

WELLINGTON TOWN COUNCIL MINUTES 8 JANUARY 2024

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 8 JANUARY 2024 AT 7.00PM

PRESENT: Councillor M Barr (Mayor)
Councillors Z Barr C Booth, A Govier, R Henley, J Lloyd, M McGuffie, S Pringle-Kosikowsky, J Thorne and K Wheatley.

In attendance: David Farrow – Town Clerk
Alice Kendall – Deputy Town Clerk
Five members of the public
One member of the press

406 TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

407 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

Apologies were received from Councillors C Govier and M Lithgow

408 DECLARATIONS OF INTEREST

There were no declarations of interest.

409 TRIBUTES TO RICHARD HUGH FOX

Councillors and a member of the public paid tribute to Richard Fox, Freeman of Wellington who had died on the 26 December 2023.

Councillor A Govier also advised the council that Ruth Brown, the wife of former Town Clerk Tony Brown had died on the 5 January and councillors asked that their condolences be passed on to Tony Brown.

410 MINUTES

RESOLVED to approve the minutes of the Planning and Town Council meetings held on 4 December 2023.

411 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

- (a) A member of the public raised concerns about the landscaping around the Lidl store noting that there were gaps in the newly planted hedging, that trees that had been planted were not surviving and that where the plans had shown that Oak trees would be planted London Plane trees had in fact been planted. She asked how the Planning Authority monitored compliance with planting plans. The Town Clerk said he would look into it.
- (b) A member of Transition Town Wellington informed the Council of the group’s new website. The Town Clerk will circulate details to councillors.
- (c) The Chairman of Sampford Arundel Parish Council advised the council that it has set aside a budget to purchase support from the Town Council in light of Somerset Council’s financial position. The Town Clerk said he would liaise with her in relation to what services could be provided.

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley

**Director of the Somerset Association of
Local Councils**

Councillor Janet Lloyd

Mayor

Councillor Marcus Barr

Initial

TOWN COUNCIL BUDGET SETTING MEETING

31 January 2024

Devolution of Services - Decisions Required by Town Council

1. Introduction

- 1.1. This paper sets out decisions that need to be made in relation to assets and services that Somerset Council is seeking to reduce or cease to provide as a result of the financial difficulties it is facing. The list is based on outcomes of discussions with Somerset Council Officers and information contained in Somerset Council reports submitted to its Executive Committee.
- 1.2. In each case the Town Council will need to consider :
 - (a) Does it wish to take on responsibility for the assets and service and/or meet the costs being asked of it and
 - (b) If so, how will the costs be covered recognising that in the most part these will be ongoing not one off costs? The options are:
 - (i) Reallocating existing budgets to meet in full or part the additional costs where possible, or
 - (ii) Adding to the Councils existing budget with a commensurate impact on the Precept.
- 1.3. It should be noted that figures quoted as costs may be subject to change as Somerset Council has only been able to provide estimates of costs. It is hoped that the figures quoted are the worst-case scenario.

2. Background

- 2.1. Somerset Council's financial difficulties have been well documented and discussed at previous Council meetings.
- 2.2. The only route open to it to help balance its books is to divest itself of assets, services and activities that it is not legally required to deliver to enable it to focus its resources on what it is legally required to do particularly in relation to services for children, young people and adults. It is also the case that this is not a short-term issue for Somerset Council, and we can expect further discussions in the coming year about other services being devolved to the Town Council.
- 2.3. The Town Councils position has been that it sees the benefit of public assets and services in the town being owned and managed by the Town Council as it believes that it can be more responsive and provide services more cost effectively than is currently the case where often the needs of the town are considered in the context of other areas' priorities and are not seen as important.

- 2.4. During discussions with Somerset Council Officers, it became apparent Somerset Council would be continuing to deliver some services in 2024/5 on the same basis as in previous years meaning the Town Council did not need to step in. However, this would not be the position going forward into 2025/6 and beyond. This has led to what is in effect a two-stage process with some activities changing in 2024/5 and other, perhaps more substantial changes, potentially coming in in 2025/6 as set out below.

3. Assets and Services for Consideration

3.1. Public Toilets

- 3.1.1. Somerset Council has indicated that it will cease to operate all public toilets in the county from the 1 April 2024. Cleaning of the toilets is currently contracted out and we are awaiting clarification on whether those arrangements have to continue beyond 1 April 2024.
- 3.1.2. The suggested budget for maintaining and cleaning the two toilets is £22,000pa. The Council may wish to consider funding refurbishment of the toilets at some stage, but it is suggested that this is looked at as part of a planned programme to be developed in 2024/5 and implemented from 2025/6 onwards.
- 3.1.3. The Town Council is asked to consider whether it wishes to take on responsibility for the management of the North Street Car Park and Wellington Park toilets from the 1 April 2024 with ownership to be transferred at a later date at an estimated cost of £22,000.

3.2. Planting in Wellington Park

- 3.2.1. Somerset Council has indicated that it will be ceasing to fund the cost of planting bedding plants in its parks for 2024/5.
- 3.2.2. The Town Council is asked to consider whether it would be willing to fund the cost of bedding plants in Wellington Park in 2024/5 at a cost of £20,000.

3.3. Security of Wellington Park

- 3.3.1. Somerset Council has indicated that it may cease to fund the locking and unlocking of Wellington Park at the beginning and end of each day from the 1 April 2024. We are advised that there is no contract currently in place for this work and that it is undertaken by a private security company.
- 3.3.2. The Town Council is asked to consider whether it wishes to fund the ongoing security arrangements at the Park at a cost of £5,000pa.

3.4. Provision, planting and maintenance of hanging baskets and planters in the town centre

- 3.4.1. Somerset Council has said that it will charge the Town Council for the provision, planting and maintenance of town centre hanging baskets and the planting and maintenance of the town centre planters in 2024/5.
- 3.4.2. The Town Council is asked to consider whether it wishes to fund the provision and maintenance of hanging baskets and the planting and maintenance of planters in the town centre at a cost of £15,000.

3.5. Play Equipment

- 3.5.1. Somerset Council has said that it will not fund the cost of replacing play equipment that was programmed to be replaced in 2024/5.
- 3.5.2. There is c£10,500 of play equipment due to be replaced in Somerset Council play areas in Wellington in 2024/5 as follows:
 - See-saw in Burrough Way
 - Infant Slide in Gillards
 - Toddler Embankment Slide The Recreation Ground
- 3.5.3. Given that responsibility for play areas is likely pass to the Town Council in 2025/6 (see item 8 below) the Town Council is asked to consider if it wishes to fund the replacement of this equipment in 2024/5. If the equipment is found not to need replacing the budget can be used to fund any maintenance costs on our own play areas or to cover maintenance or repair costs that Somerset Council will not meet in its play areas.

3.6. CCTV

- 3.6.1. Somerset Council is reviewing the provision of the CCTV monitoring service that the towns cameras are part of, indicating that the cameras could be turned off and the monitoring centre closed.
- 3.6.2. In discussions with Somerset Council officers it has been suggested that for the service to continue councils using it will have to cover the costs of the maintenance of the cameras and the staffing of the monitoring service. We have been advised that the indicative cost of this would be in the region of £25,000, although this is to be confirmed and is subject to further discussions with Somerset Council about both whether or how that service will be offered.
- 3.6.3. The Town Council is asked to consider whether it would be prepared to set an initial budget of £25,000 for 2024/5 to enable funding to be available for the continued provision of a CCTV service in the town however that is delivered.

3.7. Minor Highways Functions

- 3.7.1. Somerset Council has indicated that it will be carrying out some routine highways work less often and planned work schedules will be amended to reduce the amount of intervention by Somerset Council.

3.7.2. It is looking to town and parish councils to pick up this work either by buying in to a Highways Steward function delivered by its main contractor on an LCN level or by employing its own staff. The types of activities affected are broken down in to two categories:

(i) Low Tech High Value:

- Verges maintenance
- Highways surface water drainage maintenance
- Weed removal
- Sign cleaning
- Cutting back vegetation

(ii) Enhanced Highway Maintenance

- Winter services (snow clearance and salting of footways and paths)
- Minor repairs to Footway and off-road cycle ways
- Verges cutting and weed control
- Tree and hedge maintenance
- Rights of way maintenance
- Passenger transport infrastructure maintenance (bus stop flags and bus shelters)
- Repair and maintenance of road signs

3.7.3. The functions in the first group and some elements of the second group e.g. verges cutting and weed control, tree and hedge maintenance, bus stop flags and bus shelters are those that could be undertaken by an enhanced Community Warden Service or by buying in to an LCN level service. The former would give us more control and flexibility around deployment of resource, and potentially an income stream if offered out to surrounding parishes, the latter is a one stop shop for delivering the service but is shared with a wider geographical area.

3.7.4. Initial discussions with County Highways indicate that they are happy to work with us to support the deployment of community wardens to carry out the work and work in partnership on some more complex areas contained in the second grouping.

3.7.5. We would need to ensure staff were appropriately trained (our existing Community Warden is), have appropriate equipment as advised by County Highways, appropriate risk assessments and van/s appropriately marked in accordance with statutory regulations.

3.7.6. It is suggested that at this stage we enhance and utilise community warden capacity to take responsibility for the first group of activities and those noted above from the second group and continue discussions with County Highways about how we work in partnership on other matters.

3.7.7. Suggested Budget (excluding staffing) –

That the Community Services and Priorities budget line of £5,000 is used to support the is work with an initial allocation of £2,500 for 24/25 to allow us to assess what is required.

The current Somerset Council budget for maintaining and cleaning bus shelters in the town is £5,000pa. It is suggested that this is set as the budget for the Town Council for 2024/5 for this activity. Any proposals for upgrading/replacement should be considered in 2024/5 for implementation from 2025/6 onwards.

3.8. School Crossing Patrol

3.8.1. Somerset Council has indicated that it proposes to stop providing funding to support the provision of school crossing patrols.

3.8.2. There is only one school crossing patrol affected by this proposal in Wellington which is at St John's Primary School. The school crossing patrol costs the school £2,958 per annum with Somerset Council contributing £690 per annum.

3.8.3. The Town Council is asked to consider whether it wishes to fund the subsidy in place of Somerset Council. The cost could be met from the Community Safety budget line of £2,000 rather than increasing the Precept.

3.9. Street Cleaning

3.9.1. The current street cleaning contract with ID Verde is due to end 31 January 2025. At this stage it is not clear what the contractual position is and we have been advised that there will be no costs for the delivery of this service until the financial years 2025/6.

3.10. Preparation for 2025/6

3.10.1. Somerset Council has indicated that its intention is to ask Wellington Town Council to take ownership of and responsibility for the management of all the green spaces in the town with effect from the 1 April 2025 to include (list is not exhaustive):

- Wellington Park
- The Playing Fields
- The Recreation Ground
- Dobree Park Playing Pitch
- All nature reserves in the town
- The seventeen play areas in the town currently managed by Somerset Council.
- The Cemetery (to be confirmed)
- The Pétanque Terrain
- The Skate Park
- Monmouth Gardens

- Hanging Baskets and Planters in the town centre
- 3.10.2. Initial indications are that Somerset Council would carry on providing maintenance services on a contracted basis at a cost of c£350,000pa from 2025/6. This will of course be likely to increase by then as costs increase year on year.
- 3.10.3. Officers believe that these services could be better, and more cost effectively, provided 'in house' and could be offered on a traded basis to neighbouring parishes. An in-house workforce would also enable the Council to put in to affect its decision to offer services for managing green spaces to new developments around the town instead of being delivered by management companies. An in-house service would be more responsive and would be easier to direct for the town's priorities.
- 3.10.4. The Town Council is asked to consider
- (i) Whether it is prepared to take on the ownership and responsibility for management of these facilities/green spaces to enable planning and budgeting to take place during 2024/5 in preparation for 2025/6.
 - (ii) If so, will it approve the creation of a post of full time Open Spaces Manager to be appointed as soon as possible after 1 April 2024 to lead this area of work. This post would also have oversight of the Green Corridor, the Council's Tree Strategy and develop the council's approach to managing green spaces on new developments and traded services to neighbouring parishes;
 - (iii) Establishing a development budget of £135,000 for the purchasing of equipment/vehicles, hiring of storage etc so that we are able to take on management of the green spaces identified from the 1 April 2025. If Councillors approve this additional cost, it is recommended by Officers that this be built in as a 'payment into reserves' rather than a revenue budget, as it contains mostly one-off items and will have a major impact on the general reserve calculation.
- 3.10.5. It should be noted that if the Town Council resolves to take responsibility for the management of those assets listed above, Somerset Council intends to transfer ownership of them in time. The length of time that might take is unknown given the amount of similar work going on across the County and the capacity of its legal services.

3.11. STAFFING IMPLICATIONS FOR 2024/5

- 3.11.1. There are two elements to the staffing implications of taking on additional responsibilities which it is suggested are built into the Devolution Contingency Budget.
- 3.11.2. Additional Staffing (job descriptions to be considered by February Policy and Resources Committee) consisting of:
- (a) Open Spaces Manager (see point 3.10 above)

- (b) Extension of existing 30hpw community warden to full time and the appointment of an additional full time Community Warden (see point 7 above)
- (c) Creation of Project Assistant role to create additional capacity for other posts.-
- (d) Recruitment of Part Time Receptionist – to free up the Project Assistant post to take on more responsibility and to staff the new reception area in 28 Fore Street.

3.11.3. The current staffing FTE is 6.6, these changes will increase the FTE to 9.5.

3.11.4. The total cost of these additional posts in 2024/5 will be £132,386. This figure includes allowances for the annual NALC pay scale review/increase (estimated), overtime as well as employer's NI & Pension contributions. This amount will need to be added to the existing salary cost code for ease of year end reporting.

3.11.5. Additional Responsibilities of Existing Staff

Taking on these additional responsibilities will have an impact on the roles of existing staff increasing the complexity and levels of responsibility for their roles. The current structure and grades are based on a Council with a budget of up to £750,000. If the Council agrees to take on the responsibilities from Somerset Council its budget will exceed this in 2024/5 and will exceed it substantially in 2025/6. It is recommended that a review is undertaken and a contingency budget of £35,000 is set aside in 2024/5 to support the implementation of its findings.

3.12. ICT - Details of additional requirements

3.12.1. The increase in staffing level will require further resources for the provision of ICT items (computers, mobile phones, programme licences etc.)

3.12.2. Codes within the IT, Website & Internet Cost Centre have already been updated with extra allowances for the following;

- One additional desk phone,
- Two additional licences for Office 365 and Sage HR system, and
- Increased billing bracket for Sage Payroll which is based on number of employees in the system (including Cllrs for allowances)

3.12.3. The Council is asked to agree that a suggested allowance of £4,000 should be budgeted for the provision of the additional hardware required.

Dave Farrow
Town Clerk

Alice Kendall
Deputy Town Clerk and Deputy Responsible Financial
Officer

January 2024

TOWN COUNCIL BUDGET SETTING MEETING

31 January 2024

COUNCILLOR ALLOWANCES

1. Introduction

- 1.1 The purpose of this paper is to enable the Council to decide whether it wishes to implement the recommendations of the Somerset Council Parish Town and City and Independent Remuneration Panel (Attached as Appendix).

2. Background

- 2.1 The Local Authorities (Members Allowances) (England Regulations 2003 require that when setting councillors allowances a local council should have regard to the principal council's recommendation and practices and also to the genuine and probable expenses that may be incurred. In Somerset Council's case it has established a Parish Town and City and Independent Remuneration Panel to make those recommendations.
- 2.2 Town Council officers have for some years been asking for a recommendation from Somerset Council as previous internal audits have identified that the Town Council has set allowances for councillors without having regard to the principal council's recommendation and practices primarily as no mechanism existed to provide them. A panel existed for what was then district and county councils but not for local councils.
- 2.3 Following local government reorganisation a panel was established and in light of the changes being proposed to what the town council was being asked to take in the Town Clerk requested that it consider what the appropriate allowance for the Town Council should be.
- 2.4 This has now been received and the report is attached to this paper as an appendix. As can be seen the recommendation is that the maximum allowance for Wellington Town councillors should be 5% of the Somerset Councillors Allowance of £15,500pa which is £775pa. This is based on the size of a Council's electorate. It is not based on the levels of devolution of services or quantity of services managed.
- 2.5 Councillors are reminded that the allowance is only payable to elected councillors and not co-opted councillors.
- 2.6 The report also makes recommendations in relation to members allowances for travel and subsistence.
- 2.7 The current Councillor Allowance budget is £5,250pa. To implement the recommendation in full would cost £11,625pa requiring an increase of £6,375 (121%) in the current budget. In addition, the Mayor/Chairman receives an additional allowance of £550pa.

3. Considerations

- 3.1 The Panel report asks that the Council consider whether it wishes to pay:
- all or part of the basic allowance to reflect any incidental costs and time commitment.
 - a basic allowance to all members or just the chair; or
 - a higher amount to the chair if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.
- 3.2 Does the Council wish to adopt the scheme of allowances recommended by the Panel?

Dave Farrow
Town Clerk
January 2024

APPENDIX

SOMERSET COUNCIL

RECOMMENDATIONS OF THE SOMERSET COUNCIL'S PARISH, TOWN AND CITY INDEPENDENT REMUNERATION PANEL FOR WELLINGTON TOWN COUNCIL

JANUARY 2024

1 - This report has been prepared for Wellington Town Council by the Somerset Council's Parish, Town and City Independent Remuneration Panel (the Panel) comprising four individuals drawn from the community, all of whom have significant previous experience in the work of local authorities. For ease, when "parish council" is referred to in this report, it shall mean "parish, town and city councils".

The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) (the Regulations) provide all parish, town and city councils with the discretion to introduce allowances schemes whereby a parish basic allowance and travelling and subsistence allowances can be paid to their elected members whether or not that election was contested. Travelling and subsistence allowances, but not a parish basic allowance, can be paid to co-opted members of those councils.

The setting of the levels of the allowances is open to parish councils to determine after first considering the recommendations of the Parish Remuneration Panel. This is in line with the Government's view that the allowances system provides for clear and transparent local accountability as parish councils, like other local authorities, will be both accountable and answerable to their local communities in terms of the allowance payments made to their members.

The Panel meets Somerset Council's obligations under Regulation 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003.

The current membership of the Panel is as follows:

David Lamb – Panel Chair

Owner of a number of businesses in the Bridgwater area employing around 300 employees. Previously served as the Chair of the Sedgemoor District Council Independent Remuneration Panel.

Bryony Houlden – Panel Member

Chief Executive of South West Councils which is a membership organisation of all 29 local authorities in the South West (from April 2023). Currently sits on a number of other Independent Remuneration Panels, including Devon County, Cornwall, Plymouth, Torbay, Bristol and Bath & North East Somerset Council's, previously a member of the Joint Somerset Independent Remuneration Panel.

Mel Hillman – Panel Member

Former Corporate Services Manager at Yeovil Hospital before retiring. Also worked as a School Clerk on a local school Board of Governors in Somerset and Dorset.

Dr Paul Robathan – Panel Member

Deputy Lead Governor of the Somerset NHS Foundation Trust and a former District Councillor. Also worked for Government agency conducting independent peer reviews.

2 - The Panel is established to make recommendations on the scheme of allowances for parish, town and city councils for which Somerset Council is the establishing authority. The Panel has been appointed under Regulation 27 of the Regulations which states that an independent parish remuneration panel may be established by a responsible authority, which in this case is Somerset Council.

3 - When convened, the parish remuneration panel will produce a report making recommendations including:

- the amount of basic allowance payable to elected members.
- the amount of the chair's allowance payable (if different to the basic allowance).
- the amount of travel and subsistence allowance payable.

4 - The Regulations provides that Wellington Town Council may pay an allowance for each year (basic allowance) to (a) its chair only; or (b) to each of its members, and the amount of that allowance payable to its chair may differ from that payable to each other member of Wellington Town Council.

5 - If Wellington Town Council proposes to pay a basic allowance, whether to its chair only or to each of its members, it must have regard in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by the independent remuneration panel.

6 – Wellington Town Council can choose to pay travel and subsistence allowances. The regulations allow payment of travel and subsistence allowances (Regulation 26).

7 - Regulation 29 requires that the Panel must express any recommendation for a basic allowance for town councils as a monetary sum and as a percentage of the Somerset Council's basic allowance. This is shown in paragraph 13 below.

Summary of the Panel's Review

8 - The Panel recognises the differences in both size and scale of activity of individual parish councils. This presents the Panel with some difficulty in recommending a scheme of allowances that will apply to all councils.

9 - Somerset Council has provided the Panel with benchmarking information from Chippenham Town Council, Borough Council of King's Lynn & West Norfolk Parish and Town Councils and also a countywide scheme developed by Dorset Council.

10 - The Panel recognises that it may be an historic issue that most parish councils in Somerset do not operate a scheme of allowances for their councillors.

11 - The Panel recognises that the size of a council’s electorate is a significant indicator of the complexity of the role of its members. Therefore, as part of the review, councils with similar sized electorates were grouped together in ‘Levels’. However, the Panel also concluded that it might be possible to accommodate special circumstances pertaining to a council by characterising it at a different level. The Panel categorised parish councils as follows. The number of authorities at each level is also indicated.

	<u>Electorate</u>	<u>Characterisation</u>
Level 1	Up to 2,499 (246)	Small, mainly rural parishes
Level 2	2,500-4,999 (14)	Large rural parishes small towns
Level 3	5,000-9,999 (11)	Small market towns
Level 4	10,000-19,999 (x4)	Larger market towns/local centres
Level 5	20,000-35,000 (2)	Significant towns
Level 6	35,001 and above (2)	Major population centres

12 - The Panel wishes to highlight that Wellington Town Council would need to consider this proposed framework scheme prior to agreeing to adopt their own Scheme of Allowances and it would be responsible for the payment of allowances to their councillors.

Recommendations

13 - The Panel therefore **recommends** that the basic allowance available to members of parish councils should be a percentage of Somerset Council basic allowance.

Somerset Council’s basic allowance for 2023/2024 is £15,500. Therefore, the proposal for Wellington Town Council is as follows:

		Percentage of Basic Allowance paid to Somerset Council Councillors	2023/24 Basic allowance available per City/Town/Parish Councillor
Level 4	10,000 – 19,999	5%	£775

The Panel **recommends** that under any scheme adopted, the basic allowance available to Wellington Town councillors may increase in line with an adjustment to the Somerset Council basic allowance in the same financial year.

14 - The Panel **recommends** that if Wellington Town council pays an enhanced basic allowance to its chair, then such chair’s basic allowance shall not exceed twice that basic allowance payable to other members of the town council. Each council is legally responsible to determine the basic and chair’s allowances under any scheme adopted by it. The Panel recognises that an authority may take into account factors in addition to electorate size. The Panel are of the view that such factors as budget size, number and complexity of operations and breadth of commercial activity are relevant.

15 – Wellington Town Council is in the best position to make a judgement, based on individual circumstances, whether it is appropriate to pay:

- all or part of the basic allowance to reflect any incidental costs and time commitment.
- a basic allowance to all members or just the chair; or
- a higher amount to the chair if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.

16 - Where any scheme for the payment of vehicular travel allowances exceeds the allowances specified by HM Revenue and Customs Mileage Allowance Payments (**MAPs**) the excess is a taxable benefit to the claimant.

MAPs are currently:

1. Car – 45p per mile up to 10,000 and 25p per mile thereafter;
2. Passenger payments – up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for a travel allowance.
3. Motorcycle – 24p per mile; and
4. Bicycle – 20p per mile.

The Panel **recommends** that:

1. vehicular travel allowances be equal to MAPs;
2. travel by public transport (including rail and bus) - reimbursement of the standard fare or actual fare paid; and
3. parking fees – actual amount paid.

The Panel **recommends** that any subsistence allowances should be based on reimbursement of receipted expenditure within the maximum limits as set out in the Somerset Council's Scheme of Members' Allowances as set out below.

- Breakfast allowance (more than 4 hours away from the normal place of residence before 11 am) – up to a maximum of £9.01;
- Lunch allowance (more than 4 hours away from normal place of residence, including the lunchtime period between 12 noon and 2 pm) – up to a maximum of £12.40;
- Tea allowance (more than 4 hours away from normal place of residence, including the period 3 pm to 6 pm) – up to a maximum of £4.82;
- Evening meal allowance (more than 4 hours away from the normal place of residence, ending after 7 pm) – up to a maximum of £15.36.
- Overnight absence (i.e. hotel accommodation) - maximum £ 144.45 or £162.91 (within London)

These payments only apply to duties undertaken outside of Somerset. Subsistence cannot be claimed for duties undertaken in Somerset.

17 - The Panel **recommends** that Wellington Town Council agrees a list of approved duties for the payment of travel and subsistence allowances, similar to that set out in the Somerset Council's Scheme of Members' Allowances, and this be kept under regular review by Wellington Town Council. The Panel wishes to emphasise that it does not suggest that it is necessary or appropriate for Wellington Town Council to pay allowances. It will determine its own scheme (if any) having had regard to the recommendations made in this report.

18 - The Panel **recommends** that if Wellington Town Council adopts a scheme of allowances, the commencement of such scheme should be payable from the commencement of the next

financial year.

19 – The Panel wishes to emphasise that it does not suggest that it is appropriate for all parish councils to pay allowances. The Panel’s recommended guideline is a maximum figure within which each council can determine its own scheme if this is felt justified.

20 - A draft Wellington Town Council Scheme of Allowances is shown in Appendix 1 for the Town Council to consider should it adopt a Scheme of Allowances.

APPENDIX 1 – WELLINGTON TOWN COUNCIL DRAFT SCHEME OF ALLOWANCES (DECEMBER 2023)

The Panel **recommends** the maximum basic allowance payable to members of Parish, Town and City Councils be as follows calculated on a basic allowance for 2023/24 of £15,500 as set out in Somerset Council’s Scheme of Members’ Allowances:

	Electorate (The number of councils that fall within each grouping is shown in brackets)	Percentage of Basic Allowance paid to Somerset Council Councillors	2023/24 Basic allowance available per City/Town/Parish Councillor
Level 4	10,000 – 19,999	5%	£775

The Panel **recommends** that if a council pays an enhanced basic allowance to its chair, then such chair’s basic allowance shall not exceed twice that basic allowance payable to other members.

In view of the number and the differences in both size and scale of activity, the Panel **recommends** that, each city, town or parish council should determine the basic and chair’s allowances, subject to the maximum set out above. Each council is in the best position to make a judgement, based on individual circumstances, whether it is appropriate to pay:

- (i) all or part of the basic allowance to reflect any incidental costs and time commitment;
- (ii) a basic allowance to all members or just the chair; or
- (iii) a higher amount to the chair if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.

Where any scheme for the payment of vehicular travel allowances exceeds the allowances specified by HM Revenue and Customs Mileage Allowance Payments (MAPs), the excess is a taxable benefit to the claimant. The Panel further notes that to introduce taxable benefits into the travel allowances scheme would be a disproportionate bureaucratic burden on the council.

MAPs are currently:

- i) Car – 45p per mile up to 10,000 and 25p per mile thereafter;
- ii) Passenger payments – up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for travelling allowance;
- iii) Motorcycle – 24p per mile; and
- iv) Bicycle – 20p per mile.

The Panel **recommends** that:

- i) vehicular travel allowances be equal to MAPs;
- ii) travel by public transport (including rail and bus) reimbursement of the standard fare or actual fare paid; and
- iii) parking fees – actual amount paid.

The Panel **recommends** that any subsistence allowances should be based on reimbursement of receipted expenditure within the maximum limits as set out in Somerset Council's Scheme of Members' Allowances, as set out below.

- Breakfast allowance (more than 4 hours away from the normal place of residence before 11 am) - up to a maximum of £9.01;
- Lunch allowance (more than 4 hours away from the normal place of residence, including the lunchtime period between 12 noon and 2 pm) – up to a maximum of £12.40;
- Tea allowance (more than 4 hours away from the normal place of residence including the period 3 pm to 6 pm) – up to a maximum of £4.82;
- Evening meal allowance (more than 4 hours away from the normal place of residence, ending after 7 pm) – up to a maximum of £15.36.
- Overnight absence (i.e. hotel accommodation) - maximum £ 144.45 or £162.91 (within London)

These payments only apply to duties undertaken outside of Somerset. Subsistence cannot be claimed for duties undertaken in Somerset.

List of Approved Duties

Wellington Town Council is to define with reference to Somerset Council Scheme of Members' Allowances 2024/25.

TOWN COUNCIL BUDGET SETTING MEETING

31 January 2024

1. Background

- 1.1. The first draft of the budget was considered at a special meeting of the Finance Committee in November 2023. An updated copy is attached as Appendix 1.
- 1.2. The following resolutions were passed at that meeting:
- To add Free Parking to the Christmas Cost Centre in the amount of £5,000¹
 - To increase Community Warden Sundries line to £3,000
 - Create a new reserve to be built over a number of years for the replacement of the Council vehicle.²
 - Addition of £10,000 for works relating to the Greenway Cycle Route, which if unspent in 24-25 will move to an earmarked reserve.
 - Increased the Green Corridor Budget to £30,000
 - Increased staff training budget to £2,000
 - To double the reserve held for the new Train Station with the increase being split over two years.
 - To review the Cost of Living Fund reserve with any balance over £20,000 being transferred back into the general fund at the year end.
 - To top up the Environmental Improvement reserve balance to £40,000.
- 1.3. The majority of the budget is based on what activities it is known the Council will undertake in the next financial year.
- 1.4. A new Cost Code has been added for 'Unitary Devolution'. Added to which are all of the figures quoted in the relevant paper prepared by the Clerk. In doing so, a 'worst case scenario' can be shown. However, these figures can, and are likely to, change and adapt at the meeting.

2. Reserves

- 2.1. The Council holds a good level of reserves, both earmarked and general.
- 2.2. Earmarked Reserves - Appendix 2 contains the table of Earmarked reserves for the current and next financial year along with supporting notes for each line.
- 2.3. General Reserves - It is deemed appropriate that the Council hold 3 months equivalent general reserve³. In bank balance calculations detailed further in this report – this figure is simply calculated by dividing the aggregate of the 24-25 income and expenditure budget by four. This effects the amount of surplus funds held which in turns affects the level of precept demand.

¹ NB – this has been increased to £5,500 by Officers as Somerset Council have since indicated that parking charges will increase as of 1st April 24.

² This has been added into the payments into reserve at £6,500 based on a depreciation amount over three years.

³ NALC Joint Panel on Accountability and Governance Practitioners' Guide March 2023

3. Bank Balances

- 3.1. Based on the forecasted figures provided, the Council's trial closing bank balance for 23-24 will be as follows.

Opening Bal 1 Apr '23	£993,335.85
ADD	
Receipts	£627,630.60
SUBTRACT	
Payments	£756,425.71
Est. Closing Bal 31 Mar '24	£864,540.74

4. Precept Calculations

- 4.1. The Local Government Finance Act 1992, Section 49a, determines how the Precept must be calculated. The Council must calculate the aggregate of;
- the estimated expenditure it will incur during the year (including any allowances for contingencies),
 - financial reserves which it will be appropriate to raise for meeting such future expenditure,
 - any income estimated to be received, and
 - any financial reserves already held.
- All of these items must be within accordance with proper practices, of course.
- 4.2. Taking into account the above – the following draft precept calculations can be made for 24-25 and are for information only at this stage;

4.2.1. Option 1 – No devolution costs included. 'Base Budget' only.

Est. Opening Bal	£864,540.74
Less Earmarked Reserves Balance	£536,037.28
Less General Reserve Balance *	£162,095.48
Surplus	£166,407.98
Pay 24-25 (+)	£713,391.94
Inc 24-25 (-)	£65,010.00
Pay to res (+)	£41,047.50
	£689,429.44
Shortfall = Precept**	£523,021.46

	23-24	24-25	Change
Tax Base	5508.96	5685.33	3.20%
Precept	£466,332	£523,022	12.16%
Band D	£84.65	£92.00	8.68%

4.2.2. **Option 2 – All devolution costs included as detailed in a previous report**

Est. Opening Bal	£864,540.74
Less Earmarked Reserves Balance	£536,037.28
Less General Reserve Balance *	£221,816.87
Surplus	£106,686.59
Pay 24-25 (+)	£952,277.50
Inc 24-25 (-)	£65,010.00
Pay to res (+)	£176,047.50
	£1,063,315.00
Shortfall = Precept**	£956,628.41

Band D Calculations and % Change			
	23-24	24-25	Change
Tax Base	5508.96	5685.33	3.20%
Precept	£466,332	£956,629	105.14%
Band D	£84.65	£168.26	98.77%

*This is equal to total expenditure minus total income and divided by four.

**Total aggregate minus surplus

IMPORTANT NOTE – the figures above will change as the budget is developed during the meeting.

Alice Kendall
Deputy Clerk/Deputy RFO

David Farrow
Town Clerk & RFO

25 January 2024

Wellington Town Council

24-25 Budget

Administration/Office running costs		Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
27	Photocopier		63.97	12.79	76.76	1,000.00	1,018.88	203.78	1,222.66		▲	1,300.00	◆	£1k rental and printing costs plus provision for 1x call out fee.
34	Insurances					3,500.00	198.17	3,500.00	3,698.17		▲	6,000.00	◆	Forecast & new budget based on payments for 23-24 including Van insurance. Plus contingency for increases/added items, building cover etc. for 28-30 Fore St.
35	Stationery & Postage					1,250.00	831.38	166.28	997.66		▲	1,000.00	●	Decreased based on forecasted spend/lower usage (reduction in paper and postage)
36	Audit Fees					2,250.00	2,505.00		2,505.00		▲	2,505.00	◆	Increase based on known spend (2x IA at £395, EA at £1,680, ICO at £35)
40	Hire of Hall					1,100.00	1,275.00	275.00	1,550.00		▲	1,620.00	◆	Updated amount based on current calendar set up and cost per meeting. Plus allowance for ad-hoc
54	Professional Fees						12,569.10	2,513.82	15,082.92		▲	20,000.00	◆	Was earmarked reserve previously. Moved to revenue budget.
SUB TOTAL		0.00	63.97	12.79	76.76	9,100.00	18,397.53	6,658.88	25,056.41	0.00	▲	32,425.00	◆	

28-30 Fore Street Costs		Current Year 2023 - 2024								Next Year 2024 - 2025				Notes	
		Receipts				Payments				Receipts		Payments			
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
26	Office Rent	250.00	187.50	62.50	250.00	4,000.00	3,000.00	1,000.00	4,000.00	250.00	▲	●	Payment budget no longer required if building owned. Income still received from Museum		
28	Electricity					2,000.00	2,526.34	505.27	3,031.61		▲	◆	Based on forecasted payments for current contract x2 to cover whole building?		
	Gas										▲	◆	Guesstimate...		
	Buisness Rates														
	Responsive Maintenance											◆	Based on e-mail from Sal Stark.		
32	Office Equipment					350.00	354.00	58.34	412.34		▲	◆			
	IT Upgrades												Improve network, additional printer		
37	Office Cleaning					2,000.00	1,093.78	218.76	1,312.54		▲	◆	Increased to cover downstairs offices		
143	Internal Office Re-Decoration					3,000.00	267.07		267.07		▲	◆	Covered in refurb costs via Funding?		
SUB TOTAL		250.00	187.50	62.50	250.00	11,350.00	7,241.19	1,782.37	9,023.56	250.00	▲	◆			

Affiliation Fees		Current Year 2023 - 2024								Next Year 2024 - 2025				Notes	
		Receipts				Payments				Receipts		Payments			
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
38	SALC					1,910.00	1,854.53		1,854.53		▲	◆	Fees are per elector. 5% increase on 22-23 vs. 23-24. Allowed for 5% increase again and rounded. Electorate likely to increase?		
99	SLCC					300.00	354.00		354.00		▲	◆	Known sub. rate for 2024 (based on Clerk's salary)		
100	CCS					100.00		100.00	100.00		▲	▲			
SUB TOTAL		0.00	0.00	0.00	0.00	2,310.00	2,208.53	100.00	2,308.53	0.00			2,457.00		

Allotments		Current Year 2023 - 2024								Next Year 2024 - 2025				Notes	
		Receipts				Payments				Receipts		Payments			
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
44	Basins Allotments	2,716.00	2,729.00			4,716.00	1,322.80	786.00	2,108.80	2,910.00	●	2,910.00	●	Income = 97 plots @ £30.	
92	Longforth Allotment					10,000.00		10,000.00	10,000.00	3,000.00	●	3,000.00	●	Income est. 30 plots at £100. Rest of set up to be covered by S106 or CIL.	
148	Allotment Deposits		650.00				295.00		295.00		▲		▲		
SUB TOTAL		2,716.00	3,379.00	0.00	0.00	14,716.00	1,617.80	10,786.00	12,403.80	5,910.00		5,910.00			

Christmas		Current Year 2023 - 2024								Next Year 2024 - 2025				Notes
		Receipts				Payments				Receipts	Payments			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
114	Hire of Lights					10,000.00		10,000.00	10,000.00		▲	10,000.00	▲	
115	Lights Install					10,000.00	2,817.89	9,000.00	11,817.89		▲	11,900.00	◆	Updated amount = £9k install / take down lighting scheme. £1,650 Tree haulage. £1.2k Install & Dismantle Trees (SC tree dept). £50 S171 Fee
116	Switch on Event					10,000.00	8,653.89		8,653.89	1,350.00	●	10,000.00	▲	Market to come back in house? 30 stalls at 45 each
123	Stall Deposits								0.00		▲		▲	
136	Electricity					500.00		500.00	500.00		▲	500.00	▲	
	Free Parking										▲	5,500.00	◆	Switch on plus three Saturdays before Xmas, Current cost £1,250. + 10% as SC have indicated that parking charges will increase.
137	Additional Lights & Install		250.00				4,340.98		4,340.98		▲		▲	
SUB TOTAL		0.00	250.00	0.00	0.00	30,500.00	15,812.76	19,500.00	35,312.76	1,350.00		30,500.00		

Community Services		Current Year 2023 - 2024								Next Year 2024 - 2025				Notes
		Receipts				Payments				Receipts	Payments			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
55	Wellington One					11,000.00			0.00		▲	0.00	●	Will not be requested in 23-24 or 24-25. Overlaps with Connect Somerset Role
58	Community Safety					2,000.00	50.00	1,000.00	1,050.00		▲	2,000.00	▲	
59	Promotion of Wellington					5,000.00	2,004.75	150.00	2,154.75		▲	5,000.00	▲	
60	Community Services & P					5,000.00	1,025.60	185.00	1,210.60		▲	5,000.00	▲	
61	Health & Wellbeing					33,000.00	34,612.50		34,612.50		▲	4,000.00	●	SLAs previously posted under this line but was becoming complex. SLAs moved to new specific line in 'Grants' Cost Centre.
64	Community Warden					17,160.00	1,086.01		1,086.01		▲		●	See new Community Warden Cost Centre
65	Emergency Planning								0.00		▲	1,000.00	◆	
66	Other Payments					300.00	66.00		66.00		▲	300.00	▲	
153	Charity Fundraising		162.00	0.00	162.00				0.00		▲		▲	
154	Community Warden Set I						36,086.97	250.00	36,336.97		▲		▲	
SUB TOTAL		0.00	162.00	0.00	162.00	73,460.00	74,931.83	1,585.00	76,516.83	0.00		17,300.00		

Community Warden		Current Year 2023 - 2024								Next Year 2024 - 2025			
		Receipts				Payments				Receipts	Payments	Notes	
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
	Van Charging										1,560.00		Current average usage 1 charge per week at approx. £20. Budgeted for 1.5 charges per week incase of increased hours/usages
	Van Maintenance										750.00		Annual Service £230 py.
	Storage Unit Rental										1,500.00		
	Tools Purch										2,000.00		
	Equip. Maintenance										1,000.00		Mower, strimmer services etc.
	Clothing/PPE										750.00		
	Sundries										3,000.00		Other supplies that don't fall under another budget code. Cleaning supplies, screws, nails etc.
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,560.00		

Cost of democracy and elections		Current Year 2023 - 2024								Next Year 2024 - 2025			
		Receipts				Payments				Receipts	Payments	Notes	
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
20	Mayors Allowance				550.50		550.50	550.50		▲	550.50	▲	
21	Councillors Allowance				5,250.00	4,900.00	350.00	5,250.00		▲	11,625.00	◆	£775 x 15 members
22	Members Training				500.00	75.00	15.00	90.00		▲	250.00	●	Reduced based on spending trend
23	Members Travelling		85.46		600.00	212.36		212.36		▲	150.00	●	Reduced based on spending trend
24	Hospitality				1,000.00	107.90	25.00	132.90		▲	300.00	●	Reduced based on spending trend
89	Deputy Mayor's Expense				200.00			0.00		▲	200.00	▲	
SUB TOTAL		0.00	85.46	0.00	8,100.50	5,295.26	940.50	6,235.76	0.00		13,075.50		

Earmarked Reserves		Current Year 2023 - 2024								Next Year 2024 - 2025			
		Receipts				Payments				Receipts	Payments	Notes	
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
25	Elections				0.00	1,500.00		0.00					
67	Youth Services				0.00		5,565.00	5,565.00					
71	C.I.L		62,478.64		62,478.64		130,000.00	130,000.00					
73	Film Festival				0.00	4,000.00		0.00					
75	Railway Station				0.00			0.00					
76	Capital Projects				0.00		5,000.00	5,000.00					
77	Playing Pitch Strategy				0.00			4,000.00	4,000.00				
95	Office Furniture Replacer				0.00		345.00	345.00					
96	Post Office Provision				0.00			0.00					
97	Cades Farm Community				0.00		100.00	100.00					
139	Cost of Living Crisis				0.00		6,755.00	6,755.00					
SUB TOTAL		0.00	62,478.64	0.00	62,478.64	5,500.00	17,765.00	134,000.00	151,765.00	0.00	0.00		See separate reserves report

Emergency High Street Fund		Current Year 2023 - 2024								Next Year 2024 - 2025		Notes	
		Receipts				Payments				Receipts	Payments		
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
78	Emergency High Street F				0		90.00		90.00				
79	Electrical Infrastructure V				0				0.00				
80	Related Staffing Costs				0				0.00				
81	Christmas Entertainment				0				0.00				
82	Street Furniture				0		70.00		70.00				
83	Maps & Signage				0				0.00				
85	Marketing				0				0.00				
86	Notice Boards				0				0.00				
88	Farmers Market				0				0.00				
98	Related Fees				0				0.00				
120	Welly Welcome Weeken				0				0.00				
121	Town Surveys				0				0.00				
124	Christmas 2021				0				0.00				
125	Wellington Produce Mark				0				0.00				
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	160.00	0.00	160.00	0.00	0.00		

Cost Centre to be deleted in 24-25

Environment and Planning		Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts				Payments				Receipts	Payments			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
46	Footpaths PRoW Mainte				0	500.00	117.86		117.86		▲	500.00	▲	Underspent in 23/24 but likey to be used more given SC cuts.
47	Grasscutting				0	3,740.00			0.00		▲		●	Codes 47 & 48 have not been spent for around 5 years - Council needs to seriously consider their inclusion in the budget.
48	Weedkilling				0	1,215.00			0.00		▲		●	
	Cycle Route Contribution											10,000.00		
49	Emptying Dog Bins				0	11,500.00	5,717.40	4,192.76	9,910.16		▲	12,600.00	◆	13 Bins currently. Allowance for 15 bins, 2x empty PW @ £7.33. Allowed for 10% increase as per current year (rounded).
50	Provision of Benches & L		1,221.24		1221.24	2,500.00	1,864.76		1,864.76		▲	2,500.00	▲	
51	Planning Administration				0	1,500.00			0.00		▲	0.00	●	No longer required
52	Environmental Improvem				0	9,000.00	4,982.50		4,982.50		▲		●	See Earmarked Reserves
113	Electricity for Street Light				0	850.00	563.38	141.66	705.04		▲	850.00	▲	
129	Additional Street Lighting				0				0.00		▲		▲	
130	Land at Westford				0	5,000.00	880.00		880.00		▲		●	Merged with line below
131	Green Corridor				0	20,000.00	18,390.94		18,390.94		▲	30,000.00	◆	New Cost Centre to give more specific lines of spending? To include line above.
SUB TOTAL		0.00	1,221.24	0.00	1,221.24	55,805.00	32,516.84	4,334.42	36,851.26	0.00		56,450.00		

Grants		Current Year 2023 - 2024								Next Year 2024 - 2025			Notes
		Receipts				Payments				Receipts	Payments		
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
41	Grants					15,000.00	15,502.22		15,502.22		15,000.00		
	Service Level Agreement										42,305.00		24-25 SLAs; CAB - £5,600 (due for review), RL - £12k, WCC - £19,140, MiND - £5,565
152	Green Grants					10,000.00	3,000.00		3,000.00				See also notes in Earmarked reserves.
SUB TOTAL		0.00	0.00	0.00	0.00	25,000.00	18,502.22	0.00	18,502.22	0.00	57,305.00		

Income		Current Year 2023 - 2024								Next Year 2024 - 2025			Notes
		Receipts				Payments				Receipts	Payments		
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
1	Precept	466,332.00	466,332.00		466,332.00								
2	Bank Interest	8,000.00	21,725.76	4,345.15	26,070.91					20,000.00			
3	Parish Grants	2,275.00	2,275.00		2,275.00					0.00			No longer being paid
5	VAT Refund				0.00								
6	Rents - Various	1,000.00	1,025.00	325.00	1,350.00					1,000.00			
SUB TOTAL		477,607.00	491,357.76	4,670.15	496,027.91	0.00	0.00	0.00	0.00	21,000.00	0.00		

IT, Website & Internet		Current Year 2023 - 2024								Next Year 2024 - 2025			Notes
		Receipts				Payments				Receipts	Payments		
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
29	Telephone & Broadband					2,160.00	2,616.80	360.00	2,976.80		3,500.00		Landline & BB = £1,500 py. Mobile Sims (7) £2,000 py
30	IT Equipment					1,200.00	743.99	100.00	843.99		1,200.00		
31	IT Support & Email Hostin					4,250.00	3,109.00	680.00	3,789.00		4,250.00		Currently £340 pm, allows for 3% increase
94	IT for New Staff					1,500.00	1,186.81		1,186.81		1,500.00		
101	Telephone System					2,000.00	1,543.43	314.50	1,857.93		2,400.00		Allows for 6x office phones
103	Security Software					200.00	372.00		372.00		560.00		£62 each. Current: 5x Office PC plus 4 laptops
104	Office 365					2,300.00	1,972.50		1,972.50		3,100.00		15x Cllrs @ £60py. 10x Officers @ £220py
105	Parish Online					450.00		450.00	450.00		450.00		
106	Zoom					120.00	119.90		119.90		0.00		No longer required - Teams included in 365 package
107	Scribe Accounting System					1,800.00	1,800.00		1,800.00		1,800.00		
108	Sage Payroll & HR					1,000.00	820.00	168.00	988.00		1,830.00		Likely to exceed 25 records in the payroll system (inc. Cllrs), budgeted for next price band (£1,110py). HR Systems allowance for 10 employees (£720nv)
132	Councillor Tablets					250.00	595.8		595.80		850.00		£600 Management System. £250 for repairs
144	Inspection Applications					2,000.00			0.00		2,000.00		
SUB TOTAL		0.00	0.00	0.00	0.00	19,230.00	14,880.23	2,072.50	16,952.73	0.00	23,440.00		

Play Areas		Current Year 2023 - 2024								Next Year 2024 - 2025				
		Receipts				Payments				Receipts	Payments	Notes		
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
45	Tone Play Area					5,000.00	2,082.34	760.00	2,842.34		▲	5,000.00	▲	
145	Weavers Reach Play Area					5,000.00	735.29	760.00	1,495.29		▲	5,000.00	▲	
146	Annual Play Inspections					500.00			0.00		▲	500.00	▲	
SUB TOTAL		0.00	0.00	0.00	0.00	10,500.00	2,817.63	1,520.00	4,337.63	0.00		10,500.00		

Pop Up Shop		Current Year 2023 - 2024								Next Year 2024 - 2025				
		Receipts				Payments				Receipts	Payments	Notes		
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
117	Rent	4,900.00	3,800.00	150.00	3,950.00	6,000.00	4,500.00	1,500.00	6,000.00	4,500.00	◆	6,000.00	▲	Income = 30 payable weeks.
118	Overheads				0.00	3,500.00	1,702.72	300.00	2,002.72		▲	3,500.00	▲	
119	Repairs				0.00	1,500.00	789.56	150.00	939.56		▲	1,500.00	▲	
149	Deposits		2,500.00	100.00	2,600.00		1,696.62	200.00	1,896.62		▲		▲	
SUB TOTAL		4,900.00	6,300.00	250.00	6,550.00	11,000.00	8,688.90	2,150.00	10,838.90	4,500.00		11,000.00		

Staff Costs & Expenses		Current Year 2023 - 2024								Next Year 2024 - 2025				
		Receipts				Payments				Receipts	Payments	Notes		
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
16	Salaries				0.00	262,842.59	210,168.78	42,000.00	252,168.78		▲	313,869.44	◆	
	Contingency for Role Change											35,000.00		
17	Staff Training				0.00	1,000.00			0.00		▲	2,000.00	◆	
18	Staff Travelling				0.00	200.00	123.24	25.00	148.24		▲	200.00	▲	
19	Staff Recruitment		60,105.60		60,105.60	1,500.00	325.00		325.00	30,000.00	●	3,000.00	◆	Income is Connect Somerset Funding from Somerset Council. Monies already received - adjustment will show on year end reports
87	Home Working Allowance				0.00	600.00			0.00		▲	0.00	●	Added to salaries line
SUB TOTAL		0.00	60,105.60	0.00	60,105.60	266,142.59	210,617.02	42,025.00	252,642.02	30,000.00		354,069.44		

Town Centre		Current Year 2023 - 2024								Next Year 2024 - 2025			Notes	
		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
53	Longforth Road Toilets				0.00	10,000.00	3,057.28	150.00	3,207.28		▲	11,000.00	◆	
127	Coronation Deposits		-120.00		-120.00		40.00		40.00		▲		▲	To delete
128	Jubilee & Coronation				0.00		5,266.28		5,266.28		▲		▲	To delete
133	Longforth Rd Toilet Refur				0.00	10,000.00	11,975.45	53,500.00	65,475.45		▲	10,000.00	▲	
134	Co-Working Space				0.00	30,000.00			0.00		▲		●	Move unspent £30k to EM Res. To be allocated to Kings Arms. Council have committed £18k for 2 years for rent and utilities.
135	Town Centre Projects				0.00	20,000.00	5,304.90		5,304.90		▲	20,000.00	▲	
138	Carnival				0.00	1,000.00	1,280.00	606.00	1,886.00		▲	1,000.00	▲	
	Annual Fireworks											2,000.00		Adding this line releases grant budget money as an application has been received 2 years in a row.
140	Summer Street Fair	1,050.00	960.00		960.00	6,050.00	5,888.37		5,888.37	2,000.00	●	7,000.00	◆	
141	Street Fair Refundable D		-210.00		-210.00				0.00		▲		▲	
142	Riffles Event		8.45		8.45	2,500.00	9,384.77		9,384.77		▲		●	To delete
147	Remembrance & AFD				0.00	1,000.00	1,065.25		1,065.25		▲	1,000.00	▲	
150	AFD Stalls		90.00		90.00				0.00		▲		▲	No event in 24-25
151	AFD Refundable Stalls		30.00		30.00				0.00		▲		▲	
	Heritage Matters											5,400.00		
	Clocks											500.00		Costs from SC indicated as £250py for servicing and £200py for electricity
SUB TOTAL		1,050.00	758.45	0.00	758.45	80,550.00	43,262.30	54,256.00	97,518.30	2,000.00		57,900.00		

Unitary Devolution		Current Year 2023 - 2024								Next Year 2024 - 2025			Notes	
		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
	Play Areas											10,500.00		
	Toilets											22,000.00		North St, Well. Park & RWG Cemet
	TC Planting											15,000.00		
	WP Planting& Security											25,000.00		
	CCTV											25,000.00		
	Bus Shelters											5,000.00		£5k Allowance for baisic maintenance, cleaning, repairs etc. Improvement to be considered seprately.
	Possible Staffing											132,385.56		If approved, this amount will be combined with the Salaries line in Staff Costs & Expenses.
	IT impact											4,000.00		
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		238,885.56		

Summary		Current Year 2023 - 2024								Next Year 2024 - 2025				
		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
TOTAL		486,523.00	626,349.62	4,995.44	627,630.60	623,264.09	474,715.04	281,710.67	756,425.71	65,010.00		952,277.50		

Earmarked Reserves												
	Current Year 2023 - 2024							Next Year 2024 - 2025				
	Opening Balance	Transfers	Receipts		Payments		Balances		Transfers	Top Up (+)	Balance	Notes
			Actual	Forecast	Actual	Forecast	Current	Est Yr End				
Elections	2,000.00	1,500.00					3,500.00	3,500.00		1,500.00	5,000.00	Annual top up to build reserve.
C.I.L	444,106.14	-200,000.00	62,478.64			130,000.00	306,584.78	176,584.78			176,584.78	Split into Committed CIL - £150k 3g Pitch. £50k Junior Pitches
Committed CIL		200,000.00					200,000.00	200,000.00			200,000.00	
Film Festival		4,000.00					4,000.00	4,000.00		4,000.00	8,000.00	
Railway Station	15,000.00						15,000.00	15,000.00		7,500.00	22,500.00	top up to double over 2 years
Capital Projects	50,000.00				5,000.00		45,000.00	45,000.00			45,000.00	
Playing Pitch Strategy	9,000.00					4,000.00	9,000.00	5,000.00			5,000.00	
Post Office Provision	2,500.00						2,500.00	2,500.00			2,500.00	
Cades Farm Community Hall	7,000.00				100.00		6,900.00	6,900.00			6,900.00	
Pop Up Shop	2,043.96	-2,043.96					0.00	0.00			0.00	Reserve Closed - Moved to Revenue
Office Furniture Replacement	3,000.00				345.00		2,655.00	2,655.00			2,655.00	
Youth Services	26,000.00				5,565.00		20,435.00	20,435.00		5,565.00	26,000.00	Mind SLA paid from reserve in 23-24, funds replaced and SLA moved to revenue budget
Neighbourhood Plan	10,000.00	-10,000.00					0.00	0.00			0.00	Reserve Closed
Professional Services	17,197.00	-17,197.00					0.00	0.00			0.00	Reserve Closed - Moved to Revenue
Environmental Improvements		29,000.00			4,982.50		24,017.50	24,017.50		15,982.50	40,000.00	Split E. Imp and Green Grants
Cost of Living Crisis		30,200.00			6,755.00		23,445.00	23,445.00	-3,445.00		20,000.00	
Green Grants		10,000.00			3,000.00		7,000.00	7,000.00			7,000.00	
Kings Arms							0.00	0.00	30,000.00		30,000.00	
Van Replacement										6,500.00	6,500.00	
TOTAL	587,847.10	45,459.04	62,478.64	0.00	25,747.50	134,000.00	670,037.28	536,037.28	26,555.00	41,047.50	603,639.78	

Devolution Reserves												
	Current Year 2023 - 2024							Next Year 2024 - 2025				
	Opening Balance	Transfers	Receipts		Payments		Balances		Transfers	Top Up (+)	Balance	Notes
			Actual	Forecast	Actual	Forecast	Current	Est Yr End				
Open Spaces Development										135,000.00	135,000.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,000.00	135,000.00	