



Quarterly Financial Report - Q1 2025-26 April – June 2025 inc

Introduction

This report provides an overview of Minehead Town Council's financial performance for the first quarter of 2025-26 fiscal year (April, May & June). It highlights areas of overspend and budget transfers, along with explanations for these variances from the budget. This report is accompanied by month 3, Detailed Income & Expenditure by Budget Heading.

Above quarterly budget as at end of quarter 1.

4021/101 Stationery (30.5%) Governance & Administration

Reason: Purchase of new laminator & bulk purchase of second-class postage stamps.

4023/101 Subscriptions (97.7 spent) Governance & Administration

Reason: Most of our subscriptions are annual contracts, due at the beginning of the financial year. These include accounting software, making vat digital software, membership of SALC(NALC) (increased by £694 on year24/25, membership of SLCC, zoom & remotepc (latter two now cancelled for 2026/2027)

4025/101 Insurance (85.5%) Governance & Administration

Reason: The town insurance on existing assets is paid annually in one lump sum at the start of the financial year in April. Additional insurance cover has been purchased for the devolved assets & extra liabilities associated. This cost is included in the actual year to date figure.

4026/101 Website (47.5%) Governance & Administration

Reason: Includes the annual Parish online mapping option, purchased in April 2025.

4042/101 Legal & Professional Fees (77.6%) Governance & Administration

Reason: This nominal code's current annual budget has been increased, due to the remainder of the budget set in financial year 2024-2025, being transferred over into the current 2025-2026 budget. This is to cover any devolution transfer costs accrued by our solicitor in year 2024-2025 & not invoiced for.

4057/101 Audit Fees (27.7%) Governance & Administration

Reason: Costs from independent internal auditor and shut down of 2024–2025year end & opening of 2025-26 financial year software.

4401/102 General Maintenance (330.6%) Town Council Offices

Reason: This nominal code's current annual budget has been increased, due to the remainder of the budget set in financial year 2024-2025, being transferred over into

the current 2025-2026 budget. This is to cover any contingency required once the office premises have been purchased & refurbished in 2025.

4411/102 Rates (30%) Town Council Offices

Reason: April monthly payment is the largest payment of the calendar year.

4412/102 Water (27.3%) Town Council Offices

Reason: Usage slightly higher due to external groups using meeting room.

4008/104 Staff Training/Conferences (40%) Depot Team

Reason: This nominal code's current annual budget has been increased, due to the remainder of the budget set in financial year 2024-2025, being transferred over into the current 2025-2026 budget. This is for delayed training ordered in financial year 2024-25. To be carried out later in 2025-26.

4418/104 Safety Equipment/Signs (27%) Depot Team

Reason: New & renewal of some safety signs within MTC managed areas.

1020, 1021, 1022/201 Purchase of Graves, Burial Fees & Ashes (41.6%,41.2% & 53.1%) Cemetery

Reason: These nominal codes are over their annual budget figures due to a greater than expected level of interments in new plots.

4101/201 Grounds Maintenance (46.6%) Cemetery & Churchyard

Reason: Lychgate repairs & making of new gates, majority of the associated costs have been in these early months. Nominal code will come in on budget by 25/26 year end.

4411/201 Rates for Cemetery and Churchyard (30%) Cemetery

Reason: Reason: April monthly payment is the largest payment of the calendar year.

4411/205 Rates (27.8%) Depots & Compound

Reason: Reason: April monthly payment is the largest payment of the calendar year.

4412/205 Water (31.2%) Depots & Compound

Reason: Slightly higher usage due to increase in number of employees & drier weather.

4421/205 Cleaning Materials (47.6%) Depots & Compound

Reason: Bin liner bulk purchase in May 2025, Budget should even out over the rest of the year.

4330/207 Fuel (31.7%) Vehicles, Plant & Equipment

Reason: Includes £799.20 of red diesel alternative, used for the ride on mower. Purchased twice a year, cost centre should remain in budget by the end of the financial year.

4331/207 Vehicle Maintenance (767.5%) Vehicles, Plant & Equipment

Reason: Nominal code includes purchase costs for the new Isuzu tipper truck in April 2025 (£20291.67) transferred from the EMR to complete purchase. By subtracting this amount from the budget, the percentage is 42.7%). This is due to the purchase of further repairs to the aging wc cleaning van.

4332/207 Road Tax (31.4%) Vehicles, Plant & Equipment

Reason: Road tax for new Isuzu & road tax now payable on electric vehicles. Budget should even out over financial year.

4401/214 General Maintenance (150%) Community Centre

Reason: This nominal code's current annual budget has been increased, due to the remainder of the budget set in financial year 2024-2025, being transferred over into the current 2025-2026 budget. This is to cover the postponed light refurbishment discussed in 2024/25 awaiting outcome of discussions with Minehead Football Club.

4411/214 Rates (30.1%) Community Centre

Reason: April monthly payment is the largest payment of the calendar year.

1033/215 Income Other (1047.1%) Open Spaces & Recreation

Reason: This nominal code contains the net figure of £23482.34 from Somerset Council (SC) as part of the devolution process. This amount contains funds charged for the maintenance of the newest seafront shelters for the remainder of the Somerset West & Taunton agreement plus forward rents from the café & kiosks for quarter 1, SC had collected and due to MTC following devolution. All future rent quarters are for Minehead Town Council to collect.

1034/215 Income Alcombe Rovers Football Club (68.5%) Open Spaces & Recreation

Reason: The £822 is for the last two quarters of financial year 2024-2025. The football club are persistent late payers of their invoices, resulting in regular chasing of payment. Quarter Apr-Jun 2025, rent & electricity re-imbursement is to be payable in July 2025.

4351/215 Alcombe Common Grant (27.7%) Open Spaces & Recreation

Reason: Mulching at Alcombe in April. Budget should even out over the financial year.

4358/215 Wed Removal (31.7%) Open Spaces & Recreation.

Reason: First treatment in May 2025. Budget should even out over financial year.

4413/215 Electricity (73.7%) Open Spaces & Recreation

Reason: Includes unmetered electricity for Seafront Jubilee Clock & five CCTV cameras, plus electricity for the Pavilion at King George Playing Field. (invoiced to Alcombe Rovers FC)

4401/250 General Maintenance (68.8%) Public Toilets

Reason: includes £2670 invoice payment duplicated (repayment of £2670 included in nominal code 1033/250) & repair of emergency replacement of waterpipe to Quay West toilets.

4412/250 Water (72.9%) Public Toilets

Reason: includes remainder of bills for the water leak at Quay west toilets prior to the waterpipe being replaced in April 2025. Partial refund request from Water2Business - ongoing.

Summary

Overall, Minehead Town Council is on course to come in on budget for the 2025-2026 financial year. While there are some areas of overspend, these are largely due to timing for annual payments or unforeseen circumstances. These overspends are expected to be offset by underspending in other areas, as the financial year progresses.

Repair & emergency costs incurred by newly devolved assets and services will be primarily funded by the Devolution EMR. (The remainder of the funds unspent in 2024-2025 nominal code were transferred to this new earmarked reserve.

Moving forward in 2025-2026, we will maintain our focus on efficient budget management and transparent reporting to ensure the best use of public funds.

Jo Chapman
Deputy Clerk & RFO
30.06.2025

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Governance and Administration							
1176 Precept Received	1,011,635	0	(1,011,635)			0.0%	
1190 Interest received	5,614	18,000	12,386			31.2%	
Governance and Administration :- Income	1,017,249	18,000	(999,249)			5651.4%	0
4000 Wages, NI and Pension	36,895	180,228	143,333		143,333	20.5%	
4007 HR Support/EAP	145	720	575		575	20.2%	
4008 Staff Training/Conferences	0	750	750		750	0.0%	
4018 Hospitality	24	200	177		177	11.8%	
4021 Stationery	229	750	521		521	30.5%	
4022 Phone and Broadband	986	4,000	3,014		3,014	24.6%	
4023 Subscriptions	3,713	3,800	87		87	97.7%	
4025 Insurance	17,407	20,350	2,943		2,943	85.5%	
4026 Website	570	1,200	630		630	47.5%	
4027 Photocopier	181	1,000	819		819	18.1%	
4030 Advertising/Recruitment	0	350	350		350	0.0%	
4039 IT Support	638	2,700	2,063		2,063	23.6%	
4040 Computer Equipment /Licences	284	3,500	3,216		3,216	8.1%	
4042 Business Safe Subscription	503	2,235	1,732		1,732	22.5%	
4050 Legal and Professional Fees	(7,762)	10,000	17,762		17,762	(77.6%)	
4055 Bank Charges	105	600	495		495	17.5%	
4057 Audit Fees	(971)	3,500	4,471		4,471	(27.7%)	
Governance and Administration :- Indirect Expenditure	52,946	235,883	182,937	0	182,937	22.4%	0
Net Income over Expenditure	964,303	(217,883)	(1,182,186)				
102 Town Council Offices							
4325 Office Purchase	800	0	(800)		(800)	0.0%	800
4401 General Maintenance	(8,266)	2,500	10,766		10,766	(330.6%)	
4405 Cleaning and Windows	77	400	323		323	19.3%	
4410 Rent	0	12,000	12,000		12,000	0.0%	
4411 Rates	1,795	5,988	4,193		4,193	30.0%	
4412 Water	123	450	327		327	27.3%	
4413 Electricity	605	5,750	5,145		5,145	10.5%	
4425 Equipment Rental	57	262	205		205	21.9%	
Town Council Offices :- Indirect Expenditure	(4,809)	27,350	32,159	0	32,159	(17.6%)	800
Net Expenditure	4,809	(27,350)	(32,159)				
6000 plus Transfer from EMR	800	0	(800)				
Movement to/(from) Gen Reserve	5,609	(27,350)	(32,959)				

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Depot Team							
4000 Wages, NI and Pension	64,082	322,083	258,001		258,001	19.9%	
4008 Staff Training/Conferences	(1,600)	4,000	5,600		5,600	(40.0%)	
4022 Phone and Broadband	156	600	444		444	25.9%	
4407 Uniforms all clothing	0	2,000	2,000		2,000	0.0%	
4418 Safety Equipment / Signs	540	2,000	1,460		1,460	27.0%	
Depot Team :- Indirect Expenditure	63,178	330,683	267,505	0	267,505	19.1%	0
Net Expenditure	(63,178)	(330,683)	(267,505)				
107 Civic and Democratic							
4009 Mayor's Allowance	0	800	800		800	0.0%	
4010 Civic Expenses	2	600	598		598	0.3%	
4012 Members' Travel/Training	43	750	708		708	5.7%	
4014 Accessibility (Meetings)	0	500	500		500	0.0%	
4059 Elections	0	2,500	2,500		2,500	0.0%	
4364 Hospitality Council	13	150	137		137	8.6%	
Civic and Democratic :- Indirect Expenditure	57	5,300	5,243	0	5,243	1.1%	0
Net Expenditure	(57)	(5,300)	(5,243)				
201 Cemetery and Churchyard							
1020 Purchase Of Graves	2,164	5,200	3,036			41.6%	
1021 Burial Fees	3,378	8,200	4,822			41.2%	
1022 Interment of Ashes	1,700	3,200	1,500			53.1%	
1023 Memorial and Monuments	1,118	4,500	3,382			24.8%	
Cemetery and Churchyard :- Income	8,360	21,100	12,740			39.6%	0
4000 Wages, NI and Pension	9,362	39,500	30,138		30,138	23.7%	
4101 Grounds Maintenance	3,964	8,500	4,536		4,536	46.6%	
4326 Refuse and Recycling	0	1,000	1,000		1,000	0.0%	
4406 Equipment	195	2,000	1,805		1,805	9.8%	
4411 Rates	1,363	4,541	3,178		3,178	30.0%	
4412 Water	54	300	246		246	17.8%	
4413 Electricity	159	700	541		541	22.7%	
Cemetery and Churchyard :- Indirect Expenditure	15,096	56,541	41,445	0	41,445	26.7%	0
Net Income over Expenditure	(6,736)	(35,441)	(28,705)				
202 Allotments							
1030 Income Allotments	115	5,625	5,510			2.0%	
Allotments :- Income	115	5,625	5,510			2.0%	0

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Grounds Maintenance	0	2,500	2,500		2,500	0.0%	
4412 Water	158	1,600	1,442		1,442	9.9%	
Allotments :- Indirect Expenditure	158	4,100	3,942	0	3,942	3.9%	0
Net Income over Expenditure	(43)	1,525	1,568				
<u>205 Depots and Compound</u>							
4106 New Depot monthly rent	2,265	9,060	6,795		6,795	25.0%	
4326 Refuse and Recycling	2,738	17,000	14,262		14,262	16.1%	
4401 General Maintenance	314	3,000	2,686		2,686	10.5%	284
4411 Rates	2,165	7,786	5,621		5,621	27.8%	
4412 Water	312	1,000	688		688	31.2%	
4413 Electricity	897	4,500	3,603		3,603	19.9%	
4421 Cleaning Materials	95	200	105		105	47.6%	
Depots and Compound :- Indirect Expenditure	8,786	42,546	33,760	0	33,760	20.7%	284
Net Expenditure	(8,786)	(42,546)	(33,760)				
6000 plus Transfer from EMR	284	0	(284)				
Movement to/(from) Gen Reserve	(8,502)	(42,546)	(34,044)				
<u>207 Vehicles, Plant and Equipment</u>							
4327 Equipment Maintenance	422	3,000	2,578		2,578	14.1%	
4328 Equipment	332	4,500	4,168		4,168	7.4%	139
4330 Fuel	1,744	5,500	3,756		3,756	31.7%	
4331 Vehicle Maintenance	21,489	2,800	(18,689)		(18,689)	767.5%	20,292
4332 Road Tax	565	1,800	1,235		1,235	31.4%	
4333 Lease of Tipper HW69 OJE	825	3,400	2,575		2,575	24.3%	
4335 Lease of Vehicle BG21 DSX	873	4,750	3,877		3,877	18.4%	
4432 Vehicle Replacement (EMR)	0	10,000	10,000		10,000	0.0%	
Vehicles, Plant and Equipment :- Indirect Expenditure	26,250	35,750	9,500	0	9,500	73.4%	20,431
Net Expenditure	(26,250)	(35,750)	(9,500)				
6000 plus Transfer from EMR	20,431	0	(20,431)				
6001 less Transfer to EMR	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	(15,819)	(35,750)	(19,931)				
<u>214 Community Centre</u>							
1032 Income Minehead Football Club	9,250	9,250	0			100.0%	
1037 Income Hall Hire	4,761	19,000	14,239			25.1%	

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1072 Income Tennis Courts	132	600	468			22.0%	
Community Centre :- Income	14,143	28,850	14,707			49.0%	0
4000 Wages, NI and Pension	6,190	28,500	22,310		22,310	21.7%	
4022 Phone and Broadband	302	1,500	1,199		1,199	20.1%	
4031 Licences	0	650	650		650	0.0%	
4082 Tennis Courts/MUGA/Gym	13	1,000	987		987	1.3%	
4326 Refuse and Recycling	239	2,000	1,761		1,761	11.9%	
4401 General Maintenance	(7,500)	5,000	12,500		12,500	(150.0%)	
4405 Cleaning and Windows	254	1,800	1,546		1,546	14.1%	
4406 Equipment	0	500	500		500	0.0%	
4411 Rates	946	3,144	2,198		2,198	30.1%	
4412 Water	675	2,800	2,125		2,125	24.1%	
4413 Electricity	1,464	8,300	6,836		6,836	17.6%	
4419 Gas	1,201	5,950	4,749		4,749	20.2%	
4425 Equipment Rental	183	1,000	817		817	18.3%	
4433 Building Maintenance (EMR)	0	3,000	3,000		3,000	0.0%	
Community Centre :- Indirect Expenditure	3,965	65,144	61,179	0	61,179	6.1%	0
Net Income over Expenditure	10,177	(36,294)	(46,471)				
6001 less Transfer to EMR	3,000	0	(3,000)				
Movement to/(from) Gen Reserve	7,177	(36,294)	(43,471)				
<u>215 Open Spaces and Recreation</u>							
1031 Income Bowling Club	800	800	0			100.0%	
1033 Income Other	25,131	2,400	(22,731)			1047.1%	
1034 Income Alcombe Football Club	822	1,200	378			68.5%	
1051 Alcombe Common Grant	11,500	10,500	(1,000)			109.5%	
1082 Property Rental in	26,000	0	(26,000)			0.0%	
Open Spaces and Recreation :- Income	64,253	14,900	(49,353)			431.2%	0
4100 Playgrounds Maintenance	367	6,000	5,633		5,633	6.1%	
4209 Tree Works	(1,700)	10,000	11,700		11,700	(17.0%)	
4351 Alcombe Common Grant	2,910	10,500	7,590		7,590	27.7%	
4358 Weed Removal	3,170	10,000	6,830		6,830	31.7%	
4401 General Maintenance	973	20,000	19,028		19,028	4.9%	973
4412 Water	34	800	766		766	4.3%	
4413 Electricity	3,687	5,000	1,313		1,313	73.7%	1,153
4437 Tree Replacement Fund (Ave)	0	6,000	6,000		6,000	0.0%	
Open Spaces and Recreation :- Indirect Expenditure	9,441	68,300	58,859	0	58,859	13.8%	2,125
Net Income over Expenditure	54,812	(53,400)	(108,212)				
6000 plus Transfer from EMR	2,125	0	(2,125)				
Movement to/(from) Gen Reserve	56,937	(53,400)	(110,337)				

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
219 Community Services and Support							
1056 Health & Wellbeing Youth Worker	35,000	0	(35,000)			0.0%	
Community Services and Support :- Income	35,000	0	(35,000)				0
4020 Health & Wellbeing YouthWorker	35,000	0	(35,000)		(35,000)	0.0%	
4075 S137 Community Payments	0	5,000	5,000		5,000	0.0%	
4356 Local Bus Service	0	6,200	6,200		6,200	0.0%	
4360 Youth Services	6,000	6,000	0		0	100.0%	
4362 Christmas Decorations	336	20,000	19,664		19,664	1.7%	
4363 Town Entertainments	2,566	11,000	8,434		8,434	23.3%	
4381 Citizens Advice Support	5,000	5,000	0		0	100.0%	
4401 General Maintenance	1,050	0	(1,050)		(1,050)	0.0%	1,050
4495 Tourism	4,000	5,000	1,000		1,000	80.0%	
Community Services and Support :- Indirect Expenditure	53,952	58,200	4,248	0	4,248	92.7%	1,050
Net Income over Expenditure	(18,952)	(58,200)	(39,248)				
6000 plus Transfer from EMR	1,050	0	(1,050)				
6001 less Transfer to EMR	6,200	0	(6,200)				
Movement to/(from) Gen Reserve	(24,102)	(58,200)	(34,098)				
222 Town Centre Maintenance							
4105 Wellington Square	101	6,000	5,899		5,899	1.7%	
4361 Floral Displays	1,469	12,000	10,531		10,531	12.2%	
4369 Britain In Bloom/Green Flag	0	600	600		600	0.0%	
Town Centre Maintenance :- Indirect Expenditure	1,570	18,600	17,030	0	17,030	8.4%	0
Net Expenditure	(1,570)	(18,600)	(17,030)				
250 Public Toilets							
1033 Income Other	2,737	0	(2,737)			0.0%	
Public Toilets :- Income	2,737	0	(2,737)				0
4000 Wages, NI and Pension	8,883	38,500	29,617		29,617	23.1%	
4401 General Maintenance	5,508	8,000	2,492		2,492	68.8%	
4406 Equipment	630	4,500	3,870		3,870	14.0%	
4412 Water	4,927	6,763	1,836		1,836	72.9%	
4413 Electricity	974	5,000	4,026		4,026	19.5%	
4421 Cleaning Materials	1,096	4,200	3,104		3,104	26.1%	
4425 Equipment Rental	2,178	9,750	7,572		7,572	22.3%	
4436 Public Toilet Improvements (EM	0	75,000	75,000		75,000	0.0%	
Public Toilets :- Indirect Expenditure	24,196	151,713	127,517	0	127,517	15.9%	0
Net Income over Expenditure	(21,458)	(151,713)	(130,255)				
6001 less Transfer to EMR	75,000	0	(75,000)				

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(96,458)	(151,713)	(55,255)				
Grand Totals:- Income	1,141,857	88,475	(1,053,382)			1290.6%	
Expenditure	254,787	1,100,110	845,323	0	845,323	23.2%	
Net Income over Expenditure	887,070	(1,011,635)	(1,898,705)				
plus Transfer from EMR	24,690	0	(24,690)				
less Transfer to EMR	94,200	0	(94,200)				
Movement to/(from) Gen Reserve	817,561	(1,011,635)	(1,829,196)				