



working with the community

SOMERTON TOWN COUNCIL

FINANCIAL PAPERS FOR YEAR 2019-20

PAPERS APPROVED IN COUNCIL ON 10th March 2020

Somerton Town Council									
End of Year Summary 2019-20									
2018-19	INCOME	2019-20	Budget	Var £	Var %	Comments	Dept		
334220	Precept	352962	352962	0	0.0		0		
2320	Transitional Grant	0	0	0	#DIV/0!				
64323	Edgar Hall (inc FIT)	67634.97	64000	3666	5.7	Increased sales	31		
5903	Publications	7579.14	4000	3579	89.5	Somerton News and Viaduct	12		
16750	Cemetery Fees	12521.5	16000	-3479	-21.7	Reduced Memorial bench sales. Reduced number of interments.	33		
12739	Car Parks	855.08	16900	-16045	-94.9	Income for this year has yet to be consolidated by SSDC who complete the administration related to Car Park enforcement.	21		
3682	Market	3950	2000	1950	97.5	Additional Market income received from Renna Pizza	21		
67544	Grants / Donations	0	0	0	#DIV/0!				
0	Property Income	301392.6	0	301393	#DIV/0!	SSDC Impress LIC SLA Payment £500, £300,000 Sale Price of Etsome Terrace Depot, £892.63	0 + 3 + 13		
2701	Sundry Receipts	0	0	0	#DIV/0!				
1051	Bank Interest received Income from Admin	1102.19	700	402	57.5	Deposit Account interest.	3		
511233	TOTAL INCOME	747997.5	45656	291466.	63.8		121		
		0	2	8					
	EXPENDITURE								Dept

86255	Wages / Salaries	69522.21	90982	-21460	-23.6	The Town Clerk Terry Philpott left employment with STC on 15th March 2019 and was replaced by Judy Raybould on a lower salary band. J. Raybould was the Deputy Clerk). For three months there was not Deputy Clerk in post thus no wage to pay for this position. In June 2019 Claire Lucas joined STC on a lower salary band than J. Raybould left her position at, hence the difference in the salary expenditure.	2
5201	Insurance	7583	6000	1583	26.4	Paid two years premium in 2019 - 20: 2019-20 £3487.91 and an additional fee to insure the Library £217.77 and on 4th March 2020 paid for 2020-21 insurance premium of £3877.37.	7
12453	Administration	117536	14020	103516	738.3	Includes a payment of £90,000 paid to Chubb Bullleid for Deed of Release of Covenant by SCC on the Etsome Terrace Development Site. Change in supplier from Vodafone to XLN now has the Broadband fee linked to the office rather than Edgar Hall. New laptops purchased for the Clerk and Deputy Clerk.	3
2568	Training	1535	2800	-1265	-45.2	Training offered to all Councillors as an election year. Training largely taken by newly appointed Councillors. The Town Clerk received training related to spreadsheets and Account reporting.	4
2138	Audit Fees	2257	2200	57	2.6		5
120	Legal / Consultants/Licences	7043	2500	4543	181.7	Completion of the Etsome Terrace Development site sale.	6
20	Elections / Councillor Allowances	1963	11000	-9037	-82.2	Election Year and budgeted for full uptake of councillor allowances by Members. Election Fee £988.43 General election year and the underspend was account for in the previous year for the potential increase in expenditure this year. Councillor Allowances paid to two Councillors total £975.00 for this period.	9

	Total Administration	207440.0	12950	77938	60.2		
108755		8	2				
2018-19	EXPENDITURE	2019-20	Budget	Var £	Var %	Comments	
648	STC Communication (inc website)	3512	4500	-988	-22.0	Electronic noticeboard planning required architectural drawings. New website cost £3100.	11
8343	Publications	10095	6300	3795	60.2	Somerton News and Viaduct printed this year. Increase in publication numbers due to two new housing developments in Somerton.	12
						Includes the Library Grant, Transfer fee and legal costs related to the Library. Volunteer COVID -19 scheme also and architectural drawings related to the Library. If the budget for P&C projects which has shown now expenditure was included. There would be an under-spend and this would be related to the Library Trust only requesting £6000 rather than £14,000. Some of the difference has been used by the COVID-19 provision set up in March this financial year. Materials purchased for VE Day celebrations.	13
2595	Tourism	17095	23000	-5905	-25.7		14
94	Competition and awards	468	500	-32	-6.3		
2700	Christmas Lights	3385	2000	1385	69.2	New purchase of replacement lights for Broadstreet £2111.00	17
72	Markets	74	0	74	#DIV/0!		18
1631	P&C projects	0	0	0	#DIV/0!	See notes in Tourism please.	10 & 19
4562	Youth	9900	6500	3400	52.3	STC Funded a new boiler for the Youth Club at a value of £2400.00 and an Archies Extra grant of £1850.00	40

20645	Total Promotion and Communications	44528	42800	1728	4.0				
53069	Car Parks	31541	53150	-21609	-40.7				21
13402	Highways/ Street Lighting	20048	38500	-18452	-47.9				22
2450	Footpaths	3727	2350	1377	58.6				23
5773	Payback Team / Defib	690	480	210	43.8				26
0	Buttercross / Market Square	0	9000	-9000	-100.0				27
0	Drainage / Flood Prevention	0	0	0	!				28
41	Projects	154	1000	-846	-84.6				29
74735	Total Access and Highways	56160	10448	-48320	-46.2				
69588	Edgar Hall include Sales Promotion totals	80516	96230	-15714	-16.3				31
13498	Public Toilets	11700	11550	150	1.3				32
19269	Cemetery	16378	16900	-522	-3.1				33
0	CCTV / Security	0	0	0	!				34
47412	Play Areas	20167	53400	-33233	-62.2				35
0	Vehicle Costs	0	0	0	!				37
-127	Doctors Surgery	0	0	0	!				38

Includes credit for duplicate cleaning invoice March 19 adjusted after 2019 year end completed

0	L&P projects	0	0	0	#DIV/0!			39
149640	Total land and Properties	128761	17808	0	-49319	-27.7		
2018-19	EXPENDITURE	2019-20	Budget	Var £	Var %	Comments		
5102	General Grants	8430	9000	-570	-6.3		50 & 51	
102012	Sportsfield / Recreation Ground	13475	7000	6475	92.5	The Council took the decision to support the Trust and RGM to complete various projects 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 EICR £1659, Legal Fees for the CIO £549.00 and a change of boiler £2836.00. There was a final balance withdrawal of the MUGA Resurfacing project fund of £14331.00.	52	
871	LSMI	0	0	0	#DIV/0!		53	
107985	Total Grants	21905	16000	5905	36.9			
	Sundry Expenses	0		0	#DIV/0!			
0	Bad Debt Provisions	0		0	#DIV/0!			
461760	TOTAL EXPENDITURE	458793.7	47086	-12068	-2.6			
			2					
49473	NET SURPLUS (DEFICIT) for the year	289203.8	-	303535	2122.6		358888	
		0	14300					
2018-19	Edgar Hall	2019-20	Budget	Var £	Var %	Comments		
64323	Edgar Hall Income	67634.97	64000	3666	5.7	Increased bookings (increase in event bookings)		

69588	less Edgar Hall expenses	80516	96230	-15714	-16.3	EH Refurbishment not finalised.	
-5265	Net Operating cost / surplus	12881.03	32230	19380	-60.1		
	Cemetery						
16750	Cemetery Income	12521.5	16000	-3479	-21.7	Reduced number of memorial bench sales and interments.	
19269	less Cemetery expenses	16377.94	16900	-522	-3.1		
-2519	Net Operating cost / surplus	-3856.44	-900	-2956	328.5		
	Publications						
5903	Publications Income	7579.14	4000	3579	89.5	Somerton News and Viaduct published this year.	
8343	less Publications expenses	10095	6300	3795	60.2	Somerton News and Viaduct published this year.	
-2440	Net Operating cost / surplus	-2515.86	-2300	-216	9.4		

Somerton Town Council	
Bank Reconciliation 2019-20 Accounts	
Bank Balances	31.03.20
Lloyds Account	492556.55
Lloyds Instant Access	3.29
Deposit Account 32-day notice	152719.86
Investment Account	0.00
Petty Cash	300.00
sub Total	645579.70
plus	
Outstanding Deposits	24.00
<i>(see summary)</i>	
less	
Unpresented payments	563.59
<i>(see summary)</i>	
Total	645040.11
General Contingency	110000.00
Earmarked funds	208152.30
Credit Card payment due	1.59
Available funds	326886.22

Cash Book		
Opening Balance	363148.19	
plus		
Receipts 2020/21	788058.98	
less		
Payments 2020/21	506167.06	
Total	645040.11	
Variance (should be zero)	0.00	
Judy Raybould		
Town Clerk and Responsible Financial Officer		
Balance b/fwd receipts		
Nominal activity receipts (1200)	786956.79	
Nominal activity receipts (1202)	0	
Nominal activity receipts (1210)	0	
Nominal activity receipts (1220)	1102.19	
Petty cash	0	
Total receipts	788058.98	

Balance b/fwd payments		
Nominal activity payments(1200)	506167.06	
Nominal activity payments(1202)	0	
Nominal activity payments(1210)	0	
Nominal activity payments(1220)	0	
Petty cash	0	
Total payments	506167.06	
Jude Raybould		
Town Clerk and RFO		

Somerton Town Council		
Balance Sheet as at 31st March 2020		
2018-19	CURRENT ASSETS	2019-20
30483	Debtors	17607
363148	Bank deposits (inc petty cash)	645040
393631		662647
	CURRENT LIABILITIES	
22949	Creditors	2761
370682	NET ASSETS	659886
	REPRESENTED BY	
321209	General Reserve 1st April 2019	370682
49473	Net Surplus (Deficit for Year)	289204
370682		659886
	Earmarked Reserves 31st March	
1500	Administration	3000
0	CIL Payments	893
14750	Digital noticeboard	14362
39536	Car Park	59535
50301	Buttercross	59301
5000	Edgar Hall	10000

1000	Public Toilets	2000
2000	Cemetery	4000
44000	Play Area	48000
2000	Christmas Lights	4000
1612	Recreation Ground Development	1063
2000	Recreation Ground Changing Rooms	2000
110000	General Contingency	110000
96984	General Reserves 31st March	341734
370683	TOTAL RESERVES	659886
0	Variance	0

Somerton Town Council

Financial notes 2019-20

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 £6384.76, Publications (Viaduct and Somerton News) £2043.00, Markets £1980.00.

VAT Debtors

VAT debtor of £7125.66 relating to 2019/20 Quarter 4, falls due from HMRC in May 2020.

Advanced Payments

Total £0.00

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 five employees. A Town Clerk and Responsible Financial Officer, a Deputy Clerk, plus 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 2020 the Council has continued a superannuation scheme for employees, contributions amounting to 17.8% of employees' superannuable pay, plus a figure of £2533 as part of a SCC 'debt recovery fund'. Out of the five employees three participated in the scheme which is administered by Somerset County Council.

Trade Union Activity*

The Clerk belongs to the ALCC, no time is given to support this activity.

Parking / Parking Income*

STC control 253 car park spaces, of which 198 are free to the user in 2019/20. 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
- Half Moon Car Park

Off street parking enforcement is by a South Somerset District Council operative with administrative support provided from South Somerset District Council and the STC Clerks office. Income from parking enforcement in 2019 /20 related to (2018/19) and pay and display has not been provided by South District Council. Comparisons on the previous year's income is unable to take place due to the information not being reported.

Fraud cases*

There were no fraud investigations undertaken by STC during 2019/20, 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 £8430 were given in 2019/20 include:

- Somerton Music and Arts Festival £2000. Two event years paid within this financial year. Family fun day £1000 paid 6th April 2019 for August 2019 event and £1000 paid 10th March 2020 for August 2020. (This payment was returned on due to the event being cancelled because of the Coronavirus).
- Love Somerton £1050
- Scouts £2500
- Gardeners Club £360. Two event years paid within this financial period £180 paid 1st April 2019 for August 2019 Awards Event and £180 paid 10th March 2020 for August 2020 Awards Event
- AceArts £1225
- Strictly Jive £135
- King Ina Academy PTFA £200
- St Cleers Chapel £270
- SWEDA £240
- Kirkham Street Field Action Group £450

Youth Grants totalling £9225 were given in 2019/20 include:

- Wessex Rooms £4425 includes £2400 for replacement gas boiler
- ArchiesXtra £2700
- Playdays £2100. Two year's Playday events paid within this financial year. Paid 14th May 2019 for the July / August 2019 event and paid 16th January 2020 £1100 for the July / August 2020 event

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

Specific grants related to the Library Trust are shown in the accounts within the P&C Committee within the Tourism budget line.

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
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 2020

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		2019	Change in year	2020	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)	10500		10500	Purchase cost 2018	
Play	Exercise Equipment (Gassons)	12000		12000	Purchase cost 2018	
Play	Pony see saw (Etsome)	2000		2000	Purchase cost 2018	
Play	Seats/ Gates/Fencing	47985		47985	Insurance valuation	
Play	Youth Shelter	4499		4499	Purchase cost	
Play	Changing Rooms	0		0	Transferred to RGT 2019	
EH	20' Container		2450	2450	Purchase cost 2019	
EH	Gazebo		1499	1499	Purchase cost 2019	
Misc	Road Signs (Russet Road)		1433	1433	Purchase cost 2019	
Misc	Russet Road Planters		1101	1101	Purchase cost 2019	
Misc	2 x Lenovo Laptops (Clerk & Deputy Clerk)		1017	1017	Purchase cost 2019	
Library	Somerton Community Library		1	1	nominal	Transferred to STC 2019 Insurance valuation. £570346.02
	Total Somerton Town Council Assets	1446319	7500	1453819		

LSMI	Lady Smith Memorial Hall	493492		493492	Insurance valuation	
LSMI	Sundry items (paintings/jug/helmet)	14700		14700	Insurance valuation	
	Somerton Recreation Ground Trust Assets	2019	Change in year	2020	Basis of Valuation	Comments
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	89438		89438	Purchase cost 2017	Transferred from STC 2019
	Total Trust Assets	1186591	0	1186591		

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
Yarlington Homes	Yarlington Car Park	£100	1st May 2015 to 30th April 2020 Rent Fee Paid 17 th January 2020 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 2020 and reflects the income and expenditure during the year.

Chairman:
Dean Ruddle

Responsible Financial Officer:
Judy Raybould

Dated 17th July 2020

Somerton Town Council: Annual return 31st March 2020

EXPLANATION OF MAJOR DIFFERENCES IN BOXES:

Somerton Town Council										
External Audit return 2019/20										
	Mar-19	Mar-20	Var £	Var %	Comments					
1. Balance bought forward	321209	370682	49473	15.4	Net sale of the Surgery / Car Park					
2. (+) Precept or Rates Levies	334220	352962	18742	5.6						
3. (+) Total other receipts	177013	395066.8	218054	123.2	Net sale of the Etsome Terrace site and CIL income and Library SLA Payment.					
4. (-) Staff costs	111983	97434	-14549	-13.0						
5 (-) Loan interest /capital repayments	0	0	0	#DIV/0!	All loans repaid 2017/18 £286564(inc penalty)					
6 (-) all other payments	349777	361360	11583	3.3	Completion of Electrical work at the Sports Club for hand over to new CIO. Purchase of: Storage container at Edgar Hall £2450, Gazebo at Edgar Hall £1499.17, Clerk's office 2 x Lenovo laptops £1016.67, Russet Road (signs and planters) £2533.30, Deposits paid toward the Edgar Hall refurbishment curtains and furniture (The project is not yet completed), £8682.50. Gas Boiler grant purchase for the Wessex Rooms £2400, and new Christmas Lights purchased for Broad Street £2111.00					
7 (=) Balance cf	370682	659917	289235	78.0	The Cobbles Project in 2019/20 not completed to payment status £20K and the Edgar Hall Refurbishment 2019/20 is not completed final payments for Furniture and Curtains to be paid £8682.50 and decoration work £19564.65, Skatepark equipment purchase of a half pipe £28005.					
8. Total value of cash / short term investments	363148	645040	281892	77.6						
9. Total fixed assets / long term investments	1446319	1453818	7499	0.5	See schedule					
10. Total borrowings	0	0	0	#DIV/0!						

**STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31ST MARCH 2020**

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 2019/20 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