CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Garry Shortland Town Clerk: Gareth Hughes

CHARD TOWN COUNCIL

Minutes of the Chard Town Council meeting held in the Guildhall Fore Street, Chard TA20 1PP on Monday 13th November 2023 commencing at 19:00pm.

PRESENT: Cllr Baker, Cllr Bates, Cllr Brown (Deputy Mayor), Cllr Bulmer, Cllr Crook, Cllr Eggins, Cllr Hussey, Cllr Hassan, Cllr A. Kenton, Cllr J. Kenton, Cllr Shortland (Mayor), Cllr Williams.

OFFICERS & OTHERS PRESENT

Gail Chadwick Responsible Financial and Grants Officer, Kevin Dyer Operations Manager and Gareth Hughes Town Clerk

Rev Georgina Vye and Cllr Payne

Chaplin's thought for the day was delivered by Rev Georgina Vye, the key theme as we move in to Advent is to consider doing random acts of kindness, however small, to help and support those in need.

Public Participation Time

There were in the region of 15 members of the public present.

Summary:

2 members of the public spoke.

Subjects were:

- Councillor training and an enquiry as to the whereabouts of a written response to that member of public's specific question at the previous Council meeting in September.

- Contingency arrangements for Council Meetings in the event that more than 35 members of the public attend meetings in future.

Reports from County and District Councillors

Council received County Councillor reports from Cllr Payne, Cllr J Kenton and Cllr Baker. Key themes were Somerset Council's financial health, Hinckley C and winter gritting for major roads.

Police Report

No formal police report was received and no members of the Police were present.

DRAFT

2023/127 APOLOGIES FOR ABSENCE

The following apologies were received and accepted:

Cllr Grief-Page (personal), Cllr Richter (personal) and Cllr Watson (personal).

2023/128 DECLARATIONS OF INTEREST

The following declarations of interest made:

- Cllr Williams – Agenda item 2023/136a – Chard Carnival Committee member
- Cllr J Kenton – 2023/132 (c) - Unitary Councillor
- Cllr Brown 2023/136 (c)(3) – Forton & Tatworth Parish Councillor

2023/129

Proposed: Cllr Brown Seconded: Cllr J Kenton
Unanimous

RESOLVED: TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
As certain items are expected to include the consideration of exempt information Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

2023/130 COUNCIL MEETING MINUTES

Draft minutes from Full Council meeting 11th September 2023 were accepted as an accurate account and members agreed to the Mayor to signing them.

2023/131 MAYORS ANNOUNCEMENTS

(a) **Public Engagement Event** – Scheduled to take place on Tuesday 16 January 2024 from 4pm to 7pm in the Auditorium of the Guildhall. The Mayor stressed that he expected all Councillors attend.

(b) **Successful Halloween Night** – Between 700-800 young people attended the event which was a great success.

(c) **Christmas Lights Switch-on 25th November –** Work commenced today on erecting the lights which should be in place by 17th November.

(d) **Request for Councillors Assistance** - The Mayor asked for Councillor volunteers to help at the Christmas Concert on 11th December.

DRAFT

2023/132 TOWN CLERK'S REPORT AND UPDATES:

Council were asked to appoint a representative of Chard Town Council to the Chard and Blackdown Local Area Network (LCN).

Proposed: Cllr Bates Seconded: Cllr A Kenton
Unanimous

RESOLVED: To appoint the Mayor, Cllr Shortland, as the Council's representative on the Chard and Blackdown LCN.

REPORT:

(a) Chard Stone

Consideration was given to the installation of the hamstone 'Welcome to Chard' sign at the Eastern Gateway and funding to cover the costs.

Proposed: Cllr J Kenton Seconded: Cllr Baker
Unanimous

RESOLVED: To give delegated authority to the Town Clerk to reduce the size of the stone and install at the Eastern Gateway within the funds available (£2,783) held in the MTIG EMR.

(b) Speed Indicator Device (SID)

Consideration was given to installing a SID at Snowden Hill.

Proposed: Cllr Baker Seconded: Cllr Hussey
Unanimous

RESOLVED: To engage the public to support a Speedwatch Campaign throughout Chard to maximise the chance of gaining grant funding for Speed Indicator Devices across the Town.

(c) 20mph zone – Henson Park

Consideration was given to extending the 20mph zone at Henson Park.

Proposed: Cllr Baker Seconded: Cllr Brown
Unanimous

RESOLVED: To extend the 20mph zone in Henson Park as proposed due to the close proximity to the school and play parks and the history of accidents in the area. Funding to be taken from the CIL EMR.

(d) Community Plan Update

The update was noted.

(e) Councillor Training

Schedule of training noted and Councillors to revert to Officers with availability to attend courses.

DRAFT

(f) Changes to Committee Meeting Schedule

Consideration was given to changing the meeting schedule up to May 2024 to assist in expediting decisions in a timelier fashion and to support budget preparation/precept setting.

Proposed: Cllr Baker Seconded: Cllr J Kenton
Unanimous

RESOLVED: To make the following changes to the meeting schedule:

Amenities & Events Committee

- From Tuesday 16th January 2024 to Tuesday 9th January 2024:
- From Tuesday 19th March 2024 to Tuesday 12th March 2024:
- From Tuesday 21st May 2024 to Tuesday 14th May 2024:

Finance & Audit Committee

- To cancel the meeting on 23rd January 2024

Full Council

- From Monday 15th January 2024 to Tuesday 23rd January 2024

2023/133 COMMITTEE MEETINGS

(a) Council noted the minutes from the Amenities and Events Committee meeting held on 12th September.

2023/134 FINANCE

(a) Financial Information for 7 months to 31st October 2023

Council noted the Income and Expenditure Report for 7 months to 31st October 2023, together with the Balance Sheet as at 1st November 2023 and current Earmarked Reserves.

(b) Movement of Reserves

Consideration was given to movement of reserves to address the required shortfall in General Reserves and cover the funding cost of the refurbishment at Upper Henson Park.

Proposed: Cllr Bates Seconded: Cllr Brown
Unanimous

RESOLVED: To transfer £28,731.21 from EMR Play Equipment to the General Reserve to support the Reserves Policy whereby General Reserve should cover approximately 3 months net expenditure. Also, to transfer £9,705.79 from EMR Play Equipment and £11.563.21 from EMR CIL to Amenities Capital Expenditure to cover payment of the bill from Wicksteed re the Upper Henson Park refurbishment.

DRAFT

(c) Grant Funding Policy

Consideration was given to the revised grant Funding Policy which amalgamates the Community Development Fund Grants and Annual/Support Grants.

Proposed: Cllr Baker Seconded: Cllr Hassan
For: 10 Abstain: 1

RESOLVED: To adopt the revised Grant Funding Policy with the recommended amendments make by the Finance and Audit Committee.

2023/135 DATE OF THE NEXT MEETING

Council noted the next Full Chard Town Council meeting will be held on Monday 29th January 2024 in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

_____ _____

MAYOR: **DATE:**

2023/136 CONFIDENTIAL MATTERS

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of these items (Item 2023/129 above refers)

9.00pm Cllr Williams left the meeting

(a) Ownership of Stage & Lighting Equipment

9.00pm Cllr Baker declared an interest as Chair of the Carnival Committee but asked to make a statement before leaving the room.

9.03pm Cllr Baker left the meeting

9.03pm Standing Orders were suspended

9.06pm Standing Orders reinstated and the meeting continued

Consideration was given to ownership of the stage and lighting equipment funded by a grant from Historic England in respect of Culturally Chard.

DRAFT

PROPOSAL: Chard Town Council takes ownership of the sound equipment and allows all groups to use it for their events

Proposed: Cllr Bulmer Seconded: Cllr Eggins

A named vote was requested by Cllr Eggins.

For	Against	Abstain
Cllr Bulmer	Cllr Brown	Cllr Hussey
Cllr Crook	Cllr Hassan	
Cllr Eggins	Cllr Bates	
	Cllr J Kenton	
	Cllr A Kenton	

No resolution was made.

ALTERNATIVE PROPOSAL: Chard Town Council agrees that the equipment was bought for Chard & District Carnival Committee Limited and belongs to them.

Proposed: Cllr J Kenton Seconded: Cllr Bates

A named voted was requested by Cllr A Kenton

For	Against	Abstain
Cllr Brown	Cllr Bulmer	Cllr Crook
Cllr Hassan		Cllr Eggins
Cllr Bates		Cllr Hussey
Cllr J Kenton		
Cllr A Kenton		

RESOLVED: The stage and lighting equipment was bought for Chard & District Carnival Committee Limited and belongs to them.

9.14pm Cllr Williams and Cllr Baker returned to the room.

(b) Councillor request for leave of absence

Consideration was given to a Councillor request for leave of absence.

Proposed: Cllr Baker Seconded: Cllr A Kenton
Unanimous

RESOLVED: To grant Cllr Grief-Page leave of absence for a period of 6 months.

(c) Town Clerk Report Confidential

(1) Upgrade of Fire & Security System to meet Insurance criteria

Consideration was given to the quotations received to upgrade the Fire & Security System in the Guildhall.

DRAFT

Proposed: Cllr Bulmer Seconded: Cllr Eggins
Unanimous

RESOLVED: To award Coomber Security Systems Ltd the contract to upgrade the Fire & Security System to meet the Council's Insurance Company requirements and cover the cost of £9,726 from the Guildhall Sinking Fund.

(2) Chard United Changing Rooms
Consideration was given to the request to become joint signatory, as landowner, with Chard United to the application for grant funding from the Football Foundation.

Proposed: Cllr Baker Seconded: Cllr J Kenton
Unanimous

RESOLVED: To delegate authority to the Town Clerk to pursue the funding and to establish a Task and Finish Group to ensure quotes for work are acceptable and the project is tightly managed.

The Task & Finish Group will consist of Cllr Baker, Cllr Shortland, Town Clerk, Operations Manager, Nathan Turnbull from Somerset Council (re s.106 funding) and representative(s) of Chard United.

In view Cllr Brown's declaration of interest in item 2023/136 (c)(3), the Mayor switched items 2023/136 (c)(3) and 2023/136 (d).

9.17pm The RFO & Grants Officer and Operation Manager left the meeting

(d) Probation period of staff member
Consideration was given to whether the Town Clerk had satisfactorily completed the probation period as stipulated in his employment contract.

Proposed: Cllr Bates Seconded: Cllr Baker
Unanimous

RESOLVED: To confirm to the Town Clerk in writing that he has satisfactorily completed his probation period.

9.21pm Cllr Brown left the meeting and the RFO & Grants Officer and Operations Manager returned to the meeting.

(c) (3) Cemetery works/ Sale of Land
Consideration was given to the purchase by the Town Council of the share of land at the cemetery currently owned by Tatworth & Forton Parish Council (T&FPC), where an offer had previously been made by the Town Council. In addition, consideration was also given to how best to move forward with the subsequent development of the cemetery.

DRAFT

Proposed: Cllr Baker Seconded: Cllr Crook
Unanimous

RESOLVED: To accept the counter proposal from T&FPC for purchase of their 20% share of the land, with funds to cover the purchase being taken from the EMR Cemetery. In addition, to establish a Task & Finish Group to progress the development of the cemetery to create more burial plots.

The Task & Finish Group will consist of Cllr Baker, Cllr Kenton, the Town Clerk and the Operations Manager.

There being no other business the Mayor thanked all those present for attending and closed the meeting at 9.32pm.

DRAFT

Date: **29th January 2024**

Title: **Town Clerk's Report**

Purpose of the Report: **To ask councillors to note items 1 and to consider the recommendation in point 2, 3, 4 and 5**

Contact Officer: **Gareth Hughes**

1. **Stage & Lighting Equipment**

   Following the Council decision at the full Council meeting on 13 November 2023 to transfer ownership of the stage and lighting equipment to Chard and District Carnival Ltd (C&DCL), it was agreed that the Town Clerk and RFO would seek clarification on the original purchase of the equipment and any VAT liability having transferred ownership.

   Having sought advice from a VAT specialist via SLCC, we have received confirmation that the Council has no outstanding liability and both its original purchase of and subsequent transfer of ownership to C&DCL is all within VAT guidelines.

2. **Chard United and Chard Town Council – Joint application for applying for a grant from the Football Foundation**

   Following the Council meeting on 13 November 2023, a Task & Finish Group was set up as agreed. This Group met with the Football Foundation regarding their grant for £25,000 towards the cost of the new changing rooms at Jocelyn Park.

   The Football Foundation confirmed it can only accept a joint application as the Town Council owns both the land on which the changing rooms will be built and the football pitches.

   The Football Foundation agreed that if the council is a joint signature they will put in place restrictions on the grant being paid until Chard United have confirmed that all other funding for the project is in place.

   With this control measure from the Football Foundation, it is therefore recommended that Council should accept the recommendation of the Task & Finish Group to agree to sign the grant application as a joint signatory.

3. Chard Stone

The Council resolved ((2023/132(a)) at its meeting on 13 November 23 to give delegated authority to the Town Clerk to reduce the size of the stone and install it at the Eastern Gateway provided that was completed within the funds available (£2,783) held in the MTIG EMR.

Further quotations have now been obtained for this work and the minimum requirement is £3,000 consisting of:

- Reducing the height of the stone - £200
- Contractor cost for installation - £2,800

Cost of the crane hire, to support the installation contractor, is being provided by a local Chard company for free.(Subject to meeting with the contactor and agreeing date in install etc)

Recommendation: Council agree to the additional sum of £217 required for this installation being covered from Street Furniture (304/4040) where there is currently £1,626 available. In addition, Council agree to allow the Town Clerk to continue with this work without referral should there be a further rise in cost by up to 5% (£150).

4. Wayfinder Signs and Fingerposts

Funded by MTIG and the Welcome Back Fund, the Council purchased 7 double-sided totem (Wayfinder) signs and 9 Finger Posts which were to be re-installed as part of the public realm HAZ scheme to replace/improve existing signage. Despite issuing a request for installation quotations in August 2021, we were only able to obtain one quotation from a contractor, which was accepted by the Amenities and Events Committee at its meeting on 22 November 2022 (2022/42(c)), and subsequently ratified by Full Council on 24 January 2023 (2023/06(a)). The original cost of installation was quoted to be £3,200 for the wayfinder signs and £4,395 for the fingerposts and monies to cover this are held in the MTIG EMR.

However, subsequent to agreement to accept the quotation, we were advised by SSDC (HAZ project) that we would need permission from SCC Highways to install the signage. That permission has not yet been received and a discussion with SC Highways revealed that it should be the contractor who obtains the permissions.

The contractor has stated that they do not normally obtain permission but act as sub-contractor for the Council, in which case we would need to apply for permission to locate the signs. Either way this will cost approx.£200. Furthermore, due to the time lapse, the original quotation has increased by £200 to £3400 for the wayfinder signs and by £200 to £4595 for the fingerposts.

I have been advised recently by Somerset Council that if there is not the intention to install the signage, then they may require the return of the grant funding which totals £19,363.81.

Recommendation: Council agree to the additional funding of £600 required to cover the increased installation costs and Highways permission for installation, delegating authority to the Town Clerk to ensure completion of this work and utilising funds from the MTIG EMR already earmarked for this purpose together with £600 to be covered from the existing Street Furniture (304/4040) budget. In addition, Council agree to allow the Town Clerk to continue with this work without referral should there be a further rise in cost by up to 5% (£409).

5. Somerset Preservation Trust

The Amenities and Events Committee on 22 November 2022 considered a request from the Somerset Building Preservation Trust (SBPT) to provide a 25% contribution (approximately £3,000) towards the cost of a viability appraisal of Grade 1 Listed Building, Fore Street, Chard.

The committee unanimously resolved (2022/38(c)) to move forward with the request and provide Somerset Building Preservation Trust with a 25% contribution toward cost of a viability appraisal of this building. This resolution was ratified by Full Council on 24 January 2023 (2023/06(a)). At no time did either the Amenities and Events Committee or Full Council agree from where the funds would be allocated to meeting this commitment and no funds were earmarked in the budget for this expenditure. An invoice has now been received from SBPT for £3,000.

You will note from the attached income and expenditure report, there is £4,790 available in ‘Grant Aid’ (107/4750) which could be utilised to meet this invoice but there are already 2 pending grant applications which will need to be considered before the financial year end totalling £2,000. Should council wish to grant funds for those additional applications at the next meeting in March then a virement could be made to cover the shortfall from either the Superannuation Deficit Funding or Coronation Events.

Recommendation: Council agree payment of the SBPT bill of £3,000 from Grant Aid (107/4750).

Your Town, Your Community, Your Choice

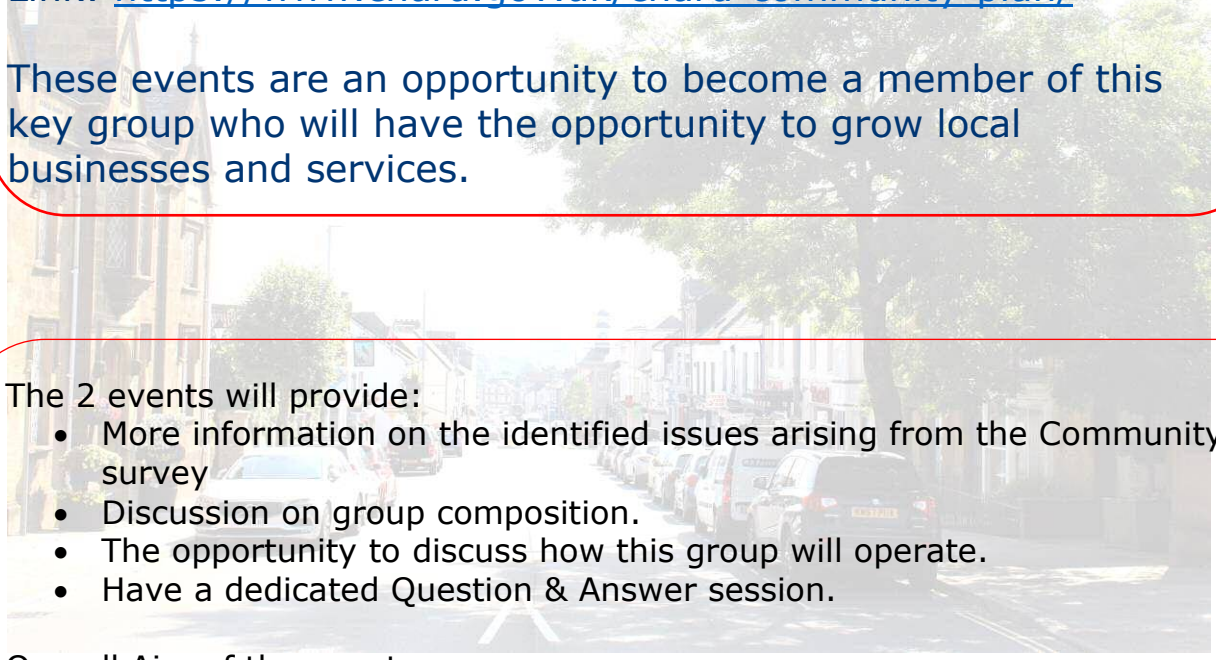
Monday 26th & Tuesday 27th February 2024 at the Guildhall, Fore St. 17.30 – 19.00

Light refreshments will be provided.

We would like you to join us for an informal gathering of local businesses and residents of Chard (age 14yrs +)

Do you have commitment, passion and time to help improve your community by becoming part of the group who will oversee the delivery of the Community Plan undertaken last year?
Link: https://www.chard.gov.uk/chard-community-plan/

These events are an opportunity to become a member of this key group who will have the opportunity to grow local businesses and services.



The 2 events will provide:

- More information on the identified issues arising from the Community Plan survey
- Discussion on group composition.
- The opportunity to discuss how this group will operate.
- Have a dedicated Question & Answer session.

Overall Aim of the event:

- Identify expressions of interest in attending an inaugural meeting, which seeks to form the group.

Date TBC

We very much look forward to seeing you there.

If you would like more information on these events please contact:

Cllrs: Claire Richter: 07498 754749, Craig Hussey: 07943 170052,
Dave Bulmer: 07774 523661
DSO Beverley Newman Direct dial: 01460 260054, E-mail
Beverley.newman@chard.gov.uk

CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Garry Shortland Town Clerk: Gareth Hughes

All Council & Committee Meetings are open to the Public and Press

AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Tuesday 9th January 2024 commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Brown (left 19:55), Cllr Hussey, Cllr Bates, Cllr Bulmer (arrived 19:15), Cllr Watson, Cllr Baker, Cllr Williams

ALSO PRESENT: Town Clerk: Gareth Hughes, Operations Manager: Kevin Dyer, Events Officer: Tim Bickman

Public Participation Time
No members of the public were present.

2023/36 APOLOGIES FOR ABSENCE
Apologies were received from: Cllr Richter, (Personal), Cllr Crook (Personal), Cllr J. Kenton (Personal), Cllr A. Kenton (Personal)

2023/37 DECLARATIONS OF INTEREST
Cllr Baker – Town Clerks report item 2 – Chair of Carnival committee
Cllr Williams – Town Clerks report item 2 – member of the Carnival committee
Cllr Brown – Town Clerks report item 1 – member of Tatworth and Forton Council

2023/38 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
There were no confidential items for consideration

2023/39 COMMITTEE MEETING MINUTES

RESOLVED: That the minutes from the Amenities and Events meeting on Monday 6th November 2023 be accepted as an accurate account of the meeting. The minutes were signed by the Chair.

Proposed: Cllr Williams Seconded: Cllr Bates
For:4 Abstained: 3

2023/40 MANAGER REPORTS

a) **Town Clerk -** Committee agreed to note the contents of the Town Clerk's report.
The following recommendations were **RESOLVED:**

- **Item 2** to complete work with CDS on the Chapel as outlined in the Town Clerks report and to therefore recommend to Full Council the release of these funds from the Chapel EMR for this work.

  Proposed: Cllr Baker Seconded: Cllr Bates
  Unanimous

- **Item 3** to have a 5-year shared usage licence for the Watts Store with break clauses as indicated in the Town Clerks report.

  Proposed: Cllr Bates Seconded: Cllr Bulmer
  Unanimous

- **Item 4** to abolish the burial charges for under 16s and for Officers to conduct a review of other local council charges.

  Proposed: Cllr Baker Seconded: Cllr Bates
  Unanimous

b) **Operations** – Committee agreed to note the contents of the Operations Managers report.
The following recommendations were **RESOLVED:**

- **Item 2.1** to give Officers delegated authority to reduce the number of flowerbeds in the town and to increase the cost of hanging baskets from £20 to £40, but to also consider possible sponsorship options.

  Proposed: Cllr Baker Seconded: Cllr Bulmer
  Unanimous

- **Item 3.1&3.2** to recommend to Full Council that delegated authority be given to the Town Clerk and Operations Manager to the release of £45,000 from The Cemetery EMR to be able to complete works and relevant investigations once full ownership had been completed.

  Proposed: Cllr Baker Seconded: Cllr Williams
  Unanimous

- **Item 4** to pass the allotment holders tenancy agreement to Full Council after consulting with the Allotment Committee.

  Proposed: Cllr Bates Seconded: Cllr Baker
  Unanimous

DRAFT

c) **Events** – Committee agreed to note the contents of the report.
The following recommendations were **RESOLVED:**

- **Item 7.0** to agree to change the fees to one specific rate and to increase the Guildhall charges as per the Events Officer's report and to establish a T&F group who will consider a 5-year plan for the use of the Guildhall. The agreed new charges will be as follows:

Resource	**Rate p/hour**
Auditorium Inc. cafe	£27.50
Auditorium with stage and café	£37.50
Kitchen	£8 (maximum of £32 p/booking) – **No change to previous**
Café	£13
Bondfield Room	£10
Town Hall	£15
Mayor's Parlour	£12

Proposed: Cllr Baker Seconded: Cllr Watson
Unanimous

2023/41 DATE OF NEXT MEETING

Committee noted that the next meeting of the Amenities & Events Committee would be held on Tuesday 12th March 2024 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 19.00.

There being no other business the Chair thanked all for attending and closed the meeting at 20:55

_____ _____

CHAIR / VICE CHAIR: **DATE:**

DRAFT

CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Garry Shortland Town Clerk: Gareth Hughes

FINANCE & AUDIT COMMITTEE

Minutes of the Finance & Audit Committee held on Tuesday 12th December 2023 commencing at 7.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Williams (Chair), Cllr Baker, Cllr Bates, Cllr Eggins, Cllr A Kenton, Cllr J Kenton and Cllr Richter.

OFFICERS PRESENT: Gareth Hughes (Town Clerk) and Gail Chadwick (Responsible Financial Officer).

Public Participation Time:
There were no members of the public present.

2023/56 APOLOGIES FOR ABSENCE
None

2023/57 DECLARATIONS OF INTEREST
No Declarations of Interest were made.

2023/58 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
This item was withdrawn as there were no Confidential items to consider.

2023/59 COMMITTEE MEETING MINUTES
Proposed: Cllr Eggins Seconded: Cllr Richter
Unanimous

RESOLVED that the minutes of the Finance & Audit Committee meeting held on Tuesday 24th October 2023 be agreed and signed as a correct record with a minor amendment to show Cllr Bates had offered apologies due to illness.

2023/60 FINANCIAL MATTERS

(a) Committee considered the preliminary budget for 2024/25 which was developed at a workshop of Councillors on 21st November 2023 and is based on current services. It was hoped that the Tree Survey now being undertaken would have been available in time for this meeting to enable a spending strategy for tree work to be considered. In addition, further services may need to be taken from Somerset Council which would result in an additional financial requirement.

Proposed: Cllr Baker Seconded: Cllr Bates
Unanimous

RESOLVED: To accept the draft budget on the basis that a further Councillor workshop is conducted in January to take account of the output of the Tree Survey and the need to deliver services previously undertaken by Somerset Council, which may result in revisions being made before presentation to Full Council.

2023/61 DATE OF NEXT MEETING

(a) Committee noted that the next meeting of the Finance & Audit Committee would be held on Tuesday 30th April 2024 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

(b) No specific items were put forward for inclusion on the next agenda.

There being no other business the Chair thanked committee members for their attendance and closed the meeting at 19.30.

_____ _____

CHAIR: **DATE:**

DRAFT

CHARD TOWN COUNCIL

FINANCIAL REPORT QUARTER 3 2023/24

1. OVERVIEW

1.1 The financial report covers the period from 1st April 2023 to 31st December 2023. Variances in the income and expenditure during the period are explained below:

INCOME

101	Administration	Reason
1096	Interest Received	Increased due to improving interest rates and the fact that precept was paid in one amount from Somerset county. Now in excess of budget income.
102	**Civic & Council**	**Reason**
1183	Culturally Chard	To be netted with expenditure on 102/4192. Claim re Culturally Chard – Spring Festival now received. Expenditure shows a lower figure as some items were charged in 2022/23.

EXPENDITURE

101	Administration	Reason
4010	Misc. Staff Costs	Cost of eye tests for 2 staff as users of IT.
4024	Subscriptions	Overspent by £205 due to higher than anticipated increases in agreed subscriptions.
4025	Insurance	Overspent by £1,027. As previously advised to Full Council on 9 May 2023. Current agreement with Aviva Insurance Limited through James Hallam Limited, Insurance Brokers, for a period of 3 years expiring on 31st March 2025. Annual renewal of all policies was effected on 1st April 2022. The 3-year deal is based on a premium escalator of 'expiring premium rates plus 5%', subject to various rating factors such as wages, income and sums insured remaining in line with the previous year. However, these rating factors have increased in line with inflation. Consequently, premiums for 2023/24 have increased by 8.9%.
4029	Staff Recruitment	Overspent by £150 due to cost of recruitment for Operations Manager.

4038	Maintenance/Service Contracts	Overspent by £923. This relates to the Rialtas software licences including allotment and bookings software and the licence fee for PT Mapper-pro, Maplink & Asset Management and also higher than forecast fees for agreed contracts.
4055	Other Professional Fees	Over spent by £1,047 and forecast to increase further to external HR support. £3,513 in respect of architect's drawings and planning application fee for new solar panels cover by EMR Climate Change transfer as agreed by Full Council. Overspend forecast to increase further – see virement requests
102	**Civic & Council**	**Reason**
4201	Previous Mayor's Allowance	All expenditure was within budget of previous Mayor.
4210	Election Expenses	Overspent by £2,913 as recharge by Somerset Council for by-election in Combe ward was £5,413. No EMR available to cover costs as fully utilised by previous by-election.
201	**Guildhall**	**Reason**
4027	Hirers Refreshments	To be offset by income allocated to 201/1022 Hirers Refreshments as costs are recovered from hirers.
301	**Cemetery**	**Reason**
4002	Temporary/Casual Staff	Cost of gravedigger to cover when one member of the Amenities staff was on sick leave.
4055	Other Professional Fees	CDS report – covered by transfer from Cemetery EMR as agreed by Full Council
303	**Allotments**	**Reason**
4001	Payroll	Journal transfers from Admin & Amenities cost centres to cover staff costs re time spent involved in allotments. Not in original budget but covered by overall payroll budget.
4022	Postage	Postage to cover cost of sending out invoices and other letters to allotment holders, previously taken from Admin.
308	**Amenities General**	**Reason**
4020	Miscellaneous Expenses	£957 paid to Clare House to cover clear-up after trees fell during storm in July.
4036	Property Maintenance	Overspent in respect of charge for £2,785 relating to St Mary's boundary wall repairs. Funds to cover invoice transferred from Sinking Fund - Closed Churchyard as agreed by Full Council.
4045	Vehicle/Equipment Lease/Hire	£983 Microguard annual payment (final year of 3-year contract). Now cancelled and devices returned.

2. BALANCE SHEET AND RESERVES

2.1 The attached balance sheet shows that the General Reserve has increased to £216,805 following releases from Earmarked Reserves as agreed by Council. The General Reserve now meets the Council's Reserve Policy based on current spend.

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration								
1010	Rent Received	25	100	100	0			100.0%	
1020	Letting Income	0	9	0	(9)			0.0%	
1021	Customer photocopies	0	7	100	93			6.7%	
1060	Commission Income	0	10	20	10			48.0%	
1076	Precept	0	775,334	775,334	0			100.0%	
1096	Interest Received	0	4,240	1,000	(3,240)			424.0%	
	Administration :- Income	25	779,700	776,554	(3,146)			100.4%	0
4001	Payroll Costs	0	140,544	186,215	45,671		45,671	75.5%	
4003	Superannuation Deficit Funding	0	0	8,064	8,064		8,064	0.0%	
4007	Health & Safety	0	25	2,000	1,975		1,975	1.3%	
4008	Training/Courses	0	1,578	3,000	1,422	480	942	68.6%	
4009	Travelling	0	89	400	311		311	22.2%	
4010	Misc Staff Costs	0	60	0	(60)		(60)	0.0%	
4021	Telephone & Fax	0	1,745	1,752	7		7	99.6%	
4022	Postage	0	(12)	350	362		362	(3.3%)	
4023	Stationery	0	673	1,200	527		527	56.1%	
4024	Subscriptions	0	2,955	2,750	(205)		(205)	107.5%	
4025	Insurance	0	30,662	29,635	(1,027)		(1,027)	103.5%	
4026	Photocopy and Printing Charges	0	1,301	2,000	700		700	65.0%	
4028	IT Hosting and Support	0	6,081	10,000	3,919		3,919	60.8%	
4029	Staff Recruitment	0	650	500	(150)		(150)	130.0%	
4031	Other Advertising	0	20	0	(20)		(20)	0.0%	
4038	Maintenance/Service Contracts	0	2,923	2,000	(923)		(923)	146.2%	
4044	Equipt/Furniture/Small Tools	0	0	500	500		500	0.0%	
4051	Bank Charges	0	308	500	192		192	61.7%	
4055	Other Professional Fees	0	8,547	7,500	(1,047)		(1,047)	114.0%	3,513
4056	Legal Fees	0	168	2,000	1,832		1,832	8.4%	
4057	Audit Fees	0	2,900	3,000	100		100	96.7%	
4063	Christmas Lights	0	7,743	15,000	7,257	3,232	4,024	73.2%	
4069	Sum up Charges	0	43	0	(43)		(43)	0.0%	
4206	Council Website	0	1,290	2,000	710		710	64.5%	
	Administration :- Indirect Expenditure	0	210,294	280,366	70,072	3,712	66,360	76.3%	3,513
	Net Income over Expenditure	25	569,406	496,188	(73,218)				
6000	plus Tfr from EMR	0	3,513						
	Movement to/(from) Gen Reserve	25	572,919						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Civic & Council								
1020	Letting Income	0	155	0	(155)			0.0%	
1183	Culturally Chard	0	4,230	0	(4,230)			0.0%	
1184	Council Run Events (Income)	0	1,158	5,000	3,842			23.2%	
	Civic & Council :- Income	0	5,543	5,000	(543)			110.9%	0
4005	Member Training	0	359	1,000	641	360	281	71.9%	
4009	Travelling	0	0	100	100		100	0.0%	
4184	Council Run Events	0	3,055	5,000	1,945		1,945	61.1%	
4191	Coronation Events	0	441	4,078	3,637		3,637	10.8%	
4192	Culturally Chard	0	2,954	0	(2,954)		(2,954)	0.0%	
4200	Current Mayor's Allowance	0	1,365	4,500	3,135		3,135	30.3%	
4201	Previous Mayor's Allowance	0	1,140	0	(1,140)		(1,140)	0.0%	
4203	Councillors' Expenses	0	54	150	96		96	36.1%	
4208	Civic & Regalia costs	0	166	750	584	94	490	34.7%	
4210	Election Expenses	0	5,413	2,500	(2,913)		(2,913)	216.5%	
4211	Town Crier Honorarium	0	250	250	0		0	100.0%	
4213	Mace Bearer Honorarium	0	250	250	0		0	100.0%	
	Civic & Council :- Indirect Expenditure	0	15,447	18,578	3,131	454	2,677	85.6%	0
	Net Income over Expenditure	0	(9,904)	(13,578)	(3,674)				
105	Youth Council								
4020	Miscellaneous Expenses	0	4	1,000	996		996	0.4%	
	Youth Council :- Indirect Expenditure	0	4	1,000	996	0	996	0.4%	0
	Net Expenditure	0	(4)	(1,000)	(996)				
107	Grants								
1070	CIL Money	0	1,666	0	(1,666)			0.0%	1,666
	Grants :- Income	0	1,666	0	(1,666)				1,666
4740	Community Payback Scheme	0	0	900	900		900	0.0%	
4750	Grant Aid	0	2,210	7,000	4,790		4,790	31.6%	
4751	Annual Grants	0	3,000	3,000	0		0	100.0%	
4753	Support Grant	2,500	10,000	10,000	0		0	100.0%	
	Grants :- Indirect Expenditure	2,500	15,210	20,900	5,690	0	5,690	72.8%	0
	Net Income over Expenditure	(2,500)	(13,544)	(20,900)	(7,356)				
6001	less Tfr to EMR	0	1,666						
	Movement to/(from) Gen Reserve	(2,500)	(15,210)						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109	Administration Capital								
4044	Equipt/Furniture/Small Tools	0	161	2,000	1,839		1,839	8.1%	
	Administration Capital :- Indirect Expenditure	0	161	2,000	1,839	0	1,839	8.1%	0
	Net Expenditure	0	(161)	(2,000)	(1,839)				
201	Guildhall								
1002	FiT Electric generation tariff	0	831	2,000	1,169			41.5%	
1003	FiT Electric Export Tariff	0	187	600	413			31.2%	
1010	Rent Received	0	25	1,020	995			2.5%	
1011	Antiques Fair	0	683	1,400	717			48.8%	
1012	Markets	0	28	0	(28)			0.0%	
1014	Guildhall Cafe/Bar Franchise	0	0	300	300			0.0%	
1020	Letting Income	1,376	18,000	20,000	2,000			90.0%	
1022	Hirers Refreshments	0	83	1,000	918			8.3%	
1041	Donations Received	0	1,000	0	(1,000)			0.0%	
	Guildhall :- Income	1,376	20,837	26,320	5,483			79.2%	0
4001	Payroll Costs	0	80,318	105,000	24,682		24,682	76.5%	
4002	Temporary/Casual Staff	0	0	5,000	5,000		5,000	0.0%	
4006	Protective Clothing	0	0	500	500		500	0.0%	
4008	Training/Courses	0	0	1,000	1,000		1,000	0.0%	
4011	Rates	0	7,735	8,200	466		466	94.3%	
4012	Water Charges	0	1,621	1,700	79		79	95.3%	
4014	Electricity	0	33,483	70,000	36,517		36,517	47.8%	
4015	Gas	0	16,838	50,000	33,162		33,162	33.7%	
4016	Janitorial	0	727	1,000	273		273	72.7%	
4021	Telephone & Fax	0	0	30	30		30	0.0%	
4027	Hirers Refreshments	0	257	100	(157)		(157)	256.7%	
4031	Other Advertising	0	495	500	5	56	(50)	110.0%	
4036	Property Maintenance	0	1,399	5,000	3,601		3,601	28.0%	
4038	Maintenance/Service Contracts	0	6,793	7,000	207		207	97.0%	
4044	Equipt/Furniture/Small Tools	0	1,290	4,000	2,710	237	2,473	38.2%	
4059	Licences (incl PRS)	0	1,407	1,500	93		93	93.8%	
4205	Guildhall Website	0	300	500	200		200	60.0%	
	Guildhall :- Indirect Expenditure	0	152,662	261,030	108,368	293	108,075	58.6%	0
	Net Income over Expenditure	1,376	(131,825)	(234,710)	(102,885)				
202	Local Information Centre								
4014	Electricity	0	522	2,000	1,478		1,478	26.1%	
	Local Information Centre :- Indirect Expenditure	0	522	2,000	1,478	0	1,478	26.1%	0
	Net Expenditure	0	(522)	(2,000)	(1,478)				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Cemetery								
1020	Letting Income	0	120	250	130			48.0%	
1030	Interment Income	642	20,046	23,500	3,454			85.3%	
1031	Memorial Fees	189	2,897	5,000	2,103			57.9%	
1032	Burial Rights	58	8,346	7,000	(1,346)			119.2%	
	Cemetery :- Income	889	31,409	35,750	4,341			87.9%	0
4001	Payroll Costs	0	21,562	28,000	6,438		6,438	77.0%	
4002	Temporary/Casual Staff	0	1,120	0	(1,120)		(1,120)	0.0%	
4011	Rates	0	3,772	3,800	28		28	99.3%	
4012	Water Charges	0	412	0	(412)		(412)	0.0%	
4014	Electricity	0	0	3,700	3,700	1,550	2,150	41.9%	
4036	Property Maintenance	0	50	1,000	950		950	5.0%	
4037	Grounds Maintenance	0	306	1,000	694		694	30.6%	
4044	Equipt/Furniture/Small Tools	0	0	1,000	1,000		1,000	0.0%	
4055	Other Professional Fees	0	(1,028)	0	1,028	4,475	(3,447)	0.0%	7,222
4056	Legal Fees	0	896	0	(896)		(896)	0.0%	896
	Cemetery :- Indirect Expenditure	0	27,091	38,500	11,409	6,025	5,384	86.0%	8,118
	Net Income over Expenditure	889	4,318	(2,750)	(7,068)				
6000	plus Tfr from EMR	0	8,118						
	Movement to/(from) Gen Reserve	889	12,437						
303	Allotments								
1010	Rent Received	0	3,703	4,100	397			90.3%	
1015	Licence Fee	0	246	200	(46)			123.0%	
	Allotments :- Income	0	3,949	4,300	351			91.8%	0
4001	Payroll Costs	0	506	0	(506)		(506)	0.0%	
4012	Water Charges	0	0	600	600		600	0.0%	
4013	Rent Payable	0	1,050	2,100	1,050		1,050	50.0%	
4022	Postage	0	168	100	(68)		(68)	168.0%	
4037	Grounds Maintenance	0	0	250	250	80	170	32.0%	
	Allotments :- Indirect Expenditure	0	1,724	3,050	1,326	80	1,246	59.2%	0
	Net Income over Expenditure	0	2,225	1,250	(975)				
308	Amenities Central Costs								
1010	Rent Received	0	3,260	3,700	440			88.1%	
1040	Sponsorship Income	0	857	1,200	343			71.4%	
1089	Miscellaneous Income	0	25	0	(25)			0.0%	
	Amenities Central Costs :- Income	0	4,142	4,900	758			84.5%	0

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001	Payroll Costs	0	96,623	150,955	54,332		54,332	64.0%	
4006	Protective Clothing	0	304	2,000	1,696		1,696	15.2%	
4008	Training/Courses	0	0	3,000	3,000	30	2,970	1.0%	
4011	Rates	0	1,271	1,350	79		79	94.1%	
4012	Water Charges	0	82	0	(82)		(82)	0.0%	
4013	Rent Payable	0	450	1,695	1,245		1,245	26.5%	
4014	Electricity	0	597	5,000	4,403		4,403	11.9%	
4016	Janitorial	0	232	0	(232)		(232)	0.0%	
4017	Refuse/Waste Disposal	0	731	5,000	4,269		4,269	14.6%	
4020	Miscellaneous Expenses	0	957	0	(957)		(957)	0.0%	
4021	Telephone & Fax	0	1,502	1,650	149		149	91.0%	
4035	Vandalism	0	0	300	300		300	0.0%	
4036	Property Maintenance	0	2,802	2,500	(302)		(302)	112.1%	2,785
4037	Grounds Maintenance	0	2,705	4,000	1,295	22	1,273	68.2%	
4039	Play Equipment Maintenance	0	927	10,000	9,073		9,073	9.3%	
4040	Street Furniture	0	374	2,000	1,626		1,626	18.7%	
4041	Equiment Hire	0	44	500	456		456	8.9%	
4042	Equipment Maintenance	0	143	4,000	3,857		3,857	3.6%	
4043	Vehicle Maintenance	0	1,607	3,000	1,393		1,393	53.6%	
4045	Vehicle / Equipment Lease/Hire	0	983	0	(983)		(983)	0.0%	
4046	Vehicle Fuel	0	1,966	8,000	6,034		6,034	24.6%	
4047	Vehicle Licence/Insurance	0	4,116	4,170	54		54	98.7%	
4048	Flower Beds - planting etc	0	1,789	5,000	3,211	1,444	1,766	64.7%	
4049	Flower Baskets	0	2,267	2,500	233		233	90.7%	
4054	Arboriculture	0	1,200	5,000	3,800		3,800	24.0%	
4065	CCTV	0	13	500	487		487	2.7%	
	Amenities Central Costs :- Indirect Expenditure	0	123,685	222,120	98,435	1,497	96,938	56.4%	2,785
	Net Income over Expenditure	0	(119,543)	(217,220)	(97,677)				
6000	plus Tfr from EMR	0	2,785						
	Movement to/(from) Gen Reserve	0	(116,758)						
309	Amenities Capital								
1078	Grants Rec'd SCC	0	28,731	0	(28,731)			0.0%	
	Amenities Capital :- Income	0	28,731	0	(28,731)				0
4044	Equipt/Furniture/Small Tools	0	(49,533)	5,000	54,533		54,533	(990.7%)	
4962	CP - New Play Equipment	0	50,000	0	(50,000)		(50,000)	0.0%	21,269
	Amenities Capital :- Indirect Expenditure	0	467	5,000	4,533	0	4,533	9.3%	21,269
	Net Income over Expenditure	0	28,264	(5,000)	(33,264)				
6000	plus Tfr from EMR	0	21,269						
	Movement to/(from) Gen Reserve	0	49,533						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401	Markets								
1012	Markets	0	1,598	2,800	1,202			57.1%	
	Markets :- Income	0	1,598	2,800	1,202			57.1%	0
4011	Rates	0	242	580	338		338	41.7%	
	Markets :- Indirect Expenditure	0	242	580	338	0	338	41.7%	0
	Net Income over Expenditure	0	1,356	2,220	864				
501	Community Plan								
4189	Community Plan	0	33	500	467		467	6.5%	
	Community Plan :- Direct Expenditure	0	33	500	467	0	467	6.5%	0
	Net Expenditure	0	(33)	(500)	(467)				
	Grand Totals:- Income	2,290	877,574	855,624	(21,950)			102.6%	
	Expenditure	2,500	547,541	855,624	308,083	12,060	296,023	65.4%	
	Net Income over Expenditure	(210)	330,034	0	(330,034)				
	plus Tfr from EMR	0	35,685						
	less Tfr to EMR	0	1,666						
	Movement to/(from) Gen Reserve	(210)	364,053						

A/c	Description	Actual		
	Current Assets			
100	Debtors Control	2,278		
103	Bookings Debtors	3,049		
105	VAT Control	2,755		
180	Stock - TIC	491		
201	Lloyds Current A/c	8,664		
202	Lloyds Instant Deposit	368,755		
203	Petty Cash	299		
233	Nationwide Instant Saver 9000	355,583		
234	Nationwide Instant Saver 90010	158,243		
	Total Current Assets		900,117	
	Current Liabilities			
500	Creditors Control	19,408		
512	Mayor's Account	675		
525	PAYE/NIC Control	8,294		
526	Superannuation Control	7,831		
531	Control - Berrys Buses	99		
541	Control - Great Dorset Steam	(25)		
549	Control - Misc Ticket Sales	72		
551	Deposits Held - Market Traders	132		
	Total Current Liabilities		36,487	
	Net Current Assets			863,630
	Total Assets less Current Liabilities			863,630
	Represented by :-			
301	Current Year Fund	330,034		
310	General Reserve	216,805		
320	Capital Receipts Reserve	5,862		
341	EMR Cemetery Chapel	55,750		
343	EMR Cemetery	151,410		
344	EMR C I L	14,341		
346	EMR MTIG	10,378		
347	EMR Climate Change	35,424		
350	Sinking Fund - Guildhall	34,456		
351	Sinking Fund - Civic Regalia	2,500		
352	Sinking Fund - Closed Ch'yard	4,965		
354	Sinking Fund -Guildhall Screen	1,707		
	Total Equity			863,630

	Account	Opening Balance	Net Transfers	Closing Balance
320	Capital Receipts Reserve	5,861.76		5,861.76
338	EMR Play Equipment	78,250.00	-78,250.00	0.00
341	EMR Cemetery Chapel	55,750.00		55,750.00
343	EMR Cemetery	159,528.60	-8,118.20	151,410.40
344	EMR C I L	24,237.34	-9,896.84	14,340.50
346	EMR MTIG	10,378.27		10,378.27
347	EMR Climate Change	38,936.74	-3,513.20	35,423.54
350	Sinking Fund - Guildhall	34,455.76		34,455.76
351	Sinking Fund - Civic Regalia	2,500.00		2,500.00
352	Sinking Fund - Closed Ch'yard	7,750.00	-2,785.00	4,965.00
354	Sinking Fund -Guildhall Screen	1,706.55		1,706.55
		419,355.02	-102,563.24	316,791.78

VIREMENTS

As there is no longer a Finance & Audit Committee scheduled before the financial year end, Council is requested to agree the virements as set out below in respect of the budget for 2023/24:

1. Salaries

Despite a larger than budgeted annual pay rise being agreed nationally, overall salaries for this financial year are forecast to be in the region of £11,016 lower than the total salary budget of £470,170. In addition to the national pay rise, variances have occurred between actual costs and budgeted costs due vacancies arising which were not filled as quickly as had been hoped and particularly in administration, a different pay grade profile of staff due to a slight reorganisation of duties as agreed by the HR Committee. Consequently, the following virements are recommended to accurately reflect staff costs by cost centre for this financial year:

	PAYROLL COSTS (4001)				
Cost Centre	**Budget**	**Forecast Actual**	**Variance**	**Virement Proposed**	**Source**
Administration (101)	186215	191485	-5270	5270	Amenities (308)
Guildhall (201)	105000	109038	-4038	4038	Amenities (308)
Amenities (308)	150955	129870	21085		
Cemetery (301)	28000	28761	-761	761	Amenities (308)
	470170	459154			

2. Other Professional Fees

Other Professional Fees (101/4055) have exceeded the budget and are forecast to reach up to approximately £11,000 due to current costs in respect of external HR support.

The Superannuation Deficit Funding budget (101/4003) of £8,064 has not been utilised in this financial year as the deficit funding was covered from a rise of 2% in employer pension contributions for this year, which have been covered in the salaries budget.

It is recommended that a virement of £3,500 is therefore made from Superannuation Deficit Funding to Other Professional fees to meet these additional costs.

Expenditure over £500 1 October - 31 December 2023

Invoice Date	Date Due	Date Paid	Cost Centre Code	Nominal Code Description	Supplier Name	Transaction Detail	Net	VAT	Total
02/10/2023	02/12/2023	27/11/2023	Administration	Subscriptions	SALC	Affiliation fee 23/24	1715.23	0	1715.23
04/10/2023	01/11/2023	01/11/2023	Administration	Audit Fees	Auditing Solutions Ltd	1st Interim Internal Audit	500	100	600
04/10/2023	18/10/2023	26/10/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees in advance	680.44	136.09	816.53
05/10/2023	05/10/2023	20/10/2023	Administration	Christmas Lights	Blachere Illuminations	SP42631/5210/Christmas Lights	1908.6	381.72	2290.32
10/10/2023	09/11/2023	31/10/2023	Administration	Christmas Lights	WGS Power & Lighting	Christmas light anchor testing	1300	260	1560
13/10/2023	19/12/2023		Guildhall	Maintenance/Service Contracts	Chubb Fire & Security Ltd	Annual contract Intruder alarm	560.17	112.04	672.21
16/10/2023	16/11/2023	15/11/2023	Cemetery	Other Professional Fees	Valuation Office Agency	25000042152023/5251/Other Prof	1447.2	289.44	1736.64
17/10/2023	14/11/2023	14/11/2023	Guildhall	Electricity	West Mercia Energy	Electricity Guildhall Sept23	2586.01	517.2	3103.21
18/10/2023	18/11/2023	15/11/2023	Administration	Christmas Lights	Lighting & Illumination Technology Exp	471091/5211/Christmas Lights	1156.7	231.34	1388.04
30/10/2023	30/10/2023	27/11/2023	Grants	Grant Aid	Blackdown Acapella Chorus	CommunityDevelopmentFund 23/24	710	0	710
30/10/2023	30/10/2023	13/12/2023	Grants	Grant Aid	Somerset Youth Theatre CIC	Community development fund	1000	0	1000
31/10/2023	31/10/2023	11/12/2023	Grants	Support Grant	Chard Area Youth Committee	Revenue subsidy grant	2500	0	2500
03/11/2023	03/12/2023		Amenities Central (	Grounds Maintenance	Tudor Environmental	IN0283363/5317/Grounds Mainten	465.2	93.04	558.24
04/11/2023	18/11/2023	27/11/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees	680.44	136.09	816.53
14/11/2023	14/11/2023	08/12/2023	Civic & Council	Election Expenses	Somerset Council	By-election Combe Ward	5412.88	0	5412.88
20/11/2023	18/12/2023	18/12/2023	Guildhall	Electricity	West Mercia Energy	Electricity October 23	3482.63	696.53	4179.16
20/11/2023	18/12/2023	18/12/2023	Guildhall	Gas	West Mercia Energy	Gas Guildhall September 23	2060.4	412.08	2472.48
22/11/2023	06/12/2023	13/12/2023	Administration	Christmas Lights	King Electrical Contracting Ltd	MEWP & Operator 4.5days	2790	558	3348
25/11/2023	26/11/2023	13/12/2023	Administration	Christmas Lights	Chard Town Team	Reimbursement XmasLight Suppli	583.14	0	583.14
30/11/2023	30/12/2023	13/12/2023	Guildhall	Maintenance/Service Contracts	Chubb Fire & Security Ltd	Site visit	429.48	85.9	515.38
04/12/2023	19/12/2023	13/12/2023	Administration	Other Professional Fees	Council HR & Governance	Provision HR&Governance suppor	1500	0	1500
04/12/2023	18/12/2023	13/12/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees	680.44	136.09	816.53
06/12/2023	06/12/2023	13/12/2023	Cemetery	Legal Fees	Everys Solicitors	Purchase of land-Zembard land	896	179.2	1075.2
06/12/2023	05/01/2024	13/12/2023	Amenities Central (	Play Equipment Maintenance	G.B.Sport & Leisure UK Ltd	Playground inspections	680	136	816
07/12/2023	21/12/2023	13/12/2023	Administration	Other Professional Fees	Worknest Limited	HR Support 10hrs	1175	235	1410
13/12/2023	27/12/2023		Guildhall	Water Charges	Water2business	Guildhall water June-Dec 23	861.47	0	861.47
15/12/2023	15/12/2023		Guildhall	Electricity	West Mercia Energy	Electricity Guildhall Nov23	4150.82	830.16	4980.98
15/12/2023	15/12/2023		Guildhall	Gas	West Mercia Energy	Gas Guildhall Nov23	5550.62	1110.12	6660.74
21/12/2023	22/12/2023		Guildhall	Maintenance/Service Contracts	Fire Services & Supplies Ltd	Service/Replace Fire Extinguishers	786.81	157.36	944.17
22/12/2023	22/12/2023		Guildhall	Equipt/Furniture/Small Tools	South West Pumps	Water pump	863	172.6	1035.6

BUDGET

1. Annual Budget for 2024/25

1.1. Outlined in the attached appendix is the proposed budget for 2024/25. The tax base for 2024/25 has increased by 2.29% to £4,582.00.

1.2. In order to balance the budget for 2024/25 and cover any additional costs of services devolved from Somerset Council (£250,000) the following proposals are included in this final budget:

1.2.1. An increase of 45.22% on the D Band charge from £173.09 to £251.37, which is an increase of £78.28 per annum (or £1.51 per week), resulting in a precept of £1,151,765.

1.2.2. An increase in Cemetery charges and Guildhall hire charges as agreed by the Amenities & Events Committee.

1.3. Existing expenditure for 2024/25 is budgeted at £901,765. The material increases in expenditure compared to the 2024/25 budget are as follows:

Payroll – all roles now filled and includes similar national pay increase to 2023/24	£66,394
Misc. Staff Costs	£500
Other Professional fees	£2,500
Insurance	£5,000
IT Hardware	£1,500
Arboriculture (Cemetery & Parks)	£73,500
Headstone Survey	£3,000
Ground Maintenance (allotments re trees and hedges)	£9,750
Training (Amenities staff to meet legal requirements)	£7,000
Electricity	-£20,000
Gas	-£10,000
Youth Council	£500
Solar Panel Maintenance	£3,000
Vehicle Fuel	£5,000

1.4. Should the Council not wish to budget for any additional services that may be devolved by Somerset Council, a gap in services to the town may result. However, based on forecast expenditure as is, where a precept of £901,765 would be required to balance the budget, there would be an increase of 13.7% on the Band D charge of £173.09 to £196.81, which is an increase of £23.72 per annum (or £0.46 per week).

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
101	**Administration**						
1010	Rent Received	£100	£100	£100	£100	£100	£0
1020	Letting Income	£0	-£79	£0	£9	£0	£0
1021	Customer photocopies	£0	£158	£100	£7	£25	-£75
1060	Commission Income	£0	£8	£20	£10	£20	£0
1076	Precept	£681,615	£681,615	£775,334	£775,334	£0	
1089	Miscellaneous Income	£0	£0	£0	£0	£0	£0
1096	Interest Received	£500	£3,672	£1,000	£4,240	£7,000	£6,000
	Total Income	£682,215	£685,473	£776,554	£779,700	£7,145	-£769,409
4001	Payroll Costs	£179,000	£233,661	£186,215	£140,544	£222,241	£36,026
4002	Temporary/Casual Staff	£0	£0	£0	£0	£0	£0
4003	Superannuation Deficit Funding	£6,120	£6,110	£8,064	£0	£0	-£8,064
4007	Health & Safety	£3,000	£3,078	£2,000	£25	£2,000	£0
4008	Training/Courses	£3,000	£2,721	£3,000	£1,578	£3,500	£500
4009	Travelling	£600	£18	£400	£89	£250	-£150
4010	Miscellaneous Staff Costs	£0	£0	£0	£60	£500	£500
4021	Telephone & Fax	£1,000	£1,842	£1,500	£1,745	£1,500	£0
4022	Postage	£400	£348	£350	-£12	£300	-£50
4023	Stationery	£1,000	£1,198	£1,200	£673	£1,400	£200
4024	Subscriptions	£2,500	£2,699	£2,750	£2,955	£4,000	£1,250
4025	Insurance	£25,000	£28,224	£29,635	£30,662	£35,000	£5,365
4026	Photocopy and Printing Charges	£1,500	£1,648	£2,000	£1,301	£2,100	£100
4028	IT Hosting and Support	£9,500	£8,429	£10,000	£6,081	£10,000	£0
4029	Staff Recruitment	£500	£1,389	£500	£650	£1,000	£500
4031	Other Advertising	£0	£233	£0	£20	£0	£0
4038	Maintenance/Service Contracts	£0	£3,383	£2,000	£2,923	£3,300	£1,300
4044	Equipt/Furniture/Small Tools	£0	£0	£500	£0	£500	£0
4051	Bank Charges	£1,000	£1,204	£500	£308	£1,500	£1,000

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	**Actual**	**Budget**	**Actual YTD**	**Budget**	
4055	Other Professional Fees	£7,000	£19,567	£7,500	£9,722	£10,000	£2,500
4056	Legal Fees	£2,000	£4,275	£2,000	£168	£4,500	£2,500
4057	Audit Fees	£3,200	£3,260	£3,000	£2,900	£3,500	£500
4063	Christmas Lights	£15,000	£10,842	£15,000	£7,743	£15,000	£0
4069	Sum up Charges	£0	£0	£0	£43	£0	£0
4206	Council Website	£2,000	£2,285	£2,000	£1,290	£2,100	£100
	Overhead Expenditure	£263,320	£336,414	£280,614	£211,468	£324,191	£43,577
	101 Net Income over Expenditure	£418,895	£349,060	£495,940	£568,232	-£317,046	-£812,986
6000	plus Tfr from EMR	£0	£4,625	£0	£3,513	£0	£0
	Movement to/(from) Gen Reserve	£418,895	£353,685	£495,940	£571,745	-£317,046	-£812,986

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
102	**Civic & Council**						
1020	Letting Income			£0	£155	£0	£0
1077	Grants Rec'd SSDC	£0	£2,437	£0	£0	£0	£0
1183	Culturally Chard	£0	£0	£0	£4,230	£0	£0
1184	Council Run Events (Income)	£1,500	£4,264	£5,000	£1,158	£5,000	£0
	Total Income	£1,500	£6,702	£5,000	£5,543	£5,000	£0
4005	Member Training	£2,000	£2,034	£1,000	£359	£2,000	£1,000
4009	Travelling	£100	£0	£100	£0	£100	£0
4183	Civic Events	£0	£0	£0	£0	£2,000	£2,000
4184	Council Run Events	£6,500	£7,189	£5,000	£3,055	£3,000	-£2,000
4190	Queens Jubilee Events	£0	£7,561	£0	£0	£0	£0
4191	Coronation Events	£0	£0	£5,000	£441	£0	-£5,000
4192	Culturally Chard	£0	£0	£0	£2,954	£0	£0
4200	Current Mayor's Allowance	£4,500	£7,729	£4,500	£1,365	£4,500	£0
4201	Previous Mayor's Allowance	£0	£0	£0	£1,140	£0	£0
4203	Councillors' Expenses	£100	£0	£150	£54	£150	£0
4208	Civic & Regalia costs	£750	£503	£750	£166	£500	-£250
4210	Election Expenses	£3,000	£5,602	£2,500	£5,413	£5,500	£3,000
4211	Town Crier Honorarium	£250	£250	£250	£250	£250	£0
4213	Mace Bearer Honorarium	£250	£250	£250	£250	£250	£0
	Overhead Expenditure	£17,450	£31,118	£19,500	£15,447	£18,250	-£1,250
	102 Net Income over Expenditure	-£15,950	-£24,417	-£14,500	-£9,904	-£13,250	£1,250
6000	plus Tfr from EMR	£0	£3,027	£0	£0	£0	£0
	Movement to/(from) Gen Reserve	(15,950)	(21,389)	(14,500)	-£9,904	-£13,250	£1,250
105	**Youth Council**						

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
4020	Miscellaneous Expenses	£1,000	£30	£1,000	£4	£500	-£500
	Overhead Expenditure	£1,000	£30	£1,000	£4	£500	-£500
	Movement to/(from) Gen Reserve	(1,000)	(30)	(1,000)	-£4	-£500	£500

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
107	**Grants**						
1020	Letting Income	£0	-£10	£0	£0	£0	£0
1070	CIL Money	£0	£12,674	£0	£1,666	£0	£0
1089	Miscellaneous Income	£0	£2,376	£0	£0	£0	£0
	Total Income	£0	£15,040	£0	£1,666	£0	£0
4020	Miscellaneous Expenses	£0	£2,371	£0	£0	£0	£0
4740	Community Payback Scheme	£900	£0	£900	£0	£0	-£900
4749	Section 137 Payments	£0	£0	£0	£0	£0	£0
4750	Grant Aid	£7,000	£5,812	£7,000	£2,210	£7,000	£0
4751	Annual Grants	£3,000	£3,000	£3,000	£3,000	£3,000	£0
4753	Support Grant	£7,500	£7,500	£10,000	£10,000	£10,000	£0
	Overhead Expenditure	£18,400	£18,683	£20,900	£15,210	£20,000	-£900
	107 Net Income over Expenditure	-£18,400	-£3,643	-£20,900	-£13,544	-£20,000	£900
6001	less Tfr to EMR	£0	£12,674	£0	£1,666	£0	£0
	Movement to/(from) Gen Reserve	(18,400)	(16,317)	(20,900)	-£15,210	-£20,000	£900
							£0
109	**Administration Capital**						£0
4044	Equipt/Furniture/Small Tools	£10,720	£8,512	£2,000	£161	£3,500	£1,500
	Overhead Expenditure	£10,720	£8,512	£2,000	£161	£3,500	£1,500
	Movement to/(from) Gen Reserve	(10,720)	(8,512)	(2,000)	-£161	-£3,500	-£1,500
							£0

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
201	**Guildhall**						£0
1002	FiT Electric generation tariff	£1,200	£1,994	£2,000	£831	£2,000	£0
1003	FiT Electric Export Tariff	£250	£519	£600	£187	£600	£0
1010	Rent Received	£0	£1,020	£1,020	£25	£1,020	£0
1011	Antiques Fair	£1,600	£1,054	£1,400	£683	£1,000	-£400
1012	Markets	£0	£0	£0	£28	£0	£0
1014	Guildhall Cafe/Bar Franchise	£300	£300	£300	£0	£300	£0
1020	Letting Income	£15,000	£23,383	£20,000	£18,000	£25,000	£5,000
1022	Hirers Refreshments	£0	£1,542	£1,000	£83	£500	-£500
1041	Donation Recd	£0	£0	£0	£1,000	£0	£0
	Total Income	£18,350	£29,811	£26,320	£20,837	£30,420	£4,100
4001	Payroll Costs	£91,000	£83,675	£105,000	£80,318	£125,800	£20,800
4002	Temporary/Casual Staff	£1,000	£13,506	£5,000	£0	£0	-£5,000
4006	Protective Clothing	£750	£157	£500	£0	£500	£0
4007	Health & Safety	£0	£0	£0	£0	£0	£0
4008	Training/Courses	£1,500	£430	£1,000	£0	£1,200	£200
4009	Travelling	£0	£0	£0	£0	£0	£0
4011	Rates	£8,250	£7,734	£8,200	£7,735	£8,610	£410
4012	Water Charges	£1,500	£1,522	£1,700	£1,621	£1,900	£200
4014	Electricity	£12,000	£9,215	£70,000	£33,483	£50,000	-£20,000
4015	Gas	£12,000	£48,719	£50,000	£16,838	£40,000	-£10,000
4016	Janitorial	£1,200	£994	£1,000	£727	£1,067	£67
4017	Refuse/Waste Disposal	£1,500	£0	£0	£0	£0	£0
4020	Miscellaneous Expenses	£0	£0	£0	£0	£0	£0
4021	Telephone & Fax	£0	£8	£30	£0	£30	£0
4027	Hirers Refreshments	£0	£66	£100	£257	£100	£0
4031	Other Advertising	£500	£870	£500	£495	£800	£300

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	**Actual**	**Budget**	**Actual YTD**	**Budget**	
4036	Property Maintenance	£5,000	£41,164	£5,000	£1,399	£5,335	£335
4038	Maintenance/Service Contracts	£5,000	£6,682	£7,000	£6,793	£7,500	£500
4044	Equipt/Furniture/Small Tools	£4,000	£1,361	£4,000	£1,290	£4,000	£0
4050	Consumables	£0	£0	£0	£0	£0	£0
4052	Bad Debts Written Off	£0	£0	£0	£0	£0	£0
4059	Licences (incl PRS)	£2,000	£1,025	£1,500	£1,407	£1,600	£100
4062	Heating & Air Conditioning	£0	£0	£0	£0	£1,000	£1,000
4070	Solar Panel Maintenance	£0	£0	£0	£0	£3,000	£3,000
4205	Guildhall Website	£0	£0	£500	£300	£500	£0
	Overhead Expenditure	£147,200	£217,126	£260,530	£152,663	£252,942	-£7,588
	201 Net Income over Expenditure	-£128,850	-£187,315	-£234,210	-£131,826	-£222,522	£11,688
6000	plus Tfr from EMR	£0	£33,134	£0	£0	£0	£0
	Movement to/(from) Gen Reserve	(128,850)	(154,181)	(234,210)	-£131,826	-£222,522	£11,688

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
202	**Local Information Centre**						
1077	Grants Rec'd SSDC	£500	£500	£0	£0	£0	£0
	Total Income	£500	£500	£0	£0	£0	£0
4014	Electricity	£500	£421	£2,000	£522	£2,000	£0
4020	Miscellaneous Expenses	£0	£0	£0	£0	£0	£0
	Overhead Expenditure	£500	£421	£2,000	£522	£2,000	£0
	Movement to/(from) Gen Reserve	£0	£79	(2,000)	-£522	-£2,000	£0
209	**G & T Capital & Non-Recurring**						
1077	Grants Rec'd SSDC	£0	£16,603	£0	£0	£0	£0
	Total Income	£0	£16,603	£0	£0	£0	£0
4071	Loan Capital Repaid	£53,723	£52,096	£0	£0	£0	£0
4072	Loan Interest Payable	£0	£1,627	£0	£0	£0	£0
4922	CP -Guildhall Air Conditioning	£0	£25,900	£0	£0	£0	£0
	Overhead Expenditure	£53,723	£79,623	£0	£0	£0	£0
	209 Net Income over Expenditure	-£53,723	-£63,020	£0	£0	£0	£0
6000	plus Tfr from EMR	£0	£6,797	£0	£0	£0	£0
	Movement to/(from) Gen Reserve	(53,723)	(56,223)	£0	£0	£0	£0

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
301	**Cemetery**						
1020	Letting Income	£250	£72	£250	£120	£80	-£170
1030	Interment Income	£22,800	£21,032	£23,500	£20,046	£25,000	£1,500
1031	Memorial Fees	£5,400	£4,332	£5,000	£2,897	£3,500	-£1,500
1032	Burial Rights	£7,000	£8,235	£7,000	£8,346	£8,000	£1,000
	Total Income	£35,450	£33,671	£35,750	£31,409	£36,580	£830
4001	Payroll Costs	£24,000	£25,289	£28,000	£21,562	£31,082	£3,082
4002	Temporary/Casual Staff	£0	£0	£0	£1,120	£0	£0
4006	Protective Clothing	£0	£0	£0	£0	£0	£0
4007	Health & Safety	£0	£0	£0	£0	£0	£0
4011	Rates	£3,650	£3,593	£3,800	£3,772	£3,961	£161
4012	Water Charges	£750	£255	£0	£412	£0	£0
4014	Electricity	£1,300	£1,172	£3,700	£0	£3,948	£248
4020	Miscellaneous Expenses	£0	£163	£0	£0	£0	£0
4021	Telephone & Fax	£0	£0	£0	£0	£0	£0
4036	Property Maintenance	£500	£3,740	£1,000	£50	£1,067	£67
4037	Grounds Maintenance	£250	£7,939	£1,000	£306	£1,067	£67
4044	Equipt/Furniture/Small Tools	£0	£123	£1,000	£0	£1,067	£67
4050	Consumables	£0	£0	£0	£0	£0	£0
4054	Arboriculture					£5,000	£5,000
4055	Other Professional Fees	£0	£8,250	£0	-£1,028	£3,000	£3,000
4056	Legal Fees	£0	£0	£0	£896	£0	£0
	Overhead Expenditure	£30,450	£50,523	£38,500	£27,090	£50,192	£11,692
	301 Net Income over Expenditure	£5,000	-£16,852	-£2,750	£4,319	-£13,612	-£10,862
6000	plus Tfr from EMR	£0	£8,000	£0	£8,118	£0	£0
	Movement to/(from) Gen Reserve	£5,000	(8,852)	(2,750)	£12,437	-£13,612	-£10,862

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
302	**Street Cleansing (Agency)**						
1080	Agency Income	£0	£0	£0	£0	£0	£0
	Total Income	£0	£0	£0	£0	£0	£0
4001	Payroll Costs	£0	£0	£0	£0	£0	£0
4002	Temporary/Casual Staff	£0	£0	£0	£0	£0	£0
4006	Protective Clothing	£0	£0	£0	£0	£0	£0
4007	Health & Safety	£0	£0	£0	£0	£0	£0
4017	Refuse/Waste Disposal	£0	-£1	£0	£0	£0	£0
4041	Equiment Hire	£0	£12,130	£0	£0	£0	£0
4043	Vehicle Maintenance	£0	£0	£0	£0	£0	£0
4044	Equipt/Furniture/Small Tools	£0	£0	£0	£0	£0	£0
4046	Vehicle Fuel	£0	£0	£0	£0	£0	£0
4047	Vehicle Licence/Insurance	£0	£0	£0	£0	£0	£0
4050	Consumables	£0	£0	£0	£0	£0	£0
	Overhead Expenditure	£0	£12,130	£0	£0	£0	£0
	Movement to/(from) Gen Reserve	£0	(12,130)	£0	£0	£0	£0

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
303	**Allotments**						
1010	Rent Received	£4,100	£3,816	£4,100	£3,703	£5,100	£1,000
1015	Licence Fee	£350	£205	£200	£246	£250	£50
	Total Income	£4,450	£4,021	£4,300	£3,949	£5,350	£1,050
4001	Payroll Costs	£0	£2,700	£0	£506	£1,200	£1,200
4012	Water Charges	£650	£0	£600	£0	£640	£40
4013	Rent Payable	£1,900	£2,650	£3,000	£1,050	£2,100	-£900
4022	Postage	£0	£100	£100	£168	£160	£60
4037	Grounds Maintenance	£200	£52	£250	£0	£10,000	£9,750
4044	Equipt/Furniture/Small Tools	£0	£0	£0	£0	£0	£0
	Overhead Expenditure	£2,750	£5,502	£3,950	£1,724	£14,100	£10,150
	Movement to/(from) Gen Reserve	£1,700	(1,480)	£350	£2,225	-£8,750	-£9,100
304	**Amenities General**						
1010	Rent Received	£765	£0	£0	£0	£0	£0
1040	Sponsorship Income	£1,125	£900	£0	£0	£0	£0
1079	Grants Rec'd Other	£0	£774	£0	£0	£0	£0
1089	Miscellaneous Income	£0	£2,021	£0	£0	£0	£0
	Total Income	£1,890	£3,694	£0	£0	£0	£0
4012	Water Charges	£250	£0	£0	£0	£0	£0
4013	Rent Payable	£795	£0	£0	£0	£0	£0
4014	Electricity	£700	£0	£0	£0	£0	£0
4017	Refuse/Waste Disposal	£6,000	£2,198	£0	£0	£0	£0
4035	Vandalism	£1,000	£0	£0	£0	£0	£0
4036	Property Maintenance	£500	£2,910	£0	£0	£0	£0
4037	Grounds Maintenance	£2,500	£2,402	£0	£0	£0	£0
4039	Play Equipment Maintenance	£25,000	£21,786	£0	£0	£0	£0

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	**Actual**	**Budget**	**Actual YTD**	**Budget**	
4040	Street Furniture	£1,500	£2,772	£0	£0	£0	£0
4048	Flower Beds - planting etc	£4,500	£5,298	£0	£0	£0	£0
4049	Flower Baskets	£2,500	£1,109	£0	£0	£0	£0
4054	Arboriculture	£5,000	£4,934	£0	£0	£0	£0
4065	CCTV	£500	-£6	£0	£0	£0	£0
	Overhead Expenditure	£50,745	£43,401	£0	£0	£0	£0
	304 Net Income over Expenditure	-£48,855	-£39,707	£0	£0	£0	£0
6000	plus Tfr from EMR	£0	£1,179	£0	£0	£0	£0
	Movement to/(from) Gen Reserve	(48,855)	(38,528)	£0	£0	£0	£0

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
308	**Amenities Central Costs**						
1010	Rent Received	£2,160	£4,718	£3,700	£3,260	£3,700	£0
1026	Insurance claim receipt	£0	£810	£0	£0	£0	£0
1040	Sponsorship Income	£0	£0	£1,200	£857	£900	-£300
1046	Recharge for vehicle fuel	£0	£0	£0	£0	£0	£0
1089	Miscellaneous Income	£0	£11	£0	£25	£0	£0
	Total Income	£2,160	£5,539	£4,900	£4,142	£4,600	-£300
4001	Payroll Costs	£134,163	£116,134	£150,955	£96,623	£157,445	£6,490
4006	Protective Clothing	£2,250	£712	£2,000	£304	£2,000	£0
4007	Health & Safety	£0	£0	£0	£0	£0	£0
4008	Training/Courses	£3,000	£1,128	£3,000	£0	£10,000	£7,000
4009	Travelling	£0	£0	£0	£0	£0	£0
4011	Rates	£1,250	£1,210	£1,350	£1,271	£1,418	£68
4012	Water Charges	£100	£0	£0	£82	£0	£0
4013	Rent Payable	£0	£0	£795	£450	£900	£105
4014	Electricity	£3,500	£1,734	£5,000	£597	£5,000	£0
4016	Janitorial	£100	£0	£0	£232	£300	£300
4017	Refuse/Waste Disposal	£0	£112	£5,000	£731	£3,000	-£2,000
4020	Miscellaneous Expenses	£0	£0	£0	£957	£0	£0
4021	Telephone & Fax	£1,512	£1,652	£1,650	£1,502	£2,000	£350
4035	Vandalism	£1,000	£7	£300	£0	£320	£20
4036	Property Maintenance	£1,500	£1,454	£2,500	£2,802	£3,000	£500
4037	Grounds Maintenance	£0	£0	£4,000	£2,705	£4,300	£300
4039	Play Equipment Maintenance	£0	£814	£10,000	£927	£10,000	£0
4040	Street Furniture	£0	£0	£2,000	£374	£2,000	£0
4041	Equiment Hire	£5,000	£350	£500	£44	£550	£50
4042	Equipment Maintenance	£2,500	£2,729	£4,000	£143	£4,300	£300
4043	Vehicle Maintenance	£4,300	£1,622	£3,000	£1,607	£3,200	£200

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	**Actual**	**Budget**	**Actual YTD**	**Budget**	
4044	Equipt/Furniture/Small Tools	£0	£0	£0	£0	£0	£0
4045	Vehicle / Equipment Lease/Hire	£0	£0	£0	£983	£0	£0
4046	Vehicle Fuel	£3,000	£5,296	£8,000	£1,966	£4,500	-£3,500
4047	Vehicle Licence/Insurance	£2,000	£3,214	£3,500	£4,116	£4,500	£1,000
4048	Flower Beds - planting etc	£0	£0	£5,000	£1,789	£5,500	£500
4049	Flower Baskets	£0	£0	£2,500	£2,267	£2,700	£200
4050	Consumables	£400	£0	£0	£0	£0	£0
4054	Arboriculture	£0	£0	£5,000	£1,200	£73,500	£68,500
4065	CCTV	£0	£0	£500	£13	£534	£34
4077	Emergency Resilience	£0	£0	£0	£0	£1,000	£1,000
	Overhead Expenditure	£165,575	£138,168	£220,550	£123,685	£301,966	£81,416
	308 Net Income over Expenditure	-£163,415	-£132,628	-£215,650	-£119,543	-£297,366	-£81,716
6000	plus Tfr from EMR	£0	£7,611	£0	£2,785	£0	£0
	Movement to/(from) Gen Reserve	(163,415)	(125,017)	(215,650)	-£116,758	-£297,366	-£81,716

Chard Town Council Current Year Annual Budget - By Centre (Actual as at 31/12/23)

		2022/23		2023/24		2024/25	Change
		Budget	Actual	Budget	Actual YTD	Budget	
309	**Amenities Capital**						
1077	Grants Rec'd SSDC	£0	£74,567	£0	£0	£0	£0
1078	Grants Rec'd SCC	£0	£18,000	£0	£28,731	£0	£0
1079	Grants Rec'd Other	£0	£25,000	£0	£0	£0	£0
	Total Income	£0	£117,567	£0	£28,731	£0	£0
4044	Equipt/Furniture/Small Tools	£5,000	£57,627	£5,000	-£49,533	£5,000	£0
4067	MTIG	£0	£88,125	£0	£0	£0	£0
4068	Climate Change	£0	£48,882	£0	£0	£0	£0
4962	CP - New Play Equipment	£0	£0	£0	£50,000	£0	£0
	Overhead Expenditure	£5,000	£194,634	£5,000	£467	£5,000	£0
	309 Net Income over Expenditure	-£5,000	-£77,066	-£5,000	£28,264	-£5,000	£0
6000	plus Tfr from EMR	£0	£75,188	£0	£21,269	£0	£0
6001	less Tfr to EMR	£0	£18,000	£0	£0	£0	£0
	Movement to/(from) Gen Reserve	(5,000)	(19,879)	(5,000)	£49,533	-£5,000	£0
401	**Markets**						£0
1012	Markets	£2,800	£1,906	£2,800	£1,598	£2,400	-£400
	Total Income	£2,800	£1,906	£2,800	£1,598	£2,400	-£400
4011	Rates	£750	£520	£580	£242	£619	£39
	Overhead Expenditure	£750	£520	£580	£242	£619	£39
	Movement to/(from) Gen Reserve	£2,050	£1,386	£2,220	£1,356	£1,781	-£439
501	**Community Plan**						£0
4189	Community Plan	£0	£0	£500	£33	£0	-£500
	Direct Expenditure	£0	£0	£500	£33	£0	-£500
	Movement to/(from) Gen Reserve	£0	£0	(500)	£33	£0	£500

Chard Town Council Current Year

Annual Budget - By Centre (Actual as at 31/12/23)

	2022/23		2023/24		2024/25	Change
	Budget	**Actual**	**Budget**	**Actual YTD**	**Budget**	
Total Budget Income	£749,315	£920,529	£855,624	£877,575	£91,495	-£764,129
Expenditure	£767,583	£1,136,804	£855,624	£548,716	£993,260	£137,636
Net Income over Expenditure	-£18,268	-£216,275	£0	£328,859	-£901,765	-£901,765
Earmarked Reserves re Somerset Council Devolution	£0	£0	£0	£0	£250,000	£250,000
plus Tfr from EMR	£0	£139,561	£0	£35,685	£0	£0
less Tfr to EMR	£0	£30,674	£0	£1,666	£250,000	£250,000
Movement to/(from) Gen Reserve	(18,268)	(107,388)	£0	£362,878	-£1,151,765	-£1,151,765