



SOMERTON TOWN COUNCIL

FINANCIAL PAPERS FOR YEAR 2018-19

PAPERS APPROVED IN COUNCIL ON 30th April 2019

Somerton Town Council							
End of Year Summary 2018-19							
2017-18	INCOME	2018-19	Budget	Var £	Var %	Comments	Dept
328490	Precept	334220	334220	0	0.0		
6910	Transitional Grant	2320	2320	0	0.0		
61707	Edgar Hall (inc FIT)	64323	60000	4323	7.2	Increased sales	
2571	Publications	5903	4000	1903	47.6	Somerton News and Viaduct	
12440	Cemetery Fees	16750	12000	4750	39.6	Additional Memorials including benches	
13831	Car Parks	12739	16000	-3261	-20.4	Resignation of Enforcement officer resulted in a period where penalty notices were not being issued and indeed once the replacement officer was recruited there was periods of sickness leave, again reducing the amount of penalty notices being issued, directly resulting in less income being received.	
70	Market	3682	2000	1682	84.1	Additional Market income received from Renna Pizza	
9820	Grants / Donations	67544	0	67544	#DIV/0!		
0	Doctors Surgery	0	0	0	#DIV/0!		
442	Sundry Receipts	2701	0	2701	#DIV/0!		
1013	Bank Interest received Income from Admin	1051	700	351	50.1		
437294	TOTAL INCOME	511233	431240	79993	18.5		0
	EXPENDITURE						Dept
78222	Wages / Salaries	86255	81708	4547	5.6		2
5792	Insurance	5201	6500	-1299	-20.0	Negotiated better price	3
12178	Administration	12453	14025	-1572	-11.2		3

1408	Training	2568	2300	268	11.7		4
2117	Audit Fees	2138	2300	-162	-7.0		5
513	Legal / Consultants/Licences	120	2500	-2380	-95.2	Phasing of projects, Sports Club	6
0	Elections	20	500	-480	-96.0	Not all the spent within this period but in place toward the May 2019 Elections in the new accounting period.	9
100230	Total Administration	108755	109833	-1078	-1.0		
2017-18	EXPENDITURE	2018-19	Budget	Var £	Var %	Comments	
570	STC Communication (inc website)	648	2500	-1852	-74.1	Electronic noticeboard not finalised	11
4395	Publications	8343	6100	2243	36.8	Somerton News and Viaduct printed this year. Law to two new housing developments.	12
5743	Tourism	2595	3800	-1205	-31.7		13
371	Competition and awards	94	500	-406	-81.2	Community awards scheduled for May 2019.	14
3742	Christmas Lights	2700	8000	-5300	-66.3	Working party had new leaders who purchased less kit.	17
375	Markets	72	0	72	#DIV/0!		18
93	P&C projects	1631	20000	-18369	-91.8	Projects not finalised.	10 &19
3825	Youth	4562	6500	-1938	-29.8		40
19114	Total Promotion and Communications	20645	47400	-26755	-56.4		
36461	Car Parks	53069	43192	9877	22.9		21
9743	Highways/ Street Lighting	13402	33500	-20098	-60.0	Road Sweeping charges reduced	22
1843	Footpaths	2450	2150	300	14.0		23
390	Payback Team / Defib	5773	9900	-4127	-41.7	Defib project not finalised	26
0	Buttercross / Market Square	0	9000	-9000	-100.0	Internal loan repayment	27
0	Drainage / Flood Prevention	0	0	0	#DIV/0!		28
	Projects	41	0	41	#DIV/0!		29
48437	Total Access and Highways	74735	97742	-23007	-23.5		
188502	Edgar Hall include Sales Promotion totals	69588	73840	-4252	-5.8	Wages	31

11196	Public Toilets	13498	12600	898	7.1		32
21755	Cemetery	19269	29750	-10481	-35.2	Projects work came in under budget	33
0	CCTV / Security	0	0	0	#DIV/0!		34
22501	Play Areas	47412	33200	14212	42.8	Repairs required to climbing units at Etsome Terrace and install of Pony Seesaw	35
0	Vehicle Costs	0	0	0	#DIV/0!		37
160047	Doctors Surgery	-127	0	-127	#DIV/0!		38
75	L&P projects	0		0	#DIV/0!		39
404076	Total land and Properties	149640	149390	250	0.2		
2017-18	EXPENDITURE	2018-19	Budget	Var £	Var %	Comments	
2703	General Grants	5102	7000	-1898	-27.1		50 & 51
23614	Sportsfield / Recreation Ground	102012	19875	82137	413.3	The Council took the decision to support the Trust and RGMC to complete various projects related to Disabled Access and MUGA resurfacing within this accounting period. There was also the view to prepare the Recreation Ground Trust to be closed and to be transferred to a new Recreation Ground Trust CIO and therefore, under took works at the Sports Club and provided funding towards a new Tractor and Finishing mower to support ground maintenance for future years. The projects were: Completion of MUGA £42K, and Disabled Projects 7K at the Recreation Ground. Purchase of a Tractor for Recreation Ground Maintenance with finishing mower. £18.5K Sports Club Lease and refurbishment for handover to new CIO £17K.	52
0	LSMI	871		871	#DIV/0!		53
26317	Total Grants	107985	26875	81110	301.8		
	Sundry Expenses			0	#DIV/0!		
0	Bad Debt Provisions	0		0	#DIV/0!		
598174	TOTAL EXPENDITURE	461760	431240	30520	7.1		
							358888
-160880	NET SURPLUS (DEFICIT) for the year	49473	0	49473	#DIV/0!		

2017-18	Edgar Hall	2018-19	Budget	Var £	Var %	Comments
61707	Edgar Hall Income	64323	60000	4323	7.2	
188502	less Edgar Hall expenses	69588	73840	-4252	-5.8	
-126795	Net Operating cost / surplus	-5265	-13840	8575	-62.0	
	Cemetery					
12440	Cemetery Income	16750	12000	4750	39.6	Increased income due to Memorial Bench sales
21755	less Cemetery expenses	19269	29750	-10481	-35.2	
-9315	Net Operating cost / surplus	-2519	-17750	15231	-85.8	
	Publications					
2571	Publications Income	5903	4000	1903	47.6	Somerton News and Viaduct published this year.
4395	less Publications expenses	8343	6100	2243	36.8	
-1824	Net Operating cost / surplus	-2440	-2100	-340	16.2	

Somerton Town Council	
Bank Reconciliation 2018-19 Accounts	
Bank Balances	31.03.19
Lloyds Account	213723.92
Lloyds Instant Access	3.29
Deposit Account 32 day notice	0.00
Investment Account	151617.67
Petty Cash	300.00
sub Total	365644.88
plus	
Outstanding Deposits	443.00
(see summary)	
less	
Unpresented payments	2939.69
(see summary)	
Total	363148.19
General Contingency	110000.00
Earmarked funds	163696.87
Credit Card payment due	1.59
Available funds	89449.73

Cash Book	
Opening Balance	287030.14
plus	
Receipts 2018/19	567109.67
less	490991.62
Payments 2018/19	
Total	363148.19
Variance (should be zero)	0.00
Judy Raybould	
Town Clerk and Responsible Financial Officer	

Balance b/fwd receipts	
Nominal activity receipts (1200)	566059.15
Nominal activity receipts (1202)	0
Nominal activity receipts (1210)	0
Nominal activity receipts (1220)	1050.52
Petty cash	0
Total receipts	567109.67
Balance b/fwd payments	
Nominal activity payments(1200)	490991.62
Nominal activity payments(1202)	0
Nominal activity payments(1210)	0
Nominal activity payments(1220)	0
Petty cash	0
Total payments	490991.62
Judy Raybould	
Town Clerk and RFO	

Somerton Town Council		
Balance Sheet as at 31st March 2019		
2017-18	CURRENT ASSETS	2018-19
44540	Debtors	30483
287030	Bank deposits (inc petty cash)	363148
331570		393631
	CURRENT LIABILITIES	
10361	Creditors	22949
321209	NET ASSETS	370682
	REPRESENTED BY	
482089	General Reserve 1st April 2018	321209
-		
160880	Net Surplus (Deficit for Year)	49473
321209		370682
	Earmarked Reserves 31st March	
0	Administration	1500
0	Digital noticeboard	14750
0	Car Park	39536
50301	Buttercross	50301
0	Edgar Hall	5000
0	Public Toilets	1000
0	Cemetery	2000
40000	Play Area	44000

0	Christmas Lights	2000
29370	Recreation Ground Development	1612
0	Recreation Ground Changing Rooms	2000
110000	General Contingency	110000
91538	General Reserves 31st March	96984
321209	TOTAL RESERVES	370682
0	Variance	0

Somerton Town Council

Financial notes 2018-19

Additional entries to meet the requirements of the Local Government Transparency Code 2014 for Councils with income or expenditure exceeding £200K are noted*. Any amendments to the details will be published in the council minutes as they occur with an annual summary to tie in with the Financial Papers.

Debtors

Trade Debtors

Represented by:

Edgar Hall £8647, Publications (Viaduct and Somerton News) £1566, Car Park income £1537, Market £1740, SCA £7110, Misc £10.

VAT Debtors

VAT debtor of £9340.38 relating to 2018/19 Quarter 4, falls due from HMRC in May 2019.

Advanced Payments

Total £118

Creditors

STC payment policy is to pay all creditors that submit an invoice by the first Friday of each month, following validation by the Clerk and approval at the Full Council meeting (on the second Tuesday of the month).

Expenditure reports*

All STC expenditure is reported to the Full Council, with expenditure report published with the minutes on the website and appropriate notice boards.

Management reports related to expenditure and income are published monthly for review at Full Council and published on the website and appropriate notice boards. Additional reporting is available for areas of activity that have cost and income headings i.e. Edgar Hall, Publications and the Cemetery.

Procurement*

All STC procurement is in line with the financial standing orders which can found on the STC website.

Invitations to Tender are published on the website.

Corporate Debit cards*

STC do not use Corporate debit cards.

Petty Cash and Stamps

A float of £300 for petty cash is maintained, expenditure is recorded as part of the general accounts with cost allocated to the appropriate cost heading

Salaries and Employees*

STC have six employees. A Town Clerk and Responsible Financial Officer, a Deputy Clerk, plus Car Park Enforcement Officer, Caretaker and 2 x cleaners on a part time basis (please see the STC website for more details about the specific roles and responsibilities)

The Clerk and Deputy Clerk are paid on the National Joint Council for Local Government Services pay scales.

Town Clerk LC3, Assistant Clerk LC2.

Pension Provision:

During the year to 31 March 2019 the Council has continued a superannuation scheme for employees, contributions amounting to 17.8% of employees' superannuable pay, plus a figure of £2474 as part of a SCC 'debt recovery fund'. Six employees participated in the scheme which is administered by Somerset County Council.

Trade Union Activity*

The Clerk and Deputy Clerk belong to the ALCC, no time is given to support this activity.

Parking / Parking Income*

STC control 204 car park spaces, of which 149 are free to the user in 2018/19. The spaces are located in:

- Market Square
- Cox's Yard
- Unicorn Car Park
- Paddock House became a pay and display car park of 55 spaces including 1 Disabled & 54 Car spaces introduced in February 2017

Off street parking enforcement by an STC operative with administrative support from South Somerset District Council and the STC Clerks office. Income from parking enforcement in 2018 /19 related to (2017/18) and pay and display was £11205. There was a reduction on the previous year due to resignation of the Parking Enforcement Officer and the time taken to recruit and train a replacement Parking Enforcement Officer resulting in the reduction of Parking Enforcement penalty notices being issued.

Fraud cases*

There were no fraud investigations undertaken by STC during 2018/19, STC do not employ any fraud investigators.

Section 137 (Grant) Payments*

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to a designated sum of money per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers. In November 2015 Somerton Town Council resolved to operate under the General Power of Competence, Localism Act 2011 (STC 677) after meeting criteria related to the electoral mandate and a qualified clerk. Section 137 no longer applies.

General grants totalling £5012 were given in the 2018/19 include:

Somerton Library Trust £1360, Somerton Music and Arts Festival £1000, Love Somerton £475, Radio Ninesprings £500, Scouts £608, Gardeners Club £125, Front Garden Competition £160, Archies Xtra £250, Somerset Wood £250, Somerton Rugby Club £117, Yeovil Mobility £150 and Poppy Wreath £17.

Specific grants related to the Recreation Ground are shown in the accounts.

Criteria related to STC grant policy is available on the website.

Officer Decisions*

Decisions made by Officers of the council will be reported to the first appropriate public Council meeting to be included in the minutes. These records will be retained for a minimum of four years.

Transparency of Information*

STC aim to be transparent in all of its activities and will publish information to the community in a timely manner. Requests for further information, or suggestions to improve transparency should be submitted via the Clerk's Office

town.clerk@somertontowncouncil.gov.uk

Judy Raybould (From to 18th March 2019)
Town Clerk
Somerton Town Council
Edgar Hall, 8 Cary Court
Somerton Business Park
Somerton
Somerset
TA11 6SB

Somerton Town Council: Summary of Assets at 31st March 2019

The details related to land held by the Council will be updated in line with the Local Government Transparency Code 2014*, including details of size, usage and suitability for purpose, this information is available in the Asset report.

Somerton Town Council Assets		2018	Change in year	2019	Basis of Valuation	Comments
Cemetery	Somerton Cemetery	1		1	nominal	
Cemetery	Cemetery Store	10658		10658	Insurance valuation	
Car Park	Electric charging point	1		1	nominal added 2017	
Car Park	Strada Ticket machine	3453		3453	Purchase cost 2017	
EH	Edgar hall site	750000		750000	Revalued 2011	
EH	Edgar Hall contents	47340		47340	Insurance valuation	
EH	Commercial Dishwasher Edgar Hall	1500		1500	Purchase cost 2015	
EH	Solar Panels Edgar Hall	26208		26208	Purchase cost 2015	
EH	Projection/signposting system	7166		7166	Purchase cost 2017	
EH	Conference Room projection / speakers		6217	6217	Purchase cost 2018	
Land	Coxs yard Car Park	150000		150000	Informal valuation	
Land	Balance of SCC (WS Atkins Site)	1		1	nominal	
Land	Somerton Market Square / Buttercross	1		1	nominal	
Land	Land adjacent to Unicorn skittle alley	4000		4000	Purchase price	
Land	Land off King Ina Road (Scout Hut site)	1		1	nominal	
Land	Etsome Terrace Memorial Garden	1		1	nominal	
Misc	War Memorial / Water Trough	106364		106364	Insurance valuation	
Misc	Christmas Lights	10000		10000	Insurance valuation	
EH	Defibrillator	649		649	Purchase cost	
Misc	Defibrillator		5500	5500	Purchase cost 2018	
Misc	Street furniture	18898		18898	Insurance valuation	
Misc	Mower	6990		6990	Purchase cost 2017	
Play	Play Equipment	214386		214386	Insurance valuation	
Play	Aerial Runway (Gassons)	0	10500	10500	Purchase cost 2018	
Play	Exercise Equipment (Gassons)	0	12000	12000	Purchase cost 2018	
Play	Pony see saw (Etsome)	0	2000	2000	Purchase cost 2018	
Play	Seats/ Gates/Fencing	47985		47985	Insurance valuation	
Play	Youth Shelter	4499		4499	Purchase cost	
Play	Changing Rooms	89438	-89438	0	Purchase cost 2017	Transferred to RGT 2019
	Total Somerton Town Council Assets	1499540	-53221	1446319		
LSMI	Lady Smith Memorial Hall	493492		493492	Insurance valuation	
LSMI	Sundry items (paintings/jug/helmet)	14700		14700	Insurance valuation	

		2018	Change in year	2019	Basis of Valuation	Comments
Somerton Recreation Ground Trust Assets						
RG	Sports Field Building	578635		578635	Insurance valuation	
RG	Somerton Recreation Ground	1		1	nominal	
RG	Machinery etc	10325		10325	Insurance valuation	
Play	Changing Rooms	0	89438	89438	Purchase cost 2017	Transferred from STC 2019
	Total Trust Assets	1097153	89438	1097153		

Borrowings:

All borrowings from the PWLB were repaid during 2017/18

Leases and Tenancies:

At the end of the year STC held the following lease / tenancies:

Lessor	Purpose	Amount Payable	Year of expiry
SSDC	Sports Field extension	£1	2995

STC as Tenant	Property	Rent pa	Repairing / No repairing
Mrs Mitchem/SSDC	Sports Field	£1	Na

STC as Tenant	Property	Rent pa	Repairing / No repairing
			1st May 2015 to 30th April 2020
Yarlington Homes	Yarlington Car Park	£100	Full repairing

Tenancies:

Landlord	Property	Tenant	Rent pa	Repairing / Non repairing
STC	Land at King Ina	Scout Assn	£1	Non repairing

The above statement represents fairly the financial position of the authority as at 31 March 2019 and reflects the income and expenditure during the year.

Chairman:
Dean Ruddle
Dated 30th April 2019

Responsible Financial Officer:
Judy Raybould

Somerton Town Council: Annual return 31st March 2019

EXPLANATION OF MAJOR DIFFERENCES IN BOXES:

Somerton Town Council					
External Audit return 2018/19					
	Mar-18	Mar-19	Var £	Var %	Comments
1. Balance brought forward	482089	321209	-160880	-33.4	Net sale of the Surgery / Car Park
2. (+) Precept or Rates Levies	328490	334220	5730	1.7	
3. (+) Total other receipts	108804	177013	68209	62.7	£67544 grant income
4. (-) Staff costs	113693	111983	-1710	-1.5	
5 (-) Loan interest /capital repayments	285564	0	-285564	-100.0	All loans repaid 2017/18 £286564(inc penalty)
6 (-) all other payments	198917	349777	150860	75.8	Completion of MUGA £42K, and Disabled Projects 7K at the Recreation Ground. Purchase of a Tractor for Recreation Ground Maintenance with finishing mower. £18.5K Sports Club Lease and refurbishment for handover to new CIO £17K.Purchase of Aerial Run Way and Gym Equipment £26.8kand Half Moon Car Park Project £25.5K
7 (=) Balance cf	321209	370682	49473	15.4	Did not complete the Cobbles Project in 2018/19 £10K and the Half Moon Car Park was under budget by £30K
			0		
8. Total value of cash / short term investments	459455	363148	-96307	-21.0	PWLB repayment
9. Total fixed assets / long term investments	1499540	1446319	-53221	-3.5	See schedule
10. Total borrowings	246563	0	-246563	-100.0	All loans repaid 2017/18 £286564(inc penalty)

STATEMENT OF INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2019

1. Scope of Responsibility

Somerton Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. The Internal Control Environment

The Council

The Council has appointed a Chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and budgets at the level of precept required for the following year at its January Meeting. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Town Clerk. The Council regularly reviews its internal controls, systems and procedures.

The Clerk/Responsible Financial Officer

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are approved by Council. Two Members of Council must sign every cheque/online payment.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of its activities and regularly reviews its system and controls.

Internal Audit

The Council has appointed an independent Internal Auditor who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually.

External Audit

The Council's External Auditors submits an annual Certificate of Audit which is presented to the Council.

4. Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of

- The Council
- The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control
- The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

5. Significant Internal Control Issues

No significant internal control issues were identified during the 2018/19 financial year. The Council strives for the continuous improvement of the system it had designed for internal control and has addressed all of the minor issues and weaknesses raised and reported during the review