



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Tuesday 28th March 2023

7:00pm

Hybrid Meeting:

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

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

Amanda Card, Town Clerk
22nd March 2023

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey	Evie Potts-Jones (<i>Ex-officio</i>)
Nigel Gage	Jeny Snell
Karl Gill	Andy Soughton
Emma-Jayne Hopkins	Royston Spinner
Andy Kendall (<i>Ex-officio</i>)	Rob Stickland (<i>Vice Chairman</i>)
Sarah Lowery	Vacancy
Graham Oakes (<i>Chairman</i>)	

Public Comments at meetings

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

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 28th March 2023. Instructions will be sent to you to view the meeting.

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

Any member of the public wishing to record or film proceedings must let the 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. 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 11/084, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

11/069 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/070 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

11/071 MINUTES

To approve as a correct record the Minutes of the meeting held on 22nd November 2022.

11/072 GRANTS

Applications received from (circulated separately):

- 1032 (Yeovil) Squadron Royal Air Force Air Cadets (£500)

11/073 CORRESPONDENCE

Members to consider the correspondence from Westfield Community Association regarding funding for Coronation (Avenue) Street Party as attached at page 3.

11/074 BALANCE SHEET

Members to approve the Balance Sheet as at 28th February 2023 at page 4.

11/075 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 28th February 2023 at page 5.

11/076 FINANCIAL STATEMENT – OCTOBER 2022 / NOVEMBER 2022 / DECEMBER 22 / JANUARY 2023

Members to approve the Financial Statement for the months of October 2022; November 2022; December 2022 and January 2023 as attached at pages 6 to 46.

11/077 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 28TH FEBRUARY 2023 (MONTH 1 – 11)

Members to consider the report of the Town Clerk attached at pages 47 to 53.

11/078 RISK STRATEGY AND RISK ASSESSMENT 2023/24

To approve the Risk Strategy and carry out a risk assessment to ensure that appropriate arrangements are in place to mitigate the risks as far as possible as attached at pages 54 to 63. The Committee is asked to recommend the adoption of the Risk Strategy and assessment to Town Council. *Account & Audit Regulations 2015 s3*

11/079 FINANCIAL REGULATIONS REVIEW

Members to review the Financial Regulations and to recommend them to Town Council for adoption, as attached at pages 64 to 78.

11/080 CIVILITY AND RESPECT

Members to consider the report of the Town Clerk regarding training for all members in some E-Learning modules, attached at pages 79 to 87.

11/081 CLIMATE CONTROL ACTION PLAN

Members to note the progress made on the Carbon Control Action Plan as attached at pages 88 to 90.

11/082 FORWARD PLAN

The Forward Plan (attached at page 91) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee. Timings given are indicative and occasionally may be rescheduled or new items added.

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

Public Comment (15 Minutes)

11/083 EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the *next item* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/084 INSURANCE - REGALIA

Members to consider the report of the Town Clerk attached at pages 92 to 93.

The Westfield Community Association,
Yeovil



The Town Clerk,
Yeovil Town Council

Please forward to members of the Policy & Resources Committee

Dear Members of the Policy and Resources Committee,

Coronation (Avenue) Street Party – May 8th - Westfield Community Association

I am writing on behalf of the Trustees of the Westfield Community Association, to request Yeovil Town Council's help for this event to celebrate the King's Coronation.

WHERE MORE SUITABLE THAN ON CORONATION AVENUE?!

I understand that the Town Council is not itself putting on an event on the Coronation Bank Holiday in order to encourage community groups such as ours to bring forward their own celebrations.

The Westfield Community Association (WCA) is an incorporated charity for the well-being of the residents of the Westfield area. It has achieved a great deal in recent years, assisting St Peter's Church with the construction of the invaluable St Peter's Community Centre, and now the creation of the hugely successful Westfield Community Garden on a site in the centre of Westfield that has lain derelict for decades. Yeovil Town Council has provided considerable valuable support to St Peter's for the Community Centre and youth provision, but not in recent years to the WCA.

We would be happy to send a copy of our Constitution and recent accounts.

The Coronation (Avenue) Street Party is planned to contain the following ingredients (with budgetary costs against each)

- Grand opening by the Mayor (resident of Westfield) (subject to her availability) (£0)
- Road closure of Coronation Avenue at the location of St Peter's Community Centre and the Westfield Community Garden (if feasible in the timescale, otherwise lollipop persons at either end for safety) (£0)
- Bunting on houses and shopfronts (£0)
- Street musicians outside the Community Centre, and in the Community Garden (£760)
- Fish and Chip Specials from 'Polat's Plaice' (self-funding £0)
- Street entertainers such as stilts and jugglers (£500)
- Punch and Judy in the Community Garden (£650)
- Tea and coffee in St Peter's Community Centre (£0)
- Food and beverage vans (self-funding - £0)
- Organised street games (£0)
- Publicity – flyers, posters, social media (£75)

The total estimated cost of the event is therefore £1,985. The WCA will contribute matched funding of 25 hours of volunteer time (value approximately £500) and £350 cash, and we would therefore respectively request financial support of £1,635 from Yeovil Town Council.

Our gratitude for this would be expressed by the prominent inclusion of the Town Council's generosity on all publicity materials and (subject to editorial control) in all written and social media coverage, which we hope will be considerable.

We hope you will give this serious consideration and look forward to hearing from the Town Clerk in due course.

Yours sincerely,

John Clark
Trustee, on behalf of the Westfield Community Association
Charitable Incorporated Organisation, registered number 1195615
jec39@btinternet.com
01963 34196

Date: 20/03/2023
Time: 16:29:43

Yeovil Town Council
Balance Sheet

Page: 1

From: Month 1, April 2022
To: Month 11, February 2023

Chart of Accounts:

Consolidated

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	1,017,905.00	
Vehicle & Plant	0.00	510,304.49	
Community Assets	0.00	84,069.57	
		0.00	1,612,279.06
Current Assets			
Debtors	111.70	3,564.22	
Nat West Current	555,310.97	1,216,573.70	
Nat West Treasury Account	0.00	25,000.00	
Bank of Scotland	(350,101.19)	0.00	
Nationwide Treasury Account	5,950.19	515,165.84	
VAT Account	(97,034.37)	(81,911.67)	
Petty Cash	0.00	250.00	
		114,237.30	1,678,642.09
Current Liabilities			
Creditors	90,167.87	138,658.25	
Creditors B/Fwd	(215,420.04)	49,942.68	
PAYE/NI	(96,235.96)	(96,235.96)	
		(221,488.13)	92,364.97
Current Assets less Current Liabilities:		335,725.43	1,586,277.12
Total Assets less Current Liabilities:		335,725.43	3,198,556.18
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		335,725.43	3,198,556.18
Capital & Reserves			
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51	
Capital Financing Reserve B/Fwd	0.00	198,064.06	
Major Projects Reserve B/Fwd	0.00	984.49	
General Reserve B/Fwd	0.00	1,191,690.69	
P & L Account	335,725.43	335,725.43	
		335,725.43	3,198,556.18

11/075 BANK RECONCILIATION

BANK RECONCILIATION - 28 FEBRUARY 2023			
Authority name and reference	Yeovil Town Council		
Prepared by:		Date:	
Name Neil Gage	Neil Gage		20/03/23
Role Finance Officer	Finance Officer		
Approved by:		Date:	
Name Amanda Card	Amanda Card		20/03/23
Role Town Clerk/RFO	Town Clerk/RFO		
Balance per bank statements as at 28 February 2023:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 28 February 2023:		1,771,389.54	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	1,229,473.70		
Nationwide Treasury A/C	515,165.84		
CCLA Investment Management	25,000.00		
Petty Cash	250.00		
Less: any un-presented cheques at 28 February 2023: (normally only current account. List date, cheque number and value)			
24/02/23 014612	14,400.00		(14,400.00)
TOTAL – NET BANK BALANCES 28 FEBRUARY 2023		1,756,989.54	

Yeovil Town Council

Policy, Resources & Finance January Actual V Budget

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	230,926.00	230,926.00	230,926.00	0.00	0.00
Bank Interest	500.00	10,226.24	416.70	9,809.54	-9,726.24
Ski Centre	1,250.00	1,020.00	1,041.70	-21.70	230.00
Mayor's Ball	0.00	10,248.67	0.00	10,248.67	-10,248.67
Mayor's Charity Events	0.00	7,496.09	0.00	7,496.09	-7,496.09
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	267,500.00	267,500.00	267,500.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	833.30	-833.30	1,000.00
	508,176.00	534,417.00	507,717.70	26,699.30	-26,241.00
Expenditure					
Advertising	500.00	285.00	416.70	-131.70	215.00
Audit Fees	3,610.00	2,949.85	3,008.30	-58.45	660.15
Bank Charges	0.00	364.90	0.00	364.90	-364.90
Carbon Management	25,000.00	0.00	20,833.30	-20,833.30	25,000.00
Books/Periodicals	240.00	385.00	200.00	185.00	-145.00
Ski Centre	500.00	0.00	416.70	-416.70	500.00
Contingencies	57,146.00	10,660.19	47,621.70	-36,961.51	46,485.81
Costs of Democracy	29,600.00	24,029.66	24,666.70	-637.04	5,570.34
Courses/Conferences	5,000.00	1,457.55	4,166.70	-2,709.15	3,542.45
Elections	5,500.00	6,161.57	5,500.00	661.57	-661.57
Furniture & Equipment	4,000.00	1,831.25	3,333.30	-1,502.05	2,168.75
Franking Machine	500.00	332.72	416.70	-83.98	167.28
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	12,500.00	-12,500.00	15,000.00
PC Support	13,000.00	10,846.25	10,833.30	12.95	2,153.75
Postage	2,000.00	1,943.57	1,666.70	276.87	56.43
Prof.Fees/Subs	7,500.00	8,646.24	6,250.00	2,396.24	-1,146.24
Stationery/Supplies	2,000.00	939.88	1,666.70	-726.82	1,060.12
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Telephone	2,500.00	2,140.52	2,083.30	57.22	359.48
Youth Project Schemes	40,600.00	27,568.30	33,833.30	-6,265.00	13,031.70
Youth Council	2,000.00	0.00	1,666.70	-1,666.70	2,000.00
Mayors Allowance	10,480.00	2,959.34	8,733.30	-5,773.96	7,520.66
Mayors Award	0.00	81.90	0.00	81.90	-81.90
Remembrance Day Wreath	0.00	759.40	0.00	759.40	-759.40
Mayors Ball	0.00	10,050.01	0.00	10,050.01	-10,050.01
Grants	7,000.00	7,000.00	5,833.30	1,166.70	0.00
Salaries/Wages	267,500.00	233,808.18	222,916.70	10,891.48	33,691.82
	508,176.00	361,382.37	425,563.40	-64,181.03	146,793.63
	0	173,034.63	82,154.30	90,880.33	-173,034.63

Yeovil Town Council

December Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	230,926.00	230,926.00	230,926.00	0.00	0.00
Bank Interest	500.00	9,213.26	375.03	8,838.23	-8,713.26
Ski Centre	1,250.00	918.00	937.53	-19.53	332.00
Mayor's Ball	0.00	10,248.67	0.00	10,248.67	-10,248.67
Mayor's Charity Events	0.00	7,496.09	0.00	7,496.09	-7,496.09
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	267,500.00	267,500.00	267,500.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	749.97	-749.97	1,000.00
	508,176.00	533,302.02	507,488.53	25,813.49	-25,126.02
Expenditure					
Advertising	500.00	285.00	375.03	-90.03	215.00
Audit Fees	3,610.00	2,949.85	2,707.47	242.38	660.15
Bank Charges	0.00	325.75	0.01	325.74	-325.75
Carbon Management	25,000.00	0.00	18,749.97	-18,749.97	25,000.00
Books/Periodicals	240.00	0.00	180.00	-180.00	240.00
Ski Centre	500.00	0.00	375.03	-375.03	500.00
Contingencies	57,146.00	10,533.39	42,859.53	-32,326.14	46,612.61
Costs of Democracy	29,600.00	21,616.70	22,200.03	-583.33	7,983.30
Courses/Conferences	5,000.00	1,457.55	3,750.03	-2,292.48	3,542.45
Elections	5,500.00	6,161.57	5,500.00	661.57	-661.57
Furniture & Equipment	4,000.00	1,542.15	2,999.97	-1,457.82	2,457.85
Franking Machine	500.00	332.72	375.03	-42.31	167.28
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	11,250.00	-11,250.00	15,000.00
PC Support	13,000.00	10,846.25	9,749.97	1,096.28	2,153.75
Postage	2,000.00	1,643.57	1,500.03	143.54	356.43
Prof.Fees/Subs	7,500.00	8,326.74	5,625.00	2,701.74	-826.74
Stationery/Supplies	2,000.00	898.81	1,500.03	-601.22	1,101.19
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Telephone	2,500.00	1,932.08	1,874.97	57.11	567.92
Youth Project Schemes	40,600.00	24,742.32	30,449.97	-5,707.65	15,857.68
Youth Council	2,000.00	0.00	1,500.03	-1,500.03	2,000.00
Mayors Allowance	10,480.00	2,085.97	7,859.97	-5,774.00	8,394.03
Mayors Award	0.00	81.90	0.00	81.90	-81.90
Remembrance Day Wreath	0.00	759.40	0.00	759.40	-759.40
Mayors Ball	0.00	10,050.01	0.00	10,050.01	-10,050.01
Grants	7,000.00	7,000.00	5,249.97	1,750.03	0.00
Salaries/Wages	267,500.00	211,658.61	200,625.03	11,033.58	55,841.39
	508,176.00	331,411.43	384,257.07	-52,845.64	176,764.57
	0	201,890.59	123,231.46	78,659.13	-201,890.59

Yeovil Town Council

November Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	230,926.00	230,926.00	230,926.00	0.00	0.00
Bank Interest	500.00	4,758.48	333.36	4,425.12	-4,258.48
Ski Centre	1,250.00	816.00	833.36	-17.36	434.00
Mayor's Ball	0.00	9,675.00	0.00	9,675.00	-9,675.00
Mayor's Charity Events	0.00	6,768.59	0.00	6,768.59	-6,768.59
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	267,500.00	267,500.00	267,500.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	666.64	-666.64	1,000.00
	508,176.00	527,444.07	507,259.36	20,184.71	-19,268.07
Expenditure					
Advertising	500.00	285.00	333.36	-48.36	215.00
Audit Fees	3,610.00	2,949.85	2,406.64	543.21	660.15
Bank Charges	0.00	289.40	0.00	289.40	-289.40
Carbon Management	25,000.00	0.00	16,666.64	-16,666.64	25,000.00
Books/Periodicals	240.00	0.00	160.00	-160.00	240.00
Ski Centre	500.00	0.00	333.36	-333.36	500.00
Contingencies	57,146.00	10,274.21	38,097.36	-27,823.15	46,871.79
Costs of Democracy	29,600.00	19,203.74	19,733.36	-529.62	10,396.26
Courses/Conferences	5,000.00	1,457.55	3,333.36	-1,875.81	3,542.45
Elections	5,500.00	6,161.57	5,500.00	661.57	-661.57
Furniture & Equipment	4,000.00	1,542.15	2,666.64	-1,124.49	2,457.85
Franking Machine	500.00	332.72	333.36	-0.64	167.28
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	10,000.00	-10,000.00	15,000.00
PC Support	13,000.00	9,977.95	8,666.64	1,311.31	3,022.05
Postage	2,000.00	1,339.12	1,333.36	5.76	660.88
Prof.Fees/Subs	7,500.00	6,470.24	5,000.00	1,470.24	1,029.76
Stationery/Supplies	2,000.00	863.88	1,333.36	-469.48	1,136.12
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Telephone	2,500.00	1,577.68	1,666.64	-88.96	922.32
Youth Project Schemes	40,600.00	18,146.34	27,066.64	-8,920.30	22,453.66
Youth Council	2,000.00	0.00	1,333.36	-1,333.36	2,000.00
Mayors Allowance	10,480.00	1,212.60	6,986.64	-5,774.04	9,267.40
Mayors Award	0.00	81.90	0.00	81.90	-81.90
Remembrance Day Wreath	0.00	759.40	0.00	759.40	-759.40
Mayors Ball	0.00	10,050.01	0.00	10,050.01	-10,050.01
Grants	7,000.00	4,000.00	4,666.64	-666.64	3,000.00
Salaries/Wages	267,500.00	187,369.55	178,333.36	9,036.19	80,130.45
	508,176.00	290,525.95	342,950.72	-52,424.77	217,650.05
	0	236,918.12	164,308.64	72,609.48	-236,918.12

Yeovil Town Council

October Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	230,926.00	230,926.00	230,926.00	0.00	0.00
Bank Interest	500.00	3,825.02	291.69	3,533.33	-3,325.02
Ski Centre	1,250.00	714.00	729.19	-15.19	536.00
Mayor's Ball	0.00	8,587.50	0.00	8,587.50	-8,587.50
Mayor's Charity Events	0.00	6,768.59	0.00	6,768.59	-6,768.59
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	267,500.00	267,500.00	267,500.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	583.31	-583.31	1,000.00
	508,176.00	525,321.11	507,030.19	18,290.92	-17,145.11
Expenditure					
Advertising	500.00	285.00	291.69	-6.69	215.00
Audit Fees	3,610.00	2,949.85	2,105.81	844.04	660.15
Bank Charges	0.00	254.10	0.00	254.10	-254.10
Carbon Management	25,000.00	0.00	14,583.31	-14,583.31	25,000.00
Books/Periodicals	240.00	0.00	140.00	-140.00	240.00
Ski Centre	500.00	0.00	291.69	-291.69	500.00
Contingencies	57,146.00	9,793.62	33,335.19	-23,541.57	47,352.38
Costs of Democracy	29,600.00	16,135.58	17,266.69	-1,131.11	13,464.42
Courses/Conferences	5,000.00	1,457.55	2,916.69	-1,459.14	3,542.45
Elections	5,500.00	6,161.57	5,500.00	661.57	-661.57
Furniture & Equipment	4,000.00	1,328.62	2,333.31	-1,004.69	2,671.38
Franking Machine	500.00	332.72	291.69	41.03	167.28
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	8,750.00	-8,750.00	15,000.00
PC Support	13,000.00	9,109.65	7,583.31	1,526.34	3,890.35
Postage	2,000.00	1,339.12	1,166.69	172.43	660.88
Prof.Fees/Subs	7,500.00	6,200.74	4,375.00	1,825.74	1,299.26
Stationery/Supplies	2,000.00	783.49	1,166.69	-383.20	1,216.51
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Telephone	2,500.00	1,508.73	1,458.31	50.42	991.27
Youth Project Schemes	40,600.00	15,300.36	23,683.31	-8,382.95	25,299.64
Youth Council	2,000.00	0.00	1,166.69	-1,166.69	2,000.00
Mayors Allowance	10,480.00	339.23	6,113.31	-5,774.08	10,140.77
Mayors Award	0.00	81.90	0.00	81.90	-81.90
Remembrance Day Wreath	0.00	659.40	0.00	659.40	-659.40
Mayors Ball	0.00	850.00	0.00	850.00	-850.00
Grants	7,000.00	4,000.00	4,083.31	-83.31	3,000.00
Salaries/Wages	267,500.00	157,290.54	156,041.69	1,248.85	110,209.46
	508,176.00	242,342.86	301,644.38	-59,301.52	265,833.14
	0	282,978.25	205,385.81	77,592.44	-282,978.25

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N/C From 4000
N/C To 7520

Tran Date From 01/10/2022
Tran Date To 31/10/2022

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

Department From 0
Department To 999

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

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64127	BR	04/10/2022	CCLA Deposit Account		35.93	-35.93
64132	BR	31/10/2022	Interest		521.30	-521.30
Account Totals					<u>557.23</u>	<u>-557.23</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>
63993	SI	17/10/2022	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63769	SI	19/10/2022	10 Mayor's Charity Ball Tickets - 26 November		375.00	-375.00
63894	BR	10/10/2022	Ball Tickets (10)		375.00	-375.00
63914	BR	13/10/2022	Ball Tickets (6)		225.00	-225.00
63939	BR	31/10/2022	Ball Tickets (2)		75.00	-75.00
63940	BR	31/10/2022	Ball Tickets (14)		525.00	-525.00
64020	BR	20/10/2022	Ball Tickets (10)		375.00	-375.00
64024	BR	21/10/2022	Ball Ticket (2)		75.00	-75.00
64032	BR	24/10/2022	Ball Tickets (10)		375.00	-375.00
64076	BR	27/10/2022	Ball Ticket (2)		75.00	-75.00
64077	BR	27/10/2022	Ball Tickets (10)		375.00	-375.00
Account Totals					<u>2,850.00</u>	<u>-2,850.00</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>
64139	PI	31/10/2022	Sponsorship Advert	200.00		200.00
Account Totals				<u>200.00</u>		<u>200.00</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>
63700	PI	01/10/2022	Autopay Charge	36.35		36.35
Account Totals				<u>36.35</u>		<u>36.35</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>
63697	PI	06/10/2022	Mileage Claim	97.31		97.31
63698	PI	06/10/2022	Refreshments - Retirement Bruce	24.15		24.15
63701	PI	12/10/2022	Mileage Claim - Deputy Mayor	17.97		17.97
63743	PI	11/10/2022	Ukraine Flag	17.48		17.48
64335	PI	26/10/2022	Refreshments	24.36		24.36
Account Totals				<u>181.27</u>		<u>181.27</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>
64038	JD	27/10/2022	Costs of Democracy	2,319.36		2,319.36
Account Totals				<u>2,319.36</u>		<u>2,319.36</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>

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64145	PI	24/10/2022	Remote Training Event	30.00		30.00
64334	PI	25/10/2022	Refreshments - Budget Workshop	9.55		9.55
Account Totals				<u>39.55</u>		<u>39.55</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>
63682	PI	05/10/2022	Wireless Doorbell	28.32		28.32
64333	PI	25/10/2022	Adobe Acrobat Pro	242.64		242.64
Account Totals				<u>270.96</u>		<u>270.96</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>
63705	PI	01/10/2022	Office 365 Business	72.80		72.80
63706	PI	01/10/2022	EoFTTC Managed Service	200.00		200.00
63707	PI	01/10/2022	IT Support	523.50		523.50
63708	PI	01/10/2022	Monthly CSP Subscription	72.00		72.00
Account Totals				<u>868.30</u>		<u>868.30</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>
64124	PI	10/10/2022	Postage	300.00		300.00
Account Totals				<u>300.00</u>		<u>300.00</u>

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>
63689	PI	01/10/2022	Sage 50 Accounts/Payroll	269.50		269.50
63985	PI	03/10/2022	Subscription - Purple Guide	30.00		30.00
Account Totals				<u>299.50</u>		<u>299.50</u>

N/C 4210 **Name** PR&F - GEN - Exp - Stationery/supplies

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63680	PI	02/10/2022	Pens - Stationery	3.75		3.75
63681	PI	03/10/2022	Storage Box	24.49		24.49
63683	PI	11/10/2022	Batteries	9.35		9.35
63744	PI	12/10/2022	Stationery	23.32		23.32
63745	PI	12/10/2022	Stationery	9.15		9.15
63747	PI	14/10/2022	Stationery	5.82		5.82
Account Totals				<u>75.88</u>		<u>75.88</u>

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>
63695	PI	01/10/2022	Call/Line Rental Charges	77.73		77.73
64129	PI	26/10/2022		141.07		141.07
Account Totals				<u>218.80</u>		<u>218.80</u>

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>
63703	PI	13/10/2022	Youth Service Projects	1,923.68		1,923.68
63704	PI	13/10/2022	Youth Club Provision	882.30		882.30
63711	PI	04/10/2022	Community Space - Youth Club	30.00		30.00
Account Totals				<u>2,835.98</u>		<u>2,835.98</u>

N/C 4520 **Name** PR&F - GENERAL - Exp - Mayors Allowance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63748	PI	18/10/2022	Mayoral Allowance	873.37		873.37

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Account Totals 873.37 873.37

N/C 4540 **Name** PR&F - GENERAL - Exp - Mayors Award

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64142	PI	19/10/2022	Mayor's Award Plate/Engraving	81.90		81.90

Account Totals 81.90 81.90

N/C 4550 **Name** PR&F - GENERAL - Exp - Remembrance Day

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63750	PI	17/10/2022	Remembrance Service Audio	576.80		576.80
63751	PI	18/10/2022	Cable Ties - Poppies	10.10		10.10
64190	PI	18/10/2022	Wreaths	72.50		72.50

Account Totals 659.40 659.40

N/C 4560 **Name** PR&F - GENERAL - Exp - Mayors Ball

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63720	PI	12/10/2022	Fun Casino	616.67		616.67
64140	PI	27/10/2022	Compere, DJ & Auctioneer	150.00		150.00

Account Totals 766.67 766.67

Department 10,027.29 3,509.23 6,518.06

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>
63714	PI	01/10/2022	Pension Deficit	527.00		527.00
63759	JD	27/10/2022	Employers Pension	3,248.47		3,248.47
63760	JD	27/10/2022	Payments	18,321.67		18,321.67
63761	JD	27/10/2022	Employers NIC	1,864.50		1,864.50
64039	JC	27/10/2022	Costs of Democracy		2,319.36	-2,319.36

Account Totals 23,961.64 2,319.36 21,642.28

Department 23,961.64 2,319.36 21,642.28

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>
62673	SI	01/10/2022	Allotment Rent for the period 01 October to 31		16.65	-16.65
62674	SI	01/10/2022	Allotment Rent for the period 01 January to 30		53.70	-53.70
62675	SI	01/10/2022	Allotment Rent for the period 01 October to 31		10.98	-10.98
62676	SI	01/10/2022	Allotment Rent for the period 01 January to 30		35.40	-35.40
62678	SI	01/10/2022	Allotment Rent for the period 01 October to 31		15.48	-15.48
62679	SI	01/10/2022	Allotment Rent for the period 01 January to 30		49.92	-49.92
62681	SI	01/10/2022	Allotment Rent for the period 01 October to 31		11.03	-11.03
62682	SI	01/10/2022	Allotment Rent for the period 01 January to 30		35.56	-35.56
62684	SI	01/10/2022	Allotment Rent for the period 01 October to 31		9.25	-9.25
62685	SI	01/10/2022	Allotment Rent for the period 01 January to 30		29.83	-29.83
62687	SI	01/10/2022	Allotment Rent for the period 01 October to 31		11.00	-11.00
62688	SI	01/10/2022	Allotment Rent for the period 01 January to 30		35.48	-35.48
62700	SI	01/10/2022	Allotment Rent for the period 01 October to 31		11.88	-11.88
62701	SI	01/10/2022	Allotment Rent for the period 01 January to 30		38.31	-38.31
62703	SI	01/10/2022	Allotment Rent for the period 01 October to 31		13.11	-13.11
62704	SI	01/10/2022	Allotment Rent for the period 01 January to 30		42.26	-42.26
62709	SI	01/10/2022	Allotment Rent for the period 01 October to 31		23.59	-23.59
62710	SI	01/10/2022	Allotment Rent for the period 01 January to 30		76.07	-76.07
62715	SI	01/10/2022	Allotment Rent for the period 01 October to 31		7.60	-7.60
62716	SI	01/10/2022	Allotment Rent for the period 01 January to 30		24.51	-24.51
62717	SI	01/10/2022	Water Charges		7.49	-7.49

Nominal Departmental Analysis (Detailed)

62721	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.50	-10.50
62722	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.86	-33.86
62724	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.61	-15.61
62725	SI	01/10/2022	Allotment Rent for the period 01 January to 30	50.34	-50.34
62727	SI	01/10/2022	Allotment Rent for the period 01 October to 31	30.14	-30.14
62728	SI	01/10/2022	Allotment Rent for the period 01 January to 30	97.21	-97.21
62732	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.39	-11.39
62733	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.72	-36.72
62738	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.32	-20.32
62739	SI	01/10/2022	Allotment Rent for the period 01 January to 30	65.52	-65.52
62741	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.89	-9.89
62742	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.91	-31.91
62744	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.19	-11.19
62745	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.09	-36.09
62747	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.61	-11.61
62748	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.44	-37.44
62750	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.61	-11.61
62751	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.44	-37.44
62753	SI	01/10/2022	Allotment Rent for the period 01 October to 31	23.81	-23.81
62754	SI	01/10/2022	Allotment Rent for the period 01 January to 30	76.78	-76.78
62756	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.04	-12.04
62757	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.84	-38.84
62759	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.63	-14.63
62760	SI	01/10/2022	Allotment Rent for the period 01 January to 30	47.17	-47.17
62762	SI	01/10/2022	Allotment Rent for the period 01 October to 31	22.17	-22.17
62763	SI	01/10/2022	Allotment Rent for the period 01 January to 30	71.50	-71.50
62765	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.82	-14.82
62766	SI	01/10/2022	Allotment Rent for the period 01 January to 30	47.79	-47.79
62768	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.80	-13.80
62769	SI	01/10/2022	Allotment Rent for the period 01 January to 30	44.52	-44.52
62771	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.88	-15.88
62772	SI	01/10/2022	Allotment Rent for the period 01 January to 30	51.21	-51.21
62774	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.73	-15.73
62775	SI	01/10/2022	Allotment Rent for the period 01 January to 30	50.72	-50.72
62777	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.47	-11.47
62778	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.98	-36.98
62780	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.03	-15.03
62781	SI	01/10/2022	Allotment Rent for the period 01 January to 30	48.48	-48.48
62783	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.38	-16.38
62784	SI	01/10/2022	Allotment Rent for the period 01 January to 30	52.83	-52.83
62786	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.90	-18.90
62787	SI	01/10/2022	Allotment Rent for the period 01 January to 30	60.95	-60.95
62789	SI	01/10/2022	Allotment Rent for the period 01 October to 31	6.57	-6.57
62790	SI	01/10/2022	Allotment Rent for the period 01 January to 30	21.19	-21.19
62792	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.90	-11.90
62793	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.36	-38.36
62798	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.10	-16.10
62799	SI	01/10/2022	Allotment Rent for the period 01 January to 30	51.92	-51.92
62801	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.60	-9.60
62802	SI	01/10/2022	Allotment Rent for the period 01 January to 30	30.96	-30.96
62804	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.20	-10.20
62805	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.90	-32.90
62810	SI	01/10/2022	Allotment Rent for the period 01 October to 31	6.78	-6.78
62811	SI	01/10/2022	Allotment Rent for the period 01 January to 30	21.88	-21.88
62816	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.21	-26.21
62817	SI	01/10/2022	Allotment Rent for the period 01 January to 30	84.53	-84.53
62819	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.77	-8.77
62820	SI	01/10/2022	Allotment Rent for the period 01 January to 30	28.30	-28.30
62821	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.61	-11.61
62822	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.44	-37.44
62823	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
62824	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
62826	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.24	-16.24
62827	SI	01/10/2022	Allotment Rent for the period 01 January to 30	52.36	-52.36
62829	SI	01/10/2022	Allotment Rent for the period 01 October to 31	5.56	-5.56
62830	SI	01/10/2022	Allotment Rent for the period 01 January to 30	17.92	-17.92

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62832	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.77	-9.77
62833	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.49	-31.49
62835	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.54	-12.54
62836	SI	01/10/2022	Allotment Rent for the period 01 January to 30	40.44	-40.44
62838	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.25	-12.25
62839	SI	01/10/2022	Allotment Rent for the period 01 January to 30	39.51	-39.51
62841	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.79	-11.79
62842	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.03	-38.03
62847	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.23	-18.23
62848	SI	01/10/2022	Allotment Rent for the period 01 January to 30	58.80	-58.80
62850	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.48	-10.48
62851	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.81	-33.81
62852	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.58	-9.58
62853	SI	01/10/2022	Allotment Rent for the period 01 January to 30	30.88	-30.88
62855	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.98	-20.98
62856	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.66	-67.66
62858	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.41	-10.41
62859	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.58	-33.58
62861	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.02	-11.02
62862	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.54	-35.54
62864	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.88	-11.88
62865	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.31	-38.31
62867	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.12	-12.12
62868	SI	01/10/2022	Allotment Rent for the period 01 January to 30	39.09	-39.09
62870	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.12	-11.12
62871	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.86	-35.86
62873	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.74	-12.74
62874	SI	01/10/2022	Allotment Rent for the period 01 January to 30	41.10	-41.10
62876	SI	01/10/2022	Allotment Rent for the period 01 October to 31	5.64	-5.64
62877	SI	01/10/2022	Allotment Rent for the period 01 January to 30	18.20	-18.20
62879	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.03	-10.03
62880	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.35	-32.35
62881	SI	01/10/2022	Water Charges	8.70	-8.70
62882	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.93	-12.93
62883	SI	01/10/2022	Allotment Rent for the period 01 January to 30	41.70	-41.70
62885	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.10	-8.10
62886	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.12	-26.12
62888	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.00	-9.00
62889	SI	01/10/2022	Allotment Rent for the period 01 January to 30	29.03	-29.03
62891	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.17	-9.17
62892	SI	01/10/2022	Allotment Rent for the period 01 January to 30	29.59	-29.59
62894	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.00	-9.00
62895	SI	01/10/2022	Allotment Rent for the period 01 January to 30	29.01	-29.01
62897	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.55	-11.55
62898	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.25	-37.25
62900	SI	01/10/2022	Allotment Rent for the period 01 October to 31	7.96	-7.96
62901	SI	01/10/2022	Allotment Rent for the period 01 January to 30	25.67	-25.67
62903	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.75	-9.75
62904	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.44	-31.44
62906	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.80	-9.80
62907	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.62	-31.62
62909	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.28	-13.28
62910	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.82	-42.82
62912	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.22	-11.22
62913	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.18	-36.18
62915	SI	01/10/2022	Allotment Rent for the period 01 October to 31	5.30	-5.30
62916	SI	01/10/2022	Allotment Rent for the period 01 January to 30	17.10	-17.10
62918	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.40	-11.40
62919	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.77	-36.77
62921	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.21	-26.21
62922	SI	01/10/2022	Allotment Rent for the period 01 January to 30	84.53	-84.53
62924	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.76	-13.76
62925	SI	01/10/2022	Allotment Rent for the period 01 January to 30	44.39	-44.39
62927	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.00	-15.00
62928	SI	01/10/2022	Allotment Rent for the period 01 January to 30	48.38	-48.38
62930	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.23	-11.23

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62931	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.22	-36.22
62932	SI	01/10/2022	Allotment Rent for the period 01 October to 31	22.71	-22.71
62933	SI	01/10/2022	Allotment Rent for the period 01 January to 30	73.23	-73.23
62935	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.37	-13.37
62936	SI	01/10/2022	Allotment Rent for the period 01 January to 30	43.12	-43.12
62938	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.25	-12.25
62939	SI	01/10/2022	Allotment Rent for the period 01 January to 30	39.51	-39.51
62941	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.79	-21.79
62942	SI	01/10/2022	Allotment Rent for the period 01 January to 30	70.29	-70.29
62946	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.61	-10.61
62947	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.21	-34.21
62948	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.43	-10.43
62949	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.65	-33.65
62951	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.65	-12.65
62952	SI	01/10/2022	Allotment Rent for the period 01 January to 30	40.80	-40.80
62954	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.58	-10.58
62955	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.10	-34.10
62960	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.43	-11.43
62961	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.86	-36.86
62963	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.22	-12.22
62964	SI	01/10/2022	Allotment Rent for the period 01 January to 30	39.41	-39.41
62966	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.11	-11.11
62967	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.83	-35.83
62969	SI	01/10/2022	Allotment Rent for the period 01 October to 31	27.52	-27.52
62970	SI	01/10/2022	Allotment Rent for the period 01 January to 30	88.76	-88.76
62972	SI	01/10/2022	Allotment Rent for the period 01 October to 31	27.52	-27.52
62973	SI	01/10/2022	Allotment Rent for the period 01 January to 30	88.76	-88.76
62975	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
62976	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
62978	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.57	-12.57
62979	SI	01/10/2022	Allotment Rent for the period 01 January to 30	40.53	-40.53
62981	SI	01/10/2022	Allotment Rent for the period 01 October to 31	27.36	-27.36
62982	SI	01/10/2022	Allotment Rent for the period 01 January to 30	88.25	-88.25
62984	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
62985	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.27	-42.27
62987	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
62988	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
62990	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.21	-26.21
62991	SI	01/10/2022	Allotment Rent for the period 01 January to 30	84.53	-84.53
62993	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
62994	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
62996	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.97	-20.97
62997	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.62	-67.62
62999	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.14	-14.14
63000	SI	01/10/2022	Allotment Rent for the period 01 January to 30	45.59	-45.59
63002	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.21	-26.21
63003	SI	01/10/2022	Allotment Rent for the period 01 January to 30	84.53	-84.53
63005	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.79	-9.79
63006	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.58	-31.58
63008	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.20	-11.20
63009	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.12	-36.12
63014	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.80	-16.80
63015	SI	01/10/2022	Allotment Rent for the period 01 January to 30	54.18	-54.18
63017	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.30	-10.30
63018	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.20	-33.20
63020	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.95	-9.95
63021	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.09	-32.09
63023	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.39	-19.39
63024	SI	01/10/2022	Allotment Rent for the period 01 January to 30	62.52	-62.52
63026	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.09	-10.09
63027	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.53	-32.53
63029	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.21	-10.21
63030	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.93	-32.93
63032	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.51	-10.51
63033	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.90	-33.90
63035	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.20	-11.20

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63036	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.12	-36.12
63038	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.66	-9.66
63039	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.15	-31.15
63041	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.32	-11.32
63042	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.49	-36.49
63047	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.98	-11.98
63048	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.65	-38.65
63050	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.21	-26.21
63051	SI	01/10/2022	Allotment Rent for the period 01 January to 30	84.53	-84.53
63053	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.23	-12.23
63054	SI	01/10/2022	Allotment Rent for the period 01 January to 30	39.44	-39.44
63056	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.95	-9.95
63057	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.07	-32.07
63059	SI	01/10/2022	Allotment Rent for the period 01 October to 31	5.85	-5.85
63060	SI	01/10/2022	Allotment Rent for the period 01 January to 30	18.87	-18.87
63065	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.21	-26.21
63066	SI	01/10/2022	Allotment Rent for the period 01 January to 30	84.53	-84.53
63068	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.48	-11.48
63069	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.02	-37.02
63071	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.21	-10.21
63072	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.93	-32.93
63074	SI	01/10/2022	Allotment Rent for the period 01 October to 31	24.35	-24.35
63075	SI	01/10/2022	Allotment Rent for the period 01 January to 30	78.54	-78.54
63077	SI	01/10/2022	Allotment Rent for the period 01 October to 31	25.67	-25.67
63078	SI	01/10/2022	Allotment Rent for the period 01 January to 30	82.77	-82.77
63080	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.68	-19.68
63081	SI	01/10/2022	Allotment Rent for the period 01 January to 30	63.47	-63.47
63083	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.05	-15.05
63084	SI	01/10/2022	Allotment Rent for the period 01 January to 30	48.52	-48.52
63085	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.76	-11.76
63086	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.93	-37.93
63088	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.76	-15.76
63089	SI	01/10/2022	Allotment Rent for the period 01 January to 30	50.83	-50.83
63091	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.19	-16.19
63092	SI	01/10/2022	Allotment Rent for the period 01 January to 30	52.20	-52.20
63094	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.10	-16.10
63095	SI	01/10/2022	Allotment Rent for the period 01 January to 30	51.92	-51.92
63097	SI	01/10/2022	Allotment Rent for the period 01 October to 31	23.63	-23.63
63098	SI	01/10/2022	Allotment Rent for the period 01 January to 30	76.19	-76.19
63100	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.72	-18.72
63101	SI	01/10/2022	Allotment Rent for the period 01 January to 30	60.37	-60.37
63103	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.23	-8.23
63104	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.55	-26.55
63106	SI	01/10/2022	Allotment Rent for the period 01 October to 31	17.04	-17.04
63107	SI	01/10/2022	Allotment Rent for the period 01 January to 30	54.94	-54.94
63109	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.12	-15.12
63110	SI	01/10/2022	Allotment Rent for the period 01 January to 30	48.76	-48.76
63112	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.76	-13.76
63113	SI	01/10/2022	Allotment Rent for the period 01 January to 30	44.39	-44.39
63115	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.50	-14.50
63116	SI	01/10/2022	Allotment Rent for the period 01 January to 30	46.76	-46.76
63118	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.78	-16.78
63119	SI	01/10/2022	Allotment Rent for the period 01 January to 30	54.12	-54.12
63121	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.68	-14.68
63122	SI	01/10/2022	Allotment Rent for the period 01 January to 30	47.35	-47.35
63124	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.20	-13.20
63125	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.57	-42.57
63127	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.00	-8.00
63128	SI	01/10/2022	Allotment Rent for the period 01 January to 30	25.80	-25.80
63130	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.68	-16.68
63131	SI	01/10/2022	Allotment Rent for the period 01 January to 30	53.81	-53.81
63133	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.23	-8.23
63134	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.55	-26.55
63136	SI	01/10/2022	Allotment Rent for the period 01 October to 31	4.00	-4.00
63137	SI	01/10/2022	Allotment Rent for the period 01 January to 30	12.91	-12.91
63139	SI	01/10/2022	Allotment Rent for the period 01 October to 31	6.40	-6.40

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63140	SI	01/10/2022	Allotment Rent for the period 01 January to 30	20.64	-20.64
63142	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.73	-15.73
63143	SI	01/10/2022	Allotment Rent for the period 01 January to 30	50.72	-50.72
63145	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.73	-15.73
63146	SI	01/10/2022	Allotment Rent for the period 01 January to 30	50.72	-50.72
63148	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.97	-20.97
63149	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.62	-67.62
63151	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.62	-19.62
63152	SI	01/10/2022	Allotment Rent for the period 01 January to 30	63.27	-63.27
63154	SI	01/10/2022	Allotment Rent for the period 01 October to 31	22.31	-22.31
63155	SI	01/10/2022	Allotment Rent for the period 01 January to 30	71.96	-71.96
63157	SI	01/10/2022	Allotment Rent for the period 01 October to 31	2.01	-2.01
63158	SI	01/10/2022	Allotment Rent for the period 01 January to 30	6.47	-6.47
63160	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.63	-21.63
63161	SI	01/10/2022	Allotment Rent for the period 01 January to 30	69.76	-69.76
63163	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.35	-13.35
63164	SI	01/10/2022	Allotment Rent for the period 01 January to 30	43.05	-43.05
63166	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.01	-14.01
63167	SI	01/10/2022	Allotment Rent for the period 01 January to 30	45.17	-45.17
63169	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.00	-19.00
63170	SI	01/10/2022	Allotment Rent for the period 01 January to 30	61.28	-61.28
63172	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.88	-10.88
63173	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.09	-35.09
63178	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.70	-9.70
63179	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.28	-31.28
63181	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.04	-10.04
63182	SI	01/10/2022	Allotment Rent for the period 01 January to 30	32.39	-32.39
63184	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.95	-10.95
63185	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.31	-35.31
63187	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.87	-15.87
63188	SI	01/10/2022	Allotment Rent for the period 01 January to 30	51.97	-51.97
63190	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.46	-16.46
63191	SI	01/10/2022	Allotment Rent for the period 01 January to 30	53.10	-53.10
63199	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.97	-20.97
63200	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.62	-67.62
63202	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.34	-19.34
63203	SI	01/10/2022	Allotment Rent for the period 01 January to 30	62.38	-62.38
63205	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.59	-20.59
63206	SI	01/10/2022	Allotment Rent for the period 01 January to 30	66.39	-66.39
63208	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.99	-19.99
63209	SI	01/10/2022	Allotment Rent for the period 01 January to 30	64.47	-64.47
63211	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.86	-18.86
63212	SI	01/10/2022	Allotment Rent for the period 01 January to 30	60.83	-60.83
63214	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.80	-13.80
63215	SI	01/10/2022	Allotment Rent for the period 01 January to 30	44.52	-44.52
63217	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.10	-8.10
63218	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.12	-26.12
63223	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.28	-21.28
63224	SI	01/10/2022	Allotment Rent for the period 01 January to 30	68.62	-68.62
63226	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.71	-26.71
63227	SI	01/10/2022	Allotment Rent for the period 01 January to 30	86.15	-86.15
63228	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.40	-8.40
63229	SI	01/10/2022	Allotment Rent for the period 01 January to 30	27.09	-27.09
63231	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.48	-10.48
63232	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.81	-33.81
63234	SI	01/10/2022	Allotment Rent for the period 01 October to 31	6.83	-6.83
63235	SI	01/10/2022	Allotment Rent for the period 01 January to 30	22.01	-22.01
63237	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.80	-11.80
63238	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.04	-38.04
63240	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.80	-11.80
63241	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.04	-38.04
63243	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.50	-8.50
63244	SI	01/10/2022	Allotment Rent for the period 01 January to 30	27.41	-27.41
63249	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.48	-10.48
63250	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.81	-33.81
63252	SI	01/10/2022	Allotment Rent for the period 01 October to 31	7.19	-7.19

Nominal Departmental Analysis (Detailed)

63253	SI	01/10/2022	Allotment Rent for the period 01 January to 30	23.18	-23.18
63255	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.48	-10.48
63256	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.81	-33.81
63258	SI	01/10/2022	Allotment Rent for the period 01 October to 31	7.14	-7.14
63259	SI	01/10/2022	Allotment Rent for the period 01 January to 30	23.02	-23.02
63261	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.48	-10.48
63262	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.81	-33.81
63264	SI	01/10/2022	Allotment Rent for the period 01 October to 31	4.88	-4.88
63265	SI	01/10/2022	Allotment Rent for the period 01 January to 30	15.72	-15.72
63267	SI	01/10/2022	Allotment Rent for the period 01 October to 31	6.05	-6.05
63268	SI	01/10/2022	Allotment Rent for the period 01 January to 30	19.50	-19.50
63270	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.48	-10.48
63271	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.81	-33.81
63273	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.48	-10.48
63274	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.81	-33.81
63276	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.80	-11.80
63277	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.04	-38.04
63278	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.00	-8.00
63279	SI	01/10/2022	Allotment Rent for the period 01 January to 30	25.80	-25.80
63280	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.24	-9.24
63281	SI	01/10/2022	Allotment Rent for the period 01 January to 30	29.80	-29.80
63283	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
63284	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
63286	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
63287	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
63289	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.00	-13.00
63290	SI	01/10/2022	Allotment Rent for the period 01 January to 30	41.93	-41.93
63292	SI	01/10/2022	Allotment Rent for the period 01 October to 31	5.12	-5.12
63293	SI	01/10/2022	Allotment Rent for the period 01 January to 30	16.51	-16.51
63298	SI	01/10/2022	Allotment Rent for the period 01 October to 31	6.88	-6.88
63299	SI	01/10/2022	Allotment Rent for the period 01 January to 30	22.19	-22.19
63301	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.06	-13.06
63302	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.12	-42.12
63304	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.07	-11.07
63305	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.71	-35.71
63307	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.80	-10.80
63308	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.83	-34.83
63310	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.62	-10.62
63311	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.26	-34.26
63313	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.46	-15.46
63314	SI	01/10/2022	Allotment Rent for the period 01 January to 30	49.85	-49.85
63316	SI	01/10/2022	Allotment Rent for the period 01 October to 31	6.00	-6.00
63317	SI	01/10/2022	Allotment Rent for the period 01 January to 30	19.35	-19.35
63319	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.45	-10.45
63320	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.70	-33.70
63322	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.23	-11.23
63323	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.23	-36.23
63325	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.66	-14.66
63326	SI	01/10/2022	Allotment Rent for the period 01 January to 30	47.28	-47.28
63328	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.06	-13.06
63329	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.12	-42.12
63331	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.52	-9.52
63332	SI	01/10/2022	Allotment Rent for the period 01 January to 30	30.70	-30.70
63334	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.70	-21.70
63335	SI	01/10/2022	Allotment Rent for the period 01 January to 30	69.98	-69.98
63337	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
63338	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
63340	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.81	-13.81
63341	SI	01/10/2022	Allotment Rent for the period 01 January to 30	44.52	-44.52
63343	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.13	-8.13
63344	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.21	-26.21
63346	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.90	-12.90
63347	SI	01/10/2022	Allotment Rent for the period 01 January to 30	41.60	-41.60
63349	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.10	-13.10
63350	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
63352	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.90	-12.90

Nominal Departmental Analysis (Detailed)

63353	SI	01/10/2022	Allotment Rent for the period 01 January to 30	41.60	-41.60
63355	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.31	-18.31
63356	SI	01/10/2022	Allotment Rent for the period 01 January to 30	59.05	-59.05
63357	SI	01/10/2022	Allotment Rent for the period 01 October to 31	22.59	-22.59
63358	SI	01/10/2022	Allotment Rent for the period 01 January to 30	72.85	-72.85
63360	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.87	-14.87
63361	SI	01/10/2022	Allotment Rent for the period 01 January to 30	47.96	-47.96
63363	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.30	-14.30
63364	SI	01/10/2022	Allotment Rent for the period 01 January to 30	46.11	-46.11
63366	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.66	-10.66
63367	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.38	-34.38
63369	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.27	-8.27
63370	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.67	-26.67
63372	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.25	-10.25
63373	SI	01/10/2022	Allotment Rent for the period 01 January to 30	33.06	-33.06
63375	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.51	-12.51
63376	SI	01/10/2022	Allotment Rent for the period 01 January to 30	40.34	-40.34
63378	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.80	-18.80
63379	SI	01/10/2022	Allotment Rent for the period 01 January to 30	60.62	-60.62
63381	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.87	-12.87
63382	SI	01/10/2022	Allotment Rent for the period 01 January to 30	41.51	-41.51
63384	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.82	-10.82
63385	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.91	-34.91
63387	SI	01/10/2022	Allotment Rent for the period 01 October to 31	25.83	-25.83
63388	SI	01/10/2022	Allotment Rent for the period 01 January to 30	83.30	-83.30
63390	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.02	-21.02
63391	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.80	-67.80
63396	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.90	-20.90
63397	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.40	-67.40
63402	SI	01/10/2022	Allotment Rent for the period 01 October to 31	17.22	-17.22
63403	SI	01/10/2022	Allotment Rent for the period 01 January to 30	55.53	-55.53
63405	SI	01/10/2022	Allotment Rent for the period 01 October to 31	17.60	-17.60
63406	SI	01/10/2022	Allotment Rent for the period 01 January to 30	56.76	-56.76
63408	SI	01/10/2022	Allotment Rent for the period 01 October to 31	17.36	-17.36
63409	SI	01/10/2022	Allotment Rent for the period 01 January to 30	55.99	-55.99
63411	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.83	-10.83
63412	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.93	-34.93
63414	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.00	-12.00
63415	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.70	-38.70
63417	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.37	-19.37
63418	SI	01/10/2022	Allotment Rent for the period 01 January to 30	62.47	-62.47
63420	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.18	-8.18
63421	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.37	-26.37
63423	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.82	-10.82
63424	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.89	-34.89
63426	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.60	-14.60
63427	SI	01/10/2022	Allotment Rent for the period 01 January to 30	47.07	-47.07
63429	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.85	-12.85
63430	SI	01/10/2022	Allotment Rent for the period 01 January to 30	41.45	-41.45
63432	SI	01/10/2022	Allotment Rent for the period 01 October to 31	22.00	-22.00
63433	SI	01/10/2022	Allotment Rent for the period 01 January to 30	70.95	-70.95
63435	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.89	-21.89
63436	SI	01/10/2022	Allotment Rent for the period 01 January to 30	70.59	-70.59
63438	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.79	-10.79
63439	SI	01/10/2022	Allotment Rent for the period 01 January to 30	34.80	-34.80
63441	SI	01/10/2022	Allotment Rent for the period 01 October to 31	7.77	-7.77
63442	SI	01/10/2022	Allotment Rent for the period 01 January to 30	25.06	-25.06
63444	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.09	-11.09
63445	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.77	-35.77
63447	SI	01/10/2022	Allotment Rent for the period 01 October to 31	10.89	-10.89
63448	SI	01/10/2022	Allotment Rent for the period 01 January to 30	35.12	-35.12
63450	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.73	-26.73
63451	SI	01/10/2022	Allotment Rent for the period 01 January to 30	86.20	-86.20
63453	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.32	-9.32
63454	SI	01/10/2022	Allotment Rent for the period 01 January to 30	30.07	-30.07
63456	SI	01/10/2022	Allotment Rent for the period 01 October to 31	16.80	-16.80

Nominal Departmental Analysis (Detailed)

63457	SI	01/10/2022	Allotment Rent for the period 01 January to 30	54.18	-54.18
63459	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.48	-20.48
63460	SI	01/10/2022	Allotment Rent for the period 01 January to 30	66.03	-66.03
63462	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.06	-13.06
63463	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.12	-42.12
63465	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.06	-21.06
63466	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.92	-67.92
63468	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.18	-21.18
63469	SI	01/10/2022	Allotment Rent for the period 01 January to 30	68.29	-68.29
63471	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.69	-11.69
63472	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.70	-37.70
63474	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.60	-11.60
63475	SI	01/10/2022	Allotment Rent for the period 01 January to 30	37.41	-37.41
63477	SI	01/10/2022	Allotment Rent for the period 01 October to 31	22.50	-22.50
63478	SI	01/10/2022	Allotment Rent for the period 01 January to 30	72.56	-72.56
63483	SI	01/10/2022	Allotment Rent for the period 01 October to 31	15.76	-15.76
63484	SI	01/10/2022	Allotment Rent for the period 01 January to 30	50.83	-50.83
63486	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.29	-8.29
63487	SI	01/10/2022	Allotment Rent for the period 01 January to 30	26.73	-26.73
63489	SI	01/10/2022	Allotment Rent for the period 01 October to 31	14.49	-14.49
63490	SI	01/10/2022	Allotment Rent for the period 01 January to 30	46.73	-46.73
63492	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.00	-12.00
63493	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.71	-38.71
63495	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.00	-18.00
63496	SI	01/10/2022	Allotment Rent for the period 01 January to 30	58.05	-58.05
63498	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.08	-21.08
63499	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.98	-67.98
63501	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.28	-11.28
63502	SI	01/10/2022	Allotment Rent for the period 01 January to 30	36.38	-36.38
63503	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.50	-21.50
63504	SI	01/10/2022	Allotment Rent for the period 01 January to 30	69.34	-69.34
63505	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.97	-20.97
63506	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.62	-67.62
63508	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.97	-20.97
63509	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.62	-67.62
63511	SI	01/10/2022	Allotment Rent for the period 01 October to 31	13.11	-13.11
63512	SI	01/10/2022	Allotment Rent for the period 01 January to 30	42.26	-42.26
63514	SI	01/10/2022	Allotment Rent for the period 01 October to 31	20.33	-20.33
63515	SI	01/10/2022	Allotment Rent for the period 01 January to 30	65.55	-65.55
63517	SI	01/10/2022	Allotment Rent for the period 01 October to 31	41.50	-41.50
63518	SI	01/10/2022	Allotment Rent for the period 01 January to 30	133.82	-133.82
63523	SI	01/10/2022	Allotment Rent for the period 01 October to 31	8.59	-8.59
63524	SI	01/10/2022	Allotment Rent for the period 01 January to 30	27.70	-27.70
63526	SI	01/10/2022	Allotment Rent for the period 01 October to 31	28.43	-28.43
63527	SI	01/10/2022	Allotment Rent for the period 01 January to 30	91.67	-91.67
63529	SI	01/10/2022	Allotment Rent for the period 01 October to 31	26.18	-26.18
63530	SI	01/10/2022	Allotment Rent for the period 01 January to 30	84.41	-84.41
63532	SI	01/10/2022	Allotment Rent for the period 01 October to 31	11.91	-11.91
63533	SI	01/10/2022	Allotment Rent for the period 01 January to 30	38.40	-38.40
63535	SI	01/10/2022	Allotment Rent for the period 01 October to 31	12.64	-12.64
63536	SI	01/10/2022	Allotment Rent for the period 01 January to 30	40.76	-40.76
63538	SI	01/10/2022	Allotment Rent for the period 01 October to 31	21.06	-21.06
63539	SI	01/10/2022	Allotment Rent for the period 01 January to 30	67.92	-67.92
63541	SI	01/10/2022	Allotment Rent for the period 01 October to 31	22.14	-22.14
63542	SI	01/10/2022	Allotment Rent for the period 01 January to 30	71.40	-71.40
63547	SI	01/10/2022	Allotment Rent for the period 01 October to 31	19.60	-19.60
63548	SI	01/10/2022	Allotment Rent for the period 01 January to 30	63.21	-63.21
63550	SI	01/10/2022	Allotment Rent for the period 01 October to 31	17.66	-17.66
63551	SI	01/10/2022	Allotment Rent for the period 01 January to 30	56.95	-56.95
63553	SI	01/10/2022	Allotment Rent for the period 01 October to 31	25.09	-25.09
63554	SI	01/10/2022	Allotment Rent for the period 01 January to 30	78.37	-78.37
63556	SI	01/10/2022	Allotment Rent for the period 01 October to 31	23.21	-23.21
63557	SI	01/10/2022	Allotment Rent for the period 01 January to 30	74.84	-74.84
63559	SI	01/10/2022	Allotment Rent for the period 01 October to 31	9.86	-9.86
63560	SI	01/10/2022	Allotment Rent for the period 01 January to 30	31.78	-31.78
63562	SI	01/10/2022	Allotment Rent for the period 01 October to 31	18.09	-18.09

Nominal Departmental Analysis (Detailed)

63563	SI	01/10/2022	Allotment Rent for the period 01 January to 30	58.33	-58.33
63567	SI	03/10/2022	Allotment Rent for the period 01 October to 31	17.02	-17.02
63568	SI	03/10/2022	Allotment Rent for the period 01 January to 30	54.88	-54.88
63574	SI	05/10/2022	Allotment Rent for the period 01 October to 31	9.55	-9.55
63575	SI	05/10/2022	Allotment Rent for the period 01 January to 30	30.79	-30.79
63577	SI	05/10/2022	Allotment Rent for the period 01 October to 31	8.30	-8.30
63578	SI	05/10/2022	Allotment Rent for the period 01 January to 30	26.76	-26.76
63579	SI	05/10/2022	Allotment Rent for the period 01 October to 31	11.54	-11.54
63580	SI	05/10/2022	Allotment Rent for the period 01 January to 30	37.22	-37.22
63581	SI	05/10/2022	Allotment Rent for the period 01 October to 31	21.00	-21.00
63582	SI	05/10/2022	Allotment Rent for the period 01 January to 30	67.72	-67.72
63584	SI	05/10/2022	Allotment Rent for the period 01 October to 31	8.91	-8.91
63585	SI	05/10/2022	Allotment Rent for the period 01 January to 30	28.73	-28.73
63794	SI	24/10/2022	Allotment Rent for the period 01 October to 31	10.29	-10.29
63795	SI	24/10/2022	Allotment Rent for the period 01 January to 30	33.19	-33.19
63796	SI	24/10/2022	Allotment Rent for the period 01 October to 31	16.78	-16.78
63797	SI	24/10/2022	Allotment Rent for the period 01 January to 30	54.12	-54.12
63992	BR	07/10/2022	Allotment Rent	0.88	-0.88
Account Totals				17,005.99	-17,005.99

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>
62677	SI	01/10/2022	Gate key deposits		11.50	-11.50
62680	SI	01/10/2022	Gate key deposit		5.00	-5.00
62683	SI	01/10/2022	Gate key deposit		5.00	-5.00
62686	SI	01/10/2022	Gate key deposit		5.00	-5.00
62689	SI	01/10/2022	Gate key deposit		5.00	-5.00
63576	SI	05/10/2022	Gate key deposit		5.00	-5.00
Account Totals					36.50	-36.50

N/C 7006 Name G&GM - Inc - Water Charges

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62702	SI	01/10/2022	Water Charges		7.49	-7.49
62705	SI	01/10/2022	Water Charges		13.75	-13.75
62711	SI	01/10/2022	Water Charges		13.75	-13.75
62723	SI	01/10/2022	Water Charges		7.49	-7.49
62726	SI	01/10/2022	Water Charges		13.75	-13.75
62729	SI	01/10/2022	Water Charges		13.75	-13.75
62734	SI	01/10/2022	Water Charges		7.49	-7.49
62740	SI	01/10/2022	Water Charges		11.27	-11.27
62743	SI	01/10/2022	Water Charges		6.25	-6.25
62746	SI	01/10/2022	Water Charges		6.25	-6.25
62749	SI	01/10/2022	Water Charges		6.25	-6.25
62752	SI	01/10/2022	Water Charges		6.25	-6.25
62755	SI	01/10/2022	Water Charges		11.27	-11.27
62758	SI	01/10/2022	Water Charges		6.25	-6.25
62761	SI	01/10/2022	Water Charges		11.27	-11.27
62764	SI	01/10/2022	Water Charges		11.27	-11.27
62767	SI	01/10/2022	Water Charges		11.27	-11.27
62770	SI	01/10/2022	Water Charges		11.27	-11.27
62773	SI	01/10/2022	Water Charges		11.27	-11.27
62776	SI	01/10/2022	Water Charges		11.27	-11.27
62779	SI	01/10/2022	Water Charges		6.25	-6.25
62782	SI	01/10/2022	Water Charges		11.27	-11.27
62785	SI	01/10/2022	Water Charges		11.27	-11.27
62788	SI	01/10/2022	Water Charges		11.27	-11.27
62791	SI	01/10/2022	Water Charges		6.25	-6.25
62794	SI	01/10/2022	Water Charges		6.25	-6.25
62800	SI	01/10/2022	Water Charges		11.27	-11.27
62803	SI	01/10/2022	Water Charges		6.25	-6.25
62806	SI	01/10/2022	Water Charges		6.25	-6.25
62812	SI	01/10/2022	Water Charges		6.25	-6.25
62818	SI	01/10/2022	Water Charges		11.27	-11.27

Nominal Departmental Analysis (Detailed)

62825	SI	01/10/2022	Water Charges	13.75	-13.75
62828	SI	01/10/2022	Water Charges	13.75	-13.75
62831	SI	01/10/2022	Water Charges	7.49	-7.49
62834	SI	01/10/2022	Water Charges	7.49	-7.49
62837	SI	01/10/2022	Water Charges	7.49	-7.49
62840	SI	01/10/2022	Water Charges	6.15	-6.15
62843	SI	01/10/2022	Water Charges	6.15	-6.15
62849	SI	01/10/2022	Water Charges	11.07	-11.07
62854	SI	01/10/2022	Water Charges	8.70	-8.70
62857	SI	01/10/2022	Water Charges	15.28	-15.28
62860	SI	01/10/2022	Water Charges	8.70	-8.70
62863	SI	01/10/2022	Water Charges	8.70	-8.70
62866	SI	01/10/2022	Water Charges	8.70	-8.70
62869	SI	01/10/2022	Water Charges	8.70	-8.70
62872	SI	01/10/2022	Water Charges	8.70	-8.70
62875	SI	01/10/2022	Water Charges	15.28	-15.28
62878	SI	01/10/2022	Water Charges	8.70	-8.70
62884	SI	01/10/2022	Water Charges	15.28	-15.28
62887	SI	01/10/2022	Water Charges	8.70	-8.70
62890	SI	01/10/2022	Water Charges	8.70	-8.70
62893	SI	01/10/2022	Water Charges	8.70	-8.70
62896	SI	01/10/2022	Water Charges	8.70	-8.70
62899	SI	01/10/2022	Water Charges	8.70	-8.70
62902	SI	01/10/2022	Water Charges	8.70	-8.70
62905	SI	01/10/2022	Water Charges	8.70	-8.70
62908	SI	01/10/2022	Water Charges	8.70	-8.70
62911	SI	01/10/2022	Water Charges	15.28	-15.28
62914	SI	01/10/2022	Water Charges	8.70	-8.70
62917	SI	01/10/2022	Water Charges	8.70	-8.70
62920	SI	01/10/2022	Water Charges	8.70	-8.70
62923	SI	01/10/2022	Water Charges	15.28	-15.28
62926	SI	01/10/2022	Water Charges	15.28	-15.28
62929	SI	01/10/2022	Water Charges	15.28	-15.28
62934	SI	01/10/2022	Water Charges	11.07	-11.07
62937	SI	01/10/2022	Water Charges	6.15	-6.15
62940	SI	01/10/2022	Water Charges	6.15	-6.15
62943	SI	01/10/2022	Water Charges	11.07	-11.07
62950	SI	01/10/2022	Water Charges	5.78	-5.78
62953	SI	01/10/2022	Water Charges	10.33	-10.33
62956	SI	01/10/2022	Water Charges	5.78	-5.78
62962	SI	01/10/2022	Water Charges	5.78	-5.78
62965	SI	01/10/2022	Water Charges	5.78	-5.78
62968	SI	01/10/2022	Water Charges	5.78	-5.78
62971	SI	01/10/2022	Water Charges	11.27	-11.27
62974	SI	01/10/2022	Water Charges	11.27	-11.27
62977	SI	01/10/2022	Water Charges	11.27	-11.27
62980	SI	01/10/2022	Water Charges	6.25	-6.25
62983	SI	01/10/2022	Water Charges	11.27	-11.27
62986	SI	01/10/2022	Water Charges	11.27	-11.27
62989	SI	01/10/2022	Water Charges	11.07	-11.07
62992	SI	01/10/2022	Water Charges	11.07	-11.07
62995	SI	01/10/2022	Water Charges	6.15	-6.15
62998	SI	01/10/2022	Water Charges	11.07	-11.07
63001	SI	01/10/2022	Water Charges	11.07	-11.07
63004	SI	01/10/2022	Water Charges	11.07	-11.07
63007	SI	01/10/2022	Water Charges	6.15	-6.15
63010	SI	01/10/2022	Water Charges	6.15	-6.15
63016	SI	01/10/2022	Water Charges	11.07	-11.07
63019	SI	01/10/2022	Water Charges	6.15	-6.15
63022	SI	01/10/2022	Water Charges	6.15	-6.15
63025	SI	01/10/2022	Water Charges	11.07	-11.07
63028	SI	01/10/2022	Water Charges	6.15	-6.15
63031	SI	01/10/2022	Water Charges	6.15	-6.15
63034	SI	01/10/2022	Water Charges	6.15	-6.15
63037	SI	01/10/2022	Water Charges	6.15	-6.15
63040	SI	01/10/2022	Water Charges	6.15	-6.15

Nominal Departmental Analysis (Detailed)

63043	SI	01/10/2022	Water Charges	6.15	-6.15
63049	SI	01/10/2022	Water Charges	6.15	-6.15
63052	SI	01/10/2022	Water Charges	11.07	-11.07
63055	SI	01/10/2022	Water Charges	6.15	-6.15
63058	SI	01/10/2022	Water Charges	6.15	-6.15
63061	SI	01/10/2022	Water Charges	6.15	-6.15
63067	SI	01/10/2022	Water Charges	11.07	-11.07
63070	SI	01/10/2022	Water Charges	6.15	-6.15
63073	SI	01/10/2022	Water Charges	6.15	-6.15
63076	SI	01/10/2022	Water Charges	12.54	-12.54
63079	SI	01/10/2022	Water Charges	12.54	-12.54
63082	SI	01/10/2022	Water Charges	12.54	-12.54
63087	SI	01/10/2022	Water Charges	3.06	-3.06
63090	SI	01/10/2022	Water Charges	4.88	-4.88
63093	SI	01/10/2022	Water Charges	4.88	-4.88
63096	SI	01/10/2022	Water Charges	4.88	-4.88
63099	SI	01/10/2022	Water Charges	4.88	-4.88
63102	SI	01/10/2022	Water Charges	4.88	-4.88
63105	SI	01/10/2022	Water Charges	3.06	-3.06
63108	SI	01/10/2022	Water Charges	4.88	-4.88
63111	SI	01/10/2022	Water Charges	4.88	-4.88
63114	SI	01/10/2022	Water Charges	4.88	-4.88
63117	SI	01/10/2022	Water Charges	4.88	-4.88
63120	SI	01/10/2022	Water Charges	4.88	-4.88
63123	SI	01/10/2022	Water Charges	4.88	-4.88
63126	SI	01/10/2022	Water Charges	4.88	-4.88
63129	SI	01/10/2022	Water Charges	3.06	-3.06
63132	SI	01/10/2022	Water Charges	4.88	-4.88
63135	SI	01/10/2022	Water Charges	3.06	-3.06
63138	SI	01/10/2022	Water Charges	3.06	-3.06
63141	SI	01/10/2022	Water Charges	3.06	-3.06
63144	SI	01/10/2022	Water Charges	4.88	-4.88
63147	SI	01/10/2022	Water Charges	17.16	-17.16
63150	SI	01/10/2022	Water Charges	17.16	-17.16
63153	SI	01/10/2022	Water Charges	17.16	-17.16
63156	SI	01/10/2022	Water Charges	17.16	-17.16
63159	SI	01/10/2022	Water Charges	9.64	-9.64
63162	SI	01/10/2022	Water Charges	17.16	-17.16
63165	SI	01/10/2022	Water Charges	17.16	-17.16
63168	SI	01/10/2022	Water Charges	17.16	-17.16
63171	SI	01/10/2022	Water Charges	17.16	-17.16
63174	SI	01/10/2022	Water Charges	9.64	-9.64
63180	SI	01/10/2022	Water Charges	9.64	-9.64
63183	SI	01/10/2022	Water Charges	9.64	-9.64
63186	SI	01/10/2022	Water Charges	9.64	-9.64
63189	SI	01/10/2022	Water Charges	17.16	-17.16
63192	SI	01/10/2022	Water Charges	17.16	-17.16
63201	SI	01/10/2022	Water Charges	17.16	-17.16
63204	SI	01/10/2022	Water Charges	17.16	-17.16
63207	SI	01/10/2022	Water Charges	17.16	-17.16
63210	SI	01/10/2022	Water Charges	17.16	-17.16
63213	SI	01/10/2022	Water Charges	17.16	-17.16
63216	SI	01/10/2022	Water Charges	17.16	-17.16
63219	SI	01/10/2022	Water Charges	9.64	-9.64
63225	SI	01/10/2022	Water Charges	17.16	-17.16
63230	SI	01/10/2022	Water Charges	6.68	-6.68
63233	SI	01/10/2022	Water Charges	6.98	-6.98
63236	SI	01/10/2022	Water Charges	6.98	-6.98
63239	SI	01/10/2022	Water Charges	6.98	-6.98
63242	SI	01/10/2022	Water Charges	6.98	-6.98
63245	SI	01/10/2022	Water Charges	6.98	-6.98
63251	SI	01/10/2022	Water Charges	6.98	-6.98
63254	SI	01/10/2022	Water Charges	6.98	-6.98
63257	SI	01/10/2022	Water Charges	6.98	-6.98
63260	SI	01/10/2022	Water Charges	6.98	-6.98
63263	SI	01/10/2022	Water Charges	6.98	-6.98

Nominal Departmental Analysis (Detailed)

63266	SI	01/10/2022	Water Charges	6.98	-6.98
63269	SI	01/10/2022	Water Charges	6.98	-6.98
63272	SI	01/10/2022	Water Charges	6.98	-6.98
63275	SI	01/10/2022	Water Charges	6.98	-6.98
63282	SI	01/10/2022	Water Charges	6.13	-6.13
63285	SI	01/10/2022	Water Charges	11.03	-11.03
63288	SI	01/10/2022	Water Charges	11.03	-11.03
63291	SI	01/10/2022	Water Charges	11.03	-11.03
63294	SI	01/10/2022	Water Charges	6.13	-6.13
63300	SI	01/10/2022	Water Charges	6.13	-6.13
63303	SI	01/10/2022	Water Charges	11.03	-11.03
63306	SI	01/10/2022	Water Charges	6.13	-6.13
63309	SI	01/10/2022	Water Charges	6.13	-6.13
63312	SI	01/10/2022	Water Charges	6.13	-6.13
63315	SI	01/10/2022	Water Charges	11.03	-11.03
63318	SI	01/10/2022	Water Charges	6.13	-6.13
63321	SI	01/10/2022	Water Charges	6.13	-6.13
63324	SI	01/10/2022	Water Charges	6.13	-6.13
63327	SI	01/10/2022	Water Charges	11.03	-11.03
63330	SI	01/10/2022	Water Charges	11.03	-11.03
63333	SI	01/10/2022	Water Charges	6.13	-6.13
63336	SI	01/10/2022	Water Charges	11.03	-11.03
63339	SI	01/10/2022	Water Charges	11.03	-11.03
63342	SI	01/10/2022	Water Charges	11.03	-11.03
63345	SI	01/10/2022	Water Charges	6.13	-6.13
63348	SI	01/10/2022	Water Charges	11.03	-11.03
63351	SI	01/10/2022	Water Charges	11.03	-11.03
63354	SI	01/10/2022	Water Charges	11.03	-11.03
63359	SI	01/10/2022	Water Charges	15.22	-15.22
63362	SI	01/10/2022	Water Charges	15.22	-15.22
63365	SI	01/10/2022	Water Charges	15.22	-15.22
63368	SI	01/10/2022	Water Charges	8.23	-8.23
63371	SI	01/10/2022	Water Charges	8.23	-8.23
63374	SI	01/10/2022	Water Charges	8.23	-8.23
63377	SI	01/10/2022	Water Charges	8.23	-8.23
63380	SI	01/10/2022	Water Charges	15.22	-15.22
63383	SI	01/10/2022	Water Charges	15.22	-15.22
63386	SI	01/10/2022	Water Charges	8.23	-8.23
63389	SI	01/10/2022	Water Charges	15.22	-15.22
63392	SI	01/10/2022	Water Charges	15.22	-15.22
63398	SI	01/10/2022	Water Charges	15.22	-15.22
63404	SI	01/10/2022	Water Charges	15.22	-15.22
63407	SI	01/10/2022	Water Charges	15.22	-15.22
63410	SI	01/10/2022	Water Charges	15.22	-15.22
63413	SI	01/10/2022	Water Charges	8.23	-8.23
63416	SI	01/10/2022	Water Charges	8.23	-8.23
63419	SI	01/10/2022	Water Charges	15.22	-15.22
63422	SI	01/10/2022	Water Charges	8.23	-8.23
63425	SI	01/10/2022	Water Charges	8.23	-8.23
63428	SI	01/10/2022	Water Charges	15.22	-15.22
63431	SI	01/10/2022	Water Charges	15.22	-15.22
63434	SI	01/10/2022	Water Charges	15.22	-15.22
63437	SI	01/10/2022	Water Charges	15.22	-15.22
63440	SI	01/10/2022	Water Charges	8.23	-8.23
63443	SI	01/10/2022	Water Charges	8.23	-8.23
63446	SI	01/10/2022	Water Charges	8.23	-8.23
63449	SI	01/10/2022	Water Charges	8.23	-8.23
63452	SI	01/10/2022	Water Charges	15.22	-15.22
63455	SI	01/10/2022	Water Charges	8.23	-8.23
63458	SI	01/10/2022	Water Charges	15.22	-15.22
63461	SI	01/10/2022	Water Charges	15.22	-15.22
63464	SI	01/10/2022	Water Charges	15.22	-15.22
63467	SI	01/10/2022	Water Charges	15.22	-15.22
63470	SI	01/10/2022	Water Charges	15.22	-15.22
63473	SI	01/10/2022	Water Charges	8.23	-8.23
63476	SI	01/10/2022	Water Charges	8.23	-8.23

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

63479	SI	01/10/2022	Water Charges	15.22	-15.22
63485	SI	01/10/2022	Water Charges	15.22	-15.22
63488	SI	01/10/2022	Water Charges	8.23	-8.23
63491	SI	01/10/2022	Water Charges	15.22	-15.22
63494	SI	01/10/2022	Water Charges	8.23	-8.23
63497	SI	01/10/2022	Water Charges	15.22	-15.22
63500	SI	01/10/2022	Water Charges	15.22	-15.22
63507	SI	01/10/2022	Water Charges	12.54	-12.54
63510	SI	01/10/2022	Water Charges	12.54	-12.54
63513	SI	01/10/2022	Water Charges	12.54	-12.54
63516	SI	01/10/2022	Water Charges	12.54	-12.54
63519	SI	01/10/2022	Water Charges	12.54	-12.54
63525	SI	01/10/2022	Water Charges	6.89	-6.89
63528	SI	01/10/2022	Water Charges	12.54	-12.54
63531	SI	01/10/2022	Water Charges	12.54	-12.54
63534	SI	01/10/2022	Water Charges	6.89	-6.89
63537	SI	01/10/2022	Water Charges	12.54	-12.54
63540	SI	01/10/2022	Water Charges	12.54	-12.54
63543	SI	01/10/2022	Water Charges	12.54	-12.54
63549	SI	01/10/2022	Water Charges	12.54	-12.54
63552	SI	01/10/2022	Water Charges	12.54	-12.54
63555	SI	01/10/2022	Water Charges	12.54	-12.54
63558	SI	01/10/2022	Water Charges	12.54	-12.54
63561	SI	01/10/2022	Water Charges	6.89	-6.89
63564	SI	01/10/2022	Water Charges	12.54	-12.54
63583	SI	05/10/2022	Water Charges	11.07	-11.07
63586	SI	05/10/2022	Water Charges	6.15	-6.15

Account Totals 2,544.23 -2,544.23

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>
64117	BP	01/10/2022	Rates	122.00		122.00
Account Totals				<u>122.00</u>		<u>122.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63746	PI	14/10/2022	Refreshments - BKAC	24.64		24.64
64143	PI	19/10/2022	Engraving Trophies	130.89		130.89
Account Totals				<u>155.53</u>		<u>155.53</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63763	JD	27/10/2022	Employers Pension	343.59		343.59
63764	JD	27/10/2022	Payments	1,692.54		1,692.54
Account Totals				<u>2,036.13</u>		<u>2,036.13</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63692	PI	04/10/2022	Electricity	8.64		8.64
Account Totals				<u>8.64</u>		<u>8.64</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64146	PI	18/10/2022	Security	196.17		196.17
Account Totals				<u>196.17</u>		<u>196.17</u>

N/C 7180 **Name** G&GM - Exp - Community Heritage Officer

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63712	PI	05/10/2022	Community Heritage Officer - Half Year	5,000.00		5,000.00

Yeovil Town Council Nominal Departmental Analysis (Detailed)

Account Totals 5,000.00 5,000.00

N/C	7220	Name	G&M - Exp - Water Charges		
Tran Number	Type	Date	Details	Debit	Credit
64151	PI	14/10/2022	Water Charge - TBL & Rustywell	165.84	165.84

Account Totals 165.84 165.84

Department 7,684.31 19,586.72 -11,902.41

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

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
63572	SI	04/10/2022	Hall Hire Fees		34.00	-34.00
63589	SI	06/10/2022	Hall Hire Fees		135.00	-135.00
63590	SI	06/10/2022	Hall Hire Fees		45.00	-45.00
63591	SI	06/10/2022	Hall Hire Fees		22.50	-22.50
63592	SI	06/10/2022	Hall Hire Fees		15.00	-15.00
63593	SI	06/10/2022	Hall Hire Fees		67.50	-67.50
63598	SI	06/10/2022	Hall Hire Fees		45.00	-45.00
63599	SI	06/10/2022	Hall Hire Fees		30.00	-30.00
63600	SI	06/10/2022	Hall Hire Fees		22.50	-22.50
63601	SI	06/10/2022	Hall Hire Fees		90.00	-90.00
63602	SI	06/10/2022	Hall Hire Fees		67.50	-67.50
63603	SI	06/10/2022	Hall Hire Fees		7.50	-7.50
63662	SI	10/10/2022	Hall Hire Fees		25.50	-25.50
63663	SI	10/10/2022	Hall Hire Fees		11.50	-11.50
63664	SI	10/10/2022	Hall Hire Fees		34.00	-34.00
63665	SI	10/10/2022	Hall Hire Fees		11.50	-11.50
63671	SI	12/10/2022	Hall Hire Fees		59.50	-59.50
63672	SI	12/10/2022	Hall Hire Fees		11.50	-11.50
63690	SI	13/10/2022	Hall Hire Fees		22.50	-22.50
63853	SI	25/10/2022	Hall Hire Fees		42.50	-42.50
63854	SI	25/10/2022	Hall Hire Fees		11.50	-11.50
63977	SI	31/10/2022	Hall Hire Fees		34.00	-34.00
63978	SI	31/10/2022	Hall Hire Fees		11.50	-11.50
64070	SI	27/10/2022	Milford Hall Hire Fees - November 2022		1,333.33	-1,333.33
64071	SI	27/10/2022	Cleaning Fee (Purchase Order No 8000423930)		72.25	-72.25
64072	SI	28/10/2022	Cleaning Fee - October 2022 (Purchase Order		36.15	-36.15

Account Totals 2,298.73 -2,298.73

N/C 6070 **Name** B&CM - Exp - Litter bins/Grit Bins

Tran Number	Type	Date	Details	Debit	Credit	Balance
64162	PI	10/10/2022	Masking Tape	7.08		7.08

Account Totals 7.08 7.08

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
63717	PI	03/10/2022	Cleaning Millennium Clock	1,125.00		1,125.00

Account Totals 1,125.00 1,125.00

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
63762	JD	27/10/2022	Payments	982.59		982.59
64040	JC	27/10/2022	Caretaker		982.59	-982.59

Account Totals 982.59 982.59

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
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Nominal Departmental Analysis (Detailed)

63688	PI	05/10/2022	Internet	28.16		28.16
63770	PI	20/10/2022	Emergency Exit Sign	14.98		14.98
63986	PI	14/10/2022	Plates, Mugs & Cutlery	177.08		177.08
64041	JD	27/10/2022	Caretaker	722.27		722.27
64118	BP	01/10/2022	Rates	536.00		536.00
64159	PI	31/10/2022	Mobile Patrols	194.37		194.37
64160	PI	31/10/2022	Unlock & Lock Hall	50.16		50.16
64163	PI	26/10/2022	Mounting Tape	7.49		7.49
64177	PI	21/10/2022	Cleaning	723.45		723.45
64178	PI	21/10/2022	Cleaning	86.12		86.12
64181	PI	08/10/2022	Gas	332.55		332.55
64332	PC	19/10/2022	Credit on Broken Mugs		50.00	-50.00
Account Totals				2,872.63	50.00	2,822.63

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>
63718	PI	03/10/2022	Foot Patrols	417.00		417.00
63749	PI	14/10/2022	Unblocking Public Toilets	125.00		125.00
64141	PI	17/10/2022	Electricity	192.74		192.74
64149	PI	31/10/2022	Water Hygiene Service	222.25		222.25
64152	PI	05/10/2022	Water Charge	73.00		73.00
64175	PI	31/10/2022	Cleaning	560.79		560.79
64176	PI	21/10/2022	Consumables	72.50		72.50
Account Totals				1,663.28		1,663.28

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>
63713	PI	06/10/2022	Petters Way Toilets Recharge - 2nd Qtr	2,657.55		2,657.55
63719	PI	03/10/2022	Foot Patrols	417.00		417.00
Account Totals				3,074.55		3,074.55

N/C 6190 **Name** B&CM - Exp - Town House - Business Rates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64116	BP	01/10/2022	Rates	961.00		961.00
Account Totals				961.00		961.00

N/C 6200 **Name** B&CM - Exp - Town House - (excluding services)

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63679	PI	01/10/2022	Tissues	12.50		12.50
63791	PI	20/10/2022	Cleaning Materials	19.90		19.90
63792	PI	20/10/2022	Cleaning Materials	9.50		9.50
63793	PI	21/10/2022	Cleaning Materials	9.12		9.12
64042	JD	27/10/2022	Cleaner	260.32		260.32
64158	PI	31/10/2022	Waste Disposal	56.20		56.20
Account Totals				367.54		367.54

N/C 6210 **Name** B&CM - Exp - Town House - Electricity

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63693	PI	02/10/2022	Electricity	115.07		115.07
Account Totals				115.07		115.07

N/C 6212 **Name** B&CM - Exp - Town House - Gas

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63696	PI	05/10/2022	Gas	31.33		31.33
Account Totals				31.33		31.33

N/C 6214 **Name** B&CM - Exp - Town House - Maintenance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

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64150	PI	31/10/2022	Water Leak - Boiler	143.50		143.50
Account Totals				<u>143.50</u>		<u>143.50</u>

N/C	6250		Name B&CM - Exp - Town House - Water Charges			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64153	PI	19/10/2022	Water Charge	90.60		90.60
Account Totals				<u>90.60</u>		<u>90.60</u>

	<u>11,434.17</u>	<u>3,331.32</u>	<u>8,102.85</u>
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Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C	5520		Name P&A - Exp - Christmas Lights			
Tran Number	Type	Date	Details	Debit	Credit	Balance
63741	PI	18/10/2022	Exterior Christmas Trees	146.66		146.66
Account Totals				<u>146.66</u>		<u>146.66</u>

N/C	5540		Name P&A - Exp - Customised Souvenirs			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64148	PI	28/10/2022	Soft Touch Notebooks	304.00		304.00
Account Totals				<u>304.00</u>		<u>304.00</u>

N/C	5590		Name P&A - Exp - Yeovil Town Crier Open Champs.			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64144	PI	19/10/2022	Bar Badges	72.45		72.45
Account Totals				<u>72.45</u>		<u>72.45</u>

N/C	5610		Name P&A - Exp - Yeovil Super Saturday			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64147	PI	31/10/2022	Advert	175.00		175.00
Account Totals				<u>175.00</u>		<u>175.00</u>

	<u>698.11</u>		<u>698.11</u>
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	<u>53,805.52</u>	<u>28,746.63</u>	<u>25,058.89</u>
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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 4000
N/C To 7520

Tran Date From 01/11/2022
Tran Date To 30/11/2022

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

Department From 0
Department To 999

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64271	BR	02/11/2022	CCLA Deposit Account		43.07	-43.07
64409	BR	30/11/2022	Interest		890.39	-890.39
Account Totals					<u>933.46</u>	<u>-933.46</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>
64408	SI	15/11/2022	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64257	BR	01/11/2022	Ball Tickets (11)		412.50	-412.50
64258	BR	01/11/2022	Ball Tickets (3)		112.50	-112.50
64259	BR	01/11/2022	Ball Tickets (2)		75.00	-75.00
64280	BR	17/11/2022	Ball Tickets (4)		150.00	-150.00
64411	BR	15/11/2022	Ball Tickets (8)		300.00	-300.00
64494	BR	28/11/2022	Ball Ticket (1)		37.50	-37.50
Account Totals					<u>1,087.50</u>	<u>-1,087.50</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>
64167	PI	01/11/2022	Autopay Charge	35.30		35.30
Account Totals				<u>35.30</u>		<u>35.30</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>
64199	PI	11/11/2022	Binding of Agenda/Minutes	390.00		390.00
64212	PI	14/11/2022	Mileage Claim	45.59		45.59
64342	PI	28/11/2022	Cut Out of Mayor	45.00		45.00
Account Totals				<u>480.59</u>		<u>480.59</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>
64327	JD	25/11/2022	Costs of Democracy	3,068.16		3,068.16
Account Totals				<u>3,068.16</u>		<u>3,068.16</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>
64341	PI	22/11/2022	Printing Charge - Photocopier	213.53		213.53
Account Totals				<u>213.53</u>		<u>213.53</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>
64170	PI	01/11/2022	Office 365 Business	72.80		72.80
64171	PI	01/11/2022	EoFTTC Managed Service	200.00		200.00
64172	PI	01/11/2022	IT Support	523.50		523.50
64173	PI	01/11/2022	Monthly CSP Subscription	72.00		72.00
Account Totals				<u>868.30</u>		<u>868.30</u>

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Yeovil Town Council Nominal Departmental Analysis (Detailed)

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N/C	4190	Name	PR&F - GEN - Exp - Prof. fees/subs					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64138	PI	01/11/2022	Sage 50 Accounts/Payroll	269.50		269.50		
Account Totals				<u>269.50</u>		<u>269.50</u>		

N/C	4210	Name	PR&F - GEN - Exp - Stationery/supplies					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64193	PI	09/11/2022	Stationery	25.28		25.28		
64194	PI	10/11/2022	Stationery	46.51		46.51		
64379	PI	20/11/2022	Batteries	8.60		8.60		
Account Totals				<u>80.39</u>		<u>80.39</u>		

N/C	4220	Name	PR&F - GEN - Exp - Telephone					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64164	PI	01/11/2022	Call/Line Rental Charges	68.95		68.95		
Account Totals				<u>68.95</u>		<u>68.95</u>		

N/C	4240	Name	PR&F - GEN - Exp - Youth Project Schemes					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64168	PI	10/11/2022	Youth Service Projects	1,923.68		1,923.68		
64169	PI	10/11/2022	Youth Club Provision	882.30		882.30		
64360	PI	14/11/2022	Community Space	40.00		40.00		
Account Totals				<u>2,845.98</u>		<u>2,845.98</u>		

N/C	4520	Name	PR&F - GENERAL - Exp - Mayors Allowance					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64187	PI	10/11/2022	Mayoral Allowance	873.37		873.37		
Account Totals				<u>873.37</u>		<u>873.37</u>		

N/C	4550	Name	PR&F - GENERAL - Exp - Remembrance Day					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64196	PI	14/11/2022	Event Poppies Donation	100.00		100.00		
Account Totals				<u>100.00</u>		<u>100.00</u>		

N/C	4560	Name	PR&F - GENERAL - Exp - Mayors Ball					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64174	PI	01/11/2022	Band - Ball	900.00		900.00		
64362	PI	30/11/2022	Mayor's Ball	8,300.01		8,300.01		
Account Totals				<u>9,200.01</u>		<u>9,200.01</u>		

Department	<u>18,104.08</u>	<u>2,122.96</u>	<u>15,981.12</u>
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Dept Number 3 **Dept** PR & F - SALARIES

N/C	4800	Name	PR&F - SALARIES - Wages/salaries					
Tran Number	Type	Date	Details	Debit	Credit	Balance		
64184	PI	01/11/2022	Pension Deficit	527.00		527.00		
64205	JD	27/11/2022	Employers Pension	4,514.41		4,514.41		
64206	JD	27/11/2022	Payments	25,306.65		25,306.65		
64207	JD	27/11/2022	Employers NIC	2,799.11		2,799.11		
64328	JC	25/11/2022	Costs of Democracy		3,068.16	-3,068.16		
Account Totals				<u>33,147.17</u>	<u>3,068.16</u>	<u>30,079.01</u>		

Department	<u>33,147.17</u>	<u>3,068.16</u>	<u>30,079.01</u>
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Dept Number 4 **Dept** GROUNDS & GENERAL MAINTENANCE

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C		Name				
7004		G&GM - Inc - Rents				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64188	SI	10/11/2022	Allotment Rent for the period 01 October to 31		53.57	-53.57
64292	SI	17/11/2022	Allotment rent for the period 17 November		55.89	-55.89
64302	SI	17/11/2022	Allotment rent for the period 17 November		55.70	-55.70
64304	SI	17/11/2022	Allotment rent for the period 17 November		44.63	-44.63
64308	SI	17/11/2022	Allotment rent for the period 17 November		45.97	-45.97
Account Totals					<u>255.76</u>	<u>-255.76</u>

N/C		Name				
7005		G&GM - Inc - Sales of gates & tap keys				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64189	SI	10/11/2022	Allotment Rent for the period 01 January to 30		5.00	-5.00
64293	SI	17/11/2022	Gate key deposit		5.00	-5.00
64303	SI	17/11/2022	Gate key deposit		5.00	-5.00
64305	SI	17/11/2022	Gate key deposit		5.00	-5.00
64309	SI	17/11/2022	Gate key deposit		5.00	-5.00
Account Totals					<u>25.00</u>	<u>-25.00</u>

N/C		Name				
7019		G&GM - Exp - Allotment Maintenance				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64165	PI	08/11/2022	Emptying Skip	314.00		314.00
64347	PI	01/11/2022	Materials - Allotment Signage	29.14		29.14
Account Totals					<u>343.14</u>	<u>343.14</u>

N/C		Name				
7040		G&GM - Exp - Buildings & Electric Goar Knap				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64120	BP	01/11/2022	Rates	122.00		122.00
Account Totals					<u>122.00</u>	<u>122.00</u>

N/C		Name				
7070		G&GM - Exp - Labour				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64210	JD	27/11/2022	Employers Pension	573.58		573.58
64211	JD	27/11/2022	Payments	2,825.50		2,825.50
Account Totals					<u>3,399.08</u>	<u>3,399.08</u>

N/C		Name				
7080		G&GM - Exp - Materials & Equipment				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64195	PI	11/11/2022	Outside Tapes	89.70		89.70
64348	PI	01/11/2022	Bolt Cutters	18.33		18.33
Account Totals					<u>108.03</u>	<u>108.03</u>

N/C		Name				
7120		G&GM - Exp - Yew Tree Park - Gate Opening				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64361	PI	16/11/2022	Security	206.23		206.23
Account Totals					<u>206.23</u>	<u>206.23</u>

N/C		Name				
7210		G&GM - Exp - Vehicle				
Tran Number	Type	Date	Details	Debit	Credit	Balance
64345	PI	28/11/2022	Fuel - Van	91.88		91.88
64352	PI	14/11/2022	Screenwash	4.16		4.16
64354	PI	29/11/2022	Tyre Inflator	33.32		33.32
Account Totals					<u>129.36</u>	<u>129.36</u>

N/C		Name				
7220		G&GM - Exp - Water Charges				
Tran Number	Type	Date	Details	Debit	Credit	Balance

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64154	PI	01/11/2022	Water Charge - Hillcrest	48.65		48.65
64183	PI	03/11/2022	Water Charges - NT,StG,Gold,MD & EF	1,095.52		1,095.52
64357	PI	09/11/2022	Water Charges - Monks/Larkhill	86.14		86.14
64358	PI	29/11/2022	Water Charges - Goar Knap	224.91		224.91
Account Totals				1,455.22		1,455.22
Department				5,763.06	280.76	5,482.30

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>
64013	SI	02/11/2022	Milford Hall Hire Fees		34.00	-34.00
64014	SI	02/11/2022	Milford Hall Hire Fees		11.50	-11.50
64043	SI	03/11/2022	Hall Hire Fees		120.00	-120.00
64044	SI	03/11/2022	Hall Hire Fees		30.00	-30.00
64045	SI	03/11/2022	Hall Hire Fees		22.50	-22.50
64046	SI	03/11/2022	Hall Hire Fees		112.50	-112.50
64047	SI	03/11/2022	Hall Hire Fees		67.50	-67.50
64048	SI	03/11/2022	Hall Hire Fees		45.00	-45.00
64049	SI	03/11/2022	Hall Hire Fees		30.00	-30.00
64050	SI	03/11/2022	Hall Hire Fees		22.50	-22.50
64051	SI	03/11/2022	Hall Hire Fees		165.00	-165.00
64052	SI	03/11/2022	Hall Hire Fees		67.50	-67.50
64053	SI	03/11/2022	Hall Hire Fees		22.50	-22.50
64066	SI	03/11/2022	Hall Hire Fees		15.00	-15.00
64133	SI	09/11/2022	Hall Hire Fees		25.50	-25.50
64134	SI	09/11/2022	Hall Hire Fees		34.00	-34.00
64135	SI	09/11/2022	Hall Hire Fees		11.50	-11.50
64137	SI	10/11/2022	Hall Hire Fees		37.50	-37.50
64272	SI	16/11/2022	Hall Hire Fees		42.50	-42.50
64289	SI	04/11/2022	Cleaning Fee - October & November 2022		149.97	-149.97
64517	SI	29/11/2022	Milford Hall Hire Fees - December 2022		1,333.33	-1,333.33
64518	SI	29/11/2022	Hall Hire Fees		172.25	-172.25
Account Totals					2,572.05	-2,572.05

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>
64208	JD	27/11/2022	Payments	1,752.02		1,752.02
64329	JC	25/11/2022	Caretaker		1,752.02	-1,752.02
64401	PI	16/11/2022	Rates - Library	155.65		155.65
Account Totals				1,907.67	1,752.02	155.65

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>
64121	BP	01/11/2022	Rates	536.00		536.00
64166	PI	05/11/2022	Internet	27.46		27.46
64192	PI	01/11/2022	Electric Kettle	20.82		20.82
64200	PI	14/11/2022	Gas	340.03		340.03
64330	JD	25/11/2022	Caretaker	1,283.54		1,283.54
64349	PI	09/11/2022	Materials	9.15		9.15
64355	PI	01/11/2022	Water Charges	224.27		224.27
64370	PI	09/11/2022	Clearing Gutters	280.00		280.00
64392	PI	30/11/2022	Mobile Patrols	188.10		188.10
Account Totals				2,909.37		2,909.37

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>
64356	PI	01/11/2022	Water Charges	98.10		98.10
64369	PI	22/11/2022	Cleaning	723.45		723.45
64385	PI	30/11/2022	Cleaning	560.79		560.79

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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

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64386	PI	30/11/2022	Consumables	72.50		72.50
				Account Totals	<u>1,454.84</u>	<u>1,454.84</u>

N/C	6102	Name	B&CM - Exp - Public Toilets Petters Way			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64340	PI	30/11/2022	Water Hygiene Service	222.25		222.25
				Account Totals	<u>222.25</u>	<u>222.25</u>

N/C	6110	Name	B&CM - Exp - Public Noticeboards			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64353	PI	29/11/2022	Materials - Noticeboard	41.78		41.78
				Account Totals	<u>41.78</u>	<u>41.78</u>

N/C	6190	Name	B&CM - Exp - Town House - Business Rates			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64119	BP	01/11/2022	Rates	961.00		961.00
				Account Totals	<u>961.00</u>	<u>961.00</u>

N/C	6200	Name	B&CM - Exp - Town House - (excluding services)			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64331	JD	25/11/2022	Cleaner	468.48		468.48
64376	PI	30/11/2022	Waste Disposal	55.44		55.44
64381	PI	20/11/2022	Cleaning Materials	24.98		24.98
				Account Totals	<u>548.90</u>	<u>548.90</u>

N/C	6210	Name	B&CM - Exp - Town House - Electricity			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64157	PI	02/11/2022	Electricity	143.56		143.56
				Account Totals	<u>143.56</u>	<u>143.56</u>

N/C	6212	Name	B&CM - Exp - Town House - Gas			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64432	PI	08/11/2022	Gas	107.21		107.21
				Account Totals	<u>107.21</u>	<u>107.21</u>

N/C	6214	Name	B&CM - Exp - Town House - Maintenance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64182	PI	07/11/2022	Rectify Electrical Issues	622.00		622.00
64337	PI	23/11/2022	Surveying Town House	375.00		375.00
64344	PI	21/11/2022	Service Lift	125.00		125.00
64371	PI	28/11/2022	Clearing Gutters	245.00		245.00
64382	PI	23/11/2022	Gully Grid	25.00		25.00
				Account Totals	<u>1,392.00</u>	<u>1,392.00</u>

N/C	6230	Name	B&CM - Exp - War Memorials			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64350	PI	11/11/2022	Wire Rope/Cloth Tape	16.15		16.15
64351	PI	11/11/2022	Cable Cutters	24.99		24.99
				Account Totals	<u>41.14</u>	<u>41.14</u>

N/C	6270	Name	B&CM - Exp - Defibrillator			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64198	PI	10/11/2022	Defibrillators	9,768.00		9,768.00
				Account Totals	<u>9,768.00</u>	<u>9,768.00</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C	7040	Name	G&GM - Exp - Buildings & Electric Goar Knap			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64155	PI	03/11/2022	Electricity	168.62		168.62
Account Totals				<u>168.62</u>		<u>168.62</u>

N/C	7093	Name	G&GM - Exp - Open Spaces: Doorstep Greens			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64156	PI	02/11/2022	Electricity	37.29		37.29
Account Totals				<u>37.29</u>		<u>37.29</u>

Department	<u>19,703.63</u>	<u>4,324.07</u>	<u>15,379.56</u>
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Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C	5520	Name	P&A - Exp - Christmas Lights			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64185	PI	08/11/2022	Christmas Lights	15,570.00		15,570.00
Account Totals				<u>15,570.00</u>		<u>15,570.00</u>

N/C	5525	Name	P&A - Exp - Christmas Lights Installation/Safety			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64186	PI	08/11/2022	Installation Christmas Lights	14,365.00		14,365.00
Account Totals				<u>14,365.00</u>		<u>14,365.00</u>

N/C	5550	Name	P&A - Exp - Christmas Lights Switch-On			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64255	PI	07/11/2022	Sponsorship - Lights Switch-On	500.00		500.00
Account Totals				<u>500.00</u>		<u>500.00</u>

N/C	5610	Name	P&A - Exp - Yeovil Super Saturday			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64336	PI	21/11/2022	Advert	180.00		180.00
64364	PI	28/11/2022	Fairground Games	712.50		712.50
64380	PI	20/11/2022	Santa Hats	29.13		29.13
64390	PI	16/11/2022	Abbey 104 Services	500.00		500.00
64509	PI	10/11/2022	Mileage Claim/Expenses	12.77		12.77
64510	PI	10/11/2022	Mileage Claim/Expenses	36.34		36.34
Account Totals				<u>1,470.74</u>		<u>1,470.74</u>

N/C	6214	Name	B&CM - Exp - Town House - Maintenance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64346	PI	30/11/2022	Illustration of Cover and Map	350.00		350.00
Account Totals				<u>350.00</u>		<u>350.00</u>

Department	<u>32,255.74</u>		<u>32,255.74</u>
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Grand Totals	<u>108,973.68</u>	<u>9,795.95</u>	<u>99,177.73</u>
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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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N/C From 4000
N/C To 7520

Tran Date From 01/12/2022
Tran Date To 31/12/2022

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

Department From 0
Department To 999

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64545	BR	02/12/2022	CCLA Deposit Account		55.16	-55.16
64615	BR	30/12/2022	Interest		954.97	-954.97
64833	BR	29/12/2022	Interest		3,444.65	-3,444.65
Account Totals					<u>4,454.78</u>	<u>-4,454.78</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>
64544	SI	15/12/2022	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64522	BR	22/12/2022	Ball Tickets(2)		75.00	-75.00
64546	BR	13/12/2022	Welcome Drinks		498.67	-498.67
Account Totals					<u>573.67</u>	<u>-573.67</u>

N/C 4007 **Name** PR&F - GENERAL - Inc - Mayors Charity Events

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64521	BR	22/12/2022	Charity Donations		205.00	-205.00
64547	BR	16/12/2022	Donation - Netball		522.50	-522.50
Account Totals					<u>727.50</u>	<u>-727.50</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>
64595	PI	01/12/2022	Autopay Charge	36.35		36.35
Account Totals				<u>36.35</u>		<u>36.35</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>
64383	PI	02/12/2022	Artificial Christmas Tree	49.99		49.99
64384	PI	02/12/2022	Christmas Decorations	24.84		24.84
64389	PI	13/12/2022	Mileage Claim/Expenses	44.62		44.62
64397	PI	03/12/2022	Christmas Tree Skirt	17.48		17.48
64649	PI	13/12/2022	Gazebo Storage Bags	79.98		79.98
Account Totals				<u>216.91</u>		<u>216.91</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>
64637	JD	23/12/2022	Costs of Democracy	2,412.96		2,412.96
Account Totals				<u>2,412.96</u>		<u>2,412.96</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>
64365	PI	02/12/2022	Office 365 Business	72.80		72.80
64366	PI	02/12/2022	EoFTTC Managed Service	200.00		200.00
64367	PI	02/12/2022	IT Support	523.50		523.50
64368	PI	02/12/2022	Conthly CSP Subscription	72.00		72.00
Account Totals				<u>868.30</u>		<u>868.30</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C	4180	Name	PR&F - GEN - Exp - Postage			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64592	PI	13/12/2022	Postage	300.00		300.00
Account Totals				<u>300.00</u>		<u>300.00</u>

N/C	4190	Name	PR&F - GEN - Exp - Prof. fees/subs			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64338	PI	01/12/2022	Sage 50 Accounts/Payroll	269.50		269.50
64375	PI	08/12/2022	Membership - Yeovil Crime Reduction	416.00		416.00
64600	PI	07/12/2022	Membership Fee - ALCC - Helen	50.00		50.00
64601	PI	07/12/2022	Membership Fee - SLCC - Helen	234.00		234.00
64814	PI	22/12/2022	Membership - CIPFA	362.00		362.00
Account Totals				<u>1,331.50</u>		<u>1,331.50</u>

N/C	4210	Name	PR&F - GEN - Exp - Stationery/supplies			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64398	PI	13/12/2022	Stationery	6.07		6.07
64399	PI	13/12/2022	Stationery	25.54		25.54
64400	PI	13/12/2022	Stationery	3.32		3.32
Account Totals				<u>34.93</u>		<u>34.93</u>

N/C	4220	Name	PR&F - GEN - Exp - Telephone			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64372	PI	01/12/2022	Call/Line Rental Charges	73.30		73.30
64594	PI	26/12/2022	Mobile Phones	140.55		140.55
Account Totals				<u>213.85</u>		<u>213.85</u>

N/C	4240	Name	PR&F - GEN - Exp - Youth Project Schemes			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64387	PI	09/12/2022	Youth Drop In	3,750.00		3,750.00
64395	PI	14/12/2022	Youth Service Project	1,923.68		1,923.68
64396	PI	14/12/2022	Youth Club Provision	882.30		882.30
64608	PI	12/12/2022	Community Space	40.00		40.00
Account Totals				<u>6,595.98</u>		<u>6,595.98</u>

N/C	4520	Name	PR&F - GENERAL - Exp - Mayors Allowance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64394	PI	14/12/2022	Mayoral Allowance	873.37		873.37
Account Totals				<u>873.37</u>		<u>873.37</u>

Department	<u>12,884.15</u>	<u>5,857.95</u>	<u>7,026.20</u>
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Dept Number 2 **Dept** PR & F - GRANTS

N/C	4710	Name	PR&F - GRANTS - Grants			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64378	PI	13/12/2022	Home Start Blackmore Vale	1,000.00		1,000.00
64508	PI	12/12/2022	Good Fellowship Club	2,000.00		2,000.00
Account Totals				<u>3,000.00</u>		<u>3,000.00</u>

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

N/C	4800	Name	PR&F - SALARIES - Wages/salaries			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64363	PI	01/12/2022	Pension Deficit	527.00		527.00

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

64423	JD	27/12/2022	Employers Pension	3,795.12		3,795.12
64424	JD	27/12/2022	Payments	21,108.18		21,108.18
64425	JD	27/12/2022	Employers NIC	2,105.05		2,105.05
64539	SI	31/12/2022	REIMBURSEMENT of SALARY - TOWN CLERK		693.33	-693.33
64540	SI	31/12/2022	October to December 2022 On-Costs		140.00	-140.00
64638	JC	23/12/2022	Costs of Democracy		2,412.96	-2,412.96
Account Totals				<u>27,535.35</u>	<u>3,246.29</u>	<u>24,289.06</u>

Department				<u>27,535.35</u>	<u>3,246.29</u>	<u>24,289.06</u>
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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>
64541	SI	31/12/2022	Lease at Hillcrest/Higher Ryalls - Rent October		522.00	-522.00
Account Totals					<u>522.00</u>	<u>-522.00</u>

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>
64404	SI	14/12/2022	Allotment rent for 14 December 2022 - 30		32.73	-32.73
64405	SI	14/12/2022	Allotment rent for the period of 14 December		41.60	-41.60
64406	SI	14/12/2022	Allotment rent for the period 14 December		34.92	-34.92
Account Totals					<u>109.25</u>	<u>-109.25</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64574	BP	01/12/2022	Rates	122.00		122.00
Account Totals				<u>122.00</u>		<u>122.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64428	JD	27/12/2022	Employers Pension	371.75		371.75
64429	JD	27/12/2022	Payments	1,831.28		1,831.28
Account Totals				<u>2,203.03</u>		<u>2,203.03</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64359	PI	01/12/2022	Electricity	39.92		39.92
Account Totals				<u>39.92</u>		<u>39.92</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64612	PI	16/12/2022	Open Spaces General - 3rd Qtr	33,370.00		33,370.00
Account Totals				<u>33,370.00</u>		<u>33,370.00</u>

N/C 7104 **Name** G&GM - Exp - Open Spaces: Country Park

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64609	PI	13/12/2022	Yeovil Country Park - 1/2 Year	16,350.00		16,350.00
Account Totals				<u>16,350.00</u>		<u>16,350.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64613	PI	19/12/2022	Security	191.14		191.14
Account Totals				<u>191.14</u>		<u>191.14</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7190			G&GM - Exp - Protective Clothing			
64642	PI	08/12/2022	Thermal Gloves	5.83		5.83
Account Totals				<u>5.83</u>		<u>5.83</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7210			G&GM - Exp - Vehicle			
64643	PI	08/12/2022	Screen Wash	9.15		9.15
64644	PI	16/12/2022	Cleaning Items	15.43		15.43
Account Totals				<u>24.58</u>		<u>24.58</u>
Department				<u>52,306.50</u>	<u>631.25</u>	<u>51,675.25</u>

<u>Dept Number</u>			<u>Dept</u>			
<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
5			BUILDING & CIVIC MATTERS			
6005			B&CM - Inc - Milford Hall Hire Fees			
64317	SI	01/12/2022	Hall Hire Fees		135.00	-135.00
64318	SI	01/12/2022	Hall Hire Fees		67.50	-67.50
64319	SI	01/12/2022	Hall Hire Fees		90.00	-90.00
64320	SI	01/12/2022	Hall Hire Fees		112.50	-112.50
64321	SI	01/12/2022	Hall Hire Fees		67.50	-67.50
64322	SI	01/12/2022	Hall Hire Fees		30.00	-30.00
64323	SI	01/12/2022	Hall Hire Fees		22.50	-22.50
64324	SI	01/12/2022	Hall Hire Fees		120.00	-120.00
64325	SI	01/12/2022	Hall Hire Fees		112.50	-112.50
64326	SI	01/12/2022	Hall Hire Fees		22.50	-22.50
64430	SI	19/12/2022	Hall Hire Fees		27.00	-27.00
64504	SI	21/12/2022	Hall Hire Fees		25.50	-25.50
64505	SI	21/12/2022	Hall Hire Fees		11.50	-11.50
64506	SI	21/12/2022	Hall Hire Fees		59.50	-59.50
64507	SI	21/12/2022	Hall Hire Fees		11.50	-11.50
Account Totals					<u>915.00</u>	<u>-915.00</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6080			B&CM - Exp - Monmouth Hall			
64426	JD	27/12/2022	Payments	1,077.98		1,077.98
64639	JC	23/12/2022	Caretaker		1,077.98	-1,077.98
Account Totals				<u>1,077.98</u>	<u>1,077.98</u>	

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6090			B&CM - Exp - Milford Hall			
64339	PI	04/12/2022	Gas	321.49		321.49
64435	PI	05/12/2022	Premises Licence	70.00		70.00
64575	BP	01/12/2022	Rates	536.00		536.00
64590	PI	01/12/2022	Internet	27.77		27.77
64640	JD	23/12/2022	Caretaker	791.64		791.64
64661	PI	31/12/2022	Mobile Patrols	206.91		206.91
64687	PI	20/12/2022	Heating Service	776.00		776.00
64707	PI	16/12/2022	Cleaning	723.45		723.45
Account Totals				<u>3,453.26</u>		<u>3,453.26</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6100			B&CM - Exp - Public Toilets Peter St			
64373	PI	08/12/2022	Foot Patrols	806.00		806.00
64391	PI	02/12/2022	Water Charges	64.65		64.65
64431	PI	15/12/2022	Resite Air Freshner	41.50		41.50
64645	PI	15/12/2022	Service Rainwater System	165.00		165.00
64690	PI	19/12/2022	Consumables	72.50		72.50

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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64691	PI	31/12/2022	Cleaning	560.79		560.79
64812	PI	30/12/2022	Electricity	169.89		169.89
Account Totals				1,880.33		1,880.33

N/C		6102	Name B&CM - Exp - Public Toilets Petters Way			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64374	PI	08/12/2022	Foot Patrols	806.00		806.00
64703	PI	22/12/2022	Air Freshener	11.20		11.20
Account Totals				817.20		817.20

N/C		6190	Name B&CM - Exp - Town House - Business Rates			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64573	BP	01/12/2022	Rates	961.00		961.00
Account Totals				961.00		961.00

N/C		6200	Name B&CM - Exp - Town House - (excluding services)			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64641	JD	23/12/2022	Cleaner	286.34		286.34
64651	PI	31/12/2022	Waste Disposal	56.20		56.20
64786	CP	13/12/2022	Ornament Hooks	1.25		1.25
64787	CP	15/12/2022	Refreshments	7.00		7.00
Account Totals				350.79		350.79

N/C		6210	Name B&CM - Exp - Town House - Electricity			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64377	PI	02/12/2022	Electricity	126.96		126.96
Account Totals				126.96		126.96

N/C		6212	Name B&CM - Exp - Town House - Gas			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64605	PI	07/12/2022	Gas	209.87		209.87
Account Totals				209.87		209.87

N/C		6214	Name B&CM - Exp - Town House - Maintenance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64650	PI	31/12/2022	Water Hygiene Service	222.25		222.25
Account Totals				222.25		222.25

N/C		6270	Name B&CM - Exp - Defibrillator			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64433	PI	12/12/2022	Installation of Defibrillator	120.38		120.38
64434	PI	12/12/2022	Installation of Defibrillator	168.30		168.30
64599	PI	02/12/2022	Defibrillator Signs	30.00		30.00
Account Totals				318.68		318.68

	Department		9,418.32	1,992.98	7,425.34
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Dept Number 11	Dept PROMOTIONS & ACTIVITIES
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N/C		5610	Name P&A - Exp - Yeovil Super Saturday			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64343	PI	07/12/2022	Cut Out Town Crier	190.00		190.00
64388	PI	07/12/2022	Leaflets	116.00		116.00
64393	PI	12/12/2022	Managing Pitches	60.00		60.00
64436	PI	13/12/2022	Walkabout Elf and Puppet Reindeer	250.00		250.00
64437	PI	10/12/2022	First Aid Cover	299.00		299.00

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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64602	PI	09/12/2022	Sweets	5.00		5.00
64603	PI	09/12/2022	Hand Warmers	9.17		9.17
64604	PI	10/12/2022	Refreshments	37.85		37.85
64635	PI	06/12/2022	Security Service	248.00		248.00
64647	PI	22/12/2022	Advert	150.00		150.00
Account Totals				<u>1,365.02</u>		<u>1,365.02</u>

N/C 5620 **Name** P&A - Exp - Open Spaces: YIB Officer

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64610	PI	16/12/2022	YIB Officer - 3rd Qtr	6,200.00		6,200.00
Account Totals				<u>6,200.00</u>		<u>6,200.00</u>

N/C 5630 **Name** P&A - Exp - Open Spaces: Yeovil in Bloom

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64611	PI	16/12/2022	YIB Working Budget - 3rd Qtr	4,110.00		4,110.00
Account Totals				<u>4,110.00</u>		<u>4,110.00</u>

N/C 5650 **Name** P&A - Exp - Eats: Festival

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64607	PI	10/12/2022	Eat Festivals	1,100.00		1,100.00
Account Totals				<u>1,100.00</u>		<u>1,100.00</u>

Department	<u>12,775.02</u>		<u>12,775.02</u>
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Dept Number 43 **Dept**

N/C 7060 **Name** G&GM - Exp - Leases

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64646	PI	21/12/2022	Rent - Turners Barn Lane Allotments	335.00		335.00
Account Totals				<u>335.00</u>		<u>335.00</u>

Department	<u>335.00</u>		<u>335.00</u>
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Grand Totals	<u>118,254.34</u>	<u>11,728.47</u>	<u>106,525.87</u>
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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

N/C From 4000
N/C To 7520

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

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

Department From 0
Department To 999

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

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64790	BR	04/01/2023	CCLA Deposit Account		64.56	-64.56
64831	BR	18/01/2023	Gov Card Rebate		5.57	-5.57
64834	BR	31/01/2023	Interest		942.85	-942.85
Account Totals					<u>1,012.98</u>	<u>-1,012.98</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>
64774	SI	16/01/2023	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64813	PI	01/01/2023	Autopay Charge	39.15		39.15
Account Totals				<u>39.15</u>		<u>39.15</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>
65099	PI	23/01/2023	Local Government Chronicle	385.00		385.00
Account Totals				<u>385.00</u>		<u>385.00</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>
64708	PI	01/01/2023	Dome Badges	19.32		19.32
64918	PI	26/01/2023	Ukraine Flag	22.48		22.48
65011	PI	27/01/2023	Union Jack Flag	85.00		85.00
Account Totals				<u>126.80</u>		<u>126.80</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>
64869	JD	27/01/2023	Costs of Democracy	2,412.96		2,412.96
Account Totals				<u>2,412.96</u>		<u>2,412.96</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>
64712	PI	12/01/2023	Charging Cable	3.29		3.29
65012	PI	27/01/2023	Tub Armchairs	273.29		273.29
65013	PI	26/01/2023	Computer Backpack	12.52		12.52
Account Totals				<u>289.10</u>		<u>289.10</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>
64934	PI	30/01/2023	Postage	300.00		300.00
Account Totals				<u>300.00</u>		<u>300.00</u>

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>
64648	PI	01/01/2023	Sage 50 Accounts/Payroll	269.50		269.50
64815	PI	04/01/2023	Membership - ALCC	50.00		50.00

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 319.50 319.50

N/C 4210 **Name** PR&F - GEN - Exp - Stationery/supplies

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64709	PI	04/01/2023	Stationery	23.30		23.30
64711	PI	05/01/2023	Stationery	13.29		13.29
64789	CP	10/01/2023	Stationery	4.48		4.48

Account Totals 41.07 41.07

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>
64657	PI	01/01/2023	Call/Line Rental Charges	67.89		67.89
65098	PI	26/01/2023	Mobile Phones	140.55		140.55

Account Totals 208.44 208.44

N/C 4225 **Name** PR&F - GEN - Exp - Website

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64688	PI	01/01/2023	Hosting of Website	600.00		600.00

Account Totals 600.00 600.00

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>
64681	PI	23/01/2023	Youth Service Project	1,923.68		1,923.68
64682	PI	23/01/2023	Youth Club Provision	882.30		882.30
64696	PI	10/01/2023	Community Space	20.00		20.00

Account Totals 2,825.98 2,825.98

N/C 4520 **Name** PR&F - GENERAL - Exp - Mayors Allowance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64683	PI	23/01/2023	Mayoral Allowance	873.37		873.37

Account Totals 873.37 873.37

Department 8,421.37 1,114.98 7,306.39

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>
64666	JD	27/01/2023	Employers Pension	3,345.11		3,345.11
64667	JD	27/01/2023	Payments	18,891.30		18,891.30
64668	JD	27/01/2023	Employers NIC	1,799.12		1,799.12
64689	PI	01/01/2023	Pension Deficit	527.00		527.00
64870	JC	27/01/2023	Costs of Democracy		2,412.96	-2,412.96

Account Totals 24,562.53 2,412.96 22,149.57

Department 24,562.53 2,412.96 22,149.57

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

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>
64916	PI	25/01/2023	Stop Cock Key	27.82		27.82

Account Totals 27.82 27.82

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>
64577	BP	01/01/2023	Rates	122.00		122.00

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 122.00 122.00

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>
64671	JD	27/01/2023	Employers Pension	371.75		371.75
64672	JD	27/01/2023	Payments	1,831.28		1,831.28
Account Totals				<u>2,203.03</u>		<u>2,203.03</u>

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>
64912	PI	17/01/2023	Materials - Workshop	31.87		31.87
64913	PI	18/01/2023	Decorating Materials	37.46		37.46
64915	PI	24/01/2023	Materials - Workshop	20.23		20.23
Account Totals				<u>89.56</u>		<u>89.56</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64699	PI	10/01/2023	Schools Out Activities - 1/2 Year	4,820.00		4,820.00
Account Totals				<u>4,820.00</u>		<u>4,820.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64656	PI	04/01/2023	Electricity	63.26		63.26
Account Totals				<u>63.26</u>		<u>63.26</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64698	PI	10/01/2023	Play Area Upgrades - 1/2 Year	1,415.00		1,415.00
Account Totals				<u>1,415.00</u>		<u>1,415.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64909	PI	26/01/2023	Security	226.35		226.35
Account Totals				<u>226.35</u>		<u>226.35</u>

N/C 7150 **Name** G&GM - Exp - : Play & Landscape Officer

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64697	PI	10/01/2023	Landscape Officer - 1/2 Year	6,600.00		6,600.00
Account Totals				<u>6,600.00</u>		<u>6,600.00</u>

N/C 7152 **Name** G&GM - Exp - Play Area Repairs.Enhancements

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64700	PI	10/01/2023	Play Area Enhancements - 1/2 Year	6,470.00		6,470.00
Account Totals				<u>6,470.00</u>		<u>6,470.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64910	PI	25/01/2023	Fuel	84.11		84.11
Account Totals				<u>84.11</u>		<u>84.11</u>

Department 22,121.13 22,121.13

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

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	6005	<u>Name</u>	B&CM - Inc - Milford Hall Hire Fees			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
64532	SI	04/01/2023	Hall Hire Fees			75.00	-75.00	
64533	SI	04/01/2023	Hall Hire Fees			37.50	-37.50	
64534	SI	04/01/2023	Hall Hire Fees			45.00	-45.00	
64535	SI	04/01/2023	Hall Hire Fees			45.00	-45.00	
64536	SI	04/01/2023	Hall Hire Fees			15.00	-15.00	
64537	SI	04/01/2023	Hall Hire Fees			90.00	-90.00	
64538	SI	04/01/2023	Hall Hire Fees			45.00	-45.00	
64543	SI	04/01/2023	Hall Hire Fees			30.00	-30.00	
64569	SI	06/01/2023	Hall Hire Fees			25.50	-25.50	
64570	SI	06/01/2023	Hall Hire Fees			11.50	-11.50	
64580	SI	09/01/2023	Hall Hire Fees			22.50	-22.50	
64581	SI	09/01/2023	Hall Hire Fees			34.00	-34.00	
64582	SI	09/01/2023	Hall Hire Fees			11.50	-11.50	
64583	SI	09/01/2023	Hall Hire Fees			42.50	-42.50	
64584	SI	09/01/2023	Hall Hire Fees			11.50	-11.50	
64585	SI	09/01/2023	Hall Hire Fees			34.00	-34.00	
64586	SI	09/01/2023	Hall Hire Fees			11.50	-11.50	
64587	SI	09/01/2023	Hall Hire Fees			34.00	-34.00	
64588	SI	09/01/2023	Hall Hire Fees			11.50	-11.50	
64589	SI	09/01/2023	Hall Hire Fees			27.00	-27.00	
64627	SI	11/01/2023	Hall Hire Fees			34.00	-34.00	
64628	SI	11/01/2023	Hall Hire Fees			11.50	-11.50	
64629	SI	11/01/2023	Hall Hire Fees			51.00	-51.00	
64630	SI	11/01/2023	Hall Hire Fees			11.50	-11.50	
64631	SI	11/01/2023	Hall Hire Fees			42.50	-42.50	
64632	SI	11/01/2023	Hall Hire Fees			11.50	-11.50	
64673	SI	23/01/2023	Hall Hire Fees			34.00	-34.00	
64674	SI	23/01/2023	Hall Hire Fees			11.50	-11.50	
64675	SI	23/01/2023	Hall Hire Fees			51.00	-51.00	
64676	SI	23/01/2023	Hall Hire Fees			11.50	-11.50	
64677	SI	23/01/2023	Hall Hire Fees			25.50	-25.50	
64678	SI	23/01/2023	Hall Hire Fees			11.50	-11.50	
64684	SI	23/01/2023	Hall Hire Fees			36.00	-36.00	
64714	SI	03/01/2023	Milford Hall Hire Fees - January 2023			1,333.33	-1,333.33	
64715	SI	03/01/2023	Cleaning Fee (Purchase Oder No 800042390)			172.25	-172.25	
64718	SI	25/01/2023	Hall Hire Fees			25.50	-25.50	
64719	SI	25/01/2023	Hall Hire Fees			11.50	-11.50	
64726	SI	25/01/2023	Hall Hire Fees			45.00	-45.00	
64727	SI	25/01/2023	Hall Hire Fees			12.50	-12.50	
64771	SI	26/01/2023	Hall Hire Fees			25.50	-25.50	
64772	SI	26/01/2023	Hall Hire Fees			11.50	-11.50	
64824	SI	25/01/2023	Milford Hall Hire Fees - February 2023			1,333.33	-1,333.33	
64825	SI	25/01/2023	Cleaning Fee (Purchase Order No 800042390)			172.25	-172.25	
64832	BR	26/01/2023	Milford Hall Deposit Fee			130.00	-130.00	
<u>Account Totals</u>						<u>4,275.16</u>	<u>-4,275.16</u>	

<u>N/C</u>	6070	<u>Name</u>	B&CM - Exp - Litter bins/Grit Bins			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
65010	PI	26/01/2023	Rock Salt			136.00	136.00	
<u>Account Totals</u>						<u>136.00</u>	<u>136.00</u>	

<u>N/C</u>	6080	<u>Name</u>	B&CM - Exp - Monmouth Hall			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
64669	JD	27/01/2023	Payments			1,077.98	1,077.98	
64871	JC	27/01/2023	Caretaker				1,077.98	
<u>Account Totals</u>						<u>1,077.98</u>	<u>1,077.98</u>	

<u>N/C</u>	6090	<u>Name</u>	B&CM - Exp - Milford Hall			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					

Nominal Departmental Analysis (Detailed)

64578	BP	01/01/2023	Rates	536.00		536.00
64606	PI	03/01/2023	Electricity	7,553.84		7,553.84
64659	PI	05/01/2023	Internet	27.97		27.97
64694	PI	09/01/2023	UPS Replaced on Shutter	595.00		595.00
64695	PI	04/01/2023	Service Shutters	595.00		595.00
64701	PI	10/01/2023	Milford Hall Recharge - Final Qtr	4,611.31		4,611.31
64872	JD	27/01/2023	Caretaker	791.64		791.64
64911	PI	16/01/2023	Materials	18.98		18.98
64914	PI	20/01/2023	Decorating Materials	22.50		22.50
64924	PI	31/01/2023	Mobile Patrols	200.64		200.64
64925	PI	31/01/2023	Water Hygiene Service	222.25		222.25
64927	PI	30/01/2023	Safety Brake Shutter	447.00		447.00
64938	PI	26/01/2023	Cleaning	723.45		723.45
<u>Account Totals</u>				<u>16,345.58</u>		<u>16,345.58</u>

N/C 6092 **Name** B&CM - Exp - Milford Hall Refurbishment

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64679	PI	03/01/2023	Install New LED Lighting	2,209.55		2,209.55
<u>Account Totals</u>				<u>2,209.55</u>		<u>2,209.55</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>
64705	PI	11/01/2023	Air Freshener	94.67		94.67
64852	PI	03/01/2023	Water Charge	76.78		76.78
64926	PI	31/01/2023	Cleaning	560.79		560.79
64928	PI	17/01/2023	Electricity	663.91		663.91
<u>Account Totals</u>				<u>1,396.15</u>		<u>1,396.15</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>
64614	PI	03/01/2023	Recharge - 3rd Qtr	2,671.27		2,671.27
64680	PI	17/01/2023	Replace Faulty Light Fitting	82.00		82.00
64702	PI	06/01/2023	Air Freshener	9.57		9.57
64704	PI	11/01/2023	Air Freshener	170.40		170.40
<u>Account Totals</u>				<u>2,933.24</u>		<u>2,933.24</u>

N/C 6140 **Name** B&CM - Exp - Band Costs

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64692	PI	10/01/2023	Sponsorship Band	3,500.00		3,500.00
<u>Account Totals</u>				<u>3,500.00</u>		<u>3,500.00</u>

N/C 6190 **Name** B&CM - Exp - Town House - Business Rates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64576	BP	01/01/2023	Rates	961.00		961.00
<u>Account Totals</u>				<u>961.00</u>		<u>961.00</u>

N/C 6200 **Name** B&CM - Exp - Town House - (excluding services)

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64706	PI	11/01/2023	Sanitary Disposal	1,139.72		1,139.72
64710	PI	05/01/2023	Cleaning Materials	4.99		4.99
64788	CP	10/01/2023	Refreshments	9.90		9.90
64822	PC	08/01/2023	Credit Missed Collection		19.10	-19.10
64873	JD	27/01/2023	Cleaner	286.34		286.34
64917	PI	25/01/2023	Refreshments	9.39		9.39
65126	PI	31/01/2023	Waste Dispsal	51.89		51.89
65127	PC	25/01/2023	Credit Missed Collection		19.07	-19.07
<u>Account Totals</u>				<u>1,502.23</u>	<u>38.17</u>	<u>1,464.06</u>

Date: 20/03/2023
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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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N/C	6210	Name	B&CM - Exp - Town House - Electricity			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64652	PI	02/01/2023	Electricity	142.93		142.93
Account Totals				<u>142.93</u>		<u>142.93</u>

N/C	6212	Name	B&CM - Exp - Town House - Gas			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64658	PI	09/01/2023	Gas	301.35		301.35
64660	PI	10/01/2023	Gas	388.77		388.77
Account Totals				<u>690.12</u>		<u>690.12</u>

N/C	6214	Name	B&CM - Exp - Town House - Maintenance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64653	PI	08/01/2023	Roofing Repairs	160.00		160.00
64713	PI	13/01/2023	Gully Grid	7.17		7.17
Account Totals				<u>167.17</u>		<u>167.17</u>

N/C	6270	Name	B&CM - Exp - Defibrillator			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64542	SI	04/01/2023	Contribution towards Defibrillator		2,442.00	-2,442.00
64654	PI	03/01/2023	Adult Pad Pack	108.90		108.90
64655	PI	05/01/2023	Replacement Electrode Kit	210.00		210.00
Account Totals				<u>318.90</u>	<u>2,442.00</u>	<u>-2,123.10</u>

Department				<u>31,380.85</u>	<u>7,833.31</u>	<u>23,547.54</u>
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Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C	5650	Name	P&A - Exp - Eats: Festival			
Tran Number	Type	Date	Details	Debit	Credit	Balance
64693	PI	10/01/2023	Eat Festivals	2,275.00		2,275.00
Account Totals				<u>2,275.00</u>		<u>2,275.00</u>

Department				<u>2,275.00</u>		<u>2,275.00</u>
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Grand Totals				<u>88,760.88</u>	<u>11,361.25</u>	<u>77,399.63</u>
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11/077 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING
28th FEBRUARY (MONTH 1 – 11)

Purpose of Report

The purpose of this report is to provide Members with the current projections of the expected spending and income against the Council's approved budget for the financial year 2022/23, and to explain significant variances against budget.

Background

The 2022/23 budget was approved by Town Council on 2nd February 2022.

Committee	£
Policy, Resources and Finance	505,426
Buildings and Civic Matters	252,820
Grounds and General Maintenance	339,770
Planning	1,000
Promotions and Activities	101,040
Total Committees Budget	1,200,056
Joint Burial Committee	73,384
Total Budget Requirement	1,273,440

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

Summary of expected spending and income against budget

The projected position as at 31st March 2023 is **£1,161,850** against the budget of **£1,200,056** shows an **underspend** of **£38,206 (3.2%)**. This is summarised within Appendix A of this report. The detail and the significant variances is highlighted within Appendix B.

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

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

Appendix A

Yeovil Town Council - 2022/23 Budget Monitoring (Month 1 to Month 11)

Committee	2021/22			2022/23		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/22	Variance	Annual Budget	Expected Total at 31/03/23	Variance
Policy Resources and Finance						
Expenditure	544,402	418,670	125,732	508,176	454,500	53,676
Income	(4,750)	(2,802)	(1,948)	(2,750)	(14,893)	12,143
Net Expenditure	539,652	415,869	123,783	505,426	439,607	65,819
Buildings and Civic Matters						
Expenditure	245,180	165,251	79,929	279,820	263,588	16,232
Income	(26,500)	(22,482)	(4,018)	(27,000)	(26,884)	(116)
Net Expenditure	218,680	142,769	75,911	252,820	236,704	16,116
Grounds and General Maintenance						
Expenditure	272,570	310,382	(37,812)	360,760	364,558	(3,798)
Income	(20,990)	(20,353)	(637)	(20,990)	(25,893)	4,903
Net Expenditure	251,580	290,028	(38,448)	339,770	338,665	1,105
Planning						
Expenditure	1,000	544	456	1,000	0	1,000
Income	0	0	0	0	0	0
Net Expenditure	1,000	544	456	1,000	0	1,000
Promotions and Activities Committee						
Expenditure	102,550	87,771	14,779	101,040	146,875	(45,835)
Income	0	(2,000)	2,000	0	0	0
Net Expenditure	102,550	85,771	16,779	101,040	146,875	(45,835)
Total Yeovil Town Council						
Expenditure	1,165,702	982,617	183,085	1,250,796	1,229,520	21,276
Income	(52,240)	(47,637)	(4,603)	(50,740)	(67,670)	16,930
Net Expenditure	1,113,462	934,980	178,482	1,200,056	1,161,850	38,206

Appendix B

Policy, Resources & Finance Committee								
	2021/22			2022/23				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 -11 spent 28/02/2023	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Advertising	500	205	295	500	375	695	(195)	
Audit fees	3,470	2,284	1,186	3,610	950	3,000	610	
Books/periodicals	240	356	(116)	240	385	385	(145)	
Carbon Management	25,000	0	25,000	25,000	0	25,000	0	
Contingencies	53,022	5,577	47,445	57,146	2,960	5,000	52,146	Hire of Baptist Church (£425); Church costs - civic service (£145); Jubilee Beacon Lighting Event (£2,700 - P&A); Donation to Ukraine (£5,000 - Grants); Flags (£275)
Cost of Elections	1,500	7,918	(6,418)	5,500	6,162	6,162	(662)	Elections brought forward by one year
Costs of Democracy	29,200	24,731	4,469	29,600	26,443	29,600	0	
Courses/conferences	5,000	45	4,955	5,000	1,518	2,500	2,500	
Franking Machine	500	581	(81)	500	333	500	0	
Furniture, office equipment & servicing	4,000	5,575	(1,575)	4,000	3,157	4,000	0	
Grants	7,000	19,050	(12,050)	7,000	11,000	13,000	(6,000)	Donation to Ukraine (£5,000) - funded from Contingency
Insurance	6,000	5,078	922	6,000	5,181	5,294	706	Insurance Premium and Excess for insurance claim
Mayoral allowance	10,170	10,170	0	10,480	(534)	5,579	4,901	Mayor paid back £4,901 which was not spent in 2021/22
Miscellaneous	0	674	(674)	0	1,153	1,400	(1,400)	Stripe Payments (online payment fees); bank charges
New Initiatives Fund	10,300	3,900	6,400	15,000	0	0	15,000	
PC Support	12,500	11,761	739	13,000	11,715	13,440	(440)	
Postage	2,000	1,223	777	2,000	1,944	2,000	0	
Prof. fees/subs	7,500	9,785	(2,285)	7,500	8,916	9,000	(1,500)	
PWLB Loan Repayments	30,000	0	30,000	0	0	0	0	
Regalia	2,000	447	1,553	0	0	0	0	
Salaries	260,000	249,529	10,471	267,500	255,958	275,000	(7,500)	Pay Awards via National Agreement and increase in Employers Pension Costs
Ski Centre	500	0	500	500	24	24	476	
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	1,000	1,000	0	
Stationery/supplies	2,500	738	1,762	2,000	1,050	1,500	500	
Telephone	2,500	2,641	(141)	2,500	2,357	2,571	(71)	
Website	8,000	3,027	4,974	0	1,350	1,500	(1,500)	Website hosting and support
Westlands	27,800	27,800	0	0	0	0	0	
Youth Council	2,000	0	2,000	2,000	0	2,000	0	
Youth Services - YMCA	30,200	24,576	5,624	40,600	26,654	40,600	0	
Youth Services - Youth Drop	0	0	0	0	3,750	3,750	(3,750)	
Total Expenditure	544,402	418,670	125,732	508,176	373,798	454,500	53,676	
INCOME								
Investment Interest	(2,500)	(478)	(2,022)	(500)	(11,176)	(12,000)	11,500	Interest rates increase
Community Infrastructure Levy	0	0	0	0	(669)	(669)	669	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.
Miscellaneous	0	0	0	0	0	0	0	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(1,122)	(1,224)	(26)	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	0	(1,000)	0	
Total Income	(4,750)	(2,802)	(1,948)	(2,750)	(12,966)	(14,893)	12,143	
Net Expenditure	539,652	415,869	123,783	505,426	360,832	439,607	65,819	

Grounds and General Maintenance Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 -11 spent 28/02/2023	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Allotment Maintenance	9,200	19,394	(10,194)	9,570	6,144	12,300	(2,730)	
Allotments - Fence Repairs	1,000	22,429	(21,429)	2,000	1,395	2,000	0	
Best Kept Allotments Competition	250	0	250	250	217	217	33	
Community Heritage Officer	10,000	10,000	0	10,000	5,000	10,000	0	
Electric Van				8,000	0	8,000	0	
Goar Knap - Building	2,000	1,862	138	2,000	1,861	2,030	(30)	
Holiday Playscheme contribution	9,270	9,270	0	9,640	9,640	9,640	0	
Labour	26,520	21,943	4,577	27,580	24,614	26,851	729	
Leases	350	335	15	350	335	335	15	
Materials and equipment	1,800	1,149	651	1,870	1,754	2,000	(130)	
Open spaces:								
Lights for Milford Park	400	0	400	400	0	400	0	
Open Spaces	133,480	133,480	0	133,480	100,110	133,480	0	
Play and Landscape Officers	12,690	12,690	0	13,200	13,200	13,200	0	
Play Area								
Repairs/Enhancements	12,440	12,440	0	12,940	12,940	12,940	0	
Play Area Upgrade	2,720	2,720	0	2,830	2,830	2,830	0	
Playpark Programme	10,000	10,000	0	30,000	0	30,000	0	
Skateparks	0	0	0	50,000	50,000	50,000	0	
Door Step Green	1,000	6,256	(5,256)	7,000	712	7,000	0	
Country Park	32,700	32,700	0	32,700	24,525	32,700	0	
Yew Tree Park - Gate Opening	2,200	2,405	(205)	2,200	2,213	2,414	(214)	
Protective Clothing	0	99	(99)	200	12	100	100	
Site Surveys	0	7,357	(7,357)	0	0	0	0	
Trackways	0	1,307	(1,307)	0	0	0	0	
Vehicle	1,350	448	902	1,350	1,646	1,736	(386)	Fuel prices, van getting older
Water charges	1,000	2,096	(1,096)	1,000	2,184	2,184	(1,184)	
Water Mains								
Refurbishment/Repairs	2,200	0	2,200	2,200	0	2,200	0	
Total Expenditure	272,570	310,382	(37,812)	360,760	261,333	364,558	(3,798)	
INCOME								
Taps & keys	(100)	(18)	(82)	(100)	(128)	(138)	38	
Contribution towards cost of Elizabeth Flats works	0	0	0	0	(2,956)	(2,956)	2,956	Invoice raised but not yet paid.
Access & Easements	0	0	0	0	0	0	0	
Rent	(17,800)	(16,710)	(1,090)	(17,800)	18,186	(18,186)	386	
Lease	(2,090)	(2,088)	(2)	(2,090)	(1,566)	(2,090)	0	
Water Charge	(1,000)	(1,537)	537	(1,000)	(2,523)	(2,523)	1,523	
Total Income	(20,990)	(20,353)	(637)	(20,990)	11,013	(25,893)	4,903	
Net Expenditure	251,580	290,028	(38,448)	339,770	272,345	338,665	1,105	

Buildings & Civic Matters Committee

	2021/22			2022/23				Notes
	2020/21	Actual	(Over)/	Budget	Month 1 -11	Full year	Estimated	
	£	£	Under		spent	estimated	(over) /	
			£		28/02/2023	spend to	under	
						31/03/2023	spend	
							£	
EXPENDITURE								
Band Costs	3,500	3,500	0	3,500	3,500	3,500	0	
CCTV	32,490	32,490	0	32,490	32,490	32,490	0	
Changing Places	0	0	0	5,000	0	0	5,000	Status of project not known
Community safety	2,500	0	2,500	17,500	0	0	17,500	
Defibrillator	9,000	14,885	(5,885)	10,500	13,356	15,798	(5,298)	2 x additional externally funded defibrillator
Litter/Grit bins	700	0	700	700	154	300	400	
Milford Hall - Business Rates	5,000	3,870	1,130	5,200	5,364	5,364	(164)	
Milford Hall - Running Costs	15,000	22,687	(7,687)	20,000	39,283	45,000	(25,000)	Electricity prices increase - seeking permission for solar panels
Milford Hall - Security	3,250	2,721	529	3,000	2,019	2,420	580	
Milford Hall - SSDC Recharges	7,100	11,648	(4,548)	10,000	4,233	12,000	(2,000)	
Milford Hall Refurbishments				20,000	3,870	3,870	16,130	New LED lighting
Millennium Clock	500	0	500	520	1,722	2,000	(1,480)	Cleaning of millenium clock (agreed 21/06/22). Attempted repair to clock
Monmouth Hall - Running Costs	16,870	5,099	11,771	0	0	0	0	
Monmouth Hall Business Rates	820	0	820	0	1,075	1,075	(1,075)	Business rates liability for previous years
Monmouth Hall refurbishment	60,000	18,645	41,355	60,000	1,319	60,000	0	
PA System	500	510	(10)	500	577	577	(77)	
Painting of Town House	0	201	(201)	0	0	0	0	
Public noticeboards	500	479	21	500	42	1,300	(800)	Replacement noticeboard at Larkhill that was stolen
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,340	7,378	(38)	7,000	6,779	7,412	(412)	
Peter Street Public Toilet - Security	5,800	3,710	2,090	5,200	5,783	6,603	(1,403)	£1,246 c/f from 2021/22
Peter Street Public Toilet - Business Rates	3,200	(3,194)	6,394	3,200	0	0	3,200	Budget no longer required, public conveniences exempt from Business Rates
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	6,923	197	7,120	5,575	7,120	0	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	9,806	1,594	11,400	8,045	10,745	655	
Petters Way Public Toilet - Security	5,000	3,710	1,290	5,000	5,781	6,164	(1,164)	£1,224 c/f from 2021/22
Petters Way Public Toilet - Business Rates	2,650	(2,645)	5,295	2,650	0	0	2,650	Budget no longer required, public conveniences exempt from Business Rates
Petters Way Public Toilet - Other Running costs (repairs)	2,030	1,344	686	2,030	3,340	4,200	(2,170)	Shutter replacement (£1,870)
Regalia	0	0	0	2,000	0	2,000	0	Moved from PR&F
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	No Sports Development Officer currently at SSDC
Remembrance Sunday Video	0	1,500	(1,500)	1,500	0	0	1,500	
St Georges Day Parade	300	300	0	300	0	300	0	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	
Town House - CCTV Reserve	500	0	500	500	0	500	0	
Town House - business rates	10,000	9,606	394	10,400	9,606	10,000	400	
Town House - electricity	1,600	147	1,453	1,600	1,434	1,600	0	
Town House - gas	2,200	1,887	313	2,200	1,875	2,200	0	
Town House - repairs and maintenance	10,000	2,423	7,577	10,000	6,000	12,000	(2,000)	Boarding out of attic and structural work
Town House - water charges	400	153	247	400	177	300	100	
Town House (excluding services)	7,000	6,968	32	7,000	5,540	6,000	1,000	
War memorials	750	0	750	750	41	750	0	
Total Expenditure	245,180	166,751	78,429	279,820	168,979	263,588	16,232	
INCOME								
Defibrillator Contribution	0	(9,844)	9,844	0	(4,884)	(4,884)	4,884	Contributions for external sources
Milford Hall	(25,000)	(12,639)	(12,362)	(26,000)	(19,421)	(22,000)	(4,000)	Awaiting finalising of lease with FTS
Town House	(1,500)	0	(1,500)	(1,000)	0	0	(1,000)	
Total Income	(26,500)	(22,482)	(4,018)	(27,000)	(24,305)	(26,884)	(116)	
Net Expenditure	218,680	144,269	74,411	252,820	144,674	236,704	16,116	

Planning Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 -11 spent 28/02/2023	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Planning	1,000	544	456	1,000	0	0	1,000	
Total Expenditure	1,000	544	456	1,000	0	0	1,000	
INCOME								
	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	1,000	544	456	1,000	0	0	1,000	

Promotions & Activities Committee

	2021/22			2022/23				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 -11 spent 28/02/2023	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	
EXPENDITURE								
Christmas Lights	23,500	20,485	3,015	23,500	16,217	16,217	7,283	Extension of Christmas Lights lease; no Christmas Tree
Christmas Lights Competition	30	0	30	30	0	0	30	
Christmas Lights Installation/Safety Checks	17,000	15,025	1,975	17,500	14,365	14,365	3,135	Extension of Christmas Lights lease; no Christmas Tree
Christmas Lights Switch On	500	0	500	500	0	0	500	
Customised souvenirs	650	0	650	650	304	650	0	
Eats:Festival	9,000	975	8,025	5,000	1,175	4,550	450	
Love Yeovil	1,000	0	1,000	1,000	0	500	500	
Resourcing VE Day Celebrations	0	3,596	(3,596)	0	36,786	36,786	(36,786)	Funded from Reserve
Queen's Jubilee Beacon Lighting Event	0	0	0	0	2,700	2,700	(2,700)	Funded From Contingency
Super Saturday	6,500	5,289	1,211	7,000	4,308	5,000	2,000	
Town Crier	1,030	0	1,030	1,070	0	0	1,070	No Town Crier for the majority of the year
Unity in the Community	550	0	550	0	0	0	0	
Yeovil Celebrates	0	0	0	0	23,543	23,543	(23,543)	To be funded from 2023/24 budget
Yeovil in Bloom Officers	24,800	24,800	0	24,800	18,600	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,501	(61)	16,440	12,336	16,440	0	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	1,324	1,324	226	
Yeovil Together	0	1,100	(1,100)	2,000	2,000	2,000	0	
Total Expenditure	102,550	87,771	14,779	101,040	131,657	146,875	(47,835)	
INCOME								
Souvenirs	0	(2,000)	2,000	0	(2,000)	(2,000)	2,000	
Super Saturday	0	0	0	0	0	0	0	
Total Income	0	(2,000)	2,000	0	(2,000)	(2,000)	2,000	
Net Expenditure	102,550	85,771	16,779	101,040	129,657	144,875	(45,835)	

YEOVIL TOWN COUNCIL



RISK STRATEGY

1. Introduction

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

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

2. Risk Management Strategy

Yeovil Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. The Town Council will take any action that is deemed necessary.

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

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

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

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

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

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

3. Assessment of Risk

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

Likelihood

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


Impact

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

4. Risk Matrix

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Likelihood		1	2	3	4
		1	2	3	4

Impact



The legend shows three risk levels: High (Red), Medium (Yellow), and Low (Green). The risk matrix cells are colored based on these levels: High (Red) for values 8, 12, 16, 9, and 8; Medium (Yellow) for values 4, 6, 3, 4, 3, and 4; and Low (Green) for values 2, 2, 1, 2, 1, and 2.

The key risks for the Council are assessed for impact and likelihood (using the criteria listed above); so that risks are identified as low, medium or high.

Controls are then identified in order to mitigate the risk. It is anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the relevant people.

5. Risk Register

Ref	Risk	Impact	Likelihood	Level	Controls	Review	Responsibility
ASSETS							
1	Protection of physical assets	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce. Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee to update cover.	January 2024	Town Clerk/ Relevant Committees
2	Security for vulnerable buildings, amenities or equipment	3	2	Medium	Appropriate security devices are fitted to all of the Council's buildings and linked as necessary to a central control station. CCTV at both Milford Hall and Town House. Atlas Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter the back offices of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports are obtained for	January 2024	Town Clerk/ Relevant Committees

					all breaches of security by contacting Avon and Somerset Constabulary.		
3	Maintenance for vulnerable buildings, amenities or equipment	3	2	Medium	All premises are maintained within the approved budget. Maintenance is undertaken in-house where possible and external contractors used as required. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis.	January 2024	Town Clerk/ Relevant Committees
4	Provision of amenities/facilities for local community groups	3	2	Medium	The council has approved the hire of Milford Community Hall, and the Town House on an hourly charge basis. Conditions of hire have been reviewed that will assist in safeguarding the Council's assets	January 2024	Town Clerk/ Relevant Committees
5	Security and safety of defibrillators	4	1	Medium	Monthly visual checks carried out on all defibrillator cabinets. Defibrillators connect via 3G and will send warnings if there are any problems with the defibrillator. Defibrillators registered with the Circuit which sends notifications if the defibrillator is accessed.	January 2024	Town Clerk / BCM

FINANCE

6	Banking arrangements	2	1	Low	Reviewed periodically by Policy, Resources and Finance Committee. All cheques require two Members' signatures. The Policy, Resources and Finance Committee review all payments and income following their consideration by the service committees. Suppliers paid by BACS where appropriate.	January 2024	Town Clerk / PR&F
7	Protection of Investments	2	1	Low	An investment register is reviewed on a monthly basis.	January 2024	Town Clerk / PR&F
8	Consequential loss of income	2	1	Low	Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to the cloud. IT support quickly accessed and data can be restored if/when appropriate.	January 2024	Town Clerk / PR&F

9	Loss of cash through theft or dishonesty	1	1	Low	Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and segregation of duty for all non-cash payments made. Bank Reconciliations conducted on a monthly basis.	January 2024	Town Clerk / PR&F
10	Financial controls and records	3	1	Medium	Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit.	January 2024	Town Clerk / PR&F
11	Comply with HMRC Regulations	2	1	Low	VAT payments and claims calculated by Finance Officer and checked by RFO. Internal and external auditor to provide assurance.	January 2024	Town Clerk / PR&F
12	Sound budgeting to underlie annual precept	3	2	Medium	Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Policy, Resources and Finance Committee recommend budget to Council. Expenditure against budget reported to Policy, Resources and Finance Committee on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year.	January 2024	Town Clerk / PR&F
13	Complying with borrowing restrictions	1	1	Low	No new borrowing likely at present.	January 2024	Town Clerk / PR&F
14	Ensuring robustness of insurance providers	4	1	Medium	The Council currently insures with Zurich Municipal on a 3-year basis. A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered. Insurance company informed of any additions and disposals.	January 2024	Town Clerk / PR&F
15	Clear statements of management responsibility for each service	2	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resource and Finance Committee have delegated management responsibility for their own budget. Expenditure and income reported to each committee meeting with an Outturn report at the end of the financial year.	January 2024	Town Clerk / PR&F

16	Inappropriate use of Procurement Card	2	1	Low	There is one procurement card which is the responsibility of; and kept secure by the Town Clerk. Records are kept and reconciled with the statement on a monthly basis. Credit limit £2,000.	January 2024	Town Clerk / PR&F
PROCUREMENT							
17	Awarding of contracts for services and the purchase of capital equipment	3	1	Medium	The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications.	January 2024	Town Clerk / PR&F
18	Professional services and contractors	3	1	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due diligence is given where the number of prospective contractors are limited	January 2024	Town Clerk/ Relevant Committees
LIABILITY							
19	Risk of damage to third party property or individuals/Legal liability	3	2	Medium	Public Liability Insurance £15 million – covering personal accident liability for employees and members. Open spaces checked regularly. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added.	January 2024	Town Clerk/ Relevant Committees

20	Legal liability as consequence of assets ownership (especially burial ground, playgrounds etc.)	4	2	High	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce.	January 2024	Town Clerk/ Relevant Committees
EMPLOYER LIABILITY							
21	Comply with Employment Law	1	2	Low	Yeovil Town Council is member of SALC. Town Clerk is a member of SLCC. Subscription to South West Councils. Policies reviewed and updated as necessary.	January 2024	Town Clerk / PR&F
22	Comply with Inland Revenue requirements	2	1	Low	Sage Payroll software which is IR compliant is used. Internal and External auditor carry out checks.	January 2024	Town Clerk / PR&F
23	Safety of Staff and visitors	2	1	Low	Visitors book to sign in and out. Camera fitted at front desk of Town House. Regular risk assessments. During the pandemic, the admittance of visitors to Town House are restricted.	January 2024	Town Clerk / Council
24	Recognise and accepts responsibility as employer	3	2	Medium	Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate.	January 2024	Town Clerk / Council
25	Facilities Officer Safety	2	2	Medium	Lone working policy that all staff members are aware of. Key duties risk assessed.	January 2024	Town Clerk / Council
26	Remote working health and well-being	2	2	Medium	Regular check-ins with those working remotely.	January 2024	Town Clerk / PR&F
27	Protection of staff against malicious behaviour (both online and offline)	3	2	Medium	Dignity at Work Policy available. Notices on Facebook and within office that that Yeovil Town Council will not tolerate bullying or harassment of any of its employees, officials, members, contractors, visitors to the council or	January 2024	Town Clerk / PR&F

					members of the public from the community. Any malicious behaviour reported to the police or other agency as appropriate.		
STAFFING							
28	Staff Cover	3	2	Medium	All key duties can be covered. Annual Leave is coordinated to ensure the office can be covered at all times. During the pandemic, assessments are conducted regarding changes in priorities and how this will be conducted. If the office can not be covered, the office is closed to the public with notifications given on Facebook at the Notice Board outside Town House.	January 2024	Town Clerk / PR&F
29	Staff Retention	3	2	Medium	A learning and developmental organisation.	January 2024	Town Clerk / PR&F
LEGAL LIABILITY							
30	Ensuring activities are within legal powers	3	1	Medium	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence.	January 2024	Town Clerk / PR&F
31	Proper and timely reporting via the Minutes	1	1	Low	Council meets regularly, committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting (recognised that during periods of time when virtual meetings (informal meetings) are held, they will be signed at the next appropriate meeting). Minutes are made available to the press and public.	January 2024	Town Clerk / PR&F
32	Proper document control	2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2024	Town Clerk / PR&F
32	Breach of personal data	3	2	Medium	Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so.	January 2024	Town Clerk / PR&F

COUNCIL PROPREITY							
33	Register of Interests and gifts and hospitality in place	2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on Councillors to identify when they should declare an interest, but advice is given when requested).	January 2024	Town Clerk / Council
COVID – 19							
33	Transmission of virus to staff, visitors and Councillors	3	2	Medium	<p>Employees work remotely where/when appropriate</p> <p>No visitors to office except contractors (pre-arranged or for urgent matters)</p> <p>Only the decision makers present at Council meetings, other Councillors and public can join these meetings virtually.</p> <p>Separate detailed COVID-19 risk assessments conducted.</p> <p>Facilities and equipment on hand to ensure regular cleaning of surfaces and washing of hands.</p>	April 2021	Town Clerk / PR&F

Yeovil Town Council
xxth January 2023

To be reviewed: January 2024

YEOVIL TOWN COUNCIL



FINANCIAL REGULATIONS

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GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control system must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which should be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of the Council are expected to follow the instruction within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council.
- 1.9. The RFO:
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures that the accounting control systems are observed;
 - maintains the accounting records of the Council in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and

- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time to comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liability of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonable as possible
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving the annual governance statement;
- borrowing;
- writing off bad debts; and
- declaring eligibility for the General Power of Competence

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;

- approve any grant in excess of £2,500;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries or employee made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, reference to the accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.3. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5. The internal auditor shall:
- be competent and independent of the financial operations at the Council;
 - report to Council in writing, or in person on a regular basis with a minimum of one annual written report during the financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.

2.6. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, book, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulation.

2.9. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. The RFO must each year, by no later than January prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy, Resources and Finance Committee and the Council.

3.2. The Council shall fix the precept (Council tax requirement) and the relevant basic amount of Council tax to be levied for the ensuing financial year by the **February January** meeting of Council each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORISATION TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is determined by:

- the Council for all items over £5,000;
- a duly delegated committee for the Council for items over £1,000;
- the Clerk for any item below £1,000;
- the Deputy Clerk for any item below £500; or
- **the Assistant Town Clerk for any item below £250.**

Such authority is to be evidenced by a minute or by ~~an authorisation slip~~ a purchase order duly signed by the Clerk, or Deputy Clerk or Assistant Town Clerk.

Contracts must not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Policy, Resources and Finance Committee having considered the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects should not be carried forward to a subsequent year unless for a specific reason and approved by the Policy, Resource and Finance Committee.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repairs, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£1,000~~ £2,000. The Clerk shall report such action to the Mayor (or his/her absence, the Deputy Mayor); the Chairman of Policy, Resources and Finance Committee (or his/her absence, the Vice Chairman) and the Chairman of the Committee concerned (or his/her absence, the Vice Chairman) as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide Policy, Resources and Finance Committee with:
 - a Balance Sheet statement;
 - a Bank Reconciliation; and
 - a statement of receipts and payments to date (under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget). The statement shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

These statements are to be prepared and submitted to each meeting of Policy, Resources and Finance Committee.

- 4.9. Changes in earmarked reserves shall be approved by the Policy, Resources and Finance Committee as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall have delegated authority to authorise all payments properly chargeable to any account controlled by the Council and shall present a summary of such payments to each scheduled meeting of Policy, Resources and Finance Committee.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO (or officer appointed by the RFO) to confirm that the work, goods or services to which each invoice related has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO (or officer appointed by the RFO) shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading, and check that invoices have not previously been certified and paid.
- 5.5. In respect of grants Policy, Resources and Finance Committee shall approve expenditure within £2,500 and in accordance with any policy statement approved by Council. Any grant in excess of £2,500 shall before payment, be subject to ratification by resolution of the Council.
- 5.6. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.7. Any **cheques payment** in excess of £500 shall be presented for signature with a supporting certificate signed by the RFO or Deputy Town Clerk.

6. INSTUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. **Where possible, payments will be made by BACS.**
- 6.3. Cheque or orders for payment drawn on the bank account shall be signed by two members of Council. A member who is a bank signatory, having connection by virtue of family or business relationships with the beneficiary

of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.4. Regular back-up copies of the record on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.5. Computers used for all the Council's business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.6. The RFO may provide petty cash to officers for the purposes of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO or Deputy Town Clerk with a claim for reimbursement.
- 6.7. The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- 6.8. No single payment from the petty cash float **or procurement card** shall exceed **£20 £30** without the prior approval of the RFO.
- 6.9. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3. No changes shall be made to any employee's pay (with the exception of increments within authorised grades which shall be authorised by the RFO), emoluments, or terms and conditions of employment with the prior consent of the Policy, Resources and Finance Committee.
- 7.4. Each and every payment of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or other than:
 - By a Councillor who can demonstrate a need to know;
 - By the internal auditor;

- By the external auditor; or
 - By any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for senior officers.
- 7.7. Any termination payments shall be support by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in line with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn upon shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificated and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council. The RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to Policy, Resources and Finance Committee and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as direct by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO (or officer appointed by the RFO) shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individual banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Oral orders shall be given in cases of emergency by the RFO, Deputy Town Clerk or **Assistant Town Clerk** and such orders shall be confirmed by the issue of an official order.
- 10.3. Order books shall be controlled by the RFO.
- 10.4. All members and officers are responsible for obtaining value for money at all times. An officer issuing an order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect for each transaction, usually by obtaining three or more quotations or estimates from

appropriate suppliers, subject to any de minimus provision in Regulation 11.1 below.

- 10.5. A member may not issue an official order or make any contract on behalf of the Council.
- 10.6. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of a new or infrequent purchase s or payment, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Policy, Resources and Finance Committee); and
 - vi. for goods or material proposed to be purchased which are proprietary articles and / or are sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.

¹ The Regulations required Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c) The full requirement of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d) When applications are made to waive financial regulations relating to contract to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such an invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance (where appropriate) to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk **in the ordinary course of post. Each tendering firm must submit their tenders in a sealed envelope clearly marked as instructed within the invitation and bearing no indication of the identity of the tendering firm.** The tender will remain **sealed unopened** until the prescribed date for opening tenders for that contract.
- f) All **sealed** tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or material or for the execution of works or specialist services other such goods, material, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the RFO shall strive to obtain 3 estimates. Otherwise Regulation 10.4 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council required further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the

² Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (~~£164,176~~ **£182,302**)
- b) For public works contracts 5,225,000 Euros (~~£4,104,394~~ **£4,551,413**)

architect or other consultants engaged to supervise the contract (subject to any percentage with holding as maybe agreed in the particular contract).

12.2. Where contracts provide for payments by instalments the RFO shall maintain a record of such payments. In any case where it is estimate that the total cost of work carried out under a contract, excluding agreed variation, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the likely cost is likely to exceed the final provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time the delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with the operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, in each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the periphery (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be

provided to the Council in respect of valuation and survey condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without an authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept. The continued existence of tangible assets shown in the Register shall be verified at least annually.
- 14.7. An inventory of all moveable furniture, equipment and machinery shall be maintained by the RFO.
- 14.8. The Town Clerk shall be responsible for the security of all Council offices, buildings and contents.
- 14.9. Keys are only to be issued in return for a signed receipt and shall be returned to the Town Council when no longer required; any losses are to be reported immediately.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next meeting.
- 15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by Policy, Resources and Finance Committee.

16. RISK MANAGEMENT

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

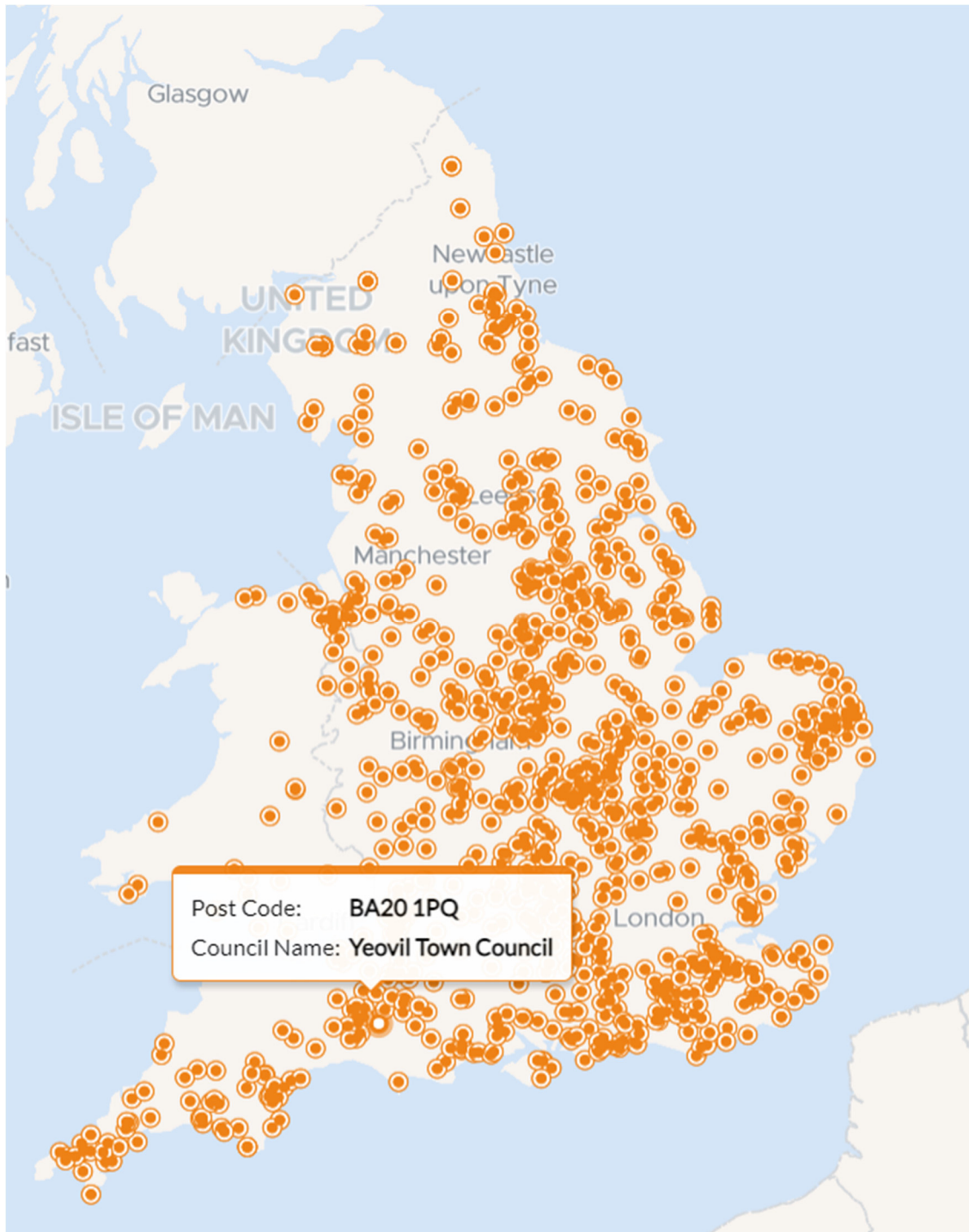
- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council or any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Council, may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspensions are record and that an assessment of the risk arising has been drawn up and present in advance to all members of the Council.

Yeovil Town Council
24th January 2023
To be reviewed January 2024

11/080 CIVILITY AND RESPECT

At the Town Council meeting held on 1st November 2022, the Town Council adopted the Civility and Respect Pledge and it was agreed that the Town Clerk sign up for the pledge on behalf of Yeovil Town Council.

Over 1,000 Councils have signed up to the pledge.



The Civility and Respect Pledge and Issue 6 of the Civility and Respect Project Newsletter is attached to this report.

Training

“Our council has committed to putting in place an on-going training program for Councillors and staff”

A number of E-Learning modules have been developed.

- Standards in public life *
- Respectful and positive social media for councils and councillors *
- Leadership in challenging situations for councils and councillors *
- Personal resilience for councils and councillors *
- Mental health awareness
- An introduction to behavioural agility
- An introduction to challenging behaviours
- An introduction to resilience
- Equality, diversity and inclusion essentials
- Modern slavery essentials
- Personal safety essentials
- Stress management essentials
- Introduction to local councils.

Those marked with an * are highlighted as a good starting point. Below shows a summary for each of those topics.

Standards in public life

- This module is designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors.
- Learning Objectives: Understand councillor obligations under the Code:
- Understand when and where the Code applies
- Understand the minimum standards of conduct required in public office
- Understand the importance of training and maintaining competence
- Understand the different types of interest and when to declare
- Understand the importance of the Register of Interests and its ongoing maintenance

Respectful and positive social media for councils and councillors

In this introductory e-learning module we'll consider the opportunities and risks associated with social media from a civility and respect perspective. We will explore a range of proactive and pre-emptive strategies councils and councillors can put in

place to set themselves up for success. We'll explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and practical what steps you can take.

Leadership in challenging situations for councils and councillors

In this introductory e-learning module we will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will also discover how to build, support and get the most from an effective and motivated team.

Personal resilience for councils and councillors

In this introductory e-learning module we will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will also discover how to build, support and get the most from an effective and motivated team.

Each module costs £16. In accordance with the Training and Development Policy, the Council will pay for any training relevant to their role. It is suggested that all Councillors enrol on the four modules listed above. The total cost of this would be £1,536. This would come out the Courses and Conference budget, which sits under the Policy, Resources and Finance Committee. The remaining budget is £3,482 which if it is agreed that all members enrol on the four modules, would leave £1,946.

It is suggested that Members arrange for the training through the Clerk, however the modules have currently been set up so that they can be paid for by each e-learner. The Clerk is investigating how the Council can be invoiced directly.

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to agree that all Members should undertake the four modules as detailed above;
- (3) that Members register their interest in undertaking the training with the Clerk and that the Clerk arrange the training once the issue of payment has been resolved.

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

CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 6 | MARCH 2023



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

A WORD FROM NALC AND SLCC CHIEF EXECUTIVES

We are delighted that the number of councils signing up to the civility pledge is over 1,000, a tremendous start, and we encourage all councils to consider signing up to it.

We are continuing the work to look at those councils with chronic behavioral issues which can affect the performance and reputation of the council, and we are committed to continue working together to progress solutions in this critical area and build on the great work which has already been done.

COUNCILLORS RESPONSIBILITIES AS EMPLOYERS – PODCASTS

To help councillors better understand their responsibilities as employers we are working with council sector HR experts, Personnel Advice and Solutions Ltd, to produce a series of short videos, or podcasts, each 20-30 minutes long, which give practical guidance to councillors on critical topics such as building effective HR committees, recruitment, appraisals, staff absence and sickness.

The podcasts are a free resource, shared with county associations and One Voice Wales (OVW), and available via NALC and SLCC websites.

In the last newsletter, we shared the first two in the series of podcasts on the theme of councillors responsibilities as employers: [Podcast #1 — Building an effective personal committee - YouTube](#) and [Podcast #2 — Recruitment - YouTube](#).

This month we are happy to share the next in this series of podcasts:

Grievance Management

- Who do employees complain to, and who has the authority to deal with these situations?
- Investigating complaints informally
- Deciding whether the council can resolve the complaint
- Code of Conduct complaints against councillors
- Conducting a formal grievance and appeal hearing

Disciplinary Action

- Who has the right within the council to discipline staff?
- Conducting informal investigatory meetings
- Deciding how to support and encourage an employee to improve and overcome their conduct / performance issues in a fair and reasonable manner
- Deciding when to conduct formal disciplinary action
- Getting the formal process and paperwork right, including dismissal

Appraisals

- The purpose of appraisals
- Picking the correct appraisal form for your council
- How to prepare for the appraisal
- Asking the right questions in the right place and at the right time
- Action plans following appraisals
- Confidentiality

Sickness and Absence Management

- Understanding the legal position
- Objectively measuring absences
- Conducting reasonable investigations into chronic health issues
- Formal procedures to address the absences
- Making reasonable adjustments to accommodate people with disabilities at work
- Terminating employment through the capability procedure

The podcasts are an introduction to each subject. More information and training may be available from your county association and sometimes it is necessary to seek additional advice from a HR service provider with specialist local council knowledge.

Visit the NALC and SLCC civility webpages for links to these new podcasts - [CIVILITY AND RESPECT PROJECT \(nalc.gov.uk\)](#) and [SLCC | Civility & Respect Project](#)

E-LEARNING FOR EVERYONE

One of the key aims of the project has been to deliver training support for councillors, clerks, and employees who experience difficulties with bullying and harassment, and to start to address some of the causes of poor behaviour. We recognise that times and dates for webinars and training courses do not always suit the busy schedules of local council members and employees, and that a blended approach is often needed to share vital information.

E-learning enables councils to respond quickly to learners' needs, with flexibility and without having to organise physical training with fixed times and dates. SLCC and several county associations already offer a comprehensive range of e-learning options for clerks and councillors, and we are now pleased to be able to extend this further.

We are working with Nimble, online learning specialists, to enable councils access to a suite of engaging online learning at affordable prices which will be available to everyone across our sector. Nimble already work with some of the county associations to offer quality digital online training, and the portfolio of e-learning modules we have developed will either be available directly via your county association, or via NALC or SLCC.

The registration process is simple and will give you access to a bespoke range of e-learning designed specifically for the civility and respect project, but also to some extremely useful additional training modules covering subjects such as mental health awareness, personal safety and diversity and inclusivity.

If your county association is not listed on the drop down box at registration, please contact them to register.



CIVILITY AND RESPECT E-LEARNING MODULES - £16 PER MODULE

We have worked with internal and external partners to create several bespoke e-learning modules with the aims of increasing knowledge, enhancing skills and improving behaviours. We have also taken advantage of some of the Nimble modules which will effectively support councils wishing to address civility issues. Some of the e-learning modules available as part of the project are outlined here. For more information, or to register please use this link: < [Nimble e-learning](#) >

****If your council is paying for the training, please ensure you have their permission to pay for the training prior to registering****

Standards in Public Life (Author: South West County Associations)

This module is designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors.

Councillors must abide by its own councils code of conduct, but this module is based upon national model guidance produced by Local Government Association and endorsed by both NALC and SLCC.

Respectful and Positive Social Media (Author: Breakthrough Communications)

This introductory e-learning module considers the opportunities and risks associated with social media from a civility and respect perspective. It explores a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. It also explores what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and practical what steps you can take to protect yourselves and the council.

Leadership in Challenging Situations for Councils and Councillors (Author: Breakthrough Communications)

This introductory e-learning module will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. It also covers ideas on how to build, support and get the most from an effective and motivated team.

Personal Resilience for Councils and Councillors (Author: Breakthrough Communications)

This introductory e-learning module seeks to develop a better understanding of where our behaviour comes from and considers what resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focused scenarios and consider how best to respond to them, utilising different strategies to deal with and manage a range of situations.

Equality, Diversity and Inclusion Essentials

We all have the responsibility to treat others fairly and to foster a culture of equal opportunity, councils must embrace the principles of equality, diversity and inclusion, placing them at the heart of their policies and procedures.

Certain characteristics are protected by the equality law and both councillors and employees need to understand and abide by equality legislation. This course addresses threats to equality, and explores how you can promote fairness, diversity and inclusion in your council.

Stress Management Essentials

Most people experience stress from time to time, and this isn't necessarily bad; stress is a natural response, but prolonged periods of stress can be harmful. There are many ways in which employees can reduce or avoid stress, and if they are experiencing stress already, there are approaches they can follow to manage their stress most effectively.

This e-learning course includes a range of learning activities to help you recognise, manage and reduce stress.

MODEL GOVERNANCE DOCUMENTS



The Civility and Respect Project team have worked in partnership with Hoey Ainscough Associates Ltd to revise the Local Government Association (LGA) Code of Conduct Guidance to better reflect the needs of our sector. The revised guidance has been approved for use by NALC and SLCC and endorsed by LGA.

The LGA produced a revised code of conduct in December 2020, this was supported by a guidance document which they first circulated in July 2021. The supporting guidance was an incredibly useful document but was not specifically tailored to the nuances of parish councils. The civility and respect team have worked closely with Hoey Ainscough Associates Ltd, with the support of the LGA, to revise the guidance to specifically reflect the needs of and situations relevant to parish councils.

The guidance covers:

- The general principles of councillor conduct
- Application of the model councillors code of conduct
- General obligations under the code including:
 - Respect
 - Bullying & harassment
 - Discrimination
 - Impartiality
 - Mis-use of position
- Protecting the reputation of the council including:
 - Declarations of interest
 - Bias and pre-determination

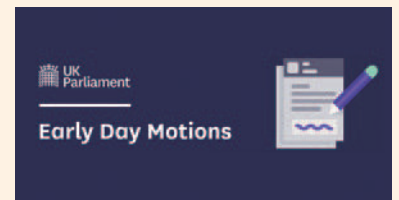
Download the guidance <[Code of conduct guidance](#)>

SECOND EARLY DAY MOTION RELEASED

Dr Julian Lewis, MP for New Forest East, has tabled another early day motion (EDM) calling on the government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards including the introduction of tougher sanctions to deal with poor behaviour in local councils.

Members are being urged to contact their local MPs and encourage them to sign this EDM. At the time of writing 25 MP's have already pledged their support for it.

[Click here to read the EDM.](#)



What are EDMs?

EDMs are motions submitted for debate in the House of Commons for which no day has been fixed. Whilst few are debated, many attract a great deal of public interest and media coverage.

They are used to put on record the views of individual MPs or to draw attention to specific events or campaigns. By attracting the signatures of other MPs, they can be used to demonstrate the level of parliamentary support for a particular cause or point of view.

What can you do?

The more MP's who support this EDM, the more likely it is to get discussed in parliament. Please either table an agenda item to pass a resolution for your council to write to the local MP asking that they back this motion and have it discussed in parliament or write to your MP as an individual – you do not need council approval to write as an individual.

We've designed template letters which you can use to contact your MP on this issue and hope that you will take the time to support us with this very important and worthwhile campaign so that we can start to make a change. You may like to amend or personalise it with an introduction and sign off and if appropriate, the inclusion of any personal experiences will help to add context and influence.

[Click here to view the template letter for clerks to MP.](#)

[Click here to view the template letter for councils to MP.](#)

Please add a motion to your next agenda to ask for the support of your MP.

UPDATE ON THE PLEDGE

At the time of writing over 1,000 councils have now signed up to the pledge – a tremendous start and we hope that many more councils do the same. We have now launched a pledge counter so you can easily see the amount of support across our sector.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to addressing bullying and harassment across our sector, and to demonstrate positive changes which support civil and respectful conduct.

The pledge is voluntary, but it is a way for the entire council to make a public statement of intent to establish that it is committed to standing up to poor behaviour across our sector. The pledge is underpinned by certain behaviours which demonstrate some of the positive actions supportive of civil and respectful conduct, for example actively calling out bullying and harassment when it happens rather than a passive response and ignoring it. The pledge is relevant even if all current councillors and officers behave with dignity and respect, it's also about standing up to members of the public who may abuse councillors as well as officers; about presenting a united front; publicly agreeing that there is no place for poor behaviour in our sector; and empowering the council to stand up to bullies, whoever they are. Sometimes all it takes is one controversial planning application, an unpopular decision or one new councillor to change the atmosphere for the council and the pledge is about stating upfront how the council will handle poor behaviour if it happens.

If your council are still considering it, or haven't yet discussed it, the civility and respect project team have now released a video to inform councils about the project and pledge. The video features Linda Larter (Chief Executive for Sevenoaks Town Council, former President of SLCC) and Sue Baxter (Vice President of NALC, councillor for Wythall Parish Council) who share their views on what the pledge means and why we are asking all councils to sign up to it [Pledge video](#).

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an example agenda item with suggested wording to help: [Pledge agenda wording](#)



...AND FINALLY, THE CIVILITY AND RESPECT TRAINING EVENTS ARE STILL AVAILABLE



Breakthrough Communication, experts in the field of training for local councils have created **a suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Develop a better understanding of where our behaviour comes from and what resilience means in the context your role. Consider strategies to manage and deal with different situations effectively and receive a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively****

Consider a range of role-focused challenging situations, how we can work with others more effectively, different leadership styles and approaches in the context of your role, how to build support and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Explore different methods and strategies for pre-empting and dealing with negative attacks on social media and ways in which you can keep control of social media output. Consider personal 'digital tone of voice', explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media.

Please visit our dedicated civility and respect pages for lots more information and support

[SLCC](#) | [Civility and Respect Project](#) and [NALC](#) | [Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

YEOVIL TOWN COUNCIL

CIVILITY AND RESPECT PLEDGE



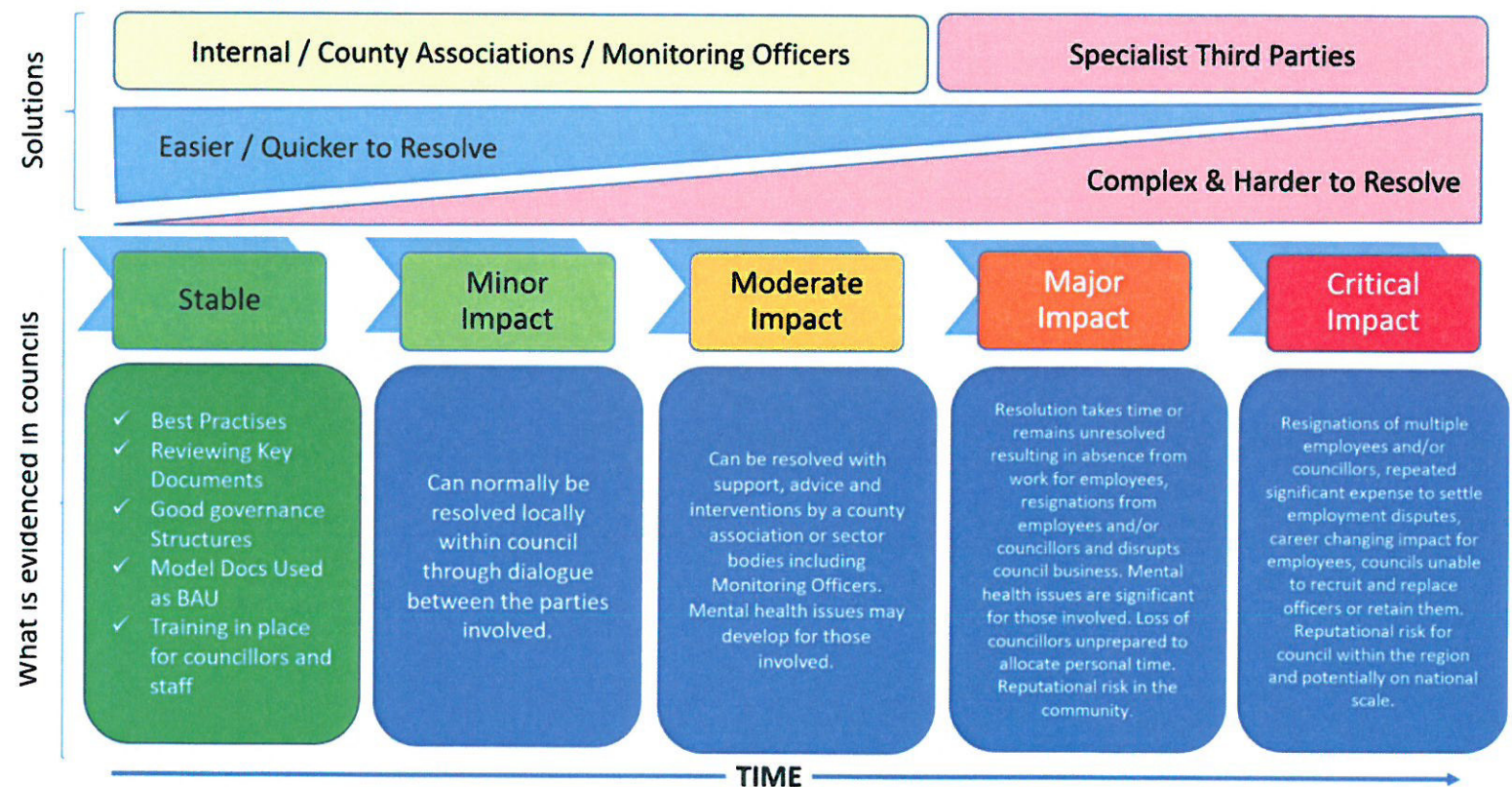
1. Purpose and Scope

- 1.1 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
- 1.2 By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

2. Definitions

- 2.1 Civility means politeness and courtesy in behaviour, speech, and in the written word.
- 2.2 Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

3. The Civility and Respect Continuum



- 3.1 The Civility and Respect Continuum illustrates how issues escalate over time.
- 3.2 Research has indicated that councils experiencing poor conduct or vexatious demands/complaints often experience problems repeatedly over a significant period of time. The longer an issue is permitted to continue, unaddressed, the more complex, time consuming, and expensive the resolution becomes. This can eventually result in damage to the reputation of the council and health issues for those involved, eventually ending with multiple resignations of staff and councillors.
- 3.3 Councils that have up to date policies and procedures and well-trained councillors and employees, can often manage and mediate issues with or without advice and support from county associations and/or monitoring officers. Where councils become overwhelmed, or fail to draw upon the resources available, matters can escalate and come under significant strain and pressure, making the Council ineffective and inefficient.

4. The Pledge

Statement	Tick to agree
Our council has agreed that it will treat all Councillors, Town Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to putting in place an on-going training program for Councillors and staff	
Our council has signed up to Code of Conduct for Councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Yeovil Town Council

Climate Control Action Plan



Ref	Initiative	How?	Who?	Target Date?	Progress	Completed
CC01	Replace bottled water with water cooler	Assessment of options	HF	Oct 2019	24/09/19 HF is already in talks with companies about the options available. Report to BCM. 31/10/19 Mains-fed water cooler installed	✓ Oct 2019
CC02	Public water store (bottle refilling) in the Town Centre	Possibly build into Yeovil Refresh	AC		Wessex Water have installed bottle refilling in Town Centre.	✓
CC03a	Carry out an Energy Efficiency audit and request recommendations	Instruct a surveyor to carry out an energy performance certificate.	HF	March 2020	24/09/19 PR&F authorised. 19/11/19 report to BCM to appoint a commercial assessor 09/01/20 EPC carried out and recommendations given. Town House – D Milford Hall – C Monmouth Hall - G	✓ Jan 2020
CC03b	Replacement of lighting with LED lighting at Town House	Recommendation of EPC – will save approx. 40% energy	HF	March 2023	Urgent decision – contractor appointed	
CC03c	Replacement of boilers with one high efficiency type at Town House	Recommendation of EPC	HF	March 2023	Bamfords appointed	

CC03d	Replacement of lighting with LED lighting at Milford Hall	Recommendation of EPC – will save approx. 40% energy	HF	March 2023	Urgent decision – contractor appointed	
CC04	Investigate solar panels	Identify buildings Town House Milford Hall (recommendation from EPC)	HF	March 2020	20/09/22 – report to BCM regarding Solar Panels on Town House and Milford Hall. Agreed for Deputy Town Clerk to proceed. Jan 23 – Town House listed building and not appropriate for solar panels (conservation officer) Feb 23 – Planning permission process began for Milford Hall	
CC05	Investigate Amenities Officer Vehicle and assess options for replacement – e.g. Electric vehicle	Report to GGM for agreeance to looking into options for vehicle replacement	AC		GGM have agreed to the Town Clerk looking into vehicle options.	
CC06	Car Share for Councillors coming to meetings	Councillors to organise where possible.	Councillors			
CC07	Tree planting	Identify areas where tree planting can take place. Consider groups to involve.	Councillors			
CC08	Eliminate single use plastic	Agree that single use plastic items should not be purchased	All officers			✓
CC09	Paperless office	Summons, agendas and minutes to be sent by other means than paper.	AC		Report approved by PR&F to send out Electronic Service of Summons Consent Form.	✓

		Investigate all areas where paper is used.			These will be sent out with the Town Council Agenda for its meeting on 3 rd September. Majority of consent forms now received, reminder sent for the remainder. Electronic summons now sent to those who have agreed.	
CC10	Procurement of goods and services – ensure meets aims and objectives	When going to tender/asking for quotes consider that materials come from a sustainable source, consider carbon footprint. Will need to consider on a case by case basis.	AC/HF/SF		On-going. This will be considered for all future tenders and quote.	
CC11	Ensure that waste sent for recycling is recycled and what the recycled material is used for	Contact the recycling company	AC/HF			
CC12	Invite a representative from Sustainable Yeovil to the next meeting of the Working Party		AC		Invite sent to Kate Stevenson to come to next meeting	✓ Attended Sept 2019
CC13	Consider 100% green energy provider	Investigate energy providers	AC		Tied into contract	✓

11/082 FORWARD PLAN

Date	Item
Policy, Resources & Finance May 2023	<ul style="list-style-type: none"> • Presentation from Octagon Theatre Westlands Entertainment Venue - Summer School • Financial Statements February/March 2023 • Capital and Revenue Reserves 31st March 2023 • Bank Reconciliation 31st March 2023 • Applications for Grant Aid • Mayors Accounts year ended 31st March 2023 • Outturn 2022/23 • CIL reporting year ended 31st March 2023
Policy, Resources & Finance July 2023	<ul style="list-style-type: none"> • Update from YMCA Brunel – Youth Clubs and Detached • Update – Youth Services in Westfield • Financial Statements April/May 2023 • Capital and Revenue Reserves 30th June 2023 • Bank Reconciliation 30th June 2023 • Applications for Grant Aid • Budget Monitoring Month 3 (30th June 2023)
Policy, Resources & Finance September 2023	<ul style="list-style-type: none"> • Financial Statements June/July 2023 • Capital and Revenue Reserves 31st August 2023 • Bank Reconciliation 31st August 2023 • Applications for Grant Aid • Budget Monitoring Month 5 (31st August 2023)
Policy, Resources & Finance November 2023	<ul style="list-style-type: none"> • Financial Statements August/September 2023 • Capital and Revenue Reserves 31st October 2023 • Bank Reconciliation 31st October 2023 • Applications for Grant Aid • Draft Budgets 2024/25 • Allotment Rents from 1st January 2025 • Community Hall Charges 2024/25 • Budget Monitoring Month 7 (October 2023)
Policy, Resources & Finance January 2024	<ul style="list-style-type: none"> • Financial Statements October/November 2023 • Capital and Revenue Reserves 31st December 2023 • Bank Reconciliation 31st December 2023 • Applications for Grant Aid • Risk Management Strategy and Risk Register • Budgets 2024/25 • Budget Monitoring Month 9 (December 2022)
Policy, Resources & Finance March 2024	<ul style="list-style-type: none"> • Financial Statements December 2023/January 2024 • Capital and Revenue Reserves 28th February 2024 • Bank Reconciliation 28th February 2024 • Applications for Grant Aid • Insurance Procurement