



Yeovil Town Council

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Policy, Resources and Finance Committee

The Meeting... **Policy, Resources and Finance Committee**

The Time... **7.00pm**

The Date... **Tuesday 24 November 2009**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Alan Tawse

Alan Tawse
Town Clerk

18 November 2009

Please contact Alan Tawse at the Town House for more information about this meeting

To All Members of the Policy, Resources & Finance
Committee:

Philip Chandler (Ex-officio)

Clive Davis

Bridget Dollard

Tony Fife

Dave Gooding

John Grana

Dave Greene

Steve Hawker (Chairman)

Andrew Kendall

Pat Martin (Vice-Chairman)

Tom Parsley

Wes Read (Ex-officio)

David Recardo

Alan Smith

A G E N D A

Public Comment (15 minutes)

1. MINUTES

To confirm as a correct record the Minutes of the previous meeting held on 29 September 2009.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

PAGES

5. APPLICATIONS FOR GRANT AID

(Circulated separately)

6. CAPITAL AND REVENUE RESERVES

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7. SERVICE COMMITTEE REVENUE ESTIMATES 2010/11

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8. POLICY, RESOURCES AND FINANCE COMMITTEE REVENUE ESTIMATES 2010/11

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9. AUDIT OF ANNUAL RETURN 2008/09

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10. FINANCIAL STATEMENT – AUGUST/SEPTEMBER 2009

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Public Comment (15 minutes)

EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11. STAFFING ISSUES

(Confidential report circulated to Members only)

6. CAPITAL AND REVENUE RESERVES

Introduction

Set out below is a breakdown of the Capital Fund and the General Reserve. These show commitments less creditors/debtors for which additional provision has been made. The allocation of these reserves is consistent with the advice of the District Auditor who had previously commented on the Council's level of uncommitted reserves.

There is currently £5,596 available within the Capital Fund to finance additional items of a capital nature. This will increase following the capital receipt that will arise from the planned sale of the former Goldcroft allotment site.

The General Reserve is at a comfortable level and, provided a minimum of £80,000 remains uncommitted, should provide sufficient resources to meet any unexpected revenue needs beyond those which can be funded from contingencies over the forthcoming year.

This figure is well above the recommended minimum level of £43,000 which represents an amount equivalent to 5% of the anticipated net revenue budget having regard to specific reserves and provisions.

Capital Fund

The current position concerning the Capital Fund is as follows:

CAPITAL FUND

Balance of Capital Fund as at 31 March 2009	£26,823
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Plus Capital Receipts:

Breathing Places Project – Phase 4	£2,800
PWLB Loan	<u>£265,000</u>

Sub-total	£294,623
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Less Capital Expenditure:

Peter Street Toilets	£100,000
Roundabout Enhancements	0
Milford Hall Redevelopment– Planning application (met from SCC contribution)	£87
Milford Hall Redevelopment – Architect's fees (met from SCC contribution)	£15,163
Breathing Places Project – Phase 4	<u>£2,299</u>

Sub-total	<u>£117,549</u>
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Balance of Capital Fund as at 24 November 2009	£177,074
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Less Commitments:

Yeovil Country Park – contribution to signage	£180
Sunningdale Doorstep Green (Phase 3)	£2,415
Roundabout Enhancements	£3,382
Breathing Places Project – Phase 4	£501
Milford Hall Redevelopment – YTC contribution	£85,000
Yew Tree Park Play Area Upgrade – YTC contribution	£80,000

Total Commitments **£171,478**

New Balance (unallocated) **£5,596**

Notes

- 1 All future Cemetery capital improvements to be met from revenue contributions to capital by the Joint Burial Committee
- 2 Essential play area repair work beyond routine maintenance budgets to be charged to capital (subject to matching contributions from SSDC)
- 3 Capital commitments totalling £165,000 (£80,000 towards the upgrade of Yew Tree Park Play Area and £85,000 towards redevelopment of Milford Community Hall) agreed. Costs involved to be met from the Remaining balance of the £265,000 PWLB loan.

Updated Position

The sum of £5,596 is currently available for allocation to new capital schemes.

Future sources of funding include the proceeds arising from the sale of surplus land at the former Goldcroft allotment site.

Earlier this month, the Town Council agreed that approval be given to the acceptance of the highest bid received for the disposal of the above site subject to the bidder providing formal satisfactory evidence within the next two weeks of their ability to fund the acquisition.

The bidder has been advised of the Council's decision and a formal response is awaited from their solicitor and will be reported to Members upon receipt.

Another potential source of funding is the former ski and activity centre should the Town Council decide to dispose of the freehold as part of the redevelopment proposals.

Alder King have been instructed to market this site on behalf of the Town Council and, following a meeting between the appointed representatives of the Town Council and Alder King, arrangements were made for a revised draft development brief to be produced and submitted to the July 2008 meeting of the Town Council for consideration. The final brief was adopted at that meeting and the property was marketed and expressions of interest invited.

Details of those received were reported to the Town Council in March 2009, and Members have approved a process for assessing these bids and reporting back on their respective merits with a view to a final decision being taken by the Town Council in due course on how best to proceed.

All expressions of interest received have now been considered by the Steering Group set up to give initial consideration to the matter, and details of the bids received along with their views were submitted to the September meeting of the Town Council, at which it was agreed that the bid put forward by the Yeovil Community Church for the redevelopment of the site as a creative arts centre, which met the development brief, be supported in principle. The financial aspects of the bid are under active consideration and negotiations have commenced with representatives of the Church.

Alternatively, revenue provision could be made for schemes in the relevant Committee's estimates.

Any funding beyond these sources will need to be in the form of a loan from the Public Works Loan Board, applications for which are considered on their individual merits and subject to funding availability.

Play Areas

At the July meeting of the Committee, the current position regarding the rolling programme of play area improvements was noted and it was agreed that the matter would be further considered at the next meeting following clarification of the District Council's funding intentions for the play area improvements identified in the programme of planned works for 2009/10.

The current programme is as follows:

Five-year Funding Plan – Assumes 50% contribution from SSDC

Play Area	2008/09	2009/10	2010/11	2011/12	2012/13	Totals
Turner's Barn Lane		£25,000				£25,000
Yew Tree Park	£80,000					£80,000
Monks Dale Park		£15,000				£15,000
Milford Park			£20,000			£20,000
Summerhouse View				£10,000		£10,000
Preston Park				£12,500		£12,500
Howard Road Park				£10,000		£10,000
Total	£80,000	£40,000	£20,000	£32,500	NIL	£172,500

The District Council has since confirmed that it has committed the following capital funding at the present time:

Play Area	2008/09	2009/10	2010/11	2011/12	2012/13	Totals
Turner's Barn Lane						NIL
Yew Tree Park		£80,000				£80,000
Monks Dale Park		£15,000				£15,000
Milford Park			£20,000			£20,000
Summerhouse View						NIL
Preston Park				£12,500		£12,500
Howard Road Park						NIL
Total	NIL	£95,000	£20,000	£12,500	NIL	£127,500

The District Council has indicated that these figures are based on anticipated match-funding of 50% from the Town Council and that the revised list is a result of a districtwide prioritisation exercise that took into account the overall finance available.

At the May meeting of the Committee, attention was drawn to a recent planning consent in the vicinity of the Monks Dale Park Recreation Ground, which included a condition that the developer makes a S106 contribution towards the improvement of play and youth facilities in the area. Whilst the contribution had not yet been made, it was hoped that it could be used to help meet the overall costs of the proposed upgrade of play equipment in the Recreation Ground.

It was also indicated that the District Council had confirmed that its capital allocation of £15,000 towards the upgrade of this particular play area had been secured on the assumption that match-funding was provided by the Town Council, and that this allocation was available for use in 2009/10.

During the ensuing discussion, reference was made to the desirability of using the S106 contribution to help meet the estimated £30,000 overall costs of this particular upgrade thereby enabling savings to be achieved by both authorities that could be used to fund additional play area upgrades.

The Committee subsequently agreed that consideration of a contribution by the Town Council towards the proposed upgrade of the play area at the Monks Dale Recreation Ground be deferred until later in the year and, in the meantime, the possibility of using the above-identified S106 contribution to help meet the estimated £30,000 overall costs of this particular upgrade thereby enabling savings to be achieved by both authorities that could be used to fund additional play area upgrades, be explored and the outcome be reported to a future meeting.

This matter has been raised with the District Council's Senior Play and Youth Facilities officer, who has responded as follows:

The premise for allocating funds to improve play areas is that they need improvement to serve the existing population. Then when a developer builds new properties that increase the population it is often the case that to mitigate the play area demands generated by the increase in population the developer makes financial contributions to allow for extra play provision to be made.

I would have serious concerns if we used developer contributions to subsidise existing demands. This would set a dangerous precedent and if developers knew we were doing this it would undermine our credibility with them when seeking financial contributions, as the developer could argue we obtained the funding under a misappropriation. It is therefore an option I would not want to support.

The District Council's response to the possible use of the anticipated S106 contribution towards the funding of the proposed upgrade of the play area at the Monks Dale Recreation Ground was noted at the last meeting of the Committee, and the Town Clerk was asked to arrange for the conditions of the relevant

planning decision to be checked with a view to establishing the agreed purpose and application of this contribution.

It was further agreed that in the event that this contribution cannot be used for this purpose, the funding of the Town Council's contribution towards the upgrade be considered as part of the forthcoming budget process.

The Town Clerk has since raised these issues with the Development Control Team and with the Senior Play and Youth Facilities Officer, and their responses will be reported to the meeting, along with further details of the proposals for upgrading the play areas at Milford Park in 2010/11.

The District Council has recently agreed to reschedule the implementation of the Monks Dale Recreation Ground scheme until 2010/11, and to carry forward their allocation of £15,000 into that financial year.

General Reserve

The current position concerning the General Reserve is as follows:

General Reserve

General Reserve as at 31 March 2009	£114,990
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Net Commitments

Grants Budget (carried forward)	£5,468
Transport Support budget (carried forward)	<u>£5,232</u>
	<u>£10,700</u>

New Balance (unallocated)	£104,290
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Recommendations

Members are **RECOMMENDED:**

- (1) to note the position concerning the Capital Fund and the General Reserve;
- (2) to agree, as a matter of policy, that a minimum balance of £80,000 remains uncommitted in the General Reserves to meet to meet any unexpected revenue needs beyond those which can be funded from contingencies over the forthcoming year;
- (3) to note the current position regarding the rolling programme of play area improvements and to receive an update on the outstanding issues at the meeting, following which to consider the joint funding arrangements for any approved schemes to be completed in 2010/11.

(Alan Tawse, Town Clerk - 01935 382424)

7. SERVICE COMMITTEE REVENUE ESTIMATES - 2010/11

All the service committees have now met and considered their draft estimates for 2010/11. These are attached at pages 9 to 12.

Budget Strategy

In setting recent year's budgets, the Council has drawn attention to the importance of officers and committees making bids for growth to give careful consideration to the impact of such bids on the overall finances of the Council as part of the initial budget process.

With this in mind, the Finance Working Group has met and, taking into consideration predicted spending requirements, known growth bids and inescapable increases has worked with the officers in drawing up the Committees' draft estimates for 2010/11.

To help co-ordinate the overall process, each Committee has once again been asked by the Working Group to keep their expenditure within the suggested maximum limits – with any proposed increases beyond those suggested being matched by reductions elsewhere in the draft budget.

This approach worked successfully last year, and the Working Group feels that following the same approach this year will ensure that a balanced and sustainable budget is set for 2010/11.

The Working Group has again proposed that contingencies continue to be included in a separate budget and that bids for the use of these funds be considered by the Policy, Resources and Finance Committee. This approach is consistent with the way in which unspent revenue balances are now dealt with, and it ensures that all Committees have the same opportunity to put forward bids for additional expenditure during the year.

This approach has been successfully followed for the last seven years, and the Working Group feel that the same approach should be followed this year.

The Finance Working Group has also provisionally included an allocation of £20,000 in the 2010/11 estimates towards new initiatives, and has proposed that the service committees put forward bids for the use of this new fund during the January 2010 cycle of meetings.

Contingencies

At present, contingencies are calculated at 6% of the overall budgets set by the Town Council. In view of the fact that inflation is predicted to rise to 2% over the coming year, and given the ongoing negotiations over the future of the Ski and Activity Centre, it is proposed that these be maintained at 6%.

Bids for Growth

The following new/significant revenue bids have been made by the various Committees of the Council during the current budget round and are included in their draft estimates. Also included are bids above the levels recommended by the Finance Working Group:

Grounds and General Maintenance Committee

Open Spaces (additional provision)

£3,360

To ensure allocated contribution by Town Council towards costs of maintaining open spaces keeps pace with inflation.

Holiday Play Scheme (additional provision) £445

To help meet anticipated overall costs of schemes planned for 2010/11 on a matching basis with the District Council.

Enhancements (new provision) £3,000

To help meet costs of enhancements to open spaces and amenities in Yeovil Town – schemes to be agreed by the Town Council

Promotions and Activities Committee

Yeovil in Bloom (additional provision) £710

To ensure allocated contribution by Town Council towards costs of Yeovil in Bloom initiative keeps pace with inflation.

Buildings and Civic Matters Committee

CCTV (additional provision) £3,250

To ensure allocated contribution by Town Council towards costs of Town Centre CCTV system keeps pace with inflation and meets necessary equipment repairs and replacements.

(NB Allowance has also been made in all salary-related budgets to meet the anticipated costs of implementing the 2010/11 National Pay Award).

Recommendation

The Committee is **RECOMMENDED:**

- (1) to note and support the budget strategy drawn up by the Finance Working Group;
- (2) to consider the draft estimates of the service committees, taking into account the new/significant revenue bids and those above the levels recommended by the Finance Working Group, as set out above, with a view to making recommendations to full Council, which will set the precept at its meeting on 1 December; and
- (3) to consider maintaining the contingencies calculation at 6% given the anticipated level of inflation and the ongoing negotiations over the future of the Ski and Activity Centre.

(Alan Tawse, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL - ESTIMATES

GROUNDS AND GENERAL MAINTENANCE COMMITTEE

		YEAR 2008/09		YEAR 2009/10		YEAR 2010/11				
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.09	Full year estimated spend to 31.03.10	Estimated over spent	Estimated under spent	Estimated required	To be allocated
INCOME 2009/10	Materials and equipment	2,270	2,169	2,380	829	2,000		380	2,040	
1/2 Year to 30/09/09	Water Mains Refurbishment/Repairs	1,600	0	1,680	0	1,680			1,720	
	Water charges	1,780	1,541	1,870	206	1,870			1,910	
Lease	800 Allotment Maintenance (SSDC)	6,700	5,088	7,000	4,384	7,000			7,140	
Taps & Keys	23 Allotment Maintenance (Tenants)	3,300	3,034	3,000	1,654	3,000			3,060	
Allotment rents	9782 Allotments - Fence Repairs	1,650	165	1,740	285	1,740			1,780	
1/2 Year	10605 Milford Hall - Materials and equipment	1,030	1,423	1,080	749	910		170	1,100	
	Leases	250	300	250	0	300	50		300	
	Goar Knap - Building	1,236	1,134	1,300	636	1,300			1,330	
ESTIMATED INCOME	Newsletter	150	75	160	0	160			160	
2009/10	Best Kept Allotments Competition	360	204	380	104	200		180	210	
Taps & keys	45 Labour	17,000	16,145	18,375	7,995	16,000		2,375	15,000	
Rent	9782 Vehicle	3,200	3,202	3,360	1,718	7,350	3,990		900	
Lease	1600 Protective clothing	150	130	160	87	160			160	
Est 2008/09	11427 Dog Bins	640	0	500	74	500			510	
	Open spaces:									
	Open Spaces	163,109	163,109	168,000	78,450	168,000			171,360	
	Enhancements	0	0	0	0	0			3,000	
ESTIMATED INCOME	Milford Park (including services)	19,130	7,760	19,130	0	15,000		4,130	19,520	
2010/11	Play and Landscape Officer	10,500	10,500	10,500	0	10,500			10,710	
	Holiday Playscheme contribution	5,000	5,000	7,765	0	7,765			8,210	
Taps & Keys	45 Door Step Green	500	212	300	180	300			310	
Rents	9782 Yew Tree Park - Gate Opening	1,340	1,086	1,340	595	1,340			1,370	
Lease	1600 Flagship Play Area - Maintenance	0	0	1,500	0	1,500			1,530	
Est 2009/10	11427									
	Total expenditure	240,895	222,277	251,770	97,946	248,575	4,040	7,235	253,330	0
Notes:							Estimated underspend (-)			-3,195
										250,135
1	Budget prepared on a year on year basis, with adjustments made for previous year's accruals						Estimated 2010/11 income			11,427
2	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									238,708
3	Income of £1,600 pa receivable from lease of land at Higher Ryalls						+ contingencies @ 6%			14,322
4	Enhancements expenditure of £12,000 pa capitalised in 2006/07									253,030
5	Open Spaces budget includes contribution of £28,200 towards maintenance of Yeovil Country Park and £10,510 towards play area repairs/enhancements									

YEOVIL TOWN COUNCIL - ESTIMATES

PROMOTIONS AND ACTIVITIES COMMITTEE

		YEAR 2008/09		YEAR 2009/10			YEAR 2010/11				
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated	
					spent	estimated	over	under			
					30.09.09	spend to					
						31.03.10					
INCOME 2009/10	Town Centre Partnership	19,570	19,568	19,570	9,784	19,570			19,960		
1/2 Year to 30/09/09	Christmas Lights	18,000	35,485	19,000	34	19,000			19,380		
Festive Lights	Yeovil in Bloom	34,205	34,206	35,230	17,619	35,230			35,940		
SSDC	11,000	Town Crier	850	767	875	0	875		890		
Traders	0	Yeovil Open Town Crier Competition	1,650	1,384	1,740	1,673	1,740		1,770		
Sponsorship	500	Customised souvenirs	300	175	500	0	500		510		
Souvenirs	0	Town Guide/promotional publications	600	150	600	0	300	300	310		
	11,500	Town Centre Environmental Improvements	10,000	10,000	8,000	0	8,000		8,000		
		Christmas Lights Competition	60	0	60	0	60		30		
ESTIMATED INCOME	Yeovil Flower and Gardeners' Market	3,100	2,514	3,800	3,613	3,613		187	3,700		
2009/10	Yeovil Country Park Fayre	700	184	0	0	0			0		
Festive Lights	South West in Bloom Presentations	0	0	495	608	608	113		0		
SSDC	11,000										
Traders	1,000										
Sponsorship	1,000										
Souvenirs	50										
	13,050										
Estimated Income											
2010/11											
Festive Lights											
SSDC	11,000										
Traders	1,000										
Sponsorship	1,000										
Souvenirs	50										
	13,050	Total Expenditure	89,035	104,433	89,870	33,331	89,496	113	487	90,490	0
Notes:								Estimated underspend (-)		-374	
										90,116	
1	Christmas Lighting - Expenditure in 2009/10 offset by agreed contribution from SSDC							Estimated 2010/11 income		13,050	
2	Town Centre Environmental Improvements budget previously used to help meet costs of Middle Street and Princes Street Enhancement Schemes									77,066	
								+ contingencies @ 6%		4,624	
3	Yeovil Town Centre Flower and Gardeners' Market - maximum guarantee against loss (offset by income from stalls and sponsorship)									81,690	
4	South West in Bloom Presentations - costs of PA and transport provision										

YEOVIL TOWN COUNCIL - ESTIMATES

PLANNING AND LICENSING COMMITTEE										
		<u>YEAR 2008/09</u>			<u>YEAR 2009/10</u>			<u>YEAR 2010/11</u>		
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.09	Full year estimated spend to 31.03.10	Estimated over/under spend	Estimated recharge	To be allocated	
Income to 30.09.09	Licensing Direct Costs	23,100	15,518	12,000	7,308	12,000		12,240		
Licensing 12,011	Planning Recharge	12,360	12,360	12,980	6,490	12,980		13,240		
Est Income 1/2 Year	Total	35,460	27,878	24,980	13,798	24,980	0	25,480	0	
Ending 31/03/10										
Licensing 10,000							Estimated recharge (+)		25,480	
Total	22,011						Estimated 20010/11 income (-)		23,000	
							Estimated underspend (-)		0	
									2,480	
Estimated Income 2010/11							Plus contingencies (6%)		149	
									2,629	
Licensing 23,000										
Notes										
1 Income for 2009/10 includes fees and charges which will be received before the financial year end which relates to 2010/11 financial year										
2 Expenditure includes the cost of Criminal Record Bureau checks for which corresponding fee income is received.										
3 Planning recharge increased in line with inflation										

8. POLICY, RESOURCES AND FINANCE COMMITTEE REVENUE ESTIMATES - 2010/11

General

The Committee's provisional budget for 2010/11 is attached at page 15. In preparing this budget, consideration has been given to this year's budget and, overall, this is likely to be underspent by £3,115. The reasons for this are set out below:

Insurance

This budget covers the costs of the Town Council taking out a comprehensive insurance policy as part of its risk assessment strategy. Savings of £760 are anticipated as a result of negotiations undertaken by the Town Clerk earlier in the year following a review of the existing cover arrangements.

Stationery/Supplies

This budget is used to meet the costs of stationery and printer cartridges, and an underspend of £400 is expected.

Furniture, Office Equipment and Servicing

This budget meets the costs of operating and maintaining the leased photocopier and the purchase of items of office equipment and furniture. The budget is forecasted to be underspent by £1,225.

Advertising

This budget covers the advertising of the Town Council's meetings and staff vacancies. An overspend of £1,820 is anticipated arising from the advertising of two staff vacancies (including a temporary post) that arose during the year.

Books/Periodicals

This budget is used to meet the cost of any new publications which are required to enable the Town Council's officers to keep up-to-date with changes in local government law, finance and procedure. It is also used to meet the cost of any training books and materials. An underspend of £200 is anticipated.

Salaries

An estimated saving of £1,000 is forecast following this year's national pay award, reduced overtime payments and staffing changes.

Costs of Democracy

This budget is likely to be underspent by £900 following the implementation of this year's annual review of the Parish Basic Allowance.

Best Value

This budget covers the costs of producing the annual Best Value Performance Plan and other Best Value initiatives. This year, it is likely to be underspent by £500.

Franking Machine

An overspend of £50 is expected to meet an unforeseen increase in the costs of scale rate packs.

Delivery of Yeovil Vision

Four years ago, the Town Council agreed to allocate £25,000 per year for a two-year period towards this initiative which, owing to a delay in setting up the organisation, has been used to help fund its costs over the 2007/08 and 2008/09 financial years. The Town Council agreed to allocate a further £20,000 in 2009/10.

The District Council has recently taken the delivery of the Yeovil Vision in-house following a management restructure. The Town Council's previous contributions have been used to help meet the revenue cost of the current external delivery organisation, which as previously reported, comes to an end on 31 December 2009.

In light of these developments, the Finance Working Group did not envisage that a further contribution would be sought by the District Council in 2010/11 and this is reflected in the Committee's draft budget. However, following on from the meeting of the Finance Working Group, the District Council has now indicated its wishes to seek a further contribution from the Town Council, and their reasons are to be set out in a letter which will be circulated to all Members upon receipt.

New Initiatives Fund

The Finance Working Group has provisionally included an allocation of £20,000 in the Committee's 2010/11 estimates towards new initiatives, and has proposed that the service committees put forward bids for the use of this new fund during the January 2010 cycle of meetings.

Recommendation

Members are **RECOMMENDED** to note the above-outlined variances in expenditure, and to consider this Committee's Revenue Estimates for 2010/11.

(Alan Tawse, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL - ESTIMATES

POLICY RESOURCES AND FINANCE COMMITTEE

NOTES	Item	YEAR 2008/09		YEAR 2009/10					YEAR 2010/11	
		Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated
					spent	estimated	over	under		
					30.09.09	31.03.10	spent	spent		
Income	Grants	25,000	18,532	20,000	7,975	20,000			20,000	
2008/09	Insurance	8,500	8,970	8,925	8,165	8,165		760	8,300	
	Telephone	2,000	2,100	2,100	918	2,100			2,150	
Investment Int	Postage	4,000	3,984	4,200	1,800	4,200			4,290	
	Stationery/supplies	5,150	4,870	5,400	2,460	5,000		400	5,100	
	Furniture, office equipment & servicing	7,500	4,283	5,825	1,777	4,600		1,225	4,700	
Income 2009/10	Advertising	650	1,020	680	2,241	2,500	1,820		700	
1/2 Year to 30/09/09	Audit fees	3,500	3,709	3,675	581	3,675			3,750	
	Prof. fees/subs	5,150	5,359	5,000	3,235	5,000			5,100	
Investment Int	Books/periodicals	400	128	400	56	200		200	200	
	Salaries	159,000	169,150	168,000	85,175	167,000		1,000	170,340	
	Mayoral allowance	7,830	7,830	8,220	8,220	8,220			8,380	
	Courses/conferences	5,150	4,490	5,400	1,590	5,400			5,510	
	Costs of Democracy	20,000	23,000	25,200	11,500	24,300		900	24,790	
Estimated Income	Regalia	1,550	391	630	0	630			650	
2009/10	Youth Council	1,160	899	1,220	0	1,220			1,250	
	Best Value	5,820	2,060	3,000	1,890	2,500		500	2,550	
Investment Int	Fixed Asset Valuation	540	0	0	0	0			0	
	NVQ Trainee Administrator	4,150	1,670	4,360	1,774	4,360			5,200	
	Police Community Support Officers	5,200	0	0	0	0			0	
Estimated Income	Franking Machine	430	543	450	354	500	50		510	
2010/11	PC Support	8,000	7,156	7,000	3,108	7,000			7,140	
	Delivery of Yeovil Vision	0	0	20,000	20,000	20,000			0	
Investment Int	Yeovil Shopmobility	5,000	5,000	5,000	5,000	5,000			5,100	
	Contingencies	39,088	37,502	43,180	14,741	43,180				
	New Initiatives Fund								20,000	
	Total Expenditure	324,768	312,646	347,865	182,560	344,750	1,870	4,985	305,710	0
Notes:										
								Estimated underspend (-)		-3,115
										302,595
1	Investment income set to reflect anticipated interest rates							Estimated 2010/11 income		3,500
2	Capital Fund commitments set out elsewhere on the agenda									299,095
3	PC Support budget extended to include Members' PC support and internal/external broadband connections							+ contingencies @ 6%		17,946
4	Costs of Democracy budget set to reflect anticipated Members' allowances									317,041
5	Salaries budget adjusted to meet anticipated national pay awards, Employer's pension contributions and previously agreed increments									
6	Regalia budget to meet rolling programme of civic robe refurbishment									
7	Contribution towards Yeovil Vision budget excluded following SSDC decision to deliver the service in-house									
8	£5,468 carried forward from 2008/09 Grants Budget									

9. AUDIT OF ANNUAL RETURN - 2008/09

The External Auditor's report on the 2008/09 Audit of Annual Return has been received. This new report replaces the annual audit of accounts following previously reported changes in local council audit procedures.

For the fifth time, the external audit has been undertaken by Moore Stephens – Chartered Accountants who are based in Bath and who were initially appointed by the Audit Commission as the Town Council's external auditors for a period of two years (which was subsequently extended by a further three years).

I am pleased to report that the report confirms that the information contained in the annual return is in accordance with the Audit Commission's requirements and that no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

It is **RECOMMENDED** that the report be noted and welcomed.

(Alan Tawse, Town Clerk - 01935 382424)