

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Wednesday 29th May 2024

7:00pm

Hybrid Meeting:

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

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



Amanda Card, Town Clerk
22nd May 2024

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill

Andy Kendall (*Ex-officio*)

Tony Lock (*Ex-officio*)

Jane Lowery

Graham Oakes

Evie Potts-Jones

Ashley Richards

Andy Soughton (Chair)

Royston Spinner

Rob Stickland (*Vice Chair*)

Adrian Wilkes

Dave Woan

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 Wednesday 29th May 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. 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 item 11/224, 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*

11/209 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)*

11/210 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).

11/211 MINUTES

To approve as a correct record the Minutes of the meeting held on 23rd April 2024.

11/212 GRANTS

Applications received from (circulated separately):

- Community Counselling CIC (£2,460).

11/213 BALANCE SHEET

Members to approve the Balance Sheet as at 31st March 2024 at page 6.

11/214 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 31st March 2024 at page 7.

11/215 FINANCIAL STATEMENT – FEBRUARY 2024 / MARCH 2024

Members to approve the Financial Statement for the months of February 2024 and March 2024 as attached at pages 8 to 28.

11/216 REVENUE BUDGET OUTTURN 2023/24

Members to consider the report of the Town Clerk attached at pages 29 to 33. (Accompanying report to follow).

11/217 COMMUNITY INFRASTRUCTURE LEVY

Members to consider the report of the Town Clerk attached at page 34 to 36.

11/218 INTERNAL AUDIT REPORT

Members to consider the report of the Internal Auditor as attached at pages 37 to 45.

11/219 UPGRADE OF SAGE

Members to consider the report of the Town Clerk as attached at page 46.

11/220 RECRUITMENT OF PAYROLL ASSISTANT

Members to consider the report of the Town Clerk as attached at page 47.

11/221 EMERGENCY PROCEDURE – STANDING ORDER 4 (d) (xiv)

Members to consider the report of the Town Clerk as attached at page 48.

11/222 FORWARD PLAN

The Forward Plan (attached at page 49) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee. Timings given are indicative and occasionally may be rescheduled or new items added.

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

11/223 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.

11/224 STAFF TRAINING REQUEST (STAFFING IN CONFIDENCE)

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

Balance Sheet

From: Month 1, April 2023
To: Month 12, March 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	210.91	6,781.54
Nat West Current	173,489.85	1,212,927.57
Nat West Treasury Account	0.00	25,000.00
Nationwide Treasury Account	25,753.14	545,288.72
VAT Account	(105,465.04)	(76,669.45)
Petty Cash	2.54	252.54
	93,991.40	1,713,580.92
Current Liabilities		
Creditors	(70,723.47)	12,715.08
Creditors B/Fwd	102,759.35	321,456.02
PAYE/NI	(97,082.56)	(97,082.56)
	(65,046.68)	237,088.54
Current Assets less Current Liabilities:	159,038.08	1,476,492.38
Total Assets less Current Liabilities:	159,038.08	3,088,771.44
Long Term Liabilities		
	0.00	0.00
Total Assets less Total Liabilities:	159,038.08	3,088,771.44
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	159,038.08	159,038.08
	159,038.08	3,088,771.44

BANK RECONCILIATION - 31 MARCH 2024			
Authority name and reference	Yeovil Town Council		
Prepared by:		Date:	
Name	Neil Gage		16/05/24
Role	Finance Officer		
Approved by:		Date:	
Name	Amanda Card		16/05/24
Role	Town Clerk/RFO		
Balance per bank statements as at 31 March 2024:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2024:			1,783,468.83
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	1,211,427.57		
Nationwide Treasury A/C	545,288.72		
CCLA Investment Management	25,000.00		
Petty Cash	252.54		
Less: any un-presented cheques at 31 March 2024: (normally only current account. List date, cheque number and value)			
TOTAL – NET BANK BALANCES 31 MARCH 2024			1,783,468.83

Yeovil Town Council

Policy, Resources & Finance February Actual V Budget

	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	45,674.51	1,833.37	43,841.14	-43,674.51
Ski Centre	1,250.00	1,376.00	1,145.87	230.13	-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	916.63	750.03	-666.66
	566,737.00	611,451.57	566,382.87	45,068.70	-44,714.57
Expenditure					
Advertising	500.00	180.00	458.37	-278.37	320.00
Audit Fees	3,930.00	1,171.36	3,602.50	-2,431.14	2,758.64
Bank Charges	0.00	396.70	0.00	396.70	-396.70
Carbon Management	25,000.00	0.00	22,916.63	-22,916.63	25,000.00
Books/Periodicals	240.00	416.00	220.00	196.00	-176.00
Ski Centre	500.00	11,094.45	458.37	10,636.08	-10,594.45
Contingencies	60,017.00	22,777.02	55,015.62	-32,238.60	37,239.98
Costs of Democracy	30,000.00	26,829.38	27,500.00	-670.62	3,170.62
Courses/Conferences	5,000.00	85.00	4,583.37	-4,498.37	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	3,666.63	-1,190.61	1,523.98
Franking Machine	500.00	361.00	458.37	-97.37	139.00
Insurance	7,200.00	0.00	0.00	0.00	7,200.00
New Initiatives Fund	15,000.00	0.00	13,750.00	-13,750.00	15,000.00
PC Support	14,100.00	11,327.37	12,925.00	-1,597.63	2,772.63
Postage	2,000.00	1,118.82	1,833.37	-714.55	881.18
Prof.Fees/Subs	8,000.00	8,432.20	7,333.37	1,098.83	-432.20
Stationery/Supplies	2,000.00	971.77	1,833.37	-861.60	1,028.23
St Peters Hall	15,000.00	15,000.00	13,750.00	1,250.00	0.00
Telephone	2,500.00	2,013.46	2,291.63	-278.17	486.54
Website	750.00	600.00	687.50	-87.50	150.00
Youth Project Schemes	40,600.00	31,900.62	37,216.63	-5,316.01	8,699.38
Youth Council	2,000.00	0.00	1,833.37	-1,833.37	2,000.00
Mayors Allowance	11,400.00	8,205.08	10,450.00	-2,244.92	3,194.92
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	9,166.63	-8,166.63	9,000.00
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Salaries/Wages	300,000.00	278,469.18	275,000.00	3,469.18	21,530.82
	566,737.00	437,908.40	513,450.73	-75,542.33	128,828.60
	0	173,543.17	52,932.14	120,611.03	-173,543.17

Yeovil Town Council

February Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	281,370.00	281,370.00	281,370.00	0.00	0.00
Leases	2,090.00	1,566.00	1,568.00	-2.00	524.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	18,500.00	21,547.75	16,958.37	4,589.38	-3,047.75
Sales of Gate & Tap Keys	100.00	182.40	91.63	90.77	-82.40
Water Charges	1,500.00	3,230.87	1,500.00	1,730.87	-1,730.87
	303,560.00	307,897.02	301,488.00	6,409.02	-4,337.02
Expenditure					
Allotment Maintenance (Corporate)	13,800.00	24,764.23	12,650.00	12,114.23	-10,964.23
Allotment Fence Repairs	2,000.00	11.16	1,833.37	-1,822.21	1,988.84
Buildings & Electric Goar Knap	2,200.00	1,927.29	2,016.63	-89.34	272.71
BKAC	250.00	324.84	229.13	95.71	-74.84
Leases	350.00	335.00	350.00	-15.00	15.00
Labour	32,000.00	27,013.93	29,333.37	-2,319.44	4,986.07
Materials & Equipment	1,870.00	442.14	1,714.13	-1,271.99	1,427.86
Holiday Play Scheme	10,490.00	5,245.00	9,615.87	-4,370.87	5,245.00
Open Spaces: Doorstep Green	7,000.00	1,282.42	6,416.63	-5,134.21	5,717.58
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	9,166.63	-9,166.63	10,000.00
Open Spaces: Country Park	32,700.00	32,700.00	32,700.00	0.00	0.00
Enhancements: Play Area Upgrades	3,080.00	3,080.00	2,823.37	256.63	0.00
Yew Tree Park Gate Opening	2,400.00	3,396.17	2,200.00	1,196.17	-996.17
Play & Landscape Officer	14,360.00	14,360.00	13,163.37	1,196.63	0.00
Playarea Enhancements	14,080.00	14,080.00	12,906.63	1,173.37	0.00
Lights for Milford Hall	400.00	0.00	366.63	-366.63	400.00
Community Heritage Officer	10,000.00	10,000.00	9,166.63	833.37	0.00
Protective Clothing	100.00	86.18	91.63	-5.45	13.82
Vehicle	1,800.00	1,212.62	1,650.00	-437.38	587.38
Water Charges	1,000.00	4,576.85	916.63	3,660.22	-3,576.85
Water Mains Refurbishment	2,200.00	0.00	2,016.63	-2,016.63	2,200.00
Electric Van	8,000.00	0.00	7,333.37	-7,333.37	8,000.00
	303,560.00	244,947.83	258,770.65	-13,822.82	58,612.17
	0	62,949.19	42,717.35	20,231.84	-62,949.19

Yeovil Town Council

February Actual V Budget

Building & Civic Matters

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
Income					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	27,627.54	23,833.37	3,794.17	-1,627.54
Town House	1,000.00	0.00	916.63	-916.63	1,000.00
	258,720.00	259,347.54	256,470.00	2,877.54	-627.54
Expenditure					
Community Safety	17,500.00	475.80	16,041.63	-15,565.83	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	641.63	-635.81	694.18
Millennium Clock	570.00	1,100.00	522.50	577.50	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	55,000.00	-54,956.68	59,956.68
Milford Hall	40,370.00	71,099.66	37,005.87	34,093.79	-30,729.66
Milford Hall Refurbishment	0.00	2,990.00	0.01	2,989.99	-2,990.00
Public Toilets - Peter St	22,410.00	21,416.08	20,542.50	873.58	993.92
Public Toilets - Petters Way	20,550.00	17,099.82	18,837.50	-1,737.68	3,450.18
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	698.21	916.63	-218.42	301.79
Band Costs	3,500.00	3,500.00	3,208.37	291.63	0.00
Sports Development Officer	2,160.00	0.00	2,160.00	-2,160.00	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	6,048.69	6,416.63	-367.94	951.31
Town House - Electricity	2,400.00	1,672.08	2,200.00	-527.92	727.92
Town House - Gas	2,200.00	1,380.30	2,016.63	-636.33	819.70
Town House - Maintenance	10,000.00	31,930.24	9,166.63	22,763.61	-21,930.24
PA System	620.00	0.00	620.00	-620.00	620.00
War Memorials	750.00	1,100.00	687.50	412.50	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	7,333.37	-7,333.37	8,000.00
Town House - Water Charges	400.00	216.93	366.63	-149.70	183.07
St Georges Day Parade	200.00	200.00	183.37	16.63	0.00
Defibrillator	11,500.00	10,132.55	10,541.63	-409.08	1,367.45
CCTV Reserve	500.00	0.00	458.37	-458.37	500.00
Regalia	2,000.00	53.90	1,833.37	-1,779.47	1,946.10
Remembrance Sunday Video	1,500.00	648.80	1,375.00	-726.20	851.20
	258,720.00	182,858.81	240,965.77	-58,106.96	75,861.19
	0	76,488.73	15,504.23	60,984.50	-76,488.73

Yeovil Town Council

February 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	<hr/> 186,100.52	<hr/> 183,780.00	<hr/> 2,320.52	<hr/> -2,320.52
Expenditure					
Christmas Lights	28,000.00	12,859.11	25,666.63	-12,807.52	15,140.89
Christmas Lights Installation	20,000.00	9,061.50	18,333.37	-9,271.87	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	595.87	-595.87	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	27.50	-27.50	30.00
Town Crier	1,170.00	1,261.87	1,072.50	189.37	-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	1,833.37	-1,833.37	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	6,416.63	-1,917.58	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	64,166.63	-6,781.36	12,614.73
Eats: Festival	5,000.00	4,575.00	4,583.37	-8.37	425.00
Yeovil Arts Space	5,000.00	5,000.00	4,583.37	416.63	0.00
	<hr/> 183,780.00	<hr/> 128,079.45	<hr/> 161,899.24	<hr/> -33,819.79	<hr/> 55,700.55
	<hr/> 0.00	<hr/> 58,021.07	<hr/> 21,880.76	<hr/> 36,140.31	<hr/> -58,021.07

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/02/2024	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 29/02/2024	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>
69264	BR	02/02/2024	CCLA Deposit Account	111.88		-111.88
69267	BR	29/02/2024	Interest	1,912.40		-1,912.40
<u>Account Totals</u>				<u>2,024.28</u>		<u>-2,024.28</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>
69146	PI	01/02/2024	Autopay Charge	38.10		38.10
<u>Account Totals</u>				<u>38.10</u>		<u>38.10</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>
69149	PI	06/02/2024	Bubble Wrap	9.41		9.41
69170	PI	14/02/2024	Mileage Claim/Refreshments	19.64		19.64
69190	PI	16/02/2024	Mileage Claim	17.09		17.09
69302	PI	05/02/2024	Property Search Fee	6.00		6.00
<u>Account Totals</u>				<u>52.14</u>		<u>52.14</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>
69254	JD	27/02/2024	Costs of Democracy	2,402.12		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>
69191	PI	15/02/2024	Service Charge - IT	1,024.25		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>
69135	PI	01/02/2024	Sage 50 Accounts/Payroll	322.64		322.64
<u>Account Totals</u>				<u>322.64</u>		<u>322.64</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>
69152	PI	09/02/2024	Stationery	20.83		20.83
69464	PI	20/02/2024	Stationery	40.00		40.00
<u>Account Totals</u>				<u>60.83</u>		<u>60.83</u>

<u>N/C</u> 4218	<u>Name</u> PR&F - GEN - Exp - St Peter's Hall SLA					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69154	PI	15/02/2024	Youth Project	3,750.00		3,750.00
<u>Account Totals</u>				<u>3,750.00</u>		<u>3,750.00</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>
69139	PI	01/02/2024	Call/Line Rental Charges	80.50		80.50
69153	PI	08/02/2024	Telephone Maintenance	20.79		20.79
69297	PI	26/02/2024	Mobile Phones	72.99		72.99

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

Account Totals 174.28 174.28

N/C 4240 Name 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>
69155	PI	15/02/2024	Youth Project Schemes	2,805.98		2,805.98
69314	PI	22/02/2024	Community Room Hire	31.50		31.50

Account Totals 2,837.48 2,837.48

N/C 4520 Name 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>
69156	PI	15/02/2024	Mayoral Allowance	950.00		950.00

Account Totals 950.00 950.00

Department 11,611.84 2,024.28 9,587.56

Dept Number 3 Dept PR & F - SALARIES

N/C 4800 Name 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>
69196	JD	27/02/2024	Employers Pension	3,982.79		3,982.79
69197	JD	27/02/2024	Payments	20,262.13		20,262.13
69198	JD	27/02/2024	Employers NIC	2,018.53		2,018.53
69255	JC	27/02/2024	Costs of Democracy		2,402.12	-2,402.12

Account Totals 26,263.45 2,402.12 23,861.33

Department 26,263.45 2,402.12 23,861.33

Dept Number 4 Dept GROUNDS & GENERAL MAINTENANCE

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69122	SI	08/02/2024	Allotment rent for the period 8 February - 30		81.97	-81.97

Account Totals 81.97 -81.97

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>
69322	PI	01/02/2024	Materials - Allotments	39.09		39.09
69328	PI	20/02/2024	Fencing Pins	37.49		37.49
69329	PI	20/02/2024	Marking Tape	3.33		3.33
69331	PI	27/02/2024	Materials - Noticeboard	8.33		8.33

Account Totals 88.24 88.24

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>
69185	PI	15/02/2024	Fire Extinguisher Service	100.00		100.00
69462	PI	16/02/2024	Electricity	33.33		33.33

Account Totals 133.33 133.33

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>
69201	JD	27/02/2024	Employers Pension	439.31		439.31
69202	JD	27/02/2024	Payments	1,970.02		1,970.02

Account Totals 2,409.33 2,409.33

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69300	PI	12/02/2024	Electricity	80.95		80.95

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

Account Totals 80.95 80.95

<u>N/C</u>	7104	<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>
69165	PI	07/02/2024	Country Park Grant - 1/2 Year	16,350.00		16,350.00
<u>Account Totals</u>				<u>16,350.00</u>		<u>16,350.00</u>

<u>N/C</u>	7180	<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>
69164	PI	07/02/2024	Community Heritage Officer	10,000.00		10,000.00
<u>Account Totals</u>				<u>10,000.00</u>		<u>10,000.00</u>

<u>N/C</u>	7220	<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>
69347	PI	29/02/2024	Water Charge - Goldcroft	18.96		18.96
<u>Account Totals</u>				<u>18.96</u>		<u>18.96</u>

Department 29,080.81 81.97 28,998.84

Dept Number 5 Dept BUILDING & CIVIC MATTERS

<u>N/C</u>	6005	<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>
69058	SI	02/02/2024	Hall Hire Fees		37.50	-37.50
69059	SI	02/02/2024	Hall Hire Fees		17.00	-17.00
69060	SI	05/02/2024	Hall Hire Fees		87.50	-87.50
69061	SI	05/02/2024	Hall Hire Fees		17.00	-17.00
69105	SI	07/02/2024	Hall Hire Fees		27.00	-27.00
69106	SI	07/02/2024	Hall Hire Fees		12.50	-12.50
69123	SI	09/02/2024	Hall Hire Fees		50.00	-50.00
69124	SI	09/02/2024	Hall Hire Fees		17.00	-17.00
69125	SI	13/02/2024	Hall Hire Fees		36.00	-36.00
69126	SI	13/02/2024	Hall Hire Fees		12.50	-12.50
69127	SI	13/02/2024	Hall Hire Fees		50.00	-50.00
69128	SI	13/02/2024	Hall Hire Fees		17.00	-17.00
69171	SI	16/02/2024	Hall Hire Fees		50.00	-50.00
69172	SI	16/02/2024	Hall Hire Fees		17.00	-17.00
69243	SI	23/02/2024	Hall Hire Fees		62.50	-62.50
69244	SI	23/02/2024	Hall Hire Fees		17.00	-17.00
69259	SI	23/02/2024	Milford Hall Hire Fees - March 2024		1,333.33	-1,333.33
69260	SI	23/02/2024	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
69508	SI	29/02/2024	Hall Hire Fees		48.00	-48.00
<u>Account Totals</u>					<u>2,081.08</u>	<u>-2,081.08</u>

<u>N/C</u>	6080	<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>
69199	JD	27/02/2024	Payments	1,173.36		1,173.36
69256	JC	27/02/2024	Caretaker		1,173.36	-1,173.36
<u>Account Totals</u>				<u>1,173.36</u>	<u>1,173.36</u>	

<u>N/C</u>	6090	<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>
69138	PI	02/02/2024	Repair Leaking Toilet	103.40		103.40
69140	PI	08/02/2024	Replace Faulty Sensors	136.00		136.00
69147	PI	05/02/2024	Gas	272.85		272.85
69150	PI	09/02/2024	Toilet Rolls	26.90		26.90
69162	PI	07/02/2024	Boiler Service	90.00		90.00
69173	PI	06/02/2024	Electricity	2,392.24		2,392.24
69179	PI	15/02/2024	CCTV Support	200.00		200.00

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

69180	PI	15/02/2024	Fire Extinguisher Service	175.00		175.00
69181	PI	15/02/2024	Intruder Support	375.00		375.00
69186	PI	15/02/2024	Emergency Lighting Service	130.00		130.00
69187	PI	15/02/2024	Fire System Support	350.00		350.00
69218	PI	22/02/2024	Cleaning	780.00		780.00
69257	JD	27/02/2024	Caretaker	861.01		861.01
69299	PI	22/02/2024	Internet Connection	25.41		25.41
69313	PI	28/02/2024	Repair Water Heater	92.11		92.11
69323	PI	13/02/2024	Decorating Materials	12.49		12.49
69324	PI	14/02/2024	Decorating Materials	24.47		24.47
69325	PI	14/02/2024	Decorating Materials	22.50		22.50
69326	PI	15/02/2024	Decorating Materials	30.81		30.81
69327	PI	19/02/2024	Toilet Seat	29.15		29.15
69333	PI	26/02/2024	Fire Reactive Visit	78.00		78.00
69335	PI	29/02/2024	Alarm Response	35.00		35.00
69341	PI	15/02/2024	Breakdown Heating	67.50		67.50
69342	PI	20/02/2024	Replace Fan Blade	335.22		335.22
69463	PI	16/02/2024	Gas	266.67		266.67
<u>Account Totals</u>				<u>6,911.73</u>		<u>6,911.73</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>
69148	PI	01/02/2024	Water Charges	72.18		72.18
69332	PI	16/02/2024	Electricity	360.36		360.36
69338	PI	29/02/2024	Water Hygiene Service	222.25		222.25
69339	PI	29/02/2024	Maintenance Water Harvesting System	165.00		165.00
69358	PI	29/02/2024	Cleaning	615.19		615.19
<u>Account Totals</u>				<u>1,434.98</u>		<u>1,434.98</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>
69174	PI	06/02/2024	Toilet Recharge - 3rd Qtr	2,546.43		2,546.43
<u>Account Totals</u>				<u>2,546.43</u>		<u>2,546.43</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>
69151	PI	09/02/2024	Washing Up Liquid	16.49		16.49
69178	PI	16/02/2024	Toilet Rolls	31.24		31.24
69219	PI	20/02/2024	Silver Polish	2.96		2.96
69220	PI	21/02/2024	Silver Duster/Gloves	17.31		17.31
69221	PI	21/02/2024	Silver Polish	4.67		4.67
69258	JD	27/02/2024	Cleaner	312.35		312.35
69344	PI	29/02/2024	Waste Disposal	68.87		68.87
69457	CP	22/02/2024	Coffee	5.99		5.99
69458	CP	23/02/2024	Tea Towels	5.00		5.00
<u>Account Totals</u>				<u>464.88</u>		<u>464.88</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>
69136	PI	02/02/2024	Electricity	293.69		293.69
<u>Account Totals</u>				<u>293.69</u>		<u>293.69</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>
69301	PI	06/02/2024	Gas	323.83		323.83
<u>Account Totals</u>				<u>323.83</u>		<u>323.83</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>
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ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

69182	PI	15/02/2024	Emergency Lighting Service	130.00		130.00
69183	PI	15/02/2024	Intruder Support	350.00		350.00
69184	PI	15/02/2024	CCTV Support	200.00		200.00
69188	PI	15/02/2024	Fire Extinguisher Service	175.00		175.00
69189	PI	15/02/2024	Access Support	75.00		75.00
69330	PI	21/02/2024	Decorating Materials	10.89		10.89
			<u>Account Totals</u>	<u>940.89</u>		<u>940.89</u>

<u>Department</u>	<u>14,089.79</u>	<u>3,254.44</u>	<u>10,835.35</u>
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Dept Number 6 Dept PLANNING
N/C 5001 Name PLANNING - Inc - Miscellaneous

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69266	BR	13/02/2024	Planning Levy		378.00	-378.00
			<u>Account Totals</u>		<u>378.00</u>	<u>-378.00</u>

<u>Department</u>		<u>378.00</u>	<u>-378.00</u>
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Dept Number 8 Dept JOINT BURIAL FUND
N/C 7520 Name Joint Burial Fund - Expenditure

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69169	PI	15/02/2024	Cemetery Deficit - 2nd Half	37,668.00		37,668.00
			<u>Account Totals</u>	<u>37,668.00</u>		<u>37,668.00</u>

<u>Department</u>	<u>37,668.00</u>		<u>37,668.00</u>
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<u>Grand Totals</u>	<u>118,713.89</u>	<u>8,140.81</u>	<u>110,573.08</u>
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Yeovil Town Council

March Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance
Income				
PRECEPT	281,370.00	281,370.00	281,370.00	0.00
Leases	2,090.00	2,088.00	2,090.00	-2.00
Miscellaneous	0.00	0.00	0.00	0.00
Rents	18,500.00	21,672.37	18,500.00	3,172.37
Sales of Gate & Tap Keys	100.00	188.90	100.00	88.90
Water Charges	1,500.00	3,230.87	1,500.00	1,730.87
	303,560.00	308,550.14	303,560.00	4,990.14
Expenditure				
Allotment Maintenance (Corporate)	13,800.00	33,119.67	13,800.00	19,319.67
Allotment Fence Repairs	2,000.00	2,000.16	2,000.00	0.16
Buildings & Electric Goar Knap	2,200.00	1,960.62	2,200.00	-239.38
BKAC	250.00	324.84	250.00	74.84
Leases	350.00	335.00	350.00	-15.00
Labour	32,000.00	29,423.26	32,000.00	-2,576.74
Materials & Equipment	1,870.00	466.70	1,870.00	-1,403.30
Holiday Play Scheme	10,490.00	5,245.00	10,490.00	-5,245.00
Open Spaces: Doorstep Green	7,000.00	-1,409.31	7,000.00	-8,409.31
Open Spaces: General	133,480.00	133,480.00	133,480.00	0.00
Open Spaces: Play Park Programme	10,000.00	0.00	10,000.00	-10,000.00
Open Spaces: Country Park	32,700.00	32,700.00	32,700.00	0.00
Enhancements: Play Area Upgrades	3,080.00	3,080.00	3,080.00	0.00
Yew Tree Park Gate Opening	2,400.00	3,396.17	2,400.00	996.17
Play & Landscape Officer	14,360.00	14,360.00	14,360.00	0.00
Playarea Enhancements	14,080.00	14,080.00	14,080.00	0.00
Lights for Milford Hall	400.00	0.00	400.00	-400.00
Community Heritage Officer	10,000.00	250.00	10,000.00	-9,750.00
Protective Clothing	100.00	128.17	100.00	28.17
Vehicle	1,800.00	1,285.87	1,800.00	-514.13
Water Charges	1,000.00	4,576.85	1,000.00	3,576.85
Water Mains Refurbishment	2,200.00	2,200.00	2,200.00	0.00
Electric Van	8,000.00	0.00	8,000.00	-8,000.00
	303,560.00	281,003.00	303,560.00	-22,557.00
	0	27,547.14	0.00	27,547.14

Yeovil Town Council

Policy, Resources & Finance February Actual V Budget

	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	45,674.51	1,833.37	43,841.14	-43,674.51
Ski Centre	1,250.00	1,376.00	1,145.87	230.13	-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	916.63	750.03	-666.66
	566,737.00	611,451.57	566,382.87	45,068.70	-44,714.57
Expenditure					
Advertising	500.00	180.00	458.37	-278.37	320.00
Audit Fees	3,930.00	1,171.36	3,602.50	-2,431.14	2,758.64
Bank Charges	0.00	396.70	0.00	396.70	-396.70
Carbon Management	25,000.00	0.00	22,916.63	-22,916.63	25,000.00
Books/Periodicals	240.00	416.00	220.00	196.00	-176.00
Ski Centre	500.00	11,094.45	458.37	10,636.08	-10,594.45
Contingencies	60,017.00	22,777.02	55,015.62	-32,238.60	37,239.98
Costs of Democracy	30,000.00	26,829.38	27,500.00	-670.62	3,170.62
Courses/Conferences	5,000.00	85.00	4,583.37	-4,498.37	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	3,666.63	-1,190.61	1,523.98
Franking Machine	500.00	361.00	458.37	-97.37	139.00
Insurance	7,200.00	0.00	0.00	0.00	7,200.00
New Initiatives Fund	15,000.00	0.00	13,750.00	-13,750.00	15,000.00
PC Support	14,100.00	11,327.37	12,925.00	-1,597.63	2,772.63
Postage	2,000.00	1,118.82	1,833.37	-714.55	881.18
Prof.Fees/Subs	8,000.00	8,432.20	7,333.37	1,098.83	-432.20
Stationery/Supplies	2,000.00	971.77	1,833.37	-861.60	1,028.23
St Peters Hall	15,000.00	15,000.00	13,750.00	1,250.00	0.00
Telephone	2,500.00	2,013.46	2,291.63	-278.17	486.54
Website	750.00	600.00	687.50	-87.50	150.00
Youth Project Schemes	40,600.00	31,900.62	37,216.63	-5,316.01	8,699.38
Youth Council	2,000.00	0.00	1,833.37	-1,833.37	2,000.00
Mayors Allowance	11,400.00	8,205.08	10,450.00	-2,244.92	3,194.92
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	9,166.63	-8,166.63	9,000.00
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Salaries/Wages	300,000.00	278,469.18	275,000.00	3,469.18	21,530.82
	566,737.00	437,908.40	513,450.73	-75,542.33	128,828.60
	0	173,543.17	52,932.14	120,611.03	-173,543.17

Yeovil Town Council

March Actual V Budget

Building & Civic Matters

	Budget		Budget	
	Allocation	Actual YTD	YTD	Variance
Income				
PRECEPT	231,720.00	231,720.00	231,720.00	0.00
Milford Hall Hire Fees	26,000.00	30,175.62	26,000.00	4,175.62
Town House	1,000.00	0.00	1,000.00	-1,000.00
	258,720.00	261,895.62	258,720.00	3,175.62
Expenditure				
Community Safety	17,500.00	13,550.96	17,500.00	-3,949.04
CCTV	32,490.00	0.00	32,490.00	-32,490.00
Litter/Grit Bins	700.00	5.82	700.00	-694.18
Millennium Clock	570.00	1,100.00	570.00	530.00
Monmouth Hall	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	60,000.32	60,000.00	0.32
Milford Hall	40,370.00	75,432.28	40,370.00	35,062.28
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00
Public Toilets - Peter St	22,410.00	23,644.39	22,410.00	1,234.39
Public Toilets - Petters Way	20,550.00	21,102.07	20,550.00	552.07
Changing Places Toilet	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	698.21	1,000.00	-301.79
Band Costs	3,500.00	3,500.00	3,500.00	0.00
Sports Development Officer	2,160.00	-2,160.00	2,160.00	-4,320.00
Town House - Business Rates	10,400.00	11,046.61	10,400.00	646.61
Town House - (excluding Services)	7,000.00	6,441.94	7,000.00	-558.06
Town House - Electricity	2,400.00	1,997.39	2,400.00	-402.61
Town House - Gas	2,200.00	1,568.20	2,200.00	-631.80
Town House - Maintenance	10,000.00	32,015.24	10,000.00	22,015.24
PA System	620.00	0.00	620.00	-620.00
War Memorials	750.00	1,850.00	750.00	1,100.00
Town Centre Environmental Improvements	8,000.00	0.00	8,000.00	-8,000.00
Town House - Water Charges	400.00	216.93	400.00	-183.07
St Georges Day Parade	200.00	200.00	200.00	0.00
Defibrillator	11,500.00	11,500.26	11,500.00	0.26
CCTV Reserve	500.00	500.00	500.00	0.00
Regalia	2,000.00	1,999.90	2,000.00	-0.10
Remembrance Sunday Video	1,500.00	648.80	1,500.00	-851.20
	258,720.00	269,849.32	258,720.00	11,129.32
	0	-7,953.70	0.00	-7,953.70

Yeovil Town Council

March Actual V Budget

Promotions & Activities Committee

	Budget		Budget	
	Allocation	Actual YTD	YTD	Variance
Income				
PRECEPT	183,780.00	183,780.00	183,780.00	0.00
Yeovil Celebrates	0.00	2,320.52	0.00	2,320.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	186,100.52	183,780.00	2,320.52
Expenditure				
Christmas Lights	28,000.00	27,999.11	28,000.00	-0.89
Christmas Lights Installation	20,000.00	20,000.50	20,000.00	0.50
Love Yeovil	1,000.00	2,500.00	1,000.00	1,500.00
Customised Souvenirs	650.00	650.00	650.00	0.00
Christmas Lights Switch-On	1,000.00	7.65	1,000.00	-992.35
Christmas Lights Comp	30.00	0.00	30.00	-30.00
Town Crier	1,170.00	1,261.87	1,170.00	91.87
Yeovil Town Crier Open Champs	1,690.00	-164.42	1,690.00	-1,854.42
Unity in the Community	2,000.00	0.00	2,000.00	-2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	7,000.00	-2,500.95
Open Spaces: YIB Officer	24,800.00	24,800.00	24,800.00	0.00
Open Spaces: Yeovil in Bloom	16,440.00	16,440.00	16,440.00	0.00
Yeovil Celebrates	70,000.00	57,385.27	70,000.00	-12,614.73
Eats: Festival	5,000.00	4,575.00	5,000.00	-425.00
Yeovil Arts Space	5,000.00	5,000.00	5,000.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	164,954.03	183,780.00	-18,825.97
	<hr/>	<hr/>	<hr/>	<hr/>
	0.00	21,146.49	0.00	21,146.49

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/03/2024	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/03/2024	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>
69439	BR	04/03/2024	CCLA Deposit Account		104.20	-104.20
69489	BR	28/03/2024	Interest		1,690.37	-1,690.37
69490	BR	28/03/2024	Interest		6,811.37	-6,811.37
<u>Account Totals</u>					<u>8,605.94</u>	<u>-8,605.94</u>

<u>N/C</u> 4007		<u>Name</u> PR&F - GENERAL - Inc - Mayors Charity Events				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69430	BR	26/03/2024	Donation - God's House		150.00	-150.00
<u>Account Totals</u>					<u>150.00</u>	<u>-150.00</u>

<u>N/C</u> 4010		<u>Name</u> 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>
69474	SI	28/03/2024	REIMBURSEMENT of SALARY - TOWN CLERK		1,386.67	-1,386.67
69475	SI	28/03/2024	October to December 2023		280.00	-280.00
<u>Account Totals</u>					<u>1,666.67</u>	<u>-1,666.67</u>

<u>N/C</u> 4019		<u>Name</u> PR&F - GEN - Exp - Advertising				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69465	PI	01/03/2024	Advert - Community Ambassadors	16.49		16.49
<u>Account Totals</u>				<u>16.49</u>		<u>16.49</u>

<u>N/C</u> 4020		<u>Name</u> 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>
69636	JD	28/03/2024	Audit Fees 23/24	2,100.00		2,100.00
<u>Account Totals</u>				<u>2,100.00</u>		<u>2,100.00</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>
69348	PI	01/03/2024	Autopay Charge	33.55		33.55
<u>Account Totals</u>				<u>33.55</u>		<u>33.55</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>
69562	PI	31/03/2024	Foot Patrols	273.00		273.00
69564	PI	31/03/2024	Foot Patrols	273.00		273.00
<u>Account Totals</u>				<u>546.00</u>		<u>546.00</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>
69350	PI	12/03/2024	Mileage Claim/Refreshments	76.52		76.52
69353	PI	14/03/2024	Mileage Claim	55.79		55.79
69355	PI	18/03/2024	Mileage Claim	53.61		53.61
69356	PI	18/03/2024	Mileage Claim	41.20		41.20
69422	PI	21/03/2024	Key Holding Fee	220.00		220.00
69424	PI	21/03/2024	Mileage Claim	24.98		24.98
69466	PI	05/03/2024	D Day Flag	29.00		29.00
<u>Account Totals</u>				<u>501.10</u>		<u>501.10</u>

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	4080	<u>Name</u>	PR&F - GEN - Exp - Costs of Democracy			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69523	JD	27/03/2024	Costs of Democracy		2,402.12		2,402.12	
<u>Account Totals</u>					<u>2,402.12</u>		<u>2,402.12</u>	

<u>N/C</u>	4100	<u>Name</u>	PR&F - GEN - Exp - Elections			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69637	JD	28/03/2024	By Elections x 2		20,000.00		20,000.00	
<u>Account Totals</u>					<u>20,000.00</u>		<u>20,000.00</u>	

<u>N/C</u>	4150	<u>Name</u>	PR&F - GEN - Exp - Insurance			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69360	PI	13/03/2024	Insurance		6,931.54		6,931.54	
<u>Account Totals</u>					<u>6,931.54</u>		<u>6,931.54</u>	

<u>N/C</u>	4170	<u>Name</u>	PR&F - GEN - Exp - PC Support			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69366	PI	14/03/2024	Service Charge - IT		1,049.06		1,049.06	
<u>Account Totals</u>					<u>1,049.06</u>		<u>1,049.06</u>	

<u>N/C</u>	4190	<u>Name</u>	PR&F - GEN - Exp - Prof. fees/subs			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69334	PI	01/03/2024	Sage 50 Accounts/Payroll		319.50		319.50	
69357	PI	03/03/2024	Mapping Software		1,350.00		1,350.00	
<u>Account Totals</u>					<u>1,669.50</u>		<u>1,669.50</u>	

<u>N/C</u>	4210	<u>Name</u>	PR&F - GEN - Exp - Stationery/supplies			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69415	PI	06/03/2024	Stationery		40.83		40.83	
69416	PI	06/03/2024	Stationery		7.48		7.48	
69418	PI	22/03/2024	Stationery		96.39		96.39	
69419	PI	22/03/2024	Stationery		5.74		5.74	
69420	PI	22/03/2024	Stationery		4.99		4.99	
<u>Account Totals</u>					<u>155.43</u>		<u>155.43</u>	

<u>N/C</u>	4220	<u>Name</u>	PR&F - GEN - Exp - Telephone			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69345	PI	01/03/2024	Call/Line Rental Charge		78.34		78.34	
69349	PI	08/03/2024	Telephone Maintenance		20.79		20.79	
<u>Account Totals</u>					<u>99.13</u>		<u>99.13</u>	

<u>N/C</u>	4240	<u>Name</u>	PR&F - GEN - Exp - Youth Project Schemes			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69315	PI	13/03/2024	Community Room Hire		21.00		21.00	
69364	PI	20/03/2024	Youth Project Schemes		2,805.98		2,805.98	
69380	PI	19/03/2024	Community Room Hire		42.00		42.00	
<u>Account Totals</u>					<u>2,868.98</u>		<u>2,868.98</u>	

<u>N/C</u>	4241	<u>Name</u>	PR&F - GEN - Exp - Youth Council			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
69638	JD	28/03/2024	Youth Council		2,000.00		2,000.00	
<u>Account Totals</u>					<u>2,000.00</u>		<u>2,000.00</u>	

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

<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>
69365	PI	27/03/2024	Mayoral Allowance	950.00		950.00
<u>Account Totals</u>				<u>950.00</u>		<u>950.00</u>

<u>N/C</u>	4570	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Charity Events			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69639	JD	28/03/2024	Mayor's Charity	397.40		397.40
<u>Account Totals</u>				<u>397.40</u>		<u>397.40</u>
<u>Department</u>				<u>41,720.30</u>	<u>10,422.61</u>	<u>31,297.69</u>

<u>Dept Number</u>	2	<u>Dept</u>	PR & F - GRANTS			
<u>N/C</u>	4710	<u>Name</u>	PR&F - GRANTS - Grants			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69509	PI	27/03/2024	Somerset Bus Partnership	750.00		750.00
69511	PI	27/03/2024	R G Homer (Yeovil Bowls Club)	1,000.00		1,000.00
<u>Account Totals</u>				<u>1,750.00</u>		<u>1,750.00</u>
<u>Department</u>				<u>1,750.00</u>		<u>1,750.00</u>

<u>Dept Number</u>	3	<u>Dept</u>	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>
69373	JD	27/03/2024	Employers Pension	4,202.34		4,202.34
69374	JD	27/03/2024	Payments	21,246.62		21,246.62
69375	JD	27/03/2024	Employers NIC	2,154.39		2,154.39
69524	JC	27/03/2024	Costs of Democracy		2,402.12	-2,402.12
<u>Account Totals</u>				<u>27,603.35</u>	<u>2,402.12</u>	<u>25,201.23</u>
<u>Department</u>				<u>27,603.35</u>	<u>2,402.12</u>	<u>25,201.23</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>
69473	SI	28/03/2024	Lease at Hillcrest/Higher Ryalls - Rent January		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>
69286	SI	08/03/2024	Allotment rent for the period 8 March - 30		27.06	-27.06
69288	SI	08/03/2024	Allotment rent for the period 8 March - 30		38.33	-38.33
69289	SI	08/03/2024	Allotment rent for the period 8 March - 30		29.05	-29.05
69291	SI	08/03/2024	Allotment rent for the period 8 March - 30		30.18	-30.18
<u>Account Totals</u>					<u>124.62</u>	<u>-124.62</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>
69287	SI	08/03/2024	Gate key deposit		5.00	-5.00
69290	SI	08/03/2024	Gate key deposit		5.00	-5.00
69460	CP	22/03/2024	Key Deposit Refund	3.50		3.50
<u>Account Totals</u>				<u>3.50</u>	<u>10.00</u>	<u>-6.50</u>

ARCHIVE <Year End 2024> Yeovil Town
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>	
7019			G&GM - Exp - Allotment Maintenance				
69351	PI	13/03/2024	Tree Work - Allotments	310.00		310.00	
69363	PI	15/03/2024	Demolition of Sheds	3,940.00		3,940.00	
69417	PI	21/03/2024	Taps - Allotments	34.44		34.44	
69468	PI	06/03/2024	Delineator Post Base	18.00		18.00	
69538	PI	28/03/2024	Skip Hire	333.00		333.00	
69574	PI	27/03/2024	Cut Hedge - Monksdale	3,720.00		3,720.00	
<u>Account Totals</u>				<u>8,355.44</u>		<u>8,355.44</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>	
7030			G&GM - Exp - Allotment Fence Repairs				
69650	JD	28/03/2024	Allotment Fence	1,989.00		1,989.00	
<u>Account Totals</u>				<u>1,989.00</u>		<u>1,989.00</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>	
7040			G&GM - Exp - Buildings & Electric Goar Knap				
69534	PI	20/03/2024	Electricity	33.33		33.33	
<u>Account Totals</u>				<u>33.33</u>		<u>33.33</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>	
7070			G&GM - Exp - Labour				
69378	JD	27/03/2024	Employers Pension	439.31		439.31	
69379	JD	27/03/2024	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>		<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>	
7080			G&GM - Exp - Materials & Equipment				
69530	PI	05/03/2024	Paint - Workshop	24.56		24.56	
<u>Account Totals</u>				<u>24.56</u>		<u>24.56</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>	
7093			G&GM - Exp - Open Spaces: Doorstep Greens				
69461	PI	10/03/2024	Electricity	80.95		80.95	
69634	JC	28/03/2024	Open Spaces Doorstep Green		2,772.68	-2,772.68	
<u>Account Totals</u>				<u>80.95</u>	<u>2,772.68</u>	<u>-2,691.73</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>	
7100			G&GM - Exp - Open Spaces: Open spaces -				
69318	PI	13/03/2024	Open Spaces - 4th Qtr	33,370.00		33,370.00	
<u>Account Totals</u>				<u>33,370.00</u>		<u>33,370.00</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>	
7180			G&GM - Exp - Community Heritage Officer				
69632	JC	28/03/2024	Community Heritage Officer		9,750.00	-9,750.00	
<u>Account Totals</u>					<u>9,750.00</u>	<u>-9,750.00</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>	
7190			G&GM - Exp - Protective Clothing				
69529	PI	05/03/2024	Safety Boots	41.99		41.99	
<u>Account Totals</u>				<u>41.99</u>		<u>41.99</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>	
7210			G&GM - Exp - Vehicle				

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

69542	PI	31/03/2024	Fuel - Van	73.25		73.25
<u>Account Totals</u>				<u>73.25</u>		<u>73.25</u>

N/C	7230		Name G&M - Exp - Water Mains Refurbishment			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69651	JD	28/03/2024	Water Mains Refurbish	2,200.00		2,200.00
<u>Account Totals</u>				<u>2,200.00</u>		<u>2,200.00</u>
<u>Department</u>				<u>48,581.35</u>	<u>13,179.30</u>	<u>35,402.05</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>
69245	SI	01/03/2024	Hall Hire Fees		48.00	-48.00
69247	SI	01/03/2024	Hall Hire Fees		48.00	-48.00
69248	SI	01/03/2024	Hall Hire Fees		56.00	-56.00
69249	SI	01/03/2024	Hall Hire Fees		32.00	-32.00
69250	SI	01/03/2024	Hall Hire Fees		128.00	-128.00
69251	SI	01/03/2024	Hall Hire Fees		120.00	-120.00
69262	SI	06/03/2024	Hall Hire Fees		18.00	-18.00
69285	SI	08/03/2024	Hall Hire Fees		16.00	-16.00
69292	SI	08/03/2024	Hall Hire Fees		62.50	-62.50
69293	SI	08/03/2024	Hall Hire Fees		17.00	-17.00
69294	SI	11/03/2024	Hall Hire Fees		37.50	-37.50
69295	SI	11/03/2024	Hall Hire Fees		17.00	-17.00
69367	SI	20/03/2024	Hall Hire Fees		37.50	-37.50
69368	SI	20/03/2024	Hall Hire Fees		17.00	-17.00
69425	PI	22/03/2024	Refund Deposit Fee	140.00		140.00
69477	SI	25/03/2024	Milford Hall Hire Fees - April 2024		1,333.33	-1,333.33
69478	SI	25/03/2024	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
69481	SI	29/03/2024	Hall Hire Fees		144.00	-144.00
69482	SI	29/03/2024	Hall Hire Fees		128.00	-128.00
69483	SI	28/03/2024	Hall Hire Fees		64.00	-64.00
69485	SI	28/03/2024	Hall Hire Fees		64.00	-64.00
69486	SI	28/03/2024	Hall Hire Fees		32.00	-32.00
69507	SI	28/03/2024	Hall Hire Fees		96.00	-96.00
<u>Account Totals</u>				<u>140.00</u>	<u>2,688.08</u>	<u>-2,548.08</u>

N/C	6030		Name B&CM - Exp - Community Safety			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69362	PI	13/03/2024	Speed Indicator Repair	480.00		480.00
69599	PI	06/03/2024	Ranger Labour (SIDS)	95.16		95.16
69643	JD	28/03/2024	Community Safety	12,500.00		12,500.00
<u>Account Totals</u>				<u>13,075.16</u>		<u>13,075.16</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>
69376	JD	27/03/2024	Payments	1,173.36		1,173.36
69525	JC	27/03/2024	Caretaker		1,173.36	-1,173.36
<u>Account Totals</u>				<u>1,173.36</u>	<u>1,173.36</u>	

N/C	6085		Name B&CM - Exp - Monmouth Hall Refurbishment			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69644	JD	28/03/2024	Monmouth Hall Refurbish	59,957.00		59,957.00
<u>Account Totals</u>				<u>59,957.00</u>		<u>59,957.00</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>

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

69311	PI	02/03/2024	Electricity	1,979.27		1,979.27
69312	PI	05/03/2024	Repair Blocked Toilet	82.50		82.50
69361	PI	15/03/2024	Cleaning	780.00		780.00
69421	PI	20/03/2024	Alarm Response	35.00		35.00
69423	PI	21/03/2024	Key Holding Fee	220.00		220.00
69514	PI	28/03/2024	Electricity	35.24		35.24
69526	JD	27/03/2024	Caretaker	861.01		861.01
69531	PI	18/03/2024	Weatherstrip	10.08		10.08
69533	PI	20/03/2024	Gas	329.52		329.52
<u>Account Totals</u>				<u>4,332.62</u>		<u>4,332.62</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>
69346	PI	01/03/2024	Water Charge	67.60		67.60
69352	PI	08/03/2024	Electricity	193.02		193.02
69359	PI	01/03/2024	Consumables	72.50		72.50
69560	PI	31/03/2024	Cleaning	615.19		615.19
69561	PI	31/03/2024	Foot Patrols	1,280.00		1,280.00
<u>Account Totals</u>				<u>2,228.31</u>		<u>2,228.31</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>
69541	PI	30/03/2024	Water Hygiene Service	222.25		222.25
69563	PI	31/03/2024	Foot Patrols	1,280.00		1,280.00
69645	JD	28/03/2024	Petters Way - 4th Qtr	2,500.00		2,500.00
<u>Account Totals</u>				<u>4,002.25</u>		<u>4,002.25</u>

N/C 6160 Name B&CM - Exp - Sports Development Officer

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69633	JC	28/03/2024	Sports Dev Officer		2,160.00	-2,160.00
<u>Account Totals</u>					<u>2,160.00</u>	<u>-2,160.00</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>
69459	CP	19/03/2024	Refreshments	10.15		10.15
69527	JD	27/03/2024	Cleaner	312.35		312.35
69540	PI	31/03/2024	Waste Disposal	70.75		70.75
<u>Account Totals</u>				<u>393.25</u>		<u>393.25</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>
69336	PI	04/03/2024	Electricity	325.31		325.31
<u>Account Totals</u>				<u>325.31</u>		<u>325.31</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>
69337	PI	05/03/2024	Gas	187.90		187.90
<u>Account Totals</u>				<u>187.90</u>		<u>187.90</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>
69340	PI	04/03/2024	Boiler Maintenance	85.00		85.00
<u>Account Totals</u>				<u>85.00</u>		<u>85.00</u>

N/C 6230 Name B&CM - Exp - War Memorials

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

69646	JD	28/03/2024	War Memorial	750.00	750.00
<u>Account Totals</u>				<u>750.00</u>	<u>750.00</u>

N/C	6270		Name B&CM - Exp - Defibrillator		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
69354	PI	13/03/2024	Install Defibrillator	392.91	392.91
69467	PI	05/03/2024	Fixing Kit for Cabinet	21.94	21.94
69532	PI	20/03/2024	Storage Hook	2.86	2.86
69647	JD	28/03/2024	Defibrillators	950.00	950.00
<u>Account Totals</u>				<u>1,367.71</u>	<u>1,367.71</u>

N/C	6280		Name B&CM - Exp - CCTV Reserve		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
69648	JD	28/03/2024	CCTV Town House	500.00	500.00
<u>Account Totals</u>				<u>500.00</u>	<u>500.00</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>
69649	JD	28/03/2024	Regalia	1,946.00	1,946.00
<u>Account Totals</u>				<u>1,946.00</u>	<u>1,946.00</u>

	<u>Department</u>	<u>90,463.87</u>	<u>6,021.44</u>	<u>84,442.43</u>
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Dept Number 8 Dept JOINT BURIAL FUND

N/C	7515		Name Joint Burial Fund - Income		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
69476	SI	28/03/2024	Crematorium & Cemetery - Support Charges		1,100.00
<u>Account Totals</u>				<u>1,100.00</u>	<u>-1,100.00</u>
<u>Department</u>				<u>1,100.00</u>	<u>-1,100.00</u>

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

N/C	5520		Name P&A - Exp - Christmas Lights		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
69640	JD	28/03/2024	Christmas Lights	15,140.00	15,140.00
<u>Account Totals</u>				<u>15,140.00</u>	<u>15,140.00</u>

N/C	5525		Name P&A - Exp - Christmas Lights Installation/Safety		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
69641	JD	28/03/2024	Christmas Lights Installation	10,939.00	10,939.00
<u>Account Totals</u>				<u>10,939.00</u>	<u>10,939.00</u>

N/C	5540		Name P&A - Exp - Customised Souvenirs		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
69642	JD	28/03/2024	Customised Souvenirs	650.00	650.00
<u>Account Totals</u>				<u>650.00</u>	<u>650.00</u>

N/C	5590		Name P&A - Exp - Yeovil Town Crier Open Champs.		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
69487	BR	20/03/2024	Accommodation		65.25
69488	BR	22/03/2024	Accommodation		99.17
<u>Account Totals</u>				<u>164.42</u>	<u>-164.42</u>

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

<u>N/C</u>		<u>Name</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	5620		P&A - Exp - Open Spaces: YIB Officer			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69316	PI	13/03/2024	YIB Officer - 4th Qtr	6,200.00		6,200.00
			<u>Account Totals</u>	<u>6,200.00</u>		<u>6,200.00</u>
	5630		P&A - Exp - Open Spaces: Yeovil in Bloom			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69317	PI	13/03/2024	YIB Budget - 4th Qtr	4,110.00		4,110.00
			<u>Account Totals</u>	<u>4,110.00</u>		<u>4,110.00</u>
			<u>Department</u>	<u>37,039.00</u>	<u>164.42</u>	<u>36,874.58</u>
			<u>Grand Totals</u>	<u>247,157.87</u>	<u>33,289.89</u>	<u>213,867.98</u>

Summary

Yeovil Town Council - 2023/24 Outturn						
Committee	2022/23			2023/24		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/23	Variance	Revised Annual Budget	Actual Total at 31/03/24	Variance
Policy Resources and Finance						
Expenditure	508,176	450,443	57,733	555,557	493,045	62,512
Income	(2,750)	(19,580)	16,830	(4,250)	(59,945)	55,695
Net Expenditure	505,426	430,863	74,563	551,307	433,099	118,208
Buildings and Civic Matters						
Expenditure	279,820	260,739	19,081	269,120	282,989	(13,869)
Income	(27,000)	(31,477)	4,477	(27,000)	(31,396)	4,396
Net Expenditure	252,820	229,263	23,557	242,120	251,594	(9,474)
Grounds and General Maintenance						
Expenditure	360,760	352,316	8,444	304,340	281,183	23,157
Income	(20,990)	(26,350)	5,360	(22,190)	(27,180)	4,990
Net Expenditure	339,770	325,966	13,804	282,150	254,003	28,147
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	164,954	18,826
Income	0	(2,000)	2,000	0	(2,321)	2,321
Net Expenditure	101,040	147,061	(46,021)	183,780	162,634	21,146
Burial Committee						
Expenditure	73,384	73,384	0	75,336	75,336	0
Income	0	0	0	0	0	0
Net Expenditure	73,384	73,384	0	75,336	75,336	0
Total Yeovil Town Council						
Expenditure	1,324,180	1,285,944	38,236	1,389,133	1,297,507	91,626
Income	(50,740)	(79,407)	28,667	(53,440)	(120,842)	67,402
Net Expenditure	1,273,440	1,206,537	66,903	1,335,693	1,176,665	159,028

Buildings and Civic Matters

Buildings and Civic Matters									
2022/23				2023/24					
Budget	Actual £	(Over)/ Under £		Budget	Virement	Revised Budget	Actual £	(Over)/ Under £	Notes
EXPENDITURE									
3,500	3,500	0		3,500	0	3,500	3,500	0	
32,490	32,490	0		32,490	0	32,490		32,490	
5,000	0	5,000	F	0	0	0	0	0	Changing Places did not proceed
17,500	17,500	0		17,500	0	17,500	13,551	3,949	F Put into reserve
10,500	16,206	(5,706)	A	11,500	0	11,500	12,720	(1,220)	A Income offsets
0	0	0		0	925	925	925	0	
700	166	534	F	700	0	700	6	694	F
5,200	5,364	(164)	A	5,370	0	5,370	5,632	(262)	A
20,000	43,098	(23,098)	A	22,000	0	22,000	71,496	(49,496)	A Electricity (£28,904); Caretaker (£11,736); Cavity Wall insulation (£2,160); CCTV Maintenance (£2,078); Cleaning (£8,399); Gas (£3,367); Refurbish floor (£1,185); FTS lease legal (£1,150); Repointing wall (£834); Water Hygiene (£667); Shutter service (£550); Repair to roof (£440); Replace LED lights (£2,809).
3,000	2,730	270	F	3,000	0	3,000	1,294	1,706	F
10,000	5,144	4,856	F	10,000	0	10,000	0	10,000	F Charges of Electricity/Gas/Water direct to YTC
20,000	2,210	17,790	F	0	0	0	0	0	
520	1,722	(1,202)	A	570	0	570	1,100	(530)	A Survey of millenium clock (£1,100).
0	1,075	(1,075)	A	0	0	0	0	0	
60,000	58,681	1,319	F	60,000	0	60,000	60,000	(0)	F Put to reserves
500	577	(77)	A	620	0	620	649	(29)	A
500	42	458	F	1,000	9,475	10,475	10,173	302	F
7,000	8,388	(1,388)	A	7,500	0	7,500	7,962	(462)	A Increases of National Living Wage passed to YTC in line with contract
5,200	5,783	(583)	A	5,660	0	5,660	8,098	(2,438)	A 2 months of previous year
3,200	0	3,200	F	0	0	0	0	0	100% Business Rates relief for public toilets
7,120	5,553	1,567	F	9,250	0	9,250	7,584	1,666	F
11,400	10,545	855	F	12,900	0	12,900	10,248	2,652	F
5,000	5,781	(781)	A	5,440	0	5,440	8,098	(2,658)	A 2 months of previous year
2,650	0	2,650	F	0	0	0	0	0	F 100% Business Rates relief for public toilets
2,030	3,841	(1,811)	A	2,210	0	2,210	2,757	(547)	A
2,000	3,781	(1,781)	A	2,000	0	2,000	2,000	0	£1,946 to reserve
1,500	0	1,500	F	1,500	0	1,500	1,300	200	F
2,160	0	2,160	F	2,160	0	2,160	(2,160)	4,320	F No officer in post at South Somerset District Council and removal of accrual from previous year
300	0	300	F	200	0	200	200	0	
8,000	0	8,000	F	8,000	0	8,000	0	8,000	F Not requested by Souht Somerset District Council
500	500	0		500	0	500	500	0	To be put into reserve
10,400	9,606	794	F	10,400	0	10,400	11,047	(647)	A
1,600	1,540	60	F	2,400	0	2,400	1,997	403	F
2,200	2,160	40	F	2,200	0	2,200	1,568	632	F
10,000	6,027	3,973	F	10,000	0	10,000	32,015	(22,015)	F Boarding out of attic and structural work. Replacement of Gas Boiler and heating. Painting of Railings
400	177	223	F	400	0	400	217	183	F
7,000	5,802	1,198	F	7,000	0	7,000	6,662	338	F
750	750	0		750	0	750	1,850	(1,100)	A To be put into reserve
279,820	260,739	19,081		258,720	10,400	269,120	282,989	(13,869)	
INCOME									
0	(5,706)	5,706	F	0	0	0	(1,220)	1,220	F Used to purchase additional defibrillators - see expenditure
0	(1,668)	1,668	F	0	0	0	0	0	
(26,000)	(24,102)	(1,898)	A	(26,000)	0	(26,000)	(30,176)	4,176	F
(1,000)	0	(1,000)	A	(1,000)	0	(1,000)	0	(1,000)	A Room hire income reduced due to COVID-19
(27,000)	(31,477)	4,477		(27,000)	0	(27,000)	(31,396)	4,396	
252,820	229,263	23,557		231,720	10,400	242,120	251,594	(9,474)	

Grounds and General Maintenance

2022/23				2023/24						
Budget	Actual £	(Over)/ Under £		Budget	Virement	Revised Budget	Actual £	(Over)/ Under £	Notes	
EXPENDITURE										
9,570	12,778	(3,208)	A	13,800	780	14,580	29,670	(15,090)	A 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); Hedge Cut Monksdale (£3,720)	
2,000	2,000	0		2,000	0	2,000	2,000	0	£1,989 to reserve	
250	262	(12)	A	250	0	250	325	(75)	A	
10,000	10,000	0		10,000	0	10,000	250	9,750	F £10,000 for 2023/24 but a removal of an accrual of £9,750 which was no longer required.	
8,000	0	8,000	F	8,000	0	8,000	0	8,000	F Procurement did not occur	
2,000	2,096	(96)	A	2,200	0	2,200	1,961	239	A	
9,640	9,640	0		10,490	0	10,490	5,425	5,065	F Somerset Council only ran half a year. To be ran by YTC in future, but under the P&A Committee	
27,580	26,817	763	F	32,000	0	32,000	29,423	2,577	F	
350	335	15	F	350	0	350	335	15	F	
1,870	3,976	(2,106)	A	1,870	0	1,870	3,916	(2,046)	A More work being carried out in house	
Open spaces:										
400	0	400	F	400	0	400	0	400	F Lights for Milford Park	
133,480	133,480	0		133,480	0	133,480	133,480	0		
13,200	13,200	0		14,360	0	14,360	14,360	0		
12,940	12,940	0		14,080	0	14,080	14,080	0		
2,830	2,830	0		3,080	0	3,080	3,080	0		
30,000	30,000	0		10,000	0	10,000	0	10,000	F No upgrading of park	
50,000	50,000	0		0	0	0	0	0		
7,000	712	6,288	F	7,000	0	7,000	(1,409)	8,409	F Relates to credit for previous year.	
32,700	32,700	0		32,700	0	32,700	32,700	0		
2,200	2,394	(194)	A	2,400	0	2,400	3,396	(996)	A Service ceased on 31/12/23 due to significant increase in costs	
200	49	151	F	100	0	100	128	(28)	A Protective Clothing	
0	0	0		0	0	0	0	0		
1,350	1,722	(372)	A	1,800	0	1,800	1,286	514	F Trackway Repairs	
0	0	0		0	0	0	0	0		
1,000	2,184	(1,184)	A	1,000	0	1,000	4,577	(3,577)	A Vehicle	
2,200	2,200	0		2,200	0	2,200	2,200	0		
360,760	352,316	8,444		303,560	780	304,340	281,183	23,157		
INCOME										
(100)	(158)	58	F	(100)	0	(100)	(189)	89	F Taps & keys	
0	(2,956)	2,956	F	0	0	0	0	0	F Contribution towards cost of Elizabeth Flats works	
(17,800)	(18,625)	825	F	(18,500)	0	(18,500)	(21,672)	3,172	F Rent	
(2,090)	(2,088)	(2)	A	(2,090)	0	(2,090)	(2,088)	(2)	A Lease	
(1,000)	(2,523)	1,523	F	(1,500)	0	(1,500)	(3,231)	1,731	F Water Charge	
(20,990)	(26,350)	5,360		(22,190)	0	(22,190)	(27,180)	4,990		
339,770	325,966	13,804		281,370	780	282,150	254,003	28,147		

Policy, Resources & Finance Committee

2022/23			2023/24						
Budget	Actual £	(Over)/ Under £		Budget	Virement	Revised Budget	Actual £	(Over)/ Under £	Notes
EXPENDITURE									
500	645	(145)	A	Advertising	500	0	500	196	304 F
3,610	2,950	660	F	Audit fees	3,930	0	3,930	3,271	659 F
240	385	(145)	A	Books/periodicals	240	0	240	416	(176) A
25,000	25,000	0		Carbon Management	25,000	0	25,000	0	25,000 F
57,146	3,390	53,756	F	Contingencies	60,017	(19,180)	40,837	3,878	36,959 F
5,500	6,162	(662)	A	Cost of Elections	5,500	0	5,500	30,217	(24,717) A
29,600	28,856	744	F	Costs of Democracy	30,000	0	30,000	29,232	769 F
5,000	1,518	3,482	F	Courses/conferences	5,000	0	5,000	85	4,915 F
500	333	167	F	Franking Machine	500	0	500	361	139 F
4,000	3,289	711	F	Furniture, office equipment & servicing	4,000	0	4,000	2,476	1,524 F
7,000	12,900	(5,900)	A	Grants	10,000	0	10,000	2,750	7,250 F
6,000	10,629	(4,629)	A	Insurance	7,200	0	7,200	6,932	268 F
10,480	5,579	4,901	F	Mayoral allowance	11,400	0	11,400	9,155	2,245 F
0	608	(608)	A	Miscellaneous	0	0	0	559	(559) A
15,000	0	15,000	F	New Initiatives Fund	15,000	0	15,000	0	15,000 F
13,000	12,684	316	F	PC Support	14,100	0	14,100	12,376	1,724 F
2,000	2,244	(244)	A	Postage	2,000	0	2,000	1,119	881 F
7,500	10,590	(3,090)	A	Prof. fees/subs	8,000	0	8,000	10,102	(2,102) A
267,500	277,178	(9,678)	A	Salaries	300,000	0	300,000	303,670	(3,670) A
500	24	476	F	Ski Centre	500	0	500	11,640	(11,140) A
1,000	1,000	0		Sponsorship (Octagon Theatre - SLA)	1,000	0	1,000	1,000	0
2,000	1,129	871	F	Stationery/supplies	2,000	0	2,000	1,127	873 F
2,500	2,971	(471)	A	Telephone	2,500	0	2,500	2,113	387 F
				Treasury Management		8,000	8,000	8,000	0
0	1,350	(1,350)	A	Website	750	0	750	600	150 F
2,000	2,000	0		Youth Council	2,000	0	2,000	2,000	0
40,600	33,280	7,320	F	Youth Services - YMCA	40,600	0	40,600	34,770	5,830 F
0	3,750	(3,750)	A	Youth Services - Youth Drop In	15,000	0	15,000	15,000	0
508,176	450,443	57,733		Total Expenditure	566,737	(11,180)	555,557	493,045	62,512
INCOME									
(500)	(16,587)	16,087	F	Investment Interest	(2,000)	0	(2,000)	(54,280)	52,280 F
0	(669)	0		Community Infrastructure Levy	0	0	0	(956)	956 F
(1,250)	(1,224)	(26)		Ski Centre	(1,250)	0	(1,250)	(1,376)	126 F
(1,000)	(1,100)	100	F	Salary Recharge	(1,000)	0	(1,000)	(3,333)	2,333 F
(2,750)	(19,580)	16,161		Total Income	(4,250)	0	(4,250)	(59,945)	55,695
505,426	430,863	73,894		Net Expenditure	562,487	(11,180)	551,307	433,099	118,208

Planning

2022/23					2023/24			
Budget	Actual £	(Over)/ Under £			Budget	Actual £	(Over)/ Under £	Notes
1,000	0	1,000	A	EXPENDITURE				
				Planning	1,000	0	1,000	
1,000	0	1,000		Total Expenditure	1,000	0	1,000	
				INCOME				
0	0				0	0		
0	0	0		Total Income	0	0	0	
1,000	0	1,000		Net Expenditure	1,000	0	1,000	

11/217 COMMUNITY INFRASTRUCTURE LEVY 2023/24

Background

The Community Infrastructure Levy (CIL) is a tax on new development designed to pay for infrastructure that support growth. It is calculated at £40 per m² for residential development and £100 per m² for out-of-town large retail. There are some exceptions to this – commercial/industrial development is not sufficiently profitable to make CIL contributions; the urban extensions in Yeovil should be exempt from CIL and they will be making equivalent contributions through the S106 requirement relating to the sites themselves; and affordable housing and self builds are normally exempt from the charge.

Proportions for Town and Parish Councils

Town and Parish Councils in South Somerset will receive a proportion of the CIL funds collected in their Town or Parish. These proportions are set nationally. The proportion that will be passed to Town and Parish Councils is:

- Where there is no neighbourhood plan in place 15% of CIL receipts from development within the Town/Parish area up to a maximum of £100 per pre-existing dwelling per annum.
- Where a neighbourhood plan is in place, 25% of CIL receipts from developments within the Town/Parish area, with no maximum amount.

There is no neighbourhood plan for the Parish of Yeovil

Applicable Expenditure

In accordance with the Community Infrastructure Levy (Amendment) Regulations 2014 Sections 59A and 59C – CIL Parish Council Payment can be spent on infrastructure that supports growth. In other words, on anything that deals with the demands that development places on the area, such as:

- Transport infrastructure;
- Open spaces;
- Educational facilities;
- Medical facilities;
- Sporting and other recreational facilities;
- Social and community facilities;
- Affordable housing; and
- Preparation of a neighbourhood plan.

Administration of CIL

Town and Parish Councils are responsible for spending their CIL within five years of the receipt of the funds from South Somerset District Council (SSDC) or Somerset Council

from 1st April 2023. If it chooses to do so, the Planning Authority has powers to recover funds that are not spent within five years.

Town and Parish Councils are required under Regulation 62A of the CIL Regulations to publish via their website (or Somerset Council's website) the amount of CIL received and spent within their area, a summary of the projects on which CIL was spent, details of any CIL returned to SSDC (Somerset Council from 1st April 2023 onwards) and any balances brought forward from previous years. This should occur no later than the 31st December following the reporting year (1st April to 31st March). A copy of the report should be sent to the Section 151 Officer at Somerset Council.

Reporting

The attached spreadsheet will be kept in accordance to the Regulations. To date, Yeovil Town Council has received £4,22.61 (with received £955.67 being received in 2023/24). To date, £648.12 has been spent as a contribution towards a defibrillator which in accordance with Community Infrastructure Levy (Amendment) Regulations 2014 Sections 59A and 59C is applicable expenditure.

The Committee is **RECOMMENDED**:

- (1) to note the report;
- (2) approve the attached spreadsheet for 23/24 for purposes of publication and reporting to the Section 151 Officer at Somerset Council, in accordance with Regulation 62A of the CIL Regulations.

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

Community Infrastructure Levy Earmarked Reserve for year ended 31st March 2024

Summary of Receipt					Summary of Expenditure				Balance
Planning Reference	Description	CIL receipt (£)	Date of CIL receipt	Date CIL must be spent by	CIL expenditure (£)	Date of CIL Expenditure	Details of expenditure	CIL returned (£)	£
17/02529/FUL	Wyndham Hill Veterinary Centre, Sherborne Road, YEOVIL BA21 4HQ. Change of use from veterinary practice to dwelling together with a single storey extension.	228.00	3/21/2019	3/21/2024	228.00	10/25/2023	Contribution toward the cost of a defibrillator		-
17/01316/FUL	88 Southville, YEOVIL, BA21 4JF. The erection of a new dwelling with associated car parking.	420.12	3/21/2019	3/21/2024	420.12	10/25/2023	Contribution toward the cost of a defibrillator		-
18/01621/FUL	The erection of 2 detached chalet bungalows with a shared detached garage. 1 And 2 Preston Park Mews Preston Road Yeovil Somerset BA20 2EF	1,188.00	4/20/2020	4/20/2025					1,188.00
20/00058/FUL	Demolition of shop building & residential garage & replacement with a pair of semi-detached houses 46 Roping Road Yeovil Somerset BA21 4BE	762.00	10/22/2020	10/22/2025					762.00
19/01389/FUL	6 Home Drive Yeovil Somerset BA21 3JT - The erection of a dwelling with integral garage.	668.82	5/6/2022	5/6/2027					668.82
19/03430/FUL	41 Percy Road, Yeovil, BA21 5AJ - The erection of a dwelling with associated parking and amenities	577.67	7/10/2023	7/10/2028					577.67
18/01704/FUL	47 Rowan Way, Yeovil BA20 2NP - The erection of a dwelling	378.00	2/13/2024	2/13/2029					378.00
Totals		4,222.61			648.12			-	3,574.49

FINAL

Internal audit report 2023/24

Visit 1 of 2

YEOVIL TOWN COUNCIL

Date: 17th April 2024

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Yeovil Town Council following the carrying out of internal audit testing on site on 3rd and 4th April 2024.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the later requirements of the IA section of the AGAR.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2023/24 (which will be in June 2024) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper book-keeping
2. Payments (WIP)
3. Risk Management (WIP)
4. Budgetary Control
5. Petty Cash
6. Payroll
7. Exemption
8. Transparency (WIP)
9. Public Rights
10. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	5
Low	2
TOTAL	7

I would like to thank Amanda Card – Town Clerk, and Neil Gage - Finance Administrator for their assistance during this audit.

<p>2.1 – Ensure correct VAT claimed and provide meter reading to obtain VAT invoice</p>	<p>I checked to see that VAT on a sample of payments had been identified, recorded and reclaimed. I found that VAT was correctly dealt with for 24/26 sample invoices, but that:</p> <ul style="list-style-type: none"> - Input VAT on security costs had been overstated as it was claimed on the gross total of the deposit and balance invoices, but £500 of the costs related to services on which input VAT had not been charged. This led to an overclaim of £51.84 on the balancing payment, and £83.33 overall. - Input VAT of £1.67 had been claimed against one of the monthly electricity direct debit payments. The related bill is not a VAT invoice. It states the amount of direct debit based on a previous estimate, and that in order to generate a VAT invoice, the Council needs to provide a meter reading. <p>I recommend that:</p> <ul style="list-style-type: none"> - The VAT on the security costs is amended to ensure that the correct amount has been charged, and future invoices from this supplier are checked to ensure VAT is not claimed in relation to non-VAT supplies. - A meter reading is provided for Goar Knapp in order 	<p>M</p>	<p>VAT on security costs will be amended and checks will be put in place to ensure that the correct VAT is claimed</p> <p>A meter reading for Goar Knapp will be requested.</p>	<p>Finance Officer</p> <p>Finance Officer</p>	<p>ASAP</p> <p>ASAP</p>
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	to generate a VAT invoice, and that any amendments necessary are made to the VAT input account to ensure that the correct amount has been claimed. This will ensure that the correct amount of VAT is recovered by the Council.				
2.2 – Ensure all payments minuted for approval	<p>I checked a sample of payments in the cashbook to confirm that they were supported by invoices, authorised and minuted. I found that all were supported by invoices or other paperwork and 25/26 were authorised (but that a flick through the invoice folders indicates this is a rare omission). I found that 17/26 were minuted for approval. 5/26 are too recent to have been minuted, and will be checked at visit 2. 2/26 appear on the May '23 payments list, but the relevant minute noted the approval of the wrong months (see recommendation 3.1). 2/26 do not appear on any lists. One of the payments (for £7412.81) should have appeared on the August '23 PRF payments list, but in August and September 2023 the payments lists were split by Committee and the PRF payments lists were omitted in error. The other payment (for £715) should have appeared on the November '23 list, but the transaction number (69160) indicates that it was processed at a later date and, as the payments lists are run by date, any transaction posted after the month has been reported will not be reported for approval.</p> <p>I recommend that:</p> <ul style="list-style-type: none"> - The August and September PRF payments lists, and 	M	We will investigate how retrospective payments can be reported to PR&F.	Town Clerk/Finance Officer	May 2024

	<p>the £715 November payment are retrospectively reported to PRF</p> <p>- Council considers how payments processed late can be reported e.g. could the Council move to reporting by transaction number range?</p> <p>This will ensure that all payments are minuted for approval by Council.</p>				
3.1 – Amend errors in minutes	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity but did note:</p> <p>PRF</p> <p>- Minute 11/108 25/07/23 referred in error to the approval of February and March 2023 payments lists (it should have been April and May)</p> <p>- Minute 11/143 28/11/23 referred in error to the minutes of 28/09/23 (the meeting was on 26/09/23)</p> <p>- Minute 11/182 26/03/24 referred in error to the minutes of 16/01/24 (the meeting was on 23/01/24)</p> <p>I recommend that appropriate amendments are made as soon as possible in order to ensure that the minutes are a complete, approved record of Council business and decisions.</p>	L	The minutes will be amended	Town Clerk	ASAP
3.2 – Check fidelity cover with insurer	<p>I checked to see that the Council had appropriate and adequate insurance. I noted that fidelity cover is £2m, which appears low when compared to the Council's year-end bank balance plus the precept for 23/24 (£2.9m). The Clerk noted that this balance will increase in future as the Council takes on a number of devolved services and assets from Somerset</p>	M	The procurement of insurance has been deferred until March 25, once all of Yeovil Town Council's requirements are known.	Town Clerk	<p>March 2025</p> <p>July 2024</p>

	<p>Council. A similar recommendation was made in the 22/23 audit.</p> <p>I recommend that the Council discusses the level of fidelity cover needed with the insurer in order to ensure that the level of cover and mitigating controls remain appropriate in the face of an increase in cash at bank.</p>		An Investment Policy and Treasury Management Strategy will be agreed which should further reduce risk.		
6.1 – Ensure all petty cash expenditure is reported to Council	<p>I checked to see that petty cash expenditure is reported to the Council. I found that petty cash expenditure is generally reported as part of the expenditure lists presented to PR&F Committee at each meeting. However, the list comprises a payments report which shows all expenditure incurred in a calendar month. Where receipts are processed for a particular month after the related report has been run, they will not be picked up on that or any future reports. I found that 7/13 payments with a value of £73.80, had been omitted from the April - July 2023 payments reports as they had been processed after the reports had been run. This is an unreported error value of 40% (22/23: 49%). Based on petty cash expenditure for the year to date of £366.62, this indicates that £146.58 of petty cash has not been reported to Council.</p> <p>I recommend that future reports are only run once all of that month's expenditure, including petty cash, has been entered on the finance system; and that the unapproved payments are reported to the next</p>	M	Agree	Finance Officer	ASAP

	committee in order to ensure that all payments are properly approved; or that a printout of the nominal activity report for the petty cash account is added to the periodic payments reports to PRF. This recommendation was also made in 2021/22 and 2022/23.				
6.2 – Ensure appropriate paperwork held to support VAT claimed	<p>I checked a sample of petty cash expenditure to confirm that it was recorded and supported by VAT invoices/receipts (with VAT claimed where possible). I found that all payments were supported by folio, with 10/13 also supported by receipt (2/13 related to the refund of a gate key deposit and 1/13 to a contribution made to replacement trainers).</p> <p>VAT of £10.31 was claimed in relation to 4/13 payments. 3/4 (£7.13) were supported by VAT receipts. 1/4 (£3.50) was made against 2 credit card slips instead of simple or normal VAT receipts. These contained no information to support a VAT claim.</p> <p>I recommend that VAT is only claimed where a simple or normal VAT receipt has been provided in order to ensure that all claims are supported by appropriate paperwork.</p>	L	We will ensure that the correct evidence is present to support VAT Claims	Finance Officer	Going forward
14.1 – Consider additional measures to cover out of hours publication	I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 03/07/23 (the start of its public rights period) ss1&2 of the AGAR, and the public rights notice including a	M	This is not practical. It is unreasonable for the External Auditor to send the external audit report so late in the day which means that it is		

	<p>declaration that the accounting statements were unaudited.</p> <p>On or before 30/09/23, the Council was required to publish the notice of conclusion of audit, and ss1-3 of the AGAR (including the completed external audit report).</p> <p>The Clerk provided evidence that the public rights documents were published before the start of the public rights period, and that they remained in place until the end of the period. The notice of conclusion and ss1-3 of the audited AGAR were not published until 03/10/23 as the external auditor did not provide the external audit report until after the Clerk had left for the day on Friday 29/09/23. The notice of conclusion documents were still on the website at the date of the first audit visit of 23/24 (in April 2024).</p> <p>I recommend that the Council considers whether additional measures could be put in place to allow for publication of the notice of conclusion documents when received from the external auditor, even if these arrive out of normal office hours.</p>		<p>impossible for the Town to meet the requirement to publish. The Town Council will have to accept this could happen.</p>		
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11/219 UPGRADE OF SAGE

Yeovil Town Council currently use Sage 50 for its payroll and accounts function.

Sage 50 will not be sufficient for the number of employees that Yeovil Town Council will employ following the devolution of Somerset Council services to Yeovil Town Council.

After discussions with Sage, they have recommended that the Council upgrade to Sage Business Package which will accommodate the number of employees. If the upgrade does not take place, then there will not be a facility to pay the increased number of employees.

The upgrade will increase the cost of the Sage fees.

Currently the Council pay £3,912 per annum (monthly charge of £326) for Sage 50. Sage Business Package will cost £4,250.00 per annum (monthly charge of £354.20). This price will be valid until 16th June 2024 for 12 months.

The Committee is **RECOMMENDED**

(1) to note the report;

(2) to agree that Yeovil Town Council proceed with the upgrade to Sage Business Package.

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

11/220 RECRUITMENT OF PAYROLL ASSISTANT

Devolution of services (tranche 1) will see the number of staff increase by about 45 TUPEd staff and about 120 casual staff. This will be in addition to the current staff at Yeovil Town Council.

It is important to note, that whilst the TUPEd staff will broadly be paid the same amount each month, the casual staff pay will vary depending on the number of hours they have worked. This will mean that many time sheets will have to be completed, validated as correct and processed for payment. The increase in staff will significantly increase the work to process salaries and wages, to ensure that employees are paid the correct amount on time. There is no resource for this additional work and therefore the Town Council will need to employ someone to carry out this role – a payroll assistant.

Following research into Council's who operate this role, it is suggested that this role's grade should be between SCP 5 and SCP 12. The cost implications are shown below:

SCP	Salary (£)	Employers Pension (£)	Employers NI (£)	Total Employers Cost (£)
5	23,500.00	5,240.50	1,987.20	30,727.70
12	26,421.00	5,891.88	2,390.30	34,703.18

If the Council do not agree to this post, there is a considerable risk that employees will not be paid on time which will have legal consequences for Yeovil Town Council.

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to agree that recruitment commences for the post of payroll assistant on the salary scales listed above.

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

11/221 EMERGENCY PROCEDURE – STANDING ORDER 4 (d) (xiv)

Background

At the meeting of Town Council held on 14th May 2024, Councillors were asked:

To re-appoint the following Sub-Committees, Steering Group and Representative:

- i. Emergency Procedure (SO No 4 (d) (xvii))

To appoint the representative of the Opposition Groups on the Council for consultation purposes under the Council's Emergency Procedure. Last year Cllr N Gage (Conservative Group) was appointed.

It was resolved that:

that the matter of if and how the Independents could be appointed for consultation purposes under the Council's Emergency Procedure (Standing Order 4 (d) (xiv)) be deferred to the next meeting of the Policy, Resources and Finance Committee (*Note: in accordance with the Scheme of Delegation – the Chairman of the Committee concerned (or, in his/her absence, the Vice Chairman) and the Mayor (or in his/her absence, the Deputy Mayor) will also be consulted*).

Consideration

This Committee need to consider whether this Standing Order should apply to the Independents as they are not a political party. If they agree that it should be, the Committee will need to consider how.

It is worth noting the following Standing Order – 4 (d) (xi):

“A Committee will reflect the political balance of the Council (for the purposes of political balance, independent members will be classified as a group assuming the same affiliation).”, which could be helpful in discussions.

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to consider and recommend to Town Council whether Standing Order 4 (d) (xvii), should apply to the Independents; and
- (3) following (2) if agreed that Standing Order 4 (d) (xvii), should apply to the Independents, to agree and recommend to Town Council, the mechanism.

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

11/222 FORWARD PLAN

Date	Item
Policy, Resources & Finance July 2024	<ul style="list-style-type: none"> • Update from YMCA Brunel – Youth Clubs and Detached • Update – Youth Services in Westfield • Devolution Update • Statement of Accounts for 2023/24 • Mayors Accounts 2023/24 • Allotment Rents from 1st October 2025 • Financial Statements April/May 2024 • Capital and Revenue Reserves 30th June 2024 • Bank Reconciliation 30th June 2023 • Applications for Grant Aid • Budget Monitoring Month 3 (30th June 2024)
Policy, Resources & Finance September 2024	<ul style="list-style-type: none"> • Financial Statements June/July 2024 • Capital and Revenue Reserves 31st August 2024 • Bank Reconciliation 31st August 2024 • Applications for Grant Aid • Budget Monitoring Month 5 (31st August 2024)
Policy, Resources & Finance November 2024	<ul style="list-style-type: none"> • Update from Yeovil4 Families • Update from Octagon Theatre/Westlands Entertainment Venue Summer School • Financial Statements August/September 2024 • Capital and Revenue Reserves 31st October 2024 • Bank Reconciliation 31st October 2024 • Applications for Grant Aid • Draft Budgets 2025/26 • Community Hall Charges 2025/26 • Budget Monitoring Month 7 (October 2024)
Policy, Resources & Finance January 2025	<ul style="list-style-type: none"> • Financial Statements October/November 2024 • Capital and Revenue Reserves 31st December 2024 • Bank Reconciliation 31st December 2024 • Applications for Grant Aid • Risk Management Strategy and Risk Register • Budgets 2025/26 • Budget Monitoring Month 9 (December 2024)
Policy, Resources & Finance March 2025	<ul style="list-style-type: none"> • Financial Statements December 2024/January 2025 • Capital and Revenue Reserves 28th February 2025 • Bank Reconciliation 28th February 2025 • Applications for Grant Aid • Insurance Procurement