



Notice of the next Council Meeting

Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of... Amenities Committee

Place... Bridgwater Room, Bridgwater Town Hall, High Street, Bridgwater, Somerset, TA6 3AS

Date... Thursday, June 6, 2024

Time... 10:00

Councillors will be discussing all the items listed overleaf on the Agenda.

Yours faithfully

David Mears

David Mears FdA FSLCC

Town Clerk

30 May 2024

(Prior to the start of the meeting)

Questions and comments from members of the public

To ask a question or speak at a meeting, you will need to submit your request to a member of the Democratic Services Team in advance of the meeting. You can request to speak at a council meeting by emailing your full name, the agenda item and your question to the Democratic Services Team emailing enquiries@bridgwater-tc.gov.uk Any requests need to be received by 5pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Thursday, requests need to be received by 5pm on the Monday prior to the meeting. The Chair will invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to 3 minutes. You can only speak to the Council or Committee once. If there are a group of people attending to speak about a particular item, then a representative should be chosen to speak on behalf of the group.

1N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the Public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting

A G E N D A

AMC2024/1 - To receive apologies for absence

AMC2024/2 - Declarations of Interests

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

AMC2024/3 - To receive and note the Report from Director of Amenities and to agree:

AMC2024/3.1 - To support the additional lease for premises at Unit 5 – Axe Road and to authorise the Director of Amenities to progress.

AMC2024/4 - To receive and note the report from the Environmental Manager

AMC2024/5 - To receive and note the report from the Town Hall and Arts Centre Manager and to agree:

AMC2024/5.1 - the proposed price rises in the bar range – see Figure 1 of the report: pink columns and to delegate future bar pricing to the Bar Manager.

AMC2024/6 - To receive and note the report from the Facilities Manager

AMC2024/7 - Finance - To note the Year to Date Budget for the Amenities Directorate as of 30 May 2024

End of Agenda

CIRCULATION

Councillors: Mander (Chair, Loveridge, Lilley, Morgan, Pearce, Redman, Slocombe, and Solomon



Bridgwater Town Council

REPORT

Report to:	Amenities Committee
Agenda Item:	TBC
Date of Meeting:	6 th June
Date of this Report:	20 th May 2024
Author:	Scott Mason
Lead Officer:	Scott Mason

Update from Director of Amenities

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Recommendations

1. To support the additional lease for premises at Unit 5 – Axe Road and to authorise the Director of Amenities to progress.
2. To note the update from the Director of Amenities.

1. Introduction

Bridgwater Town Council’s ambitious plans for devolution came into effect from the 1st May 2024. This report outlines the functions the Council is now operating, including some key achievements for committee members to note.

2. Active Operational Services

Bridgwater Town Council’s Amenities Directorate is now operating the following regular services:

- Grass cutting, strimming, weed clearing

- Planting/bedding and watering
- Street cleaning including litter picking, bin emptying, street sweeping
- Fly-tip collections
- Playground inspections for 25 sites

There has been several factors leading to the operational team having difficulty on getting on top of the grass cutting. These are:

1. The timing of devolution; taking place during the growing season
2. The current weather conditions
3. Vacant positions
4. Delay with delivery of certain items of machinery

Recruitment is ongoing as mentioned in the Environmental Manager's report and there will be regular reviews to ensure staffing levels reflect the needs for service deliverability. The Batwing mower has now been delivered and there will no longer be reliance on Somerset Council's Clean Surroundings Team to attend certain sites with their tractor for cutting.

3. Key Achievements

The Council has subscribed to a Geographic Information System (maps) called Parish Online. It will hold all asset-based information within multiple layers and be an invaluable resource to staff, Councillors and the public. The data is currently being populated by Council officers and Somerset Council are expected to share the information they hold shortly. Once complete, it will show the following information:

- Grassed areas and designation i.e. public open space or highway verge
- Grass cutting rounds
- Bin locations and emptying frequencies
- Park locations
- Playground equipment including manufacturer information and estimated replacement dates
- Street lighting records
- Street furniture
- Locations of gullies
- Allotments including site representative details
- Criminal activity locations
- Ward boundaries with Councillor information

Adopted road records will have to be accessed via Somerset's GIS provider when ascertaining public vs private land for interrogating service requests from the public.

Both the Directors for Finance and Corporate Services and Amenities have previously worked with a facilities and office supplies provider called Banner, and this company will be the primary supplier for future resources. They offer sustainable products for all sectors of the Council's operations and are currently pricing regular products expected to be used as core products. This means they will be fixed at a low price. Banner offers free next day delivery which will aid the smooth operations of the

Council's facilities and office locations, all at a considerably lower cost than the current provider.

A recent playground project has reached completion at Appledore Drive in Bridgwater. This is located at the former Federal Mogul industrial premises where houses were built by Barratt Homes in approximately 2017-2018. The Director for Amenities was previously employed at Somerset Council as the Parks Team Leader. It was identified that improved playing facilities were required within this housing estate as the developer provided three small play areas, each with only a few items of equipment offering limited play opportunities. A consultation exercise was undertaken in 2023 to understand what residents wanted and a brief was developed and tendered for. The final result meant that one existing toddler play area remained untouched as it's fit for purpose and maintainable. The second play area was of timber construction and had identified risks on inspection reports. It also required considerable funds to be spent on a new perimeter fence, however, desirability for future use at this location was very low therefore, the equipment has been removed prior to handover to Bridgwater Town Council. Finally, the largest of the three play areas which was home to only two items of equipment was identified for large capital works totalling £90,000 utilising remaining developer contributions ring-fenced for children's sport and play facilities. The updated site includes a small football court, trim trail equipment, a multi-play unit featuring a unique overhead track-ride, three swings, a roundabout and see-saw. The independent post installation inspection has been conducted and the site is now open and being maintained by Bridgwater Town Council. As a result of this project, it has meant a playground site has been lost, but a neighbouring site (just 50 metres away) has been greatly enhanced.

4. Axe Road Depot

Bridgwater Town Council currently leases Unit 4 at Axe Road, located within the Colley Lane Industrial Estate. This houses the grounds maintenance equipment and offers staff a drying room, kitchen and toilet facilities. Unit 5 has recently become available offering an additional 2,927 square feet. The extra unit would allow storage space for the two sweeper vehicles which are currently kept at Colley Lane depot, however the agreement for this with Somerset Council has a 1-week termination clause, so there's an element of risk with the current arrangement. The additional unit would also offer storage space for the town Christmas lights, provide an office for filing cabinets and sundry items and offer space for a skip to allow flytips to be offloaded rather than making multiple trips to Walpole Waste Management site. The plan would be to create an adjoining door (utilising in-house skills) to link unit 4 and 5 for easy access between the two units, move the street cleaning operations to allow the operational team a single base to work from. The additional unit comes at a cost of £25,111 per annum (plus VAT), however there may be room for negotiation if the Council were to occupy both units.

Funding for the additional unit has been identified from a saving within the equipment budget and is therefore costed.

Recommendation to support the additional lease for premises at Unit 5 – Axe Road and to authorise the Director of Amenities to progress.

5. Legal Considerations

There are no legal considerations.

6. Financial and Risk Considerations

Costs will be covered by way of a virement from the Equipment budget line. Legal fees will be taken from the professional fees budget line.

7. Equalities Considerations

There are no equalities considerations.

8. Climate Change and Sustainability Considerations

The new office and facilities supplier has provided contract prices which are fixed at low cost for all of their sustainable products.

9. Recommendations

9.1. To support the additional lease for premises at Unit 5 – Axe Road and to authorise the Director of Amenities to progress.

9.2. To note the update from the Director of Amenities.

Report Sign-off

Title	Name	Date
CEO/Town Clerk	David Mears	24/05/2024
Director of Amenities	Scott Mason	
Director of Community Services	Rob Semple	Sent
Director of Finance and Corporate Services	Sally Jones	
Leader of Council		Sent
Leader of the Opposition		Sent
Committee Chair/Lead Councillor		Sent
Lead Manager		Sent

End of report.



Bridgwater Town Council

REPORT

Report to:	Amenities Committee
Agenda Item:	
Date of Meeting:	06 Jun 2024
Date of this Report:	20 May 2024
Author:	Matt Mills
Lead Officer:	Scott Mason

Bridgwater Town Council Amenities Report

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Recommendations

None.

1. Introduction

Following the Local Government Reorganisation programme at Somerset Council, there has been a devolution of services and assets. Bridgwater Town Council have adopted new maintenance and service areas and are in the process of recruiting new staff to achieve implementation.

The following report will outline the works undertaken to date and future plans in delivering the key services which have recently become the responsibility of Bridgwater Town Council.

2. Current Activities in Maintaining and Improving Local Amenities.

Wembdon Road Cemetery

Following an on-site meeting with the Friends of Wembdon Road Cemetery, represented by Rita and Alan, discussions were held regarding previous efforts by Somerset Council and future improvements. The open spaces team initiated grass cutting and strimming on May 15th, completing the task on May 17th.

Urban Mowing Team

The Urban Mowing Team has completed work in these areas:

- Bower Estate
- Bridge Estate
- Wyndham Ward
- Newtown
- Hamp Estate
- Sydenham estate

Parks Team 1

St. Matthew's Field has been cut by Somerset Council using their tractor, with follow-up tidying planned for next week. Staff are addressing various parks and open spaces, with the following areas already receiving attention:

- Mansfield park
- Castle Green
- Gloucester Road
- Edinburgh Road
- The Green
- Haygrove Park
- Holford Road
- Danesboro Road
- Stafford Road
- Eastover / Cranleigh Gardens

Once all parks are manageable, site visits will be conducted to identify areas for rewilding.

Parks Team 2

Parks Team 2 has completed work in:

- King Square
- Rope Walk
- St. Mary's Church
- St. John's Church
- All 10 allotment sites and allotment inspections are currently being undertaken
- Blake Gardens

- Quantock Road (outside the cemetery)
- ReCreation areas
- Salmon Parade
- Holy Trinity Churchyard

Cemeteries

Gareth and his team have been working diligently at Quantock Road and Bristol Road cemeteries. The rapid growth of the grass due to alternating rain and sunny periods has posed challenges, but good progress is being made in time for Father's Day.

Road Sweeping

Daily Road sweeping is occurring in the town centre and surrounding areas. We have visited some areas which include Sydenham, Newtown, Eastover, Duck Estate, The Clink and Wylds Road. The two road sweepers will begin rotating through the nine wards of Bridgwater on a six to eight-week cycle. In preparation for autumn, focus will shift to gully and drain clearing for 13 weeks using a whale machine hired from Dawsons Group.

Litter Picking and Bin Emptying

Paul, formerly of Somerset Council, has organised a daily and twice weekly routine for litter picking and bin emptying in the town centre and parks. Scheduling for litter picking across the nine wards will be finalised in the coming weeks.

Steam cleaning the town centre

The steam cleaning of the town centre, King Square and surrounding areas started on 19th May and will continue throughout the week in the evenings after the shops close. The company we are using have steam cleaned the town centre for the last 20 years and it was a recommendation from Somerset Council as they know the areas covered. We have extended the cleaning to cover King Square and Blake Statue. Going forward we plan to tender for these works due to the contract value.

3. Future Plans in Maintaining and Improving Local Amenities.

Planting and Hanging Baskets

Delivery of hanging baskets, tower planters, and railing planters is expected during the week starting June 10th. The planting strategy for Blake Gardens, Quantock Road circle and raised beds, Cannon Roundabout, Rope Walk, Cosey Nook, the square planters across the town centre and King Square includes a mix of pollinator-friendly perennial plants and shrubs such as Salvias, Lavender, Hypericums, Hydrangeas, and Heuchera and some annual bedding plants.

Staffing

There are currently two vacancies each for the open spaces and street cleaning teams, two of the street cleaning vacancies are currently being filled by agency staff. We are currently advertising for a Cemeteries Admin position, two weekend Street Cleaning Operatives and a Maintenance Operative.

Equipment and Vehicles

The Ransomes bat wing ride-on mower is been delivered, enhancing grass cutting efficiency of the parks and open spaces.

The delivery of the two Maxus electric vans for the street cleaning teams (litter and dog bin emptying) has been delayed, with an estimated mid-June arrival due to staffing issues with the supplier. We are therefore having to hire two caged vans. The eco-sweeper is due next week and will be used for path sweeping across the town.

4. Legal Considerations

There are no legal considerations.

5. Financial and Risk Considerations

Financial monitoring with the Director of Finance and Corporate Services is ongoing and Risk Assessments are reviewed regularly with the Council's Health and Safety Advisors.

Risks to service delivery can occur with staff shortages and equipment failure. The Council has robust plans to help mitigate these risks.

6. Equalities Considerations

There are no Equalities considerations.

7. Climate Change and Sustainability Considerations

Moving to perennial planting increases pollination and sustainable working practices. Unfortunately, due to cost and current technology the Council is in the main using fossil fuel powered equipment. However, the vehicles and major equipment are on lease plans, and this enable the Council to be able to change when the technology has arrived.

Report Sign-off

Title	Name	Date
CEO/Town Clerk	David Mears	24/05/2024
Director of Amenities	Scott Mason	21.05.2024
Director of Community Services	Rob Semple	Sent
Director of Finance and Corporate Services	Sally Jones	Sent
Leader of Council		Sent

Leader of the Opposition		Sent
Committee Chair/Lead Councillor		Sent
Lead Manager		Sent

End of report.



Bridgwater Town Council

REPORT

Report to:	Amenities Committee
Agenda Item:	
Date of Meeting:	06.06.24
Date of this Report:	20.05.24
Author:	Beccy Armory
Lead Officer:	Scott Mason

Town Hall Theatre and Arts Centre Manager’s Report

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Summary

This report outlines the changes to services across the Arts Centre and Town Hall Theatre venues. It is recommended:

To note new staff enrolment at both the Arts Centre and the Town Hall.

To note changes to bookings process across venues.

To approve the proposed bar price rises in line with similar venues and recommended retail gross profit and to delegate to the Bar Manager to change prices in the future in line with business demands.

1) Introduction

New staff have been inducted at both the Arts Centre and Town Hall including: Bookings and Admin Officer, Arts Centre Bar Manager, Arts Centre Caretaker. These team members join well established TUPEd staff Deputy Arts Centre Manager and Cleaner.

The bookings process (room hire) for all centres is being streamlined to offer incoming companies and groups a quality service, taking in to account the need for

sustainability as well as ensuring greater communications across council teams. This is being piloted at the Town Hall and will shortly be rolled out at the Arts Centre and other venues in the future.

The Bookings Officer is working diligently with both caretaking teams and regular operations meetings are now underway ensuring strong communications. One area in particular to note is that the relationship established with the Carnival and the groups continues with attention to detail for each booking to avoid disruption to service with the changeover in process and staff.

The Bar Manager is working with both new and old suppliers, looking at new bar initiatives with a focus on profit margins. It is important to note that where possible across all services we aim to ensure that there is no unnecessary carbon footprint. On assessment of the current bar prices, it has been identified that there is either no consistency to gross profit or that prices are not in line with industry retail.

Figure 1. gross profit on specific drinks

Category	Product	Size	Cost Price	Pack Size	Individual Ser	Current S	Current GP	Suggested S	GP2
Bottled Beer	Budvar Budweiser	500ml	£ 33.79	20	£ 1.69	£ 4.00	64.80	£ 4.50	68.71
Bottled Beer	Butcombe Original	500ml	£ 16.42	8	£ 2.05	£ 4.00	57.24	£ 4.50	61.99
Bottled Beer	Doom Bar	500ml	£ 15.30	8	£ 1.91	£ 4.00	60.16	£ 4.50	64.58
Canned Beer	Guinness (Surger)	440ml	£ 47.18	24	£ 1.97	£ 4.00	59.05	£ 4.50	63.60
Wine	Cabernet Sauvignon- Sol Del Oro	187ml	£ 43.44	24	£ 1.81	£ 4.00	62.29	£ 4.50	66.48
Wine	Chardonnay - Rye Mill	187ml	£ 43.44	24	£ 1.81	£ 4.00	62.29	£ 4.50	66.48
Wine	Merlot - Sol Del Oro	187ml	£ 43.44	24	£ 1.81	£ 4.00	62.29	£ 4.50	66.48
Wine	Prosecco - Vispo Allegro	187ml	£ 59.39	24	£ 2.47	£ 4.50	54.17	£ 5.50	62.51
Wine	Sauvignon Blanc - Sol Del Oro	187ml	£ 43.44	24	£ 1.81	£ 4.00	62.29	£ 4.50	66.48

It is proposed that we raise gross profit above 61% across the full range of drinks (the drinks displayed are the only prices recommended for change at this stage).

1. Legal Considerations

There are no legal considerations.

2. Financial and Risk Considerations

As the Town Council is now VAT registered it is important to take into account that we must charge VAT across the full drinks range.

3. Equalities Considerations

There are no equalities considerations.

4. Climate Change and Sustainability Considerations

In this instance we are working with a particular local supplier used across many local venues. We are keen to keep this relationship as they are local and are the source of many brands. Using this particular supplier will assist to keep our carbon footprint minimal in this area.

5. Conclusion and Recommendations

To agree proposed price rises in the bar range – see Figure 1. pink columns and to delegate future bar pricing to the Bar Manager.

Report Sign-off

Title	Name	Date
CEO/Town Clerk	David Mears	24/05/2024
Director of Amenities	Scott Mason	21/05/2024
Director of Community Services	Rob Semple	Sent
Director of Finance and Corporate Services	Sally Jones	Sent
Leader of Council		Sent
Leader of the Opposition		Sent
Committee Chair/Lead Councillor		Sent
Lead Manager		N/A

End of report.



Bridgwater Town Council

REPORT

Report to:	Amenities Committee
Agenda Item:	
Date of Meeting:	6 June 2024
Date of this Report:	20 May 2024
Author:	Lorna Williams
Lead Officer:	Scott Mason

Estates Management

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Recommendations

None.

1. Background / Introduction

The purpose of this report is to give a general maintenance update on all properties in the ownership of the Town Council.

2. Property

- 2.1 **BOS café – 34 High St.** Property inspection will be done within the next couple of months.
- 2.2 **Victoria Hair - 48 High St.** Property inspection will be done within the next couple of months.
- 2.3 **Boom Tingz – 46 High St.** (previously Reflections) New tenant as from 26 April 2024. The business is to be high end (homemade) Burgers and will be a takeaway initially with a view to have eating in shortly. Officers

arranged to carry out an Energy Performance Certification (EPC), an Electrical Installation Condition Report (EICR). An electric water boiler had to be installed as previously hot water was supplied by flat 1 upstairs at a cost of £850.

- 2.4 **Trinity Hall** – The replacement roof over the kitchen and bathroom has been completed. The rooms will require to be cleaned and repainted, which shall be done by the Town Council. This was emergency work and as there was no budget available, therefore needed authorisation. As this was prior to the new arrangements, authority was sought to spend £7,625 which the CEO and Town Clerk in consultation with the Leader, Cllr Smedley, and the Chair of the then Properties Committee, Cllr Mander. A virement will be made during the financial year to cover this cost.
- 2.5 **The Unit, Friarn Avenue** – A separate workshop has been built inside the unit by our Buildings Maintenance Operative. In the remaining space there is room for four council vehicles. An additional charging point has been ordered.
- 2.6 **The Depot – Axe Road** – A kitchen has been installed. Additional Fire Extinguishers have been fitted.
- 2.7 **Blake Museum** – A new Fire Exit door has been installed, the previous door had been repaired many times and was crumbling at the bottom and was beyond repair. The render repairs and options are currently being discussed with engineers and the architects. Further exploratory work is required so that the scope of repair is fully known, but it is suggested that this runs concurrently whilst informing the extent of work with the Conservation Officer. The architects will manage the Tender documentation after the scope of work is established.
A report will be brought to the committee at a later date as there is no budget available for this work. Costs Circa £30,000. Due to budget constraints this work will need to be deferred unless external funding can be sought.
- 2.8 **Quantock Lodge** – replacement PVCU windows, fascia boards and guttering. Total cost £11,666 excl vat.
Roof/chimney repair – rainwater was getting into one of the bedrooms. Quotes were obtained and our letting agents Andrew Lees are using their contractor. The contractor will be contacted to see if the work can be done at the same time as the fascia's so that the same scaffolding can be used for both jobs. £15,000 is in budget for these works.
The Mess and Chapel – nothing to report
- 2.9 **Clare Street. Flats** –
Flat 51A continues to be rented.
Flat 51B had been empty for several months as prospective tenants wanted a shower, and these flats have a bath. Eventually a new tenant has been found and will move in shortly.

Flat 51C has been empty for several months due to some damage from previous tenant, also a replacement sash window is required – this has now been made and awaiting date of installation. There was also staining on the kitchen ceiling and during the repair it was discovered that the wood was still damp. An asbestos survey was carried out and this has come back negative. Quotes are now being sought for the repair of the roof, which will also need scaffolding.

As Flat 51B had proven difficult to get a new tenant because of the lack of a shower, quotes are being sought for all three flats to have a shower installed. A virement will be made during the financial year to cover this cost.

- 2.10 **ReCreation** – there has been a repair made to the main roof as it was leaking into the café area at a cost of £866 inc. vat.
Two fixed square windows have finally been replaced – this has given the venue a completed look and provides a positive amenity for the area. There have been problems with the front door, unfortunately some hirers had experienced problems with access. The contractor has been out and found that the door had dropped significantly and has suggested a fix – two doorstops will be fitted which should have been fitted originally. Unfortunately, we have had a complaint from a neighbour about balls going into her garden – this happens when the Youth Club is in operation. A quotation for netting to be installed has been sought with a quote for £4,600 received. There is no budget for this to be installed. There is only £1,160 in budget for REC and a noticeboard is required that will nearly take all that. Due to budget constraints this work will need to be deferred unless external funding can be sought.
- 2.11 **Arts Centre-** the handover of utilities and other services took place on or around the 1st April. An emergency lighting survey has been completed and a quote received from our contractors of £4,215 inc vat. The Project Officer has been involved so that there isn't a duplication or an unnecessary installation due to the Town Deal plans. The emergency lights in the quotation will all remain after the refurbishment of the Arts Centre. The Conservation Officer has been informed of this work as the Kelting Room is Grade 1 listed and required an emergency light, so positioning has been sought.
Other numerous maintenance issues are slowly being addressed including the cleaning of the gutters and roof checks – took place this month.
- 2.12 **46 High Street Flats. (Grade 2 listed)** These were separated from the lease of the business and the Town Council will be refurbishing, there are two flats. There is a lot of work to be done on these flats before they can be available for market rent. So far works carried out:
- Fire Risk Assessment
 - EPC
 - Roof Inspection – requires full repair
 - Ecology Bat/bird – happening on 20 June
 - Conservation Officer Visit

Works required (not definitive)

- New front door
- Electric supply requires splitting
- Water supply requires separate feeds
- Separate fire alarm
- Conversion of previous toilets to utility rooms/bin stores.
- Repair of roof on flat 1 and 2
- Emergency lighting
- Installation of new handrail to metal access steps to flat 2
- New kitchen to flat 2
- New flooring to flat 2
- New door to flat 2
- General decorating and cleaning including carpets
- Plumbing and checking of radiators that are leaking

A full report with costs will be provided to a future meeting.

- 2.13 **Town Hall and Theatre** – unfortunately we have had a few issues recently with the drains. Notices have been put up in the toilets ‘not to put paper towels down the toilet’.
- The Sedgemoor FM ceiling repair due to a leaking roof has to wait until they have relocated because their equipment can’t afford to get plaster dust in it.

With all the new staff now working from the Town Hall a Fire Evacuation will take place sometime in June and then subsequently at 6 monthly intervals. Prior to this an updated Fire Risk Assessment will take place, and this will highlight if any changes need to be made to our existing Fire Evacuation procedure.

Annual Legionella and Lead checks are to take place within the next month.

All properties are up to date with checks for Emergency Lighting and Fire extinguishers.

3. Legal Considerations

We are compliant with Health and Safety regulations.

4. Financial and Risk Considerations

There will be Financial and Risk considerations - reports will be prepared for a future meeting

5. Equalities Considerations

There are no equality considerations

6. Climate Change and Sustainability Considerations

There are no climate change and sustainability considerations.

Report Sign-off:

Title	Name	Date
CEO/Town Clerk	David Mears	24/05/2024
Director of Amenities	Scott Mason	21.05.24
Director of Community Services	Rob Semple	
Director of Finance and Corporate Services	Sally Jones	
Leader of Council		
Leader of the Opposition		
Committee Chair/Lead Councillor		
Lead Manager		

End of report.

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities</u>							
<u>106 Arts Centre</u>							
1000 Hall & Room Lettings	30	20,000	19,970			0.1%	
1800 Miscellaneous Income	0	1,000	1,000			0.0%	
1828 Bar Takings	0	12,000	12,000			0.0%	
1829 Box Office Receipts	106	18,000	17,894			0.6%	
1830 Gallery Sales Commission	6	1,000	994			0.6%	
	142	52,000	51,858			0.3%	0
Arts Centre :- Income							
4000 Salaries and Ers Nat Ins	3,689	74,874	71,185		71,185	4.9%	
4010 Tax and PAYE	297	0	(297)		(297)	0.0%	
4020 Pension	823	0	(823)		(823)	0.0%	
4115 Water & Sewerage	0	600	600		600	0.0%	
4122 Electricity	0	5,000	5,000		5,000	0.0%	
4156 Cleaning Material	0	1,000	1,000		1,000	0.0%	
4157 PRS Licence	0	500	500		500	0.0%	
4194 Heating	0	1,500	1,500		1,500	0.0%	
4197 Refurb and Maintenance	501	10,000	9,499	3,513	5,986	40.1%	
4250 Bar Costs	70	5,000	4,930		4,930	1.4%	
4251 Artist Fees	0	14,000	14,000		14,000	0.0%	
4252 Technical Costs	0	3,200	3,200		3,200	0.0%	
4256 Event Programming	0	15,000	15,000		15,000	0.0%	
4400 Printing,Stationery,Copying	0	100	100		100	0.0%	
4402 Software	166	850	684		684	19.5%	
4430 Publicity - M	0	2,500	2,500		2,500	0.0%	
4440 Telephone/IT support	0	1,000	1,000	282	718	28.2%	
4445 Web Site	0	500	500		500	0.0%	
4446 Training	0	2,500	2,500		2,500	0.0%	
	5,545	138,124	132,579	3,795	128,783	6.8%	0
Arts Centre :- Indirect Expenditure							
Net Income over Expenditure							
	(5,404)	(86,124)	(80,720)				
<u>115 Town Hall</u>							
1000 Hall & Room Lettings	954	20,000	19,046			4.8%	
	954	20,000	19,046			4.8%	0
Town Hall :- Income							
4000 Salaries and Ers Nat Ins	3,314	105,668	102,354		102,354	3.1%	
4010 Tax and PAYE	261	0	(261)		(261)	0.0%	
4020 Pension	739	0	(739)		(739)	0.0%	
4101 Business Rates	5,384	24,000	18,616		18,616	22.4%	

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Detailed Income & Expenditure by Budget Heading 30/04/2024

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Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Defibrillator	0	120	120		120	0.0%	
4115 Water & Sewerage	100	3,000	2,900		2,900	3.3%	
4122 Electricity	6,476	124,928	118,452		118,452	5.2%	
4151 Town Deal	50,915	0	(50,915)	193,331	(244,246)	0.0%	
4152 Town Hall Flat Conversion	1,125	0	(1,125)	166,994	(168,119)	0.0%	
4156 Cleaning Material	0	2,000	2,000		2,000	0.0%	
4159 Health & Safety	0	1,500	1,500		1,500	0.0%	
4170 Alarm & Fire Service	3,133	12,000	8,867	1,048	7,819	34.8%	
4175 Lamps & General Consumables	0	500	500		500	0.0%	
4180 Toilets	0	500	500		500	0.0%	
4185 Waste Disposal	100	700	600		600	14.3%	
4189 General Repairs	211	2,000	1,789		1,789	10.6%	
4190 Electrical Refurbishment	9,776	3,000	(6,776)		(6,776)	325.9%	
4192 Decoration and Tools	(17)	1,000	1,017		1,017	(1.7%)	
4194 Heating	5,241	65,210	59,969		59,969	8.0%	
4197 Refurb and Maintenance	534	75,000	74,466	10,491	63,975	14.7%	
4199 Security	275	500	225		225	55.0%	
4221 Protective Clothing & Uniforms	0	150	150		150	0.0%	
4441 IT Equipment	0	0	0	5,582	(5,582)	0.0%	
4442 Mobile Phones	0	574	574		574	0.0%	
4496 Miscellaneous Expenses	0	500	500		500	0.0%	

Town Hall :- Indirect Expenditure

87,567	422,850	335,283	377,446	(42,163)	110.0%	0
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Net Income over Expenditure

(86,613)	(402,850)	(316,237)
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201 Museum

4101 Business Rates	1	1	1		1	50.0%	
4115 Water & Sewerage	0	300	300		300	0.0%	
4122 Electricity	934	17,619	16,685		16,685	5.3%	
4130 Insurances	100	100	0		0	99.6%	
4156 Cleaning Material	0	100	100		100	0.0%	
4159 Health & Safety	0	300	300		300	0.0%	
4170 Alarm & Fire Service	666	1,200	534		534	55.5%	
4175 Lamps & General Consumables	0	100	100		100	0.0%	
4185 Waste Disposal	472	260	(212)		(212)	181.6%	
4189 General Repairs	0	1,000	1,000	110	890	11.0%	
4190 Electrical Refurbishment	0	600	600		600	0.0%	
4192 Decoration and Tools	0	100	100		100	0.0%	
4197 Refurb and Maintenance	962	5,000	4,038		4,038	19.2%	
4221 Protective Clothing & Uniforms	161	200	39		39	80.7%	
4400 Printing, Stationery, Copying	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

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Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4401 Postage	0	30	30		30	0.0%	
4405 Photocopier Hire	15	700	685		685	2.1%	
4430 Publicity - M	0	2,000	2,000		2,000	0.0%	
4440 Telephone/IT support	59	477	418		418	12.3%	
4496 Miscellaneous Expenses	0	300	300		300	0.0%	
4497 Administrative Expenses	0	300	300		300	0.0%	
4556 Risk Assessment Fees	0	150	150		150	0.0%	
4700 Archival Materials	0	100	100		100	0.0%	
Museum :- Indirect Expenditure	3,370	31,137	27,767	110	27,657	11.2%	0
Net Expenditure	(3,370)	(31,137)	(27,767)				
<u>301 Cemeteries</u>							
1800 Miscellaneous Income	44	0	(44)			0.0%	
1807 Right to Erect Memorials	3,100	18,000	14,900			17.2%	
1808 Burial Rights	5,010	30,000	24,990			16.7%	
1809 Internment Fees	7,150	42,000	34,850			17.0%	
1810 Use of Chapel	300	2,000	1,700			15.0%	
1812 Memorial Bench	667	3,000	2,333			22.2%	
1813 Commonwealth War Graves	0	316	316			0.0%	
1827 Labour Costs	120	0	(120)			0.0%	
Cemeteries :- Income	16,391	95,316	78,925			17.2%	0
4000 Salaries and Ers Nat Ins	9,626	184,351	174,725		174,725	5.2%	
4001 Agency Staff	0	3,500	3,500		3,500	0.0%	
4010 Tax and PAYE	910	0	(910)		(910)	0.0%	
4020 Pension	2,147	0	(2,147)		(2,147)	0.0%	
4101 Business Rates	1,814	10,300	8,486		8,486	17.6%	
4122 Electricity	191	8,818	8,627		8,627	2.2%	
4159 Health & Safety	0	500	500		500	0.0%	
4177 Chapel Sundries	0	500	500		500	0.0%	
4197 Refurb and Maintenance	1,537	300	(1,237)		(1,237)	512.2%	
4199 Security	0	100	100		100	0.0%	
4204 Buildings General Maintenance	325	500	175	130	45	91.0%	
4205 Memorial Testing	0	1,000	1,000		1,000	0.0%	
4208 Emergency Lighting	80	550	470		470	14.5%	
4212 Statutory Building Checks	0	150	150		150	0.0%	
4213 Water Supply Unmetered	2,078	2,000	(78)		(78)	103.9%	
4214 Sewerage & Environmental Servi	0	4,000	4,000		4,000	0.0%	
4215 Van Lease	22	13,000	12,978		12,978	0.2%	
4217 Fuel	491	5,500	5,009		5,009	8.9%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4218 Equipment Purchase	0	1,200	1,200		1,200	0.0%	
4220 Materials Grounds Hort Supplie	0	3,000	3,000		3,000	0.0%	
4221 Protective Clothing & Uniforms	0	600	600		600	0.0%	
4222 Bristol Rd Cemetery Extension	0	20,000	20,000	6,920	13,080	34.6%	
4223 Memorial Removal	0	1,000	1,000	1,260	(260)	126.0%	
4224 Van Hire	0	500	500		500	0.0%	
4225 Memorial Bench	667	0	(667)		(667)	0.0%	
4229 Equipment Hire	0	1,000	1,000		1,000	0.0%	
4230 Equipment Service	477	2,500	2,023	264	1,759	29.6%	
4231 Tree Survey	0	660	660		660	0.0%	
4257 Memorial Bench Maintenance	0	1,500	1,500		1,500	0.0%	
4265 Office Equipment	0	200	200		200	0.0%	
4400 Printing, Stationery, Copying	0	300	300		300	0.0%	
4401 Postage	0	500	500		500	0.0%	
4440 Telephone/IT support	0	500	500		500	0.0%	
4442 Mobile Phones	0	1,149	1,149		1,149	0.0%	
4446 Training	1,165	4,000	2,835		2,835	29.1%	
4496 Miscellaneous Expenses	0	150	150		150	0.0%	
Cemeteries :- Indirect Expenditure	21,529	273,828	252,299	8,574	243,725	11.0%	0
Net Income over Expenditure	(5,138)	(178,512)	(173,374)				
<u>310 Allotments</u>							
1821 Allotment Rents	368	2,000	1,632			18.4%	
Allotments :- Income	368	2,000	1,632			18.4%	0
4199 Security	0	28,000	28,000		28,000	0.0%	
4200 Allotment Costs	604	0	(604)	253	(858)	0.0%	
Allotments :- Indirect Expenditure	604	28,000	27,396	253	27,142	3.1%	0
Net Income over Expenditure	(237)	(26,000)	(25,763)				
<u>401 Facilities Support</u>							
1030 Rental Income	7,281	101,000	93,719			7.2%	
Facilities Support :- Income	7,281	101,000	93,719			7.2%	0
4000 Salaries and Ers Nat Ins	7,201	88,590	81,389		81,389	8.1%	
4010 Tax and PAYE	680	0	(680)		(680)	0.0%	
4020 Pension	1,606	0	(1,606)		(1,606)	0.0%	
4160 34-36 High Street	110	500	390		390	22.0%	
4162 48 High Street	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

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Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 46 High Street	1,893	500	(1,393)	680	(2,073)	514.6%	
4167 Trinity Hall	600	0	(600)		(600)	0.0%	
4174 The Hut - Friarn Ave	1,058	2,500	1,442		1,442	42.3%	
4176 Cemetery Lodge	0	15,000	15,000		15,000	0.0%	
4178 Arts Centre	0	0	0	1,409	(1,409)	0.0%	
4179 Flats 51A/B/C Clare Street	655	1,000	345	850	(505)	150.5%	
4180 Toilets	0	45,000	45,000		45,000	0.0%	
4181 Arts Centre Town Deal	500	0	(500)	17,732	(18,232)	0.0%	
4183 Contingency Fund	0	30,000	30,000	954	29,046	3.2%	
4197 Refurb and Maintenance	0	0	0	1,001	(1,001)	0.0%	
4228 Electric Van	1,898	11,000	9,102		9,102	17.3%	
4270 Bus Shelters	10,670	700	(9,970)		(9,970)	1524.3%	
4281 Footfall Counter	0	13,336	13,336	5,900	7,436	44.2%	
4442 Mobile Phones	0	1,723	1,723		1,723	0.0%	
4640 Christmas Lights	0	42,000	42,000		42,000	0.0%	
4819 Trinity Hall	0	0	0	7,625	(7,625)	0.0%	
Facilities Support :- Indirect Expenditure	26,871	252,349	225,478	36,151	189,327	25.0%	0
Net Income over Expenditure	(19,590)	(151,349)	(131,759)				
<u>404 Hamp Comm Centre (ReCreation)</u>							
1000 Hall & Room Lettings	655	5,000	4,345			13.1%	
1049 Pantry Membership	1,114	0	(1,114)			0.0%	
1050 Pantry £1 Shop	176	9,000	8,824			2.0%	
1051 Pantry Cafe	42	0	(42)			0.0%	
1052 Pantry dont use	(0)	0	0			0.0%	
Hamp Comm Centre (ReCreation) :- Income	1,987	14,000	12,013			14.2%	0
4000 Salaries and Ers Nat Ins	675	11,698	11,023		11,023	5.8%	
4010 Tax and PAYE	58	0	(58)		(58)	0.0%	
4020 Pension	150	0	(150)		(150)	0.0%	
4101 Business Rates	644	1,200	556		556	53.6%	
4115 Water & Sewerage	155	2,500	2,345		2,345	6.2%	
4122 Electricity	0	10,000	10,000		10,000	0.0%	
4156 Cleaning Material	55	0	(55)	89	(144)	0.0%	
4158 Equipment	65	0	(65)	85	(150)	0.0%	
4159 Health & Safety	40	1,500	1,460		1,460	2.7%	
4170 Alarm & Fire Service	40	580	540		540	6.9%	
4185 Waste Disposal	62	0	(62)		(62)	0.0%	
4189 General Repairs	414	1,200	786	722	64	94.7%	
4194 Heating	212	0	(212)		(212)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

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Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4247 Direct Activities	0	15,160	15,160		15,160	0.0%	
4440 Telephone/IT support	35	0	(35)		(35)	0.0%	
4840 Pantry Costs	4,018	9,000	4,982		4,982	44.6%	
Hamp Comm Centre (ReCreation) :- Indirect Expenditure	6,624	52,838	46,214	896	45,318	14.2%	0
Net Income over Expenditure	(4,637)	(38,838)	(34,201)				
405 Parks and Open Spaces							
1031 St Matthew's Field	0	60,000	60,000			0.0%	
1032 West Street Market	0	50,000	50,000			0.0%	
1034 Market Charter	0	7,500	7,500			0.0%	
1035 Onstreet Concessions	0	5,000	5,000			0.0%	
Parks and Open Spaces :- Income	0	122,500	122,500			0.0%	0
4000 Salaries and Ers Nat Ins	3,352	712,918	709,566		709,566	0.5%	
4001 Agency Staff	2,573	15,000	12,427		12,427	17.2%	
4010 Tax and PAYE	358	0	(358)		(358)	0.0%	
4020 Pension	747	0	(747)		(747)	0.0%	
4101 Business Rates	2,124	11,500	9,376		9,376	18.5%	
4158 Equipment	4,812	30,825	26,013	71,447	(45,434)	247.4%	
4159 Health & Safety	44	2,500	2,456	690	1,766	29.4%	
4197 Refurb and Maintenance	7,517	30,000	22,483	6,340	16,143	46.2%	
4212 Statutory Building Checks	0	10,000	10,000		10,000	0.0%	
4214 Sewerage & Environmental Servi	356	30,000	29,644	13,493	16,151	46.2%	
4217 Fuel	4,514	35,000	30,486		30,486	12.9%	
4218 Equipment Purchase	0	0	0	21,537	(21,537)	0.0%	
4220 Materials Grounds Hort Supplie	0	1,500	1,500		1,500	0.0%	
4221 Protective Clothing & Uniforms	7,013	5,000	(2,013)		(2,013)	140.3%	
4229 Equipment Hire	2,940	10,000	7,060		7,060	29.4%	
4230 Equipment Service	(133)	5,000	5,133		5,133	(2.7%)	
4231 Tree Survey	0	8,500	8,500		8,500	0.0%	
4236 St Matthew's Field	0	55,000	55,000		55,000	0.0%	
4242 Mansfield Park MUGA & Play Equ	0	90,000	90,000		90,000	0.0%	
4244 Planting Enhancements	0	15,000	15,000		15,000	0.0%	
4442 Mobile Phones	0	10,200	10,200		10,200	0.0%	
4446 Training	3,915	5,000	1,085	500	585	88.3%	
4964 Axe Road - The Unit Rent	9,096	30,000	20,904	1,723	19,181	36.1%	
4965 Parks Buildings & Structures	1,350	20,000	18,650		18,650	6.8%	
4967 Street Furniture/Signs/Bins	1,069	46,000	44,931	268	44,663	2.9%	
4968 Vehicles	14,540	210,820	196,280		196,280	6.9%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

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Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4969 Parks & OS Health & Safety	1,372	7,500	6,128	1,813	4,315	42.5%	
4970 Parks Development	0	5,000	5,000		5,000	0.0%	
4971 Furniture Maintenance	0	3,000	3,000		3,000	0.0%	
4972 Vehicle Repair & Maintenance	1,423	11,000	9,577	264	9,313	15.3%	
Parks and Open Spaces :- Indirect Expenditure	68,982	1,416,263	1,347,281	118,074	1,229,207	13.2%	0
Net Income over Expenditure	(68,982)	(1,293,763)	(1,224,781)				
<u>406 Rollercoaster</u>							
1000 Hall & Room Lettings	0	2,000	2,000			0.0%	
1030 Rental Income	0	10,609	10,609			0.0%	
Rollercoaster :- Income	0	12,609	12,609			0.0%	0
4000 Salaries and Ers Nat Ins	0	11,698	11,698		11,698	0.0%	
4101 Business Rates	0	4,437	4,437		4,437	0.0%	
4115 Water & Sewerage	0	500	500		500	0.0%	
4122 Electricity	0	12,000	12,000		12,000	0.0%	
4156 Cleaning Material	0	3,000	3,000		3,000	0.0%	
4159 Health & Safety	0	500	500		500	0.0%	
4194 Heating	0	10,000	10,000		10,000	0.0%	
4197 Refurb and Maintenance	0	4,000	4,000		4,000	0.0%	
4199 Security	0	900	900		900	0.0%	
Rollercoaster :- Indirect Expenditure	0	47,035	47,035	0	47,035	0.0%	0
Net Income over Expenditure	0	(34,426)	(34,426)				
Amenities :- Income	27,123	419,425	392,302			6.5%	
Expenditure	221,094	2,662,424	2,441,330	545,300	1,896,031	28.8%	
Movement to/(from) Gen Reserve	(193,971)						
Grand Totals:- Income	27,123	419,425	392,302			6.5%	
Expenditure	221,094	2,662,424	2,441,330	545,300	1,896,031	28.8%	
Net Income over Expenditure	(193,971)	(2,242,999)	(2,049,028)				
Movement to/(from) Gen Reserve	(193,971)						