



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Policy, Resources and Finance Committee**

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## Policy, Resources and Finance Committee

**Wednesday 26<sup>th</sup> May 2021**

**Hybrid Meeting:**

**Face-to-face at Town House, 19 Union Street, Yeovil**

**BA20 1PQ; and virtual using Zoom meeting software**

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Any members of the public wishing to make comments at Public Comments need to email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Wednesday 26<sup>th</sup> May 2021.

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

**Amanda Card**, Town Clerk  
20<sup>th</sup> May 2021

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

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

Olivia Darling-Finan	Sarah Lowery
Karl Gill	Graham Oakes ( <i>Chairman</i> )
David Gubbins	Evie Potts-Jones ( <i>Ex-officio</i> )
Gordon Hunting	David Recardo
Andy Kendall ( <i>Ex-officio</i> )	Royston Spinner
Pauline Lock	Rob Stickland ( <i>Vice Chairman</i> )

### **Information for the Public**

In accordance with the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020, the ability to hold meetings virtually has now ceased. The Council are adhering to guidance set by the Ministry of Housing, Communities and Local government for the safe use of council buildings to enable face-to-face meetings for Councillors yet continue to provide remote access to the public.

### **Public Comments at meetings (held via Zoom)**

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Wednesday 26<sup>th</sup> May 2021.

If you would like to view the meeting, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Wednesday 26<sup>th</sup> May 2021. Instructions will be sent to you to view the meeting.

## **Equality Act 2010**

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

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

The protected characteristics are:

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

## **Recording of Council Meetings**

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

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

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

# **A G E N D A**

## **Public Comment (15 Minutes)**

Due to the confidential nature of the business of items 10/208, 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*

### **10/191 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)*

### **10/192 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).

### **10/193 MINUTES**

To approve as a correct record the Minutes of the meetings held on 30<sup>th</sup> March 2021 and 4<sup>th</sup> May 2021.

### **10/194 APPLICATION FOR GRANT**

Applications received from (circulated separately):

- Wassail Theatre Company - £500
- Swan Theatre - £2,499

### **10/195 CORRESPONDANCE FROM GRANT RECIPIENTS**

Members to note the letters received from both YFW Blood Bikes (Yeovil Freewheelers) and Life Education Wessex as attached at pages 4 to 5.

### **10/196 CORRESPONDANCE**

To consider the correspondence as attached at page 6.

### **10/197 BALANCE SHEET**

Members to approve the Balance Sheet as at 30<sup>th</sup> April 2021 at page 7.

**10/198 BANK RECONCILIATION**

Members to approve the formal bank reconciliation as at 30<sup>th</sup> April 2021 as attached at page 8.

**10/199 FINANCIAL STATEMENT – FEBRUARY 2021 / MARCH 2021**

Members to approve the Financial Statement for the months of February 2021 and March 2021 as attached at pages 9 to 27.

**10/200 REVENUE BUDGET OUTTURN 2020/21**

Members to consider the report of the Town Clerk attached at pages 28 to 36.

**10/201 STATEMENT OF ACCOUNTS 2020/21**

Members to consider the report of the Town Clerk and the Statement of Accounts for the year ended 31st March 2021 attached at pages 37 to 43.

**10/202 MAYORS ACCOUNTS 2020/21**

Members to note the report of the Town Clerk at pages 44 to 45.

**10/203 COMMUNITY INFRASTRUCTURE LEVY**

Members to consider the report of the Town Clerk attached at page 46 to 48 regarding the Community Infrastructure Levy.

**10/204 CONFERENCE CAM FACILITIES (URGENT BUSINESS)**

To note the report of the Town Clerk attached at pages 49 to 50.

**10/205 ATTENDANCE AT TOWN COUNCIL MEETINGS**

To note the report of the Town Clerk attached at page 51.

**10/206 FORWARD PLAN**

The Forward Plan (attached at page 52) 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 (at the Chairman's discretion up to 15 minutes)**

**10/207 EXCLUSION OF PRESS AND PUBLIC**

The Committee will be requested to pass a resolution excluding the press and public from the remainder of the meeting 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.

**10/208 RECOMMENDATIONS FROM GROUNDS AND GENERAL MAINTENANCE (CONFIDENTIAL)**

Members to approve matters as agreed by Grounds and General Maintenance Committee at their meeting held on 24<sup>th</sup> May 2021 (report to follow).



# YFW Blood Bikes

Volunteering to Save Lives

Also known as Yeovil Freewheelers (EVS)

28<sup>th</sup> April 2021

Ms A Card  
Town Clerk  
Yeovil Town Council  
The Town House  
19 Union Street  
Yeovil  
BA20 1PQ

Dear Amanda

On behalf of Yeovil Freewheelers EVS I would like to thank you for very kindly accepting our application for a grant of £1500.00. This will certainly help a great deal in ensuring our service continues to be available to all our local hospitals throughout the Covid 19 period and all the riders really appreciate your generosity.

Since its inception in 1978 YFW members and the general public have raised every penny to help keep the group going. All the funds are normally raised through donations and sponsorship and with members of the group attending local events and giving presentations but as you can imagine fund raising has been proving exceptionally difficult with all the events cancellations. Thankfully we have a fantastic fundraising team who have a far better knowledge of the internet than myself and they have been very creative on our website!

Our 90+ volunteers have seen a significant increase in workload since the start of the Corona Virus outbreak running thousands of samples for analysis, initially to London and currently to Taunton and Bristol. Petrol and maintenance costs have risen accordingly so we will be very pleased to put these funds towards the ongoing expense of keeping the bikes on the road.

I enclose a receipt for your records

Take care and stay safe.

Yours sincerely

*J C Furlonger*

Jennie Furlonger  
Treasurer



**Life Education**  
Wessex & Thames Valley  
Helping children make healthy choices

2 Barnes Croft  
Coles Lane  
Milborne St Andrew  
Blandford Forum  
DT11 0LG

01258 837417  
enquiries@lifeeducationwessex.org.uk  
thamesvalley@lifeeducationwessex.org.uk  
www.lifeeducationwessex.org.uk

**Patrons:**  
Lady Digby DBE DL  
Susan Hampshire CBE  
Tracy Edwards MBE

**President:**  
Sir John Evans QPM DL

**Vice Presidents:**  
David Foot  
Diana Sale

**Chairman:**  
Gary Hepburn

**Vice Chairman:**  
Andrew Lovell

**Company Secretary:**  
Paul Petrides

**Chairman Ambassadors Group:**  
Keith Millman

28<sup>th</sup> April, 2021

**Ms Amanda Card, CPFA, PSLCC, BA (Hons), BSc (Open)**  
**Town Clerk**  
Yeovil Town Council  
Town House  
19 Union Street  
Yeovil  
Somerset BA20 1PQ

Dear Amanda and Trustees,

Thank you so much for your kind donation of **£2,205** towards our project to inspire **700 children aged 3-11** attending **Milford Infant and Junior Schools** this coming June to make healthy choices and avoid risky behaviours to enable them to live safe, healthy and happy lives. Please accept this letter as a receipt of your donation.

We are delighted with your contribution which will go towards our work to:

- deliver **health, emotional well-being** and **drug education**
- equip children with the **skills** and **confidence** to be healthy and safe online and offline
- boost children's **resilience** around smoking, alcohol and drugs
- help children leave school **better prepared** for life and work in modern Britain
- provide parents with the support they need to **reinforce learning** at home

Research shows that children's health and emotional well-being are strongly linked to academic and social success. We want every child to be healthy, happy and achieve their best – no matter what their background.

Thank you again for this vital support which will make a real difference to children's lives and futures in Yeovil.

With very best wishes

Yours sincerely



**Carol Butler**  
Fundraiser  
Tel: 07874 831 334



[REDACTED]  
**Sent:** 12 April 2021 15:16

**To:** Yeovil Town Council <[ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk)>

**Subject:** Council Pension Scheme

12<sup>th</sup> April 2021

**Your pension fund**

I am writing to you because your Council is one of the 160 stakeholders in the Somerset County Council pension scheme. Somerset County Council, in common with two thirds of all UK councils, declared a climate emergency in the spring of 2019, and a year later published its climate emergency framework. However, this plan does not cover the investments by its own pension scheme in fossil fuels. These are massive. The County Council Pensions Committee operates semi-independently from the County Council itself, and currently invests about £97 million, directly or indirectly, in fossil fuel companies, or about 4.3% of its total portfolio (source: UK Divest 2021). Of the ten West Country County authorities that are members of the Brunel Pension Partnership, Somerset is the second highest when it comes to investing in fossil fuels.

The dangers to the world from greenhouse gases, such as Carbon Dioxide, have been known for a long time, and the avoidable danger from burning fossil fuels is the largest single cause. The UK is hosting the international Climate Change conference (COP26) in November, and any progress (or not) made since the Paris Climate Change Conference in 2015 is up for scrutiny there. This is relevant to the issue I am raising because pension funds account for nearly half of all investments in the world.

Given that your agency is a member of a scheme that is still heavily involved in investing in fossil fuels, we appeal to you to put pressure on the County Council Pensions Committee to remove these investments, which, even financially, are also rapidly becoming unsafe.

All this is in the interest of the wellbeing of your staff who are enrolled in this pension scheme, and of their families.

I appreciate your attention to this letter.

Yours sincerely,

[REDACTED]

South-west Action on  
Pensions  
Somerset CC Pensioner

Date: 18/05/2021

Time: 17:09:02

**Yeovil Town Council**

Page: 1

**Balance Sheet**

From: Month 1, April 2021

To: Month 1, April 2021

**Chart of Accounts:**

	Consolidated	
	<u>Period</u>	<u>Year to Date</u>
<b>Fixed Assets</b>		
Land & Buildings	0.00	1,017,905.00
Vehicle & Plant	0.00	510,304.49
Community Assets	0.00	84,069.57
	0.00	1,612,279.06
<b>Current Assets</b>		
Debtors	(1,047.68)	(150.33)
Nat West Current	496,789.21	812,323.09
Nat West Treasury Account	0.00	25,000.00
Bank of Scotland	0.00	350,066.09
Nationwide Treasury Account	0.00	508,873.58
VAT Account	2,013.80	(62,724.44)
Petty Cash	0.00	142.43
	497,755.33	1,633,530.42
<b>Current Liabilities</b>		
Creditors	(46,696.03)	11,451.80
Creditors B/Fwd	0.00	90,124.15
PAYE/NI	0.00	(84,564.42)
	(46,696.03)	17,011.53
<b>Current Assets less Current Liabilities:</b>	544,451.36	1,616,518.89
<b>Total Assets less Current Liabilities:</b>	544,451.36	3,228,797.95
<b>Long Term Liabilities</b>		
Long Term Borrowing	0.00	(0.25)
	0.00	(0.25)
<b>Total Assets less Total Liabilities:</b>	544,451.36	3,228,798.20
<b>Capital &amp; Reserves</b>		
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51
Capital Financing Reserve B/Fwd	0.00	198,064.06
Major Projects Reserve B/Fwd	0.00	984.49
General Reserve B/Fwd	0.00	856,792.00
Profit & Loss	0.00	156,414.78
P & L Account	544,451.36	544,451.36
	544,451.36	3,228,798.20

**BANK RECONCILIATION - 30 APRIL 2021**

<b>Authority name and reference</b>	<b>Yeovil Town Council</b>		
Prepared by:		Date:	
Name	Neil Gage		17/05/21
Role	Finance Officer		
Approved by:		Date:	
Name	Amanda Card		17/05/21
Role	Town Clerk/RFO		
<b>Balance per bank statements as at 30 April 2021:</b>	<b>£</b>	<b>TOTAL £</b>	
List balances on all bank accounts plus petty cash floats at 30 April 2021:		<b>1,696,405.19</b>	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	810,823.09		
Nationwide Treasury A/C	508,873.58		
Bank of Scotland	350,066.09		
CCLA Investment Management	25,000.00		
Petty Cash	142.43		
<b>Less:</b> any un-presented cheque at 30 April 2021: (normally only current account. List date, cheque number and value)			
<b>TOTAL – NET BANK BALANCES AT 30 APRIL 2021</b>		<b>1,696,405.19</b>	

# Yeovil Town Council

## February Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
Precept	232,079.00	232,079.00	232,079.00	0.00	0.00
Bank Interest	4,000.00	1,105.53	3,666.63	-2,561.10	2,894.47
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00	0.00
Ski Centre	1250.00	1,122.00	1,145.87	-23.87	128.00
Mayor's Ball	0.00	0.00	0.00	0.00	0.00
Mayor's Charity Events	0.00	30.00	0.00	30.00	-30.00
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	250,000.00	250,000.00	250,000.00	0.00	0.00
Salaries Recharge	3,000.00	0.00	2,750.00	-2,750.00	3,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00	0.00
Government Support Grant	0.00	0.00	0.00	0.00	0.00
Apprenticeship Funding Scheme	0.00	0.00	0.00	0.00	0.00
	<b>497,329.00</b>	<b>491,336.53</b>	<b>496,641.50</b>	<b>-5,304.97</b>	<b>5,992.47</b>
<b>Expenditure</b>					
Advertising	500.00	240.00	458.37	-218.37	260.00
Audit Fees	3,400.00	318.63	3,116.63	-2,798.00	3,081.37
Bank Charges	0.00	362.75	0.00	362.75	-362.75
New IT System	0.00	0.00	0.00	0.00	0.00
Books/Periodicals	240.00	0.00	220.00	-220.00	240.00
Ski Centre	500.00	20.51	458.37	-437.86	479.49
Contingencies	51,849.00	35,119.39	47,528.25	-12,408.86	16,729.61
Costs of Democracy	28,560.00	22,310.14	26,180.00	-3,869.86	6,249.86
Courses/Conferences	6,500.00	1,521.00	5,958.37	-4,437.37	4,979.00
Elections	1,500.00	0.00	1,375.00	-1,375.00	1,500.00
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	9,361.15	3,666.63	5,694.52	-5,361.15
Franking Machine	700.00	291.99	641.63	-349.64	408.01
Insurance	5,000.00	0.00	5,000.00	-5,000.00	5,000.00
New Initiatives Fund	10,300.00	7,000.00	9,441.63	-2,441.63	3,300.00
NVQ Office Assistant	0.00	0.00	0.00	0.00	0.00
PC Support	11,000.00	10,030.86	10,083.37	-52.51	969.14
Postage	3,000.00	936.24	2,750.00	-1,813.76	2,063.76
Prof.Fees/Subs	6,000.00	8,381.30	5,500.00	2,881.30	-2,381.30
PWLB Interest	30,000.00	0.00	27,500.00	-27,500.00	30,000.00
Stationery/Supplies	3,000.00	593.73	2,750.00	-2,156.27	2,406.27
Telephone	2,500.00	2,067.36	2,291.63	-224.27	432.64
Westland Leisure Complex	27,200.00	0.00	27,200.00	-27,200.00	27,200.00
Youth Project Schemes	29,580.00	21,446.48	27,115.00	-5,668.52	8,133.52
Youth Council	2000.00	0.00	1,833.37	-1,833.37	2,000.00
Mayors Allowance	10000.00	500.00	9,166.63	-8,666.63	9,500.00
Regalia	2000.00	0.00	1,833.37	-1,833.37	2,000.00
Mayors Award	0.00	0.00	0.00	0.00	0.00
Remembrance Day Wreath	0.00	72.50	0.00	72.50	-72.50
Mayors Ball	0.00	0.00	0.00	0.00	0.00
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	0.00	6,416.63	-6,416.63	7,000.00
Grants - Octagon Theatre	1,000.00	0.00	1,000.00	-1,000.00	1,000.00
Salaries/Wages	250,000.00	236,694.48	229,166.63	7,527.85	13,305.52
	<b>497,329.00</b>	<b>357,268.51</b>	<b>458,651.51</b>	<b>-101,383.00</b>	<b>140,060.49</b>
	<b>0</b>	<b>134,068.02</b>	<b>37,989.99</b>	<b>96,078.03</b>	<b>-134,068.02</b>

# Yeovil Town Council

## February Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	266,710.00	266,710.00	266,710.00	0.00	0.00
Leases	2,090.00	1044.00	1,568.00	-524.00	1,046.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	17982.82	16,316.63	1,666.19	-182.82
Sales of Gate & Tap Keys	150.00	53.00	137.50	-84.50	97.00
Water Charges	1,000.00	2695.39	1,000.00	1,695.39	-1,695.39
	<b>287,750.00</b>	<b>288,485.21</b>	<b>284,732.13</b>	<b>2,753.08</b>	<b>-735.21</b>
<b>Expenditure</b>					
Allotment Maintenance (Corporate)	9,000.00	16775.34	8,250.00	8,525.34	-7,775.34
Allotment Fence Repairs	1,000.00	0.00	916.63	-916.63	1,000.00
Buildings & Electric Goar Knap	1,650.00	2,074.04	1,512.50	561.54	-424.04
BKAC	250.00	0.00	229.13	-229.13	250.00
Leases	350.00	335.00	350.00	-15.00	15.00
Labour	26000.00	3269.72	23,833.37	-20,563.65	22,730.28
Materials & Equipment	1,800.00	1,071.68	1,650.00	-578.32	728.32
Holiday Play Scheme	9,080.00	9080.00	8,323.37	756.63	0.00
Open Spaces: Doorstep Green	800.00	564.45	733.37	-168.92	235.55
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	24525.00	24,525.00	0.00	8,175.00
Enhancements: Play Area Upgrades	2,660.00	2660.00	2,438.37	221.63	0.00
Yew Tree Park Gate Opening	2,150.00	1486.14	1,970.87	-484.73	663.86
Play & Landscape Officer	12,440.00	12440.00	11,403.37	1,036.63	0.00
Playarea Enhancements	12,190.00	12190.00	11,174.13	1,015.87	0.00
Lights for Milford Hall	400.00	0.00	366.63	-366.63	400.00
Community Heritage Officer	9,500.00	7125.00	8,708.37	-1,583.37	2,375.00
Protective Clothing	200.00	143.61	183.37	-39.76	56.39
Vehicle	1300.00	1088.83	1,191.63	-102.80	211.17
Water Charges	1,000.00	2,848.44	916.63	1,931.81	-1,848.44
Water Mains Refurbishment	2,200.00	1098.00	2,016.63	-918.63	1,102.00
Improvements Yeovil Rec	5,000.00	0.00	4,583.37	-4,583.37	5,000.00
Sidney Garden Fountain	12,600.00	0.00	11,550.00	-11,550.00	12,600.00
	<b>287,750.00</b>	<b>198,885.25</b>	<b>236,103.37</b>	<b>-37,218.12</b>	<b>88,864.75</b>
	<b>0</b>	<b>89,599.96</b>	<b>48,628.76</b>	<b>39,971.20</b>	<b>-89,599.96</b>

# Yeovil Town Council

## February Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	204,490.00	204,490.00	204,490.00	0.00	0.00
Monmouth Hall Hire Fees	4,500.00	-45.00	4,125.00	-4,170.00	4,545.00
Milford Hall Hire Fees	25,000.00	6,903.50	22,916.63	-16,013.13	18,096.50
Use of Council Chamber	1,500.00	0.00	1,375.00	-1,375.00	1,500.00
	<b>235,490.00</b>	<b>211,348.50</b>	<b>232,906.63</b>	<b>-21,558.13</b>	<b>24,141.50</b>
<b>Expenditure</b>					
Community Safety	2,500.00	2,500.00	2,291.63	208.37	0.00
CCTV	32,490.00	0.00	24,367.50	-24,367.50	32,490.00
Litter/Grit Bins	700.00	188.17	641.63	-453.46	511.83
Millennium Clock	400.00	706.39	366.63	339.76	-306.39
Monmouth Hall	17,340.00	5,238.34	15,895.00	-10,656.66	12,101.66
Monmouth Hall Refurbishment	60,000.00	0.00	55,000.00	-55,000.00	60,000.00
Milford Hall	24,500.00	33,144.00	22,458.37	10,685.63	-8,644.00
Public Toilets - Peter St	23,000.00	19,935.00	21,083.37	-1,148.37	3,065.00
Public Toilets - Petters Way	13,000.00	18,791.96	11,916.63	6,875.33	-5,791.96
Public Noticeboards	500.00	0.00	458.37	-458.37	500.00
Band Costs	3,500.00	3,500.00	3,208.37	291.63	0.00
Painting of Town House	16,890.00	1,769.77	15,482.50	-13,712.73	15,120.23
Sports Development Officer	2,160.00	0.00	2,160.00	-2,160.00	2,160.00
Town House - Business Rates	10,000.00	9,605.75	10,000.00	-394.25	394.25
Town House - (excluding Services)	6,760.00	7,350.96	6,196.63	1,154.33	-590.96
Town House - Electricity	1,600.00	1,396.92	1,466.63	-69.71	203.08
Town House - Gas	2,200.00	1,377.11	2,016.63	-639.52	822.89
Town House - Maintenance	8,000.00	14,567.21	7,333.37	7,233.84	-6,567.21
PA System	500.00	0.00	500.00	-500.00	500.00
War Memorials	750.00	864.00	687.50	176.50	-114.00
Town Centre Environmental Improvements	8,000.00	0.00	7,333.37	-7,333.37	8,000.00
Town House - Water Charges	400.00	181.43	366.63	-185.20	218.57
St Georges Day Parade	300.00	0.00	275.00	-275.00	300.00
	<b>235,490.00</b>	<b>121,117.01</b>	<b>211,505.76</b>	<b>-90,388.75</b>	<b>114,372.99</b>
	<b>0</b>	<b>90,231.49</b>	<b>21,400.87</b>	<b>68,830.62</b>	<b>-90,231.49</b>

# Yeovil Town Council

## February Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	127,550.00	127,550.00	127,550.00	0.00	0.00
Christmas Lights	0.00	0.00	0.00	0.00	0.00
Souvenirs	0.00	0.00	0.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<u>127,550.00</u>	<u>127,550.00</u>	<u>127,550.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Expenditure</b>					
Christmas Lights	23,500.00	23,813.50	21,541.63	2,271.87	-313.50
Christmas Lights Installation	16,500.00	17,372.00	15,125.00	2,247.00	-872.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	595.87	-595.87	650.00
Christmas Lights Switch-On	500.00	0.00	500.00	-500.00	500.00
Christmas Lights Comp	30.00	0.00	27.50	-27.50	30.00
Town Crier	1,030.00	35.00	944.13	-909.13	995.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00	1,550.00
Unity in the Community	550.00	0.00	504.13	-504.13	550.00
Yeovil Super Saturday	6,000.00	8,037.63	5,500.00	2,537.63	-2,037.63
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
VE Day Celebrations	35,000.00	2,950.00	32,083.37	-29,133.37	32,050.00
	<u>127,550.00</u>	<u>83,138.13</u>	<u>110,301.63</u>	<u>-26,163.50</u>	<u>44,411.87</u>
	<u><b>0.00</b></u>	<u><b>44,411.87</b></u>	<u><b>17,248.37</b></u>	<u><b>26,163.50</b></u>	<u><b>-44,411.87</b></u>

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

N/C From 3005                      Tran Date From 01/02/2021                      Tran No From 1                      Department From 0  
N/C To 7520                              Tran Date To 28/02/2021                      Tran No To 99,999,999                      Department To 999

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

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57719	BR	02/02/2021	CCLA Deposit Account		0.75	-0.75
57819	BR	26/02/2021	Interest		3.96	-3.96
<b>Account Totals</b>					<u>4.71</u>	<u>-4.71</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>
57802	SI	15/02/2021	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
<b>Account Totals</b>					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57770	PI	21/02/2021	Advert - Defibrillator Funding	50.00		50.00
<b>Account Totals</b>				<u>50.00</u>		<u>50.00</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>
57735	PI	01/02/2021	Autopay Charge	33.20		33.20
<b>Account Totals</b>				<u>33.20</u>		<u>33.20</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>
57754	PI	16/02/2021	Mileage Claim	5.26		5.26
57771	PI	23/02/2021	50% Deposit - Website	2,925.00		2,925.00
<b>Account Totals</b>				<u>2,930.26</u>		<u>2,930.26</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>
58016	JD	27/02/2021	Costs of Democracy	1,994.58		1,994.58
<b>Account Totals</b>				<u>1,994.58</u>		<u>1,994.58</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>
57736	PI	08/02/2021	Upgrade CCTV System	1,700.00		1,700.00
57838	PI	23/02/2021	Print Charges	115.49		115.49
<b>Account Totals</b>				<u>1,815.49</u>		<u>1,815.49</u>

**N/C 4170                      Name 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>
57756	PI	03/02/2021	Evolve Headset	84.00		84.00
57757	PI	08/02/2021	Office 365 Business	97.03		97.03
57758	PI	08/02/2021	EoFTTC Managed Service	200.00		200.00
57759	PI	08/02/2021	IT Support	531.00		531.00
<b>Account Totals</b>				<u>912.03</u>		<u>912.03</u>

**N/C 4180                      Name PR&F - GEN - Exp - Postage**

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57753	PI	12/02/2021	Stamps	18.12		18.12



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

Account Totals 18.12 18.12

**N/C** 4190 **Name** 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>
57711	PI	01/02/2021	Sage 50 Accounts/Payroll	241.00		241.00

Account Totals 241.00 241.00

**N/C** 4220 **Name** 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>
57726	PI	01/02/2021	Call/Line Rental Charge	66.36		66.36
57930	PI	26/02/2021	Mobile Phones	129.33		129.33

Account Totals 195.69 195.69

**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>
57793	PI	24/02/2021	Youth Service Projects	1,923.68		1,923.68

Account Totals 1,923.68 1,923.68

Department 10,114.05 106.71 10,007.34

**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>
57730	PI	01/02/2021	Pension Deficit	491.00		491.00
57749	JD	27/02/2021	Employers Pension	3,304.62		3,304.62
57750	JD	27/02/2021	Payments	19,179.48		19,179.48
57751	JD	27/02/2021	Employers NIC	1,558.43		1,558.43
58017	JC	27/02/2021	Costs of Democracy		1,994.58	-1,994.58
58021	JC	27/02/2021	Labour Costs		869.92	-869.92

Account Totals 24,533.53 2,864.50 21,669.03

Department 24,533.53 2,864.50 21,669.03

**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>
58109	SC	01/02/2021	Credit to Clear	0.40		0.40

Account Totals 0.40  0.40

**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>
58001	CP	14/02/2021	Key Deposit Refund	3.50		3.50

Account Totals 3.50  3.50

**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>
57760	PI	01/02/2021	Skip Rental	100.00		100.00
57837	PI	28/02/2021	Mobile Patrols	280.00		280.00

Account Totals 380.00  380.00

**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>
57733	PI	06/02/2021	Unblock Gully	80.00		80.00

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

Account Totals 80.00 80.00

**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>
58020	JD	27/02/2021	Labour Costs	869.92		869.92

Account Totals 869.92 869.92

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57725	PI	09/02/2021	Aluminium Mesh Wire	28.66		28.66
57761	PI	09/02/2021	Tools - Workshop	12.90		12.90
57762	PI	09/02/2021	Garden Trolley	74.99		74.99
57851	PI	18/02/2021	Materials - Workshop	24.40		24.40
57852	PI	18/02/2021	Materials - Workshop	16.90		16.90
57853	PI	22/02/2021	Materials - Workshop	41.63		41.63

Account Totals 199.48 199.48

**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>
57734	PI	03/02/2021	Electricity	58.49		58.49

Account Totals 58.49 58.49

**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>
57755	PI	11/02/2021	Security	195.98		195.98

Account Totals 195.98 195.98

**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>
57763	PI	08/02/2021	Fingerless Gloves	5.83		5.83

Account Totals 5.83 5.83

**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>
57826	PI	25/02/2021	Fuel - Van	54.80		54.80

Account Totals 54.80 54.80

**N/C** 7230 **Name** G&GM - 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>
57769	PI	18/02/2021	Install New Standpipes - Goar Knap	1,098.00		1,098.00

Account Totals 1,098.00 1,098.00

Department 2,946.40 2,946.40

**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>
57724	SI	08/02/2021			735.00	-735.00

Account Totals 735.00 -735.00

**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>
57729	PI	02/02/2021	Electricity	172.12		172.12
57752	JD	27/02/2021	Payments	914.82		914.82

**Nominal Departmental Analysis (Detailed)**

57772	PI	16/02/2021	Replace Guttering	200.00		200.00
58018	JC	27/02/2021	Caretaker		668.90	-668.90
				<b>Account Totals</b>	<u>1,286.94</u>	<u>668.90</u> <u>618.04</u>

<b>N/C</b>	6090	<b>Name</b>	B&CM - Exp - Milford Hall			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57714	PI	01/02/2021	Milford Hall Recharge - 3rd Qtr	3,042.00		3,042.00
57813	PI	05/02/2021	Internet	25.30		25.30
57834	PI	28/02/2021	Cleaning	682.50		682.50
57836	PI	28/02/2021	Mobile Patrols	168.56		168.56
58019	JD	27/02/2021	Caretaker	668.90		668.90
				<b>Account Totals</b>	<u>4,587.26</u>	<u>4,587.26</u>

<b>N/C</b>	6100	<b>Name</b>	B&CM - Exp - Public Toilets Peter St			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57773	PI	16/02/2021	Clear Guttering	90.00		90.00
57812	PI	01/02/2021	Rates	558.00		558.00
57830	PI	23/02/2021	Consumables	98.81		98.81
57832	PI	28/02/2021	Cleaning	508.54		508.54
57833	PI	24/02/2021	Repair Lock	79.00		79.00
57857	PI	26/02/2021	Electricity	147.78		147.78
				<b>Account Totals</b>	<u>1,482.13</u>	<u>1,482.13</u>

<b>N/C</b>	6102	<b>Name</b>	B&CM - Exp - Public Toilets Petters Way			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57811	PI	01/02/2021	Rates	462.00		462.00
				<b>Account Totals</b>	<u>462.00</u>	<u>462.00</u>

<b>N/C</b>	6200	<b>Name</b>	B&CM - Exp - Town House - (excluding services)			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57709	PI	01/02/2021	Replacement Carbon Filters	45.74		45.74
57831	PI	28/02/2021	Cleaning	506.90		506.90
57860	PI	28/02/2021	Waste Disposal	40.37		40.37
				<b>Account Totals</b>	<u>593.01</u>	<u>593.01</u>

<b>N/C</b>	6210	<b>Name</b>	B&CM - Exp - Town House - Electricity			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57728	PI	02/02/2021	Electricity	123.43		123.43
				<b>Account Totals</b>	<u>123.43</u>	<u>123.43</u>

<b>N/C</b>	6212	<b>Name</b>	B&CM - Exp - Town House - Gas			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57727	PI	04/02/2021	Gas	349.97		349.97
				<b>Account Totals</b>	<u>349.97</u>	<u>349.97</u>

				<b>Department</b>	<u>8,884.74</u>	<u>1,403.90</u> <u>7,480.84</u>
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**Dept Number** 8      **Dept** JOINT BURIAL FUND

<b>N/C</b>	7520	<b>Name</b>	Joint Burial Fund - Expenditure			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57827	PI	23/02/2021	Cemetery Deficit - 2nd Half	31,880.00		31,880.00
				<b>Account Totals</b>	<u>31,880.00</u>	<u>31,880.00</u>

				<b>Department</b>	<u>31,880.00</u>	<u>31,880.00</u>
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				<b>Grand Totals</b>	<u>78,358.72</u>	<u>4,375.11</u> <u>73,983.61</u>
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# Yeovil Town Council

## March Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance
<b>Income</b>				
Precept	232,079.00	232,079.00	232,079.00	0.00
Bank Interest	4,000.00	1,144.04	4,000.00	-2,855.96
Contingencies	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00
Ski Centre	1250.00	1,224.00	1,250.00	-26.00
Mayor's Ball	0.00	0.00	0.00	0.00
Mayor's Charity Events	0.00	30.00	0.00	30.00
Grants	7,000.00	7,000.00	7,000.00	0.00
Salaries	250,000.00	250,000.00	250,000.00	0.00
Salaries Recharge	3,000.00	0.00	3,000.00	-3,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00
Government Support Grant	0.00	0.00	0.00	0.00
Apprenticeship Funding Scheme	0.00	0.00	0.00	0.00
	<b>497,329.00</b>	<b>491,477.04</b>	<b>497,329.00</b>	<b>-5,851.96</b>
<b>Expenditure</b>				
Advertising	500.00	240.00	500.00	-260.00
Audit Fees	3,400.00	3,038.52	3,400.00	-361.48
Bank Charges	0.00	396.30	0.00	396.30
New IT System	0.00	0.00	0.00	0.00
Books/Periodicals	240.00	45.00	240.00	-195.00
Ski Centre	500.00	20.51	500.00	-479.49
Contingencies	51,849.00	36,935.20	51,849.00	-14,913.80
Costs of Democracy	28,560.00	24,304.72	28,560.00	-4,255.28
Courses/Conferences	6,500.00	1,611.00	6,500.00	-4,889.00
Elections	1,500.00	0.00	1,500.00	-1,500.00
Fixed Asset Valuation	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	10,094.96	4,000.00	6,094.96
Franking Machine	700.00	291.99	700.00	-408.01
Insurance	5,000.00	0.00	5,000.00	-5,000.00
New Initiatives Fund	10,300.00	7,000.00	10,300.00	-3,300.00
NVQ Office Assistant	0.00	0.00	0.00	0.00
PC Support	11,000.00	10,858.89	11,000.00	-141.11
Postage	3,000.00	1,241.09	3,000.00	-1,758.91
Prof.Fees/Subs	6,000.00	8,629.30	6,000.00	2,629.30
PWLB Interest	30,000.00	0.00	30,000.00	-30,000.00
Stationery/Supplies	3,000.00	624.44	3,000.00	-2,375.56
Telephone	2,500.00	2,289.00	2,500.00	-211.00
Westland Leisure Complex	27,200.00	27,436.00	27,200.00	236.00
Youth Project Schemes	29,580.00	23,370.16	29,580.00	-6,209.84
Youth Council	2000.00	0.00	2,000.00	-2,000.00
Mayors Allowance	10000.00	864.15	10,000.00	-9,135.85
Regalia	2000.00	0.00	2,000.00	-2,000.00
Mayors Award	0.00	0.00	0.00	0.00
Remembrance Day Wreath	0.00	72.50	0.00	72.50
Mayors Ball	0.00	0.00	0.00	0.00
Mayors Charity Events	0.00	0.00	0.00	0.00
Grants	7,000.00	4,705.00	7,000.00	-2,295.00
Grants - Octagon Theatre	1,000.00	0.00	1,000.00	-1,000.00
Salaries/Wages	250,000.00	256,575.47	250,000.00	6,575.47
	<b>497,329.00</b>	<b>420,644.20</b>	<b>497,329.00</b>	<b>-76,684.80</b>
	<b>0</b>	<b>70,832.84</b>	<b>0.00</b>	<b>70,832.84</b>

# Yeovil Town Council

## March Actual V Budget

### Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance
<b>Income</b>				
PRECEPT	266,710.00	266,710.00	266,710.00	0.00
Leases	2,090.00	2088.00	2,090.00	-2.00
Miscellaneous	0.00	0.00	0.00	0.00
Rents	17,800.00	18065.68	17,800.00	265.68
Sales of Gate & Tap Keys	150.00	60.00	150.00	-90.00
Water Charges	1,000.00	2695.39	1,000.00	1,695.39
	<b>287,750.00</b>	<b>289,619.07</b>	<b>286,750.00</b>	<b>1,869.07</b>
<b>Expenditure</b>				
Allotment Maintenance (Corporate)	9,000.00	17165.34	9,000.00	8,165.34
Allotment Fence Repairs	1,000.00	0.00	1,000.00	-1,000.00
Buildings & Electric Goar Knap	1,650.00	2,279.08	1,650.00	629.08
BKAC	250.00	0.00	250.00	-250.00
Leases	350.00	335.00	350.00	-15.00
Labour	26000.00	4139.64	26,000.00	-21,860.36
Materials & Equipment	1,800.00	1,160.97	1,800.00	-639.03
Holiday Play Scheme	9,080.00	9080.00	9,080.00	0.00
Open Spaces: Doorstep Green	800.00	617.50	800.00	-182.50
Open Spaces: General	133,480.00	133,480.00	133,480.00	0.00
Open Spaces: Play Park Programme	10,000.00	10000.00	10,000.00	0.00
Open Spaces: Country Park	32,700.00	32700.00	32,700.00	0.00
Enhancements: Play Area Upgrades	2,660.00	2660.00	2,660.00	0.00
Yew Tree Park Gate Opening	2,150.00	1658.22	2,150.00	-491.78
Play & Landscape Officer	12,440.00	12440.00	12,440.00	0.00
Playarea Enhancements	12,190.00	12190.00	12,190.00	0.00
Lights for Milford Hall	400.00	0.00	400.00	-400.00
Community Heritage Officer	9,500.00	7125.00	9,500.00	-2,375.00
Protective Clothing	200.00	153.51	200.00	-46.49
Vehicle	1300.00	1088.83	1,300.00	-211.17
Water Charges	1,000.00	2,848.44	1,000.00	1,848.44
Water Mains Refurbishment	2,200.00	1098.00	2,200.00	-1,102.00
Improvements Yeovil Rec	5,000.00	1,000.00	5,000.00	-4,000.00
Sidney Garden Fountain	12,600.00	12,600.00	12,600.00	0.00
	<b>287,750.00</b>	<b>265,819.53</b>	<b>287,750.00</b>	<b>-21,930.47</b>
	<b>0</b>	<b>23,799.54</b>	<b>-1,000.00</b>	<b>23,799.54</b>

# Yeovil Town Council

## March Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance
<b>Income</b>				
PRECEPT	204,490.00	204,490.00	204,490.00	0.00
Monmouth Hall Hire Fees	4,500.00	-45.00	4,500.00	-4,545.00
Milford Hall Hire Fees	25,000.00	8,030.50	25,000.00	-16,969.50
Use of Council Chamber	1,500.00	0.00	1,500.00	-1,500.00
	<hr/> 235,490.00	212,475.50	235,490.00	-23,014.50
<b>Expenditure</b>				
Community Safety	2,500.00	2,500.00	2,500.00	0.00
CCTV	32,490.00	32,490.00	32,490.00	0.00
Litter/Grit Bins	700.00	188.17	700.00	-511.83
Millennium Clock	400.00	706.39	400.00	306.39
Monmouth Hall	17,340.00	5,813.16	17,340.00	-11,526.84
Monmouth Hall Refurbishment	60,000.00	0.00	60,000.00	-60,000.00
Milford Hall	24,500.00	38,879.79	24,500.00	14,379.79
Public Toilets - Peter St	23,000.00	22,062.59	23,000.00	-937.41
Public Toilets - Petters Way	13,000.00	22,489.96	13,000.00	9,489.96
Public Noticeboards	500.00	40.82	500.00	-459.18
Band Costs	3,500.00	3,500.00	3,500.00	0.00
Painting of Town House	16,890.00	21,017.27	16,890.00	4,127.27
Sports Development Officer	2,160.00	2,160.00	2,160.00	0.00
Town House - Business Rates	10,000.00	9,605.75	10,000.00	-394.25
Town House - (excluding Services)	6,760.00	7,924.24	6,760.00	1,164.24
Town House - Electricity	1,600.00	1,514.33	1,600.00	-85.67
Town House - Gas	2,200.00	1,693.86	2,200.00	-506.14
Town House - Maintenance	8,000.00	14,795.21	8,000.00	6,795.21
PA System	500.00	0.00	500.00	-500.00
War Memorials	750.00	864.00	750.00	114.00
Town Centre Environmental Improvements	8,000.00	0.00	8,000.00	-8,000.00
Town House - Water Charges	400.00	181.43	400.00	-218.57
St Georges Day Parade	300.00	0.00	300.00	-300.00
	<hr/> 235,490.00	188,426.97	235,490.00	-47,063.03
	<hr/> <b>0</b>	<b>24,048.53</b>	<b>0.00</b>	<b>24,048.53</b>

# Yeovil Town Council

## March Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance
<b>Income</b>				
PRECEPT	127,550.00	127,550.00	127,550.00	0.00
Christmas Lights	0.00	0.00	0.00	0.00
Souvenirs	0.00	0.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00
	127,550.00	127,550.00	127,550.00	0.00
<b>Expenditure</b>				
Christmas Lights	23,500.00	23,813.50	23,500.00	313.50
Christmas Lights Installation	16,500.00	17,372.00	16,500.00	872.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00
Customised Souvenirs	650.00	0.00	650.00	-650.00
Christmas Lights Switch-On	500.00	0.00	500.00	-500.00
Christmas Lights Comp	30.00	0.00	30.00	-30.00
Town Crier	1,030.00	35.00	1,030.00	-995.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00
Unity in the Community	550.00	0.00	550.00	-550.00
Yeovil Super Saturday	6,000.00	8,037.63	6,000.00	2,037.63
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
VE Day Celebrations	35,000.00	2,950.00	35,000.00	-32,050.00
	127,550.00	93,448.13	127,550.00	-33,101.87
	<b>0.00</b>	<b>34,101.87</b>	<b>0.00</b>	<b>33,101.87</b>

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

N/C From 3005	Tran Date From 01/03/2021	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/03/2021	Tran No To 99,999,999	Department To 999

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

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57937	BR	02/03/2021	CCLA Deposit Account	0.84	0.84	-0.84
57972	BR	31/03/2021	Interest	3.94	3.94	-3.94
58085	BR	31/03/2021	Interest	8.63	8.63	-8.63
58086	BR	29/03/2021	Interest	25.10	25.10	-25.10
<b>Account Totals</b>				<u>38.51</u>	<u>38.51</u>	<u>-38.51</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>
57927	SI	15/03/2021	Monthly Use of Car Park (Former Ski Centre)	102.00	102.00	-102.00
<b>Account Totals</b>				<u>102.00</u>	<u>102.00</u>	<u>-102.00</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>
57910	PI	22/03/2021	Internal Audit	719.89	719.89	719.89
58075	JD	31/03/2021	Audit Fees 20/21	2,000.00	2,000.00	2,000.00
<b>Account Totals</b>				<u>2,719.89</u>	<u>2,719.89</u>	<u>2,719.89</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>
57863	PI	01/03/2021	Autopay Charge	33.55	33.55	33.55
<b>Account Totals</b>				<u>33.55</u>	<u>33.55</u>	<u>33.55</u>

**N/C** 4050                      **Name** PR&F - GEN - Exp - Books/periodicals

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57829	PI	02/03/2021	Regional Training Seminar - Amanda	45.00	45.00	45.00
<b>Account Totals</b>				<u>45.00</u>	<u>45.00</u>	<u>45.00</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>
57864	PI	12/03/2021	Key Holding Annual Fee	180.00	180.00	180.00
57869	PI	16/03/2021	Mileage Claim	5.26	5.26	5.26
57871	PI	10/03/2021	Mileage Claim	41.20	41.20	41.20
57872	PI	10/03/2021	Disposal of Fridge	27.35	27.35	27.35
57908	PI	18/03/2021	Supply & Install Dog Bins	1,562.00	1,562.00	1,562.00
<b>Account Totals</b>				<u>1,815.81</u>	<u>1,815.81</u>	<u>1,815.81</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>
58022	JD	27/03/2021	Costs of Democracy	1,994.58	1,994.58	1,994.58
<b>Account Totals</b>				<u>1,994.58</u>	<u>1,994.58</u>	<u>1,994.58</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>
57828	PI	02/03/2021	Regional Training Seminar - Sally	45.00	45.00	45.00
57909	PI	23/03/2021	Regional Training Seminar - Helen	45.00	45.00	45.00
<b>Account Totals</b>				<u>90.00</u>	<u>90.00</u>	<u>90.00</u>



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

<b>N/C</b>	4130	<b>Name</b>	PR&F - GEN - Exp - Furniture & equipment					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57855	PI	05/03/2021	Telephone Systems Maintenance	327.88		327.88		
57879	PI	12/03/2021	Maintenance - Photocopier	405.93		405.93		
<b>Account Totals</b>				<b>733.81</b>		<b>733.81</b>		
<b>N/C</b>	4170	<b>Name</b>	PR&F - GEN - Exp - PC Support					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57873	PI	08/03/2021	Office 365 Business	97.03		97.03		
57874	PI	08/03/2021	EoFTTC Managed Service	200.00		200.00		
57875	PI	08/03/2021	IT Support	531.00		531.00		
<b>Account Totals</b>				<b>828.03</b>		<b>828.03</b>		
<b>N/C</b>	4180	<b>Name</b>	PR&F - GEN - Exp - Postage					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57932	PI	23/03/2021	Postage	300.00		300.00		
58004	CP	30/03/2021	Postage	4.85		4.85		
<b>Account Totals</b>				<b>304.85</b>		<b>304.85</b>		
<b>N/C</b>	4190	<b>Name</b>	PR&F - GEN - Exp - Prof. fees/subs					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57835	PI	01/03/2021	Sage 50 Accounts/Payroll	248.00		248.00		
<b>Account Totals</b>				<b>248.00</b>		<b>248.00</b>		
<b>N/C</b>	4210	<b>Name</b>	PR&F - GEN - Exp - Stationery/supplies					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57913	PI	18/03/2021	Stationery	13.52		13.52		
57965	PI	30/03/2021	Stationery	17.19		17.19		
<b>Account Totals</b>				<b>30.71</b>		<b>30.71</b>		
<b>N/C</b>	4220	<b>Name</b>	PR&F - GEN - Exp - Telephone					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57854	PI	01/03/2021	Call/Line Rental Charge	62.77		62.77		
57870	PI	16/03/2021	Top Up EE	30.00		30.00		
57931	PI	26/03/2021	Mobile Phones	128.87		128.87		
<b>Account Totals</b>				<b>221.64</b>		<b>221.64</b>		
<b>N/C</b>	4230	<b>Name</b>	PR&F - GEN - Exp - Westland Leisure Complex					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57953	PI	24/03/2021	Westlands Contribution	27,436.00		27,436.00		
<b>Account Totals</b>				<b>27,436.00</b>		<b>27,436.00</b>		
<b>N/C</b>	4240	<b>Name</b>	PR&F - GEN - Exp - Youth Project Schemes					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
57878	PI	17/03/2021	Youth Service Projects	1,923.68		1,923.68		
<b>Account Totals</b>				<b>1,923.68</b>		<b>1,923.68</b>		
<b>N/C</b>	4520	<b>Name</b>	PR&F - GENERAL - Exp - Mayors Allowance					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>		
58120	JD	31/03/2021	Mayors Allowance	364.15		364.15		
<b>Account Totals</b>				<b>364.15</b>		<b>364.15</b>		
<b>Department</b>				<b>38,789.70</b>	<b>140.51</b>	<b>38,649.19</b>		

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

**Dept Number** 2                      **Dept** PR & F - GRANTS  
**N/C** 4710                              **Name** 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>
57970	PI	30/03/2021	YFW Blood Bikes	1,500.00		1,500.00
57971	PI	30/03/2021	Life Education Wessex	2,205.00		2,205.00
58076	JD	31/03/2021	Oaklands Surgery	1,000.00		1,000.00
<b>Account Totals</b>				<b>4,705.00</b>		<b>4,705.00</b>
<b>Department</b>				<b>4,705.00</b>		<b>4,705.00</b>

**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>
57795	SI	03/03/2021	REIMBURSEMNT of SALARY - TOWN CLERK		1,386.67	-1,386.67
57796	SI	03/03/2021	October 2020 - M		280.00	-280.00
57847	JD	27/03/2021	Employers Pension	3,360.57		3,360.57
57848	JD	27/03/2021	Payments	19,455.08		19,455.08
57849	JD	27/03/2021	Employers NIC	1,596.51		1,596.51
58023	JC	27/03/2021	Costs of Democracy		1,994.58	-1,994.58
58027	JC	27/03/2021	Labour Costs		869.92	-869.92
<b>Account Totals</b>				<b>24,412.16</b>	<b>4,531.17</b>	<b>19,880.99</b>
<b>Department</b>				<b>24,412.16</b>	<b>4,531.17</b>	<b>19,880.99</b>

**Dept Number** 4                      **Dept** GROUNDS & GENERAL MAINTENANCE  
**N/C** 7002                              **Name** G&GM - Inc - Leases

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57798	SI	03/03/2021	Lease at Hillcrest/Higher Ryalls - Rent October		1,044.00	-1,044.00
<b>Account Totals</b>					<b>1,044.00</b>	<b>-1,044.00</b>

**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>
57839	SI	16/03/2021	Allotment rent for the period 21 December		33.70	-33.70
57922	SI	30/03/2021	Allotment rent for the period 13 December		49.16	-49.16
<b>Account Totals</b>					<b>82.86</b>	<b>-82.86</b>

**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>
57840	SI	16/03/2021	Gate key deposit		3.50	-3.50
57923	SI	30/03/2021	Gate key deposit		3.50	-3.50
<b>Account Totals</b>					<b>7.00</b>	<b>-7.00</b>

**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>
57952	PI	31/03/2021	Container Rental	80.00		80.00
57964	PI	31/03/2021	Mobile Patrols	310.00		310.00
<b>Account Totals</b>				<b>390.00</b>		<b>390.00</b>

**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>
57861	PI	05/03/2021	Electricity	205.04		205.04
<b>Account Totals</b>				<b>205.04</b>		<b>205.04</b>

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

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7070		G&GM - Exp - Labour					
58026	JD	27/03/2021	Labour Costs		869.92		869.92
<b>Account Totals</b>					<u>869.92</u>		<u>869.92</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7080		G&GM - Exp - Materials & Equipment					
57944	PI	02/03/2021	Materials - Workshop		6.24		6.24
57945	PI	10/03/2021	Materials - Workshop		27.06		27.06
57946	PI	15/03/2021	Materials - Workshop		12.73		12.73
57947	PI	15/03/2021	Materials - Workshop		2.62		2.62
57948	PI	15/03/2021	Bar Clamp - Workshop		9.43		9.43
57949	PI	24/03/2021	Materials - Workshop		31.21		31.21
<b>Account Totals</b>					<u>89.29</u>		<u>89.29</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7093		G&GM - Exp - Open Spaces: Doorstep Greens					
57856	PI	04/03/2021	Electricity		53.05		53.05
<b>Account Totals</b>					<u>53.05</u>		<u>53.05</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7100		G&GM - Exp - Open Spaces: Open spaces -					
57920	PI	18/03/2021	Open Spaces - 4th Qtr		33,370.00		33,370.00
<b>Account Totals</b>					<u>33,370.00</u>		<u>33,370.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7102		G&GM - Exp - Open Spaces: Play Park					
58081	JD	31/03/2021	Play Area Programme		10,000.00		10,000.00
<b>Account Totals</b>					<u>10,000.00</u>		<u>10,000.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7104		G&GM - Exp - Open Spaces: Country Park					
57868	PI	09/03/2021	Yeovil Country Park - 4th Qtr		8,175.00		8,175.00
<b>Account Totals</b>					<u>8,175.00</u>		<u>8,175.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7120		G&GM - Exp - Yew Tree Park - Gate Opening					
57867	PI	11/03/2021	Security		172.08		172.08
<b>Account Totals</b>					<u>172.08</u>		<u>172.08</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7190		G&GM - Exp - Protective Clothing					
57943	PI	02/03/2021	Protector Specs		9.90		9.90
<b>Account Totals</b>					<u>9.90</u>		<u>9.90</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7240		G&GM - Exp - Improvements Yeovil Recreation					
58082	JD	31/03/2021	Recreation Area Improvements		1,000.00		1,000.00
<b>Account Totals</b>					<u>1,000.00</u>		<u>1,000.00</u>

<u>N/C</u>		<u>Name</u>			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>				
7250		G&GM - Exp - Restoration Sidney Garden					
58083	JD	31/03/2021	Sidney Graden Fountain		12,600.00		12,600.00

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

<b>Account Totals</b>	<u>12,600.00</u>		<u>12,600.00</u>
<b>Department</b>	<u>66,934.28</u>	<u>1,133.86</u>	<u>65,800.42</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>
57907	SI	23/03/2021	Hall Hire Fees		1,127.00	-1,127.00
<b>Account Totals</b>					<u>1,127.00</u>	<u>-1,127.00</u>

**N/C** 6050                              **Name** B&CM - Exp - CCTV  
**Tran Number** **Type** **Date** **Details**

58077	JD	31/03/2021	CCTV Contribution	32,490.00		32,490.00
<b>Account Totals</b>				<u>32,490.00</u>		<u>32,490.00</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>
57850	JD	27/03/2021	Payments	914.82		914.82
57859	PI	02/03/2021	Electricity	148.90		148.90
57865	PI	12/03/2021	Key Holding Annual Fee	180.00		180.00
58024	JC	27/03/2021	Caretaker		668.90	-668.90
<b>Account Totals</b>				<u>1,243.72</u>	<u>668.90</u>	<u>574.82</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>
57862	PI	05/03/2021	Internet	25.27		25.27
57866	PI	12/03/2021	Key Holding Annual Fee	180.00		180.00
57956	PI	24/03/2021	Link CCTV	195.00		195.00
57957	PI	31/03/2021	Fault with Intruder Alarm	97.50		97.50
57962	PI	31/03/2021	Cleaning	682.50		682.50
57963	PI	31/03/2021	Mobile Patrols	186.62		186.62
58025	JD	27/03/2021	Caretaker	668.90		668.90
58080	JD	31/03/2021	Recharge - 4th Qtr	3,700.00		3,700.00
<b>Account Totals</b>				<u>5,735.79</u>		<u>5,735.79</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>
57929	PI	01/03/2021	Rates	558.00		558.00
57954	PI	26/03/2021	Electricity	126.24		126.24
57959	PI	23/03/2021	Consumables	98.81		98.81
57961	PI	31/03/2021	Cleaning	508.54		508.54
57966	PI	31/03/2021	Foot Patrols	418.00		418.00
57968	PI	31/03/2021	Foot Patrols	418.00		418.00
<b>Account Totals</b>				<u>2,127.59</u>		<u>2,127.59</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>
57928	PI	01/03/2021	Rates	462.00		462.00
57967	PI	31/03/2021	Foot Patrols	418.00		418.00
57969	PI	31/03/2021	Foot Patrols	418.00		418.00
58078	JD	31/03/2021	Recharge - 4th Qtr	2,400.00		2,400.00
<b>Account Totals</b>				<u>3,698.00</u>		<u>3,698.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
57950	PI	24/03/2021	Notice Board Fixings	40.82		40.82

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

**Account Totals** 40.82 40.82

<b>N/C</b>	6150	<b>Name</b>	B&CM - Exp - Painting of Town House			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57955	PI	31/03/2021	Repairs and Painting Windows	7,318.00		7,318.00
57982	PI	31/03/2021	Hardwood Arch Window	3,430.00		3,430.00
58071	PI	30/03/2021	Repairs to Windows	4,810.00		4,810.00
58073	PI	30/03/2021	Repairs to Windows and Doors	3,689.50		3,689.50
<b>Account Totals</b>				<u>19,247.50</u>		<u>19,247.50</u>

<b>N/C</b>	6160	<b>Name</b>	B&CM - Exp - Sports Development Officer			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
58079	JD	31/03/2021	Sports Dev Officer	2,160.00		2,160.00
<b>Account Totals</b>				<u>2,160.00</u>		<u>2,160.00</u>

<b>N/C</b>	6200	<b>Name</b>	B&CM - Exp - Town House - (excluding services)			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57911	PI	17/03/2021	WD 40 Oil	4.17		4.17
57912	PI	18/03/2021	Door Stoppers	7.46		7.46
57960	PI	31/03/2021	Cleaning	506.90		506.90
57981	PI	31/03/2021	Waste Disposal	41.87		41.87
58002	CP	03/03/2021	Milk	10.80		10.80
58003	CP	04/03/2021	Brass Cleaner	2.08		2.08
<b>Account Totals</b>				<u>573.28</u>		<u>573.28</u>

<b>N/C</b>	6210	<b>Name</b>	B&CM - Exp - Town House - Electricity			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57858	PI	02/03/2021	Electricity	117.41		117.41
<b>Account Totals</b>				<u>117.41</u>		<u>117.41</u>

<b>N/C</b>	6212	<b>Name</b>	B&CM - Exp - Town House - Gas			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57951	PI	17/03/2021	Gas	316.75		316.75
<b>Account Totals</b>				<u>316.75</u>		<u>316.75</u>

<b>N/C</b>	6214	<b>Name</b>	B&CM - Exp - Town House - Maintenance			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57876	PI	10/03/2021	Cleared Blocked Gully	80.00		80.00
57877	PI	11/03/2021	Service Boilers	148.00		148.00
<b>Account Totals</b>				<u>228.00</u>		<u>228.00</u>

**Department** 67,978.86 1,795.90 66,182.96

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

<b>N/C</b>	7515	<b>Name</b>	Joint Burial Fund - Income			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57797	SI	03/03/2021	Crematorium & Cemetery - Support Charges		1,100.00	-1,100.00
<b>Account Totals</b>					<u>1,100.00</u>	<u>-1,100.00</u>
<b>Department</b>					<u>1,100.00</u>	<u>-1,100.00</u>

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

<b>N/C</b>	5620	<b>Name</b>	P&A - Exp - Open Spaces: YIB Officer			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
57918	PI	18/03/2021	YIB Officer - 4th Qtr	6,200.00		6,200.00

Date: 05/05/2021  
Time: 09:43:11

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

			<b><u>Account Totals</u></b>	<u>6,200.00</u>		<u>6,200.00</u>
<b><u>N/C</u></b>	5630		<b><u>Name</u></b>	P&A - Exp - Open Spaces: Yeovil in Bloom		
<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
57919	PI	18/03/2021	YIB Working Budget - 4th Qtr	4,110.00		4,110.00
			<b><u>Account Totals</u></b>	<u>4,110.00</u>		<u>4,110.00</u>
			<b><u>Department</u></b>	<u>10,310.00</u>		<u>10,310.00</u>
			<b><u>Grand Totals</u></b>	<u>213,130.00</u>	<u>8,701.44</u>	<u>204,428.56</u>

**Background**

Council approved the 2020/21 budget at its meeting on 4th February 2020. The purpose of this report is to inform Members of the actual spend against budgets for the 2020/21 financial year and balances held in both Earmarked Reserves and General Fund Balances.

**Outturn for 2020/21**

The overall outturn for Yeovil Town Council in 2020/21 was £156,415 under spent (or 13.6%).

The table below sets out a summary by Committee:

2019/20				Committee	2020/21			
Budget (£)	Actual Spend (£)	Variance Spend (Over) / Under (£)	Variance Spend (Over) / Under (%)		Budget (£)	Actual Spend (£)	Variance Spend (Over) / Under (£)	Variance Spend (Over) / Under (%)
239,680	233,792	<b>5,888</b>	2.5%	Grounds & General Maintenance	266,710	247,328	<b>19,382</b>	7.3%
1,000	0	<b>1,000</b>	100.0%	Planning	1,000	0	<b>1,000</b>	100.0%
184,250	126,318	<b>57,932</b>	31.4%	Buildings & Civic Matters	204,490	180,442	<b>24,048</b>	11.8%
92,000	83,467	<b>8,533</b>	9.3%	Promotions & Activities	127,550	93,448	<b>34,102</b>	26.7%
455,580	417,414	<b>38,166</b>	8.4%	Policy, Resources & Finance	489,079	411,196	<b>77,883</b>	15.9%
61,008	61,008	<b>0</b>	0%	Joint Burial	63,760	63,760	<b>0</b>	0%
<b>1,033,518</b>	<b>921,999</b>	<b>111,519</b>	<b>10.8%</b>	<b>Total</b>	<b>1,152,589</b>	<b>996,174</b>	<b>156,415</b>	<b>13.6%</b>

Appendix A shows the budget, actual expenditure and income, the variance between budgets and actuals and an explanation for significant variations for each Committee.

## Carry Forwards and Earmarked Reserves

Carry forwards for each Committee have been considered. The table beneath highlights the carry forwards which will either be used to cover costs for expenditure that was identified in 2020/21 or will be put into an earmarked reserve for a specific reason.

Committee	Budget line	Carry Forward (£)	Earmarked Reserve (£)	Reason
Policy, Resources and Finance	Regalia		2,000	Regalia
Policy, Resources and Finance	Youth Council		2,000	Youth Council Projects
Policy, Resources and Finance	Grants	2,200		Award subject to securing full amount of funding required – Goodfellowship Club
Policy, Resources and Finance	New Initiatives	6,000		Estimate of £2,000 per bench to commemorate NHS; VE day and VJ day.
Policy, Resources and Finance	Costs of Election		1,500	Elections held every four years (Estimated costs £6,000 per election)
Policy, Resources and Finance	Community Infrastructure Levy		1,950	If not used within time frame will have to be repaid to SSDC
Grounds and General Maintenance	Water Main refurbishment / repairs		1,102	Water main refurbishment and repairs reserve
Grounds and General Maintenance	Allotment – Fence repairs		1,000	Allotment – fence repairs reserve
Buildings and Civic Matters	Monmouth Hall		11,527	Monmouth Hall Refurbishment Reserve
Buildings and Civic Matters	Monmouth Hall Refurbishment		60,000	Monmouth Hall Refurbishment Reserve
Promotions and Activities	Customised Souvenirs		650	Customised Souvenirs for Music in the Park
Promotions and Activities	VE Day Celebrations	32,050		Music in the Park
Promotions and Activities	Unity in the Community		550	Unity in the Community projects
<b>Total</b>		<b>40,250</b>	<b>82,279</b>	



## Summary of Earmarked Reserves

Earmarked Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future.

Earmarked Reserve	Balance as at 31/03/20 (£)	Movement In (£)	Movement Out (£)	Balance as at 31/03/20 (£)
Major Projects	984	0	0	984
Water Mains Refurbishments/Repairs	7,230	1,102	0	8,332
Allotment Fence Repairs	5,500	1,000	0	6,500
Regalia	8,070	2,000	0	10,070
Custom Souvenirs	1,080	650	0	1,730
Youth Council	2,384	2,000	0	4,384
Monmouth Hall Refurbishment	91,340	71,527	0	162,867
Unity in the Community	1,079	550	0	1,629
Cost of Elections	0	1,500	0	1,500
Community Infrastructure Levy	648	1,950	0	2,598
	<b>118,315</b>	<b>82,279</b>	<b>0</b>	<b>200,594</b>

### Final Outturn for 2020/21

If the carry forwards are approved, the final outturn for 2020/21 will be as follows:

Committee	(a) Budget (£)	(b) Actual Spend (£)	(c) Carry Forward (£)	(d) Reserve Movement In/(Out) (£)	(e) Adjusted Actual Spend (£) (b)+(c)+(d)	(f) Variation on Spend (Over) / Under (£) (a)-(e)
Grounds and General Maintenance	266,710	247,328	0	2,102	<b>249,430</b>	17,280
Planning	1,000	0	0	0	<b>0</b>	1,000
Buildings and Civic Matters	204,490	180,442	0	71,527	<b>251,969</b>	(47,479)
Promotions and Activities	127,550	93,448	32,050	1,200	<b>126,698</b>	852
Policy, Resources and Finance	489,079	411,196	8,200	7,450	<b>426,846</b>	62,233
Joint Burial	63,760	63,760	0	0	<b>63,760</b>	0
<b>Total</b>	<b>1,152,589</b>	<b>996,174</b>	<b>40,250</b>	<b>82,279</b>	<b>1,118,703</b>	<b>33,886</b>

## Summary of General Fund

General Fund Balance represents the accumulated revenue surpluses. The unallocated funds are shown as follows:

	£
<b>Unallocated General Fund Balance as at 1<sup>st</sup> April 2020</b>	<b>739,462</b>
Carry Forward from 2018/19	0
<b>Unallocated General Fund Balance as at 1<sup>st</sup> April 2020</b>	<b>739,462</b>
(Overspend) / Underspend	156,415
Carry Forwards	(40,250)
Movement on Ear marked Reserves	(82,279)
<b>Unallocated General Fund Balance as at 31<sup>st</sup> March 2021</b>	<b>773,348</b>

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to note the outturn position of **£996,174** for 2020/21 (an underspend of £156,415) and the explanation of significant variances as highlighted in Appendix A;
- (3) to approve the carry forwards and movement in reserves listed above;
- (4) to note the final outturn position, once (3) had been approved;
- (5) to note the Earmarked Reserve Balances; and
- (6) to note the Unallocated General Fund Balance.

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

## Buildings and Civic Matters

2019/20				2020/21				
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Carry Forward £	Notes
				<b>EXPENDITURE</b>				
2,600	0	2,600	F	Band Costs	3,500	3,500	0	
32,490	32,490	0		CCTV	32,490	32,490	0	
2,500	558	1,943	F	Community safety	2,500	2,500	0	
700	281	419	F	Litter/Grit bins	700	188	512	F
24,500	37,385	(12,885)	A	Milford Hall	24,500	38,880	(14,380)	A
350	311	39	F	Millennium Clock	400	706	(306)	A
17,340	10,460	6,880	F	Monmouth Hall	17,340	5,813	11,527	F
60,000	3,365	56,635	F	Monmouth Hall refurbishment	60,000	0	60,000	F
500	0	500	F	PA System	500	0	500	F
0	0	0		Painting of Town House	16,890	21,017	(4,127)	A
500	372	128	F	Public noticeboards	500	41	459	F
23,000	20,616	2,384	F	Public toilets - Peter Street	23,000	22,063	937	F
13,000	15,269	(2,269)	A	Public toilets - Petters Way	13,000	22,490	(9,490)	A
2,160	2,160	0		Sports Development Officer (SSDC)	2,160	2,160	0	
400	400	0		St Georges Day Parade	300	0	300	F
8,000	0	8,000	F	Town Centre Environmental Improvements	8,000	0	8,000	F
10,000	9,452	548	F	Town House - business rates	10,000	9,606	394	F
1,600	1,598	2	F	Town House - electricity	1,600	1,514	86	F
2,200	1,738	462	F	Town House - gas	2,200	1,694	506	F
8,000	12,967	(4,967)	A	Town House - repairs and maintenance	8,000	14,795	(6,795)	A
400	254	146	F	Town House - water charges	400	181	219	F
6,760	8,104	(1,344)	A	Town House (excluding services)	6,760	7,924	(1,164)	A
750	560	190		War memorials	750	864	(114)	A
<b>217,750</b>	<b>158,339</b>	<b>59,411</b>		<b>Total Expenditure</b>	<b>235,490</b>	<b>188,427</b>	<b>47,063</b>	
				<b>INCOME</b>				
(6,000)	(4,930)	(1,070)	A	Monmouth Hall	(4,500)	45	(4,545)	A
(25,000)	(25,597)	597	F	Milford Hall	(25,000)	(8,031)	(16,970)	A
(2,500)	(1,494)	(1,006)	A	Town House	(1,500)	0	(1,500)	A
<b>(33,500)</b>	<b>(32,021)</b>	<b>(1,479)</b>		<b>Total Income</b>	<b>(31,000)</b>	<b>(7,986)</b>	<b>(23,015)</b>	
<b>184,250</b>	<b>126,318</b>	<b>57,932</b>		<b>Net Expenditure</b>	<b>204,490</b>	<b>180,442</b>	<b>24,048</b>	

## Planning

2019/20				2020/21				
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Carry Forward £	Notes
1,000	0	1,000	F	<b>EXPENDITURE</b>				
				1,000	0	0	A	1,000
<b>1,000</b>	<b>0</b>	<b>1,000</b>		<b>Total Expenditure</b>				<b>1,000</b>
				<b>INCOME</b>				
0	0	0		0	0			0
<b>0</b>	<b>0</b>	<b>0</b>		<b>Total Income</b>				<b>0</b>
<b>1,000</b>	<b>0</b>	<b>1,000</b>		<b>Net Expenditure</b>				<b>1,000</b>

## Grounds and General Maintenance

2019/20				2020/21					
Budget £	Actual £	(Over)/ Under £		Budget £	Actual £	(Over)/ Under £		Carry Forward £	Notes
<b>EXPENDITURE</b>									
8,000	6,191	1,809	F	Allotment Maintenance (Corporate)	9,000	17,165	(8,165)	A	Additional contracting out of work whilst without Facilities Officer.
3,600	(74)	3,674	F	Allotment Maintenance (Tenants)	0	0	0		
1,000	363	637	F	Allotments - Fence Repairs	1,000	0	1,000	F	Underspend to be put into reserve
250	221	29	F	Best Kept Allotments Competition	250	0	250	F	
9,500	9,500	0		Community Heritage Officer	9,500	7,125	2,375	F	
1,650	1,648	2	F	Goar Knap - Building	1,650	2,279	(629)	A	
8,900	8,900	0		Holiday Playscheme contribution	9,080	9,080	0		
0	0	0		Improvements at Yeovil Recreation Centre	5,000	5,000	0	F	
24,000	14,368	9,632	F	Labour	26,000	4,140	21,860	F	No Facilities Officer for 6 months. Facilities Officer appointed in November 2020.
350	335	15	F	Leases	350	335	15	F	
1,800	739	1,061	F	Materials and equipment	1,800	1,161	639	F	
<b>Open spaces:</b>									
400	0	400	F	Lights for Milford Park	400	0	400	F	
133,480	133,480	0		Open Spaces	133,480	133,480	0		
12,190	12,190	0		Play and Landscape Officers	12,440	12,440	0		
11,950	14,500	(2,550)	A	Play Area Repairs/Enhancements	12,190	12,190	0		
2,550	11,950	(9,400)	A	Play Area Upgrade	2,660	2,660	0		
0	0	0		Playpark Programme	10,000	10,000	0		
800	2,241	(1,441)	A	Door Step Green	800	618	183	F	
32,700	32,700	0		Country Park	32,700	32,700	0		
2,100	2,116	(16)	A	Yew Tree Park - Gate Opening	2,150	1,658	492	F	Parks closed in accordance with guidelines
200	111	89	F	Protective Clothing	200	154	46	A	
0	0	0		Restoration of Sidney Gardens Fountain	12,600	12,600	0		
1,300	971	329	F	Vehicle	1,300	1,089	211	F	
1,000	2,418	(1,418)	A	Water charges	1,000	2,848	(1,848)	A	Recharged to recoup costs
2,200	0	2,200	F	Water Mains Refurbishment/Repairs	2,200	1,098	1,102	F	Underspend to be put into reserve
<b>259,920</b>	<b>254,867</b>	<b>5,053</b>		<b>Total Expenditure</b>	<b>287,750</b>	<b>269,820</b>	<b>17,930</b>		
<b>INCOME</b>									
(150)	(183)	33	F	Taps & keys	(150)	(57)	(94)	A	
0	0	0		Access & Easements	0	0	0		
(17,000)	(17,324)	324	F	Rent	(17,800)	(17,724)	(76)	A	
(2,090)	(1,566)	(524)	A	Lease	(2,090)	(2,088)	(2)	A	
(1,000)	(2,002)	1,002	F	Water Charge	(1,000)	(2,623)	1,623	F	Recharged to recoup costs
<b>(20,240)</b>	<b>(21,075)</b>	<b>835</b>		<b>Total Income</b>	<b>(21,040)</b>	<b>(22,491)</b>	<b>1,451</b>		
<b>239,680</b>	<b>233,792</b>	<b>5,888</b>		<b>Net Expenditure</b>	<b>266,710</b>	<b>247,328</b>	<b>19,382</b>		

## Promotions and Activities

2019/20				2020/21					
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £		Carry Forward £	Notes
<b>EXPENDITURE</b>									
23,500	25,008	(1,508)	A	23,500	23,814	(314)	A		
30	0	30	F	30	0	30	F		
16,500	14,225	2,275	F	16,500	17,372	(872)	A		
500	0	500	F	500	0	500	F		Christmas light switch on event cancelled, nor requirement for lights to be turned on in timely fashion.
650	220	430	F	650	0	650	F		Underspend to be put into reserve
1,000	0	1,000	F	1,000	0	1,000	F		
0	616	(616)	A	35,000	2,950	32,050	F	32,050	Remaining budget to be carried forward to 21/22 for a "Music in the Park" event
5,500	6,862	(1,362)	A	6,000	8,038	(2,038)	A		Additional money committed to extended Town Criers Event and Veterans concert
1,030	(250)	1,280	F	1,030	35	995	F		No Town Crier events due to COVID-19
500	0	500	F	550	0	550	F		Underspend to be put into reserve
24,800	24,800	0		24,800	24,800	0			
16,440	16,440	0		16,440	16,440	0			
1,550	82	1,468	F	1,550	0	1,550	F		Cancelled due to COVID-19
<b>92,000</b>	<b>88,003</b>	<b>3,997</b>		<b>127,550</b>	<b>93,448</b>	<b>34,102</b>		<b>32,050</b>	
<b>INCOME</b>									
0	0	0		0	0	0		0	
0	(4,536)	4,536	F	0	0	0		0	
0	<b>(4,536)</b>	<b>4,536</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
<b>92,000</b>	<b>83,467</b>	<b>8,533</b>		<b>127,550</b>	<b>93,448</b>	<b>34,102</b>		<b>32,050</b>	

## Policy, Resources & Finance Committee

2019/20			2020/21					
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Carry Forward £	Notes
<b>EXPENDITURE</b>								
500	195	305	F	500	240	260	F	
3,400	3,306	94	F	3,400	3,039	361	F	
240	0	240	F	240	45	195	F	
46,310	6,020	40,290	F	51,849	32,935	18,914	F	Material items: Civil Injunction Project £7,500 (remaining £2,500 from Community Safety budget); Hand sanitiser stations £558; SID and data collection device £3,950; Remembrance Sunday Video £1,000; Website (50% deposit) £2,925; Contribution to IT Equipment (£14,000)
5,000	276	4,724	F	1,500	0	1,500	F	Underspend to be put into reserve
28,000	25,051	2,949	F	28,560	24,305	4,255	F	One councillor does not take an allowance and 2 councillors co-opted so not entitled to allowance
6,500	4,772	1,728	F	6,500	1,611	4,889	F	
9,000	0	9,000	F	0	0	0		
700	292	408	F	700	292	408	F	
4,000	5,105	(1,105)	A	4,000	10,095	(6,095)	A	New alarm fob system at Town House £718; Chamber chairs £1,200; 75" UHD TV and Laptop £2,600; Imptove CCTV Syst £1,700
7,000	4,152	2,848	F	7,000	4,705	2,295	F	2,200 Good
5,000	9,995	(4,995)	A	5,000	0	5,000	F	2020/21 paid in 2019/20
8,380	3,096	5,284	F	10,000	864	9,136	F	Drawdown reduced due to reduction in Mayoral engagements due to COVID-19
0	569	(569)	A	0	469	(469)	A	
10,300	5,000	5,300	F	10,300	7,000	3,300	F	6,000 Contribution to IT Equipment (£7,000). C/F An estimate of £2,000 per bench to commemorate NHS; VE day and VJ day.
0	15,911	(15,911)	A	0	0	0		
9,100	7,880	1,220	F	0	0	0		
9,000	10,699	(1,699)	A	11,000	10,859	141	F	
4,000	2,021	1,979	F	3,000	1,241	1,759	F	Moving to paperless office, agendas sent out electronically where possible
6,000	6,660	(660)	A	6,000	8,629	(2,629)	A	
15,350	15,352	(2)	A	30,000	0	30,000	F	Provision made should council wish to borrow for any projects
2,000	909	1,091	F	2,000	0	2,000	F	Underspend to be put into reserve
221,000	240,531	(19,531)	A	250,000	256,575	(6,575)	A	
500	354	146	F	500	21	479	F	
1,000	1,000	0	F	1,000	0	1,000	F	No Summer School due to COVID-19
3,000	2,027	973	F	3,000	624	2,376	F	
2,500	1,888	612	F	2,500	2,289	211	F	
0	0	0		0	0	0		
27,200	27,165	35	F	27,200	27,436	(236)	A	
2,000	1,938	62	F	2,000	0	2,000	F	Youth Council activities ceased due to COVID-19
28,000	24,778	3,222	F	29,580	23,370	6,210	F	Reduced hall hire due to COVID-19
<b>464,980</b>	<b>426,942</b>	<b>38,038</b>		<b>497,329</b>	<b>416,644</b>	<b>80,685</b>	<b>8,200</b>	
<b>INCOME</b>								
(1,950)	0	(1,950)	A	0	0	0		
(1,200)	0	(1,200)	A	0	0	0		
(2,000)	(7,203)	5,203	F	(4,000)	(1,144)	(2,856)	A	
0	0	0		0	(1,950)	1,950	F	Not guaranteed income. Will be transferred to CIL reserve as if not used within 5 years will have to be repaid to South Somerset District Council.
0	0	0		0	(30)	30		
(1,250)	(1,224)	(26)	A	(1,250)	(1,224)	(26)	A	
(3,000)	(1,100)	(1,900)	A	(3,000)	(1,100)	(1,900)	A	
<b>(9,400)</b>	<b>(9,527)</b>	<b>127</b>		<b>(8,250)</b>	<b>(5,448)</b>	<b>(2,802)</b>	<b>-</b>	
<b>455,580</b>	<b>417,414</b>	<b>38,166</b>		<b>489,079</b>	<b>411,196</b>	<b>77,883</b>	<b>8,200</b>	
<b>Net Expenditure</b>				<b>489,079</b>	<b>411,196</b>	<b>77,883</b>	<b>8,200</b>	

# **YEOVIL TOWN COUNCIL**



**Statement of Accounts for  
the year ended  
31 March 2021**



## **YEOVIL TOWN COUNCIL – 2020/21**

David Recardo –Mayor of Yeovil Town

Helen Stonier – Deputy Mayor of Yeovil Town

Philip Chandler (until 4<sup>th</sup> July 2020)

Olivia Darling-Smith (from 4<sup>th</sup> August 2020)

Jade Dash

Amy Grieves (until 16<sup>th</sup> May 2020)

Nigel Gage

Karl Gill

Peter Gubbins

David Gubbins

Gordon Hunting

Kaysar Hussain

Andrew Kendall

Terry Ledlie

Mike Lock

Pauline Lock

Tony Lock

Jane Lowery

Sarah Lowery

Graham Oakes

Evie Potts-Jones

Wes Read

Ashley Richards (from 1<sup>st</sup> September 2020)

Andy Soughton

Roy Spinner

Rob Stickland

## **Explanatory Foreword**

These accounts explain the calculation of the figures used in the completion of Section 1 – Accounting Statements of the Annual Return, which local councils in England whose annual turnover is below the new £6.5 million threshold are required to submit for approval to the External Auditor following their approval by the Town Council – in accordance with the Accounts and Audit Regulations 2015.

The document consists of:

- The Recital of Responsibilities for the Statement of Accounts – setting out the Council's and the Finance Officer's responsibilities for financial matters relating to the Council – including the preparation of the Statement of Accounts.
- Statement on the System of Internal Financial Control – outlining the arrangements that the Council has made for an effective system of internal financial control to be maintained and operated.
- The Consolidated Revenue Account – showing the income and expenditure for the financial year 2020/21 on all the services for which the Council is responsible, and how the cost has been financed.
- The Consolidated Balance Sheet – setting out the financial position of the Council as at 31 March 2021 with regard to its assets and liabilities.

### **Further Information**

Further information about the accounts is available from the Council Offices, Town House, 19 Union Street, Yeovil, BA20 1PQ. This is part of the Council's policy of providing full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the Town Council's official public noticeboard.

## Responsibilities for the Statement of Accounts

### The Council's Responsibilities

The Council is required:-

- To make arrangements for the proper administration of its financial affairs;
- To appoint one of its officers as Responsible Finance Officer to administer those affairs. (In the case of Yeovil Town Council that Officer is the Town Clerk, although she delegates day-to-day responsibility to the Finance Officer);
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard assets.

### The Finance Officer's Responsibilities

The Finance Officer is responsible for the preparation of the Council's statement of accounts which, according to "Governance and Accountability for Smaller Authorities in England" – the updated Practitioner's Guide issued in March 2021, to present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31 March 2021.

In preparing this statement of account, the Finance Officer must have:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent; and
- Complied with the Code.

The Finance Officer must also have:

- Kept proper accounting records which were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

### Responsible Finance Officer's Certificate

I hereby certify that the statement of accounts for the year ended 31 March 2021, which have been produced as supporting evidence for the preparation of the Accounting Statements of the Annual Return in accordance with the Accounts and Audit (England) Regulations 2015 are set out on the following pages.

Signed

Dated:

**Amanda Card** – CPFA, PSLCC, BA(Hons), BSc (Open)  
**Responsible Finance Officer**

## Statement on the System of Internal Financial Control

This statement is given in respect of the statement of accounts for Yeovil Town Council. I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.

The system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Officers within the Council undertake development and maintenance of the system. In particular, the system includes:

- Comprehensive budgeting systems;
- Regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts;
- Setting targets to measure financial and other performance;
- The preparation of regular financial reports that indicate actual expenditure against the forecasts.

Rosie Darkin-Miller LLB (Hons) FCA – an independent qualified accountant specialising in the field of providing internal audit services to town and parish councils - has been appointed to carry out the function of internal audit. She assesses the effectiveness of management and financial control systems covering virtually all aspects of the Authority's work and her findings are reported to the Policy, Resources and Finance Committee.

My review of the effectiveness of the system of internal financial control is informed by:

- My professional opinion as a member of the Chartered Institution of Public Finance and Accountancy (CIPFA)
- The work of officers with the Council;
- The work of the internal auditor as described above; and
- The external auditors in their annual audit letter and other reports.

Signed:

Dated:

**Amanda Card** – CPFA, PSLCC, BA(Hons), BSc (Open)  
**Responsible Finance Officer**

# Yeovil Town Council

## Revenue Account for the year ended 31 March 2021

Item	2020/21		2019/20	
	Gross Expenditure (£)	Income (£)	Net Expenditure (£)	Net Expenditure (£)
Grants (Non-Section 137 Expenditure)	4,705	0	4,705	4,152
Salaries	256,575	(1,100)	255,475	239,431
General	155,363	(3,204)	152,159	165,683
Grounds and General Maintenance	269,819	(22,491)	247,328	233,791
Buildings and Civic Matters	188,427	(7,985)	180,442	126,317
Promotions and Activities	93,448	0	93,448	83,467
Cemetery	63,760	0	63,760	61,008
Loan Repayment	0	0	0	15,133
<b>Net Cost of Services</b>	<b>1,032,097</b>	<b>(34,780)</b>	<b>997,317</b>	<b>928,982</b>
Interest Payable			0	219
Interest Receivable			(1,144)	(7,203)
<b>NET OPERATING EXPENDITURE</b>			<b>996,173</b>	<b>921,998</b>
<b>AMOUNT TO BE MET FROM PRECEPT/GRANT/BALANCES</b>			<b>996,173</b>	<b>921,998</b>
Precept			<b><u>1,152,589</u></b>	<b><u>1,033,517</u></b>
<b>(SURPLUS)/DEFICIT</b>			<b>(156,416)</b>	<b>(111,519)</b>
<b>GENERAL FUND BALANCE</b>				
Balance at 1 April			856,793	745,274
Surplus/(Deficit) for the year			<u>156,416</u>	<u>111,519</u>
<b>Balance at 31 March</b>			<b>1,013,209</b>	<b>856,793</b>
<b>CAPITAL FUND BALANCE</b>				
Balance at 1 April			984	984
Plus: Receipts in the year			0	0
Plus: Revenue Contribution to Capital			0	0
Less: Expenditure in the year			<u>0</u>	<u>0</u>
<b>Balance at 31 March</b>			<b>984</b>	<b>984</b>

# Yeovil Town Council

## Balance Sheet as at 31 March 2021

	31 March 2021 (£)	31 March 2020 (£)
<b>FIXED ASSETS</b>		
Land and Buildings	1,017,905	1,017,905
Vehicles, Plant and Equipment	510,304	510,304
Community Assets	<u>84,070</u>	<u>84,070</u>
<b>Total Long Term Assets</b>	<b>1,612,279</b>	<b>1,612,279</b>
<b>CURRENT ASSETS</b>		
Nationwide Treasury Reserve	508,874	508,227
Bank of Scotland Treasury Reserve	350,066	349,838
CCLA	25,000	25,000
Balances at Bank and in Hand	316,056	126,730
Debtors	<u>20,727</u>	<u>23,663</u>
<b>Total Current Assets</b>	<b><u>1,220,723</u></b>	<b><u>1,033,458</u></b>
<b>Total Assets</b>	<b>2,833,002</b>	<b>2,645,736</b>
<b>CURRENT LIABILITIES</b>		
Creditors	<u>(148,652)</u>	<u>(117,804)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>2,684,350</b>	<b>2,527,933</b>
Deferred Creditors: Long Term Borrowing	<u>0</u>	<u>0</u>
<b>TOTAL ASSETS LESS LIABILITIES</b>	<b>2,684,350</b>	<b>2,527,933</b>
<b>Represented by</b>		
Fixed Asset Restatement Reserve	1,472,092	1,472,092
Capital Financing Reserve	198,065	198,065
Major Projects Reserve	984	984
General Reserve	<u>1,013,207</u>	<u>856,792</u>
<b>TOTAL EQUITY</b>	<b>2,684,350</b>	<b>2,527,933</b>

These accounts were approved by the Policy, Resources and Finance Committee at the meeting held on 26<sup>th</sup> May 2021.

**Signed:**

**Date:**

**Cllr Graham Oakes, Chair of Policy, Resources and Finance Committee**

Yeovil Town Council owns 90% of Yeovil Cemetery and as such must show its proportionate share of revenue.

### Consolidated Revenue Account for the year ended 31 March 2021

Item	2020/21		2019/20	
	Gross Expenditure (£)	Income (£)	Net Expenditure (£)	Net Expenditure (£)
Grants (Non-Section 137 Expenditure)	4,705	0	4,705	4,152
Salaries	256,575	(1,100)	255,475	239,431
General	155,367	(3,204)	152,163	165,683
Grounds and General Maintenance	269,819	(22,491)	247,328	233,791
Buildings and Civic Matters	188,427	(7,985)	180,442	126,317
Promotions and Activities	93,448	0	93,448	83,467
Cemetery	100,547	(48,879)	51,668	44,466
Loan Repayment	0	0	0	15,133
<b>Net Cost of Services</b>	<b>1,068,884</b>	<b>(83,659)</b>	<b>985,229</b>	<b>912,440</b>
Interest Payable			0	219
Interest Receivable			(1,144)	(7,203)
<b>NET OPERATING EXPENDITURE</b>			<b>984,085</b>	<b>905,456</b>
<b>AMOUNT TO BE MET FROM PRECEPT/GRANT/BALANCES</b>			<b>984,085</b>	<b>905,456</b>
Precept			1,152,589	1,033,517
Council Tax Support Grant			0	0
<b>(SURPLUS)/DEFICIT</b>			<b>(168,504)</b>	<b>(128,061)</b>
<b>GENERAL FUND BALANCE</b>				
Balance at 1 April			1,005,042	876,981
Surplus/(Deficit) for the year			168,504	128,061
<b>Balance at 31 March</b>			<b>1,173,546</b>	<b>1,005,042</b>
<b>CAPITAL FUND BALANCE</b>				
Balance at 1 April			984	984
Plus: Receipts in the year			0	0
Plus: Revenue Contribution to Capital			0	0
Less: Expenditure in the year			0	0
			<b>984</b>	<b>984</b>

## Yeovil Town Council

Yeovil Town Council owns 90% of Yeovil Cemetery and as such must show its proportionate share of ownership.

### Balance Sheet as at 31 March 2021

	31 March 2021 (£)	31 March 2020 (£)
<b>FIXED ASSETS</b>		
Land and Buildings	993,263	993,263
Vehicles, Plant and Equipment	510,304	510,304
Community Assets	<u>84,070</u>	<u>84,070</u>
<b>Total Long Term Assets</b>	<b>1,587,637</b>	<b>1,587,637</b>
<b>CURRENT ASSETS</b>		
Nationwide Treasury Reserve	508,874	508,227
Bank of Scotland Treasury Reserve	350,066	349,838
CCLA	25,000	25,000
Balances at Bank and in Hand	316,056	126,730
Debtors	<u>182,840</u>	<u>175,603</u>
<b>Total Current Assets</b>	<b><u>1,382,836</u></b>	<b><u>1,185,398</u></b>
<b>Total Assets</b>	<b>2,970,473</b>	<b>2,773,035</b>
<b>CURRENT LIABILITIES</b>		
Creditors	<u>(150,428)</u>	<u>(121,497)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>2,820,045</b>	<b>2,651,538</b>
Deferred Creditors: Long Term Borrowing	<u>0</u>	<u>0</u>
<b>TOTAL ASSETS LESS LIABILITIES</b>	<b>2,820,045</b>	<b>2,651,538</b>
<b>Represented by</b>		
Fixed Asset Restatement Reserve	1,447,450	1,447,450
Capital Financing Reserve	198,065	198,065
Major Projects Reserve	984	984
General Reserve	<u>1,173,546</u>	<u>1,005,039</u>
<b>TOTAL EQUITY</b>	<b>2,820,045</b>	<b>2,651,538</b>



## **Background**

Section 3 of the Local Audit and Accountability Act that all expenditure should be subject to public scrutiny and adequate accounting records should be maintained. This includes being transparent about how the Mayor's Allowance is spent. As such:

- “the Mayor should maintain a record of all expenditure incidental to the Mayor carrying out his duties; and
- that a summary of the Mayor's expenditure is produced and reported back to this Committee at the end of the municipal year.”

## **Compliance**

The Mayor maintains an electronic records of all expenditure by way of an excel spreadsheet.

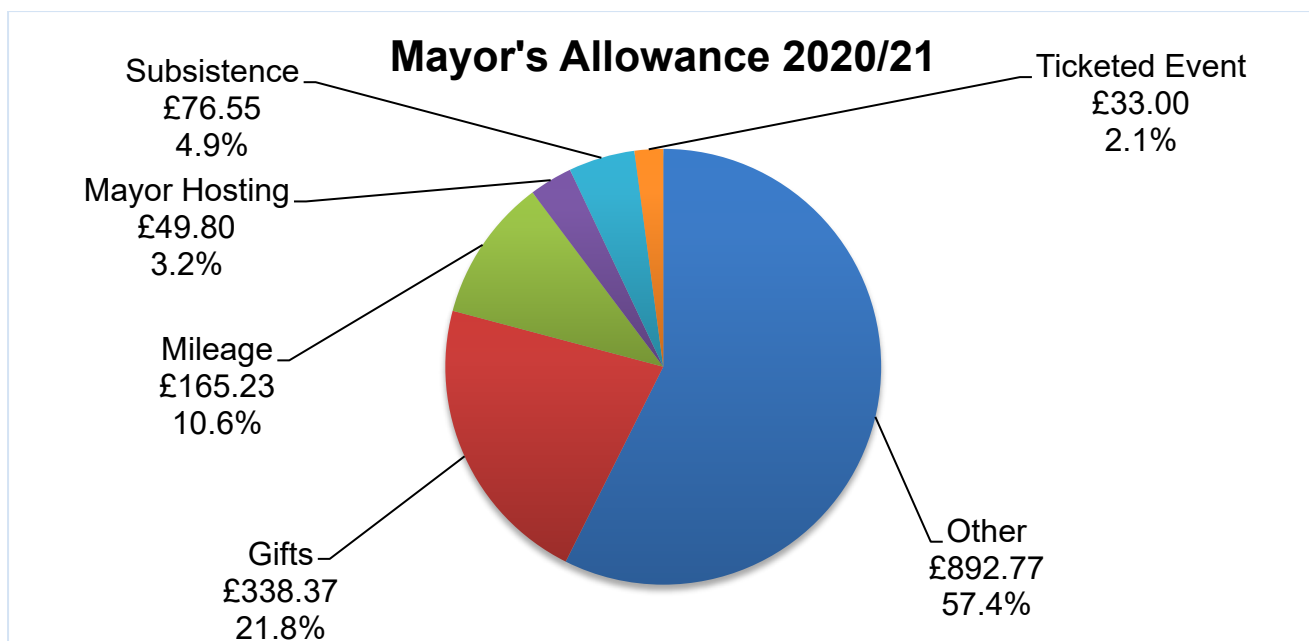
## **Summary of Expenditure for 2020/21**

The pie chart overleaf shows an analysis of the expenditure of the Mayor's Allowance.

Please note that the Mayor only took £864.15 of Mayoral Allowance due to COVID-19. (the budget was £10,000 for 2020/21) and carried over a surplus of £691.57 from 2019/20 (as approved by this Committee). The Mayor spent £1,555.72 for 2020/21

At this Committee's meeting held on Tuesday 27<sup>th</sup> June 2017, the categories were agreed.

***Please note it is not the responsibility of the Town Clerk to categorise and record the expenditure – it is that of the Mayor.***



\* Significant Expenditure within the Other Category included two match sponsorships at Yeovil Town Football Club and the printing of the Mayor's Christmas cards.

### **Auction Lot Refund**

At the ball in 2019, one of the auction lots included a trip to Italy including a visit to a vineyard. COVID-19 has prevented the winner from being able to take the trip. The outgoing Mayor has made significant efforts to resolve the situation, but due to COVID-19 restrictions being extended the winner has asked for a refund (minus a sizeable donation to the charity). Unfortunately, the money from this auction has been paid over to the charity at the end of the Mayoral year 2019/20 in line with usual practice. This report is asking that the refund be given from the underspend of the Mayoral Allowance. The outgoing Mayor will be able to give more information at the meeting if required.

***If Members have any questions relating to this report, please contact Amanda Card, Town Clerk prior to the meeting.***

The Committee is **RECOMMENDED**:

- (1) to note the report; and
- (2) to agree to refund the winner of the auction lot of a trip to Italy (sold at the Mayor's Ball in 2019) ; and that it be funded from the underspend of the Mayoral Allowance.

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

## **10/203      COMMUNITY INFRASTRUCTURE LEVY 2020/21**

### **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 m<sup>2</sup> for residential development and £100 per m<sup>2</sup> 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). If it chooses to do so, SSDC 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 SSDC'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 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 SSDC.

## **Reporting**

The attached spreadsheet will be kept in accordance to the Regulations. To date, Yeovil Town Council has received £2,598.12. Yeovil Town Council received £1,950 in 2020/21.

The Committee is **RECOMMENDED**:

- (1) to note the report; and
- (2) approve the attached spreadsheet for 20/21 for purposes of publication and reporting to the Section 151 Officer at SSDC, in accordance with Regulation 62A of the CIL Regulations.

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

## Community Infrastructure Levy Earmarked Reserve for year ended 31<sup>st</sup> March 2021

Summary of Receipt					Summary of Expenditure			
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	21/03/2019	21/03/2024				
17/01316/FUL	88 Southville, YEOVIL, BA21 4JF. The erection of a new dwelling with associated car parking.	420.12	21/03/2019	21/03/2024				
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	20/04/2020	20/04/2025				
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	22/10/2020	22/10/2025				
<b>Totals</b>		<b>2,598.12</b>			-			-

This report is a requirement of Standing Orders, paragraph 4d(xiv) 'Urgent Business', and is for information only.

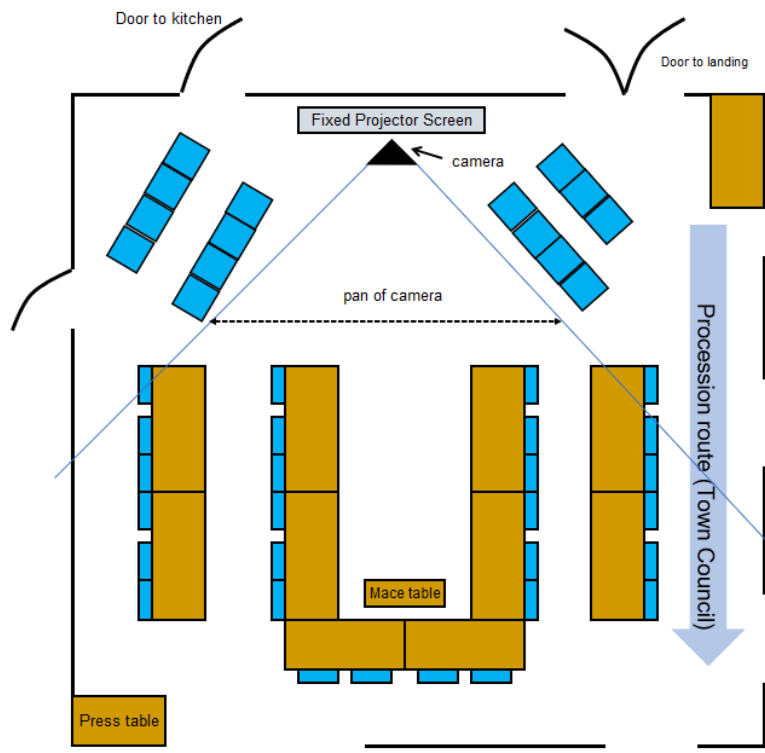
[COVID-19: Guidance for the safe use of council buildings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-council-buildings)

infers that hybrid meetings will be necessary to satisfy the need to meet face-to-face in a safe manner and also the requirement to allow public access to the meeting. The hybrid meeting will consist of only those who are absolutely necessary be physically present, whilst members of the public and those who not absolutely necessary to be physically present. This can be by way of virtual meeting using the current zoom meeting. However, the purchase of a high spec system consisting of a web cam, audio and microphone would be required.

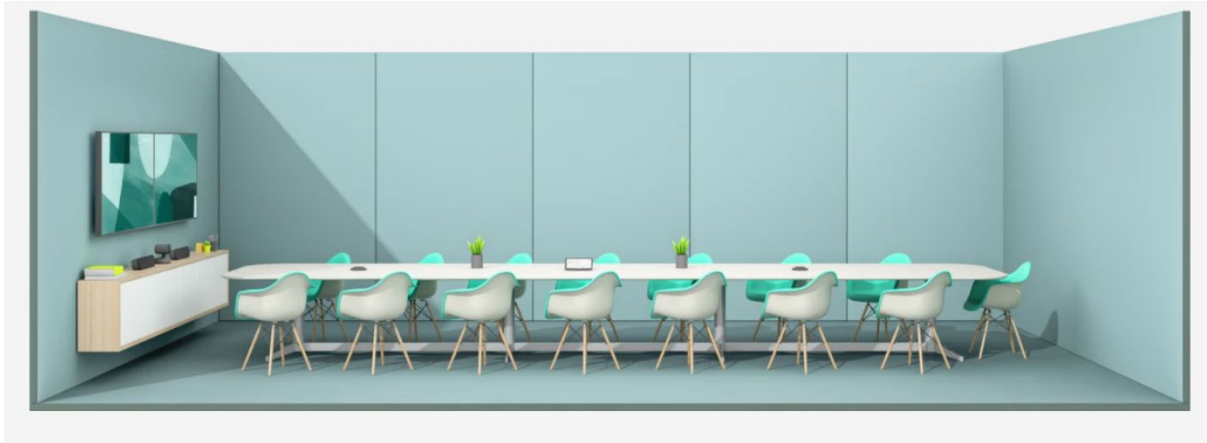
### High Spec System

Taurus Clearer Communication Ltd have been approached and they have suggested that Logitech Rally System Plus with an addition audio bar and extension microphones would be an appropriate solution which will work with the 70 inch monitor attached to the wall.

The camera pans 90 degrees as shown on the diagram below.



The equipment has now been installed and is in use.



In accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business', it was agreed to purchase the above equipment.

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

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

## **10/205 ATTENDANCE AT TOWN COUNCIL MEETINGS**

Members will be aware that the Council must continue to:

The Council must continue to:

- Adherence to guidance [COVID-19: Guidance for the safe use of council buildings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-council-buildings);
- Act legal responsibility to protect officers, elected members and other from risk to their Health and Safety, including from the risks of COVID-19; and
- Ensure that members of the public have access to public meetings.

Members have been informed that the Council Chamber can accommodate 20 people safely at any one time whilst this guidance remains in place. After allowing for 2 officers to be present, this means that only 18 of the 24 Councillors can attend Town Council meetings. The remaining 6 should join the meeting virtually. Members in face-to-face attendance can vote on matters whilst those attending virtually can not (although this does not preclude virtual attendees from commenting on matters). The Town Clerk will monitor guidance and inform Council when circumstances change.

Due to the unprecedented situation, Standing Orders do not cater specifically to this circumstance. It is **suggested** that the same basis for determining appointment of Councillors to Committees be adopted. In the spirit of Standing Order 4 (d) (xi), those in face-to-face attendance should reflect the political balance of the Council.

This would equate to the following:

- Mayor
- Deputy Mayor
- Liberal Democratic Representatives – 13
- Labour Representative – 1
- Conservative Representative – 1
- Independent - 1

Please note that this merely a suggestion. Members may have alternative suggestions.

The Committee is **RECOMMENDED**:

- (1) to note the report;
- (2) agree how future attendance should be addressed (for this period of restrictions);  
and
- (3) should the suggested method be adopted, that each political party inform the Town Clerk as soon as possible, who should be expected in person at the future meetings of Town Council (during this period of restriction);

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



**10/206      FORWARD PLAN**

<b>Date</b>	<b>Item</b>
Policy, Resources & Finance 27 <sup>th</sup> July 2021	<ul style="list-style-type: none"> <li>• Financial Statements April/May 2021</li> <li>• Capital and Revenue Reserves 31<sup>st</sup> May 2021</li> <li>• Bank Reconciliation 31<sup>st</sup> May 2021</li> <li>• Applications for Grant Aid</li> </ul>
Policy, Resources & Finance 29 <sup>th</sup> September 2021	<ul style="list-style-type: none"> <li>• Financial Statements June/July 2021</li> <li>• Capital and Revenue Reserves 31<sup>st</sup> July 2021</li> <li>• Bank Reconciliation 31<sup>st</sup> July 2021</li> <li>• Applications for Grant Aid</li> </ul>
Policy, Resources & Finance 24 <sup>th</sup> November 2021	<ul style="list-style-type: none"> <li>• Financial Statements August/September 2021</li> <li>• Capital and Revenue Reserves 30<sup>th</sup> September 2021</li> <li>• Bank Reconciliation 30<sup>th</sup> September 2021</li> <li>• Applications for Grant Aid</li> <li>• Draft Budgets 2022/23</li> <li>• Allotment Rents from 1<sup>st</sup> January 2023</li> <li>• Community Hall Charges 2022/23</li> </ul>
Policy, Resources & Finance 26 <sup>th</sup> January 2022	<ul style="list-style-type: none"> <li>• Financial Statements October/November 2021</li> <li>• Capital and Revenue Reserves 30<sup>th</sup> November 2021</li> <li>• Bank Reconciliation 30<sup>th</sup> November 2021</li> <li>• Applications for Grant Aid</li> <li>• Risk Management Strategy and Risk Register</li> <li>• Budgets 2022/23</li> </ul>
Policy, Resources & Finance 30 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Financial Statements December 2021/January 2022</li> <li>• Capital and Revenue Reserves 31<sup>st</sup> January 2022</li> <li>• Bank Reconciliation 31<sup>st</sup> January 2022</li> <li>• Applications for Grant Aid</li> </ul>