/2023	Cleaner		286.34	-286.34
66379	JC	27/07/2023	Caretaker		791.64	-791.64
Account Totals				<u>1,077.98</u>	<u>1,077.98</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>
6085			B&CM - Exp - Monmouth Hall Refurbishment			
66432	PI	10/07/2023	Chain & Padlock	43.32		43.32
Account Totals				<u>43.32</u>		<u>43.32</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>
6090			B&CM - Exp - Milford Hall			
66203	PI	01/07/2023	Rates	563.00		563.00
66209	PI	02/07/2023	Safety Trainers	24.99		24.99
66240	PI	17/07/2023	Electricity	12,618.98		12,618.98
66323	PC	17/07/2023	Credit to Clear		44.17	-44.17
66365	PI	05/07/2023	Internet	28.25		28.25
66368	PI	14/07/2023	Electricity	73.33		73.33
66380	JD	27/07/2023	Caretaker	791.64		791.64
66445	PI	31/07/2023	Alarm Response	70.00		70.00
66582	PI	20/07/2023	Gas	171.43		171.43
Account Totals				<u>14,341.62</u>	<u>44.17</u>	<u>14,297.45</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>
6100			B&CM - Exp - Public Toilets Peter St			
66417	PI	12/07/2023	Electricity	142.05		142.05
66440	PI	04/07/2023	Water Charges	81.44		81.44
66452	PI	31/07/2023	Repaired Light Fitting	53.50		53.50
66468	PI	31/07/2023	Cleaning	615.19		615.19
66469	PI	27/07/2023	Foot Patrols	418.00		418.00
66471	PI	27/07/2023	Foot Patrols	640.00		640.00
66474	PI	27/07/2023	Foot Patrols	640.00		640.00
66477	PI	27/07/2023	Foot Patrols	640.00		640.00
Account Totals				<u>3,230.18</u>		<u>3,230.18</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>
6102			B&CM - Exp - Public Toilets Petters Way			
66241	PI	19/07/2023	Repair Leaking Cistern	125.00		125.00
66453	PI	31/07/2023	Water Hygiene Service	222.25		222.25
66470	PI	27/07/2023	Foot Patrols	418.00		418.00
66472	PI	27/07/2023	Foot Patrols	640.00		640.00
66475	PI	27/07/2023	Foot Patrols	640.00		640.00
66478	PI	27/07/2023	Foot Patrols	640.00		640.00
Account Totals				<u>2,685.25</u>		<u>2,685.25</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>
6190			B&CM - Exp - Town House - Business Rates			
66204	PI	01/07/2023	Rates	1,105.00		1,105.00
Account Totals				<u>1,105.00</u>		<u>1,105.00</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>
6200			B&CM - Exp - Town House - (excluding services)			
66211	PI	18/07/2023	Refreshments	6.99		6.99
66376	JD	27/07/2023	Cleaner	286.34		286.34
66435	PI	24/07/2023	Paper Hand Towels	44.21		44.21
66455	PI	31/07/2023	Waste Disposal	62.45		62.45

Yeovil Town Council Nominal Departmental Analysis (Detailed)

Account Totals 399.99 399.99

N/C	6212	Name	B&CM - Exp - Town House - Gas				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66186	PI	05/07/2023	Gas	18.23		18.23	

Account Totals 18.23 18.23

N/C	6214	Name	B&CM - Exp - Town House - Maintenance				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66481	PI	31/07/2023	Boiler Replacement	4,160.35		4,160.35	
66482	PI	31/07/2023	Boiler Replacement	4,160.35		4,160.35	
66483	PI	31/07/2023	Install Heating Controls	1,369.09		1,369.09	
66484	PI	31/07/2023	Install Heating Controls	1,369.09		1,369.09	

Account Totals 11,058.88 11,058.88

N/C	6230	Name	B&CM - Exp - War Memorials				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66193	PI	04/07/2023	Survey Fee	650.00		650.00	
66290	PI	26/07/2023	Structural Inspection Report	450.00		450.00	

Account Totals 1,100.00 1,100.00

N/C	6270	Name	B&CM - Exp - Defibrillator				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66448	PI	31/07/2023	Electrical Work	258.33		258.33	

Account Totals 258.33 258.33

Department 36,436.78 4,121.23 32,315.55

Dept Number 6 **Dept** PLANNING

N/C	5001	Name	PLANNING - Inc - Miscellaneous				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66333	BR	10/07/2023	Planning Levy		577.67	-577.67	

Account Totals 577.67 -577.67

Department 577.67 -577.67

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C	5502	Name	P&A - Inc - Yeovil Celebrates				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66142	BR	06/07/2023	Cups		328.00	-328.00	

Account Totals 328.00 -328.00

N/C	5570	Name	P&A - Exp - Town Crier				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66184	PI	03/07/2023	Town Criers Uniform	241.40		241.40	
66185	PI	04/07/2023	AHGTC New Membership	50.00		50.00	
66235	CP	12/07/2023	Dry Cleaning	16.59		16.59	

Account Totals 307.99 307.99

N/C	5610	Name	P&A - Exp - Yeovil Super Saturday				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
66295	PI	21/07/2023	Pirate Performances	900.00		900.00	
66443	PI	30/07/2023	First Aiders	180.00		180.00	

11/130 2023/24 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st AUGUST 2023 (MONTH 1 – 5)

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 24th January 2023.

Committee	£
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
Total Committees Budget	1,260,367
Joint Burial Committee	75,336
Total Budget Requirement	1,335,693

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 31st March 2024 is **£1,198,098** against the budget of **£1,260,357** shows an **underspend of £62,259 (5.0%)**. This is summarised within Appendix A of this report. The detail and the significant variances is highlighted within Appendix B.

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

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

Appendix A

Yeovil Town Council - 2023/24 Budget Monitoring (Month 1 to Month 5)

Committee	2022/23			2023/24		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/22	Variance	Annual Budget	Expected Total at 31/03/24	Variance
Policy Resources and Finance						
Expenditure	508,176	450,443	57,733	566,737	526,140	40,597
Income	(2,750)	(19,580)	16,830	(4,250)	(36,415)	32,165
Net Expenditure	505,426	430,863	74,563	562,487	489,725	72,762
Buildings and Civic Matters						
Expenditure	279,820	260,739	19,081	258,720	292,523	(33,803)
Income	(27,000)	(31,477)	4,477	(27,000)	(30,221)	3,221
Net Expenditure	252,820	229,263	23,557	231,720	262,303	(30,583)
Grounds and General Maintenance						
Expenditure	360,760	352,316	8,444	303,560	311,279	(7,719)
Income	(20,990)	(26,350)	5,360	(22,190)	(22,988)	798
Net Expenditure	339,770	325,966	13,804	281,370	288,291	(6,921)
Planning						
Expenditure	1,000	0	1,000	1,000	0	1,000
Income	0	0	0	0	0	0
Net Expenditure	1,000	0	1,000	1,000	0	1,000
Promotions and Activities Committee						
Expenditure	101,040	149,061	(48,021)	183,780	157,780	26,000
Income	0	(2,000)	2,000	0	0	0
Net Expenditure	101,040	147,061	(46,021)	183,780	157,780	26,000
Total Yeovil Town Council						
Expenditure	1,250,796	1,212,560	38,236	1,313,797	1,287,722	26,075
Income	(50,740)	(79,407)	28,667	(53,440)	(89,623)	36,183
Net Expenditure	1,200,056	1,133,153	66,903	1,260,357	1,198,098	62,259

Appendix B

Policy, Resources & Finance Committee								
	2022/23			2023/24				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 -5 spent 31/08/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Advertising	500	645	(145)	500	90	500	0	
Audit fees	3,610	2,950	660	3,930	1,071	3,200	730	
Books/periodicals	240	385	(145)	240	0	400	(160)	
Carbon Management	25,000	25,000	0	25,000	0	25,000	0	
Contingencies	57,146	3,390	53,756	60,017	2,110	10,000	50,017	Hire of Baptist Church (£545);
Cost of Elections	5,500	6,162	(662)	5,500	0	9,000	(3,500)	By election
Costs of Democracy	29,600	28,856	744	30,000	11,763	30,000	0	
Courses/conferences	5,000	1,518	3,482	5,000	60	4,000	1,000	
Franking Machine	500	333	167	500	361	500	0	
Furniture, office equipment & servicing	4,000	3,289	711	4,000	1,277	3,500	500	
Grants	7,000	12,900	(5,900)	10,000	0	10,000	0	
Insurance	6,000	10,629	(4,629)	7,200	0	0	7,200	Insurance for 2023/24 paid in 2022/23
Mayoral allowance	10,480	5,579	4,901	11,400	1,705	5,000	6,400	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	195	500	(500)	
New Initiatives Fund	15,000	0	15,000	15,000	0	15,000	0	£5,000 Drop Kerbs
PC Support	13,000	12,684	316	14,100	4,918	14,100	0	
Postage	2,000	2,244	(244)	2,000	300	2,000	0	
Prof. fees/subs	7,500	10,590	(3,090)	8,000	1,687	10,590	(2,590)	
Salaries	267,500	277,178	(9,678)	300,000	122,269	300,000	0	
Ski Centre	500	24	476	500	1,365	11,500	(11,000)	Regular foot patrols - look out for homeless and other anti-social behaviour. Site clear up
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	0	1,000	0	
Stationery/supplies	2,000	1,129	871	2,000	412	1,500	500	
Telephone	2,500	2,971	(471)	2,500	959	2,500	0	
Treasury Management	0	0	0	0	8,000	8,000	(8,000)	Treasury Management Advisors contracted (agreed 30/05/23)
Website	0	0	0	750	0	750	0	
Youth Council	2,000	2,000	0	2,000	0	2,000	0	
Youth Services - YMCA	40,600	33,280	7,320	40,600	14,051	40,600	0	
Youth Services - Youth Drop In	0	3,750	(3,750)	15,000	7,500	15,000	0	
Total Expenditure	508,176	449,093	59,083	566,737	180,093	526,140	40,597	
INCOME								
Investment Interest	(500)	(16,587)	16,087	(2,000)	(16,981)	(34,481)	32,481	Interest rates increasing
Community Infrastructure Levy	0	(669)	669	0	578	578	(578)	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(510)	(1,412)	162	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	0	(1,100)	100	
Total Income	(2,750)	(19,580)	16,830	(4,250)	(16,913)	(36,415)	32,165	
Net Expenditure	505,426	429,513	75,913	562,487	163,181	489,725	72,762	

Grounds and General Maintenance Committee

	2022/23			2023/24				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -5 spent 31/08/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Allotment Maintenance	9,570	12,778	(3,208)	13,800	8,861	19,391	(5,591)	Tree Surveys (£930); Tree work (£720); Structural Survey Sheds (£600); Repairs to walkways at Elizabeth Flats (£3,796)
Allotments - Fence Repairs	2,000	2,000	0	2,000	0	2,000	0	
Best Kept Allotments Competition	250	262	(12)	250	0	275	(25)	
Community Heritage Officer	10,000	10,000	0	10,000	0	10,000	0	
Electric Van	8,000	0	8,000	8,000	0	8,000	0	
Goar Knap - Building	2,000	2,096	(96)	2,200	757	1,900	300	
Holiday Playscheme contribution	9,640	9,640	0	10,490	0	10,490	0	
Labour	27,580	26,817	763	32,000	11,456	30,000	2,000	
Leases	350	335	15	350	0	350	0	
Materials and equipment	1,870	3,976	(2,106)	1,870	794	3,174	(1,304)	
Open spaces:								
Lights for Millford Park	400	0	400	400	0	0	400	
Open Spaces	133,480	133,480	0	133,480	0	133,480	0	
Play and Landscape Officers	13,200	13,200	0	14,360	0	14,360	0	
Play Area	12,940	12,940	0	14,080	0	14,080	0	
Repairs/Enhancements	2,830	2,830	0	3,080	0	3,080	0	
Play Area Upgrade	30,000	30,000	0	10,000	0	10,000	0	
Skateparks	50,000	50,000	0	0	0	0	0	
Door Step Green	7,000	712	6,288	7,000	818	7,000	0	
Country Park	32,700	32,700	0	32,700	0	32,700	0	
Yew Tree Park - Gate Opening	2,200	2,394	(194)	2,400	1,416	4,776	(2,376)	
Protective Clothing	200	49	151	100	7	50	50	
Vehicle	1,350	1,722	(372)	1,800	912	1,800	0	Fuel prices, van getting older
Water charges	1,000	2,184	(1,184)	1,000	2,172	2,172	(1,172)	
Water Mains	2,200	2,200	0	2,200	0	2,200	0	
Refurbishment/Repairs								
Total Expenditure	360,760	352,316	8,444	303,560	27,192	311,279	(7,719)	
INCOME								
Taps & keys	(100)	(158)	58	(100)	(62)	(100)	0	
Contribution towards cost of Elizabeth Flats works	0	(2,956)	2,956	0	0	0	0	Invoice raised but not yet paid.
Access & Easements	0	0	0	0	0	0	0	
Rent	(17,800)	(18,625)	825	(18,500)	(432)	(19,000)	500	
Lease	(2,090)	(2,088)	(2)	(2,090)	(522)	(2,088)	(2)	
Water Charge	(1,000)	(2,523)	1,523	(1,500)	0	(1,800)	300	
Total Income	(20,990)	(26,350)	5,360	(22,190)	(1,016)	(22,988)	798	
Net Expenditure	339,770	325,966	13,804	281,370	26,177	288,291	(6,921)	

Buildings & Civic Matters Committee

	2022/23			2023/24				Notes
	2022/23	Actual	(Over)/	Budget	Month 1 -5	Full year	Estimated	
	£	£	Under		spent	estimated	(over) /	
			£		31/08/2023	spend to	under	
						31/03/2024	spend	
							£	
EXPENDITURE								
Band Costs	3,500	3,500	0	3,500	0	3,500	0	
CCTV	32,490	32,490	0	32,490	0	32,490	0	
Changing Places	5,000	0	5,000	0	0	0	0	
Community safety	17,500	17,500	0	17,500	190	17,500	0	Ranger - moving SIDS
Defibrillator	10,500	16,206	(5,706)	11,500	4,201	12,720	(1,220)	
Litter/Grit bins	700	166	534	700	0	150	550	
Milford Hall - Business Rates	5,200	5,364	(164)	5,370	2,817	5,632	(262)	
Milford Hall - Running Costs	20,000	43,098	(23,098)	22,000	23,792	45,000	(23,000)	Electricity prices increase - investigating consumption
Milford Hall - Security	3,000	2,730	270	3,000	991	1,236	1,764	
Milford Hall - SSDC Recharges	10,000	5,144	4,856	10,000	0	0	10,000	
Milford Hall Refurbishments	20,000	2,210	17,790	0	0	0	0	
Millennium Clock	520	1,722	(1,202)	570	1,100	1,420	(850)	Survey of millenium clock (£1,100),
Monmouth Hall Business Rates	0	1,075	(1,075)	0	0	0	0	
Monmouth Hall refurbishment	60,000	58,681	1,319	60,000	43	60,000	0	Purchase of chain and padlock
PA System	500	577	(77)	620	848	848	(228)	
Public noticeboards	500	42	458	1,000	0	12,280	(11,280)	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	1,991	7,962	(462)	
Peter Street Public Toilet - Security	5,200	5,783	(583)	5,660	3,618	8,098	(2,438)	Price increase - £418 from March 2023
Peter Street Public Toilet - Business Rates	3,200	0	3,200	0	0	0	0	Budget no longer required, public conveniences exempt from Business Rates
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	5,553	1,567	9,250	4,689	9,500	(250)	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	10,545	855	12,900	0	12,900	0	
Petters Way Public Toilet - Security	5,000	5,781	(781)	5,440	3,618	8,098	(2,658)	Price increase - £418 from March 2023
Petters Way Public Toilet - Business Rates	2,650	0	2,650	0	0	0	0	Budget no longer required, public conveniences exempt from Business Rates
Petters Way Public Toilet - Other Running costs (repairs)	2,030	3,841	(1,811)	2,210	1,534	2,800	(590)	
Regalia	2,000	3,781	(1,781)	2,000	54	2,000	0	Moved from PR&F
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	No Sports Development Officer currently at SSDC
Remembrance Sunday Video	1,500	0	1,500	1,500	0	0	1,500	
St Georges Day Parade	300	0	300	200	200	200	0	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	
Town House - CCTV Reserve	500	500	0	500	0	500	0	
Town House - business rates	10,400	9,606	794	10,400	5,522	11,047	(647)	
Town House - electricity	1,600	1,540	60	2,400	489	1,957	443	
Town House - gas	2,200	2,160	40	2,200	621	2,485	(285)	
Town House - repairs and maintenance	10,000	6,027	3,973	10,000	18,074	25,000	(15,000)	Boarding out of attic and structural work. Replacement of Gas Boiler and heating
Town House - water charges	400	177	223	400	83	200	200	
Town House (excluding services)	7,000	5,802	1,198	7,000	1,836	5,000	2,000	
War memorials	750	750	0	750	1,100	2,000	(1,250)	Survey of war memorial (£1,100),
Total Expenditure	279,820	260,739	19,081	258,720	77,411	292,523	(33,803)	
INCOME								
Defibrillator Contribution	0	(5,706)	5,706	0	0	(1,220)	1,220	Contributions for external sources
Insurance Claim - Regalia	0	(1,668)	1,668	0	0	0	0	
Milford Hall	(26,000)	(24,102)	(1,898)	(26,000)	(11,459)	(27,501)	1,501	Awaiting finalising of lease with FTS
Town House	(1,000)	0	(1,000)	(1,000)	0	(1,500)	500	Yeovil Without
Total Income	(27,000)	(31,477)	4,477	(27,000)	(11,459)	(30,221)	3,221	
Net Expenditure	252,820	229,263	23,557	231,720	65,952	262,303	(30,583)	

Planning Committee

	2022/23			2023/24				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -5 spent 31/08/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Planning	1,000	0	1,000	1,000	0	0	1,000	
Total Expenditure	1,000	0	1,000	1,000	0	0	1,000	
INCOME								
	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	1,000	0	1,000	1,000	0	0	1,000	

Promotions & Activities Committee

	2022/23			2022/23				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -5 spent 31/08/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Christmas Lights	23,500	16,217	7,283	28,000	520	28,000	0	
Christmas Lights Competition	30	0	30	30	0	30	0	
Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	20,000	0	20,000	0	
Christmas Lights Switch On	500	0	500	0	0	0	0	
Christmas Lights Switch On Event	0	0	0	1,000	0	1,000	0	
Customised souvenirs	650	650	0	650	0	650	0	
Eats:Festival	5,000	4,550	450	5,000	750	3,500	1,500	
Love Yeovil	1,000	500	500	1,000	0	1,000	0	
Resourcing VE Day Celebrations	0	40,492	(40,492)	0	0	0	0	
Resourcing Yeovil Celebrates...	0	20,587	0	70,000	44,795	49,500	20,500	Some expenditure occurred in 2022/23
Queen's Jubilee Beacon Lighting Event	0	2,700	0	0	0	0	0	Funded From Contingency
Super Saturday	7,000	4,308	2,692	7,000	1,080	5,000	2,000	
Town Crier	1,070	0	1,070	1,170	308	1,170	0	
Yeovil Art Space (SLA)	0	0	0	5,000	5,000	5,000	0	
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,446	(6)	16,440	0	16,440	0	
Yeovil Open Town Crier Competition	1,550	1,447	103	1,690	0	1,690	0	
Yeovil Together	2,000	2,000	0	2,000	0	0	2,000	SLA in place from next year onwards
Total Expenditure	101,040	149,062	(24,735)	183,780	52,453	157,780	24,000	
INCOME								
Yeovil Celebrates	0	0	0	0	(2,321)	(2,321)	2,321	
Queen's Platinum Jubilee Contribution	0	(2,000)	2,000	0	0	0	0	
Souvenirs	0	0	0	0	0	0	0	
Super Saturday	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	101,040	149,062	(24,735)	183,780	52,453	157,780	24,000	

YEOVIL TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY



1. Objectives of the Training and Development Policy

1.1. The objectives of this policy are to:

- Encourage Members and Officers to undertake appropriate training to ensure that they have the skills, knowledge, experience and resources they need to perform well in their roles.
- Equality of awarding training and development opportunities
- Ensure that all training is evaluated to assess its value
- Recognise that it is essential to develop the abilities of individuals and satisfy not only current needs but future needs of Yeovil Town Council.

2. Introduction

2.1. This document forms Yeovil Town Council's Training and Development Policy. It sets out:

- The Council's commitment to training and development
- The identification of training needs
- Compulsory training
- Training delivery
- Assistance to study (financial and time)
- Short courses/workshops
- Members training and development
- Evaluation of training
- Links with other policies
- Reporting on progress.

3. Commitment to Training

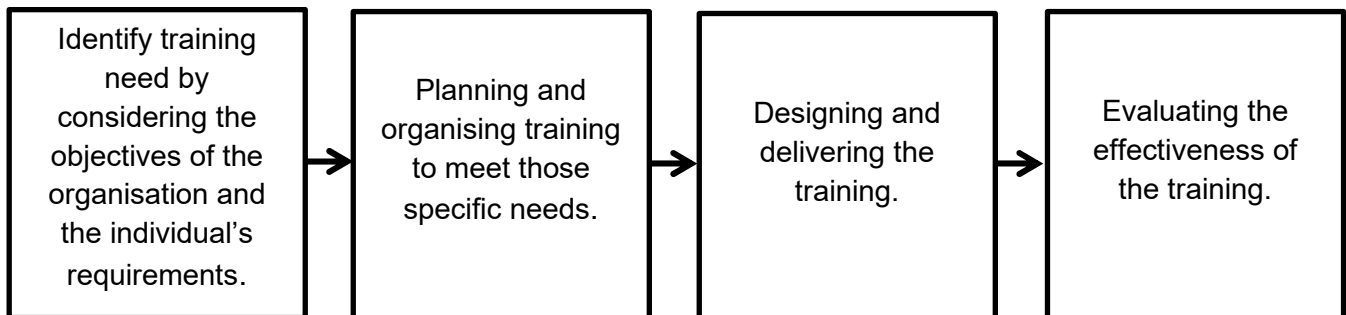
3.1. Yeovil Town Council is committed to the ongoing training and development of all Members and employees to enable them to make the most effective contribution to the Council's aims and objectives. Yeovil Town Council recognises that the most important resources are its Members and Officers and its commitment to encouraging all to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with legal and statutory requirements.

3.2. Training provides the Council with many benefits:

- Improves the quality of the services and facilities that Yeovil Town Council provides
- Enables the organisation to effectively achieve its corporate aims and objectives
- Improves the skill base of employees, producing confident, highly skilled Officers working as part of an effective and efficient team
- Provides resilience
- Demonstrates that employees are valued.

3.3. Yeovil Town Council has a dedicated budget to support the training and development of its Members and Officers, which is reviewed on an annual basis.

3.4. The process of training and development:



4. Identification of Training Needs

4.1. Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal.

4.2. There are a number of additional ways that training needs of both Members and Officers may be recognised:

- Questionnaires (skills audit)
- During interview
- Following confirmation of appointment
- Formal and informal discussion.

4.3. Other circumstances may present the need for training:

- Statutory, legislative and Health & Safety requirements
- Service developments and delivery needs
- Personal development and continuous professional development.

5. Compulsory Training

- 5.1. Where statutory or legislative training needs are identified by the Council, it will be mandatory for Officers to attend and the Council will endeavour to accommodate this within normal working hour. Failure to attend may result in disciplinary action.

6. Training Delivery

- 6.1. Learning, training and development opportunities are available in many forms including:
- Formal training courses
 - Conferences and network meetings
 - Shadowing, coaching and mentoring
 - Distance and E-learning
 - Guided reading
 - On the job training
 - Continuous Professional Development
 - Work experience and secondment
- 6.2. It is not necessary for Members to undertake formal Planning training before they can vote on planning applications at Planning Committee. Although it is essential that they undertake training from the clerk of the Planning Committee.

7. Financial Assistance

- 7.1. It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.
- 7.2. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.
- 7.3. Other considerations include the following:
- Implication of employee release for training courses on the operational capability of the council
 - The most economic and effective means of training
 - Provision and availability of training budget.
- 7.4. For approved courses Members and Officers can expect the following to be sponsored:
- The course fee
 - Examination fees
 - Associated Membership fees

- 7.5. Members and Officers attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons.
- 7.6. Yeovil Town Council operates a Learning Agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave Yeovil Town Council employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. If the employee takes up employment with another Local Authority this agreement may be waived.

8. Study Leave

- 8.1. Employees who are given approval to undertake external qualifications are granted the following:
 - Study time to attend day-release courses
 - Time to sit examinations
 - Study time of one day per examination, up to a maximum of three days

9. Short Courses/Workshops/Residential Weekends

- 9.1. Where attendance is required at a short course, a full day of paid leave will be granted
- 9.2. Members and Officers attending approved short courses/workshops/residential weekends can expect the following to be paid:
 - The course fee
 - Travelling expenses in accordance with the Council's current policy
 - Subsistence in accordance with the Council's current policy.

10. Members Training and Development

- 10.1. Members are responsible for their own personal development and are advised by the clerk after consulting with the Chairman of Policy, Resources and Finance Committee of the range of training opportunities. New Members are particularly encouraged to attend training as part of their induction and existing Members should attend courses as relevant to keep their knowledge up to date.
- 10.2. Training is regularly provided by NALC (National Association of Local Councils), and SALC (Somerset Association of Local Councils). ~~and South Somerset District Council.~~ No Member of the Planning Committee is permitted to vote unless they have undertaken the relevant training delivered by SALC. ~~South Somerset District Council.~~
- 10.3. Member training relevant to their role will be paid for by the council and Members must book training through the clerk. If a Member fails to attend

training paid for by the council, they may be asked to refund any costs incurred; those costs will be recovered from the Members' Allowances.

- 10.4. For training outside Yeovil Town, Members are entitled to claim mileage, accommodation and subsistence expenses in the normal way.

11. Evaluation of Training

- 11.1. Records of all training undertaken by employees will be kept in the personnel files of each Officer. Records will be maintained for all training undertaken by Members.
- 11.2. As part of Yeovil Town Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implication of new legislation, guidance and/or best practice of the ongoing efficiency of the authority.

12. Links with other Council Policies

- 12.1. This policy links with the following policies:

- Equality of opportunities in all aspects of Member and officer development
- Risk Strategy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded through the authority.

13. Conclusion

- 13.1. The adoption of this training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and Officers.

Yeovil Town Council
Xth September 2023
To be reviewed: September 2028
(subject to changes in legislation, recommended practice, operations)

11/132 DIGNITY, EQUALITY AND DIVERSITY AT WORK POLICY

Yeovil Town Council's has a number of polices which are out of date. These include the

- Equality Policy Statement;
- Equal Opportunities;
- Racial Equality.

A Dignity, Equality and Diversity at Work Policy has been prepared which will cover all the above policies. The Model Template provided by NALC and SLCC (which covers the Equality Act 2010) has been used, and tailored to Yeovil Town Council.

The Committee is **RECOMMENDED**:

(1) to note the report; and

(2) to approve and adopt the Dignity, Equality and Diversity at Work Policy.

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

YEOVIL TOWN COUNCIL

DIGNITY, EQUALITY AND DIVERSITY AT WORK POLICY



1. Introduction

- 1.1 We are committed to providing equal opportunities in employment and to avoiding unlawful discrimination.
- 1.2 This policy needs to be read in conjunction with the Dignity at Work Policy.

2. The Law

- 2.1 It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
- 2.2 Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.
- 2.3 The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3. Equality Act 2010

- 3.1 The introduction of the Equality Act is a framework which provides protection from direct and indirect discrimination, harassment and victimisation based on one of the following protected characteristics:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief

- Sex
- Sexual orientation

4. Types of Unlawful Discrimination

Associative Discrimination

This applies to race, religion, or belief and sexual orientation, age, disability, gender reassignment and sex. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Direct Discrimination

Direct Discrimination includes less favourable treatment “because of” a protected characteristic. This occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see Perceptive Discrimination below), or because they associate with someone who has a protected characteristic (see Associative Discrimination above).

Indirect Discrimination

Protection from indirect discrimination applies to age, race, religion or belief, sex, sexual orientation and marriage and civil partnership and disability and gender reassignment. Indirect discrimination can occur when you have a condition, rule, policy or even practice in the organisation that applies to everyone but particularly disadvantages people who share a protected characteristic.

Perceptive Discrimination

Perceptive discrimination applies to age, race, religion or belief and sexual orientation, disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess that characteristic.

Harassment

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person’s dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Third Party Harassment

Third party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation

Victimisation occurs when a person is mistreated because they have done something in relation to the Equality Act. For example, making or supporting a grievance or an employment tribunal claim. Instructing, causing or inducing discrimination, harassment or victimisation is prohibited for all the protected characteristics.

5. Equal Opportunities in Employment

- 5.1 To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- 5.2 Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 5.3 Training, development and progression opportunities are available to all staff.
- 5.4 Equality in the workplace is good management practice and makes sound business sense.
- 5.5 We will review all our employment practices and procedures to ensure fairness.

6. Dignity at work

- 6.1 The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground and how complaints of this type will be dealt with.

7. Training

- 7.1 The council will provide training and raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.
- 7.2 The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.
- 7.3 The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

8. Responsibilities

- 8.1 Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees

can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

- 8.2 Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

9. Complaints

- 9.1 The council has a separate grievance policy concerning how grievances are dealt with. The grievance policy complies with the 2015 ACAS Code of Practice.

Yeovil Town Council

xx September 2023

To be reviewed: September 2028

(subject to changes in legislation, recommended practice, operations)

11/133 MAYOR'S CHARITY BALL 2024 AND 2025

Due to the closure of The Octagon Theatre, the pantomime will be moved to Westlands Entertainment Venue. This will mean the stage will become out of bounds from the end of November, once the Pantomime moves in. Therefore, the council will not be able to book the Mayor's Ball on the last Saturday in November in 2024 and 2025.

The alternative dates will be Saturday 2 November 2024 and Saturday 15 November 2025.

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

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

Staffing Committee

Terms of Reference



The Role of the Staffing Committee

The Staffing Committee reports to the Policy, Resources and Finance Committee. It has been set up to deal with staffing and personnel matters.

Responsibilities

- To review staffing structures and levels and in consultation with the Town Clerk report findings and make recommendations to the Policy, Resources and Finance Committee as appropriate
- To appoint from its membership three members to act as a disciplinary panel as set out within the Disciplinary Procedure. (Any appeal will be heard by a panel of three members of the Policy, Resources and Finance Committee and must not have been previously involved in the case).
- To appoint from its membership three members to hear any formal grievance made by any member of staff
- To review all policies that relate to staff employment as required and to make any recommendations to the Policy, Resources and Finance Committee as appropriate providing the appropriate information for the nature of the discussion
- To ensure that the Council complies with all legislative requirements relating to the employment of staff.

Membership

The Staffing Committee shall consist of 5 Councillors. Membership is agreed and approved by Full Council.

Meetings will not be open to public (or other Councillors of the Council) because of the confidential nature to be transacted. All information shared with the Staffing Committee shall remain confidential and is not to be shared with any Councillors outside of the Council without first seeking the advice of the Town Clerk.

Role	Name
Member	Tareth Casey
Member	Tony Lock
Member	Evie Potts-Jones
Member	Andy Soughton
Member	Rob Stickland
Advisory Officer	Town Clerk

Quorum

A quorum must comprise at least three Councillors, meeting face to face.

Chairman

At the first meeting after the Annual Meeting of the Town Council, the Staffing Committee shall elect a Chair and a Vice-Chair.

Meetings

Meetings will be held as required and may be convened at short notice to consider urgent staffing matters.

Meetings will be supported by the Town Clerk, and only if matters concern the Town Clerk, will a Deputy Town Clerk or Assistant Town Clerk be called upon.

Confidential minutes will be kept and will be signed by the Chair at the next meeting of this Committee. These minutes will be referenced to the appropriate legislation and Council policy where appropriate. No paper copies of minutes will be circulated; however, they will be available for viewing at Town House by Staffing Committee members only.

Recommendations will be made to the Policy, Resources and Finance Committee as appropriate.

General

The Committee will be mindful:

- of the legal framework for, and good practice in, employment matters
- of the confidential nature of employer-employee matters and that most of the items for consideration will require. Any breaches in confidentiality will result in the breach in the Code of Conduct and will be referred to the Monitoring Officer at Somerset Council.
- of the nationally negotiated model contract and terms and conditions for the employment of staff
- of the relevant Council protocols and policies
- that the following matters has been delegated to the Town Clerk.
 - General control and discipline of Town Council employees in accordance with the Disciplinary Procedure and Code;
 - To agree up to five days special leave with pay in any one year for compassionate or other grounds i.e. bereavement and family illness. (Compassionate leave in excess of five days up to ten days is subject to approval of the Mayor, Chairman and Vice Chairman of Policy, Resources & Finance Committee).

Agreed: 5th September 2023

11/136 FORWARD PLAN

Date	Item
Policy, Resources & Finance November 2023	<ul style="list-style-type: none"> • Financial Statements August/September 2023 • Capital and Revenue Reserves 31st October 2023 • Bank Reconciliation 31st October 2023 • Applications for Grant Aid • Draft Budgets 2024/25 • Allotment Rents from 1st January 2025 • Community Hall Charges 2024/25 • Budget Monitoring Month 7 (October 2023)
Policy, Resources & Finance January 2024	<ul style="list-style-type: none"> • Update from YMCA Brunel – Youth Clubs and Detached • Update – Youth Services in Westfield • Financial Statements October/November 2023 • Capital and Revenue Reserves 31st December 2023 • Bank Reconciliation 31st December 2023 • Applications for Grant Aid • Risk Management Strategy and Risk Register • Budgets 2024/25 • Budget Monitoring Month 9 (December 2022)
Policy, Resources & Finance March 2024	<ul style="list-style-type: none"> • Financial Statements December 2023/January 2024 • Capital and Revenue Reserves 28th February 2024 • Bank Reconciliation 28th February 2024 • Applications for Grant Aid • Insurance Procurement