

SHEPTON MALLET TOWN COUNCIL



INCOME AND EXPENDITURE ACCOUNT

AND

BALANCE SHEET

2005 / 2006

SHEPTON MALLET TOWN COUNCIL

INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET

2005 / 2006

The Council's financial accounts for the year ending 31 March 2006, are set out on pages 3 to 7 and include various explanatory notes.

These Accounts are prepared under Regulation 7(3) of the Accounts and Audit Regulations 1996, and are published subject to Audit by Moore Stephens of Bath. It is estimated that the Audit will be completed by the end of September 2006.

The Town Council has approved these accounts by Resolution at its meeting held on 2 May 2006

Graham H. Brown
Town Clerk and Responsible Financial Officer
3 May 2006

INTERNAL AND EXTERNAL AUDIT

Internal Audit;

Level 1 – Undertaken by selected members of the Council drawn from the Administration Portfolio and a report compiled and submitted to Council, Level 2 Internal Audit and the External Auditor.

Level 2 – Undertaken by the Independent Internal Auditor and reports are submitted to Council and the External Auditor. At the end of each year the Independent Internal Auditor also completes Section 4 of the Annual Return which is also submitted to the External Auditor.

External Audit;

The External Auditor appointed by the Audit Commission is Moore Stephens Chartered Accountants, 30 Gay Street, Bath, BA1 2PA. The Annual Return which summaries the Town Councils annual activities at the completion of each financial year are submitted with supporting information and are Audited and Certified before return to the Council for publication in accordance with the Accounts and Audit Regulations.

The Certified Annual Return is attached as "Appendix A" to these Accounts and include the following;

Section 1 – The Statement of Accounts;

Section 2 – Statement of Assurance;

Section 3 – External Auditor's Certificate and Opinion;

Section 4 – Annual Internal Audit Report

SUMMARY INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDING 31 MARCH 2006

Year 2005 £	INCOME	Year 2006 £	Total £
119,452	Precept from Mendip District Council	125,817.00	
2,052	Bank Interest – Current / Business 30 Day Account	2,278.38	
754	Allotment Rents	887.00	
220	Footpaths Agency	470.00	
2,344	Trusteeship - Collett Park – Wayleaves/Grants/Donations	28.90	
1,066	Trusteeship - Collett Park - Collett Festival	939.46	
1,564	Credits, Repayments, Rebates & Insurance Claims	4,274.45	
5,918	Capital Projects – Partnership Funding / Grants	13,924.25	
0	Capital Funds – Sale of Asset	0	
22,497	Capital Funds - Interest Received Reserve Accounts	25,484.63	
155,867			174,104.07
	EXPENDITURE		
4,989	Administration	6,757.92	
29,135	Salaries- Tax- NI- Pensions	30,572.20	
1,133	Subscriptions	1,101.97	
97	Advertising & Publicity	105.00	
3,077	Insurances	3,087.45	
6,000	Office - Running Costs	6,000.00	
698	Properties – General Maintenance	317.29	
12,061	Town Improvements	24,699.61	
439	Allotments	3,219.16	
247	Footpath Agency	550.00	
362	Garston Street Amenity Land	523.36	
1,621	Civic Duties and Activities	3,162.60	
23,965	Trusteeships - Collett Park – Ground Care Contract	24,566.54	
17,068	Trusteeships - Collett Park – Running Costs	6,723.88	
3,646	Trusteeships - Collett Park - Improvements	12,265.85	
139	Trusteeships - Collett Park - Festival & Events	133.50	
0	Trusteeships - War Memorial	0	
4,155	Grants - General	2,700.00	
3,200	Grants - Citizens Advice Bureau	3,200.00	
1,100	Grants - Tourist Information & Heritage Centre	1,100.00	
2,834	Grants - Shepton Mallet In Bloom	2,000.00	
6,119	Grants - Shepton Mallet Christmas Lighting	5,205.11	
637	Section 137 - School Crossing Patrol	451.00	
4,500	Community Projects	901.40	
1,262	Parish Elections	586.15	
5,000	Capital Funds – Contributions – Swimming Pool Project	5,000.00	
22,497	Capital Funds – Interest Reserve Account re-invested	25,484.63	
155,981			170,414.62
	GENERAL FUND BALANCE		
	Balance brought forward at 1 April 2005	55,071.47	
	ADD Total Income for the year	174,104.07	
		<u>229,175.54</u>	
	LESS Total Expenditure for the year	170,414.62	
			<u>58,760.92</u>

BALANCE SHEET AS AT 31 MARCH 2006

Year 2005 £		Note	Sub Total £	Total £
	LONG TERM ASSETS			
494,380	Investments	4	524,864.54	
Nil	Long Term Debtors	5	Nil	
<u>494,380</u>				<u>524,864.54</u>
	CURRENT ASSETS			
610	VAT to be reclaimed		557.74	
59,496	Cash at Bank		62,892.73	
30	Cash in hand		30.00	
<u>60,136</u>				<u>63,480.47</u>
<u>554,516</u>	TOTAL ASSETS			<u>588,345.01</u>
	Current Liabilities			
5,065	Creditors	1b,	4,719.55	
				<u>4,719.55</u>
<u>£ 549,451</u>	NET ASSETS			<u>£ 583,625.46</u>
	NETT ASSETS REPRESENTED BY			
55,071	General Fund Balance		58,760.92	
494,380	Reserves	4	524,864.54	
<u>£ 549,451</u>				<u>£ 583,625.46</u>

The above statement represents fairly the financial position of the Authority as at 31 March 2006, and reflects its Income and Expenditure during the year then ended.

Approved by the Council on 2 May 2006.

Chairman

G.H. Brown
Responsible Financial Officer

SHEPTON MALLET TOWN COUNCIL

Supporting Statements to the Income and Expenditure Account and Balance Sheet

1. Statement of Accounting Policies

a. General

The general principles adopted in the preparation of the Income and Expenditure Account and the Balance Sheet are those recommended by the Chartered Institute of Public Finance and Accountancy applicable to medium sized Town Councils with a budgeted income for the year (and the immediate two preceding years) of less than £500,000 and more than £5000.

b. Accounting Concept

The Income and Expenditure Account and Balance Sheet are compiled on the accruals basis of accounting. This means that the amounts due to or from the Council in respect of the financial year but not settled at the year-end are brought into the Accounts. The amounts so included are actual or estimated for each line of Income and Expenditure and any difference between actual and estimated figures are reflected in the Accounts of the following year. The appropriate numbers of quarterly, half-yearly or annual Public Utility and insurance accounts are sought. This policy is applied consistently each year and will not have a material effect on the annual accounts.

c. Fixed Assets

The figures for fixed assets are based on replacement value or professional valuations, any additions since the start of accrual policies (1 April 1996) are shown at cost. The fixed Assets are held in perpetuity and that have no finite, useful life may be shown in the supporting statement at a nominal value and need not be included in the formal Balance Sheet. The Council adopts the policy that any assets purchased within the financial year are written off within the same year.

d. Trusteeships

Collett Park and the Cenotaph War Memorial are administered by the Council as Charitable Trusts but expenditure and income relating directly to them has been included as they are a significant part of Precept expenditure. Administration costs have not been apportioned in respect of any Trusteeships. Associated assets, which are only held as community assets, are excluded.

2. Assets

Movements in the year

- a. During the year the following assets were purchased:- Nil
- b. During the year the following assets were disposed of:- Nil

c. At 31 March 2006, the following assets were held: -

Paintings	£ 87,700
Furniture and Fittings	£ 5,900
Office Equipment	£ 3,728
Misc' Memorabilia and Artefacts	£ 2,561
Allotment Site, Whitstone Road	£ 2,050
The Shambles	£ 15,762
Bus Shelter, Rectory Road	£ 2,000
Victorian Fountain, Market Place	£ 15,500
Town Clock, High Street	£ 1,576
Flag & Flagpole	£ 2,000

These are insurance valuations with the exception of the Allotment Site (current value at agricultural land prices) and the paintings that have been professionally valued.

3. Debts Outstanding

There are no Debts outstanding.

4. Earmarked Reserves

Purpose	Opening Balance	Movement in Year	Closing Balance
To upgrade the existing outdoor Swimming Pool	£357, 116.11	Interest- £16,304.16 Contribution- £ 5,000.00	<u>£378,420.27</u>
To provide a Civic Centre	£137,263.80	Interest- £ 9,180.47 Contribution-£ 0	<u>£146,444.27</u>
			<u>Total = £524,864.54</u>

5. Loan

There are no monetary Loans outstanding. The Council has provided free loan of the oil painting "Christchurch Minster" to Highcliffe Castle, Christchurch Council under their own insurance cover of £75,000 for a two-year period to be reviewed in November 2006.

6. Tenancies

The Town Offices, 1 Park Road, Shepton Mallet are Leased under agreement from Mendip District Council on a fully serviced bases including business rates and use of meeting rooms for public meetings of the Council, It's Committees and Portfolio for an annual sum of £6,000 paid quarterly in advance. This lease operates for a 4 year term with a 3 month opt' out clause by both parties to expire in March 2007.

Land at Hitchen Lane is held by the Town Council as tenant of the Duchy of Cornwall at an annual rent of £85 and is in turn let to twenty-eight allotment holders at an annual total income of £282.

7. Section 137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £5.00 per head of electorate (total as at 31 March 2006 = 6699) for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit of spending for this Council in the year of account was £ 33,495.00 and the following payments were made: -

Shepton Mallet Infants School, Waterloo Road	Partnership funding of Annual Costs of the School Crossing Patrol	£451.00p
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8. Agency Work

The Council undertakes clearance of excessive vegetative growth to public footpaths on behalf of Mendip District Council and an amenity area sponsored by a local private sector company and is partially reimbursed up to a total annual sum of £470.00 for which a final claim has been made and paid in full.

9. Advertising and Publicity

Section 5 of the Local Government Act 1986, requires the Council to disclose its payments on publicity. The following Costs were incurred during the year:

Publicity £ 105.00p

10. Contingency Liability

£600 – Mail / Postal charges not invoiced by supplier post January 2005.
£500 – Disputed invoice for works to Victoria Fountain post June 2005.

Chairman

**G.H. Brown
Responsible Financial Officer**

SHEPTON MALLET TOWN COUNCIL



ANNUAL REPORT YEAR ENDING 31 MARCH 2006

**Published June 2006
Cllr Julia Bartlett - Chairman**

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Statement of Purpose

The Shepton Mallet Town Council will be effectively managed, using public money in an efficient way to deliver quality services.

The Town Council will support our partners to develop cleaner, safer streets that allow the town to deepen and strengthen civic pride.

The Town Council will support and develop the quality of life of residents of Shepton through support for cultural events and community groups.

Shepton Mallet Town Council is committed to enhancing the quality of life for townspeople; it will deliver recreational facilities, such as the park and allotments.

The Town Council will work in partnership with the principal local authorities to regenerate the Town and work with local businesses, community and voluntary groups to deliver a better Shepton.

Service Provision

- ✓ Quality office support, to help Sheptonians with their problems;
- ✓ Comment on Planning and licensing applications;
- ✓ Collett Park (including a public toilet), maintain, enhance a quality park and other open spaces in the Town;
- ✓ Supply street lighting;
- ✓ Erect signs;
- ✓ Support community groups with grants;
- ✓ Swimming pool, grant;
- ✓ Allotments;
- ✓ Maintain historic monuments and Town Clock;
- ✓ Support CCTV;
- ✓ Maintain footpaths;
- ✓ Christmas Lights and Floral displays;
- ✓ Grants for regeneration schemes;
- ✓ Grant aid crossing patrol for child safety.

Summary of the three tiers to Local Government

Within Somerset, Mendip and Shepton Mallet the community is served by three tiers of Local Government, each with specific duties, function and service provision.

Shepton Mallet Town Council (SMTC) – This tier of government is closest to the community it serves and establishes policies through its elected members, in consultation with the community and then precepts monies via the District Council from, and to be spent, on behalf of its community. The Town Council is responsible for the services it provides (as listed above), spending public money lawfully, without risk and for achieving best value for that money.

Mendip District Council (MDC) – Based in Shepton Mallet this Council collects monies on behalf of all three tiers of local government through the Council Tax and undertakes service provisions within Shepton which include; Economic Regeneration, Business Support and Licensing, Planning and Development Control, Housing Advice, Street / Pavement Cleansing and Landscape Services, Recycling and Waste Collection, Pest Control, Dog Wardens, Towns Market, Car Parks, Swimming Pool and Leisure Facilities, Public and Environment Protection, Benefits and Non Domestic Rates.

Somerset County Council (SCC) – Based in Taunton this Council undertakes service provisions within Shepton which include, Health Care and Community Services, Education and Library, Culture and Heritage, Public Transport, Traffic Regulation, Highways and Pavements, Police, Fire and Ambulance Services, Emergency Planning, Rights of Way, Regulation and development of Minerals and Waste Management.

Chairman's Report

Regeneration of the town continues with the safety and enhancement improvements to High Street South which will hopefully be completed in late June 2006. Restoration of the Victoria Fountain, complete with new bespoke lantern, was completed in November 2005 at a total cost of some £14,000, £12,000 of which was kindly provided by Somerset County Council by way of a grant from the Aggregates Levy Fund.

The HERS (Heritage, Economic & Regeneration Scheme) has been ongoing to which the Town Council has continued to offer support by way of partnership-funding of £5,500 in this current year. Matters have been progressing positively including a feasibility study of the Anglo Bavarian buildings.

The first out-patients of the International Treatment Centre were seen in July, with in-patients admitted from mid-August and the continuing development of the Norah Fry site is now almost complete.

Town Council funding of £377,000 has been allocated towards the upgrading of the existing outdoor pool to a Lido, with works now begun and the opening of the new facility expected in July 2006.

The Amulet is now in the hands of the private sector and a fascinating insight was received of its future as an Arts & Entertainment Centre to be re-named as "The Academy". Shepton 21 continue with proposals for the BT building and it is hoped that a Strategic Plan will shortly become available in order that all parties can get together as one and push the town forward in a positive way.

The huge development of the Tesco site, with additional retail outlets and a new pub and restaurant planned well as more housing for the town, has begun. There was some concern regarding the impact on the existing town centre and loss of existing trees within the development area, although this was carefully balanced against the regeneration of the town and has now been resolved. We are still awaiting details of the other retailers using the site and is expected that the new retail centre will open in Easter 2007.

We have received plans for the redevelopment of the Haskins site and it promises to be a much-improved scheme further enhancing that particular area of the town. It is imperative that we work towards the future and embrace the increased prosperity, vitality and opportunities for the residents of Shepton Mallet. The Council is sympathetic to the fears and concerns of the genuine opponents of these developments but hope that, once these schemes come to fruition, they will be pleased with the results. Encouragement needs to be offered to residents of the town to shop locally rather than travelling to other Mendip towns to spend their hard-earned income.

An opportunity arose with the Tesco development to consider relocation of the War Memorial in order to facilitate its safety and long-keeping. A town meeting was held and it has now been resolved to relocate the structure within the area of Station Road.

The CCTV Service was again supported by the Council to the level of £6,000 per annum. Community grants totalling £7,000 were awarded which included monies to the CAB, TIC, MCT and part-funding to the School Crossing Patrol at Shepton Mallet Infants School.

The Council also funded Shepton Mallet in Bloom with £2,000 and congratulated the Committee on the exceptional displays throughout the town and their achievement of a silver gilt award. The Mid-Somerset Agricultural Show held another successful event this year, with free entry and approximately 15,000 people attending; this event was also supported by way of a grant from the Town Council.

Despite extensive lobbying by the Town Council, the facility of Windsor Day Hospital has been earmarked for closure and will move to St Andrews in Wells. The Council has also lobbied hard against the closure of Shepton Mallet Maternity Unit, which is now re-open on a limited basis and we continue to demand the reinstatement to full opening hours of this excellent and much-valued facility.

Arrangements are in hand for this year's Collett Festival Centenary event commemorating the gifting of the Park by John Kyte Collett in 1906. New gates to the Park entrance and bandstand railings are to be installed which will further enhance the "jewel in Shepton's crown". The Festival in 2005 was blessed with very good weather and was another successful event, for which thanks must go to Cllr Shearn for all his hard work. Maintenance within the Park is on-going with a further tree management contract completed of just under £3,000 and the paths repaired. A by-law to prohibit alcohol within the boundaries of Collett Park and West Shepton Playing Fields is being progressed through the District Council.

MDC transferred the function of their allotment site at Allyn Saxon estate to the Town Council, We now have 78 allotments and will again organise the annual Best-Kept Allotment competition. Maintenance work was carried out at the Whitstone Road allotment site driveway with re-tarmac improving the access for users and adjoining properties. Future rent levels for all sites have been agreed for 2007-2010.

A possible new civic hall/Town Council offices/chamber is being considered on land adjacent to Commercial Road car park in Old Market Road. Negotiations are taking place, albeit very slowly, with the District Council.

Plans for the proposed redevelopment of the Little Ostry site were received and are on-going, although this Council are still looking for a planning brief to encompass this site, some areas of which have been derelict for some considerable time.

The Town Council has been consulted on over 200 planning applications this year and are currently working with the District Council's Enforcement Department to monitor performance and compliance.

The Town Council has resolved to accept the devolved function of Street Trading licenses in the town centre from the District Council, although this will not relate to existing retail units or the market but to ad-hoc stalls, events and charity stalls.

A very successful Twinning Reception for our partners in Misburg was hosted by the Town Council in July, and the World War II Veterans' Function took place in August at Whitstone School, attended by approximately 200 guests. Trafalgar Day celebrations also took place in October, organised with the assistance of the Drifter's Model Boat Club who continue to assist the Council by clearing the lake.

Maintenance to footpaths continues under agency for MDC. This has been expanded and includes three cuts throughout the year to the Station Road embankment co-funded by Haskins. Mr Clive Pearson, unofficial spokesperson for the Town Council, has carried out considerable work throughout the year with a view to improvement and expansion of public bus services to and around the town.

The Christmas Lighting display once again took place in November with a service held in the Market Place attended by all the schools. The lights were switched on in conjunction with the completion of the Victorian Fountain, the honours of which were carried out by the Carnival Queen and Princesses.

The Town Council raised concern regarding the Local Transport Plan and scheme for 2006-2011 as it appeared that most of the monies were to be spent in the larger towns and there appeared to be no plans for working in and around Shepton Mallet. The Town Council has since lobbied to ensure that works to enhance the market place and High Street North through to Great Ostry are included. The Council has also supported County Highways with their instigation of a 7.5 tonne weight restriction to Old Wells Road.

Matters are progressing with the County Council to provide a crossing outside Whitstone School, and hopefully we should see this in the not-too-distant future. A childcare centre will also soon be provided at Waterloo Road school.

A "Shepton Mallet on Foot" booklet is one of the Town Council's projects for 2006 and will provide a booklet of some 40 pages combining narratives and mapping to walks in and around Shepton Mallet. Funding for this project has been achieved from both the Town and District Councils and by way of sponsorship from the private sector.

The Council considered Precept & Budget for the forthcoming year 06/07 agreeing an overall spend of £142,637 this concluded with a precept requirement of £124,137 which, on a Council Band "D" property, equated to £40.41. This equated to a 2.9% reduction on previous year 05/06 precept.

A pilot meeting schedule was undertaken and appears to be successful and well-received by both councillors and the public to-date. The Council are also piloting e-governance with a small group of councillors in an effort to speed communication, a reduction in paperwork generated and increased use of e-mail and the Internet. The town's website is now up and running very successfully and it is hoped that this will be expanded as a community facility in the future.

The Council provided 4 newsletters throughout the year; the Winter issue of which was distributed through all the schools and for which we thank them for their help with distribution. The latest newsletter was printed within the "Your Mendip" publication.

The death of former Urban District Clerk Lewis Beckerleg was received with much sadness, as was the death of Mary Reeves in August and John Quantock who carried out sterling work in respect of the town's Christmas Lights. Steve Chaudoir, Head of Whitstone Technology College, announced his retirement and we wish him all the best.

Financial Summary

The Council's financial accounts for the year ending 31 March 2006, are prepared under Regulation 7(3) of the Accounts and Audit Regulations 1996, and are subject to External Audit by Moore Stephens, 30 Gay Street, Bath, BA1 2PA. The Council also operates a robust system of Internal Audit both by Members and External Independent Auditors.

The Town Council has approved these accounts by Resolution at its meeting held on 2 May 2006

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BALANCE SHEET AS AT 31 MARCH 2006

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	NETT ASSETS REPRESENTED BY			
55,071	General Fund Balance		58,760.92	
494,380	Reserves	4	524,864.54	
<u>£ 549,451</u>				<u>£ 583,625.46</u>

There are no Debts outstanding and the Council holds the following Earmarked Reserves totaling = £524,864.54

Allocated to the Lido Swimming Pool Project Current Balance ; £378,420.27

To provide a Civic Centre Current Balance ; £146,444.27