



Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 www.portishead.gov.uk

Summons & Notice for the Staffing & Finance Committee Wednesday 18th September 2024 at 7.30pm

Thursday 12th September 2024

To: All Members of the Portishead Town Council Staffing & Finance Committee
Councillors John Davey (Chairman), D Gunnell (Vice Chairman), P Gardner, J Eastman
and M Johnston.

Dear Councillor

You are summoned to a meeting of the Portishead Town Council Staffing & Finance Committee in the **Eve Wigan Room** in The Folk Hall, 95 High Street, on Wednesday 18th September 2024 at 7.30pm. The meeting will consider the items set out below.

Please inform the Town Clerk if you are unable to attend.

Yours sincerely

W. Coulter-Woodman

Wendy Coulter-Woodman
Town Clerk

Agenda and papers are available at <https://www.portishead.gov.uk/documents?tagcategories=Committees>
This meeting will be recorded and published with a link from the Council website, except for confidential or exempt items, which may need to be considered in the absence of the press and public

To attend in person:

- Residents are welcome to join the meeting in person in the **Eve Wigan Room** at the Folk Hall, Portishead
- If you have any questions you would like to send in advance, please email enquiries@portishead.gov.uk

Meeting ID: 951 0617 6208

Passcode: 581820

Link: <https://us06web.zoom.us/j/95106176208?pwd=TVdPTExMWVBFbTBpbU5nR2dwU2FrQT09>

Dial in from your phone: 0208 080 6592 (this will be charged at the normal national call rate).

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Agenda

1. **Chairman's welcome** (Chairman)
Fire Safety and exiting the building.
Behaviour Policy.
2. **Apologies for absence** (Clerk)
To receive, and consider for acceptance, apologies for absence (LGA1972 s85)
3. **Declaration of Councillors' interests and requests for dispensations (exemptions)**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Town Clerk (Localism Act 2011 s29-34)
4. **Public participation relating to meeting agenda items**
If you would prefer to submit questions in advance, please email enquiries@portishead.gov.uk
5. **Minutes of the last meeting**
To consider and approve the minutes of the meeting held on 22nd May 2024 as a true and accurate record – attached.

Recommendation: That members agree the minutes of the committee meeting held on 22nd May 2024 as a true and accurate record, and that they be signed as such.

6. **To receive the Chairman's verbal update report:**
 - 6.1. Current Budget 2024/2025
 - 6.2 Budget preparation for 2025/2026
 - 6.3 Update on the Halls Refurbishment Project
 - 6.4 VAT Mitigation
 - 6.5 Buildings Insurance
7. **Review of HR Policies**
To consider the following amended and updated HR Policies:
Alcohol, Drug & Substance Abuse Policy
Flexible Working policy
Carers' Leave Policy
Maternity, Paternity & Adoption Policy
8. **Finance**
 - i) To receive and approve the list of payments totaling £94,612 made in June 2024 (3 papers)
 - ii) To receive and approve the list of payments totaling £63,803 made in July 2024 (3 papers)
 - iii) To receive and approve the list of payments totaling £76,888 made in August 2024 (3 papers)
 - iv) To receive and note the detailed Income & Expenditure statement for August 2024 (1 paper)
 - v) To receive the External Auditor's Report and Certificate 2023/2024 and note the Conclusion of the Audit for 2023-24

Recommendation:

9. **Date of next meeting:**
Wednesday 20th November 2024 at 7.30pm.

10. Exclusion of the Public and Press:

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at items 11 and 12 due to the items being confidential matters – confidential staffing matters and contractual obligations.

Recommendation:

That Councillors agree to exclude the public and press.

CONFIDENTIAL ITEMS

11. Additional Staffing Hours

To consider additional staffing hours – report sent under separate cover for Members of the Committee Only.

12. HR Staffing Review Update

To receive an update on the HR Staffing Review.

The Chairman will close the meeting.



Minutes of Staffing & Finance Committee Meeting Wednesday 22nd May 2024 at 7.30pm

Attending in person: Councillors D Gunnel (Vice Chairman), Emma Blackmore, Bob Cartwright, Jenie Eastman, Mike Johnston and Roger Whitfield.

Officers in person: W. Coulter-Woodman (Town Clerk) (Taking the Minutes & IT)

Members of Public: One (online)

SF059/05/24 Chairman's welcome

Councillor D Gunnell Chaired the meeting in the absence of the Chairman Councillor John Davey.

Councillor D Gennell welcomed everyone and reminded the Committee of the Fire Exits in the building and that a fire drill was not expected for the evening. He also reminded the Committee of the Standing Orders in relation to filming and recording meetings.

SF060/05/24 Apologies for absence

Apologies for absence were received from Councillor John Davey.

RESOLVED: To accept the apology for absence from Councillor John Davey.

SF061/05/24 Declaration of Councillors' interests and requests for dispensations (exemptions)

There were no interests declared or dispensation requests received.

SF062/05/24 Public participation relating to meeting agenda items

There were no questions from members of the public present.

SF063/05/24 Minutes of the last meeting

The Minutes of the last Staffing & Finance committee meeting held on 7th March 2024 were proposed by Councillor M Johnston and seconded by Councillor E Blackmore as a correct record.

A vote was taken which was: 5 for and 1 abstention (due to non-attendance at previous meeting).

RESOLVED: That the Chairman of the Committee meeting sign the minutes of the 7th March 2024 as a correct record.

SF064/05/24 Chairmans Verbal Update

The Chairman updated the Committee on the following:

Current Budget 2024/2025

The Chairman of the meeting highlighted that there were concerns about the cost of the Hall repairs and refurbishments and Health and Safety costs relating to play areas.

SF065/05/24 Internal Audit Report 2023/2024

Members received a copy of the Internal Auditors report for the year ending 31st March 2024 and AGAR IA Cert 2023/2024.

Members noted that the Council's Internal Auditor has based the audit on an assessment of risk, carried out against a selective assessment of compliance and controls.

Members were asked to consider the report and AGAR IA Cert 2023/2024 and recommend to the full Council the findings and outcomes.

It was proposed by Councillor E Balckmore and seconded by Councillor M Johnston that the findings and outcomes of the Internal Audit Report 2023/2024 be recommend to full Council for approval.

A vote was taken which was unanimous in favour.

RESOLVED: That the findings and outcomes of the Internal Audit Report 2023/2024 be recommended to full Council for approval.

SF66/05/24 Accounts for Year Ended 31st March 2024

Members received the Accounts for Financial Year 2023/2024 and were asked to recommend approval at Full council.

It was proposed by Councillor R Whitfield and seconded by Councillor M Johnston that the Accounts for the Financial Year 2023/2024 be recommended to full Council for approval.

A vote was taken which was unanimous in favour.

Recommendation: that the Accounts for the Financial Year 2023/2024 be recommended to full Council for approval.

SF67/05/24 Consolidated Bank Statement 31st March 2024

Members received a copy of the Town Council's Consolidated Bank Statement for 31st March 2024.

It was proposed by Councillor B Cartwright and seconded by Councillor E Blackmore that the Town Council's Consolidated Bank Statement for 31st March 2024 be recommended to full Council for approval.

A vote was taken which was unanimous in favour.

RESOLVED: That the Town Council's Consolidated Bank Statement for 31st March 2024 be recommended to full Council for approval.

SF68/05/24 Annual Governance and Accountability Return (AGAR) 2023/2024

Members noted that Smaller Authorities are required under the Accounts and Audit Regulations 2015 to prepare accounting statements for the Year Ended 31st March 2024 in the form required by proper practices.

Members were asked to review the following sections of the AGAR:

Section 1 – Annual Governance Statement 2023/2024.

Section 2 – Accounting Statements for 2023/2024.

Members were also asked to consider and note that the Period of Public Rights for 2023/2024 would commence on 24th June 2024 and end on 2nd August 2024.

It was proposed by Councillor B Cartwright and seconded by Councillor E Blackmore that Sections 1 and 2 of the AGAR:

Annual Governance Statement 2023/2024

Accounting Statements for 2023/2024

Be recommended to full Council for approval.

And that it be noted that the Period of Public Rights for 2023/2024 would commence on 24th June 2024 and end on 2nd August 2024.

A vote was taken which was unanimous in favour.

Recommendation: that Sections 1 and 2 of the AGAR:

Annual Governance Statement 2023/2024

Accounting Statements for 2023/2024

Be recommended to full Council for approval.

And that it be noted that the Period of Public Rights for 2023/2024 would commence on 24th June 2024 and end on 2nd August 2024.

SF069/05/24 Finance

- 11.1 Members were asked to receive and approve the list of payments totalling £85,883 made in March 2024.
- 11.2 Members were asked to receive and approve the list of payments totalling £94,222 made in April 2024.
- 11.3 Members were asked to receive and note the detailed Income & Expenditure statements for April 2024.
- 11.4 Members were asked to receive and approve the list of regular payments made by Direct Debit.
- 11.5 Members were asked to receive and sign the Conflict of Interest with BDO LLP (External Auditor) Declaration.
- 11.6 Members were asked to receive quotations for the annual TC Insurance.

It was proposed by Councillor R Whitfield and seconded by Councillor J Eastman that the Conflict of Interest with BDO LLP be recommended for signing by the Chairman of the Council, to full Council.
A vote was taken which was unanimous in favour.

RESOLVED: that the Conflict of Interest with BDO LLP be recommended for signing by the Chairman of the Council, to full Council.

It was proposed by Councillor E Blackmore and seconded by Councillor M Johnston that items 11.1 to 11.4 be received and approved.
A vote was taken which was unanimous in favour.

**RESOLVED: That items 11.1 to 11.4 be received and approved.
The list of payments totalling £85,883 made in March 2024.
The list of payments totalling £94,222 made in April 2024.
The detailed Income & Expenditure statements for April 2024.
The list of regular payments made by Direct Debit.**

Members considered the 2 quotes received for Insurance Cover for the Council. It was agreed that as Clear Councils had provided the Town Council with an excellent service, they be asked if they could match the quote given by Zurich.

It was proposed by Councillor R Whitfield and seconded by Councillor M Johnston that Clear Councils be asked to match the quote from Zurich and if so, to approve the Council's Insurance Cover to recommence with Clear Councils.
A vote was taken which was unanimous in favour.

RESOLVED: That Clear Councils be asked to match the quote from Zurich and if so, to approve the Council's Insurance Cover to recommence with Clear Councils.

SF070/05/24 Date of Next Meeting

Members noted the date of the next meeting Wednesday 18th September 2024 at 7.30pm.

SF071/05/24 Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at item 14 due to the items being a confidential matter – confidential staffing matters and contractual obligations.

It was proposed by Councillor E Blackmore and seconded by Councillor B Cartwright that the public and press leave the meeting due to item 14 due to the items being a confidential matter – confidential staffing matters and contractual obligations.
A vote was taken which was unanimous in favour.

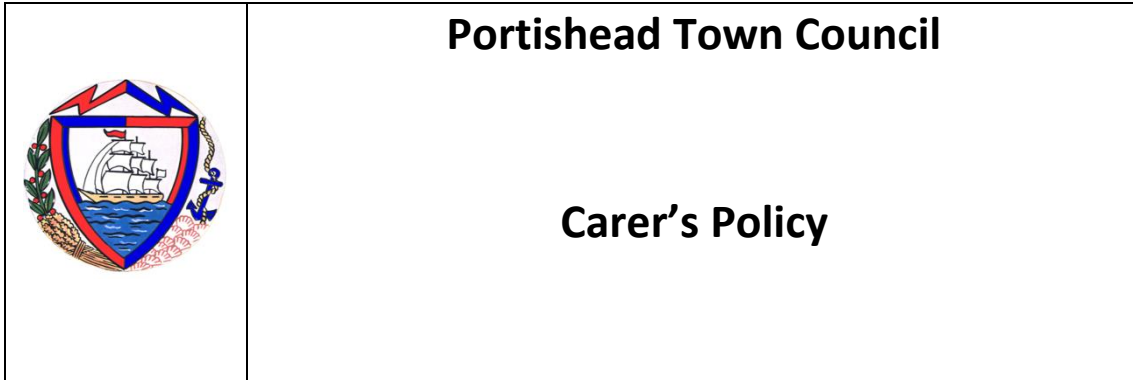
Resolved: that the public and press leave the meeting due to item 14 due to the items being a confidential matter – confidential staffing matters and contractual obligations.

SF072/05/24 Council Staffing Structure

Members noted that Councillor J Eastman and M Johnston had joined the Staffing Structure Working Group. The Working Group were meeting fortnightly to work through the job descriptions and staff structure.

The Working Group had been working with an HR professional to ensure all HR Law was adhered to. It was noted that there were concerns that the staff were overburdened and that additional staff may be required in other areas.

The Chairman closed the meeting at 8.31pm



Overview

Employees with caring responsibilities have a statutory right to take unpaid carer's leave from day one of their employment.

This policy sets out the Council's stance on employees taking time off for this purpose whilst ensuring the Council's operations are not unduly affected.

Employees will not be subject to detriment for taking carer's leave.

Entitlement

The employee is entitled to take one working week unpaid of carer's leave per rolling 12 month period to provide or arrange care for a dependant with a long-term care need. The employee can request to take their entitlement in a continuous block or separate occurrences, but each occurrence must be at least one-half of their working day.

For these purposes, a week is based on the number of days the employee normally works in a week.

A dependant is defined as a:

- spouse or civil partner
- child
- parent
- person who lives in the same household but is not a tenant, lodger, boarder or employee
- person who reasonably relies on you to provide or arrange care. This could be, eg an elderly neighbour.

A dependant has a long-term care need if:

- they have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months
- they have a disability for the purposes of the Equality Act 2010
- they require care for a reason connected with old age.

The employee is not required to provide evidence of their eligibility in relation to a request for carer's leave.

Employees who request or take time off under this policy for reasons other than those for which the statutory right to carer's leave is intended may be subject to investigation and subsequent disciplinary proceedings.

Pay for Time Off

Time off for carer's leave is unpaid.

Requests for Carer's Leave

A request for carer's leave must be made in writing (please let **the Town Clerk** know if you require any assistance with this) and must specify:

- that they are entitled to take carer's leave in terms of the person to be cared for
- that they will take leave in order to provide or arrange care for that person
- that they have not exceeded their entitlement
- the days on which they want to take leave and if the leave relates to part of a day, specify this fact.

The length of notice to be given is double the amount of time that you want to take off as carer's leave in that instance or 3 days, whichever is longer.

Postponing Carer's Leave

The Council may decide to postpone the employee's request for carer's leave for up to one month, if they reasonably consider that the operation of the business would be unduly disrupted if the employee took carer's leave at the time they have asked for. The Council will try to avoid postponement wherever possible.

The Council will consult with the employee before determining a new date for them to take the carer's leave requested. The new period of carer's leave will be for the same length of time as the original request.

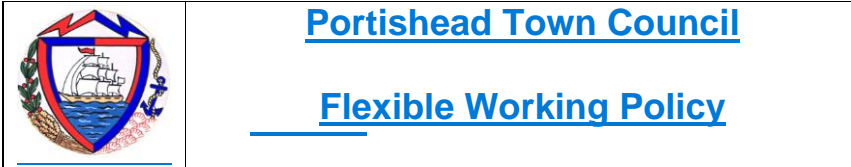
The Council will confirm to the employee in writing the reason for the postponement and the new agreed date of leave, no later than whichever is earlier out of: 7 days after they gave the request to the Council and the earliest day or part-day of the leave originally requested.

Data Protection

Personal information will be treated as confidential and be kept no longer than necessary in accordance with current data protection legislation.

This policy reflects the employee's legal rights but does not form part of their contractual terms of employment and may be amended at any time at the Council's discretion.

Any abuse of this policy may lead to disciplinary action in line with the Council's Disciplinary Procedure.



Portishead Town Council

Flexible Working Policy

Overview

The Council aims to assist employees in balancing the demands of their work and home life and is willing to consider requests for variation to working hours or work patterns. Such requests will be considered taking into account the impact on the organisation, work colleagues and any other relevant factors. Employees are encouraged to discuss requests with their line manager.

This policy sets out the Council's approach to dealing with flexible working applications and the factors it typically takes into account when considering applications.

All flexible working arrangements are subject to periodic review to ensure that they remain sufficiently flexible to adapt to the Council's and employee's needs.

Under this policy, the employee may request changes to:

- The number of contracted hours they work;
- The days or times that they are contracted to work;
- Their place of work (it may be possible for the employee to carry out a proportion of their duties remotely from home). If an employee is considering submitting a request for hybrid working they should refer to the Council's Hybrid Working Policy

Some examples of types of flexible working arrangements include:

- **Part-time** - Working less than full-time hours (usually by working fewer days);
- **Job sharing** - Two people perform the duties of one job and split the hours;

- **Hybrid working** – This is a combination of working from home and working at a Council workplace;
- **Compressed hours** - Working full-time hours but over fewer days;
- **Annualised hours** - The employee has to work a certain number of hours over the year but they have some flexibility about when they work. There are sometimes ‘core hours’ which the employee regularly works each week, and they work the rest of their hours flexibly or when there’s extra demand at work;
- **Staggered hours** – The employee has different start, finish and break times from other workers;
- **Phased retirement** - Older workers can choose when they want to retire. This means they can reduce their hours and work part time;
- **Flexitime** - Employees have some discretion over when they start and end work, within set bandings of time, but all employees are required to work ‘core hours’, typically, 10.00 am to 4.00 pm every day.

(Please note this list is not exhaustive)

Some roles are not suitable for certain of the above working arrangements and it is important that employees discuss their individual situations before pursuing a flexible working application.

Eligibility Criteria

[In order to make a request, please note:](#)

- [they must be an employee;](#)
- [This request applies from the first day of employment.](#)
- [An employee may make 2 statutory requests for flexible working within any 12-month period.](#)

~~[In order to make a request under this right an individual will:](#)~~

- ~~• [be an employee;](#)~~
- ~~• [have worked continuously for the Council for 26 weeks, at the date the application is made;](#)~~
- ~~• [not have made another application to work flexibly during the past 12 months.](#)~~

Application Procedure

If the employee wishes to apply for flexible working, they must submit a request to their line manager in writing, using the **Flexible Working Application Form**, shown in the appendix. This will then be passed on to the Town Clerk for consideration. The application form will need to state:

- That the employee meets the eligibility criteria
- The flexible working pattern/place of work applied for and the proposed start date;

- ~~The effect the employee thinks the proposed change might have on Council business and how, in their opinion, any such effect might be dealt with;~~
- Whether they are making their request in relation to the Equality Act 2010, for example, as a reasonable adjustment for a disability;
- That this is a statutory request and if they have made a previous application for flexible working and the date of that application.

The request should be made at least 2 months prior to the requested start for the arrangement.

Having received the written request from the employee, the Town Clerk will arrange a face to face meeting with the employee within ~~1028~~ working days after receiving the request. The purpose of this meeting is to see whether the requested work pattern is feasible and, if not, to explore alternative patterns with the employee.

A meeting need not be arranged if the intention is to simply approve the request and this will be confirmed within 1028 working days after receiving the written request.

If the employee fails to attend a meeting, without a valid reason, and then subsequently fails to attend a rearranged meeting, without a valid reason, their application may be deemed to have been withdrawn.

The employee can bring a work colleague or trade union representative to the meeting. The representative can discuss the application but can't answer questions on behalf of the employee.

The Town Clerk may propose an alternative working pattern(s) if it is felt that the request in its current form is unworkable. Alternative roles may also be considered, and discussed, with the individual, where it is felt their existing job cannot accommodate a flexible working arrangement.

If a request for flexible working is refused, the employee will be given details in writing as to why the decision was taken. It may, for example, be due to cost, impact on performance and productivity and/or issues associated with reorganisation. (This list is not exhaustive)}. In such circumstances, it will be made clear to the employee what that business reason(s) is and that they can appeal against the decision.

Regardless of whether an application is approved or not, it will be reviewed at 3 months and then annually.

Applications for Flexible Working from the Town Clerk

In the event that the Town Clerk requests a period of flexible working, this will be considered by the Vice Chairman and one other Member of the Council.

Appeals

The employee must exercise their right to appeal within 10 working days of confirmation of the decision. This must be in writing, addressed to the Chairman of the Council, who will appoint a panel of ~~3~~three Councillors, not previously involved in the case, to hear the appeal. The employee must include in their appeal notification an explanation why they are dissatisfied with the decision.

The employee can bring a work colleague or trade union representative to the appeal. The representative can discuss the application but can't answer questions on behalf of the employee.

The employee will receive notification of the appeal outcome within a 10 working days of their appeal, including an explanation for the decision taken, whether that be to allow, or reject the appeal.

In the case of the Town Clerk appealing against a decision this will be heard by the Chairman of the Council, who will appoint a panel of ~~3~~three additional Councillors, not previously involved in the case, to hear the appeal.

Alternative positions will be considered for the individual where it is not appropriate for the existing role to accommodate a flexible arrangement.

An employee may make 2 statutory requests for flexible working within any 12-month period. Following this process, the employee cannot make another application for flexible working within 12 months.

An employee may have only one live request for flexible working with the Council at any one time. Once a request has been made, it remains live until any of the following occur:

- a decision about the request is made by the Council
- the request is withdrawn
- an outcome is mutually agreed
- the statutory 2 month period for deciding requests ends

A request continues to be live during any appeal or any extension to the statutory 2 month decision period that the Council and employee may have agreed.

All requests for flexible working will be recorded in writing together with the outcome, on the employee's personal file.

Trialling

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Where it is unclear whether the flexible working arrangement will work for the employee or the Council, a trial period may take place, giving both parties the opportunity to determine whether it would be a workable arrangement. The Council will, however, have the option to terminate the trial period, if the arrangements are considered not unfeasible. In this case the employee will revert back to their original work arrangements.

Complaints

Employees will not be treated less favourably because they have made an application to work flexibly. If an employee feels that they are being treated less favourably, then they should attempt to resolve the matter informally. If this is not possible, then they should raise a grievance in line with the Council's Grievance Procedure.

Data Protection

Personal information will be treated as confidential and be kept no longer than necessary in accordance with current data protection legislation.

Any abuse of this policy may render the employee liable to disciplinary action, where appropriate.

Note: This policy reflects the employee's legal rights but does not form part of their contractual terms of employment and may be amended at any time at the Council's discretion.

Relevant legislation

This policy references the following employment legislation:

- Health and Safety At Work Act (1974)
- Equality Act (2010)
- Employment Rights Act (1996)
- The Data Protection Act (2018)

Document Information

Title:	Flexible Working Policy
Status:	Draft
Version:	September 2024 December 2023
Consultation:	Staffing & Finance Committee
Approved By:	
Approval Date:	
Review frequency:	Every 3 years unless legislation requires sooner.
Next review:	September 2027 December 2026

Document Control

Date	Version	Description	Sections affected	Approved By
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December 2023	4	2 nd Draft	All	
September 2024	5	3rd Draft	All	

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Portishead Town Council

Maternity Policy

Style Definition: Heading 2: Font: 16 pt, Line spacing: single

1 Definitions

The following definitions are used in this policy:

- "Expected week of childbirth" (EWC) means the week, starting on a Sunday, during which the employee's doctor or midwife expects her to give birth; and
- "Qualifying week" means the fifteenth week before the expected week of childbirth.

2 To Whom This Policy Applies

The occupational maternity scheme shall apply to all pregnant employees regardless of the number of hours worked per week.

3 Notification Requirements

An employee shall notify the Town Clerk in writing at least 28 days before her absence begins or as soon as is reasonably practical:

- That she is pregnant;
- Of the EWC, providing a copy of form MATB1 as supplied by a registered medical practitioner; and
- The date on which she intends to start her maternity leave.

An employee can change her notified start date as long as she gives 28 days' notice or as soon as is reasonably practical.

4 Health and Safety

On receipt of written notification from an employee that she is pregnant, the Town Clerk should carry out a risk assessment. The employee and relevant manager should be fully informed of any risks identified. The manager and employee have an ongoing responsibility to monitor any potential risks that may be present.

5 Ante-Natal Care

Any pregnant employee has the right to a reasonable amount of paid time off to attend ante-natal appointments made on the advice of a registered medical

practitioner, which may include relaxation classes and parent-craft classes. Employees must produce evidence of appointments if requested to do so.

6 Maternity Leave

6.1 Ordinary and Additional Maternity Leave

All women, regardless of their length of service, are entitled to 26 weeks' ordinary maternity leave (OML) and 26 weeks' additional maternity leave (AML) providing a right to one year's maternity leave in total.

Maternity leave shall commence no earlier than 11 weeks before the EWC or from the time of childbirth if that is earlier. From the beginning of the fourth week before the EWC, a woman's maternity leave may be triggered if she is absent due to a pregnancy-related illness.

7A Maternity Pay – Normal Employment Terms

7A.1 Statutory Maternity Pay

Statutory maternity pay (SMP) will be payable if the employee has been employed continuously for at least 26 weeks ending with the 15th week before the EWC and has an average weekly earnings at least equal to the lower earnings limit for National Insurance contributions.

SMP is payable for 39 weeks; for the first six weeks it is paid at 90 percent of the average weekly earnings. The following 33 weeks will be paid at the SMP rate or 90 per cent of the average weekly earnings whichever is the lower.

Details of the current rates of Statutory Maternity Pay and Maternity Allowance may be found on the government's website www.gov.uk

7A.2 Maternity Allowance

Women who do not qualify for Statutory Maternity Pay may be entitled to Maternity Allowance, paid by the Benefits Agency, for up to 39 weeks. To qualify, they must have been employed or self-employed for 26 weeks out of the 66 weeks before the expected week of childbirth.

7B Maternity Pay – Green Book Employment Terms

For employees with National Joint Council (NJC) 'Green Book' Single Status Agreement contractual terms.

7B.1 Less Than One Year's Continuous Service

Payments for employees who have less than 1 year's continuous local government service at the beginning of the eleventh week before the EWC shall be the employee's entitlement to Statutory Maternity Pay (SMP) or Maternity Allowance (MA).

Statutory maternity pay (SMP) will be payable if the employee has been employed continuously for at least 26 weeks ending with the 15th week before the EWC, and has an average weekly earnings at least equal to the lower earnings limit for National Insurance contributions.

SMP is payable for 39 weeks; for the first six weeks it is paid at 90 percent of the average weekly earnings. The following 33 weeks will be paid at the SMP rate or 90 per cent of the average weekly earnings whichever is the lower.

Women who do not qualify for Statutory Maternity Pay may be entitled to Maternity Allowance, paid by the Benefits Agency, for up to 39 weeks. To qualify, they must have been employed or self-employed for 26 weeks out of the 66 weeks before the expected week of childbirth.

Details of the current rates of Statutory Maternity Pay and Maternity Allowance may be found on the government's website www.gov.uk

7B.2 More Than One Year's Continuous Service

Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows:

First six weeks of absence:

The employee will be entitled to nine-tenths of a week's pay. This will be offset against payments made by way of SMP (or Maternity Allowance [MA] for employees not eligible for SMP). This means that any SMP or MA payments will not be paid in addition to the nine-tenths of a week's pay; instead the higher of these amounts will be paid.

Weeks 7 – 52 of absence:

An employee who declares in writing that she intends to return to work will, for the subsequent 12 weeks' absence, receive half a week's pay. She will also receive SMP, if eligible to do so, and the only reason that any deduction will be made is if the combined pay and SMP (or MA and any dependent's allowances if the employee is not eligible for SMP) exceeds her contractual full pay.

As an alternative to the twelve weeks' half pay the equivalent amount (i.e. 6 weeks' pay) may be paid over any other mutually agreed distribution.

The ~~twelve~~ 12 weeks' half pay (or equivalent payment) made by the authority during maternity leave is made on the understanding that the

employee will return to local authority employment for a period of at least three months. In the event that she does not do so, she will be required to refund the monies paid. This may be varied at the discretion of the Council if there is good reason to do so. Payments made to the employee by way of SMP are not refundable.

For the remainder of the maternity leave period the employee will receive their entitlement to SMP (which currently ends after 39 weeks in total), where eligible. Once the SMP payments have ended any remaining maternity period will be unpaid.

For employees not intending to return to work, payments during their maternity leave period following the first 6 weeks will only be their entitlement to SMP (currently ending after week 39), where eligible.

8 Pension

The following information relates to employees who are members of the Local Government Pension Scheme.

Employee Contributions During Maternity/Paternity/Adoption Leave

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employees will not pay pension contributions during any period of unpaid leave. However, there is a distinction between the following:

- Periods of unpaid Ordinary Maternity Leave, Ordinary Adoption Leave and Paternity Leave, when the employer continues to make pension contributions.
- Periods of unpaid Additional Maternity Leave and Additional Adoption Leave, when the employer does not make any pension contributions.

In the latter case the employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount 'lost' during the unpaid leave. Information about this is set out in the employer's information below.

Employer Contributions During Maternity/Paternity/Adoption Leave

The Town Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employee's pay during their leave is higher than APP, the Town Council will pay contributions based on this higher amount.

APP does not apply during any unpaid period of Additional Maternity Leave or Additional Adoption Leave. The employee can, if they wish, choose to enter

into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC then:

- The employee will pay 1/3 of the cost of the APC
- The employer will pay 2/3 of the cost of the APC.

If the employee notifies the Town Clerk of this decision later than 30 days after returning to work then the whole cost will be borne by the employee, unless the Town Council voluntarily agrees to contribute to the APC.

9 Continuous Service

Maternity leave counts as continuous service for statutory and contractual purposes.

10 Leave During Maternity Leave

10.1 Annual Leave

Annual leave continues to accrue during maternity leave.

10.2 Bank/Public Holidays

Bank/public holidays continue to accrue during maternity leave.

10.3 Carry Forward of Annual Leave

The employee and their line manager should review annual leave arrangements prior to maternity leave being taken. Where taking maternity leave means that the employee is unable to take their full annual leave entitlement in the current annual leave year, the outstanding leave (including any days in lieu of bank/public holidays) can be carried over to the next annual leave year.

10.4 Treatment of Leave Where a Woman Changes Her Hours after Maternity Leave

If an employee changes their hours after taking maternity leave, all leave accrued up to the agreed date when their hours change is calculated based on their original hours and any leave accrued subsequently is calculated on their new hours.

For an example of calculating this, see Appendix A.

11 Returning To Work

11.1 Notification requirements

Managers must assume that an employee will return after 52 weeks. An employee need only notify her employer that she is returning to work if she is going to do so before the end of her maternity leave. Otherwise, the employee simply returns at the end of her maternity leave. For employees on Green Book terms, as the return to work impacts on the half pay element of the Green Book maternity pay, a manager can ask the employee to inform them if they intend to return to work. Please note that an employee can change their mind up to the point when they actually give notice and resign. If an employee can let their manager know when they are likely to return as soon as possible that would be appreciated.

11.2 Early return

If an employee wishes to return early or on a different date than they had previously notified, they must give 8 weeks' notice or 21 days if on Green Book Terms.

11.3 Maternity Rights

On returning from:

- Ordinary Maternity Leave, the employee is entitled to return to their original job.
- Additional Maternity Leave, the employee is entitled to return to their original job. However, if this is not practicable, they will be offered a similar job on no less favourable terms and conditions.

If the employee decides not to return to work after maternity leave, the employee should confirm this in writing and give the notice required by them in line with the terms and conditions of their employment. Failure to do so without a satisfactory explanation, may lead to disciplinary action in line with the Company's Disciplinary Procedure.

On the employee's return from maternity leave, their manager will arrange a meeting with them to discuss any changes which have taken place during their absence. This will be an opportunity to discuss any issues relating to breastfeeding. The employee should also feel free to raise at this meeting any queries or concerns the employee may have.

11.4) Redundancy

Should the employee's job become redundant during her maternity leave period, she must be offered a suitable vacancy if one is available.

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This will also apply upon the employee's return to work to a total of 18 months after birth.

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11.5 Keeping In Touch

A woman can do up to 10 days' work during her maternity leave, in agreement with her manager, without bringing her maternity leave to an end. Working for part of a day will count as one day. A woman will not lose any SMP (Statutory Maternity Pay) for working up to 10 days.

Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace.

Managers need to ensure that they keep in touch with their employees whilst they are on maternity leave. If you do not wish to be contacted, please notify your manager. Newsletters and any other relevant correspondence will be sent to all employees whilst they are on maternity leave.



Portishead Town Council

Paternity Policy

12 To Whom This Policy Applies

An employee has a statutory entitlement to take paternity leave for the purpose of caring for a child or supporting the child's mother in the first few weeks following the birth.

13 Paternity Leave (PL)

13.1 Eligibility Criteria

To qualify for paternity leave the employee must satisfy the following. They must:

- Be the father of the child, or married to or the partner of the child's mother;
- Have or expect to have responsibility for the upbringing of the child; and
- Have 26 weeks' continuous service with the Council by the end of the fifteenth week before the expected week of childbirth (EWC).

Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either adoptive parent may take paternity leave where the other adoptive parent has qualified and elected to take adoption leave.

13.2 Paternity Leave (PL)

An employee who meets the qualifying criteria is entitled to two weeks' paternity leave.

[This can start on any day of the week.](#)

[It must be taken as either 2 one-week blocks or one 2 week block of paternity leave. The leave must be taken within the first year after birth or adoption placement unless the child is born prematurely. In that case the leave must be taken within the first year of the expected week of childbirth \(EWC\).](#)

[An employee can take either one week or two consecutive weeks' paternity leave, paid at the current Statutory Paternity Pay \(SPP\) rate. It must be taken within 56 days after the child is born or adopted. Employees must take this leave in full weeks, i.e. either one or two weeks' leave.](#)

13.3 Maternity Support Leave (MSL)

For employees with National Joint Council (NJC) 'Green Book' Single Status Agreement contractual terms. Paragraph 7.6 of Part Two of the Green Book provides a right to Maternity Support Leave (MSL) of one week. This is provided for the child's father, or the partner or nominated carer of an expectant mother at or around the time of birth. There is no qualifying service requirement for this right.

Maternity Support Leave replaces one week of Statutory Paternity Leave; during this time any SPP is topped up to full pay. Therefore an employee who would otherwise have been entitled to two weeks' Statutory Paternity Leave will be entitled to one week's Maternity Support Leave (during which Statutory Paternity Pay will be topped up to full pay) and one week's Statutory Paternity Leave (during which they will receive Statutory Paternity Pay).

13.4 Notification Requirements

Before leave starts

The employee must provide the following in writing by the end of the fifteenth week before the expected week of childbirth. If this is not possible, notice must be provided as soon as is reasonably practical:

- The expected week of childbirth (EWC);
- Whether they intend to take one or two weeks' leave;
- The date the employee wishes to take their leave, as discussed with their manager.

If requested, the employee must also provide a copy of the mothers MATB1 as well as providing the employer with a signed declaration confirming they are:

- The baby's biological father, married to or in a civil partnership with the mother, or living with the mother in an enduring family relationship, but are not an immediate relative; and
- Will be responsible for the child's upbringing and will take time off work to support the mother or care for the child.

After the birth

The employee must also inform the employer of the date the child was born, as soon as is reasonably practical after the child's birth.

14 Ante-natal Care

Expectant fathers, and partners of pregnant women have the right to unpaid time off to attend two antenatal appointments with the expectant mother, with a maximum statutory entitlement of 6 ½ hours' time off for each appointment. They must produce evidence of appointments if requested to do so.

15 Pension

The following information relates to employees who are members of the Local Government Pension Scheme.

Employee Contributions During Maternity/Paternity/Adoption Leave

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employees will not pay pension contributions during any period of unpaid leave. However, there is a distinction between the following:

- Periods of unpaid Ordinary Maternity Leave, Ordinary Adoption Leave and Paternity Leave, when the employer continues to make pension contributions.
- Periods of unpaid Additional Maternity Leave and Additional Adoption Leave, when the employer does not make any pension contributions.

In the latter case the employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount 'lost' during the unpaid leave. Information about this is set out in the employer's information below.

Employer Contributions During Maternity/Paternity/Adoption Leave

The Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employee's pay during their leave is higher than APP, the Council will pay contributions based on this higher amount.

APP does not apply during any unpaid period of Additional Maternity Leave or Additional Adoption Leave. The employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC then:

- The employee will pay 1/3 of the cost of the APC
- The employer will pay 2/3 of the cost of the APC.

If the employee notifies the Town Clerk of this decision later than 30 days after returning to work then the whole cost will be borne by the employee, unless the Council voluntarily agrees to contribute to the APC.

16 Continuous Service

Paternity and Maternity Support leave counts as continuous service for statutory and contractual purposes.

17 Annual Leave and Bank/Public Holidays

Annual leave and Bank/Public holidays will continue to accrue during paternity and Maternity Support leave.



Portishead Town Council

Adoption Policy

18 To Whom This Policy Applies

This policy applies to all Council employees seeking to adopt a child from approved Adoption Agencies.

The right to adoption leave is available to men and women (whether married or single) who adopt a child through an approved adoption agency. Where a couple jointly adopts a child, only one of them (known as the primary adopter) will be entitled to take adoption leave (the couple can choose which). The other adoptive parent (known as the secondary adopter) will normally be entitled to take Statutory Paternity Leave, provided that he or she meets the relevant statutory criteria.

19 Adoption Leave

All employees, regardless of their length of service, are entitled to 26 weeks of Ordinary Adoption Leave and 26 weeks Additional Adoption Leave (subject to providing the sufficient evidence as per below).

Adoption leave can start:

- up to 14 days before the date the child starts living with the adopter (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- the day the child's born or the day after (if the employee has used a surrogate to have a child)

An employee can change their mind about when they start their leave, provided they give sufficient notice. They must inform their manager of the new date 28 days before the date they now wish their leave to start, or as soon as is reasonably practical.

20 Adoption Pay

Payments for employees shall be the employee's entitlement to Statutory Adoption Pay (SAP), where eligible.

Statutory Adoption Pay is paid for up to 39 weeks. The weekly amount is:

- 90% of employees average weekly earnings for the first 6 weeks
- SAP or 90% of employees average weekly earnings (whichever is lower) for the next 33 weeks

This provision is the statutory entitlement. Details of the current rates of Adoption Pay may be found on the government's website www.gov.uk

21 Eligibility Criteria

To qualify for adoption pay an employee must:

- Have 26 weeks' service by the notification week; and
- Be the child's adopter, i.e. have been matched with the child for adoption. A person is matched with a child when an adoption agency decides that they would be a suitable adoptive parent for the child.

The notification week is the week in which the employee is informed by the adoption agency that they have been matched with a child.

The employee needs to have agreed with the adoption agency that the child should be placed with them and the date the placement should occur and provide the Council with the appropriate notice and evidence of entitlement.

22 Notification Requirements

Within 7 days, or as soon as possible after the day the employee receives notification from the adoption agency that they have been matched with a child, an employee must inform the Town Clerk in writing of the following:

- the date the child is expected to be placed with them for adoption;
- the date the employee has chosen to start their leave and pay.

23 Evidence

In order to receive adoption pay and leave, the employee must provide the Town Clerk with either a matching certificate and/or a letter from the adoption agency which shows the following:

- the name and address of the adoption agency;
- the employee's name and address;
- the date the child is expected to be placed for adoption, or where the child has already been placed, the date of placement, and;
- the date the employee was informed that the child would be placed with them.

Where an employee is entitled to Statutory Adoption Pay (SAP) they must provide a signed declaration that they have elected to receive SAP and not statutory paternity pay (SPP).

24 Adoption Appointments

The main adopter has the right to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

25 Leave During Adoption Leave

25.1 Annual Leave

Annual leave continues to accrue during adoption leave.

25.2 Bank/Public Holidays

Bank/public holidays continue to accrue during adoption leave.

25.3 Carry Forward of Annual Leave

The employee and their line manager should review annual leave arrangements prior to adoption leave being taken. Where taking adoption leave means that the employee is unable to take their full annual leave entitlement in the current annual leave year, the outstanding leave (including any days in lieu of bank/public holidays) can be carried over to the next annual leave year.

26 Continuous Service

Adoption leave counts as continuous service for statutory and contractual purposes.

27 Pension

The following information relates to employees who are members of the Local Government Pension Scheme.

Employee Contributions During Maternity/Paternity/Adoption Leave

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employees will not pay pension contributions during any period of unpaid leave. However, there is a distinction between the following:

- Periods of unpaid Ordinary Maternity Leave, Ordinary Adoption Leave and Paternity Leave, when the employer continues to make pension contributions.
- Periods of unpaid Additional Maternity Leave and Additional Adoption Leave, when the employer does not make any pension contributions.

In the latter case the employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount 'lost' during the unpaid leave. Information about this is set out in the employer's information below.

Employer Contributions During Maternity/Paternity/Adoption Leave

The Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employee's pay during their leave is higher than APP, the Council will pay contributions based on this higher amount.

APP does not apply during any unpaid period of Additional Maternity Leave or Additional Adoption Leave. The employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC then:

- The employee will pay 1/3 of the cost of the APC
- The employer will pay 2/3 of the cost of the APC.

If the employee notifies the Town Clerk of this decision later than 30 days after returning to work then the whole cost will be borne by the employee, unless the Council voluntarily agrees to contribute to the APC.

28 Returning to Work

28.1 Notification Requirements

Managers must assume that an employee will return after 52 weeks. An employee need only notify their employer that they are returning to work if they are going to do so before the end of the adoption leave. Otherwise, the employee simply returns at the end of the adoption leave. Please note that an employee can change their mind up to the point when they actually give notice and resign. If an employee can let their manager know when they are likely to return as soon as possible that would be appreciated.

28.2 Early Return

If an employee wishes to return early or on a different date than they had previously notified, they must give 8 weeks' notice.

28.3 Adoption Rights

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On returning from:

- OAL, the employee is entitled to return to their original job;
- AAL, the employee is entitled to return to their original job. However, if this is not practicable, they will be offered a similar job on no less favourable terms and conditions.

If the employee decides not to return to work after adoption leave, the employee should confirm this in writing and give the notice required by them in line with the terms and conditions of their employment. Failure to do so without a satisfactory explanation, may lead to disciplinary action in line with the Council's Disciplinary Procedure.

On the employee's return from adoption leave, their manager will arrange a meeting with them to discuss any changes which have taken place during their absence. The employee should also feel free to raise at this meeting any queries or concerns the employee may have.

28.4 Redundancy

Should the employee's job become redundant during their adoption leave period, they must be offered a suitable alternative vacancy if one is available.

This offer will also apply upon the employee's return to work to a total of 18 months after placement for adoption.

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28.53 Keeping in Touch

An employee can do 10 days' work during their adoption leave, in agreement with their manager, without bringing their adoption leave to an end. Working for part of a day will count as one day. An employee will not lose any SAP (Statutory Adoption Pay) for working up to 10 days.

Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace.

Managers need to ensure that they keep in touch with their employee whilst they are on adoption leave. If you do not wish to be contacted please notify your manager. Newsletters and any other relevant correspondence will be sent to all employees whilst they are on adoption leave.

Approved by the Staffing and Finance Committee on **29 July 2020****[Insert date]**

Appendix A

Example:

A woman working full-time (37 hours per week) and entitled to 24 days' annual leave per year takes maternity leave. She requests to reduce her hours to 20 hours per week on her return to work and her employer agrees. The employer's annual leave year runs from 1 April to 31 March. Although she had used all the previous annual leave year's entitlement before taking maternity leave, she had not taken any of the current annual leave year's entitlement.*

Her maternity leave ends on 30 June. If her hours are changed with effect from 1 July, her accrued annual leave will be calculated as follows:

1 April to 30 June (when her working day was 7.4 hours)

24 days' annual leave per year = 2 days per month

Leave accrued 1 April to 30 June (3 months) = 6 days @ 7.4 hours = 44.4 hours

Plus

1 July to 31 March (when her average working day will be 4 hours)

24 days' annual leave per year = 2 days per month

Leave accrued 1 July to 31 March (9 months) = 18 days @ 4 hours = 72 hours

The employee's total annual leave for the current year will be 116.4 hours. Because she will be reducing the length of her working day to 4 hours, this will equate to 29.1 days on her return to work.

* For simplicity, this example does not take account of bank/public holidays, although these accrue during maternity leave and would also need to be factored in to any calculations.

Unity Trust Bank

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	Secure Parking & Storage	jun24	61.81		Storage- SPS - June24
03/06/2024	BIFFA WASTE SERVICES	4018	101.93		Waste - Apr24
03/06/2024	WATER2BUSINESS	jun24water	91.50		Water - RBH - Jun24
03/06/2024	North Somerset Council NWWH ra	nwvh	28.00		Rates - NWWH - Jun24
03/06/2024	North Somerset Council RBH	rbh	198.00		Rates - RBH - Jun24
03/06/2024	North Somerset Council Folk Ha	FH	308.00		Rates - FH - Jun24
05/06/2024	Chorus IT Ltd	5812	30.00		Back up - IT -Apr24 - Ch
11/06/2024	Octopus energy	JUN24	735.85		Elec - RBH - May24
18/06/2024	GB Sport and Leisure	393/133	2,490.00		Playground inspect - May24
18/06/2024	Glendale Grounds Management Li	1966	1,182.00		Mthly TO Charges - May24
18/06/2024	MENDIP VALE	3631	300.00		OT assessment - JM
18/06/2024	Roundwood Design Ltd	392	360.00		Repair deck boards- slade rd
18/06/2024	SCREWFIX	5401	41.96		Mask,overalls, paint
18/06/2024	Staples	9960	227.30		Stationery Suplies
18/06/2024	Staff Expense Claims by staff	SY	54.00		Travel - NM
18/06/2024	Clarity Copiers Ltd	72721	77.95		Photocopy - May24
18/06/2024	Pertemps Recruitment Partnersh	652/663	1,564.20		Office Mgr cover we 24May24
18/06/2024	NS People First	BP	750.00		Grant - NS People first
19/06/2024	SAGE GLOBALSERVICES	4402	34.80		Sage payroll -14Jun-13Jul24
20/06/2024	BRITISH GAS	482/483	126.64		Gas - RBH -9May-6Jun24
21/06/2024	North Somerset Council	290/211/24	27,870.72		Parking Officer Oct23-Mar24
21/06/2024	Astron Fire and Security	13609	1,056.00		AI Annual contract Jul-Jun25
21/06/2024	Clear Skies Counselling	528/611	120.00		Supervisison - CP-11Jun
21/06/2024	Edric Hobbs	110	300.00		Bus shelter + signs clean
21/06/2024	Evergreen HR	2822	318.00		HR Suppprt - Evergreen
21/06/2024	GB Sport and Leisure	15186	197.79		Paint for play area
21/06/2024	KEITHS GARDENING SERVICES	80	2,698.00		Hanging baskets - watering
21/06/2024	Nailsea Town council	677/683	180.00		Mgt Skills course
21/06/2024	Newsquest Media Group	189	268.03		Advert - Boat storage
21/06/2024	Pertemps Recruitment Partnersh	4780	604.36		Office Mgr cover we 31May24
21/06/2024	SoVision IT Ltd	689/801	1,283.59		Hard drive +Pro license-Office
21/06/2024	Staff Expense Claims by staff	NM/LB	113.95		Wellbeing Expenses
21/06/2024	Staples	940	39.98		Antibac sanitiser
21/06/2024	Parish Councils Airport Associ	2024-25	95.00		2024-25 PCAA Sub
21/06/2024	Portishead Christmas Lights	BP	13,000.00		Grant - Christmas Lights
21/06/2024	Portishead Christmas Lights	BP	1,000.00		Grant- RBL Parade - Lights
24/06/2024	Lloyds bank Charge Card	CC	72.58		CC Statement
26/06/2024	Focus4u Limited	747	452.68		Voip calls + Rental - May24
28/06/2024	Unity Trust bank	CHARGE	3.00		Bank Charges - UTB
28/06/2024	PAYROLL	BP	34,832.96		June payroll
30/06/2024	Unity Trust bank	CHARGE	68.85		Bank charges - UTB
Total Payments			93,339.43		

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	WATER2BUSINESS	JUN2024	32.00		Water - WW-June24
03/06/2024	FRANCOTYP POSTALIA LIMITED	656	72.00		Copier - Qtly charge-Jun-Aug
07/06/2024	TalkTalk Business	203	60.32		WiFi - June
17/06/2024	Avon wildlike Trust	DD	5.00		AWT - Mem - Jun24
18/06/2024	Lloyds Bank	PAY	7.00		Serviuce charge - LLoyds -June
21/06/2024	SSE STREET LIGHTING	445	195.97		Parish Lighting - May24
28/06/2024	Evergreen HR	2833	900.00		HR Support - EG
Total Payments			<u>1,272.29</u>		

Lloyds bank Charge Card

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/06/2024	Lidl Portishead	DD	6.00		Land Registry - St.Peter's Rd
24/06/2024	Adode	DD	47.48		Adode -25 May-24Jun24
24/06/2024	Iceland Portishead	DD	16.10		Tea, Coffee, Toilet paper
24/06/2024	Lloyds Bank	DD	3.00		CC Mthly fee

Total Payments			<u>72.58</u>		
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Lloyds bank Charge Card

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/07/2024	Doodle	DD	70.62		Doodle subscription
23/07/2024	Adode	DD	47.48		Adobe -25Jun-24Jul24
23/07/2024	Sainsburys Portishead	DD	7.15		Milk, teabags
23/07/2024	Aldi Portishead	DD	11.75		Toilet Roll
23/07/2024	Land Registry	DD	6.00		Land registry -35 Brampton way
23/07/2024	Lloyds Bank	DD	3.00		CC Mthy fee
Total Payments			<u>146.00</u>		

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	WATER2BUSINESS	July2024	26.50		Water - WW - July
02/07/2024	Portishead Chamber of Commerce	DD	45.00		Mem-PH -Chamber of Commerce
05/07/2024	Vimeo	DEB	226.80		Vimeo Pro membership
10/07/2024	TalkTalk Business	840	60.32		WiFi -June 24
15/07/2024	Avon Wildlife trust	DD	5.00		AWT Mem - July 24
19/07/2024	Lloyds Bank	PAY	7.00		Service charge - lloyds
22/07/2024	SSE STREET LIGHTING	1421	189.68		Parish Light - June 24
Total Payments			<u>560.30</u>		

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Unity Trust Bank

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Secure Parking & Storage	july24	61.81		Storage-SPS-July
01/07/2024	BIFFA WASTE SERVICES	July2024	102.80		Waste - FH - May
01/07/2024	WATER2BUSINESS	july2024	250.00		Water - RBH- July
01/07/2024	North Somerset Council Folk Ha	Jul24	308.00		Rates - FH - July
01/07/2024	Central Asset Finance	jul24	138.82		Copier - qtly charge
01/07/2024	North Somerset Council NNVH ra	2024	28.00		Rates - NNVH - July
01/07/2024	North Somerset Council RBH	07/24	198.00		Rates -RBH- July
10/07/2024	CAREYS HOME AND GARDEN	200	6.24		Bolts & Washers - Benches
10/07/2024	Clarity Copiers Ltd	72874	53.58		Photocopy - June
10/07/2024	Evergreen HR	2835	2,850.00		HR Project Mgt
10/07/2024	Glendale Grounds Management Li	1983	1,182.00		Mthly TO Charge - June24
10/07/2024	Healthmatic Ltd	13869	842.50		Clean & Maint-WW-22May-21Jun24
10/07/2024	Just Air Conditioning Limited	3292	207.60		Water leak repair - YC
10/07/2024	Nailsea Town council	686	90.00		Mgt skills course
10/07/2024	Nailsea Construction Ltd	3546	1,140.00		Ramp - FH
10/07/2024	Pertemps Recruitment Partnersh	july	2,832.18		Office Mgr cover we 7Jun24
10/07/2024	SoVision IT Ltd	832	528.00		Supply & Install Doc Scanner
10/07/2024	Staff Expense Claims by staff	sy	10.22		Plasterboard - Toilet - FH
10/07/2024	Worknest Limited	054	1,249.92		Worknest - EAP 1 Year
11/07/2024	Octopus energy	0024	594.66		Elec - RBH - June24
12/07/2024	Octopus energy	0025	78.20		Elec - NNVH - June 24
16/07/2024	BRITISH GAS	NNVH	8.43		Gas - NNVH - CN
18/07/2024	SAGE GLOBALSERVICES	032	37.20		Sage Payroll -14Jul-13Aug24
22/07/2024	BRITISH GAS	844/868	89.26		Gas -FH-06Jun -08Jul24
23/07/2024	Lloyds bank Charge Card	CC	146.00		CC Mthly statement
24/07/2024	Staff Expense Claims by staff	LB	7.20		Wellbeing mileage - LB
24/07/2024	Evergreen HR	2857	318.00		HR Support - EG
24/07/2024	GB Sport and Leisure	404/405	1,283.04		Lead free paint
24/07/2024	Initial Washroom Hygiene	3331	94.48		Hygiene bins 01Aug-31Oct24
24/07/2024	K and E Property Maintenance S	2427	495.00		Waste - K&E - June
24/07/2024	KEITHS GARDENING SERVICES	080	1,543.50		Hanging baskets watering
24/07/2024	Osmond Tricks Ltd	1251	3,870.00		Project Mgt - OT
24/07/2024	Pertemps Recruitment Partnersh	64/74/38/5	1,765.66		Office Mgr cover we 28Jun24
24/07/2024	SLCC Enterprises Ltd	876-1	436.00		SLCC Membership - WCW
24/07/2024	SoVision IT Ltd	831/933	3,122.52		IT Support-SOV-July
24/07/2024	Staff Expense Claims by staff	SY	4.50		Bolts for memorial bench
24/07/2024	SLCC Enterprises Ltd	631/632	390.00		CN - Training
24/07/2024	Staff Expense Claims by staff	NM	26.65		Tea & Tech expenses - NM
25/07/2024	Evergreen HR	2863	1,620.00		Training Workshops - EG
26/07/2024	Focus4u Limited	4962	451.15		Voip calls -June
31/07/2024	PAYROLL	PAYROLL	34,781.91		July payroll
Total Payments			63,243.03		

Lloyds bank Charge Card

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/08/2024	Post office	DD	12.54		Postage
23/08/2024	Adode	DD	47.48		Adode 25Jul-24Aug24
23/08/2024	B&M	DD	11.49		Tea & Coffee
23/08/2024	Lloyds Bank	DD	3.00		Mthly CC charge
23/08/2024	Quicksafe Security	DD	170.56		Sim Card for Lift
Total Payments			<u>245.07</u>		

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	WATER2BUSINESS	8410	26.50		Water - WW - Aug
07/08/2024	TalkTalk Business	2805	60.32		Wifi - July
15/08/2024	Avon Wildlife Trust	DD	5.00		AWT - Mem -Aug
19/08/2024	Lloyds Bank	PAY	7.00		Service charge - LLoyds
22/08/2024	SSE STREET LIGHTING	6246	195.97		Elec - Parish Light -July
Total Payments			<u>294.79</u>		

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Secure Parking & Storage	Aug24	61.81		Storage - SPS - Aug24
01/08/2024	WATER2BUSINESS	Aug2024	91.50		Water - RBH - Aug24
01/08/2024	North Somerset Council Folk Ha	AUG24	308.00		Rates - FH - Aug24
01/08/2024	North Somerset Council NWWH ra	NWWH	28.00		Rates - NWWH-Aug24
01/08/2024	North Somerset Council RBH	RBH	198.00		Rates - RBH - Aug24
01/08/2024	Alpha Rod Limited	330291	1,260.00		CCTV Survey of drainage
01/08/2024	Clear Skies Counselling	723	60.00		Supervision - CS - CP
01/08/2024	Fire Safety & Compliance Ltd	161	900.00		Hall site surveys - H&S
01/08/2024	Glendale Grounds Management Li	2001	1,182.00		Mthly TO Charges - July 24
01/08/2024	Healthmatic Ltd	13947	842.50		Clean & Maint-WW-22Jun-21Jul24
01/08/2024	Matta Products	763	20,363.40		Safety Surface - Lake grounds
01/08/2024	Osmond Tricks Ltd	1267	3,870.00		Pjt Mgt - OT
01/08/2024	Pertemps Recruitment Partnersh	216/332/28	1,577.96		Office Mgr cover we 19Jul24
01/08/2024	Staples	490	311.55		Stationery + Office sundries
01/08/2024	Portishead Christmas Lights	BP	500.00		Grant - Christmas Lights
05/08/2024	BIFFA WASTE SERVICES	112	101.93		Waste - FH -June24
05/08/2024	Staff Expense Claims by staff	AS	44.00		New Glasses - AS
09/08/2024	Octopus energy	JULY24	663.69		Elec - FH -July24
13/08/2024	Octopus energy	0026	75.58		Elec -NWWH-July24
19/08/2024	Astron Fire and Security	13916/17	114.00		Movement detectors - FH
19/08/2024	Clarity Copiers Ltd	73312	85.06		Photocopy - July
19/08/2024	Edric Hobbs	111	250.00		Shelter cleans x 20
19/08/2024	Evergreen HR	2888	318.00		HR Support - EG
19/08/2024	GB Sport and Leisure	15654	1,110.00		Playground inspect - July24
19/08/2024	K.C.R. Landscaping&Property Ma	04Aug	395.00		Gate post renewal - GG allot
19/08/2024	K and E Property Maintenance S	2439	539.55		Waste -K&E -July
19/08/2024	KEITHS GARDENING SERVICES	082	1,543.50		Hanging baskets watering -Aug
19/08/2024	Orona Ltd - Lift Maintenance	041	781.49		Lift maintenance -June24-May25
19/08/2024	Pertemps Recruitment Partnersh	341/435	1,344.97		Office mgr cover we 09Aug24
19/08/2024	Professional Development Group	15Oct24	239.04		Handling Suicidal - CT
19/08/2024	SCREWFIX	4093	38.06		Wood Stain - memorial bench
19/08/2024	SEVERNET LIMITED	0450	180.00		SevernNet mem 2024
19/08/2024	Shoplands , The Clevedon Sawmi	21040	78.00		Replacement slats for bench-LG
19/08/2024	SoVision IT Ltd	247151	1,130.28		IT Support - SoV - Aug24
19/08/2024	Staff Expense Claims by staff	NM	17.05		Tea & Tech expenses - NM
19/08/2024	Fraser Langdon	5840	258.00		Repair soil pipe -WC
19/08/2024	Portishead Arts Festival	BP	1,504.50		Grant - Arts Festival
19/08/2024	SAGE GLOBALSERVICES	976	37.20		Sage payroll -14Aug-13Sept24
20/08/2024	BRITISH GAS	464/466/55	101.26		Gas - RBH -8Jul -6Aug24
23/08/2024	Lloyds bank Charge Card	CC	245.07		CC Payment
28/08/2024	Focus4u Limited	1208	452.50		Voip calls + rental - July
30/08/2024	PAYROLL	PAYROLL	33,489.80		August Payroll
Total Payments			<u>76,692.25</u>		

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
ADMINISTRATION											
<u>120 Administration</u>											
1076 Precept	78,003	78,003	0	390,015	390,015	0	936,036			41.7%	
1077 Grant Income	2,260	0	(2,260)	2,260	0	(2,260)	0			0.0%	
1078 CIL Receipts	0	0	0	3,975	3,975	0	25,000			15.9%	
1090 Bank Interest	832	417	(415)	4,254	2,085	(2,169)	5,000			85.1%	
1220 Lease income	0	0	0	0	0	0	1,612			0.0%	
1225 Other income	0	0	0	38	0	(38)	0			0.0%	
Administration :- Income	<u>81,095</u>	<u>78,420</u>	<u>(2,675)</u>	<u>400,542</u>	<u>396,075</u>	<u>(4,467)</u>	<u>967,648</u>			<u>41.4%</u>	<u>0</u>
4055 Chairman's Expenses	0	0	0	0	0	0	1,050		1,050	0.0%	
4070 Telephone	377	333	(44)	1,886	1,665	(221)	4,000		2,114	47.2%	
4080 Stationery & Office Supplies	204	70	(134)	653	350	(303)	840		187	77.7%	
4085 Staff Recruitment	0	0	0	0	0	0	2,000		2,000	0.0%	
4090 Subscriptions / memberships	(245)	0	245	4,664	4,904	240	6,805		2,141	68.5%	
4110 Audit Fees	0	0	0	(2,080)	500	2,580	3,381		5,461	(61.5%)	
4115 Professional Fees	0	0	0	18	18	0	483		465	3.7%	
4116 HR Contract	265	0	(265)	6,842	3,180	(3,662)	3,180		(3,662)	215.1%	
4120 Sundries	31	70	39	999	350	(649)	840		(159)	118.9%	
4125 Bank Charges	10	33	23	122	165	43	392		270	31.1%	
4130 Travel	22	31	9	241	155	(86)	368		127	65.4%	
4131 Training	259	259	(0)	1,049	1,049	(0)	4,000		2,951	26.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4135 Postage	73	30	(43)	113	150	37	357		244	31.5%	
4140 Insurance	0	0	0	9,120	8,000	(1,120)	8,000		(1,120)	114.0%	
4145 Election Costs	0	0	0	0	0	0	12,000		12,000	0.0%	
4150 Copier, Print, Publication	10	106	96	545	530	(15)	1,274		729	42.8%	
4155 IT costs	(339)	583	922	7,227	2,915	(4,312)	7,000		(227)	103.2%	
4247 Admin Contingency Fund	0	0	0	0	0	0	20,000		20,000	0.0%	
9000 Capital - Eq & Asset Purchases	1,349	0	(1,349)	3,479	2,000	(1,479)	2,000		(1,479)	174.0%	
9012 Capital - Phone Upgrade	0	0	0	0	0	0	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	<u>2,015</u>	<u>1,515</u>	<u>(500)</u>	<u>34,877</u>	<u>25,931</u>	<u>(8,946)</u>	<u>79,970</u>	<u>0</u>	<u>45,093</u>	<u>43.6%</u>	<u>0</u>
Net Income over Expenditure	<u>79,080</u>	<u>76,905</u>	<u>(2,175)</u>	<u>365,665</u>	<u>370,144</u>	<u>4,479</u>	<u>887,678</u>				
ADMINISTRATION :- Income	81,095	78,420	(2,675)	400,542	396,075	(4,467)	967,648			41.4%	
Expenditure	2,015	1,515	(500)	34,877	25,931	(8,946)	79,970	0	45,093	43.6%	
Movement to/(from) Gen Reserve	<u>79,080</u>			<u>365,665</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
STAFF COSTS											
<u>100 Staff Costs</u>											
4000 Staff Costs - Office	21,308	23,536	2,228	111,116	117,680	6,564	282,439		171,323	39.3%	
4010 Staff Costs - Halls + TO	6,270	6,692	422	32,066	33,460	1,394	80,308		48,242	39.9%	
4020 Eer Pensions - Office	3,692	3,482	(210)	18,520	17,410	(1,110)	41,789		23,269	44.3%	
4030 Eer Pensions - Halls	823	864	41	4,114	4,320	206	10,367		6,253	39.7%	
4041 Staff Costs - Wellbeing Co-ord	0	0	0	0	0	0	15,679		15,679	0.0%	
4105 Agency Staff	2,691	210	(2,481)	9,645	840	(8,805)	1,260		(8,385)	765.4%	
Staff Costs :- Indirect Expenditure	<u>34,783</u>	<u>34,784</u>	<u>1</u>	<u>175,460</u>	<u>173,710</u>	<u>(1,750)</u>	<u>431,842</u>	<u>0</u>	<u>256,383</u>	<u>40.6%</u>	<u>0</u>
Net Expenditure	<u>(34,783)</u>	<u>(34,784)</u>	<u>(1)</u>	<u>(175,460)</u>	<u>(173,710)</u>	<u>1,750</u>	<u>(431,842)</u>				
STAFF COSTS :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	<u>34,783</u>	<u>34,784</u>	<u>1</u>	<u>175,460</u>	<u>173,710</u>	<u>(1,750)</u>	<u>431,842</u>	<u>0</u>	<u>256,383</u>	<u>40.6%</u>	
Movement to/(from) Gen Reserve	<u>(34,783)</u>			<u>(175,460)</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
BUILDINGS											
<u>200 Folk Hall</u>											
1002 Room Hire - Fedden Room	215	167	(48)	1,408	835	(573)	2,000			70.4%	
1003 Room Hire - Folk Hall	1,058	1,750	692	8,466	8,750	284	21,000			40.3%	
1004 Room Hire - Kitchen	0	0	0	0	25	25	25			0.0%	
1006 Room Hire - Reynolds Room	0	0	0	0	300	300	300			0.0%	
1007 Room Hire - Wiggan Room	0	100	100	112	500	388	1,200			9.3%	
1010 PRS Licence	31	54	23	269	270	1	650			41.4%	
Folk Hall :- Income	<u>1,304</u>	<u>2,071</u>	<u>767</u>	<u>10,255</u>	<u>10,680</u>	<u>425</u>	<u>25,175</u>			<u>40.7%</u>	<u>0</u>
4120 Sundries	0	105	105	33	525	492	1,260		1,227	2.6%	
4200 Rates	308	358	50	1,537	1,790	253	3,576		2,039	43.0%	
4205 Water	65	155	91	149	775	626	1,864		1,715	8.0%	
4210 Gas	40	393	353	886	1,965	1,079	4,718		3,832	18.8%	
4215 Electricity	420	386	(34)	2,072	1,930	(142)	4,637		2,565	44.7%	
4220 Alarms	0	0	0	700	700	0	1,029		329	68.0%	
4225 Waste	85	96	11	551	480	(71)	1,155		604	47.7%	
4230 Lift Maintenance	685	685	0	787	787	0	1,416		629	55.6%	
4235 PRS & Other licences	0	0	0	529	529	0	998		469	53.0%	
4240 Repairs & Maintenance	2,362	333	(2,029)	4,264	1,665	(2,599)	4,000		(264)	106.6%	
9000 Capital - Eq & Asset Purchases	0	0	0	0	0	0	2,000		2,000	0.0%	
Folk Hall :- Indirect Expenditure	<u>3,964</u>	<u>2,511</u>	<u>(1,453)</u>	<u>11,507</u>	<u>11,146</u>	<u>(361)</u>	<u>26,653</u>	<u>0</u>	<u>15,146</u>	<u>43.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,660)</u>	<u>(440)</u>	<u>2,220</u>	<u>(1,252)</u>	<u>(466)</u>	<u>786</u>	<u>(1,478)</u>				

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 North Weston Village Hall</u>											
1010 PRS Licence	0	1	1	69	5	(64)	15			459.7%	
1100 North Weston Hall Income	603	708	105	4,343	3,540	(803)	8,500			51.1%	
North Weston Village Hall :- Income	<u>603</u>	<u>709</u>	<u>106</u>	<u>4,412</u>	<u>3,545</u>	<u>(867)</u>	<u>8,515</u>			<u>51.8%</u>	<u>0</u>
4155 IT costs	25	19	(6)	126	95	(31)	229	103		54.9%	
4200 Rates	28	27	(1)	145	135	(10)	272	127		53.2%	
4205 Water	0	18	18	(6)	90	96	210	216		(2.7%)	
4210 Gas	23	126	103	208	630	422	1,510	1,302		13.8%	
4215 Electricity	72	65	(7)	327	325	(2)	780	453		42.0%	
4220 Alarms	0	0	0	393	0	(393)	924	531		42.6%	
4225 Waste	0	26	26	13	130	117	315	302		4.0%	
4235 PRS & Other licences	0	0	0	182	357	175	357	175		51.0%	
4240 Repairs & Maintenance	0	109	109	335	545	210	1,313	978		25.5%	
North Weston Village Hall :- Indirect Expenditure	<u>148</u>	<u>390</u>	<u>242</u>	<u>1,723</u>	<u>2,307</u>	<u>584</u>	<u>5,910</u>	<u>0</u>	<u>4,187</u>	<u>29.1%</u>	<u>0</u>
Net Income over Expenditure	<u>455</u>	<u>319</u>	<u>(136)</u>	<u>2,690</u>	<u>1,238</u>	<u>(1,452)</u>	<u>2,605</u>				
<u>220 Redcliffe Bay Hall</u>											
1010 PRS Licence	38	44	6	263	220	(43)	525			50.0%	
1500 Redcliffe Bay Hall Income	550	1,250	700	6,327	6,250	(77)	15,000			42.2%	
Redcliffe Bay Hall :- Income	<u>588</u>	<u>1,294</u>	<u>706</u>	<u>6,589</u>	<u>6,470</u>	<u>(119)</u>	<u>15,525</u>			<u>42.4%</u>	<u>0</u>
4155 IT costs	25	19	(6)	126	95	(31)	229	103		55.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Rates	198	207	9	984	1,035	51	2,489		1,505	39.5%	
4205 Water	27	9	(18)	135	45	(90)	105		(30)	128.6%	
4210 Gas	20	218	198	353	1,090	737	2,614		2,261	13.5%	
4215 Electricity	162	152	(10)	761	760	(1)	1,820		1,059	41.8%	
4220 Alarms	0	0	0	463	393	(70)	924		461	50.1%	
4225 Waste	0	8	8	0	40	40	100		100	0.0%	
4235 PRS & Other licences	0	0	0	270	270	0	506		236	53.3%	
4240 Repairs & Maintenance	0	363	363	456	1,815	1,359	4,355		3,899	10.5%	
Redcliffe Bay Hall :- Indirect Expenditure	432	976	544	3,548	5,543	1,995	13,142	0	9,594	27.0%	0
Net Income over Expenditure	156	318	162	3,041	927	(2,114)	2,383				
<u>230 Buildings - Halls</u>											
9015 Project - Halls Repair	11,115	11,115	0	19,515	19,515	0	172,850		153,335	11.3%	
Buildings - Halls :- Indirect Expenditure	11,115	11,115	0	19,515	19,515	0	172,850	0	153,335	11.3%	0
Net Expenditure	(11,115)	(11,115)	(0)	(19,515)	(19,515)	(0)	(172,850)				
<u>300 Wyndham Way Toilets</u>											
1150 Toilet Income	0	44	44	76	220	144	525			14.5%	
Wyndham Way Toilets :- Income	0	44	44	76	220	144	525			14.5%	0
4205 Water	27	26	(1)	44	130	86	308		264	14.2%	
4215 Electricity	0	86	86	0	430	430	1,039		1,039	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Alarms	0	0	0	217	217	0	341		124	63.5%	
4240 Repairs & Maintenance	0	276	276	106	1,380	1,274	3,308		3,202	3.2%	
4300 Cleaning Contract	702	654	(48)	3,304	3,270	(34)	7,854		4,550	42.1%	
Wyndham Way Toilets :- Indirect Expenditure	729	1,042	313	3,671	5,427	1,756	12,850	0	9,179	28.6%	0
Net Income over Expenditure	(729)	(998)	(269)	(3,595)	(5,207)	(1,612)	(12,325)				
<u>570 Youth Centre</u>											
4240 Repairs & Maintenance	0	0	0	173	173	0	3,000		2,827	5.8%	173
Youth Centre :- Indirect Expenditure	0	0	0	173	173	0	3,000	0	2,827	5.8%	173
Net Expenditure	0	0	0	(173)	(173)	0	(3,000)				
6000 plus Transfer from EMR	0			173							
Movement to/(from) Gen Reserve	0			0							
BUILDINGS :- Income	2,495	4,118	1,623	21,332	20,915	(417)	49,740			42.9%	
Expenditure	16,387	16,034	(353)	40,137	44,111	3,974	234,405	0	194,268	17.1%	
Net Income over Expenditure	(13,892)	(11,916)	1,976	(18,804)	(23,196)	(4,392)	(184,665)				
plus Transfer from EMR	0			173							
Movement to/(from) Gen Reserve	(13,892)			(18,631)							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
GRANTS											
<u>400 Grants</u>											
4400 Youth Centre Grants	0	0	0	36,772	36,772	0	36,772	0	0	100.0%	
4405 Community/Small Grants	1,505	1,504	(1)	7,255	7,254	(1)	35,000		27,746	20.7%	
4420 Christmas Lights	500	500	0	14,500	14,500	0	16,000		1,500	90.6%	
4425 Community Transport /NDCT	0	0	0	15,000	15,000	0	16,000		1,000	93.8%	
4430 Citizens Advice/CANS	0	0	0	26,523	26,523	0	26,523		0	100.0%	
Grants :- Indirect Expenditure	<u>2,005</u>	<u>2,004</u>	<u>(1)</u>	<u>100,050</u>	<u>100,049</u>	<u>(1)</u>	<u>130,295</u>	<u>0</u>	<u>30,246</u>	<u>76.8%</u>	<u>0</u>
Net Expenditure	<u>(2,005)</u>	<u>(2,004)</u>	<u>1</u>	<u>(100,050)</u>	<u>(100,049)</u>	<u>1</u>	<u>(130,295)</u>				
GRANTS :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	2,005	2,004	(1)	100,050	100,049	(1)	130,295	0	30,246	76.8%	
Movement to/(from) Gen Reserve	<u>(2,005)</u>			<u>(100,050)</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
TOWN MAINTENANCE & IMPROVEMENT											
<u>531 Bins</u>											
4225 Waste	540	655	115	2,033	3,275	1,242	7,857		5,824	25.9%	
4240 Repairs & Maintenance	0	0	0	0	0	0	1,050		1,050	0.0%	
9011 Capital - New Bins	0	0	0	0	0	0	5,000		5,000	0.0%	
Bins :- Indirect Expenditure	540	655	115	2,033	3,275	1,242	13,907	0	11,874	14.6%	0
Net Expenditure	(540)	(655)	(115)	(2,033)	(3,275)	(1,242)	(13,907)				
<u>532 Street Lights</u>											
4215 Electricity	187	258	71	915	1,290	375	3,090		2,175	29.6%	
Street Lights :- Indirect Expenditure	187	258	71	915	1,290	375	3,090	0	2,175	29.6%	0
Net Expenditure	(187)	(258)	(71)	(915)	(1,290)	(375)	(3,090)				
<u>533 Bus Shelters</u>											
4240 Repairs & Maintenance	0	0	0	0	0	0	651		651	0.0%	
4300 Cleaning Contract	0	0	0	500	500	0	1,838		1,338	27.2%	
Bus Shelters :- Indirect Expenditure	0	0	0	500	500	0	2,489	0	1,989	20.1%	0
Net Expenditure	0	0	0	(500)	(500)	0	(2,489)				

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>534 Benches/Street Furniture</u>											
4240 Repairs & Maintenance	0	0	0	89	88	(1)	1,734		1,645	5.1%	
4241 Memorial Benches - Maintenance	32	32	0	36	36	(0)	1,000		964	3.6%	
9018 Project - Memorial Stone	0	0	0	0	0	0	5,000		5,000	0.0%	
Benches/Street Furniture :- Indirect Expenditure	<u>32</u>	<u>32</u>	<u>0</u>	<u>125</u>	<u>124</u>	<u>(1)</u>	<u>7,734</u>	<u>0</u>	<u>7,609</u>	<u>1.6%</u>	<u>0</u>
Net Expenditure	<u>(32)</u>	<u>(32)</u>	<u>(0)</u>	<u>(125)</u>	<u>(124)</u>	<u>1</u>	<u>(7,734)</u>				
<u>536 Trees & Outdoor Environment</u>											
4115 Professional Fees	0	0	0	0	0	0	2,500		2,500	0.0%	
4555 Hedge & Tree Works	0	0	0	0	0	0	2,500		2,500	0.0%	
4580 Floral Displays & Watering	1,544	1,544	1	5,785	5,786	1	17,506		11,721	33.0%	
4590 Grounds Maintenance (Glendale)	985	1,170	185	4,925	5,850	925	14,040		9,115	35.1%	
Trees & Outdoor Environment :- Indirect Expenditure	<u>2,529</u>	<u>2,714</u>	<u>186</u>	<u>10,710</u>	<u>11,636</u>	<u>926</u>	<u>36,546</u>	<u>0</u>	<u>25,836</u>	<u>29.3%</u>	<u>0</u>
Net Expenditure	<u>(2,529)</u>	<u>(2,714)</u>	<u>(186)</u>	<u>(10,710)</u>	<u>(11,636)</u>	<u>(926)</u>	<u>(36,546)</u>				
OWN MAINTENANCE & IMPROVEMENT :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	3,286	3,659	373	14,282	16,825	2,543	63,766	0	49,484	22.4%	
Movement to/(from) Gen Reserve	<u>(3,286)</u>			<u>(14,282)</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

ALLOTMENTS510 North Weston Allotments

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1200 Allotment Income	0	0	0	800	800	0	800			100.0%	
North Weston Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>800</u>	<u>800</u>	<u>0</u>	<u>800</u>			<u>100.0%</u>	<u>0</u>
4240 Repairs & Maintenance	0	0	0	0	0	0	1,050		1,050	0.0%	
North Weston Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,050</u>	<u>0</u>	<u>1,050</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>800</u>	<u>800</u>	<u>0</u>	<u>(250)</u>				

520 Gertie Gales Allotments

1200 Allotment Income	0	0	0	1,000	1,000	0	1,000			100.0%	
Gertie Gales Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>			<u>100.0%</u>	<u>0</u>
4240 Repairs & Maintenance	395	0	(395)	395	0	(395)	1,050		655	37.6%	
Gertie Gales Allotments :- Indirect Expenditure	<u>395</u>	<u>0</u>	<u>(395)</u>	<u>395</u>	<u>0</u>	<u>(395)</u>	<u>1,050</u>	<u>0</u>	<u>655</u>	<u>37.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(395)</u>	<u>0</u>	<u>395</u>	<u>605</u>	<u>1,000</u>	<u>395</u>	<u>(50)</u>				

ALLOTMENTS :- Income	0	0	0	1,800	1,800	0	1,800			100.0%	
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Expenditure	395	0	(395)	395	0	(395)	2,100	0	1,705	18.8%	
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Movement to/(from) Gen Reserve	<u>(395)</u>			<u>1,405</u>							
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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
OUTDOOR LEISURE											
<u>529 Skate Parks</u>											
4240 Repairs & Maintenance	0	0	0	0	0	0	25,000		25,000	0.0%	
9016 Project - Merlin Park Skate Pa	0	0	0	0	0	0	8,000		8,000	0.0%	
Skate Parks :- Indirect Expenditure	0	0	0	0	0	0	33,000	0	33,000	0.0%	0
Net Expenditure	0	0	0	0	0	0	(33,000)				
<u>530 Play areas</u>											
4240 Repairs & Maintenance	4	417	413	313	2,085	1,772	5,000		4,687	6.3%	
4575 Play Area Inspections	925	974	49	4,850	4,870	20	11,685		6,835	41.5%	
9003 Project - Slade Road Play area	0	0	0	1,310	1,310	0	3,500		2,190	37.4%	
9004 Project - Slade Rd Play Field	0	0	0	0	0	0	10,000		10,000	0.0%	
9008 Project - Mead Rd Playarea	0	0	0	0	0	0	6,000		6,000	0.0%	
9014 Lake Grounds Play area	65	0	(65)	65	0	(65)	20,000		19,935	0.3%	
9017 Project -Heavens Field Playare	0	0	0	0	0	0	15,986		15,986	0.0%	
Play areas :- Indirect Expenditure	994	1,391	397	6,538	8,265	1,727	72,171	0	65,633	9.1%	0
Net Expenditure	(994)	(1,391)	(397)	(6,538)	(8,265)	(1,727)	(72,171)				
<u>541 PTFC</u>											
4597 PTFC Maintenance	0	0	0	0	0	0	8,400		8,400	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4598 PTFC Grant	0	0	0	0	0	0	30,000		30,000	0.0%	
PTFC :- Indirect Expenditure	0	0	0	0	0	0	38,400	0	38,400	0.0%	0
Net Expenditure	0	0	0	0	0	0	(38,400)				
<u>605 Lake Grounds</u>											
9006 Project - Lake Grounds Family	0	0	0	16,970	0	(16,970)	16,493		(477)	102.9%	
Lake Grounds :- Indirect Expenditure	0	0	0	16,970	0	(16,970)	16,493	0	(477)	102.9%	0
Net Expenditure	0	0	0	(16,970)	0	16,970	(16,493)				
<u>607 Economy & Tourism</u>											
4633 Tourism	13	0	(13)	13	0	(13)	1,000		987	1.3%	
Economy & Tourism :- Indirect Expenditure	13	0	(13)	13	0	(13)	1,000	0	987	1.3%	0
Net Expenditure	(13)	0	13	(13)	0	13	(1,000)				
OUTDOOR LEISURE :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	1,007	1,391	384	23,521	8,265	(15,256)	161,064	0	137,543	14.6%	
Movement to/(from) Gen Reserve	(1,007)			(23,521)							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>TRANSPORT, HIGHWAYS & PARKING</u>											
<u>540 Parking Enforcement Officer</u>											
4610 Highways & Road Safety	3,300	1,507	(1,793)	16,510	7,535	(8,975)	18,081		1,571	91.3%	
Parking Enforcement Officer :- Indirect Expenditure	3,300	1,507	(1,793)	16,510	7,535	(8,975)	18,081	0	1,571	91.3%	0
Net Expenditure	<u>(3,300)</u>	<u>(1,507)</u>	<u>1,793</u>	<u>(16,510)</u>	<u>(7,535)</u>	<u>8,975</u>	<u>(18,081)</u>				
<u>609 CCTV</u>											
4160 CCTV Operating costs	2,707	0	(2,707)	6,767	4,060	(2,707)	17,400		10,633	38.9%	
CCTV :- Indirect Expenditure	2,707	0	(2,707)	6,767	4,060	(2,707)	17,400	0	10,633	38.9%	0
Net Expenditure	<u>(2,707)</u>	<u>0</u>	<u>2,707</u>	<u>(6,767)</u>	<u>(4,060)</u>	<u>2,707</u>	<u>(17,400)</u>				
TRANSPORT, HIGHWAYS & PARKING :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	6,007	1,507	(4,500)	23,277	11,595	(11,682)	35,481	0	12,204	65.6%	
Movement to/(from) Gen Reserve	<u>(6,007)</u>			<u>(23,277)</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
NEIGHBOURHOOD PLAN											
<u>600 Neighbourhood & Local Plan</u>											
4115 Professional Fees	0	0	0	0	0	0	3,000		3,000	0.0%	
4593 Brackenwood	0	0	0	0	0	0	10,000		10,000	0.0%	
Neighbourhood & Local Plan :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,000</u>	<u>0</u>	<u>13,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(13,000)</u>				
NEIGHBOURHOOD PLAN :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	0	0	0	0	0	0	13,000	0	13,000	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>			<u>0</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
WELLBEING											
<u>604 Tea & Tech</u>											
1081 Tea & Tech Income	0	0	0	78	78	(0)	420			18.6%	
Tea & Tech :- Income	0	0	0	78	78	(0)	420			18.6%	0
4600 Tea & Tech Expenditure	17	0	(17)	147	131	(16)	440		293	33.4%	90
Tea & Tech :- Indirect Expenditure	17	0	(17)	147	131	(16)	440	0	293	33.4%	90
Net Income over Expenditure	(17)	0	17	(69)	(53)	16	(20)				
6000 plus Transfer from EMR	0			90							
Movement to/(from) Gen Reserve	(17)			22							
<u>606 Health & Wellbeing (PWP)</u>											
9013 Residents Welfare Fund	0	0	0	17,253	17,253	1	30,000		12,748	57.5%	
Health & Wellbeing (PWP) :- Indirect Expenditure	0	0	0	17,253	17,253	1	30,000	0	12,748	57.5%	0
Net Expenditure	0	0	0	(17,253)	(17,253)	(1)	(30,000)				
<u>610 Wellbeing Co-Ordinator</u>											
4041 Staff Costs - Wellbeing Co-ord	1,398	2,489	1,091	11,353	12,445	1,092	15,679		4,326	72.4%	11,353
4120 Sundries	0	26	26	171	130	(41)	315		144	54.3%	
Wellbeing Co-Ordinator :- Indirect Expenditure	1,398	2,515	1,117	11,524	12,575	1,051	15,994	0	4,470	72.0%	11,353
Net Expenditure	(1,398)	(2,515)	(1,117)	(11,524)	(12,575)	(1,051)	(15,994)				
6000 plus Transfer from EMR	1,398			11,353							
Movement to/(from) Gen Reserve	0			(171)							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
WELLBEING :- Income	0	0	0	78	78	(0)	420			18.6%	
Expenditure	1,415	2,515	1,100	28,923	29,959	1,036	46,434	0	17,511	62.3%	
Net Income over Expenditure	<u>(1,415)</u>	<u>(2,515)</u>	<u>(1,100)</u>	<u>(28,845)</u>	<u>(29,881)</u>	<u>(1,036)</u>	<u>(46,014)</u>				
plus Transfer from EMR	1,398			11,443							
Movement to/(from) Gen Reserve	<u>(17)</u>			<u>(17,402)</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

COMMUNICATIONS601 Town Events

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Event Costs	0	0	0	0	0	0	1,500		1,500	0.0%	
Town Events :- Indirect Expenditure	0	0	0	0	0	0	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	0	0	0	0	(1,500)				

608 Communications

4075 Web Site	0	0	0	267	267	0	400		133	66.7%	
4100 Marketing/Publicity & Adverts	47	208	161	1,223	1,040	(183)	2,500		1,277	48.9%	
4120 Sundries	0	0	0	0	0	0	263		263	0.0%	
Communications :- Indirect Expenditure	47	208	161	1,490	1,307	(183)	3,163	0	1,673	47.1%	0
Net Expenditure	(47)	(208)	(161)	(1,490)	(1,307)	183	(3,163)				

COMMUNICATIONS :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	47	208	161	1,490	1,307	(183)	4,663	0	3,173	31.9%	
Movement to/(from) Gen Reserve	(47)			(1,490)							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	83,590	82,538	(1,052)	423,753	418,868	(4,885)	1,019,608			41.6%	
Expenditure	67,348	63,617	(3,731)	442,411	411,752	(30,659)	1,203,020	0	760,609	36.8%	
Net Income over Expenditure	<u>16,242</u>	<u>18,921</u>	<u>2,679</u>	<u>(18,658)</u>	<u>7,116</u>	<u>25,774</u>	<u>(183,412)</u>				
plus Transfer from EMR	1,398			11,616							
Movement to/(from) Gen Reserve	<u>17,640</u>			<u>(7,042)</u>							

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Portishead & North Weston Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review.

- Question 11a was left blank in the Accounting Statements.

The AGAR was returned for amendment and has been corrected.

The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide. Best practise requires the council obtaining a Letter of engagement that would include setting out the scope of work to be performed . In the absence of which the current scope of work schedule should be updated to ensure the council is aware of the scope of the work undertaken to address the risks of the council.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP SIGNATURE REQUIRED
F88E8F3322FA4B1...

Date

23 August 2024 /YYYY

Portishead Town Council
Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Portishead Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Portishead on application to:	
(a) Wendy Coulter-Woodman, The Clerk, Folk Hall, Portishead, BS20 6PR email:clerk@portishead.gov.uk	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) 9am to 5pm, Monday to Friday	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £0 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: R Johnson, RFO	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 10 th September 2024	(e) Insert the date of placing of the notice.