

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG



Tel: 01460 52149
Fax: 01460 55642
e-mail: town.council@ilminster.gov.uk

Town Clerk: Joy Norris

20th August 2013

Dear Councillor

A meeting of the **FINANCE AND POLICY COMMITTEE** which you are summoned to attend will be held on **Tuesday 27th August 2013** in the Council Chamber, Council Offices, North Street, Ilminster at **19:30hrs**.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris
Town Clerk

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

FINANCE AND POLICY AGENDA

1. **Apologies for absence**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
 - a) To confirm the minutes of the meeting held on 16th July 2013 as a correct record (attached)
 - b) To consider the action list relating to the Finance & Policy committee (attached).

Ilminster Town Council

- 4. Grant Application.**
To consider the grant application made by Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.
- 5. Revenue Subsidy Grant Application.**
To consider the revenue subsidy grant application made by the Youth Club for funding towards the running cost of youth centre
- 6. Fair Trade Town Presentation.**
A presentation will be made by Mr Westwood on the subject of how Ilminster can become a fair trade town.
- 7. Financial Comparison**
To receive information about the Finance and Policy expenditure and commitments to date when compared with the 2013/14 budget (attached).
- 8. Internal Auditor**
To approve the documentation for engaging an Internal Auditor
- 9. Mayor's Chain**
To consider engraving the mayoral chain of office with names of previous mayors

Ilminster Town Council Finance & Policy Committee Minutes

A meeting of the Finance and Policy Committee was held on 16th July 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

Present

Chair: Cllr D Miller

Councillors: P Burton, C Goodall, A Shearman, J Sothern, and S Storey.

In Attendance

M Clayton (Senior Administrator), J Norris (Town Clerk)

Members of the Public

Three members of the public attended this meeting.

12. Apologies for Absence

Apologies for absence were received from Councillors A Lawson, S Shepherd, R Swann, E J Taylor and L Vijeh.

13. Declarations of Interest

The declarations of interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest
A Shearman	4a	Personal	Governor at Swanmead School.
C Goodall	4a & 8	Personal	Acquaintance of Mrs Dixon and Mrs Cole from Cygnet pre-school and a volunteer at Ilminster Tourism.
S Storey	4a	Personal	Acquaintance of Mrs Dixon & Mrs Cole from Cygnet pre-school.
J Sothern	4a & 4b	Personal	Acquaintance of Mrs Dixon & Mrs Cole from Cygnet pre-school and Mrs Hobbs from the Sensory Centre.

4.

Minutes of previous Finance and Policy Committee meeting.

RESOLVED

- (i) to confirm the minutes of the meeting held on 4th June 2013 as a correct record.
- (ii) to update action list relating to the Finance and Policy committee.

Issues discussed included the following:

- The Council does not have a copy of a constitution for Ilminster Tourism.
- The bank reconciliation monitoring by Councillors has been carried out for the months of April and May, and a schedule of dates for future monitoring will be sent out shortly.
- A reimbursement to the Town Clerk for fees for the CILCA training will not be required until the course is completed.

15. Grant Applications

- a) The Committee considered the grant application made by Cygnet pre-school for funding towards a new building, discussions included the following:

Chair's Initials

Ilminster Town Council Finance & Policy Committee Minutes

- The Committee agreed that the pre-school is very important to the community of Ilminster and that the present building is in a very bad condition. It was suggested that more than the £1,000 requested should be awarded to the pre-school as the pre-school will benefit the children of Ilminster now and in the future.
- The forecast for the next 5 years shows that the numbers of children, of pre-school age in Ilminster will increase greatly, so there is a need for better facilities.

RESOLVED to RECOMMEND that a grant of £1,500 be awarded to the Cygnet pre-school for funding towards a new building.

- b) The Committee was asked to consider the grant application made by the Sensory Centre for resources for '3 Dimensions' sessions. Discussions included the following:
- The Sensory Centre supports families in Ilminster and South Somerset
 - The renovation of the building, which was funded by 3D Support Services Ltd, has enabled the facilities to be used by other organisations in Ilminster.

RESOLVED to RECOMMEND that a grant of £250 be awarded to the Sensory Centre for a Garden Sensory Box for the '3 Dimensions' sessions.

16. Financial Comparison

The Members received information about the Finance and Policy expenditure and commitments to date, when compared with the 2013/14 budget. Discussions included the following:

- It was agreed that the -£35,318 shown under opening balances, related to the previous year's accounts. This and the general treatment of the reserves will be reviewed by the Town Clerk.

RESOLVED that the report is noted

17. By- Election Costs

Councillors were informed that the Town Council's proportion of costs for the by-election for Ilminster will be approximately £2,000. Discussions included the following:

- The local newspapers will be asked to publicise the election and the candidates and encourage residents of Ilminster to vote.
- The remaining vacancy on the Council will be advertised after the election, with a closing date of 1st September 2013, for applications forms to be returned.

18. Membership Fee - Community Council for Somerset

The Committee was asked to consider the membership for the Community Council for Somerset. Discussions included the following:

- The service Community Council for Somerset provides is different from the service provided by SALC.
- The organisation can provide help in many areas including; consultations and funding opportunities.

RESOLVED to RECOMMEND that the Council renews the membership to the Community Council for Somerset for the year 2013/14.

Chair's Initials

**Iminster Town Council
Finance & Policy Committee Minutes**

19. Draft Service Level Agreement for Iminster Tourism

The Committee was asked to consider the draft service level agreement for Iminster Local Information Centre, managed by Iminster Tourism. Discussions included the following

- The draft service level agreement has been based on the District Council's service level agreement with Local Information Centres.
- Iminster Tourism has seen the draft agreement which met with their approval.
- An amendment is to be made on the document. No 6 should read "To ensure that all persons staffing the Local Information Centre are appropriately trained (see 10 below)".

RESOLVED to RECOMMEND that the Council adopt the service level agreement for Iminster Local Information Centre, managed by Iminster Tourism.

20. Revenue Subsidy Grant Policy.

The Committee was asked to consider the revenue subsidy grant policy. Discussions included the following:

- Anyone can apply for a revenue subsidy grant as long as the criteria are met.
- Both the Grant and Revenue Subsidy Grant details will eventually be available on the Council's website to download

RESOLVED to RECOMMEND that the Council adopt the revenue grant policy.

The meeting closed at 20.37hrs

Chair's signature & Date

--

Action List for Finance and Policy Meeting on 27th August 2013

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	F&P 30.04.13	Item 6 Bank Reconciliation	RESOLVED that the Town Clerk sets up a rota to show which Councillor will come in, on which month, to monitor the bank reconciliation process.	Joy	1) Checked with other Town Councils how they carry out their Bank Rec 2) Set up a draft list trying to work out dates to coincide with evening meetings 3) Advised that day meetings can be arranged 4) Rota being prepared at the moment 5) Dates sent to Councillors on 09.07.13 for them to confirm their availability 6) Three months bank reconciliation has been checked by Councillors. 7) Dates booked until 29 th Nov – still 6 months to book – trying to sort out some evening appointment.	
2	F & P 16.07.13 15a	Grant Application Cygnet pre-school	RESOLVED to RECOMMEND that a grant of £1,500 be awarded to the Cygnet Pre-school for funding towards a new building.	Joy	To be taken to Full Council on 30.07.13	Taken to Full Council on 30.07.13 COMPLETE
3	F & P 16.07.13 15b	Grant Application 3D Sensory Centre	RESOLVED to RECOMMEND that a grant of £250 be awarded to the Sensory Centre for a Garden Sensory Box for the '3 Dimensions' sessions.	Joy	To be taken to Full Council on 30.07.13	Taken to Full Council on 30.07.13 COMPLETE

Action List for Finance and Policy Meeting on 27th August 2013

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
4	F & P 16.07.13 17	By-Election Costs	Speak to the local newspapers regarding advertising the By-Election	Joy		COMPLETE
5	F & P 16.07.13 18	Membership Fees Community Council for Somerset	RESOLVED to RECOMMEND that the Council renews the membership to the Community Council for Somerset for the year 2013/14.	Joy	To be taken to Full Council on 30.07.13	Taken to Full Council on 30.07.13 COMPLETE
6	F & P 16.07.13 19	Draft Service Level Agreement for Ilminster Tourism	RESOLVED to RECOMMEND that the Council adopt the service level agreement for Ilminster Local Information Centre, managed by Ilminster Tourism.	Joy	To be taken to Full Council on 30.07.13	Taken to Full Council on 30.07.13 COMPLETE
7	F & P 16.07.13 20	Revenue Subsidy Grant Policy	RESOLVED to RECOMMEND that the Council adopt the revenue grant policy.	Joy	To be taken to Full Council on 30.07.13	Taken to Full Council on 30.07.13 COMPLETE

Finance and Policy Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1	CILCA Fees F&P 02.10.12	Resolved that the Town Clerk be reimbursed of fees for attending a training course.	16.10.12	1) Fees can be reimbursed after 6 th Month probationary period

Finance and Policy Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
2	Website F & P 13.12.12	Resolved that (i) Approval in principal be given to procuring a new website with a maximum budget of £2,000 (ii) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements.	04.12.12	1) Authorisation of payment of £1,000 approved at Full Council on 05.02.13 2) Cheque raised 19.02.13 3) Cheque sent 21.02.13
3	Health & Safety Training F & P 29.01.13	Resolved that unless it is possible to source free Health & safety training to a level at least equivalent of that provided by the British Safety Council, Ilminster Town Council employees undertake the British Safety Council E learning packages, Introduction to Workplace Health & Safety, Manual Handling, Fire Safety, Display Screen Equipment.	05.02.13	1) Order raised 31.03.13 2) Paid online – J Norris to be reimbursed 3) Cheque for J Norris raised 11.04.13 4) Four members of staff completed their courses during 17.06.13 to 28.06.13 5) Two members still need to finish their courses – as at 05.07.13 6) One member of staff still to finish courses as at 15.08.13
4	Insurance Quotations F & P 19.03.13	Resolved that 1) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers best of value 2) that the lowest quotation accepted for undertaking a rebuild valuation survey of Council property	26.03.13	1) Zurich invoice paid on 11.04.13 2) Order raised for the rebuild valuation on 27.03.13 3) Keep chasing up for the rebuild valuation – last call made w/b 17.06.13 4) Rebuild valuation received 25.06.13 - waiting for Deputy Clerk to check documents after returning from annual leave on 08.07.13 5) Cheque raised 09.07.13, sent 11.07.13 6) Insurance premium increased by £93.13 due to the rebuild valuation survey and cover for mobile phones – Invoice received 18.07.13 7) COMPLETE

Finance and Policy Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
5	Future Revenue Grant Application F&P 30.04.13	Resolved that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.	07.05.13	<ol style="list-style-type: none"> 1) Revenue Subsidy Grants Policy and application form written up on 02.07.13 – F & P Chair, Vice-Chair and Mayor 2) Service Level Agreement written up for Ilminster Tourism on 02.07.13 – sent to F & P Chair, Vice-Chair and Mayor 3) SLA to be taken to F & P on 16.07.13 4) SLA Recommended to Full Council on 30.07.13 5) Full Council approved 30.07.13
6	Revenue Subsidy Grant Policy F&P 16.07.13	RESOLVED that the Council adopt the revenue grant policy.	30.07.13	<ol style="list-style-type: none"> 1) Council to adopt the revenue grant policy 2) COMPLETE – SEE ABOVE
7	Grant Application Ilminster Tourism F&P 04.06.13	Resolved that a revenue subsidy of £800 be made to Ilminster Tourism subject to the implementation Service Level Agreement between Ilminster Tourism and the Town Council	18.06.13	<ol style="list-style-type: none"> 1) Draft SLA sent to Chair of F&P Vice-Chair and the Mayor – 02.07.13 2) Joy informed Ilminster Tourism that they have been awarded the funds 3) SEE ABOVE
8	Draft Service Level Agreement for Ilminster Tourism F&P 16.07.13	RESOLVED that the Council adopt the service level agreement for Ilminster Local Information Centre, managed by Ilminster Tourism.	30.07.13	<ol style="list-style-type: none"> 1) Council to adopt the service level agreement for Ilminster Local Information Centre 2) COMPLETE – SEE ABOVE
9	Grant Application from Ilminster Air Cadets F & P 04.06.13	Resolved that a grant of £955 be awarded to the 238 Ilminster Air Training Corps for the purchase of first aid training equipment	18.06.13	<ol style="list-style-type: none"> 1) Letter awarding grant sent out on 08.07.13 2) Letter received from Air Cadets enclosing receipts for equipment 3) Cheque raised 08.08.13 – to be signed 15.08.13
10	Ilminster Sports Initiative F & P 04.06.13	Resolved that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed	18.06.13	<ol style="list-style-type: none"> 1) Waiting until Rec Review has been completed

Finance and Policy Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
11	Grant Application Cygnet Pre-school F&P 16.07.13	RESOLVED that a grant of £1,500 be awarded to the Cygnet Pre-school for funding towards a new building	30.07.13	1) Letter awarding grant sent out on
12	Grant Application 3D Sensory Centre F&P 16.07.13	RESOLVED that a grant of £250 be awarded to the Sensory Centre for a Garden Sensory Box for the '3 Dimensions' sessions	30.07.13	1) Letter awarding grant sent out on 2) Receipt received on 07.08.13 3) Cheque raised 08.08.13 – to be signed 15.08.13
13	Membership Fees Community Council for Somerset F&P 16.07.13	RESOLVED that the Council renews the membership to the Community Council for Somerset for the year 2013/14	30.07.13	1) Cheque to be raised on 06.08.13 2) COMPLETE
14	Authorisation of Payments TC 30.07.13	RESOLVED that the accounts listed in the schedules presented to the Council, totalling £34,797.17, be approved.		1) Approved 2) COMPLETE

Company Registration Number 1882407
Charity Registration Number 291977

Iminster Entertainments Society Limited

(A company limited by guarantee)

Report and Financial Statements for the year ended 31 July 2012

Robert Stone Accountancy Limited trading as

Robert Stone & Co

Chartered Accountants

Old Magistrates Court

East Street, Iminster

Somerset, TA19 0AJ

Tel: 01460 55661 Fax: 01460 52100

Email: robert@robert-stone.co.uk

Ilminster Entertainments Society Limited

Contents

	Page
Legal and Administrative Information	1
Report of the Trustees	2 - 3
Statement of Financial Activities	4
Balance sheet	5 - 6
Independent Examiner's Report	7
Notes to the financial statements	8 - 9

Ilminster Entertainments Society Limited

Legal and Administrative Information

Directors who served during the year

Celia Crookes
Vivienne Fletcher
David Goodall
Brian Robert Perkins
Teresa Ravenscroft
Cathy Stuckey
Andrew Tuffin
Tracey Aird

Secretary

John Scott Waldie

Company number 1882407
Charity registration number 291977

Registered Office and
operational address The Warehouse Theatre
Brewery Lane
Ilminster
Somerset
TA19 9AD

Ilminster Entertainments Society Limited

Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 July 2012

	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	2012	2012	2012	2011
	£	£	£	£
Incoming resources				
Incoming resources from generated funds:				
<i>Voluntary income:</i>				
Membership and Gift Aid	0	2082	2082	1839
Donations and grants	0	2641	2641	920
Activities for generating funds:				
Bar takings	0	6009	6009	5639
Front of house	0	3475	3475	2625
Theatre lettings	0	3193	3193	4773
Costume hire	0	197	197	217
Investment Income	0	126	126	95
Incoming resources from charitable activities:				
Productions	0	17681	17681	15714
Youth theatre	0	630	630	3059
Total incoming resources	0	36034	36034	34881
Resources expended				
Costs of activities for generating funds:				
Front of house	0	1371	1371	881
Bar expenses	0	3594	3594	2881
Charitable activities				
Productions	0	6413	6413	6141
Administrative costs	0	0	0	2361
Publicity	0	4184	4184	1516
Office costs	0	2055	2055	1475
Utilities	0	3202	3202	2441
Insurance	0	2470	2470	2246
Buildings repairs and maintenance	0	2683	2683	379
Cleaning	0	2632	2632	1894
Stage management	0	0	0	0
Youth Theatre	0	132	132	421
Planned refurbishments	0	0	0	0
Licences	0	418	418	651
Sundries	0	14	14	2923
Depreciation	0	3197	3197	2258
Total resources expended	0	32365	32365	28468
Net movement in funds	0	3669	3669	6413
Total funds brought forward	2734	167910	170644	164231
Total funds carried forward	2734	171579	174313	170644

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Wminster Entertainments Society Limited
Balance Sheet as at 31 July 2012

		2012		2011	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	2		145507		145750
Current Assets					
Debtors	3	965		845	
Cash at bank and in hand		<u>27841</u>		<u>33484</u>	
		28806		34329	
Creditors: amounts falling due within one year	4	<u>0</u>		<u>9435</u>	
Net Current Assets			28806		24894
Net Assets			<u>174313</u>		<u>170644</u>
Unrestricted funds					
General funds			171579		167910
Restricted funds					
Total Funds			<u>174313</u>		<u>170644</u>

Ilminster Entertainments Society Limited

Balance sheet (continued)

**Directors' statements required by Section 475
for the year ended 31 July 2012**

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 July 2012; and
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps accounting records which comply with Section 386 ; and
 - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small companies.

The financial statements were approved by the management committee on _____ and signed on its behalf by _____

**Teresa Ravenscroft
Director and Treasurer**

Registration number 1882407

Independent examiner's report to the trustees of Iminster Entertainments Society Limited

I report on the accounts of the company for the year ended 31 July 2012, which are set out on pages 2 to 9.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robert Stone BA FCA
Robert Stone Accountancy Limited
The Old Magistrates Court
East Street
Iminster
TA19 0AJ

DATE: 04 October 2012

Ilminster Entertainments Society Limited

Notes to the financial statements for the year ended 31 July 2012

2. Tangible fixed assets

	Land and buildings freehold £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 August 2011			
Additions	114,220	84,616	198,836
At 31 July 2012	-	2,954	2,954
	<u>114,220</u>	<u>87,570</u>	<u>201,790</u>
Depreciation			
At 1 August 2011			
Charge for the year	-	53,086	53,086
At 31 July 2012	-	3,197	3,197
	<u>-</u>	<u>56,283</u>	<u>56,283</u>
Net book values			
At 31 July 2012	114,220	31,287	145,507
At 31 July 2011	<u>114,220</u>	<u>31,530</u>	<u>145,750</u>

3. Debtors

Prepayments and accrued income

	2011 £	2010 £
Prepayments and accrued income	965	845

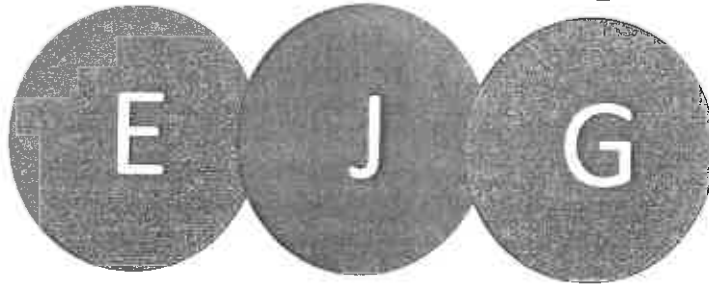
4. Creditors: amounts falling due within one year

Creditors
Accruals and deferred income

	2011 £	2010 £
Creditors	-	7,706
Accruals and deferred income	-	1,729

5. Trustee remuneration and related party transactions

No members of the management committee received any remuneration during the year.



E J Grabham Electrical Contractor Limited

Domestic – Commercial – Industrial - Agricultural

www.ejgrabham.co.uk



Telephone 01460 53000

Our Ref: EJG/Q720.L1

24th June 2013

Mr B Ferriss
17 Eames Orchard
ILMINSTER
Somerset
TA19 0BZ

Dear Bryan

The Warehouse Theatre, Brewery Lane ILMINSTER

Further to my site visit to the theatre last week and our discussions, I have pleasure in submitting the following estimate for carrying out the work as detailed below.

To include:-

Foyer

To disconnect and remove the existing 13A single socket outlet

To modify and extend existing circuit to include 2 No. 13A double sockets in place

To supply and install a total of 4 No. 9w sealed LED down-light fittings above the two staircases to the auditorium – These are to be switched separately from the existing switch bank

To supply and install 1 No. angled 9w sealed LED down-light fitting overlooking the alcove – Switching is to be with the new down-lights over the stairs (as above)

To supply and install 2 No. angled 9w sealed LED down-light fitting over looking the new 'Warehouse Theatre' sign switched with above mentioned LED down-lights

To disconnect and remove 3 No. existing pendent type light fittings and replace with customer's new fittings

2 The Old School – Horton – Ilminster – Somerset – TA19 9QS

Registered Office: Hazelford, Stades Orchard Horton, Ilminster Somerset TA19 9SQ

Registered in England & Wales Company No. 8231654

VAT Reg No. TBA

Auditorium

To supply and install 1 No. 13A double metal clad socket outlet in position as agreed on site. Power is to be taken from the existing hager consumer unit

The cost for carrying out the above work would be:-

Materials & Labour

**£890.00
+VAT**

The down-light fittings allowed for in this estimate are guaranteed for a minimum period of 5 years from date of installation.

PAT Testing

To carry out PAT testing to customer's appliances

£1.50 + VAT per item

Senior citizen's and registered charities can deduct 10% from the above prices.

All work shall be carried out in accordance with current IEE regulations and NICEIC conditions.

I trust the above is to your satisfaction, should you require any further information or wish to proceed with the work please do not hesitate to contact me.

Yours sincerely

Edward J Grabham

	890 —	80 — 10
less 10% disc	89 —	80 — 10
	<hr/>	<hr/>
	801 — 00	160 — 20
VAT	100 — 20	
£ 20%	<hr/>	
	901 — 20	

FINANCIAL MONITORING
as at 15.08.13

Head-ing No	Heading	Budget. Income 2013/2014	Income rec'd 15.08.13	Potential Income	Amounts approved/com mitted	Balance less Approved/Com mitted	Comments
110	Precept	£236,100.00	£118,050.00	£118,050.00			
	Finance & Policy Income						
214	Interest - Bus Res	£20.00	£7.68	£12.32			
218	Interest - Bonus Saver	£2,100.00	£698.53	£1,401.47			
220	Dividends	£10.00	£4.68	£5.32			
221	Donations	£300.00	£0.00	£300.00			
222	Civic Evening	£0.00	£75.00	£0.00			
224	Christmas Lights	£1,000.00	£0.00	£1,000.00			
232	Miscellaneous	£0.00	£0.00	£0.00			
234	VAT Repayments	£0.00	£0.00	£0.00			
240	Jubilee Celebrations	£0.00	£0.00	£0.00			
241	Jubilee Charities	£0.00	£0.00	£0.00			
	Total	£3,430.00	£785.89	£2,644.11	£0.00		
Head-ing No	Heading	Budget. Expenditure 2013/2014	Actual 15.08.13	Balance	Amounts approved/com mitted	Balance less Approved/Com mitted	Comments
	Finance & Policy Expenditure						
350	Employees	£72,065.00	£22,944.64	£49,120.36			
351	Training	£500.00	£125.00	£375.00			
352	Health & Safety	£100.00	£26.21	£73.79	£197.00	£178.00	
354	Insurance	£680.00	£300.04	£379.96			
355	Ilminster in Bloom	£400.00	£65.00	£335.00			
356	Grants	£7,000.00	£0.00	£7,000.00	£2,705.00	£4,295.00	
357	Presentation Evening	£400.00	£0.00	£400.00			
358	Services/Rents	£7,500.00	£5,736.86	£1,763.14			
359	Purchases (Sundries)	£250.00	£168.88	£81.12			
360	Purchases		£71.98	-£71.98			
361	Maintenance	£2,250.00	£302.25	£1,947.75			

FINANCIAL MONITORING
as at 15.08.13

362	Website	£425.00	£115.00	£310.00	£1,000.00	£310.00	see approved expenditure sheet
363	Bank Charges	£470.00	£111.21	£358.79			
364	Supplies	£1,550.00	£1,003.54	£546.46			
365	Audit Fees	£950.00	£200.00	£750.00			
366	Professional Fees	£1,500.00	£1,267.93	£232.07			
367	Election Expenses	£2,000.00	£0.00	£2,000.00			
368	Members	£900.00	£15.00	£885.00			
369	Civic Evening	£0.00	£0.00	£0.00			
374	Christmas Lights	£2,800.00	£750.00	£2,050.00			
378	Advertising	£1,000.00	£0.00	£1,000.00			
379	Miscellaneous	£220.00	£50.00	£170.00			
380	Reserves	£738.00	£0.00	£738.00			
381	Photocopier		£2,923.90	£-2,923.90			see approved expenditure sheet
385	Contingency/Unallocated	£13,486.00	£0.00	£13,486.00			
389	Community Engagement	£2,000.00	£174.00	£1,826.00	£1,326.00	£500.00	see approved expenditure sheet
395	PROJECTS						
	Total	£119,184.00	£36,351.44	£82,832.56	£5,228.00	£5,283.00	
Head-ing No	Heading	Budget. Income 2013/2014	Income rec'd 15.08.13	Potential Income	Amounts approved/com mitted	Balance less Approved/Com mitted	Comments
	Open Spaces Income						
412	Grants	£1,660.00	£0.00	£1,660.00			
421	Donations	£0.00	£678.00	£0.00			
430	Rents	£5,520.00	£3,263.80	£2,256.20			
431	Claims	£0.00	£0.00	£0.00			
432	Miscellaneous	£0.00	£18.00	£0.00	£0.00		
		£7,180.00	£3,959.80	£3,220.20	£0.00		
Head-ing No	Heading	Budget. Expenditure 2013/2014	Actual 15.08.13	Balance	Amounts approved/com mitted	Balance less Approved/Com mitted	Comments
	Open Spaces Expenditure						
550	Employees	£52,605.00	£16,228.40	£36,376.60			
551	Training	£1,000.00	£66.25	£933.75			

FINANCIAL MONITORING
as at 15.08.13

780	Renewals & Reserves	£4,472.00	£0.00	£4,472.00				
795	PROJECTS		£2,661.45	-£2,661.45				
	Total	£8,782.00	£4,042.95	£4,739.05	£0.00	£0.00	-£2,661.45	see approved expenditure sheet
Head-ing No	Heading	Budget. Income 2013/2014	Income rec'd 15.08.13	Potential Income	Amounts approved/com mitted	Balance less Approved/Com mitted		Comments
732	Market House Income							
	Miscellaneous	£160.00	£0.00	£160.00				
	Total	£160.00	£0.00	£160.00	£0.00			
Head-ing No	Heading	Budget. Expenditure 2013/2014	Actual 15.08.13	Balance				Comments
	Market House Expenditure							
954	Insurance	£1,170.00	£485.98	£684.02				
958	Services/Rents	£230.00	£127.42	£102.58				
962	General Maintenance	£350.00	£0.00	£350.00				
963	Miscellaneous	£0.00	£0.00	£0.00				
980	Renewals & Reserves	£970.00	£0.00	£970.00				
995	PROJECTS							
	Total	£2,720.00	£613.40	£2,106.60	£680.00	-£680.00		see approved expenditure sheet
Head-ing No	Heading	Budget. Income 2013/2014	Income rec'd 15.08.13	Potential Income				Comments
	Ilminster Sports Initiative - Income							
2000	ISI	£0.00	£0.00	£0.00				
2100	Sports Building Project	£0.00	£0.00	£0.00				
2101	Interest - Bonus Saver	£0.00	£4.64	£4.64				
	Total	£0.00	£4.64	£4.64	£0.00			

FINANCIAL MONITORING
as at 15.08.13

552	Health & Safety	£640.00	£262.44	£377.56	£99.24		
554	Insurance	£3,700.00	£3,090.58	£609.42			
555	Vehicle Insurance	£395.00	£475.00	-£80.00			
556	Play Equipment Inspection	£395.00	£0.00	£395.00			
558	Services/Rents	£4,600.00	£2,384.72	£2,215.28			
559	Fuel	£2,100.00	£282.79	£1,817.21	£164.86		
560	Purchases	£6,950.00	£1,431.83	£5,518.17	£326.80		
561	Maintenance	£4,775.00	£971.58	£3,803.42	£1,428.20		
563	Toilets	£3,730.00	£1,437.38	£2,292.62			
574	Miscellaneous	£0.00	£36.83	-£36.83	£111.84		
580	Reserves	£32,194.00	£0.00	£32,194.00			
585	Contingency/Unallocated	£15,000.00	£0.00	£15,000.00	£5,000.00		see approved expenditure sheet
590	Skatepark	£0.00	£0.00	£0.00	£6,420.70		see approved expenditure sheet
595	PROJECTS		£3,943.00	-£3,943.00	£8,935.00		see approved expenditure sheet
	Total	£128,084.00	£30,610.80	£97,473.20	£22,486.64		
Head-ing No	Heading	Budget. Income 2013/2014	Income rec'd 15.08.13	Potential Income	Amounts approved/com mitted	Balance less Approved/Com mitted	Comments
	Cemetery Income						
626	Burial Fees	£5,900.00	£2,652.00	£3,248.00			
630	Lodge Rents	£6,000.00	£2,500.00	£3,500.00			
	Total	£11,900.00	£5,152.00	£6,748.00	£0.00		
Head-ing No	Heading	Budget. Expenditure 2013/2014	Actual 15.08.13	Balance	Amounts approved/com mitted	Balance less Approved/Com mitted	Comments
	Cemetery Expenditure						
754	Insurance	£1,440.00	£839.51	£600.49			
758	Services/Rents	£570.00	£341.99	£228.01			
760	Purchases	£600.00	£0.00	£600.00			
761	Cemetery Maintenance	£500.00	£0.00	£500.00			
762	Cemetery Lodge	£1,200.00	£200.00	£1,000.00			
774	Miscellaneous	£0.00	£0.00	£0.00			

Approved Expenditure 2013/14

No.	Budget Heading	Approved Expenditure	Approved Amount	Amount Used as at 15.08.13	Approved Amount left to spend	COMMENTS
FINANCE & POLICY						
1	351	CILCA Fees	£197.00	£0.00	£197.00	From F&P training
2	362	Website	£2,000.00	£1,000.00	£1,000.00	£1,000 spent 12/13 and £1,000 accrual from 12/13
3	381	Photocopier	£3,000.00	£2,923.90	£0.00	Reserves-office equipment-printer (line 4)
4	389	Mayor's Party in the Park	£1,500.00	£174.00	£1,326.00	From community engagement
5	395	Revenue Subsidy Grant - Tourism	£800.00	£0.00	£800.00	General Reserves
		TOTAL F & P:	£7,497.00	£4,097.90	£3,323.00	
OPEN SPACES						
6	585	Flood Alleviation Grant	£5,000.00	£0.00	£5,000.00	From os contingency
7	590	Skatepark	£6,420.70	£0.00	£6,420.70	accrual from 2012/13
8	595	Brittens Field - entrance	£1,100.00	£1,100.00	£0.00	R & P-Britten's Field - drainage(line 103)
9	595	Dismantling Football Stands	£2,068.00	£2,068.00	£0.00	General Reserves
10	595	Safety Surfacing	£2,000.00	£775.00	£1,225.00	*Safety surfacing around seesaw area £775 from R & P seesaw (line 76)
11	595	Drainage	£4,300.00		£4,300.00	*£1225 various safety matting from temporary allocation of costs-R & P -Skatepark (line 82)
12	595	Winterhay Lane Fence	£650.00		£650.00	R & P -Rec.Ground-Drains/utilities (line 90)
		TOTAL OS:	£21,538.70	£3,943.00	£17,595.70	R & P-WKL-swings (line 109)
13	595	Open Spaces Review Group Topographical Survey	£2,760.00		£2,760.00	General reserves

Approved Expenditure 2013/14

14	595	Landscape designer Costs	£0.00			*section 106 money
		TOTAL OS Review Group:	£2,760.00	£0.00	£2,760.00	
		TOTAL OF OS & OS Review Group	£24,298.70	£3,943.00	£20,355.70	
		CEMETERY				
		Removal of cemetery wall	£2,661.45	£2,661.45	£0.00	R & P-Cemetery Wall (line 127)
15	795	TOTAL CEMETERY:	£2,661.45	£2,661.45	£0.00	
		MARKET HOUSE				
		Market Hse Architectural Survey	£680.00		£680.00	R & P-MH-stonework (line 137)
16	995	TOTAL MH:	£680.00	£0.00	£680.00	Note Order has been raised for £300 to carry out the survey 16.08.13

**ILMINSTL. TOWN COUNCIL
RENEWALS and PROVISIONS 2013/2014**

No		Purchase Price	Date Purchased	Estimated Life	Years Owned	Residual Value	Funds (which should be) in Reserves	Depn Allowance 2013/2014	Purchased/Committed	Date Purchased	Comments
	FINANCE & POLICY										
	Office Equipment										
1	Computers x 3	£1,630	Mar-08	5	5	0	£1,891	£0			
2	Computer	£550	Dec-11	5	1	0	£121	£121			
3	Computer - Laptop	£381	Mar-08	5	5	0	£442	£0			
4	Printer/Copier	£2,623	Apr-08	5	5	0	£3,043	£0			
5	Telephones x 4	£140	Mar-08	5	5	0	£162	£0			New Konica Copier
6	Laminator	£72	Aug-09	5	5	0	£84	£0			
7	Shredder	£289	Sep-08	5	5	0	£335	£0			
8	Projector	£508	Mar-08	5	5	0	£589	£0			
9	Dymo Labeller	£107	Jun-08	5	5	0	£124	£0			
10	Camera	£35	Jun-11	5	2	0	£16	£8			
11	First Aid Kit	£12	Oct-12	3	0	0	£0	£0			
	Office Furniture										
12	Safes	£380		50	39	0	£1,078	£0			
13	Desks	£1,220		20	16	0	£1,657	£132			
14	Storage	£1,220		30	11	0	£805	£85			
15	Chairs	£500		20	11	0	£431	£47			
16	Operator Chairs	£680		5	3	0	£455	£163			
17	Chairs	£145	Mar-12	5	1	0	£36	£32			
18	Chamber		1974								
19	Memorabilia	£4,000					£4,500	£100			
	TOTAL FINANCE & POLICY						£15,819	£738	£2,924		
	OPEN SPACES										
	Vehicles & Attachments										
20	Tractor	£18,950	May-11	15	1	£3,790	£1,383	£1,630			
21	Mule	£8,655	Nov-09	8	3	£1,731	£3,211	£1,385			

**ILMINSTER TOWN COUNCIL
RENEWALS and PROVISIONS 2013/2014**

No		Purchase Price	Date Purchased	Estimated Life	Years Owned	Residual Value	Funds (which should be) in Reserves	Depn Allowance 2013/2014	Purchased/Committed	Date Purchased	Comments
22	Trailer	£699	Jun-03	10	9	£70	£938	£105			
23	Roller	£350	Jan-85	30	27	£0	£729	£39			
24	Spiker	£350	Jan-85	30	27	£0	£729	£39			
25	Harrow	£200	Jan-90	12	23	£0	£286	£0			
26	Gang Mowers	£14,995	Jun-07	10	5	£2,999	£7,977	£2,099			
	Machinery										
27	Stiga mower	£5,012	May-08	5	4	£1,002	£3,839	£1,253	£5,092		New Stiga Costs-Aug 13
28	Chainsaw MS261	£412	Dec-11	5	1	£0	£91	£91			
29	Chainsaw MS211	£212	Dec-11	5	1	£0	£47	£47			
30	Brushcutters x 2 FS460	£1,050	Dec-11	4	1	£0	£285	£294			
31	Hedgetrimmer HS81R	£333	Dec-11	5	1	£0	£73	£73			
32	Leaf Blower	£197	Sep-12	5	0	£0	£0	£43			
33	Generator	£245	Dec-11	5	1	£0	£54	£54			
34	Pressure Washer	£213	Nov-07	10	15	£0	£322	£0			
35	Push Mower	£142	Oct-11	4	1	£0	£38	£40			
36	Cement Mixer	£290	Mar-12	10	1	£0	£35	£35			
	Tools										
37	Various hand tools in shed										
38	Nomix sprayer	£125	Mar-12	10	1		£150	£150			
	Equipment										
39	Mobile Phones						£30	£30			
	Health & Safety										
40	Heater	£140	Mar-10	15	3	£0	£36	£13			
41	First Aid Kits x 3	£34	Oct-12	3	0	£0	£0	£0			
42	Fire Extinguishers	£128	May-10	10	3	£0	£46	£17			
43	Chemical Storage Cabinet	£150	May-07	10	6	£0	£125	£21			
44	Protective Clothing - Chainsaw	£270	Feb-10	5	3	£0	£181	£65			
45	Protective Clothing - Chainsaw	£240	Feb-11	5	2	£0	£106	£55			

**ILMINSTON TOWN COUNCIL
RENEWALS and PROVISIONS 2013/2014**

No		Purchase Price	Date Purchased	Estimated Life	Years Owned	Residual Value	Funds (which should be) in Reserves	Depn Allowance 2013/2014	Purchased/Committed	Date Purchased	Comments
	Furniture										
46	Seats & Benches x 29			20	20	£0	£8,990	£0			
47	Seats x 3	£933	2000	15	13	£0	£1,222	£115	£150		Rest of costs for Stiga Aug 2013
48	Seats x 2	£549	2004	15	9	£0	£468	£60			
49	Seat	£409	2006	15	7	£0	£261	£42			
50	Picnic Tables	£500	2004	10	9	£0	£595	£75			
51	Litter Bins x 14			15	21	£0	£4,900	£0			
52	Litter Bins x 5	£456	2002	15	11	£0	£489	£53			
53	Litter Bin	£132	2006	15	7	£0	£85	£14			
54	Litter Bins x 5	£1,220	2009	15	8	£0	£543	£129			
55	Litter Bins x 10	£3,276	2011	15	2	£0	£557	£292			
56	Dog Bins x 19			10	10	£0	£2,375	£0			
57	Dog Bins 2	£396	2006	10	7	£0	£356	£55			
58	Dog Bin	£123	2011	10	2	£0	£30	£15			
59	Grit Bins x 4	£527	Nov-09	15	3	£0	£137	£48			
60	Troughs entrance roads x 5	£460	Feb-02	20	11	£0	£396	£43			
61	Town Signs x 5	£721	Feb-05	10	8	£0	£750	£108			
62	Planters railings x 5	£631	Aug-07	10	5	£0	£391	£88			
63	Planters Churchyard x 5	£826	Jun-08	15	4	£0	£290	£76			
64	Gates x 5			20	21	£0	£500	£0			
65	Gate	£138	2002	20	11	£0	£119	£13			
66	Gate	£55	2008	20	5	£0	£20	£4			
67	Rambler gates	£1,058	2005	15	8	£0	£789	£112			
68	Rambler gate	£235	2011	15	2	£0	£40	£21			
69	Notice Boards x 2	£2,145	From 08-10	15	4	£0	£753	£202			
70	Infopanel (Tesco)	£1,746	Sep-09	15	4	£0	£613	£164			
71	Bus Shelter (Greendale)	£4,200	Jan-10	15	3	£0	£1,088	£386			
	Recreation Ground										
72	Swings - 3 cradle & 1 disabled	£1,005	1990	30	23	£0	£1,669	£101			
73	Spring Mobile x 2	£596	Jan-97	20	16	£0	£810	£63			
74	Balance Beams					£0					

**ILMINSTER TOWN COUNCIL
RENEWALS and PROVISIONS 2013/2014**

No		Purchase Price	Date Purchased	Estimated Life	Years Owned	Residual Value	Funds (which should be) in Reserves	Depn Allowance 2013/2014	Purchased/Committed	Date Purchased	Comments
75	4 swings - flat in 2 bays	£3,375	1994	30	19	£0	£2,607	£304			
76	Seesaw		Jul-92	25	21	£0	£1,996	£246	£775		Safety Surfacing extension
77	Cycle Stand	£120	Jul-96	25	17	£0	£150	£11			
78	Slide - Toddler	£1,530	May-02	15	11	£0	£1,641	£177			
79	Activity Net	£5,985	Jul-04	15	9	£0	£5,207	£652			
80	Scarab Beetle	£1,986	Jul-04	15	9	£0	£2,151	£216			
81	Aerial Runway	£5,216	Jul-04	15	9	£0	£4,538	£569			
82	Skatepark	£72,580	Jul-12	15	0	£0	£0	£6,097	£1,225		Various safety surface matting (temporary allocation of cost)
83	Rubber step stones	£390	Jul-04	15	9	£0	£332	£43			
84	Roundabout	£6,285	Nov-08	15	5	£0	£2,797	£610			
85	Gates - Toddlers	£1,550	Dec-11	20	1	£0	£104	£107			
86	Rambler gate	£235	Jun-11	20	2	£0	£32	£17			
87	Safety Surfacing - swings	£3,250	Dec-11	15	1	£0	£273	£280			
88	Safety Surfacing - seesaw	£1,492	Dec-11	15	1	£0		£138			
89	Safety Surfacing - Aerial Runway	£1,150	Apr-12	15	1	0		99			Drainage on part of rec
90	Drains/utilities					£0	£11,000	£1,000	£4,300		
	Council Sheds										
91	Workshop/shed	£29,969	98 and 04	50	15	£0	£28,470	£2,397			
92	Metal shed	£135	Mar-08	10	5	£0	£84	£19			
93	Oil Tank					£200	£700	£0			
	Toilets										
94	Maintenance		Jun-05	50	28	£0	£13,588	£1,088			
	Tennis Courts										
95	Nets x 4	£400	From 06-11	10	5	£0	£248	£56			
96	Posts x 8	£400	From 06-09	15	5	£0	£280	£39			
97	Fencing & Gates	£16,800	Dec-08	20	5	£0	£6,284	£1,310			

ILMINSTLE TOWN COUNCIL

RENEWALS and PROVISIONS 2013/2014

No	Description	Purchase Price	Date Purchased	Estimated Life	Years Owned	Residual Value	Funds (which should be) in Reserves	Depn Allowance 2013/2014	Purchased/Committed	Date Purchased	Comments
98	Tarmac surfacing (double crts)	£8,200	95	20	18	£0	£12,931	£943			
99	Tarmac surfacing (double crts)	£8,200	08	20	5	£0	£2,935	£640			
	Canal										
100	Lifebuoy x 2	£110	Jun-12	10	0	£0	£0	£13			
101	Maintenance	£3,500	1991	30	21	£0	£5,110	£350			
102	Path	£4,000	1992	15	20	£0	£6,240	£0			
	Brittens Field										
103	Drains						£12,000	£2,000	£1,100 ?		Brittens Field Entrance
	West Crescent										
104	Embankment Slide	£965	Jul-90	15	23	£0	£1,602	£100			
105	4 bay swing - flat	£1,175	Jun-94	30	18	£0	£2,524	£106			
106	Safety Surfacing	£3,000		15	14	£0	£4,299	£381			
	Winterhay										
107	Balance Beam										
108	Slide	£965	Jul-90	15	23	£0	£1,602	£100			
109	6 swings - 4 flat, 2 cradle in 3 bays										
110	Spring Mobile	£298	1987	30	26	£0	£5,466	£216	£650		Approved fence costs
111	Goal posts - Junior		Jan-97	20	16	£0	£404	£32			
112	Safety Surfacing	£4,000		15	11	£0	£4,292	£464			Not to be replaced
	All boundary Fencing & Hedging										
113	Fencing						£100	£100			per year
114	Hedging						£100	£100			per year
115	Herne Hill Trees/hedge plants							£100			per year
116	Paths							£100			per year

**ILMINSTER TOWN COUNCIL
RENEWALS and PROVISIONS 2013/2014**

No		Purchase Price	Date Purchased	Estimated Life	Years Owned	Residual Value	Funds (which should be) in Reserves	Depn Allowance 2013/2014	Purchased/Committed	Date Purchased	Comments
	Churchyard										
117	Railings & Gates	£2,950	Jun-07	8	6	£0	£2,714	£502			
118	Walls					£0	£2,250	£250			per year
119	Paths	£10,524	Jun-98	25	15	£0	£250	£250			
120	Trees		Sep-09			£0	£300	£100			
	TOTAL OPEN SPACES						£197,563	£32,194	£13,292		
	CEMETERY										
121	Bins x 6	£1,200	1995	20	18	£0	£1,885	£138			
123	Seats x 4	£1,240	1995	20	18	£0	£1,948	£143			
124	Notice Board	£510	Apr-11	10	1	£0	£122	£61			
125	Paths						£1,500	£500			
126	Railings & Gates						£150	£150			
127	Walls	£1,800	Apr-11				£6,219	£2,000	£2,661 ?		Removal of Cemetery Wall
128	Toilet						£50	£50			
	Cemetery Lodge										
129	Carpets	£1,033	May-07	8	6	£0	£11,000	£1,000			
130	Cooker	£142	Jul-07	10	6	£0	£950	£176			
131	Blinds	£1,005	Sep-07	15	6	£0	£545	£101			
132	Aerial	£93	Apr-08	20	6	£0	£40	£7			
133	Extractor Fan	£200	Mar-09	15	6	£0	£108	£20			
134	Heating (storage)	£1,033	Jun-07	20	6	£0	£451	£83			
135	Replaced Window	£385	Dec-09	30	4	£0	£85	£23			
	TOTAL CEMETERY						£25,161	£4,472	£2,661		
	MARKET HOUSE										
136	Roof						£3,300	£300			
137	Stonework						£6,600	£600	£680		Architectural Survey
138	Services						£770	£70			
	TOTAL MARKET HOUSE						£10,670	£970	£680		

ILMINSLEY TOWN COUNCIL
RENEWALS and PROVISIONS 2013/2014

No	Purchase Price	Date Purchased	Estimated Life	Years Owned	Residual Value	Funds (which should be) in Reserves	Depn Allowance 2013/2014	Purchased/Committed	Date Purchased	Comments
						£249,213	£38,374	£19,557		
TOTAL RENEWALS/PROVISIONS										



**ILMINSTER TOWN COUNCIL
GRANT APPLICATION FORM 2013/14**

Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation 12E Youth and Community Centre,
2. Name of person submitting the application Gordon Childs
Position held in organisation Chairman, Management Committee
Address 14 Springfield
Ilminster
Somerset
Tel. No. 0146054464
Email wangord@talktalk.net
3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*
This funding will help continue 39 youth evenings on a Tuesday for 13-19 year olds (Teen Zone) and 39 sessions on a Wednesday for 11-13 year olds (The Buzz) Also Funtime Friday, which is self funded for 8-11 year olds, makes a contribution towards running the youth sessions and with this the fact that most of the people helping with these sessions are young volunteers without which the youth programme would cost considerably more we consider these programmes help produce good young people for the future of Ilminster. You are welcome to visit anytime.
4. Total anticipated cost of project £10230
(Please enclose supporting estimates)
5. Amount of grant sought from Town Council and % of total project cost £4000 per annum
42.7%
We are thinking £4000 per year for 3 years as per discussion this will show commitment from the town towards its young people

6. Please give details of applications made to other grant making bodies in respect of this project
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted
October 2012	Pat Ripley Trust		£85 per month over 3yr
15/7/2013	County Youth Bank	£2034	
26/7/2013	Gooch Trust	£2000	

7. Please provide details of the contribution that will be made by your organization to the Project.

We hope in the coming year
to raise £1500

8. Has your organisation received a grant from this Council within the last 3 years?

YES/NO If YES, please provide details.

Year 2012/2013 £2000

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts
- Evidence project costings are reasonable

Please return the completed form to
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset
TA19 0DG

CONSTITUTION FOR ILE YOUTH CLUB. MAY 1986.

1. The name of the Club shall be the Ile Youth Club.
2. Membership of the Club shall be as follows;
 - (a) Junior members 9-12 years old;
 - (b) Senior members 13-21 years old.
3. The aim of the club is to help and educate boys and girls through their leisure time and activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society, and that their conditions of life may be improved.
4. The policy of the club shall be controlled by a Management Committee composed of twelve adult members. Eight to be elected annually at the A.G.M. There will be representatives from each of the following; 2 Ilminster Town Council, 1 South Somerset District Council and 1 Somerset County Council. Two senior members of the Youth Club will also be members of the Committee, as chosen from time to time by the members of the club.
Regular users of organisations are encouraged to submit nominations for the Management Committee, e.g. badminton club, football club, karate club etc. The Committee shall elect as chair and vice-chair.
5. The quorum shall consist of one third or five, of the number of Management Committee members, whichever is the less. If any member fails to attend three consecutive meetings without reasonable cause that member shall automatically retire. Any vacancies occurring for this or any other reason between Annual General Meetings may be filled by the invitation of the Management Committee.
6. The Management Committee shall have the powers to co-opt not more than three additional members.
7. Paid Youth Centre staff will be non voting members of the Committee, along with the Ilminster Community Worker and A.Y.O. or representative.
8. All members of the Management Committee shall retire annually and be eligible for re-election.
9. The officers shall be re-elected annually.
10. The Management Committee shall have the powers to appoint sub-committees and the officers shall be ex-officio members of all committees.
11. Duties of Management Committee are;
 - (a) To hold meetings quarterly, or more often when necessary.
 - (b) To approve the constitution of the Club.

- (c) To appoint Centre Manager, Workers, Secretary/Treasurer, Caretaker and any other staff needed from time to time.
- (d) To co-operate with the Workers in recruiting voluntary helpers.
- (e) To undertake financial responsibility for the finances of the Club.

The Management Committee shall cause to be kept accounts of all monies belonging to the Club and such accounts shall be audited annually and presented to the Annual General Meeting of the Club. The financial year shall end on the 30th. April and the Annual General Meeting shall be held as soon after that date as is practicable.

- (f) To be responsible for the acquisition and upkeep of the Club premises furniture and equipment.
- (g) Visit the Club from time to time.

12. The conduct and day to day running of the general affairs of the Club shall be the responsibility of the Centre Manager, Youth Workers and the Management Committee, assisted by such adult helpers as have been appointed. The Workers may suspend members for breach of the Club rules, but suspensions of one month or more shall be referred to the Management Committee.

13. The constitution may only be altered by Annual General Meeting or by an extraordinary General Meeting which may be called at the request of eight members of the Management Committee. Notice of proposed amendments must be given not less than fourteen days beforehand.

IN THE PROCESS OF UPDATING.

THE ILE YOUTH CENTRE

ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2013

THE ILE YOUTH CENTRE

ACCOUNTS

- FOR THE YEAR ENDED -

31ST MARCH 2013

CONTENTS

1	Independent Examiner's Report on the Accounts
2	Balance Sheet
3	Income and Expenditure Account

THE ILE YOUTH CENTRE

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2013

I report to the Management Committee for The Ile Youth Centre on the Income and Expenditure Accounts for the year ended 31st March 2013 which are set out on Pages 2 to 3.

Respective Responsibilities of Trustees and Examiner

The organisation's Management Committee are responsible for the preparation of Accounts. The Organisation considers that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to:

- examine the Accounts;
- follow the procedures laid down in the General Directions given by Professional Bodies; and
- state whether particular matters have come to my attention.


Basis Of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Professional Bodies. An examination includes a review of the accounting records kept by the Organisation and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and the seeking of explanations from you as Management Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records; and
 - to prepare Accounts which accord with the accounting records and comply with accounting requirements have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.


.....
Mrs Lorna Elizabeth Cox, FCCA, ACA
(Association of Chartered Certified Accountants and
Institute of Chartered Accountants for England & Wales)

Mitchams
Chartered Accountants
Iminster
TA19 0AD

19th June 2013

THE ILE YOUTH CENTRE

BALANCE SHEET

- as at -

31ST MARCH 2013

	<u>2013</u>		<u>2012</u>	
	£	£	£	£
<u>CURRENT ASSETS</u>				
NatWest Current Account @ 31.03.13 (31.03.12)	1380		10118	
NatWest Reserve Account @ 31.03.13 (31.03.12)	8099		23767	
Lloyds TSB Business Instant Access Ac @ 31.03.13 (31.03.12)	905		1077	
Lloyds TSB Treasurers Account @ 31.03.13 (31.03.12)	8532		-	
Lloyds TSB Treasurers Ac (Savings Ac) @ 31.03.13 (31.03.12)	10000		-	
Cash in Hand @ 31.03.13 (31.03.12)	34	28950	23	34985

REPRESENTED BY:

NatWest Current Account @ 31.03.12 (31.03.11)	10118		3097	
NatWest Reserve Account @ 31.03.12 (31.03.11)	23767		19881	
Lloyds TSB Business Instant Access Ac @ 31.03.12 (31.03.11)	1077		-	
Cash in Hand @ 31.03.12 (31.03.11)	23	34985	-	22978
<u>Add</u> Excess Income over Expenditure				12007
<u>Less</u> Excess Expenditure over Income		(6,035)		
		<u>28950</u>		<u>34985</u>

Accounts approved by Committee...

Chairman: *G Childs* (Mr G Childs)
Treasurer: *DC England* (Mrs D England)
Date: *3-7-2013*

THE ILE YOUTH CENTRE

INCOME AND EXPENDITURE ACCOUNT

- for the year ended -

31ST MARCH 2013

INCOME

	<u>2013</u>	<u>2012</u>
	£	£
Cark Park (re 2010/11)	-	500
Cark Park (re 2011/12)	-	3375
Cark Park (re 2012/13)	3625.00	-
Grants Received:		
South Somerset District Council - General	1358.00	2037
Ilminster Town Council - General	2000.00	2000
Somerset County Council - Youth Services #	7000.00	11610
Yarlington - Computer and General Youth	-	600
Donations Received:		
SCC on Closure of Mother & Toddler A/c #	-	903
Ilminster St Marys Church	-	135
Miscellaneous	300.89	-
Pat Ripley Trust #	510.00	-
Club Hire:		
Slimming World	1838.40	1946
Ile Babes and Tots	440.00	820
Mature Movers	636.00	945
Ile Flower Show	95.00	90
Lip Reading Communication Group	404.00	615
Active Skills & Learning #	2325.00	1380
Helen Laxton Dance School	991.50	564
Advice Clinic	72.00	96
SCC Story Time	-	189
Exploring Music	-	105
Miscellaneous Hire	151.00	316
Other:		
Bank Interest Received	8.35	10
Monies presumed from Old Junior Youth Club	-	174
Western Power	3.48	-

EXPENDITURE

	<u>2013</u>	<u>2012</u>
	£	£
Accountancy	480.00	396
Maintenance:		
General Repairs and Maintenance	2559.60	1922
Refurbishing Toilets & Decorating	8087.02	-
Office Equipment:		
Shredder	-	35
Printer	-	60
Refurbish Computer	-	250
Tables	784.21	-
Fridge	160.00	-
Insurance	413.36	1889
TV Licence	145.50	146
Postage and Stationery	24.64	89
Land Lease	52.00	52
Gas and Electricity	2177.57	3067
Telephone	210.46	91
Water Rates	302.87	260
Hygiene	561.77	985
Caretaker	2975.28	2729
Book-keeping	1402.00	1248
Miscellaneous	667.21	576
Music Licence	111.95	108
Provision for Mega Mondays #	6558.50	2500
Professional Fees	120.00	-

21758.62 28410

27793.94 16403

Excess Expenditure over Income

6035.32

Excess Income over Expenditure

12007

27793.94 28410

27793.94 28410

Relates to Monies given specifically re Provision of Youth Services

Balance of unspent Youth Services @ 31.03.12	11,392.97
- Total Income Received 2012/13	9,835.00
- Total Payments Made 2012/13	(6,558.50)
Balance of unspent Youth Services @ 31.03.13	<u>14,669.47</u>

ALS Ilminster - 2013-14[1]: Budget

Active Learning & Skills: Ilminster Budget Sept 2013 - Aug 2014				
Provision of 3 Sessions per week x 39 weeks (term time only)				
1 session each week for children & young people aged:	7-11	11-13	13-19	
Income	Fun Time Friday	The Buzz	TeenZone	Total
YP Fund Raising &/or additional grants to be found by ALS	400	450	450	1,300
Subs & Membership	2,925	780	780	4,485
Tuck Shop (net)	1,170	390	390	1,950
Total Income	4,495	1,620	1,620	7,735
Expenditure	Fun Time Friday	The Buzz	TeenZone	Total
Activity Costs & Specialist Instructors - e.g. Discos, Sports, Arts, Project, Minibus Hire	50	260	260	570
Equipment Hire / Purchase / Repair: e.g. Pool balls/cues, table tennis, sports equipment, CD's, Wii games	150	200	200	550
Materials & consumables: i.e. Cooking ingredients, arts & crafts materials (e.g. T-shirt printing, hama beads, paints, shrinkles, hair & nails, face paints) etc	234	195	195	624
Venue: Hire of premises	975	-	-	975
Staffing - Salaries & Expenses for delivery, prep, planning, admin & staff attending quarterly training /team meetings etc	2,158	3,258	4,506	9,922
Volunteer Costs: Recruitment, support, training events, clothing, team-building & awards/celebration events etc	411	740	494	1,645
Management & Central Support Costs - e.g. HR, Payroll, finance & accounting, insurance, office costs (tel, postage, ISP, printing, stationery etc), supervision of staff, maintenance of tuck shop, additional bid writing, etc	385	600	750	1,735
Total Expenditure (i.e. Total Project Cost)	4,363	5,253	6,405	16,021
Net Inc / Exp (i.e. Surplus re-invested by ALS / deficits requiring funding)	132	- 3,633	- 4,785	- 8,286

The figure of £8,286 does not include rent for The Buzz and TeenZone (£1,950 for the year) which means the total amount we have to raise is £10,236.

ILMINSTER
18 JUL 2013
TOWN COUNCIL



**ILMINSTER TOWN COUNCIL
GRANT APPLICATION FORM 2013/14**

Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation ... ILMINSTER ENTERTAINMENTS SOCIETY

2. Name of person submitting the application... Louise Adams

Position held in organisation ... Fund Raiser

Address... 30, Ashcombe Court, Ilminster,
Somerset

Tel. No... 01460 55468

Email... elisalouiseadams@gmail.com

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

The grant is being sought for the redecoration and refurbishment of the Foyer of the Warehouse Theatre which at the moment has a dreary over-used aspect not conducive to welcoming audiences to the Theatre.

IES attempts to provide Ilminster and surrounding villages with quality drama, music and dance - all genres of entertainment in fact - and to provide performance opportunities for adult and youth members of the society - none of which is viable without the contribution of full and enthusiastic audiences.

Film
Lectur
IsleVal
Flower
Societ

4. Total anticipated cost of project
(Please enclose supporting estimates)

£ 2500 *
(approx)

5. Amount of grant sought from Town Council and % of total project cost £ 500...

20%

* still awaiting costings for paint; pendant lighting and replacement furniture

£961.20 in respect of lighting (Grabby attached) carpet cleaning

£ 256 Rainbow (official quote still to arrive)

£ 260 Great Mirror (tops provided by

6. Please give details of applications made to other grant making bodies in respect of this project
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted
15/7/2013	SSDC	£500	pending
" " "	The Gooch Charitable Trust	£500	"

7. Please provide details of the contribution that will be made by your organization to the Project.

IES will have to pay the inevitable shortfall. This ambitious project will engender from its own resources (membership fees, ticket sales, lettings etc). Any grant would be most gratefully received.

8. Has your organisation received a grant from this Council within the last 3 years?

YES/~~NO~~ If YES, please provide details.

ITC made a grant towards the cost of a new dinner for the stage lights on 4th October 2012 £371.20

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts
- Evidence project costings are reasonable

Please return the completed form to

Ilminster Town Council

Council Offices

North Street

Ilminster

Somerset

TA19 0DG

ILMINSTER ENTERTAINMENTS SOCIETY DRAFT BUSINESS PLAN 2013/2014

MISSION

To promote knowledge, understanding and enjoyment of live theatrical and musical entertainment amongst the local community.

AIMS

1. To provide a wide and varied programme of in house shows.
2. To provide an attractive and welcoming theatre venue for other local dramatic and musical groups.
3. To attract a wide range of visiting professional companies providing quality drama and music to the Warehouse Theatre to enable local people the opportunity to see these shows at affordable prices.
4. To provide a facility for active educational and personal development, for all age groups in both theatre and music.
5. To provide a social facility for people interested in drama and music to meet.
6. To maintain and develop all of the building's facilities as a commercial venue, in order to maximise financial potential.

OBJECTIVES

1. To re-establish an annual excess of income over expenditure, by imposing strict financial accountability.
2. To produce seven IES shows (including one for juniors) during the current year, and plan for up to eight shows in 2014/2015.
3. To maintain, and if possible, increase the number of incoming shows and theatre hirings.
4. To redecorate and upgrade the appearance of the foyer.
5. To agree a three year programme for maintaining and upgrading the fabric of the theatre, taking full account of all fire precaution and Health & Safety issues.
6. To implement a new plan for providing wardrobe services.
7. To increase IES Membership to over 200, including the introduction of Patron Membership.
8. To make a positive input to the 2014 Ilminster Experience.

Jsgw/28/04/13

I do realize these accounts
are out of date.

When I requested accounts,
the Treasurer told me the 2013
audited accounts won't be
ready until October.

I have repeated my request
(for non audited accounts)
and if she comes up with
anything I'll submit them
separately.

Meanwhile I enclose last
year's to give you some idea
of the financial state of
Play

LA

