



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Tuesday 25th July 2023

7:00pm

Hybrid Meeting:

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

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

Amanda Card, Town Clerk
19th July 2023

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Nigel Gage

Karl Gill

Emma-Jayne Hopkins (*Ex-officio*)

Andy Kendall (*Ex-officio*)

Jane Lowery

Sarah Lowery

Graham Oakes (*Chair*)

Evie Potts-Jones

Wes Read

Ashley Richards

Royston Spinner

Rob Stickland (*Vice Chair*)

Public Comments at meetings

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

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 25th July 2023. Instructions will be sent to you to view the meeting.

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

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

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

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of items 11/120 and 11/121, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

11/100 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/101 DECLARATIONS OF INTEREST

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

11/102 MINUTES

To approve as a correct record the Minutes of the meeting held on 30th May 2023.

11/103 GRANTS

Applications received from (circulated separately):

- There are no grants to consider

11/104 YOUTH DROP IN WESTFIELD UPDATE

Members to consider the Youth Drop in Westfield update report as attached at pages 4 to 6.

11/105 YMCA BRUNEL GROUP YOUTH SERVICES UPDATE

Members to consider the YMCA Brunel Group Youth Services update report regarding both Mudford and Milford Youth Clubs and Detached Youth work as attached at pages 7 to 15.

11/106 BALANCE SHEET

Members to approve the Balance Sheet as at 30th June 2023 at page 16.

11/107 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 30th June 2023 at page 17.

11/108 FINANCIAL STATEMENT – APRIL 2023 / MAY 2023

Members to approve the Financial Statement for the months of February 2023 and March 2023 as attached at pages 18 to 38.

11/109 REVENUE BUDGET MONITORING 2023/24

Members to consider the report of the Town Clerk attached at pages 39 to 45.

11/110 STATEMENT OF ACCOUNTS 2022/23

Members to approve the Statement of Accounts as attached at pages 46 to 54; and that the Chair sign the Statement of Accounts as approved.

11/111 INTERNAL AUDIT REPORT

Members to consider the Internal Audit report attached at pages 55 to 61.

11/112 RECOMMENDATION FROM GROUNDS AND GENERAL MAINTENANCE COMMITTEE

Members to consider the report of the Town Clerk regarding an increase in allotment rents (charge effective for the period 1st October 2024 until 30th September 2025), attached at pages 62 to 63.

11/113 RECOMMENDATION FROM PROMOTIONS AND ACTIVITIES COMMITTEE

Members to consider the report of the Town Clerk regarding the budget for “Yeovil Celebrates...” in 2024 as attached at page 64.

11/114 RECOMMENDATION FROM BUILDINGS AND CIVIC MATTERS COMMITTEE

Members to consider the report of the Town Clerk regarding the funding of a contribution towards the cost of installing 5 drop kerbs as attached at page 65.

11/115 RECOMMENDATION FROM BUILDINGS AND CIVIC MATTERS COMMITTEE

Members to consider the report of the Town Clerk regarding the purchase and installation of notice boards as attached at page 66.

11/116 MEMBERS ALLOWANCE 2022/23

Members to note the Members Allowance for 2022/23 as attached at page 67 and to note that it will be published on the website.

11/117 TREASURY MANAGEMENT

Members to consider a verbal report regarding the progress with the Treasury Management.

11/118 FORWARD PLAN

The Forward Plan (attached at page 68) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee. Timings given are indicative and occasionally may be rescheduled or new items added.

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

Public Comment (15 Minutes)

11/119 EXCLUSION OF PRESS AND PUBLIC

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

11/120 SKI CENTRE CARPARK (COMMERCIAL IN CONFIDENCE)

Members to consider the report attached at pages 69 to 70.

11/121 SKI CENTRE (CONFIDENTIAL)

Members to consider the report regarding the security of the ski centre (report to follow).

Youth Work at St Peters Community Centre, Westfield

We have been running Drop in formally since September 2022, since then we have met with 65 young people aged 12-18 and now currently have a core group of 15-20 aged 14-17 who attend every week. Most of these young people live on the Westfield estate but have found that several of them are from the eastern side of town, who travel to hang out with their friends. Our biggest aim is to be a constant in their lives that they can rely on and be a safe place they can come and feel like they belong. We decided that we would introduce memberships cards to help them feel part of the group. The young people loved this and many of them have them on display on the back of their phones. We have a few young people who are currently not attending school or are at PRU (Pupil Referral Unit) etc. Many of the others who attend school are on behavioural schemes. Most of the young people who attend weekly like to keep us up to date on their schooling situation and how it is impacting their lives and behaviour. Many of these young people feel that they have been let down by the school, police and other organisations who are meant to be there for them.

One young person unexpectedly continued to be open with us about their schooling and how they currently are struggling to get settled back into education. Young person said they felt let down by the schools as they were doing all their work, to a good standard, however they acknowledge they had some anger issues and did get into physical altercations within the schools at the time. Young person stated they did not feel like they were listened to when in the school system. Young person expressed they would like to gain some work experience because they had been told repeatedly, they wouldn't get a job due to not being in school, or potentially not sitting GCSE qualifications.

Since starting we have been working very hard to build good relationships with as many young people as we can, despite the push back and tests the young people have presented us with. A few of our young people have started to enter discussions about their lives. One young person shared with us that his dad had recently passed away. He shared how this is affecting his life and his feelings around it. Many will tell us little bits at a time to test that we be around and open to hearing the next part of the story. We have also had the youth people asking the leaders about our opinions on drugs and whether we have taken them and our beliefs and how that impacts our lives and decisions.

We have been working with one young person for many years in many ways, and also alongside his family. He has recently been updating us about his life, and how he is progressing since leaving school. He has been working very hard in a manual job, for many weeks he seemed very positive about this job and was happy to be able to work and making financial contributions towards his family unit. Just after Christmas this young person told us that he had quit this job as they were not enjoying it as much

anymore and wanted to go into something like scaffolding as it paid better. The young person and I discussed this move, I expressed that usually people get another job before leaving their previous one as they then continue to have money coming in and sometimes, we must sustain employment whilst looking for an alternative, even if this feels very challenging. A couple of weeks later, they came in and updated us that they had applied for a new position, and they were still waiting to hear if they had been successful. Last week all the youth workers were thrilled when they returned to inform us that they had secured the new employment and had just completed their first week in the position. They were very excited to share the news with us. They explained that the company that he had secured employment with, was one of our other young attendee's fathers' companies. He has now worked with the company for three months. The young person comes to update us on a regular basis, his confidence has grown, and it is great to see the progression he is making. He is someone who really appreciates the group and has mentioned to us a few times that he is really gutted that he will soon no longer be able to attend due to his age. We have spoken to him about the possibility of him becoming a young leader and help be a role model to the others, which is what he does already to an extent, he is very excited by this prospect, and we are working with him to make this happen.

We have been networking and connecting with other organisations in Yeovil to help us support and work with the young people. We have strong connections with the PCSO team who have been to a few of our sessions to connect with the young people and build more of a positive relationship with them. One PCSO came and played a few games of table tennis with some of the lads and they loved the fact that they beat the police. Recently we met with someone from the young offender's team (YOT) and discussed how we can help to support one of our young people that is on a court order and how they can come and chat to the group about what they do and the things that can happen if they do end up at court. Yeovil Library is another organisation that we have made links with, and they have been in to do a session on Podcasting, and we have a few more sessions booked in for the summer. Freedom leisure have also been in contact with us with the possibility of coming to run some parkour sessions and possible access to other things they are doing. We have also met with Natalie from the YMCA; however, this have proved difficult due to both of our working hours and commitments to engage. However this is something that we will be prioritising over the coming months.

Since September we have experienced a few setbacks and incidents that we have had to learn from including young people setting fire alarms off by locking themselves in the toilet and holding a lighter to the fire sensor as well as climbing in and out of windows in the toilets, so we now must lock all toilets apart from the disabled and always having one in and one out. A fire extinguisher was taken from the main hall and taken off site after the group had ended. We also have had breakages in the centre and some of our equipment. We have a behaviour agreement with the young people and their parents and a warning and banning system, we currently have 3 young people on the behaviour warning system, two of which are permanently banned

from the youth group. This is not something we have taken lightly, and the young persons involved have since agreed with our decision and are accepting of the reasoning. We do however continue to maintain relationships with them within our outreach “on the streets” work.

We have managed to build a good team, taking on a paid assistant youth worker in April, alongside two trainees from Yeovil Community Church and volunteers from our church. We will not be having the assistance from YCC in the next academic year, so we are looking at ways to recruit more further volunteers to ensure that our risk assessment and ratios are managed correctly. Volunteers have however expressed how they are enjoying it: this was an email I received from one, *“One young came to the servery for a toastie - when I smiled and said hello, he then ASKED ME how my day had been & listened when I replied. He responded when I asked about college. His action reminded me that I need to take more of an interest in the youngsters when they come to the servery, not just assume that they do not want to talk, as it is a way of showing that we are genuinely interested in him - as we are!”* This is a real progression as our young people have not interacted with our volunteers who make and serve their food during our sessions on previous occasions. Bonds and interactions are forming with all leaders and volunteers alike.

We have just launched our 3rd and 4th youth groups. “The Hangout” which is split into two sessions one for school years 4-8 and the other for year 7+. The aim of “The Hangout” vision is to start connecting with the young people earlier in their lives, prior to them leaving primary education and then the first year of their secondary education to help and ease the transition across the year groups. We also felt it necessary to give some space for those who don’t feel like they fit in with our drop-in group. These sessions are also a little more structured and have more set activities for the young people to try.

Overall, we are extremely pleased with how the first half of 2023 has progressed within our youth provision. The youths are expressive of their needs. Our engagement is building week on week we see a rise in attendees within all 4 of our youth groups. We have had challenges along the way which have taught us lessons and guiding us into building a better and stronger youth provision.

Ruth Glendinning, Youth Worker, St Peters Church and Community Centre.

The background features a large, central purple triangle pointing upwards, set against a backdrop of various overlapping geometric shapes in shades of green, yellow, orange, and blue. The text is centered over this graphic.

**Mudford & Milford
Youth Clubs, &
Detached Youth Work**

July 2023

REPORT

YMCA BRUNEL GROUP YEOVIL YOUTH PROVISION**Report for Yeovil Town Council****Department:** Youth and Community**Dated:** July 2023**Team Leader:** Natalie Walton**Director of Youth & Community:** Mark Willcox

YMCA enables people to develop their full potential in mind, body and Spirit. Inspired by, and faithful to, our Christian Values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

Our youth work at YMCA Brunel Group

YMCA Brunel Group delivers universal Youth Work for young people 10-19 (25 years additional needs). Operating in 8 youth clubs, project work across Mendip & South Somerset; Yeovil, Frome, Coleford, Glastonbury, Shepton Mallet, and Street.

YMCA Brunel Group is a charitable organization providing a service and activities for young people and their communities.

Our aim is for all our young people to have ambition for themselves, to be confident individuals, effective contributors, successful learners and responsible citizens; and to be nurtured, safe, active, healthy, achieving, included, respected and responsible in their communities. We want to encourage young people to connect creatively with their community and learn how to become better neighbours through that connection.

Yeovil Youth Clubs & Detached Youth Work Report by Natalie Walton**Report January to June 2023****Staffing**

Natalie Walton – Team Leader

Freddie Jackson – Youth Worker

Angela Touhig – Youth Worker

Abigail Murphy – Relief Youth Worker

Nyah Perry – Support Youth Worker from Active Learning & Skills (covering sick leave)

Jess Lawrence- Support Youth Worker from Active Learning & Skills (covering sick leave)

Overview of the work

Milford is a lively youth club with 61 young people on our register. Club attendance can vary from 13 to 25 young people and new registrations regularly. We have been dealing with some challenging behaviour at our Milford Youth Club which staff are dealing with efficiently. We have a good connection with the local policing team and they have visited club recently to do a focused session on drugs and weapons. This was after many of the young people had been discussing issues within Yeovil of young people carrying weapons.



We still ensure a cooking activity in the majority of our sessions due to many of our young people being hungry on arrival. We have seen that hunger does affect young people's behaviour and engagement.



We have gradually been developing a steering group, so that young people can be empowered to have a say in how the club is run and be empowered to shape the program and activities. We have been inviting young people to our planning session. They help shape the club and have also been discussing how the young people would like to adapt the ground rules. The young people enjoy a large space for sports. We are very grateful the Family Time Team have allowed us to utilise their outdoor space. This has been ideal for our

summer activities or rounders, tennis rounders, football, frisbee golf and volleyball. The young people have been learning how to do gardening and planting and have been partaking in team games. As we are part of the Youth Alliance, we have had assistance from ALS Youth (Active Learning & Skills Youth) with staffing due to one of our youth workers being on long term sick, however they have begun their gradual return now which the young people have really enjoyed. Thanks to Pete May and his team for helping us.

Muddy (Mudford) Youth Club

The youth club has currently had 50 on the register with an average of 10-15 young people attending per session which suits the current needs of the young people and the space we have. The age range of this club ranges from 12 to 18 with a dominant group of 17-year olds who also attend. Football is still a large part of this youth club with the older teens enjoying organised matches which some young people with low mental health have said really helps them. We have been having many discussions focusing on consent and will have Ccard up and running for the September return.



Many of our young people like to get stuck into creative activities such as making playdough, slime, cookie dough and stress balloons and we have been working on a group canvas to represent the club. A lot of our young people at Muddy Club struggle with their mental health and school attendance, we spend a lot of time having small group or 1-2-1 conversations to support them. Talking with youth workers has had a really positive effect on the young people.



Yeovil Detached provision

Detached work in Yeovil is having a positive result reaching 542 since September 22. We have recently requested Dave Wiles (Youth work consultant) to come and review our practice and give feedback which was overall very positive and great for continuing our professional development.

We have been giving out bottled water across many of the parks in Yeovil to young people during the hot weather which has been greatly appreciated and also assisted in building relationships and having our presence known.

We have made good connections with older groups of young people around Yeovil, some of whom are known to use drugs in public spaces. We have been carefully building relationships with them and talking about drug misuse and damage limitation. We have discussed personal safety and future prospects with these particular young people building on good relationships with them.

Many young people have expressed the need for more water dispensers around Yeovil and the need for a youth club at Abbey Manor.



As part of our detached sessions we have been attending Milford school on a monthly basis to have lunch and spend some time with some of their year 6 group, this has been a really positive experience and we have had feedback from the school that the young people we have been working with have really enjoyed spending time with us and have a more positive attitude.

We have received funding from SASP for our HAF summer project where we will be piloting a detached programme where we will set up an event shelter in 5 different areas of Yeovil over 5 weeks of the summer to provide young people with a lunch meal, active fitness activities and healthy food activities.

In regards to partnership we have also set up a youth networking group with Yeovil art space, the library and Ninesprings country park to be able to work more closely with each other to benefit the young people of Yeovil. We have spent some time meeting with other organisations such as the policing team and St Peters which we have been in contact with recently to have another meeting.

We (Natalie and Mark Willcox) recently had a meeting with the South Somerset Social Service team and talked about the work commissioned by Yeovil Town Council. It was a positive meeting and will hopefully promote more linking together through more of an understanding of the role of youth work in Yeovil. We have had some leaflets produced to hand out.

Young People's involvement

Young people in both youth clubs actively participate in activities provided along with more issue-based projects with good participation from the majority of young people. Young people were invited to our last planning sessions where the young people from Muddy youth club actively participated in the programme, their voices were heard empowering our young people to use their voice more often. The planning session in Milford youth club did not go as well as we would have hoped with young people not actively participating realistic goals and activities for the youth club. We do currently have some divide within the group with due to ongoing issues at school with some strong characters which we are working on within the session and some trusted young people who now look after the tuck shop for us giving them an important role within our club increasing their confidence, informal education and gives them a sense of purpose.

We have discussed the potential of a youth council which many young people seem to be interested in and hope to begin this soon. We have some young people who choose to lead activities, mostly sports and have young people sharing their ideas for the health and fitness project we are currently delivering in Muddy Club.

Our young people have had an active part in the way we have been spending the money from the M&S grant we obtained last year choosing creative activities and cooking appliances such as an air fryer and pancake maker.

Detached can be unpredictable, there are some evenings we come across lots of young people who want to have conversations and find out what we are doing and some evenings we may come across barely any young people who don't feel like talking to us. With Yeovil being a large town and many places to cover it is rare to come across the same young people more than a few times within a few months and it is also weather dependant, as we go out in all forecasts however young people tend to find somewhere else to go or stay at home. During the summer months many young people have been around and conversations have been flowing really positively.

Young People Issue based Youth Work

Issue based themes in Milford include knife crime and carrying weapons, helping the environment, life skills and active life styles.

Issue based themes in Muddy youth club this period included mental health, sexual health, consent, healthy living and stress management.

We have been discussing Yeovil with our young people, what they like and dislike about Yeovil, what they would change about Yeovil and how they would do it. This links our young people to their community giving them voice. Activities such as the



lantern bags provided by YAS encouraged our young people to take part in community projects. Due to the ongoing changes in our clubs our programmes are constantly adapting throughout the term, healthy lifestyle, healthy eating and positive wellbeing have been popular topics within both our clubs along with life skills.



Next term we will be doing some issue-based projects such as sexual health and consent with our older group.

Brief examples of how young people have benefited from being involved in the Yeovil Town Council youth provision

During a detached session we came across a group of 17/18 year olds who usually avoid us and choose not to acknowledge our presence. They were openly using a bong for cannabis in Westfield Park, after introducing ourselves and making general conversation the young people began to open up about the use of cannabis and the drug issue, they think there is in Yeovil. The young people were spoken to about harm reduction, ensuring they were safe, keeping safe friends present, the recovery position and the dangers of cannabis as a possible gateway drug to more dangerous drugs. This group of young people began to feel comfortable with the detached youth workers and we discussed what they think Yeovil needs, how it could be improved and how easily accessible drugs are to young people.

A young person aged 13 that attends one of our youth club sessions has been coming for a few months, when they first attended they kept their eyes down, did not allow much conversation

with staff and was very shy and reserved. Through building a strong and positive relationship and the young person gaining our trust we have had many conversations regarding why they have chosen to stop attending school and we are working with this young person to encourage her back into her school. The young person has also began opening up about previous relationships they have had and we have discussed the importance of sexual health and consent.

A young person attending one of clubs aged 17 also came to our sessions quite reserved and not wanting to communicate with staff or any young people outside of their friendship group. Whilst attending the youth club they have begun to open up about the relationship they have with their parents and their struggles with their mental health. The young person refuses to accept any signposting and expresses how many services they are involved with do not understand their needs. After building a trusting and positive relationship with them we have more open communication and the young person has expressed how coming to youth club has really helped his mental health allowing him to take time to himself and with his friends and forget about the issues in life that he is struggling with.

We have a group of young people who caused some issues before Christmas where we had to call local PCSOs to the club due to their behaviour. We had not seen these young people for two months, they have since returned and been to three sessions with a better respect for the club, our space, staff and other young people and are fully engaging well with activities and are beginning to gain our trust to open up about issues they may be having.

Things that have gone well with positive outcomes.

- Positive relationships with young people building well.
- Good number of young people reached on detached and positive meaningful conversations.
- Positive review of our detached work session.
- Positive relationships with other organisations such as PCSO's and SWISH who are/will be regularly attending sessions.
- Positive youth work session in Milford School.
- Staffing is picking up with our youth worker who was on long term sick returning to sessions and relief staff employed.
- Gaining funding for our HAF summer projects

Things that have not gone so well.

- Challenging behaviour from young people at Milford Youth Club who refuse to give a consent form to their parent or caregivers, climbing on the building and entering the premises through the bushes at the back – adapted how we run the Milford sessions which has had a positive effect on the issues we were having.

- Young people bringing pocket knives into Milford club – has been dealt with well in a positive way and included local policing team to run an informative session which young people really enjoyed.
- Some staffing issues due to one member having ongoing health concerns but having ALS youth's support has been incredibly helpful.

Priorities for the Next 3 months

- Milford – To continue with the adapted session style and encourage young people refusing to have a consent form done to do with allowing them into the sessions. To form stronger connections with our challenging young people and our new registrations. For young people to learn life skills that may help them through the holidays.
- Mudford – Encouraging our regular young people to come out of their comfort zone and take part in other activities that are less of a priority to them. Providing more issue-based sessions regarding consent and sexual health. Providing young people with a health and fitness project to increase their understanding of their own fitness level and diet style empowering young people to make better decisions.
- Detached – Our aim over the next three months is to do more issue-based work as it comes to light when young people share it with us and spend more time in single areas allowing longer contact with young people. To encourage engagement for longer with young people and give them more understanding surround youth work. To continue working with Milford school until the end of the summer term and encourage the young people we have been working with to attend our youth provisions.
- Explore restarting the youth council.

WE WOULD LIKE TO THANK YEOVIL TOWN COUNCIL FOR THEIR GENEROUS SUPPORT AND COMMITMENT IN SUPPORTING LOCAL YOUNG PEOPLE AND YMCA BRUNEL GROUP, THROUGH THE YOUTH PROVISION IN YEOVIL

Date: 19/07/2023
Time: 09:56:28

Yeovil Town Council
Balance Sheet

Page: 1

From: Month 1, April 2023
To: Month 3, June 2023

Chart of Accounts:

Consolidated

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	1,017,905.00	
Vehicle & Plant	0.00	510,304.49	
Community Assets	0.00	84,069.57	
		0.00	1,612,279.06
Current Assets			
Debtors	(1,827.55)	4,743.08	
Nat West Current	1,088,276.74	2,127,714.46	
Nat West Treasury Account	0.00	25,000.00	
Nationwide Treasury Account	5,303.53	524,839.11	
VAT Account	(15,347.06)	(111,583.02)	
Petty Cash	0.00	250.00	
		1,076,405.66	2,570,963.63
Current Liabilities			
Creditors	(78,083.46)	5,356.76	
Creditors B/Fwd	0.00	218,696.67	
PAYE/NI	0.00	(125,033.22)	
		(78,083.46)	99,020.21
Current Assets less Current Liabilities:		1,154,489.12	2,471,943.42
Total Assets less Current Liabilities:		1,154,489.12	4,084,222.48
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		1,154,489.12	4,084,222.48
Capital & Reserves			
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51	
Capital Financing Reserve B/Fwd	0.00	198,064.06	
Major Projects Reserve B/Fwd	0.00	984.49	
General Reserve B/Fwd	0.00	1,191,690.69	
Profit & Loss	0.00	66,902.61	
P & L Account	1,154,489.12	1,154,489.12	
		1,154,489.12	4,084,222.48

BANK RECONCILIATION - 30 JUNE 2023			
Authority name and reference	Yeovil Town Council		
Prepared by:		Date:	
Name Role	Neil Gage Finance Officer		13/07/23
Approved by:		Date:	
Name Role	Amanda Card Town Clerk/RFO		13/07/23
Balance per bank statements as at 30 June 2023:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 30 June 2023:		2,677,803.57	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	2,126,214.46		
Nationwide Treasury A/C	524,839.11		
CCLA Investment Management	25,000.00		
Petty Cash	250.00		
Less: any un-presented cheques at 30 June 2023: (normally only current account. List date, cheque number and value)			
TOTAL – NET BANK BALANCES 30 JUNE 2023			2,677,803.57

Yeovil Town Council

April Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	252,487.00	252,487.00	252,487.00	0.00	0.00
Bank Interest	2,000.00	1,012.66	166.67	845.99	987.34
Ski Centre	1,250.00	102.00	104.17	-2.17	1,148.00
Mayor's Charity Events	0.00	522.22	0.00	522.22	-522.22
Grants	10,000.00	10,000.00	10,000.00	0.00	0.00
Salaries	300,000.00	300,000.00	300,000.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	83.33	-83.33	1,000.00
	566,737.00	564,123.88	562,841.17	1,282.71	2,613.12
Expenditure					
Advertising	500.00	0.00	41.67	-41.67	500.00
Audit Fees	3,930.00	632.23	327.50	304.73	3,297.77
Bank Charges	0.00	39.85	0.00	39.85	-39.85
Carbon Management	25,000.00	0.00	2,083.33	-2,083.33	25,000.00
Books/Periodicals	240.00	0.00	20.00	-20.00	240.00
Ski Centre	500.00	273.00	41.67	231.33	227.00
Contingencies	60,017.00	58.67	5,001.42	-4,942.75	59,958.33
Costs of Democracy	30,000.00	2,412.96	2,500.00	-87.04	27,587.04
Courses/Conferences	5,000.00	0.00	416.67	-416.67	5,000.00
Elections	5,500.00	0.00	0.00	0.00	5,500.00
Furniture & Equipment	4,000.00	333.63	333.33	0.30	3,666.37
Franking Machine	500.00	0.00	41.67	-41.67	500.00
Insurance	7,200.00	0.00	7,200.00	-7,200.00	7,200.00
New Initiatives Fund	15,000.00	0.00	1,250.00	-1,250.00	15,000.00
PC Support	14,100.00	969.59	1,175.00	-205.41	13,130.41
Postage	2,000.00	0.00	166.67	-166.67	2,000.00
Prof.Fees/Subs	8,000.00	760.00	666.67	93.33	7,240.00
Stationery/Supplies	2,000.00	93.41	166.67	-73.26	1,906.59
St Peters Hall	15,000.00	0.00	1,250.00	-1,250.00	15,000.00
Telephone	2,500.00	240.33	208.33	32.00	2,259.67
Website	750.00	0.00	62.50	-62.50	750.00
Youth Project Schemes	40,600.00	2,805.98	3,383.33	-577.35	37,794.02
Youth Council	2,000.00	0.00	166.67	-166.67	2,000.00
Mayors Allowance	11,400.00	873.37	950.00	-76.63	10,526.63
Grants	10,000.00	0.00	833.33	-833.33	10,000.00
Sponsorship Octagon Theatre	1,000.00	0.00	0.00	0.00	1,000.00
Salaries/Wages	300,000.00	22,049.01	25,000.00	-2,950.99	277,950.99
	566,737.00	31,542.03	53,286.43	-21,744.40	535,194.97
	0	532,581.85	509,554.74	23,027.11	-532,581.85

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N/C From 4000
N/C To 7520

Tran Date From 01/04/2023
Tran Date To 30/04/2023

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

Department From 0
Department To 999

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

N/C 4000 **Name** PR&F - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65668	BR	24/04/2023	Precept 2023/24		252,487.00	-252,487.00
Account Totals					<u>252,487.00</u>	<u>-252,487.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65664	BR	05/04/2023	CCLA Deposit Account		84.55	-84.55
65666	BR	28/04/2023	Interest		928.11	-928.11
Account Totals					<u>1,012.66</u>	<u>-1,012.66</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65660	SI	17/04/2023	Monthly Use of Car Park (Formwe Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65749	BR	19/04/2023	Mayor's Charities		522.22	-522.22
Account Totals					<u>522.22</u>	<u>-522.22</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65757	PI	20/04/2023	Internal Audit	632.23		632.23
Account Totals				<u>632.23</u>		<u>632.23</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65706	PI	01/04/2023	Autopay Charge	39.85		39.85
Account Totals				<u>39.85</u>		<u>39.85</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65764	PI	01/04/2023	Foot Patrols	273.00		273.00
Account Totals				<u>273.00</u>		<u>273.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65740	PI	20/04/2023	Disposable Paper Cups	8.67		8.67
65918	PI	19/04/2023	Mayoral Business Cards	50.00		50.00
Account Totals				<u>58.67</u>		<u>58.67</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65694	JD	27/04/2023	Costs of Democracy	2,412.96		2,412.96
Account Totals				<u>2,412.96</u>		<u>2,412.96</u>

N/C 4130 **Name** PR&F - GEN - Exp - Furniture & equipment

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

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65732	PI	29/04/2023	Maintenance Charge - Photocopier	333.63	333.63
Account Totals				<u>333.63</u>	<u>333.63</u>

N/C	4170	Name	PR&F - GEN - Exp - PC Support		
Tran Number	Type	Date	Details	Debit	Credit
65360	PI	04/04/2023	Office 365 Business	72.80	72.80
65361	PI	04/04/2023	EoFTTC Managed Service	228.00	228.00
65362	PI	04/04/2023	IT Support	596.79	596.79
65363	PI	04/04/2023	Monthly CSP Subscription	72.00	72.00
Account Totals				<u>969.59</u>	<u>969.59</u>

N/C	4190	Name	PR&F - GEN - Exp - Prof. fees/subs		
Tran Number	Type	Date	Details	Debit	Credit
65412	PI	05/04/2023	Membership - South West Councils	485.00	485.00
65703	PI	01/04/2023	Sage 50 Accounts/Payroll	275.00	275.00
Account Totals				<u>760.00</u>	<u>760.00</u>

N/C	4210	Name	PR&F - GEN - Exp - Stationery/supplies		
Tran Number	Type	Date	Details	Debit	Credit
65427	PI	14/04/2023	Tags & Key Fobs	4.99	4.99
65775	PI	28/04/2023	Stationery	88.42	88.42
Account Totals				<u>93.41</u>	<u>93.41</u>

N/C	4220	Name	PR&F - GEN - Exp - Telephone		
Tran Number	Type	Date	Details	Debit	Credit
65708	PI	01/04/2023	Call/Line Rental Charge	79.68	79.68
65909	PI	26/04/2023	Mobile Phones	160.65	160.65
Account Totals				<u>240.33</u>	<u>240.33</u>

N/C	4240	Name	PR&F - GEN - Exp - Youth Project Schemes		
Tran Number	Type	Date	Details	Debit	Credit
65413	PI	12/04/2023	Youth Service Project	1,923.68	1,923.68
65414	PI	12/04/2023	Youth Service Provision	882.30	882.30
Account Totals				<u>2,805.98</u>	<u>2,805.98</u>

N/C	4520	Name	PR&F - GENERAL - Exp - Mayors Allowance		
Tran Number	Type	Date	Details	Debit	Credit
65415	PI	12/04/2023	Mayoral Allowance	873.37	873.37
Account Totals				<u>873.37</u>	<u>873.37</u>
Department				<u>9,493.02</u>	<u>254,123.88</u>
					<u>-244,630.86</u>

Dept Number	2	Dept	PR & F - GRANTS		
N/C	4008	Name	PR&F - PRECEPT - Grants		
Tran Number	Type	Date	Details	Debit	Credit
65669	BR	24/04/2023	Precept 2023/24		10,000.00
Account Totals					<u>10,000.00</u>
Department					<u>10,000.00</u>
					<u>-10,000.00</u>

Dept Number	3	Dept	PR & F - SALARIES		
N/C	4009	Name	PR&F - PRECEPT - Salaries		
Tran Number	Type	Date	Details	Debit	Credit
65670	BR	24/04/2023	Precept 2023/24		300,000.00
					-300,000.00

Yeovil Town Council
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Account Totals 300,000.00 -300,000.00

N/C	4800	Name	PR&F - SALARIES - Wages/salaries			
Tran Number	Type	Date	Details	Debit	Credit	Balance
65436	JD	27/04/2023	Employers Pension	3,690.55		3,690.55
65437	JD	27/04/2023	Payments	18,962.48		18,962.48
65438	JD	27/04/2023	Employers NIC	1,808.94		1,808.94
65695	JC	27/04/2023	Costs of Democracy		2,412.96	-2,412.96

Account Totals 24,461.97 2,412.96 22,049.01

Department 24,461.97 302,412.96 -277,950.99

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

N/C 7000 **Name** G&GM - PRECEPT

Tran Number	Type	Date	Details	Debit	Credit	Balance
65673	BR	24/04/2023	Precept 2023/24		281,370.00	-281,370.00

Account Totals 281,370.00 -281,370.00

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
65483	SI	24/04/2023	Allotment rent for the period 24 April - 30		19.00	-19.00
65485	SI	24/04/2023	Allotment rent for the period 24 April - 30		38.52	-38.52
65486	SI	24/04/2023	Allotment rent for the period 24 April - 30		18.78	-18.78
65488	SI	24/04/2023	Allotment rent for the period 24 April - 30		21.77	-21.77
65500	SI	27/04/2023	Allotment rent for the period 27 April - 30		35.53	-35.53
65502	SI	27/04/2023	Allotment rent for the period 27 April - 30		25.21	-25.21
65503	SI	27/04/2023	Allotment rent for the period 27 April - 30		25.43	-25.43

Account Totals 184.24 -184.24

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
65484	SI	24/04/2023	Gate key deposit		5.00	-5.00
65487	SI	24/04/2023	Gate key deposit		5.00	-5.00
65489	SI	24/04/2023	Gate key deposit		5.00	-5.00
65501	SI	27/04/2023	Gate key deposit		5.00	-5.00

Account Totals 20.00 -20.00

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
65405	PI	05/04/2023	Galvanised Mesh	99.22		99.22
65722	PI	03/04/2023	Materials - Allotments	39.76		39.76
65723	PI	11/04/2023	Materials - Allotments	42.11		42.11
65724	PI	11/04/2023	Materials - Allotments	74.37		74.37
65725	PI	17/04/2023	Materials - Allotments	9.81		9.81
65726	PI	19/04/2023	Materials - Allotments	48.92		48.92
65727	PI	24/04/2023	Materials - Allotments	25.63		25.63

Account Totals 339.82 339.82

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
65701	PI	01/04/2023	Rates	131.68		131.68
65910	PI	21/04/2023	Electricity	33.33		33.33

Account Totals 165.01 165.01

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

Tran Number	Type	Date	Details	Debit	Credit	Balance
65440	JD	27/04/2023	Employers Pension	408.38		408.38

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65441	JD	27/04/2023	Payments	1,831.28		1,831.28
Account Totals				<u>2,239.66</u>		<u>2,239.66</u>

N/C		7080	Name G&GM - Exp - Materials & Equipment				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
65728	PI	26/04/2023	Materials - Workshop	46.24		46.24	
Account Totals				<u>46.24</u>		<u>46.24</u>	

N/C		7120	Name G&GM - Exp - Yew Tree Park - Gate Opening				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
65747	PI	24/04/2023	Security	196.17		196.17	
Account Totals				<u>196.17</u>		<u>196.17</u>	

N/C		7220	Name G&GM - Exp - Water Charges				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
65905	PI	12/04/2023	Water Charges	76.75		76.75	
65907	PI	11/04/2023	Water Charge - Hillcrest	15.02		15.02	
65952	PI	19/04/2023	Rater Charge - TBL & Rustywell	42.03		42.03	
Account Totals				<u>133.80</u>		<u>133.80</u>	

Department	<u>3,120.70</u>	<u>281,574.24</u>	<u>-278,453.54</u>
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Dept Number 5 **Dept** BUILDING & CIVIC MATTERS

N/C		6000	Name B&CM - PRECEPT				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
65672	BR	24/04/2023	Precept 2023/24		231,720.00	-231,720.00	
Account Totals					<u>231,720.00</u>	<u>-231,720.00</u>	

N/C		6005	Name B&CM - Inc - Milford Hall Hire Fees				
Tran Number	Type	Date	Details	Debit	Credit	Balance	
65380	SI	11/04/2023	Hall Hire Fees		36.00	-36.00	
65381	SI	11/04/2023	Hall Hire Fees		12.50	-12.50	
65420	SI	14/04/2023	Hall Hire Fees		27.00	-27.00	
65421	SI	14/04/2023	Hall Hire Fees		12.50	-12.50	
65422	SI	14/04/2023	Hall Hire Fees		54.00	-54.00	
65423	SI	17/04/2023	Hall Hire Fees		97.50	-97.50	
65424	SI	17/04/2023	Hall Hire Fees		36.00	-36.00	
65425	SI	17/04/2023	Hall Hire Fees		12.50	-12.50	
65442	SI	19/04/2023	Hall Hire Fees		36.00	-36.00	
65443	SI	19/04/2023	Hall Hire Fees		12.50	-12.50	
65444	SI	19/04/2023	Hall Hire Fees		27.00	-27.00	
65445	SI	19/04/2023	Hall Hire Fees		12.50	-12.50	
65446	SI	19/04/2023	Hall Hire Fees		27.00	-27.00	
65447	SI	19/04/2023	Hall Hire Fees		12.50	-12.50	
65490	SI	25/04/2023	Hall Hire Fees		32.00	-32.00	
65491	SI	26/04/2023	Hall Hire Fees		54.00	-54.00	
65492	SI	28/04/2023	Hall Hire Fees		48.00	-48.00	
65493	SI	26/04/2023	Hall Hire Fees		16.00	-16.00	
65494	SI	28/04/2023	Hall Hire Fees		32.00	-32.00	
65495	SI	28/04/2023	Hall Hire Fees		48.00	-48.00	
65496	SI	28/04/2023	Hall Hire Fees		48.00	-48.00	
65497	SI	26/04/2023	Hall Hire Fees		48.00	-48.00	
65498	SI	28/04/2023	Hall Hire Fees		120.00	-120.00	
65499	SI	26/04/2023	Hall Hire Fees		24.00	-24.00	
65661	SI	26/04/2023	Milford Hall Hire Fees - May 2023		1,333.33	-1,333.33	
65662	SI	26/04/2023	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25	
Account Totals					<u>2,391.08</u>	<u>-2,391.08</u>	

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<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6080			B&CM - Exp - Monmouth Hall			
65439	JD	27/04/2023	Payments	1,077.98		1,077.98
65696	JC	27/04/2023	Caretaker		1,077.98	-1,077.98
Account Totals				<u>1,077.98</u>	<u>1,077.98</u>	

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6090			B&CM - Exp - Milford Hall			
65406	PI	05/04/2023	Brooms	9.99		9.99
65407	PI	10/04/2023	Cleaning Materials	18.15		18.15
65430	PI	17/04/2023	Cleaning Materials	28.32		28.32
65697	JD	27/04/2023	Caretaker	791.64		791.64
65699	PI	01/04/2023	Rates	565.46		565.46
65702	PI	05/04/2023	Internet	27.85		27.85
65710	PI	07/04/2023	Keys Cut	22.50		22.50
65735	PI	30/04/2023	Alarm Response	35.00		35.00
65736	PI	30/04/2023	Mobile Patrols	264.64		264.64
65906	PI	12/04/2023	Water Charges	204.98		204.98
65911	PI	21/04/2023	Gas	129.17		129.17
Account Totals				<u>2,097.70</u>		<u>2,097.70</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6100			B&CM - Exp - Public Toilets Peter St			
65707	PI	03/04/2023	Electricity	533.03		533.03
65711	PI	12/04/2023	Electricity	368.47		368.47
65761	PI	24/04/2023	Consumables	72.50		72.50
65762	PI	30/04/2023	Cleaning	615.19		615.19
65908	PI	08/04/2023	Water Charges	79.43		79.43
Account Totals				<u>1,668.62</u>		<u>1,668.62</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6102			B&CM - Exp - Public Toilets Petters Way			
65730	PI	13/04/2023	Service Water System	106.98		106.98
65763	PI	01/04/2023	Foot Patrols	1,280.00		1,280.00
Account Totals				<u>1,386.98</u>		<u>1,386.98</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6190			B&CM - Exp - Town House - Business Rates			
65700	PI	01/04/2023	Rates	1,101.61		1,101.61
Account Totals				<u>1,101.61</u>		<u>1,101.61</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6200			B&CM - Exp - Town House - (excluding services)			
65478	PI	19/04/2023	Refreshments/Cleaning Materials	29.49		29.49
65698	JD	27/04/2023	Cleaner	286.34		286.34
65731	PI	30/04/2023	Waste Disposal	61.61		61.61
Account Totals				<u>377.44</u>		<u>377.44</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6210			B&CM - Exp - Town House - Electricity			
65704	PI	03/04/2023	Electricity	132.30		132.30
Account Totals				<u>132.30</u>		<u>132.30</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6212			B&CM - Exp - Town House - Gas			
65705	PI	11/04/2023	Gas	276.49		276.49

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Account Totals 276.49 276.49

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65738	PI	30/04/2023	Water Hygiene Service	222.25		222.25
65746	PI	30/04/2023	New Fire Extinguishers	268.00		268.00

Account Totals 490.25 490.25

N/C 6250 **Name** B&CM - Exp - Town House - Water Charges

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65951	PI	18/04/2023	Water Charge	82.67		82.67

Account Totals 82.67 82.67

N/C 6260 **Name** B&CM - Exp - St Georges Day Parade

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65426	PI	14/04/2023	St George's Parade	200.00		200.00

Account Totals 200.00 200.00

N/C 6270 **Name** B&CM - Exp - Defibrillator

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65378	PI	05/04/2023	Defibrillators	6,737.98		6,737.98

Account Totals 6,737.98 6,737.98

Department 15,630.02 235,189.06 -219,559.04

Dept Number 6 **Dept** PLANNING

N/C 5000 **Name** PLANNING - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65667	BR	24/04/2023	Precept 2023/24		1,000.00	-1,000.00

Account Totals 1,000.00 -1,000.00

Department 1,000.00 -1,000.00

Dept Number 8 **Dept** JOINT BURIAL FUND

N/C 7500 **Name** PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65674	BR	24/04/2023	Precept 2023/24		75,336.00	-75,336.00

Account Totals 75,336.00 -75,336.00

Department 75,336.00 -75,336.00

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C 5500 **Name** P&A - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65671	BR	24/04/2023	Precept 2023/24		183,780.00	-183,780.00

Account Totals 183,780.00 -183,780.00

N/C 5525 **Name** P&A - Exp - Christmas Lights Installation/Safety

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65411	PI	12/04/2023	Remove Anchor Wire	520.00		520.00

Account Totals 520.00 520.00

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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

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<u>N/C</u>	5640	<u>Name</u>	P&A - Exp - Yeovil Celebrates			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65428	PI	15/04/2023	Cable Ties	7.49		7.49
65429	PI	15/04/2023	Cable Ties	22.47		22.47
65431	PI	14/04/2023	Coronation Signs	395.00		395.00
65709	PI	01/04/2023	Refreshments	7.48		7.48
65729	PI	19/04/2023	Band	240.00		240.00
65759	PI	24/04/2023	Portaloos	1,240.00		1,240.00
65767	PI	27/04/2023	Assault Course/Laser Quest	1,706.67		1,706.67
<u>Account Totals</u>				<u>3,619.11</u>		<u>3,619.11</u>
<u>Department</u>				<u>4,139.11</u>	<u>183,780.00</u>	<u>-179,640.89</u>
<u>Grand Totals</u>				<u>56,844.82</u>	<u>1,343,416.14</u>	<u>-1,286,571.32</u>

Yeovil Town Council

May Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	252,487.00	252,487.00	252,487.00	0.00	0.00
Bank Interest	2,000.00	3,392.45	333.34	3,059.11	-1,392.45
Contingencies	0.00	1,000.00	0.00	1,000.00	-1,000.00
Ski Centre	1,250.00	204.00	208.34	-4.34	1,046.00
Mayor's Charity Events	0.00	1,300.92	0.00	1,300.92	-1,300.92
Grants	10,000.00	10,000.00	10,000.00	0.00	0.00
Salaries	300,000.00	300,000.00	300,000.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	166.66	-166.66	1,000.00
	566,737.00	568,384.37	563,195.34	5,189.03	-1,647.37
Expenditure					
Advertising	500.00	0.00	83.34	-83.34	500.00
Audit Fees	3,930.00	632.23	655.00	-22.77	3,297.77
Bank Charges	0.00	76.90	0.00	76.90	-76.90
Carbon Management	25,000.00	0.00	4,166.66	-4,166.66	25,000.00
Books/Periodicals	240.00	0.00	40.00	-40.00	240.00
Ski Centre	500.00	546.00	83.34	462.66	-46.00
Contingencies	60,017.00	970.19	10,002.84	-9,032.65	59,046.81
Costs of Democracy	30,000.00	4,825.92	5,000.00	-174.08	25,174.08
Courses/Conferences	5,000.00	0.00	833.34	-833.34	5,000.00
Elections	5,500.00	0.00	0.00	0.00	5,500.00
Furniture & Equipment	4,000.00	708.89	666.66	42.23	3,291.11
Franking Machine	500.00	0.00	83.34	-83.34	500.00
Insurance	7,200.00	0.00	7,200.00	-7,200.00	7,200.00
New Initiatives Fund	15,000.00	0.00	2,500.00	-2,500.00	15,000.00
PC Support	14,100.00	1,889.74	2,350.00	-460.26	12,210.26
Postage	2,000.00	300.00	333.34	-33.34	1,700.00
Prof.Fees/Subs	8,000.00	795.00	1,333.34	-538.34	7,205.00
Stationery/Supplies	2,000.00	244.29	333.34	-89.05	1,755.71
St Peters Hall	15,000.00	0.00	2,500.00	-2,500.00	15,000.00
Telephone	2,500.00	480.17	416.66	63.51	2,019.83
Website	750.00	0.00	125.00	-125.00	750.00
Youth Project Schemes	40,600.00	5,611.96	6,766.66	-1,154.70	34,988.04
Youth Council	2,000.00	0.00	333.34	-333.34	2,000.00
Mayors Allowance	11,400.00	-271.55	1,900.00	-2,171.55	11,671.55
Mayors Charity Events	0.00	9,145.67	0.00	9,145.67	-9,145.67
Grants	10,000.00	0.00	1,666.66	-1,666.66	10,000.00
Sponsorship Octagon Theatre	1,000.00	0.00	0.00	0.00	1,000.00
Salaries/Wages	300,000.00	44,542.01	50,000.00	-5,457.99	255,457.99
	566,737.00	70,497.42	99,372.86	-28,875.44	496,239.58
	0	497,886.95	463,822.48	34,064.47	-497,886.95

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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N/C From 4000
N/C To 7520

Tran Date From 01/05/2023
Tran Date To 31/05/2023

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

Department From 0
Department To 999

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

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65888	BR	03/05/2023	Interest		80.19	-80.19
65942	BR	31/05/2023	Interest		2,299.60	-2,299.60
Account Totals					<u>2,379.79</u>	<u>-2,379.79</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65930	BR	23/05/2023	Payment in Error		1,000.00	-1,000.00
Account Totals					<u>1,000.00</u>	<u>-1,000.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65924	SI	15/05/2023	Monthly Use of Car Park (former Ski Centre)		102.00	-102.00
Account Totals					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65777	BR	16/05/2023	Mayor's Charities		778.70	-778.70
Account Totals					<u>778.70</u>	<u>-778.70</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65756	PI	01/05/2023	Autopay Charge	37.05		37.05
Account Totals				<u>37.05</u>		<u>37.05</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65766	PI	04/05/2023	Foot Patrols	273.00		273.00
Account Totals				<u>273.00</u>		<u>273.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65737	PI	09/05/2023	Mileage Claim - Deputy Mayor	28.93		28.93
65760	PI	03/05/2023	Room Hire - Mayor Making	545.00		545.00
65790	PI	17/05/2023	Mileage Claim	31.56		31.56
65798	PI	18/05/2023	Mileage Claim	15.78		15.78
65799	PI	18/05/2023	Refreshments - Mayor Making	8.90		8.90
65830	PI	19/05/2023	Mileage Claim	65.31		65.31
65831	PI	19/05/2023	Lime Waistcoats	195.00		195.00
66015	PI	28/05/2023	Mileage Claim	21.04		21.04
Account Totals				<u>911.52</u>		<u>911.52</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66143	JD	26/05/2023	Costs of Democracy	2,412.96		2,412.96
Account Totals				<u>2,412.96</u>		<u>2,412.96</u>

N/C 4130 **Name** PR&F - GEN - Exp - Furniture & equipment

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

65945	PI	01/05/2023	Sage 50 Accounts/Payroll	275.00		275.00
65955	PI	25/05/2023	Printing Charge - Photocopier	6.38		6.38
65956	PI	26/05/2023	New Extinguishers	41.00		41.00
65964	PI	23/05/2023	USB Adapters	2.08		2.08
65965	PI	23/05/2023	Portable Charger	14.98		14.98
65966	PI	23/05/2023	Portable Charger	35.82		35.82
Account Totals				<u>375.26</u>		<u>375.26</u>

N/C 4170 **Name** PR&F - GEN - Exp - PC Support

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66109	PI	16/05/2023	Service Charges - IT	766.30		766.30
66110	PI	03/05/2023	Renewal Subscription - IT	153.85		153.85
Account Totals				<u>920.15</u>		<u>920.15</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65944	PI	22/05/2023	Postage	300.00		300.00
Account Totals				<u>300.00</u>		<u>300.00</u>

N/C 4190 **Name** PR&F - GEN - Exp - Prof. fees/subs

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65920	PI	09/05/2023	Membership - Guild of Mace-Bearers	35.00		35.00
Account Totals				<u>35.00</u>		<u>35.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65743	PI	09/05/2023	Stationery	19.14		19.14
65953	PI	17/05/2023	Stationery	97.05		97.05
65954	PI	17/05/2023	Stationery	16.72		16.72
65967	PI	23/05/2023	Stationery	12.02		12.02
65968	PI	23/05/2023	Stationery	5.95		5.95
Account Totals				<u>150.88</u>		<u>150.88</u>

N/C 4220 **Name** PR&F - GEN - Exp - Telephone

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65739	PI	01/05/2023	Call/Line Rental Charge	79.19		79.19
66098	PI	26/05/2023	Mobile Phones	160.65		160.65
Account Totals				<u>239.84</u>		<u>239.84</u>

N/C 4240 **Name** PR&F - GEN - Exp - Youth Project Schemes

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65753	PI	16/05/2023	Youth Service Project	1,923.68		1,923.68
65754	PI	16/05/2023	Youth Service Provision	882.30		882.30
Account Totals				<u>2,805.98</u>		<u>2,805.98</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65755	PI	16/05/2023	Mayoral Allowance	950.00		950.00
65928	BR	19/05/2023	Underspend - Mayoral Allowance		1,094.92	-1,094.92
65929	BR	23/05/2023	Underspend - Mayoral Allowance		1,000.00	-1,000.00
Account Totals				<u>950.00</u>	<u>2,094.92</u>	<u>-1,144.92</u>

N/C 4570 **Name** PR&F - GENERAL - Exp - Mayors Charity Events

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65752	PI	16/05/2023	Refund Advance Payment to Charity	1,000.00		1,000.00
65776	PI	10/05/2023	Mayor's Charity	2,171.14		2,171.14

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

65880	PI	24/05/2023	Mayor's Charity	5,974.53		5,974.53
				Account Totals	<u>9,145.67</u>	<u>9,145.67</u>
				Department	<u>18,557.31</u>	<u>6,355.41</u>
						<u>12,201.90</u>

Dept Number 3 **Dept** PR & F - SALARIES
N/C 4800 **Name** PR&F - SALARIES - Wages/salaries

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65822	JD	27/05/2023	Employers Pension	3,756.42		3,756.42
65823	JD	27/05/2023	Payments	19,299.84		19,299.84
65824	JD	27/05/2023	Employers NIC	1,849.70		1,849.70
66144	JC	26/05/2023	Costs of Democracy		2,412.96	-2,412.96
				Account Totals	<u>24,905.96</u>	<u>2,412.96</u>
				Department	<u>24,905.96</u>	<u>2,412.96</u>
						<u>22,493.00</u>

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

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65791	SI	17/05/2023	Allotment rent for the period 17 May 2023 - 30		25.21	-25.21
65792	SI	17/05/2023	Allotment rent for the period 17 May 2023 - 30		31.98	-31.98
65794	SI	17/05/2023	Allotment rent for the period 17 May - 30		16.23	-16.23
65795	SI	17/05/2023	Gate key deposit		5.00	-5.00
				Account Totals	<u>78.42</u>	<u>-78.42</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>
65778	BR	16/05/2023	Key Deposit		5.00	-5.00
65793	SI	17/05/2023	Gate key deposit		5.00	-5.00
				Account Totals	<u>10.00</u>	<u>-10.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65773	PI	12/05/2023	Allotment Maintenance - Mar	1,254.71		1,254.71
65774	PI	12/05/2023	Allotment Maintenance - Apr	1,267.21		1,267.21
				Account Totals		<u>2,521.92</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>
65770	PI	01/05/2023	Rates	128.00		128.00
65925	PI	14/05/2023	Electricity	47.08		47.08
				Account Totals		<u>175.08</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>
65826	JD	27/05/2023	Employers Pension	408.38		408.38
65827	JD	27/05/2023	Payments	1,831.28		1,831.28
				Account Totals		<u>2,239.66</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65970	PI	22/05/2023	Rasp Set 3pcs	11.66		11.66
				Account Totals		<u>11.66</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7210			G&GM - Exp - Vehicle			
65957	PI	31/05/2023	Fuel - Van	68.72		68.72
Account Totals				<u>68.72</u>		<u>68.72</u>
Department				<u>5,017.04</u>	<u>88.42</u>	<u>4,928.62</u>

<u>Dept Number</u>			<u>Dept</u>			
<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
5			BUILDING & CIVIC MATTERS			
6005			B&CM - Inc - Milford Hall Hire Fees			
65663	SI	09/05/2023	Hall Hire Fees		27.00	-27.00
65748	SC	11/05/2023	Credit to Clear Invoice 12720	66.50		66.50
65750	SI	16/05/2023	Hall Hire Fees		27.00	-27.00
65751	SI	16/05/2023	Hall Hire Fees		12.50	-12.50
65809	SI	19/05/2023	Hall Hire Fees		9.00	-9.00
65810	SI	31/05/2023	Hall Hire Fees		16.00	-16.00
65811	SI	31/05/2023	Hall Hire Fees		136.00	-136.00
65812	SI	31/05/2023	Hall Hire Fees		48.00	-48.00
65813	SI	31/05/2023	Hall Hire Fees		32.00	-32.00
65814	SI	31/05/2023	Hall Hire Fees		40.00	-40.00
65815	SI	31/05/2023	Hall Hire Fees		96.00	-96.00
65816	SI	19/05/2023	Hall Hire Fees		48.00	-48.00
65817	SI	19/05/2023	Hall Hire Fees		96.00	-96.00
65828	SI	22/05/2023	Hall Hire Fees		117.00	-117.00
65829	SI	22/05/2023	Hall Hire Fees		12.50	-12.50
65886	SI	10/05/2023	Milford Hall Hire Fees - June 2023		1,333.33	-1,333.33
65887	SI	10/05/2023	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
65931	BR	26/05/2023	Cleaning Fee		86.66	-86.66
Account Totals				<u>66.50</u>	<u>2,309.24</u>	<u>-2,242.74</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6030			B&CM - Exp - Community Safety			
65772	PI	03/05/2023	Ranger Labour - Movings SIDS	1,038.24		1,038.24
Account Totals				<u>1,038.24</u>		<u>1,038.24</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6080			B&CM - Exp - Monmouth Hall			
65825	JD	27/05/2023	Payments	1,077.98		1,077.98
66145	JC	26/05/2023	Caretaker		791.64	-791.64
Account Totals				<u>1,077.98</u>	<u>791.64</u>	<u>286.34</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6090			B&CM - Exp - Milford Hall			
65733	PI	05/05/2023	Internet	27.62		27.62
65768	PI	01/05/2023	Rates	563.00		563.00
65962	PI	30/05/2023	Alarm Response	35.00		35.00
65963	PI	30/05/2023	Mobile Patrols	281.18		281.18
65984	PI	31/05/2023	CCTV Maintenance	1,878.00		1,878.00
66004	PI	30/05/2023	Roof Repairs	240.00		240.00
66013	PI	31/05/2023	Water Hygiene Service	222.25		222.25
66101	PI	16/05/2023	Gas	408.29		408.29
66146	JD	26/05/2023	Caretaker	791.64		791.64
Account Totals				<u>4,446.98</u>		<u>4,446.98</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6092			B&CM - Exp - Milford Hall Refurbishment			
65789	PI	16/05/2023	Replacement LED Light Fittings	2,809.00		2,809.00
65922	PI	17/05/2023	Planning Charge	181.00		181.00

Yeovil Town Council Nominal Departmental Analysis (Detailed)

Account Totals 2,990.00 2,990.00

<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>	
65765	PI	04/05/2023	Foot Patrols	1,280.00		1,280.00	
65996	PI	31/05/2023	Cleaning	615.19		615.19	
<u>Account Totals</u>				<u>1,895.19</u>		<u>1,895.19</u>	

<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>	
65769	PI	01/05/2023	Rates	1,105.00		1,105.00	
<u>Account Totals</u>				<u>1,105.00</u>		<u>1,105.00</u>	

<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>	
66107	PI	31/05/2023	Waste Disposal	62.45		62.45	
<u>Account Totals</u>				<u>62.45</u>		<u>62.45</u>	

<u>N/C</u>	6210	<u>Name</u>	B&CM - Exp - Town House - Electricity				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
65943	PI	31/05/2023	Electricity?	2.67		2.67	
66021	PI	19/05/2023	Electricity	191.52		191.52	
<u>Account Totals</u>				<u>194.19</u>		<u>194.19</u>	

<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>	
65734	PI	05/05/2023	Gas	225.02		225.02	
<u>Account Totals</u>				<u>225.02</u>		<u>225.02</u>	

Department 13,101.55 3,100.88 10,000.67

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

<u>N/C</u>	5502	<u>Name</u>	P&A - Inc - Yeovil Celebrates				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
65932	BR	31/05/2023	Yeovil Celebrates Cups		194.59	-194.59	
<u>Account Totals</u>					<u>194.59</u>	<u>-194.59</u>	

<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>	
65758	PI	16/05/2023	Eat Festivals	750.00		750.00	
<u>Account Totals</u>				<u>750.00</u>		<u>750.00</u>	

<u>N/C</u>	5640	<u>Name</u>	P&A - Exp - Yeovil Celebrates				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
65741	PI	09/05/2023	Heavy Duty Bin Bags	19.19		19.19	
65742	PI	09/05/2023	Instant Coffee	23.29		23.29	
65744	PI	09/05/2023	Disposable Gloves	4.95		4.95	
65745	PI	10/05/2023	Toilet Rolls	57.51		57.51	
65771	PI	16/05/2023	Supply of Extinguishers	80.00		80.00	
65784	PI	10/05/2023	Tally Counters	9.57		9.57	
65785	PI	11/05/2023	Refreshments	19.82		19.82	
65786	PI	14/05/2023	Barrier Fencing Mesh	47.48		47.48	
65787	PI	14/05/2023	Cleaning Wipes	20.84		20.84	
65788	PI	16/05/2023	Toilet Rolls	19.17		19.17	
65796	PI	18/05/2023	Band - Yeovil Celebrates	240.00		240.00	

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Yeovil Town Council

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Nominal Departmental Analysis (Detailed)

65800	PI	18/05/2023	Refreshments	36.00		36.00
65857	PI	22/05/2023	Band - Yeovil Celebrates	240.00		240.00
65858	PI	22/05/2023	Band - Yeovil Celebrates	500.00		500.00
65861	PI	22/05/2023	Band - Yeovil Celebrates	240.00		240.00
65862	PI	22/05/2023	Band - Yeovil Celebrates	120.00		120.00
65865	PI	23/05/2023	Music - Yeovil Celebrates	120.00		120.00
65866	PI	23/05/2023	Music - Yeovil Celebrates	120.00		120.00
65869	PI	23/05/2023	Band - Yeovil Celebrates	360.00		360.00
65871	PI	23/05/2023	Rugbytots Free Play	400.00		400.00
65872	PI	23/05/2023	Band - Yeovil Celebrates	240.00		240.00
65875	PI	23/05/2023	Band - Yeovil Celebrates	900.00		900.00
65876	PI	23/05/2023	Band - Yeovil Celebrates	240.00		240.00
65921	PI	12/05/2023	Refreshments	11.54		11.54
65959	PI	28/05/2023	Mileage Claim - Performer	54.35		54.35
65969	PI	17/05/2023	Padlock & Chains	161.18		161.18
65993	PI	29/05/2023	Security Services and Stewards	7,688.47		7,688.47
65994	PI	31/05/2023	Fencing, Toilets & General Equipment	12,591.05		12,591.05
65995	PI	31/05/2023	Hire Road Cones/Signs	506.70		506.70
65999	PI	29/05/2023	Laser Quest	450.00		450.00
66017	PI	28/05/2023	Refreshments	8.32		8.32
66018	PI	28/05/2023	Mileage Claim - Performer	31.56		31.56
66102	PI	24/05/2023	Refreshments - Rec Cafe	52.66		52.66
66103	PI	24/05/2023	Refreshments - Tesco	77.10		77.10
66104	PI	25/05/2023	Baseball Caps	17.50		17.50
66105	PI	27/05/2023	Sum-Up Testing	2.00		2.00
			<u>Account Totals</u>	<u>25,710.25</u>		<u>25,710.25</u>
			<u>Department</u>	<u>26,460.25</u>	<u>194.59</u>	<u>26,265.66</u>
			<u>Grand Totals</u>	<u>88,042.11</u>	<u>12,152.26</u>	<u>75,889.85</u>

11/109 2023/24 BUDGET MONITORING REPORT FOR THE PERIOD ENDING
30TH JUNE 2023 (MONTH 1 – 3)

Purpose of Report

The purpose of this report is to provide Members with the current projections of the expected spending and income against the Council's approved budget for the financial year 2023/24, and to explain significant variances against budget.

Background

The 2023/24 budget was approved by Town Council on 24th January 2023.

Committee	£
Policy, Resources and Finance	577,806
Buildings and Civic Matters	231,720
Grounds and General Maintenance	281,370
Planning	1,000
Promotions and Activities	183,780
Total Committees Budget	1,260,367
Joint Burial Committee	75,336
Total Budget Requirement	1,335,693

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

Summary of expected spending and income against budget

The projected position as at 31st March 2024 is **£1,182,975** against the budget of **£1,260,357** shows an **underspend** of **£77,382 (6.1%)**. This is summarised within Appendix A of this report. The detail and the significant variances is highlighted within Appendix B.

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

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

Appendix A

Yeovil Town Council - 2023/24 Budget Monitoring (Month 1 to Month 3)

Committee	2022/23			2023/24		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/22	Variance	Annual Budget	Expected Total at 31/03/24	Variance
Policy Resources and Finance						
Expenditure	508,176	450,443	57,733	566,737	522,045	44,692
Income	(2,750)	(19,580)	16,830	(4,250)	(17,350)	13,100
Net Expenditure	505,426	430,863	74,563	562,487	504,695	57,792
Buildings and Civic Matters						
Expenditure	279,820	260,739	19,081	258,720	257,339	1,381
Income	(27,000)	(31,477)	4,477	(27,000)	(27,000)	0
Net Expenditure	252,820	229,263	23,557	231,720	230,339	1,381
Grounds and General Maintenance						
Expenditure	360,760	352,316	8,444	303,560	288,349	15,211
Income	(20,990)	(26,350)	5,360	(22,190)	(22,688)	498
Net Expenditure	339,770	325,966	13,804	281,370	265,661	15,709
Planning						
Expenditure	1,000	0	1,000	1,000	0	1,000
Income	0	0	0	0	0	0
Net Expenditure	1,000	0	1,000	1,000	0	1,000
Promotions and Activities Committee						
Expenditure	101,040	149,061	(48,021)	183,780	182,280	1,500
Income	0	(2,000)	2,000	0	0	0
Net Expenditure	101,040	147,061	(46,021)	183,780	182,280	1,500
Total Yeovil Town Council						
Expenditure	1,250,796	1,212,560	38,236	1,313,797	1,250,013	63,784
Income	(50,740)	(79,407)	28,667	(53,440)	(67,038)	13,598
Net Expenditure	1,200,056	1,133,153	66,903	1,260,357	1,182,975	77,382

Appendix B

Policy, Resources & Finance Committee								
	2022/23			2023/24				Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 -3 spent 30/06/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Advertising	500	645	(145)	500	0	500	0	
Audit fees	3,610	2,950	660	3,930	632	3,000	930	
Books/periodicals	240	385	(145)	240	0	400	(160)	
Carbon Management	25,000	25,000	0	25,000	0	25,000	0	
Contingencies	57,146	3,390	53,756	60,017	1,756	10,000	50,017	Hire of Baptist Church (£545);
Cost of Elections	5,500	6,162	(662)	5,500	0	7,000	(1,500)	By election
Costs of Democracy	29,600	28,856	744	30,000	7,239	30,000	0	
Courses/conferences	5,000	1,518	3,482	5,000	0	2,000	3,000	
Franking Machine	500	333	167	500	0	300	200	
Furniture, office equipment & servicing	4,000	3,289	711	4,000	434	3,500	500	
Grants	7,000	12,900	(5,900)	10,000	0	10,000	0	
Insurance	6,000	10,629	(4,629)	7,200	0	7,000	200	
Mayoral allowance	10,480	5,579	4,901	11,400	678	9,305	2,095	Mayor in 2023 paid back £2,094.92 which was not spent
Miscellaneous	0	608	(608)	0	117	500	(500)	
New Initiatives Fund	15,000	0	15,000	15,000	0	15,000	0	
PC Support	13,000	12,684	316	14,100	2,979	14,100	0	
Postage	2,000	2,244	(244)	2,000	300	2,000	0	
Prof. fees/subs	7,500	10,590	(3,090)	8,000	1,400	10,590	(2,590)	
Salaries	267,500	277,178	(9,678)	300,000	77,957	305,000	(5,000)	
Ski Centre	500	24	476	500	546	3,500	(3,000)	Regular foot patrols - look out for homeless and other anti-social behaviour
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	0	1,000	0	
Stationery/supplies	2,000	1,129	871	2,000	294	1,500	500	
Telephone	2,500	2,971	(471)	2,500	634	2,500	0	
Website	0	1,350	(1,350)	750	0	750	0	
Youth Council	2,000	2,000	0	2,000	0	2,000	0	
Youth Services - YMCA	40,600	33,280	7,320	40,600	8,418	40,600	0	
Youth Services - Youth Drop	0	3,750	(3,750)	15,000	0	15,000	0	
Total Expenditure	508,176	450,443	57,733	566,737	103,384	522,045	44,692	
INCOME								
Investment Interest	(500)	(16,587)	16,087	(2,000)	(3,294)	(15,000)	13,000	
Community Infrastructure Levy	0	(669)	669	0	0	0	0	
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(306)	(1,250)	0	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	0	(1,100)	100	
Total Income	(2,750)	(19,580)	16,830	(4,250)	(3,600)	(17,350)	13,100	
Net Expenditure	505,426	430,863	74,563	562,487	99,785	504,695	57,792	

Grounds and General Maintenance Committee

	2022/23			2023/24				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -3 spent 30/06/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Allotment Maintenance	9,570	12,778	(3,208)	13,800	2,522	11,000	2,800	
Allotments - Fence Repairs	2,000	2,000	0	2,000	0	2,000	0	
Best Kept Allotments Competition	250	262	(12)	250	0	250	0	
Community Heritage Officer	10,000	10,000	0	10,000	0	1,000	9,000	
Electric Van	8,000	0	8,000	8,000	0	8,000	0	
Goar Knap - Building	2,000	2,096	(96)	2,200	468	1,764	436	
Holiday Playscheme contribution	9,640	9,640	0	10,490	0	10,490	0	
Labour	27,580	26,817	763	32,000	6,719	30,000	2,000	
Leases	350	335	15	350	0	350	0	
Materials and equipment	1,870	3,976	(2,106)	1,870	398	1,591	279	
Open spaces:								
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	13,200	13,200	0	14,360	0	14,360	0	
Play Area								
Repairs/Enhancements	12,940	12,940	0	14,080	0	14,080	0	
Play Area Upgrade	2,830	2,830	0	3,080	0	3,080	0	
Playpark Programme	30,000	30,000	0	10,000	0	10,000	0	
Skateparks	50,000	50,000	0	0	0	0	0	
Door Step Green	7,000	712	6,288	7,000	0	7,000	0	
Country Park	32,700	32,700	0	32,700	0	32,700	0	
Yew Tree Park - Gate Opening	2,200	2,394	(194)	2,400	196	2,400	0	
Protective Clothing	200	49	151	100	0	50	50	
Vehicle	1,350	1,722	(372)	1,800	389	1,555	245	Fuel prices, van getting older
Water charges	1,000	2,184	(1,184)	1,000	134	1,000	0	
Water Mains								
Refurbishment/Repairs	2,200	2,200	0	2,200	0	2,200	0	
Total Expenditure	360,760	352,316	8,444	303,560	10,825	288,349	15,211	
INCOME								
Taps & keys	(100)	(158)	58	(100)	(50)	(100)	0	
Contribution towards cost of Elizabeth Flats works	0	(2,956)	2,956	0	0	0	0	Invoice raised but not yet paid.
Access & Easements	0	0	0	0	0	0	0	
Rent	(17,800)	(18,625)	825	(18,500)	(334)	(19,000)	500	
Lease	(2,090)	(2,088)	(2)	(2,090)	0	(2,088)	(2)	
Water Charge	(1,000)	(2,523)	1,523	(1,500)	0	(1,500)	0	
Total Income	(20,990)	(26,350)	5,360	(22,190)	(384)	(22,688)	498	
Net Expenditure	339,770	325,966	13,804	281,370	10,442	265,661	15,709	

Buildings & Civic Matters Committee

	2022/23			2023/24				Notes
	2022/23	Actual	(Over)/	Budget	Month 1 -3	Full year	Estimated	
	£	£	Under		spent	estimated	(over) /	
			£		30/06/2023	spend to	under	
						31/03/2024	spend	
							£	
EXPENDITURE								
Band Costs	3,500	3,500	0	3,500	0	3,500	0	
CCTV	32,490	32,490	0	32,490	0	32,490	0	
Changing Places	5,000	0	5,000	0	0	0	0	Status of project not known
Community safety	17,500	17,500	0	17,500	1,038	17,500	0	Ranger - moving SIDS
Defibrillator	10,500	16,206	(5,706)	11,500	6,738	11,500	0	
Litter/Grit bins	700	166	534	700	0	150	550	
Milford Hall - Business Rates	5,200	5,364	(164)	5,370	1,391	5,632	(262)	
Milford Hall - Running Costs	20,000	43,098	(23,098)	22,000	8,620	32,000	(10,000)	Electricity prices increase - seeking permission for solar panels
Milford Hall - Security	3,000	2,730	270	3,000	886	1,000	2,000	
Milford Hall - SSDC Recharges	10,000	5,144	4,856	10,000	0	0	10,000	
Milford Hall Refurbishments	20,000	2,210	17,790	0	0	0	0	
Millennium Clock	520	1,722	(1,202)	570	0	1,000	(430)	Survey of millenium clock
Monmouth Hall Business Rates	0	1,075	(1,075)	0	0	0	0	
Monmouth Hall refurbishment	60,000	58,681	1,319	60,000	0	60,000	0	
PA System	500	577	(77)	620	0	600	20	
Public noticeboards	500	42	458	1,000	0	5,000	(4,000)	Replacement noticeboards
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,000	8,388	(1,388)	7,500	1,375	8,252	(752)	
Peter Street Public Toilet - Security	5,200	5,783	(583)	5,660	1,280	7,680	(2,020)	£1,246 c/f from 2021/22
Peter Street Public Toilet - Business Rates	3,200	0	3,200	0	0	0	0	Budget no longer required, public conveniences exempt from Business Rates
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	5,553	1,567	9,250	1,146	6,876	2,374	
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	10,545	855	12,900	0	12,900	0	
Petters Way Public Toilet - Security	5,000	5,781	(781)	5,440	1,280	7,680	(2,240)	£1,224 c/f from 2021/22
Petters Way Public Toilet - Business Rates	2,650	0	2,650	0	0	0	0	Budget no longer required, public conveniences exempt from Business Rates
Petters Way Public Toilet - Other Running costs (repairs)	2,030	3,841	(1,811)	2,210	107	2,210	-	Shutter replacement (£1,870)
Regalia	2,000	3,781	(1,781)	2,000	54	2,000	0	Moved from PR&F
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	No Sports Development Officer currently at SSDC
Remembrance Sunday Video	1,500	0	1,500	1,500	0	0	1,500	
St Georges Day Parade	300	0	300	200	200	200	0	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	
Town House - CCTV Reserve	500	500	0	500	0	500	0	
Town House - business rates	10,400	9,606	794	10,400	3,312	11,047	(647)	
Town House - electricity	1,600	1,540	60	2,400	326	1,306	1,094	
Town House - gas	2,200	2,160	40	2,200	591	2,366	(166)	
Town House - repairs and maintenance	10,000	6,027	3,973	10,000	490	17,000	(7,000)	Boarding out of attic and structural work
Town House - water charges	400	177	223	400	83	200	200	
Town House (excluding services)	7,000	5,802	1,198	7,000	1,029	6,000	1,000	
War memorials	750	750	0	750	0	750	0	
Total Expenditure	279,820	260,739	19,081	258,720	29,947	257,339	1,381	
INCOME								
Defibrillator Contribution	0	(5,706)	5,706	0	0	0	0	Contributions for external sources
Insurance Claim - Regalia	0	(1,668)	1,668	0	0	0	0	
Milford Hall	(26,000)	(24,102)	(1,898)	(26,000)	(5,960)	(25,000)	(1,000)	Awaiting finalising of lease with FTS
Town House	(1,000)	0	(1,000)	(1,000)	0	(2,000)	1,000	Yeovil Without
Total Income	(27,000)	(31,477)	4,477	(27,000)	(5,960)	(27,000)	0	
Net Expenditure	252,820	229,263	23,557	231,720	23,987	230,339	1,381	

Planning Committee

	2022/23			2023/24				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -3 spent 30/06/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Planning	1,000	0	1,000	1,000	0	0	1,000	
Total Expenditure	1,000	0	1,000	1,000	0	0	1,000	
INCOME								
	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	1,000	0	1,000	1,000	0	0	1,000	

Promotions & Activities Committee

	2022/23			2022/23				Notes
	2022/23 £	Actual £	(Over)/ Under £	Budget	Month 1 -3 spent 30/06/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	
EXPENDITURE								
Christmas Lights	23,500	16,217	7,283	28,000	520	28,000	0	
Christmas Lights Competition	30	0	30	30	0	30	0	
Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	20,000	0	20,000	0	
Christmas Lights Switch On	500	0	500	0	0	500	(500)	
Christmas Lights Switch On Event	0	0	0	1,000	0	1,000	0	
Customised souvenirs	650	650	0	650	0	650	0	
Eats:Festival	5,000	4,550	450	5,000	0	5,000	0	
Love Yeovil	1,000	500	500	1,000	0	1,000	0	
Resourcing VE Day Celebrations	0	61,079	(61,079)	0	0	0	0	
Resourcing Yeovil Celebrates...	0	0	0	70,000	4,432	70,000	0	
Queen's Jubilee Beacon Lighting Event	0	2,700	0	0	0	0	0	Funded From Contingency
Super Saturday	7,000	4,308	2,692	7,000	0	7,000	0	
Town Crier	1,070	0	1,070	1,170	0	1,170	0	
Yeovil Art Space (SLA)	0	0	0	5,000	0	5,000	0	
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	24,800	0	
Yeovil in Bloom Working Budget	16,440	16,446	(6)	16,440	0	16,440	0	
Yeovil Open Town Crier Competition	1,550	1,447	103	1,690	0	1,690	0	
Yeovil Together	2,000	2,000	0	2,000	0	0	2,000	
Total Expenditure	101,040	149,062	(45,322)	183,780	4,952	182,280	(500)	
INCOME								
Yeovil Celebrates	0	0	0	0	(1,603)	(1,603)	1,603	
Queen's Platinum Jubilee Contribution	0	(2,000)	2,000	0	0	0	0	
Souvenirs	0	0	0	0	0	0	0	
Super Saturday	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	
Net Expenditure	101,040	149,062	(45,322)	183,780	4,952	182,280	(500)	

YEOVIL TOWN COUNCIL



Statement of Accounts for the year ended 31 March 2023

YEOVIL TOWN COUNCIL – 2022/23

Evie Potts-Jones–Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Barry Boyton

Jade Cabell

Tareth Casey

Nigel Gage

Karl Gill

Emma Jayne-Hopkins

Kaysar Hussain

Jamie Lock

Pauline Lock

Tony Lock

Jane Lowery

Sarah Lowery

Graham Oakes

Wes Read

Ashley Richards

Jeny Snell

Andy Soughton

Roy Spinner

Rob Stickland

Helen Stonier

Liam Watts

Dave Woan

Explanatory Foreword

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

The document consists of:

- The Recital of Responsibilities for the Statement of Accounts – setting out the Council's and the Finance Officer's responsibilities for financial matters relating to the Council – including the preparation of the Statement of Accounts.
- Statement on the System of Internal Financial Control – outlining the arrangements that the Council has made for an effective system of internal financial control to be maintained and operated.
- The Consolidated Revenue Account – showing the income and expenditure for the financial year 2022/23 on all the services for which the Council is responsible, and how the cost has been financed.
- The Consolidated Balance Sheet – setting out the financial position of the Council as at 31 March 2023 with regard to its assets and liabilities.

Further Information

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

Responsibilities for the Statement of Accounts

The Council's Responsibilities

The Council is required:-

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

The Finance Officer's Responsibilities

The Finance Officer is responsible for the preparation of the Council's statement of accounts which, according to "Governance and Accountability for Smaller Authorities in England" – the updated Practitioner's Guide issued in March 2023, to present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31 March 2023.

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

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

The Finance Officer must also have:

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

Responsible Finance Officer's Certificate

I hereby certify that the statement of accounts for the year ended 31 March 2023, which have been produced as supporting evidence for the preparation of the Accounting Statements of the Annual Return in accordance with the Accounts and Audit (England) Regulations 2015 are set out on the following pages.

Signed



Dated: 19th July 2023

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

Statement on the System of Internal Financial Control

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

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

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

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

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

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

- My professional opinion as a member of the Chartered Institution of Public Finance and Accountancy (CIPFA);
- A review of the Governance and Accountability for Smaller Authorities in England" – the updated Practitioner's Guide issued in March 2023
- The work of officers with the Council;
- The work of the internal auditor as described above; and
- The external auditors in their annual audit letter and other reports.

Signed:



Dated: 19th July 2023

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

Yeovil Town Council

Revenue Account for the year ended 31 March 2023

	2022/23		2021/22	
	Gross Expenditure (£)	Income (£)	Net Expenditure (£)	Net Expenditure (£)
Grants (Non-Section 137 Expenditure)	12,900	0	12,900	19,050
Salaries	277,177	0	277,177	249,529
General	160,365	(2,993)	157,372	147,767
Grounds and General Maintenance	352,317	(26,350)	325,967	290,028
Buildings and Civic Matters	260,739	(31,476)	229,263	142,769
Promotions and Activities	149,061	(2,000)	147,061	85,771
Planning	0	0	0	544
Cemetery	73,384	0	73,384	63,814
Net Cost of Services	1,285,943	(62,819)	1,223,124	999,272
Interest Payable			0	0
Interest Receivable			(16,587)	(478)
NET OPERATING EXPENDITURE			1,206,537	998,794
AMOUNT TO BE MET FROM PRECEPT/GRANT/BALANCES			1,206,537	998,794
Precept			1,273,440	1,177,276
(SURPLUS)/DEFICIT			(66,903)	(178,482)
GENERAL FUND BALANCE				
Balance at 1 April			1,191,691	1,013,209
Surplus/(Deficit) for the year			<u>66,903</u>	<u>178,482</u>
Balance at 31 March			1,258,594	1,191,691
CAPITAL FUND BALANCE				
Balance at 1 April			984	984
Plus: Receipts in the year			0	0
Plus: Revenue Contribution to Capital			0	0
Less: Expenditure in the year			<u>0</u>	<u>0</u>
Balance at 31 March			984	984

Yeovil Town Council

Balance Sheet as at 31 March 2023

	31 March 2023 (£)	31 March 2022 (£)
FIXED ASSETS		
Land and Buildings	1,017,905	1,017,905
Vehicles, Plant and Equipment	510,304	510,304
Community Assets	<u>84,070</u>	<u>84,070</u>
Total Long Term Assets	1,612,279	1,612,279
CURRENT ASSETS		
Nationwide Treasury Reserve	519,536	509,216
Bank of Scotland Treasury Reserve	0	350,101
CCLA	25,000	25,000
Balances at Bank and in Hand	1,039,688	661,513
Debtors	<u>35,369</u>	<u>18,575</u>
Total Current Assets	<u>1,619,593</u>	<u>1,564,405</u>
Total Assets	3,231,872	3,176,684
CURRENT LIABILITIES		
Creditors	<u>(302,137)</u>	<u>(313,853)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	2,929,735	2,862,832
Deferred Creditors: Long Term Borrowing	<u>0</u>	<u>0</u>
TOTAL ASSETS LESS LIABILITIES	<u>2,929,735</u>	<u>2,862,832</u>
Represented by		
Fixed Asset Restatement Reserve	1,472,092	1,472,092
Capital Financing Reserve	198,065	198,065
Major Projects Reserve	984	984
General Reserve	<u>1,258,594</u>	<u>1,191,691</u>
TOTAL EQUITY	<u>2,929,735</u>	<u>2,862,832</u>

These accounts were approved by the Policy, Resources and Finance Committee at the meeting held on 25th July 2023.

Signed:

Date:

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

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

Consolidated Revenue Account for the year ended 31 March 2023

	2022/23		2021/22	
	Gross Expenditure (£)	Income (£)	Net Expenditure (£)	Net Expenditure (£)
Grants (Non-Section 137 Expenditure)	12,900	0	12,900	19,050
Salaries	277,177	0	277,177	249,529
General	160,365	(2,993)	157,372	147,767
Grounds and General Maintenance	352,317	(26,350)	325,967	290,028
Buildings and Civic Matters	260,739	(31,476)	229,263	142,769
Promotions and Activities	149,061	(2,000)	147,061	85,771
Planning	0	0	0	544
Cemetery	122,489	(56,541)	65,948	52,489
Net Cost of Services	1,335,048	(119,360)	1,215,688	987,947
Interest Payable			0	0
Interest Receivable			(18,555)	(690)
NET OPERATING EXPENDITURE			1,197,133	987,257
AMOUNT TO BE MET FROM PRECEPT/GRANT/BALANCES			1,197,133	987,257
Precept			1,273,440	1,177,276
(SURPLUS)/DEFICIT			(76,307)	(190,019)
GENERAL FUND BALANCE				
Balance at 1 April			1,363,565	1,173,546
Surplus/(Deficit) for the year			76,307	190,019
Balance at 31 March			1,439,872	1,363,565
CAPITAL FUND BALANCE				
Balance at 1 April			984	984
Plus: Receipts in the year			0	0
Plus: Revenue Contribution to Capital			0	0
			<u>0</u>	<u>0</u>
Less: Expenditure in the year			984	984

Yeovil Town Council

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

Balance Sheet as at 31 March 2023

	31 March 2023 (£)	31 March 2022 (£)
FIXED ASSETS		
Land and Buildings	993,263	993,263
Vehicles, Plant and Equipment	510,304	510,304
Community Assets	<u>84,070</u>	<u>84,070</u>
Total Long Term Assets	1,587,637	1,587,637
CURRENT ASSETS		
Nationwide Treasury Reserve	519,536	509,216
Bank of Scotland Treasury Reserve	0	350,101
CCLA	25,000	25,000
Balances at Bank and in Hand	1,039,688	661,513
Debtors	<u>218,423</u>	<u>192,724</u>
Total Current Assets	<u>1,802,647</u>	<u>1,738,554</u>
Total Assets	3,390,284	3,326,191
CURRENT LIABILITIES		
Creditors	<u>(303,913)</u>	<u>(316,127)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	3,086,371	3,010,064
Deferred Creditors: Long Term Borrowing	<u>0</u>	<u>0</u>
TOTAL ASSETS LESS LIABILITIES	<u>3,086,371</u>	<u>3,010,064</u>
Represented by		
Fixed Asset Restatement Reserve	1,447,450	1,447,450
Capital Financing Reserve	198,065	198,065
Major Projects Reserve	984	984
General Reserve	<u>1,439,872</u>	<u>1,363,565</u>
TOTAL EQUITY	<u>3,086,371</u>	<u>3,010,064</u>



FINAL

Internal audit report 2022/23

Visit 2 of 2

YEOVIL TOWN COUNCIL

Date: 3rd July 2023

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

Introduction

This report contains a note of the audit recommendations made to Yeovil Town Council following the carrying out of internal audit testing on site on 13th June 2023 with some later remote working.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the additional tests required by later AGARs.

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

Audit Opinion

The internal audit for 2022/23 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively, with the exception of the following:

Test C: Risk Management

I checked to see that the Council had carried out an annual risk assessment during the year. The last assessment was carried out in February 2022, for the 22/23 financial year. The Clerk noted that due to staff sickness, the planned review in February 2023 (for the 23/24 financial year) did not occur. The risk assessment was reviewed by the Policy, Resources & Finance Committee in March 2023 and approved and adopted by full Council at its meeting in April 2023. This means that, although much of the work has been carried out, the Council has not recorded in its minutes that the risk assessment was carried out in the 22/23 financial year itself. Consequently I have assessed this test as a 'fail'.

Test N: Publication

I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 29/06/22 (the start of its public rights period) ss1&2 of the AGAR, and the public rights notice including a declaration that the accounting statements were unaudited.

On or before 30/09/22, the Council was required to publish the notice of conclusion of audit, and ss1-3 of the AGAR (including the completed external audit report).

The Clerk provided evidence that the public rights documentation had been published on 28/06/22, and that it was still in place on 24/08/22 (after the 30 working days required by the statute). However, although the notice of conclusion of audit and ss1-3 of the audited

AGAR were on the Council's website at the audit date of 29/03/23, there was no evidence as to the publication date.

The evidence indicates but does not prove compliance with the publication requirements. I have therefore assessed the test as 'not covered'.

Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	3
Low	3
Info	2
TOTAL	8

The number of recommendations made at all of the audit visits in 2022/23 and their priorities are summarised in the following table:

Rating			
	Visit 1	Visit 2	TOTAL
High	2	0	2
Medium	6	3	9
Low	4	3	7
Information	0	2	2
TOTAL	12	8	20

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

Darkin Miller Chartered Accountants
2022/23 INTERNAL AUDIT OF YEOVIL TOWN COUNCIL
FINAL REPORT VISIT 2 of 2: 3rd JULY 2023

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.4 – Minute amendments	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity but did note:</p> <p>Council</p> <ul style="list-style-type: none"> - Minute 11/067 of the meeting of 05/04/23 and minute 11/083 of the meeting of 10/05/23 were incomplete (both concerned the approval of the prior sets of minutes) <p>PRF</p> <ul style="list-style-type: none"> - Minute 11/087 30/05/23 was incomplete (re minute approval) and should be for the approval of 28/03/23 and 09/05/23 <p>BCM</p> <ul style="list-style-type: none"> - Min 11/080 23/05/23 incomplete (re minute approval) and should be for the approval of 09/05/23 <p>I recommend that appropriate amendments are made as soon as possible in order to ensure that the minutes are a complete, approved record of Council business and decisions.</p>	L	Will amend	Town Clerk	31/07/23
5.1 – Put agreement in place to cover former ski	<p>I checked to see that prices charged agreed with those set by the Council for a sample of services. I found that there appeared to be no agreement to support the amount charged in relation to the use of the</p>	M	This is an historic arrangement, the terms of which are difficult to ascertain.	Town Clerk, Policy, Resources	25/07/23

centre rent, and consider rental due	<p>former ski centre as a car park, and that the amount charged has not changed since 2016/17.</p> <p>I recommend that an agreement is put in place for the rental of the former ski centre as a car park, and that the rent charged is reviewed in order to ensure that it remains appropriate.</p>		Will seek approval from Policy, Resources and Finance Committee to put an agreement in place with a rent review.	and Finance Committee	
5.2 – Increase joint burial fund income budget	<p>I found that the amount charged for joint burial fund income was the same as the amount charged in the previous year, but that it was £100 higher than the 22/23 budget. The Clerk noted that this had been overlooked when the budgets were prepared for 22/23 and 23/24, and that the budget in 24/25 would be increased.</p> <p>I recommend that the 24/25 budget figure for joint burial fund income is increased as planned.</p>	L	Will amend in future budget setting	Town Clerk, Town Council	31/01/24
5.3 – Ensure charges for keys approved by Council	<p>I found that the Council makes a charge for gate, vehicle and water keys in relation to the allotments. The charges were increased following an increase in the cost of having keys cut, but the charges have not been agreed by Council.</p> <p>I recommend that the charges are agreed by Council as part of the annual consideration of fees and charges to be applied for services, in order to ensure that the prices charged agree with those set by Council.</p>	L	Review as part of fees and charges at Budget Setting Process and also as a Policy Change that charges for keys are aligned with the costs.	Assistant Town Clerk, Grounds and General Maintenance Committee	13/11/2023
5.4 – Ensure that income and	I found that one of the key charges was £4.90. This was because the cost of the stripe payment was	M	Instructions had been issued by the Town	Finance Officer	Immediately

expenditure are not netted off	<p>netted off against the fee charged. Income and expenditure should be shown gross in the accounts in order to ensure that they are correctly stated.</p> <p>I recommend that in future, income and expenditure are posted gross to the accounts.</p>		Clerk on how to account for Stripe (on-line) payments on 16 th Sept 2022. Will recirculate.		
10.1 – Ensure VAT accounts properly cleared down	<p>I checked to see that debtors and creditors have been properly recorded. I found that there was evidence to support all debtor and creditor balances noted at 31/03/23, but that the VAT control accounts had not been cleared down after the quarterly VAT returns had been prepared and filed. This means that the VAT liability account has a debit balance of £125k, offset by balances of £1.4k, (£9k) and (£88k) on the sales tax, purchase tax and VAT repayment accounts respectively. The only balance which should be showing at the year-end is the VAT liability balance of £28.8k as agreed to the VAT return.</p> <p>When the VAT return is run each quarter, the balances on the sales and purchase tax accounts should be cleared down to the VAT liability account. This should be cleared by the payment of the VAT due (to HMRC or the Council).</p> <p>I recommend that the VAT accounts are properly cleared down each quarter, and that a journal is posted to properly clear down the historic VAT</p>	M	We will endeavour to carry out this recommendation	Finance Officer	As appropriate

	balances in order to ensure that the VAT accounts show the correct balance.				
10.1 – Note of non-material adjustment to consolidated figures	I checked to see that the consolidated accounts agreed with underlying records. I noted that the single entity Town Council accounts agreed to the finance system, but that there is an error within the draft accounts produced in relation to the Crematorium and Cemetery Committee which it has not been possible to identify. The Town Clerk has confirmed that the accounts, which are produced by a third party, will not be finalised before 30/06/23. This means that the Town Council had to either make a non-material adjustment to the draft consolidation figures in order to meet its statutory deadline and its responsibilities under the Public Rights and Publication requirements, or miss the deadline. The Council has chosen the former, which means that a £2.6k adjustment (0.3% of total value) has been made against other payments in the consolidated figures.	Info	Although not an ideal situation due to the materiality in order to get the accounts approved by Council the minor adjustment needed to be made		
10.2 – Adjusted errors	The following errors were adjusted in the draft accounts: 1. £8.6k of income which had been posted to expenditure accounts was moved to income 2. £1k of expenditure which had been coded to income accounts was moved to expenditure. The net impact was to increase other receipts and other payments by £9.7k. There was £nil effect on reserves.	Info	We will ensure separate income lines so that income is not netted off against payments	Finance Officer	As appropriate

11/112 RECOMMENDATION FROM GROUNDS AND GENERAL MAINTENANCE COMMITTEE

At the meeting held on 10th July 2023, the Grounds and Committee (Minute 11/100) discussed the allotment rent review.

The Council ordinarily reviews allotment rents on an annual basis - the last allotment rent review was carried out in 2023 when it was agreed that the charge would increase from 43p per m² to 49p per m². All tenants were given twelve months' notice of the increase effective from 1st January 2024.

At this Committee's meeting on 11th July 2022 (11/026 Forthcoming Allotment Rent Review), it was agreed to bring the setting of the annual allotment's rents back in line with the invoicing, meaning that decisions about charging would need to be made in July 2023, so that twelve months' notice could be served by September 2023 for the charge effective for the period 1st October 2024 until 30th September 2025. The key benefits for this are:

- The annual allotment rent is calculated at one rate for the entire invoice period rather than at one rate for October to December; and a different rate for January to September. This would save officer time in terms of explaining the invoice as well as generating the invoices.
- Tenants could be notified of the twelve months' notice of any increase at the same time as receiving the invoice for the next invoice. This would save costs on postage.

The table below shows the impact of increasing the rent.

Charge per sq. metre	49p	50p
Sq. metres	48,970	48,970
Budgeted Income (£)	23,995	24,485
Budgeted Expenditure (£)	24,443	24,443
(Shortfall)/Surplus (£)	(448)	42
(Shortfall)/Surplus (%)	1.8%	0.2%
Average Annual charge (based on 143m²)	70.07	71.50
Average Weekly charge (based on 143m²)	1.35	1.38
% increase (compared to previous year)	0	2%

They agreed that they would recommend to Policy, Resources and Finance Committee that the allotment rent be increased to 50p per m² for the period 1st October 2024 to 30th September 2025.

The Committee is **RECOMMENDED**:

- 1) to note the report; and
- 2) to agree that the allotment rent be increased to 50p per m² for the period 1st October 2024 to 30th September 2025.

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

11/113 RECOMMENDATION FROM PROMOTIONS AND ACTIVITIES COMMITTEE

At the meeting held on 11th July 2023, the Promotions and Activities Committee (Minute 11/081) agreed that following the very successful “Yeovil Celebrates...” event held on 27th and 28th May 2023, that the event should be held again on 25th and 26th May 2024.

They agreed that they would recommend to Policy, Resources and Finance Committee that a budget of £75,000 should be set.

The Committee is **RECOMMENDED:**

- 1) to note the report; and
- 2) to agree to a budget of £75,000 for “Yeovil Celebrates...” in 2024.

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

11/114 RECOMMENDATIONS FROM BUILDINGS AND CIVIC MATTERS COMMITTEE

At the meeting held on 18th July 2023, the Buildings and Civic Matter Committee (Minute 11/095) discussed the request for dropped kerbs in the Lyde Ward of Yeovil.

Please see below for the location of the dropped kerbs:



They agreed that they would recommend to Policy, Resources and Finance Committee that Yeovil Town Council contributes £5,000 towards the cost of the installation, and that the dropped kerbs scheme be funded from both the Community Infrastructure Levy and the New Initiative budget.

The Committee is **RECOMMENDED**:

- 1) to note the report;
- 2) to agree that Yeovil Town Council contributes £5,000 towards the cost of the installation; and
- 3) should (2) be agreed that the dropped kerbs scheme be funded from both the Community Infrastructure Levy and the New Initiative budget.

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

11/115 RECOMMENDATIONS FROM BUILDINGS AND CIVIC MATTERS COMMITTEE

At the meeting held on 18th July 2023, the Buildings and Civic Matter Committee (Minute 11/101 and minute 11/102) discussed replacement noticeboards.

At a previous meeting of that committee (11/060), the Committee resolved that all notice boards should be replaced and requested costs for the purchase and installation costs of 5 notice boards (Coronation Avenue; Forest Hill; Milford Hall; Monksdale and Monmouth Hall). In addition, at the same meeting, the Committee also discussed that an appropriate location for the re-siting of the noticeboard at Town House be considered. The current location is deemed unsafe due to an obstructed view for both CCTV and for drivers leaving the car park, as well as antisocial behaviour taking place in the car park behind the notice board.

At the recent meeting, the Buildings and Civic Matters Committee agreed that they would recommend to Policy, Resources and Finance Committee that Yeovil Town Council fund the dismantling, removal and disposal of the old notice boards and the purchase and installation of 5 notice boards (Coronation Avenue; Forest Hill; Milford Hall; Monksdale and Monmouth Hall) at a cost of £11,100. The Committee also agreed that they would recommend to this Committee that the purchase and installation of new notice boards at Town House, relocating the Town House notice board to the railings at a cost of £1,520. They also agreed that the railings in the car park should be restored at a cost of £1,355.

The Committee also agreed that Leonardo for sponsorship, in return for the phrase “the home of British Helicopters”. If successful, this would reduce the amount that would need to come from Council funds.



The Committee is **RECOMMENDED:**

- 1) to note the report;
- 2) to agree that Yeovil Town Council purchase and install 5 notice boards (Coronation Avenue; Forest Hill; Milford Hall; Monksdale and Monmouth Hall) at a cost of £11,100;
- 3) to agree that Yeovil Town Council purchase and install a new notice board at Town House at a cost of £1,520;
- 4) to agree to restore the railings in the car park at a cost of £1,355; and
- 5) should (2), (3) and (4) be agreed that it is funded from contingencies.

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

Yeovil Town Council

MEMBERS ALLOWANCES



Notice is hereby given that the following parish basis allowances will be paid to the Members of the Town Council during the municipal year 2022/23.

Councillor	Annual Allowance
Barry Boyton	£1,206.48
Jade Cabell	£1,206.48
Tareth Casey	£1,206.48
Nigel Gage	£1,206.48
Karl Gill	£1,206.48
Emma-Jayne Hopkins	£1,206.48
Hussain Kaysar	£1,206.48
Kendall Andrew	£1,206.48
Pauline Lock	£1,206.48
Tony Lock	£1,206.48
Jamie Lock	£1,206.48
Jane Lowery	£1,206.48
Sarah Lowery	£1,206.48
Graham Oakes	£1,206.48
Evie Potts-Jones	£1,206.48
Wes Read	£1,206.48
Ashley Richards	£1,206.48
Jeny Snell	£1,206.48
Andy Soughton	£1,206.48
Royston Spinner	£1,206.48
Rob Stickland	£1,206.48
Helen Stonier	£1,206.48
Liam Watts	£1,206.48
David Woan	£1,206.48

The allowances are paid in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

Amanda Card
Town Clerk/Responsible Financial Officer
25th July 2023

11/118 FORWARD PLAN

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

* Presentation from Octagon Theatre Westlands Entertainment Venue - Summer School not yet schedules