



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Policy, Resources and Finance Committee**

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## Policy, Resources and Finance Committee

**Tuesday 30<sup>th</sup> May 2023**

**7:00pm**

**Hybrid Meeting:**

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

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

**Amanda Card, Town Clerk**  
22<sup>nd</sup> May 2023

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

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

Tareth Casey

Graham Oakes (*Chair*)

Nigel Gage

Evie Potts-Jones

Karl Gill

Wes Read

Andy Kendall (*Ex-officio*)

Ashley Richards

Pauline Lock (*Ex-officio*)

Royston Spinner

Jane Lowery

Rob Stickland (*Vice Chair*)

Sarah Lowery

## **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](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 30<sup>th</sup> May 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](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

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

# A G E N D A

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

Due to the confidential nature of the business of items 11/099, 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*

### **11/085 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)*

### **11/086 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).

### **11/087 MINUTES**

To approve as a correct record the Minutes of the meeting held on 30<sup>th</sup> March 2023 and 9<sup>th</sup> May 2023.

### **11/088 GRANTS**

Applications received from (circulated separately):

- There are no grants to consider

### **11/089 BALANCE SHEET**

Members to approve the Balance Sheet as at 30<sup>th</sup> April 2023 at page 3.

### **11/090 BANK RECONCILIATION**

Members to approve the formal bank reconciliation as at 30<sup>th</sup> April 2023 at page 4.

### **11/091 FINANCIAL STATEMENT – FEBRUARY 2023 / MARCH 2023**

Members to approve the Financial Statement for the months of February 2023 and March 2023 as attached at pages 5 to 27.

### **11/092 REVENUE BUDGET OUTTURN 2022/23**

Members to consider the report of the Town Clerk attached at pages 28 to 37.

### **11/093 STATEMENT OF ACCOUNTS 2022/23**

Statement of Accounts 2022/23 to follow.

**11/094 COMMUNITY INFRASTRUCTURE LEVY**

Members to consider the report of the Town Clerk attached at pages 38 to 40.

**11/095 MAYOR'S ACCOUNTS 2022/23**

Members to consider the report of the Town Clerk attached at pages 41 to 42.

**11/096 INTERNAL AUDIT REPORT**

Members to consider the Internal Audit report attached at pages 43 to 53.

**11/097 FORWARD PLAN**

The Forward Plan (attached at page 54) 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)**

**11/098 EXCLUSION OF PRESS AND PUBLIC**

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

**11/099 TREASURY MANAGEMENT PROPOSAL**

Members to consider the proposal attached at pages 55 to 64.

Date: 19/05/2023

Time: 13:15:24

## Yeovil Town Council

Page: 1

### Balance Sheet

From: Month 1, April 2023

To: Month 1, April 2023

**Chart of Accounts:**

Consolidated

	<u>Period</u>	<u>Year to Date</u>	
<b>Fixed Assets</b>			
Land & Buildings	0.00	1,017,905.00	
Vehicle & Plant	0.00	510,304.49	
Community Assets	0.00	84,069.57	
		0.00	1,612,279.06
<b>Current Assets</b>			
Debtors	278.30	6,848.93	
Nat West Current	1,238,887.48	2,278,325.20	
Nat West Treasury Account	0.00	25,000.00	
Nationwide Treasury Account	0.00	519,535.58	
BT Account	(25,619.42)	(121,855.38)	
Netty Cash	0.00	250.00	
		1,213,546.36	2,708,104.33
<b>Current Liabilities</b>			
Creditors	(73,921.78)	9,518.44	
Creditors B/Fwd	0.00	218,696.67	
PAYE/NI	0.00	(125,033.22)	
		(73,921.78)	103,181.89
<b>Current Assets less Current Liabilities:</b>		1,287,468.14	2,604,922.44
<b>Total Assets less Current Liabilities:</b>		1,287,468.14	4,217,201.50
<b>Long Term Liabilities</b>			
		0.00	0.00
<b>Total Assets less Total Liabilities:</b>		1,287,468.14	4,217,201.50
<b>Capital &amp; Reserves</b>			
Fixed Asset Statement Reserve B/Fwd	0.00	1,472,091.51	
Capital Financing Reserve B/Fwd	0.00	198,064.06	
Major Projects Reserve B/Fwd	0.00	984.49	
General Reserve B/Fwd	0.00	1,191,690.69	
Profit & Loss	0.00	66,902.61	
P & L Account	1,287,468.14	1,287,468.14	
		1,287,468.14	4,217,201.50

<b>BANK RECONCILIATION - 30 APRIL 2023</b>			
<b>Authority name and reference</b>	<b>Yeovil Town Council</b>		
Prepared by:	Name	Date:	
	Neil Gage		18/05/23
	Role		
	Finance Officer		
Approved by:	Name	Date:	
	Amanda Card		18/05/23
	Role		
	Town Clerk/RFO		
<b>Balance per bank statements as at 30 April 2023:</b>		<b>£</b>	<b>TOTAL £</b>
List balances on all bank accounts plus petty cash floats at 30 April 2023:			<b>2,823,110.78</b>
NatWest Current A/C		1,500.00	
NatWest Business Reserve A/C		2,276,825.20	
Nationwide Treasury A/C		519,535.58	
CCLA Investment Management		25,000.00	
Petty Cash		250.00	
<b>Less:</b> any un-presented cheques at 30 April 2023: (normally only current account. List date, cheque number and value)			
<b>TOTAL – NET BANK BALANCES 30 APRIL 2023</b>			<b>2,823,110.78</b>

# Yeovil Town Council

## February Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
Precept	230,926.00	230,926.00	230,926.00	0.00	0.00
Bank Interest	500.00	11,175.61	458.37	10,717.24	-10,675.61
Ski Centre	1,250.00	1,122.00	1,145.87	-23.87	128.00
Mayor's Ball	0.00	10,248.67	0.00	10,248.67	-10,248.67
Mayor's Charity Events	0.00	7,496.09	0.00	7,496.09	-7,496.09
Grants	7,000.00	7,000.00	7,000.00	0.00	0.00
Salaries	267,500.00	267,500.00	267,500.00	0.00	0.00
Salaries Recharge	1,000.00	0.00	916.63	-916.63	1,000.00
	<b>508,176.00</b>	<b>535,468.37</b>	<b>507,946.87</b>	<b>27,521.50</b>	<b>-27,292.37</b>
<b>Expenditure</b>					
Advertising	500.00	375.00	458.37	-83.37	125.00
Audit Fees	3,610.00	949.85	3,309.13	-2,359.28	2,660.15
Bank Charges	0.00	401.95	0.00	401.95	-401.95
Carbon Management	25,000.00	0.00	22,916.63	-22,916.63	25,000.00
Books/Periodicals	240.00	385.00	220.00	165.00	-145.00
Ski Centre	500.00	24.24	458.37	-434.13	475.76
Contingencies	57,146.00	10,684.19	52,383.87	-41,699.68	46,461.81
Costs of Democracy	29,600.00	26,442.62	27,133.37	-690.75	3,157.38
Courses/Conferences	5,000.00	1,517.55	4,583.37	-3,065.82	3,482.45
Elections	5,500.00	6,161.57	5,500.00	661.57	-661.57
Furniture & Equipment	4,000.00	3,156.67	3,666.63	-509.96	843.33
Franking Machine	500.00	332.72	458.37	-125.65	167.28
Insurance	6,000.00	5,181.09	6,000.00	-818.91	818.91
New Initiatives Fund	15,000.00	0.00	13,750.00	-13,750.00	15,000.00
PC Support	13,000.00	11,714.55	11,916.63	-202.08	1,285.45
Postage	2,000.00	2,243.57	1,833.37	410.20	-243.57
Prof.Fees/Subs	7,500.00	8,915.74	6,875.00	2,040.74	-1,415.74
Stationery/Supplies	2,000.00	1,049.83	1,833.37	-783.54	950.17
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00	0.00
Telephone	2,500.00	2,357.08	2,291.63	65.45	142.92
Youth Project Schemes	40,600.00	30,404.28	37,216.63	-6,812.35	10,195.72
Youth Council	2,000.00	0.00	1,833.37	-1,833.37	2,000.00
Mayors Allowance	10,480.00	3,832.71	9,606.63	-5,773.92	6,647.29
Mayors Award	0.00	81.90	0.00	81.90	-81.90
Remembrance Day Wreath	0.00	759.40	0.00	759.40	-759.40
Mayors Ball	0.00	10,050.01	0.00	10,050.01	-10,050.01
Grants	7,000.00	7,000.00	6,416.63	583.37	0.00
Salaries/Wages	267,500.00	255,957.75	245,208.37	10,749.38	11,542.25
	<b>508,176.00</b>	<b>390,979.27</b>	<b>466,869.74</b>	<b>-75,890.47</b>	<b>117,196.73</b>
	<b>0</b>	<b>144,489.10</b>	<b>41,077.13</b>	<b>103,411.97</b>	<b>-144,489.10</b>

# Yeovil Town Council

## March Actual V Budget

### Policy, Resources & Finance

	Budget Allocation	Actual YTD	Budget YTD	Variance
<b>Income</b>				
Precept	230,926.00	230,926.00	230,926.00	0.00
Bank Interest	500.00	16,586.74	500.00	16,086.74
Ski Centre	1,250.00	1,224.00	1,250.00	-26.00
Mayor's Ball	0.00	10,248.67	0.00	10,248.67
Mayor's Charity Events	0.00	7,646.09	0.00	7,646.09
Grants	7,000.00	7,000.00	7,000.00	0.00
Salaries	267,500.00	267,500.00	267,500.00	0.00
Salaries Recharge	1,000.00	0.00	1,000.00	-1,000.00
	<hr/> 508,176.00	541,131.50	508,176.00	32,955.50
<b>Expenditure</b>				
Advertising	500.00	645.00	500.00	145.00
Audit Fees	3,610.00	2,949.85	3,610.00	-660.15
Bank Charges	0.00	433.40	0.00	433.40
Carbon Management	25,000.00	25,000.00	25,000.00	0.00
Books/Periodicals	240.00	385.00	240.00	145.00
Ski Centre	500.00	24.24	500.00	-475.76
Contingencies	57,146.00	11,090.12	57,146.00	-46,055.88
Costs of Democracy	29,600.00	28,855.58	29,600.00	-744.42
Courses/Conferences	5,000.00	1,517.55	5,000.00	-3,482.45
Elections	5,500.00	6,161.57	5,500.00	661.57
Furniture & Equipment	4,000.00	3,288.81	4,000.00	-711.19
Franking Machine	500.00	332.72	500.00	-167.28
Insurance	6,000.00	10,629.07	6,000.00	4,629.07
New Initiatives Fund	15,000.00	0.00	15,000.00	-15,000.00
PC Support	13,000.00	12,684.14	13,000.00	-315.86
Postage	2,000.00	2,243.57	2,000.00	243.57
Prof.Fees/Subs	7,500.00	10,590.24	7,500.00	3,090.24
Stationery/Supplies	2,000.00	1,128.51	2,000.00	-871.49
Sponsorship Octagon Theatre	1,000.00	1,000.00	1,000.00	0.00
Telephone	2,500.00	2,971.44	2,500.00	471.44
Youth Project Schemes	40,600.00	37,030.26	40,600.00	-3,569.74
Youth Council	2,000.00	2,000.00	2,000.00	0.00
Mayors Allowance	10,480.00	5,579.45	10,480.00	-4,900.55
Mayors Award	0.00	81.90	0.00	81.90
Remembrance Day Wreath	0.00	759.40	0.00	759.40
Mayors Ball	0.00	10,248.67	0.00	10,248.67
Mayors Charity Events	0.00	7,646.09	0.00	7,646.09
Grants	7,000.00	7,900.00	7,000.00	900.00
Salaries/Wages	267,500.00	277,177.55	267,500.00	9,677.55
	<hr/> 508,176.00	470,354.13	508,176.00	-37,821.87
	<hr/> <b>0</b>	<b>70,777.37</b>	<b>0.00</b>	<b>70,777.37</b>

Date: 03/05/2023  
Time: 11:09:18

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 4000  
N/C To 7520

Tran Date From 01/02/2023  
Tran Date To 28/02/2023

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>
65058	BR	02/02/2023	CCLA Deposit Account		75.88	-75.88
65061	BR	28/02/2023	Interest		873.49	-873.49
<b>Account Totals</b>					<u>949.37</u>	<u>-949.37</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>
65057	SI	15/02/2023	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
<b>Account Totals</b>					<u>102.00</u>	<u>-102.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64974	PI	22/02/2023	Advert - Allotments	90.00		90.00
<b>Account Totals</b>				<u>90.00</u>		<u>90.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65101	PI	01/02/2023	Autopay Charge	37.05		37.05
<b>Account Totals</b>				<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>
65136	PI	20/02/2023	Padlock	24.24		24.24
<b>Account Totals</b>				<u>24.24</u>		<u>24.24</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>
65294	PI	21/02/2023	Land Registry Fee	24.00		24.00
<b>Account Totals</b>				<u>24.00</u>		<u>24.00</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>
64986	JD	27/02/2023	Costs of Democracy	2,412.96		2,412.96
<b>Account Totals</b>				<u>2,412.96</u>		<u>2,412.96</u>

**N/C** 4090      **Name** PR&F - GEN - Exp - Courses/conferences

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65015	PI	08/02/2023	HR Course	60.00		60.00
<b>Account Totals</b>				<u>60.00</u>		<u>60.00</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>
64983	PI	14/02/2023	Copy Charge - Photocopier	125.50		125.50
64985	PI	28/02/2023	New Gazebos	1,199.92		1,199.92
<b>Account Totals</b>				<u>1,325.42</u>		<u>1,325.42</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>
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**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

64864	PI	06/02/2023	Office 365 Business	72.80		72.80
64865	PI	06/02/2023	EoFTTC Managed Service	200.00		200.00
64866	PI	06/02/2023	IT Support	523.50		523.50
64867	PI	06/02/2023	Monthly CSP Subscription	72.00		72.00
<b>Account Totals</b>				<u>868.30</u>		<u>868.30</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65284	PI	28/02/2023	Postage	300.00		300.00
<b>Account Totals</b>				<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>
64922	PI	01/02/2023	Sage 50 Accounts/Payroll	269.50		269.50
<b>Account Totals</b>				<u>269.50</u>		<u>269.50</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64919	PI	02/02/2023	Stationery	44.88		44.88
64920	PI	07/02/2023	Stationery	45.15		45.15
64921	PI	07/02/2023	Stationery	19.92		19.92
<b>Account Totals</b>				<u>109.95</u>		<u>109.95</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>
64935	PI	01/02/2023	Call/Line Rental Charge	76.01		76.01
65128	PI	26/02/2023	Mobile Phones	140.55		140.55
<b>Account Totals</b>				<u>216.56</u>		<u>216.56</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>
64929	PI	09/02/2023	Youth Service Project	1,923.68		1,923.68
64930	PI	09/02/2023	Youth Club Provision	882.30		882.30
64980	PI	20/02/2023	Community Space	30.00		30.00
<b>Account Totals</b>				<u>2,835.98</u>		<u>2,835.98</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64931	PI	09/02/2023	Mayoral Allowance	873.37		873.37
<b>Account Totals</b>				<u>873.37</u>		<u>873.37</u>

<b>Department</b>	<u>9,447.33</u>	<u>1,051.37</u>	<u>8,395.96</u>
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**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>
64898	JD	27/02/2023	Employers Pension	3,345.11		3,345.11
64899	JD	27/02/2023	Payments	18,891.30		18,891.30
64900	JD	27/02/2023	Employers NIC	1,799.12		1,799.12
64936	PI	01/02/2023	Pension Deficit	527.00		527.00
64987	JC	27/02/2023	Costs of Democracy		2,412.96	-2,412.96
<b>Account Totals</b>				<u>24,562.53</u>	<u>2,412.96</u>	<u>22,149.57</u>

<b>Department</b>	<u>24,562.53</u>	<u>2,412.96</u>	<u>22,149.57</u>
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**Dept Number** 4      **Dept** GROUNDS & GENERAL MAINTENANCE

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

<b>N/C</b>		<b>Name</b>				
7004		G&GM - Inc - Rents				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
64849	SI	02/02/2023	Allotment rent for the period 2 February 2023 -		29.54	-29.54
64851	SI	02/02/2023	Allotment rent for the period 2 February 2023 -		65.40	-65.40
64962	SI	16/02/2023	Allotment rent for the period 16 February - 30		30.05	-30.05
64964	SI	16/02/2023	Allotment rent for the period 16 February - 30		35.32	-35.32
64965	SI	16/02/2023	Allotment rent for the period 16 February - 30		39.67	-39.67
64966	SI	16/02/2023	Allotment rent for the period 16 February - 30		42.04	-42.04
64967	SI	24/02/2023	Allotment rent for the period 24 February 2023		23.01	-23.01
64969	SI	24/02/2023	Allotment rent for the period 24 February 2023		50.19	-50.19
64971	SI	24/02/2023	Allotment rent for the period 24 February 2023		32.50	-32.50
64972	SI	24/02/2023	Allotment rent for the period 24 February 2023		16.98	-16.98
64973	SI	24/02/2023	Allotment rent for the period 24 February 2023		31.70	-31.70
<b>Account Totals</b>					<u>396.40</u>	<u>-396.40</u>

<b>N/C</b>		<b>Name</b>				
7005		G&GM - Inc - Sales of gates & tap keys				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
64850	SI	02/02/2023	Gate key deposit		5.00	-5.00
64963	SI	16/02/2023	Gate key deposit		5.00	-5.00
64968	SI	24/02/2023	Gate key deposit		5.00	-5.00
64970	SI	24/02/2023	Gate key deposit		5.00	-5.00
<b>Account Totals</b>					<u>20.00</u>	<u>-20.00</u>

<b>N/C</b>		<b>Name</b>				
7019		G&GM - Exp - Allotment Maintenance				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
64994	PI	23/02/2023	Wood Waterproof Spray	10.28		10.28
64995	PI	23/02/2023	Vinyl Numbers & Letters	6.66		6.66
64997	PI	23/02/2023	Vinyl Numbers & Letters	10.64		10.64
<b>Account Totals</b>				<u>27.58</u>		<u>27.58</u>

<b>N/C</b>		<b>Name</b>				
7040		G&GM - Exp - Buildings & Electric Goar Knap				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65006	PI	14/02/2023	Fire Extinguisher Service	100.00		100.00
65285	PI	27/02/2023	Electricity	166.63		166.63
<b>Account Totals</b>				<u>266.63</u>		<u>266.63</u>

<b>N/C</b>		<b>Name</b>				
7050		G&GM - Exp - BKAC				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65295	PI	22/02/2023	Refreshments Judging	44.75		44.75
<b>Account Totals</b>				<u>44.75</u>		<u>44.75</u>

<b>N/C</b>		<b>Name</b>				
7070		G&GM - Exp - Labour				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
64903	JD	27/02/2023	Employers Pension	371.75		371.75
64904	JD	27/02/2023	Payments	1,831.28		1,831.28
<b>Account Totals</b>				<u>2,203.03</u>		<u>2,203.03</u>

<b>N/C</b>		<b>Name</b>				
7080		G&GM - Exp - Materials & Equipment				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65017	PI	15/02/2023	Mortice Locks/Keys	53.33		53.33
65130	PI	01/02/2023	Storage Hooks	9.80		9.80
65132	PI	13/02/2023	Metal Primer	24.98		24.98
65134	PI	13/02/2023	Materials - Workshop	56.67		56.67
65135	PI	17/02/2023	Materials - Workshop	9.99		9.99
<b>Account Totals</b>				<u>154.77</u>		<u>154.77</u>

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## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

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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>
7093			G&GM - Exp - Open Spaces: Doorstep Greens			
64932	PI	02/02/2023	Electricity	47.18		47.18
<b>Account Totals</b>				<u>47.18</u>		<u>47.18</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>
7120			G&GM - Exp - Yew Tree Park - Gate Opening			
64981	PI	20/02/2023	Security	211.26		211.26
<b>Account Totals</b>				<u>211.26</u>		<u>211.26</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
7250			G&GM - Exp - Skate Parks			
65109	PI	24/02/2023	Contribution Skate Park	50,000.00		50,000.00
<b>Account Totals</b>				<u>50,000.00</u>		<u>50,000.00</u>

<b>Department</b>	<u>52,955.20</u>	<u>416.40</u>	<u>52,538.80</u>
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**Dept Number** 5      **Dept** BUILDING & CIVIC MATTERS

<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>
6005			B&CM - Inc - Milford Hall Hire Fees			
64826	SI	01/02/2023	Hall Hire Fees		51.00	-51.00
64827	SI	01/02/2023	Hall Hire Fees		11.50	-11.50
64828	SI	01/02/2023	Hall Hire Fees		27.00	-27.00
64829	SI	01/02/2023	Hall Hire Fees		27.00	-27.00
64830	SI	01/02/2023	Hall Hire Fees		12.50	-12.50
64846	SC	02/02/2023	Credit to Clear Inv 12090	30.00		30.00
64853	SI	03/02/2023	Hall Hire Fees		120.00	-120.00
64854	SI	03/02/2023	Hall Hire Fees		60.00	-60.00
64855	SI	03/02/2023	Hall Hire Fees		60.00	-60.00
64856	SI	03/02/2023	Hall Hire Fees		30.00	-30.00
64857	SI	03/02/2023	Hall Hire Fees		45.00	-45.00
64858	SI	03/02/2023	Hall Hire Fees		22.50	-22.50
64859	SI	03/02/2023	Hall Hire Fees		142.50	-142.50
64860	SI	03/02/2023	Hall Hire Fees		67.50	-67.50
64861	SI	03/02/2023	Hall Hire Fees		15.00	-15.00
64862	SC	06/02/2023	Credit for cancelled booking on 9 January 2023	22.50		22.50
64863	SI	06/02/2023	Hall Hire Fees		45.00	-45.00
64886	SI	09/02/2023	Hall Hire Fees		7.50	-7.50
64887	SI	09/02/2023	Hall Hire Fees		11.50	-11.50
64888	SI	09/02/2023	Hall Hire Fees		36.00	-36.00
64889	SI	09/02/2023	Hall Hire Fees		12.50	-12.50
64890	SI	09/02/2023	Hall Hire Fees		45.00	-45.00
64891	SI	09/02/2023	Hall Hire Fees		12.50	-12.50
64892	SI	09/02/2023	Hall Hire Fees		36.00	-36.00
64893	SI	09/02/2023	Hall Hire Fees		12.50	-12.50
64905	SI	09/02/2023	Hall Hire Fees		54.00	-54.00
64906	SI	09/02/2023	Hall Hire Fees		12.50	-12.50
<b>Account Totals</b>				<u>52.50</u>	<u>976.50</u>	<u>-924.00</u>

<u>N/C</u>			<u>Name</u>			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6070			B&CM - Exp - Litter bins/Grit Bins			
65138	PI	22/02/2023	Grit Bucket	10.42		10.42
<b>Account Totals</b>				<u>10.42</u>		<u>10.42</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>
6078			B&CM - Exp - Millennium Clock			
64975	PI	20/02/2023	Call Out Charge	250.00		250.00

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

Account Totals 250.00 250.00

**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>
64901	JD	27/02/2023	Payments	1,077.98		1,077.98
64988	JC	27/02/2023	Caretaker		1,077.98	-1,077.98
65016	PI	08/02/2023	Rates	833.77		833.77

Account Totals 1,911.75 1,077.98 833.77

**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>
64978	PI	10/02/2023	Gas	243.73		243.73
64982	PI	20/02/2023	New Hot Water Heater	429.00		429.00
64989	JD	27/02/2023	Caretaker	791.64		791.64
65005	PI	14/02/2023	Alarm Maintenance	1,230.00		1,230.00
65100	PI	05/02/2023	Internet	28.15		28.15
65113	PI	28/02/2023	Mobile Patrols	200.64		200.64
65146	PI	07/02/2023	Cleaning	723.45		723.45

Account Totals 3,646.61 3,646.61

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65150	PI	28/02/2023	Underfloor Heating Pumps	1,660.00		1,660.00

Account Totals 1,660.00 1,660.00

**N/C** 6100 **Name** B&CM - Exp - Public Toilets Peter St

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64937	PI	02/02/2023	Water Charge	64.39		64.39
65000	PI	23/02/2023	Foot Patrols	836.00		836.00
65112	PI	28/02/2023	Water Hygiene Service	222.25		222.25
65147	PI	27/02/2023	Consumables	72.50		72.50
65148	PI	28/02/2023	Cleaning	560.79		560.79

Account Totals 1,755.93 1,755.93

**N/C** 6102 **Name** B&CM - Exp - Public Toilets Petters Way

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65001	PI	23/02/2023	Foot Patrols	836.00		836.00
65131	PI	08/02/2023	Indicator Bolt	5.99		5.99

Account Totals 841.99 841.99

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64990	JD	27/02/2023	Cleaner	286.34		286.34
64996	PI	23/02/2023	Cleaning Materials	6.00		6.00
64998	PI	24/02/2023	Hand Towels	44.26		44.26
65350	PI	28/02/2023	Waste Disposal	59.93		59.93

Account Totals 396.53 396.53

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64933	PI	02/02/2023	Electricity	131.07		131.07

Account Totals 131.07 131.07

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64923	PI	03/02/2023	Gas	339.40		339.40

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

Account Totals 339.40 339.40

**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>
65004	PI	14/02/2023	Alarm Maintenance	1,280.00		1,280.00
65014	PI	02/02/2023	Flagpole Clips/Finial	140.79		140.79
65133	PI	13/02/2023	Paint - Flagpoles	44.98		44.98
65137	PI	21/02/2023	Screws for Flagpole	22.07		22.07

Account Totals 1,487.84 1,487.84

**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>
64976	PI	17/02/2023	Defibrillator	2,522.28		2,522.28

Account Totals 2,522.28 2,522.28

**N/C** 6290 **Name** B&CM - Exp - Regalia

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65002	PI	14/02/2023	Deputy Mayor Pendant	1,781.08		1,781.08
65060	BR	23/02/2023	Claim Deputy Mayor Pendant		1,668.32	-1,668.32

Account Totals 1,781.08 1,668.32 112.76

Department 16,787.40 3,722.80 13,064.60

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

**N/C** 7520 **Name** Joint Burial Fund - Expenditure

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64999	PI	07/02/2023	Cemetery Deficit 2022/23	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** 5530 **Name** P&A - Exp - Love Yeovil

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64984	PI	16/02/2023	Lantern Parade Kits	500.00		500.00

Account Totals 500.00 500.00

**N/C** 5640 **Name** P&A - Exp - Queen's Platinum Jubilee

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64979	PI	24/02/2023	Deposit - Yeovil Celebrates	100.00		100.00
64993	PI	16/02/2023	Union Jack Bunting	44.95		44.95
65003	PI	13/02/2023	Staging - Yeovil Celebrates	12,000.00		12,000.00
65292	PI	21/02/2023	Notice Adverts	366.34		366.34
65293	PI	21/02/2023	Licence Fees	100.00		100.00

Account Totals 12,611.29 12,611.29

Department 13,111.29 13,111.29

Grand Totals 192,199.75 7,603.53 184,596.22

Date: 03/05/2023  
Time: 12:00:38

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

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N/C From 4000  
N/C To 7520

Tran Date From 01/03/2023  
Tran Date To 31/03/2023

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>
65243	BR	03/03/2023	CCLA Deposit Account		73.80	-73.80
65341	BR	31/03/2023	Interest		967.59	-967.59
65342	BR	29/03/2023	Interest		4,369.74	-4,369.74
<b>Account Totals</b>					<u>5,411.13</u>	<u>-5,411.13</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>
65240	SI	15/03/2023	Monthly Use of Car Park (Former Ski Centre)		102.00	-102.00
<b>Account Totals</b>					<u>102.00</u>	<u>-102.00</u>

**N/C** 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>
65316	BR	29/03/2023	Donation - RCCG		150.00	-150.00
<b>Account Totals</b>					<u>150.00</u>	<u>-150.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65179	PI	15/03/2023	Job Adverts	270.00		270.00
<b>Account Totals</b>				<u>270.00</u>		<u>270.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65385	JD	31/03/2023	Audit Fees 22/23	2,000.00		2,000.00
<b>Account Totals</b>				<u>2,000.00</u>		<u>2,000.00</u>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65125	PI	01/03/2023	Autopay Charge	31.45		31.45
<b>Account Totals</b>				<u>31.45</u>		<u>31.45</u>

**N/C** 4040      **Name** PR&F - GEN - Exp - Carbon Management

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65386	JD	31/03/2023	Carbon Management	25,000.00		25,000.00
<b>Account Totals</b>				<u>25,000.00</u>		<u>25,000.00</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>
65115	PI	03/03/2023	Somerset Bunting	27.50		27.50
65145	PI	14/03/2023	Binding Condolance Sheets	142.00		142.00
65178	PI	12/03/2023	Mileage Claim - Deputy Mayor	26.79		26.79
65237	PI	21/03/2023	Mileage Claim	9.64		9.64
65410	PI	31/03/2023	Key Holding Fee	200.00		200.00
<b>Account Totals</b>				<u>405.93</u>		<u>405.93</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>
65278	JD	27/03/2023	Costs of Democracy	2,412.96		2,412.96

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

Account Totals 2,412.96 2,412.96

**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>
65174	PI	15/03/2023	Utility Cart	74.99		74.99
65238	PI	21/03/2023	Torches	10.82		10.82
65370	PI	22/03/2023	Storage Trunk	21.24		21.24
65371	PI	21/03/2023	Security Box	25.09		25.09

Account Totals 132.14 132.14

**N/C** 4150 **Name** PR&F - GEN - Exp - Insurance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65149	PI	02/03/2023	Insurance	5,335.98		5,335.98
65306	PI	27/03/2023	Insurance - Yeovil Celebrates	112.00		112.00

Account Totals 5,447.98 5,447.98

**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>
65155	PI	14/03/2023	Office 365 Business	72.80		72.80
65156	PI	14/03/2023	EoFTTC Managed Service	228.00		228.00
65157	PI	14/03/2023	IT Support	596.79		596.79
65158	PI	14/03/2023	Monthly CSP Subscription	72.00		72.00

Account Totals 969.59 969.59

**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>
65114	PI	01/03/2023	Sage 50 Accounts/Payroll	269.50		269.50
65151	PI	03/03/2023	Subscription Digital Mapping	1,350.00		1,350.00
65305	PI	27/03/2023	Affiliation Fee NSALG	55.00		55.00

Account Totals 1,674.50 1,674.50

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65287	PI	21/03/2023	Stationery	73.05		73.05
65297	PI	16/03/2023	Stationery	5.63		5.63

Account Totals 78.68 78.68

**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>
65120	PI	01/03/2023	Call/Line Rental Charge	73.00		73.00
65122	PI	08/03/2023	Support Charge	400.81		400.81
65408	PI	26/03/2023	Mobile Phones	140.55		140.55

Account Totals 614.36 614.36

**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>
65159	PI	16/03/2023	Youth Service Project	1,923.68		1,923.68
65160	PI	16/03/2023	Youth Club Provision	882.30		882.30
65176	PI	13/03/2023	Community Room	30.00		30.00
65196	PI	20/03/2023	Youth Drop In	3,750.00		3,750.00
65321	PI	28/03/2023	Community Room	40.00		40.00

Account Totals 6,625.98 6,625.98

**N/C** 4241 **Name** PR&F - GEN - Exp - Youth Council

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65387	JD	31/03/2023	Youth Council	2,000.00		2,000.00

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

**Account Totals** 2,000.00 2,000.00

**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>
65161	PI	16/03/2023	Mayoral Allowance	873.37		873.37
65388	JD	31/03/2023	Mayoral Allowance	873.37		873.37

**Account Totals** 1,746.74 1,746.74

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65389	JD	31/03/2023	Mayor's Ball	198.66		198.66

**Account Totals** 198.66 198.66

**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>
65390	JD	31/03/2023	Mayor's Charity	7,646.09		7,646.09

**Account Totals** 7,646.09 7,646.09

**Department** 57,255.06 5,663.13 51,591.93

**Dept Number** 2 **Dept** PR & F - GRANTS

**N/C** 4710 **Name** PR&F - GRANTS - Grants

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65359	PI	28/03/2023	Royal Air Force Cadets	500.00		500.00
65372	PI	28/03/2023	Westfield Community Assoc.	400.00		400.00

**Account Totals** 900.00 900.00

**Department** 900.00 900.00

**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>
65187	JD	27/03/2023	Employers Pension	3,345.11		3,345.11
65188	JD	27/03/2023	Payments	18,891.30		18,891.30
65189	JD	27/03/2023	Employers NIC	1,799.12		1,799.12
65275	SI	27/03/2023	REIMBURSEMENT of SALARY - TOWN CLERK		693.33	-693.33
65276	SI	27/03/2023	January to March 2023 On-Costs		140.00	-140.00
65279	JC	27/03/2023	Costs of Democracy		2,412.96	-2,412.96
65376	PI	30/03/2023	Pension Compensation	430.56		430.56

**Account Totals** 24,466.09 3,246.29 21,219.80

**Department** 24,466.09 3,246.29 21,219.80

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

**N/C** 7002 **Name** G&GM - Inc - Leases

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65277	SI	27/03/2023	Lease at Hillcrest/Higher Ryalls - Rent January		522.00	-522.00

**Account Totals** 522.00 522.00

**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>
65033	SI	06/03/2023	Allotment rent for the period 06 March - 30		46.91	-46.91
65035	SI	06/03/2023	Allotment rent for the period 06 March - 30		27.64	-27.64
65037	SI	06/03/2023	Allotment rent for the period 06 March - 30		24.59	-24.59
65039	SI	06/03/2023	Allotment rent for the period 06 March - 30		45.94	-45.94

**Nominal Departmental Analysis (Detailed)**

65040	SI	06/03/2023	Allotment rent for the period 06 March - 30		46.30	-46.30	
65041	SI	06/03/2023	Allotment rent for the period 06 March - 30		39.53	-39.53	
65094	SI	10/03/2023	Allotment rent for the period 10 March - 30		42.74	-42.74	
65095	SI	10/03/2023	Allotment rent for the period 10 March - 30		59.50	-59.50	
65097	SI	10/03/2023	Allotment rent for the period 10 March - 30		7.92	-7.92	
65121	PI	08/03/2023	Over Payment - Allotment Rent	103.15		103.15	
65162	SI	16/03/2023	Allotment rent for the period 16 March - 30		23.67	-23.67	
65163	SI	16/03/2023	Allotment rent for the period 16 March - 30		16.25	-16.25	
65164	SI	16/03/2023	Allotment rent for the period 16 March - 30		36.87	-36.87	
65165	SI	16/03/2023	Allotment rent for the period 16 March - 30		40.13	-40.13	
65250	BR	06/03/2023	Allotment Rent		103.15	-103.15	
65384	JD	30/03/2023	PSP Payments	19.43		19.43	
<b>Account Totals</b>					<u>122.58</u>	<u>561.14</u>	<u>-438.56</u>

<u>N/C</u>		<u>Name</u>				
7005		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>
65034	SI	06/03/2023	Gate key deposit		5.00	-5.00
65036	SI	06/03/2023	Gate key deposit		5.00	-5.00
65038	SI	06/03/2023	Gate key deposit		5.00	-5.00
65096	SI	10/03/2023	Gate key deposit		5.00	-5.00
65244	BR	08/03/2023	Key Deposit		4.90	-4.90
65315	BR	29/03/2023	Key Deposit		5.00	-5.00
<b>Account Totals</b>					<u>29.90</u>	<u>-29.90</u>

<u>N/C</u>		<u>Name</u>				
7019		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>
65123	PI	03/03/2023	Skip Rental	450.00		450.00
65124	PI	08/03/2023	Emptying Skip	314.00		314.00
65139	PI	02/03/2023	Varnish - Plot Numbers	8.23		8.23
65140	PI	06/03/2023	Fence Post Rammer	45.95		45.95
65330	PI	06/03/2023	Maintenance - May	1,406.78		1,406.78
65331	PI	06/03/2023	Maintenance - June	1,426.01		1,426.01
65332	PI	06/03/2023	Maintenance - July	1,325.52		1,325.52
65333	PI	06/03/2023	Maintenance - Aug	1,265.86		1,265.86
65334	PI	06/03/2023	Maintenance - Sep	1,254.07		1,254.07
65335	PI	06/03/2023	Maintenance - Oct	1,292.28		1,292.28
65364	PI	14/03/2023	Materials - Allotments	33.75		33.75
65365	PI	10/03/2023	Materials - Allotments	14.88		14.88
<b>Account Totals</b>				<u>8,837.33</u>		<u>8,837.33</u>

<u>N/C</u>		<u>Name</u>				
7030		G&GM - Exp - Allotment Fence Repairs				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65399	JD	31/03/2023	Allotment Fence	605.00		605.00
<b>Account Totals</b>				<u>605.00</u>		<u>605.00</u>

<u>N/C</u>		<u>Name</u>				
7040		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>
65298	PI	20/03/2023	Electricity	33.33		33.33
65353	PI	29/03/2023	Electricity	34.94		34.94
<b>Account Totals</b>				<u>68.27</u>		<u>68.27</u>

<u>N/C</u>		<u>Name</u>				
7070		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>
65192	JD	27/03/2023	Employers Pension	371.75		371.75
65193	JD	27/03/2023	Payments	1,831.28		1,831.28
<b>Account Totals</b>				<u>2,203.03</u>		<u>2,203.03</u>

<u>N/C</u>		<u>Name</u>				
7080		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>

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

65143	PI	07/03/2023	Cable Ties	9.52		9.52
65144	PI	07/03/2023	Cable Ties	9.52		9.52
<b>Account Totals</b>				<u>19.04</u>		<u>19.04</u>

<b>N/C</b>	7100	<b>Name</b> G&GM - Exp - Open Spaces: Open spaces -				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65302	PI	23/03/2023	Open Spaces - 4th Qtr	33,370.00		33,370.00
<b>Account Totals</b>				<u>33,370.00</u>		<u>33,370.00</u>

<b>N/C</b>	7102	<b>Name</b> G&GM - Exp - Open Spaces: Play Park				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65400	JD	31/03/2023	Open Spaces Play Park Programme	30,000.00		30,000.00
<b>Account Totals</b>				<u>30,000.00</u>		<u>30,000.00</u>

<b>N/C</b>	7104	<b>Name</b> G&GM - Exp - Open Spaces: Country Park				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65401	JD	31/03/2023	Country Park	8,175.00		8,175.00
<b>Account Totals</b>				<u>8,175.00</u>		<u>8,175.00</u>

<b>N/C</b>	7120	<b>Name</b> G&GM - Exp - Yew Tree Park - Gate Opening				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65286	PI	20/03/2023	Security	181.08		181.08
<b>Account Totals</b>				<u>181.08</u>		<u>181.08</u>

<b>N/C</b>	7180	<b>Name</b> G&GM - Exp - Community Heritage Officer				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65402	JD	31/03/2023	Community Heritage Officer 1/2 Year	5,000.00		5,000.00
<b>Account Totals</b>				<u>5,000.00</u>		<u>5,000.00</u>

<b>N/C</b>	7190	<b>Name</b> G&GM - Exp - Protective Clothing				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65366	PI	07/03/2023	Mudguard Boots	36.99		36.99
<b>Account Totals</b>				<u>36.99</u>		<u>36.99</u>

<b>N/C</b>	7210	<b>Name</b> G&GM - Exp - Vehicle				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65326	PI	28/03/2023	Fuel - Van	76.41		76.41
<b>Account Totals</b>				<u>76.41</u>		<u>76.41</u>

<b>N/C</b>	7230	<b>Name</b> G&GM - Exp - Water Mains Refurbishment				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
65403	JD	31/03/2023	Water Mains Refurbish	2,200.00		2,200.00
<b>Account Totals</b>				<u>2,200.00</u>		<u>2,200.00</u>

<b>Department</b>				<u>90,894.73</u>	<u>1,113.04</u>	<u>89,781.69</u>
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**Dept Number** 5                      **Dept** BUILDING & CIVIC MATTERS

<b>N/C</b>	6005	<b>Name</b> B&CM - Inc - Milford Hall Hire Fees				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
64991	SI	01/03/2023	Hall Hire Fees		36.00	-36.00
64992	SI	01/03/2023	Hall Hire Fees		12.50	-12.50
65023	SI	06/03/2023	Hall Hire Fees		120.00	-120.00
65024	SI	06/03/2023	Hall Hire Fees		45.00	-45.00
65025	SI	06/03/2023	Hall Hire Fees		90.00	-90.00

**Nominal Departmental Analysis (Detailed)**

65026	SI	06/03/2023	Hall Hire Fees	52.50	-52.50
65027	SI	06/03/2023	Hall Hire Fees	45.00	-45.00
65028	SI	06/03/2023	Hall Hire Fees	45.00	-45.00
65029	SI	06/03/2023	Hall Hire Fees	22.50	-22.50
65030	SI	06/03/2023	Hall Hire Fees	90.00	-90.00
65031	SI	06/03/2023	Hall Hire Fees	67.50	-67.50
65032	SI	06/03/2023	Hall Hire Fees	15.00	-15.00
65106	SI	14/03/2023	Hall Hire Fees	24.00	-24.00
65107	SI	14/03/2023	Hall Hire Fees	81.00	-81.00
65108	SI	14/03/2023	Hall Hire Fees	12.50	-12.50
65177	SI	20/03/2023	Hall Hire Fees	7.50	-7.50
65181	SI	20/03/2023	Hall Hire Fees	27.00	-27.00
65182	SI	20/03/2023	Hall Hire Fees	12.50	-12.50
65194	SI	20/03/2023	Hall Hire Fees	36.00	-36.00
65195	SI	20/03/2023	Hall Hire Fees	12.50	-12.50
65235	SI	01/03/2023	Milford Hall Hire Fees - March 2023	1,333.33	-1,333.33
65236	SI	01/03/2023	Cleaning Fee (Purchase Order No 800042390)	172.25	-172.25
65241	SI	22/03/2023	Hall Hire Fees	45.00	-45.00
65242	SI	22/03/2023	Hall Hire Fees	12.50	-12.50
65269	SI	24/03/2023	Hall Hire Fees	54.00	-54.00
65270	SI	24/03/2023	Hall Hire Fees	12.50	-12.50
65283	SI	27/03/2023	Hall Hire Fees	45.00	-45.00
65303	SI	31/03/2023	Hall Hire Fees	90.00	-90.00
65307	SI	31/03/2023	Hall Hire Fees	90.00	-90.00
65308	SI	31/03/2023	Hall Hire Fees	30.00	-30.00
65309	SI	29/03/2023	Hall Hire Fees	45.00	-45.00
65310	SI	31/03/2023	Hall Hire Fees	60.00	-60.00
65311	SI	31/03/2023	Hall Hire Fees	90.00	-90.00
65312	SI	31/03/2023	Hall Hire Fees	22.50	-22.50
65313	SI	29/03/2023	Hall Hire Fees	30.00	-30.00
65314	SI	29/03/2023	Hall Hire Fees	15.00	-15.00
65327	SI	31/03/2023	Hall Hire Fees	135.00	-135.00
65328	SI	31/03/2023	Hall Hire Fees	27.00	-27.00
65329	SI	31/03/2023	Hall Hire Fees	12.50	-12.50
65339	SI	27/03/2023	Milford Hall Hire Fees - April 2023	1,333.33	-1,333.33
65340	SI	27/03/2023	Cleaning Fee (Purchase Order No 800042390)	172.25	-172.25
<b><u>Account Totals</u></b>				<b><u>4,681.16</u></b>	<b><u>-4,681.16</u></b>

**N/C** 6030 **Name** B&CM - Exp - Community Safety

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65392	JD	31/03/2023	Community Safety	17,500.00		17,500.00
<b><u>Account Totals</u></b>				<b><u>17,500.00</u></b>		<b><u>17,500.00</u></b>

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65141	PI	06/03/2023	YTC Stencil	5.82		5.82
65142	PI	06/03/2023	YTC Stencil	6.21		6.21
<b><u>Account Totals</u></b>				<b><u>12.03</u></b>		<b><u>12.03</u></b>

**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>
65190	JD	27/03/2023	Payments	1,077.98		1,077.98
65280	JC	27/03/2023	Caretaker		1,077.98	-1,077.98
<b><u>Account Totals</u></b>				<b><u>1,077.98</u></b>	<b><u>1,077.98</u></b>	

**N/C** 6085 **Name** B&CM - Exp - Monmouth Hall Refurbishment

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65393	JD	31/03/2023	Monmouth Hall Refurbish	58,681.00		58,681.00
<b><u>Account Totals</u></b>				<b><u>58,681.00</u></b>		<b><u>58,681.00</u></b>

**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>
65111	PI	01/03/2023	Gas	50.56		50.56
65129	PI	05/03/2023	Internet	28.10		28.10
65172	PI	08/03/2023	Plastic Jugs	7.35		7.35
65281	JD	27/03/2023	Caretaker	791.64		791.64
65289	PI	22/03/2023	Electricity	498.52		498.52
65290	PI	07/03/2023	Cleaning	723.45		723.45
65291	PI	13/03/2023	Gas	668.94		668.94
65299	PI	20/03/2023	Gas	129.17		129.17
65358	PI	31/03/2023	Mobile Patrols	219.45		219.45
65367	PI	06/03/2023	Toilet Seat	16.66		16.66
65368	PI	21/03/2023	Carpet Stain Remover	4.50		4.50
65377	PI	31/03/2023	CCTV Work	440.00		440.00
65409	PI	31/03/2023	Key Holding Fee	200.00		200.00
<b><u>Account Totals</u></b>				<b><u>3,778.34</u></b>		<b><u>3,778.34</u></b>

<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>
65117	PI	01/03/2023	Water Charge	64.10		64.10
65354	PI	29/03/2023	Electricity	160.96		160.96
65373	PI	31/03/2023	Consumables	72.50		72.50
65374	PI	31/03/2023	Cleaning	560.79		560.79
<b><u>Account Totals</u></b>				<b><u>858.35</u></b>		<b><u>858.35</u></b>

<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>
65375	PI	31/03/2023	Water Hygiene Service	222.25		222.25
65394	JD	31/03/2023	Petters Way Toilets - 4th Qtr	2,500.00		2,500.00
<b><u>Account Totals</u></b>				<b><u>2,722.25</u></b>		<b><u>2,722.25</u></b>

<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>
65282	JD	27/03/2023	Cleaner	286.34		286.34
65296	PI	15/03/2023	Refreshments - Town House	21.45		21.45
65369	PI	22/03/2023	Tissues	12.50		12.50
65379	PI	31/03/2023	Waste Disposal	62.45		62.45
<b><u>Account Totals</u></b>				<b><u>382.74</u></b>		<b><u>382.74</u></b>

<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>
65118	PI	02/03/2023	Electricity	106.12		106.12
<b><u>Account Totals</u></b>				<b><u>106.12</u></b>		<b><u>106.12</u></b>

<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>
65119	PI	06/03/2023	Gas	284.74		284.74
<b><u>Account Totals</u></b>				<b><u>284.74</u></b>		<b><u>284.74</u></b>

<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>
65175	PI	14/03/2023	Replacement Battery - Fire Alarm	27.00		27.00
<b><u>Account Totals</u></b>				<b><u>27.00</u></b>		<b><u>27.00</u></b>

<u>N/C</u>	6230		<u>Name</u>	B&CM - Exp - War Memorials		
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65395	JD	31/03/2023	War Memorial	708.86		708.86



Date: 03/05/2023  
 Time: 12:00:38

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

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				<u>Account Totals</u>	<u>4,110.00</u>	<u>4,110.00</u>
<u>N/C</u>	5640	<u>Name</u> P&A - Exp - Queen's Platinum Jubilee				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65152	PI	02/03/2023	First Aid Cover	2,900.00		2,900.00
65153	PI	06/03/2023	Security Services/Stewards	4,671.80		4,671.80
65154	PI	13/03/2023	Reuseable Cups	3,660.00		3,660.00
65173	PI	10/03/2023	Wristbands	165.86		165.86
65180	PI	15/03/2023	Advert	50.00		50.00
65288	PI	23/03/2023	Advert	90.00		90.00
65304	PI	28/03/2023	Deposit Portaloo Hire	143.35		143.35
<b><u>Account Totals</u></b>				<u>11,681.01</u>		<u>11,681.01</u>
<b><u>Department</u></b>				<u>22,460.46</u>		<u>22,460.46</u>
<b><u>Grand Totals</u></b>				<u>287,435.76</u>	<u>19,655.80</u>	<u>267,779.96</u>

**Background**

Council approved the 2022/23 budget at its meeting on 1<sup>st</sup> February 2023. The purpose of this report is to inform Members of the actual spend against budgets for the 2022/23 financial year and balances held in both Earmarked Reserves and General Fund Balances.

**Outturn for 2022/23**

The overall outturn for Yeovil Town Council in 2022/23 was £66,903 under spent (or 5.3%). However, as highlighted later in the report, the budget allowed for amounts to go into earmarked reserves.

The table below sets out a summary by Committee:

2021/22				Committee	2022/23			
Net Budget	Actual Spend	Variance Spend (Over) / Under	Variance Spend (Over) / Under		Net Budget	Actual Spend	Variance Spend (Over) / Under	Variance Spend (Over) / Under
(£)	(£)	(£)	(%)		(£)	(£)	(£)	(%)
251,580	290,028	<b>(34,448)</b>	(13.7%)	Grounds & General Maintenance	339,770	325,966	<b>13,804</b>	4.1
1,000	544	<b>456</b>	45.6%	Planning	1,000	0	<b>1,000</b>	100.0
218,680	142,769	<b>75,911</b>	34.7%	Buildings & Civic Matters	252,820	229,263	<b>23,557</b>	9.3
102,550	85,771	<b>16,779</b>	16.4%	Promotions & Activities	101,040	147,061	<b>(46,021)</b>	(45.5)
539,652	415,869	<b>123,783</b>	22.9%	Policy, Resources & Finance	505,426	430,863	<b>74,563</b>	14.8
63,814	63,814	<b>0</b>	0%	Joint Burial	73,384	73,384	<b>0</b>	0
<b>1,177,276</b>	<b>998,794</b>	<b>178,482</b>	<b>15.2%</b>	<b>Total</b>	<b>1,273,440</b>	<b>1,206,537</b>	<b>66,903</b>	<b>5.3</b>

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

## Earmarked Reserves

The table beneath highlights the transfers to the Earmarked reserves identified in 2022/23. The earmarked reserves are for specific reason.

<b>Committee</b>	<b>Budget line</b>	<b>Earmarked Reserve (£)</b>	<b>Reason</b>
Buildings and Civic Matters	Regalia	2,000	For robes and any changes required to the mace
Policy, Resources and Finance	Youth Council	2,000	Youth Council Projects
Policy, Resources and Finance	Climate Change	25,000	For Climate Change projects
Policy, Resources and Finance	Community Infrastructure Levy	669	In accordance with the Community Infrastructure Levy (Amendment) Regulations 2014 Sections 59A and 59C
Grounds and General Maintenance	Allotments - Fence Repairs	605	Fence replacements/repairs on allotments
Grounds and General Maintenance	Water Main refurbishment / repairs	2,200	Water main refurbishment and repairs reserve
Buildings and Civic Matters	Defibrillator	2,820	Defibrillators in Yeovil project
Buildings and Civic Matters	Monmouth Hall Refurbishment	58,681	Monmouth Hall Refurbishment Reserve
Buildings and Civic Matters	CCTV	500	Reserve for future CCTV upgrade
Buildings and Civic Matters	War Memorial	709	Bi-annual Health and safety checks and cleaning
Buildings and Civic Matters	Community Safety	17,500	Reserve for Community Safety Projects
Promotions and Activities	Customised Souvenirs	346	Customised Souvenirs
<b>Total</b>		<b>113,030</b>	

## Summary of Earmarked Reserves

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

<b>Earmarked Reserve</b>	<b>Balance as at 31/03/22 (£)</b>	<b>Movement In (£)</b>	<b>Movement Out (£)</b>	<b>Balance as at 31/03/23 (£)</b>
Major Projects	984	0	0	984
Water Mains Refurbishments/Repairs	10,532	2,200	0	12,732
Allotment Fence Repairs	0	605		605
Regalia	11,623	2,000	0	13,623
Custom Souvenirs	2,380	346		2,726
Cost of Election	1,500	0	0	1,500
Youth Council	6,384	2,000	0	8,384
Monmouth Hall Refurbishment	216,813	58,681	0	275,494
Unity in the Community	1,079	0	0	1,079
Community Infrastructure Levy	2,598	669	0	3,267
War Memorial	1,500	709	0	2,209
Sidney Gardens Fountain	12,600	0	0	12,600
Queen's Jubilee	34,050	0	(34,050)	0
Defibrillators	3,959	2,820	0	6,779
CCTV	500	500	0	1,000
Climate Change	25,000	25,000	0	50,000
Community Safety*	0	17,500	0	17,500
	<b>331,502</b>	<b>113,030</b>	<b>(34,050)</b>	<b>410,482</b>

\*New Earmarked Reserves

### Summary of General Fund

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

	<b>£</b>
<b>Unallocated General Fund Balance as at 1<sup>st</sup> April 2022</b>	<b>860,189</b>
(Overspend) / Underspend	66,903
Movement on Ear marked Reserves	(78,980)
<b>Unallocated General Fund Balance as at 31<sup>st</sup> March 2023</b>	<b>848,112</b>

Should Members have any questions relating to this report, please contact the Town Clerk, prior to the meeting.

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to note the outturn position of **£1,206,537** for 2022/23 (an underspend of £66,903) and the explanation of significant variances as highlighted in Appendix A;
- (3) to approve the movement in reserves listed above;

(4) to note the new Earmarked Reserve – Community Safety;

(5) to note the Earmarked Reserve Balances; and

(6) to note the Unallocated General Fund Balance.

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

## Summary

### Yeovil Town Council - 2022/231 Outturn

Committee	2021/22			2022/23		
	£	£	£	£	£	£
	Annual Budget	Actual Total at 31/03/22	Variance	Annual Budget	Actual Total at 31/03/23	Variance
<b>Policy Resources and Finance</b>						
Expenditure	544,402	418,670	125,732	508,176	450,443	57,733
Income	(4,750)	(2,802)	(1,948)	(2,750)	(19,580)	16,830
<b>Net Expenditure</b>	<b>539,652</b>	<b>415,869</b>	<b>123,783</b>	<b>505,426</b>	<b>430,863</b>	<b>74,563</b>
<b>Buildings and Civic Matters</b>						
Expenditure	245,180	165,251	79,929	279,820	260,739	19,081
Income	(26,500)	(22,482)	(4,018)	(27,000)	(31,477)	4,477
<b>Net Expenditure</b>	<b>218,680</b>	<b>142,769</b>	<b>75,911</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>
<b>Grounds and General Maintenance</b>						
Expenditure	272,570	310,382	(37,812)	360,760	352,316	8,444
Income	(20,990)	(20,353)	(637)	(20,990)	(26,350)	5,360
<b>Net Expenditure</b>	<b>251,580</b>	<b>290,028</b>	<b>(38,448)</b>	<b>339,770</b>	<b>325,966</b>	<b>13,804</b>
<b>Planning</b>						
Expenditure	1,000	544	456	1,000	0	1,000
Income	0	0	0	0	0	0
<b>Net Expenditure</b>	<b>1,000</b>	<b>544</b>	<b>456</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>
<b>Promotions and Activities Committee</b>						
Expenditure	102,550	87,771	14,779	101,040	149,061	(48,021)
Income	0	(2,000)	2,000	0	(2,000)	2,000
<b>Net Expenditure</b>	<b>102,550</b>	<b>85,771</b>	<b>16,779</b>	<b>101,040</b>	<b>147,061</b>	<b>(46,021)</b>
<b>Burial Committee</b>						
Expenditure	63,814	63,814	0	73,384	73,384	0
Income	0	0	0	0	0	0
<b>Net Expenditure</b>	<b>63,814</b>	<b>63,814</b>	<b>0</b>	<b>73,384</b>	<b>73,384</b>	<b>0</b>
<b>Total Yeovil Town Council</b>						
Expenditure	1,229,516	1,046,431	183,085	1,324,180	1,285,944	38,236
Income	(52,240)	(47,637)	(4,603)	(50,740)	(79,407)	28,667
<b>Net Expenditure</b>	<b>1,177,276</b>	<b>998,794</b>	<b>178,482</b>	<b>1,273,440</b>	<b>1,206,537</b>	<b>66,903</b>

## Buildings and Civic Matters

2021/22			2022/23				
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Notes
			<b>EXPENDITURE</b>				
3,500	3,500	0		3,500	3,500	0	
32,490	32,490	0	Band Costs	32,490	32,490	0	
0	0	0	CCTV	5,000	0	5,000	F Changing Places did not proceed
2,500	0	2,500	Changing Places	17,500	17,500	0	F Put into reserve
9,000	14,885	(5,885)	Community safety	10,500	16,206	(5,706)	A Remainder in reserve (£2820) - See income
700	0	700	Defibrillator	700	166	534	F
5,000	3,870	1,130	Litter/Grit bins	5,200	5,364	(164)	A
			Milford Hall - Business Rates				
15,000	22,687	(7,687)	Milford Hall - Running Costs	20,000	43,098	(23,098)	A Underfloor heating pumps (£1,660); Electricity/Gas/Water (budgeted under SSDC Recharges but brought in house plus increase in electricity charges); Shutter Repairs (£1,570), Water Hygiene Services (£667)
3,250	2,721	529	Milford Hall - Security	3,000	2,730	270	F
7,100	11,648	(4,548)	Milford Hall - SSDC Recharges	10,000	5,144	4,856	F Charges of Electricity/Gas/Water direct to YTC
0	0	0	Milford Hall Refurbishments	20,000	2,210	17,790	F
500	0	500	Millennium Clock	520	1,722	(1,202)	A Cleaning Millenium Clock (£1,125)
16,870	5,099	11,771	Monmouth Hall - Running Costs	0	0	0	
820	0	820	Monmouth Hall Business Rates	0	1,075	(1,075)	A Outstanding Business Rates
60,000	18,645	41,355	Monmouth Hall refurbishment	60,000	58,681	1,319	F Put to reserves
500	510	(10)	PA System	500	577	(77)	A
0	201	(201)	Painting of Town House	0	0	0	
500	479	21	Public noticeboards	500	42	458	F
0	0	0	Public toilets - Peter Street	0	0	0	
7,340	7,378	(38)	Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,000	8,388	(1,388)	A Increases of National Living Wage passed to YTC in line with contract
5,800	3,710	2,090	Peter Street Public Toilet - Security	5,200	5,783	(583)	A
3,200	-3,194	6,394	Peter Street Public Toilet - Business Rates	3,200	0	3,200	F 100% Business Rates relief for public toilets
7,120	6,923	197	Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	5,553	1,567	F
11,400	9,806	1,594	Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	10,545	855	F
5,000	3,710	1,290	Petters Way Public Toilet - Security	5,000	5,781	(781)	A
2,650	-2,645	5,295	Petters Way Public Toilet - Business Rates	2,650	0	2,650	F 100% Business Rates relief for public toilets
2030	1344.44	685.56	Petters Way Public Toilet - Other Running costs (repairs)	2,030	3,841	(1,811)	A
0	0	0	Regalia	2,000	3,781	(1,781)	A Replacement Deputy Mayor's Chain (covered by insurance) and £2,000 to reserve
0	0	0	Remembrance Sunday Video	1,500	0	1,500	F No video for 2022/23
2,160	0	2,160	Sports Development Officer (SSDC)	2,160	0	2,160	F No officer in post at South Somerset District Council
300	300	0	St Georges Day Parade	300	0	300	F
8,000	0	8,000	Town Centre Environmental Improvements	8,000	0	8,000	F Not requested by Souht Somerset District Council
500	0	500	Town House - CCTV Reserve	500	500	0	F To be put into reserve
10,000	9,606	394	Town House - business rates	10,400	9,606	794	F
1,600	147	1,453	Town House - electricity	1,600	1,540	60	F
2,200	1,887	313	Town House - gas	2,200	2,160	40	F
10,000	2,423	7,577	Town House - repairs and maintenance	10,000	6,027	3,973	F
400	153	247	Town House - water charges	400	177	223	F
7,000	6,968	32	Town House (excluding services)	7,000	5,802	1,198	F
750	0	750	War memorials	750	750	0	F To be put into reserve
<b>245,180</b>	<b>165,251</b>	<b>79,929</b>	<b>Total Expenditure</b>	<b>279,820</b>	<b>260,739</b>	<b>19,081</b>	
			<b>INCOME</b>				
0	(9,844)	9,844	Defibrillator Contribution	0	(5,706)	5,706	F Used to purchase additional defibrillators - see expenditure
0	0	0	Insurance Claim - Regalia	0	(1,668)	1,668	F
(25,000)	(12,639)	(12,362)	Milford Hall	(26,000)	(24,102)	(1,898)	A
(1,500)	0	(1,500)	Town House	(1,000)	0	(1,000)	A Room hire income reduced due to COVID-19
<b>(26,500)</b>	<b>(22,482)</b>	<b>(4,018)</b>	<b>Total Income</b>	<b>(27,000)</b>	<b>(31,477)</b>	<b>4,477</b>	
<b>218,680</b>	<b>142,769</b>	<b>75,911</b>	<b>Net Expenditure</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>	

## Grounds and General Maintenance

2021/22				2022/23			
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Notes
				<b>EXPENDITURE</b>			
9,200	19,394	(10,194)	A				
				9,570	12,778	(3,208)	A
1,000	22,429	(21,429)	F				
				2,000	2,000	0	Repair fencing at Elizabeth Flats; £605 to reserve
250	0	250	F				
				250	262	(12)	A
10,000	10,000	0	F				
				10,000	10,000	0	
0	0	0					
				8,000	0	8,000	F
2,000	1,862	138	A				
				2,000	2,096	(96)	A
9,270	9,270	0					
				9,640	9,640	0	
26,520	21,943	4,577	F				
				27,580	26,817	763	F
350	335	15	F				
				350	335	15	F
1,800	1,149	651	F				
				1,870	3,976	(2,106)	A
				<b>Open spaces:</b>			
400	0	400	F				
				400	0	400	F
133,480	133,480	0					
				133,480	133,480	0	
12,690	12,690	0					
				13,200	13,200	0	
12,440	12,440	0					
				12,940	12,940	0	
2,720	2,720	0					
				2,830	2,830	0	
10,000	10,000	0					
				30,000	30,000	0	Put into reserve - Alondale Gardens
0	0	0					
				50,000	50,000	0	
1,000	6,256	(5,256)	F				
				7,000	712	6,288	F
32,700	32,700	0					
				32,700	32,700	0	
2,200	2,405	(205)	F				
				2,200	2,394	(194)	A
0	99	(99)	A				
				200	49	151	F
0	7,357	(7,357)					
				0	0	0	
1,350	1,307	43	F				
				1,350	1,722	(372)	A
0	448	(448)					
				0	0	0	
1,000	2,096	(1,096)	A				
				1,000	2,184	(1,184)	A
2,200	0	2,200	F				
				2,200	2,200	0	Put into reserve
<b>272,570</b>	<b>310,382</b>	<b>(37,812)</b>		<b>360,760</b>	<b>352,316</b>	<b>8,444</b>	
				<b>INCOME</b>			
(100)	(18)	(82)	A				
				(100)	(158)	58	F
0	0	0					
				0	(2,956)	2,956	F
(17,800)	(16,710)	(1,090)	A				
				(17,800)	(18,625)	825	F
(2,090)	(2,088)	(2)	A				
				(2,090)	(2,088)	(2)	A
(1,000)	(1,537)	537	F				
				(1,000)	(2,523)	1,523	F
<b>(20,990)</b>	<b>(20,353)</b>	<b>(637)</b>		<b>(20,990)</b>	<b>(26,350)</b>	<b>5,360</b>	
<b>251,580</b>	<b>290,028</b>	<b>(38,448)</b>		<b>339,770</b>	<b>325,966</b>	<b>13,804</b>	
				<b>Net Expenditure</b>			

## Policy, Resources & Finance Committee

2020/21				2022/23			
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Notes
				<b>EXPENDITURE</b>			
500	205	295	F	500	645	(145)	A
3,470	2,284	1,186	F	3,610	2,950	660	F
240	356	(116)	F	240	385	(145)	A
25,000	0	25,000	F	25,000	25,000	0	F
53,022	5,577.35	47,445	F	57,146	3,390	53,756	F
£25,000 put into reserve Material items: Hire of Baptist Church (£425); Church costs - civic service (£145); Jubilee Beacon Lighting Event (£2,700 - P&A); Donation to Ukraine (£5,000 - Grants); Flags (£275); Binding for Book of Condolence (£142)							
1,500	7,918	(6,418)	A	5,500	6,162	(662)	A
29,200	24,731	4,469	F	29,600	28,856	744	F
5,000	45	4,955	F	5,000	1,518	3,482	F
500	581	(81)	F	500	333	167	F
4,000	5,575	(1,575)	A	4,000	3,289	711	F
7,000	19,050	(12,050)	A	7,000	12,900	(5,900)	A
Grants Funded from contingency: Grants to We Hear You (1,000); Yeovil Opportunities Group (£2,500); Yeovil Art Group (£500); Home Start Blackmore Vale (£1,000); Goodfellowship Club (£2,000); Royal Air Force Cadets (£500); Westfield Community Association (£400); Ukraine (£5,000)							
6,000	5,078	922	F	6,000	10,629	(4,629)	A
Insurance Payment in advance for 2023/22 (£5,336); Insurance for Yeovil Celebrates (£112)							
10,170	10,170	0	F	10,480	5,579	4,901	F
Mayoral allowance Surplus Mayoral Allowance paid back (£4,901)							
0	674	(674)	A	0	608	(608)	A
Miscellaneous Bank Charges; Mayors Award; Remembrance Wreath and Poppies for Lamposts							
10,300	3,900	6,400	F	15,000	0	15,000	F
New Initiatives Fund No new initiatives							
12,500	11,761	739	F	13,000	12,684	316	F
2,000	1,223	777	F	2,000	2,244	(244)	A
PC Support Sage Accounts/Payroll (£3,181); South West Councils (£465); Zoom (£120); Nursery Lease (£750); SALC (£2,713); Professional Memberships (£1,455); Parish Online (£1,350); Yeovil Crime Reduction (£416); Misc (£140)							
7,500	9,785	(2,285)	A	7,500	10,590	(3,090)	A
Prof. fees/subs							
30,000	0	30,000	F	0	0	0	F
PWLB Loan Repayments No loans taken out							
2,000	447	1,553	F	0	0	0	F
Regalia Moved to BCM							
260,000	249,529	10,471	A	267,500	277,178	(9,678)	A
Salaries Inflationary increases, pension contribution increases							
500	0	500	F	500	24	476	F
Ski Centre							
1,000	1,000	0	F	1,000	1,000	0	F
Sponsorship (Octagon Theatre - SLA)							
2,500	738	1,762	F	2,000	1,129	871	F
Stationery/supplies							
2,500	2,641	(141)	A	2,500	2,971	(471)	A
Telephone							
8,000	3,027	4,974	F	0	1,350	(1,350)	A
Website Hosting; support and maintenance							
27,800	27,800	0	F	0	0	0	F
Westlands							
2,000	0	2,000	F	2,000	2,000	0	F
Youth Council							
30,200	24,576	5,624	F	40,600	33,280	7,320	F
Youth Services - YMCA							
0	0	0	F	0	3,750	(3,750)	A
Youth Services - Youth Drop In Not budgeted for.							
<b>544,402</b>	<b>418,670</b>	<b>125,732</b>		<b>508,176</b>	<b>450,443</b>	<b>57,733</b>	
				<b>INCOME</b>			
(2,500)	(478)	(2,022)	A	(500)	(16,587)	16,087	F
Investment Interest Increase in interest rates							
0	0	0	F	0	(669)	0	F
Community Infrastructure Levy							
(1,250)	(1,224)	(26)	A	(1,250)	(1,224)	(26)	F
Ski Centre							
(1,000)	(1,100)	100	F	(1,000)	(1,100)	100	F
Salary Recharge							
<b>(4,750)</b>	<b>(2,802)</b>	<b>(1,948)</b>		<b>(2,750)</b>	<b>(19,580)</b>	<b>16,161</b>	
				<b>Total Income</b>			
<b>539,652</b>	<b>415,869</b>	<b>123,783</b>		<b>505,426</b>	<b>430,863</b>	<b>73,894</b>	
				<b>Net Expenditure</b>			

## Planning

2021/22				2022/23			
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Notes
1,000	544	456	A	<b>EXPENDITURE</b>			
				1,000	0	1,000	
<b>1,000</b>	<b>544</b>	<b>456</b>		<b>Total Expenditure</b>			
				<b>1,000</b>	<b>0</b>	<b>1,000</b>	
				<b>INCOME</b>			
0	0	0		0	0		
<b>0</b>	<b>0</b>	<b>0</b>		<b>Total Income</b>			
				<b>0</b>	<b>0</b>	<b>0</b>	
<b>1,000</b>	<b>544</b>	<b>456</b>		<b>Net Expenditure</b>			
				<b>1,000</b>	<b>0</b>	<b>1,000</b>	

## Promotions and Activities

2021/22				2022/23					
Budget £	Actual £	(Over)/ Under £		Budget	Actual £	(Over)/ Under £	Notes		
<b>EXPENDITURE</b>									
23,500	20,485	3,015	F	Christmas Lights	23,500	16,217	7,283	F	Extension of Christmas Lights lease; no Christmas Tree
30	0	30	F	Christmas Lights Competition	30	0	30	F	
17,000	15,025	1,975	F	Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	F	Extension of Christmas Lights lease
500	0	500	F	Christmas Lights Switch On	500	0	500	F	
650	0	650	F	Customised souvenirs	650	650	0	F	Put into reserve
9,000	975	8,025	F	Eats Festival	5,000	4,550	450	F	
1,000	0	1,000	F	Love Yeovil	1,000	500	500	F	
0	3,596	(3,596)	A	Queen's Platinum Jubilee Contribution	0	61,079	(61,079)	A	Funded from Queen's Jubilee Reserve
0	0	0	A	Queen's Jubilee Beacon Lighting Event	0	2,700	(2,700)	A	Funded from Contingency
6,500	5,289	1,211	F	Super Saturday	7,000	4,308	2,692	F	
1,030	0	1,030	F	Town Crier	1,070	0	1,070	F	No Town Crier for the majority of the year
550	1,100	(550)	F	Unity in the Community	0	0	0	F	Remainder funded from reserve
24,800	24,800	0	F	Yeovil in Bloom Officers	24,800	24,800	0	F	
16,440	16,501	(61)	A	Yeovil in Bloom Working Budget	16,440	16,446	(6)	A	
1,550	0	1,550	F	Yeovil Open Town Crier Competition	1,550	1,447	103	F	Cancelled due to COVID-19
0	0	0	F	Yeovil Together	2,000	2,000	0	F	
<b>102,550</b>	<b>87,771</b>	<b>14,779</b>		<b>Total Expenditure</b>	<b>101,040</b>	<b>149,061</b>	<b>(48,021)</b>		
<b>INCOME</b>									
0	(2,000)	2,000	F	Queen's Platinum Jubilee Contribution	0	(2,000)	2,000	F	
0	0	0	F	Souvenirs	0	0	0	F	
0	0	0	F	Super Saturday	0	0	0	F	
0	0	0		<b>Total Income</b>	<b>0</b>	<b>(2,000)</b>	<b>2,000</b>		
<b>102,550</b>	<b>87,771</b>	<b>14,779</b>		<b>Net Expenditure</b>	<b>101,040</b>	<b>147,061</b>	<b>(46,021)</b>		

## Yeovil Town Council - Estimated Reserves as at 31/03/23

Earmarked Reserve	Balance as at 31/03/21 (£)	Movement in Year In (£)	Balance as at 31/03/22 (£)	Movement in Year In (£)	Balance as at 31/03/23 (£)
Major Projects	984	0	984	0	984
Water Mains Refurbishments/Repairs	8,332	2,200	10,532	2,200	12,732
Allotment Fence Repairs	6,500	(6,500)	0	605	605
Regalia	10,070	1,553	11,623	2,000	13,623
Custom Souvenirs	1,730	650	2,380	346	2,726
Youth Council	4,384	2,000	6,384	2,000	8,384
Monmouth Hall Refurbishment	162,867	53,946	216,813	58,681	275,494
Unity in the Community	1,629	(550)	1,079	0	1,079
Community Infrastructure Levy	2,598	0	2,598	669	3,267
Costs of Elections	1,500	0	1,500	0	1,500
War Memorial	750	750	1,500	709	2,209
Sidney Gardens Fountain	12,600	0	12,600	0	12,600
Queen's Jubilee	32,050	2,000	34,050	(34,050)	0
Defibrillators	0	3,959	3,959	2,820	6,779
CCTV	0	500	500	500	1,000
Climate Change	0	25,000	25,000	25,000	50,000
Community Safety	0	0	0	17,500	17,500
	<b>245,994</b>	<b>85,508</b>	<b>331,502</b>	<b>78,980</b>	<b>410,482</b>

## **11/094      COMMUNITY INFRASTRUCTURE LEVY 2022/23**

### **Background**

The Community Infrastructure Levy (CIL) is a tax on new development designed to pay for infrastructure that support growth. It is calculated at £40 per m<sup>2</sup> for residential development and £100 per m<sup>2</sup> for out-of-town large retail. There are some exceptions to this – commercial/industrial development is not sufficiently profitable to make CIL contributions; the urban extensions in Yeovil should be exempt from CIL and they will be making equivalent contributions through the S106 requirement relating to the sites themselves; and affordable housing and self builds are normally exempt from the charge.

### **Proportions for Town and Parish Councils**

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

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

There is no neighbourhood plan for the Parish of Yeovil

### **Applicable Expenditure**

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

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

### **Administration of CIL**

Town and Parish Councils are responsible for spending their CIL within five years of the receipt of the funds from South Somerset District Council (SSDC) or Somerset Council

from 1<sup>st</sup> April 2023. If it chooses to do so, the Planning Authority 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 Somerset Council'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 (Somerset Council from 1<sup>st</sup> April 2023 onwards) 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 Somerset Council.

## **Reporting**

The attached spreadsheet will be kept in accordance to the Regulations. To date, Yeovil Town Council has received ££3,266.94. Yeovil Town Council received £668.82 in 2022/23.

## **Requesting Funds from the Community Infrastructure Levy**

There is a separate Earmarked Reserve for monies held pertaining to CIL. There may be a recommendation from the Buildings and Civics Matters Committee to draw down on these funds. The Town Clerk will update this Committee following the meeting of the Buildings and Civics Matters Committee to be held on 23<sup>rd</sup> May 2023.

The Committee is **RECOMMENDED**:

- (1) to note the report;
- (2) approve the attached spreadsheet for 22/23 for purposes of publication and reporting to the Section 151 Officer at SSDC, in accordance with Regulation 62A of the CIL Regulations; and
- (3) to consider any request from the Buildings and Civics Matters Committee (pending the outcome of the meeting of this Committee on 23<sup>rd</sup> May 2023).

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

## Community Infrastructure Levy Earmarked Reserve for year ended 31<sup>st</sup> March 2023

Summary of Receipt						Summary of Expenditure			
Planning Reference	Description	CIL receipt (£)	Date of CIL receipt	Date CIL must be spent by	CIL expenditure (£)	Date of CIL Expenditure	Details of expenditure	CIL returned (£)	
17/02529/FUL	Wyndham Hill Veterinary Centre, Sherborne Road, YEOVIL BA21 4HQ. Change of use from veterinary practice to dwelling together with a single storey extension.	228.00	21/03/2019	21/03/2024					
17/01316/FUL	88 Southville, YEOVIL, BA21 4JF. The erection of a new dwelling with associated car parking.	420.12	21/03/2019	21/03/2024					
18/01621/FUL	The erection of 2 detached chalet bungalows with a shared detached garage. 1 And 2 Preston Park Mews Preston Road Yeovil Somerset BA20 2EF	1,188.00	20/04/2020	20/04/2025					
20/00058/FUL	Demolition of shop building & residential garage & replacement with a pair of semi-detached houses 46 Roping Road Yeovil Somerset BA21 4BE	762.00	22/10/2020	22/10/2025					
19/01389/FUL	6 Home Drive Yeovil Somerset BA21 3JT - The erection of a dwelling with integral garage.	668.82	06/05/2022	06/05/2027					
<b>Totals</b>		<b>3,266.94</b>			<b>-</b>			<b>-</b>	

## **11/095      MAYOR'S ACCOUNTS 2022/23**

### **Background**

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

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

### **Compliance**

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

### **Summary of Expenditure for 2022/23**

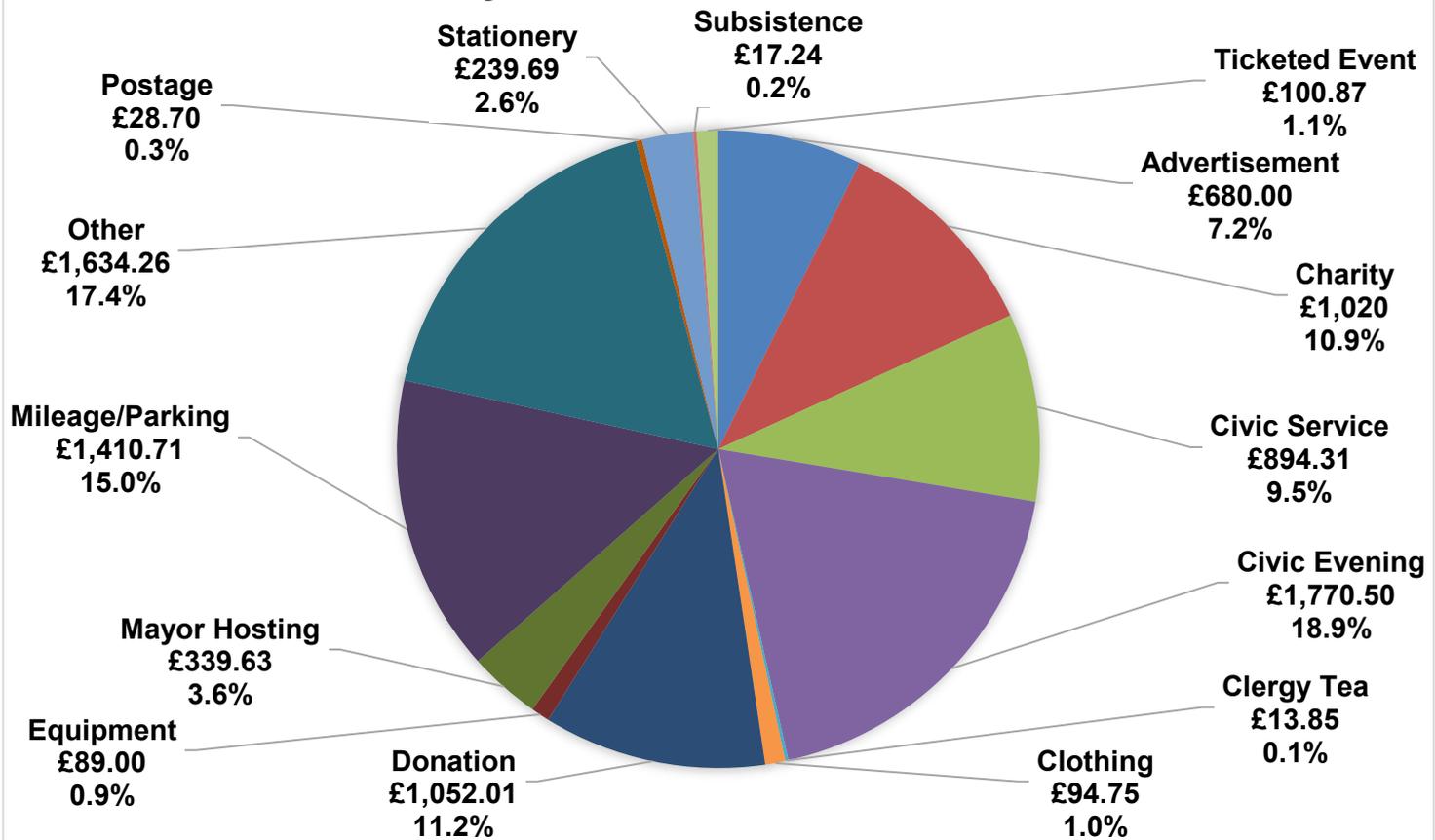
The pie chart overleaf shows an analysis of the expenditure of the Mayor's Allowance.

The Mayor spent **£9,385.52** of the £10,480.44 for 2022/23, having paid back the remaining £1,094.92.

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

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

## Mayor's Allowance 2022/23



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

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

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



FINAL

Internal audit report 2022/23

Visit 1 of 2

# YEOVIL TOWN COUNCIL

Date: 20<sup>th</sup> April 2023

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto: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 29<sup>th</sup> and 30<sup>th</sup> March 2023.

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 2022/23 (which will be in June 2023) 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. Petty Cash
6. Payroll
7. Exemption
8. Transparency
9. Public Rights
10. Publication

## Audit Recommendations

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

Recommendations are graded as follows:

<b>Rating</b>	<b>Significance</b>
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:

<b>Rating</b>	<b>Number</b>
High	2
Medium	6
Low	4
TOTAL	12

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 1 OF 2: 20<sup>th</sup> APRIL 2023**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
2.1 – Reduce possible risk of loss due to excess funds in bank account	<p>Whilst selecting samples for the payments testing I noted that the Council's bank balance on its savings account has an unusually high balance (over £1.2m). This puts the Council at risk of funds not being covered in the event of a bank failure. The Clerk noted that there appear to be limited opportunities available for investments at present, and that she considers that it would be beneficial to seek investment advice before drawing up a strategy, especially given that the balance held will increase when the new unitary authority pays the annual precept in one instalment in future.</p> <p>I recommend that the Council seeks specialist advice, and that action is taken to draw up an appropriate strategy and invest Council funds in line with that strategy as soon as possible, in order to ensure security of capital with an appropriate spread of investments.</p>	H	<p>Recommend to PR&amp;F to seek advice to put into place a Treasury Management and Investment Strategy and help identify counterparties which offer security and good yields.</p> <p>If PR&amp;F agree this will result in a procurement process</p>	Town Clerk	30/05/23
3.1 – Ensure risk assessment carried out within financial year	<p>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 &amp; Finance Committee in March 2023 and will be</p>	H	<p>The Risk Assessment was agreed in April 2023 as planned.</p> <p>We will continue to review the risk</p>	Town Clerk	Completed

	<p>formally reviewed 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.</p> <p>I recommend that the Council minutes the carrying out of its risk assessment in April 2023 as planned, and that it also considers whether to review the risk assessment in April every year as this would mean that any unexpected delays would still allow the assessment to be carried out in-year.</p>		<p>assessment in January each year. Staff sickness was a one-off due to COVID.</p>		
3.2 – Review fidelity cover limit	<p>I checked to see that the Council had appropriate and adequate insurance. I noted that fidelity cover is £2m, which appears a little low when compared to the Council's year-end bank balance plus the first half of its precept for 22/23 (£2.18m). The Clerk noted that from April 2023, the unitary Council will pay the precept in one instalment in April, which would give a bank balance of around £2.8m. I have noted from discussions with other Councils that some insurers will not increase fidelity cover above a certain limit as part of the standard cover and that, in those cases, separate cover would have to be taken out if required. Note that, depending on the action taken by the Council in response to recommendation 2.1 (investment strategy), it may be that the level of cash at bank is reduced to e.g. 6 months' cashflow, at which point the balance may fall back under the current £2m limit of cover.</p> <p>I recommend that the Council discusses the level of fidelity cover needed with the insurer in order to ensure that the</p>	M	<p>The insurance procurement process is due for renewal in January 2024 for 24/25. Will speak with tenderers to increase coverage, subject to recommendation 2.1 this may not be required</p>	Town Clerk	Jan 24

	level of cover and mitigating controls remain appropriate in the face of an increase in cash at bank.				
3.3 – Correct errors in Council and Committee minutes	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity but did note:</p> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>- Minute 10/225 of the meeting of 05/04/22 refers in error to the meeting of 01/02/22 (it should be 02/02/22)</li> <li>- Minute 10/007 (25/05/22), minute 10/016 (27/06/22), minute 10/020 (06/07/22), minute 10/031 (06/09/22) and minute 10/038 (01/11/22) are all out of sequence (minutes start with an '11' in this civic year)</li> <li>- Minutes 10/007 and 10/016 refer to the minutes of the Annual Town Meeting in error</li> <li>- Minute 11/047 (06/12/22) and minute 11/057 (24/01/23)</li> <li>- the resolution is incomplete</li> </ul> <p><b>PRF</b></p> <ul style="list-style-type: none"> <li>- Minute 11/050 (11/10/22) is a duplicate reference</li> </ul> <p><b>P&amp;A</b></p> <ul style="list-style-type: none"> <li>- Minute 11/028 (20/09/22) is a duplicate reference</li> </ul> <p><b>GGM</b></p> <ul style="list-style-type: none"> <li>- Minutes of the meeting of 13/06/22 were unsigned at the audit date of 31/03/23, although they have been approved</li> <li>- Minute 11/057 (09/01/23) refers in error to the approval of the minutes of 07/11/23 (this should be 07/11/22)</li> </ul> <p><b>BCM</b></p> <ul style="list-style-type: none"> <li>- Minute 11/020 (19/07/22) refers in error to the approval of the minutes of 28/06/22 (this should be 21/06/22)</li> <li>- Minute 11/010 (19/07/22) is out of sequence.</li> </ul>	L	Will amend as appropriate	Clerks of meetings	July 23

	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.				
6.1 – Check payments in and out of PC to ensure float remains balanced	<p>I performed a count of the petty cash and refreshment tin on 29/03/23. The total of petty cash and receipts should be £250 but it was £253, an apparent overstatement of £3. I also noted that one of the set of receipts (3 receipts for milk at £1.65 each, totalling £4.95) was attached to a folio with a total of £5, which was 5p overstated. This means that the tin was showing 5p too much expenditure and that, if this was corrected, the tin would be £2.95 overstated. It is not clear why the tin count was not £250, or why there was a small error with the total of the milk receipts.</p> <p>I recommend that the tin is re-balanced, and that payments out and reimbursements are double checked to ensure that they are correctly accounted for in order to ensure that the float balances to £250 and all expenditure and reimbursements are correctly accounted for.</p>	L	Agree	Finance Officer	May 2023
6.2 – Ensure Council expenditure claimed on mixed receipts is clearly highlighted	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 6/6 payments in the sample were supported by folios (attached to the receipt and noting details of the expenditure), but I did note that most of the refreshment receipts (for milk) were mixed (containing Council and personal expenditure), and that the Council element was not always clear.	L	Will brief all staff to try where possible to separate personal and Council transactions, and where this is not possible/practical to physically	All Staff	Immediate and on-going

	I recommend that the Council ideally ensures that petty cash receipts contain only Council expenditure, but that where this is not practical, the Council element of the expenditure is clearly highlighted. This will improve the audit trail and reduce the risk of fraud and error.		highlight on the receipt the Council expenditure		
6.3 – Ensure petty cash is reported to Council or delegated Committee in full	<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&amp;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 3/7 payments with a value of £22.60, had been omitted from the October 2022 - January 2023 payments reports as they had been processed after the reports had been run. This is an unreported error value of 49%. Based on petty cash expenditure for the year to date of £255.93, this indicates that £125.41 of petty cash has not been reported to Council.</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. This recommendation was also made in 2021/22.</p>	M	Agree	Finance Officer	On-going
7.1 – Clerk's overtime and	I checked to see that other payments made to employees were reasonable, properly supported and approved by	M	Agree.	Finance Officer	On-going

<p>expense claims to be counter-signed by nominated Member to evidence approval</p>	<p>Council. I found that 5 members of staff were paid overtime during the month (agreed to claim forms and that 1 member of staff was paid mileage/other expenses (agreed to expense claims).</p> <p>All timesheets and other expenses claims were signed, but the Clerk's overtime claim was not counter-signed to evidence approval.</p> <p>I recommend that a nominated Councillor (e.g. Chair of PRF or Chair of Council) counter signs claims made by the Clerk. This recommendation was also made in 21/22.</p>		<p>The counter-signing of this particular overtime sheet was overlooked</p>		
<p>7.2 – Check formula on mileage claim and make adjustment if necessary</p>	<p>I noted that the total for mileage for the expense claim was 4 miles lower than it should have been, and that the amount of VAT claimed per mile had changed slightly year on year. The Finance Officer noted that the rate should have been 1.167 (which is the rate now in use) but in previous years a rate of 1.667 had been used in error. The impact on the Council's accounts is not material so no adjustment is proposed.</p> <p>I recommend that the formula on the mileage claim is checked in order to ensure that it includes all mileage recorded for the period, and that an adjustment is made to the next claim if required in order to ensure that all mileage claimed has been paid.</p>	<p>L</p>	<p>Agree</p>	<p>Finance Officer</p>	<p>On-going</p>
<p>7.3 – Code recharge of staff salary to income</p>	<p>I checked that all payments and deductions were correctly coded and that suspense accounts were promptly cleared. I noted that coding agreed to the payroll reports, and that there were no balances (no monies owing) on the control</p>	<p>M</p>	<p>Agree</p>	<p>Finance Officer</p>	<p>On-going</p>

	<p>account and no balance on suspense or misposting. I did note that the recharge for the Clerk's time and oncosts made to the Yeovil Joint Crematorium and Cemetery Committee for the Clerk's time spent administering that body has been coded against payroll costs. Payroll costs should be recorded gross in the accounts according to the Practitioner's Guide, and any related recharges should be coded to income (see accounting for reimbursements at paragraph 2.9).</p> <p>I recommend that the recharge for staff time is coded to an income code, and that staff costs for the prior year are restated as necessary in order to ensure that costs are stated gross in compliance with accounting requirements.</p>				
12.1 – Compliance with the Transparency Code	<p>As the Council has an annual turnover in excess of £200,000, it should as best practice comply with the Local Government Transparency Code 2015. The Council has put a significant amount of information on its website on the <a href="https://www.yeovil.gov.uk/transparency">https://www.yeovil.gov.uk/transparency</a> webpage, but a review against the Code indicates that it still needs to publish information on procurement, land and building assets, and certain information about the grade, status and salary (in £5k brackets and ceiling) for staff earning over £50k. Note that there are conflicting views about whether the requirements of the Transparency Code are trumped by staff confidentiality under GDPR.</p> <p>I recommend that the Council publishes the required information relating to procurement, and land and building</p>	M	Agree but due to other priorities, it has not been possible to be fully compliant	Town Clerk	March 2024

	assets as soon as possible, and that it considers what information to publish in respect of staffing.				
14.1 – Ensure evidence kept of publication dates	<p>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&amp;2 of the AGAR, and the public rights notice including a declaration that the accounting statements were unaudited.</p> <p>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).</p> <p>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.</p> <p>The evidence indicates but does not prove compliance with the publication requirements. I have therefore assessed the test as 'not covered'.</p> <p>I recommend that the Council screenshots the uploading (and, if applicable removal) of all the public rights and notice of conclusion of audit documents in future in order to evidence compliance with the publication requirements.</p>	M	<p>The collation of the evidence is manual and is reliant on someone remembering to do it.</p> <p>Will diarise the requirements</p>	Town Clerk	As per statutory requirements

**11/097      FORWARD PLAN**

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

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