

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Policy, Resources and Finance Committee

Policy, Resources and Finance Committee

Tuesday 28th June 2022

7:00pm

Hybrid Meeting:

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

BA20 1PQ; and virtual using Zoom meeting software

Any members of the public wishing to make comments at Public Comments need to email ytic@yeovil.gov.uk by 9:00am on Tuesday 28th June 2022.

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



Amanda Card, Town Clerk
22nd June 2022

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

Members of Yeovil Town Council are summoned to attend:

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

Information for the Public

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

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email ytic@yeovil.gov.uk by 9:00am on Tuesday 28th June 2022.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 28th June 2022. Instructions will be sent to you to view the meeting.

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

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

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

A G E N D A

Public Comment (15 Minutes)

11/002 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)*

11/003 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).

11/004 MINUTES

To approve as a correct record the Minutes of the meeting held on 29th March 2022 and 25th May 2022.

11/005 GRANTS

Applications received from (circulated separately):

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

11/006 BALANCE SHEET

Members to approve the Balance Sheet as at 31st March 2022 at page 3.

11/007 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 31st March 2022 at page 4.

11/008 FINANCIAL STATEMENT – FEBRUARY 2022 / MARCH 2022

Members to approve the Financial Statement for the months of February 2022 and March 2022 as attached at pages 5 to 20.

11/009 REVENUE BUDGET OUTTURN 2021/22

Members to consider the report of the Town Clerk attached at pages 21 to 30.

11/010 STATEMENT OF ACCOUNTS 2021/22

Members to consider the report of the Town Clerk attached at pages 31 to 39.

11/011 COMMUNITY INFRASTRUCTURE LEVY

Members to consider the report of the Town Clerk attached at pages 40 to 42.

11/012 INTERNAL AUDIT REPORT

Members to consider the findings of the Internal Auditor following the audit of the Council's financial procedures attached at pages 43 to 50. *Account & Audit Regulations 2015 s3*

11/013 YEOVIL ART SPACE SERVICE LEVEL AGREEMENT PROPOSAL

Members to consider the report of the Deputy Town Clerk attached at pages 51 to 53.

11/014 MOTION FROM CLLR G OAKES

Notice of motion received from Cllr G Oakes on 6th June 2022: *Standing Orders s9*

“The war in Ukraine has led to countless deaths and injuries. It has also forced millions of people to leave their homes and flee to neighbouring countries.

A small number of refugees have arrived in Yeovil and they are welcome.

This Council will make a donation of £5,000 to the Disasters Emergency Committee to help refugees from the Ukraine.”

11/015 COUNCIL MEETINGS FOLLOWING LIFTING OF COVID-19 RESTRICTIONS – REVIEW

Members to consider the report of the Town Clerk attached at page 54.

11/016 FORWARD PLAN

The Forward Plan (attached at page 55) 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)

Balance Sheet

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts:

Consolidated

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	1,017,905.00	
Vehicle & Plant	0.00	510,304.49	
Community Assets	0.00	84,069.57	
		0.00	1,612,279.06
Current Assets			
Debtors	2,552.92	3,452.52	
Nat West Current	345,728.85	661,262.73	
Nat West Treasury Account	0.00	25,000.00	
Bank of Scotland	35.10	350,101.19	
Nationwide Treasury Account	342.07	509,215.65	
VAT Account	(55,713.73)	(35,887.55)	
Petty Cash	107.57	250.00	
		293,052.78	1,513,394.54
Current Liabilities			
Creditors	(9,657.45)	48,490.38	
Creditors B/Fwd	175,238.57	265,362.72	
PAYE/NI	(51,010.25)	(51,010.25)	
		114,570.87	262,842.85
Current Assets less Current Liabilities:		178,481.91	1,250,551.69
Total Assets less Current Liabilities:		178,481.91	2,862,830.75
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		178,481.91	2,862,830.75
Capital & Reserves			
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51	
Capital Financing Reserve B/Fwd	0.00	198,064.06	
Major Projects Reserve B/Fwd	0.00	984.49	
General Reserve B/Fwd	0.00	1,013,208.78	
P & L Account	178,481.91	178,481.91	
		178,481.91	2,862,830.75

11/007

BANK RECONCILIATION

BANK RECONCILIATION - 31st March 2022			
Authority name and reference	Yeovil Town Council		
Prepared by: Name Role	Amanda Card Town Clerk/RFO	Date:	16/06/22
Approved by: Name Role	Amanda Card Town Clerk/RFO	Date:	16/06/22
Balance per bank statements as at 31 March 2022:	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2022:		1,545,829.57	
NatWest Current A/C	1,500.00		
NatWest Business Reserve A/C	659,762.73		
Nationwide Treasury A/C	509,215.65		
Bank of Scotland	350,101.19		
CCLA Investment Management	25,000.00		
Petty Cash	250.00		
Less: any un-presented cheques at 31 March 2022: (normally only current account. List date, cheque number and value)			
TOTAL – NET BANK BALANCES 31 March 2022 (per B/S)		1,545,829.57	

Yeovil Town Council

February Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
Precept	272,652.00	272,652.00	272,652.00	0.00	0.00
Bank Interest	2,500.00	293.38	2,291.63	-1,998.25	2,206.62
Contingencies	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00	0.00
Ski Centre	1250.00	1,122.00	1,145.87	-23.87	128.00
Mayor's Ball	0.00	10,637.00	0.00	10,637.00	-10,637.00
Mayor's Charity Events	0.00	1,910.50	0.00	1,910.50	-1,910.50
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	260,000.00	260,000.00	260,000.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	916.63	-916.63	1,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00	0.00
	544,402.00	553,614.88	544,006.13	9,608.75	-9,212.88
Expenditure					
Advertising	500.00	205.00	458.37	-253.37	295.00
Audit Fees	3,470.00	284.26	3,180.87	-2,896.61	3,185.74
Bank Charges	0.00	375.00	0.00	375.00	-375.00
Carbon Management	25,000.00	0.00	22,916.63	-22,916.63	25,000.00
Books/Periodicals	240.00	356.00	220.00	136.00	-116.00
Ski Centre	500.00	0.00	458.37	-458.37	500.00
Contingencies	53,022.00	41,723.49	48,603.50	-6,880.01	11,298.51
Costs of Democracy	29,200.00	22,225.32	26,766.63	-4,541.31	6,974.68
Courses/Conferences	5,000.00	45.00	4,583.37	-4,538.37	4,955.00
Elections	1,500.00	4,079.01	1,375.00	2,704.01	-2,579.01
Fixed Asset Valuation	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	4,833.23	3,666.63	1,166.60	-833.23
Franking Machine	500.00	580.99	458.37	122.62	-80.99
Insurance	6,000.00	5,077.90	6,000.00	-922.10	922.10
New Initiatives Fund	10,300.00	2,565.33	9,441.63	-6,876.30	7,734.67
NVQ Office Assistant	0.00	0.00	0.00	0.00	0.00
PC Support	12,500.00	10,860.06	11,458.37	-598.31	1,639.94
Postage	2,000.00	1,222.65	1,833.37	-610.72	777.35
Prof.Fees/Subs	7,500.00	8,127.05	6,875.00	1,252.05	-627.05
PWLB Interest	30,000.00	0.00	27,500.00	-27,500.00	30,000.00
Stationery/Supplies	2,500.00	701.11	2,291.63	-1,590.52	1,798.89
Sponsorship Octagon Theatre	1,000.00	1,000.00	916.63	83.37	0.00
Telephone	2,500.00	2,437.25	2,291.63	145.62	62.75
Website	8,000.00	2,925.00	7,333.37	-4,408.37	5,075.00
Westland Leisure Complex	27,800.00	0.00	27,800.01	-27,800.01	27,800.00
Youth Project Schemes	30200.00	22,652.48	27,683.37	-5,030.89	7,547.52
Youth Council	2000.00	0.00	1,833.37	-1,833.37	2,000.00
Mayors Allowance	10170.00	8,475.00	9,322.50	-847.50	1,695.00
Regalia	2000.00	447.00	1,833.37	-1,386.37	1,553.00
Mayors Award	0.00	190.80	0.00	190.80	-190.80
Remembrance Day Wreath	0.00	75.00	0.00	75.00	-75.00
Mayors Ball	0.00	9,629.42	0.00	9,629.42	-9,629.42
Mayors Charity Events	0.00	0.00	0.00	0.00	0.00
Grants	7,000.00	8,970.00	6,416.63	2,553.37	-1,970.00
Salaries/Wages	260,000.00	226,170.36	238,333.37	-12,163.01	33,829.64
	544,402.00	386,233.71	501,851.99	-115,618.28	158,168.29
	0	167,381.17	42,154.14	125,227.03	-167,381.17

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/02/2022	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 28/02/2022	Tran No To 99,999,999	Department To 999

<u>Dept Number</u> 1		<u>Dept</u>	PR & F - GENERAL			
<u>N/C</u> 4001		<u>Name</u>	PR&F - GEN - Bank Interest			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61042	BR	02/02/2022	CCLA Deposit Account	3.51	-3.51	
61119	BR	01/02/2022	Gov Card Rebate	2.15	-2.15	
61120	BR	28/02/2022	Interest	6.17	-6.17	
<u>Account Totals</u>					<u>11.83</u>	<u>-11.83</u>

<u>N/C</u> 4005		<u>Name</u>	PR&F - GEN - Inc - Ski Centre			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61039	SI	15/02/2022	Monthly Use of Car Park (Former Ski Centre)	102.00	-102.00	
<u>Account Totals</u>					<u>102.00</u>	<u>-102.00</u>

<u>N/C</u> 4032		<u>Name</u>	PR&F - Exp - Bank Charges			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61023	PI	01/02/2022	Autopay Charge	33.55		33.55
<u>Account Totals</u>					<u>33.55</u>	<u>33.55</u>

<u>N/C</u> 4070		<u>Name</u>	PR&F - GEN - Exp - Contingencies			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61000	PI	05/02/2022	New Fencing - Sunningdale	15,929.00		15,929.00
61022	PI	01/02/2022	Name Badges	12.70		12.70
61100	PI	24/02/2022	Mileage Claim	7.01		7.01
61175	PI	16/02/2022	Room Hire - Westlands	38.00		38.00
61400	JD	15/02/2022	Misposting Adjustments	2.25		2.25
<u>Account Totals</u>					<u>15,988.96</u>	<u>15,988.96</u>

<u>N/C</u> 4080		<u>Name</u>	PR&F - GEN - Exp - Costs of Democracy			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61102	JD	25/02/2022	Costs of Democracy	2,279.52		2,279.52
<u>Account Totals</u>					<u>2,279.52</u>	<u>2,279.52</u>

<u>N/C</u> 4090		<u>Name</u>	PR&F - GEN - Exp - Courses/conferences			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61112	PI	10/02/2022	Event Fee - SLCC	45.00		45.00
<u>Account Totals</u>					<u>45.00</u>	<u>45.00</u>

<u>N/C</u> 4130		<u>Name</u>	PR&F - GEN - Exp - Furniture & equipment			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61111	PI	15/02/2022	Display Stand	56.00		56.00
61157	PI	23/02/2022	Copy Charges - Photocopier	144.48		144.48
<u>Account Totals</u>					<u>200.48</u>	<u>200.48</u>

<u>N/C</u> 4170		<u>Name</u>	PR&F - GEN - Exp - PC Support			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61015	PI	08/02/2022	Office 365 Business	97.03		97.03
61016	PI	08/02/2022	EoFTTC Managed Service	200.00		200.00
61017	PI	08/02/2022	IT Support	531.00		531.00
61018	PI	08/02/2022	Monthly CSP Subscription	72.48		72.48
61113	PI	14/02/2022	Laptop Headset	45.93		45.93
<u>Account Totals</u>					<u>946.44</u>	<u>946.44</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	4180	<u>Name</u>	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>	
61004	PI	01/02/2022	Postage		300.00		300.00	
				<u>Account Totals</u>	<u>300.00</u>		<u>300.00</u>	

<u>N/C</u>	4190	<u>Name</u>	PR&F - GEN - Exp - Prof. fees/subs					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
60986	PI	01/02/2022	Sage 50 Accounts/Payroll		253.00		253.00	
61099	PI	16/02/2022	ALCC Membership		40.00		40.00	
				<u>Account Totals</u>	<u>293.00</u>		<u>293.00</u>	

<u>N/C</u>	4210	<u>Name</u>	PR&F - GEN - Exp - Stationery/supplies					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61041	PI	13/02/2022	Stationery		17.95		17.95	
61158	PI	11/02/2022	Stationery		73.64		73.64	
61159	PI	28/02/2022	Stationery		28.55		28.55	
				<u>Account Totals</u>	<u>120.14</u>		<u>120.14</u>	

<u>N/C</u>	4220	<u>Name</u>	PR&F - GEN - Exp - Telephone					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61006	PI	01/02/2022	Call/Line Rental Charge		64.48		64.48	
61008	PI	07/02/2022	Telephone Maintenance		8.30		8.30	
61389	PI	26/02/2022	Mobile Phones		133.91		133.91	
				<u>Account Totals</u>	<u>206.69</u>		<u>206.69</u>	

<u>N/C</u>	4240	<u>Name</u>	PR&F - GEN - Exp - Youth Project Schemes					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61020	PI	15/02/2022	Youth Service Projects		1,923.68		1,923.68	
				<u>Account Totals</u>	<u>1,923.68</u>		<u>1,923.68</u>	

<u>N/C</u>	4520	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Allowance					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61021	PI	15/02/2022	Mayoral Allowance		847.50		847.50	
				<u>Account Totals</u>	<u>847.50</u>		<u>847.50</u>	

	<u>Department</u>	<u>23,184.96</u>	<u>113.83</u>	<u>23,071.13</u>
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<u>Dept Number</u>	2	<u>Dept</u>	PR & F - GRANTS
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<u>N/C</u>	4710	<u>Name</u>	PR&F - GRANTS - Grants					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
60995	PI	10/02/2022	Yeovil Shop Mobility		1,500.00		1,500.00	
				<u>Account Totals</u>	<u>1,500.00</u>		<u>1,500.00</u>	

	<u>Department</u>	<u>1,500.00</u>		<u>1,500.00</u>
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<u>Dept Number</u>	3	<u>Dept</u>	PR & F - SALARIES
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<u>N/C</u>	4800	<u>Name</u>	PR&F - SALARIES - Wages/salaries					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
60998	PI	01/02/2022	Pension Deficit		509.00		509.00	
61060	JD	27/02/2022	Employers Pension		3,065.73		3,065.73	
61061	JD	27/02/2022	Payments		17,381.64		17,381.64	
61062	JD	27/02/2022	Employers NIC		1,596.94		1,596.94	
61103	JC	25/02/2022	Costs of Democracy			2,279.52	-2,279.52	
				<u>Account Totals</u>	<u>22,553.31</u>	<u>2,279.52</u>	<u>20,273.79</u>	

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 206.23 206.23

N/C 7190 Name G&GM - Exp - Protective Clothing

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61152	PI	11/02/2022	Bodywarmer	20.20		20.20

Account Totals 20.20 20.20

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61161	PI	24/02/2022	Fuel - Van	72.23		72.23

Account Totals 72.23 72.23

Department 14,546.91 268.96 14,277.95

Dept Number 5 Dept BUILDING & CIVIC MATTERS

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60935	SI	02/02/2022	Hall Hire Fees		98.00	-98.00
60936	SI	02/02/2022	Hall Hire Fees		21.00	-21.00
60937	SI	02/02/2022	Hall Hire Fees		63.00	-63.00
60938	SI	02/02/2022	Hall Hire Fees		63.00	-63.00
60939	SI	02/02/2022	Hall Hire Fees		21.00	-21.00
60940	SI	02/02/2022	Hall Hire Fees		28.00	-28.00
60941	SI	02/02/2022	Hall Hire Fees		150.00	-150.00
60945	SI	02/02/2022	Hall Hire Fees		28.00	-28.00
60949	SI	02/02/2022	Hall Hire Fees		7.00	-7.00
60962	SI	08/02/2022	Hall Hire Fees		14.00	-14.00
60963	SI	08/02/2022	Hall Hire Fees		34.00	-34.00
60964	SI	08/02/2022	Hall Hire Fees		11.50	-11.50
60965	SI	08/02/2022	Hall Hire Fees		25.50	-25.50
60966	SI	08/02/2022	Hall Hire Fees		11.50	-11.50
60972	SI	10/02/2022	Hall Hire Fees		64.00	-64.00
60973	SI	10/02/2022	Hall Hire Fees		11.50	-11.50
61038	SI	17/02/2022	Hall Hire Fees		14.00	-14.00
61043	BR	09/02/2022	Milford Hall Incident		35.00	-35.00

Account Totals 700.00 -700.00

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61063	JD	27/02/2022	Payments	922.88		922.88
61104	JC	25/02/2022	Caretaker		922.88	-922.88
61135	BR	11/02/2022	Rates Refund		39.20	-39.20

Account Totals 922.88 962.08 -39.20

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61009	PI	05/02/2022	Internet	25.47		25.47
61034	PC	16/02/2022	Rredit to Clear		0.28	-0.28
61040	PI	09/02/2022	Guttering	12.92		12.92
61105	JD	25/02/2022	Caretaker	668.90		668.90
61136	BR	11/02/2022	Rates Refund		125.50	-125.50
61149	PI	03/02/2022	Painting Materials	6.25		6.25
61154	PI	17/02/2022	Painting Materials	14.42		14.42
61166	PI	28/02/2022	Mobile Patrols	200.64		200.64
61176	PI	21/02/2022	Milford Hall Recharge - 3rd Qtr	3,652.88		3,652.88
61180	PI	28/02/2022	Cleaning	682.50		682.50

Account Totals 5,263.98 125.78 5,138.20

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<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>
61005	PI	02/02/2022	Water Charge	61.38		61.38
61156	PI	15/02/2022	Electricity	452.56		452.56
61173	PI	28/02/2022	Cleaning	519.73		519.73
<u>Account Totals</u>				<u>1,033.67</u>		<u>1,033.67</u>

<u>N/C</u>	6110	<u>Name</u>	B&CM - Exp - Public Noticeboards			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61148	PI	01/02/2022	Plywood	41.57		41.57
<u>Account Totals</u>				<u>41.57</u>		<u>41.57</u>

<u>N/C</u>	6140	<u>Name</u>	B&CM - Exp - Band Costs			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61007	PI	04/02/2022	HMS Heron Volunteer Band	3,500.00		3,500.00
<u>Account Totals</u>				<u>3,500.00</u>		<u>3,500.00</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>
61106	JD	25/02/2022	Cleaner	253.98		253.98
61110	PI	09/02/2022	Refreshments	4.90		4.90
61168	PI	28/02/2022	Waste Disposal	42.88		42.88
61297	CP	08/02/2022	Refreshments	5.90		5.90
<u>Account Totals</u>				<u>307.66</u>		<u>307.66</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>
61155	PI	18/02/2022	Gas	295.00		295.00
<u>Account Totals</u>				<u>295.00</u>		<u>295.00</u>

<u>N/C</u>	6214	<u>Name</u>	B&CM - Exp - Town House - Maintenance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61165	PI	25/02/2022	Brass Plaque	335.50		335.50
<u>Account Totals</u>				<u>335.50</u>		<u>335.50</u>

<u>N/C</u>	6270	<u>Name</u>	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>
61019	PI	25/02/2022	Defibrillators	4,884.00		4,884.00
61328	PI	25/02/2022	Defibrillator Signs	50.00		50.00
<u>Account Totals</u>				<u>4,934.00</u>		<u>4,934.00</u>

<u>Department</u>				<u>16,634.26</u>	<u>1,787.86</u>	<u>14,846.40</u>
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Dept Number 11 Dept PROMOTIONS & ACTIVITIES

<u>N/C</u>	5502	<u>Name</u>	P&A - Inc - Queen's Platinum Jubilee			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60950	SI	03/02/2022	Contribution - Queens Platinum Jubilee		2,000.00	-2,000.00
<u>Account Totals</u>					<u>2,000.00</u>	<u>-2,000.00</u>

<u>N/C</u>	5650	<u>Name</u>	P&A - Exp - Eats: Festival			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61001	PI	02/02/2022	Eat Festivals	2,275.00		2,275.00
<u>Account Totals</u>				<u>2,275.00</u>		<u>2,275.00</u>

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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 6

<u>Department</u>	<u>2,275.00</u>	<u>2,000.00</u>	<u>275.00</u>
<u>Grand Totals</u>	<u>80,694.44</u>	<u>6,450.17</u>	<u>74,244.27</u>

Yeovil Town Council

March Actual V Budget

Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance
Income				
Precept	272,652.00	272,652.00	272,652.00	0.00
Bank Interest	2,500.00	477.65	2,500.00	-2,022.35
Contingencies	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00
Ski Centre	1250.00	1,224.00	1,250.00	-26.00
Mayor's Ball	0.00	11,612.00	0.00	11,612.00
Mayor's Charity Events	0.00	1,969.96	0.00	1,969.96
Grants	7,000.00	7,000.00	7,000.00	0.00
Salaries	260,000.00	260,000.00	260,000.00	0.00
Salaries Recharge	1,000.00	0.00	1,000.00	-1,000.00
Youth Project Schemes	0.00	0.00	0.00	0.00
Youth Council	0.00	0.00	0.00	0.00
	544,402.00	554,935.61	544,402.00	10,533.61
Expenditure				
Advertising	500.00	205.00	500.00	-295.00
Audit Fees	3,470.00	2,284.26	3,470.00	-1,185.74
Bank Charges	0.00	408.55	0.00	408.55
Carbon Management	25,000.00	0.00	25,000.00	-25,000.00
Books/Periodicals	240.00	356.00	240.00	116.00
Ski Centre	500.00	0.00	500.00	-500.00
Contingencies	53,022.00	42,195.33	53,022.00	-10,826.67
Costs of Democracy	29,200.00	24,730.51	29,200.00	-4,469.49
Courses/Conferences	5,000.00	45.00	5,000.00	-4,955.00
Elections	1,500.00	7,918.02	1,500.00	6,418.02
Fixed Asset Valuation	0.00	0.00	0.00	0.00
Furniture & Equipment	4,000.00	5,575.34	4,000.00	1,575.34
Franking Machine	500.00	580.99	500.00	80.99
Insurance	6,000.00	5,077.55	6,000.00	-922.45
New Initiatives Fund	10,300.00	3,899.75	10,300.00	-6,400.25
NVQ Office Assistant	0.00	0.00	0.00	0.00
PC Support	12,500.00	11,760.57	12,500.00	-739.43
Postage	2,000.00	1,222.65	2,000.00	-777.35
Prof.Fees/Subs	7,500.00	9,785.05	7,500.00	2,285.05
PWLB Interest	30,000.00	0.00	30,000.00	-30,000.00
Stationery/Supplies	2,500.00	737.75	2,500.00	-1,762.25
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00
Telephone	2,500.00	2,641.10	2,500.00	141.10
Website	8,000.00	3,026.50	8,000.00	-4,973.50
Westland Leisure Complex	27,800.00	27,800.00	27,800.00	0.00
Youth Project Schemes	30200.00	24,576.16	30,200.00	-5,623.84
Youth Council	2000.00	0.00	2,000.00	-2,000.00
Mayors Allowance	10170.00	10,170.00	10,170.00	0.00
Regalia	2000.00	447.00	2,000.00	-1,553.00
Mayors Award	0.00	190.80	0.00	190.80
Remembrance Day Wreath	0.00	75.00	0.00	75.00
Mayors Ball	0.00	11,612.00	0.00	11,612.00
Mayors Charity Events	0.00	1,969.96	0.00	1,969.96
Grants	7,000.00	8,970.00	7,000.00	1,970.00
Salaries/Wages	260,000.00	249,529.47	260,000.00	-10,470.53
	544,402.00	458,790.31	544,402.00	-85,611.69
	0	96,145.30	0.00	96,145.30

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 4000	Tran Date From 01/03/2022	Tran No From 1	Department From 0
N/C To 7520	Tran Date To 31/03/2022	Tran No To 99,999,999	Department To 999

<u>Dept Number</u> 1	<u>Dept</u>	PR & F - GENERAL					
<u>N/C</u> 4001	<u>Name</u>	PR&F - GEN - Bank Interest					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61209	BR	02/03/2022	Interest	6.31	6.31	-6.31	
61333	BR	31/03/2022	Interest	8.73	8.73	-8.73	
61334	BR	29/03/2022	Interest	163.18	163.18	-163.18	
61381	BR	31/03/2022	Interest	6.05	6.05	-6.05	
<u>Account Totals</u>					<u>184.27</u>	<u>-184.27</u>	

<u>N/C</u> 4005	<u>Name</u>	PR&F - GEN - Inc - Ski Centre					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61208	SI	15/03/2022	Monthly Use of Car Park (Former Ski Centre)	102.00	102.00	-102.00	
<u>Account Totals</u>					<u>102.00</u>	<u>-102.00</u>	

<u>N/C</u> 4006	<u>Name</u>	PR&F - GENERAL - Inc - Mayors Ball					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61382	BR	31/03/2022	Mayor's Ball - MIND in Somerset	975.00	975.00	-975.00	
<u>Account Totals</u>					<u>975.00</u>	<u>-975.00</u>	

<u>N/C</u> 4007	<u>Name</u>	PR&F - GENERAL - Inc - Mayors Charity Events					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61318	BR	30/03/2022	Donation - Holy Trinity	59.46	59.46	-59.46	
<u>Account Totals</u>					<u>59.46</u>	<u>-59.46</u>	

<u>N/C</u> 4020	<u>Name</u>	PR&F - GEN - Exp - Audit Fees					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61401	JD	31/03/2022	Audit Fees 21/22	2,000.00	2,000.00	2,000.00	
<u>Account Totals</u>					<u>2,000.00</u>	<u>2,000.00</u>	

<u>N/C</u> 4032	<u>Name</u>	PR&F - Exp - Bank Charges					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61188	PI	01/03/2022	Autopay Charge	33.55	33.55	33.55	
<u>Account Totals</u>					<u>33.55</u>	<u>33.55</u>	

<u>N/C</u> 4070	<u>Name</u>	PR&F - GEN - Exp - Contingencies					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61224	PI	16/03/2022	Mileage Claim	60.93	60.93	60.93	
61246	PI	21/03/2022	Mileage Claim/Parking	23.20	23.20	23.20	
61253	PI	21/03/2022	Mileage Claim	167.55	167.55	167.55	
61254	PI	21/03/2022	Mileage Claim	20.16	20.16	20.16	
61359	PI	28/03/2022	Key Holding - Town House	200.00	200.00	200.00	
<u>Account Totals</u>					<u>471.84</u>	<u>471.84</u>	

<u>N/C</u> 4080	<u>Name</u>	PR&F - GEN - Exp - Costs of Democracy					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61336	JD	27/03/2022	Costs of Democracy	2,505.19	2,505.19	2,505.19	
<u>Account Totals</u>					<u>2,505.19</u>	<u>2,505.19</u>	

<u>N/C</u> 4100	<u>Name</u>	PR&F - GEN - Exp - Elections					
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61178	PI	01/03/2022	By-Election	3,839.01	3,839.01	3,839.01	

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	4240	<u>Name</u>	PR&F - GEN - Exp - Youth Project Schemes			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
61187	PI	10/03/2022	Youth Service Projects		1,923.68		1,923.68	
<u>Account Totals</u>					<u>1,923.68</u>		<u>1,923.68</u>	

<u>N/C</u>	4520	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Allowance			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
61186	PI	10/03/2022	Mayoral Allowance		847.50		847.50	
61403	JD	31/03/2022	Mayoral Allowance		847.50		847.50	
<u>Account Totals</u>					<u>1,695.00</u>		<u>1,695.00</u>	

<u>N/C</u>	4560	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Ball			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
61404	JD	31/03/2022	Mayors Ball		1,982.58		1,982.58	
<u>Account Totals</u>					<u>1,982.58</u>		<u>1,982.58</u>	

<u>N/C</u>	4570	<u>Name</u>	PR&F - GENERAL - Exp - Mayors Charity Events			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
61405	JD	31/03/2022	Mayors Charity Events		1,969.96		1,969.96	
<u>Account Totals</u>					<u>1,969.96</u>		<u>1,969.96</u>	

<u>Department</u>					<u>49,197.84</u>	<u>1,321.08</u>	<u>47,876.76</u>
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Dept Number 3 Dept PR & F - SALARIES

<u>N/C</u>	4800	<u>Name</u>	PR&F - SALARIES - Wages/salaries			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
61228	SI	17/03/2022	REIMBURSEMENT of SALARY - TOWN CLERK			693.33	-693.33	
61229	SI	17/03/2022	January to March 2022 On Costs			140.00	-140.00	
61236	JD	27/03/2022	Employers Pension		3,724.85		3,724.85	
61237	JD	27/03/2022	Payments		20,873.10		20,873.10	
61238	JD	27/03/2022	Employers NIC		2,099.68		2,099.68	
61337	JC	27/03/2022	Costs of Democracy			2,505.19	-2,505.19	

<u>Account Totals</u>					<u>26,697.63</u>	<u>3,338.52</u>	<u>23,359.11</u>
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<u>Department</u>					<u>26,697.63</u>	<u>3,338.52</u>	<u>23,359.11</u>
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Dept Number 4 Dept GROUNDS & GENERAL MAINTENANCE

<u>N/C</u>	7002	<u>Name</u>	G&GM - Inc - Leases			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
61227	SI	17/03/2022	Lease at Hillcrest/Higher Ryalls - Rent January			522.00	-522.00	

<u>Account Totals</u>						<u>522.00</u>	<u>-522.00</u>
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<u>N/C</u>	7004	<u>Name</u>	G&GM - Inc - Rents			<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
61189	SI	11/03/2022	Allotment rent for the period 11 March - 30			61.16	-61.16	
61191	SI	11/03/2022	Allotment rent for the period 11 March - 30			33.67	-33.67	
61192	SI	11/03/2022	Gate key deposit			5.00	-5.00	
61193	SI	11/03/2022	Allotment rent for the period 11 March - 30			19.33	-19.33	
61243	SI	21/03/2022	Allotment rent for 21 March - 30 September			18.90	-18.90	
61244	SI	21/03/2022	Allotment rent for the period 21 March - 30			30.10	-30.10	
61294	SI	25/03/2022	Allotment rent for the period 25 March - 30			15.83	-15.83	
61295	SI	25/03/2022	Allotment rent for the period 25 March - 30			33.81	-33.81	
61449	SC	11/03/2022	Cancel - see tran 61191		33.67		33.67	
61450	SC	11/03/2022	Cancel - see tran 61192		5.00		5.00	
61451	SI	11/03/2022	Allotment rent for the period 11 March - 30			33.67	-33.67	

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

				<u>Account Totals</u>	<u>38.67</u>	<u>251.47</u>	<u>-212.80</u>
<u>N/C</u>	7005	<u>Name</u>	G&GM - Inc - Sales of gates & tap keys				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61190	SI	11/03/2022	Gate key deposit		5.00	-5.00	
61194	SI	11/03/2022	Gate key deposit		0.01	-0.01	
61245	SI	21/03/2022	Gate key deposit		5.00	-5.00	
61452	SI	11/03/2022	Gate key deposit		5.00	-5.00	
				<u>Account Totals</u>		<u>15.01</u>	<u>-15.01</u>
<u>N/C</u>	7019	<u>Name</u>	G&GM - Exp - Allotment Maintenance				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61163	PI	01/03/2022	Container Rental	80.00		80.00	
61354	PI	29/03/2022	Allotment Maintenance	1,359.44		1,359.44	
61365	PI	14/03/2022	New Padlock - Sunningdale	25.81		25.81	
61368	PI	28/03/2022	DIY materials - Rustywell	2.71		2.71	
61370	PI	31/03/2022	Ant Killer Spray	7.83		7.83	
				<u>Account Totals</u>		<u>1,475.79</u>	<u>1,475.79</u>
<u>N/C</u>	7070	<u>Name</u>	G&GM - Exp - Labour				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61241	JD	27/03/2022	Employers Pension	395.76		395.76	
61242	JD	27/03/2022	Payments	1,949.55		1,949.55	
				<u>Account Totals</u>		<u>2,345.31</u>	<u>2,345.31</u>
<u>N/C</u>	7093	<u>Name</u>	G&GM - Exp - Open Spaces: Doorstep Greens				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61197	PI	04/03/2022	Electricity	63.50		63.50	
61413	JD	31/03/2022	Clear Vegetation	2,772.68		2,772.68	
				<u>Account Totals</u>		<u>2,836.18</u>	<u>2,836.18</u>
<u>N/C</u>	7100	<u>Name</u>	G&GM - Exp - Open Spaces: Open spaces -				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61411	JD	31/03/2022	Open Spaces General	133,480.00		133,480.00	
				<u>Account Totals</u>		<u>133,480.00</u>	<u>133,480.00</u>
<u>N/C</u>	7102	<u>Name</u>	G&GM - Exp - Open Spaces: Play Park				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61412	JD	31/03/2022	Play Park Programme	10,000.00		10,000.00	
				<u>Account Totals</u>		<u>10,000.00</u>	<u>10,000.00</u>
<u>N/C</u>	7104	<u>Name</u>	G&GM - Exp - Open Spaces: Country Park				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61179	PI	08/03/2022	Yeovil Country Park - 4th Qtr	8,175.00		8,175.00	
				<u>Account Totals</u>		<u>8,175.00</u>	<u>8,175.00</u>
<u>N/C</u>	7120	<u>Name</u>	G&GM - Exp - Yew Tree Park - Gate Opening				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61356	PI	07/03/2022	Security	181.08		181.08	
				<u>Account Totals</u>		<u>181.08</u>	<u>181.08</u>
<u>N/C</u>	7180	<u>Name</u>	G&GM - Exp - Community Heritage Officer				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61357	PI	25/03/2022	Community Heritage Officer - 2nd Half	5,000.00		5,000.00	

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	6090	<u>Name</u>	B&CM - Exp - Milford Hall				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61170	PI	05/03/2022	Internet	25.33		25.33	
61249	PI	06/03/2022	Rates	3,995.12		3,995.12	
61299	CP	07/03/2022	Test Paint Pots	9.58		9.58	
61329	PI	07/03/2022	Paint	104.18		104.18	
61339	JD	27/03/2022	Caretaker	809.37		809.37	
61349	PI	11/03/2022	Window Cleaning	40.00		40.00	
61360	PI	28/03/2022	Key Holding	200.00		200.00	
61361	PI	31/03/2022	Mobile Patrols	194.37		194.37	
61362	PI	02/03/2022	Painting Materials	15.48		15.48	
61363	PI	02/03/2022	Painting Materials	38.61		38.61	
61364	PI	02/03/2022	Painting Materials	2.50		2.50	
61366	PI	15/03/2022	Painting Materials	5.20		5.20	
61367	PI	17/03/2022	Painting Materials	11.65		11.65	
61369	PI	30/03/2022	Painting Materials	7.90		7.90	
61380	PI	31/03/2022	Cleaning	682.50		682.50	
61408	JD	31/03/2022	Milford Hall Recharge - 4th Qtr	3,700.00		3,700.00	
<u>Account Totals</u>				<u>9,841.79</u>		<u>9,841.79</u>	

<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>	
61167	PI	02/03/2022	Water Charge	61.38		61.38	
61196	PI	11/03/2022	Investigage Issues	25.00		25.00	
61250	PI	15/03/2022	Electricity	400.49		400.49	
61255	PI	15/03/2022	Radar Keys	27.48		27.48	
61300	CP	10/03/2022	Keys Cut	10.00		10.00	
61358	PI	22/03/2022	Auto Flush Service	107.08		107.08	
61387	PI	24/03/2022	Consumables	98.81		98.81	
61388	PI	31/03/2022	Cleaning	519.73		519.73	
61416	PI	31/03/2022	Foot Patrols	836.00		836.00	
<u>Account Totals</u>				<u>2,085.97</u>		<u>2,085.97</u>	

<u>N/C</u>	6102	<u>Name</u>	B&CM - Exp - Public Toilets Petters Way				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61195	PI	11/03/2022	Investigage Issues	25.00		25.00	
61225	PI	13/03/2022	Repair Roof Tiles	65.00		65.00	
61409	JD	31/03/2022	Petters Way Toilets - 4th Qtr	2,400.00		2,400.00	
61417	PI	31/03/2022	Foot Patrols	836.00		836.00	
<u>Account Totals</u>				<u>3,326.00</u>		<u>3,326.00</u>	

<u>N/C</u>	6160	<u>Name</u>	B&CM - Exp - Sports Development Officer				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
61398	JC	01/03/2022	Sports Dev Officer		2,160.00	-2,160.00	
61410	JD	31/03/2022	Sports Dev Officer	2,160.00		2,160.00	
<u>Account Totals</u>				<u>2,160.00</u>	<u>2,160.00</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>	
61301	CP	29/03/2022	Refreshments	4.80		4.80	
61330	PI	09/03/2022	Refreshments	14.95		14.95	
61340	JD	27/03/2022	Cleaner	276.20		276.20	
61424	PI	31/03/2022	Waste Disposal	44.38		44.38	
<u>Account Totals</u>				<u>340.33</u>		<u>340.33</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>	
61147	PI	02/03/2022	Electricity	5.61		5.61	

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Account Totals 5.61 5.61

<u>N/C</u>	<u>6212</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>
61352	PI	20/03/2022	Gas	239.49		239.49
<u>Account Totals</u>				<u>239.49</u>		<u>239.49</u>

<u>N/C</u>	<u>6260</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>
61426	PI	30/03/2022	St Georges Day Parade	300.00		300.00
<u>Account Totals</u>				<u>300.00</u>		<u>300.00</u>

<u>N/C</u>	<u>6270</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>
61171	PI	07/03/2022	Electrical Work	105.00		105.00
<u>Account Totals</u>				<u>105.00</u>		<u>105.00</u>

Department 19,489.76 4,944.90 14,544.86

Dept Number 8 Dept JOINT BURIAL FUND

<u>N/C</u>	<u>7515</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>
61230	SI	17/03/2022	Crematorium & Cemetery - Support Charges		1,100.00	-1,100.00
<u>Account Totals</u>					<u>1,100.00</u>	<u>-1,100.00</u>

<u>N/C</u>	<u>7520</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>
61386	PI	31/03/2022	Cemetery Deficit - 2nd Half	31,907.00		31,907.00
<u>Account Totals</u>				<u>31,907.00</u>		<u>31,907.00</u>

Department 31,907.00 1,100.00 30,807.00

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

<u>N/C</u>	<u>5620</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>
61406	JD	31/03/2022	YIB Officer	24,800.00		24,800.00
<u>Account Totals</u>				<u>24,800.00</u>		<u>24,800.00</u>

<u>N/C</u>	<u>5630</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>
61371	PI	24/03/2022	Mileage Claim	45.95		45.95
61407	JD	31/03/2022	YIB Working Budget	16,440.00		16,440.00
<u>Account Totals</u>				<u>16,485.95</u>		<u>16,485.95</u>

<u>N/C</u>	<u>5640</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>
61248	PI	20/03/2022	Queen's Platinum Jubilee Advert	150.00		150.00
61252	PI	21/03/2022	Deposit - Fun Games	83.33		83.33
61355	PI	29/03/2022	Reusable Cups	3,213.00		3,213.00
<u>Account Totals</u>				<u>3,446.33</u>		<u>3,446.33</u>

<u>N/C</u>	<u>5650</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>
			P&A - Exp - Eats: Festival			

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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 8

61304	BR	18/03/2022	Grant - Eat Festival			2,050.00	-2,050.00
				<u>Account Totals</u>		<u>2,050.00</u>	<u>-2,050.00</u>
				<u>Department</u>	<u>44,732.28</u>	<u>2,050.00</u>	<u>42,682.28</u>
				<u>Grand Totals</u>	<u>335,556.54</u>	<u>14,542.98</u>	<u>321,013.56</u>

Background

Council approved the 2020/21 budget at its meeting on 2nd February 2021. The purpose of this report is to inform Members of the actual spend against budgets for the 2021/22 financial year and balances held in both Earmarked Reserves and General Fund Balances.

Outturn for 2021/22

The overall outturn for Yeovil Town Council in 2021/22 was £178,482 under spent (or 15.2%). However, as highlighted later in the report, the budget allowed for amounts to go into earmarked reserves, there are also some carry-forwards for expenditure intended in 2021/22 but have not yet occurred.

The table below sets out a summary by Committee:

2020/21				Committee	2021/22			
Budget (£)	Actual Spend (£)	Variance Spend (Over) / Under (£)	Variance Spend (Over) / Under (%)		Budget (£)	Actual Spend (£)	Variance Spend (Over) / Under (£)	Variance Spend (Over) / Under (%)
266,710	247,328	19,382	7.3%	Grounds & General Maintenance	251,580	290,028	(34,448)	(13.7%)
1,000	0	1,000	100.0%	Planning	1,000	544	456	45.6%
204,490	180,442	24,048	11.8%	Buildings & Civic Matters	218,680	142,769	75,911	34.7%
127,550	93,448	34,102	26.7%	Promotions & Activities	102,550	85,771	16,779	16.4%
489,079	411,196	77,883	15.9%	Policy, Resources & Finance	539,652	415,869	123,783	22.9%
63,760	63,760	0	0%	Joint Burial	63,814	63,814	0	0%
1,152,589	996,174	156,415	13.6%	Total	1,177,276	998,794	178,482	15.2%

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

Carry Forwards and Earmarked Reserves

Carry forwards for each Committee have been considered. The table beneath highlights the carry forwards which will either be used to cover costs for expenditure that was identified in 2021/22 or will be put into an earmarked reserve for a specific reason.

Committee	Budget line	Carry Forward (£)	Earmarked Reserve (£)	Reason
Policy, Resources and Finance	Audit Fees	1,186		Internal Audit fees
Policy, Resources and Finance	Regalia		1,553	For robes and any changes required to the mace
Policy, Resources and Finance	Website	4,974		Remaining amount to be paid in 22/23 when completed
Policy, Resources and Finance	Youth Council		2,000	Youth Council Projects
Policy, Resources and Finance	Climate Change		25,000	For Climate Change projects
Grounds and General Maintenance	Water Main refurbishment / repairs		2,200	Water main refurbishment and repairs reserve
Buildings and Civic Matters	Defibrillator		3,959	Defibrillators in Yeovil project
Buildings and Civic Matters	Monmouth Hall		12,591	Monmouth Hall Refurbishment Reserve
Buildings and Civic Matters	Monmouth Hall Refurbishment		41,355	Monmouth Hall Refurbishment Reserve
Buildings and Civic Matters	Peter Street Public Toilet - Security	1,240		3 months payment due
Buildings and Civic Matters	CCTV		500	Reserve for future CCTV upgrade
Buildings and Civic Matters	War Memorial		750	Bi-annual Health and safety checks and cleaning
Promotions and Activities	Customised Souvenirs		650	Customised Souvenirs for Music in the Park
Promotions and Activities	VE Day Celebrations		2,000	Music in the Park
Total		7,400	92,558	

Summary of Earmarked Reserves

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

Earmarked Reserve	Balance as at 31/03/21 (£)	Movement In (£)	Movement Out (£)	Balance as at 31/03/20 (£)
Major Projects	984	0	0	984
Water Mains Refurbishments/Repairs	8,332	2,200	0	10,532
Allotment Fence Repairs	6,500	0	(6,500)	0
Regalia	10,070	1,553	0	11,623
Custom Souvenirs	1,730	650	0	2,380
Youth Council	4,384	2,000	0	6,384
Monmouth Hall Refurbishment	162,867	53,946	0	216,813
Unity in the Community	1,629	0	(550)	1,079
Cost of Elections	1,500	0	0	1,500
Community Infrastructure Levy	2,598	0	0	2,598
War Memorial	750	750	0	1,500
Sidney Gardens Fountain	12,600	0	0	12,600
Queen's Jubilee	32,050	2,000	0	34,050
Defibrillators *	0	3,959	0	3,959
CCTV*	0	500	0	500
Climate Change*	0	25,000	0	25,000
	245,994	92,558	(7,050)	331,502

*New Earmarked Reserves

Final Outturn for 2021/22

If the carry forwards are approved, the final outturn for 2021/22 will be as follows:

Committee	(a) Budget (£)	(b) Actual Spend (£)	(c) Carry Forward (£)	(d) Reserve Movement In/(Out) (£)	(e) Adjusted Actual Spend (£) (b)+(c)+(d)	(f) Variation on Spend (Over) / Under (£) (a)-(e)
Grounds and General Maintenance	251,580	290,028	0	(4,300)	285,728	(34,148)
Planning	1,000	544	0		544	456
Buildings and Civic Matters	218,680	142,769	1,240	59,155	203,164	15,516
Promotions and Activities	102,550	87,771	0	2,100	89,871	12,679

Policy, Resources and Finance	539,652	413,869	6,160	28,553	448,582	91,070
Joint Burial	63,814	63,814	0	0	63,814	0
Total	1,177,276	998,795	7,400	85,508	1,091,703	85,573

Summary of General Fund

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

	£
Unallocated General Fund Balance as at 1st April 2021	774,615
(Overspend) / Underspend	178,482
Carry Forwards	(7,400)
Movement on Ear marked Reserves	(85,508)
Unallocated General Fund Balance as at 31st March 2022	860,189

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to note the outturn position of **£998,794** for 2021/22 (an underspend of £178,482) and the explanation of significant variances as highlighted in Appendix A;
- (3) to approve the carry forwards and movement in reserves listed above;
- (4) to note the final outturn position, once (3) had been approved;
- (5) to note the new Earmarked Reserves – Climate Change, Defibrillators and CCTV;
- (6) to note the Earmarked Reserve Balances; and
- (7) to note the Unallocated General Fund Balance.

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

Summary

Yeovil Town Council - 2020/21 Outturn

Committee	2020/21			2021/22		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/21	Variance	Annual Budget	Actual Total at 31/03/22	Variance
Policy Resources and Finance						
Expenditure	497,329	416,644	80,685	544,402	418,670	125,732
Income	(8,250)	(5,448)	(2,802)	(4,750)	(2,802)	(1,948)
Net Expenditure	489,079	411,196	77,883	539,652	415,869	123,783
Buildings and Civic Matters						
Expenditure	235,490	188,427	47,063	245,180	165,251	79,929
Income	(31,000)	(7,986)	(23,015)	(26,500)	(22,482)	(4,018)
Net Expenditure	204,490	180,442	24,048	218,680	142,769	75,911
Grounds and General Maintenance						
Expenditure	287,750	269,820	17,930	272,570	310,382	(37,812)
Income	(21,040)	(22,491)	1,451	(20,990)	(20,353)	(637)
Net Expenditure	266,710	247,328	19,382	251,580	290,028	(38,448)
Planning						
Expenditure	1,000	0	1,000	1,000	544	456
Income	0	0	0	0	0	0
Net Expenditure	1,000	0	1,000	1,000	544	456
Promotions and Activities Committee						
Expenditure	127,550	93,448	34,102	102,550	87,771	14,779
Income	0	0	0	0	(2,000)	2,000
Net Expenditure	127,550	93,448	34,102	102,550	85,771	16,779
Burial Committee						
Expenditure	63,760	63,760	0	63,814	63,814	0
Income	0	0	0	0	0	0
Net Expenditure	63,760	63,760	0	63,814	63,814	0
Total Yeovil Town Council						
Expenditure	1,212,879	1,032,099	180,780	1,229,516	1,046,431	183,085
Income	(60,290)	(35,925)	(24,365)	(52,240)	(47,637)	(4,603)
Net Expenditure	1,152,589	996,174	156,415	1,177,276	998,794	178,482

Buildings and Civic Matters

2020/21			2021/22					
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Carry Forward £	Notes
			EXPENDITURE					
3,500	3,500	0		3,500	3,500	0		
32,490	32,490	0		32,490	32,490	0		
2,500	2,500	0		2,500	0	2,500	F	
0	0	0		9,000	14,885	(5,885)	A	3,959
								Additional Defibrillators purchased due to additional contributions - See income. Remainder to go into a reserve
700	188	512	F	700	0	700	F	
24,500	38,880	(14,380)	A	0	0	0	A	
0	0	0		5,000	3,870	1,130	F	
0	0	0		15,000	22,687	(7,687)	A	
								Asbestos survey (£390); Painting and decorating materials (£490); Air conditioning repair (£1,562); Shutters servicing and repairs (£875); Replace faulty emergency lights (£310) CCTV signage and consultancy (£327)
0	0	0		3,250	2,721	529	F	
0	0	0		7,100	11,648	(4,548)	A	
								Increase in recharges from South Somerset District Council
400	706	(306)	A	500	0	500	A	
17,340	5,813	11,527	F	0	0	0	F	
0	0	0		16,870	5,099	11,771	F	11,771
								Underspend to be put into reserve
0	0	0		820	0	820	F	820
								Underspend to be put into reserve
60,000	0	60,000	F	60,000	18,645	41,355	F	41,355
								£1,747 electricity disconnection , £16,192 demolition; £2,453 heras fencing
500	0	500	F	500	510	(10)	F	
16,890	21,017	(4,127)	A	0	201	(201)	A	
500	41	459	F	500	479	21	F	
23,000	22,063	937	F	0	0	0		
0	0	0		7,340	7,378	(38)	A	
0	0	0		5,800	3,710	2,090	F	1,240
								Accrual for 3 months payment
0	0	0		3,200	(3,194)	6,394	F	
								Refund for both 2020/21 and 2021/22 - 100% Business Rates relief for public toilets
0	0	0		7,120	6,923	197	F	
13,000	22,490	(9,490)	A	0	0	0	A	
								Increases in charges from South Somerset District Council; steam clean of facilities
0	0	0		11,400	9,806	1,594	F	
0	0	0		5,000	3,710	1,290	F	
0	0	0		2,650	(2,645)	5,295	F	
								Refund for both 2020/21 and 2021/22 - 100% Business Rates relief for public toilets
				2,030	1,344	686	F	
2,160	2,160	0		2,160	0	2,160	F	
								No officer in post at South Somerset District Council
300	0	300	F	300	300	0		St George's Parade did not take place due to COVID-19
8,000	0	8,000	F	8,000	0	8,000	F	
								Not requested by South Somerset District Council
0	0	0		500	0	500	F	500
								To be put into reserve
10,000	9,606	394	F	10,000	9,606	394	F	
1,600	1,514	86	F	1,600	147	1,453	F	
								A credit on the account from previous years
2,200	1,694	506	F	2,200	1,887	313	F	
8,000	14,795	(6,795)	A	10,000	2,423	7,577	F	
								£7,000 kitchen refurbishments, £5,000 flooring, £800 new alarm system, £1,000 COVID-19 mitigation
400	181	219	F	400	153	247	F	
6,760	7,924	(1,164)	A	7,000	6,968	32	F	
750	864	(114)	A	750	0	750	F	750
								To be put into reserve
235,490	188,427	47,063		245,180	165,251	79,929		
			INCOME					
0	0	0		0	(9,844)	9,844	F	
								Used to purchase additional defibrillators
(4,500)	45	(4,545)	A	0	0	0	A	
								Hall hire income reduced due to COVID-19
(25,000)	(8,031)	(16,970)	A	(25,000)	(12,639)	(12,362)	A	
								Hall hire income reduced due to COVID-19
(1,500)	0	(1,500)	A	(1,500)	0	(1,500)	A	
								Room hire income reduced due to COVID-19
(31,000)	(7,986)	(23,015)		(26,500)	(22,482)	(4,018)		
204,490	180,442	24,048		218,680	142,769	75,911	60,395	
			Net Expenditure					

Grounds and General Maintenance

2020/21				2021/22					
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £		Carry Forward £	Notes
				EXPENDITURE					
9,000	17,165	(8,165)	A	9,200	19,394	(10,194)	A		Additional contracting out of work whilst without Facilities Officer.
1,000	0	1,000	F	1,000	22,429	(21,429)	A		Funded by: £5,500 from fence repair reserve and £15,929 from contingency
250	0	250	F	250	0	250	F		
9,500	7,125	2,375	F	10,000	10,000	0			
1,650	2,279	(629)	A	2,000	1,862	138	F		
9,080	9,080	0		9,270	9,270	0			
5,000	5,000	0	F	0	0	0	A		
26,000	4,140	21,860	F	26,520	21,943	4,577	F		No Facilities Officer for 6 months. Facilities Officer appointed in November 2020.
350	335	15	F	350	335	15	F		
1,800	1,161	639	F	1,800	1,149	651	F		
				Open spaces:					
400	0	400	F	400	0	400	F		
133,480	133,480	0		133,480	133,480	0			
12,440	12,440	0		12,690	12,690	0			
12,190	12,190	0		12,440	12,440	0			
2,660	2,660	0		2,720	2,720	0			
10,000	10,000	0		10,000	10,000	0			
800	618	183	F	1,000	6,256	(5,256)	A		Repair to Doorstep Green Pathway £2,100, additional maintenance of trees and bush overhang onto pathway
32,700	32,700	0		32,700	32,700	0			
2,150	1,658	492	F	2,200	2,405	(205)	A		Parks closed in accordance with guidelines
200	154	46	A	0	99	(99)	A		
12,600	12,600	0		0	0	0			
				Trackway Repairs					
1,300	1,089	211	F	0	7,357	(7,357)	A		Funded by contingency - Goar Knapp £2,943 and Sunningale £4,414
1,000	2,848	(1,848)	A	1,350	1,307	43	F		
2,200	1,098	1,102	F	0	448	(448)	A		Funded by contingency
				Vehicle					
1,000	2,848	(1,848)	A	1,000	2,096	(1,096)	A		Recharged to recoup costs
2,200	1,098	1,102	F	2,200	0	2,200	F	2,200	Underspend to be put into reserve
287,750	269,820	17,930		272,570	310,382	(37,812)			
				INCOME					
(150)	(57)	(94)	A	(100)	(18)	(82)	A		
0	0	0		0	0	0			
(17,800)	(17,724)	(76)	A	(17,800)	(16,710)	(1,090)	A		
(2,090)	(2,088)	(2)	A	(2,090)	(2,088)	(2)	A		
(1,000)	(2,623)	1,623	F	(1,000)	(1,537)	537	F		Recharged to recoup costs
(21,040)	(22,491)	1,451		(20,990)	(20,353)	(637)			
266,710	247,328	19,382		251,580	290,028	-38,448			

Policy, Resources & Finance Committee

2020/21				2021/22				
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Carry Forward £	Notes
EXPENDITURE								
500	240	260	F	500	205	295		
3,400	3,039	361	F	3,470	2,284	1,186	1,186	Internal Audit fees
240	45	195	F	240	356	(116)		
0	0	0		25,000	0	25,000		Underspend to be put into reserve
51,849	32,935	18,914	F	53,022	5,577.35	47,445		Material items: Mayors Ball auction refund (£650); Perspex screens (£604); Remembrance Sunday video (£1,500); Binding agendas (£490); Donation for poppies (£300); Mayor making video (£200); Mayors Portait (£247.36); Memorial Plaque (£200)
1,500	0	1,500	F	1,500	7,918	(6,418)		2 x by elections
28,560	24,305	4,255	F	29,200	24,731	4,469		Some Councillors did not receive allowance due to choice or being a co-opted member. Vacancies
6,500	1,611	4,889	F	5,000	45	4,955		
700	292	408	F	500	581	(81)		
4,000	10,095	(6,095)	A	4,000	5,575	(1,575)		
	4,705	2,295		7,000	19,050	(12,050)		Funded from contingency: Grants to Citizens Advice (£5,080) and Lords Larder (£5,000). Carryforward from 2020/21 for Goodfellowship (£2,200)
7,000			F					
5,000	0	5,000	F	6,000	5,078	922		
10,000	864	9,136	F	10,170	10,170	0		
0	469	(469)	A	0	674	(674)		Bank Charges Mayors Award Remembrance Wreath
10,300	7,000	3,300	F	10,300	3,900	6,400		Benches to commemorate NHS; VE day and VJ day.
11,000	10,859	141	F	12,500	11,761	739		
3,000	1,241	1,759	F	2,000	1,223	777		Moving to paperless office, agendas sent out electronically where possible
6,000	8,629	(2,629)	A	7,500	9,785	(2,285)		Parish Online subscription £1,350.
30,000	0	30,000	F	30,000	0	30,000		No loans taken out
2,000	0	2,000	F	2,000	447	1,553	1,553	Underspend to be put into reserve
250,000	256,575	(6,575)	A	260,000	249,529	10,471		Holding staff vacancy
500	21	479	F	500	0	500		
1,000	0	1,000	F	1,000	1,000	0		
3,000	624	2,376	F	2,500	738	1,762		
2,500	2,289	211	F	2,500	2,641	(141)		
	0	0		8,000	3,027	4,974	4,974	Remaining amount to be paid in 22/23 when completed
27,200	27,436	(236)	A	27,800	27,800	0		
2,000	0	2,000	F	2,000	0	2,000	2,000	Youth Council activities ceased due to COVID-19
29,580	23,370	6,210	F	30,200	24,576	5,624		Reduced hall hire due to COVID-19
497,329	416,644	80,685		544,402	418,670	125,732		
INCOME								
(4,000)	(1,144)	(2,856)	A	(2,500)	(478)	(2,022)		Interest Rates poor
0	(1,950)	1,950	F	0	0	0		
0	(30)	30		0	0	0		
(1,250)	(1,224)	(26)	A	(1,250)	(1,224)	(26)		
(3,000)	(1,100)	(1,900)	A	(1,000)	(1,100)	100		
(8,250)	(5,448)	(2,802)		(4,750)	(2,802)	(1,948)		
489,079	411,196	77,883		539,652	415,869	123,783	34,713	

Planning

2020/21				2021/22				
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Carry Forward £	Notes
1,000	0	1,000	F	EXPENDITURE				
				1,000	544	456	A	544
1,000	0	1,000		Total Expenditure				
				1,000	544	456		544
INCOME								
0	0	0		0	0			0
0	0	0		Total Income				
				0	0	0		0
Net Expenditure								
1,000	0	1,000		1,000	544	456		544

Promotions and Activities

2020/21				2021/22				
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Carry Forward £	Notes
EXPENDITURE								
23,500	23,814	(314)	A	23,500	20,485	3,015	F	Due to Yeovil Refresh no Christmas Tree
30	0	30	F	30	0	30	F	
16,500	17,372	(872)	A	17,000	15,025	1,975	F	Less lights to install due to Yeovil Refresh
500	0	500	F	500	0	500	F	Christmas light switch on event cancelled, nor requirement for lights to be turned on in timely fashion.
650	0	650	F	650	0	650	F	650 Underspend to be put into reserve
				9,000	975			
1,000	0	1,000	F	1,000	0	1,000	F	
35,000	2,950	32,050	F	0	3,596	(3,596)	A	Funded from Queen's Jubilee Reserve
6,000	8,038	(2,038)	A	6,500	5,289	1,211	F	Additional money committed to extended Town Criers Event and Veterans concert
1,030	35	995	F	1,030	0	1,030	F	No Town Crier events due to COVID-19
550	0	550	F	550	1,100	(550)	F	Remainder funded from reserve
24,800	24,800	0		24,800	24,800	0		
16,440	16,440	0		16,440	16,501	(61)	A	
1,550	0	1,550	F	1,550	0	1,550	F	Cancelled due to COVID-19
127,550	93,448	34,102		102,550	87,771	6,754	650	
INCOME								
				0	(2,000)	2,000	2,000	To be put into reserve
0	0	0		0	0	0	0	
0	0	0	F	0	0	0	0	
0	0	0		0	(2,000)	0	0	
127,550	93,448	34,102		102,550	85,771	6,754	650	

YEOVIL TOWN COUNCIL



**Statement of Accounts for
the year ended
31 March 2022**

YEOVIL TOWN COUNCIL – 2021/22

Evie Potts-Jones—Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Olivia Darling-Smith (until 23rd May 2021)

Jade Dash

Nigel Gage

Karl Gill

Peter Gubbins

David Gubbins

Emma Jayne-Hopkins (19th August 2021)

Gordon Hunting

Kaysar Hussain

Terry Ledlie

Mike Lock

Pauline Lock

Tony Lock

Jane Lowery

Sarah Lowery

Graham Oakes

Wes Read

David Recardo

Ashley Richards

Andy Soughton

Jeny Snell (from 11th January 2022)

Roy Spinner

Rob Stickland

Helen Stonier (until 29th September 2021)

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 2021/22 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 2022 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 2022, to present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31 March 2022.

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 2022, which have been produced as supporting evidence for the preparation of the Accounting Statements of the Annual Return in accordance with the Accounts and Audit (England) Regulations 2015 are set out on the following pages.

Signed

Dated:

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

Statement on the System of Internal Financial Control

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

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

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

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

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

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

- My professional opinion as a member of the Chartered Institution of Public Finance and Accountancy (CIPFA);
- A review of the Governance and Accountability for Smaller Authorities in England” – the updated Practitioner's Guide issued in March 2022
- The work of officers with the Council;
- The work of the internal auditor as described above; and
- The external auditors in their annual audit letter and other reports.

Signed:

Dated:

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

Yeovil Town Council

Revenue Account for the year ended 31 March 2022

	2021/22		2020/21	
	Gross Expenditure (£)	Income (£)	Net Expenditure (£)	Net Expenditure (£)
Grants (Non-Section 137 Expenditure)	19,050	0	19,050	4,705
Salaries	249,529	0	249,529	255,475
General	150,091	(2,324)	147,767	152,159
Grounds and General Maintenance	310,382	(20,354)	290,028	247,328
Buildings and Civic Matters	165,251	(22,482)	142,769	180,442
Promotions and Activities	87,771	(2,000)	85,771	93,448
Planning	544	0	544	0
Cemetery	63,814	0	63,814	63,760
Net Cost of Services	1,046,432	(47,159)	999,272	997,317
Interest Payable			0	0
Interest Receivable			(478)	(1,144)
NET OPERATING EXPENDITURE			998,794	996,173
AMOUNT TO BE MET FROM PRECEPT/GRANT/BALANCES			998,794	996,173
Precept			1,177,276	1,152,589
(SURPLUS)/DEFICIT			(178,482)	(156,416)
GENERAL FUND BALANCE				
Balance at 1 April			1,013,209	856,793
Surplus/(Deficit) for the year			<u>178,482</u>	<u>156,416</u>
Balance at 31 March			1,191,691	1,013,209
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 2022

	31 March 2022 (£)	31 March 2021 (£)
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	509,216	508,874
Bank of Scotland Treasury Reserve	350,101	350,066
CCLA	25,000	25,000
Balances at Bank and in Hand	661,513	316,056
Debtors	<u>18,575</u>	<u>20,727</u>
Total Current Assets	<u>1,564,405</u>	<u>1,220,723</u>
Total Assets	3,176,684	2,833,002
CURRENT LIABILITIES		
Creditors	<u>(313,853)</u>	<u>(148,652)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	2,862,832	2,684,350
Deferred Creditors: Long Term Borrowing	<u>0</u>	<u>0</u>
TOTAL ASSETS LESS LIABILITIES	2,862,832	2,684,350
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>1,191,691</u>	<u>1,013,207</u>
TOTAL EQUITY	2,862,832	2,684,350

These accounts were approved by the Policy, Resources and Finance Committee at the meeting held on 28th June 2022.

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 2022

	2021/22		2020/21	
	Gross Expenditure (£)	Income (£)	Net Expenditure (£)	Net Expenditure (£)
Grants (Non-Section 137 Expenditure)	19,050	0	19,050	4,705
Salaries	249,529	0	249,529	255,475
General	150,091	(2,324)	147,767	152,163
Grounds and General Maintenance	310,382	(20,354)	290,028	247,328
Buildings and Civic Matters	165,251	(22,482)	142,769	180,442
Promotions and Activities	87,771	(2,000)	85,771	93,448
Planning	544	0	544	0
Cemetery	112,854	(60,365)	52,489	51,668
Net Cost of Services	1,095,472	(107,525)	987,947	985,229
Interest Payable			0	0
Interest Receivable			(690)	(1,144)
NET OPERATING EXPENDITURE			987,257	984,085
AMOUNT TO BE MET FROM PRECEPT/GRANT/BALANCES			987,257	984,085
Precept			1,177,276	1,152,589
(SURPLUS)/DEFICIT			(190,019)	(168,504)
GENERAL FUND BALANCE				
Balance at 1 April			1,173,546	1,005,042
Surplus/(Deficit) for the year			190,019	168,504
Balance at 31 March			1,363,565	1,173,546
CAPITAL FUND BALANCE				
Balance at 1 April			984	984
Plus: Receipts in the year			0	0
Plus: Revenue Contribution to Capital			0	0
			0	0
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 2022

	31 March 2022 (£)	31 March 2021 (£)
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	509,216	508,874
Bank of Scotland Treasury Reserve	350,101	350,066
CCLA	25,000	25,000
Balances at Bank and in Hand	661,513	316,056
Debtors	<u>192,724</u>	<u>182,840</u>
Total Current Assets	<u>1,738,554</u>	<u>1,382,836</u>
Total Assets	3,326,191	2,970,473
CURRENT LIABILITIES		
Creditors	<u>(316,127)</u>	<u>(150,428)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	3,010,064	2,820,045
Deferred Creditors: Long Term Borrowing	<u>0</u>	<u>0</u>
TOTAL ASSETS LESS LIABILITIES	3,010,064	2,820,045
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>1,363,565</u>	<u>1,173,546</u>
TOTAL EQUITY	3,010,064	2,820,045

11/011 COMMUNITY INFRASTRUCTURE LEVY 2021/22

Background

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

Proportions for Town and Parish Councils

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

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

There is no neighbourhood plan for the Parish of Yeovil

Applicable Expenditure

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

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

Administration of CIL

Town and Parish Councils are responsible for spending their CIL within five years of the receipt of the funds from South Somerset District Council (SSDC). If it chooses to do so, SSDC has powers to recover funds that are not spent within five years.

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

Reporting

The attached spreadsheet will be kept in accordance to the Regulations. To date, Yeovil Town Council has received £2,598.12. Yeovil Town Council received nothing in 2021/22.

The Committee is **RECOMMENDED**:

- (1) to note the report; and
- (2) approve the attached spreadsheet for 21/22 for purposes of publication and reporting to the Section 151 Officer at SSDC, in accordance with Regulation 62A of the CIL Regulations.

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

Community Infrastructure Levy Earmarked Reserve for year ended 31st March 2022

Summary of Receipt					Summary of Expenditure			
Planning Reference	Description	CIL receipt (£)	Date of CIL receipt	Date CIL must be spent by	CIL expenditure (£)	Date of CIL Expenditure	Details of expenditure	CIL returned (£)
17/02529/FUL	Wyndham Hill Veterinary Centre, Sherborne Road, YEOVIL BA21 4HQ. Change of use from veterinary practice to dwelling together with a single storey extension.	228.00	3/21/2019	3/21/2024				
17/01316/FUL	88 Southville, YEOVIL, BA21 4JF. The erection of a new dwelling with associated car parking.	420.12	3/21/2019	3/21/2024				
18/01621/FUL	The erection of 2 detached chalet bungalows with a shared detached garage. 1 And 2 Preston Park Mews Preston Road Yeovil Somerset BA20 2EF	1,188.00	4/20/2020	4/20/2025				
20/00058/FUL	Demolition of shop building & residential garage & replacement with a pair of semi-detached houses 46 Roping Road Yeovil Somerset BA21 4BE	762.00	10/22/2020	10/22/2025				
Totals		2,598.12			-			-



FINAL

Internal audit report 2021/22

Visit 1 of 2

YEOVIL TOWN COUNCIL

Date: 19th April 2022

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 17th, 24th and remotely on 31st March 2022.

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

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

Audit Opinion

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

The report issued after the final visit for 2021/22 (which will be in June 2022) will contain the audit opinion.

The following areas were reviewed during this audit visit:

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

Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	4
Low	1
TOTAL	5

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

Darkin Miller Chartered Accountants
2021/22 INTERNAL AUDIT OF YEOVIL TOWN COUNCIL
FINAL REPORT VISIT 1 OF 2: 19th APRIL 2022

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
3.1 – Sign and make minor amendments were necessary to minutes	<p>I reviewed the minutes to see if there was any unusual financial activity. I noted no such activity, but did note the following:</p> <p><u>Council</u> 04/05/21 - Min 10/168 notes the approval of the minutes of 11/05/19. This should be 06/04/21. 15/06/21 - Min 10/183 notes the approval of the minutes of 04/05/20. This should be 04/05/21. 15/06/21 - 02/11/21 - minutes are unsigned</p> <p><u>PR&F</u> 26/05/21 - Min references go out of sequence - 10/191 then 10/171 172 173 then back to 10/195 28/09/21 - Min references go out of sequence - 10/239 then 10/223 221 then 10/242</p> <p><u>BCM</u> 21/09/21 - Min references go out of sequence - 10/161 then 10/150 then 10/163</p>	M	Will amend the minutes as listed.	Amanda Card	As soon as Council/ Committee meet

	<p>21/09/21 - Min 10/161 notes the approval of minutes 21/07/21 but the meeting was held on 20/07/21</p> <p><u>P&A</u> 09/11/21 - Min references go out of sequence - 10/149 then 10/154 then 10/150</p> <p>I recommend that the unsigned minutes are signed at the earliest opportunity, and that amendments are made to the minutes as required in order to ensure that the Council has an accurate and approved record of its business and decisions.</p>				
6.1 – Ensure all petty cash payments approved by Council or Committee	<p>I checked to see that petty cash expenditure is reported to the Council. I found that petty cash expenditure is generally reported as part of the expenditure lists presented to PR&F Committee at each meeting. However, the list comprises a payments report which shows all expenditure incurred in a calendar month. Where receipts are processed for a particular month after the related report has been run, they will not be picked up on that or any future reports. I found that 9/19 petty cash receipts, with a total value of £15.30, had been omitted from the April, May and June payments reports as they had been processed after</p>	M	Will investigate how this will be managed in future	Amanda Card/ Neil Gage	ASAP

	<p>the reports had been run.</p> <p>I recommend that future reports are only run once all of that month's expenditure, including petty cash, has been entered on the finance system; and that the unapproved payments are reported to the next committee in order to ensure that all payments are properly approved.</p>				
6.2 – Receipts for petty cash payments	<p>I checked a sample of petty cash expenditure to confirm that petty cash spent is recorded and supported by VAT invoices/receipts, and that VAT is claimed back where possible. I found that 18/19 payments in the sample were supported by folios (attached to the receipt and noting details of the expenditure), but only 12/19 samples were supported by receipts or other evidence. Of the 7/19 for which no receipts were attached, 5/7 related to key deposit refunds totalling £30.50 (so receipts would not be available unless the Council produced its own receipt and required customers receiving refunds to sign to evidence receipt of the money). 2/7 related to milk with a total cost of £3. No VAT was due or claimed in relation to the samples.</p> <p>I recommend that the Council ensures receipts are always provided for items</p>	M	Will investigate how this will be managed in future	Amanda Card/ Neil Gage	ASAP

	<p>purchased from third parties, and that it considers requesting customers sign a self-generated receipt to evidence that they received the key deposit refund. This would improve the audit trail.</p>				
7.1 – Approval of expense claims	<p>I checked to see that other payments made to employees were reasonable, properly supported and approved by Council. I found that 4 members of staff were paid overtime during the month (agreed to signed timesheets), and that 2 members of staff were paid mileage/other expenses (agreed to expense claims).</p> <p>I noted that one of the two expense claims had not been signed by the claimant to self-certify that the amounts being claimed were correct and related to genuine Council business, and neither had been counter signed by the relevant line manager. I noted that the Clerk had signed and counter signed her overtime claim.</p> <p>I recommend that all expense claims are counter signed to evidence that they have been checked and approved for payment, and that the Clerk counter signs staff claims, and that a nominated Councillor (e.g. Chair of PRF or Chair of Council) counter signs claims made by the Clerk.</p>	M	Will ensure that all claims are signed appropriately in future	Amanda Card	On-going

<p>7.2 – Consider processing expenses through payroll</p>	<p>I also noted that the mileage/expense claims were not processed through the payroll, but that the amount due was added to the net pay paid for the period. This meant that there was a difference between the net pay due per the payroll reports, and the amount paid for the month. I have previously noted in petty cash testing that some expense claims are paid via petty cash.</p> <p>I recommend that the Council considers putting one process in place for the payment of expenses, and that it considers processing expense claims through the payroll (pay elements can be tagged as 'post tax' which means no tax would be applied). This would ensure all payments made to staff were captured in one place and would improve the audit trail, but please note that this would require a manual exercise to strip items not counted as staff pay back out of the 'staff costs' expenditure line on the AGAR at the year end.</p>	<p>L</p>	<p>No staff receive benefit in kinds, as the expenses are either a direct reimbursement or a mileage allowance which is determined by HMRC.</p> <p>If the Council processed all payments through payroll, the additional work required to strip all expenses from the staffing line for the purposes of the AGAR would be time consuming.</p> <p>The values that we are referring to are minimal. We now have a corporate payment card which should minimise the payment of expenses, other than mileage.</p> <p>We will continue as we are.</p>		
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11/013 YEOVIL ART SPACE SERVICE LEVEL AGREEMENT PROPOSAL

Introduction

Yeovil Art Space submitted a proposal to the Promotions and Activities Committee for a Service Level Agreement with Yeovil Town Council to provide the opportunity to strengthen arts opportunities in Yeovil.

They aim to develop their strategic plan via the Arts Action Group. Funding support would strengthen existing networks and support further partnership working in order to:

- Support the delivery a range of creative and cultural activities to develop the civic pride and connectivity of Yeovil residents from different ages and backgrounds.
- Provide join-up opportunities for the community, prioritising those from socio-economic deprived areas in partnership with art and non-art organisations.
- Strengthen the strategic position of Yeovil Art Space to bring resources and increase investment for arts and culture in Yeovil to support the local economy, create job opportunities.
- Support High Street regeneration by putting community and creativity in the heart of the development.
- Bring quality of art and cultural offers to the town with skilled artists and professionals.

Two main objectives are to:

- Develop a community-based art and cultural strategy for Yeovil
- Increase arts opportunities in town and neighbourhood

Financial Implications

The Service Level Agreement was supported by the Promotions and Activities Committee and is now referred to the Policy, Resources and Finance Committee for funding agreement. Below is an extract from the application document which summarises costs and details the contribution requested from Yeovil Town Council:

FUNDING CONTRIBUTION REQUESTED

Yeovil Art Space is seeking funding contribution from Yeovil Town Council for the following:

- **£2,500 x 2 years:** 50% cost for Engagement producer role to coordinate monthly Art Action Group meetings and Art and Heritage Working Group to create a delivery strategy and activity plan to cover activities to reach 10,000 Yeovil residents between 2022-25 in partnership with YAAG members and other grassroots organisations and individuals.
- **£2,500 x 2 years:** Delivery cost for Yeovil Creatives artists to deliver a programme of activities with AAG via a series of pop-up art events in High Street, village hall, churches and park, linking to the major town events and initiatives,

i.e. Super Saturday, Heritage Open Day, Yeovil Window Wanderland and Yeovil Together.

- **Total £10,000 (over two years)**

If agreed, it is suggested that Year 1 is funded from Contingencies and Year 2 be put into the budget for 2023/24.

Yeovil Art Space raised over 150K in less than two years for its services through membership, trading activities, donations, consultancy and grant funding from Arts Council England Project Grant, The National Lottery Community Fund, Somerset Community Foundation, South Somerset District Council, Abri's Community Funding and Lloyds Bank Social Entrepreneurs Trade Up Programme.

Funding from Yeovil Town Council will not only provide the resources that YAS needed, but it will validate the YAS contribution to the town and strengthen its strategic position, supporting partners across the town to develop joint projects and bids.

YAS Core cost / per year

- *£10,000 Management, administration, operational cost
- *£4,000 Venue cost, business rate and rental
- **£5,000 Engagement activities and development (YAAG, community art school, creative education networks)
- ***£3,500 Promotion and Marketing
- ***£1,500 Yeovil Creative Coordinator

* Funding already ring fenced from unrestricted fund via Restart Grant from South Somerset District Council

** **50% seeking part contribution from Yeovil Town Council**

*** Funding already in place via Lloyds Bank Social Entrepreneurs Trade Up Programme Creative

Programme delivery 2022-24

- *£1,500 Yeovil Creative Exhibitions & Events (via Yeovil Creatives Memberships and commission from shop sales)
- *£4,000 YAY Young Artist Yeovil (Somerset Community Foundation & Arts Council England)
- *£10,000 Community Art School workshops (via Somerset Skills & Learning)
- **£2,500 Community art activities, linking with Super Saturday, Yeovil in Bloom and other community events in Town.
- £30,000 Creative education (via Paul Hamlyn Foundation)
- £50,000 Art Action Group commission (via National Lottery Funding & Esmee Fairbairn Foundation)
- £95,000 Story of Yeovil Heritage project (via Heritage Lottery Funding & Arts Council England)

* Funding confirmed

** **Funding contribution seeking from Yeovil Town Council**

The full document is available on request.

If Members have any questions relating to this report, please contact Sally Freemantle, Deputy Town Clerk prior to the meeting.

The Committee is **RECOMMENDED**

(1) to note the report;

(2) to consider whether to agree to an SLA for 2 years at £5k per year; and

(3) should (2) be approved, agree that Year 1 is funded from Contingencies and Year 2 be put into the budget for 2023/24.

***(Sally Freemantle, Deputy Town Clerk – 01935 382424 or
sally.freemantle@yeovil.gov.uk)***

11/015

COUNCIL MEETINGS FOLLOWING LIFTING OF COVID-19 RESTRICTIONS – REVIEW

At its meeting on 29th March 2022, this Committee resolved the following:

- that Committee meetings to continue to hold hybrid meetings whereby only those who are the decision makers are physically present and the remainder of attendees attend virtually;
- that Town Council meetings are held informally as zoom meetings; with decisions delegated to the Town Clerk (when necessary) in consultation with the Mayor and other Councillors; and
- that the decision be reviewed by this Committee at July meeting

Town Clerk's suggestion

The Town Clerk suggests that face to face meetings be held, alongside the continuation of the virtual facility. This will enable Councillors who are not on a Committee to choose to attend that meeting either in person or virtually. The ability to join meetings has its advantages to speakers, officers from South Somerset District Council and other partners, press and public to attend virtually. To register as having attended a meeting (for the purposes of the Member's Attendance at Council and Committee meetings which are presented to Council at the end of each municipal year), the Councillor must have been present in person.

Please note, that only Members of Committees who are physically present can vote.

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

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

11/016 FORWARD PLAN

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