



Meeting Papers

Paulton Parish Council

22nd March 2022



Variable Direct Debits

Financial Regulation 6.7 states:

If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

| Supplier | Product/Service |
|----------------------------|---|
| Allstar Business Solutions | Fuel |
| Bath & North East Somerset | Non-Domestic Rates & office recycling |
| Campaign to protect | |
| Dataplan Payroll Ltd | Payroll Services |
| EDF Energy | Electricity – Toilet block Paulton Bowling Green, Red lion conveniences, Cemetery and Youth Shelter |
| EON | Electricity – Street Lighting |
| ICO | Annual Subscription |
| Konica Minolta | Copying and Printing |
| Mainstream Digital | Analogue line, call charges and line rental |
| NPower | Unmetered electricity: Street lighting |
| Paulton Village Hall | Office Rent |
| Peninsula | Employment Services |
| Public Works Loans | Village Hall office extension |
| Southern Electric | Electricity – Village Hall |
| Talk Mobile | Mobile Charges |
| TV Licence | Annual Licence – The Hub |
| Water2Business | Water & Sewage |

Recommendation: To approve the use of variable direct debits for the services listed above

AGENDA ITEM 10



ASSETS

Background information

The term fixed assets means the property, plant and equipment used by the authority to deliver its services.

Assets may not be fit for purpose, be underused or so out-of-date as to be incapable of satisfactory modernisation. Equally they may be capable of alternative, additional or more intensive use or be readily saleable. These opportunities may be missed where no comprehensive information on assets is available.

The risk of financial loss can be greatly reduced by setting up an asset register which holds all the information needed.

An asset is listed at the cost price at the time of purchase (there is no depreciation); and whilst it may list the replacement value and the insurable value as separate columns, it is only the cost price that is calculated for the purpose of the AGAR.

That cost price includes all related works e.g. a new projector installed in your meeting room will be listed at the projector unit cost + the cost of installation (electrician attending). Likewise, a plot of land bought by the council will include the registration fees and legal costs.

In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted, or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £X (to be agreed)
- long term investments, shares and loans made by the Council
- assets held on trust (e.g. monies held on behalf of the Mayor's charity)

The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale • stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

Many authorities own assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial). These assets are often referred to as 'community assets'. Authorities should record community assets in the assets register in the same way as gifted assets.

The total value of an authority's assets recorded on the asset register as at 31 March each year is reported on the authority's Annual Governance and Accountability

Recommendation

There is no statutory minimum for councils for the items to be included in the asset register. It is up to council to make that decision. It is recommended that, other than those items valued at £1, the minimum value for recording assets is set at £100

AGENDA ITEM 11



Youth Connect South West

Service Level Agreement

For period 1st April 2022 – 31st March 2023

Agreement between Youth Connect South West Ltd and Paulton Parish Council

1.1

This document sets out the Service Level Agreement between Youth Connect South West (known in this document as YCSW) and Paulton Parish Council (known as PPC in this document).

1.2

This is a Service Level Agreement for the delivery of 2x 2hour session/week of Youth Work by YCSW on behalf of PPC over 44 weeks (1 year service). Any other activities would require additional funding.

2. Service Provision

2.1

The Youth Work provided will be delivered in line with YCSW curriculum and quality standards, policies, procedures and practices.

2.2

Unless otherwise negotiated the age range is 11 – 19 years (Inters 11-13 years and Seniors 14-19 years)

2.3 Outcomes from the sessions will be reported on a quarterly basis to PPC for discussion to meet the needs of the young people and the town. Attendance will also be reported

2.3

The Youth Work session provided by YCSW on behalf of PPC will aim to provide young people with opportunities for social and personal development. Opportunities are based on the Youth Work Curriculum and would include informal education approaches. The outputs/outcomes will be reported through quarterly reports and will be reported at the parish council meetings as requested.

2.4

The Mobile Youth Bus will be used to provide sessions, if the bus is unavailable the Youth Workers will provide a detached youth work session in the park.

2.5

YCSW staff will undertake driver training before they are able to drive the youth bus, the youth bus will be insured, MOT, taxed and serviced as part of a service contract. The youth bus is checked before each delivery session for any issues or faults and will not be used if there are any issues.

2.6

The Youth Work sessions will be 2 hours in delivery with 1 hour for planning and debrief, this ensures the youth work sessions are of high quality and engage young people well in the programs. It is planned that young people will begin to feed into Cluster and Parish youth work meetings. There is also and 3 hours for recording, follow-up and management.

2.7

Responsibility lies with YCSW to comply with current legislation in regard to safeguarding, health and safety, insurance, data protection, and governance. Policies and risk assessments can be viewed on request.

3. Staffing

3.1

Recruitment for all staff will be recruited using a fair selection and recruitment procedure; references will be sought and approved, and DBS checks undertaken. Staff can start work before

their DBS is received, providing they are supervised by a senior member of staff and a safer risk assessment has been undertaken.

3.2

YCSW staff will be paid in line with JNC (Joint Negotiating Committee) terms and conditions of employment.

3.3

All YCSW staff in line with JNC and regardless of their role is entitled to 6 or 7 weeks (with 5 years' service) annual leave. The cost of the leave is built into the annual costs of the SLA, and YCSW will endeavour to cover the sessions affected by staff leave to minimise disruption. Staff will take 2 weeks leave at Christmas and 2 weeks leave in the school holidays, the other 2 weeks will be agreed with their line manager and it is this leave which will be covered if possible.

3.4

Staff sickness, staffs are paid when off sick, if a staff member is sick YCSW will endeavour to cover the session wherever possible. If the session has to be cancelled young people will be notified as quickly as possible. The remaining staff may visit the area to inform young people, but staff are not allowed to lone work. Where there is long-term sickness, sessions will either rearranged or a temporary replacement provided.

3.5

Volunteers will be recruited to work on youth work sessions. All volunteers will be recruited by a fair selection and recruitment process, references sought and approved, and a DBS undertaken. Volunteers can start work before their DBS is received, providing they are supervised by a Senior member of staff and a safer risk assessment has been undertaken.

3.6

Staff training, all staff are expected to attend induction training, and this is built into the SLA contracts, staff are also required to attend training during the YCSW annual training week.

4. Service Provision Standards

4.1

YCSW has public liability insurance of £10 million, this covers all work provided by YCSW.

4.2

Immediate suspension of the Service will occur where either YCSW or PPC have concerns regarding a breach of either Safeguarding or Health and Safety Standards.

4.3

Responsibility lies with YCSW to comply with current legislation in regard to safeguarding, health and safety, insurance, data protection, and governance. Policies and risk assessments can be viewed on request.

4.4

YCSW has a range of policies, procedures and risk assessments that apply to youth work delivery, staff behaviours and conduct and they can be viewed on request.

5. Termination of Contract

5.1

This agreement can be terminated by YCSW or PPC with 3 months' notice, which is the amount of time required to give staff notice of redundancy.

5.2

In the event of either party becoming aware of any breach of the agreement, which doesn't constitute a risk to life or health, the party shall immediately notify the other in writing of the breach and specify a period of time during which the breach is to be rectified.

5.3 Disputes and complaints in all incidences will be made to the Operational Manager who will respond to the dispute and complaint within 10 working days. If the complaint /dispute is unresolved then it should be escalated to the Chief Executive who will investigate, if it is not resolved there can be further escalation to the Board of Trustees.

6. Cost and Delivery

6.1

Budget

Total cost of delivery is £17,416.59 (YCSW are contributing £871.43 towards this cost) excluding VAT, this covers all costs including management fee. VAT is payable for this service.

6.2

Youth Work Sessions

- Contract length – **1st April 2022 – 31st March 2023**
- 44 weekly sessions (half year, delivery periods as agreed)
- Breaks at Christmas and 2 weeks during the school summer holidays, 2 weeks to be agreed at other times.
- Inters on Thursdays ages 11-13 from 6:30pm – 8:30pm and Seniors on Fridays ages 14-19 from 7:00pm-9:00pm (changes through consultation with PPC and young people)
- If additional funding is found for trips and residential offered to young people, these events will count toward sessions delivered.
- Young people will be sign-posted and referred to specialist agencies including YCSW Targeted Services, if required.

Additional Duties

- Management of the Mobile Bus
- Planning and recording of each youth work session
- Quarterly report
- Management and supply of resources for the delivery of sessions
- Reporting of safeguarding and other issues concerning young people to the Line Manager
- Development of risk assessments as required
- Consideration of other activities, depending on interest and further funding

6.3

Invoices are to be raised and paid in advance of each quarter April 1st, July 1st, October 1st and January 1st of each year, amounts will correspond to projected delivery for that quarter.

Signed on behalf of Paulton Parish Council

Print Name

Position in organisation.....

Address.....

.....

Date

Signed on behalf of Youth Connect South West Ltd.

Print Name

Position in organisation.....

Address.....

.....

Date

AGENDA ITEM 13



Purchase delegation policy

1. The Full Parish Council will approve the following :

- the council for all items over £5,000, including grants
- All items over £5,000

2. Committees

- All Revenue items greater than £1,000 up to £5,000, provided no expenditure be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council.

3. The Clerk/RFO

- All Revenue items up to £1,000, provided no expenditure be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council.
- Virements of up to £1,000 between cost heads within the approved budget

4. The Deputy Clerk/Finance Officer

- All Revenue items up to £200, provided no expenditure be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council.
- Will assume the delegated authority of the clerk/RFO in their absence

5. Administrators.

- All Revenue items up to £100, provided no expenditure be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council.

Recommendation:

To adopt the purchase delegation policy and amend financial regulations and committee terms of reference accordingly.

Comparison of current policies

| | Financial Regulations | Terms of Reference |
|-------------------|---|--|
| Full Council | <ol style="list-style-type: none"> 1. Approve any grant or a single commitment in excess of £5,000 2. All items over £5,000 | |
| Events Committee | <ol style="list-style-type: none"> 1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by a duly delegated committee of the council for items over £500 2. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council | <ol style="list-style-type: none"> 1. The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated. |
| Hub Committee | | <ol style="list-style-type: none"> 2. Any expenditure, outside of the agreed budget for the Hub, is to be approved by the full Council. |
| Parks & Amenities | | <ol style="list-style-type: none"> 3. Within the budget up to £5000 in accordance with the Financial Regulations |
| Clerk/RFO | <ol style="list-style-type: none"> 1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items above £1,000 2. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter | |

AGENDA ITEM 14



Complaints Procedure

Paulton Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we will try to resolve your complaint. The Local Government Ombudsman cannot consider complaints about a Town or Parish Council.

This Complaints Procedure applies to complaints about council administration, procedures and the delivery of its services and may include complaints about how council employees or contractors have carried out their work.

This Complaints Procedure does not apply to:

- Complaints against Councillors – these are covered by the Parish Councils Code of Conduct. Any complaint against a Councillor is to be referred to the Monitoring Officer at Bath & North East Somerset Council.
- Financial irregularity – electors have the right to object to an audit of accounts through the Audit Commission or the Councils auditor.

How can I complain?

- You may make your complaint to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The contact details are set out below.
- Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
- If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council.

Where possible, the complaint will be handled informally and a satisfactory resolution agreed. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

If you are dissatisfied with the response you may ask for your complaint to be referred to the full Council. As soon as a decision has been made and any action is to be taken you will be notified in writing of the outcome within 8 weeks.

The Clerk of Paulton Parish Council

Address: The Village Hall
 Farrington Road
 Paulton BS39 7LW

Telephone: 01761 413644

Adopted on 18th July 2017

FINANCES (agenda item 6)

Date: 01/03/2022

Paulton Parish Council Current Year

Page 1

Time: 11:10

User: TL

**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Current Bank A/c**

| Bank Statement Account Name (s) Balances | Statement Date | Page No |
|---|-----------------------|---|
| Nat West 174,339.89 | 28/02/2022 | 777 |
| | | 174,339.89 |
| Unpresented Cheques (Minus) | | Amount |
| | | 0.00 |
| | | 0.00 |
| | | 174,339.89 |
| Receipts not Banked/Cleared (Plus) | | |
| | | 0.00 |
| | | 0.00 |
| | | 174,339.89 |
| | | Balance per Cash Book is :- 174,339.89 |
| | | 0.00 |
| | | Difference is :- |

Date: 07/03/2022

Paulton Parish Council Current Year

Page 1

Time: 10:41

User: TL

**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 6 - Public Sector Deposit Fund**

| Bank Statement Account Name (s) Balances | Statement Date | Page No |
|---|-----------------------|----------------|
| Public Sector Deposit Fund 100,069.35 | 28/02/2022 | 11 |
| | | 100,069.35 |
| Unpresented Cheques (Minus) | | Amount |
| | | 0.00 |
| | | 0.00 |
| | | 100,069.35 |
| Receipts not Banked/Cleared (Plus) | | |
| | | 0.00 |
| | | 0.00 |
| | | 100,069.35 |

Balance per Cash Book is :-
100,069.35

Difference is :-
0.00

07/03/2022 Paulton Parish Council Current Year Page 1

15:11 Current Bank A/c

Cash Received between 01/02/2022 and 28/02/2022

| <u>Date</u> | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u> | <u>Receipt Total</u> |
|-------------|---------------------------|-------------------|--------------------------------|------------------------|
| 14/02/2022 | Andy Wrintmore | | Memorial | 107.00 |
| 10/02/2022 | F Barclay | | Spring Magazine advert | 48.00 |
| 17/02/2022 | Hub Cafe | | Rent | 500.00 |
| 18/02/2022 | Hub Cafe | | Rent, water & electric | 500.00 |
| 21/02/2022 | Hub Cafe | | Water & electric reimbursement | 625.72 |
| 07/02/2022 | J & S Preston | | Interment of ashes Clarke | 29.00 |
| 07/02/2022 | J & S Preston | | Ashes : Cox | 29.00 |
| 11/02/2022 | J & S Preston | | Ashes | 163.00 |
| 23/02/2022 | Paulton Village Hall | | Village Hall Admin | 183.46 |
| 07/02/2022 | Somerset Toiletry | | Spring magazine advert | 84.00 |
| 04/02/2022 | TENANT | | Chapel Lodge rent | 475.00 |
| 18/02/2022 | The Dog Groomery | | Spring Magazine advert | 108.00 |
| | | | Total Receipts | <u>2,852.18</u> |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 101 Administration | | | | | | | |
| 1008 Income - Other | 14 | 250 | 236 | | | 5.5% | |
| 1042 Income - Garden Sacks | 0 | 250 | 250 | | | 0.0% | |
| 1050 Income - Village Hall Administ | 1,804 | 1,835 | 31 | | | 98.3% | |
| 1062 Income - CIL | 4,424 | 3,000 | (1,424) | | | 147.5% | 4,424 |
| 1076 Income - Precept | 244,632 | 244,632 | 0 | | | 100.0% | |
| 1091 Income - Interest Received | 30 | 0 | (30) | | | 0.0% | |
| Administration :- Income | 250,904 | 249,967 | (937) | | | 100.4% | 4,424 |
| 4001 Staff Salaries | 50,172 | 52,350 | 2,178 | | 2,178 | 95.8% | |
| 4002 Employers PAYE | 2,780 | 2,450 | (330) | | (330) | 113.5% | |
| 4003 Employers S/Ann | 9,029 | 10,000 | 971 | | 971 | 90.3% | |
| 4004 Temps/locum | 4,817 | 0 | (4,817) | | (4,817) | 0.0% | |
| 4008 Training/Conferences | 920 | 2,000 | 1,080 | | 1,080 | 46.0% | |
| 4009 Travel | 4 | 400 | 396 | | 396 | 1.0% | |
| 4010 Defibrillator | 350 | 360 | 10 | | 10 | 97.2% | |
| 4013 Rent | 2,400 | 3,200 | 800 | | 800 | 75.0% | |
| 4017 Garden Sacks | 0 | 500 | 500 | | 500 | 0.0% | |
| 4019 Employment & HS contract | 2,522 | 2,215 | (307) | | (307) | 113.9% | |
| 4020 Other Costs | 385 | 500 | 115 | | 115 | 77.1% | |
| 4021 Telephone & Fax | 479 | 1,000 | 521 | | 521 | 47.9% | |
| 4022 Postage | 104 | 140 | 36 | | 36 | 74.0% | |
| 4023 Stationery | 313 | 450 | 137 | | 137 | 69.5% | |
| 4024 Memberships/Subscriptions | 1,381 | 1,500 | 119 | | 119 | 92.0% | |
| 4025 Insurance | 4,052 | 4,000 | (52) | | (52) | 101.3% | |
| 4026 Photocopying | 133 | 150 | 17 | | 17 | 88.5% | |
| 4027 Refreshments | 4 | 50 | 46 | | 46 | 7.9% | |
| 4028 Recycling and Waste | 120 | 150 | 30 | | 30 | 79.7% | |
| 4030 Advertising incl recruitment | 114 | 500 | 386 | | 386 | 22.8% | |
| 4031 Publications incl precept leaf | 93 | 250 | 157 | | 157 | 37.2% | |
| 4033 IT costs & support | 3,362 | 2,400 | (962) | | (962) | 140.1% | |
| 4050 Office equipment | 419 | 750 | 331 | | 331 | 55.8% | |
| 4057 Audit Fees | 162 | 1,050 | 888 | | 888 | 15.4% | |
| 4058 Bank Charges | 283 | 300 | 17 | | 17 | 94.2% | |
| 4060 Other Professional Fees | 2,696 | 6,000 | 3,305 | | 3,305 | 44.9% | |
| Administration :- Indirect Expenditure | 87,091 | 92,665 | 5,574 | 0 | 5,574 | 94.0% | 0 |
| Net Income over Expenditure | 163,813 | 157,302 | (6,511) | | | | |
| 5000 less Transfer to EMR | 4,424 | | | | | | |
| Movement to/(from) Gen Reserve | 159,389 | | | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>102 Civic and Democratic</u> | | | | | | | |
| 4201 Chairman's Allowance | 55 | 200 | 145 | | 145 | 27.5% | |
| 4706 Section 137 Payments | 101 | 0 | (101) | | (101) | 0.0% | |
| Civic and Democratic :- Indirect Expenditure | 156 | 200 | 44 | 0 | 44 | 78.0% | 0 |
| Net Expenditure | (156) | (200) | (44) | | | | |
| <u>103 Paulton Swimming Pool</u> | | | | | | | |
| 4013 Rent | 1 | 1 | 0 | | 0 | 100.0% | |
| 4015 Swimming Pool | 726 | 10,000 | 9,274 | | 9,274 | 7.3% | |
| Paulton Swimming Pool :- Indirect Expenditure | 727 | 10,001 | 9,274 | 0 | 9,274 | 7.3% | 0 |
| Net Expenditure | (727) | (10,001) | (9,274) | | | | |
| <u>104 Paulton Magazine</u> | | | | | | | |
| 1032 Income - Magazine | 2,979 | 1,000 | (1,979) | | | 297.9% | |
| Paulton Magazine :- Income | 2,979 | 1,000 | (1,979) | | | 297.9% | 0 |
| 4082 Magazine costs | 2,376 | 7,500 | 5,124 | | 5,124 | 31.7% | |
| Paulton Magazine :- Indirect Expenditure | 2,376 | 7,500 | 5,124 | 0 | 5,124 | 31.7% | 0 |
| Net Income over Expenditure | 602 | (6,500) | (7,102) | | | | |
| <u>107 Activities, Services & Grants</u> | | | | | | | |
| 1003 Income - Events | 132 | 100 | (32) | | | 132.0% | |
| Activities, Services & Grants :- Income | 132 | 100 | (32) | | | 132.0% | 0 |
| 4033 IT costs & support | 0 | 208 | 208 | | 208 | 0.0% | |
| 4701 Events | 1,845 | 1,800 | (45) | | (45) | 102.5% | |
| 4702 Party In The Park grant | 2,640 | 1,800 | (840) | | (840) | 146.7% | (2,557) |
| 4703 PIP grant | 1,564 | 1,750 | 186 | | 186 | 89.3% | |
| 4709 Double Hills grant | 1,500 | 800 | (700) | | (700) | 187.5% | |
| 4711 PPC Grants | 4,065 | 4,000 | (65) | | (65) | 101.6% | |
| 4712 Youth Initiatives | 8,032 | 8,032 | 0 | | 0 | 100.0% | |
| 4713 Noahs Ark Pre-school | 0 | 500 | 500 | | 500 | 0.0% | |
| Activities, Services & Grants :- Indirect Expenditure | 19,646 | 18,890 | (756) | 0 | (756) | 104.0% | (2,557) |
| Net Income over Expenditure | (19,514) | (18,790) | 724 | | | | |
| 5100 plus Transfer from EMR | (2,557) | | | | | | |
| Movement to/(from) Gen Reserve | (22,071) | | | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 109 Capital and Projects | | | | | | | |
| 4904 CP - initiatives and consultat | 0 | 21,000 | 21,000 | | 21,000 | 0.0% | |
| Capital and Projects :- Indirect Expenditure | 0 | 21,000 | 21,000 | 0 | 21,000 | 0.0% | 0 |
| Net Expenditure | 0 | (21,000) | (21,000) | | | | |
| 201 The Village Hall | | | | | | | |
| 4044 Fuel | 3 | 0 | (3) | | (3) | 0.0% | |
| 4053 Loan Charges | 17,717 | 17,717 | (0) | | (0) | 100.0% | |
| The Village Hall :- Indirect Expenditure | 17,720 | 17,717 | (3) | 0 | (3) | 100.0% | 0 |
| Net Expenditure | (17,720) | (17,717) | 3 | | | | |
| 202 Memorial Park | | | | | | | |
| 1065 Income - Memorial Park | 3,000 | 0 | (3,000) | | | 0.0% | |
| Memorial Park :- Income | 3,000 | 0 | (3,000) | | | | 0 |
| 4038 Play Equip repairs & resurfaci | 1,535 | 1,000 | (535) | | (535) | 153.5% | 1,255 |
| 4049 Seats & Benches | 2,743 | 1,000 | (1,743) | | (1,743) | 274.3% | |
| 4061 Tennis court repairs | 0 | 500 | 500 | | 500 | 0.0% | |
| 4066 Boundary mainteance | 454 | 1,000 | 546 | | 546 | 45.4% | |
| 4067 Equip, Furniture & Small tools | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4074 Storage Shed | 0 | 100 | 100 | | 100 | 0.0% | |
| Memorial Park :- Indirect Expenditure | 4,732 | 4,600 | (132) | 0 | (132) | 102.9% | 1,255 |
| Net Income over Expenditure | (1,732) | (4,600) | (2,868) | | | | |
| 5100 plus Transfer from EMR | 1,255 | | | | | | |
| Movement to/(from) Gen Reserve | (477) | | | | | | |
| 203 Miners Welfare Park | | | | | | | |
| 4012 Water costs | (50) | 200 | 250 | | 250 | (24.9%) | |
| 4038 Play Equip repairs & resurfaci | 6,223 | 1,000 | (5,223) | | (5,223) | 622.3% | |
| 4047 Youth Shelter | 100 | 250 | 150 | | 150 | 40.0% | |
| 4048 BMX Track | 0 | 500 | 500 | | 500 | 0.0% | |
| 4049 Seats & Benches | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4055 Repairs | 0 | 500 | 500 | | 500 | 0.0% | |
| 4070 Store & toilet maintenance | 38 | 150 | 112 | | 112 | 25.4% | |
| Miners Welfare Park :- Indirect Expenditure | 6,311 | 3,600 | (2,711) | 0 | (2,711) | 175.3% | 0 |
| Net Expenditure | (6,311) | (3,600) | 2,711 | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>204 Wallenge Open Space</u> | | | | | | | |
| 4037 Grounds Maintenance | 0 | 250 | 250 | | 250 | 0.0% | |
| 4081 Seating, bins and signs | 0 | 500 | 500 | | 500 | 0.0% | |
| Wallenge Open Space :- Indirect Expenditure | 0 | 750 | 750 | 0 | 750 | 0.0% | 0 |
| Net Expenditure | 0 | (750) | (750) | | | | |
| <u>211 Cemetery and War Memorial</u> | | | | | | | |
| 1001 Income - Rent | 5,513 | 5,700 | 187 | | | 96.7% | |
| 1011 Income - Cemetery Fees | 5,177 | 4,000 | (1,177) | | | 129.4% | |
| Cemetery and War Memorial :- Income | 10,690 | 9,700 | (990) | | | 110.2% | 0 |
| 4012 Water costs | 56 | 0 | (56) | | (56) | 0.0% | |
| 4037 Grounds Maintenance | 38 | 500 | 463 | | 463 | 7.5% | |
| 4401 Lodge | 79 | 1,000 | 921 | | 921 | 7.9% | |
| 4402 Chapel & outbuildings | 530 | 1,000 | 470 | | 470 | 53.0% | |
| 4403 Rates & Utilities | 1,486 | 1,900 | 414 | | 414 | 78.2% | |
| 4404 Maintenance -graves & mem | 3 | 500 | 497 | | 497 | 0.6% | |
| 4405 Cremated remains area | 540 | 500 | (40) | | (40) | 108.0% | |
| 4710 Flowers, plants, treatments | 1,586 | 1,800 | 214 | | 214 | 88.1% | 1,200 |
| 4714 War Memorial | 19 | 200 | 181 | | 181 | 9.6% | |
| 4717 Seats and benches | 0 | 500 | 500 | | 500 | 0.0% | |
| Cemetery and War Memorial :- Indirect Expenditure | 4,337 | 7,900 | 3,563 | 0 | 3,563 | 54.9% | 1,200 |
| Net Income over Expenditure | 6,352 | 1,800 | (4,552) | | | | |
| 5100 plus Transfer from EMR | 1,200 | | | | | | |
| Movement to/(from) Gen Reserve | 7,552 | | | | | | |
| <u>221 Allotments</u> | | | | | | | |
| 1004 Income - Allotments | 180 | 180 | 0 | | | 100.0% | |
| Allotments :- Income | 180 | 180 | 0 | | | 100.0% | 0 |
| Net Income | 180 | 180 | 0 | | | | |
| <u>291 Outside Services</u> | | | | | | | |
| 4001 Staff Salaries | 35,235 | 39,000 | 3,765 | | 3,765 | 90.3% | |
| 4002 Employers PAYE | 2,625 | 3,000 | 375 | | 375 | 87.5% | |
| 4003 Employers S/Ann | 6,977 | 7,782 | 805 | | 805 | 89.7% | |
| 4006 PPE, Health & Safety | 289 | 500 | 211 | | 211 | 57.8% | |
| 4021 Telephone & Fax | 42 | 0 | (42) | | (42) | 0.0% | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4037 Grounds Maintenance | 19 | 2,000 | 1,981 | | 1,981 | 1.0% | |
| 4039 Play Equipment Inspections | 360 | 400 | 40 | | 40 | 90.0% | |
| 4042 New and replacement tools | 155 | 250 | 95 | | 95 | 62.2% | |
| 4044 Fuel | 1,049 | 450 | (599) | | (599) | 233.1% | |
| 4067 Equip, Furniture & Small tools | 832 | 1,000 | 168 | | 168 | 83.2% | |
| 4068 Tree works & inspections | 1,222 | 500 | (722) | | (722) | 244.5% | 1,147 |
| 4069 Machinery maint & servicing | 1,731 | 1,500 | (231) | | (231) | 115.4% | |
| 4100 Waste Disposal | 639 | 1,000 | 361 | | 361 | 63.9% | |
| 4101 Land at Old Mills | 0 | 250 | 250 | | 250 | 0.0% | |
| Outside Services :- Indirect Expenditure | <u>51,175</u> | <u>57,632</u> | <u>6,457</u> | <u>0</u> | <u>6,457</u> | <u>88.8%</u> | <u>1,147</u> |
| Net Expenditure | <u>(51,175)</u> | <u>(57,632)</u> | <u>(6,457)</u> | | | | |
| 5100 plus Transfer from EMR | 1,147 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(50,028)</u> | | | | | | |
| <u>301 Road Cleansing</u> | | | | | | | |
| 4001 Staff Salaries | 11,095 | 11,900 | 805 | | 805 | 93.2% | |
| 4002 Employers PAYE | 457 | 500 | 43 | | 43 | 91.4% | |
| 4003 Employers S/Ann | 2,095 | 2,400 | 305 | | 305 | 87.3% | |
| Road Cleansing :- Indirect Expenditure | <u>13,647</u> | <u>14,800</u> | <u>1,153</u> | <u>0</u> | <u>1,153</u> | <u>92.2%</u> | <u>0</u> |
| Net Expenditure | <u>(13,647)</u> | <u>(14,800)</u> | <u>(1,153)</u> | | | | |
| <u>302 Public Conveniences</u> | | | | | | | |
| 4002 Employers PAYE | 0 | 0 | (0) | | (0) | 0.0% | |
| 4012 Water costs | 41 | 0 | (41) | | (41) | 0.0% | |
| 4300 Running Costs | 0 | 500 | 500 | | 500 | 0.0% | |
| 4403 Rates & Utilities | 679 | 1,500 | 821 | | 821 | 45.3% | |
| Public Conveniences :- Indirect Expenditure | <u>721</u> | <u>2,000</u> | <u>1,279</u> | <u>0</u> | <u>1,279</u> | <u>36.0%</u> | <u>0</u> |
| Net Expenditure | <u>(721)</u> | <u>(2,000)</u> | <u>(1,279)</u> | | | | |
| <u>311 Local Environment</u> | | | | | | | |
| 1041 Income - Wayleaves | 0 | 32 | 32 | | | 0.0% | |
| 1044 Income - footpath agency | 852 | 800 | (52) | | | 106.5% | |
| Local Environment :- Income | <u>852</u> | <u>832</u> | <u>(20)</u> | | | <u>102.4%</u> | <u>0</u> |
| 4040 Bus Shelter Maintenance | 0 | 100 | 100 | | 100 | 0.0% | |
| 4063 Lighting | 200 | 250 | 50 | | 50 | 80.0% | |
| 4076 Dog Waste bags | 0 | 50 | 50 | | 50 | 0.0% | |
| 4080 Tree planting/hanging baskets | 127 | 1,500 | 1,373 | | 1,373 | 8.5% | |
| Local Environment :- Indirect Expenditure | <u>327</u> | <u>1,900</u> | <u>1,573</u> | <u>0</u> | <u>1,573</u> | <u>17.2%</u> | <u>0</u> |
| Net Income over Expenditure | <u>525</u> | <u>(1,068)</u> | <u>(1,593)</u> | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>401 Paulton Hub</u> | | | | | | | |
| 1005 Income - Paulton Hub | 4,564 | 3,600 | (964) | | | 126.8% | |
| 1012 Grant | 700 | 0 | (700) | | | 0.0% | |
| Paulton Hub :- Income | 5,264 | 3,600 | (1,664) | | | 146.2% | 0 |
| 4001 Staff Salaries | 2,481 | 2,800 | 319 | | 319 | 88.6% | |
| 4003 Employers S/Ann | 491 | 500 | 9 | | 9 | 98.3% | |
| 4005 Insurances | 434 | 455 | 21 | | 21 | 95.4% | |
| 4011 Rates | 4,080 | 6,125 | 2,045 | | 2,045 | 66.6% | |
| 4012 Water costs | 427 | 710 | 283 | | 283 | 60.1% | |
| 4013 Rent | 14,000 | 14,000 | (0) | | (0) | 100.0% | |
| 4014 Electricity | 2,734 | 3,000 | 266 | | 266 | 91.1% | |
| 4016 Cleaning Costs | 2,616 | 6,565 | 3,949 | | 3,949 | 39.8% | |
| 4018 Stationery and postage | 136 | 500 | 364 | | 364 | 27.2% | |
| 4020 Other Costs | 428 | 500 | 72 | | 72 | 85.6% | |
| 4021 Telephone & Fax | 141 | 250 | 109 | | 109 | 56.4% | |
| 4029 Security | 287 | 1,000 | 713 | | 713 | 28.7% | |
| 4032 Newspapers & publications | 28 | 300 | 272 | | 272 | 9.3% | |
| 4033 IT costs & support | 3,023 | 400 | (2,623) | | (2,623) | 755.9% | |
| 4035 CCTV | 0 | 260 | 260 | | 260 | 0.0% | |
| 4036 Property Maintenance | 1,915 | 1,000 | (915) | | (915) | 191.5% | |
| 4052 Licenses | 159 | 250 | 91 | | 91 | 63.6% | |
| 4059 Photocopier costs | 24 | 200 | 176 | | 176 | 11.8% | |
| 4067 Equip, Furniture & Small tools | 252 | 500 | 248 | | 248 | 50.4% | |
| 4077 Maintenance Charge | 221 | 0 | (221) | | (221) | 0.0% | |
| 4078 Service Charge | 412 | 1,649 | 1,237 | | 1,237 | 25.0% | |
| 4100 Waste Disposal | 254 | 260 | 6 | | 6 | 97.8% | |
| Paulton Hub :- Indirect Expenditure | 34,545 | 41,224 | 6,679 | 0 | 6,679 | 83.8% | 0 |
| Net Income over Expenditure | (29,280) | (37,624) | (8,344) | | | | |
| <u>601 Pension Surplus</u> | | | | | | | |
| 4803 Monthly Recovery | (1,833) | 0 | 1,833 | | 1,833 | 0.0% | |
| Pension Surplus :- Indirect Expenditure | (1,833) | 0 | 1,833 | 0 | 1,833 | | 0 |
| Net Expenditure | 1,833 | 0 | (1,833) | | | | |
| Grand Totals:- Income | 274,001 | 265,379 | (8,622) | | | 103.2% | |
| Expenditure | 241,678 | 302,379 | 60,701 | 0 | 60,701 | 79.9% | |
| Net Income over Expenditure | 32,323 | (37,000) | (69,323) | | | | |
| plus Transfer from EMR | 1,045 | | | | | | |
| less Transfer to EMR | 4,424 | | | | | | |
| Movement to/(from) Gen Reserve | 28,944 | | | | | | |