



Quarterly Financial Report – Half-Year 2025/26 (April–Sept, Month 6)

Introduction

This report highlights budget lines where actual spend/receipts at Month 6 are materially more than the 50% mid-year mark. (35%-65% variance) It covers both income and expenditure, and flags likely causes (timing of annual bills, one-offs, EMR-funded items or operational issues).

1) Income – over 50% at Month 6

201 Cemetery & Churchyard – income well ahead of profile

- **1020 Purchase of Graves** – materially **above 65%** by mid-year. *Demand for new plots has been greater than forecast.*
- **1021 Burial Fees** – **well above 65%**. *As above—higher activity than expected.*
- **1022 Interment of Ashes** – **well above 65%**. *Demand-led variance.*
- **1023 Memorials/Monuments** – **above 65%**. *Linked to the above activity.*

Q1 noted higher-than-expected interments driving these lines. That trend appears to continue at mid-year.

202 Allotments – income behind profile (<~35%)

- **1030 Allotments Income** – **very low (≈3%)** at Month 6. Renting cycle/timing issue—All annual rent letters raised in October for payment on the 1st of November. This line will read near 100% come next quarter.

214 Community Centre – front-loaded annual invoice

- **1032 Income – Minehead Football Club** – **at 100% by Month 6** as full year invoiced in April 2025.

215 Open Spaces & Recreation – devolution-related one-offs and timing

- **1033 Income – Other** – **far above 65% (>>100%)** due to **Somerset Council transfer of quarter 1 devolution receipts and continued rents** received from devolved assets.
- **1034 Income – Alcombe FC** – **above 65%** at Month 6. Q1 referenced late receipts from 2024-2025 financial year. Invoices due in 2025-2026 financial year are being paid on time.

250 Public Toilets – unbudgeted/offsetting item

- **1033 Income – Other – income posted against a line with £0 budget**, Repayment of invoice paid twice & quarterly contributions from NCI for their use of electricity from Warren Road wc's supply.

2) Expenditure – outside 35–65% at Month 6

101 Governance & Administration

- **4023 Subscriptions – well above 65%** (most subscriptions are **annual**, billed early). Expected front-loading.
- **4025 Insurance – well above 65%** (paid **annually** at start of year, plus extra cover for devolved assets). Expected front-loading.
- **4026 Website – above 65%** at Month 6. Includes support work, for accessibility on the website. Updating website to continue through the rest of the year.
- **4040 Computer Equipment/Licences – below 35%**. Email licences are paid from this budget line, to continue through the year & provision has been made in this line for an increase in licences required if required.
- **4050 Legal and Professional Fees – below 35%** Funds transferred from 2024-2025 budget to cover continued devolution asset legal work through 2025-2026 financial year. Legal work in ongoing through this financial year.
- **4057 Audit Fees** – shows as very high (>>65%). Timing: external audit and year-end costs cluster. Relates to sign off of outstanding objection to accounts in 2022/23, sign off accounts for 2023/24 and recent sign off of accounts for 2024/25.

102 Town Council Offices

- **4325 Office Purchase/Refit** – shows a large negative on the report (overspend vs original budget), funded by **EMR transfers**. Capital/refit stage—variance by design; EMR covers it.
- **4412 Water – ≈35%** (borderline low). Lower than expected usage.

104 Depot Team

- **4008 Staff Training** – Reads as minus but account actually reads over budgeted amount held in this budget line due to a training budget transferred from 2024-2025 financial year rolled over to 2025/26; delays in training providers means actual delivery may slip to later months of 2025-2026

201 Cemetery & Churchyard

- **4101 Grounds Maintenance – above 65%** at Month 6. *Q1 cited Lychgate project costs being paid*. This budget line is expected to settle by the end of this financial year.

202 Allotments

- **4101 Grounds Maintenance – well below 35%**. Work phasing into late summer/autumn.

205 Depots & Compound

- **4412 Water** – ~31% (below). Lower than expected usage.

207 Vehicles, Plant & Equipment

- **4331 Vehicle Maintenance** – *far above 65% (appears >100%)*. Q1 explained this line includes the Isuzu tipper purchase posted here. Purchase funds transferred from the vehicle purchase EMR. If removed from the actual year to date spend figure, this budget line is 40%
- **4332 Road Tax** – ~31% (below). *Phasing; EV road tax started; expect catch-up by year-end.*

214 Community Centre

- **4401 General Maintenance** – *Reads as minus but account actually reads over budgeted amount held in this line. Q1 flagged a planned light refurbishment and part of 2024-2025 budget was brought forward to cover this.*
- **4412 Water** – ~35% (low). Lower than expected usage. Expected to increase as the football season continues.

215 Open Spaces & Recreation

- **4413 Electricity** – >100% (well above). *Includes unmetered supply for the Seafront Jubilee Clock and CCTV; part recharged to Alcombe Rovers FC.*
- **4401 General Maintenance** – **below 35%**. *Phasing of works and unknowns relating to devolution. Expected to level as year goes on.*
- **4411 Rates** – *spend posted against a line with £0 budget (shows as a minus/overspend)*. The rates are associated with the Alexandra Road & North Road car parks, which are being paid from the devolution EMR. Once the SLA is agreed, signed & returned to Somerset Council, I will be able to claim Minehead Town Council's share of the car parking fees.
- **4995 The Parks – benches/plants – unbudgeted (£0 budget)**, hence reads as overspend but is S106 funded. Read in conjunction with 1052/215 S106 grant benches The Parks.

219 Community Services & Support

- **4495 Tourism** – ~80% (above). *One-off cost contribution to MCDT.*
- **4362 Christmas Decorations** – ~36% (low) by Month 6—expected as main spend is in Q3/Q4.

222 Town Centre Maintenance

- **4105 Wellington Square** – ~3% (well below). *Works scheduled later in year. Any surplus is to be used for historical asset maintenance.*
- **4369 Britain in Bloom/Green Flag** – ~26% (below). Events didn't require as much budget as initially intended, mainly due to no MTC representative attending awards ceremony.

250 Public Toilets

- **4401 General Maintenance – ≈73%** (above). Includes urgent pipe repair at Quay West and one duplicate invoice later credited.
- **4412 Water – ≈97%** (well above). Q1 noted a major water leak; refund with Water2Business was being pursued. Received in October 2025 (this will show in Q3 report)
- **4406 Equipment – ~14%** (below). Contains service contract for annual servicing of the Summerland disabled wc equipment and a possible new floor scrubber.

Concluding Summary

The 2025–2026 budget remains on track to be delivered within the approved financial parameters for the current fiscal year. While certain areas have experienced overspend—primarily due to the timing of annual payments, unforeseen incidents such as a water leak and vandalism, and remedial work on newly devolved assets—these are expected to be offset by underspends in other budget lines and additional income generated from some of the newly devolved assets.

We continue to prioritise robust financial stewardship, aligning our approach with the Council's financial risk management framework. This ensures that emerging risks are identified and mitigated promptly, and that public funds are managed transparently and efficiently to deliver best value for the community.

Jo Chapman

Deputy Clerk & RFO

21.10.2025

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

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							
1033 Income Other	100	0	(100)			0.0%	
1176 Precept Received	1,011,635	1,011,635	0			100.0%	
1190 Interest received	10,883	18,000	7,117			60.5%	
Governance and Administration :- Income	1,022,618	1,029,635	7,017			99.3%	0
4000 Wages, NI and Pension	78,272	180,228	101,956		101,956	43.4%	
4007 HR Support/EAP	290	720	430		430	40.3%	
4008 Staff Training/Conferences	0	750	750		750	0.0%	
4018 Hospitality	51	200	150		150	25.3%	
4021 Stationery	417	750	333		333	55.6%	
4022 Phone and Broadband	1,909	4,000	2,091		2,091	47.7%	
4023 Subscriptions	3,713	3,800	87		87	97.7%	
4025 Insurance	17,407	20,350	2,943		2,943	85.5%	
4026 Website	845	1,200	355		355	70.4%	
4027 Photocopier	332	1,000	668		668	33.2%	
4030 Advertising/Recruitment	0	350	350		350	0.0%	
4039 IT Support	1,275	2,700	1,425		1,425	47.2%	
4040 Computer Equipment /Licences	778	3,500	2,722		2,722	22.2%	
4042 Business Safe Subscription	1,006	2,235	1,229		1,229	45.0%	
4050 Legal and Professional Fees	(7,662)	10,000	17,662		17,662	(76.6%)	
4055 Bank Charges	210	600	390		390	35.0%	
4057 Audit Fees	32,428	3,500	(28,928)		(28,928)	926.5%	
Governance and Administration :- Indirect Expenditure	131,271	235,883	104,612	0	104,612	55.7%	0
Net Income over Expenditure	891,347	793,752	(97,595)				
102 Town Council Offices							
4325 Office Purchase/Refit	112,199	0	(112,199)		(112,199)	0.0%	112,199
4401 General Maintenance	(7,912)	2,500	10,412		10,412	(316.5%)	
4405 Cleaning and Windows	168	400	232		232	42.0%	
4410 Rent	1,444	12,000	10,556		10,556	12.0%	
4411 Rates	3,592	5,988	2,396		2,396	60.0%	
4412 Water	123	450	327		327	27.3%	
4413 Electricity	1,123	5,750	4,627		4,627	19.5%	
4425 Equipment Rental	115	262	147		147	43.8%	
Town Council Offices :- Indirect Expenditure	110,852	27,350	(83,502)	0	(83,502)	405.3%	112,199
Net Expenditure	(110,852)	(27,350)	83,502				
6000 plus Transfer from EMR	112,199	0	(112,199)				
Movement to/(from) Gen Reserve	1,347	(27,350)	(28,697)				

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

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	142,450	322,083	179,633		179,633	44.2%	
4008 Staff Training/Conferences	(1,431)	4,000	5,431		5,431	(35.8%)	
4022 Phone and Broadband	313	600	287		287	52.2%	
4407 Uniforms all clothing	348	2,000	1,652		1,652	17.4%	
4418 Safety Equipment / Signs	714	2,000	1,286		1,286	35.7%	
Depot Team :- Indirect Expenditure	142,394	330,683	188,289	0	188,289	43.1%	0
Net Expenditure	(142,394)	(330,683)	(188,289)				
107 Civic and Democratic							
4009 Mayor's Allowance	48	800	752		752	6.0%	
4010 Civic Expenses	109	600	491		491	18.1%	
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	213	5,300	5,087	0	5,087	4.0%	0
Net Expenditure	(213)	(5,300)	(5,087)				
6001 less Transfer to EMR	2,500	0	(2,500)				
Movement to/(from) Gen Reserve	(2,713)	(5,300)	(2,587)				
201 Cemetery and Churchyard							
1020 Purchase Of Graves	4,328	5,200	872			83.2%	
1021 Burial Fees	7,395	8,200	805			90.2%	
1022 Interment of Ashes	3,500	3,200	(300)			109.4%	
1023 Memorial and Monuments	3,368	4,500	1,132			74.8%	
Cemetery and Churchyard :- Income	18,591	21,100	2,509			88.1%	0
4000 Wages, NI and Pension	19,332	39,500	20,168		20,168	48.9%	
4101 Grounds Maintenance	7,431	8,500	1,069		1,069	87.4%	
4326 Refuse and Recycling	0	1,000	1,000		1,000	0.0%	
4406 Equipment	452	2,000	1,549		1,549	22.6%	
4411 Rates	2,725	4,541	1,816		1,816	60.0%	
4412 Water	54	300	246		246	17.8%	
4413 Electricity	292	700	408		408	41.8%	
Cemetery and Churchyard :- Indirect Expenditure	30,286	56,541	26,255	0	26,255	53.6%	0
Net Income over Expenditure	(11,695)	(35,441)	(23,746)				

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Allotments</u>							
1030 Income Allotments	157	5,625	5,468			2.8%	
Allotments :- Income	<u>157</u>	<u>5,625</u>	<u>5,468</u>			<u>2.8%</u>	<u>0</u>
4101 Grounds Maintenance	82	2,500	2,418		2,418	3.3%	
4412 Water	158	1,600	1,442		1,442	9.9%	
Allotments :- Indirect Expenditure	<u>241</u>	<u>4,100</u>	<u>3,859</u>	<u>0</u>	<u>3,859</u>	<u>5.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(84)</u>	<u>1,525</u>	<u>1,609</u>				
<u>205 Depots and Compound</u>							
4106 New Depot monthly rent	4,530	9,060	4,530		4,530	50.0%	
4326 Refuse and Recycling	6,807	17,000	10,193		10,193	40.0%	
4401 General Maintenance	913	3,000	2,087		2,087	30.4%	284
4411 Rates	3,890	7,786	3,896		3,896	50.0%	
4412 Water	312	1,000	688		688	31.2%	
4413 Electricity	1,717	4,500	2,783		2,783	38.2%	
4421 Cleaning Materials	95	200	105		105	47.6%	
Depots and Compound :- Indirect Expenditure	<u>18,265</u>	<u>42,546</u>	<u>24,281</u>	<u>0</u>	<u>24,281</u>	<u>42.9%</u>	<u>284</u>
Net Expenditure	<u>(18,265)</u>	<u>(42,546)</u>	<u>(24,281)</u>				
6000 plus Transfer from EMR	284	0	(284)				
Movement to/(from) Gen Reserve	<u>(17,981)</u>	<u>(42,546)</u>	<u>(24,565)</u>				
<u>207 Vehicles, Plant and Equipment</u>							
4327 Equipment Maintenance	934	3,000	2,066		2,066	31.1%	
4328 Equipment	899	4,500	3,601		3,601	20.0%	139
4330 Fuel	3,009	5,500	2,491		2,491	54.7%	
4331 Vehicle Maintenance	22,009	2,800	(19,209)		(19,209)	786.0%	20,292
4332 Road Tax	565	1,800	1,235		1,235	31.4%	
4333 Lease of Tipper HW69 OJE	1,640	3,400	1,760		1,760	48.2%	
4335 Lease of Vehicle BG21 DSX	1,746	4,750	3,004		3,004	36.8%	
4432 Vehicle Replacement (EMR)	0	10,000	10,000		10,000	0.0%	
Vehicles, Plant and Equipment :- Indirect Expenditure	<u>30,802</u>	<u>35,750</u>	<u>4,948</u>	<u>0</u>	<u>4,948</u>	<u>86.2%</u>	<u>20,431</u>
Net Expenditure	<u>(30,802)</u>	<u>(35,750)</u>	<u>(4,948)</u>				
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	<u>(20,371)</u>	<u>(35,750)</u>	<u>(15,379)</u>				

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
214 Community Centre							
1032 IncomeMinehead Football Club	9,250	9,250	0			100.0%	
1037 Income Hall Hire	9,054	19,000	9,946			47.7%	
1072 Income Tennis Courts	359	600	242			59.8%	
Community Centre :- Income	18,663	28,850	10,188			64.7%	0
4000 Wages, NI and Pension	12,852	28,500	15,648		15,648	45.1%	
4022 Phone and Broadband	603	1,500	897		897	40.2%	
4031 Licences	0	650	650		650	0.0%	
4082 Tennis Courts/MUGA/Gym	13	1,000	987		987	1.3%	
4326 Refuse and Recycling	598	2,000	1,402		1,402	29.9%	
4401 General Maintenance	(6,606)	5,000	11,606		11,606	(132.1%)	
4405 Cleaning and Windows	412	1,800	1,388		1,388	22.9%	
4406 Equipment	77	500	423		423	15.4%	
4411 Rates	1,888	3,144	1,256		1,256	60.0%	
4412 Water	675	2,800	2,125		2,125	24.1%	
4413 Electricity	2,905	8,300	5,395		5,395	35.0%	
4419 Gas	2,737	5,950	3,213		3,213	46.0%	
4425 Equipment Rental	367	1,000	633		633	36.7%	
4433 Building Maintenance (EMR)	0	3,000	3,000		3,000	0.0%	
Community Centre :- Indirect Expenditure	16,520	65,144	48,624	0	48,624	25.4%	0
Net Income over Expenditure	2,142	(36,294)	(38,436)				
6001 less Transfer to EMR	3,000	0	(3,000)				
Movement to/(from) Gen Reserve	(858)	(36,294)	(35,436)				
215 Open Spaces and Recreation							
1031 Income Bowling Club	800	800	0			100.0%	
1033 Income Other	26,152	2,400	(23,752)			1089.6%	
1034 Income Alcombe Football Club	1,209	1,200	(9)			100.8%	
1051 Alcombe Common Grant	11,500	10,500	(1,000)			109.5%	
1052 S106 grant benches The Parks	6,120	0	(6,120)			0.0%	
1082 Property Rental in	14,000	0	(14,000)			0.0%	
Open Spaces and Recreation :- Income	59,781	14,900	(44,881)			401.2%	0
4100 Playgrounds Maintenance	1,271	6,000	4,729		4,729	21.2%	
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	6,340	10,000	3,660		3,660	63.4%	
4401 General Maintenance	5,757	20,000	14,243		14,243	28.8%	3,901
4411 Rates	2,925	0	(2,925)		(2,925)	0.0%	2,481

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4412 Water	34	800	766		766	4.3%	
4413 Electricity	5,113	5,000	(113)		(113)	102.3%	1,441
4437 Tree Replacement Fund (Ave)	0	6,000	6,000		6,000	0.0%	
4995 The Parks benches plants	6,136	0	(6,136)		(6,136)	0.0%	
Open Spaces and Recreation :- Indirect Expenditure	28,787	68,300	39,513	0	39,513	42.1%	7,823
Net Income over Expenditure	30,994	(53,400)	(84,394)				
6000 plus Transfer from EMR	7,823	0	(7,823)				
Movement to/(from) Gen Reserve	38,817	(53,400)	(92,217)				
<u>219 Community Services and Support</u>							
1056 Health & Wellbing 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 Community Grants	1,500	5,000	3,500		3,500	30.0%	
4356 Local Bus Service	0	6,200	6,200		6,200	0.0%	
4360 Youth Club	6,000	6,000	0		0	100.0%	
4362 Christmas Decorations	7,091	20,000	12,909		12,909	35.5%	
4363 Town Entertainments	5,918	11,000	5,082		5,082	53.8%	
4381 Citizens Advice Support	5,000	5,000	0		0	100.0%	
4401 General Maintenance	0	0	0		0	0.0%	1,050
4495 Tourism	4,000	5,000	1,000		1,000	80.0%	
Community Services and Support :- Indirect Expenditure	64,509	58,200	(6,309)	0	(6,309)	110.8%	1,050
Net Income over Expenditure	(29,509)	(58,200)	(28,691)				
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	(34,659)	(58,200)	(23,541)				
<u>222 Town Centre Maintenance</u>							
4105 Wellington Square	197	6,000	5,803		5,803	3.3%	
4361 Floral Displays	6,911	12,000	5,089		5,089	57.6%	
4369 Britain In Bloom/Green Flag	154	600	446		446	25.7%	
Town Centre Maintenance :- Indirect Expenditure	7,262	18,600	11,338	0	11,338	39.0%	0
Net Expenditure	(7,262)	(18,600)	(11,338)				

Detailed Income & Expenditure by Budget Heading 08/10/2025

Month No: 6

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250</u>	<u>Public Toilets</u>							
1033	Income Other	2,841	0	(2,841)			0.0%	
	Public Toilets :- Income	2,841	0	(2,841)				0
4000	Wages, NI and Pension	18,324	38,500	20,176		20,176	47.6%	
4401	General Maintenance	5,859	8,000	2,141		2,141	73.2%	
4406	Equipment	630	4,500	3,870		3,870	14.0%	
4412	Water	6,581	6,763	182		182	97.3%	
4413	Electricity	2,163	5,000	2,837		2,837	43.3%	
4421	Cleaning Materials	2,370	4,200	1,830		1,830	56.4%	
4425	Equipment Rental	4,432	9,750	5,318		5,318	45.5%	
4436	Public Toilet Improvements (EM	0	75,000	75,000		75,000	0.0%	
	Public Toilets :- Indirect Expenditure	40,358	151,713	111,355	0	111,355	26.6%	0
	Net Income over Expenditure	(37,517)	(151,713)	(114,196)				
6001	less Transfer to EMR	75,000	0	(75,000)				
	Movement to/(from) Gen Reserve	(112,517)	(151,713)	(39,196)				
	Grand Totals:- Income	1,157,651	1,100,110	(57,541)			105.2%	
	Expenditure	621,760	1,100,110	478,350	0	478,350	56.5%	
	Net Income over Expenditure	535,891	0	(535,891)				
	plus Transfer from EMR	141,786	0	(141,786)				
	less Transfer to EMR	96,700	0	(96,700)				
	Movement to/(from) Gen Reserve	580,977	0	(580,977)				