



## 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**

### FINANCE & AUDIT COMMITTEE

Date of Publication: Wednesday 19 July 2023

**TO: All Members of the Finance & Audit Committee**

Cllr V Bates, Cllr T Eggins, Cllrs A Kenton, Cllr J Kenton, Cllr Richter and Cllr Z Williams (Chair).

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Finance & Audit Committee to be held on Tuesday 25<sup>th</sup> July 2023, commencing at 19:00 hours in The Guildhall, Fore Street, Chard TA20 1PP.

Gareth Hughes, Town Clerk

#### **PUBLIC PARTICIPATION**

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, to the Finance & Audit Committee. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

#### **Public Participation Time**

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Committee.

**2023/28 APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

**2023/29 DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

**2023/30 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

As certain items are expected to include the consideration of exempt information The Committee 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 under Confidential Items, 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".

**2023/31 COMMITTEE MEETING MINUTES**

To confirm and sign the minutes of the Finance & Audit Committee meeting held on Monday 30<sup>th</sup> May 2023.

**2023/32 APPOINTMENT OF MEMBERS TO TASK & FINISH GROUPS**

To consider appointing the following Task & Finish Groups:

- Budget Planning Group
- Policy Review

**2023/33 APPOINTMENT OF MEMBERS TO SUB-COMMITTEES**

To appoint members to the following sub-committee:

- Grants (5 members required per Scheme of Delegation)

**2023/34 FINANCIAL REPORT FOR 2022/23**

- (a) **Overview report for Quarter 1 2023/24** – please see attached report for noting and the recommendation for virement of £900 in respect of the land at Chardstock Lane.
- (b) **Payments over £500 for Quarter 1 2023/24** – for information, see attached

**2023/35 COMMUNITY DEVELOPMENT FUND GRANT APPLICATION**

Inner Wheel –To consider the attached grant application for £460.65 to support a 2nd year delivering a Chard Community Showcase in the Guildhall, which will provide a platform for local small community groups/charities who all need help to raise their profiles within the community.

**2023/36 GUIDANCE ON BUSKING**

To consider Guidance on Busking (attached) and make a recommendation for adoption to Full Council.

**2023/37 DATE OF NEXT MEETING**

- (a) To note that the next meeting of the Finance & Audit Committee will be held on Tuesday 24<sup>th</sup> October 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.
- (b) To consider any items Committee Members wish to include on the next agenda.

**2023/38 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 this item (Item 2023/30 above refers)**

- (a) **Bad debt write-off**





- To appoint a Policy Review Task & Finish Group consisting of Cllr Eggins and Cllr Williams.

**2023/18 APPOINTMENT OF MEMBERS TO SUB-COMMITTEES**

The Committee was unable to appoint sufficient members to the Grants Sub-Committee as 5 members are required to constitute that Sub-Committee in accordance with the Scheme of Delegation and there were insufficient members in attendance at this meeting.

Proposed: Cllr Bates  
Unanimous

Seconded: Cllr Eggins

**RESOLVED** to defer appointing members to the Grants Sub-Committee until the next meeting of the Finance & Audit Committee.

**2023/19 FINANCIAL REPORTS FOR 2022/23**

**(a) Overview report for 2022/23**

Proposed: Cllr Eggins  
Unanimous

Seconded: Cllr Bates

**RESOLVED:**  
Committee noted the Financial Report

**(b) Asset Register as at 31 March 2023**

Proposed: Cllr Eggins  
Unanimous

Seconded: Cllr Bates

**RESOLVED:**  
Committee noted the Asset Register as at 31 March 2023

**(c) Payments over £500 in 2022/23**

Proposed: Cllr Eggins  
Unanimous

Seconded: Cllr Bates

**RESOLVED:**  
Committee noted the Payments over £500 in 2022/23 report.

**2023/20 INTERNAL AUDIT REPORT**

Committee considered the final Internal Audit Report for 2022/23, including the recommendations raised that remain outstanding.

Proposed: Cllr Eggins  
Unanimous

Seconded: Cllr Hawkes

**RESOLVED** to recommend to Full Council delegating authority to Officers to research methods for diversifying funds to minimise the risk of loss

whilst maximising interest earning opportunities. Resultant research being reported back to Full Council for its decision on the optimum way forward and to influence development of an Investment Strategy/Treasury Management Policy. Research should include considering ethical investments.

## **2023/21 ANNUAL GOVERNANCE STATEMENT 2022-2023 AND ACCOUNTING STATEMENTS 2022-2023**

- (a) **Annual Governance Statement** - Committee considered the evidence provided to enable a positive response to be given to each assertion on Section 1 – Annual Governance Statement 2022/23 and whether to recommend approval to Full Council.

Proposed: Cllr Bates  
Unanimous

Seconded: Cllr Hawkes

**RESOLVED** to provide a positive response to each assertion and recommend approval of the Annual Governance Statement to Full Council.

- (b) **Accounting Statements** – Committee considered and verified the figures included in the Accounting Statements 2022/23.

Proposed: Cllr Hawkes  
Unanimous

Seconded: Cllr Bates

**RESOLVED** to recommend approval of the Accounting Statements to Full Council.

## **2023/22 GENERAL AND EARMARKED RESERVES**

- (a) **Review of General & Earmarked Reserves** – Committee considered the shortfall in the General Reserve against the agreed Reserves Policy and also based on the observation made by the Internal Auditor. It was recognised by Committee that there is a need to restore the General Reserve by movement of available funds from the Earmarked Reserves, where possible, as there is insufficient leeway within the income and expenditure budget.

Proposed: Cllr Hawkes  
Unanimous

Seconded: Cllr Eggins

### **RESOLVED:**

- To recommend to Full Council that the sum of £39,812 be transferred from the Play Equipment Earmarked Reserve to the General Reserve immediately;
- To recommend to Full Council that the remaining Earmarked Reserves be kept under regular review, particularly those for the

Cemetery and Play Equipment, to ensure releasing back funds to the General Reserve as available.

- (b) **Reserves Policy** – Committee considered the existing policy, in particular the requirement for four months operating costs to be held in General Reserve.

Proposed: Cllr Bates  
Unanimous

Seconded: Cllr Hawkes

**RESOLVED** to recommend to Full Council that the Reserves Policy is amended to require three months operating costs to be held in General Reserves and to adopt the revised policy.

**2023/23 MONTHLY BANK RECONCILIATIONS**

Committee considered the requirement to appoint 2 members to sign off monthly bank reconciliations. Outside the meeting Cllr Richter had already expressed a willingness to undertake the role.

Proposed: Cllr Hawkes  
Unanimous

Seconded: Cllr Bates

**RESOLVED** that Cllr Eggins and Cllr Richter sign off the monthly bank reconciliations for the next 6 months.

**2023/24 MOBILE PHONE FOR TOWN CLERK**

Committee considered the request for a mobile phone for the Town Clerk.

Proposed: Cllr Hawkes  
Unanimous

Seconded: Cllr Eggins

**RESOLVED** that a mobile phone is acquired for the Town Clerk and a virement of £168 be made from the Coronation Event (Council & Civic) nominal code 102/4191 to Telephone & Fax (Admin) nominal code 101/4021 to cover this in the budget.

**2023/25 NEW AMENITIES OPERATIVE**

Committee considered the request for an endorsement to our current fleet vehicle cover for the new Amenities Operative who is aged under 25.

Proposed: Cllr Hawkes  
Unanimous

Seconded: Cllr Bates

**RESOLVED** to agree to the request for an endorsement to the fleet vehicle cover costing £670.15 with budget being allocated by virement from Coronation Event (Council & Civic) nominal code 102/4191 to Vehicle Licence/Insurance (Amenities) 309/4047



**2022/09 DATE OF NEXT MEETING**

- (a) Committee noted that the next meeting of the Finance & Audit Committee would be held on Tuesday 25<sup>th</sup> July 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.
- (b) Consideration was given to a number of items that could be put forward for the next meeting but it was agreed that all of these matters fell within the responsibilities of other standing committees. Consequently, 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 19.33

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**



# CHARD TOWN COUNCIL

## FINANCIAL REPORT QUARTER 1 2023/24

### 1. OVERVIEW

- 1.1 The financial report covers the period from 1<sup>st</sup> April 2023 to 30<sup>th</sup> June 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.
201	Civic & Council	reason
1183	Culturally Chard	To be netted with expenditure & claimed from Culturally Chard – relates to Spring Festival.

#### EXPENDITURE

101	Administration	Reason
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%.
4038	Maintenance/Service Contracts	Overspent by £188. This relates to the Rialtas software licences including allotment and bookings software.
102	Civic & Council	Reason
4201	Previous Mayor's Allowance	All expenditure was within budget.
301	Cemetery	Reason
4002	Temporary/Casual Staff	Cost of gravedigger to cover when one member of the Amenities staff was on sick leave.
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.
304	Amenities General	Reason
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.

- 1.2 The Earmarked Reserve for Play Equipment (338) has been reduced by £39,813 following a transfer to the General Reserves, as agreed by Full Council. The General Reserve now stands at £166,128, still some £29,000 below the amount required by the Reserves Policy to cover 3 months expenditure.
- 1.3 Other changes to Earmarked Reserves, all agreed by Full Council, are as follows:  
EMR Cemetery - £5,775 paid to CDS re Cemetery development work;  
EMR Climate Change - £3,513.20 Re new solar panels – Architects fee and planning application cost; and,  
Sinking Fund – Closed Churchyard – see Amenities General (4036) variance in 1.1 above.
- 1.4 The Balance Sheet indicates that as at 30<sup>th</sup> June 2023 net assets of £1,145,427 were held.
- 1.5 In the financial years leading up to 2022/3, the rent due in respect of the land at Chardstock Lane was split across 2 cost centres on a 70/30 basis. However, in this year's budget it was all coded to the Allotments. On the basis that the land includes Halcombe Park as well as the Allotments, **Committee are asked to agree a virement from Allotments/Rent Due (303/4013) to Amenities Central Costs/Rents Due (308/4013) of £900, being 30% of the total rental cost of £3,000.** This will bring the charging back into line with past practice and ensure it more accurately reflects true costs of each piece of the total plot.

## Detailed Income &amp; Expenditure by Budget Heading 04/07/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
1010 Rent Received	0	25	100	75			25.0%	
1021 Customer photocopies	0	7	100	93			6.7%	
1060 Commission Income	0	6	20	14			28.4%	
1076 Precept	0	775,334	775,334	0			100.0%	
1096 Interest Received	0	1,138	1,000	(138)			113.8%	
Administration :- Income	<b>0</b>	<b>776,509</b>	<b>776,554</b>	<b>45</b>			<b>100.0%</b>	<b>0</b>
4001 Payroll Costs	0	38,407	186,215	147,808		147,808	20.6%	
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	462	3,000	2,538	472	2,066	31.1%	
4009 Travelling	0	21	400	379		379	5.2%	
4021 Telephone & Fax	0	521	1,668	1,147		1,147	31.2%	
4022 Postage	0	(12)	350	362		362	(3.3%)	
4023 Stationery	0	240	1,200	960	16	944	21.4%	
4024 Subscriptions	0	1,060	2,750	1,690		1,690	38.5%	
4025 Insurance	0	30,662	29,635	(1,027)		(1,027)	103.5%	
4026 Photocopy and Printing Charges	0	414	2,000	1,586		1,586	20.7%	
4028 IT Hosting and Support	0	1,314	10,000	8,686		8,686	13.1%	
4029 Staff Recruitment	0	50	500	450		450	10.0%	
4038 Maintenance/Service Contracts	0	2,188	2,000	(188)		(188)	109.4%	
4044 Equip/Furniture/Small Tools	0	0	500	500		500	0.0%	
4051 Bank Charges	0	194	500	306		306	38.8%	
4055 Other Professional Fees	0	5,336	7,500	2,164		2,164	71.2%	3,513
4056 Legal Fees	0	162	2,000	1,838		1,838	8.1%	
4057 Audit Fees	0	300	3,000	2,700		2,700	10.0%	
4063 Christmas Lights	0	0	15,000	15,000	3,775	11,225	25.2%	
4206 Council Website	0	1,290	2,500	1,210		1,210	51.6%	
Administration :- Indirect Expenditure	<b>0</b>	<b>82,633</b>	<b>280,782</b>	<b>198,149</b>	<b>4,263</b>	<b>193,885</b>	<b>30.9%</b>	<b>3,513</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>693,876</b>	<b>495,772</b>	<b>(198,104)</b>				
6000 plus Tfr from EMR	0	3,513						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>697,389</b>						
<b>102 Civic &amp; Council</b>								
1183 Culturally Chard	0	306	0	(306)			0.0%	
1184 Council Run Events (Income)	0	3,906	5,000	1,094			78.1%	
Civic & Council :- Income	<b>0</b>	<b>4,212</b>	<b>5,000</b>	<b>788</b>			<b>84.2%</b>	<b>0</b>
4005 Member Training	0	359	1,000	641		641	35.9%	

## Detailed Income &amp; Expenditure by Budget Heading 04/07/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009 Travelling	0	0	100	100		100	0.0%	
4184 Council Run Events	0	1,558	5,000	3,442	141	3,301	34.0%	
4191 Coronation Events	0	441	4,162	3,721		3,721	10.6%	
4192 Culturally Chard	0	2,067	0	(2,067)	172	(2,239)	0.0%	
4200 Current Mayor's Allowance	0	0	4,500	4,500		4,500	0.0%	
4201 Previous Mayor's Allowance	0	1,140	0	(1,140)		(1,140)	0.0%	
4203 Councillors' Expenses	0	0	150	150		150	0.0%	
4208 Civic & Regalia costs	0	33	750	717		717	4.4%	
4210 Election Expenses	0	0	2,500	2,500		2,500	0.0%	
4211 Town Crier Honorarium	0	250	250	0		0	100.0%	
4213 Mace Bearer Honorarium	0	250	250	0		0	100.0%	
<b>Civic &amp; Council :- Indirect Expenditure</b>	<b>0</b>	<b>6,098</b>	<b>18,662</b>	<b>12,564</b>	<b>313</b>	<b>12,251</b>	<b>34.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,885)</b>	<b>(13,662)</b>	<b>(11,777)</b>				
<b>105 Youth Council</b>								
4020 Miscellaneous Expenses	0	0	1,000	1,000		1,000	0.0%	
<b>Youth Council :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				
<b>107 Grants</b>								
4740 Community Payback Scheme	0	0	900	900		900	0.0%	
4750 Grant Aid	0	0	7,000	7,000		7,000	0.0%	
4751 Annual Grants	0	2,000	3,000	1,000		1,000	66.7%	
4753 Support Grant	0	5,000	10,000	5,000		5,000	50.0%	
<b>Grants :- Indirect Expenditure</b>	<b>0</b>	<b>7,000</b>	<b>20,900</b>	<b>13,900</b>	<b>0</b>	<b>13,900</b>	<b>33.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(7,000)</b>	<b>(20,900)</b>	<b>(13,900)</b>				
<b>109 Administration Capital</b>								
4044 Equip/Furniture/Small Tools	0	161	2,000	1,839		1,839	8.1%	
<b>Administration Capital :- Indirect Expenditure</b>	<b>0</b>	<b>161</b>	<b>2,000</b>	<b>1,839</b>	<b>0</b>	<b>1,839</b>	<b>8.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(161)</b>	<b>(2,000)</b>	<b>(1,839)</b>				
<b>201 Guildhall</b>								
1002 FiT Electric generation tariff	0	0	2,000	2,000			0.0%	
1003 FiT Electric Export Tariff	0	0	600	600			0.0%	
1010 Rent Received	0	0	1,020	1,020			0.0%	
1011 Antiques Fair	0	283	1,400	1,117			20.2%	

## Detailed Income &amp; Expenditure by Budget Heading 04/07/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1014 Guildhall Cafe/Bar Franchise	0	0	300	300			0.0%	
1020 Letting Income	3,007	6,706	20,000	13,294			33.5%	
1022 Hirers Refreshments	0	0	1,000	1,000			0.0%	
<b>Guildhall :- Income</b>	<b>3,007</b>	<b>6,990</b>	<b>26,320</b>	<b>19,330</b>			<b>26.6%</b>	<b>0</b>
4001 Payroll Costs	0	24,426	105,000	80,574		80,574	23.3%	
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	7,335	8,200	866		866	89.4%	
4012 Water Charges	0	0	1,700	1,700		1,700	0.0%	
4014 Electricity	0	3,329	70,000	66,671		66,671	4.8%	
4015 Gas	0	3,461	50,000	46,539		46,539	6.9%	
4016 Janitorial	0	160	1,000	840		840	16.0%	
4021 Telephone & Fax	0	0	30	30		30	0.0%	
4027 Hirers Refreshments	0	18	100	82		82	18.4%	
4031 Other Advertising	0	0	500	500		500	0.0%	
4036 Property Maintenance	0	843	5,000	4,157		4,157	16.9%	
4038 Maintenance/Service Contracts	0	2,203	7,000	4,797	405	4,392	37.3%	
4044 Equip/Furniture/Small Tools	0	164	4,000	3,836		3,836	4.1%	
4059 Licences (incl PRS)	0	0	1,500	1,500		1,500	0.0%	
<b>Guildhall :- Indirect Expenditure</b>	<b>0</b>	<b>41,940</b>	<b>260,530</b>	<b>218,590</b>	<b>405</b>	<b>218,185</b>	<b>16.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,007</b>	<b>(34,950)</b>	<b>(234,210)</b>	<b>(199,260)</b>				
<b>202 Local Information Centre</b>								
4014 Electricity	0	0	2,000	2,000		2,000	0.0%	
<b>Local Information Centre :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,000)</b>	<b>(2,000)</b>				
<b>301 Cemetery</b>								
1020 Letting Income	0	0	250	250			0.0%	
1030 Interment Income	642	7,812	23,500	15,688			33.2%	
1031 Memorial Fees	142	709	5,000	4,291			14.2%	
1032 Burial Rights	321	2,764	7,000	4,236			39.5%	
<b>Cemetery :- Income</b>	<b>1,105</b>	<b>11,285</b>	<b>35,750</b>	<b>24,465</b>			<b>31.6%</b>	<b>0</b>
4001 Payroll Costs	0	6,612	28,000	21,388		21,388	23.6%	
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	155	0	(155)		(155)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 04/07/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	0	0	3,700	3,700		3,700	0.0%	
4036 Property Maintenance	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4044 Equip/Furniture/Small Tools	0	0	1,000	1,000		1,000	0.0%	
4055 Other Professional Fees	0	(2,475)	0	2,475	5,975	(3,500)	0.0%	5,775
<b>Cemetery :- Indirect Expenditure</b>	<b>0</b>	<b>9,184</b>	<b>38,500</b>	<b>29,316</b>	<b>5,975</b>	<b>23,341</b>	<b>39.4%</b>	<b>5,775</b>
<b>Net Income over Expenditure</b>	<b>1,105</b>	<b>2,101</b>	<b>(2,750)</b>	<b>(4,851)</b>				
6000 plus Tfr from EMR	0	5,775						
<b>Movement to/(from) Gen Reserve</b>	<b>1,105</b>	<b>7,876</b>						
<b>303 Allotments</b>								
1010 Rent Received	0	63	4,100	4,037			1.5%	
1015 Licence Fee	0	144	200	57			71.8%	
<b>Allotments :- Income</b>	<b>0</b>	<b>206</b>	<b>4,300</b>	<b>4,094</b>			<b>4.8%</b>	<b>0</b>
4001 Payroll Costs	0	439	0	(439)		(439)	0.0%	
4012 Water Charges	0	0	600	600		600	0.0%	
4013 Rent Payable	0	0	3,000	3,000		3,000	0.0%	
4022 Postage	0	18	100	82		82	18.0%	
4037 Grounds Maintenance	0	0	250	250		250	0.0%	
<b>Allotments :- Indirect Expenditure</b>	<b>0</b>	<b>457</b>	<b>3,950</b>	<b>3,493</b>	<b>0</b>	<b>3,493</b>	<b>11.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(250)</b>	<b>350</b>	<b>600</b>				
<b>304 Amenities General</b>								
1040 Sponsorship Income	0	73	0	(73)			0.0%	
<b>Amenities General :- Income</b>	<b>0</b>	<b>73</b>	<b>0</b>	<b>(73)</b>				<b>0</b>
4036 Property Maintenance	0	7	0	(7)		(7)	0.0%	
4039 Play Equipment Maintenance	0	814	0	(814)		(814)	0.0%	
4040 Street Furniture	0	1	0	(1)		(1)	0.0%	
<b>Amenities General :- Indirect Expenditure</b>	<b>0</b>	<b>823</b>	<b>0</b>	<b>(823)</b>	<b>0</b>	<b>(823)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(749)</b>	<b>0</b>	<b>749</b>				
<b>308 Amenities Central Costs</b>								
1010 Rent Received	0	621	3,700	3,079			16.8%	
1040 Sponsorship Income	0	767	1,200	433			63.9%	
1089 Miscellaneous Income	0	25	0	(25)			0.0%	
<b>Amenities Central Costs :- Income</b>	<b>0</b>	<b>1,413</b>	<b>4,900</b>	<b>3,487</b>			<b>28.8%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 04/07/2023

Month No: 4

## Cost Centre Report

	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	29,191	150,955	121,764		121,764	19.3%	
4006 Protective Clothing	0	156	2,000	1,844		1,844	7.8%	
4008 Training/Courses	0	0	3,000	3,000	2,900	100	96.7%	
4011 Rates	0	1,271	1,350	79		79	94.1%	
4013 Rent Payable	0	0	795	795		795	0.0%	
4014 Electricity	0	0	5,000	5,000		5,000	0.0%	
4017 Refuse/Waste Disposal	0	165	5,000	4,835		4,835	3.3%	
4021 Telephone & Fax	0	473	1,650	1,178		1,178	28.6%	
4035 Vandalism	0	0	300	300		300	0.0%	
4036 Property Maintenance	0	2,795	2,500	(295)		(295)	111.8%	2,785
4037 Grounds Maintenance	0	1,071	4,000	2,929	750	2,179	45.5%	
4039 Play Equipment Maintenance	0	(614)	10,000	10,614	47	10,568	(5.7%)	
4040 Street Furniture	0	3	2,000	1,997	282	1,715	14.3%	
4041 Equipment Hire	0	44	500	456		456	8.9%	
4042 Equipment Maintenance	0	83	4,000	3,917		3,917	2.1%	
4043 Vehicle Maintenance	0	616	3,000	2,384		2,384	20.5%	
4045 Vehicle / Equipment Lease/Hire	0	983	0	(983)		(983)	0.0%	
4046 Vehicle Fuel	0	1,293	8,000	6,707	1	6,706	16.2%	
4047 Vehicle Licence/Insurance	0	2,917	4,170	1,253		1,253	70.0%	
4048 Flower Beds - planting etc	0	0	5,000	5,000	3,234	1,766	64.7%	
4049 Flower Baskets	0	0	2,500	2,500	2,268	232	90.7%	
4054 Arboriculture	0	0	5,000	5,000		5,000	0.0%	
4065 CCTV	0	0	500	500		500	0.0%	
<b>Amenities Central Costs :- Indirect Expenditure</b>	<b>0</b>	<b>40,447</b>	<b>221,220</b>	<b>180,773</b>	<b>9,481</b>	<b>171,293</b>	<b>22.6%</b>	<b>2,785</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(39,034)</b>	<b>(216,320)</b>	<b>(177,286)</b>				
6000 plus Tfr from EMR	0	2,785						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(36,249)</b>						
<b>309 Amenities Capital</b>								
4044 Equip/Furniture/Small Tools	0	(49,533)	5,000	54,533	49,994	4,540	9.2%	
4962 CP - New Play Equipment	0	50,000	0	(50,000)		(50,000)	0.0%	
<b>Amenities Capital :- Indirect Expenditure</b>	<b>0</b>	<b>467</b>	<b>5,000</b>	<b>4,533</b>	<b>49,994</b>	<b>(45,460)</b>	<b>1009.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(467)</b>	<b>(5,000)</b>	<b>(4,533)</b>				
<b>401 Markets</b>								
1012 Markets	0	591	2,800	2,209			21.1%	
<b>Markets :- Income</b>	<b>0</b>	<b>591</b>	<b>2,800</b>	<b>2,209</b>			<b>21.1%</b>	<b>0</b>
4011 Rates	0	242	580	338		338	41.7%	
<b>Markets :- Indirect Expenditure</b>	<b>0</b>	<b>242</b>	<b>580</b>	<b>338</b>	<b>0</b>	<b>338</b>	<b>41.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>349</b>	<b>2,220</b>	<b>1,871</b>				

## Detailed Income &amp; Expenditure by Budget Heading 04/07/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501</u> Community Plan								
4189 Community Plan	0	0	500	500		500	0.0%	
Community Plan :- Direct Expenditure	0	0	500	500	0	500	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>				
Grand Totals:- Income	4,111	801,281	855,624	54,343			93.6%	
Expenditure	0	189,451	855,624	666,173	70,431	595,742	30.4%	
<b>Net Income over Expenditure</b>	<b>4,111</b>	<b>611,830</b>	<b>0</b>	<b>(611,830)</b>				
plus Tfr from EMR	0	12,073						
<b>Movement to/(from) Gen Reserve</b>	<b>4,111</b>	<b>623,903</b>						

**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Capital Receipts Reserve	5,861.76		5,861.76
338 EMR Play Equipment	78,250.00	-39,813.00	38,437.00
341 EMR Cemetery Chapel	55,750.00		55,750.00
343 EMR Cemetery	159,528.60	-5,775.00	153,753.60
344 EMR C I L	24,237.34		24,237.34
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
	<u>419,355.02</u>	<u>-51,886.20</u>	<u>367,468.82</u>

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## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 04/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	7,909	
103	Bookings Debtors	3,833	
105	VAT Control	119	
180	Stock - TIC	491	
201	Co-Op Current/I A A/c	3,954	
202	Co-Op 14 day Deposit	688,660	
203	Petty Cash	211	
233	Nationwide Instant Saver 9000	355,583	
234	Nationwide Instant Saver 90010	158,243	
	<b>Total Current Assets</b>		<b>1,219,003</b>
	<u>Current Liabilities</u>		
500	Creditors Control	69,618	
512	Mayor's Account	2,776	
526	Superannuation Control	737	
531	Control - Berrys Buses	99	
541	Control - Great Dorset Steam	(25)	
549	Control - Misc Ticket Sales	72	
551	Deposits Held - Market Traders	132	
565	Holding Deposit	167	
	<b>Total Current Liabilities</b>		<b>73,577</b>
	<b>Net Current Assets</b>		<b>1,145,427</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,145,427</b>
	<u>Represented by :-</u>		
301	Current Year Fund	611,830	
310	General Reserve	166,128	
320	Capital Receipts Reserve	5,862	
338	EMR Play Equipment	38,437	
341	EMR Cemetery Chapel	55,750	
343	EMR Cemetery	153,754	
344	EMR C I L	24,237	
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	
	<b>Total Equity</b>		<b>1,145,427</b>

Invoice Date	Date Due	Date Paid	Cost Centre Description	Nominal Code Description	Supplier Name	Transaction Detail	Net	VAT	Total
01/04/2023	15/04/2023	31/03/2023	Administration	Council Website	Somerset Web Services Ltd	Level 1 hosting- Annual	£660.00	£132.00	£792.00
04/04/2023	18/04/2023	31/03/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees	£602.55	£120.51	£723.06
11/04/2023	12/04/2023	31/03/2023	Central Costs	Vehicle / Equipment Lease/Hire	Skycard Ltd	Micrograund subscription	£982.80	£196.56	£1,179.36
12/04/2023	10/05/2023		Amenities Capital	CP - New Play Equipment	Wicksteed	Supply&installing Upper Hens	£50,000.00	£10,000.00	£60,000.00
14/04/2023	14/05/2023	10/05/2023	Central Costs	Grounds Maintenance	Tudor Environmental	Port&Bedding Compost	£797.01	£159.40	£956.41
18/04/2023	18/05/2023	10/05/2023	Central Costs	Equip/Furniture/Small Tools	Bridgwater Mowers	Honda service	£466.67	£93.33	£560.00
20/04/2023	18/05/2023	18/05/2023	Capital	Gas	West Mercia Energy	Gas 28/02-31/03/23	£3,460.52	£692.10	£4,152.62
27/04/2023	27/05/2023	07/06/2023	Capital	Other Professional Fees	CDS Group	Order no. 5175 site plan	£2,000.00	£400.00	£2,400.00
28/04/2023	28/05/2023	10/05/2023	Civic & Council	Culturally Chard	The Leggomen	Live music event 27/04/23	£0.00	£0.00	£0.00
05/05/2023	19/05/2023	10/05/2023	Civic & Council	Culturally Chard	Emmy the Harp	Take Art Event 28/04/23	£700.00	£0.00	£700.00
09/05/2023	08/06/2023	07/06/2023	Administration	Council Website	360 South West Ltd	360 Tour of Guildhall website	£620.00	£124.00	£744.00
10/05/2023	30/04/2023	10/05/2023	Grants	Support Grant	Chard Area Youth Committee	Revenue subsidy grant	£0.00	£0.00	£0.00
15/05/2023	16/05/2023	07/06/2023	Central Costs	Property Maintenance	Barley Manor Properties Ltd.	St Marys boundry wall repair	£2,785.00	£557.00	£3,342.00
17/05/2023	18/05/2023	13/06/2023	Cemetery	Temporary/Casual Staff	Mr P Parfitt	Grave digging x2	£1,120.00	£0.00	£1,120.00
19/05/2023	19/05/2023	19/06/2023	Administration	Legal Fees	Every Solicitors	93503/5177/Legal Fees	£2,010.00	£0.00	£2,010.00
19/05/2023	19/05/2023	23/06/2023	Administration	Electricity	West Mercia Energy	Guildhall-Elec January 2023	£3,154.54	£630.91	£3,785.45
20/05/2023	06/06/2023	29/06/2023	Administration	Other Professional Fees	James Corrigan	Mentoring & FOI support	£1,425.00	£0.00	£1,425.00
26/05/2023	02/06/2023	07/06/2023	Administration	Other Professional Fees	Somerset Council	Planning app-Solar Panels	£513.20	£12.80	£526.00
31/05/2023	30/06/2023	13/06/2023	Administration	Vehicle Fuel	Certas Energy UK Ltd T/A Butler Fuels	8758630/5186/Vehicle Fuel	£1,139.25	£56.96	£1,196.21
31/05/2023	30/06/2023	27/06/2023	Central Costs	Other Professional Fees	CDS Group	74205/5175/EMR Cemetery	£2,800.00	£560.00	£3,360.00
04/06/2023	23/06/2023	13/06/2023	Civic & Council	Council Run Events	Genius PR & Events Ltd	Comedy club 15/07/23	£833.33	£166.67	£1,000.00
04/06/2023	18/06/2023	13/06/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees	£675.19	£135.04	£810.23
05/06/2023	06/06/2023	14/06/2023	Administration	Other Professional Fees	Acre Survey & Design Ltd	Drawings&Doc produced SolarPan	£3,000.00	£0.00	£3,000.00
06/06/2023	06/07/2023		General	Play Equipment Maintenance	G.B.Sport & Leisure UK Ltd	12657/5165/Play Equipment Main	£814.38	£162.88	£977.26
07/06/2023	08/06/2023	14/06/2023	Grants	Annual Grants	Chard & District Museum	Annual grant 2023	£1,000.00	£0.00	£1,000.00
07/06/2023	08/06/2023	14/06/2023	Grants	Annual Grants	Chard & District Carnival Committee Ltd	Annual grant 2023	£1,000.00	£0.00	£1,000.00
08/06/2023	08/06/2023	07/06/2023	Grants	Support Grant	Chard Area Youth Committee	Revenue Subsidy grant Jul-Sept	£2,500.00	£0.00	£2,500.00
14/06/2023	28/06/2023	29/06/2023	Guildhall	Property Maintenance	Somerset Industrial Doors	1858/5194/Property Maintenance	£541.00	£108.20	£649.20
23/06/2023	23/07/2023		Cemetery	Other Professional Fees	CDS Group	74247/5175/EMR Cemetery	£975.00	£195.00	£1,170.00

## Community Development Fund ('CDF')

### Application Summary and Recommendation:

Organisation	<b>Inner Wheel Club of Chard</b>
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Project Cost	£521.60	
Amount requested	£391.20	
Other funding	Raised: To Be	£130.40 at least from fund raising & cake sales
Date application received	25 June 2023	

#### **Project Outline**

Chard Community Showcase – providing a platform for local small community groups/charities who all need help to raise their profiles within the community. This will take place in the Guildhall on the same day as the Carnival Street Fayre in order to expose exhibitors to a wider audience and to give the people of Chard more to look at on that day.

#### **Benefits to Chard Residents**

This will be of benefit to all residents of Chard and the surrounding areas. Many new residents have moved to the area over the last 2-3 year and due to the lack of accessible information are often unaware of the groups/charities available to support them and those looking for volunteers.

#### **Recommendation**

In view of the success of last year's showcase event and the benefits to the voluntary sector in the town, it is recommended that the grant is awarded.

CDF Criteria met ✓	Constitution	✓
	Charity No.	N/A
	Bank Acct/Signatories	✓
	Annual Accts	✓
	Bank Statement	✓



## Chard Town Council

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### **Guidance on Busking in Chard**

Busking and other forms of street entertainment are part of the Chard 'experience', creating an enhanced atmosphere and providing pleasure to many people, both local residents and visitors. On occasion, however, particularly for people living or working in the town centre, busking may be intrusive, annoying, and offensive. As a result, both the Local Authority and the Police may receive complaints about the volume and sometimes the nature of busking and street entertainment. This guidance has been compiled to assist all parties in understanding the situation and to enable a positive outcome for all concerned.

Chard Town Council is not authorised to intervene with busking issues.

#### **Key contacts in the event of a problem with buskers**

Under the Environmental Protection Act 1990 noise in the street from musical instruments may be a statutory nuisance and Somerset Council is able to take legal action to abate the nuisance and prohibit or restrict its recurrence; this may include the seizure of musical instruments and amplification equipment. The Control of Pollution Act 1974 prohibits the use of a loudspeaker in the street (which includes squares, courts etc) between the hours of 9pm and 8am.

Under the Police Reform Act and Criminal Justice and Police act 2001 the Police can regulate disorder. Public Nuisance is controlled under common law.

The Highway Authority (Somerset Council) can use powers under the Highways Act 1980 to enforce the removal of buskers who are obstructing the highway.

For obstruction of the public highway and offensive behaviour contact the Police on 101; for threatening behaviour where there is fear of harm dial 999.

For noise control and licensing, contact Somerset Council 0300 123 2224.

Charity collections: Anyone who says they are collecting for charity should have authorisation from the charity and permission from Somerset Council to hold a street collection.

#### **Avoiding complaints**

1. Busking should not be intrusive or a nuisance to nearby premises.

As a guide, noise (for example music and voice) should not be so loud that it can plainly be heard at a distance of 50 metres. Amplification equipment is discouraged.

2. Entertainers are advised not to perform for longer than 1 hour in any location and not perform again in that location (or within 50 metres of it) for 2 hours.

Note: to avoid complaints from premises, particularly noisy entertainers (e.g. bagpipers or drummers) should not perform for longer than 30 minutes before relocating.

3. Entertainers are advised not to locate within 50 metres of another performing entertainer.

4. Entertainment should be limited to the hours of 10:00hrs and 20:00hrs.

If the above guidelines are not followed and busking becomes a serious problem to residents/businesses, please report it to the Police on 101.

5. Entertainers should not obstruct the highway, block walkways, fire exits or impede traffic, either whilst performing or through people gathering to listen or to watch the performance. Note: The highway includes any pedestrianised areas.

6. Entertainers should not use street furniture such as benches, telephone boxes, post boxes, cycle stands as part of the act, and should avoid areas where members of the public need access.

7. Entertainers are responsible for arranging their own public liability insurance.

### **Street Trading**

Busking is not the same as street-trading. Street Trading is defined as 'The selling or offering for sale of any article in the Street'.

For Chard this is regulated by Chard Town Council, see:

<https://www.chard.gov.uk/your-council/what-we-do/markets/>

To report unlicensed street trading taking place, contact Chard Town Council: [chardtouncil@chard.gov.uk](mailto:chardtouncil@chard.gov.uk) or 01460 239567.