

# Extraordinary Full Council

Full Council

13/04/2021 19:00 - 20:00 ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

## AGENDA

### Topic

#### 1 QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes)

*The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion. The question should not be a statement and limited to no more than 5 minutes. The Chairman will call the question from those who are indicating that they wish to speak.*

A

*record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting and will be made public via our website and held in archive.*

#### 2 Apologies

*To accept apologies.*

#### 3 Declarations of Interest

*To receive any Declaration(s) of Interest under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under Section 30 (3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council.*

#### 4 Minutes

*(i) To approve the minutes of the Full Council meeting held on the 2nd March 2021.*

*(ii) Leader of the Council requested that Mr Weston's changes to the accepted minutes of the 2nd February 2021 also be noted as follows:- 1. Confirmation from the Town Council that nobody is conducting their own traffic monitoring with data which are not publicly available. And 2. Cllr Roberts's request for the notes from my surgery with Michelle Donelan and that these would be provided by the Town Council office.*

#### 5 Matters arising (FOR INFORMATION ONLY)

#### 6 Minutes of Committees

*To note the minutes and decisions taken under delegated powers. These minutes are not for discussion. -*

*24.02.21 Environment & Planning Committee circulated*

*09.03.21 Environment & Planning Committee*

*23.03.21 Environment & Planning Committee to follow*

 2021.03.02\_VFC minutes.pdf

4

#### 7 Chairman's report

*Chairman's report attached.*

 13-04-2021 Chairman's Report.pdf

9

#### 8 Youth Service Contract

*Report attached from the Director of Operations on the youth services contract.*

 Youth Service Provision.pdf

10

#### 9 Electric Truck

*Report from the Director of Operations on an electric truck.*

 Electric Vehicle.pdf

22

#### 10 EV Points - Youth & Community Centre

*Report from the Director of Operations on EV points.*

 Electric charging points.pdf


25

#### 11 Natural Theatre Company - BoA Unlocked

*Motion proposed by the Leader of the Council, seconded by the Chairman.*


*Following successful online sessions to further develop this work by having four performers for the weekend of 22nd/23rd May 2021.*

*This includes rehearsal time and additional workshops. The cost is £2,500. Please find attached the original Unlocked Proposal.*

 Natural Theatre Company BoA Unlocked proposal.pdf

26


#### 12 Calendar of meeting dates

 Meeting Dates 2021-22 (003).pdf

28

#### 13 Accounts for payment


*To approve payroll and direct payments and invoices up to 28th February 2021. The accounts having been examined by a non-signatory councillor.*

 Payments made Feb2021.pdf


29

## 14 Management Accounts Reports

Detailed management reports up to 28th February 2021. These accounts show detailed balance sheet and income and expenditure by committee heading.

 Balance Sheet 28Feb21.PDF

30

 I&E By Committee 28Feb21.PDF

32

## 15 Zoom details

Join Zoom Meeting

<https://zoom.us/j/94755045730?pwd=UVZtclNvZjdTeWpST3FSQXgyUDV4UT09>

## Attendees

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CLlr Alex Kay	Unconfirmed
CLlr Daniel Taylor	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Dom Newton	Unconfirmed
CLlr Emma Franklin	Unconfirmed
CLlr Jennifer Parker	Unconfirmed
CLlr Jim Lynch	Unconfirmed
CLlr Laurie Brown	Unconfirmed
CLlr Michael Roberts	Unconfirmed
CLlr Sarah Gibson	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed
CLlr Tom Lomax	Unconfirmed
Ian Brown	Unconfirmed
Sandra Bartlett	Unconfirmed



## Bradford on Avon Town Council

Minutes of the Virtual Town Council meeting of  
BRADFORD ON AVON TOWN COUNCIL  
Held on Tuesday 2<sup>nd</sup> March 2021 at 7.00 p.m.

Attendance – Town Council

Cllr L Brown

Cllr E Franklin

Cllr D Garwood

Cllr S Gibson

Cllr A Kay (Vice-Chairman)

Cllr T Lomax\*

Cllr J Lynch

Cllr S McNeill-Ritchie (Chairman)

Cllr D Newton (Leader of the Council)

Cllr J Parker

Cllr M Roberts

Cllr D Taylor

Mrs S Bartlett (Town Clerk)

Mr I Brown (Director of Operations)

Ms L Booth (Communications Manager)

\*Left at 9pm

A statement was read out by the Clerk to inform participants attending this virtual meeting that it would be recorded and published on the Town Council's website via YouTube.

Members of the Public: Richard Craft from Walkers are Welcome, James Sullivan-Tailyour, Louise Weissel, Andrew Nicolson, Kai Jensen, Ben Wood, Marsha Mars, John Bishop from Natural Theatre Company and 61 others.

92. Declarations of interest - none

93. Minutes of the last meeting

After one correction was made, it was proposed by Cllr Newton seconded by Cllr Kay and with all in favour it was **RESOLVED**: That the minutes of the meeting held on the 2<sup>nd</sup> February 2021 be accepted as a correct record.

94. Matters arising - none

95. Minutes of committees

The Environment & Planning Committee minutes from the 9<sup>th</sup> February 2021 were noted.

The minutes from the Environment & Planning Committee held on the 24<sup>th</sup> February 2021 to follow.

96. Chairman's Report

Chairman's Report included items on CEVs delivering prescriptions and helping with local vaccination programme in Melksham. He also mentioned the Fairtrade Fortnight from 22<sup>nd</sup> February to the 7<sup>th</sup> March 2021. Chairman said that the railings had been completed in Kingston Mills following his

correspondence with the CEO of Bovis Homes. He had an enquiry from Barnet Council in London about the Shop Local scheme. Chairman reported that the Castle Public House had been listed by Wiltshire Council as an Asset of Community Value. It will be listed for 5 years. Cllr Roberts reported that Link should be thanked and mentioned for their work in the community.

#### 97. Borehole at Culver Close

Director of Operations Report considered together with the hydrogeological assessment. After discussion, it was proposed by Cllr McNeill-Ritchie seconded by Cllr Franklin and with all in favour, it was **RESOLVED**: To appoint M B Dowling Water and Geotechnical Drilling Services and to approve the council contribution of up to £5,000 for the project.

#### 98. Local Plan

Cllr Kay introduced this item and explained the work carried out so far at Environment and Planning Committee. Leader of the Council and Cllr Lynch thanked Cllr Kay for all her hard work on the Local Plan. Cllr Gibson said that all Wiltshire Council's Strategies should be considered together holistically, these included Climate Strategy, Transport Strategy and Green/Blue Strategy. After discussion, it was proposed by Cllr Franklin seconded by Cllr Newton and with all in favour it was **RESOLVED**: To send the draft Emerging Spatial Strategy Consultation Response Form, together with the Market Town Consultation Response Form, as drafted by the Environment and Planning Committee and send a covering rejection letter with additional comments. Cllr Newton said he would produce two easier to read documents which endorses these comments.

#### 99. Skateboard Park

Leader of the Council gave an in-depth presentation on the skateboard park noting that this Council has confirmed by repeated resolution, it's intention to replace the town's skatepark which was removed by Wiltshire Council in 2018. He said that 1,292 signatures had been collected on a petition for a skatepark. £9,400 raised so far towards it and on-going. Further fund-raising in the form of selling merchandise and a book sale will be arranged later in the year.

Cllr Franklin said that the Community & Recreation Committee had chosen the site for the skatepark. She said that members should be ashamed, as the kids don't have anywhere to go safely.

Cllr Lynch said is not what you do it is the way that you do it. The Maverick report was published with only one site for a skatepark and that local democracy had not been represented. This was the first time the skatepark had been debated at Full Council. He said the town had been allowed no opportunity to discuss the site. He said there was no Full Council approval for the Poulton site. He said the basketball site was under used.

Leader of the Council advised that we were replacing a facility. He said that the MUGA was well used. Chains had recently been replaced on the basketball hoop.

Cllr Gibson said that she was hugely supportive of this scheme and hopes for the best one we can do. She was happy to support up to £100,000. She was concerned that not enough residents had been consulted on the Poulton site and wondered whether we were jumping in with enthusiasm. She asked are we building the right one in the right place, has it been thought through.

Cllr Lomax supported the Leader of the Council, that is was a replacement skatepark, with four years in the making, so no risk of jumping in. He said that a spade had not gone in the ground yet and it should be completed as soon as possible for a vote of confidence in the town.

Cllr Lynch said there had been no consultation on the location whatsoever. Victory Field was an obvious and ideal. This will just be railroaded through not giving the town a voice. An absence of democracy.

Chairman said that in BANES the skatepark was replaced with no public consultation required.

Cllr Kay supported the replacement of the skateboard site at Poulton. She said it would be there for future generations to use.

Cllr Roberts said that there had been no discussion on the best site for the skatepark and replacing the pavilion at Culver Close would be a big project and that the clubs who use it need the deteriorating pavilion to be replaced urgently to continue to play from there. He has seen the design concept from the contractor, he understands that the contractor will do some fundraising but is not aware of the full costs of the project in order to make a decision.

Cllr Garwood said that he had noticed a lot of positive comments in the 'chat'. He had investigated the anti-social behaviour problems and realised they could happen anywhere in the town. He endorsed what the Leader of the Council said. He thought this would be a good facility in the town, especially with Olympic status for skateboarding. He said it was good the youth service was involved. He said the kids in the town had been through a lot in the last 12 months and we need to get this done.

Cllr Brown said that he was in favour of a 'state of the art' skateboard park, but he did not think that Poulton was a suitable site with problems with parking and anti-social behaviour. He did not think Bradford on Avon could be compared to Dorchester. He said that other sites in town need refurbishing too and had waited longer than the skatepark such as the asbestos Culver Close pavilion since 2017. He thought that Culver Close would be used more than the skatepark and should be done first in order of priority. He did not think that Poulton was the right site for the skatepark and it would cost in excess of £300,000. He said he would second the amendment.

Cllr Taylor said that the young people had waited long enough for their skatepark and they should be listened to. He said it was not about party politics and this project should not be delayed any longer by this council's members.

Cllr Parker said since hearing the Leader of the Council's presentation that she had found out a lot more about when things happened. She said that she has information that she did not have before. She thought it all should have been dealt with by now and she wants the skateboard park, just get on with it.

Kai Jenson said that he had been skating for 6-7 years and there was a growing skating culture in Bradford on Avon. He said there was very little anti-social behaviour and young people help each other with tricks etc. He thought Poulton a fine place to build the skatepark. He said young people will walk to Poulton. When the young people are there, they will pop out to buy food and that was available close by. He said it will attract other skaters from other towns. He and his friends have waited such a long time getting a design for the skatepark, please don't mull over it anymore.

Ben Wood said that he had been skating for years. He said there had been some anti-social behaviour in the underground car park but that was not caused by the skaters. He said Poulton skatepark had become too dangerous to skate there with metal shards. He said now it is a place of a.s.b. He skates at the Devizes, the park is in the middle of nowhere with lots of older skaters, he said that they police it themselves and there are no drugs. He said it was well maintained.

Cllr Lynch felt that the site should be discussed with the town and it has not been. He thought that Victory Field would have been a better site for a skatepark. He said it could have been a fabulous site and landscaped. He said he was not an older person delaying and prevaricating. He has known a lot of the skaters over many years. He withdrew his amendment.

Cllr Gibson asked that the skateboard site is communicated well to the town.

It was proposed by Cllr Newton, seconded by Cllr Franklin and with 9 in favour and 3 abstentions it was **RESOLVED:** 1. To replace the skatepark with a new wheeled sports facility at the same location as the previous facility, on Poulton Field;

2. In recognition of the ongoing public fundraising efforts, the reduced availability of some grant funding, and the delays in bringing this project forward, to ringfence up to £100,000 from Town Council reserves, to be released on completion of the project or as otherwise agreed under relevant contracts with the appointed Contractor;

3. To continue to provide all necessary Officer support and consultation to the project, including sourcing funds from external bodies.

#### 100. Annual Report 2019-20

This was noted.

#### 101. Standing Orders

As the changes were NALC's changes and not a change to the law. This item was deferred. Clerk explained that due to Brexit other changes from NALC should be forthcoming in the future. This item to be re-considered at the Annual Council meeting in May 2021.

#### 102. Proposal from the Natural Theatre Company 'Bradford on Avon Unlocked'

John Bishop addressed the committee and explained the background to the Natural Theatre Company. He explained the Community Well Being Arts Project 2021 led by the Natural Theatre Company, to support the Mental Health of the town. Following the Covid restrictions over the past year, this project will promote creative reflection on the positives of 2020-21. It will explore things learnt through this period and will include whole families and individuals and virtual workshops will start at the end of March. Cllr Lynch said that he was supportive and was doing a Young Futures Creative at the next Area Board and would be happy to link in with Mark.

After discussion, it was proposed by Cllr Newton, seconded by Cllr Kay and with 11 in favour it was **RESOLVED:** That the Natural Theatre Company be awarded £2,585 for the 'Bradford on Avon Unlocked' Community Well Being Arts Project 2021.

#### 103. Slow Ways and Kingfisher Trail

##### (i) Slow Ways

Richard Craft reported that Walkers are Welcome Group had been working with Slow Ways. He offered if the Town Council endorses the initiative that Walkers Are Welcome members would help with the mapping, as they are already involved. He said Bath was involved too. Cllrs Kay and Franklin offered to help with the work. Members agreed to endorse this initiative with the assistance of Walkers are Welcome Group.

##### (ii) Kingfisher Trail initiative by Cotwolds National Landscape

Leader of the Council explained that this was a similar scheme to the owl the council sponsored a while back. It would cost £200 for a 2-weekly visit by a flying kingfisher sculpture on a wooden plinth. James Sullivan-Tailyour said that he would ask the businesses if they wanted to sponsor another slot. It was proposed by the Chairman and seconded by Cllr Newton and with 11 in favour it was **RESOLVED:** To sponsor a flying kingfisher at a cost of £200 to help boost tourism.

#### 104. Accounts for payment

Leader of the Council reported that he was now digitally signing off invoices. He thought this system to be quicker than visiting the office and the invoices were looked at with more in-depth scrutiny. It was proposed by Cllr Franklin seconded by Cllr Newton and with all in favour it was **RESOLVED:** to accept the invoices and payroll for January 2021 amounting to £54,031.72.

#### 105. Management Accounts Reports

Detailed management reports up to 31<sup>st</sup> January 2021 were noted. These included detailed balance sheets and income and expenditure by committee.

Meeting closed at 9.18pm

Members of the public who spoke at the Full Council meeting on the 2<sup>nd</sup> March 2021

1. James Sullivan-Tailyour asked when the People and Places Benchmarking survey which took place in 2013 and 2017 would be updated for the town.
2. Marsha Mars spoke in favour of the skatepark. She said that the young people needed a skatepark. She asked councillors to keep party politics out of the decision.
3. Louise Weissel spoke about the difficulties of accessibility on the consultation process for the Local Plan.
4. Andrew Nicolson reported on the Local Plan Review and had a list of potential brownfield sites which he had just emailed to Councillors. He said these would be more climate friendly and carbon neutral rather than the three sites in the Local Plan.



## **CHAIRMAN'S REPORT – 13 April 2021**

### **CEV's**

Warmest congratulations to Paul Robertson, Senior Coordinator of our Community Emergency Volunteers, who last month received the Wiltshire Life Award for services to the community. Thoroughly deserved!

And thanks once again to his team who continue to provide invaluable help in support of the local vaccination programme in Melksham, and who have delivered an astonishing 571 prescriptions during the first three months of this year.

### **BoA Youth Services Easter Events**

The BoA Youth Services held 3 events for young people over the Easter holiday – a Sports Day on March 30, an Easter Selfie Landmark Challenge on April 6, and an Arts & Crafts evening on 13 April.

### **Judith Hammond, Friends of Palestine**

I had the pleasure of joining Judith Hammond on one of her daily 22-mile cycle rides to raise funds for IT equipment for a school in the Palestinian West Bank. Judith cycled each day for 51 days, covering over 1,200 miles, and raised over £5,000

### **Market Day Toilets**

In spite of the challenges for our Town Wardens operating under Covid-19 restrictions, they are opening and servicing the public toilets in St Margaret's Car Park earlier on Thursday mornings for the comfort of stallholders and customers to the Library market.

### **Bradford on Avon Unlocked**

The Natural Theatre Company held 4 sessions recently to hear about some of the positive experiences of residents during lockdown. These will be used to inform an interactive experience, Bradford on Avon Unlocked, in the town centre over the weekend of May 22/23.

### **Skatepark Book Sale**

There has been a tremendous response to the call for second-hand books ahead of the sale on behalf of the new skatepark in Westbury Gardens on Saturday June 12.

### **Cricket Pavilion Culver Close**

Director of Operations held a meeting with ECB (English Cricket Board) to gather their support and discuss funding. He reported that this was a useful meeting.

### **Road Traffic Accident Canal Bridge, Frome Road**

To note that a vehicle drove into the bridge over the Easter weekend. Police advise ongoing investigations, which will result in an insurance claim with the Canal and River Trust.

### **Finally...**

I would like to take this opportunity to thank all councillors for their contributions over a difficult year, and indeed for the 3 years before that. My grateful thanks, too, to our officers for their work and support over the same period.



## **Bradford on Avon Town Council**

### **Full Council**

**13<sup>th</sup> April 2021**

## **Youth Service Provision**

### **Purpose of Report**

To request members approve and appoint a contractor for the provision of a commissioned Bradford on Avon Youth Service.

### **Background**

The Town Council commissioned a Youth Service in July 2018, which terminates in July 2021. The service is currently provided by Community Foster Care following the commissioning exercise in the Spring 2018. This exercise represented the Town Council's initial foray into this sector, with the strategic aim:

*"to provide children and young people in the town with an innovative service, based on people and provision, and one which will provide them with the means to have an effective voice in its future—and develop their voice in the civil society of the town itself"*

The ethos behind the service was that it should be output based, allowing for flexibility over the period responding to identified needs. This allowed the service to flex and positively respond to the pandemic over the last twelve months, with the ability to continue to operate and support the young people, exploring different mediums without the bureaucracy of contract negotiations.

### **Procurement 2021**

The Town Council has looked to build on this model, refining the service brief, learning from the first iteration of the service. A revised request for proposal (RFP) [appendix 1] was drawn up, whilst remaining an output based service, the service has been broken down into schedules to allow more targeting, ease of understanding and to drive improved reporting.

The RFP was circulated to three service providers, with the timeline is set out in section 5. The timings were devised to ensure continuity of service, with a suitable mobilisation period to ensure a smooth handover. The commissioned period will be July 2021 – March 2025 allowing further development of the service and ensuring that future end dates are compatible with the Council's financial periods.

Following the issue of the RFP the current provider informed the Council that it believed the Transfer of Undertakings Regulations 2006 (TUPE) would apply to this service, this was then passed on to the other potential providers.

The return date for proposals was the 12<sup>th</sup> March 2021. The Council only received one submission, one company declined our invitation (23<sup>rd</sup> Feb '21) and the remaining company made no submission despite acknowledging our invitation.

The submitted proposal meets the desired aspects of the Council's RFP. The original intention was to hold a series of supplier presentations, but in light of the fact there is only one submission and the pandemic lock down, it was decided to forgo this stage and go to Full Council for appointment.

It is important to note that the submitting organisation is unaware that no other bid was received and therefore this is a fully compliant bid, meeting the prescribed timetable and the tender specification, ensuring the Council has achieved best value from the process. Equally due to the specific nature of the service the contract would fall into Financial Regulation 10.1.a.(ii) regarding specialist services.

### **Next Steps**

If members are minded to approve the appointment, the mobilisation period has been effectively extended giving more time to prepare for the new service.

Officers would need to agree terms (along the lines of the existing) and start discussions on the development of the service over the period. Agreeing formal reporting mechanisms via Community and Recreation Committee and informal communications routes.

These discussions would be the starting points, the RFP section three sets out the schedules and states that the "precise service balances should be flexible over the course of the contract and based on need". Therefore, these discussions will be ongoing both as part of the reporting cycles and as the Council identifies need.

### **Budget Implications**

The Year one bid for the service is £30,933 (part year) rising to £42,970 in year four, the submitted financial model is based on a 1.5% cost of living increase plus increases in running costs. This will be subject to annual review and agreement. This figure sits within the Council budget for the service.

The RFP, section three has broken the requirements into schedules, the above costs relate to schedule one and two and therefore there is the opportunity to amend the service via schedule three, which may have a budget impact, by agreement.

### **Conclusion**

The Council has undertaken a transparent procurement exercise, in a timely manner to ensure the continuity of the service. The Council has received a compliant bid which achieves the requirements of the Council's specification and budget.

### **Recommendation:**

It is recommended that the Town Council,

- 1) Accept and appoint the submitted bidder as the contractor for the provision of the commissioned Bradford on Avon Youth Service.

Director of Operations  
6th April 2021

# Request for Proposals

## Bradford on Avon Youth Services

CONFIDENTIAL

### 1. Introduction

Bradford on Avon Town Council (BOATC) would like to invite your organisation to respond within the dates outlined in section 4 of this Request for Proposal (RFP). BOATC is acting as the Commissioning Public Authority in this process.

BOATC would like to invite suppliers who are capable of meeting requirements through provision of an innovative, outcome focused service.

Notwithstanding any other provision within this document, supplier participation in this process is voluntary and at the supplier's sole discretion. Any numbers that are provided by BOATC during this process are to be used and interpreted solely as a guide and are intended to provide guidance as to BOATC future or projected requirements, but are not a guarantee, contract, or commitment to any current or future orders. No commitment should be inferred from this process or from any of the accompanying documentation.

BOATC reserves the right to accept or reject any or all bids from a specific or multiple bidder(s) for any reason at any time. BOATC also reserves the right and at its sole discretion to select or reject any or all supplier(s) in this process and will not be responsible for any direct or indirect costs incurred by the supplier(s) in this process.

### 2. Scope

The Town Council are looking for a supplier that will provide innovative, preventative services, alongside open access provision, and will work BOATC and other stakeholders to improve the capability both of young people and the wider community to engage in decision making processes within the community.

BOATC requires a partner with significant experience in providing similar services across an economically diverse community, including semi urban and rural locations, and which will bring best practices to the table, while operating within an ethos that promotes participation of children and young people and safeguarding.

BOATC evaluation of submissions will be seeking the service which provides best value and therefore shall not be obliged to accept the lowest value tender or any tender.

#### 2.1. Geographic Scope

The purpose of this RFP is to invite prospective service providers to submit proposals to provide youth services for Bradford on Avon Town Council. There **may be** the opportunity to develop the

service within the wider Bradford on Avon Area (constituting the Unitary Divisions of Bradford on Avon North, Bradford on Avon South, Holt and Staverton, and Winsley and Westwood).

The Youth Club currently delivered within Bradford on Avon is within scope of this RFP however, youth clubs that exist in other villages within the community area are not included.

## 2.2. Demographic Scope

The definition of Young People for the purposes of this RFP is aged between 10 and 18 years old, rising to 25 for Looked After young people.

The total population across the four Divisions is around 20,000, approximately half of which reside in Bradford on Avon. 8-10% of this population is between 10 and 18 years old.

Most young people living in the area attend St Laurence School in Bradford on Avon, with a small proportion attending schools in Bath, Trowbridge, and private schools in the local area.

A proportion of young people attending school in Bradford on Avon live in Trowbridge or other areas outside of the geographic scope of this RFP as such, it is not expected that services would be provided to young people in that area, outside of open access provisions.

## 2.3. Coverage & Participation

The output of this RFP, and any agreement resulting from this solicitation, shall be for the use of the BOATC, and any stakeholder group established by BOATC for the purposes of awarding contracts, assessing performance or otherwise managing services which may subsequently be awarded.

Participation in this RFP is contingent on the ability to provide youth services to the extent indicated in an individual response to this RFP and any subsequently agreed specification.

BOATC reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

## 3. Requirements

### 3.1 Service Principles

Proposals should consider the following principles in service design and be able to demonstrate their inclusion in the outputs and measures from service delivery.

- i) Youth Led
- ii) Inclusive (Equalities & Diversity)
- iii) Respect
- iv) Quality, Safety & Well Being
- v) Empowerment
- vi) Positivity

### 3.2 Service Schedules

#### Schedule 1 – Open Access:

“Provide interesting and relevant opportunities”

- Planned and open-access youth provision in a variety of locations, which would be likely to include continuance of the current Youth Club
- Design and delivery of participation services to enable and embed citizenship and community engagement at a young age
- Detached Youth Work
- School Holidays Programme
- Develop Leadership Opportunities
- Develop Volunteering Opportunities

#### Schedule 2 – Partnership Working:

- Targeted Youth Work (referrals) – Providing advice and ongoing support both, formal & informal
- Strategic engagement and collaboration with schools and other youth service providers in the area, including sports and arts groups to maximise the community input into the service
- Provision, according to identified need, for looked after young people or care leavers up to the age of 25
- Develop opportunities with local employers

#### Schedule 3 – Optional Services:

These services will depend on the successful bidding/negotiating with partner authorities.

- Village outreach service
- Develop the scope of the boundary of the service, securing additional funding opportunity with other partner agencies i.e., Area Board, Parish Councils.

#### Schedule 4 – Reporting:

- Your proposal should also include an indication of the outcomes that you expect the service to work towards, and how these may be measured, based on the factors outlined in this RFP, the BOATC Youth Strategy, and sectoral methodology and best practices.
- Production of quarterly program
- Quantitative & qualitative measures
- Case studies

#### Schedule 5 – Policies/Statements:

BOATC will require commitment, via policy/statements demonstrating.

- Safeguarding
- Child Protection
- Protection of Vulnerable Adults
- Health and Safety
- Risk Management (staffing, activities, trips, lone working etc.)
- Data Protection/Information Governance
- Equality and Diversity
- Freedom of Information
- Environmental Impact and Sustainability
- Modern Slavery Act
- Please include any other you deem relevant

**Precise service balances should be flexible over the course of the contract and based on identified need.**

**The contract period will be 12<sup>th</sup> July 2021 to 31<sup>st</sup> March 2025**

## 4. General Information

### 4.1. Bradford On Avon Town Council

BOATC is a Tier 3 Public Authority, serving the town of Bradford on Avon, and is seeking to procure this service on its own behalf.

BOATC comprises around 15 employees, including the Town Clerk as the Senior Officer, and 12 elected Councillors who sit as the Town Council. As service provider, you will be accountable to the Town Clerk and any manager defined by the Town Clerk for the purposes of managing this commissioned service. You may also be called to answer questions on contractual performance or activities by the Town Council or any committee established by the Council that has an interest in the service within its Terms of Reference.

Aspects of the service may also fall within the disclosure requirements of the Freedom of Information Act 2000, and BOATC will require your assistance in fulfilling requests, subject to appropriate contractual terms.

#### 4.2. Current Youth Provision in the Bradford on Avon Area

The current service is provided by Community Family Care, under contract since July 2018, which was the first incarnation of a BOATC commissioned service. The service has developed over the contract period but during 2020 has faced many challenges due to Covid-19, which has changed the elements of service delivery and evolved to online provision, where appropriate.

Other non-statutory providers include local churches, and ad hoc space provided by a local cafe. St Laurence School also commission a worker within the school to work with specific young people on a targeted basis.



## 5. Timelines

The following timeline is subject to amendment in accordance with BOATC business requirements or unforeseen circumstances.

<b>Issuance of RFP</b>	<b>5<sup>th</sup> February 2021</b>
Acknowledgement of receipt of RFP and confirmation of intent to respond	12 <sup>th</sup> February 2021
Questions submitted by suppliers	19 <sup>th</sup> February 2021
Responses by BOATC to suppliers	26 <sup>th</sup> February 2021
<b>Final Proposal</b>	<b>12<sup>th</sup> March 2021</b>
Notification of finalists	19 <sup>th</sup> March 2021
Supplier presentations at BOATC Offices, Bradford on Avon	w/c 12 <sup>h</sup> April 2021
<b>Final award notification (subject to contract and governance approval)</b>	<b>w/c 14<sup>th</sup> May 2021</b>
<b>Mobilisation period</b>	
<b>Service delivery commences</b>	<b>No later than 12<sup>th</sup> July 2021</b>

## 6. RFP Instructions

### 6.1. The RFP

In responding to this RFP, the supplier accepts full responsibility to understand the RFP in its entirety, and in detail, including making any enquiries to BOATC as necessary to gain such understanding. BOATC reserves the right at its sole discretion to disqualify any supplier who demonstrates less than such understanding. Further, BOATC reserves the right to determine, at its sole discretion, whether the supplier has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to BOATC.

### 6.2. Good Faith Statement

All information provided by BOATC in this RFP is offered in good faith. Individual items are subject to change at any time and at BOATC's sole discretion. BOATC makes no certification that any item is without error. BOATC is not responsible or liable for any use of the information or for any claims asserted there from.

### 6.3. Communication

Verbal communication shall not be effective unless formally confirmed in writing to BOATC point of contact as detailed below. In no case shall verbal communication govern over written communication.

#### *Supplier Enquiries*

Applicable terms and conditions herein shall govern communications and enquiries between BOATC and the suppliers as they relate to this RFP. Enquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Attention: Sandra Bartlett, Town Clerk

E-mail: [townclerk@bradfordonavontowncouncil.gov.uk](mailto:townclerk@bradfordonavontowncouncil.gov.uk)

#### *Informal Communication*

No informal communication will be accepted by BOATC in respect of this RFP

#### *Formal Communications*

All communication relating to this RFP shall only be accepted via the formal communication route and shall include, but are not limited to:

- Enquiries about interpretations, clarifications/information or questions concerning this RFP, which must be submitted in writing and be received prior to Friday 19<sup>th</sup> February 2021.
- Errors and omissions in this RFP and enhancements. Suppliers shall recommend to BOATC any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, suppliers shall recommend to BOATC any enhancements, which might be in BOATC's best interests. These must be submitted in writing and be received with the final proposal.

#### 6.4. Proposal Submission

Proposals must be sent to:

Attention: Sandra Bartlett, Town Clerk

E-mail: [townclerk@bradfordonavontowncouncil.gov.uk](mailto:townclerk@bradfordonavontowncouncil.gov.uk)

on or prior to **16:00 on Friday 12<sup>th</sup> March 2021.**

## 7. Selection Criteria

The evaluation of each response to this RFP will be based on demonstrated expertise, technical competence, organisation, business understanding and value-added services. The purpose of this RFP is to identify those suppliers with the capability and interest to deliver the required services in the most effective way for BOATC.

### Evaluation criteria

BOATC reserves the right to apply a weighting to the following criteria and to adjust this based on the totality of the response and overall proposal, bearing in mind our duty towards Best Value.

Please confirm which of the following criteria you meet;

	Met	Partial	Not met
<b><i>Experience and capability (please provide supporting materials where possible)</i></b>			
Provides youth services of similar specification (or has previously)			
Can evidence partnership working arrangements across complex service delivery			
Has appropriate local management capacity to provide for effective supervision of staff			
Has established partnership arrangements in relevant other jurisdictions			
Is able to demonstrate financial sustainability over the life of the proposed services			
<b><i>Policy evidence (please provide a copy, statement, or explanation if not available)</i></b>			
	Provided	Statement	Not met


## 8. Proposal

In addition to the evaluation criteria above, please provide a description of how your company will fulfil the requirements, including an explanation of the services you can provide, details of how value-added services may be delivered in an innovative and accessible way and why BOATC should select your company.

The proposal should describe the qualifications, experience and seniority of those individuals who would provide the services on a day-to-day level, and their supervisors/managers.

### *Pricing proposal*

Please provide an itemised pricing proposal for service schedules 1 and 2 to provide the requested services, schedules 4 and 5 are deemed to be included. Schedule 3 will be costed and applied for grants at the time of application. As an indicator, a benchmark value based on similar specification was around £40,000 per annum.

### *Billing*

Billing should be via a single itemised monthly invoice comprising all services to BOATC.

### *Implementation Plan*

Please provide details of your mobilisation plan to ensure a seamless delivery of the services and any actions that you will be required to take prior to commencement.

## 8.1. Selection & Notification

Any supplier determined by BOATC who possess the capacity to compete for this contract may be selected to move into the negotiation phase of this process. Written notification will be sent to these suppliers via email.



## Bradford on Avon Town Council

### Full Council

13<sup>th</sup> April 2021

### Electric Vehicle

#### Purpose of Report

To request members approve the lease of an electric vehicle to assist the Town Wardens in carrying out their duties.

#### Background

The Council adopted its Climate and Ecological Strategy in January 2021, which identified the purchase of an electric vehicle as one of the strategic aims.

The Council has expanded its estate with the purchase of Becky Addy Wood, the adoption of Kingston Wood and gifted Arnolds Wood. The estate will expand further once the asset transfer is completed. Therefore, the flexibility to be able to move staff and materials across the town efficiently is paramount.

The current commercial electric vehicle market in the UK is still developing and suitable 4 x 4 vehicles are not available. The Council has evaluated four electric vehicles following demonstrations, using criteria ranging from range, battery charging times, ability to climb hills, storage capacity, controls, etc. The evaluation was undertaken by the town wardens and officers, with a maximum score 140.

The vehicles (in alphabetical order) Alkie, Garia, Goupil and Melex. [Appendix 1].

Vehicle A	Vehicle B	Vehicle C	Vehicle D
65	60	74	85

At this point vehicle B was discarded as not fitting the Council's requirements, but I have kept the vehicle in the report for information/comparison.

#### Budget Implications

The Council requested quotes for the supply of each vehicle, for the basic model.

	Vehicle A	Vehicle B	Vehicle C	Vehicle D
Basic price	£32,325	£24,148	£29,122	£24,416
With extras				£27,229

(all Ex. VAT)

Each vehicle offered various optional extras to build the vehicle to meet the Council's needs, which have been added to vehicle D, along with servicing costs as this vehicle represents the overall best value.

With the development of commercial vehicles increasing, it would be a sensible approach to lease the vehicle rather than outright purchase, therefore there would be no risk to the

Council with regard possible second hand values. The council would simply return the vehicle and then would be able to explore the market at that point for a replacement. The suppliers have suggested that the idea lease would be four years, relating to battery life.

	Vehicle A	Vehicle B	Vehicle C	Vehicle D
3 yr - monthly	£921	N/A	£877	£532
4 yr - monthly	£751	N/A	£727	£461

(all Ex. VAT)

	Vehicle A	Vehicle B	Vehicle C	Vehicle D
3 yr - Annual	£11,052	N/A	£10,524	£6,384
4 yr - Annual	£9,012	N/A	£8,724	£5,532

(all Ex. VAT)

We have requested the three year options, shown in the tables above, to identify the difference in cost. There is the option of an annual saving over the ability to change the vehicle after three years.

### **Recommendation:**

It is recommended that the Town Council.

- 1) Agree the procurement of an electric vehicle
- 2) Agree with the selection of vehicle D
- 3) Agree to lease the vehicle
- 4) Agree to either 3 or 4 year lease (to be decided)

Director of Operations  
8th April 2021

Alekie



Garia



Goupil



Melex







## **Bradford on Avon Town Council**

### **Full Council**

**13<sup>th</sup> April 2021**

### **Electric Charging Points**

#### **Purpose of Report**

To request members approve the recommendations from Environment and Planning committee 23<sup>rd</sup> March 2021 to appoint Electric Blue as contract to supply and install electric vehicle charging points at the Youth & Community Centre.

#### **Background**

The Council adopted its Climate and Ecological Strategy in January 2021, which identified the installation of EV charging points as one of the strategic aims.

The Council ran a procurement exercise at the beginning of the year and the results were presented to Environment and Planning Committee on 23<sup>rd</sup> March 2021. Due to the value being above the committees spending threshold the committee resolved, to

1. appoint Electric Blue as the preferred contractor for the supply and installation of electric vehicle charging points at the Youth & Community Centre  
and
2. Recommend the appointment of Electric Blue to Full Council on 13<sup>th</sup> April 2021.

#### **Budget Implications**

The quote for the supply and installation of 2 no. twin fast chargers at the Youth and Community Centre is £19,446.61 for, with three year operating costs (excluding electricity).

The Council has budgeted £20,000 (21/22) in the Climate and Ecological Strategy budget.

#### **Recommendation:**

It is recommended that the Town Council.

- 1) appoint Electric Blue as the contractor to supply and install electric vehicle charging points at the Youth & Community Centre

Director of Operations  
7th April 2021



Widcombe Institute, Widcombe Hill, Bath BA2  
6AA  
+44 (0) 1225 469131

## ‘Bradford on Avon: Unlocked’

Community Well Being Arts project 2021

Led by the Natural Theatre Company

### Summary:

This project is an open access arts workshop for families and individuals in Bradford on Avon, developed in order to support the Mental Health of the town. Following the Covid restrictions over the past year, this project will promote creative reflection on the positives of 2020-2021.

It will focus on the things that have been discovered, learnt, embarked upon, taken up, or sorted out over that period – e.g. new relationships with neighbours or key workers, those daily walks or cycle rides.

Did you take a lovely photograph, make some visual art, learn to play a piece of music or song, rediscover some family memories or photos, meet someone new who made an impression or start learning a skill that had always been on your bucket list?

Through a series of fun and accessible virtual workshops, the Natural Theatre Company will collate the Positive Lockdown stories and experiences of the people of Bradford on Avon, and Creatively Produce a living exhibition around the town of characters, visual art, writing and music that tells the positive story of this extraordinary period.

There will be a social media platform for the participants to engage with throughout the project which will enable participants to stay in contact and share content, ideas and memories from beginning to end.

The final piece could include live performances of scenes, music or poetry or photographic records of tables of characters or memories, displayed art or crafts, audio interviews or art installations in peoples, windows, gardens, streets or in public places.

This immersive piece will be able to be enjoyed either as a live walking experience or virtually via an online exhibition of the work professionally photographed and recorded as a legacy for the town, so can be enjoyed whether or not social distancing regulations are still in place.

This project is designed to be reactive to the participants and thereby reflect the creativity and positivity of a whole community.

### Who?

The Natural Theatre Company have over 50 years of experience of performing for and engaging with communities around the world with their unique style of street theatre. In recent years they have run large scale community arts engagement projects for BANES Council and National Heritage Lottery Fund. They specialise in engaging with those members of a community who would not normally get involved with the arts.

The workshops will be open access for families or individuals, with anyone under 16 having to be accompanied by an adult.

Participants can engage in a whole spectrum of ways – from those who are happier watching and quietly submitting some writing or baking a cake...to those who want to act out their experience or sing an aria.

Everyone is welcome to take part!

### When?

The workshops will start during April and continue through May, with the final piece happening at the end of May.

The virtual workshops will take place during evenings in the week or daytime at weekends. Initially they will be short virtual workshops of between 1hr and 1hr 30mins, to try and engage as many people as possible.

Nearer the end of the project there will need to be longer sessions to bring the piece together.

### Fee:

Each workshop would cost £165 which covers up to 3hrs of engagement. This could therefore be a longer session or a repeated short session.

Ideally, we would run 10 of these sessions at a cost of £1,650.00

There would also be:

- £500 administration fee
- £200 costume and props fee
- £235 10% contingency

TOTAL £2,585.00

(\*This fee and plan are negotiable depending on budgets)

**Bradford on Avon Town Council  
Meeting Dates April 2021- March 2022**



Meeting	Time	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Full Council	19:00	13	18*	8	6		7	5	2	7	11	8	8
Environment & Planning	19:00	<b>21</b>	<b>26</b>	<b>2,16</b>	<b>7,21</b>	<b>4,18</b>	<b>1,15</b>	6,20	<b>3,17</b>	<b>1,15</b>	<b>5,19</b>	<b>2,16</b>	<b>2,16</b>
Town Development	19:00				13		21		23		25		24
Community & Recreation	19:00			22			14		30			1	
Highways & Transport	19:00				27			12			18		31
Resources	19:00			29				19		14			15
Annual Town Meeting/Gathering		Not req'd											

**E&P Key: Bold-** Meeting

Non bold- Delegated

\*Annual Council Meeting

\*\*Annual Town Meeting/Gathering

**Bradford on Avon Town Council**  
**List of Payments February 2021**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/02/2021	Grist Environmental Limited	DD 1Feb21	146.28	Refuse Collections Dec20
02/02/2021	Awdry Bailey & Douglas Solicit	FP 2Feb	500.00	LW Legal Fees
04/02/2021	Prudential Assurance	FP 4FEB	200.00	AVC's Jan21
04/02/2021	Wiltshire Pension Fund	FP 4FEB	8375.89	Pension Conts Jan21
09/02/2021	Sandra Bartlett	90221001	37.98	Ink Cartridges
09/02/2021	Citation Ltd	90221002	419.82	Fire Risk Assessment Feb21
09/02/2021	Richard Snarr	90221003	31.80	Bench Repairs
09/02/2021	Systemagic Ltd	90221004	1836.04	Laptop x2
12/02/2021	Entanet International Ltd	DD 12Feb21	11.40	YC PSTN Rental Feb21
12/02/2021	Lloyds Bank plc	DD 12Feb21	14.82	Charges 10Dec-9Jan21
15/02/2021	West Mercia Energy	DD 15Feb21	495.20	Gas Dec20
17/02/2021	BIRMINGHAM	DD 17Feb21	226.57	Calls Jan21/Charges Feb21
19/02/2021	Entanet International Ltd	DD 19Feb21	29.10	YC Broadband Feb21
22/02/2021	West Mercia Energy	DD 22Feb21	1107.14	Electricity Dec20
22/02/2021	HMRC	BACS	8202.07	PAYE/NIC Jan21
23/02/2021	UK Wholesale Direct	DD 23Feb	19.73	VIC Calls/Charges
25/02/2021	Moorepay Limited	DD 25Feb21	144.48	Payroll Jan21
25/02/2021	Lloyds Bank plc	DD 25Feb21	423.37	Credit Card Purchases Jan21
26/02/2021	Burbidge Electrical	260221001	749.88	PAT Testing & SMH Repairs
26/02/2021	Cards for Good Causes Limited	260221002	3427.68	CFGC 2020
26/02/2021	Community Foster Care	260221003	11817.50	Youth Services 12Jan-11Apr21
26/02/2021	Keith Draper	260221004	208.80	WG Plants&Mulch
26/02/2021	Ecosulis Ltd	260221005	5894.40	Ecological Report
26/02/2021	Hammerpaw Ltd	260221006	70.00	CEV Cards Design & Layout
26/02/2021	ID Card Centre Ltd	260221007	284.78	ID Cards
26/02/2021	Initial Washroom Hygiene	260221008	48.79	YC Hygiene Bins FMA21
26/02/2021	Integrated Water Services Ltd	260221009	121.34	Water Hygiene Jan21
26/02/2021	Kingfisher Media Ltd	260221010	1788.00	VIC Wilts & Bath Hotel Bedroom Adverts 21/22
26/02/2021	Lyreco UK Limited	260221011	179.27	Cleaning Materials
26/02/2021	Society of Local Council Clerk	260221012	820.00	Staff Training
26/02/2021	Smith of Derby Ltd	260221013	180.00	Clock Wiring Repair
26/02/2021	South West Doors Ltd	260221014	156.00	SMH Auto Doors Service
26/02/2021	Tom Beavan Ltd	260221015	228.00	2hrs Updates & Website Hosting Feb21
26/02/2021	Zurich Municipal	260221016	168.00	Temp Vehicle Insurance
26/02/2021	Staff Salaries	BACS	24679.91	Salaries Feb21

Total Payments £73,044.04

LW Living Green Wall  
 BF Barton Farm  
 C19 Covid 19  
 CC Culver Close  
 CL20 Christmas Lights 2020  
 KF Kingston Farm  
 VF Victory Field

SCP Station Car Park Toilets  
 SMCP St Margaret's Car Park Toilets  
 SMH St Margaret's Hall  
 VIC Visitor Information  
 E&C Education & Communications in E&P Budget  
 WG Westbury Garden  
 YC Youth Centre

## Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
98	Stock	2,541
100	Trade Debtors	41,844
105	VAT Control A/c	4,336
110	Prepayments	20,441
115	The Greenhouse Deposit	3,000
150	CWLPEC Dr	27
200	Lloyds Current Account	13,137
201	Lloyds Commercial Call Account	61,070
204	Lloyds Fixed Term Deposit	182,388
205	CCLA Deposit Fund	625,000
216	PayPal Control	(0)
231	Petty Cash	300
232	TIC Float	53
233	Events Float	100
235	Youth Club Petty Cash	100
	<b>Total Current Assets</b>	<b>954,336</b>
	<u>Current Liabilities</u>	
501	Creditors	15,498
510	Accruals	5,071
515	PAYE/NI Due	8,022
516	Superannuation Due	8,502
518	AVC Due	200
530	Deposits	50
565	Holding Deposit - Bookings	575
580	Misc Creditors	433
605	BOA Fireworks	8,050
610	First Aid Course Deposits	90
620	Floaty Boat Fund	4,646
625	Living Green Wall	6,047
630	Borehole Project	5,174
	<b>Total Current Liabilities</b>	<b>62,356</b>
	<b>Net Current Assets</b>	<b>891,980</b>
	<b>Total Assets less Current Liabilities</b>	<b>891,980</b>

Represented by :-

300	Current Year Fund	309,502
310	General Reserves	(39,308)
325	EMR - Signage&Wayfinding	14,950
335	EMR - Infrastructure Funding	76,000
338	EMR - Flood Defences	30,000
339	EMR - Youth Strategy	37,105
341	EMR - Capital Projects	62,768
342	EMR - Highways & Transport	49,332
343	EMR - Consultant/Agency	41,716
344	EMR - Democratic Development	8,000
345	EMR - CIL	135,484
346	EMR - Asset Management	60,176
347	EMR - Recreation	15,921
348	EMR - Property	6,500

**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 28/02/2021**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
349	EMR - IT Replacements	5,874	
350	EMR - Secret Gardens	1,343	
351	EMR - Station Approach	2,500	
352	EMR - Kingston Farm	62,968	
353	EMR - Skatepark Feasibility	3,150	
354	EMR - C19	8,000	
	<b>Total Equity</b>		<b>891,980</b>

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Resources</b>							
<b>101 Administration</b>							
1010 Grants Received	0	1,000	0	(1,000)			0.0%
1011 Donations Received	0	586	0	(586)			0.0%
1015 Insurance claims	0	17,964	0	(17,964)			0.0%
1070 Miscellaneous Income	0	280	0	(280)			0.0%
1075 CIL (S106) Grants Receivable	0	36,618	0	(36,618)			0.0%
1076 Precept	0	885,590	885,590	0			100.0%
1080 CWLPEC SLA Income	0	19,500	19,500	0			100.0%
1090 Interest Received	22	4,369	2,600	(1,769)			168.0%
1095 Dividends Received	0	23,934	23,000	(934)			104.1%
1100 C19 Crowdfunder Income	0	5,237	0	(5,237)			0.0%
1150 Allotment Income	0	0	1,000	1,000			0.0%
1160 Cemetery Income	0	0	21,000	21,000			0.0%
1170 Market Income	0	0	9,000	9,000			0.0%
1208 Works Income	187	990	0	(990)			0.0%
	<b>210</b>	<b>996,069</b>	<b>961,690</b>	<b>(34,379)</b>			<b>103.6%</b>
Administration :- Income							
4001 Staff Employment Costs	41,404	455,473	507,000	51,527		51,527	89.8%
4006 Refreshments	6	208	800	592		592	26.0%
4007 Staff Travel	9	43	300	257		257	14.3%
4008 Training and Conferences	820	1,171	5,000	3,829		3,829	23.4%
4013 Rent	0	0	20,000	20,000		20,000	0.0%
4017 Cleaning	0	521	275	(246)		(246)	189.5%
4019 Miscellaneous	0	357	300	(57)		(57)	118.9%
4021 Telephone & Broadband	189	2,012	1,000	(1,012)		(1,012)	201.2%
4022 Postage	2	8	400	393		393	1.9%
4023 Stationery	27	324	1,000	676		676	32.4%
4024 Photocopying	58	859	1,200	341		341	71.6%
4025 Insurance	744	6,787	15,000	8,213		8,213	45.2%
4026 Subscriptions	449	2,104	1,964	(140)		(140)	107.1%
4027 Licences	0	1,855	40	(1,815)		(1,815)	4637.5%
4031 Recruitment Advertising	0	0	2,000	2,000		2,000	0.0%
4032 Publicity	0	2,224	1,000	(1,224)		(1,224)	222.4%
4036 Software & Support	996	12,348	12,000	(348)		(348)	102.9%
4037 Computer Hardware	0	3,040	0	(3,040)		(3,040)	0.0%
4038 Town Clock Maintenance	0	2,190	250	(1,940)		(1,940)	876.0%
4041 Property & Other Maintenance	0	7	500	493		493	1.3%
4046 Equipment Purchase	0	1,190	0	(1,190)		(1,190)	0.0%
4051 Audit Fees - external	133	1,867	2,000	133		133	93.3%



## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4052 Audit Fees - internal	37	853	900	47		47	94.8%
4054 Payroll Fees	170	1,330	1,000	(330)		(330)	133.0%
4055 Legal Fees	0	7,500	5,000	(2,500)		(2,500)	150.0%
4056 HR Consultancy	350	3,821	5,000	1,180		1,180	76.4%
4058 Professional Fees	0	0	1,000	1,000		1,000	0.0%
4064 Bank Charges	14	220	300	80		80	73.4%
4100 C19 Crowdfunder Exps	0	5,237	0	(5,237)		(5,237)	0.0%
4450 Street Scene Costs	0	0	154,150	154,150		154,150	0.0%
4850 Volunteer Development	0	690	3,000	2,310		2,310	23.0%
Administration :- Indirect Expenditure	<b>45,408</b>	<b>514,240</b>	<b>742,379</b>	<b>228,139</b>	<b>0</b>	<b>228,139</b>	<b>69.3%</b>
<b>Net Income over Expenditure</b>	<b>(45,198)</b>	<b>481,829</b>	<b>219,311</b>	<b>(262,518)</b>			
6002 plus Transfer from EMR	0	3,234					
6003 less Transfer to EMR	0	536					
<b>Movement to/(from) Gen Reserve</b>	<b>(45,198)</b>	<b>484,526</b>					
<b>102 Civic &amp; Democratic</b>							
4027 Licences	0	50	0	(50)		(50)	0.0%
4030 Events	0	464	0	(464)		(464)	0.0%
4034 Newsletter	1,115	4,857	4,500	(357)		(357)	107.9%
4201 Chairmans Allowance	0	0	1,100	1,100		1,100	0.0%
4202 Chairmans Expenses	0	0	750	750		750	0.0%
4203 Members Expenses	0	38	600	562		562	6.3%
4221 Twinning	0	0	1,300	1,300		1,300	0.0%
4750 Democratic Development Fund	0	0	4,000	4,000		4,000	0.0%
Civic & Democratic :- Indirect Expenditure	<b>1,115</b>	<b>5,409</b>	<b>12,250</b>	<b>6,841</b>	<b>0</b>	<b>6,841</b>	<b>44.2%</b>
<b>Net Expenditure</b>	<b>(1,115)</b>	<b>(5,409)</b>	<b>(12,250)</b>	<b>(6,841)</b>			
<b>109 Capital &amp; Projects</b>							
4901 CP - Loan Repayment	0	9,170	18,340	9,170		9,170	50.0%
4902 Rolling Contingency Fund	0	43,850	(16,355)	(60,205)		(60,205)	(268.1%)
Capital & Projects :- Indirect Expenditure	<b>0</b>	<b>53,020</b>	<b>1,985</b>	<b>(51,035)</b>	<b>0</b>	<b>(51,035)</b>	<b>2671.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(53,020)</b>	<b>(1,985)</b>	<b>51,035</b>			
6002 plus Transfer from EMR	0	1,850					
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(51,170)</b>					
Resources :- Income	<b>210</b>	<b>996,069</b>	<b>961,690</b>	<b>(34,379)</b>			<b>103.6%</b>
Expenditure	<b>46,523</b>	<b>572,669</b>	<b>756,614</b>	<b>183,945</b>	<b>0</b>	<b>183,945</b>	<b>75.7%</b>
<b>Net Income over Expenditure</b>	<b>(46,313)</b>	<b>423,400</b>	<b>205,076</b>	<b>(218,324)</b>			
plus Transfer from EMR	<b>0</b>	<b>5,084</b>					
less Transfer to EMR	<b>0</b>	<b>536</b>					

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Movement to/(from) Gen Reserve</b>	<b>(46,313)</b>	<b>427,948</b>					

**Community & Recreation**103 Grants

4102 Grants	0	6,450	27,000	20,550		20,550	23.9%
4660 Health & Wellbeing	0	10,097	22,000	11,903		11,903	45.9%
Grants :- Indirect Expenditure	<b>0</b>	<b>16,547</b>	<b>49,000</b>	<b>32,453</b>	<b>0</b>	<b>32,453</b>	<b>33.8%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(16,547)</b>	<b>(49,000)</b>	<b>(32,453)</b>			

205 Youth Services

1010 Grants Received	0	0	8,000	8,000			0.0%
1215 Youth Services Income	0	18,500	10,000	(8,500)			185.0%
Youth Services :- Income	<b>0</b>	<b>18,500</b>	<b>18,000</b>	<b>(500)</b>			<b>102.8%</b>
4213 Hall/Room Hire	0	1,608	0	(1,608)		(1,608)	0.0%
4650 Youth Strategy	3,677	43,184	48,260	5,076		5,076	89.5%
Youth Services :- Indirect Expenditure	<b>3,677</b>	<b>44,792</b>	<b>48,260</b>	<b>3,468</b>	<b>0</b>	<b>3,468</b>	<b>92.8%</b>
<b>Net Income over Expenditure</b>	<b>(3,677)</b>	<b>(26,292)</b>	<b>(30,260)</b>	<b>(3,968)</b>			

311 Skatepark

1225 Skatepark Donations	5,000	5,400	0	(5,400)			0.0%
Skatepark :- Income	<b>5,000</b>	<b>5,400</b>	<b>0</b>	<b>(5,400)</b>			
4314 Skatepark Expenses	0	136	0	(136)		(136)	0.0%
Skatepark :- Indirect Expenditure	<b>0</b>	<b>136</b>	<b>0</b>	<b>(136)</b>	<b>0</b>	<b>(136)</b>	
<b>Net Income over Expenditure</b>	<b>5,000</b>	<b>5,264</b>	<b>0</b>	<b>(5,264)</b>			

Community & Recreation :- Income	<b>5,000</b>	<b>23,900</b>	<b>18,000</b>	<b>(5,900)</b>			<b>132.8%</b>
Expenditure	<b>3,677</b>	<b>61,475</b>	<b>97,260</b>	<b>35,785</b>	<b>0</b>	<b>35,785</b>	<b>63.2%</b>

**Movement to/(from) Gen Reserve**      **1,323**      **(37,575)**

**Town Development**301 Town Development

1011 Donations Received	0	10,790	0	(10,790)			0.0%
1070 Miscellaneous Income	0	193	500	307			38.5%
1200 Christmas Lights Income	0	1,900	5,500	3,600			34.5%
Town Development :- Income	<b>0</b>	<b>12,883</b>	<b>6,000</b>	<b>(6,883)</b>			<b>214.7%</b>

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4025 Insurance	0	51	0	(51)		(51)	0.0%
4045 Christmas Lights	42	13,915	14,500	585		585	96.0%
4059 CEV	103	2,111	3,000	889		889	70.4%
4061 Tourism Memberships	221	2,823	4,250	1,427		1,427	66.4%
4219 South West In Bloom	0	174	5,000	4,826		4,826	3.5%
4225 Signage & Wayfinding Project	0	1,237	10,000	8,763		8,763	12.4%
4302 Hanging Baskets	0	6,944	6,700	(244)		(244)	103.6%
4303 Seat Repairs&Renewals	0	1,015	1,500	485		485	67.7%
4404 Tory Trees	0	215	1,000	785		785	21.5%
4550 Play Areas (WC)	0	16,836	20,000	3,164		3,164	84.2%
4700 Tourism Development Fund	0	5,945	6,000	55		55	99.1%
4850 Volunteer Development	0	74	0	(74)		(74)	0.0%

Town Development :- Indirect Expenditure	<b>366</b>	<b>51,340</b>	<b>71,950</b>	<b>20,610</b>	<b>0</b>	<b>20,610</b>	<b>71.4%</b>
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<b>Net Income over Expenditure</b>	<b>(366)</b>	<b>(38,457)</b>	<b>(65,950)</b>	<b>(27,493)</b>			
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6002 plus Transfer from EMR	0	79					
6003 less Transfer to EMR	0	8,000					

<b>Movement to/(from) Gen Reserve</b>	<b>(366)</b>	<b>(46,378)</b>					
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Town Development :- Income	<b>0</b>	<b>12,883</b>	<b>6,000</b>	<b>(6,883)</b>			<b>214.7%</b>
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Expenditure	<b>366</b>	<b>51,340</b>	<b>71,950</b>	<b>20,610</b>	<b>0</b>	<b>20,610</b>	<b>71.4%</b>
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<b>Net Income over Expenditure</b>	<b>(366)</b>	<b>(38,457)</b>	<b>(65,950)</b>	<b>(27,493)</b>			
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plus Transfer from EMR	<b>0</b>	<b>79</b>					
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less Transfer to EMR	<b>0</b>	<b>8,000</b>					
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<b>Movement to/(from) Gen Reserve</b>	<b>(366)</b>	<b>(46,378)</b>					
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**Environment & Planning**401 Environment & Planning

4026 Subscriptions	3	33	36	3		3	91.7%
4401 Conservation Consultant	263	1,284	0	(1,284)		(1,284)	0.0%
4800 Environmental Development Fund	5,162	13,289	10,000	(3,289)		(3,289)	132.9%

Environment & Planning :- Indirect Expenditure	<b>5,428</b>	<b>14,605</b>	<b>10,036</b>	<b>(4,569)</b>	<b>0</b>	<b>(4,569)</b>	<b>145.5%</b>
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<b>Net Expenditure</b>	<b>(5,428)</b>	<b>(14,605)</b>	<b>(10,036)</b>	<b>4,569</b>			
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6002 plus Transfer from EMR	1,284	1,284					
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<b>Movement to/(from) Gen Reserve</b>	<b>(4,144)</b>	<b>(13,322)</b>					
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Environment & Planning :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
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Expenditure	<b>5,428</b>	<b>14,605</b>	<b>10,036</b>	<b>(4,569)</b>	<b>0</b>	<b>(4,569)</b>	<b>145.5%</b>
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<b>Net Income over Expenditure</b>	<b>(5,428)</b>	<b>(14,605)</b>	<b>(10,036)</b>	<b>4,569</b>			
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plus Transfer from EMR	<b>1,284</b>	<b>1,284</b>					
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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Movement to/(from) Gen Reserve</b>	<b>(4,144)</b>	<b>(13,322)</b>					
<b>Operations</b>							
<u>201 Victory Field</u>							
1001 Booking Income	0	725	1,000	275			72.5%
1010 Grants Received	0	400	0	(400)			0.0%
Victory Field :- Income	<b>0</b>	<b>1,125</b>	<b>1,000</b>	<b>(125)</b>			<b>112.5%</b>
4012 Water	(18)	63	100	37	37		63.0%
4014 Light & Heat	35	143	150	7	7		95.5%
4017 Cleaning	17	135	175	40	40		77.0%
4030 Events	0	400	0	(400)	(400)		0.0%
4252 Victory Field Maintenance	2	2,123	10,000	7,877	7,877		21.2%
Victory Field :- Indirect Expenditure	<b>36</b>	<b>2,864</b>	<b>10,425</b>	<b>7,561</b>	<b>0</b>	<b>7,561</b>	<b>27.5%</b>
<b>Net Income over Expenditure</b>	<b>(36)</b>	<b>(1,739)</b>	<b>(9,425)</b>	<b>(7,686)</b>			
<u>203 Youth &amp; Community Centre</u>							
1001 Booking Income	0	4,145	20,000	15,856			20.7%
1005 BoA Youth Service Bookings	0	450	3,000	2,550			15.0%
Youth & Community Centre :- Income	<b>0</b>	<b>4,595</b>	<b>23,000</b>	<b>18,406</b>			<b>20.0%</b>
4011 Rates	337	3,705	4,042	337	337		91.7%
4012 Water	(149)	462	500	38	38		92.4%
4013 Rent	48	886	1,000	114	114		88.6%
4014 Light & Heat	389	2,305	3,000	695	695		76.8%
4016 Refuse Disposal	20	342	500	158	158		68.3%
4017 Cleaning	30	375	500	125	125		74.9%
4021 Telephone & Broadband	34	402	250	(152)	(152)		160.9%
4027 Licences	16	199	200	1	1		99.6%
4039 CCTV Costs	5	53	250	197	197		21.3%
4040 Alarms	22	240	275	35	35		87.2%
4041 Property & Other Maintenance	0	1,256	1,500	244	244		83.8%
Youth & Community Centre :- Indirect Expenditure	<b>750</b>	<b>10,226</b>	<b>12,017</b>	<b>1,791</b>	<b>0</b>	<b>1,791</b>	<b>85.1%</b>
<b>Net Income over Expenditure</b>	<b>(750)</b>	<b>(5,631)</b>	<b>10,983</b>	<b>16,614</b>			
<u>303 Westbury Gardens</u>							
1001 Booking Income	0	36	250	214			14.4%
Westbury Gardens :- Income	<b>0</b>	<b>36</b>	<b>250</b>	<b>214</b>			<b>14.4%</b>

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4062 Westbury Gardens Maintenance	200	1,067	5,000	3,933		3,933	21.3%
Westbury Gardens :- Indirect Expenditure	<b>200</b>	<b>1,067</b>	<b>5,000</b>	<b>3,933</b>	<b>0</b>	<b>3,933</b>	<b>21.3%</b>
<b>Net Income over Expenditure</b>	<b>(200)</b>	<b>(1,031)</b>	<b>(4,750)</b>	<b>(3,719)</b>			
<b>304 Tourism inc TIC</b>							
1201 TIC Income	(51)	1,228	6,000	4,772			20.5%
1204 Charity Christmas Cards	303	303	1,000	697			30.3%
1206 Website Income	0	(240)	0	240			0.0%
1207 Sponsorship Income	0	0	1,250	1,250			0.0%
1209 Christmas Fair Income	0	0	1,300	1,300			0.0%
Tourism inc TIC :- Income	<b>253</b>	<b>1,291</b>	<b>9,550</b>	<b>8,259</b>			<b>13.5%</b>
4006 Refreshments	0	6	100	94		94	5.7%
4007 Staff Travel	0	0	200	200		200	0.0%
4011 Rates	291	3,202	3,493	291		291	91.7%
4012 Water	(25)	79	100	21		21	78.7%
4013 Rent	1,095	12,043	17,650	5,607		5,607	68.2%
4014 Light & Heat	124	1,394	1,500	106		106	92.9%
4017 Cleaning	0	42	0	(42)		(42)	0.0%
4019 Miscellaneous	0	0	100	100		100	0.0%
4021 Telephone & Broadband	25	283	250	(33)		(33)	113.1%
4022 Postage	0	4	100	96		96	3.5%
4023 Stationery	0	80	300	220		220	26.5%
4025 Insurance	35	363	0	(363)		(363)	0.0%
4028 Uniforms/Protective Clothing	0	49	0	(49)		(49)	0.0%
4030 Events	0	160	0	(160)		(160)	0.0%
4032 Publicity	250	801	1,000	199		199	80.1%
4036 Software & Support	69	1,112	0	(1,112)		(1,112)	0.0%
4040 Alarms	2	25	0	(25)		(25)	0.0%
4041 Property & Other Maintenance	0	2,111	3,000	889		889	70.4%
4046 Equipment Purchase	22	421	500	79		79	84.3%
4063 Service Charge	71	773	850	77		77	91.0%
4065 iZettle Charges	0	85	0	(85)		(85)	0.0%
4070 Goods for Resale	0	4,747	3,500	(1,247)		(1,247)	135.6%
Tourism inc TIC :- Indirect Expenditure	<b>1,960</b>	<b>27,778</b>	<b>32,643</b>	<b>4,865</b>	<b>0</b>	<b>4,865</b>	<b>85.1%</b>
<b>Net Income over Expenditure</b>	<b>(1,707)</b>	<b>(26,487)</b>	<b>(23,093)</b>	<b>3,394</b>			
<b>305 Bridge Street</b>							
1305 Utilities recharge	0	0	100	100			0.0%
Bridge Street :- Income	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014 Light & Heat	9	110	0	(110)		(110)	0.0%
Bridge Street :- Indirect Expenditure	<b>9</b>	<b>110</b>	<b>0</b>	<b>(110)</b>	<b>0</b>	<b>(110)</b>	
<b>Net Income over Expenditure</b>	<b>(9)</b>	<b>(110)</b>	<b>100</b>	<b>210</b>			
<u>306 Culver Close</u>							
1001 Booking Income	0	388	1,000	612			38.8%
1011 Donations Received	0	764	0	(764)			0.0%
1208 Works Income	0	1,300	1,300	0			100.0%
1330 Culver Close Rent Income	375	4,125	10,000	5,875			41.3%
Culver Close :- Income	<b>375</b>	<b>6,577</b>	<b>12,300</b>	<b>5,723</b>			<b>53.5%</b>
4012 Water	(708)	868	3,100	2,232		2,232	28.0%
4014 Light & Heat	949	2,124	2,100	(24)		(24)	101.1%
4017 Cleaning	17	135	150	15		15	89.9%
4041 Property & Other Maintenance	2	829	0	(829)		(829)	0.0%
4500 Culver Close	0	9,149	20,000	10,851		10,851	45.7%
Culver Close :- Indirect Expenditure	<b>259</b>	<b>13,104</b>	<b>25,350</b>	<b>12,246</b>	<b>0</b>	<b>12,246</b>	<b>51.7%</b>
<b>Net Income over Expenditure</b>	<b>116</b>	<b>(6,527)</b>	<b>(13,050)</b>	<b>(6,523)</b>			
<u>307 Becky Addy Wood</u>							
1011 Donations Received	0	38,020	0	(38,020)			0.0%
Becky Addy Wood :- Income	<b>0</b>	<b>38,020</b>	<b>0</b>	<b>(38,020)</b>			
4055 Legal Fees	0	2,605	0	(2,605)		(2,605)	0.0%
Becky Addy Wood :- Indirect Expenditure	<b>0</b>	<b>2,605</b>	<b>0</b>	<b>(2,605)</b>	<b>0</b>	<b>(2,605)</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>35,415</b>	<b>0</b>	<b>(35,415)</b>			
<u>308 Kingston Wood &amp; Play Areas</u>							
4306 Woodland Areas	0	416	0	(416)		(416)	0.0%
Kingston Wood & Play Areas :- Indirect Expenditure	<b>0</b>	<b>416</b>	<b>0</b>	<b>(416)</b>	<b>0</b>	<b>(416)</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>(416)</b>	<b>0</b>	<b>416</b>			
<u>309 Avoncliff Weir</u>							
1011 Donations Received	0	24,325	0	(24,325)			0.0%
Avoncliff Weir :- Income	<b>0</b>	<b>24,325</b>	<b>0</b>	<b>(24,325)</b>			
4312 Avoncliff Weir Expenses	0	24,340	0	(24,340)		(24,340)	0.0%
Avoncliff Weir :- Indirect Expenditure	<b>0</b>	<b>24,340</b>	<b>0</b>	<b>(24,340)</b>	<b>0</b>	<b>(24,340)</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(15)</b>	<b>0</b>	<b>15</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>310 Living Green Wall</b>							
1011 Donations Received	0	5,141	0	(5,141)			0.0%
Living Green Wall :- Income	<b>0</b>	<b>5,141</b>	<b>0</b>	<b>(5,141)</b>			
4313 Living Green Wall Expenses	0	5,278	0	(5,278)		(5,278)	0.0%
Living Green Wall :- Indirect Expenditure	<b>0</b>	<b>5,278</b>	<b>0</b>	<b>(5,278)</b>	<b>0</b>	<b>(5,278)</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(138)</b>	<b>0</b>	<b>138</b>			
<b>403 Public Conveniences</b>							
4011 Rates	482	5,306	5,789	483		483	91.7%
4012 Water	(406)	703	2,500	1,797		1,797	28.1%
4014 Light & Heat	922	2,938	3,030	92		92	97.0%
4028 Uniforms/Protective Clothing	25	1,202	5,000	3,798		3,798	24.0%
4039 CCTV Costs	0	0	500	500		500	0.0%
4041 Property & Other Maintenance	41	1,640	3,000	1,360		1,360	54.7%
4046 Equipment Purchase	0	217	0	(217)		(217)	0.0%
4311 Public Conv's Cleaning Product	46	903	1,500	597		597	60.2%
Public Conveniences :- Indirect Expenditure	<b>1,109</b>	<b>12,910</b>	<b>21,319</b>	<b>8,409</b>	<b>0</b>	<b>8,409</b>	<b>60.6%</b>
<b>Net Expenditure</b>	<b>(1,109)</b>	<b>(12,910)</b>	<b>(21,319)</b>	<b>(8,409)</b>			
<b>501 St Margaret's Hall</b>							
1001 Booking Income	1,051	14,549	42,750	28,201			34.0%
1085 FIT Income	0	1,483	2,750	1,267			53.9%
1203 Events Income	0	1,175	3,200	2,025			36.7%
St Margaret's Hall :- Income	<b>1,051</b>	<b>17,207</b>	<b>48,700</b>	<b>31,493</b>			<b>35.3%</b>
4011 Rates	403	4,437	4,841	404		404	91.7%
4012 Water	(130)	146	2,000	1,854		1,854	7.3%
4013 Rent	0	0	(20,000)	(20,000)		(20,000)	0.0%
4014 Light & Heat	400	2,803	4,500	1,697		1,697	62.3%
4016 Refuse Disposal	97	1,161	2,400	1,239		1,239	48.4%
4017 Cleaning	17	781	1,500	719		719	52.1%
4019 Miscellaneous	0	0	100	100		100	0.0%
4027 Licences	25	481	760	279		279	63.3%
4030 Events	0	265	4,000	3,735		3,735	6.6%
4032 Publicity	12	335	1,000	665		665	33.5%
4039 CCTV Costs	0	0	250	250		250	0.0%
4040 Alarms	59	732	475	(257)		(257)	154.1%
4041 Property & Other Maintenance	64	6,707	5,000	(1,707)		(1,707)	134.1%
4043 Equipment Repairs&RunningCosts	0	101	1,650	1,549		1,549	6.1%

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

I&amp;E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4046 Equipment Purchase	0	105	6,000	5,895		5,895	1.8%
St Margaret's Hall :- Indirect Expenditure	<u>945</u>	<u>18,053</u>	<u>14,476</u>	<u>(3,577)</u>	<u>0</u>	<u>(3,577)</u>	<u>124.7%</u>
<b>Net Income over Expenditure</b>	<u>106</u>	<u>(846)</u>	<u>34,224</u>	<u>35,070</u>			
<u>601 Bearfield</u>							
4601 Bearfield Maintenance	0	1,715	2,500	785		785	68.6%
Bearfield :- Indirect Expenditure	<u>0</u>	<u>1,715</u>	<u>2,500</u>	<u>785</u>	<u>0</u>	<u>785</u>	<u>68.6%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,715)</u>	<u>(2,500)</u>	<u>(785)</u>			
<u>602 Festival Gardens</u>							
4602 Festival Gardens	0	0	1,000	1,000		1,000	0.0%
Festival Gardens :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Operations :- Income	1,679	98,316	94,900	(3,416)			103.6%
Expenditure	5,269	120,464	124,730	4,266	0	4,266	96.6%
<b>Movement to/(from) Gen Reserve</b>	<u>(3,590)</u>	<u>(22,148)</u>					
<b>Highways &amp; Transport</b>							
<u>402 Highways &amp; Transport</u>							
4409 Highways Improvements	0	1,113	20,000	18,887		18,887	5.6%
Highways & Transport :- Indirect Expenditure	<u>0</u>	<u>1,113</u>	<u>20,000</u>	<u>18,887</u>	<u>0</u>	<u>18,887</u>	<u>5.6%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,113)</u>	<u>(20,000)</u>	<u>(18,887)</u>			
Highways & Transport :- Income	0	0	0	0			0.0%
Expenditure	0	1,113	20,000	18,887	0	18,887	5.6%
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(1,113)</u>					
Grand Totals:- Income	6,888	1,131,168	1,080,590	(50,578)			104.7%
Expenditure	61,262	821,667	1,080,590	258,923	0	258,923	76.0%
<b>Net Income over Expenditure</b>	<u>(54,373)</u>	<u>309,502</u>	<u>0</u>	<u>(309,502)</u>			
plus Transfer from EMR	1,284	6,446					
less Transfer to EMR	0	8,536					
<b>Movement to/(from) Gen Reserve</b>	<u>(53,090)</u>	<u>307,412</u>					