

ANNUAL REVIEW & FINANCIAL STATEMENTS

MAY 2021





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ANNUAL REVIEW – 2020/21

1. FOREWORD

It is almost a year since I was elected Mayor of Wetherby in my sitting room under the first lockdown, and I wonder where the time has gone.

Like every business or organisation in Wetherby and across the country, Wetherby Town Council was impacted by the Coronavirus pandemic but at no time were we cowed by it. When the pandemic struck we had the option to close up shop and wait until it was declared safe or carry on in a different way. Closing was an option for all of 10 seconds and, whilst lockdowns dictated that at times the doors of Wetherby Town Hall were closed, at no time did Wetherby Town Council close.

The 15 Councillors on Wetherby Town Council continued to provide strategic direction and oversight though it was the men and woman employed by the Council, led and managed by the Clerk, that delivered a multitude of services, many unseen yet so important for the Council to function. I want to express my deepest gratitude and admiration to every one of them.

Need dictated that we all became proficient at conducting the various committee meetings and full council meetings via zoom with papers a thing of the past replaced by screen sharing; one of the many new practices that reduces our carbon footprint.

Zoom was also used to bring the various candidates and their families together for the meeting to present the Jubilee Award to our Young Townsperson of the Year, Josh Taylor. Whilst we would normally have gathered together in the Town Hall for this annual ceremony, I cannot help but think it might have been just that little bit more memorable for Josh to be handed the award by his Dad. Josh and the other nominees are a reminder of the good works done by so many of our young people without any expectation of reward or recognition.

The opportunities for events such as galas, cake judging, or opening new businesses, the staple diet of most Mayoral terms, were few this last year. Even so, with the support of, or often lead by, my fellow Councillors we ensured the town had its nativity scene, banners announcing that the town was open and litter picks organised. So many members of the community have made litter-picking part of their daily walks, helping to keep our town and wider areas beautiful and clean.

As I write, we are in what we hope and pray will be the transition phase from lockdowns to something closely resembling the pre-Covid 'normal'. Many aspects of life have resumed - our vibrant Thursday market just one - whilst others will be replaced with alternative solutions such as businesses continuing some meetings remotely which will have the added positive impact on reducing travel and, therefore, climate pollution.

It has been my privilege to lead Wetherby Council this last year. I will not remember it as 'the year of Covid' but the year that the people of Wetherby, Council employees and my fellow Councillors ensured that whilst much was accomplished in a different way it was business as usual and we got it done.

Councillor Neil O'Byrne
Mayor of Wetherby



2. COUNCILLORS

The following people have served as Councillors during the 2020/21 Civic Year:

North Ward

Harry Chapman
Norma Harrington
Victor Hawkins
Connor Mulhall
Neil O'Byrne

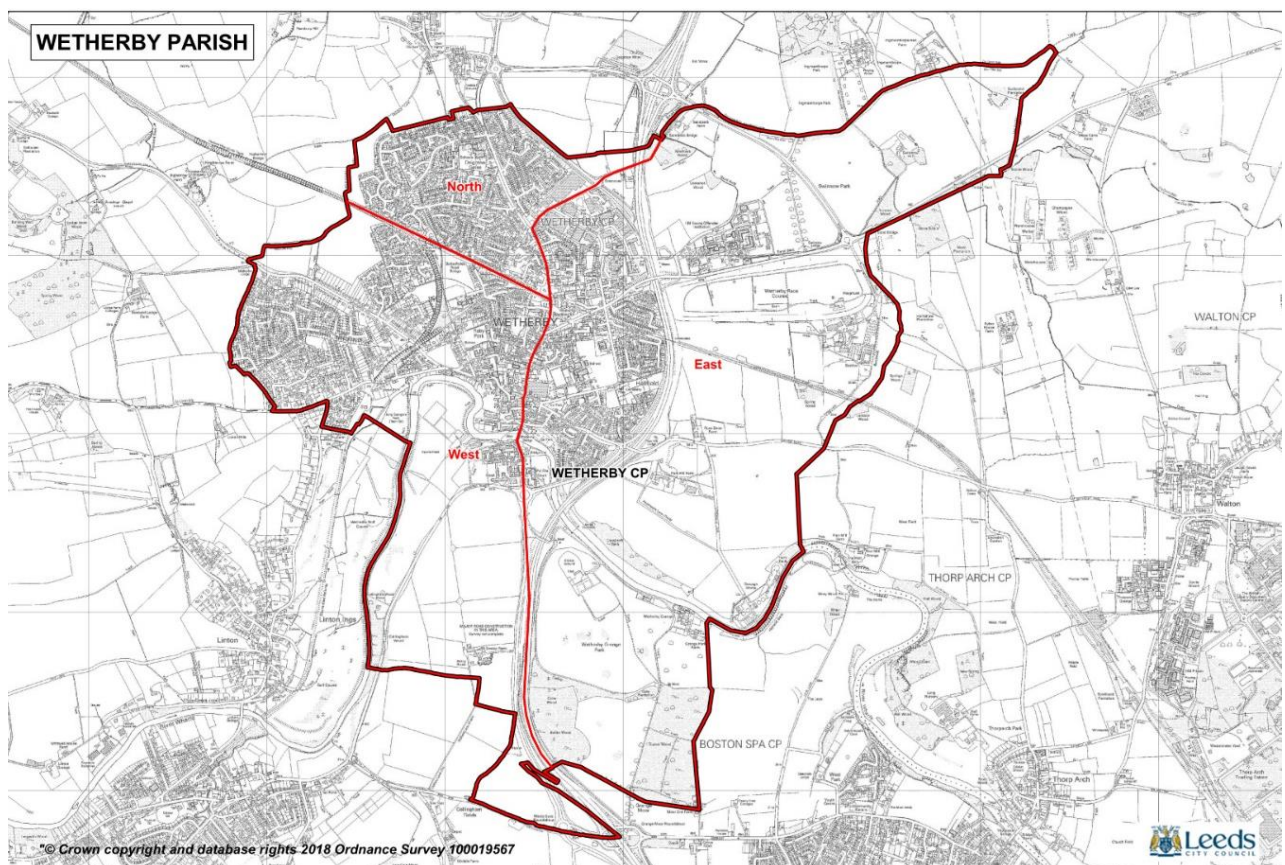
West Ward

Dean Buckle
David Frame
Galan Moss
Paul Rowden – co-opted on to the Council on 11th August 2020.
Thomas (Tom) Smith MBE

East Ward

Samantha (Sam) Bennett
Paul Bradley
Alan Lamb
Joanne (Jo) Maltby
Dawn Payne

Councillors can be contacted via e-mail using the following convention:
firstname.surname@wetherby.co.uk



3. MAYORAL ACTIVITY

Councillor Neil O'Byrne was elected Mayor of Wetherby at the Annual Town Council Meeting on 28th May 2020. The 2020/21 Civic Year was the first of an expected two-year mayoral term for Councillor O'Byrne.

Councillor Dawn Payne was elected as Deputy Mayor.



The Mayor's diary has been severely restricted in the past year, but engagements have included a variety of hands-on activities, including helping to spread the new mulch safety surface at the Mason Field playground, erecting 'Welcome Back to Wetherby' banners across the town and even moving nativity figurines in and out of the Library window with Councillor Norma Harrington.

The Mayor has also represented the Council at virtual events such as a consultation by the British Library on its proposals for expansion.

Councillor O'Byrne has attended Covid-safe services at the War Memorial for Remembrance Sunday and at Ripon Cathedral in memory of HRH Prince Philip the Duke of Edinburgh. He has also supported the Thursday market and Town Hall antiques fair by attending their re-launch events.

During the first lockdown a competition to design the 2020 Mayor's Christmas Card was held, with the winning design submitted by local artist Sandra Davison.

It depicts Wetherby Town Hall on the inside of a festive snowglobe. In accordance with the Council's climate emergency declaration the majority of the Mayoral greetings were sent electronically.



4. CORONAVIRUS PANDEMIC

Whilst the Town Council's activities have been severely impacted by the Covid-19 pandemic it has risen to the challenges presented. After being one of first in the country to use temporary legislation enabling Local Councils to meet remotely, Wetherby Town Council has continued with a full programme of both Full Council and Committee meetings.

The following excerpt is taken from a report by the Council's Internal Auditor Matthew Gleadell of Angle CDS, the Council's Internal Auditor for the 2019/20 to 2021/22 period. *"I continue to be impressed by the work being carried out by [the Clerk] and her team and in fact can't help but feel somewhat envious over the exceptionally high standards that she is achieving.*

Notwithstanding the challenges that Covid-19 has raised I wish to pay particular testament to the work of Wetherby Town Council in responding to those challenges. I have been hugely impressed with the Covid-19 Risk Assessment work, policy response and meeting functions that Wetherby Town Council has delivered through Covid-19."

The Town Council's response to the pandemic has also included:

- Operating the Thursday market on an 'essentials-only' basis when required and then in a Covid-safe manner when allowed to open at full capacity.
- Interpreting restrictions on the Town Hall, which operates as a place of work, retail space, fitness facility and community space to ensure that all activities operate in accordance with them.
- Re-deploying Town Hall staff to other areas of work when the building was closed, including maintenance of green spaces and the Council's properties.
- Circulating consultations on planning applications electronically thereby reducing printing, saving paper and improving the efficiency of Planning Committee meetings.
- Objecting to the one-way system that was implemented by Leeds City Council through the town centre after receiving representations from local businesses.
- Risk assessing all Council activities and staff roles to ensure that they can continue in a Covid-safe way.
- Opening and closing playgrounds and exercise equipment as advised and then implementing a cleaning and maintenance regime to keep them Covid-safe.



Play safe, stay safe.

Do:	Don't:
✓ USE HAND SANITISER	✗ COME IN IF YOU HAVE CORONAVIRUS SYMPTOMS
✓ USE SANITISING WIPES ON THE EQUIPMENT	✗ TOUCH YOUR FACE, MOUTH OR NOSE
✓ PUT YOUR RUBBISH IN THE BIN	✗ BRING FOOD OR DRINK IN
✓ AVOID BUSY TIMES	✗ COME IN IF YOU CAN'T COMPLY WITH SOCIAL DISTANCING
✓ WASH YOUR HANDS WHEN YOU GET HOME	✗ LICK THE EQUIPMENT

This is a shared area which you use at your own risk. Misuse of the play area could result in closure.
Our playgrounds are inspected regularly and are being sanitised once a week. You can view our Covid-19 risk assessment online at www.wetherby.co.uk
Please report any problems to Wetherby Town Council on 01937 583584 or admin@wetherby.co.uk



Play 2m apart...

Which is about the width of this banner.





5. WELCOME TO WETHERBY

The usual activities of the Welcome to Wetherby group have been severely curtailed over the past year with the cancellation of the annual Christmas Window Dressing Competition and the planned celebrations for the VE Day 75th anniversary.

The Group was keen to use its remit of encouraging “visitors to the town of Wetherby through activities which help towards improving the economic, social, environmental and cultural vitality of Wetherby” when coronavirus restrictions lifted in summer 2020.



A revised logo was commissioned, drawing attention to the fact that the town was reopening whilst highlighting some of the key features of the town.

The logo has been used on the Group’s social media channels as well as a series of banners erected around the town:

- Our gorgeous gardens are blooming great!
- Perfect parking places that are all free!
- A marvellous market every Thursday!
- Cycling fun for all the family on track or trail!
- Incredible independent shops at your service!
- Fantastic food in our pubs, cafes & restaurants.

At the time of writing this report the banners are about to be erected for a second time as the town emerges from the third coronavirus lockdown.



From left to right: Councillors Tom Smith, Mayor of Wetherby Neil O'Byrne and Connor Mulhall.



6. SUPPORT FOR THE MARKET

Wetherby Town Council is responsible for running the outdoor Thursday market and the indoor antiques fair each Saturday. The 2020/21 year has been challenging for all retailers and in particular market traders.

The Thursday outdoor market responded to Government guidance and operated as an 'essentials only' market between April and July 2020 and January to April 2021. This meant that only food or household goods traders could attend, restricting the market to four or five stalls each week.

The Town Council has worked to try and support traders with initiatives such as half-rent and an advertising to mark the reopening in April 2021.



Positive feedback on the Council's support has been received from Ashley from Amos & Welsh bakery:

"The lockdown periods have been good for our bakery business as we've met new customers who wouldn't usually be able to come to the market due to work commitments. We have been able to retain many of those new customers even as restrictions relax.

We're grateful to Wetherby Town Council for following Government guidance and keeping the market open, even on an essentials only basis as some other Local Councils didn't feel able to do.

Lots of our customers have said that they've felt the market was a lifeline to them as they felt safer shopping outside and wouldn't have been comfortable going into a supermarket."

The antiques fair which takes place in the upstairs room of Wetherby Town Hall has been operated in accordance with guidance for all indoor retailers and community buildings and has therefore been shut for significant periods of time. It was reopened for the first time in August 2020 by the Mayor as one of his first, formal engagements.

The Town Council has recruited additional staff over the past months to ensure that fair can operate in a covid-safe manner. The number of customers entering the fair is monitored and contact details are taken for track and trace purposes.



The Town Council's Markets Committee met on 30th April 2021 and took key decisions in relation to the future of the antiques fair and the monthly Farmers Market. With effect from June 2021 these events will be run by Little Bird Made Ltd. It is hoped that this will secure their future and also be good for the vibrancy of the whole town.

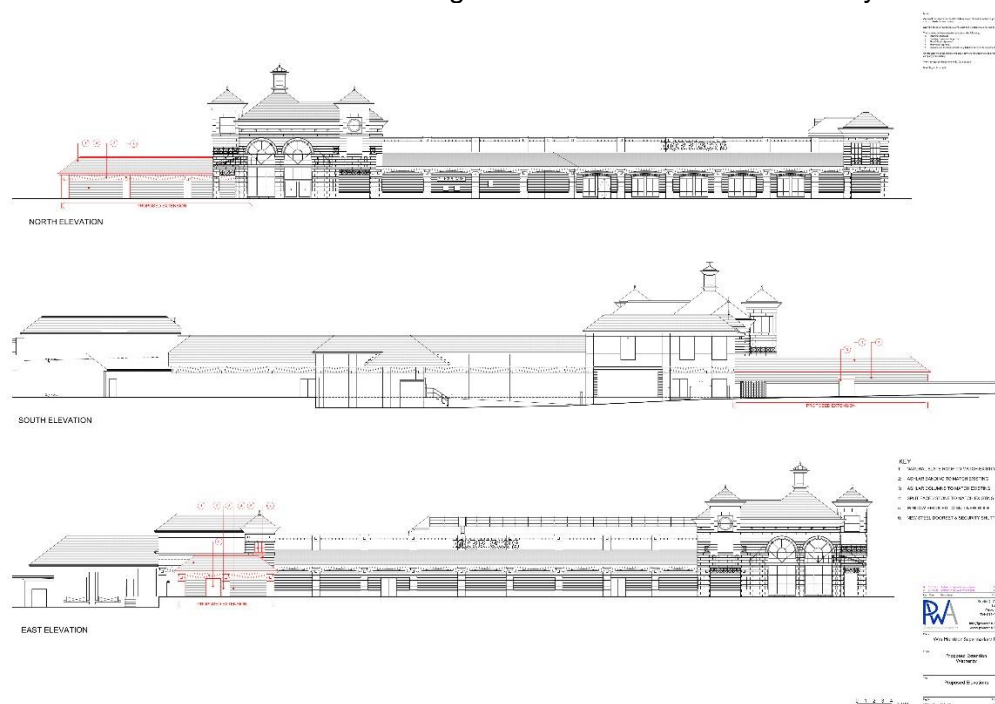


7. PLANNING AND DEVELOPMENT

The Council's Planning Committee has continued to meet every three weeks via Zoom and has considered consultations on 85 applications, including the following proposals:

- Erection of a spectator / player viewing shelter at Wetherby Bowling Club.
- Extensions to properties.
- Erections of new dwellings.
- Extension to Morrisons supermarket in the Horsefair Centre.
- Change of use applications to vary the purpose which buildings or land are used for.

The Town Council has amended its standard response to planning applications to include a request that developments meet or exceed the requirements and guidance in Leeds City Council's 'Building for Tomorrow Today, Sustainable Design and Construction SPD' to ensure that the highest standards of eco-efficiency are achieved.



Proposed changes to Morrisons supermarket, The Horsefair Centre, Wetherby.

The Town Council has responded with objections to several major planning applications including an outline planning application for a residential development at Land off the Rowans.

The Town Council has also been represented at Leeds City Council's Planning Committee meetings when the proposed housing development at Racecourse Approach was determined. At an extraordinary Full Council meeting on 4th August 2020, it was agreed that the Town Council remains opposed to the principle of the development which was subsequently approved by Leeds City Council. Since permission was granted the Town Council has engaged with Taylor Wimpey and other local community representatives on the detailed design for the development to try to ensure that the highest standards of design are achieved.

The Town Council continues to support the work of the Better Wetherby Partnership and received regular updates on its work at each Full Council meeting.



8. PROPERTY

The Town Council continues to manage its Property portfolio which has seen sustained heavy usage during the three national lockdowns and prolonged periods of very good weather.

The Council's sites include:

- Sandringham Park
- Raby Park
- Scaur Bank
- Garden of Rest and Bridgefoot Gardens
- Jubilee Gardens
- Devil's Toenail – cycle park.
- Mason Field
- 3 playgrounds, 2 bike parks / tracks, 1 skate park.
- The Hallfield Lane cemetery.

Challenges such as taking swift action after an unlawful incursion at Raby Park have been dealt with as have lengthy staff absences and a change in personnel.

A new, proactive approach to inspection and maintenance has been adopted which has highlighted several areas where work will be required over the next few years including the boundary walls at Jubilee Gardens, Mason Field and Millennium Field.

A quinquennial report by an historic building advisor has identified expensive repair works that are needed to Wetherby Town Hall which are estimated to cost in the region of £558,350. As planning permission has now been obtained for these works the Council's attention has turned to how to fund them.

The Town Council is grateful for the support and work of other organisations who assist with maintaining and improving its. They include Wetherby in Bloom, Wetherby Bike Trails and the recently formed Wetherby Wombles litter pickers.

Other exciting projects that have been worked on over the past year include the installation of a new swing unit at Nidd Approach. This was funded using CIL money. CIL is a levy that local authorities can choose to charge on new developments in their area. It is collected by Leeds City Council and then a proportion passed to Wetherby Town Council to use on local projects.



9. CLIMATE EMERGENCY WORKING GROUP

Since the action plan creation in 2019, the Climate committee have been instrumental in organising the annual litter pick. During the spring clean, over 45 members of the public and local Councillors attended the event.



Litter pick – 19th September 2020



The Climate Emergency Working Group has also been a representative, on behalf of Wetherby Town Council, in the public consultation of the Racecourse Approach development to try to make sure the new housing site is as eco-friendly as possible.

The Committee forwarded the motion to make Wetherby a single-use plastic free town, which was approved by the full council. This has led to further discussions with Leeds City Council and improving waste management within the town.

There are several plans in the upcoming year including the rewilding of Wetherby Town Council green spaces such as Walton Road and eco-friendly planting schemes for the Garden of Rest and Bridgefoot Gardens.

If anyone would like to join the group as a member, please contact Councillor Connor Mulhall (connor.mulhall@wetherby.co.uk).



10. JUBILEE AWARD

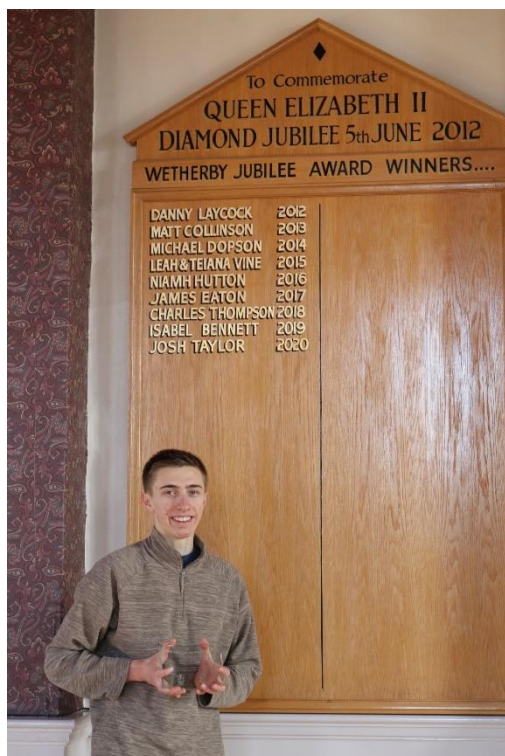
In autumn 2020 the Town Council held its Annual Jubilee Award which recognises the achievements of outstanding young people from Wetherby, who are under 20 years of age and who have made an impact, whether nationally, regionally or locally.

Nominations were considered by a panel who chose Josh Taylor as this year's winner.

The award was presented via a virtual awards ceremony with nominees and their family and friends in attendance as well as representatives from the Town Council.

Josh was nominated by Canon Brendan Giblin who said:

"Josh Taylor is an inspirational young man.



As soon as the first lockdown was announced he delivered notes to all his neighbours (and to people in many streets), saying that they could contact him for help with shopping etc.

He has been instrumental in helping St James' Church broadcast their Sunday worship each and every week of the pandemic, he worked to enable us to overcome the technical challenges raised by live-streaming. We were able to establish on-line services which reached hundreds of people. He is now helping us to livestream from our church building, and is constantly helping us to overcome problems that we face. Every week during lockdown Josh put together a service for young families.

This was considerable work, he gathered a team (all of whom were many years older than himself), with great skill, he chaired meetings and pulled everyone and everything together.

Josh's work enabled us to offer fun activities for families, many of whom were isolated at this time. He has shown maturity in leadership well above his age.

He has demonstrated determination, and worked extremely hard, has shown great compassion to the vulnerable, always with a cheerful smile on his face. All this he has managed alongside doing A levels and having many other interests.

Josh Taylor's enthusiasm is infectious."



11. DEATH OF HRH PRINCE PHILIP, DUKE OF EDINBURGH



It was with great sadness that Wetherby Town Council received the news of the death of His Royal Highness, Prince Philip the Duke of Edinburgh.

The Town Council and the Mayor of Wetherby offered their sympathies to the Queen and the whole Royal Family using the online condolence book.

10th June 1921 to 9th April 2021

In an online statement the Mayor of Wetherby commented that:

“His passing will be keenly felt across the town and especially by those in the Armed Forces and other uniformed organisations, together with the many young people who have completed their Duke of Edinburgh awards and others who shared his varied interests such as conservation, industry and science.”

The Town Council's commemorated the Duke of Edinburgh in a Covid-safe manner by laying flowers in the Garden of Rest and making this space available to others who also wished to pay their respects.

The Mayor of Wetherby was joined by the Deputy Lieutenant of West Yorkshire Jeremy Burton, Town Councillors and members of the local clergy to lead the town in a national minute of silence prior to Prince Philip's funeral on 17th April 2021.



Front row: Town Councillors Paul Bradley, Galan Moss, Victor Hawkins and Tom Smith (also Chairman of the Wetherby & District Branch of The Royal British Legion). Middle Row: Canon Brendan Giblin (Priest in Charge at St. James' Parish Church), Jeremy Burton DL, Mayor of Wetherby Councillor Neil O'Byrne and Town & Ward Councillor Norma Harrington. Back Row: Lieutenant Yvonne West (Salvation Army and Chair of Churches Together for Wetherby, Linton & Collingham) and Reverend Ann Fox of Wetherby Methodist Church.



12. OTHER POINTS OF INTEREST

It is always difficult to encompass all of the varied work of the Town Council within one report.

Notwithstanding the difficulties presented by the past twelve months the Town Council's work has remained as varied as ever.

The following points are also worthy of note:

- The Town Council has continued to support the efforts of Beneath British Waters and the Ward Councillors in their efforts to secure improvements to the water quality of the River Wharfe.
- The Town Council has continued to be represented on other local community organisations and receives regular reports on activities at each monthly meeting, such as the monthly Police & Communities Together liaison group.
- There were fears that the appearance of the popular festive trees and lights in the town centre, would not be possible this year because of constraints on volunteers and funding. A combined effort of local residents, businesses, Ward Councillors and the Wetherby Business Association meant that the show did go on. Wetherby Town Council was able to act as the conduit of funding between Leeds City Council and '2020 Elf Relief Wetherby'. You can watch all about it on this amazing video: <https://www.youtube.com/watch?v=PATsKB8Z2s4>
- Liaison with Ward Councillors and Leeds City Council officers on areas of concern on the town's roads. This included a meeting to discuss proposals to improve safety at the mini-roundabout near ALDI and manage HGV traffic through the town.



2020/21 FINANCIAL STATEMENTS

Full copies of the Council's financial information for the 2020/21 financial year are available on request.

13. INCOME & EXPENDITURE ACCOUNT TO 31ST MARCH 2021

2020 £		2021 £
<u>Operating Income</u>		
278,724	Administration	294,492
0	Property	778
0	Personnel	429
33,074	Cemetery	35,573
1,596	Welcome to Wetherby	349
0	Christmas Lights	4,408
4,108	Paths Partnership	3,184
30,085	Planning & Development	38,044
27,884	Markets	16,570
13,828	Reimbursements	36,729
389,299	Total Income	430,556

<u>Running Costs</u>		
20,539	Administration	26,570
53,962	Property	94,083
143,290	Personnel	157,472
58,291	Town Hall	48,291
18,340	Cemetery	13,261
2,114	Welcome to Wetherby	355
0	Christmas Lights	4,408
3,489	Civic & Events	405
2,160	Paths Partnership	1,165
4,164	Planning & Development	0
24,725	Markets	17,542
250	Twinning	0
22,456	Reimbursements	4,687
353,779	Total Expenditure	368,240

<u>General Fund Analysis</u>		
78,079	Opening Balance	87,307
389,299	Plus: Income for Year	430,556
353,779	Less: Expenditure for Year	368,240
26,291	Transfers to / from Reserves	32,557
87,307	Closing Balance c/f	117,066

* 'Reimbursements' refers to income or expenditure which has no net effect on the Council's revenue budget.



14. BALANCE SHEET AS AT 31ST MARCH 2021

2020 £		2021 £
Current Assets		
596	Debtors	1,070
4,237	VAT Control a/c	7,402
545	Prepayments	35
38,986	Unity Trust Current Bank a/c	113,733
258,551	Unity Trust Savings Bank a/c	258,702
102	Petty Cash	111
1,855	Accruals	0
304,873	Total Assets	1,381,055

Current Liabilities		
1,298	Creditors	17,158
0	Accruals	1,531
2,609	PAYE & NI	48
965	Town Hall VAT	0
4,872	Total Liabilities	18,737

197,674	Total Assets Less Current Liabilities	362,317
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Represented By:		
87,307	General Reserves	117,066
34,542	EM Res ² – Capital Fund (Cemetery Lodge)	54,542
13,486	EM Res – Neighbourhood Plan	3,486
1,765	EM Res – Welcome to Wetherby	1,765
6,100	EM Res – Replacement Van	7,600
21,480	EM Res - Property	11,480
3,536	EM Res – Election Fees	4,501
500	EM Res - Furniture	500
90	EM Res – Replacement Computers	90
975	EM Res – Youth Voice	975
127,633	EM Res – CIL Funds	151,704
948	EM Res – Civic Regalia	948
147	EM Res – Welcome to Wetherby (Bag Sales)	147
804	EM Res – Welcome to Wetherby (book sales)	1,153
200	EM Res – Defibrillator	328
490	EM Res – Civic Donations	150
0	EM Res – Paths Improvements	3,967
0	EM Res – Lawnmower Fund	716
0	EM Res – Planning Issues	1,200
300,001		362,317

¹Rounding has occurred.

² EM Res = Ear Marked Reserves



15. NOTES TO THE FINANCIAL STATEMENTS

1. SECTION 137 PAYMENTS

Section 137 of the Local Government Act enables local councils to spend up to the product of £8.32 per head of electorate for the benefit of the people in the area on activities or projects not specifically authorised by other legal powers.

Payments made under this power, in the 2020/21 financial year, were:

<u>Payee</u>	<u>Description</u>	<u>£</u>
British Legion Poppy Appeal	Donation	60.00

2. BORROWINGS

At the balance sheet date, a loan of £155,619.42 was outstanding to the Public Works Loan Board.

3. LEASES

At the end of the year the following leases were in operation:

<u>Lessor</u>	<u>Site</u>	<u>Annual Lease Payable</u>	<u>Expiry</u>
Montwhelan Ltd	York Road Depot	£12,000	2030
Leeds City Council	Land at Harland Way (part of Devil's Toenail)	0	2045
Rosamond Evelyn Felicity Gough	Nidd Approach	£10	
David Ellis Hudson	Raby Park	Peppercorn	2093
Leeds City Council	Jubilee Gardens	Peppercorn	2101
County Council of West Riding of Yorkshire	Garden of Rest	1 shilling per annum.	
Leeds City Council	Skate Park	Peppercorn	

4. OUTSTANDING DEBTS

At the end of the year debts of £1,070.33 were outstanding and due to the Council as follows:

- £778.33 – Farm & Land Services, refund for overpayment.
- £262.00 – Hartley Funeral Directors, invoice TC6 3-21 (Cemetery Services)
- £30.00 – Otley Town Partnership, invoice TC8 4-21 (Farmers' Market)

5. RELATED PARTIES

Wetherby Town Council holds trusteeship of Wetherby Town Hall and pays a monthly amount of £2,466.67 (£29,600 per annum) to the Town Hall.

This is to cover rent of the Council's offices of £4,100 per annum and a grant of £25,500 for services and repairs to the Town Hall.

All Councillors of the Town Council, as a whole, act as Trustees of the Town Hall.

A separate bank account and receipts and payments book is maintained for the Town Hall.

During the 2020/21 year the Town Council instructed Wellers Hedley solicitors to review and regularise the governance arrangements of the Town Hall. This is ongoing.

6. ACCOUNTING POLICY

The accounts and financial statements have been prepared in accordance with Governance and Accountability for Local Councils - A Practitioners Guide (2021 edition).



16. FUNDS ANALYSIS FOR THE YEAR TO 31ST MARCH 2021

*EM Res = Ear Marked Reserves (funds set aside for a particular purpose).	Funds Brought Forward 1 st April 2020 £	Receipts in the Year £	Amount used in the year. £	Funds Carried Forward 31 st March 2021 £	Transaction Detail / Notes
General Reserves	87,307			117,066	
EM Res – Capital Fund (Cemetery Lodge) ³	34,542.00	20,000.00		54,542	
EM Res – Neighbourhood Plan	13,486.23		10,000.00	3,486.23	Reduced by £10,000 to replenish the Cemetery Lodge capital fund. Remaining funds to be used for review and updating of Neighbourhood Plan in due course.
EM Res – Welcome to Wetherby ⁴	1,764.61			1,764.61	
EM Res – Replacement Van	6,100.00	1500.00		7,600.00	Increased by amount included in 2020/21 budget.
EM Res – Property	21,480.00		10,000.00	11,480.00	Reduced by £10,000 to replenish the Cemetery Lodge capital fund.
EM Res – Election Fees	3,536.00	965.00		4500.77	Increased by amount included in 2020/21 budget.
EM Res – Furniture	500.00				
EM Res – Replacement Computers	90.17			90.17	
EM Res – Youth Voice ⁵	975.00			975.00	
EM Res – CIL Funds	127,632.58	38,043.93	13,972.30	151,704.21	See separate CIL report. Ear-marked in accordance with minute reference 184-18.
EM Res – Civic Regalia ⁶	947.72			947.72	
EM Res – W2W Bag Sales⁷	146.66			146.66	

³ The Capital Fund relates to the sale of Cemetery Lodge (Sexton House). This fund is shown separately as capital money, but was reduced by £20,000 in December 2013 and by a further £20,000 in October 2014 for revenue purposes. These funds have now been replenished, to be administered in accordance with the Capital Receipts Regulations 2003 in due course.

⁴ Renamed from Jubilee Fund at end of 2016/17 financial year. Used to hold money generated by the group, through activities such as bag packing and event surpluses, to fund future activities.

⁵ Renamed from Youth Council at end of 2016/17 financial year.

⁶ Created to ring-fence Mayor's Allowance underspend from the 2017/18 so that it can be used to improve the Council's civic regalia in future.

⁷ Created to ring-fence proceeds from sales of Welcome to Wetherby bags. Will be used to fund purchase of new items in due course. See minute reference from 2020 Annual Town Council meeting.



EM Res – W2W Book Sales ⁸	804.00	349.00		1,153.00	Sales of books during 2020/21 financial year.
EM Res – Defibrillator⁹	200	128.00		328.00	Increased by underspend from 2020/21 budget.
EM Res – Civic Donations	489.65	150.00	489.65	150.00	£489.65 paid out as Cllr Moss' donation to his Mayoral Charity – Wetherby Sports Association. £150 ear-marked to paid to Cllr O'Byrne's Mayoral Charity – Leeds Women's Aid.
EM Res – Paths Improvements¹⁰	0.00	3,967.00		3967.00	Funds earmarked from 2019/20 and 2020/21 underspends.
EM Res – Lawnmower Fund¹¹	0.00	716.00		716.00	Increased by underspend from 2020/21 budget.
EM Res – Planning Issues¹²	0.00	1,200.00		1,200.00	Increased by underspend from 2020/21 budget.

⁸ Created to ring-fence proceeds from sales of Walking in Wetherby booklets. Will be used to fund re-print in due course. See minute reference 127-18c.

⁹ Wetherby Town Council agreed to take over ownership, and responsibility for associated costs, of the public access defibrillator located on the side of the Town Hall at its meeting on 10th April 2018 (minute ref. 73-18). The asset reference is STF1. £200 is allocated in each annual budget to cover future costs, with the underspend automatically ear-marked.

¹⁰ Leeds City Council funds works on public rights of way, to be undertaken by Wetherby Town Council using a contractor. Wetherby Town Council ear marks and budget underspend so that the funds can be spent on future path projects.

¹¹ Represents a fund, built from budget under-spends, to use to purchase a new stand-on mower for cemetery maintenance.

¹² A fund to pay for professional fees, or work undertaken by the Better Wetherby Partnership on planning and development related issues in the Wetherby area.



17. OUTTURN AGAINST BUDGET

Cost Centre		Actual Year to Date	Current Annual Budget	Variance Annual Total	% of Budget Used
Administration	Income	294,492	304,978	-10,486	96.6
	Expenditure	26,570	24,033	+2,537	110.6
Property	Income	778	1,020	-242	76.3
	Expenditure	94,083	69,264	+24,819	135.8
Personnel	Income	429	5,323	-4,894	8.1
	Expenditure	157,472	190,793	-33,321	82.5
Town Hall	Income				
	Expenditure	48,291	48,300	-9	100
Cemetery	Income	35,573	34,311	+1,262	103.7
	Expenditure	13,261	15,441	-2,180	85.9
Welcome to Wetherby	Income	349	0	+349	
	Expenditure	355	500	-145	71.1
Christmas Lights	Income	4,408			
	Expenditure	4,408			
Civic & Events	Income				
	Expenditure	405	3,655	-3,250	11.1
Paths Partnership	Income	3,184			
	Expenditure	1,165			
Planning & Development	Income	38,044			
	Expenditure				
Markets	Income	16,570	30,835	-14,265	53.7
	Expenditure	17,542	27,430	-9,888	64
Twinning	Income				
	Expenditure	0	500		
Reimbursements	Income	36,729	0		
	Expenditure	4,687	0		
TOTALS	Income	430,556	376,467	+54,089	114.4
	Expenditure	368,240	381,116	-12,876	96.6
Net Income over Expenditure		62,316			

Best efforts have been made to ensure that the income and expenditure report gives an accurate reflection of the financial transactions during the year.

However, it should be noted that due to the unprecedented nature of the past year there are some areas where subjective decisions have been taken when recording transactions. An example of this is where generalisations have been made when allocating the cost of covering the Town Handyman's absence from work which could either be allocated to personnel (where the original cost would have been recorded) or property (where the work was carried out).



The impact of the Coronavirus pandemic has been significant. It has affected income sources, has caused the Council to incur unanticipated costs and has had an impact on the progression of projects. Virements to the budget were approved by the Budgets & Governance Committee in January 2021 to try and address some of the more fundamental fluctuations.

Significantly the Market cost centre finished the year having made a loss of only £971. This is a good outcome, achieved because of the grant received from Leeds City Council, the generosity of the stall erection contractor and the fact that some predicted costs weren't incurred (e.g. trailer repairs, stall maintenance).

Interestingly, despite the possible scenarios considered at the outset of the pandemic, the Cemetery cost-centre did not suffer a significant impact because of coronavirus.

The Council's income totalled £430,556 and was £54,089 over budget (i.e. more income was received than expected).

Of this £26,229 was grant funding for the Devil's Toenail project and this is reflected in the increase in the Council's general reserves.

There was a further £10,500 of 'reimbursed income' which was not included in the Council's approved budget as there was no net effect on the revenue budget.

The Council's expenditure totalled £368,240 and was £12,876 under budget. This is because increased costs in administration and property were offset by savings in the personnel department due to not recruiting new members of staff and cancellation of events.

The Council finished the year £66,965 under-budget.

Whilst this may, on the face of the figure alone, appear to be good news it must be understood in the context of the summary above and the detailed information provided to the Council by the Responsible Financial Officer.

It does not mean that the Council now has spare funds.

The Council's reserves are subject to further, detailed analysis in the ear-marked reserves report (see section 16).



18. COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT 2020/21

	£	£
Total CIL receipts brought forward from previous years.		127,632.58
Total CIL receipts in year.		38,043.93
Total CIL expenditure in year.		13,972.30
Summary of CIL expenditure in year.		
• New swing unit for Nidd Approach site.	13,972.30	
Total CIL receipts in year, retained at the end of the year.		38,043.93
Total CIL receipts from previous years retained at the end of the year. <i>(Including receipts subject to a notice but not yet paid.)</i>		113,660.28
Total CIL receipts carried forward to next year.		151,704.21

Receipts subject to notices served in accordance with Regulation 59E

Total CIL receipts subject to notices served in accordance with regulation 59E during the year.		0.00
Total CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the year.		0.00

