



Wincanton
Town Council



Town Hall
Market Place
Wincanton
Somerset
BA9 9LD
Tel: 01963 31693

Email: townclerk@wincantontowncouncil.gov.uk

**DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON MONDAY 14TH
APRIL 2025 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

PRESENT: Cllrs H Ellard (Chairman), K Hearne, T Power, D Old, C Rogers, P Rodgers, D Smith, C Wallis & S Wing

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC PRESENT: 1

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr T Power

PUBLIC PARTICIPATION

There was one member of the public in attendance who raised a number of issues regarding Wincanton town centre, highways and the High Street. The gentleman volunteered to assist the Town Council in looking at these issues and was advised to contact the Town Clerk.

Cllr Smith spoke as a member of the public concerned about a police car parked on double yellow lines outside the old bank for an hour on Saturday night. Cllr Smith will send an image to the Clerk to follow up with the local policing team.

Cllr Ellard spoke as a member of the public to state that he had been approached by a member of the History Society to ask if the Town Council had a dispute in regard to the clawing back of grant funding. Following conversation, it appeared that this man had been told some misinformation and it was agreed that the Town Council would endeavour to foster better relations with the History Society with Cllr Wallis volunteering to attend meetings as a Town Council representative.

The meeting opened at 7:19pm

1.04/25 APOLOGIES FOR ABSENCE

Received from Cllrs A Waistell, T Howe, J Packer and Somerset Cllr L Trimnell

RESOLVED: It was resolved and unanimously agreed to approve the apologies for absence as presented.

2.04/25 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Received from Cllr Power, agenda items 6. 04/25 and 10. 04/25, Somerset Cllr

3.04/25 TOWN COUNCIL MINUTES 24th MARCH 2025

RESOLVED: It was proposed and unanimously agreed to approve the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes.

4.04/25 TO RECEIVE REPORTS FROM:

(i) **the Town Mayor:** The Mayor reported that since the last meeting he had attended a meeting with The Growing Space regarding planting, attended the VE/VJ 80th Working Group, attended a memorial event and met with representatives of the local food bank.

(ii) **Town Clerk:** No report received.

(iii) **Somerset Councillors representing Wincanton on matters of interest to the town and the local community:** Cllr Power referred Cllrs to the report circulated prior to the meeting. No queries were raised. Cllr Power reported he had attended the recent History Day and had been receiving some complaints about the new 20mph speed limit. Cllrs queried whether the speed limit scheme was actually finished. The Clerk stated she would follow this up with Somerset Highways.

Action: 140425/1: Town Clerk

(iiii) **local organisations, Town Councillor representatives, and partners:** None

5.04/25 ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising:

Circulation of the Action List was noted.

6. 04/25 PLANNING

a) THE FOLLOWING PLANNING APPLICATION WAS NOTED:

Application Number	Address and description
25/00749/COL (Notification Only)	Petrol Filling Station, Morrisons, Southgate Road Application for Certificate of Lawfulness for proposed 24 hour opening of Morrisons Wincanton Service Station. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00749/COL
Noted.	

b) THE FOLLOWING RECENT PLANNING DECISIONS WERE NOTED:

Application Number	Address and description
25/00691/DOC1	Land Adjoining Verrington Hospital, Dancing Lane, Wincanton Discharge of condition No. 14 (Disposal of Sewage) of planning application 14/00838/OUT (Allowed at Appeal 19.10.2015 APP/R3325/A/14/2222697) Decision: Conditions Discharged

	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00691/DOC1
25/00406/TPO	Verrington Hospital, Dancing Lane, Wincanton, Somerset, BA9 9DQ Application of intent to reduce limb by 3m in height and spread and reducing neighbouring stems to same canopy line and shape of No 1 tree as shown by the South Somerset District Council (WINC 3) 2005 Tree Preservation Order. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00406/TPO

7. 04/25 FINANCE

- a) **To consider quotation received for reindeer at this years Christmas Light Switch**
On: Cllrs considered the quote for reindeer for two hours at £1887.50. Cllr Smith proposed to cancel the reindeer, this was seconded by Cllr Power with two votes in favour and all else against. Cllr Rodgers proposed to proceed with the reindeer, this was seconded and agreed with Cllrs Smith and Power against and Cllr Wallis abstaining.
RESOLVED: It was resolved to approve the quotation at £1887.50 plus VAT and proceed with the reindeer for two hours (Cost Centre: 700 Cost Code: 5005)
Action: 140425/2: Town Clerk
- b) **To consider quotes for bramble clearance at the cemetery and resolve whether to proceed in this financial year via general reserves or budget for the next financial year:** Cllrs considered quote for bramble clearance at the cemetery. The Clerk reminded Cllrs that this project had not been budgeted for and would need to come from general reserves if undertaken in the current financial year.
RESOLVED: It was proposed and agreed to proceed with the bramble clearance at £8,400 plus VAT within the current financial year. (General Reserves)
Action: 140425/3: Town Clerk & Works and Maintenance Supervisor
- c) **To consider quotes for insurance reinstatement valuations of assets:**
Cllrs considered the quote information provided.
RESOLVED: It was proposed and unanimously agreed to proceed with the reinstatement valuations at £1,035 plus VAT. (Earmarked Reserves)
Action: 140425/4: Town Clerk & Deputy Clerk/RFO
- d) **To consider grant application for Lost Lady Society:** Cllrs considered the submitted grant application and agreed it was rather vague as to the benefit to Wincanton residents and suggested the application be refused but would welcome the application being resubmitted once a solid figure of Wincanton ticket sales could be proven.
RESOLVED: It was proposed and unanimously agreed to refuse the grant application as submitted.
Action: 140425/5: Town Clerk
- e) **To note Clerks instruction under delegated authority for the valuation of chattels in Council Chamber:** Cllrs noted this instruction. (Earmarked Reserves)

8. 04/25 UPCOMING MEETINGS

- **To note the date of the Annual Parish Meeting as Monday 12th May at 6pm**
Noted.

- To resolve to amend the date of the June meeting to coincide with the completion of the internal audit for approval and consideration of the AGAR (Annual Governance and Accountability Return): Cllrs considered a new date for the June meeting.

RESOLVED: It was proposed and unanimously agreed to change the June meeting date to Monday 23rd June 2025.

Action: 140425/6: Town Clerk

9. 04/25 APPRAISAL

To resolve to agree a date for the Town Clerks appraisal with the Chairman and HR

Chairman: It was agreed the Clerk would agree a suitable date with Cllr Ellard and Cllr Howe.

Action: 140425/7: Town Clerk

10. 04/25 SOMERSET COUNCIL PUBLIC TOILETS

To reconfirm resolution made in October 2024 not to take on the responsibility of Somerset Council's toilets at the Memorial Hall Car Park: Cllrs considered the current state of affairs in regard to the closure of the toilets and public comments. It was agreed prior to revisiting this resolution that bus companies be contacted to see if they would be willing to contribute to the cost of maintaining the toilets. It was agreed the Clerk would contact the bus companies.

Action: 140425/8: Town Clerk

11. 04/25 VE DAY 80TH COMMEMORATION CALE PARK EVENT

To receive an update on the event at Cale Park and resolved to relinquish the No Drinking Zone from 1pm to 4pm: The Clerk and members of the working group provide an update on the event. It was agreed to relinquish the No Drinking Zone.

RESOLVED: It was proposed and unanimously agreed to relinquish the No Drinking Zone until 5pm.

12. 04/25 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) **Correspondence:** To consider request to undertake tool and knife sharpening:
Agreed.
To consider complaint regarding bakery at Market Place:
Complaint noted. Council welcome use of the Market Place.
To consider request for charity 5k run at Cale Park:
Agreed.
To note information about Somerset Day:
Noted

(ii) **Training:** SALC

(iii) **Meetings:** None

13. 04/25 TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, to consider a resolution to exclude the non-committee members, the press and public from the meeting for the following reason: **Discussion of commercially sensitive information**

RESOLVED: It was proposed and unanimously agreed to exclude the public and press and enter into confidential session for the purpose of discussing commercially sensitive information.

a) To consider official tenders received for toilet refurbishment:

RESOLVED: It was proposed and agreed to proceed with the tender received from Allens Construction at £41,861 plus VAT. (CIL Funds)

Action: 140425/9: Town Clerk & Works and Maintenance Supervisor

14. 04/25 CLOSE OF MEETING AND CONFIRM DATE OF NEXT MEETING:

The date of the next Full Town Council Meeting was confirmed as **Monday 12th May 2025 at 7pm** following the **Annual Parish Meeting at 6pm**. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 2nd May 2025.**

The meeting closed at 8:12pm

DRAFT



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Wincanton Town Council	Report: Town Clerk's Update
Full Council Meeting	Author: Emma Curtis – Town Clerk
Date: 12th May 2025	Prepared: 1st May 2025

1.0 INTRODUCTION

The purpose of this report is to give an update to councillors on Town Council business and officer activity.

2.0 COMMUNITY PLAN

The Community Plan Steering Group met on Monday 28th April to discuss the report and executive summary. The process of putting together an action plan has now commenced and the group will meet again in June.

3.0 MUGA MAINTENANCE WORKS

Unfortunately the maintenance works to the MUGA have been delayed due to the contractor being unsuitable and unreliable. The quotation process has commenced again to find a suitable company.

4.0 CIL TOILETS TENDER

The tender has been awarded and a meeting is being held with the contractor on 16th May. Works will commence shortly after with one toilet being open at all times.

5.0 GRANT APPLICATION ASSISTANCE

The Clerk has provided advice and guidance to some stakeholders who are interested in applying for a Town Council grant. Applications may be submitted in due course.

6.0 WORKNEST

WorkNest visited the office on Wednesday 23rd June to conduct a Health and Safety audit. A full report has been received with some actions which require attention.

7.0 BRAMBLE REMOVAL

The contractor has been instructed and work is scheduled to take place the first week of September to avoid the nesting season.

Outstanding/Proposing		Meeting		Ref	Action	Who	Completed	Comments	Cost	Code	Description	Budget 25/26	EMR	Comments
10.10.22	Meeting	OSC	10/10/22		Gain quotations for play area refurbishment	Clerk/ Works & Maintenance Supervisor	N	In progress		4815/450	Play equip & shelter maintenance	£1,000		
24.04.23	Full Council		24/04/23		Research entrance gates and grants	Clerk	N							
23.10.23	Full Council		23/10/23		Insurance reinstatement quotes	Deputy Clerk RFO	N	In progress by beam		4805/450	Fences, gates & bridges	£2,000		
26.02.24	Full Council		26/02/24		Speak to managing agent about River Cote Café	Clerk	N					£1,000		
26.03.26	Full Council		26/03/26		Purchase flagpole	Clerk	N	In progress		4736/340	Glasgow/paint			
29.04.24	Full Council		29/04/24		Gain further quotes for the removal of the pine and flagpole installation	Clerk/Works & Maintenance Supervisor	N	In progress		4560/350	Signage	£0		
29.04.24	Full Council		29/04/24		New signs for car park barrier, change closing time, social media	Clerk	N	In progress						
24.06.24	Full Council		24/06/24		Commence reviewing allotment agreement with WWT	Clerk	N	In progress						
24.06.24	Full Council		24/06/24		Consult insurance company about solicitors invoice	Clerk	N							
16.03.24	Full Council		16/03/24		Speak to schools about parking and transport	Clerk	N	Applications in progress						
16.03.24	Full Council		16/03/24		Conduct investment of funds in accounts	Deputy Clerk RFO	N							
21.10.24	Full Council		21/10/24		Free dog waste bags and signs	Clerk/Works & Maintenance Supervisor	N							
21.10.24	Full Council		21/10/24		Consider a claim for solicitors invoice	Deputy Clerk RFO	N							
21.10.24	Full Council		21/10/24		To review responsibility for Memorial car park toilets in 6 months	Deputy Clerk RFO	N	For April 2025	Up to £2000	5300/350	Devolved services	£28,000		
20.01.25	Full Council		20/01/25		Checkel club lease, Delft, Fencing and repairs	Clerk	N	Debt report to Council Nov 25	£300/340	4806/340	Delft/Barrier	£500		Budget for 2024/25 was £2000 (unspent)
20.01.25	Full Council		20/01/25		Sort Blue Rock at Town Hall	Deputy Clerk RFO	N	In progress						
24.03.25	Full Council		24/03/25		Lone working options for office	Clerk	N							
24.03.25	Full Council		24/03/25		Claim back History Society Grant	Deputy Clerk RFO	N	Invoice issued 26/03, Due 25/04						
24.03.25	Full Council		24/03/25		Refuse grant application to DofE	Clerk	N							
24.03.25	Full Council		24/03/25		Amend asset register	Deputy Clerk RFO	N							
24.03.25	Full Council		24/03/25		Send letter to UTB	Clerk	N							
24.03.25	Full Council		24/03/25		Call quote for two inhibitor	Clerk	N		£3,275.00		No Budget	£0		
24.03.25	Full Council		24/03/25		Proceed with bollards and barriers	Clerk/Works & Maintenance Supervisor	N			4610/340	Whitons view	£500		
24.03.25	Full Council		24/03/25		Repair wall at Whitons View	Clerk/Works & Maintenance Supervisor	N			4463/340	War Memorial			
24.03.25	Full Council		24/03/25		War memorial repairs	Clerk/Works & Maintenance Supervisor	N							
24.03.25	Full Council		24/03/25		Approve Cafe Park events	Clerk	N							
14.04.25	Full Council		24/04/25		Contract Sarnated Highways regarding 20mph scheme	Clerk	N							
14.04.25	Full Council		24/04/25		Book vehicle	Clerk	N							
14.04.25	Full Council		24/04/25		Instruct kerb removal company	Clerk/Works & Maintenance Supervisor	N		£8,400.00		General Reserves			
14.04.25	Full Council		24/04/25		Instruct reinstatement valuations	Clerk/Deputy Clerk RFO	N		£1,035.00		Estimated Reserves			
14.04.25	Full Council		24/04/25		Refuse grant application to Lost Lady Society	Clerk	N							
14.04.25	Full Council		24/04/25		Amend June meeting date	Clerk	N							
14.04.25	Full Council		24/04/25		Average Clerk appraisal date	Clerk	N							
14.04.25	Full Council		24/04/25		Write to bus companies regarding toilet closure	Clerk	N							
14.04.25	Full Council		24/04/25		Proceed with toilet renovation with CIL funds	Clerk/Works & Maintenance Supervisor	N				CIL Funds			



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WINCANTON TOWN COUNCIL – SCHEDULE OF MEETING DATES FOR 2025 to 2026

All Council Meetings and Committee Meetings are held in the Town Hall	COUNCIL MEETINGS	COMMITTEE MEETINGS	
	FULL COUNCIL	OPEN SPACES	PERSONNEL
	Mondays at 7pm Monthly	Mondays at 6pm Three a year	Mondays at 6pm Three a year
APRIL 2025	Monday 7 th April		
MAY 2025	Monday 12 th May		
JUNE 2025	Monday 23 rd June	Monday 23 rd June	
JULY 2025	Monday 7 th July		Monday 7 th July
AUGUST 2025	Monday 4 th August		
SEPTEMBER 2025	Monday 1 st September	Monday 1 st September	
OCTOBER 2025	Monday 6 th October		Monday 6 th October
NOVEMBER 2025	Monday 3 rd November		
DECEMBER 2025	Monday 1 st December		
JANUARY 2026	Monday 5 th January		
FEBRUARY 2026	Monday 2 nd February	Monday 2 nd February	
MARCH 2026	Monday 2 nd March		Monday 2 nd March

Annual Parish/Town Meeting: (to be held between 1st March and 1st June): Monday 12th May 2025 at 6pm
Bank Holidays in 2025: 1st January (New Year), 18th & 21st April (Easter), 5th May (May Day), 26th May (Spring), 25th August (Summer), 25th and 26th December (Christmas)
Bank Holidays in 2026: 1st January (New Year), 3rd & 6th April (Easter), 4th May (May Day), 25th May (Spring), 31st August (Summer), 25th and 28th December (Christmas)

Corporate Card

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Lloyds Bank	BACS	3.00		Monthly fee
03/03/2025	Lloyds Bank	BACS	3.00		Monthly fee
03/03/2025	Post Office	BACS	86.60		Stamps
05/03/2025	Microsoft Limited	G080685263	131.76		Business 365 Feb
13/03/2025	FlexiSpot	25UKSO0069	189.99		Standing desk
28/03/2025	The Lovington Bakery	BACS	15.65		Team meeting refreshments
31/03/2025	Zoom Communications Inc	29930556	15.59		Zoom subscription April
Total Payments			<u>445.59</u>		

List of Payments made between 01/03/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/03/2025	Soft Surfaces Ltd	25%Deposit	3,438.21		P/Ledger Electronic Payment
10/03/2025	doug atkins Property Improveme	2506	480.00		Cricket pavilion roof repairs
10/03/2025	Mulberry Local Authority Servi	INV-0882	273.00		Interim internal audit 2024/25
10/03/2025	Anchor Hill Service Station	23745	80.14		Fuel
10/03/2025	Wessex Drain Services Ltd	21480	240.00		Empty septic tank
10/03/2025	Clarity Copiers Ltd	75575	33.64		Copier charges
10/03/2025	Somerset Association of Local	1617	12.50		Equality briefing
11/03/2025	Public Works Loans Board	DD	2,088.70		PWLB repayment
11/03/2025	Hunt Forest Group Ltd	ddr1103	540.92		Purchase Ledger DDR Payment
12/03/2025	SSE Southern Electric	balance	122.12		Town Hall electric Jan
12/03/2025	Amazon Payments UK Ltd	Refund	-155.40		Leaflet display rack
12/03/2025	British Telecommunications plc	M012 TI	37.14		Phone lines and broadband Feb
14/03/2025	Andrea Maistrello Arboricultur	2032	1,960.00		Remedial tree works
14/03/2025	Mrs Y Rodgers	Feb25	180.00		Gates & Toilets
14/03/2025	Mole Valley Farmers Ltd	IN20852593	178.74		Saw, blades, shears
14/03/2025	Amy Coombes	05.03.25	11.97		Easter Haribo packs
14/03/2025	Unity Bank Instant access	Tfrs DD	169.00		British Gas direct debit
17/03/2025	Unity Bank Instant access	tfr dd	381.01		Corona Direct debit
17/03/2025	Corporate Card	tfr for CC	429.94		Multip pay card payment
17/03/2025	Central Asset Finance	DD	121.43		Photocopier lease
19/03/2025	Unity Bank Instant access	tfr dd	72.24		EE direct debit
20/03/2025	Amazon Payments UK Ltd	28531498	99.99		Greasegun
20/03/2025	Weller Law Group LLP	45213.001/	720.00		Car park compensation advice
20/03/2025	Kellaway Building Supplies Ltd	003012962	17.72		Tarmac repair
20/03/2025	Gilliams Car Spares Ltd	I604443	4.00		Cable ties
25/03/2025	SCC Pension Fund	BACS	3,948.09		Superannuation March
25/03/2025	NET SALARIES	BACS	11,046.05		Salaries March 25
31/03/2025	HMRC	BACS	3,234.23		PAYE/NI March
31/03/2025	Unity Trust Bank	BACS	12.75		Service charge
31/03/2025	Unity Trust Bank	BACS	1.80		Manual handling charge
31/03/2025	Kellaway Building Supplies Ltd	SIN0029730	38.36		Sand and brick cover
31/03/2025	Kellaway Building Supplies Ltd	SIN0029591	16.79		Tarmac drive repair
31/03/2025	Mrs Emma Curtis	postage	5.00		unpaid postage expenses
31/03/2025	Mrs A Geare	25%deposit	125.00		P/Ledger Electronic Payment
31/03/2025	SSE Southern Electric	IV02630232	110.35		Clock electric Feb
Total Payments			30,075.43		

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Unity Bank Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank A/c	31/03/2025	63	297,775.61
			<u>297,775.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			297,775.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			297,775.61
		Balance per Cash Book is :-	297,775.61
		Difference is :-	0.00

Cllr (non signatory) Signature:

NameSignedDate

RFO Signature:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 3 - Unity Bank Instant access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Savings account	31/03/2025		76,122.67
			<u>76,122.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,122.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,122.67
		Balance per Cash Book is :-	76,122.67
		Difference is :-	0.00

Cllr (non signatory) Signature:

NameSignedDate

RFO Signature:

NameSignedDate



WINCANTON TOWN COUNCIL

Budget Analysis Report

Month 12

The attached report is a breakdown of the income and expenditure for the year so far, against the agreed budget. These figures reflect the expenditure and income for the year to date and it would be expected that, in most cases, should be showing at 100% of the annual budget.

There are some areas of expenditure which exceed their budget.

Actual year to date figures shown as a negative are accrued costs from the previous financial year for which invoices are yet to be processed.

The final year end accounts are yet to be completed, therefore the figures below are still subject to change.

There are some budget heads showing both higher and lower percentages than expected, including:

<u>Cost Centre</u>	<u>Budget</u>		<u>% Spent</u>	<u>Comments</u>	<u>Over/Under spend £</u>
100	4130	Postage	262.7%	Minimal budget	£81.00
100	4135	Photocopier Lease	288.7%	Insufficient budget (increased for 2025 2026)	£613.00
130	4240	Grants made	33.0%	5 grants awarded	-£13,375.00
130	4241	Donations	0.0%	No donations made	-£1,000.00
300	1000	Allotment rent	54.2%	Budget too high (reduced for 2025 2026)	-£1,054.00
310	1100	Burial Fees	195.6%	Difficult to predict (budget increased for 2025 2026)	£5,260.00
310	1105	Memorial Fees	205.7%	Difficult to predict (budget increased for 2025 2026)	£740.00
340	4640	Machinery maintenance/servicing	208.9%	Includes Puncture repair £547, shock absorber £707	£1,648.00
340	4732	Highways improvement scheme	0.3%	No spend other than clips	-£3,987.00
500	4915	Works garage	0.5%	No repairs	-£5,972.00
950	5500	Devolved services	19.3%	Only memorial hall toilet cleaning devolved to date	-£16,143.00

Please contact me if you would like any further information on any of the items on the report

Tracy Lamb, CiLCA

Deputy Town Clerk/RFO

30th April 2025

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Staff Costs								
4001 Payroll costs	188,704	229,756	226,362	(3,394)		(3,394)	101.5%	
4021 Pension Deficit	0	0	2,800	2,800		2,800	0.0%	
4055 Locum Staff	0	1,295	0	(1,295)		(1,295)	0.0%	
4060 Expenses	0	0	200	200		200	0.0%	
4065 Training	2,411	309	1,200	891		891	25.7%	
4070 Staff Uniforms & PPE	783	561	800	239		239	70.1%	
4080 Recruitment costs	866	0	400	400		400	0.0%	
Staff Costs :- Indirect Expenditure	192,764	231,921	231,762	(159)	0	(159)	100.1%	0
Net Expenditure	(192,764)	(231,921)	(231,762)	159				
110 Administration								
1002 Cll Money	6,840	30,767	20,521	(10,246)			149.9%	30,767
1065 Bank Interest	0	538	0	(538)			0.0%	
1076 Precept	406,294	442,352	442,352	0			100.0%	
1084 Insurance claim	1,762	250	0	(250)			0.0%	
1085 Grants Received	7,154	650	0	(650)			0.0%	
Administration :- Income	422,050	474,557	462,873	(11,684)			102.5%	30,767
4100 Accounting Software	3,703	3,147	3,000	(147)		(147)	104.9%	
4105 Audit Fees	2,250	228	2,300	2,073		2,073	9.9%	
4110 Cemetery Software	240	0	260	260		260	0.0%	
4111 Assets Review	0	0	10,000	10,000		10,000	0.0%	
4115 Election costs	0	0	500	500		500	0.0%	
4120 Email addresses & website	1,447	422	500	78		78	84.4%	
4125 Other Admin Costs	162	83	200	117		117	41.5%	
4130 Postage	101	131	50	(81)		(81)	262.7%	
4135 Photocopier lease	938	938	325	(613)		(613)	288.7%	
4140 Replacement IT equipment	125	115	500	385		385	22.9%	
4141 IT Services	0	1,514	2,000	486		486	75.7%	
4145 Stationery & Office Equipment	1,062	891	1,000	109		109	89.1%	
4150 Subscriptions/Memberships	3,636	2,400	2,000	(400)		(400)	120.0%	
4155 Telephone & Broadband	758	734	960	226		226	76.4%	
4160 Waste disposal/recycling	0	0	200	200		200	0.0%	
4165 Bank charges	257	241	200	(41)		(41)	120.5%	
4170 Insurance	3,481	3,554	5,000	1,446		1,446	71.1%	
4905 Health & Safety	74	150	200	50		50	75.0%	
4909 Professional Fees	0	1,850	0	(1,850)		(1,850)	0.0%	
Administration :- Indirect Expenditure	18,232	16,397	29,195	12,798	0	12,798	56.2%	0
Net Income over Expenditure	403,818	458,160	433,678	(24,482)				
6001 less Transfer to EMR	13,602	0	0	0				
Movement to/(from) Gen Reserve	390,216	458,160	433,678	(24,482)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Health & Safety</u>								
4205 PAT testing	167	180	150	(30)		(30)	120.0%	
Health & Safety :- Indirect Expenditure	167	180	150	(30)	0	(30)	120.0%	0
Net Expenditure	(167)	(180)	(150)	30				
<u>130 Grants</u>								
4240 Grants Made	18,450	6,575	19,950	13,375		13,375	33.0%	
4241 Donations	0	0	1,000	1,000		1,000	0.0%	
4242 Wincanton/Dist garden grant	500	550	550	0		0	100.0%	
Grants :- Indirect Expenditure	18,950	7,125	21,500	14,375	0	14,375	33.1%	0
Net Expenditure	(18,950)	(7,125)	(21,500)	(14,375)				
<u>140 Civic</u>								
4290 Councillor training	85	237	162	(75)		(75)	146.6%	
4295 Mayors Events/Expenses	90	90	500	410		410	18.0%	
4296 Councillors expenses	0	0	688	688		688	0.0%	
Civic :- Indirect Expenditure	175	327	1,350	1,023	0	1,023	24.3%	0
Net Expenditure	(175)	(327)	(1,350)	(1,023)				
<u>200 Town Hall Maint/Costs</u>								
1082 Room Hire	0	20	0	(20)			0.0%	
Town Hall Maint/Costs :- Income	0	20	0	(20)				0
4300 Alarm testing and maintenance	168	628	600	(28)		(28)	104.7%	
4305 CCTV maintenance	6	176	200	24		24	88.0%	
4310 Cleaner	2,732	909	2,953	2,044		2,044	30.8%	
4315 Cleaning Supplies	303	84	500	416		416	16.8%	
4320 Clock Electricity	985	1,023	1,000	(23)		(23)	102.3%	
4325 Clock Maintenance	0	504	500	(4)		(4)	100.7%	
4330 Decorating	4,457	0	0	0		0	0.0%	
4335 Electricity	(409)	1,651	2,500	849		849	66.0%	
4345 Fire extinguisher inspect&main	168	285	300	15		15	95.0%	
4350 Gas	2,318	1,233	2,000	767		767	61.6%	
4355 Lift maintenance and repairs	0	0	150	150		150	0.0%	
4370 Other costs	515	483	297	(186)		(186)	162.5%	
4375 Water	963	1,018	850	(168)		(168)	119.7%	
4380 Repairs & maintenance	21	794	500	(294)		(294)	158.8%	
4385 Window Cleaning	100	90	120	30		30	75.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4390 Rates	3,408	6,561	3,500	(3,061)		(3,061)	187.4%	
4501 Equip/Furniture/Small tools	0	25	0	(25)		(25)	0.0%	
Town Hall Maint/Costs :- Indirect Expenditure	15,735	15,463	15,970	507	0	507	96.8%	0
Net Income over Expenditure	(15,735)	(15,443)	(15,970)	(527)				
6000 plus Transfer from EMR	3,457	0	0	0				
Movement to/(from) Gen Reserve	(12,278)	(15,443)	(15,970)	(527)				
<u>300 Allotments</u>								
1000 Allotment rent	1,009	1,246	2,300	1,054			54.2%	
1004 Written off debt	0	(0)	0	0			0.0%	
Allotments :- Income	1,009	1,245	2,300	1,055			54.2%	0
4130 Postage	38	3	50	47		47	6.1%	
4375 Water	485	388	700	312		312	55.5%	
4400 Fences, gates, etc	0	32	600	568		568	5.4%	
4620 Grounds maintenance	0	75	200	125		125	37.5%	
4834 Allotment Rent	400	400	400	0		0	100.0%	
Allotments :- Indirect Expenditure	923	899	1,950	1,051	0	1,051	46.1%	0
Net Income over Expenditure	87	347	350	3				
<u>310 Cemetery</u>								
1100 Burial Fees	11,075	10,760	5,500	(5,260)			195.6%	
1105 Memorial Fees	1,460	1,440	700	(740)			205.7%	
Cemetery :- Income	12,535	12,200	6,200	(6,000)			196.8%	0
4380 Repairs & maintenance	3,721	79	400	321		321	19.7%	
4390 Rates	0	3,837	1,750	(1,887)		(1,887)	207.8%	
4450 Fences, benches and bins	0	47	500	453		453	9.3%	
4459 Cemetery mapping	1,475	270	0	(270)		(270)	0.0%	
4460 Other Cemetery costs/repairs	9	140	100	(40)		(40)	140.0%	
4461 Memorial testing	1,455	0	0	0		0	0.0%	
4466 Cemetery Paths (FOR EMR)	29,520	0	0	0		0	0.0%	
4470 Top soil for backfilling	0	61	300	239		239	20.3%	
Cemetery :- Indirect Expenditure	36,179	4,233	3,050	(1,183)	0	(1,183)	138.8%	0
Net Income over Expenditure	(23,644)	7,967	3,150	(4,817)				
<u>315 Churchyard</u>								
4462 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
Churchyard :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Skate Park & MUGA</u>								
4335 Electricity	0	1,886	3,000	1,114		1,114	62.9%	
4340 Electricity (flood lighting)	1,980	0	0	0		0	0.0%	
4405 Other costs	0	45	100	55		55	45.0%	
4510 Surfacing Maintenance	0	0	500	500		500	0.0%	
4511 Muga (FOR EMR)	0	0	6,000	6,000		6,000	0.0%	
Skate Park & MUGA :- Indirect Expenditure	1,980	1,931	9,600	7,669	0	7,669	20.1%	0
Net Expenditure	(1,980)	(1,931)	(9,600)	(7,669)				
6001 less Transfer to EMR	3,000	0	0	0				
Movement to/(from) Gen Reserve	(4,980)	(1,931)	(9,600)	(7,669)				
<u>330 General Street Furniture</u>								
4550 New benches and repairs	2,278	338	500	162		162	67.6%	
4555 Bins including grit bins	27	0	500	500		500	0.0%	
4560 Signage	7	0	200	200		200	0.0%	
General Street Furniture :- Indirect Expenditure	2,312	338	1,200	862	0	862	28.2%	0
Net Expenditure	(2,312)	(338)	(1,200)	(862)				
6000 plus Transfer from EMR	2,120	0	0	0				
Movement to/(from) Gen Reserve	(192)	(338)	(1,200)	(862)				
<u>340 Outdoor spaces & equipment</u>								
1001 Sale of Scrap or equipment	0	36	50	14			71.6%	
1003 Sale of asset	0	2,800	0	(2,800)			0.0%	2,800
1081 General income	448	0	0	0			0.0%	
Outdoor spaces & equipment :- Income	448	2,836	50	(2,786)			5671.6%	2,800
4306 Defibrillator	0	0	2,000	2,000		2,000	0.0%	
4307 Bleed control dispensers	386	0	0	0		0	0.0%	
4405 Other costs	0	29	0	(29)		(29)	0.0%	
4463 War Memorial	0	744	2,086	1,342		1,342	35.7%	
4501 Equip/Furniture/Small tools	1,179	596	1,000	404		404	59.6%	
4615 Play inspections	321	336	500	164		164	67.2%	
4620 Grounds maintenance	334	51	200	149		149	25.6%	
4625 New/replacement tools	161	817	500	(317)		(317)	163.4%	
4630 Fuel for machinery	1,039	0	0	0		0	0.0%	
4635 Tree works & inspections	4,760	1,960	6,000	4,040		4,040	32.7%	
4640 Machinery maint & servicing	149	3,161	1,513	(1,648)		(1,648)	208.9%	
4645 Supplies - bags, cleaners etc	172	3,186	1,599	(1,587)		(1,587)	199.2%	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4655 CarPark Compensation (FOR EMR)	0	98,000	24,500	(73,500)		(73,500)	400.0%	98,000
4700 Equipment Servicing	0	0	1,790	1,790		1,790	0.0%	
4705 Fuel	0	2,622	5,000	2,378		2,378	52.4%	
4706 Radios/communications	0	0	100	100		100	0.0%	
4711 Mower insurance	0	761	762	1		1	99.9%	
4715 Vibration & noise testing	0	725	750	25		25	96.7%	
4720 New and replacement equipment	0	0	1,000	1,000		1,000	0.0%	
4731 Speed limits costs	2,894	480	0	(480)		(480)	0.0%	
4732 Highways improvement scheme	0	13	4,000	3,987		3,987	0.3%	
4733 Gates/toilets opening/closing	0	440	0	(440)		(440)	0.0%	
4821 Play Equipment (FOR EMR)	0	0	5,000	5,000		5,000	0.0%	
Outdoor spaces & equipment :- Indirect Expenditure	11,396	113,922	58,300	(55,622)	0	(55,622)	195.4%	98,000
Net Income over Expenditure	(10,948)	(111,087)	(58,250)	52,837				
6000 plus Transfer from EMR	2,394	0	0	0				
6001 less Transfer to EMR	29,500	0	0	0				
Movement to/(from) Gen Reserve	(38,054)	(111,086)	(58,250)	52,836				
<u>350 Equipment</u>								
1001 Sale of Scrap or equipment	176	0	0	0			0.0%	
Equipment :- Income	176	0	0	0				0
4700 Equipment Servicing	2,501	0	0	0		0	0.0%	
4705 Fuel	1,498	0	0	0		0	0.0%	
4711 Mower insurance	740	0	0	0		0	0.0%	
4715 Vibration & noise testing	700	0	0	0		0	0.0%	
4720 New and replacement equipment	253	0	0	0		0	0.0%	
Equipment :- Indirect Expenditure	5,692	0	0	0	0	0		0
Net Income over Expenditure	(5,516)	0	0	0				
<u>360 Van</u>								
4170 Insurance	634	572	750	178		178	76.2%	
4405 Other costs	610	15	50	35		35	30.4%	
4705 Fuel	1,160	128	0	(128)		(128)	0.0%	
4750 Road tax	320	48	300	252		252	16.0%	
4755 Servicing, MOT & repairs	1,145	269	1,000	732		732	26.9%	
4756 Van lease	0	5,033	5,000	(33)		(33)	100.7%	
Van :- Indirect Expenditure	3,869	6,065	7,100	1,035	0	1,035	85.4%	0
Net Expenditure	(3,869)	(6,065)	(7,100)	(1,035)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Penn View - Recreation								
4405 Other costs	0	0	100	100		100	0.0%	
4800 Benches and bins	0	0	250	250		250	0.0%	
4805 Fences, gates & bridges	0	0	500	500		500	0.0%	
4810 Play equipment maintenance	2,438	44	3,000	2,956		2,956	1.5%	
4825 Surfacing	2,139	0	2,000	2,000		2,000	0.0%	
Penn View - Recreation :- Indirect Expenditure	4,577	44	5,850	5,806	0	5,806	0.8%	0
Net Expenditure	(4,577)	(44)	(5,850)	(5,806)				
450 Cale Park - Recreation								
1221 Rent - Cricket Club	25	25	50	25			50.0%	
Cale Park - Recreation :- Income	25	25	50	25			50.0%	0
4304 CCTV	0	4,275	5,000	725		725	85.5%	
4375 Water	51	69	100	31		31	69.0%	
4405 Other costs	964	168	200	32		32	84.0%	
4620 Grounds maintenance	0	256	1,500	1,244		1,244	17.0%	
4800 Benches and bins	408	0	2,000	2,000		2,000	0.0%	
4805 Fences, gates & bridges	233	2,364	2,000	(364)		(364)	118.2%	
4815 Play equip. & shelter maint.	2,859	183	6,000	5,817		5,817	3.1%	
4820 Replacement play equipment	157	0	0	0		0	0.0%	
4825 Surfacing	0	47	1,000	953		953	4.7%	
4830 Car park surfacing repairs	15,249	0	0	0		0	0.0%	
Cale Park - Recreation :- Indirect Expenditure	19,921	7,362	17,800	10,438	0	10,438	41.4%	0
Net Income over Expenditure	(19,896)	(7,337)	(17,750)	(10,413)				
500 Cale Park Buildings								
1220 Rent - Cale Park Building	8,333	9,600	8,332	(1,268)			115.2%	
Cale Park Buildings :- Income	8,333	9,600	8,332	(1,268)			115.2%	0
4155 Telephone & Broadband	0	78	0	(78)		(78)	0.0%	
4300 Alarm testing and maintenance	620	651	650	(1)		(1)	100.2%	
4335 Electricity	0	809	1,000	191		191	80.9%	
4405 Other costs	325	497	100	(397)		(397)	496.7%	
4900 Building Maintenance - café	10	1,070	1,000	(70)		(70)	107.0%	
4905 Health & Safety	650	50	600	550		550	8.4%	
4909 Professional Fees	0	1,056	0	(1,056)		(1,056)	0.0%	
4910 Septic Tank - café	200	600	200	(400)		(400)	300.0%	
4915 Works garage	1,937	28	6,000	5,972		5,972	0.5%	
Cale Park Buildings :- Indirect Expenditure	3,741	4,839	9,550	4,711	0	4,711	50.7%	0
Net Income over Expenditure	4,591	4,761	(1,218)	(5,979)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Cale Park - Toilets								
4380 Repairs & maintenance	0	0	500	500		500	0.0%	
4405 Other costs	0	0	100	100		100	0.0%	
Cale Park - Toilets :- Indirect Expenditure	0	0	600	600	0	600	0.0%	0
Net Expenditure	0	0	(600)	(600)				
610 Churchfields - Toilets								
4335 Electricity	3,323	711	1,000	289		289	71.1%	
4375 Water	361	157	200	43		43	78.7%	
4380 Repairs & maintenance	0	42	3,000	2,958		2,958	1.4%	
4405 Other costs	0	0	100	100		100	0.0%	
Churchfields - Toilets :- Indirect Expenditure	3,684	910	4,300	3,390	0	3,390	21.2%	0
Net Expenditure	(3,684)	(910)	(4,300)	(3,390)				
700 Community Events								
1086 Donations	250	0	0	0			0.0%	
Community Events :- Income	250	0	0	0				0
4241 Donations	0	(250)	0	250		250	0.0%	
4405 Other costs	0	35	100	65		65	35.0%	
5000 Annual Awards	113	160	200	40		40	80.2%	
5005 Events	7,400	7,972	10,000	2,028		2,028	79.7%	
5011 Flags	46	0	100	100		100	0.0%	
5015 Over 70's lunch	1,638	1,838	2,500	662		662	73.5%	
5016 CAT Bus	2,500	5,000	5,000	0		0	100.0%	
5025 Christmas Tree, Lights&Decs	4,114	3,619	5,000	1,382		1,382	72.4%	
Community Events :- Indirect Expenditure	15,812	18,375	22,900	4,525	0	4,525	80.2%	0
Net Income over Expenditure	(15,562)	(18,375)	(22,900)	(4,525)				
750 Public Works Loan								
5200 Public Works loan capital	2,596	2,653	2,400	(253)		(253)	110.5%	
5201 Public Works Loan Interest	1,582	1,524	1,778	254		254	85.7%	
Public Works Loan :- Indirect Expenditure	4,177	4,177	4,178	1	0	1	100.0%	0
Net Expenditure	(4,177)	(4,177)	(4,178)	(1)				
800 Youth								
5306 LCN Youth Work Delivery	0	10,000	10,000	0		0	100.0%	
Youth :- Indirect Expenditure	0	10,000	10,000	0	0	0	100.0%	0
Net Expenditure	0	(10,000)	(10,000)	0				

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 Projects</u>								
9011 Community Plan	0	50	2,000	1,950		1,950	2.5%	
Projects :- Indirect Expenditure	0	50	2,000	1,950	0	1,950	2.5%	0
Net Expenditure	0	(50)	(2,000)	(1,950)				
6001 less Transfer to EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(5,000)	(50)	(2,000)	(1,950)				
<u>950 Community</u>								
5400 Community Fridge	23	36	500	464		464	7.2%	
5500 Devolved services	0	3,858	20,000	16,143		16,143	19.3%	
Community :- Indirect Expenditure	23	3,894	20,500	16,607	0	16,607	19.0%	0
Net Expenditure	(23)	(3,894)	(20,500)	(16,607)				
Grand Totals:- Income	444,826	500,483	479,805	(20,678)			104.3%	
Expenditure	360,310	448,452	479,805	31,353	0	31,353	93.5%	
Net Income over Expenditure	84,517	52,031	0	(52,031)				
plus Transfer from EMR	7,971	0	0	0				
less Transfer to EMR	51,102	0	0	0				
Movement to/(from) Gen Reserve	41,385	52,031	0	(52,031)				



Review of the Council's and/or staff Membership/subscriptions to other bodies;

Recommendation : To approve subscriptions and memberships to :

Body	Service	Cost in 24/25	Cost for coming year, if know
ICCM	Cemetery support	£100.00	
South West Councils	Associate membership	£499.00	
Zoom	Zoom for meetings	£187.08	
Microsoft 365	Shared office IT	£1,317.60	
SALC	Affiliation Fee	£1,260.04	£1,861.18
SLCC	Membership Clerk & Deputy Clerk/RFO	£506.00	
ICO	Every organisation or sole trader who processes personal information needs to pay a data protection fee to the Information Commissioner's Office (ICO), unless they are exempt.	£35.00	