



District Executive (Informal)

Thursday 1st July 2021

9.30 am

**Virtual Meeting
using Zoom meeting software**

The following members are requested to attend the meeting:

Jason Baker
Mike Best
John Clark
Adam Dance
Sarah Dyke

Peter Gubbins
Henry Hobhouse
Val Keitch
Tony Lock
Peter Seib

Any members of the public wishing to address the meeting at Public Question Time need to email democracy@southsomerset.gov.uk by 9.00am on Wednesday 30th June 2021

The meeting will be viewable online at: <https://youtu.be/MIYw7UDJakY>

For further information on the items to be discussed, please contact democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 23 June 2021.

Alex Parmley, *Chief Executive Officer*

**This information is also available on our website
www.southsomerset.gov.uk and via the Modern.gov app**

Information for the Public

In light of the coronavirus pandemic (COVID-19), the District Executive Committee will meet virtually via video-conferencing to consider reports. As of 7 May 2021 interim arrangements are in place for committee meetings.

At the meeting of Full Council on 15 April 2021 it was agreed to make the following changes to the Council's Constitution:

- a) To continue to enable members to hold remote, virtual meetings using available technology;
- b) To amend Part 3 (Responsibility for Functions) of the Council's Constitution to allow those remote meetings to function as consultative bodies and delegate decisions, including Executive and Quasi-Judicial decisions, that would have been taken by those meetings if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had continued in force to the Chief Executive (or the relevant Director in the Chief Executive's absence) in consultation with those meetings and those members to whom the decision would otherwise have been delegated under Part 3 of the Constitution;
- c) The delegated authority given under (b) will expire on 31 July 2021 unless continued by a future decision of this Council;

For full details and to view the report please see -

[Agenda for South Somerset District Council on Wednesday 5th May 2021, 6.30 pm](#)

District Executive

Meetings of the District Executive are usually held monthly, at 9.30am, on the first Thursday of the month (unless advised otherwise).

The District Executive co-ordinates the policy objectives of the Council and gives the Area Committees strategic direction. It carries out all of the local authority's functions which are not the responsibility of any other part of the Council. It delegates some of its responsibilities to Area Committees, officers and individual portfolio holders within limits set by the Council's Constitution. When major decisions are to be discussed or made, these are published in the Executive Forward Plan in so far as they can be anticipated. Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site: [Browse forward plans \(southsomerset.gov.uk\)](http://southsomerset.gov.uk)

Agendas and minutes can also be viewed via the Modern.gov app (free) available for iPads and Android devices. Search for 'modern.gov' in the app store for your device, install, and select 'South Somerset' from the list of publishers, then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

Public participation at meetings (held via Zoom)

Public question time

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings. If you would like to participate and contribute in the meeting, please join on-line through Zoom at: <https://zoom.us/join> You will need an internet connection to do this.

Please email democracy@southsomerset.gov.uk for the details to join the meeting.

If you would like to view the meeting without participating, please see: <https://youtu.be/MIYw7UDJakY>

The period allowed for participation in Public Question Time shall not exceed 15 minutes except with the consent of the Chairman and members of the Committee. Each individual speaker shall be restricted to a total of three minutes.

If you would like to address the meeting at Public Question Time, please email democracy@southsomerset.gov.uk by 9.00am on Wednesday 30th June 2021. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will unmute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

Informal meeting of District Executive

Thursday 1 July 2021

Agenda

1. Apologies for Absence

2. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

3. Public Question Time

4. Chairman's Announcements

Items for Discussion

5. Planning Reimagined Update (Pages 5 - 13)

6. Review of Priority Project 1 of the Council's Annual Action Plan 2021- 2022 (Pages 14 - 20)

7. 2020/21 Revenue Outturn Report Period Ending 31st March 2021 (Pages 21 - 43)

8. 2020/21 Capital Outturn Report Period Ending 31st March 2021 (Pages 44 - 56)

9. Financing the Yeovil Refresh (Pages 57 - 64)

10. District Executive Forward Plan (Pages 65 - 68)

11. Date of Next Meeting (Page 69)



Planning Reimagined Update

Executive Portfolio Holder:	Tony Lock, Protecting Core Services
Strategic Director:	Kirsty Larkins, Director - Service Delivery
Service Manager:	Lesley Barakchizadeh, Interim Lead Specialist Planning
Lead Officer:	Kirsty Larkins, Director - Service Delivery
Contact Details:	Kirsty.larkins@southsomerset.gov.uk

Purpose of the Report

1. The purpose of the report is to provide an update on the work that has been carried out in relation to the Planning Reimagined Action Plan (appendix A)

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of June 2021, but has been set back one month later to allow a review workshop to take place before District Executive.

Public Interest

3. The report sets out the progress made on the Planning Reimagined Action Plan developed through a series of workshops with cross-party members.

Recommendations

4. District Executive recommend that the Chief Executive agrees to:-
 - a. note the contents of the report.
 - b. an update on the implementation of the action agreed by the working group to come forward to this meeting in January 2022.

Background

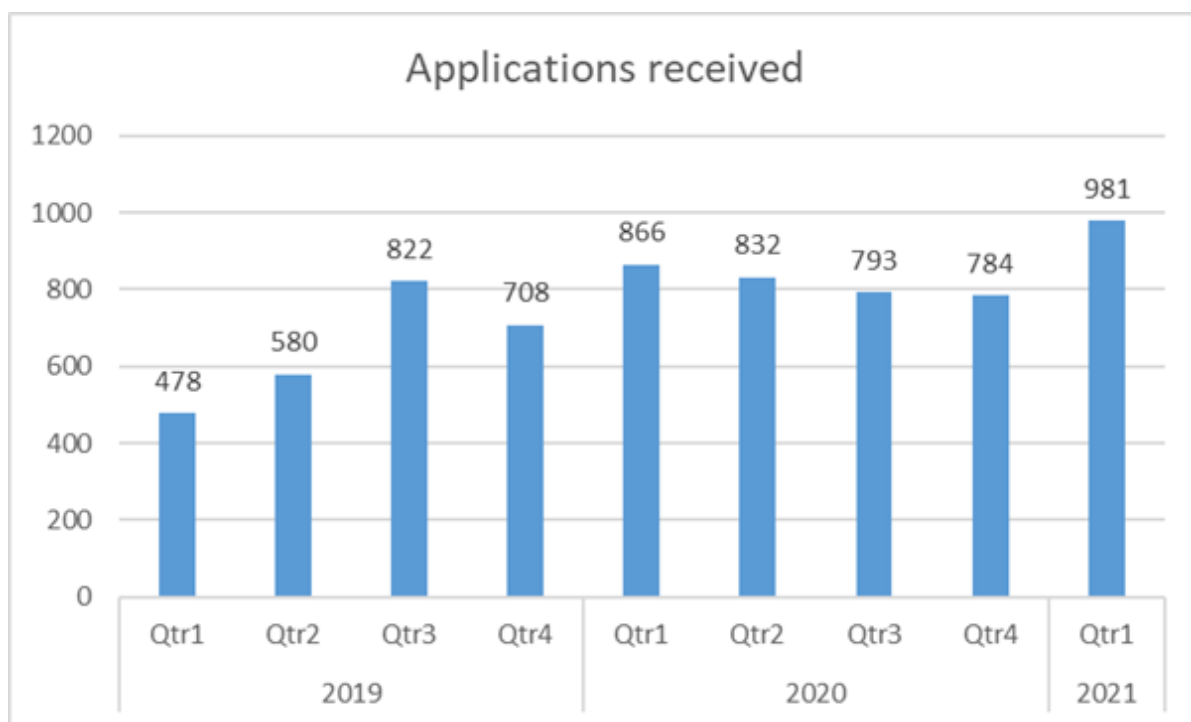
5. We are clear that the Planning Service has not been in the place we would want it to be. As part of the work to ensure we have a Planning Service that delivers and meets the requirements of the District a cross party Members working group (Planning Reimagined) was put in place.
6. The aim of the workshops was to review the entire end to end planning process, including current working practices, and to produce an action plan to achieve the following out comes:



South Somerset District Council

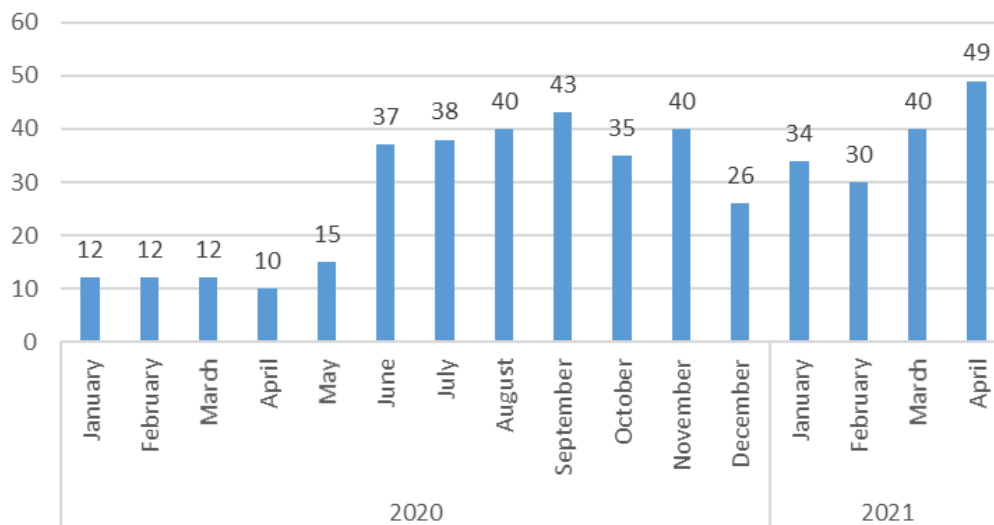
- Deliver the aims and objectives of the Council Plan and the Local Plan
- Deliver good outcomes for our communities
- Speed and efficiency that meets Government targets without relying on Extensions of Time
- Delivers all the above with the resources allocated to the service
- Achieve good customer service and establish a well-respected service.
- As a result of the workshops an action plan was produced and shared with the District Executive in December 2020. This report sets out the progress we have made on each action.

7. It has been a challenging six months for the Planning Service with the impact of Covid last longer than anyone could have anticipated requiring changes to working practices across the service. Over the last year we received an unprecedented increase in planning applications; along with the additional work bought about by the requirement to mitigate the discharge of phosphates into the water ways.
8. Table 1 below sets out the number of planning applications we have received over the last year.



9. The team has also seen a high increase in the number of enforcement cases being reported. Table 2 below sets out the increase in cases

Enforcement cases



Update on the Actions

10. Good progress has been made on many of the actions despite the setback of Covid and phosphates mitigation issues. We accept there is still work to do to improve the services but these initial steps have started to support turning the service around. There are also a number of process and services improvements that are being implemented outside of the planning reimagined action plan.
11. Appendix A sets out the actions along with an update on whether they are complete, in progress or yet to be started.
12. Whilst there is a narrative within the appendix, it is important to give a more in-depth explanation on some areas of the plan and the steps we are taking to ensure we can drive the remaining actions forward.
13. We recognised that we needed to separate out the ongoing support for the service from the service improvements work so we have now split these two areas out. The interim Lead Specialist focussing on the service improvements, liaising with Members and agents, and the interim Technical Lead to support the team determining applications and support with the major applications and key sites.
14. We also recognise the enforcement work isn't where we would like it to be but the team have been very proactive in their approach to cases. The bullet points below set out the actions that have been taken: -
 - 8 Planning Contravention Notices have been served
 - 3 active prosecutions
 - 4 Enforcement notices are currently being drafted to go to legal to serve with more to follow
 - 2 Section 215 notices currently being drafted for legal
 - 2 Section 330 notices being served



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- New templates being worked on making it easier for officers to progress matters more efficiently
 - Successfully assisted legal and Counsel on a Community Protection Order to resolve a case preventing the matter going to Court.
 - Reduction in historic cases continues with a mix of case closures and identification of ones that need to move to formal action or through the planning system.
15. Given the number of cases regarding enforcement has nearly quadrupled over the last year the team have made good progress, but to enable us to be more proactive we are adding additional resource to bolster the team over the next 6 months. With the extra resource we should see the number of open cases reduce, providing the incoming case don't increase.
16. We are now seeing an increase in decisions being made over the last 6 months despite the complications of phosphate mitigation and in April the team determined 359 cases. We believe the actions from the planning reimagined plan and the process/service improvements are making a difference.
17. We need to acknowledge it will take some time to completely turn the service around, time needs to be given to allow policies and changes to bed in. We are also experiencing a continued high number of applications, and the difficulty in recruiting planners, which is a national issue.

Financial Implications

None report is for information only.

Legal implications (if any) and details of Statutory Powers

None.

Risk Matrix

Not completed as this report is for information only

Council Plan Implications

Council Plan 2020-2024

Places where we live:-

Ensure development which is sustainable, where people want to live and communities can thrive

Enable sufficient housing in appropriate places to meet community needs

Maximised the number of affordable homes including providing more affordable homes to support rural economies and communities

Protecting Core Services



South Somerset District Council

Delivering a high quality, effective and timely service to our customers and communities

Carbon Emissions and Climate Change Implications

Not applicable this report is for information only.

Equality and Diversity Implications

Not applicable this report is for information only.

Privacy Impact Assessment

Not applicable this report is for information only.

Background Papers

- Planning Reimagined Dec 2020 District Executive

NUMBER	PROPOSAL	RECOMMENDATIONS FROM PLANNING REIMAGINED GROUP	PURPOSE	TIMESCALE	Update
1	Pre-application	Review fees and charges proposed for Pre-App Service	Improve the quality of applications coming into the Authority, make applications more efficient and to ensure appropriate charge is levied for each type of development	Completed by the end of 2020	We have delayed this action, to enable us to focus on improving and stabilising the current service. A review will be carried out in early Autumn with a view to being approved by the s151 officer at the end of October 2021
2	Validation	Validation guide approved at DX. Following feedback a review is to be completed to ensure balance is correct between getting the application right first time and not making the process over burdensome for applicants due to requests for additional documents/plans	Speed up the validation process and reduce failure demand/dissatisfaction with the service	Ongoing; complete review to be conducted by the end of February 2021	Review has been completed and there are a number of recommendations to reduce the burden on applicants and agents whilst ensuring a robust process. Update validation guide to be bought to September District Executive to allow time to consult with key stakeholders
3	Consultation	Produce a training video for new PC/TC / Members to watch, outlining the planning process and their role in the process as a consultee.	Improve understanding of the planning process and reduce the requests for additional time for the consultation process	Feb 2021	Interim Lead Specialist is looking to commissions an external trainer to provide training to Members, due to the many changes within the legislation it is not cost effective to produce a training video as it will be quickly out of date. We are engaging with Parish and Town Councils to support them in accessing appropriate training
4		All consultation paperwork to be sent digitally to PC's and TC's	Save Case Officer time and reduce environmental impact	Commencing November 2020	Completed

Appendix A

NUMBER	PROPOSAL	RECOMMENDATIONS FROM PLANNING REIMAGINED GROUP	PURPOSE	TIMESCALE	Update
5		Address issue that PC/TC feel they are not given 21 days to respond to the consultation documents	Ensure the process is transparent and encourage response within the time frame of 21 days	In November 2020	Revised target date of August 2021
6		Review the order documents appear on the planning portal	To make feedback to consultation easier and speed up responses	In November 2020	Completed-Unable to change documents order on the portal
7	Negotiation	Strategy to be agreed at DX	Provide clear framework for officers and customers. Reduce the time spent negotiating an application, speed up decision making.	Jan DX 2020	Completed
8	Planning Committees	Applications marked as two-star go straight to Regulation Committee	To reduce the need of applications to being considered twice and manage the expectations of the public.	November 2020 (Lead Specialist to speak to Area Chairs)	Completed
9	Planning reports	Produce standardised reports for applications	Make report writing a quicker process for the officer, and provide consistency across the service making it easy for readers to follow.	By Christmas 2020 (Lead Specialist to discuss with Area/Regulation Chairs)	To be picked up by Interim Lead Specialist and Principal Planners to be completed by Nov 2021
10	Scheme of delegation	Revise the scheme of delegation. To remove the need for householder application to go to Area Committee	Speed up the processing of householder applications and reduce the time spent at Area Committee's for officers	Jan DX 2021	Completed- Approved by Council January 2021

Appendix A

NUMBER	PROPOSAL	RECOMMENDATIONS FROM PLANNING REIMAGINED GROUP	PURPOSE	TIMESCALE	Update
11	Planning Enforcement	Provide an update to all Members on the Enforcement process	Give Members the confidences and the tools to assist PC/TC's etc reporting an enforcement issue	By Christmas 2020 (will include update on progress of dealing with existing cases)	Update on progress has been provided to all Members via the monthly planning updates. Due to the high demand with the service we are not as far forward as hoped.
12		Members to promote process, once confidence is given that cases will be actioned	To increase understanding about the service and ensure reports of possible breaches are provided through the correct online channel	From February 2021	Members have started to promote the online service but confidence still needs to be built that we have the resources to deal with cases in a timely manner.
13	Conservation	Review policy to allow buildings to be improved sympathetically to meet modern needs, whilst engaging with conservation groups.	To ensure SSDC has a modern approach to this evolving issue working closely with conservation groups so it does not delay planning application being determined	By March 2021	Revised target date of December 2021
14	Training and Communication	Built Environment Lead Specialist to set up regular meetings with the Area Chairs and Regulation Chair to ensure up to date on legislation	Improve the consistency of decision making at Area Committee's and reduce the number of applications referred to Regulation Committee.	To commence in November 2020	Complete - There has been a delay in setting these meetings up, they have now been scheduled to take place every two months
15		Provide more technical updating and training to all Members on the planning process	Ensure decisions are being made using the Planning Framework give consistency across the Committees.	To commence in November 2020 (to be dealt with as part of the meetings between the Lead Specialist and Area/Regulation Chairs)	To be picked up in action 14 and action 3

Appendix A

NUMBER	PROPOSAL	RECOMMENDATIONS FROM PLANNING REIMAGINED GROUP	PURPOSE	TIMESCALE	Update
16		Produce a clear procedure for calling in a decision to Area Committees	Reduce the number of decision called in, ensure Committee time is focused on the more important planning matters and provide consistency across the Area Committee system	By January 2021	Completed
17		Raise the issue of the inconsistency of the Planning Inspectors at a national level	To provide formal feedback on the variance in decision making by PINS	In October 2020	Completed

Review of Priority Project 1 of the Council's Annual Action Plan 2021-2022

Executive Portfolio Holder: John Clark, Economic Development inc Commercial Strategy
Strategic Director: Jan Gamon, Director Place and Recovery
Lead Specialist: Peter Paddon, Strategic Planning and Economy
Lead Officer: Joe Walsh, Specialist, Economic Development
Contact Details: Joe.walsh@southsomerset.gov.uk or 01935 462289

Purpose of the Report

1. To invite Members to recommend the revised Priority Project 1 outcomes and key milestones for adoption within the Council's Annual Action Plan 2021-2022.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 1st July 2021.

Public Interest

3. The Annual Action Plan is a strategic document, which sits within the Council Plan 2020-2024 and sets out the strategic ambitions of South Somerset District Council. It is a key document and tool used to communicate and share the objectives for the Council. The Annual Action Plan is designed to articulate the commitments we make and milestones we set; as well as provide the basis on which to hold us accountable.

Recommendations

4. That District Executive recommend that the Chief Executive propose to Full Council that the outcomes and key milestones contained in Priority Project 1 are revised as per Appendix A of this report.

Background

5. District Executive and Full Council approved South Somerset District Council's Annual Action Plan 2021-2022 in February 2021.
6. Officers are proposing that the outcomes and key milestones within Priority Project 1 are revised to reflect the current Covid 19 Recovery and Renewal Strategy as adopted by District Executive on 1st April.



7. The proposed revisions are shown within Appendix A. To clarify, the title and overarching Priority Project of 'Lead the recovery and revitalisation of our economy and communities to be stronger, more resilient and more vibrant than before Covid-19' will remain unchanged.

Priority Project 1 – revision of outcomes and key milestones

8. In February 2021 South Somerset District Council approved the Annual Action Plan 2021/2022. Within Priority Project 1 are a series of outcomes and key milestones, that at the time reflected the challenges presented to the economy and local communities.
9. South Somerset District Council District Council's District Executive approved the Recovery and Renewal Strategy on 1st April 2021. The strategy was informed by the contents of the Annual Action Plan however took a more holistic approach and focused on what is required for South Somerset to recover and grow as a result of the Covid 19 pandemic. The strategy incorporates updated expert advice and best practice, local data and lessons learnt from the response phase of the pandemic, it outlines the proposed roadmap to recovery for the Council and the wider community of South Somerset.
10. We are proposing revisions to the outcomes and key milestones of Priority Project 1 that will ensure it aligns more closely with the Recovery and Renewal Strategy. The proposed amendments provide a more focused approach to recovery, targeting individuals and businesses that have been adversely impacted by the Covid 19 pandemic.
11. Activity previously listed within Priority Project 1 will still be delivered through the Areas of Focus, particularly 'Economy' and 'Healthy, self-reliant communities'.

Financial Implications

12. None directly from this report.

Legal implications (if any) and details of Statutory Powers

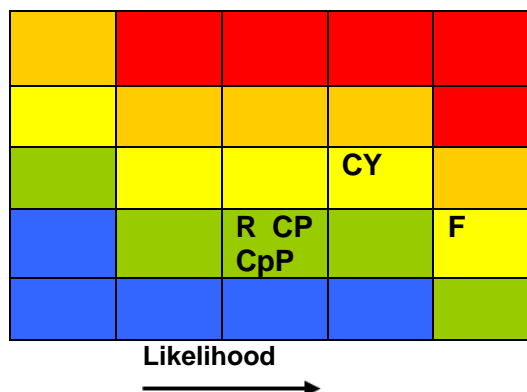
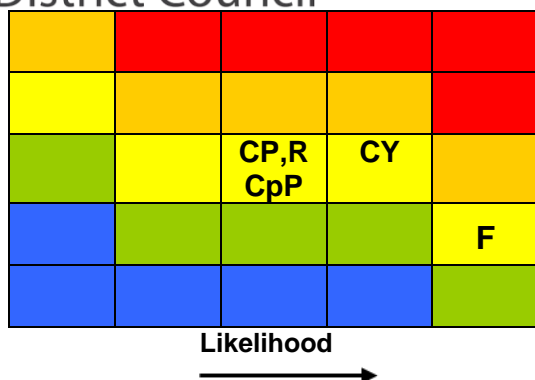
13. None directly from this report.

Risk Matrix

The risk matrix shows risk relating to the Council Plan headings.

This should assist officers and members in making a more informed decision, in relation to Risk Management.

Risk Profile before officer recommendations Risk Profile after officer recommendations



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R - Reputation	High impact and high probability
CpP - Corporate Plan Priorities	Major impact and major probability
CP - Community Priorities	Moderate impact and moderate probability
CY - Capacity	Minor impact and minor probability
F - Financial	Insignificant impact and insignificant probability

Council Plan Implications

14. Should Members approve the recommendations this will impact the Council's strategic objectives outlined within the Annual Action Plan 2021/2022.

Carbon Emissions and Climate Change Implications

15. None directly from this report. However, the Council Plan 2020-2024 and Annual Action Plan 2021-2022 emphasises our commitment to protecting the environment.

Equality and Diversity Implications

16. The revisions proposed will have now impact on the previous Equality Impact Relevance Check Form that was produced for Members in the previous (April Report). Individual equality impact assessments will be carried out for the projects and programmes associated with delivery. A copy of the previous Equality Impact Relevance Check Form can be viewed in Appendix B.

Privacy Impact Assessment

17. None directly from this report.

Background Papers

18. District Executive report: SSDC Annual Action Plan for 2021-2022: <https://modgov.southsomerset.gov.uk/documents/s34098/6%20Annual%20Action%20Plan.pdf>



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19. SSDC Recovery and Renewal Strategy:
<https://modgov.southsomerset.gov.uk/documents/s34807/6%20COVID%20Recovery%20Renewal%20Strategy%20-%20FINAL.pdf>
20. District Executive report: SSDC Council Plan 2020-2024, Item 6 in the reports pack available here:
<https://modgov.southsomerset.gov.uk/documents/q2573/Public%20reports%20pack%2006th-Feb-2020%2009.30%20District%20Executive.pdf?T=10>
21. Full Council Report: SSDC Council Plan 2020-2024, Item 7 in the reports pack available here:
<https://modgov.southsomerset.gov.uk/documents/q2576/Public%20reports%20pack%2019th-Feb2020%2019.30%20South%20Somerset%20District%20Council.pdf?T=10>

Appendix List:

Appendix A – Revised Priority Project 1 including outcomes and key milestones
Appendix B - Equality Impact Relevance Check Form
<https://modgov.southsomerset.gov.uk/documents/s34100/6%20Appendix%20B%20Equality%20impact%20relevance%20check%20Annual%20Action%20Plan%202021-22.pdf>

Appendix A – Revised Priority Project 1 including outcomes and key milestones

Priority Project 1: Lead the recovery and revitalisation of our economy and communities to be stronger, more resilient and more vibrant than before Covid-19

Project outcomes:

- To support unemployed individuals into work, education or training
- To provide support to businesses adversely impacted by the Covid 19 pandemic
- To facilitate the increase of digital infrastructure availability and associated digital skills in identified underserved areas
- To support key community-based providers at district and local level to deliver extended essential social and wellbeing services with our communities
- To facilitate provision for young adults with the targeted proactive employment support and wellbeing opportunities required to maintain their social involvement.
- Develop and deliver collaborative prevention work with private sector tenants and landlords to prevent an increase in Covid-related homelessness.

Q1: April, May, June – included for reference only

- Submit a funding application to the Department for Work and Pensions to create three Employment Hubs in Yeovil, Chard and Wincanton
- To progress South Somerset’s Redundancy Task Force to deliver a partnership programme of support to unemployed individuals in alignment with our redundancy response roadmap
- To launch two grant funding schemes for businesses within South Somerset
- To survey Somerset businesses on the effects of the Covid 19 pandemic
- Agree and provide additional financial support to extended support activity by the key district-wide community providers
- Request bids from a range of local providers to pilot innovative wellbeing activities with young adults.

Q2: July, August, September

- Subject to funding, launch Employment Hubs within Yeovil, Chard and Wincanton in combination with increased local wellbeing support for young adults
- Review the current level of unemployment support in context with the ending of the furlough support scheme
- To evaluate the discretionary grant funding provision and re-launch a scheme that reflects the needs of local businesses



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- Re-design and re-launch a programme of wellbeing activities including health walks, Careline and access to leisure schemes
- Review the actions of key community-infrastructure providers and recommend a durable funding solution.
- Review internal budgets to release additional investment funding to support the district's recovery and provide a dynamic platform for future years

Q3: October, November, December

- To review the socio-economic effects of the Covid 19 pandemic and update key project milestones for Q3 and Q4
- Subject to funding, launch a business support scheme including a new cohort of Somerset Catalyst Entrepreneurs
- Subject to funding, launch a programme of digital skills support
- Commence delivery of an Enterprise, Innovation and Skills Action Plan to kick-start revitalisation and growth
- Undertake a rapid review of the supported wellbeing and community action to capture learning and to facilitate the development of future funding applications.
- Complete the commissioning of future support for key local community infrastructure to provide greater stability and encourage investment.
- Develop with key local stakeholders a local health and wellbeing framework to frame and focus future implementation locally

Q4: January, February, March

- To review the ongoing socio-economic effects of the Covid 19 pandemic and establish key project milestones for Q4 and 2022/23
- Develop a recovery exit action plan based upon future funding opportunities e.g Levelling Up Fund and UK Shared Prosperity Fund etc.

Equality Impact Relevance Check Form



The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required.

What is the proposal?	
Name of the proposal	New Annual Action Plan 2021-2022
Type of proposal (new or changed Strategy, policy, project, service or budget):	Annual Action Plan 2021-2022
Brief description of the proposal:	Revised Areas of Focus, Priority Projects and Area Chapters
Name of lead officer:	Peter Paddon/Anna-Maria Lenz

You should consider whether the proposal has the potential to negatively impact on citizens or staff in the following ways:

- Access to or participation in a service,
- Levels of representation in our workforce, or
- Reducing quality of life (i.e. health, education, standard of living)

A negative impact is any change that could be considered detrimental. If a negative impact is imposed on any citizens or staff with protected characteristics, the Council has a legal duty to undertake a full Equality Impact Assessment.

Could your proposal negatively impact citizens with protected characteristics? (This includes service users and the wider community)	NO
Could your proposal negatively impact staff with protected characteristics? (i.e. reduction in posts, changes to working hours or locations, changes in pay)	NO

Is a full Equality Impact Assessment required?	NO
If Yes, Please provide a brief description of where there may be negative impacts, and for whom. Then complete a full Equality Impact assessment Form	
If No, Please set out your justification for why not.	
In publishing the new 2021/22 Action Plan itself there are no negative impacts impacts. However, Equality impacts will need to be considered in full for each of the specific areas of focus and the priority projects by the relevant Communities of Practice and/or lead service or officer.	
Service Director / Manager sign-off and date	Peter Paddon 19/01/21
Equalities Officer sign-off and date	David Crisfield 21/01/2021



2020/21 Revenue Budget Monitoring Report for the Period Ending 31st March 2021

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Nicola Hix, Support Services
S151 Officer: Karen Watling, Interim Section 151 Officer
Lead Officer: Paul Matravers, Lead Specialist, Finance
Contact Details: Paul.Matravers@southsomerset.gov.uk or 01935 462275

Purpose of the Report

1. The purpose of this report is to provide Members with the actual spending and income (“outturn”) against the Council’s approved Revenue Budget for the financial year, and to explain the variations against budget.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2021.

Public Interest

3. The Council is accountable to the public for its financial performance. This report details the financial management performance for the last financial year (2020/21), and incorporates the impact Covid-19 has had on Council finances. Maintaining the financial health and resilience of the organisation is important in ensuring the ongoing delivery of priority services in our community.

Recommendations

4. That District Executive recommend that the Chief Executive:
 - (a) Notes the net spending for the year of £15,188,955, the variance position compared to final budget, and the explanations of variances from budget holders for the 2020/21 financial year;
 - (b) Approves budget carry forwards of £364,860 into the 2021/22 budget (as shown in Appendix B);
 - (c) Approves the budget virements in paragraph 45, table 9;
 - (d) Notes the virements in Appendix E;
 - (e) Notes the use of the specific reserves in paragraph 38 and the transfers to and from balances outlined in the General Fund table paragraph 40, table 7;

(f) Notes the position of the Area Committee balances in paragraph 42.

Background

5. Full Council approved the original 2020/21 budget in February 2020. This represents the financial plans that the District Executive manages under their delegated authority and that they monitor in accordance with the Financial Procedure Rules. All of the Council's income and expenditure has a responsible budget holder.
6. District Executive has received regular budget monitoring reports throughout the year which highlight the anticipated variances from budgets and incorporates comments from the budget holders on the reasons for the variance, this is the final report for the year.
7. The impact of COVID-19 on the Council's finances has been continually monitored throughout the financial year, the support received from central government in the form of tranche grants and a number of service specific grants has meant that the variance to budget for the year is significantly different from the projected position reported to committee in the quarter 3 revenue budget monitoring report.
8. It should be noted that it has been challenging for officers to project the expenditure and income for the year due to the changing government measures. In addition, the uncertainty around whether service grant application will be successful has also meant a prudent assumption that the grant will not be received had been assumed.
9. However, the Council has successfully secured grant funding, in addition to the tranche grant. Applications to the Cultural Recovery Fund and the National Leisure Recovery Fund were successful which has contributed the year end position being better than anticipated. Details of grant funding received and the allocation to services is included in the report.

Summary of the Revenue Financial Position and Outturn

10. Overall, the outturn position for the year shows a net underspend against approved budget. Table 2 includes the areas where the variance is over £100,000, the variance includes the COVID grant allocation to services. Table 3 provides the outturn position excluding the grant allocation in order that the 'true' variance by service can be seen.
11. The table below shows a high-level summary by directorate of the revenue outturn position. The overall outturn in 2020/21 was £364,701 underspent (or 2.40%) against the final budget.

Table 1 – Revenue Budget Outturn 2020/21

Directorate	Original Budget £'000	Movement During the Year £'000	Final Budget £'000	Actual Spend £'000	Variation on Spend £'000	Variation on Spend after Carry Forwards £'000
Chief Executive	366	64	430	803	373	373
Strategy & Commissioning	2,861	491	3,352	3,165	-189	-106
Support Services	4,054	-2,061	1,993	862	-1,130	-1,130
Service Delivery	2,495	778	3,273	4,144	871	1,102
Commercial Services & Income Generation	5,431	1,075	6,506	6,215	-290	-239
Total	15,207	347	15,554	15,189	-365	0

(Negative figures = income / reduction in budget, positive figures = costs)

12. Budget holders have been asked to provide an explanation of the variance in their service, giving reasons for the overall under or overspend. Appendix A to this report sets out the detail of the outturn position on Council spending and the carry forwards requested under the financial procedure rules.

13. The Services with significant variances (over £100,000) after carry forwards are as follows:

Table 2 – significant Differences between Outturn and Budget (inc COVID grant)

Service	Variance		Budget Holders' Comments
	£'000	F or A	
Management Board	273	Adverse	Additional employment related costs
Octagon	-232	Favourable	The Octagon Theatre and Westlands Entertainment Venue were one of the most impacted services due to the COVID-19 Pandemic leading to the closure of the venues for the majority of the year. This has severely affected income and many expenditure areas. During the year expenditure was kept to a minimum with the redeployment of staff and freezing vacant posts helping to limit the financial impact. Successful grant bids to the Cultural Recovery Fund has supported both venues.
Streetscene	-229	Favourable	Overspends on premises and transport costs within Horticulture and Street Cleansing. Income exceeded budget, with surpluses in Horticulture, Plant Nursery and Street Cleansing, this is partially due to commuted sums and grant monies received.
Countryside	-120	Favourable	Significant expenditure for grant funded project work (including extra Cultural Recovery Funded salaries) has been incurred in year. Additional income has been received including recovery funds and enhanced land management payments. Despite two months of closure Ninesprings Cafe exceeded its income target due



			to residents and visitors using the Country Parks and facilities heavily throughout the pandemic.
Commercial Investments	322	Adverse	Reduced rental income with main part being due to a lease re-gear; additional insurance income due to timings of recovery. Savings on salary costs and on repairs and maintenance as most leases tenant repairing; overspend on consultants/project costs/legal fees due to high levels of management activity; overspend on premises insurance and on Council Tax on Marlborough due to extended sales period; saving on interest and MRP costs
Car Parking	138	Adverse	Income seriously impacted by COVID lockdowns. Income shortfall partially offset by the receipt of income compensation grant from central government. Underspend of on service charges and savings on staffing costs due to vacancy
Revenues and Benefits	693	Adverse	Bad debt provision has been increased in year, this is due to the suspension on recovery for 20/21 due to COVID 19
Housing	-127	Favourable	Additional spend due to COVID 19 related work, the spend has been funded from COVID grants. Change in bad debt provision and underspend on various homeless budgets.
Building Control	211	Adverse	Continued use of agency staff has resulted in an overspend on the staffing budgets. Income affected by COVID 19 restrictions in place in the financial year
Development Management	587	Adverse	There has been an overspend on salary budgets due to agency staff usage, this is an essential need due to an increase in applications received and to address the backlog. There are also overspends against consultancy fees due to the need for expert knowledge required on certain applications. There has also been an overspend on refunds.
Locality Team	-102	Favourable	Underspend due to vacancies. Activity reduced or stopped due to COVID. Additional funding received in respect of COVID Compliance work.
Finance Corporate Costs	-1,559	Favourable	Underspend on insurance budgets, this offsets the variance on the transformation element. Additional expenditure on interest payable on external borrowing. Budgets to be amended in 2021/22.
Support Service Functions	566	Adverse	The variance to date is partially due to payments in advance in respect of IT expenditure. There has been an increase in OH and counselling, which is representative of wellbeing issues across the Council. There is a shortfall in income from legal fees and costs recovered.

F = Favourable (underspent and/or income surplus), A = Adverse (overspent and/or income shortfall)

14. In order to provide an indication of the impact that COVID-19 has had on the Council's revenue budget the table below includes information on the total grant received by directorate in order that an indication of the impact on services can be seen.

15. The total grant allocated consists of the tranche grant, income compensation, job retention and other service related grants such as the grant received by the Arts & Entertainment Service from the Cultural Recovery Fund.

Table 3 – Allocation of COVID Grants to service

Directorate	Final Budget £'000	Actual Spend £'000	COVID Grant Allocation £'000	Actual Spend Exc COVID Grant Allocation £'000	Variation on Spend £'000	Budget carry Forward requested £'000	Variation on Spend after Carry Forwards £'000
Chief Executive	430	803	0	803	373	0	373
Strategy & Commissioning	3,352	3,165	708	3,873	521	83	604
Support Services	1,993	862	311	1,173	-820	0	-820
Service Delivery	3,273	4,144	752	4,896	1,623	231	1,854
Commercial Services & Income Generation	6,506	6,215	2,924	9,139	2,633	51	2,684
Total	15,554	15,189	4,695	19,884	4,330	365	4,695

COVID Funding

16. The Council received 5 tranches of funding from Central Government in 2020/21 and a number of other grants which are generally service specific. Tranche 1 was ringfenced grant has been utilised in full to provide Council Tax reductions for those in receipt of CTS therefore is excluded from the revenue budget. The remaining unringfenced grants are shown in table 4.

Table 4 – COVID Funding

	£	£
Central Government COVID Funding		
Tranche 2 - Covid Response 1 (New Burdens)	64,586	
Tranche 3 - Covid Response 2 (New Burdens)	1,672,767	
Tranche 4 - Covid Response 3 (New Burdens)	266,968	
Tranche 5 - Covid Response 4 (New Burdens)	453,983	
Total Unringfenced Grant		2,458,304
Other Grants		
Income Compensation	1,038,230	
Job Retention	509,826	
Leisure Recovery Fund	341,542	
Cultural Recovery Fund	348,787	

Other Grants	204,866	
Total Other Grants		2,443,251
Total Grant Funding Received		4,901,555

Allocation of Grants to Services

17. The tranche grant has been allocated based on additional expenditure incurred by the service due to the pandemic.
18. The income compensation and job retention grants have been allocated to the specific service as detailed in the claim submitted to central government. The remaining 'other grants' were applied for by the specific service and have been directly allocated to the service to cover additional expenditure on loss of income.
19. £0.207m of other grants has been carried forward to 2021/22 and the specific service have commitments to spend the grant in the financial year.
20. It should be noted that a further £0.838m of Central Government COVID funding has been received in May 2021 and will be allocated to services to fund the associated additional COVID related expenditure as required.

Delivery of Savings

21. As part of effective financial planning and control it is important to monitor that savings proposed in the 2020/21 budget setting exercise are being delivered. The table below details the major savings (savings over £25,000) that were proposed and the expected achievement of those savings at year-end. The table only highlights shortfalls and does not identify where targets may be exceeded.

Table 5 - 2020/21 Budgeted Major Savings (over £25,000)

Description	Income/ Saving Target £'000	Saving at Year-End £'000	Shortfall £'000
Transformation – Non pay (Additional savings identified outside of the business case agreed by Council)	150.0	50.0	100.0
Sales, Fees and Charges - Arts	5.0	0	5.0
Sales, Fees and Charges - Licensing	6.0	0	6.0
Sales, Fees and Charges - Horticulture/ Street Scene	20.0	20.0	0
Sales, Fees and Charges - Waste	40.0	40.0	0
Sales, Fees and Charges - Countryside	4.0	0	4.0
Increase in rental income	66.7	66.7	0
Increase in service charges	39.0	24.8	14.2
Total Major Savings	330.7	201.5	129.2

(Negative figures = excess, positive figures = shortfall)



22. Table 5 shows that a significant element of the major savings target for 2020/21 has not been achieved. The shortfall on its own is not material to the overall financial performance for the year, especially given COVID-19.

Carry Forwards

23. In the Financial Procedure Rules, Managers can request that specific underspends (minimum of £5,000 for any specific purpose) may be carried forward to the following year. However, those rules also state that District Executive may waive this depending on corporate need.
24. The accounting rules require that grants need to be accounted for in the year they are actually paid/received and not when committed. Therefore, the carry forward on the grant budgets reflects the commitments to pay grants that have been made by the various committees.
25. Carry forward requests (Appendix B) have been reviewed by the Senior Leadership Team and the recommended budget carry forward is £364,860 and the District Executive is recommended to approve these. It should be noted that the carry forwards requested are significantly more than previous years.
26. The budget carry forward requests are significant and are a result of the pressure on services due to the pandemic, this has meant that a number of the projects and service priorities planned for 2020/21 have had to be put on hold. Therefore a budget carry forward request has been made in order that these essential projects and service priorities can be delivered in 2021/22.
27. Under the Council's Financial Procedure Rules, District Executive can approve an overspend of a maximum of £25,000 to be carried forward into the following year unless District Executive agree that they are funded from General Balances. The service areas that would need to carry the overspend forward would have difficulty finding savings to compensate and, in considering also the fact the overall outturn is below budget, it is recommended that no overspends are carried forward to individual services in 2021/22 on this occasion.

Council Tax Scheme

28. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower income. The authority set an estimated budget for 2020/21 of £9.397m within the Council Tax Base for annual CTS discounts. A total of £9.798m has been allocated as at 31st March 2021. The cost of CTS is allocated through the Council Tax Collection Fund and is shared between the preceptors in proportion to their relative shares of council tax due for the year (SSDC share is c14.37% for 2020/21). For information, the budget for 2021/22 is £10.402m.
29. A Hardship Scheme is in place for extreme circumstances with a budget of £30K for the year. By the end of 2020/21 the Council had received 63 requests for hardship relief, of which 48 were successful. The amount awarded for the financial



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year was £14,177 compared to 121 successful claims at a value of £18,166 in 2019/20.

Non Domestic Rates

30. Non Domestic Rates income that we collect is distributed between Government, SSDC, the County Council, and Fire and Rescue Authority under the Business Rates Retention funding system. For 2020/21 this distribution is (Gov 50%, SSDC 40%, SCC 9%, Fire 1%).
31. For 2020/21 we are reporting a deficit of £10,223,929, which has mainly resulted from the impact of COVID-19, combined with variances in reliefs/discounts awarded and non-collection losses (bad debts). During 2020/21, the Council received additional S31 grants to offset the reliefs given to businesses during lockdown. Under current collection fund accounting rules, the S31 grants received this year will not be discharged against the Collection Fund deficit until 2021/22, thereby inflating General Fund balances at the end of the 2020/21 financial year.
32. This could lead to potentially misleading 2020/21 accounts, showing a significant increase in available reserves that are not actually available but earmarked against the following year's collection fund deficit. To mitigate against this, the S31 grant income of £11.840m has been transferred into a new earmarked reserve
33. Revenue Outturn report reflects a transfer of £1.658m into the NNDR Volatility Reserve, which then stands at £4.592m for future volatility on Non Domestic Rates as shown in table 4.

Discretionary Housing Payments (DHP)

34. The Government DHP funding allocation for 2020/21 is up to £316K. In addition to this, the Council is permitted to spend up to £474K of its own money on DHP awards, although no budget has been set for this discretion. By the end of the year we had processed 431 DHP applications, 373 of which were successful with a total award value of £266K. The total sum paid represents 84.12% of the Government DHP grant.
35. Universal Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP and the number of Universal Credit recipients in the district is increasing each month. Universal credit related DHP's are included in the figures in above paragraph.

Reserves & Balances

36. In addition to the funds available in the Revenue Budget, the Council also holds funds in reserves and balances.
37. Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to cover the cost of South Somerset



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District Council elections that occur every four years. The complete list of specific Reserves and the current balance on each one is provided at Appendix D.

38. The table below shows all transfers in or out of each one that has been actioned under the authority delegated in the Financial Procedure Rules during the last quarter. Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Table 6 – Reserves Movements and Balances

Reserve	Balance at 01/01/21 £'000	Transfers In/ Out £'000	Balance at 31/03/21 £'000	Reason for Transfer
Capital				
Usable Capital Receipts	-18,247	174	-18,073	
Internal Borrowing Reserve	-203	54	-149	
Revenue				
Capital Reserve	-1,096	-68	-1,164	
Election Reserve	-174	-40	-214	
Sports Facilities Reserve	-41	-10	-51	
Yeovil Athletic Track Repairs Fund	-179	-19	-198	
Bristol to Weymouth Rail Reserve	-74	3	-71	
Treasury Management Reserve	-600	-150	-750	
Revenue Grants Reserve	-453	-6,590	-7,043	
Medium Term Financial Plan Support Fund	-3,277	-1,603	-4,880	
Council Tax/Housing Benefits Reserve	-842	-449	-1,291	
Closed Churchyards Reserve	-15	-4	-19	
Deposit Guarantee Claims Reserve	-3	-9	-12	
Park Homes Replacement Reserve	-256	-30	-286	
Artificial Grass Pitch Reserve	-146	-16	-162	
Business Support Scheme (Flooding)	-111	10	-101	
Regeneration Fund	-3,203	207	-2,996	
NNDR Volatility Reserve	-2,696	-1,896	-4,592	
Ticket Levy Reserve	-92	-28	-120	
Community Safety Reserve	-47	3	-44	
Housing & Homelessness Reserve	-457	16	-441	
Commercial Investment Risk Reserve	-6,300	-306	-6,606	
Spatial Policy Reserve	-254	-4	-250	
Climate Change Fund	-227	60	-167	
Local Government Change Reserve	-199	199	0	
Community Resilience Reserve	-50	-76	-126	
NNDR S31 Coll. Fund 20/21	0	-11,840	-11,840	

(Negative figures = income, positive figures = costs)

39. A memorandum account has now been set up to record Building Control surpluses and deficits on the chargeable work. On a rolling three-year basis, taking into account the below the line costs, Building Control has made a deficit of £225,378.

General Fund Balance

40. General Fund Balance represents the accumulated revenue surpluses that are held to mitigate financial risks and unforeseen costs. Within the total, however, are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance compared to that previously reported

Table 7 - General Fund Balance

General Fund Balances	£'000
Balance at 1 April 2020	-5,099
Area & Economic Development Balances	115
2020/21 Carry forwards	341
A303 Funding	5
Underspend on Revenue Budget at outturn for 2020/21	-365
Support for 2020/21 budget	1,885
General Fund Balance at 31st March 2021	-3,118
Area & Economic Development Balances	115
Commitments	247
Unallocated General Fund Balance at 31st March 2021	-2,756
Recommended carry forwards (Appendix B) if approved	365
Final Unallocated General Fund Balance	-2,391

(Negative figures = Balances held and transfers in, positive figures = transfers from balances / funding allocations)

41. Within the Financial Strategy, the current assessment for a minimum balance to be maintained in the General Fund Balance is in the range £2.8m to £3.1m.

Area and Group Balances

42. Each Area Committee has balances of funds that can be used during the year based on accumulated budget allocations set aside but not yet spent. The table below summarised the movement and balances for each area for 2020/21 financial year:

Table 8 – Area Balances

	Area East	Area North	Area West	Area South	Total
	£'000	£'000	£'000	£'000	£'000
Position at start of financial year	-49	-24	-46		-119
Allocations to/from reserve during year	0	0	6	0	0



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Position at end of financial year	-49	-24	-40	0	-113
Less commitments not yet spent	46	15	0	0	61
Unallocated balance available	-3	-9	-40	0	-52

(Negative figures = income / balance available, positive figures = costs / use of funds available)

43. The table shows that area balances have had a small reduction of £6,000 during the year. There remains an overall uncommitted balance of £52,580. Allocations of the Area Reserves are detailed in Appendix C.

Budget Transfers (“Virements”)

44. Under the Financial Procedure Rules, providing that the Section 151 Officer has been notified in advance, Directors and Managers may authorise any virements for an individual cost centre within their responsibility. Directors and Managers can authorise virements, up to a maximum of £25,000, for an overall Directorate that is within their area of responsibility. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement. These virements are listed in Appendix E for District Executive to note and have been approved by the S151 Officer.

45. All virements outside of the criteria set out above require the approval of District Executive and, such virements are detailed in the table below.

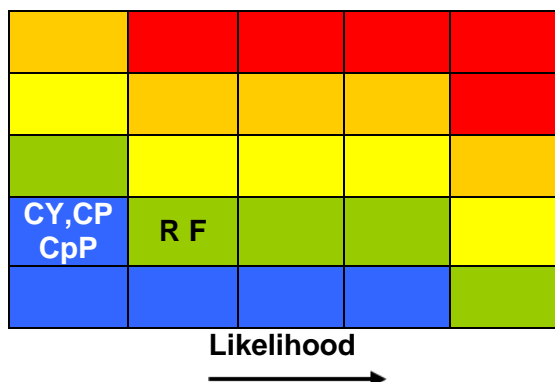
Table 9 – Virements for District Executive

Amount £	From	To	Description
50,000	Support Services	Transformation	Postage saving to Transformation – non pay
42,900	Other Income & Expenditure	Various	Allocation of COVID 19 grants
30,500	Other Income & Expenditure	Various	Allocation of COVID 19 grants
28,000	Policy & Performance	Procurement & Risk Management	Funding the Procurement Specialist from the underspend in the Specialist - Projects, Programmes & Portfolios post
807,230	Other Income & Expenditure	Various	Funding of COVID expenditure
513,840	Other Income & Expenditure	Goldenstones & Support Services Case Officers	COVID Grant allocation
152,890	Other Income & Expenditure	Car Parks	COVID Grant allocation

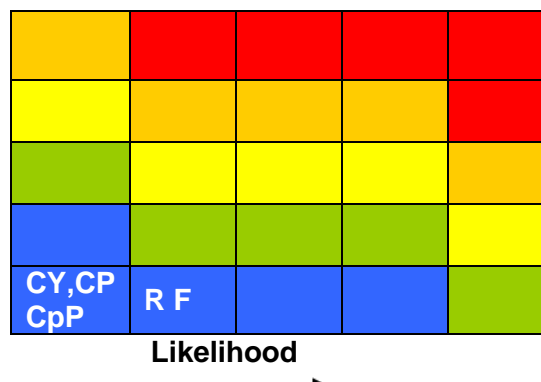
Risk Matrix

46. The risk matrix below represents the risk assessment of the financial health of the Council based on performance during 2020/21 and the end of year balances position.

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R - Reputation	High impact and high probability
CpP - Corporate Plan Priorities	Major impact and major probability
CP - Community Priorities	Moderate impact and moderate probability
CY - Capacity	Minor impact and minor probability
F - Financial	Insignificant impact and insignificant probability

Background Papers

- Appendix A - District Executive detailed budgets outturn position 2020/21
- Appendix B – Carry forwards 2020/21
- Appendix C - Area Reserves
- Appendix D - Usable Reserves
- Appendix E – Virements

2020-21 Budget Detail

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Recommended by Senior Leadership Team	Revised Variance to 31 March after Carry Forwards	COVID Grant	Variance to 31st March Excluding Grant	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£				
STRATEGIC MANAGEMENT									
Chief Executive : Alex Parmley									
Service Manager: Alex Parmley									
MANAGEMENT BOARD (DMB)	Expenditure	1,248,090	1,503,286	255,196		255,196		255,196	Once off efficiency of service cost and unfunded director post
	Income	(718,230)	(700,732)	17,498		17,498		17,498	
Portfolio Holder: Cllr Val Keitch	TOTAL	529,860	802,554	272,694	0	272,694		272,694	
Service Manager: Alex Parmley									
TRANSFORMATION (DMT)	Expenditure	(93,400)	6,592	99,992		99,992		99,992	Originally envisaged savings from transformation not achieved in current year, further work will done in 2021/22 to identify the requirement.
	Income	(6,600)	(6,595)	5		5		5	
Portfolio Holder: Cllr Val Keitch	TOTAL	(100,000)	(3)	99,997	0	99,997		99,997	
TOTAL STRATEGIC MANAGEMENT	Expenditure	1,154,690	1,509,878	355,188	0	355,188		355,188	
	Income	(724,830)	(707,327)	17,503	0	17,503		17,503	
	TOTAL	429,860	802,551	372,691	0	372,691		372,691	
TOTAL CHIEF EXECUTIVE	Expenditure	1,154,690	1,509,878	355,188	0	355,188		355,188	
	Income	(724,830)	(707,327)	17,503	0	17,503		17,503	
	TOTAL	429,860	802,551	372,691	0	372,691		372,691	
COMMERCIAL SERVICES & INCOME GENERATION									
Director: Clare Pestell									
Arts & Entertainment									
Service Manager: Adam Burgan									
OCTAGON (GOC)	Expenditure	2,162,360	920,518	(1,241,842)		(1,241,842)	(5,470)	(1,236,372)	The Octagon Theatre and Westlands Entertainment Venue were one of the most impacted services due to the COVID-19 Pandemic leading to the closure of the venues for the majority of the year. This has severely affected income and many expenditure areas. During the year expenditure was kept to a minimum with the redeployment of staff and freezing vacant posts helping to limit the financial impact. Successful grant bids to the Cultural Recovery Fund has supported both venues.
	Income	(1,827,600)	(817,652)	1,009,948		1,009,948	(702,988)	1,712,936	
Portfolio Holder: Cllr Mike Best	TOTAL	334,760	102,866	(231,894)	0	(231,894)	(708,458)	476,564	
WESTLANDS (GWL)	Expenditure	1,398,330	596,011	(802,319)		(802,319)	(46,590)	(755,729)	
	Income	(1,216,410)	(406,846)	809,564		809,564	(274,270)	1,083,834	
Portfolio Holder: Cllr Mike Best	TOTAL	181,920	189,165	7,245	0	7,245	(320,860)	328,105	
TOTAL ARTS & ENTERTAINMENT	Expenditure	3,560,690	1,516,529	(2,044,161)	0	(2,044,161)	(52,060)	(1,992,101)	
	Income	(3,044,010)	(1,224,498)	1,819,512	0	1,819,512	(977,259)	2,796,771	
	TOTAL	516,680	292,031	(224,649)	0	(224,649)	(1,029,319)	804,670	
Environmental Services									
Service Manager: Chris Cooper									
STREETSCENE (KHT)	Expenditure	3,424,700	3,307,118	(117,582)	36,180	(81,402)	(30,600)	(86,982)	Overspends on premises and transport costs within Horticulture and Street Cleansing. Income exceeded budget, with surpluses in Horticulture, Plant Nursery and Street Cleansing, this is partially due to commuted sums and grant monies received.
	Income	(1,671,290)	(1,821,111)	(149,821)		(149,821)	(83,430)	(66,391)	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	1,753,410	1,486,007	(267,403)	36,180	(231,223)	(114,030)	(153,373)	
WASTE & RECYCLING (KWT)	Expenditure	7,432,690	7,422,008	(10,682)		(10,682)	(795,080)	784,398	SSDC's share of Somerset Waste Partnership's budget variance which is due to COVID19 additional costs are in respect of kerbside collections, recycling sites and recycle more. It has been agreed that two months worth of Garden Waste Collection income will be transferred into 2021/22. Income targets were still exceeded by 3% in year
	Income	(1,849,630)	(1,904,332)	(54,702)		(54,702)	(37,435)	(17,267)	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	5,583,060	5,517,676	(65,384)	0	(65,384)	(832,515)	767,131	
TOTAL ENVIRONMENTAL SERVICES	Expenditure	10,857,390	10,729,126	(128,264)	36,180	(92,084)	(825,680)	697,416	
	Income	(3,520,920)	(3,725,443)	(204,523)	0	(204,523)	(120,865)	(83,658)	
	TOTAL	7,336,470	7,003,683	(332,787)	36,180	(296,607)	(946,545)	613,758	
Income / Opportunity Development									
Service Manager: James Divall/ Justine Parton									
INCOME/ OPPORTUNITY DEVELOPMENT (IOD)	Expenditure	399,200	305,762	(93,438)		(93,438)	(600)	(92,838)	The shortfall of income against budget is due to tenants vacating, income from room hire is also less than anticipated due to restrictions as a result of the pandemic. These variances are partially offset by underspends on staffing.

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Recommended by Senior Leadership Team	Revised Variance to 31 March after Carry Forwards	COVID Grant	Variance to 31st March Excluding Grant	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£		£			
Yeovil Innovation Centre Portfolio Holder: Cllr John Clark	Income TOTAL	(529,490) (130,290)	(362,418) (56,656)	167,072 73,634		167,072 73,634	(12,255) (12,855)	179,327 86,489	<i>Personnel, these salaries are partly offset by underspend on staffing, utilities and maintenance budgets</i>
TOTAL INCOME/ OPPORTUNITY DEVELOPMENT	Expenditure Income TOTAL	399,200 (529,490) (130,290)	305,762 (362,418) (56,656)	(93,438) 167,072 73,634	0 0 0	(93,438) 167,072 73,634	(600) (12,255) (12,855)	(92,838) 179,327 86,489	
Leisure, Recreation & Tourism Service Manager: Katy Menday									
COUNTRYSIDE (GCT) Portfolio Holder: Cllr Mike Best	Expenditure Income TOTAL	682,420 (305,610) 376,810	715,929 (474,050) 241,879	33,509 (168,440) (134,931)	15,000 15,000	48,509 (168,440) (119,931)	(25,820) (83,573) (109,393)	59,329 (84,867) (25,538)	Significant expenditure for grant funded project work (including extra Cultural Recovery Funded salaries) has been incurred in year. Additional income has been received including recovery funds and enhanced land management payments. Despite two months of closure Ninesprings Cafe exceeded its income target due to residents and visitors using the Country Parks and facilities heavily throughout the pandemic.
YEOVIL RECREATION CENTRE (GSP) Portfolio Holder: Cllr Mike Best	Expenditure Income TOTAL	315,140 (127,090) 188,050	316,526 (89,763) 226,763	1,386 37,327 38,713		1,386 37,327 38,713	(3,930) (24,385) (28,315)	5,316 61,712 67,028	No significant variance on expenditure. Income was severely impacted by closure of facilities in lockdown meaning an adverse variance against budget.
TOURISM & HERITAGE (GTR) Portfolio Holder: Cllr Mike Best	Expenditure Income TOTAL	278,880 (106,300) 172,580	189,987 (46,957) 143,030	(88,893) 59,343 (29,550)		(88,893) 59,343 (29,550)	(5,830) (23,274) (29,104)	(83,063) 82,617 (446)	Expenditure less than budget due to closure of TICs and no tourism events taking place due to COVID. Income targets not met due to TIC closures and unable to deliver chargeable sessions and events for the entire year.
TOTAL LEISURE, RECREATION & TOURISM	Expenditure Income TOTAL	1,276,440 (539,000) 737,440	1,222,442 (610,770) 611,672	(53,998) (71,770) (125,768)	15,000 0 15,000	(38,998) (71,770) (110,768)	(35,580) (131,232) (166,812)	(18,418) 59,462 41,044	
Property, Land & Development Service Manager: Robert Orrett									
BIRCHFIELD (CIBF) Portfolio Holder: Cllr Tony Lock	Expenditure Income TOTAL	64,290 0 64,290	45,853 0 45,853	(18,437) 0 (18,437)		(18,437) 0 (18,437)		(18,437) 0 (18,437)	Underspend on repairs and maintenance budgets. During the pandemic only essential maintenance carried out. Low risk items will be addressed in 2021/22.
PROP LAND & DEV - CASE OFFICER (CICO) Portfolio Holder: Cllr Tony Lock	Expenditure Income TOTAL	284,810 0 284,810	206,983 (2,144) 204,839	(77,827) (2,144) (79,971)		(77,827) (2,144) (79,971)		(77,827) (0) (77,827)	Underspend due to team vacancies held through most of year.
LAND DRAINAGE (CILD) Portfolio Holder: Cllr Tony Lock	Expenditure Income TOTAL	72,000 0 72,000	40,129 0 40,129	(31,871) 0 (31,871)		(31,871) 0 (31,871)		(31,871) 0 (31,871)	Underspend on repairs & maintenance budgets. Future role being reviewed.
OPERATIONAL PROPERTIES (CIOP) Portfolio Holder: Cllr Tony Lock	Expenditure Income TOTAL	1,138,110 (565,600) 572,510	1,089,327 (495,896) 593,431	(48,783) 69,704 20,921		(48,783) 69,704 20,921	(5,450) (14,996) (20,446)	(43,333) 84,700 41,367	Saving on provisions; redundancy cost offset by salary savings. Future canteen/catering approach to be reviewed after resumption of stable occupational pattern. Income shortfall due to COVID-19 lockdown; impact offset by Govt Grant allocation.
COMMERCIAL PROPERTIES (CIPR) Portfolio Holder: Cllr John Clark	Expenditure Income TOTAL	108,280 (235,000) (126,720)	115,768 (222,922) (107,154)	7,488 12,078 19,566		7,488 12,078 19,566		7,488 12,078 19,566	Overspend across Housing to Rent codes; overspend on NNDR on commercial properties. Shortfall on income at Bus Station and other minors drops.
PROP, LAND & DEV - SPECIALISTS (CISP) Portfolio Holder: Cllr Tony Lock	Expenditure Income TOTAL	141,990 0 141,990	106,053 0 106,053	(35,937) 0 (35,937)		(35,937) 0 (35,937)		(35,937) 0 (35,937)	Salary saving due to vacancy for most of year (now filled).
COMMERICAL INVESTMENTS (KCM) Portfolio Holder: Cllr John Clark	Expenditure Income TOTAL	3,683,670 (5,622,670) (1,939,000)	3,765,271 (5,382,016) (1,616,745)	81,601 240,654 322,255		81,601 240,654 322,255	(1,310) (1,310)	82,911 240,654 323,565	Savings on salary costs and on repairs and maintenance as most leases tenant repairing; overspend on consultants/project costs/legal fees due to high levels of management activity; overspend on premises insurance and on Council Tax on Marlborough due to extended sales period; saving on interest and MRP costs. Reduced rental income with main part being due to a lease re-gear; additional insurance income due to timings of recovery.
CAR PARKING (KCP)	Expenditure Income	925,490 (1,955,670)	636,920 (1,528,770)	(288,570) 426,900		(288,570) 426,900	(156,390) (588,483)	(132,180) 1,015,383	Underspend of on service charges and savings on staffing costs due to vacancy. Income seriously impacted by COVID lockdowns. Income shortfall partially offset by the receipt of income compensation grant from central government.

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Recommended by Senior Leadership Team	Revised Variance to 31 March after Carry Forwards	COVID Grant	Variance to 31st March Excluding Grant	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£			
Portfolio Holder: Cllr Tony Lock	TOTAL	(1,030,180)	(891,850)	138,330	0	138,330	(744,873)	883,203	
ENGINEERING SERVICES (KEN)	Expenditure	17,170	2,693	(14,477)		(14,477)		(14,477)	
	Income	(11,910)	(12,811)	(901)		(901)		(901)	
Portfolio Holder: Cllr Tony Lock	TOTAL	5,260	(10,118)	(15,378)	0	(15,378)		(15,378)	Collective underspends on minor budgets
TOTAL PROPERTY, LAND & DEVELOPMENT	Expenditure	6,435,810	6,008,997	(426,813)	0	(426,813)	(163,150)	(263,663)	
	Income	(8,390,850)	(7,644,559)	746,291	0	746,291	(605,623)	1,351,914	
	TOTAL	(1,955,040)	(1,635,562)	319,478	0	319,478	(768,773)	1,088,251	
TOTAL COMMERCIAL SERVICES & INCOME GENERATION	Expenditure	22,529,530	19,782,856	(2,746,674)	51,180	(2,695,494)	(1,077,070)	(1,669,604)	
	Income	(16,024,270)	(13,567,688)	2,456,582	0	2,456,582	(1,847,233)	4,303,815	
	TOTAL	6,505,260	6,215,168	(290,092)	51,180	(238,912)	(2,924,303)	2,634,211	
SERVICE DELIVERY									
Director: Kirsty Larkins									
Customer Connect Team									
Service Manager: Marie Collins									
CUSTOMER CONNECT TEAM (PCR)	Expenditure	718,790	581,081	(137,709)	110,000	(27,709)	(21,590)	(116,119)	Salary budget underspend, request made to carry forward the underspent budget as a staffing requirement to assist with revenues recovery in 2021-22
	Income	(28,390)	(44,588)	(16,198)		(16,198)	(3,260)	(12,938)	
Portfolio Holder: Cllr Tony Lock	TOTAL	690,400	536,493	(153,907)	110,000	(43,907)	(24,850)	(129,057)	
TOTAL CUSTOMER FOCUSED TEAM	Expenditure	718,790	581,081	(137,709)	110,000	(27,709)	(21,590)	(116,119)	
	Income	(28,390)	(44,588)	(16,198)	0	(16,198)	(3,260)	(12,938)	
	TOTAL	690,400	536,493	(153,907)	110,000	(43,907)	(24,850)	(129,057)	
Case Team									
Service Manager: Sam Wenden de Lira									
CASE TEAM (DCT)	Expenditure	2,021,990	2,001,214	(20,776)	24,000	3,224	(31,570)	10,794	An underspend on salary budgets due to long term vacancies
	Income	(255,070)	(279,394)	(24,324)		(24,324)		(24,324)	
	TOTAL	1,766,920	1,721,820	(45,100)	24,000	(21,100)	(31,570)	(13,530)	
TOTAL CASE TEAM	Expenditure	2,021,990	2,001,214	(20,776)	24,000	3,224	(31,570)	10,794	
	Income	(255,070)	(279,394)	(24,324)	0	(24,324)	0	(24,324)	
	TOTAL	1,766,920	1,721,820	(45,100)	24,000	(21,100)	(31,570)	(13,530)	
Service Delivery Functions									
Service Manager: Helen Morris									
ENFORCEMENT & COMPLIANCE (DEC)	Expenditure	49,710	50,106	396		396		396	No significant variance
	Income	0	0	0		0		0	
Portfolio Holder: Cllr Tony Lock	TOTAL	49,710	50,106	396	0	396	0	396	
REVENUES & BENEFITS (FBN)	Expenditure	1,946,210	2,622,373	676,163		676,163	(4,230)	680,393	Bad debt provision has been increased in year, this is due to the suspension on recovery for 20/21 due to COVID 19
	Income	(2,068,390)	(2,051,357)	17,033		17,033		17,033	
Portfolio Holder: Cllr Peter Seib	TOTAL	(122,180)	571,016	693,196	0	693,196	(4,230)	697,426	
HOUSING BENEFIT SUBSIDY (FHB)	Expenditure	27,348,150	27,924,058	575,908		575,908		575,908	Additional spend on Housing Benefits payments offset by additional income received from Housing Benefit Subsidy.
	Income	(27,919,110)	(28,547,894)	(628,784)		(628,784)		(628,784)	
Portfolio Holder: Cllr Peter Seib	TOTAL	(570,960)	(623,836)	(52,876)	0	(52,876)	0	(52,876)	
HOUSING STANDARDS (HCP)	Expenditure	98,990	91,041	(7,949)		(7,949)		(7,949)	Underspends on travel allowances due to staff working from home, publications budget also underspent.
	Income	(78,450)	(102,904)	(24,454)		(24,454)		(24,454)	Variance on income due to increased cost of some larger adaptations resulting in increased home aid fees
Portfolio Holder: Cllr Val Keitch	TOTAL	20,540	(11,863)	(32,403)	0	(32,403)	0	(32,403)	
ENV HEALTH & COMM PROTECTION (HEH)	Expenditure	379,540	326,767	(52,773)		(52,773)		(52,773)	Variance due to vacant posts during the year.
	Income	(37,980)	(44,041)	(6,061)		(6,061)		(6,061)	Income on statutory fees less than the budget, the decrease is due to premises closing due to COVID.
Portfolio Holder: Cllr Mike Best	TOTAL	341,560	282,726	(58,834)	0	(58,834)	0	(58,834)	
HOUSING (HHL)	Expenditure	2,669,740	2,551,122	(118,618)		(118,618)	(419,870)	301,252	Additional spend due to COVID 19 related work, the spend has been funded from COVID grants. Change in bad debt provision and underspend on various homeless budgets (rents in advance, void costs).
	Income	(1,636,560)	(1,644,841)	(8,281)		(8,281)	(45,008)	36,727	
Portfolio Holder: Cllr Val Keitch	TOTAL	1,033,180	906,281	(126,899)	0	(126,899)	(464,878)	337,979	
LICENSING (HLC)	Expenditure	113,300	109,623	(3,677)		(3,677)		(3,677)	Small underspend on various budgets

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Recommended by Senior Leadership Team	Revised Variance to 31 March after Carry Forwards	COVID Grant	Variance to 31st March Excluding Grant	Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in <i>Italics</i>
		£	£	£		£			
	Income	(350,430)	(325,364)	25,066		25,066	(64,697)	89,763	Shortfall against target, the sources of income affected are premises licences, private hire licences, the shortfall is primarily due to COVID restrictions affecting the number of applications. The income shortfall in these areas has been offset grant received from the income compensation loss scheme. In addition, the realignment of due dates for premises licences annual fee has affected the income received.
Portfolio Holder: Cllr Tony Lock	TOTAL	(237,130)	(215,741)	21,389	0	21,389	(64,697)	86,086	
CARELINE (HWL)	Expenditure	211,530	180,894	(30,636)		(30,636)	(1,610)	(29,026)	Expenditure on community alarms less than budget
	Income	(423,850)	(408,315)	15,535		15,535	(2,202)	17,737	
Portfolio Holder: Cllr Mike Best	TOTAL	(212,320)	(227,421)	(15,101)	0	(15,101)	(3,812)	(11,289)	
ENFORCEMENT (KET)	Expenditure	56,440	38,544	(17,896)		(17,896)		(17,896)	Underspend due to less stray dog work due to COVID.
	Income	(3,000)	0	3,000		3,000		3,000	Income marginally less than target in respect of fixed penalty notices.
Portfolio Holder: Cllr Sarah Dyke	TOTAL	53,440	38,544	(14,896)	0	(14,896)	0	(14,896)	
LAND CHARGES (LLC)	Expenditure	22,970	20,564	(2,406)		(2,406)		(2,406)	
	Income	(430,400)	(443,845)	(13,445)		(13,445)	(4,897)	(8,548)	Income exceeded the target due to an increase in searches as a result of the extended national stamp duty holiday.
Portfolio Holder: Cllr Tony Lock	TOTAL	(407,430)	(423,281)	(15,851)	0	(15,851)	(4,897)	(10,954)	
RIGHTS OF WAY (LRW)	Expenditure	2,810	11,497	8,687		8,687		8,687	The budget for consultants fees was exceeded due to rights of way work being undertaken externally.
	Income	(16,500)	(2,669)	13,831		13,831		13,831	The income shortfall is due to work completed by consultant not being charged to customers as it is not fully complete.
Portfolio Holder: Cllr Sarah Dyke	TOTAL	(13,690)	8,828	22,518	0	22,518	0	22,518	
BUILDING CONTROL (RBC)	Expenditure	459,300	660,806	201,506		201,506	(770)	202,276	Continued use of agency staff has resulted in an overspend on the staffing budgets
	Income	(561,240)	(551,512)	9,728		9,728	(25,865)	35,593	Income affected by COVID 19 restrictions in place in the financial year
Portfolio Holder: Cllr Tony Lock	TOTAL	(101,940)	109,294	211,234	0	211,234	(26,635)	237,869	
DEVELOPMENT MANAGMENT (RDC)	Expenditure	752,780	1,314,961	562,181		562,181		562,181	There has been an overspend on salary budgets due to agency staff usage, this is an essential need due to an increase in applications received and to address the backlog. There are also overspends against consultancy fees due to the need for expert knowledge required on certain applications. There has also been an overspend of £66k against refunds.
	Income	(1,472,150)	(1,447,630)	24,520		24,520		24,520	Small reduction in planning fees received
Portfolio Holder: Cllr Tony Lock	TOTAL	(719,370)	(132,669)	586,701	0	586,701	0	586,701	
ECONOMIC DEVELOPMENT (RED)	Expenditure	574,700	649,865	75,165	72,580	147,745	(66,280)	141,445	Underspend on budget in respect of the Economic Recovery projects. Expenditure committed, a budget carry forward requested to fund the expenditure in 2021-22.
	Income	(234,580)	(428,302)	(193,722)		(193,722)		(193,722)	
Portfolio Holder: Cllr John Clark	TOTAL	340,120	221,563	(118,557)	72,580	(45,977)	(66,280)	(52,277)	
STREET NAMING & NUMBERING (SSN)	Expenditure	7,210	4,006	(3,204)		(3,204)		(3,204)	No significant variance
	Income	(31,560)	(31,302)	258		258		258	
Portfolio Holder: Cllr John Clark	TOTAL	(24,350)	(27,296)	(2,946)	0	(2,946)	0	(2,946)	
COMMUNITY SAFETY (TCS)	Expenditure	15,830	36,067	20,237		20,237		20,237	Increased expenditure due to legal fees
	Income	(12,830)	(12,833)	(3)		(3)		(3)	
Portfolio Holder: Cllr Mike Best	TOTAL	3,000	23,234	20,234	0	20,234	0	20,234	
TOTAL SERVICE DELIVERY FUNCTIONS	Expenditure	34,709,210	36,592,294	1,883,084	72,580	1,955,664	(492,760)	2,375,844	
	Income	(35,277,030)	(36,042,809)	(765,779)	0	(765,779)	(142,669)	(623,110)	
	TOTAL	(567,820)	549,485	1,117,305	72,580	1,189,885	(635,429)	1,752,734	
Localities									
Service Manager: Tim Cook									
AREA EAST (DAE)	Expenditure	35,260	29,020	(6,240)	3,750	(2,490)		(6,240)	Underspend in Community Grants budget as expected. £3,750 carry forward requested for Community Grant and discretionary awards
	Income	(5,330)	(819)	4,511		4,511		4,511	Income relates to room hire at Churchfields.
Chairman: Cllr Henry Hobhouse	TOTAL	29,930	28,201	(1,729)	3,750	2,021	0	(1,729)	
AREA NORTH (DAN)	Expenditure	18,790	12,438	(6,352)	3,990	(2,362)		(6,352)	Underspend in Community Grants budget as expected. £3,987 Carry forward requested for Community Grant and discretionary awards
	Income	0	0	0		0		0	
Chairman: Cllr Adam Dance	TOTAL	18,790	12,438	(6,352)	3,990	(2,362)	0	(6,352)	
AREA SOUTH (DAS)	Expenditure	111,480	107,477	(4,003)	5,090	1,087		(4,003)	£5,085 carry forward requests for Community Grants and discretionary awards
	Income	(33,820)	(35,742)	(1,922)		(1,922)		(1,922)	Income relates to Milford Hall which is invoiced
Chairman: Cllr Peter Gubbins	TOTAL	77,660	71,735	(5,925)	5,090	(835)	0	(5,925)	
AREA WEST (DAW)	Expenditure	33,410	24,100	(9,310)	4,110	(5,200)		(9,310)	Underspend in Community Grants and Discretionary budgets. £4,109 carry forward requests for Community Grant and discretionary awards
	Income	(3,510)	0	3,510		3,510		3,510	Income target relates to use of the Lacemills.
Chairman: Cllr Jason Baker	TOTAL	29,900	24,100	(5,800)	4,110	(1,690)	0	(5,800)	
LOCALITY TEAM (DLT)	Expenditure	610,520	578,646	(31,874)	6,790	(25,084)		(31,874)	Underspend due to vacancies. Some activity reduced or stopped due to COVID.
	Income	(35,000)	(112,334)	(77,334)		(77,334)	(56,612)	(20,722)	Additional funding for COVID Compliance work.
	TOTAL	575,520	466,312	(109,208)	6,790	(102,418)	(56,612)	(52,596)	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Recommended by Senior Leadership Team	Revised Variance to 31 March after Carry Forwards	COVID Grant	Variance to 31st March Excluding Grant	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£			
PEST CONTROL (DCP)	Expenditure	32,280	16,204	(16,076)		(16,076)		(16,076)	Reduced expenditure relates to limited activity due to COVID. Income severely impacted due to restrictions.
	Income	(30,300)	(15,828)	14,472		14,472		14,472	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	1,980	376	(1,604)	0	(1,604)	0	(1,604)	
PLAY, HEALTH & WELLBEING (PHW)	Expenditure	212,610	160,908	(51,702)		(51,702)		(51,702)	Underspend largely due to reduced activity as result of COVID.
	Income	(140,270)	(128,253)	12,017		12,017		12,017	
Portfolio Holder: Cllr Mike Best	TOTAL	72,340	32,655	(39,685)	0	(39,685)	0	(39,685)	
TOTAL LOCALITIES	Expenditure	1,054,350	928,793	(125,557)	23,730	(101,827)	0	(125,557)	
	Income	(248,230)	(292,976)	(44,746)	0	(44,746)	(56,612)	11,866	
	TOTAL	806,120	635,817	(170,303)	23,730	(146,573)	(56,612)	(113,691)	
Regeneration									
Service Manager: Jan Gamon/Natalie Fort									
REGENERATION (RGE)	Expenditure	330,070	330,067	(3)		(3)		(3)	No significant variance
	Income	(268,470)	(270,633)	(2,163)		(2,163)		(2,163)	
Portfolio Holder: Cllr John Clark	TOTAL	61,600	59,434	(2,166)	0	(2,166)	0	(2,166)	
TOTAL REGENERATION	Expenditure	330,070	330,067	(3)	0	(3)	0	(3)	
	Income	(268,470)	(270,633)	(2,163)	0	(2,163)	0	(2,163)	
	TOTAL	61,600	59,434	(2,166)	0	(2,166)	0	(2,166)	
Service Delivery Specialists									
Service Manager: Helen Morris									
SERV DELIVERY LEAD SPECIALISTS (DLS)	Expenditure	260,160	297,723	37,563		37,563	(1,300)	38,863	Staffing budget exceeded due to agency staff usage for a period in the year.
	Income	0	0	0		0		0	
	TOTAL	260,160	297,723	37,563	0	37,563	(1,300)	38,863	
TOTAL SERVICE DELIVERY SPECIALISTS	Expenditure	260,160	297,723	37,563	0	37,563	(1,300)	38,863	
	Income	0	0	0	0	0	0	0	
	TOTAL	260,160	297,723	37,563	0	37,563	(1,300)	38,863	
Service Delivery Team Managers									
Service Manager: Kirsty Larkins									
SERVICE DELIVERY - MANAGERS (DTM)	Expenditure	255,560	344,465	88,905		88,905	(2,590)	91,495	Overspend on employee related budgets.
	Income	0	(924)	(924)		(924)		(924)	
	TOTAL	255,560	343,541	87,981	0	87,981	(2,590)	90,571	
TOTAL SERVICE DELIVERY TEAM MANAGERS	Expenditure	255,560	344,465	88,905	0	88,905	(2,590)	91,495	
	Income	0	(924)	(924)	0	(924)	0	(924)	
	TOTAL	255,560	343,541	87,981	0	87,981	(2,590)	90,571	
TOTAL SERVICE DELIVERY	Expenditure	39,350,130	41,075,637	1,725,507	230,310	1,955,817	(549,810)	2,275,317	
	Income	(36,077,190)	(36,931,324)	(854,134)	0	(854,134)	(202,541)	(651,593)	
	TOTAL	3,272,940	4,144,313	871,373	230,310	1,101,683	(752,351)	1,623,724	
STRATEGY & COMMISSIONING									
Director: Nicola Hix									
Strategy & Comm Case									
Service Manager: Peter Paddon									
STRATEGY & COMM CASE OFFICERS (SCC)	Expenditure	359,310	371,938	12,628		12,628	(1,300)	13,928	No significant variance - slight 3% overspend.
	Income	0	(862)	(862)		(862)		(862)	
	TOTAL	359,310	371,076	11,766	0	11,766	(1,300)	13,066	
TOTAL STRATEGY & COMM CASE	Expenditure	359,310	371,938	12,628	0	12,628	(1,300)	13,928	
	Income	0	(862)	(862)	0	(862)	0	(862)	
	TOTAL	359,310	371,076	11,766	0	11,766	(1,300)	13,066	
Comms, Marketing & Media									
Service Manager: Richard Birch									
COMMUNICATIONS (CCM)	Expenditure	94,290	87,782	(6,508)		(6,508)		(6,508)	Communications activities came in slightly under budget, with the largest variance on the leisure communications budget. Spending on budget after taking into account the additional investments in new technology to improve internal and external communications streams.
	Income	0	(754)	(754)		(754)		(754)	
Portfolio Holder: Cllr Val Keitch	TOTAL	94,290	87,028	(7,262)	0	(7,262)	0	(7,262)	
TOTAL COMMS, MARKETING & MEDIA	Expenditure	94,290	87,782	(6,508)	0	(6,508)	0	(6,508)	
	Income	0	(754)	(754)	0	(754)	0	(754)	
	TOTAL	94,290	87,028	(7,262)	0	(7,262)	0	(7,262)	

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Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Recommended by Senior Leadership Team	Revised Variance to 31 March after Carry Forwards	COVID Grant	Variance to 31st March Excluding Grant	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£				
Performance, People & Change									
Service Manager: Brendan Downes									
PERFORMANCE PEOPLE & CHANGE (CPL)	Expenditure	507,610	373,343	(134,267)	18,000	(116,267)		(134,267)	The variance is due to not being able to hold face-to-face training sessions due to COVID19 restrictions.
	Income	(181,380)	(104,123)	77,257		77,257		77,257	
Portfolio Holder: Cllr Val Keitch	TOTAL	326,230	269,220	(57,010)	18,000	(39,010)	0	(57,010)	
TOTAL PERFORMANCE, PEOPLE & CHANGE	Expenditure	507,610	373,343	(134,267)	18,000	(116,267)	0	(134,267)	
	Income	(181,380)	(104,123)	77,257	0	77,257	0	77,257	
	TOTAL	326,230	269,220	(57,010)	18,000	(39,010)	0	(57,010)	
Strategic Planning									
Service Manager: Peter Paddon									
PROCUREMENT, CONTRACT & RISK (CPR)	Expenditure	84,240	91,263	7,023		7,023		7,023	Overpend due to interim procurement specialist costs to cover internal staff secondment.
	Income	0	0	0		0		0	
Portfolio Holder: Cllr Peter Seib	TOTAL	84,240	91,263	7,023	0	7,023	0	7,023	
PLACE PLANNING (CPS)	Expenditure	598,510	608,291	9,781		9,781		9,781	No significant variance
	Income	(288,890)	(289,059)	(169)		(169)		(169)	
Portfolio Holder: Cllr Val Keitch	TOTAL	309,620	319,232	9,612	0	9,612	0	9,612	
CONTRACTED SPORTS FACILITIES (GSF)	Expenditure	987,830	1,123,626	135,796		135,796	(506,340)	642,136	Overpend due to financial support provided to the leisure facilities operator during COVID.
	Income	(240,510)	(371,036)	(130,526)		(130,526)	(199,919)	69,393	
Portfolio Holder: Cllr Mike Best	TOTAL	747,320	752,590	5,270	0	5,270	(706,259)	711,529	
CIVIL CONTINGENCIES AND H&S (HCC)	Expenditure	63,200	44,399	(18,801)	14,000	(4,801)		(18,801)	Underspend is subject of a carry forward request to fund Health and Safety policy renewal work already underway.
	Income	(6,110)	(1,488)	4,622		4,622		4,622	
Portfolio Holder: Cllr Val Keitch	TOTAL	57,090	42,911	(14,179)	14,000	(179)	0	(14,179)	
JUNTIARY, COMM & SOCIAL ENT (SVCSE)	Expenditure	284,260	274,892	(9,368)	9,370	2		(9,368)	Underspend is subject of a carry forward to fund Disability Engagement Service
	Income	0	0	0		0		0	
Portfolio Holder: Cllr Val Keitch	TOTAL	284,260	274,892	(9,368)	9,370	2	0	(9,368)	
DEMOCRATIC SERVICES (RLD)	Expenditure	684,740	636,425	(48,315)	0	(48,315)		(48,315)	Underspends in travelling, hospitality and meeting room hire due to Covid-19
	Income	(1,400)	(5,222)	(3,822)		(3,822)		(3,822)	
Portfolio Holder: Cllr Peter Seib	TOTAL	683,340	631,203	(52,137)	0	(52,137)	0	(52,137)	
ELECTIONS (RLE)	Expenditure	211,630	173,464	(38,166)		(38,166)		(38,166)	Underspends achieved in electoral registration and election costs.
	Income	(19,520)	(21,540)	(2,020)		(2,020)		(2,020)	
Portfolio Holder: Cllr Peter Seib	TOTAL	192,110	151,924	(40,186)	0	(40,186)	0	(40,186)	
TOTAL STRATEGIC PLANNING	Expenditure	2,914,410	2,952,360	37,950	23,370	61,320	(506,340)	544,290	
	Income	(556,430)	(688,345)	(131,915)	0	(131,915)	(199,919)	68,004	
	TOTAL	2,357,980	2,264,015	(93,965)	23,370	(70,595)	(706,259)	612,294	
Strategy & Comm Specialists									
Service Manager: Nicola Hix									
STRGY & COMM LEAD SPECIALISTS (SCLS)	Expenditure	215,490	173,318	(42,172)	42,000	(172)		(42,172)	Underspend on salaries due to vacancies
	Income	0	0	0		0		0	
	TOTAL	215,490	173,318	(42,172)	42,000	(172)	0	(42,172)	
TOTAL STRATEGY & COMM SPECIALISTS	Expenditure	215,490	173,318	(42,172)	42,000	(172)	0	(42,172)	
	Income	0	0	0	0	0	0	0	
	TOTAL	215,490	173,318	(42,172)	42,000	(172)	0	(42,172)	
TOTAL STRATEGY & COMMISSIONING	Expenditure	4,091,110	3,958,741	(132,369)	83,370	(48,999)	(507,640)	375,271	
	Income	(737,810)	(794,084)	(56,274)	0	(56,274)	(199,919)	143,645	
	TOTAL	3,353,300	3,164,657	(188,643)	83,370	(105,273)	(707,559)	518,916	
SUPPORT SERVICES									
Director: Nicola Hix									
Support Services Case									
Service Manager: Sara Kelly / Amanda Kotvics									
SUPPORT SERVICES CASE OFFICERS (RCO)	Expenditure	984,170	915,987	(68,183)		(68,183)	(10,440)	(57,743)	Underspend can be attributed to staff turnover and secondments as well as not replacing vacancies due to digital improvements.
	Income	(32,430)	(36,522)	(4,092)		(4,092)		(4,092)	Income from staff working at vaccination centres
Portfolio Holder: Cllr Peter Seib / Cllr Tony Lock	TOTAL	951,740	879,465	(72,275)	0	(72,275)	(10,440)	(61,835)	
SUPPORT SERVICES CASE WORK (RXC)	Expenditure	123,500	72,887	(50,613)		(50,613)		(50,613)	Variance is as a result of the reduced need for office equipment, printing and stationary due to home working arrangements

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Recommended by Senior Leadership Team	Revised Variance to 31 March after Carry Forwards	COVID Grant	Variance to 31st March Excluding Grant	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£		£			
	Income	(55,470)	(14,655)	40,815		40,815		40,815	Unachievable income target due to new ways of working within digital mailroom and less requirement for printing.
Portfolio Holder: Clr Peter Seib / Clr Tony Lock	TOTAL	68,030	58,232	(9,798)	0	(9,798)		(9,798)	
TOTAL SUPPORT SERVICES CASE	Expenditure	1,107,670	988,874	(118,796)	0	(118,796)	(10,440)	(108,356)	
	Income	(87,900)	(51,177)	36,723	0	36,723	0	36,723	
	TOTAL	1,019,770	937,697	(82,073)	0	(82,073)	(10,440)	(71,633)	
Support Services Functions									
Service Manager: Nicola Hix									
FINANCE CORPORATE COSTS (RFC)	Expenditure	9,751,570	10,279,005	527,435		527,435	(278,370)	805,805	Underspend on insurance budgets. Additional expenditure on interest payable on external borrowing, budgets to be amended in 2021/22.
	Income	(11,624,310)	(13,710,875)	(2,086,565)		(2,086,565)		(2,086,565)	
Portfolio Holder: Clr Peter Seib	TOTAL	(1,872,740)	(3,431,870)	(1,559,130)	0	(1,559,130)	(278,370)	(1,280,760)	Additional income in respect of non treasury investments
SUPPORT SERVICE FUNCTIONS (RSF)	Expenditure	1,197,280	1,688,304	491,024		491,024	(22,130)	513,154	The variance to date is partially due to payments in advance in respect of IT expenditure. There has been an increase in OH and counselling, which is representative of wellbeing issues across the Council. There is a shortfall in income from legal fees and costs recovered.
	Income	(121,850)	(47,071)	74,779		74,779		74,779	
Portfolio Holder: Clr Peter Seib / Clr Tony Lock	TOTAL	1,075,430	1,641,233	565,803	0	565,803	(22,130)	587,933	
TOTAL SUPPORT SERVICES FUNCTIONS	Expenditure	10,948,850	11,967,309	1,018,459	0	1,018,459	(300,500)	1,318,959	
	Income	(11,746,160)	(13,757,946)	(2,011,786)	0	(2,011,786)	0	(2,011,786)	
	TOTAL	(797,310)	(1,790,637)	(993,327)	0	(993,327)	(300,500)	(692,827)	
Support Services Specialists									
Service Manager: Nicola Hix									
SUPPORT SERV LEAD SPECIALISTS (RLS)	Expenditure	484,420	479,674	(4,746)		(4,746)		(4,746)	Small underspend on employment costs budgets due to a vacant post.
	Income	0	(733)	(733)		(733)		(733)	
Portfolio Holder: Clr Peter Seib / Clr Tony Lock	TOTAL	484,420	478,941	(5,479)	0	(5,479)	0	(5,479)	
Service Manager: Sara Kelly / Amanda Kotvics									
SUPPORT SERVICES SPECIALISTS (RSS)	Expenditure	1,285,580	1,239,593	(45,987)		(45,987)		(45,987)	Mid year vacancies and implementation of new digital team roles has resulted in an overall underspend for the year
	Income	0	(3,328)	(3,328)		(3,328)		(3,328)	
Portfolio Holder: Clr Peter Seib / Clr Tony Lock	TOTAL	1,285,580	1,236,265	(49,315)	0	(49,315)	0	(49,315)	Income from staff working at vaccination centres
TOTAL SUPPORT SERVICES SPECIALISTS	Expenditure	1,770,000	1,719,267	(50,733)	0	(50,733)	0	(50,733)	
	Income	0	(4,061)	(4,061)	0	(4,061)	0	(4,061)	
	TOTAL	1,770,000	1,715,206	(54,794)	0	(54,794)	0	(54,794)	
TOTAL SUPPORT SERVICES	Expenditure	13,826,520	14,675,450	848,930	0	848,930	(310,940)	1,159,870	
	Income	(11,834,060)	(13,813,184)	(1,979,124)	0	(1,979,124)	0	(1,979,124)	
	TOTAL	1,992,460	862,266	(1,130,194)	0	(1,130,194)	(310,940)	(819,254)	
TOTAL SSDC	Expenditure	80,951,980	81,002,562	50,582	364,860	415,442	(2,445,460)	2,496,042	
	Income	(65,398,160)	(65,813,607)	(415,447)	0	(415,447)	(2,249,694)	1,834,247	
	TOTAL	15,553,820	15,188,955	(364,865)	364,860	(5)	(4,695,154)	4,330,289	

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Carry Forward Requests 2020/21					
Directorate	Service	Description	Code	Carry Forwards Recommended by SLT £	
Service Delivery	Case Team	Salary Carry forward for use in Digital Mailroom to assist planning / Apprentice in Environmental Health and Licencing	SD300 0100	24,000	
	Localities	Area Development - Projects delayed due to COVID	Three month contract extension to Yeovil One Co-ordinator	SD400 0100	6,790
				ND600 3500	3,990
				SD600 3500	5,090
				ED600 3500	2,750
				ED600 3501	1,000
				WD600 3503	3,110
			WD600 3511	1,000	
	Economic Development	Economic Recovery projects and many aspects have already been committed to. Plan to spend remaining during 21-22.	RE735 3989	72,580	
	Customer Connect	Extension of grade 5 and further grade 4 resource to assist revenues recovery in 2021-22	PC670 0100	110,000	
Support Services & Strategy	Strategy & Commissioning Lead Specialists	Funding for People Manager 12 month fixed term contract	SC100 0100	60,000	
			CD625 0100		
	Civil Contingencies and H&S	Emergency Planning to be used for Health & Safety policy and strategy work	DS803 0115	14,000	
	Community Grants	Underspend on VCSE grants	CC621 3503	9,370	
Commercial Services & Income Generation	Horticulture	Purchase of Trimax mower and Woodchipper, ordered in 2020/21 but not delivered until 2021/22	KH251 2000	17,450	
	Street Cleansing	Purchase of Merlo Tf42.7 Telehandler, ordered in 2020/21, but not delivered until 2021/22.	KH396 2000	18,730	
	Countryside	New storage container at Yeovil Country Park	GC164 3700	15,000	
Total underspend to carry forward				364,860	

Appendix C

AREA RESERVES Quarter 4 2020/21

Allocation of Reserves	Approval Date	Approved Allocation	Balance 2020/21	Transfer from Reserves during 2020/21
		£	£	£
Area East				
Balance B/fwd 1st April 2020			-49,190	
Wincanton Retail Support Initiative	Jul-14	10,000	10,000	
Active Travel Scheme	Dec-20	25,730	25,730	
Wincanton to Bruton Active Travel	Dec-20	10,000	10,000	
Totals			45,730	0
Balance of reserve				-49,190
Unallocated Balance 31st March 2021			-3,460	
Area North				
Balance B/fwd 1st April 2020			-23,900	
Progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Ham Hill National Heritage Lottery (NHLF) Project	Sep-20	5,000	5,000	
Totals			15,000	0
Balance of reserve				-23,900
Unallocated Balance 31st March 2021			-8,900	
Area West				
Balance B/fwd 1st April 2020			-46,220	
Blackdown Hills AONB Somerset Connections Project	Sep-20	6,000	6,000	6,000
Totals			6,000	6,000
Balance of reserve				-40,220
Unallocated Balance 31st March 2021			-40,220	

(Negative Figures = income, Positive figures = costs)

(Area South has no reserve remaining)

Summary of Usable Reserves
Appendix D

The following table shows the current balance on each usable reserve and the movements since 1 April 2020:

Capital Reserves	Balance as at	Movement	Balance as at
	01/04/2020		31/03/2021
	£'000	£'000	£'000
Usable Capital Receipts	-18,230	157	-18,073
Internal Borrowing Reserve	-203	54	-149
Total	-18,433	211	-18,222
Revenue Reserves	Balance as at	Movement	Balance as at
	01/04/2020		31/03/2021
	£'000	£'000	£'000
Capital Reserve	-926	-238	-1,164
Cremator Replacement Capital Reserve	-549	0	-549
Internal Borrowing Repayments	-209	-112	-321
Election Reserve	-174	-40	-215
Sports Facilities Reserve	-41	-10	-51
Yeovil Athletic Track Repairs Fund	-179	-19	-198
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-75	4	-71
Yeovil Refresh Reserve	-112	0	-112
IT Replacement Reserve	-10	0	-10
Insurance Fund	-50	0	-50
Transformation Reserve	-139	48	-91
Treasury Management Reserve	-600	-150	-750
Revenue Grants Reserve	-456	-6,587	-7,043
Medium Term Financial Plan Support Fund	-3,277	-1,603	-4,880
Council Tax/Housing Benefits Reserve	-704	-587	-1,290
Closed Churchyards Reserve	-15	-4	-19
Health Inequalities	-31	0	-31
Deposit Guarantee Claims Reserve	-3	-9	-13
Park Homes Replacement Reserve	-256	-30	-287
Planning Obligations Admin Reserve	-30	0	-30
Artificial Grass Pitch Reserve	-146	-16	-162
Business Support Scheme (Flooding)	-111	10	-101
Regeneration Fund	-3,265	268	-2,997
NNDR Volatility Reserve	-2,696	-1,896	-4,593
Ticket Levy Reserve	-86	-34	-120
Waste Reserve	-100	0	-100
Community Housing Fund	-211	41	-171
Community Safety Reserve	-68	25	-44
Housing & Homelessness Reserve	-402	-39	-441
Commercial Investment Risk Reserve	-6,300	-306	-6,606
Spatial Policy Reserve	-305	47	-258
YIC Maintenance Reserve	-40	0	-40
Climate Change Fund	-294	127	-167
Community Initiatives Reserve	0	-163	-163
Local Government Change Reserve	0	0	0
Community Resilience Reserve	0	-126	-126
NNDR S31 Coll. Fund 20/21	0	-11,840	-11,840
Total Usable Reserves	0	-12,007	-45,119

(Negative Figures = income, Positive figures = costs)

The list above excludes unusable reserves. These are the Capital Adjustment Account, Revaluation Reserve, Available for Sale Reserve, Financial Instrument Adjustment Account, Pensions Reserve and Collection Fund Adjustment Account.

Appendix E

The following virements should be noted:

Value £	From	To	Description
5,980	Learning & Development	Various	Allocation of training budget
20,350	Street Cleansing	Support Services Case Officers	Funding temporary staff
6,250	Information Systems	Electoral Registration	Transfer of IT budget
590	Other Income & Expenditure	Case Team – Service Delivery	Funding redeployment salary
1,840	Other Income & Expenditure	Case Team – Service Delivery	Funding redeployment salary
1,000	Area Development (North)	Tourist Information Centres	Funding for signage
540	Other Income & Expenditure	Case Team – Service Delivery	Funding redeployment salary
2460	Other Income & Expenditure	Case Team – Service Delivery	Funding redeployment salary
2,460	Other Income & Expenditure	Case Team – Service Delivery	Funding redeployment salary
6,620	Learning & Development	Various	Allocation of training budget
5,900	Other Income & Expenditure	Various	Funding of COVID expenditure



2020/21 Capital Outturn Report Period Ending 31st March 2021

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Nicola Hix, Support Services
Lead Officers: Karen Watling, Interim Section 151 Officer and
Paul Matravers, Lead Specialist, Finance
Contact Details: Paul.Matravers@southsomerset.gov.uk or 01935 462275

Purpose of the Report

1. To inform Members of the total spend for the year 2020/21 on the capital programme and how this compares with the agreed budget for the year, with explanations for the main differences. It also summarises what outcomes were delivered through the capital invested and how this has been funded.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2021.

Public Interest

3. Capital expenditure is expenditure on assets such as land, property, ICT equipment, and the refurbishment of existing assets that will prolong the useful life of the asset (such as replacing a roof). Lending to third parties is also capital expenditure in the majority of cases. This report sets out details of the capital expenditure incurred by SSDC in 2020/21 and compares the expenditure to the approved capital budget, both for individual projects and for the overall programme. It also describes how the capital expenditure was funded.

Recommendations

4. That the District Executive recommend that the Chief Executive: -
 - a) Notes the overall capital outturn position as described in this report.
 - b) Approves the revised quarter 4 capital budget as described in paragraph 11.

Background

5. Full Council approves the capital budget in February each year. Council also agrees a reserve programme comprising of projects that have been agreed in principle but are not included in the capital budget as their start date is uncertain or they require a robust Business Case to be produced. Monitoring of the agreed programme has been delegated to District Executive and is undertaken on a quarterly basis. District Executive also agrees each quarter whether the capital

budget is amended to reflect any known changes to the project or its funding or whether reserve projects can be added to the capital budget.

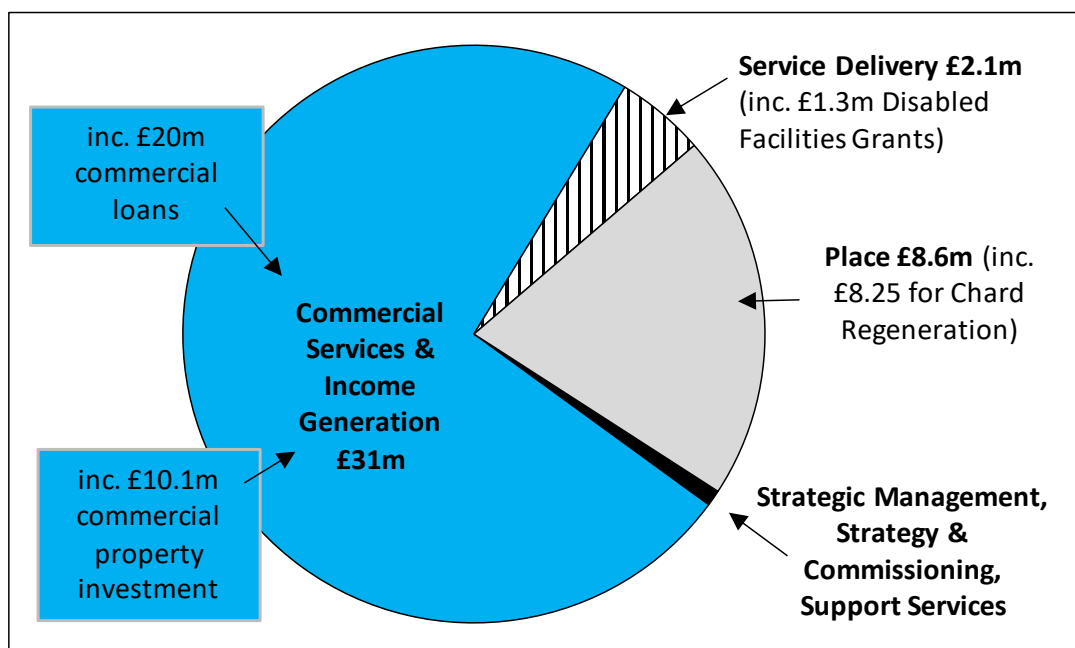
Overall Capital Outturn Position for 2020/21

6. Total spending was **£42.177m**; this was £22.628m (116%) more than the original £19.549m of planned expenditure agreed by Council in February 2020 but £935k (2.2%) less than the revised quarter 4 budget of £43.109m (see sections 10 and 11 below). A report giving 2020/21 spend by scheme/project is attached at Appendix A.

7. It should be noted that expenditure to-date on the Chard Regeneration Programme (of £10.4m) is currently £7.4m over the scheduled net budget agreed by Council (of £3m) but within the agreed gross budget. The delegation of a gross and a net budget to the Regeneration Programmes was agreed by Council in May 2018. The delegation reflects the fact that regeneration expenditure needs to be undertaken before the financial benefits of that expenditure are realised and/or other income sources (such as selling council assets) are received. The gross expenditure budget is the total estimated cost of the project and the net budget is the estimated amount SSDC will need to finance from its capital programme once income has been realised. The gross and net budgets are regularly monitored and are currently the subject of a review by the new interim S151 Officer as part of the forthcoming Medium Term Financial Plan refresh.

Outcomes delivered through the capital spent

Pie chart one: capital expenditure by service Directorate



8. The main areas of capital expenditure (over £50k) are illustrated in the pie chart above and briefly described below:

- £20m Commercial Loans including £18.69m to SSDC Opium Power for the Battery Storage Scheme at Fareham – to be repaid in line with loan agreements.
- £10.20m in acquiring 4 commercial Investment Properties (Trafalgar House in Taunton, 27-29 Sherwood Road in Bromsgrove, NHS Cook & Chill in Redruth, and Fitness First in Poole) – generating new income to fund services to our communities.
- £8.64m on Town Centre Regeneration – the majority of this expenditure was for the Chard Regeneration Project - improving the town centre to stimulate economic growth.
- £1.32m Disabled Facilities & Home Repair Grants – enabling aids and adapting private properties to support living at home.
- £365k Affordable Housing Scheme contributions – enabling delivery of affordable housing in the District.
- £328k Sports, Leisure and Play facilities – improving facilities to aid healthy living and enjoyment in the community.
- £297k Yeovil Crematorium – updating and improving the Crematorium to deliver an improved service to the community.
- £223k John O'Donnell Pavilion – upgrading and improving to provide better leisure and recreation services.
- £165k ICT Services – enhancing facilities to enable home working during Covid and ensuring the ongoing security and efficiency of digital systems.
- £108k Yeovil Innovation Centre – improving facilities for local businesses.
- £95k Area Capital Grants – allocation of grants to small local parishes, initiatives and businesses.
- £54k Streetscene Vehicles – keeping the district's streets and green spaces clean.

Capital Spending Pattern

9. The graph and table one below shows the actual spend compared to the original and revised budgets for the last 5 years.

Graph One: SSDC Capital expenditure against budgets for the last five years

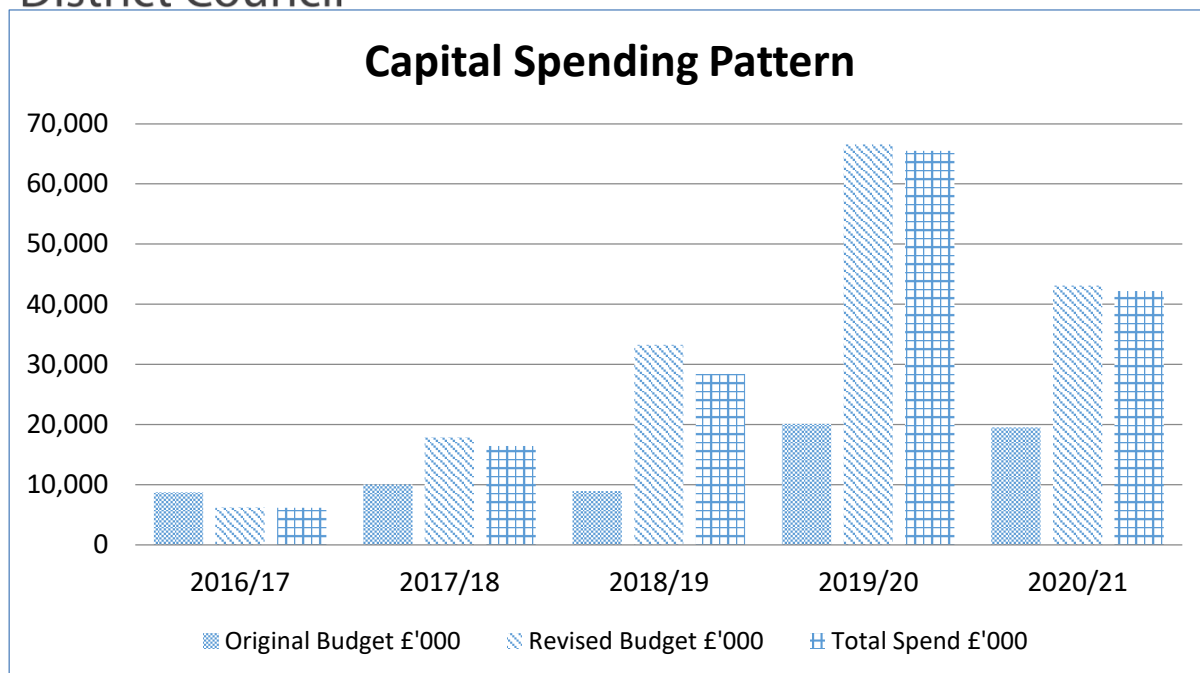


Table One: SSDC Capital expenditure against budgets for the last five years

Year	Original Budget	Revised Budget	Total Spend	% of Budget Spent
	£'000	£'000	£'000	%
2016/17	8,738	6,211	6,187	100
2017/18	10,064	17,863	16,424	92
2018/19	8,908	33,251	28,414	85
2019/20	20,130	66,547	65,482	98
2020/21	19,549	43,109	42,177	98

Revised Quarter 4 Capital Budget

- The original 2020/21 budget of **£19.549m** agreed by Council in February 2020 increased during the year by **£23.560m** to a revised quarter 4 budget position of **£43.109m**. The increase is largely due to moving relevant amounts from the overall Investment Property acquisition budget from the reserved schemes list into the capital budget when the individual property acquisition is approved. This agreed approach is undertaken because the council's ability to invest in commercial property is dependent on opportunities becoming available on the market and it is therefore difficult to predict in advance when the budget will be needed.
- A summary of the amendments required from the reported Quarter 3 position are detailed in Appendix B (in the first column of the table) and District Executive is requested to approve these and the overall revised Capital Programme as shown in Appendix A.

Completed schemes (including feasibility)

12. Table Two below shows the projects/schemes completed in the quarter 4 period with a value over £25k. Note: 'IP' denotes 'Investment in Property' & 'AH' denotes 'Affordable Housing'

Table Two: Projects over £25k completed during Quarter 4

Scheme	Revised Net Budget £'000	Actual Spend £'000	Within acceptable limits?	Responsible Officer
IP - NHS Cook & Chill, Redruth	7,165	7,165	Y	B Fisher
IP - Fitness First, Poole	2,726	2,726	Y	B Fisher
AH - West End Close, South Peth	307	307	Y	J Calvert
IP - 27-29 Sherwood Road, Bromsgrove	219	219	Y	B Fisher
Grant to Donald Pither Mem Ground	88	88	Y	S Barnes
Forton Playing Pitches, Chard	85	86	Y	L Pincombe
RPA Pilot	54	54	Y	T Beattie
Transformation - IT Software	39	39	Y	N Hix
Area North - All Saints Church	35	35	Y	T Cook

13. In order for an over/under spend to be within acceptable limits, the variation should be within £10,000 or 5% (whichever is greater) of the revised budget. On this basis, 33 of the total 33 completed schemes (including those below £25k) are within an acceptable margin of the overall budget. These are identified as the schemes shaded in green in Appendix A. In terms of financial impact, the combined £6k overspend on the 3 schemes outside of the benchmark is not significant.

Area Committee unallocated capital balances

14. Each Area Committee was allocated an additional £25,000 in February 2020 for schemes in 2020/21. The table below shows that following scheme approvals in 2020/21, unallocated capital balances have decreased by £181,000 from the position at the start of the year. This is primarily due to the Area South Committee's financial contribution towards Yeovil Refresh of £151k.

Table Three: Unallocated capital balances for each Area Committee

	Area East £'000	Area North £'000	Area South £'000	Area West £'000	Totals £'000
Position at start of financial year	58	120	255	115	549
Additional resources approved by DX	25	25	25	25	100
Allocations to/(from) reserve during year	-28	-25	-157	-71	-281
Position at end of financial year	55	120	123	69	367



South Somerset District Council

Financing of the Capital Programme

15. The financing of the 2020/21 capital programme is shown in Table Four and illustrated in pie chart two. Prudential borrowing is funding 90% of the expenditure incurred.

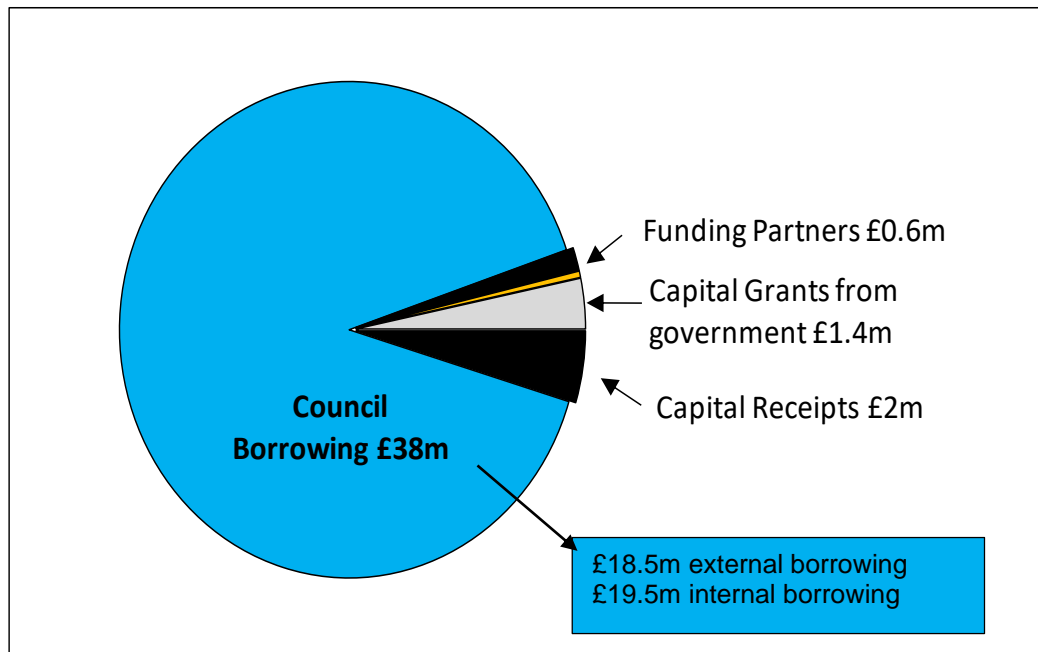
Table Four: Financing of the 2020/21 Capital Programme

Financing Source	£'000
Capital Receipts (already received)	1,001
Borrowing	38,001
External Contributions from funding partners	643
Capital Fund (Earmarked reserve)	120
Internal Borrowing Receipts	54
Capital Grants from Central Government	1,385
Loan Repayments (capital receipts)	971
Total Financing Required	42,177

16. The borrowing amount of £38m is a combination of internal and external borrowing, with the split being 51% / 49% respectively. Internal borrowing is when the Council uses its cash balances to temporarily fund its need to borrow. These cash balances need to be replenished at some point in time so the borrowing is only temporary.

17. External borrowing is the action of obtaining loan finance from a third party. Currently SSDC meets its external borrowing needs though short-term loans on a rolling basis with other local authorities.

Pie Chart Two: Financing of the 2020/21 Capital Programme (of £42.177m)



18. The 2020/21 treasury management strategy agreed by Council in February 2020 estimated an increase in borrowing arising from capital expenditure during the

year of £33m (excluding leasing arrangements that did not materialise). The outturn borrowing figure is £5m above this projection but it should be noted that the borrowing needed to fund the 2020/21 capital programme is easily accommodated within the authorised borrowing limit (£140m) agreed by Council for 2020/21.

19. Borrowing (both internal and external) comes at a cost to the council's revenue budget through external interest charges, interest income foregone from holding cash, and through the requirement to fund future loan repayments by charging MRP (Minimum Revenue Provision) costs to the revenue budget. The cost to the revenue budget of externally borrowing £38m to fund the 2020/21 capital programme is in the region of £1.36m (full year effect).
20. It should be noted that the interim S151 Officer has commissioned the Council's Treasury Management advisers, Arlingclose, to review the external borrowing options available to SSDC given that access to the Public Works Loans Board (PWLB, the easy go-to source of local authority loan finance funded by central government) is no longer available to the Council. The PWLB lending terms were changed in November 2020 to bar those councils investing in commercial property acquisitions from using this source of loan finance. The results of the current review will be included as part of the forthcoming Medium Term Financial Plan refresh.

Outstanding Loans to Third Parties

21. As part of the agreed loans policy the amount of any outstanding loans lent to third parties at the end of each financial year must be reported to this committee. As at 31st March 2021 the following loans were outstanding:

Table Five: Outstanding loans lent to Third Parties as at end of 2020/21

Third Party	Original Sum Lent £	Fixed Interest Rate	Outstanding at 31 March 21 £	Period of Loan	Final Repayment Date
Hinton St George Shop	190,000	2.76%	140,308	19 years	November 2034
Somerset Waste Partnership (1)	1,567,216	2.22%	568,771	7 years	August 2023
Somerset Waste Partnership (2)	4,150,062	3.19%	3,747,328	10 years	October 2029
OPIUM Taunton	14,508,705	Various	12,862,265	7.5 years	July 2026
OPIUM Fareham 1	18,690,559	Various	18,690,559	25 years	March 2047
Elleston	132,000	5.00%	47,000	7 years	2026/27
Total Outstanding			36,026,231		

22. There is also £2,618 outstanding in relation to the sale of council house mortgages, £12,151 in car loans, and £347 in bike loans.
23. Wessex Home Improvement Loans (WHIL) works in partnership with the Council to provide finance to home owners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the



South Somerset District Council

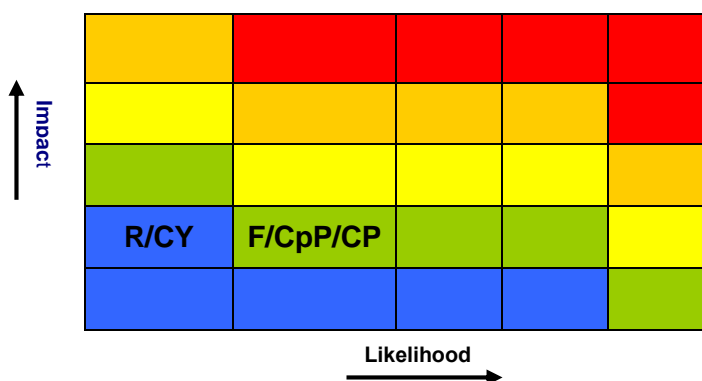
Council to re-circulate funds. The Council has £672,988 of capital invested with WHIL. As at 31 March 2021 there was £535,563 on the loan book and £137,425 as available capital.

Financial Implications

24. These are contained in the body of the report.

Risk Matrix

25. This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendations. Should there be any proposal to amend the recommendations by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendations taking place.



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

Corporate Priority Implications

26. There are no specific implications in these proposals.

Carbon Emissions and Climate Change Implications

27. There are no specific implications in these proposals.

Equality and Diversity Implications

28. There are no specific implications in these proposals.

Background Papers:

29. Capital Monitoring Quarter 1 to 3 Reports to District Executive

REVISED CAPITAL PROGRAMME 2020/21 - 2024/25

CAPITAL PROGRAMME GROSS EXPENDITURE 2020/21 - 2024/25

Scheme	Original Approval Date	Total Approved Budget £000s	Spend in Previous Years £000s	2020/21 Estimated Spend £000s	2020/21 Actual Spend to 31 March 2021 £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
STRATEGIC MANAGEMENT											
Chief Executive - Alex Parmley											
Portfolio Holder - Cllr Val Keitch											
Transformation	Mar-16	2,728	2,689	39	39	0	2,728	0	0.00%	P Matravers	Remaining spend largely related to final transitional resources. Close budget monitoring will continue by the future state board and the updates provided to DX. Spend expected to be under remaining Transformation reserve funding.
Subtotal for Strategic Management		2,728	2,689	39	39	0	2,728	0			
COMMERCIAL SERVICES & INCOME GENERATION											
Director - Clare Pestell											
ARTS AND ENTERTAINMENT											
Service Manager - Adam Burgan											
Portfolio Holder - Cllr Mike Best											
Westlands Entertainment Venue Loan	Oct-15	0	0	0	0	0	0	0	0.00%	P Matravers	Internal loan repayments being made in line with original agreement.
Westlands Building Improvement Works	Feb-20	800	0	73	74	727	800	0	0.00%	R Orrett	£125k spend in Q1-2 of 21/22. All other spend on hold
Upgrade Joanna France Building	Feb-16	27	0	27	0	27	27	0	0.00%	K Munday	Licence, Lease and Shared Use Agreement with Athletics Club in Q4 awaiting comments to be returned. Practical works cannot start until agreements signed off but anticipated spring / summer 2021
ENVIRONMENTAL SERVICES											
STREETS/CENE											
Service Manager - Chris Cooper											
Portfolio Holder - Cllr Sarah Dyke											
Cushman UTV Full Cab & Snowblade	Aug-20	17	0	17	17	0	17	0	0.00%	C Cooper	Vehicle now purchased. Internally funded.
Ford Transit 350 L2 RWD	Aug-20	20	0	20	20	0	20	0	0.00%	C Cooper	Vehicle now purchased. Internally funded.
Goupil G4 Electric Utility Veh	Feb-21	17	0	17	17	0	17	0	0.00%	C Cooper	Vehicle now purchased. Internally funded.
Fleetmaster Replacement	Feb-21	57	0	0	0	57	57	0	0.00%	C Cooper	Spend anticipated to take place in 2021/22
Access for all footpaths within various open Spaces	Feb-21	218	0	0	0	218	218	0	0.00%	S Fox	Spend anticipated to take place in 2021/22
LEISURE, RECREATION & TOURISM											
COUNTRYSIDE											
Service Manager - Katy Munday											
Portfolio Holder - Cllr Mike Best											
Riverside Park Planting Scheme	Jan-00	23	17	0	0	6	23	0	0.00%	R Whaites	Covid-19 has postponed previous spending plans until Spring/Summer 2021. Redeployment of staff during 2020 & lack of volunteers in 2020-21 has delayed further works to this project. Estimated to be back on track for 2021-2022.
Ninesprings Café Extension	Feb-19	3	2	1	0	0	3	0	0.00%	K Munday	Scheme postponed and funding moved to J O'Donnell upgrade project.
Works to Chard Reservoir Dam & Outlets	Feb-20	18	0	0	0	18	18	0	0.00%	K Munday	Contractors appointed to start works but unable to start due to lockdowns. Work now delayed into 21/22.
Installation of PV Panels on Ninesprings Café	Feb-20	10	0	2	2	8	10	0	0.00%	K Munday	Decarbonisation bid successful and works progressing. Planning permission submitted for scheme. Works should be funded by decarbonisation grant.
Uncovering Ham Hill	Feb-21	150	0	0	0	150	150	0	0.00%	K Munday	Spend anticipated to take place from 2021/22 when main Lottery grant draw down commences for project delivery.
YEovil REC											
Service Manager - Katy Munday											
Portfolio Holder - Cllr Mike Best											
Yeovil Rec - J O'Donnell Pavilion upgrade	Feb-19	280	5	223	223	52	280	0	0.00%	K Munday	Project underway and anticipated completion and opening July 2021.
Installation of PV Panels on J O'Donnell Pavilion	Feb-20	30	0	0	0	30	30	0	0.00%	K Munday	Decarbonisation bid successful and works progressing. Planning permission submitted for scheme. Works should be funded by decarbonisation grant.
Battery Storage or LED Bulbs at Yeovil Rec	Feb-20	10	0	0	0	10	10	0	0.00%	K Munday	Decarbonisation bid successful and works progressing. Planning permission submitted for scheme. Works should be funded by decarbonisation grant.
PROPERTY, LAND & DEVELOPMENT											
ENGINEERING AND PROPERTY SERVICES											
Service Manager - Robert Orrett											
Portfolio Holder - Cllr John Clark / Cllr Tony Lock											
Commercial Loans	Jul-17	44,448	14,517	20,011	20,011	9,920	44,448	0	0.00%	P Matravers	Loans made in line with agreed loan schedules – progress on individual projects linked to these reported within quarterly Investment Asset update reports to Executive.
Investment in Property	Various	87,271	73,739	10,204	10,204	3,328	87,271	0	0.00%	B Fisher	Property purchases, renovations and constructions continuing as planned.
Yeovil Innovation Centre - 1st Floor Fit-Out	May-19	320	299	21	0	21	320	0	0.00%	P Bigginden	Works are have been completed
Yeovil Innovation Centre - Car Park Extension	Feb-20	94	0	94	88	6	94	0	0.00%	J Divall	Remaining spend anticipated to take place in 2021/22
Car Park Enhancements	Feb-17	235	207	0	0	28	235	0	0.00%	I Case	Expenditure deferred until 21/22.
New Car Parks	Feb-08	810	570	40	27	213	810	0	0.00%	I Case	Some £15k to be spent Q2 21/22. Remainder are fully expected to be spent in Q3/4 21/22.
Electric Vehicle Charge Points	Jan-19	90	90	0	0	0	90	0	0.00%	I Case	Works complete and grant funding from Highways England received.
Car Park Improvement Works	Feb-20	310	0	0	0	310	310	0	0.00%	I Case	Approx £90k to be spent Q2 2021/22. £100k Q3 2021/22. Remainder likely to be deferred until 2022/23.
West Hendford Car Park Crime Reduction Improvements	Feb-21	50	0	0	0	50	50	0	0.00%	I Case	Spend anticipated to take place in Q2 2021/22
Enhancement to SSDC Bldgs	Feb-16	559	388	0	0	171	559	0	0.00%	P Bigginden	Further expenditure to be deferred until 21/22
Brympton Way Building Improvement Works	Feb-20	105	0	21	21	84	105	0	0.00%	P Bigginden	Further expenditure to be deferred until 21/22

Area Chairman - Cllr Jason Baker											
Area West Committee Allocation		118	0	66	17	100	118	0	0.00%	T Cook	Updates reported to Area Committee. 3 of 8 schemes completed.
LOCALITY (PHW)											
Service Manager - Tim Cook											
Portfolio Holder - Cllr Mike Best											
Grants for Parishes with Play Area - Curry Rivel	S106	22	20	2	2	0	22	0	0.00%	S Barnes	Project complete.
Grants for Parishes with Play Area - Ilton	S106	17	0	17	17	0	17	0	0.00%	S Barnes	Project complete.
Grant for Youth Facilities	Qtr 3 14/15	5	0	0	0	5	5	0	0.00%	S Barnes	Broadway and Horton exploring project options.
Wyndham Park Play Area Equipment	S106	208	79	57	57	72	208	0	0.00%	S Barnes	Play Area climbing frame installed and being used. Other play equipment will be sourced following a public consultation.
Jarman Way, Chard - Play Area Equipment	S106	42	14	0	0	28	42	0	0.00%	S Barnes	Ongoing tender and consultation work being undertaken.
Snowden Park Play Area Equipment, Chard	S106	69	66	0	0	3	69	0	0.00%	S Barnes	Project complete.
Harbin Fields, Yeovil - Play Area Equipment	S106	44	44	0	0	0	44	0	0.00%	S Barnes	Project complete. Remaining budget has been transferred to Wyndham Park.
Montacute - Play Area Equipment	S106	6	0	6	6	0	6	0	0.00%	S Barnes	Project complete.
Ilminster Recreation Ground	S106	44	0	0	0	44	44	0	0.00%	S Barnes	Work started and ongoing with a completion date of Summer 2021
Old Kelways Play Area, Langport	S106	54	41	0	0	13	54	0	0.00%	S Barnes	Project ongoing.
Flagship Play Area	Feb-18	142	111	8	8	23	142	0	0.00%	S Barnes	Work to 2 more towers to start in Feb 2021 and be completed by Spring 2021.
Grant to Milborne Port Rec	Mar-14	136	36	100	1	99	136	0	0.00%	S Barnes	Project in planning stage.
Langport Memorial Ground New Changing Facilities	S106	7	3	0	0	4	7	0	0.00%	S Barnes	Work with local community yet to be undertaken.
Grant to Donald Pither Memorial Ground	S106	88	0	88	88	0	88	0	0.00%	S Barnes	Project ongoing, Officers currently redeployed to Covid Vaccination Hubs.
Renewal of Skate Park provision in Area South	Feb-20	340	0	0	0	340	340	0	0.00%	S Barnes	Working with SSDC Procurement Specialist, with plans to establish a select list of companies that will be invited to tender for skate park design and construction. The plan is to construct the first skate park early in 21/22.
Huish Episcopi Swimming Pool	Apr-16 /Aug-17	509	438	71	0	71	509	0	0.00%	L Pincombe	No further claim can be made until more S106 money available.
Forton Playing Pitches, Chard	S106	85	0	85	86	0	86	1	1.18%	L Pincombe	It was hoped that completion would have taken place by the end of Q4 but the legals have proved difficult to reach an agreement on. This project will slip to 21/22.
Holyrood Sports Hall	S106	17	14	3	3	0	17	0	1.47%	L Pincombe	Project complete.
Ilminster Cricket Club	S106	52	17	0	0	35	52	0	0.00%	D Haines	ICC have had architects drawings produced for the new pavilion and are now obtaining professional cost estimates to determine an overall project cost. Planning permission has now been granted for the pavilion
Caryford Community Hall	S106	21	0	0	0	21	21	0	0.00%	D Haines	A new CIO was registered for the charity with the Charity Commission on 23 December. The group is now preparing for the transfer of assets and liabilities.
Sparkford Cricket Club	S106	12	9	3	4	0	13	0	1.39%	D Haines	Planning permission granted November 2019. Feasibility stage funding project completed
Sparkford Playing Field	S106	24	0	24	24	0	24	0	0.35%	D Haines	No update
Seavington Playing Fields	S106	21	0	21	21	0	21	-0	-1.08%	D Haines	Project completed
Broadway & Horton Cricket Ground	S106	12	0	12	12	0	12	0	1.22%	D Haines	Project completed
South Petherton Cricket Club	S106	34	29	0	0	5	34	0	0.00%	D Haines	At the request of the Assistant Parish Clerk, no further progress meetings have been held as due to staffing capacity issues they could not support this project development at this time.
COMMUNITIES											
Service Manager - Tim Cook											
Portfolio Holder - Cllr Val Keitch											
Enhancements to Waterside Rd, Wincanton	Feb-08	31	28	3	0	3	31	0	0.00%	T Cook	To be transferred to WTC in 21/22.
Subtotal for Service Delivery		25,030	19,685	2,901	2,123	3,228	25,036	5			
PLACE											
Director - Jan Gamon											
REGENERATION											
Regeneration											
Service Manager - Natalie Fortt											
Portfolio Holders - Cllr Jason Baker, Cllr Peter Gubbins, Cllr Henry Hobhouse											
Chard Regeneration	Jan-19	3,000	2,148	8,245	8,245	-7,393	3,000	0	0.00%	N Fortt	Project ongoing
Yeovil Refresh	Jan-19	2,500	479	351	351	1,670	2,500	0	0.00%	N Fortt	The Westminster Street works have been delayed due to Covid, so while the work will commence in this year, it is likely that the majority of the £800K will be invoiced in 21/22.
Yeovil Town Centre Walking and Cycling Package	Feb-21	1,200	0	0	0	1,200	1,200	0	0.00%	N Fortt	Project spend anticipated to take place in 21/22
Wincanton Regeneration	Dec-19	2,000	0	45	45	1,955	2,000	0	0.00%	N Fortt	Allocation of £140K is likely to be spent in this financial year
Subtotal for Place		8,700	2,627	8,641	8,641	-2,568	8,700	0			
STRATEGY & COMMISSIONING											
Director - Nicola Hix											
PERFORMANCE, PEOPLE & CHANGE											
Service Manager - Brendan Downes											
Learning & Development											
Portfolio Holder - Cllr Val Keitch											
Organisational Performance Management and Appraisal / Engagemen	Feb-21	40	0	0	0	40	40	0	0%	B Downes	Spend to take place in 2021/22
STRATEGIC PLANNING											
Service Manager - Peter Paddon											
GOLDENSTONES											
Portfolio Holder - Cllr Mike Best											

Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar-17	285	249	0	0	36	285	0	0.00%	L Pincombe	Funding is required for essential maintenance but has not been spent due to Property team capacity. Maintenance will pass to the new leisure operator from April 2021 whereupon this capital will be fully utilised.
Goldenstones Sports Centre - 10 Yr Maintenance Plan	Feb-19	440	0	0	0	440	440	0	0.00%	L Pincombe	
SPORT FACILITIES											
Portfolio Holder - Cllr Mike Best											
Wincanton Community Sports Centre 10 year plan	Sep-12	178	136	0	0	42	178	0	0.00%	L Pincombe	Funding is required for essential maintenance but has not been spent due to Property team capacity. Maintenance will pass to the new leisure operator from April 2021 whereupon this capital will be fully utilised.
Wincanton Sports Centre - 10 Year Maintenance Plan	Feb-19	476	0	0	0	476	476	0	0.00%	L Pincombe	
PLANNING/SPATIAL POLICY											
Portfolio Holder - Cllr Tony Lock											
Lyde Road Pedestrian & Cycle Way, Yeovil	Feb-17	250	0	0	0	250	250	0	0.00%	Natalie Fortt / Ian Timms	Capital Bid being submitted to extend this project. Funds to be spent in 2021/22.
Lyde Road Strategic Cycleway	Feb-21	129	0	0	0	129	129	0	0%	N Fortt	Funds to be spent in 2021/22.
Total for Strategy & Commissioning		1,798	385	0	0	1,413	1,798	0			
SUPPORT SERVICES											
Director - Nicola Hix											
SUPPORT SERVICES FUNCTIONS											
FINANCIAL SERVICES											
Lead Specialist - Paul Matravers											
Portfolio Holder - Cllr Peter Seib											
Capital Salaries		3,181	3,031	150	150	0	3,181	0	0.00%	P Matravers	Allocation of budget will be made in line with time spent on various capital projects.
Loan to Somerset Waste Partnership - Repayment (1)	Oct-14	0	0	0	0	0	0	0	0.00%	P Matravers	Loan repayments being made as agreed.
Loan to Somerset Waste Partnership for Vehicles (2)	Feb-17	5,000	4,125	25	25	850	5,000	0	0.00%	P Matravers	Second draw down of loan will be 21/22.
Loan to Somerset Waste Partnership - Repayment (2)	Feb-17	0	0	0	0	0	0	0	0.00%	P Matravers	Loan repayments being made as agreed.
Loan to Hinton St George Shop - Repayment	Oct-15	0	0	0	0	0	0	0	0.00%	P Matravers	Loan repayments being made as agreed.
Loan to Elleston	Jan-00	132	132	0	0	0	132	0	0.00%	P Matravers	Interest only repayments for 20/21, with principal repayments due 21/22 in line with loan agreement.
ICT SERVICES											
Lead Specialist - Toffer Beattie											
Portfolio Holder - Cllr Peter Seib											
E5 Upgrade	Feb-19	99	0	70	70	29	99	0	0.00%	T Beattie	Implementation to be completed June/July 2021. This may be impacted by current COVID restrictions and/or staff availability.
Firewalls & Security (Civica Upgrade)	Feb-19	30	6	24	24	0	30	0	0.00%	T Beattie	Remaining budget expected to be spent 21/22.
RPA Pilot	Dec-20	54	0	54	54	0	54	0	0.00%	T Beattie	Invoice Received December 2020.
Omni-Channel Telephony	Oct-20	10	0	10	0	10	10	0	0.00%	T Beattie	System went live in January 21, project complete (invoice received June 21)
Dell Laptops x 35 for Homeworking	Jan-00	17	0	17	17	0	17	0	0.00%	T Beattie	Project complete
Online Form Building Package (SX)	Feb-21	18				18	18	0	0.00%	T Beattie	Spent anticipated in 2021/22
Meeting Room AV Upgrade	Feb-21	50				50	50	0	0.00%	T Beattie	Spent anticipated in 2021/22
Total for Support Services		8,591	7,294	350	340	957	8,523	0			
Total Gross Capital Programme		196,413	124,319	43,109	42,176	29,923	196,350	5			
						72,099					

RESERVE SCHEMES APPROVED IN PRINCIPLE

Scheme	Original Date of Project Approval	Total Approved Budget £000s	Spend in Previous Years £000s	2020/21 Estimated Spend £000s	2020/21 Actual Spend to 31 March 2021 £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %
Wyndham Park Community Facilities	Mar-17		0	0	0	400			
Market Towns Vision	Feb-06		377	0	0	345			
Investment in Land, Property & Renewables			0	0	0	18,281			
Gas Control System - Birchfield	Feb-13		130	0	0	440			
Affordable Housing - Unallocated	Feb-14		0	0	0	1,660			
Affordable Housing - Rural Contingency Fund	Sep-16		0	0	0	500			
Affordable Housing - Bought not Built Allocation			0	0	0	201			
Affordable Housing - Mortgage Rescue Contingency Fund			0	0	0	277			
Investment in Market Housing	Feb-15		0	0	0	1,931			
Disabled Facilities Grant			0	0	0	1,701			
ICT Replacement			0	0	0	31			
Digital Capital Reserve Programme			0	0	0	200			
Transformation	Mar-16		0	0	0	22			
Contingency for Plant Failure			0	0	0	174			
Home Farm, Somerton			0	0	0	298			
Lufton 2000, Yeovil - All Phases	Apr-99		1,280	0	0	240			
Gypsy & Traveller Acquisition Fund	Feb-09		17	0	0	133			
Infrastructure & Park Homes Contingency	Sep-09		0	0	0	91			
Total Reserve Schemes Approved in Principle			1,804	0	0	26,925			

Scheme	2020/21 Est Spend £000s	Actual Spend to 31 March 2021 £000s	Future Est Spend £000s	Total Forecast Spend £000s
Capital Programme	43,109	42,176	29,923	73,032
Contingent Liabilities and Reserve Schemes	344	95	27,174	27,518
Total Capital Programme to be Financed	43,453	42,271	69,904	100,549

Appendix B

Requested adjustments to the capital budget from the Quarter 3 position

	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000
Capital Programme for Quarter 3 approved by District Executive in February 2021	22,930	16,811	1,612	0	0
Profiling amendments to capital programme	221	-190	-31		
S106 funded projects	145	61			
Less projects moved to reserve list:					
Investment in Property	-15				
OPIUM Taunton	-130				
Affordable Housing – Refurb of SSDC property	-31				
Plus allocations from reserve list:					
Investment in Property	19,355	2,688			
Affordable Housing – West End Close, S'Peth	234				
Firewalls & Security Civica Upgrade	5				
Plus projects added to Area schemes:					
Area West – North Perrott Cricket Club	11				
Plus projects added to Capital Programme in Q4:					
Goupil G4 Electric Utility Veh	17				
Dell Laptops x 35 for Homeworking	17				
Affordable Housing - The Link Day Centre	5				
Addition BCF from Central Gov't	167				
John O'Donnell Pavilion External Grant	28	52			
Capital Salaries	150				
Disabled Facilities Grants		1,405			
Plus 2021/22 Capital Bids Approved at FC Feb 21:					
Fleetmaster Replacement		57			
Access for all footpaths within various open Spaces		218			
West Hendford Car Park Crime Reduction Improve		50			
Operational Buildings Improvement Works		165			
Decarbonisation of Operational Buildings		4,144	700		
Digital Upgrade of Yeovil TC CCTV Cameras		65			
Prigg Lane Garage Roof Renewal		10			
Chard Business Park, Roadway Adoption		125			
Access Easement, Stoke Sub Hamdon		20			
Demolition of Public Toilets, West Street, Crewkerne		20			
Footbridge Assessment & Works		10	30		
Rowan Way Embankment Landslip		50			
Lufton Depot Surfacing and Drainage Works		85			
Careline Product Development		20			
Home Repairs Assistance		60			
Yeovil Small Business Centre Roof Renewal		65			
Yeovil Town Centre Walking and Cycling Package		1,200			
Org Performance & Appraisal/Engagement System		40			
Lyde Road Strategic Cycleway		129			
Online Form Building Package (SX)		18			
Meeting Room AV Upgrade		50			
Uncovering Ham Hill			50	50	50
Revised Capital Programme for Q4 2020/21	43,109	27,428	2,061	750	750

(Negative figures = income / balance available, positive figures = costs / use of funds available)



Financing the Yeovil Refresh

Executive Portfolio Holders:	Cllr. Peter Seib, Finance and Legal Services Cllr. Peter Gubbins, Yeovil Refresh lead
Strategic Director:	Jan Gamon, Director, Place and Recovery
Service Manager:	Natalie Fortt, Regeneration Programme Manager
Lead Officers (for report):	Ian Timms, Yeovil Refresh Project Manager Karen Watling, Interim S151 Officer
Contact Details:	lan.Timms@southsomerset.gov.uk or 01935

Purpose of the Report

1. This report outlines the current position relating to delivery of the Yeovil Refresh and outlines the additional funding to be unlocked if we wish to fully benefit from the successful Future High Streets Fund (FHSF) bid.
2. The report seeks approval from members to increase the net budget to enable delivery of the Yeovil Refresh projects that are included in the Future High Street Bid over the 36 month construction period associated with this Fund.
3. Whilst the estimated financial implications of *all* of the projects included in the Future High Street Bid are included in this report for completeness and transparency, the approvals sought exclude any budget required to deliver the collaborative working space project. The decision whether to proceed with this project will be the subject of a separate Business Case report to Council in the near future.

Forward Plan

4. This report did not appear on the District Executive Forward Plan, as implications for funding to permit to take full advantage of the FHSF has only been fully understood over the last month.

Public Interest

5. The report provides a summary of delivery of the Yeovil Refresh programme. The report seeks approval to increase the net budget in response to the allocation of funding from the FHSF. This will enable us to enhance our delivery in Yeovil Town Centre. This funding allows SSDC to draw £5.58m of Government funds from the Future High Streets Fund. Without this additional funding, SSDC will forfeit some of the funding from the FHSF.

Recommendations

6. That District Executive recommends that the Chief Executive agrees to propose that Council approve:
 - a) An increase of the Yeovil Refresh **net** budget of £2,604,168.
 - b) An increase in long term borrowing of £2,604,168 to fund the project.
 - c) An increase to the gross budget by £367k from the current approved budget (see Appendix A for more detail)
7. That District Executive recommends that the Chief Executive agrees to ask Council to note:
 - a. That a future Council meeting will consider the Business Case for establishing a cooperative working space at Yeovil.
 - b. That in the worst case scenario the Council may need to increase its long term borrowing to £4,529,168m in total (ref. Para 26)

Background

8. The Yeovil Refresh is an ambitious programme seeking to transform the town centre through a range of projects and interventions. The programme is split into four themes which will be delivered by a number of different stakeholders. These are broadly defined as;
 - **Major Developments.** Old Cattle Market and Glovers Walk working in collaboration with private developers. Also a new workspace and possible developments on SSDC land.
 - **Public Realm enhancements.** Improvements to core streets including Westminster Street, High Street, Borough, Middle Street, Triangle and Wyndham Street area. This will create a better shared space which will be greener and easier to navigate. A new events square will be created at the Triangle.
 - **Transport system changes.** Changes to road systems, additional cycle ways, improved walking routes, review of bus routes, car parking improvements and possible highways junctions.
 - **Soft interventions.** This includes events programmes, markets, management of spaces in the town, evening economy changes and a range of other economic activities.
9. These themes all include ambitious projects, which will fundamentally change how the town centre works. These projects individually and as a whole aim to regenerate Yeovil Town Centre

Future High Streets Fund

10. The Yeovil Refresh is about to enter a delivery phase which is built on significant work that has been undertaken over the past two years. This work includes a successful bid to the Future High Streets Fund (FHSF), with Yeovil being among the first tranche of 76 towns to benefit from the fund. The bid secured an allocation of £9,756,897.



South Somerset District Council

This required a strong investment case, which passed a range of tests set out by government to ensure maximum delivery is achieved for the funds that are supplied.

11. The fund application was complex requiring a robust five point business case based on Treasury Green Book Principles. The five areas of focus all required strong supporting evidence based work. These came together to produce a central Benefit Cost Ratio (BCR) to support the allocation.
12. As part of this BCR applicants were expected to provide co-funding to support delivery of their aspirations. This co-funding can either come from private or public sector sources. This is the case in Yeovil with major development sites using private investment combined with SSDC funded schemes.
13. The public realm projects identified in the bid have been allocated £4,784,377 from the fund. The co-funding requirements mean that match funding is now needed to be able to deliver the entirety of the public realm aspirations.
14. The provision of innovative work space in the Town Centre has been included in the cost estimates shown in this report as it is part of the FHSF bid. However, as mentioned in paragraph 3 above, a decision to agree whether this project should proceed will be sought from a future Council meeting.
15. The FHSF is of a short 36-month duration commencing on 1st April 2021. All projects within the bid are expected to be substantially completed by 31st March 2024. This means that any funds relating to these projects need to be physically available during this period of time. Council approval of the increase to net budget will allow us to proceed with construction works.
16. Members should note that the funding in future years is subject to the outcome of the government's spending review and progress SSDC achieves in delivery.

Financial Implications

Current approved budget

17. These projects are funded through a budget allocation process which uses a net / gross approach to enable works to progress. The broad principle being that over time expenditure up to the gross sum is permissible with the aim of returning to the net budget position. This approach to budgeting for the regeneration projects, including the Yeovil Refresh, was approved by Council on 17th May 2018.
18. The current approved net budget for Yeovil Refresh is £2.655m. Council also approved a separate budget of £1.2m at its meeting in February 2021 for the Yeovil town centre cycling and walking package. It is proposed to include this separate approval into the overall Yeovil Refresh finances to improve clarity and transparency and also to align with the budget monitoring undertaken by the Yeovil Refresh Board, as well as the costs included in the Future High Streets Funding bid – therefore the current net approved budget is £3.855m.

19. The costs that need to be funded by SSDC have grown by £3,604,168 to £7,459,168, due to the need for the Council to increase its funding commitment by £2.8m to match fund the FHSF grant and in order to pay for commuted highways costs. The latter is a one off sum to be paid to the County Council based on the sum required to maintain the hard features e.g. paving above the basic highway requirements. This is calculated section by section as construction progress. The current total estimated value of this sum is £500,000 to £851,850.
20. Expenditure to date is £1.2m (as at the end of March 2021).

Overall impact on SSDC's Capital Budget

21. The increase of £3,604,168 in the Council's costs of supporting the scheme, as reported above, is significant and, it is therefore the recommendation of the interim S151 Officer that the net budget is increased, rather than an assumption being made that the scheme itself can generate all of this quantum of funding through grants, asset sales, or by other means.
22. Therefore it is proposed that the net budget is increased by £2,604,168 from £3,855,000 to £6,459,168.
23. The definition of the "Net Budget", with reference to SSDC's Regeneration Programmes, was explained in the report to Council in May 2018 as follows:

"This is the maximum true cost to the Council over the term of the Programme. It represents the money the Council will spend that will not be directly returned to the Council in some way. It is the product of the gross spend budget minus income generated by the scheme whether through capital receipts e.g. sales of property, through revenue generated over a term of an invested asset above operating costs, which can be used to "pay back" capital expenditure, or grants secured towards the scheme from other agencies or sources."

Funding the Council's share of the programme

Table One: Total Funding identified to-date

Identified Funding Sources	
Reallocation of unspent Yeovil Budgets (funded by capital receipts)	£424,000
Area South Capital Fund contribution (funded by capital receipts)	£151,000
Usable capital receipts already held	£1,000,000
Long term borrowing approved by Council for cycling & walking package	£1,200,000
Future High Streets Fund administration grant	£155,000
Total funding identified to-date	£2,930,000
Estimated current shortfall from £7,459,168 needed	£4,529,168

24. The Council's share of funding the estimated costs of the programme is £7.5m. To-date £2.93m has been identified/approved and secured leaving a current funding requirement of £4.5m. It is proposed that the gap is funded via the following means

Table Two: Proposed funding of the current gap

Increase in council borrowing	£2,604,168
Future BR pool gains or borrowing	£925,000
Income target for Project Board	£1,000,000
Total	£4,529,168

25. Other potential sources of funding, mentioned in the original committee report, include the use of income gains arising from SSDC being a member of the Somerset Business Rates Pool. Some £925k was assumed to be available from this source. Recent enquiries with Mendip District Council, have confirmed that a gain has been made in 2020/21 of some £850k (although the interim S151 Officer is awaiting the final figure). However, this source of financing has also been assumed to part-fund the Chard Regeneration Project (£1m is included in that project's funding estimates). Consequentially further work needs to be undertaken to understand where best to use the gain that will be received for 2020/21 and to estimate any potential gain for 2021/22. If such gains are insufficient then the gap will need to be financed from further long term council borrowing. Further information on this will be included in the MTFP refresh report that is going to District Executive in September 2021
26. This leaves an income target of £1,000,000 for the scheme to generate, of which £350k has already been secured from s106 contributions.
27. Original plans for financing the Yeovil Refresh programme included the conversion of underused car park land into development sites to bring in sales income of some £2m. However, work undertaken so far, which has been slower than desired due to availability of resources through the pandemic, has indicated that there are a range of remediation and practical problems with securing a development profit on these sites. Whilst this is work-in-progress, the development and sale of these assets is unlikely to realise significant capital receipts that could contribute to the funding of the programme, particularly in the short to medium term. The sites have noise and land contamination issues and while it is possible to remediate these, the costs of that remediation, when compared to the likely end value of the development, means these assets should be considered as long term investments rather than possible short/medium term sources of income.
28. At its meeting on 2nd September 2020, District Executive was informed of the issues regarding the car park sites, mentioned above, and consequentially agreed to ring-fence the sale proceeds from 16 Council-owned sites, with the potential value of £1.06m, to part-fund the Yeovil Refresh Programme.
29. No sales have yet been made due to internal capacity issues and the need to obtain outline planning consents to optimise the sales value. The latter work is being affected by the phosphate mitigation planning issue. However, these small sites are always likely to be of interest to the market and so should deliver a reasonable return through sale to small builders over the next few years. Returns of £500k to £750k could therefore be realistically achieved.



30. Other potential sources of funding, mentioned in the original committee report, include further grant funding opportunities and the use of CIL (Community Infrastructure Levy) monies of which SSDC currently has £892,900 in-hand. Officers are currently working on a proposed strategy of how CIL money could be utilised in the borough and since the regeneration projects are high priority and fit within the broader CIL purpose, the strategy is likely to include proposals to at least use part of this money for funding existing regeneration projects.
31. In conclusion identifying further sources of direct funding for the programme continues with an increased focus. It is proposed to include information on the progress being achieved in generating the £1,000,000 income target in the quarterly budget monitoring reports to District Executive. The worst-case option is that this income target will also need to be funded by long term borrowing by the council.

Overall impact on SSDC's Revenue Budget

32. Borrowing £2.6m would increase the financing charges needing to be met from the Council's revenue budget by £86,500 per annum. This includes both external interest charges and the requirement to set aside amounts to repay the loan principle (known as the Minimum Revenue Provision). Over a 50 year loan term the financing costs arising from this borrowing totals £4.3m.
33. If, as the worst case scenario, the Council needed to finance all of the current shortfall shown in Table One of £4.5m, the increase in financing costs totals £150,500 per annum. The overall cumulative financing costs over a 50 year loan period are £7.5m.
34. These cost estimates are based on the Council accessing borrowing from the Public Loans Work Board (PWLB) at the current interest rate of 2.22%. Changes made in November 2020 to the PWLB terms of lending mean that SSDC is unlikely to access this lending facility due to its commercial property acquisition programme. Arling Close, the Council's Treasury Management advisers, have been engaged to provide advice on the Council's borrowing options and will report to the interim S151 Officer and Senior Leadership Team on this matter in the next few weeks. Members should note therefore that the interest rate used in this report could change depending on the borrowing option/s chosen.
35. In addition to annual financing costs there will be a requirement to undertake on-going maintenance works to the roads estimated to cost £15k per annum per section of road. Given there are six new sections of roads then the total full year maintenance costs would be £90k per annum.

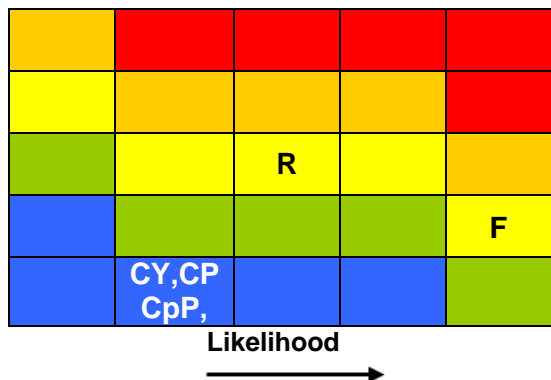
Legal implications (if any) and details of Statutory Powers

36. The recommendations will solidify the budget approach related to Yeovil Refresh. This will ensure compliance with the council's standing orders and financial regulations.

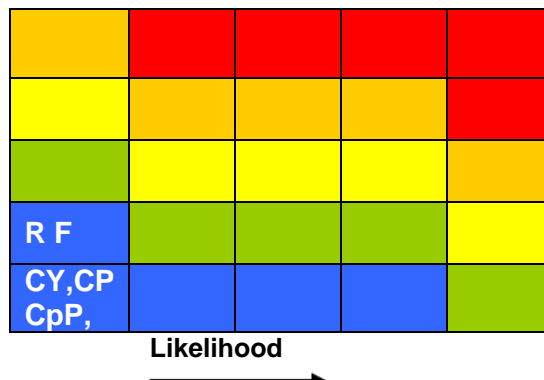
Risk Matrix

37. The risk matrix shows risk relating to the Council Plan headings.

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R - Reputation	High impact and high probability
CpP - Corporate Plan Priorities	Major impact and major probability
CP - Community Priorities	Moderate impact and moderate probability
CY - Capacity	Minor impact and minor probability
F - Financial	Insignificant impact and insignificant probability

Council Plan Implications

38. The delivery of Yeovil Refresh is one of the Council’s key priorities. This report therefore directly links to and supports this priority.

Carbon Emissions and Climate Change Implications

39. None

Equality and Diversity Implications

40. Specific projects are also subject to Equality Impact Assessments with appropriate adjustments being made in line with identified issues. This report itself has no direct implications as it relates to financing approach.

Privacy Impact Assessment

41. There are no identified issues relating to this matter.

Background Papers

42. Appendix A: Confidential

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



District Executive Forward Plan

Executive Portfolio Holder: Val Keitch, Leader, Strategy and Housing
Strategic Director: Nicola Hix, Strategy and Support Services
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

1. This report informs Members of the current Executive Forward Plan, provides information on Portfolio Holder decisions and on consultation documents received by the Council that have been logged on the consultation database.

Public Interest

2. The District Executive Forward Plan lists the reports due to be discussed and decisions due to be made by the Committee within the next few months. The Consultation Database is a list of topics which the Council's view is currently being consulted upon by various outside organisations.

Recommendations

3. That District Executive recommend that the Chief Executive agree to:
 - a) approve the updated Executive Forward Plan for publication as attached at Appendix A
 - b) note the contents of the Consultation Database as shown at Appendix B.

Executive Forward Plan

4. The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may be re scheduled and new items added as new circumstances arise.

Consultation Database

5. The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged and the current consultation documents are attached at Appendix B.

Background Papers

6. None.

Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
August 2021	SSDC Financial Strategy	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
August 2021	Review of SSDC Commercial Strategy	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Clare Pestell, Director (Commercial Services & Income Generation)	District Executive
August 2021	Briefing on the outcome of the future of Local Government in Somerset	Portfolio Holder - Strategy & Housing	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive
August 2021	A358 Taunton to Southfields Dualling - Scheme of Delegation	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Jo Wilkins, Specialist (Strategic Planning)	District Executive
August 2021	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
August 2021	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Cath Temple, Specialist (Performance)	District Executive
September 2021	Creating a future strategy for Chard - progress report	Portfolio Holder - Area West	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 2021	Freedom Leisure update	Portfolio Holder - Health & Well-Being	Director Strategy and Support Services	Lynda Pincombe, Specialist - Strategic Planning	District Executive
September 2021	Council Tax Care Leavers Discount Review	Portfolio Holder - Protecting Core Services	Director Service Delivery	Alison Hann, Specialist - Revenues	District Executive
November 2021	Capital & Revenue Budget monitoring reports for Quarter 2	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
November 2021	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Cath Temple, Specialist (Performance)	District Executive
January 2022	Planning Reimagined Update	Portfolio Holder - Protecting Core Services	Director Service Delivery	Kirsty Larkins, Director (Service Delivery)	District Executive
TBC	Update on the delivery of the Economic Development Strategy and funding delivery	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property. Land & Development Manager	District Executive
TBC	Decision from Secretary of State on Local Government Reorganisation in Somerset	Portfolio Holder - Strategy & Housing	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive

APPENDIX B - Current Consultations – July 2021

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>The 2023 Boundary Review – Initial Proposals for new Parliamentary constituency boundaries</p> <p>The Boundary Commission for England has published its initial proposals for new constituency boundaries. The proposals and maps for the nine English regions have been published on the website today. The eight-week public consultation period has commenced. This will be the first time the public will get a chance to see what their new constituencies might look like, and give the Commission their views on the proposals.</p> <p>BCE Consultation Portal (bcereviews.org.uk)</p>	<p>Finance and Legal Services</p>	<p>Nicola Hix, Strategy and Support Services</p>	<p>Each political group is encouraged to respond to these proposals</p>	<p>Roger Quantock, Electoral Specialist</p>	<p>2nd August 2021</p>



Date of Next Meeting

Members are asked to note that the next meeting of the District Executive will take place on **Thursday, 5th August 2021** commencing at 9.30 a.m.

The venue of the meeting will depend upon the decision of Council on 8th July 2021.
