

Agenda Item 10.2a Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/12/2024)

GENERAL INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1010	Precept	131,000.00	131,000.00					(0%)
1020	Bank Interest	800.00	1,361.95	561.95				561.95 (70%)
1030	Comm Infrastructure L.							(N/A)
1031	CIL receipt Nov 2024		42,449.06	42,449.06				42,449.06 (N/A)
1040	Leases of Land	2,200.00	3,250.00	1,050.00				1,050.00 (47%)
1050	Other Income							(N/A)
1060	Men's Shed - Old Station	1,050.00	750.94	-299.06				-299.06 (-28%)
SUB TOTAL		135,050.00	178,811.95	43,761.95				43,761.95 (32%)

STAFF AND TRAINING

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1110	Salaries and Employment				55,000.00	40,150.60	14,849.40	14,849.40 (27%)
1120	Pension deficit payments							(N/A)
1130	Training and Travelling				900.00	100.00	800.00	800.00 (88%)
1140	Membership- Profess. Bodies				220.00	430.00	-210.00	-210.00 (-95%)
SUB TOTAL					56,120.00	40,680.60	15,439.40	15,439.40 (27%)

ADMINISTRATION

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1210	General Administration				1,050.00	362.25	687.75	687.75 (65%)
1220	Insurance				2,350.00	2,049.97	300.03	300.03 (12%)
1230	Auditors' Fees				600.00	475.80	124.20	124.20 (20%)
1240	Town Hall Charges				1,500.00	1,450.00	50.00	50.00 (3%)
1250	Subscriptions				680.00	751.27	-71.27	-71.27 (-10%)
1260	Elections				2,000.00		2,000.00	2,000.00 (100%)
1270	Town Car Park Loan				10,402.06	5,201.03	5,201.03	5,201.03 (50%)
1271	Moorland St. Land Loan				5,657.44	5,657.44		(0%)
1281	Tree Inspection Report				700.00	720.00	-20.00	-20.00 (-2%)
1282	Town Maintenance Contractor				2,400.00	885.00	1,515.00	1,515.00 (63%)
1283	Bin Emptying Contract				4,000.00	3,918.72	81.28	81.28 (2%)
1284	Tree Works				3,680.00		3,680.00	3,680.00 (100%)
1290	VAT paid							(N/A)
SUB TOTAL					35,019.50	21,471.48	13,548.02	13,548.02 (38%)

OFFICE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1310	Office Rent				2,400.00	1,800.00	600.00	600.00 (25%)
1320	Office Rates and Utilities				600.00	547.79	52.21	52.21 (8%)
1330	Phones, Internet & Video				1,000.00	592.49	407.51	407.51 (40%)

Axbridge Town Council

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7 January 2025 (2024-2025)

All Cost Centres and Codes (Between 01/04/2024 and 31/12/2024)

1340 IT Services and Support	1,750.00	566.15	1,183.85	1,183.85 (67%)
1350 Stationery and Consumables	300.00	271.40	28.60	28.60 (9%)
SUB TOTAL	6,050.00	3,777.83	2,272.17	2,272.17 (37%)

GRANTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1410	Type A Grants - Various				400.00	550.00	-150.00	-150.00 (-37%)
1420	Type B							(N/A)
1421	Town Trust Planters				300.00	300.00		(0%)
1422	Town Hall Grant				3,640.00	3,640.00		(0%)
1423	Ax. & District Museum Grant				1,400.00	1,400.00		(0%)
1424	Christmas Trees and lights				1,900.00	1,966.82	-66.82	-66.82 (-3%)
1425	Royal British Legion				100.00	100.00		(0%)
1426	Local Community Groups				850.00	450.00	400.00	400.00 (47%)
1427	Community Well Being				150.00		150.00	150.00 (100%)
1430	Type C - Various one-off					165.00	-165.00	-165.00 (N/A)
SUB TOTAL					8,740.00	8,571.82	168.18	168.18 (1%)

CIVIC EVENTS AND REGALIA

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1510	Mayor Making				800.00	680.00	120.00	120.00 (15%)
1520	Carnival Lunch etc				700.00	1,052.92	-352.92	-352.92 (-50%)
1530	Civic Services				450.00	178.93	271.07	271.07 (60%)
1540	Regalia Maintenance							(N/A)
SUB TOTAL					1,950.00	1,911.85	38.15	38.15 (1%)

ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1610	Allotment Land Rent (SC)				280.00	290.00	-10.00	-10.00 (-3%)
1620	Allotment Maintenance				800.00	1,037.68	-237.68	-237.68 (-29%)
1630	Allotment rents	1,090.00	924.88	-165.12				-165.12 (-15%)
1640	Allotment deposit		110.00	110.00				110.00 (N/A)
SUB TOTAL		1,090.00	1,034.88	-55.12	1,080.00	1,327.68	-247.68	-302.80 (-13%)

CEMETERY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1710	Cemetery Income	1,200.00	765.00	-435.00				-435.00 (-36%)
1720	Cemetery Maintenance				1,880.00	1,171.71	708.29	708.29 (37%)
1730	Cemetery Rates and Utilities							(N/A)

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SUB TOTAL	1,200.00	765.00	-435.00	1,880.00	1,171.71	708.29	273.29 (8%)
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OPEN SPACES

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1810	Shortlands Rent	100.00	100.00				(0%)	
1820	Chestnut Avenue Grass			300.00	133.36	166.64	166.64 (55%)	
1830	Street Furniture Maintenance			150.00	58.00	92.00	92.00 (61%)	
SUB TOTAL		100.00	100.00	450.00	191.36	258.64	258.64 (47%)	

CHANGING ROOMS AND RECREATION FIELD

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1910	Pitch & C. Rms Booking	1,550.00	858.34	-691.66			-691.66 (-44%)	
1920	VAT on bookings	300.00		-300.00	300.00	300.00	(0%)	
1930	Changing Rooms				400.00	1,434.13	-1,034.13 (-258%)	
1940	Changing Rooms Utilities				900.00	878.46	21.54 (2%)	
1950	Changing Rooms				100.00	100.00	100.00 (100%)	
1960	Play Area & Rec. Area Main.				2,000.00	1,163.15	836.85 (41%)	
1970	Field Grass & Hedge Main.				2,500.00	1,600.30	899.70 (35%)	
1980	Recreation Field - Lease to				165.00	165.00	165.00 (100%)	
SUB TOTAL		1,850.00	858.34	-991.66	6,365.00	5,076.04	1,288.96	297.30 (3%)

CAR PARKS & HIGHWAYS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2010	Town Car	150.00	150.00				(0%)	
2020	Car Parks Rates and Utilities				3,800.00	2,297.23	1,502.77 (39%)	
2030	Car Parks Main. inc gullies				2,000.00	1,002.46	997.54 (49%)	
2040	Car Parks Patrol &						(N/A)	
2050	Grit Bin Maintenance						(N/A)	
2060	Bins and Benches				100.00	15.00	85.00 (85%)	
SUB TOTAL		150.00	150.00		5,900.00	3,314.69	2,585.31	2,585.31 (42%)

PUBLIC CONVENIENCES

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2110	Public Conv. Cleaning				8,016.00	7,568.00	448.00 (5%)	
2120	Public Conven. Rates &				1,000.00	596.53	403.47 (40%)	
2130	Public Conveniences Main.				3,000.00	2,421.99	578.01 (19%)	
SUB TOTAL					12,016.00	10,586.52	1,429.48	1,429.48 (11%)

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PROJECTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2210	Maces Display Box CLOSED							(N/A)
2211	Station Leases CLOSED							(N/A)
2212	Play Area Equipment							(N/A)
2213	Mayor's Regalia - Refurb.				700.00	800.00	-100.00	-100.00 (-14%)
2214	New Website Development					899.00	-899.00	-899.00 (N/A)
2215	Gateways Signs					650.00	-650.00	-650.00 (N/A)
2216	Speed Indicator Devices					1,000.00	-1,000.00	-1,000.00 (N/A)
2217	Additional Recreation Land					2,829.00	-2,829.00	-2,829.00 (N/A)
SUB TOTAL					700.00	6,178.00	-5,478.00	-5,478.00 (-782%)

Summary

NET TOTAL	139,440.00	181,720.17	42,280.17	136,270.50	104,259.58	32,010.92	74,291.09 (26%)
V.A.T.		3,304.19			4,814.53		
GROSS TOTAL		185,024.36			109,074.11		

Axbridge Town Council

Administration and Finance Advisory Group

Investment strategy

This aims to take into account the need to share the risk of up to £85,000.00 with two banks, Lloyds and Unity Trust, and to maximise interest payments.

The **current and business accounts** will hold levels of cash needed to run the council business on daily basis. The level of funds in these three accounts should be kept as low as practical, excess funds being transferred for investment. Money held in these accounts will be managed on approximately a monthly basis.

Note:

1. The £85,000 will include all the accounts at each bank.
2. The Unity Trust investment account and the Lloyds investment account have similar rates of interest
3. The Lloyds 32 day notice investment account is not instant, but funds not required in the short term can be put into this account. If funds need to be withdrawn from an investment account without notice then this should be taken from the UT account.

For investment using the two **investment accounts**:

If the total of council funds exceeded 2 x £85,000 then equal amounts should be kept at each bank.

If the total of council funds is less than 2 x £85,000 then the amount at any one bank should not exceed £85,000. When funds are transferred, the aim would be to equalise the amounts in both banks (sharing the risk equally).

The amounts held in investment accounts should be managed on monthly basis.

Agenda Item 10.9 Monthly Financial Report

Agenda Item 10.9a Payments for Ratification (R) and Authorisation January 2025				
Voucher No.	Date	Supplier	Description	Total (£)
310	07.01.2025	Somerset Association of Local Councils	Staff training	£50.00
309	07.01.2025	PATA UK	Payroll - monthly service	£37.90
308	31.12.2024	Unity Bank (R)	Bank Charges	£6.00
301	13.12.2024	Safety Signs 4 Less (R)	Volunteers at work sign	£22.34
299	04.12.2024	Amazon (R)	Office supplies	£35.52
311-315		Payroll - January 2024	Staff salaries and assoc Payroll organisations	£4,532.14
		H & H Alarms	Alarm service	TBC
		Mr Laken	Town maintenance contract	TBC
		Chris Groves Associates	Tree works	TBC
		A1 Gardening and Tree Surgery Ltd	Open Spaces contract	TBC
TOTAL				£4,683.90

Notes: **Spending Powers:** The Council has the General Power of Competence
Bank Reconciliation as at 31st December 2024 £134,829.31

Agenda Item 10.9b Receipts December 2024				
Voucher No.	Date	Customer	Description	Total
71	31.12.2024	Lloyds Bank - savings	Bank Interest	£32.84
72	31.12.2024	Unity Bank	Bank Interest	£170.96
70	09.12.2024	Lloyds Bank	Bank Interest	£62.39
69	04.12.2024	M J Sheppard Funeral Directors	Cemetery fees	£120.00
Total				£386.19

Agenda Item 10.9C Direct Debit & Standing Order Payments - December 2024					
Voucher No.	Supplier	Description	Net	VAT	Total
307	Zoom	Video Conferencing	£12.99	£0.00	£12.99
306	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
305	BT	Broadband	£21.72	£4.34	£26.06
304	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
303	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
302	Npower	Electricity - Moorland St Car Park	£14.80	£0.74	£15.54
300	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00
298	O2	Telephone - Assistant Clerk	£6.66	£1.33	£7.99
297	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
296	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
295	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
294	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
TOTAL					£473.27



**Agenda item 3 Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 9 December 2024 in Axbridge Town Hall**

Meeting commenced: 6.50pm

Meeting concluded: 7.18pm

Present: Councillors Page (Mayor – in the Chair), Browne, Ham and Taylor.

Also in attendance: Mrs Brice, Town Clerk

71.24 PS Apologies for Absence - none.

72.24 PS Declarations of Interest – none.

73.24 PS Minutes of the Committee Meeting held on 28 October 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 28 October 2024 be approved as a correct record and signed by the Chairman.

74.24 PS Public Participation – none.

75.24 PS Maces

The Mayor may have a suitable storage bag for the maces for interim use.

76.24 PS Mayor's Chain and Robes

The Clerk would continue to contact the dry cleaner in Wells regarding the cleaning of the Mayor's robes.

77.24 PS Celebration of Axbridge Civic Service

The Civic Service would be held on Sunday 2 March 2024 at 3pm. Councillor Ham continued to make arrangements for the entertainment on the day.

78.24 PS Remembrance Day

The service had gone very well and had been more inclusive. Some feedback had been received. The Council and Royal British Legion would liaise to continually improve the occasion.

79.24 PS Honorary Officer vacancies

The vacancies for the Mace Bearer and the Modern Town Archivist remained.

80.24 PS VE Day 80 – Beacons and Lamp Lights of Peace – 8 May 2025

The Sports and Social Community Association intended to organise a small event on the north side of the Square to mark this occasion. Peter Scott would be contacted regarding the possible lighting of a beacon.

81.24 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 27 January 2025 at 6.30pm to accommodate the staff appraisals.

82.24 PS Exclusion of Press and Public

RESOLVED: that, in view of the special nature of the business about to be transacted which contains personal information about individuals, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

83.24 PS CONFIDENTIAL ITEM: Civic Award and Young Person’s Award

Members considered the nominations received and options for awards.

RECOMMENDED TO COUNCIL: that a Civic Award be presented to the individual shown as number 1 on the list and a Community Award be made to celebrate a local sport within Axbridge (subject to their acceptance)

Date

Chairman

Agenda Item 19 Correspondence 4 December 2024 – 7 January 2025

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Avon and Somerset Police – November and December crime statistics and Events and Security Update - January 2025 (Note to Local Authorities)
- Local Community Network – Meeting 12 December and associated papers including LCN Data Overview
- Somerset Association of Local Councils - Health & Wellbeing training slides, and grants and projects info drop-ins sessions and various internal and external training
- Society of Local Council Clerks – various updates

Planning

- Homes England – Yeo Valley letter
- SC – Plan it newsletter inc Local Plan Call for Sites
- National Grid - FW: Hinkley Connection Newsletter Autumn/Winter 2024
- CPRE – December update, various updates and seeking support re Solar Panels
- Society of Local Council Clerks including updates on National Planning Policy Framework
- SC – weekly planning applications and decisions

Admin and Finance

- Society of Local Council Clerks newsletter inc. Local Government Finance Statement; Audit Review, Pension Review (two consultations), Procurement; 'Strengthening the Standards and Conduct Framework for Local Authorities in England' Government Consultation; New salary calculator and update on Hybrid Meetings consultation
- Somerset Bus Partnership – grant enquiry
- Somerset Association of Local Councils - Community & Health and Wellbeing grants
- Somerset Council – Parish Precepts
- SSE – Elec contract due for renewal
- Scribe – Civic-ly Asset Management
- Npower – dashboard
- Pension online newsletter
- Lloyds – Cyber security
- Zurich - Christmas tips
- Utility Trust – interest rate reduced (2.50%) and local council update/impact report
- Somerset Rivers Authority - Community Flood Action Fund now open for applications
- Chris Groves Tree works – 2 January 2024
- Parish Online inc newsletter
- Product/sales –Glasdon, Fusion Business Supplies, Kompan, LexisNexis, Rapide, Rialtas Accounting Systems, Sovision it (cyber security) St Andrews Press

- **Leisure and Recreation**
- Danfo – Public conveniences
- SC – Dog bin and Litter bin contract; New bin information – Knightstone Road
- Individuals – Sports court enquiries
- What's on – Bristol
- Somerset Art Works newsletter
- SC – SEED newsletter (creative arts)
- RPM Bike Trials Display Show – Entertainment for events
- Product Information: Arien, Boxap, Caloo, Christmas Tree World, Gorden Nellis (litter bins), Kompan, NNB, Old Time Sailors, Proludic and WCCTV

Highways

- SC – State of layby (referred to clean surrounds); New Yellow lining to go in Traffic Regulation Order, Refreshing of Yellow Lines (remainder to be done next financial year); Emergency Road Closure: – tto115107N - NG - Barton Road, Compton Bishop
- Various – parking in Knightstone Close
- Reported to SC – Missing Street Name plate (Knightstone); potholes and white lining (junction of Townsend/A371), Bollard - Cross Lane

- Reported – mud on A371, fallen tree (removed)
- Somerset Bus Partnership – update on funding and meeting and seeking support
- First Bus – update and My Bus video
- Individual – Cyclist safety at Townsend
- Product: Tagmasters Traffic Radar, TWM traffic

Cemetery, Allotments and Open Spaces

- Individual – ‘reserved’ plot
- Mendip Hills - Mendip Hills National Landscape Press Release - Volunteer of the Year 2024
- Product: Safety4less; Hedges Direct

Environmental

- SC - SORTED newsletter
- Somerset Wildlife Trust - Bats - Keeping habitats wild and land management team and updates/events
- Centre for Sustainable Energy - newsletter

General Correspondence

- SC – Storm Darragh advice and updates; Council news in budget consultation; Fostering Campaign: Protect loved ones this Christmas: Recognise the hidden signs of domestic abuse; Somerset Council's Severe Weather Emergency Provision (SWEP) extended
- Policy Foresight - Extreme Weather Preparedness and Resilience | Online Conference
- Devon and Somerset Fire Rescue Service - Fire safety advice for people experiencing power cuts
- Defib supplies
- Screen Somerset Requests
- Flood Wessex – Business Flood Planning and Recovery
- Individual – query re hunt
- CHS Healthcare - Carehome Selection
- Axbridge Progressive Supper Press Release
- Somerset Carer’s newsletter
- Action against Foxhunting – article
- Recycling Solutions Dorset and Somerset Air Ambulance: New Service Contractor

DIARY DATES

Date	Meeting	Time	Venue
COUNCIL MEETINGS			
Monday 13 January	Council	7.30pm	Axbridge Town Hall
Monday 20 January	Leisure and Recreation (tbc) Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Monday 27 January	Personnel and Protocol Planning and Licences Highways	6.30pm 7.30pm 8.00pm	Axbridge Town Hall Axbridge Town Hall Axbridge Town Hall
TBC	Strategic Planning	7.30pm	15 Hippisley Drive
Monday 3 February	Admin and Finance	7.30pm	By Zoom
Monday 10 February	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
Other events			
Sunday 3 March 2024	Civic Service		