

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Tuesday 29th March 2022

7:00pm

Hybrid Meeting:

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

BA20 1PQ; and virtual using Zoom meeting software

Any members of the public wishing to make comments at Public Comments need to email ytic@yeovil.gov.uk by 9:00am on Tuesday 29th March 2022.

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



Amanda Card, Town Clerk
22nd March 2022

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

Members of Yeovil Town Council are summoned to attend:

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

Information for the Public

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

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email ytic@yeovil.gov.uk by 9:00am on Tuesday 29th March 2022.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 29th March 2022. 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)

10/275 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

10/276 DECLARATIONS OF INTEREST

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

10/277 MINUTES

To approve as a correct record the Minutes of the meeting held on 25th January 2022.

10/278 GRANTS

Applications received from (circulated separately):

- Yeovil Arts Group (£1,000)
- We Hear You (£1,000)
- Yeovil Opportunity Group (£2,500)

10/279 CORRESPONDENCE

To consider the correspondence attached at page 3.

10/280 BALANCE SHEET

Members to approve the Balance Sheet as at 28th February 2022 at page 4.

10/281 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 28th February 2022 as attached at page 5.

10/282 FINANCIAL STATEMENT – DECEMBER 2021 / JANUARY 2022

Members to approve the Financial Statement for the months of December 2021 and January 2022 as attached at pages 6 to 25.

10/283 2021/22 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 28th FEBRUARY 2022 (MONTH 1 – 11)

Members to consider the report of the Town Clerk attached at pages 26 to 33.

10/284 COUNCIL MEETINGS FOLLOWING LIFTING OF COVID-19 RESTRICTIONS – REVIEW

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

10/285 SCHEME OF DELEGATION UPDATE

To approve and adopt the amended Scheme of Delegation (amendments highlighted in yellow) as attached at pages 35 to 43.

10/286 QUEEN'S JUBILEE BEACON LIGHTING EVENT (URGENT BUSINESS)

To note the report regarding the Queen's Jubilee Beacon Lighting Event as attached at pages 44 to 49.

10/287 FORWARD PLAN

The Forward Plan (attached at page 50) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee. Timings given are indicative and occasionally may be rescheduled or new items added.

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

Public Comment (at the Chairman's discretion up to 15 minutes)

Jones, Lucy

From: Shelley Swaine <southsomerset@popupplayvillage.co.uk>
Sent: 19 March 2022 23:39
To: Town Clerk
Cc: enquiries@sasp.co.uk
Subject: Funded School Holiday sessions - Pop Up Play Village

Dear Amanda,

I have been running Pop Up Play Village across South Somerset since last October and regularly use Milford Community Hall as one of my venues. I was talking to Sarah Peters yesterday about the possibility of working alongside Yeovil Town Council / Somerset County Council and SASP to help offer some funded sessions for children in the area who wouldn't usually get the opportunity to attend my Role Play Village.

Pop Up Play Village is an educational role play village that allows children time to engage, explore and use their imagination in a safe, fun environment – it's ideal for 4-8 year olds who aren't always targeted by funded holiday activities. Whilst my village is for 0-8 year olds, I feel this would be excellent opportunity to focus on supporting 4-8 year olds as they have been severely impacted during the pandemic, especially in regards to their social and emotional learning as well as their speech, language and communication development. It is ideal for children who aren't always keen to focus on sporting activities but enjoy being more imaginative and creative.

I am approaching you regarding helping to support funded Pop Up Play Village sessions. I had a young parent turn up recently with her 4 year old and she explained that she'd saved up £6.50 to attend with her child as she thought it would be a great opportunity for them both. Her son adored the session and didn't want to leave which she became very upset by as she admitted to me that the cost of one session would provide them both with food for 5-6 days. This was very upsetting to see as she wanted to provide her child with a fun educational experience on a regular basis but simply couldn't afford to. As a secondary teacher with 18 years experience, I know how valuable additional educational experiences can be outside of the school environment and I want to be able to help make a difference to local families who aren't able to afford events like Pop Up Play Village.

I would like to look into the opportunity to work with SASP / Yeovil Town Council to provide sessions in the local area for younger children where a nutritious meal can also be provided (organised by myself) as part of the government's Holiday and Food programme and the 'Happy Healthy Holidays Somerset' initiatives.

I assume it is too late to organise sessions for the Easter holidays but I am keen to help organise events for the May half term and summer holidays. I am available during the Easter holidays if this is still a possibility.

As well as during school holidays, I would really like to be able to work with the council to provide sessions for local families during term time who have pre-school children and may not have the opportunity to self-fund activities, particularly young parents.

I'm very keen to hear your views on what we are able to organise together to help support local families in the future.

Kind regards,

Shelley

Shelley Swaine

Pop Up Play Village - South Somerset

Play Events | Parties | Weddings | EYFS/School settings

m: 07793 825165

w: www.popupplayvillage.co.uk e: southsomerset@popupplayvillage.co.uk

Facebook: [UK Facebook Page](#) Instagram: [UK Instagram Page](#)

Date: 18/03/2022
Time: 09:12:32

Yeovil Town Council
Balance Sheet

Page: 1

From: Month 1, April 2021
To: Month 11, February 2022

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	(587.33)	312.27	
Nat West Current	411,757.12	727,291.00	
Nat West Treasury Account	0.00	25,000.00	
Bank of Scotland	26.37	350,092.46	
Nationwide Treasury Account	178.89	509,052.47	
VAT Account	(42,998.09)	(23,171.91)	
Petty Cash	107.57	250.00	
		368,484.53	1,588,826.29
Current Liabilities			
Creditors	(43,377.20)	14,770.63	
Creditors B/Fwd	(51,954.15)	38,170.00	
PAYE/NI	(35,887.55)	(35,887.55)	
Balance Sheet Suspense	(2.25)	(2.25)	
		(131,221.15)	17,050.83
Current Assets less Current Liabilities:		499,705.68	1,571,775.46
Total Assets less Current Liabilities:		499,705.68	3,184,054.52
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		499,705.68	3,184,054.52
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	1,013,208.78	
P & L Account	499,705.68	499,705.68	
		499,705.68	3,184,054.52

BANK RECONCILIATION - 28 FEBRUARY 2022			
Authority name and reference	Yeovil Town Council		
Prepared by:		Date:	
Name Role	Neil Gage Finance Officer		16/03/22
Approved by:		Date:	
Name Role	Amanda Card Town Clerk/RFO		16/03/22
Balance per bank statements as at 28 February 2022:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 28 February 2022:		1,611,685.93	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	725,791.00		
Nationwide Treasury A/C	509,052.47		
Bank of Scotland	350,092.46		
CCLA Investment Management	25,000.00		
Petty Cash	250.00		
Less: any un-presented cheques at 28 February 2022: (normally only current account. List date, cheque number and value)			
TOTAL – NET BANK BALANCES 28 FEBRUARY 2022		1,611,685.93	

Yeovil Town Council

December Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	272,652.00	272,652.00	272,652.00	0.00	0.00
Bank Interest	2,500.00	272.40	1,874.97	-1,602.57	2,227.60
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00	0.00
Ski Centre	1250.00	918.00	937.53	-19.53	332.00
Mayor's Ball	0.00	10,637.00	0.00	10,637.00	-10,637.00
Mayor's Charity Events	0.00	1,265.50	0.00	1,265.50	-1,265.50
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	260,000.00	260,000.00	260,000.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	749.97	-749.97	1,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00	0.00
	544,402.00	552,744.90	543,214.47	9,530.43	-8,342.90
Expenditure					
Advertising	500.00	205.00	375.03	-170.03	295.00
Audit Fees	3,470.00	284.26	2,602.53	-2,318.27	3,185.74
Bank Charges	0.00	306.85	0.00	306.85	-306.85
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	53,022.00	25,391.88	39,766.50	-14,374.62	27,630.12
Costs of Democracy	29,200.00	17,951.22	21,899.97	-3,948.75	11,248.78
Courses/Conferences	5,000.00	0.00	3,750.03	-3,750.03	5,000.00
Elections	1,500.00	4,079.01	1,125.00	2,954.01	-2,579.01
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	4,632.75	2,999.97	1,632.78	-632.75
Franking Machine	500.00	580.99	375.03	205.96	-80.99
Insurance	6,000.00	5,077.90	6,000.00	-922.10	922.10
New Initiatives Fund	10,300.00	2,357.00	7,724.97	-5,367.97	7,943.00
NVQ Office Assistant	0.00	0.00	0.00	0.00	0.00
PC Support	12,500.00	9,013.11	9,375.03	-361.92	3,486.89
Postage	2,000.00	922.65	1,500.03	-577.38	1,077.35
Prof.Fees/Subs	7,500.00	7,059.05	5,625.00	1,434.05	440.95
PWLB Interest	30,000.00	0.00	22,500.00	-22,500.00	30,000.00
Stationery/Supplies	2,500.00	512.21	1,874.97	-1,362.76	1,987.79
Sponsorship Octagon Theatre	1,000.00	1,000.00	749.97	250.03	0.00
Telephone	2,500.00	2,010.87	1,874.97	135.90	489.13
Website	8,000.00	2,925.00	6,000.03	-3,075.03	5,075.00
Westland Leisure Complex	27,800.00	0.00	27,800.01	-27,800.01	27,800.00
Youth Project Schemes	30200.00	18,805.12	22,650.03	-3,844.91	11,394.88
Youth Council	2000.00	0.00	1,500.03	-1,500.03	2,000.00
Mayors Allowance	10170.00	6,780.00	7,627.50	-847.50	3,390.00
Regalia	2000.00	447.00	1,500.03	-1,053.03	1,553.00
Mayors Award	0.00	190.80	0.00	190.80	-190.80
Remembrance Day Wreath	0.00	75.00	0.00	75.00	-75.00
Mayors Ball	0.00	9,629.42	0.00	9,629.42	-9,629.42
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	6,470.00	5,249.97	1,220.03	530.00
Salaries/Wages	260,000.00	185,622.78	195,000.03	-9,377.25	74,377.22
	544,402.00	312,329.87	416,751.63	-104,421.76	232,072.13
	0	240,415.03	126,462.84	113,952.19	-240,415.03

Yeovil Town Council

December Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	251,580.00	251,580.00	251,580.00	0.00	0.00
Leases	2,090.00	1,566.00	1,568.00	-2.00	524.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	16,191.51	13,349.97	2,841.54	1,608.49
Sales of Gate & Tap Keys	100.00	-13.67	74.97	-88.64	113.67
Water Charges	1,000.00	1,537.14	1000.00	537.14	-537.14
	272,570.00	270,860.98	267,572.94	3,288.04	1,709.02
Expenditure					
Allotment Maintenance (Corporate)	9,200.00	12,187.23	6,900.03	5,287.20	-2,987.23
Allotment Fence Repairs	1,000.00	0.00	749.97	-749.97	1,000.00
Buildings & Electric Goar Knap	2,000.00	1,681.74	1,500.03	181.71	318.26
BKAC	250.00	0.00	187.47	-187.47	250.00
Leases	350.00	335	350	-15.00	15.00
Labour	26520.00	15,674.25	19,890.00	-4,215.75	10,845.75
Materials & Equipment	1,800.00	1,136.08	1,350.00	-213.92	663.92
Holiday Play Scheme	9,270.00	9,270.00	6,952.50	2,317.50	0.00
Open Spaces: Doorstep Green	1,000.00	2,651.60	749.97	1,901.63	-1,651.60
Open Spaces: General	133,480.00	0.00	100,110.00	-100,110.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	7,499.97	-7,499.97	10,000.00
Open Spaces: Country Park	32,700.00	24,525.00	24,525.00	0.00	8,175.00
Enhancements: Play Area Upgrades	2,720.00	1,360.00	2,040.03	-680.03	1,360.00
Yew Tree Park Gate Opening	2,200.00	1,801.05	1,649.97	151.08	398.95
Play & Landscape Officer	12,690.00	6,345.00	9,517.50	-3,172.50	6,345.00
Playarea Enhancements	12,440.00	6,220.00	9,330.03	-3,110.03	6,220.00
Lights for Milford Hall	400.00	0.00	299.97	-299.97	400.00
Community Heritage Officer	10,000.00	5,000.00	7,499.97	-2,499.97	5,000.00
Protective Clothing	0.00	79.06	0.00	79.06	-79.06
Vehicle	1350.00	1,086.88	1,012.50	74.38	263.12
Water Charges	1,000.00	2,095.50	749.97	1,345.53	-1,095.50
Water Mains Refurbishment	2,200.00	0.00	1,649.97	-1,649.97	2,200.00
	272,570.00	91,448.39	204,514.85	-113,066.46	181,121.61
	0	179,412.59	63,058.09	116,354.50	-179,412.59

Yeovil Town Council

December Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	218,680.00	218,680.00	218,680.00	0.00	0.00
Monmouth Hall Hire Fees	0.00	0.00	0.00	0.00	0.00
Community Safety	0.00	3,721.00	0.00	3,721.00	-3,721.00
Milford Hall Hire Fees	25,000.00	9,599.00	18,749.97	-9,150.97	15,401.00
Use of Council Chamber	1,500.00	0.00	1,125.00	-1,125.00	1,500.00
	245,180.00	232,000.00	238,554.97	-6,554.97	13,180.00
Expenditure					
Community Safety	2,500.00	0.00	1,874.97	-1,874.97	2,500.00
CCTV	32,490.00	32,490.00	32,490.00	0.00	0.00
Litter/Grit Bins	700.00	0.00	524.97	-524.97	700.00
Millennium Clock	500.00	0.00	375.03	-375.03	500.00
Monmouth Hall	17,690.00	5,254.05	13,267.53	-8,013.48	12,435.95
Monmouth Hall Refurbishment	60,000.00	18,645.00	45,000.00	-26,355.00	41,355.00
Milford Hall	30,350.00	24,047.72	22,762.53	1,285.19	6,302.28
Public Toilets - Peter St	23,460.00	10,497.74	17,595.00	-7,097.26	12,962.26
Public Toilets - Petters Way	21,080.00	6,429.08	15,810.03	-9,380.95	14,650.92
Public Noticeboards	500.00	408.20	375.03	33.17	91.80
Band Costs	3,500.00	0.00	2,625.03	-2,625.03	3,500.00
Painting of Town House	0.00	200.50	0.00	200.50	-200.50
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,000.00	8,644.75	9,000.00	-355.25	1,355.25
Town House - (excluding Services)	7,000.00	4,790.51	5,249.97	-459.46	2,209.49
Town House - Electricity	1,600.00	141.72	1,199.97	-1,058.25	1,458.28
Town House - Gas	2,200.00	1,058.10	1,649.97	-591.87	1,141.90
Town House - Maintenance	10,000.00	2,087.34	7,499.97	-5,412.63	7,912.66
PA System	500.00	0.00	500.00	-500.00	500.00
War Memorials	750.00	0.00	562.50	-562.50	750.00
Town Centre Environmental Improvements	8,000.00	0.00	6,000.03	-6,000.03	8,000.00
Town House - Water Charges	400.00	153.21	299.97	-146.76	246.79
St Georges Day Parade	300.00	0.00	225.00	-225.00	300.00
Defibrillator	9,000.00	9,845.54	6,750.00	3,095.54	-845.54
CCTV Reserve	500.00	0.00	375.03	-375.03	500.00
	245,180.00	124,693.46	192,012.53	-67,319.07	120,486.54
	0	107,306.54	46,542.44	60,764.10	-107,306.54

Yeovil Town Council

December Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	102,550.00	102,550.00	102,550.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<u>102,550.00</u>	<u>102,550.00</u>	<u>102,550.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditure					
Christmas Lights	23,500.00	20,484.67	17,624.97	2,859.70	3,015.33
Christmas Lights Installation	17,000.00	14,225.00	12,750.03	1,474.97	2,775.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	487.53	-487.53	650.00
Christmas Lights Switch-On	500.00	800.00	500.00	300.00	-300.00
Christmas Lights Comp	30.00	0.00	22.50	-22.50	30.00
Town Crier	1,030.00	0.00	772.47	-772.47	1,030.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00	1,550.00
Unity in the Community	550.00	550.00	412.47	137.53	0.00
Yeovil Super Saturday	6,500.00	5,288.85	4,875.03	413.82	1,211.15
Open Spaces: YIB Officer	24,800.00	0.00	12,400.01	-12,400.01	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	15.00	8,220.01	-8,205.01	16,425.00
Eats: Festival	9,000.00	750.00	6,750.00	-6,000.00	8,250.00
	<u>102,550.00</u>	<u>42,113.52</u>	<u>67,365.02</u>	<u>-24,251.50</u>	<u>60,436.48</u>
	<u>0.00</u>	<u>60,436.48</u>	<u>35,184.98</u>	<u>24,251.50</u>	<u>-60,436.48</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 4001	Tran Date From 01/12/2021	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/12/2021	Tran No To 99,999,999	Department To 999

<u>Dept Number</u>	<u>Dept</u>					
1	PR & F - GENERAL					
<u>N/C</u>	4001	<u>Name</u>	PR&F - GEN - Bank Interest			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60707	BR	02/12/2021	CCLA Deposit Account	0.86		-0.86
60713	BR	31/12/2021	Interest	7.98		-7.98
60745	BR	31/12/2021	Interest	8.82		-8.82
60746	BR	29/12/2021	Interest	63.45		-63.45
<u>Account Totals</u>					<u>81.11</u>	<u>-81.11</u>

<u>N/C</u>	4005	<u>Name</u>	PR&F - GEN - Inc - Ski Centre			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60695	SI	15/12/2021	Monthly Use of Car Park (Former Ski Centre)	102.00		-102.00
<u>Account Totals</u>					<u>102.00</u>	<u>-102.00</u>

<u>N/C</u>	4006	<u>Name</u>	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>
60550	BR	08/12/2021	Ball Tickets 6	225.00		-225.00
60551	BR	08/12/2021	Ball Donation	250.00		-250.00
60709	BR	21/12/2021	Ball Tickets 5	187.50		-187.50
60710	BR	21/12/2021	Bar Tab	28.67		-28.67
60711	BR	21/12/2021	Refreshemnts	408.33		-408.33
<u>Account Totals</u>					<u>1,099.50</u>	<u>-1,099.50</u>

<u>N/C</u>	4032	<u>Name</u>	PR&F - Exp - Bank Charges			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60672	PI	01/12/2021	Autopay Charge	35.30		35.30
<u>Account Totals</u>					<u>35.30</u>	<u>35.30</u>

<u>N/C</u>	4070	<u>Name</u>	PR&F - GEN - Exp - Contingencies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60627	PI	14/12/2021	Mileage Claim	7.01		7.01
60641	PI	14/12/2021	Citizens Advice South Somerset	5,080.00		5,080.00
<u>Account Totals</u>					<u>5,087.01</u>	<u>5,087.01</u>

<u>N/C</u>	4080	<u>Name</u>	PR&F - GEN - Exp - Costs of Democracy			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60690	JD	24/12/2021	Costs of Democracy	1,994.58		1,994.58
60712	BR	30/12/2021	Refund Councillor Allowance		94.98	-94.98
<u>Account Totals</u>					<u>1,994.58</u>	<u>1,899.60</u>

<u>N/C</u>	4130	<u>Name</u>	PR&F - GEN - Exp - Furniture & equipment			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60798	PI	16/12/2021	Maintenance Charge - Photocopier	405.93		405.93
<u>Account Totals</u>					<u>405.93</u>	<u>405.93</u>

<u>N/C</u>	4170	<u>Name</u>	PR&F - GEN - Exp - PC Support			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60600	PI	01/12/2021	Office 365 Business	97.03		97.03
60601	PI	01/12/2021	EoFTTC Managed Service	200.00		200.00
60602	PI	01/12/2021	IT Support	531.00		531.00
60603	PI	01/12/2021	Monthly CSP Subscription	72.48		72.48

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 900.51 900.51

<u>N/C</u>	4190	<u>Name</u>	PR&F - GEN - Exp - Prof. fees/subs			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60559	PI	01/12/2021	Sage 50 Accounts/Payroll	253.00		253.00
60604	PI	09/12/2021	Membership - Yeovil Crime Reduction	416.00		416.00
60639	PI	17/12/2021	Successful Community Events Course	90.00		90.00
60642	PI	10/12/2021	ALCC Membership - Helen	40.00		40.00
<u>Account Totals</u>				<u>799.00</u>		<u>799.00</u>

<u>N/C</u>	4210	<u>Name</u>	PR&F - GEN - Exp - Stationery/supplies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60791	PI	13/12/2021	Stationery	20.87		20.87
<u>Account Totals</u>				<u>20.87</u>		<u>20.87</u>

<u>N/C</u>	4220	<u>Name</u>	PR&F - GEN - Exp - Telephone			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60593	PI	07/12/2021	Support Charge	8.30		8.30
60599	PI	01/12/2021	Call/Line Rental Charge	66.10		66.10
60698	PI	26/12/2021	Mobile Phones	133.91		133.91
<u>Account Totals</u>				<u>208.31</u>		<u>208.31</u>

<u>N/C</u>	4240	<u>Name</u>	PR&F - GEN - Exp - Youth Project Schemes			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60586	PI	09/12/2021	Youth Service Projects	1,923.68		1,923.68
60799	PI	29/12/2021	Hall Hire	190.00		190.00
<u>Account Totals</u>				<u>2,113.68</u>		<u>2,113.68</u>

<u>N/C</u>	4520	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Allowance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60591	PI	09/12/2021	Mayoral Allowance	847.50		847.50
<u>Account Totals</u>				<u>847.50</u>		<u>847.50</u>

<u>N/C</u>	4560	<u>Name</u>	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>
60556	PI	01/12/2021	Venue - Mayor's Ball	8,137.80		8,137.80
<u>Account Totals</u>				<u>8,137.80</u>		<u>8,137.80</u>

Department 20,550.49 1,377.59 19,172.90

Dept Number 2 Dept PR & F - GRANTS

<u>N/C</u>	4710	<u>Name</u>	PR&F - GRANTS - Grants			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60706	BR	01/12/2021	Refund Grant Payment		1,000.00	-1,000.00
<u>Account Totals</u>					<u>1,000.00</u>	<u>-1,000.00</u>
<u>Department</u>					<u>1,000.00</u>	<u>-1,000.00</u>

Dept Number 3 Dept PR & F - SALARIES

<u>N/C</u>	4800	<u>Name</u>	PR&F - SALARIES - Wages/salaries			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60597	PI	01/12/2021	Pension Deficit	509.00		509.00
60621	JD	27/12/2021	Employers Pension	3,115.78		3,115.78
60622	JD	27/12/2021	Payments	17,343.29		17,343.29
60623	JD	27/12/2021	Employers NIC	1,630.62		1,630.62

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

60691	JC	24/12/2021	Costs of Democracy		1,994.58	-1,994.58
60738	SI	31/12/2021	REIMBURSEMENT of SALARY - TOWN CLERK		693.33	-693.33
60739	SI	31/12/2021	October to December 2021 On Costs		140.00	-140.00
<u>Account Totals</u>					<u>22,598.69</u>	<u>19,770.78</u>
<u>Department</u>					<u>22,598.69</u>	<u>19,770.78</u>

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>
60740	SI	31/12/2021	Lease at Hillcrest/Higher Ryalls - Rent October		522.00	-522.00
<u>Account Totals</u>					<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>
60544	SI	06/12/2021	Allotment rent 01 December 2021 to 30		40.83	-40.83
60546	SI	07/12/2021	Allotment rent for the period 7 December 2021		76.05	-76.05
60611	SI	10/12/2021	Allotment rent for the period 10 December		34.95	-34.95
60708	BR	13/12/2021	Allotment Rent		20.00	-20.00
61222	SI	10/12/2021	Allotment rent for the period		53.67	-53.67
<u>Account Totals</u>					<u>225.50</u>	<u>-225.50</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60610	SI	10/12/2021	Gate key deposit		5.00	-5.00
60612	SI	10/12/2021	Gate key deposit		5.00	-5.00
61221	SC	10/12/2021	Cancel - see tran 60610	5.00		5.00
61223	SI	10/12/2021	Gate key deposit		5.00	-5.00
<u>Account Totals</u>				<u>5.00</u>	<u>15.00</u>	<u>-10.00</u>

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>
60545	SI	06/12/2021	Water charges		5.49	-5.49
<u>Account Totals</u>					<u>5.49</u>	<u>-5.49</u>

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>
60607	BP	01/12/2021	Rates	122.00		122.00
<u>Account Totals</u>				<u>122.00</u>		<u>122.00</u>

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>
60796	PI	22/12/2021	Lease - Turners Barn Lane	335.00		335.00
<u>Account Totals</u>				<u>335.00</u>		<u>335.00</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>
60625	JD	27/12/2021	Employers Pension	331.05		331.05
60626	JD	27/12/2021	Payments	1,630.78		1,630.78
<u>Account Totals</u>				<u>1,961.83</u>		<u>1,961.83</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>
60660	PI	01/12/2021	Electricity	66.75		66.75

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 66.75 66.75

<u>N/C</u>	<u>7104</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>
60793	PI	10/12/2021	Country Park - 2nd Qtr	8,175.00		8,175.00

Account Totals 8,175.00 8,175.00

<u>N/C</u>	<u>7120</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>
60792	PI	10/12/2021	Security	191.14		191.14

Account Totals 191.14 191.14

<u>N/C</u>	<u>7210</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>
60801	PI	28/12/2021	Fuel - Van	70.08		70.08

Account Totals 70.08 70.08

Department 10,926.80 767.99 10,158.81

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>
60515	SI	01/12/2021	Hall Hire Fees		126.00	-126.00
60516	SI	01/12/2021	Hall Hire Fees		119.00	-119.00
60517	SI	01/12/2021	Hall Hire Fees		28.00	-28.00
60518	SI	01/12/2021	Hall Hire Fees		105.00	-105.00
60519	SI	01/12/2021	Hall Hire Fees		105.00	-105.00
60520	SI	01/12/2021	Hall Hire Fees		14.00	-14.00
60521	SI	01/12/2021	Hall Hire Fees		105.00	-105.00
60522	SI	02/12/2021	Hall Hire Fees		42.00	-42.00
60683	SI	22/12/2021	Hall Hire Fees		14.00	-14.00
60684	SI	22/12/2021	Hall Hire Fees		42.00	-42.00
60685	SI	22/12/2021	Hall Hire Fees		42.00	-42.00
60686	SI	22/12/2021	Hall Hire Fees		21.00	-21.00
60687	SI	22/12/2021	Hall Hire Fees		84.00	-84.00
60688	SI	22/12/2021	Hall Hire Fees		77.00	-77.00
60689	SI	22/12/2021	Hall Hire Fees		56.00	-56.00
60777	CP	23/12/2021	Hall Hire Refund	24.00		24.00

Account Totals 24.00 980.00 -956.00

N/C 6050 Name B&CM - Exp - CCTV

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60557	PI	01/12/2021	CCTV Contribution	32,490.00		32,490.00

Account Totals 32,490.00 32,490.00

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60613	PI	10/12/2021	Repair Herras Fence	55.00		55.00
60624	JD	27/12/2021	Payments	922.88		922.88
60692	JC	24/12/2021	Caretaker		922.88	-922.88

Account Totals 977.88 922.88 55.00

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>
60592	PI	05/12/2021	Internet	25.30		25.30
60637	PI	09/12/2021	Service Shutters	550.00		550.00
60638	PI	09/12/2021	Replace Shutter Motor	325.00		325.00

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

60675	PI	06/12/2021	Premises Licence A	70.00		70.00
60693	JD	24/12/2021	Caretaker	668.90		668.90
60783	PI	02/12/2021	Paint	154.17		154.17
60788	PI	20/12/2021	Decorating Materials	17.65		17.65
60789	PI	20/12/2021	Dust Sheet Roll	4.15		4.15
60815	PI	31/12/2021	Cleaning	682.50		682.50
60837	PI	27/12/2021	Alarm Response	35.00		35.00
60838	PI	31/12/2021	Mobile Patrols	206.91		206.91

<u>Account Totals</u>				<u>2,739.58</u>		<u>2,739.58</u>
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<u>N/C</u>	6100	<u>Name</u>	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>
60596	PI	02/12/2021	Water Charge	65.52		65.52
60605	PI	09/12/2021	Foot Patrols	396.00		396.00
60795	PI	20/12/2021	Ventilation Service	309.00		309.00
60797	PI	15/12/2021	Electricity	42.07		42.07
60808	PI	31/12/2021	Cleaning	519.73		519.73
60809	PI	23/12/2021	Consumables	98.81		98.81

<u>Account Totals</u>				<u>1,431.13</u>		<u>1,431.13</u>
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<u>N/C</u>	6102	<u>Name</u>	B&CM - Exp - Public Toilets Petters Way			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60606	PI	09/12/2021	Foot Patrols	396.00		396.00

<u>Account Totals</u>				<u>396.00</u>		<u>396.00</u>
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<u>N/C</u>	6110	<u>Name</u>	B&CM - Exp - Public Noticeboards			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60700	PI	02/12/2021	Cork Sheets	175.00		175.00
60782	PI	02/12/2021	Router	83.33		83.33
60784	PI	07/12/2021	Materials to Repair Noticeboards	95.62		95.62
60785	PI	07/12/2021	Holesaw Set	16.04		16.04
60786	PI	07/12/2021	Materials to Repair Noticeboards	14.95		14.95
60787	PI	15/12/2021	Materials to Repair Noticeboards	9.13		9.13

<u>Account Totals</u>				<u>394.07</u>		<u>394.07</u>
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<u>N/C</u>	6190	<u>Name</u>	B&CM - Exp - Town House - Business Rates			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60608	BP	01/12/2021	Rates	961.00		961.00

<u>Account Totals</u>				<u>961.00</u>		<u>961.00</u>
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<u>N/C</u>	6200	<u>Name</u>	B&CM - Exp - Town House - (excluding services)			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60585	PI	01/12/2021	Cleaning Materials	4.64		4.64
60651	PI	01/12/2021	Face Masks	19.62		19.62
60652	PI	02/12/2021	Antibacterial Wipes	16.25		16.25
60653	PI	02/12/2021	Hand Towels	12.49		12.49
60694	JD	24/12/2021	Cleaner	253.98		253.98
60701	PI	08/12/2021	Refreshments	11.05		11.05
60775	CP	01/12/2021	Refreshments	10.74		10.74
60776	CP	20/12/2021	Refreshments	9.20		9.20
60804	PI	31/12/2021	Waste Disposal	44.38		44.38

<u>Account Totals</u>				<u>382.35</u>		<u>382.35</u>
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<u>N/C</u>	6212	<u>Name</u>	B&CM - Exp - Town House - Gas			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60699	PI	13/12/2021	Gas	214.23		214.23

<u>Account Totals</u>				<u>214.23</u>		<u>214.23</u>
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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	6214	<u>Name</u>	B&CM - Exp - Town House - Maintenance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60790	PI	21/12/2021	Decorating Materials	24.17		24.17
			<u>Account Totals</u>	<u>24.17</u>		<u>24.17</u>
			<u>Department</u>	<u>40,034.41</u>	<u>1,902.88</u>	<u>38,131.53</u>

<u>Dept Number</u>	11	<u>Dept</u>	PROMOTIONS & ACTIVITIES			
<u>N/C</u>	5610	<u>Name</u>	P&A - Exp - Yeovil Super Saturday			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60806	PI	12/12/2021	December EAT Festival	1,100.00		1,100.00
			<u>Account Totals</u>	<u>1,100.00</u>		<u>1,100.00</u>
			<u>Department</u>	<u>1,100.00</u>		<u>1,100.00</u>
			<u>Grand Totals</u>	<u>95,210.39</u>	<u>7,876.37</u>	<u>87,334.02</u>

Yeovil Town Council

January Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	272,652.00	272,652.00	272,652.00	0.00	0.00
Bank Interest	2,500.00	281.55	2,083.30	-1,801.75	2,218.45
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00	0.00
Ski Centre	1250.00	1,020.00	1,041.70	-21.70	230.00
Mayor's Ball	0.00	10,637.00	0.00	10,637.00	-10,637.00
Mayor's Charity Events	0.00	1,910.50	0.00	1,910.50	-1,910.50
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	260,000.00	260,000.00	260,000.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	833.30	-833.30	1,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00	0.00
	544,402.00	553,501.05	543,610.30	9,890.75	-9,099.05
Expenditure					
Advertising	500.00	205.00	416.70	-211.70	295.00
Audit Fees	3,470.00	284.26	2,891.70	-2,607.44	3,185.74
Bank Charges	0.00	341.45	0.00	341.45	-341.45
Carbon Management	25,000.00	0.00	20,833.30	-20,833.30	25,000.00
Books/Periodicals	240.00	356.00	200.00	156.00	-116.00
Ski Centre	500.00	0.00	416.70	-416.70	500.00
Contingencies	53,022.00	25,721.38	44,185.00	-18,463.62	27,300.62
Costs of Democracy	29,200.00	19,945.80	24,333.30	-4,387.50	9,254.20
Courses/Conferences	5,000.00	0.00	4,166.70	-4,166.70	5,000.00
Elections	1,500.00	4,079.01	1,250.00	2,829.01	-2,579.01
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	4,632.75	3,333.30	1,299.45	-632.75
Franking Machine	500.00	580.99	416.70	164.29	-80.99
Insurance	6,000.00	5,077.90	6,000.00	-922.10	922.10
New Initiatives Fund	10,300.00	2,565.33	8,583.30	-6,017.97	7,734.67
NVQ Office Assistant	0.00	0.00	0.00	0.00	0.00
PC Support	12,500.00	9,913.62	10,416.70	-503.08	2,586.38
Postage	2,000.00	922.65	1,666.70	-744.05	1,077.35
Prof.Fees/Subs	7,500.00	7,834.05	6,250.00	1,584.05	-334.05
PWLB Interest	30,000.00	0.00	25,000.00	-25,000.00	30,000.00
Stationery/Supplies	2,500.00	580.97	2,083.30	-1,502.33	1,919.03
Sponsorship Octagon Theatre	1,000.00	1,000.00	833.30	166.70	0.00
Telephone	2,500.00	2,230.56	2,083.30	147.26	269.44
Website	8,000.00	2,925.00	6,666.70	-3,741.70	5,075.00
Westland Leisure Complex	27,800.00	0.00	27,800.01	-27,800.01	27,800.00
Youth Project Schemes	30200.00	20,728.80	25,166.70	-4,437.90	9,471.20
Youth Council	2000.00	0.00	1,666.70	-1,666.70	2,000.00
Mayors Allowance	10170.00	7,627.50	8,475.00	-847.50	2,542.50
Regalia	2000.00	447.00	1,666.70	-1,219.70	1,553.00
Mayors Award	0.00	190.80	0.00	190.80	-190.80
Remembrance Day Wreath	0.00	75.00	0.00	75.00	-75.00
Mayors Ball	0.00	9,629.42	0.00	9,629.42	-9,629.42
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	7,470.00	5,833.30	1,636.70	-470.00
Salaries/Wages	260,000.00	205,896.57	216,666.70	-10,770.13	54,103.43
	544,402.00	341,261.81	459,301.81	-118,040.00	203,140.19
	0	212,239.24	84,308.49	127,930.75	-212,239.24

Yeovil Town Council

January Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	218,680.00	218,680.00	218,680.00	0.00	0.00
Monmouth Hall Hire Fees	0.00	0.00	0.00	0.00	0.00
Community Safety	0.00	9,826.00	0.00	9,826.00	-9,826.00
Milford Hall Hire Fees	25,000.00	10,256.50	20,833.30	-10,576.80	14,743.50
Use of Council Chamber	1,500.00	0.00	1,250.00	-1,250.00	1,500.00
	245,180.00	238,762.50	240,763.30	-2,000.80	6,417.50
Expenditure					
Community Safety	2,500.00	0.00	2,083.30	-2,083.30	2,500.00
CCTV	32,490.00	32,490.00	32,490.00	0.00	0.00
Litter/Grit Bins	700.00	0.00	583.30	-583.30	700.00
Millennium Clock	500.00	0.00	416.70	-416.70	500.00
Monmouth Hall	17,690.00	5,137.92	14,741.70	-9,603.78	12,552.08
Monmouth Hall Refurbishment	60,000.00	18,645.00	50,000.00	-31,355.00	41,355.00
Milford Hall	30,350.00	25,945.20	25,291.70	653.50	4,404.80
Public Toilets - Peter St	23,460.00	11,698.02	19,550.00	-7,851.98	11,761.98
Public Toilets - Petters Way	21,080.00	8,890.05	17,566.70	-8,676.65	12,189.95
Public Noticeboards	500.00	437.77	416.70	21.07	62.23
Band Costs	3,500.00	0.00	2,916.70	-2,916.70	3,500.00
Painting of Town House	0.00	200.50	0.00	200.50	-200.50
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,000.00	9,605.75	10,000.00	-394.25	394.25
Town House - (excluding Services)	7,000.00	6,119.91	5,833.30	286.61	880.09
Town House - Electricity	1,600.00	141.72	1,333.30	-1,191.58	1,458.28
Town House - Gas	2,200.00	1,352.87	1,833.30	-480.43	847.13
Town House - Maintenance	10,000.00	2,087.34	8,333.30	-6,245.96	7,912.66
PA System	500.00	0.00	500.00	-500.00	500.00
War Memorials	750.00	0.00	625.00	-625.00	750.00
Town Centre Environmental Improvements	8,000.00	0.00	6,666.70	-6,666.70	8,000.00
Town House - Water Charges	400.00	153.21	333.30	-180.09	246.79
St Georges Day Parade	300.00	0.00	250.00	-250.00	300.00
Defibrillator	9,000.00	9,845.54	7,500.00	2,345.54	-845.54
CCTV Reserve	500.00	0.00	416.70	-416.70	500.00
	245,180.00	132,750.80	209,681.70	-76,930.90	112,429.20
	0	106,011.70	31,081.60	74,930.10	-106,011.70

Yeovil Town Council

January Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	251,580.00	251,580.00	251,580.00	0.00	0.00
Leases	2,090.00	1,566.00	1,568.00	-2.00	524.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	16,191.51	14,833.30	1,358.21	1,608.49
Sales of Gate & Tap Keys	100.00	-8.67	83.30	-91.97	108.67
Water Charges	1,000.00	1,537.14	1000.00	537.14	-537.14
	272,570.00	270,865.98	269,064.60	1,801.38	1,704.02
Expenditure					
Allotment Maintenance (Corporate)	9,200.00	12,260.56	7,666.70	4,593.86	-3,060.56
Allotment Fence Repairs	1,000.00	0.00	833.30	-833.30	1,000.00
Buildings & Electric Goar Knap	2,000.00	1,803.74	1,666.70	137.04	196.26
BKAC	250.00	0.00	208.30	-208.30	250.00
Leases	350.00	335.00	350.00	-15.00	15.00
Labour	26520.00	17,636.08	22,100.00	-4,463.92	8,883.92
Materials & Equipment	1,800.00	1,149.40	1,500.00	-350.60	650.60
Holiday Play Scheme	9,270.00	9,270.00	7,725.00	1,545.00	0.00
Open Spaces: Doorstep Green	1,000.00	3,354.94	833.30	2,521.64	-2,354.94
Open Spaces: General	133,480.00	0.00	100,110.00	-100,110.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	8,333.30	-8,333.30	10,000.00
Open Spaces: Country Park	32,700.00	24,525.00	24,525.00	0.00	8,175.00
Enhancements: Play Area Upgrades	2,720.00	2,720.00	2,266.70	453.30	0.00
Yew Tree Park Gate Opening	2,200.00	2,017.34	1,833.30	184.04	182.66
Play & Landscape Officer	12,690.00	12,690.00	10,575.00	2,115.00	0.00
Playarea Enhancements	12,440.00	12,440.00	10,366.70	2,073.30	0.00
Lights for Milford Hall	400.00	0.00	333.30	-333.30	400.00
Community Heritage Officer	10,000.00	5,000.00	8,333.30	-3,333.30	5,000.00
Protective Clothing	0.00	79.06	0.00	79.06	-79.06
Vehicle	1350.00	1,235.06	1,125.00	110.06	114.94
Water Charges	1,000.00	2,095.50	833.30	1,262.20	-1,095.50
Water Mains Refurbishment	2,200.00	0.00	1,833.30	-1,833.30	2,200.00
	272,570.00	108,611.68	213,351.50	-104,739.82	163,958.32
	0	162,254.30	55,713.10	106,541.20	-162,254.30

Yeovil Town Council

January Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	102,550.00	102,550.00	102,550.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<u>102,550.00</u>	<u>102,550.00</u>	<u>102,550.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditure					
Christmas Lights	23,500.00	20,484.67	19,583.30	901.37	3,015.33
Christmas Lights Installation	17,000.00	14,225.00	14,166.70	58.30	2,775.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	541.70	-541.70	650.00
Christmas Lights Switch-On	500.00	800.00	500.00	300.00	-300.00
Christmas Lights Comp	30.00	0.00	25.00	-25.00	30.00
Town Crier	1,030.00	0.00	858.30	-858.30	1,030.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00	1,550.00
Unity in the Community	550.00	550.00	458.30	91.70	0.00
Yeovil Super Saturday	6,500.00	5,288.85	5,416.70	-127.85	1,211.15
Open Spaces: YIB Officer	24,800.00	0.00	18,600.01	-18,600.01	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	15.00	12,330.01	-12,315.01	16,425.00
Queen's Platinum Jubilee	0.00	150.00	0.00	150.00	-150.00
Eats: Festival	9,000.00	750.00	7,500.00	-6,750.00	8,250.00
	<u>102,550.00</u>	<u>42,263.52</u>	<u>82,530.02</u>	<u>-39,266.50</u>	<u>60,286.48</u>
	<u>0.00</u>	<u>60,286.48</u>	<u>20,019.98</u>	<u>39,266.50</u>	<u>-60,286.48</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/01/2022	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/01/2022	Tran No To 99,999,999	Department To 999

<u>Dept Number</u>	<u>Dept</u>					
1	PR & F - GENERAL					
<u>N/C</u>	4001	<u>Name</u>	PR&F - GEN - Bank Interest			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60914	BR	05/01/2022	CCLA Deposit Account	1.87		-1.87
60917	BR	31/01/2022	Interest	7.28		-7.28
<u>Account Totals</u>				<u>9.15</u>		<u>-9.15</u>
<u>N/C</u>	4005	<u>Name</u>	PR&F - GEN - Inc - Ski Centre			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60911	SI	17/01/2022	Monthly Use of Car Park (Former Ski Centre)	102.00		-102.00
<u>Account Totals</u>				<u>102.00</u>		<u>-102.00</u>
<u>N/C</u>	4007	<u>Name</u>	PR&F - GENERAL - Inc - Mayors Charity Events			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60832	BR	19/01/2022	Mayor's Bingo	645.00		-645.00
<u>Account Totals</u>				<u>645.00</u>		<u>-645.00</u>
<u>N/C</u>	4032	<u>Name</u>	PR&F - Exp - Bank Charges			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60814	PI	01/01/2022	Autopay Charge	34.60		34.60
<u>Account Totals</u>				<u>34.60</u>		<u>34.60</u>
<u>N/C</u>	4050	<u>Name</u>	PR&F - GEN - Exp - Books/periodicals			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61026	PI	10/01/2022	Local Government Chronicle	356.00		356.00
<u>Account Totals</u>				<u>356.00</u>		<u>356.00</u>
<u>N/C</u>	4070	<u>Name</u>	PR&F - GEN - Exp - Contingencies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60827	PI	18/01/2022	Eye Test/Glasses	109.00		109.00
61174	PI	25/01/2022	Room Hire - Westlands	220.50		220.50
<u>Account Totals</u>				<u>329.50</u>		<u>329.50</u>
<u>N/C</u>	4080	<u>Name</u>	PR&F - GEN - Exp - Costs of Democracy			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60967	JD	27/01/2022	Costs of Democracy	1,994.58		1,994.58
<u>Account Totals</u>				<u>1,994.58</u>		<u>1,994.58</u>
<u>N/C</u>	4160	<u>Name</u>	PR&F - GEN - Exp - New Initiatives Fund			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60805	PI	04/01/2022	Deposit Oak Swirl Bench	208.33		208.33
<u>Account Totals</u>				<u>208.33</u>		<u>208.33</u>
<u>N/C</u>	4170	<u>Name</u>	PR&F - GEN - Exp - PC Support			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60817	PI	07/01/2022	Office 365 Business	97.03		97.03
60818	PI	07/01/2022	EoFTTC Managed Service	200.00		200.00
60819	PI	07/01/2022	IT Support	531.00		531.00
60820	PI	07/01/2022	Monthly CSP Subscription	72.48		72.48
<u>Account Totals</u>				<u>900.51</u>		<u>900.51</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	4190	<u>Name</u>	PR&F - GEN - Exp - Prof. fees/subs			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60640	PI	01/01/2022	SLCC Membership Fee - Amanda	522.00		522.00
60800	PI	01/01/2022	Sage 50 Accounts/Payroll	253.00		253.00
<u>Account Totals</u>				<u>775.00</u>		<u>775.00</u>

<u>N/C</u>	4210	<u>Name</u>	PR&F - GEN - Exp - Stationery/supplies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60981	PI	07/01/2022	Stationery	68.76		68.76
<u>Account Totals</u>				<u>68.76</u>		<u>68.76</u>

<u>N/C</u>	4220	<u>Name</u>	PR&F - GEN - Exp - Telephone			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60812	PI	01/01/2022	Call/Line Rental Charge	74.12		74.12
60813	PI	10/01/2022	Support Charge	8.30		8.30
61025	PI	26/01/2022	Mobile Phones	137.27		137.27
<u>Account Totals</u>				<u>219.69</u>		<u>219.69</u>

<u>N/C</u>	4240	<u>Name</u>	PR&F - GEN - Exp - Youth Project Schemes			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60822	PI	18/01/2022	Youth Service Projects	1,923.68		1,923.68
<u>Account Totals</u>				<u>1,923.68</u>		<u>1,923.68</u>

<u>N/C</u>	4520	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Allowance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60821	PI	17/01/2022	Mayoral Allowance	847.50		847.50
<u>Account Totals</u>				<u>847.50</u>		<u>847.50</u>

<u>Department</u>	<u>7,658.15</u>	<u>756.15</u>	<u>6,902.00</u>
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Dept Number 2 Dept PR & F - GRANTS

<u>N/C</u>	4710	<u>Name</u>	PR&F - GRANTS - Grants			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60748	PI	10/01/2022	Oaklands Surgery Coffee Morning	1,000.00		1,000.00
<u>Account Totals</u>				<u>1,000.00</u>		<u>1,000.00</u>

<u>Department</u>	<u>1,000.00</u>		<u>1,000.00</u>
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Dept Number 3 Dept PR & F - SALARIES

<u>N/C</u>	4800	<u>Name</u>	PR&F - SALARIES - Wages/salaries			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60807	PI	01/01/2022	Pension Deficit	509.00		509.00
60845	JD	27/01/2022	Employers Pension	3,065.73		3,065.73
60846	JD	27/01/2022	Payments	17,096.70		17,096.70
60847	JD	27/01/2022	Employers NIC	1,596.94		1,596.94
60968	JC	27/01/2022	Costs of Democracy		1,994.58	-1,994.58
<u>Account Totals</u>				<u>22,268.37</u>	<u>1,994.58</u>	<u>20,273.79</u>

<u>Department</u>	<u>22,268.37</u>	<u>1,994.58</u>	<u>20,273.79</u>
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Dept Number 4 Dept GROUNDS & GENERAL MAINTENANCE

<u>N/C</u>	7005	<u>Name</u>	G&GM - Inc - Sales of gates & tap keys			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60947	BR	28/01/2022	Key Deposit		5.00	-5.00

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 5.00 -5.00

<u>N/C</u>	7019	<u>Name</u>	G&GM - Exp - Allotment Maintenance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60977	PI	20/01/2022	Padlock - Sunningdale	13.33		13.33
60982	PI	10/01/2022	Container Rental	60.00		60.00
<u>Account Totals</u>				<u>73.33</u>		<u>73.33</u>

<u>N/C</u>	7040	<u>Name</u>	G&GM - Exp - Buildings & Electric Goar Knap			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60839	BP	01/01/2022	Rates	122.00		122.00
<u>Account Totals</u>				<u>122.00</u>		<u>122.00</u>

<u>N/C</u>	7070	<u>Name</u>	G&GM - Exp - Labour			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60849	JD	27/01/2022	Employers Pension	331.05		331.05
60850	JD	27/01/2022	Payments	1,630.78		1,630.78
<u>Account Totals</u>				<u>1,961.83</u>		<u>1,961.83</u>

<u>N/C</u>	7080	<u>Name</u>	G&GM - Exp - Materials & Equipment			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60976	PI	07/01/2022	Materials - Workshop	13.32		13.32
<u>Account Totals</u>				<u>13.32</u>		<u>13.32</u>

<u>N/C</u>	7093	<u>Name</u>	G&GM - Exp - Open Spaces: Doorstep Greens			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60803	PI	05/01/2022	Electricity	78.62		78.62
60855	PI	20/01/2022	Repair to Doorstep Green Area	624.72		624.72
<u>Account Totals</u>				<u>703.34</u>		<u>703.34</u>

<u>N/C</u>	7110	<u>Name</u>	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>
60989	PI	28/01/2022	Play Area Upgrades - 2nd Half	1,360.00		1,360.00
<u>Account Totals</u>				<u>1,360.00</u>		<u>1,360.00</u>

<u>N/C</u>	7120	<u>Name</u>	G&GM - Exp - Yew Tree Park - Gate Opening			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60856	PI	19/01/2022	Security	216.29		216.29
<u>Account Totals</u>				<u>216.29</u>		<u>216.29</u>

<u>N/C</u>	7150	<u>Name</u>	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>
60991	PI	28/01/2022	Play and Landscape Officer - 2nd Half	6,345.00		6,345.00
<u>Account Totals</u>				<u>6,345.00</u>		<u>6,345.00</u>

<u>N/C</u>	7152	<u>Name</u>	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>
60990	PI	28/01/2022	Play Area Enhancements - 2nd Half	6,220.00		6,220.00
<u>Account Totals</u>				<u>6,220.00</u>		<u>6,220.00</u>

<u>N/C</u>	7210	<u>Name</u>	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>
60816	PI	13/01/2022	New Battery/Labour	148.18		148.18

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>Account Totals</u>	<u>148.18</u>	<u>148.18</u>
<u>Department</u>	<u>17,163.29</u>	<u>5.00</u>
		<u>17,158.29</u>

Dept Number 5 Dept BUILDING & CIVIC MATTERS
N/C 6004 Name B&CM - Inc - Community Safety

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60831	BR	19/01/2022	Contribution - Defibrillator		4,884.00	-4,884.00
60915	BR	25/01/2022	Donation - Defibrillator		1,221.00	-1,221.00
<u>Account Totals</u>					<u>6,105.00</u>	<u>-6,105.00</u>

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>
60696	SI	05/01/2022	Hall Hire Fees		32.00	-32.00
60734	SI	06/01/2022	Hall Hire Fees		24.00	-24.00
60735	SI	06/01/2022	Hall Hire Fees		11.50	-11.50
60736	SI	06/01/2022	Hall Hire Fees		32.00	-32.00
60737	SI	06/01/2022	Hall Hire Fees		11.50	-11.50
60741	SI	07/01/2022	Hall Hire Fees		24.00	-24.00
60742	SI	07/01/2022	Hall Hire Fees		11.50	-11.50
60743	SI	07/01/2022	Hall Hire Fees		40.00	-40.00
60744	SI	07/01/2022	Hall Hire Fees		11.50	-11.50
60747	PI	10/01/2022	Refund - Milford Hall	43.00		43.00
60754	SI	12/01/2022	Hall Hire Fees		32.00	-32.00
60755	SI	12/01/2022	Hall Hire Fees		11.50	-11.50
60756	SI	12/01/2022	Hall Hire Fees		24.00	-24.00
60757	SI	12/01/2022	Hall Hire Fees		11.00	-11.00
60758	SI	13/01/2022	Hall Hire Fees		24.00	-24.00
60759	SI	13/01/2022	Hall Hire Fees		11.50	-11.50
60760	SI	13/01/2022	Hall Hire Fees		24.00	-24.00
60761	SI	13/01/2022	Hall Hire Fees		11.50	-11.50
60766	SI	13/01/2022	Hall Hire Fees		34.00	-34.00
60767	SI	13/01/2022	Hall Hire Fees		11.50	-11.50
60768	SI	13/01/2022	Hall Hire Fees		42.50	-42.50
60778	SI	14/01/2022	Hall Hire Fees		40.00	-40.00
60779	SI	14/01/2022	Hall Hire Fees		11.50	-11.50
60780	SI	14/01/2022	Hall Hire Fees		40.00	-40.00
60781	SI	14/01/2022	Hall Hire Fees		11.50	-11.50
60891	SI	26/01/2022	Hall Hire Fees		24.00	-24.00
60892	SI	26/01/2022	Hall Hire Fees		11.50	-11.50
60893	SI	26/01/2022	Hall Hire Fees		24.00	-24.00
60894	SI	26/01/2022	Hall Hire Fees		11.50	-11.50
60899	SI	28/01/2022	Hall Hire Fees		14.00	-14.00
60902	SI	31/01/2022	Hall Hire Fees		32.00	-32.00
60903	SI	31/01/2022	Hall Hire Fees		34.00	-34.00
60904	SI	31/01/2022	Hall Hire Fees		11.50	-11.50
<u>Account Totals</u>				<u>43.00</u>	<u>701.00</u>	<u>-658.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60848	JD	27/01/2022	Payments	922.88		922.88
60918	BR	31/01/2022	Refund Water Charge		116.13	-116.13
60969	JC	27/01/2022	Caretaker		922.88	-922.88
<u>Account Totals</u>				<u>922.88</u>	<u>1,039.01</u>	<u>-116.13</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60802	PI	05/01/2022	Internet	25.48		25.48
60823	PI	14/01/2022	Window Cleaning	40.00		40.00
60970	JD	27/01/2022	Caretaker	668.90		668.90

Yeovil Town Council
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60974	PI	04/01/2022	Painting Materials	42.52		42.52
60975	PI	04/01/2022	Painting Materials	43.74		43.74
60979	PI	27/01/2022	Painting Materials	7.97		7.97
60987	PI	31/01/2022	Mobile Patrols	194.37		194.37
60988	PI	31/01/2022	Asbestos Survey	390.00		390.00
60996	PI	31/01/2022	Cleaning	638.50		638.50
60997	PC	31/01/2022	Credit on Cleaning		154.00	-154.00
<u>Account Totals</u>				<u>2,051.48</u>	<u>154.00</u>	<u>1,897.48</u>

<u>N/C</u>		<u>Name</u>				
6100		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>
60811	PI	11/01/2022	Air Freshener	85.20		85.20
60983	PI	05/01/2022	Water Charge	73.78		73.78
60985	PI	17/01/2022	Electricity	422.76		422.76
60993	PI	24/01/2022	Consumables	98.81		98.81
60994	PI	31/01/2022	Cleaning	519.73		519.73
<u>Account Totals</u>				<u>1,200.28</u>		<u>1,200.28</u>

<u>N/C</u>		<u>Name</u>				
6102		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>
60794	PI	06/01/2022	Recharge - 3rd Qtr	2,460.97		2,460.97
<u>Account Totals</u>				<u>2,460.97</u>		<u>2,460.97</u>

<u>N/C</u>		<u>Name</u>				
6110		B&CM - Exp - Public Noticeboards				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60978	PI	25/01/2022	Hard Point Saw	11.66		11.66
60980	PI	31/01/2022	Materials - Noticeboard	17.91		17.91
<u>Account Totals</u>				<u>29.57</u>		<u>29.57</u>

<u>N/C</u>		<u>Name</u>				
6190		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>
60840	BP	01/01/2022	Rates	961.00		961.00
<u>Account Totals</u>				<u>961.00</u>		<u>961.00</u>

<u>N/C</u>		<u>Name</u>				
6200		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>
60810	PI	11/01/2022	Sanitary Disposal	1,025.84		1,025.84
60912	PI	18/01/2022	Refreshments	5.20		5.20
60971	JD	27/01/2022	Cleaner	253.98		253.98
61002	PI	31/01/2022	Waste Disposal	44.38		44.38
<u>Account Totals</u>				<u>1,329.40</u>		<u>1,329.40</u>

<u>N/C</u>		<u>Name</u>				
6212		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>
60984	PI	19/01/2022	Gas	294.77		294.77
<u>Account Totals</u>				<u>294.77</u>		<u>294.77</u>

<u>Department</u>	<u>9,293.35</u>	<u>7,999.01</u>	<u>1,294.34</u>
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Dept Number 11 Dept PROMOTIONS & ACTIVITIES

<u>N/C</u>		<u>Name</u>				
5640		P&A - Exp - Queen's Platinum Jubilee				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60857	PI	21/01/2022	Advert - Platinum Jubilee	150.00		150.00
<u>Account Totals</u>				<u>150.00</u>		<u>150.00</u>

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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

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<u>Department</u>	<u>150.00</u>		<u>150.00</u>
<u>Grand Totals</u>	<u>57,533.16</u>	<u>10,754.74</u>	<u>46,778.42</u>

10/283 2021/22 BUDGET MONITORING REPORT FOR THE PERIOD ENDING
28th FEBRUARY 2022 (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 2021/22, and to explain significant variances against budget.

Background

The 2021/22 budget was approved by Town Council on 2nd February 2021.

Committee	£
Policy, Resources and Finance	539,652
Buildings and Civic Matters	218,680
Grounds and General Maintenance	251,580
Planning	1,000
Promotions and Activities	102,550
Total Committees Budget	1,113,462
Joint Burial Committee	63,814
Total Budget Requirement	1,177,276

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 2022 is **£1,067,278** against the budget of **£1,113,462** shows an **underspend** of **£46,184 (4.1%)**. This is summarised within Appendix A of this report. The detail and the significant variances is highlighted within Appendix B.

2021/22 National Pay Agreement

An agreement has been reached on the pay award for local government services employees, covering the period 1st April 2021 to 31st March 2022. The overall increase is 1.75% and is to be back-dated to 1st April 2021. The figures above include an estimate.

Members Allowance

In accordance with Council policy (PR&F 7/121 20 September 2008), the uplift for the Parish Basic Allowance will increase by the same percentage, therefore the allowances rises from £1,139.76 to £1,159.71 (before taxation), and again will be back-dated to 1st April 2021.

The Committee is **RECOMMENDED:**

(1) to note the report; and

(2) to note 2021/22 National Pay Agreement (as detailed above).

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

Appendix A

Yeovil Town Council - 2021/22 Budget Monitoring (Month 1 to Month 11)

Committee	2020/21			2021/22		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/21	Variance	Annual Budget	Expected Total at 31/03/21	Variance
Policy Resources and Finance						
Expenditure	497,329	416,644	80,685	544,402	471,772	72,630
Income	(8,250)	(5,448)	(2,802)	(4,750)	(2,570)	(2,180)
Net Expenditure	489,079	411,196	77,883	539,652	469,202	70,450
Buildings and Civic Matters						
Expenditure	235,490	188,427	47,063	245,180	226,085	19,095
Income	(31,000)	(7,986)	(23,015)	(26,500)	(24,000)	(2,500)
Net Expenditure	204,490	180,442	24,048	218,680	202,085	16,595
Grounds and General Maintenance						
Expenditure	287,750	269,820	17,930	272,570	290,916	(18,346)
Income	(21,040)	(22,491)	1,451	(20,990)	(20,640)	(350)
Net Expenditure	266,710	247,328	19,382	251,580	270,276	(18,696)
Planning						
Expenditure	1,000	0	1,000	1,000	800	200
Income	0	0	0	0	0	0
Net Expenditure	1,000	0	1,000	1,000	800	200
Promotions and Activities Committee						
Expenditure	127,550	93,448	34,102	102,550	124,915	(22,365)
Income	0	0	0	0	0	0
Net Expenditure	127,550	93,448	34,102	102,550	124,915	(22,365)
Total Yeovil Town Council						
Expenditure	1,149,119	968,339	180,780	1,165,702	1,114,488	51,214
Income	(60,290)	(35,925)	(24,365)	(52,240)	(47,210)	(5,030)
Net Expenditure	1,088,829	932,414	156,415	1,113,462	1,067,278	46,184

Appendix B

Policy, Resources & Finance Committee								
	2020/21			2021/22				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 11 spent 2/28/2022	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Advertising	500	240	260	500	205	250	250	
Audit fees	3,400	3,039	361	3,470	2,284	3,200	270	
Books/periodicals	240	45	195	240	356	356	(116)	
Carbon Management	0	0	0	25,000	0	0	0	
Contingencies	51,849	32,935	18,914	53,022	40,160	45,000	8,022	COVID-19 mitigation (£604); ; auction prize refund (£650); Fencing at Sunningdale (£15,929); Lord's Larder (£5,000); Remembrance Sunday Video (£1,500); CAB Grant (£5,080); ; Binding of Minutes and Agendas (£490), Trackways at Goar Knap and Sunningdale (£7,357); Poppies for lampposts (£300); Elizabeth Flats (£5,614)
Cost of Elections	1,500	0	1,500	1,500	4,079	9,579	(8,079)	Two by elections and £1,500 contribution to reserve
Costs of Democracy	28,560	24,305	4,255	29,200	22,225	27,000	2,200	One councillor does not take an allowance, 1 councillor co-opted so not entitled to allowance;
Courses/conferences	6,500	1,611	4,889	5,000	45	100	4,900	
Franking Machine	700	292	408	500	581	600	(100)	
Furniture, office equipment & servicing	4,000	10,095	(6,095)	4,000	4,883	5,000	(1,000)	Confrence camera and microphones (£2,536)
Grants	7,000	4,705	2,295	7,000	8,970	9,970	(2,970)	£2,200 Goodfellowship Club and Oaklands Coffee Morning £1,000 carried over from 2020/21
Insurance	5,000	0	5,000	6,000	5,078	5,078	922	
Mayoral allowance	10,000	864	9,136	10,170	8,475	10,170	0	
Miscellaneous	0	469	(469)	0	641	700	(700)	
New Initiatives Fund	10,300	7,000	3,300	10,300	2,565	2,565	7,735	Benches
PC Support	11,000	10,859	141	12,500	10,860	12,574	(74)	
Postage	3,000	1,241	1,759	2,000	1,223	1,500	500	Moving to paperless office, agendas sent out electronically where possible
Prof. fees/subs	6,000	8,629	(2,629)	7,500	8,127	9,730	(2,230)	Parish On-line (£1,350)
PWLB Loan Repayments	30,000	0	30,000	30,000	0	0	30,000	Provision made should council wish to borrow for any projects
Regalia	2,000	0	2,000	2,000	447	2,000	0	
Salaries	250,000	256,575	(6,575)	260,000	226,170	254,000	6,000	Salary increases 1.75% to be back paid from April 2021
Ski Centre	500	21	479	500	0	100	400	
Sponsorship (Octagon Theatre - SLA)	1,000	0	1,000	1,000	1,000	1,000	0	
Stationery/supplies	3,000	624	2,376	2,500	701	800	1,700	
Telephone	2,500	2,289	211	2,500	2,303	2,500	0	
Website	0	0	0	8,000	2,925	8,000	0	
Westlands	27,200	27,436	(236)	27,800	0	27,800	0	
Youth Council	2,000	0	2,000	2,000	0	2,000	0	
Youth Services	29,580	23,370	6,210	30,200	22,652	30,200	0	
Total Expenditure	497,329	416,644	80,685	544,402	376,956	471,772	47,630	
INCOME								
Investment Interest	(4,000)	(1,144)	(2,856)	(2,500)	(293)	(320)	(2,180)	
Community Infrastructure Levy	0	(1,950)	1,950	0	0	0	0	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	(30)	30	0	0	0	0	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(1,122)	(1,250)	0	
Salary Recharge	(3,000)	(1,100)	(1,900)	(1,000)	0	(1,000)	0	
Total Income	(8,250)	(5,448)	(2,802)	(4,750)	(1,415)	(2,570)	(2,180)	
Net Expenditure	489,079	411,196	77,883	539,652	375,541	469,202	45,450	

Buildings & Civic Matters Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 11 spent 2/28/2022	Full year estimated spend to 3/31/2022	Estimated (over) / under 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	
Community safety	2,500	2,500	0	2,500	0	2,500	0	
Defibrillator	0	0	0	9,000	14,730	21,000	(12,000)	
Litter/Grit bins	700	188	512	700	0	250	450	
Milford Hall	24,500	38,880	(14,380)	0	0	0	0	
Milford Hall - Business Rates	0	0	0	5,000	0	5,000	0	
Milford Hall - Running Costs	0	0	0	15,000	20,954	22,305	(7,305)	
Milford Hall - Security	0	0	0	3,250	2,326	2,538	712	
Milford Hall - SSDC Recharges	0	0	0	7,100	7,948	11,650	(4,550)	
Millennium Clock	400	706	(306)	500	0	500	0	
Monmouth Hall	17,340	5,813	11,527	0	0	0	0	
Monmouth Hall - Running Costs	0	0	0	16,870	5,138	5,138	11,732	
Monmouth Hall Business Rates	0	0	0	820	613	613	207	
Monmouth Hall refurbishment	60,000	0	60,000	60,000	18,645	60,000	0	£1,747 electricity disconnection , £16,192 demolition; £2,453 heras fencing
PA System	500	0	500	500	510	510	(10)	
Painting of Town House	16,890	21,017	(4,127)	0	201	201	(201)	
Public noticeboards	500	41	459	500	479	500	0	
Peter Street Public Toilet	23,000	22,063	937	0	0	0	0	
Peter Street Public Toilet - Cleaning (inc toilet rolls)	0	0	0	7,340	6,506	7,097	243	
Peter Street Public Toilet - Security	0	0	0	5,800	2,874	4,927	873	
Peter Street Public Toilet - Business Rates	0	0	0	3,200	(3,194)	(3,194)	6,394	Refund for both 2020/21 and 2021/22
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	0	0	0	7,120	6,607	7,207	(87)	
Petters Way Public Toilet	13,000	22,490	(9,490)	0	0	0	0	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	0	0	0	11,400	7,466	10,000	1,400	
Petters Way Public Toilet - Security	0	0	0	5,000	2,874	4,927	73	
Petters Way Public Toilet - Business Rates	0	0	0	2,650	(2,645)	(2,645)	5,295	Refund for both 2020/21 and 2021/22
Petters Way Public Toilet - Other Running costs (repairs)	0	0	0	2,030	1,194	1,254	776	
Sports Development Officer (SSDC)	2,160	2,160	0	2,160	0	2,160	0	
St Georges Day Parade	300	0	300	300	0	0	300	St George's Parade did not take place due to COVID-19
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	
Town House - CCTV Reserve	0	0	0	500	0	500	0	
Town House - business rates	10,000	9,606	394	10,000	9,441	10,000	0	
Town House - electricity	1,600	1,514	86	1,600	142	850	750	
Town House - gas	2,200	1,694	506	2,200	1,648	2,000	200	
Town House - repairs and maintenance	8,000	14,795	(6,795)	10,000	2,443	5,000	5,000	
Town House - water charges	400	181	219	400	153	306	94	
Town House (excluding services)	6,760	7,924	(1,164)	7,000	6,422	7,000	0	
War memorials	750	864	(114)	750	0	0	750	
Total Expenditure	235,490	188,427	47,063	245,180	149,464	226,085	19,095	
INCOME								
Defibrillator Contribution	0	0	0	0	(9,826)	(10,000)	10,000	
Monmouth Hall	(4,500)	45	(4,545)	0	0	0	0	Hall closed
Milford Hall	(25,000)	(8,031)	(16,970)	(25,000)	(10,957)	(14,000)	(11,000)	Hall hire income reduced due to COVID-19
Town House	(1,500)	0	(1,500)	(1,500)	0	0	(1,500)	Room hire income reduced due to COVID-19
Total Income	(31,000)	(7,986)	(23,015)	(26,500)	(20,783)	(24,000)	(2,500)	
Net Expenditure	204,490	180,442	24,048	218,680	128,681	202,085	16,595	

Grounds and General Maintenance Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 11 spent 2/28/2022	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Allotment Maintenance (Corporate)	9,000	17,165	(8,165)	9,200	12,752	14,000	(4,800)	Additional work by the contractor, costs contributed to from Labour budget
Allotments - Fence Repairs	1,000	0	1,000	1,000	0	6,500	(5,500)	Use of reserves
Best Kept Allotments Competition	250	0	250	250	0	0	250	
Community Heritage Officer	9,500	7,125	2,375	10,000	5,000	10,000	0	
Goar Knap - Building	1,650	2,279	(629)	2,000	1,862	2,000	0	
Holiday Playscheme contribution	9,080	9,080	0	9,270	9,270	9,270	0	
Improvements at Yeovil Recreation Centre	5,000	5,000	0	0	0	0	0	
Labour	26,000	4,140	21,860	26,520	19,598	21,380	5,140	Underspend to support allotment maintenance costs
Leases	350	335	15	350	335	335	15	
Materials and equipment	1,800	1,161	639	1,800	1,149	1,800	0	
Open spaces:							0	
Lights for Milford Park	400	0	400	400	0	0	400	
Open Spaces	133,480	133,480	0	133,480	0	133,480	0	
Play and Landscape Officers	12,440	12,440	0	12,690	12,690	12,690	0	
Play Area	12,190	12,190	0	12,440	12,440	12,440	0	
Repairs/Enhancements	2,660	2,660	0	2,720	2,720	2,720	0	
Play Area Upgrade	10,000	10,000	0	10,000	0	10,000	0	
Playpark Programme	800	618	183	1,000	3,420	5,520	(4,520)	Pathway repair and maintenance of tree line
Door Step Green	32,700	32,700	0	32,700	24,525	32,700	0	
Country Park	2,150	1,658	492	2,200	2,224	2,430	(230)	
Yew Tree Park - Gate Opening	200	154	46	0	99	200	(200)	
Protective Clothing	12,600	12,600	0	0	0	0	0	
Restoration of Sidney Gardens Fountain	0	0	0	0	0	448	(448)	Elizabeth Flats wall (from contingencies)
Site Surveys	0	0	0	0	0	7,357	(7,357)	Trackways at Goar Knap and Sunningdale (from contingencies)
Trackways	1,300	1,089	211	1,350	1,307	1,350	0	
Vehicle	1,000	2,848	(1,848)	1,000	2,096	2,096	(1,096)	
Water charges	2,200	1,098	1,102	2,200	0	2,200	0	
Water Mains Refurbishment/Repairs								
Total Expenditure	287,750	269,820	17,930	272,570	111,488	290,916	(18,346)	
INCOME								
Taps & keys	(150)	(57)	(94)	(100)	(13)	(13)	(87)	
Access & Easements	0	0	0	0	0	0	0	
Rent	(17,800)	(17,724)	(76)	(17,800)	(16,497)	(17,000)	(800)	
Lease	(2,090)	(2,088)	(2)	(2,090)	(1,566)	(2,090)	0	
Water Charge	(1,000)	(2,623)	1,623	(1,000)	(1,537)	(1,537)	537	
Total Income	(21,040)	(22,491)	1,451	(20,990)	(19,613)	(20,640)	(350)	
Net Expenditure	266,710	247,328	19,382	251,580	91,875	270,276	(18,696)	

Planning Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 11 spent 2/28/2022	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Planning	1,000	0	1,000	1,000	323	800	200	
Total Expenditure	1,000	0	1,000	1,000	323	800	200	
INCOME								
	0	0	0	0	0		0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	1,000	0	1,000	1,000	323	800	200	

Promotions & Activities Committee

	2020/21			2021/22				Notes
	2020/21 £	Actual £	(Over)/ Under £	Budget	Month 1 - 11 spent 2/28/2022	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	
EXPENDITURE								
Christmas Lights	23,500	23,814	(314)	23,500	20,485	20,485	3,015	
Christmas Lights Competition	30	0	30	30	0	0	30	
Christmas Lights Installation/Safety Checks	16,500	17,372	(872)	17,000	14,225	14,225	2,775	
Christmas Lights Switch On	500	0	500	500	0	500	0	
Customised souvenirs	650	0	650	650	0	650	0	
Eats: Festival	0	0	0	9,000	3,025	9,000	0	
Love Yeovil	1,000	0	1,000	1,000	800	800	200	
Resourcing VE Day Celebrations	35,000	2,950	32,050	0	150	31,100	(31,100)	Funded from Reserve
Super Saturday	6,000	8,038	(2,038)	6,500	5,289	5,300	1,200	
Town Crier	1,030	35	995	1,030	0	500	530	
Unity in the Community	550	0	550	550	550	1,100	(550)	To financially support Somerset Diverse Communities event. £550 funded from Reserve
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,440	0	16,440	15	16,455	(15)	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	0	0	1,550	Cancelled due to COVID-19
Total Expenditure	127,550	93,448	34,102	102,550	44,539	124,915	(22,365)	
INCOME								
Souvenirs	0	0	0	0	0	0	0	
Queen's Jubilee Income	0	0	0	0	(2,000)	(2,000)	2,000	
Super Saturday	0	0	0	0	0	0	0	
Total Income	0	0	0	0	(2,000)	(2,000)	2,000	
Net Expenditure	127,550	93,448	34,102	102,550	42,539	122,915	(20,365)	

10/284 COUNCIL MEETINGS FOLLOWING LIFTING OF COVID-19 RESTRICTIONS – REVIEW

At its meeting on 25th November 2021, this Committee resolved the following:

10/256 COUNCIL MEETING FOLLOWING LIFTING OF COVID-19 RESTRICTIONS - REVIEW

Members considered the report of the Town Clerk regarding the review of how meeting will operate in the future. Discussions were held on the merits of face to face, hybrid and zoom meetings.

The Town Clerk commented that should the Committee decide to continue with hybrid committee meetings (i.e. decision makers physically present and the remainder of attendees attend virtually) and informal Town Council meetings (i.e. via zoom), that the meeting in February 2022 would need to be held face to face as the Budget needed to be set by Council.

RESOLVED: (1) that Committee meetings to continue to hold hybrid meetings whereby only those who are the decision makers are physically present and the remainder of attendees attend virtually; (2) that Town Council meetings are held informally as zoom meetings; with decisions delegated to the Town Clerk (when necessary) in consultation with the Mayor and other Councillors; (3) that the decision be reviewed by this Committee at its meeting to be held on 29th March 2022; and (4) that an alternative venue be secured for the Budget Setting meeting in February 2022, so that all Councillors could attend and be safe.

A possible solution is to continue having hybrid meetings, but Councillors who are not on a Committee can choose to attend that meeting either in person or virtually. The ability to join meetings has its advantages to speakers, officers from South Somerset District Council and other partners, press and public to attend virtually.

The Committee is **RECOMMENDED** to review how meetings will operate in the future.

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

YEOVIL TOWN COUNCIL



SCHEME OF DELEGATION

1. Introduction

- 1.1 The scheme of delegation highlights the powers and duties of the Council and the body/person to which they are delegated.

2. General

- 2.1 All Committees are delegated with the powers and duties shown below (paragraph 3) subject only to the following exceptions:

- (a) Standing Orders;
- (b) Any special or general directions which the Town Council may give from time to time;
- (c) The matters specifically reserved for determination by full Town Council as listed below (paragraph 2); and
- (d) Any relevant statutory provisions.

- 2.2 The following matters shall be determined by the full Town Council. Any recommendations from any Committees on any of the following matters shall be accompanied by the comments of the Policy, Resources & Finance Committee:

- (a) The annual budgets of all Committees and the precepts on the District Council;
- (b) Schemes involving capital expenditure. When a scheme has been approved and the estimated cost agreed by the full Town Council the appropriate Committee may proceed with it subject to any tender accepted not exceeding the approved estimate;
- (c) The disposal of any freehold land (other than minor adjustments of boundaries);
- (d) The granting or taking of a Leasehold interest in any land for a term exceeding twenty years;
- (e) Appointment of Committees and representatives on outside bodies;

- (f) The revision of any scale of charges for any service;
- (g) The making of byelaws; and
- (h) Any matter of major policy or of sufficient interest or novelty that members would wish that it be debated by full Town Council.

2.3 The following powers and duties are delegated to the Committee shown subject to the conditions and exceptions referred to in paragraphs 1 and 2 above.

2.4 **Policy, Resources and Finance Committee:**

- (a) To submit comments to Town Council on recommendations of Committees on any matters included in paragraph 2 above;
- (b) To review policy and submit reports to Council concurrent with the appropriate Committee on any revision of current policy;
- (c) To determine all personnel matters including the appointment of Town Clerk subject only to any personnel matters delegated directly by Town Council to the Town Clerk;
- (d) To settle disciplinary matters (via a Staffing Committee) in accordance with the agreed Disciplinary Procedures;
- (e) To control the Town Council's finances and insurances and to review the expenditure and income budgets from time to time;
- (f) To determine all applications for grants (except any that may be delegated to any other Committee) subject to all applications being considered on their merits;
- (g) To authorise commencement of any action or appeal before the lands or industrial tribunal or in any court; and
- (h) Appointment of members and staff to attend courses and conferences.

2.5 **Grounds and General Maintenance Committee**

- (a) Management of all allotment sites in Yeovil Town;
- (b) Annual review of allotment rents subject to consideration by Policy, Resources and Finance Committee and approval of Town Council;
- (c) Arrangements for the Best Kept Allotments Competition;
- (d) Management of all open spaces under delegated powers from South Somerset District Council;
- (e) Management of other recreational and leisure facilities such as the Garden

for the Partially Sighted, Rosebery Avenue Recreation Ground and Sidney Gardens;

- (f) Footpath maintenance; and
- (g) To act as a liaison point for all non-financial matters relating to the Yeovil Cemetery and Crematorium.

2.6 **Building and Civic Matters Committee**

- (a) Management of Monmouth Hall and Milford Hall;
- (b) Management, repair and maintenance of Town House and its contents including use of Town House by outside organisations or individuals;
- (c) Maintenance of Hospital Sub-way Mural;
- (d) Provision, siting and maintenance of litter bins;
- (e) Sponsorship of theatrical, educational or artistic ventures;
- (f) Maintenance of War Memorials;
- (g) Maintenance of ~~St. Johns Clock and~~ the Millennium Clock;
- (h) Street Naming and House Numbering;
- (i) Traffic Regulation Orders;
- (j) Street Lighting, Highway Obstructions and sign cleaning under delegated powers from Somerset County Council;
- (k) Yeovil Ski Slope;
- (l) Community Safety (including C.C.T.V., Crime Prevention, Community Warden initiatives, Public Transport and Youth Services);
- (m) Public Noticeboards;
- (n) **Guardians of the defibrillators**; and
- (o) Town Centre Streetscene development.

2.7 **Planning Committee**

- (a) Consideration of all planning applications and planning matters affecting Yeovil Town.

2.8 **Promotions and Activities Committee**

- (a) Yeovil in Bloom;
- (b) Development of Town Centre initiatives, activities and events;

- (c) Love Yeovil;
- (d) Christmas Lights;
- (e) Publication of town guide and other promotional literature;
- (f) Customised Souvenirs;
- (g) Town Crier - appointment, conditions of service, uniform and the Annual Town Criers' Competition; and
- (h) Policy on requests for the use of the Town Crest.

2.9 Delegation to Town Clerk

The following matters are delegated to the Town Clerk.

- (a) General control and discipline of Town Council employees in accordance with the Disciplinary Procedure and Code.
- (b) To agree up to five days special leave with pay in any one year for compassionate or other grounds i.e. bereavement and family illness. (Minute 2/346 (c) - Policy, Resources & Finance Committee of 25/09/90). (Compassionate leave in excess of five days up to ten days is subject to approval of the Mayor, Chairman and Vice Chairman of Policy, Resources & Finance Committee).
- (c)
 - (i) Use of Council Chamber and related facilities by outside organisations or groups associated with public service (excluding any political organisation) for meetings only, subject to any use being restricted to Town Council Office hours and to such use being also restricted to local or identifiable organisations.
 - (ii) Use of Council Chamber free of charge for meetings of groups of Town Councillors, whether political or not, provided that such meetings are directly related to Town Council business.
 - (iii) No charge to be made for the use of the Chamber or for the provision of coffee/tea for meetings organised by the Town Council, or any other local authority, involving Members and/or Officers of the Town Council. (Minute 8/390/13, Town Council – 3/12/13)
- (d) Town Clerk granted reasonable discretion to refuse to accept items for inclusion through the Council post where they are:
 - (i) Political, or
 - (ii) Deal with opposing or supporting decisions on items not directly the concern of the Town Council and/or where the Town Council has not reached a view. (Minute 4/646, Town Council - 2/6/98).

- (e) Where it is impracticable to refer a request for street naming to the Buildings and Civic Matters Committee, the Town Clerk is authorised to respond on behalf of the Town Council following consultation with the relevant Ward Members. (Minute 6/234, Town Council 1/12/04).
- (f) Where it is impracticable to refer a planning application to the Planning Committee, the Town Clerk is authorised to respond on behalf of the Town Council following consultation with the Chairman and Vice Chairman of the Planning Committee and the relevant Ward Members. (Minute 8/563, Town Council 7/4/15)

3. Urgent Business

Unless otherwise provided, the Town Clerk shall, from time to time, after consulting the Chairman of the Committee concerned (or, in his/her absence, the Vice-Chairman of the relevant Committee); the Mayor (or, in his/her absence, the Deputy Mayor) and a named representative(s) of the Opposition Group(s) on the Council, take all necessary steps for protecting the interests of, or advancing the business of the Town Council, providing that action taken shall in all cases be reported to the next appropriate meeting of such Committee (*Standing Order 4 (d) (xvi)*).

4. Policy

- (a) No member shall attend a meeting of another local authority or body as a representative of the Town Council unless he/she has been formally appointed by the Town Council as its representative (Minute 3/346 07/12/93)).
- (b) At the beginning of each meeting of the Grounds and General Maintenance, Promotions and Activities, Buildings and Civic Matters and Policy, Resources and Finance Committees, any member of the public present shall be permitted to speak for a maximum period of 3 minutes and the period for such public comment shall be limited to 15 minutes which may be extended at the discretion of the Chairman (Minute 3/322 (b) (05/10/93)).
- (c) Members of the public are permitted to comment on any application with which they are concerned at meetings of the Planning subject to any comment being for no longer than three minutes or at the discretion of the Chairman.
- (d) Any member appointed by the Town Council to attend a meeting of another authority or body shall only represent the views of the Town Council at that meeting unless he/she makes it clear that the views expressed are his/her own and not necessarily representative of the Town Council (Minute 3/322 (d) (05/10/93)).

- (g) The Civic Service shall be an annual event (Minute 3/265 (08/06/93)). As a matter of policy, the Annual Civic Service be held at 3:00pm each year and the future setting of the date of the event be delegated to the Town Clerk in consultation with the Mayor and the Deputy Mayor. (Minute 9/79, Policy, Resources and Finance – 29/03/16)
- (e) Poll Cards to be issued for future bye-elections for vacancies on the Town Council (Minute 3/344 (d) (i) (07/12/93)).
- (f) Where a letter is sent from the Town House at the request of a Committee or individual Councillor a copy of that letter shall be supplied to the Chairman of the appropriate Committee (Minute 4/096 (d) (i) (03/10/95)).
- (g) Accounts for the Annual Meeting be sent to Town Councillors with the Annual Meeting Agenda at least a week before the Meeting (Minute 4/131 (d) (i) (05/12/95)).
- (h) Expenditure should be set out under suitable sub-headings that reflect the various ways that the monies are expended (Minute 4/131 (d) (i) (05/12/95)).
- (h) Monies collected for other funds and purposes should also be recorded, both the amounts collected and the expenditure even if these monies are being given as charitable awards. (Minute 4/131 (d) (i) (05/12/95)).
- (i) The Town Council support the request for a Town Minute Silence on the eleventh day of the eleventh month at the eleventh hour and the Legion Standard of Remembrance be flown for the ten days leading up to the eleventh day of the eleventh month (Minute 4/255 (d) (iii) (02/07/96)).
- (j) Attendance records of members be produced on an annual basis for submission to the Annual Town Council meeting. (Minute 4/432 (01/04/97)).
- (k) Any Yeovil Scout or Guide Groups seeking grant aid from the Town Council be required to submit their applications through the District Commissioner and only those applications supported by the District Commissioner will be considered by the Town Council. (Minute 4/474 (01/07/97)).
- (l) Insurance cover is not to be purchased for the War Memorial and any possible future expenditure on repairs will be paid from available balances. (Minute 4/533 (c) (ii) (02/12/97)).
- (m) (Where appropriate, reports to Committees and Town Council should include a Town Clerk's recommendation.

- (n) All reports to Committees or Town Council to indicate the financial implications of the items and if there were no financial implications that should also be stated.
- (o) A budget update report be submitted to the spending Committees at each meeting. (Minute 4/707, Town Council - 6/10/98)
- (p) As far as the Council's Committees are concerned, the Council's accepted convention is that no member shall hold the same elected office for longer than two successive years.
- (q) In all instances where Town Council property is vandalised the Council should, as a matter of policy, always endeavour to recover the full costs from the person(s) responsible to avoid costs falling on local council taxpayers. (Minute 6/181, Town Council – 3/8/04)
- (r) The Town Council will continue to consider, on their individual merits, requests received for contributions towards the provision and maintenance of lighting on unadopted or private highway where it is considered that the community benefits justify the expense and, in cases where such requests are supported, will seek appropriate contributions from all interested parties. (Minute 6/352, Town Council – 4/10/05)
- (s) That the ongoing role of the Town Council in relation to Town Twinning be the support of the oaths signed by the Mayor of Yeovil and the Mayors of Herblay, Samarate and Taunusstein on behalf of their respective towns as follows:
 - (i) to honour its Twinning arrangements by establishing and maintaining friendly relations with Herblay, Samarate and Taunusstein;
 - (ii) to foster and develop mutual understanding and respect between the people of Yeovil and the people of Herblay, Samarate and Taunusstein;
 - (iii) to encourage and assist youth and adult organisations, clubs, companies, groups and all classes of persons in Yeovil, Herblay, Samarate and Taunusstein to communicate and exchange visits with each other, thereby developing human and cultural relations and establishing a firm foundation for future understanding, respect and friendship between the people of Yeovil, Herblay, Samarate and Taunusstein for all time.
(Minute 7/154, Buildings and Civic Matters Committee – 24/2/09)
- (t) The Town Council shall adopt the following procedure for dealing with future

requests for additional dog waste bins:

- (i) that any future requests for dog waste bins be referred to the Streetscene Manager for investigation;
 - (ii) that following the investigation, appropriate enforcement action be carried out by the Streetscene Manager to address the reported problem, and his findings and action be reported to the person making the request;
 - (iii) that should it be deemed necessary to move an existing waste bin to resolve the problem, a recommendation to that effect be made by the Streetscene Manager to the Town Clerk, and the proposal be considered and determined in consultation with the relevant ward members; and
 - (iv) that, in future, the dog waste bin budget be used to meet the cost of replacement bins. (Minute 7/193, Grounds and General Maintenance Committee – 2/11/09)
- (u) That the Town Council policy on use of notice boards be to display Town Council and Community Association information such as forthcoming activities, events and contact details along with promotional material for local charities, voluntary and non-profit making organisations with a limit on the size of posters to a maximum of A4; and that anything political or offensive will not be displayed. (Minute 8/39, Buildings and Civic Matters Committee – 20/9/11)
- (v) As a matter of policy, the Annual Civic Service be held at 3:00pm each year and the future setting of the date of the event be delegated to the Town Clerk in consultation with the Mayor and the Deputy Mayor. (Minute 9/79, Policy, Resources and Finance – 29/03/16)
- (w) that, as a matter of policy and to assist with the annual budget-setting process, the views of the Grounds and General Maintenance Committee on the annual review of allotment rents by the Council be submitted to this Committee for consideration as part of that process. (Minute 8/140, Policy, Resources and Finance Committee – 27/11/12)
- (x) That approval be given to the proposed amendments to the definition and procedure in the administration of the New Initiatives budget – including the use of an assessment sheet – to help Members consider the relative merits of each bid that comes forward and to demonstrate that there was community support for the proposal. (Minute 8/230, Policy, Resources and Finance Committee – 26/11/13)

- (y) That the following amendments to the Town Council's grants policy be approved and adopted:

To help the Policy, Resources and Finance Committee make more informed decisions about grant applications, the following additional information must be provided by all future applicants:

- (i) any charges applied by the organisation, and details of any other income stream; and
- (ii) evidence that the organisation has applied to other grant funders - including other local authorities - in the past five years; the amount sought and the outcome of all such applications.

In addition, a policy be adopted that grants can only be paid for a single year and a second application is not allowed for the same project/purpose within 2 years of the organisation having previously received financial assistance from the Town Council, unless the applicant has a Service Level Agreement with the Town Council. The Service Level Agreement to apply as a 1 year agreement only – unless otherwise stated. (Minute 8/249, Policy, Resources and Finance Committee – 25/3/14 and Minute 10/248, Policy, Resources and Finance Committee – 23/11/21))

- (z) That in accordance with the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004 Regulation 25, only elected Member's are entitled to the parish basic allowance.

- (i) Members may claim travelling and subsistence allowance for approved duties undertaken outside the parish of Yeovil Town (Minute 7/121 (5), Policy, Resources and Finance Committee – 30/09/08);
- (ii) Only co-opted members may claim travelling and subsistence allowance for approved duties undertaken inside the parish of Yeovil Town (Minute 10/271 (2), Policy, Resources and Finance Committee – 25/01/22); and
- (iii) Claims be approved by the Town Clerk in consultation with the Chair of the Policy, Resource and Finance Committee (or the Vice Chair of the Policy, Resource and Finance Committee – in the absence of the Chair). Minute 10/271 (3), Policy, Resources and Finance Committee – 25/01/22).

Adopted: 29th March 2022
To be reviewed: March 2023

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

A proposal has been submitted by Love Yeovil to organise the Queen's Jubilee Beacon Lighting Event on Thursday 2nd June 2022. This was a two-tiered proposal (depended on funding available) offering a basic provision and an enhanced provision should external funding be sought.

The basic provision would cost £2,700 (please see attached for information) and for an enhanced provision between £10,000 and £20,000 should external funding be secured (please see attached for information).

Due to not being the quorate, the meeting of Promotions and Activities Committee was cancelled on 8th March 2022, by Urgent Business, it was agreed that the Queen's Jubilee Beacon Lighting Event be organised by Love Yeovil (subject to funding).

This will be reported to the next meeting of the Promotions and Activities Committee.

An approval for funding is needed from Policies, Resources and Finance, and the relevant Councillors were contacted regarding this matter.

In accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business', it was agreed to commission the services of Love Yeovil for £2,700 and that it be funded from contingencies.

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

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



BEACON LIGHTING EVENT

Tender for running the Queens Jubilee Beacon Lighting on behalf
of Yeovil Town Council

Prepared by Alice Edmonds, Event Manager
alice.edmonds@outlook.com

07946 378 203
www.loveyeovil.com

LOVE YEOVIL BACKGROUND



Love Yeovil is a not for profit group that currently sits under the Yeovil Chamber of Trade.

Alice Edmonds is the current Event Manager who is responsible for planning and executing all activities. Charlie Knight is the Marketing Assistant and is responsible for marketing each event appropriately in good time, monitoring activity on social media, updating the website and collecting any feedback via these channels.

Love Yeovil already has a proven track record of managing events in the town centre and therefore has an exceptional network of contacts and suppliers who can be engaged with, including dialogue with the police, councils and businesses.

Previous events that Love Yeovil has organised include;

- Christmas Light Switch On
- Lantern Parade
- Digital Christmas Light Switch On
- Digital Lantern Parade
- Virtual Armed Forces Day
- Art Workshops
- Yeovil Together
- Christmas street performers
- Santa's Post Office

A detailed Event Management Plan is created for each event, an example of this document is available upon request.



PROPOSED PROGRAMME

Without external funding



Love Yeovil will manage and coordinate all aspects for the Beacon Lighting including but not limited to;

- Coordinate all suppliers, venues and personnel/staff/volunteers involved with the event
- Promotion on social media, websites and local press
- Deal with all media inquiries
- Emergency services who may need to be informed
- Invite all necessary dignitaries and councillors

Without external funding it is proposed that this will be a low key event along the lines of the following;

- 1400 - Town Crier will undertake the Proclamation
- 2135 – Pipers play Diu Regnare
- 2140 – Bugle call
- 2145 – Lighting of the Beacon and choir to sing ‘Song for the [AEI] Commonwealth’.

Total Cost - £2700.00

PROPOSED PROGRAMME

With external funding



Love Yeovil is seeking to apply for external funding to add value and more of a festival feel to the proposed Jubilee Beacon Lighting event so that families and the public are able to join in and gather before the beacon is lit.

With external funding the event schedule would be increased to include;

- Music stage with PA and lighting for performances from choirs, local bands
- MC to host the event and introduce acts and the schedule as the evening unfolds.
- Food and drink vendors
- Arts and crafts activities in marquees/gazebos on the green outside St John's. These would provide a chance for families to take part for free with arts that will promote and help educate about the Commonwealth, activity ideas include;
 - Crown making
 - Flag design/colouring
- Deck chairs available for people to use
- Possible theatre of live performance.

It is proposed that this event will take place from 2 pm in the afternoon when the town crier starts his proclamation, with live music on the stage and possible theatre performance for younger families to learn about the Monarchy and Commonwealth so they understand the significance of the event and bank holiday.

This will be followed by more music, from choirs and bands which will be appropriate for the event. The arts and crafts will run from 2 pm into the evening and families will be encouraged to bring along picnics and join in with the activities on offer.

This will also provide the opportunity to have an official unveiling and ceremony of an art installation that has been commissioned from Yeovil Art Space for the Jubilee which is being installed at St John's.

The ethnically diverse communities will also be encouraged to attend, especially communities with links to countries within the commonwealth and be offered a chance to perform on stage with dance/music from their country.

Organisations such as Yeovil Art Space and Somerset Diverse Communities will be engaged to ensure this event is impactful and meets funding requirements.

Funding required £10,000 - £20,000 which will include the project manager's time and all supplier costs.



SUMMARY



Love Yeovil has demonstrated the necessary commitment, experience and working partnerships within the town to create a fantastic experience for either the lower-key or larger scale proposed event for the Beacon Lighting.

Love Yeovil has a proven track record of delivering successful town centre events which are well supported by the public.

An event of this significance in Commonwealth history needs an organisation that can take the lead and hit the ground running with the network and infrastructure in place. If you'd like to discuss any part of this proposal further then please do not hesitate to contact in contact.

Date	Item
Policy, Resources & Finance May 2022	<ul style="list-style-type: none"> • Financial Statements February/March 2022 • Capital and Revenue Reserves 31st March 2022 • Bank Reconciliation 31st March 2022 • Applications for Grant Aid • Mayors Accounts year ended 31st March 2022 • Outturn 202/22 • CIL reporting year ended 31st March 202
Policy, Resources & Finance July 2022	<ul style="list-style-type: none"> • Financial Statements April/May 2022 • Capital and Revenue Reserves 31st May 2022 • Bank Reconciliation 31st May 2022 • Applications for Grant Aid
Policy, Resources & Finance September 2022	<ul style="list-style-type: none"> • Financial Statements June/July 2022 • Capital and Revenue Reserves 31st July 2022 • Bank Reconciliation 31st July 2022 • Applications for Grant Aid • Budget Monitoring Month 5 (August 2022)
Policy, Resources & Finance November 2022	<ul style="list-style-type: none"> • Financial Statements August/September 2022 • Capital and Revenue Reserves 30th September 2022 • Bank Reconciliation 30th September 2022 • Applications for Grant Aid • Draft Budgets 2023/24 • Allotment Rents from 1st January 2024 • Community Hall Charges 2023/24 • Budget Monitoring Month 7 (October 2022)
Policy, Resources & Finance January 2023	<ul style="list-style-type: none"> • Financial Statements October/November 2022 • Capital and Revenue Reserves 30th November 2022 • Bank Reconciliation 30th November 2022 • Applications for Grant Aid • Risk Management Strategy and Risk Register • Budgets 2023/24 • Budget Monitoring Month 9 (December 2022)
Policy, Resources & Finance March 2023	<ul style="list-style-type: none"> • Financial Statements December 2022/January 2023 • Capital and Revenue Reserves 31st January 2023 • Bank Reconciliation 31st January 2023 • Applications for Grant Aid