

	C	D	E	F
2	Community Engagement & Development (dept 100)			
3	Lead Councillor: Carla Collette			
4	Work Programme manager & budget holder: Hannah Stopford		£0	£0
5			£93,500	£420,023
6	Project	Detail	Income	Expense
7	Develop a thriving community space at the Key Centre and Cabin, increasing occupancy by 50%	Host community offers and events through bookings and commissioned projects		£2,000
8		Work with Local Stakeholders, Partners and residents to codesign the offer at the Key Centre and create a sustainable delivery model of activity		
9		Ensure front desk is covered by stewards when back up required		£1,500
10	Shape a strategic approach to supporting local projects that fill identified gaps in provision and attract grant funding	Commissioning expertise for large scale bid writing for resulting projects		£1,000
11		Room hire and events budget		£500
12		Fair Frome Grant		£15,000
13	Improve the impact and reach of the FTC Grants Programme through alignment with council priorities, tracking funding distribution, measuring residents reached, and identifying areas of greatest impact	Manage grants programme to include administration of FTC Community Grant, match funding for partnership proposals (see above), and participatory grant making programmes with marginalised groups.		£80,000
14		Improve and enhance grants monitoring and evaluation of impact.		
15		Advisory panel recruitment and remuneration		£1,000
16	Ensure Children and Young People are meaningfully involved in local decision making, including through a participatory grant-making project.	Young People's Voice projects including Mary Baily, Skatepark, Young People's Participatory Grantmaking, Secret shopper. Engaging young people through events and projects		£1,000
17		Strategic partnerships and forums		£100
18		Work with Comms Team to continue to develop and promote the FIND platform		
19		Responsive commissioning of services and offers for Children and Young People		£8,000
20		Explore post-16 education opportunities, working with the Frome Chamber of Commerce, Somerset Council, University Centre Somerset College Group, LVA (subject to Planning Inquiry outcome) and other stakeholders. Main work held in dept 600		
21	Ensure new and devolved assets, particularly open spaces, reflect community needs and align with our Play Strategy	Including engagement around Riverside Vision, Brunel Green and other green neighbourhood spaces		£1,000
22	Continue to work with colleagues to improve participative processes and methods across our work	Establish an innovative digital platform (GoVocal), aiming for 10% of residents contributing (software budget in Mktg & Comms)		
23		Support the coordination of a citizens assembly - main project in dept 500 Planning		

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2	Community Engagement & Development (dept 100)			
3	Lead Councillor: Carla Collette			
4	Work Programme manager & budget holder: Hannah Stopford		£0	£0
5			£93,500	£420,023
6	Project	Detail	Income	Expense
24	Build capacity, adaptability and resilience in our local VCFSE (Voluntary Community Faith and Social Enterprise) sector.	Continue to offer training, networking opportunities, support (both commissioned and internal and developed with voluntary organisations such as Let's Talk), resources and explore ways to create enabling infrastructures that improve sustainability of local initiatives.		£5,000
25	Build community cohesion and social capital by working with Communities of Place, Identity or Interest. Support people to identify gaps and enable approaches that foster ownership and resilience, bridge divide and co-create solutions.	Responsive and targeted work in neighbourhoods and with hard-to-reach communities whose voices are often not heard. Project based activity as well as peer research and community-led projects, emerging as engagement progresses.		£1,000
26	Build on work to improve our work internally with external partners to improve our approach to Equalities, Diversity and Inclusion.	Develop an Equalities Action Plan		
27		Work with the Improvement Advisory Group, relevant staff, and where necessary commissioned expertise, to develop and embed processes such as Equalities Impact Assessment tools and advisory panels		
28		Manage a stakeholder bursary to remove barriers to participation		£2,000
29	Host and support Welcome Hub offer on behalf of Thrive collaborative, to welcome displaced people in the town with practical and wellbeing support and enable marginalised voices to be heard.	Contract fee income covers staff member and project costs	£57,100	
30		Staff salary incl in team cost below, project costs budget: room hire, consumables, visits etc.		£57,100
31	Host and support Frome Connect Champion to link statutory and non-statutory services across Frome and Frome Vale LCN	Contract fee income covers staff member and project costs	£36,400	
32		Staff salary incl in team cost below, project costs budget: room hire, consumables, visits etc.		£36,400
33	STAFF TEAM - costs include employer pension & national insurance			
34	Includes: Community Development Manager (37hrs), Community Officers x 2 (30, 26hrs),			£207,423

	C	D	E	F
2	200 & 201 - Assets, facilities management & maintenance (including Town Hall)			
3	Lead Councillor: Steve Tanner			
4	Work Programme managers & budget holders: Peter Wheelhouse & Alastair Findlay		£0	£0
5			£258,063	£676,187
6	Project	Detail	Income	Expense
7	KEY CENTRE			
8	Rental income	Various Hirers, Nursery	£26,000	
9	Facilities management - Statutory compliance including consolidating service contracts across FTC estate. Monitoring/payment of utilities and rates. Scheduled and reactive maintenance and repairs.	Statutory compliance – annual contract costs for programme of legionella control, fire and electrical safety. To be consolidated across the estate for cost saving Utilities and rates – electricity, water, NNDR, internet, alarm monitoring, waste removal Maintenance and repairs – programme of scheduled maintenance incl heating and hot water system service. Annual cleaning contracts. Reactive maintenance		£60,900
10	Major works reserves	Roof repairs, external gate for fire exit		£15,000
11	Key Centre development	Legal costs for land		£3,000
12		Legal costs for nursery tender		£2,000
13		Supply the Key Centre with consumables and resources required fo safe and effective daily running		£1,500
14	BADGERS HILL STADIUM			
15	Income	Tenant rental income	£32,000	
16		Contingency for work at Badgers Hill		£50,000
17		Facilities management work at Badgers Hill		
18		BH other tasks/projects		
19		BH legals contingency		£10,000
20		BH contingency - security/works/fees		
21	CHEESE & GRAIN			
22		Solar panels income	£10,000	
23		Cheese & Grain PWLB loans expiring 2026/27 £11k, 2027/28 £18k		£29,232
24		Cheese & Grain PWLB loans expiring 2037 & 2038		£41,247
25		Cheese & Grain insurance contribution via Somerset Council (freeholder)		£2,500
26		Contingency costs relating to C&G development		£10,000
27	TOWN HALL			
28	Town Hall income	Car park income	£2,009	
29		Chamber hire	£13,941	
30		Equipment & refreshments income	£4,247	
31		Meeting rooms hire	£20,139	
32		Longer lease tenants FromeFM & Fair Frome & annual licence, Frome Learning Partnership (FLP)	£19,796	
33		EV charger income	£5,931	
34		Equipment & refreshments costs		£5,500

	C	D	E	F
2	200 & 201 - Assets, facilities management & maintenance (including Town Hall)			
3	Lead Councillor: Steve Tanner			
4	Work Programme managers & budget holders: Peter Wheelhouse & Alastair Findlay		£0	£0
5			£258,063	£676,187
6	Project	Detail	Income	Expense
35	Town Hall management	Review use of the Town Hall and its marketing to ensure it is used to its highest capacity and potential.		
36		Ensure quality stewardship		
37		Ensure that the Town Hall is safe, accessible and clean and fit for purpose		
38		Ensure all risk actively managed		
39		Promotion of the Hub		
40		PWLBs Town Hall to 2040/41		£43,886
41		Use of EMR 400 to fund Town Hall major works	£124,000	
42		Major works out to tender 25/26, works to commence 26/27 - estimated costs at Nov25, use EMR 400 to fund		£124,000
43		Town Hall maintenance & repairs		£30,000
44		Town Hall utilities & waste disposal		£48,000
45	Salix loan repayments (interest free solar panels)	Zero % interest loan over 5 years to 01/02/2027 on loan of £17,794 for solar panels installed at Town Hall in 2022		£3,558
46	STAFF TEAM - costs include employer pension & national insurance			
47	Includes: Facilities Manager (30hrs), Town Hall Steward (37hrs), Town Hall Cleaners x 3 (23.5, 15, 5hrs), Customer Service Advisors x 2 (18.5, 23hrs), Evenings, Events & Holiday cover steward support (16hrs)			£195,864
48	Additional resource budgeted			£0

	C	D	E	F
2	300 - Climate Action			
3	Lead Councillor: Fiona Barrows			
4	Work Programme manager & budget holder: Matt Mellen		£0	£0
5			£0	£166,454
6	Project	Detail	Income	Expense
7	COORDINATE & ENGAGE			
8	Data, reporting and metrics	Track all appropriate climate metrics and keep councillors, stakeholders and the public up to date with climate science and impacts for Frome		
9		Climate adaptation planning - present climate scenarios and risks for Frome.		£2,000
10		Through engagement with the community bring sustainability data to life for people in Frome. Help people to visualise climate scenarios and how effective our response is.		£2,000
11	Engage and coordinate	Convene meetings, liaise between groups, lead actions, enable innovation and collaboration. Host the Frome Climate Action Whatsapp Group		
12		Involve schools in climate action		
13		Produce climate engagement events		£1,000
14	Develop the town's Climate Action Plan	Working with key stakeholders we want to keep evolving our climate strategy		
15	Campaign	Campaign on key issues - community energy, nature recovery, green growth		
16	ENERGY			
17	Townwide renewable energy coordination	Commission contractor to co-ordinate the roll out of renewable energy across the town. Working under the Solar and Beyond banner - promote & support local renewable electricity generation. Particularly solar and storage via three target groups: domestic, community & commercial. Support residents & businesses to install rooftop solar through targeted, locally relevant advice, particularly around estimating costs and bill savings, planning requirements and finding installers		£17,000
18		Support and enhance FRECo to drive an increase in the number of new community owned renewable energy projects in Frome		
19	ENERGY EFFICIENCY			
20	Homes	Support Frome householders on their retrofitting journey (including 'can pay' and 'cannot pay' households). Document the retrofitting process, tracking where the issues come up - collect data - evaluation - iterate process		
21		CSE assess 50 homes per year and provide retrofit support		£22,000
22		Provide energy efficiency advice and support - online, in person and at events for example - via the free online advice platform Fairer Warmth, Healthy Homes drop ins and via Neighbourhood Retrofit Ambassadors and volunteer energy champions		£2,000
23		Explore behaviour change programmes such as Transition Streets - to encourage neighbours to work together to reduce their energy bills and carbon emissions		
24		Identify and catalogue local tradespeople who can carry out home energy upgrades, sharing our local green directory where appropriate		
25	MATERIALS AND REUSE			
26	Use Keep It Frome as our brand for nurturing and promoting a circular economy in Frome	Nurture an ecosystem of businesses and people able to exchange sustainable materials in town. Encourage the use of materials from sustainable sources and promote products that help people reduce their consumption. Promote reuse and recycling to shift towards zero waste and zero pollution. Promote refill, re-use and repair		
27		Take substantive steps towards the launch of a re-use centre in Frome, for example, by commissioning a feasibility study. Work with Somerset Council and other partners to find a site for a reuse centre		
33	STAFF TEAM - costs include employer pension & national insurance			
34		Includes: Climate Action Lead (37hrs), Community Projects Officer (26hrs), Retro-fit Co-ordinator (22hrs)		£120,454
35	Additional resource budgeted	3 days a week Retrofit Co-ordinator (22hrs) - incl EMPR pension & NI - £27k included above		£0

	C	D	E	F
2	500 - Planning & Infrastructure			
3	Lead councillor: Steve Tanner			
4	Work Programme manager & budget holder: Jane Llewellyn		£0	£0
5			£0	£162,551
6	Project	Detail	Income	Expense
7	Engagement	Support the Planning Committee in making informed responses to planning applications and pre application discussions. Advising on the relevant policies and legislation and the impact of development. Negotiate with applicants and agents to improve/amend schemes to ensure they have the greatest benefit for the town - Provide planning advice to residents & developers on all aspects of the planning process. Carry out general engagement on specific issues as they arise		£2,000
8		Work with Somerset Council to secure funding to implement the recommendations of the Local Cycling Walking Infrastructure Policy (LCWIP)		
9		Continue to take a proactive approach to developers and developments to push forward the right development and necessary infrastructure.		
10		Work with SC at an early stage to influence land and infrastructure allocations as part of Somerset Local Plan to ensure they are fit for the future and to inform any necessary boundary changes.		£3,000
11		Support the coordination of a Citizens Assembly when council agree suitable topic.		£30,000
12	Improve road safety for all road users & campaign for public transport	Continue work on a movement strategy for Frome, working with Somerset Council adjoining parishes and consultants. Carry out (consultants to be appointed) the necessary surveys, engagement and final documents to be adopted as a supplementary planning document. Funding cfwd from 25/26 in General Reserves.		£20,000
13		Continue to work with SC and other stakeholders to ensure the best possible development at Saxonvale and from the Selwood Garden Community project.		
14		Secure the commitment of Somerset Council to deliver new pedestrian crossings in the town centre		
15	Campaign to address the Housing Crisis	Using the available data, work with SC to increase the policy requirement of 30% affordable housing to 40% and Continue to work with a broad cross section of the community, including those that work in the support and housing sectors e.g. housing associations, CLT etc., to give a balanced view of the problem and identify solutions		
16	All development in and around the town is built in line with the planning conditions and S106 agreements and ensure that appropriate S106 funding is provided for infrastructure projects	Work with Somerset Council to improve enforcement of planning within the town, to ensure that conditions and s106 agreements are implemented .		
17		Publish FTC infrastructure priorities list and ensure that S106 money is secured from new developments towards implementing the list		
18	Through collaboration and advocacy, influence other projects in the town to meet the needs of the community	Work closely with Friends of the River Frome on the Adderwell Bridge project and the provision of a link to the Railway Station from Edmund Park. Lobby Somerset Council to adopt the Community Infrastructure Levy (CIL) & Lobby Somerset Council for a community governance review of parish boundary		
19	STAFF TEAM - costs include employer pension & national insurance			
20	Includes: Deputy Town Clerk & Planning Manager (37hrs) and Planning Officer (30hrs)			£107,551
21	Additional resource budgeted			£0

	C	D	E	F
2	600 - Economic regeneration & Town Centre			
3	Lead Councillors: Nick Dove, Sara Butler, Mark Dorrington			
4	Work Programme manager & budget holders: Jane Llewellyn, Rachel Griffin & Katie Fraser		£0	£0
5			£5,240	£411,224
6	Project	Detail	Income	Expense
7	Define Frome's identity and potential	Commission the production of a Frome Town Prospectus defining Frome's identity and potential for economic growth including options for strategic investment and funding		£20,000
8	Explore post-16 education opportunities	To be informed by research of training needs - working with Frome Chamber of Commerce, Somerset Council, University Centre Somerset College Group and other stakeholders		
9	Town Centre			
10	Town Centre development projects	Maintain, improve and repair capital items in the public realm - £20k budget in 25/26 not used, remains in Saxonvale EMR 356		
11		Bring businesses together to address the fragmentation of commercial waste collection and identify ways in which commercial bins can be screened.		£3,000
12		Improve the public realm with programme of maintenance delivered by Town Centre Ranger.		£10,000
13		Install 20 new recycling bins - report to come to Council on procurement and management plans		£25,000
14		Work with landlords, community groups and independent businesses to encourage short term 'pop-ups', meanwhile uses and community use of premises. Encourage Somerset Council to streamline their business rates procedures to make this easy.		
15		Markets - payment to TFI for managing the weekly markets		£20,000
16		Work to bring people in to town centre to support local businesses		
17		Deliver Christmas events/Lantern Parade		£20,000
18	Deliver Christmas lights and tree		£16,250	
19	Income from sales at DF & Town Hall		£1,800	
20	Promote Town Events			
21	Discover Frome website & social media - hosting and maintenance		£2,000	
22	Discover Frome Information Point - rent at library		£6,000	
23	Discover Frome Information Point volunteers		£1,700	
24	Purchase of saleable stock		£1,200	
25	Developing relationship with local and regional tourist attractions			
26	The Annual - deliver the annual in partnership with businesses and The List		£2,000	

	C	D	E	F
2	600 - Economic regeneration & Town Centre			
3	Lead Councillors: Nick Dove, Sara Butler, Mark Dorrington			
4	Work Programme manager & budget holders: Jane Llewellyn, Rachel Griffin & Katie Fraser		£0	£0
5			£5,240	£411,224
6	Project	Detail	Income	Expense
27		Promote buses and trains through utilising the side panels of the bus stops and outside advertising spaces		
28		Administer Community Loo projects ensuring that there are a number of loos throughout the town in businesses that are open and accessible to the community		£1,500
29	Town Centre CCTV	Contribution to Somerset Council's costs		£27,000
30	Library & Riverside vision	Developing riverside vision for Frome - funded from cfwd 25/26 budget £26k in GenRes/underspend		£26,000
31	Market Yard Toilets			
32		All compliance, utilities & minor maintenance when under 25 year lease		£4,500
33	Market Yard Toilets - either existing provision or major works refurbishment	Cleaning and provision contract with C&G, plus consumables and maintenance and event toilets @ £4k est - whilst Toilet Block in Market Yard closed		£29,000
34		Professional fees (architect & QS)		£15,000
35		Fees anticipated for either repairs to existing to enable workings (circa £17k in addition to above fees) or cost of a PWLB for Toilet Block complete refurbishment est £200k		£17,000
36	Loop de loop			
37	Utilities	Electricity use billed out to users (markets)	£2,000	
38	All running costs, compliance, utilities & maintenance	Ensure budget in place for all utilities when fully operational and under 25 year lease		£3,000
39	Income from tenant	Lungi Baba	£1,440	
40	Major works reserves	Repairs reserves		£5,000
41	STAFF TEAM - costs include employer pension & national insurance			
42		Includes: Deputy Town Clerk (37hrs), Town Centre Ranger (37hrs), Town Centre Co-ordinator (22.5hrs), Discover Frome Volunteer Co-ordinator (5hrs), Stewards support (4hrs)		£156,074
43	Additional resource budgeted	Additional 5hrs per week gross cost for TC Co-ordinator - £5k included above		£0

	C	D	E	F
2	700 - Open Spaces			
3	Lead Councillor: Mark Dorrington			
4	Work Programme manager & budget holder: Rob Holden		£0	£0
5			£26,400	£911,438
6	Project	Detail	Income	Expense
7	Management plan research and report writing	Support with the research and writing of background for management plans and other professional specialist commentary		£1,500
8	Skatepark	Fundraising continuing, tendering, research		£21,000
9		Agreed use of New Projects EMR in 25/26 - funds cfwd here	£21,000	
10	Mgmt plans for Aderwel, Comn	Management plan specialist research for report writing to help with preparation of new site management plans - research services needed for expanded spaces		£1,500
11	Open Spaces Maint	This includes the £12k Open Spaces uplift for devo land		£73,999
12	Boyles Cross Fountain	Waterscapes contractor and consumables for operating fountain plant		£15,341
13	Fuel	Tractor + RTV + devo + woodland + Adderwell. BUT Red Diesel		£6,279
14	Hedges and Tree Planting	Inlcudes DEVO hedges		£7,750
15	Florals	Planters around town + bulbs for DEVO land		£11,576
16	Equipment and Vehicle Maint	Based on annual mgmt costings for each individual vehicle		£14,000
17	Equipment and Vehicle Replac	Change name to include New equipment. Includes Kubota cage and bowser		£10,500
18	Vehicle leasing costs	Hilux & eVan		£16,320
19	Bins and Litter	Change from SC to Busy Bees based on review with FB/PW		£59,320
20	Play equipment purchases	Includes new devolution site purchases		£50,000
21	Play Areas build reserves	Play Areas build reserves across old and new sites		£40,000
22	PPE	Rangers essential protective equipment & clothing		£4,000
23	Training	Rangers training for compliance (using powered machinery, confined spaces, tower scaffold, roadside signage etc)		£6,000
24	Lawn Tennis Association loan	Loan repayments to 2026/27		£1,000
25	Tree Surgery and New	Increase due to devolution sites and inflation		£19,000
26	Depot	£31k of one-off costs for roof, RSD, downpipes (anticipated one off spend, future years reduced to a quarter)		£40,210
27	Victoria Park Yard Maintenance	Polytunnel refit and unplanned maintenance, security fence at back after November break in		£10,000
28	Memorial bench contributions	Based on 2 benches donation	£3,000	

	C	D	E	F
2	700 - Open Spaces			
3	Lead Councillor: Mark Dorrington			
4	Work Programme manager & budget holder: Rob Holden		£0	£0
5			£26,400	£911,438
6	Project	Detail	Income	Expense
29	Memorial bench installation	Based on 2 benches donation		£3,000
30	Adderwell Water Meadow	Path post and rail an outstanding cost sale agreement, boardwalk		£9,000
31	Community woodland	Less set-up by 26/27. Some on play, hedges, trees, watering		£3,000
32	Speed Indicator Devices (mobile)	Maintenance contingency		£500
33	Nature recovery strategy	Community workshops for launch of Nature Recovery Plan. Community activities to engage with improving local sites for nature: bulb planting, Bat workshop		£3,000
34	Medical Practice	Income from contract with Medical Practice	£2,400	
35		Showfield PWLB to 2040		£7,262
36	Public Works Loan Board repayments	Victoria Park Toilets PWLB to 2048		£11,016
37		Skate Park PWLB to 2051 (TBC)		£5,000
38	FACILITIES MANAGEMENT			
39	VP Rangers Yard	All running costs, compliance, utilities & maintenance		£5,000
40	VP Bandstand	All running costs, compliance, utilities & maintenance		£500
41	VP Bandstand	Unplanned maintenance		£2,000
42	VP Café facilities mgmt	All running costs, compliance, utilities & maintenance		
43	VP Café facilities mgmt	Unplanned maintenance		£2,000
44	VP Toilets	All running costs, compliance, utilities & maintenance		£4,400
45	Bowls Club	Reactive maintenance		£2,000
46	Ranger Depot facilities mgmt	All running costs, compliance, utilities & maintenance		£8,000
47	STAFF TEAM - costs include employer pension & national insurance			
48	Includes: Environment Manger (37hrs), Lead Ranger (37hrs), Rangers x 4 (30, 35, 2 x 37hrs), 1 New Ranger not yet appointed but prev agreed (37hrs), Asst Ranger (37hrs), Tree Officer (23hrs) & Resilience Officer (37 hrs)			£483,465
49	Additional resource budgeted	Delay appointing 1 new Ranger £47k included above (budget agreed 24/25) =credit included here £47k		-£47,000

	C	D	E	F
2	800 - Marketing & Communications			
3	Lead Councillor:			
4	Work Programme manager & budget holder: Rachel Griffin		£0	£0
5			£16,540	£317,542
6	Project	Detail	Income	Expense
7	Frome Town Council Communications	Deliver new marketing and communication strategy as part of Improvement Plan		
8		Inform and engage the town in FTC's work & decision-making		
9		FTC Website+ digital tools + hosting - keep up to date and accurate information		£2,700
10		Use of DF EMR for FTC website redesign	£16,540	
11		FTC Website redesign		£15,000
12		Work with partners to create an easy to understand animated video - What does Frome Town Council do?		
13		Deliver and support events, meetings and activities - including shaping, marketing, ticketing and communicating		£2,200
14		Implement programme of digital communications utilising social media with measurable results		£1,150
15		Deliver digital newsletters to support areas across the work		
16		Summer placement to support the workload		£1,200
17		Support projects across the work programme - signage, leaflets, materials		£3,350
18		Recruit and support a team of noticeboard ambassadors (volunteers) to deliver information across the town		
19		Create engaging branding, collateral and media assets as required		
20	Work with Somerset Council's digital engagement project to develop FIND			
21	Support a programme of activity that enables people living and working in Frome to participate and engage in decision making	GoVocal platform subscription (began November 2025) - £12k - £15k pa		£15,000
22		Engagement work to support digital platform - leaflets, distribution etc.		£2,000
23		Promote and support FTC meetings and digital engagement tools across the wider work programme.		
24		Programme of town meetings		
25	Town events	Enable community events in Parks and open Spaces supporting process and permissions		
26		Enable community to access Boyle Cross supporting process and permissions particularly around market stalls		
27		Deliver a programme of events in the town. Identify and support opportunities as they arise in step with our strategic objectives		£26,000
28		Event workwear and sundries		£2,000
29		Recruit and deliver a team of support stewards to operate in the town hall and at external events		
30	Town Hall	Ensure quality stewardship		
31		Manage cleaning/caretaking team		
32		Ensure all risk actively managed		
33		Promote the Welcome Hub		
34	STAFF TEAM - costs include employer pension & national insurance			
35	Includes: Mktg & Comms Mgr (37hrs), Mktg & Comms Officers x 2 (22.5 & 37hrs), Events Administrator (29.5hrs), Mktg Assistant (30hrs), Mktg & Tourism Asst (37hrs)			£246,942
36	Additional resource budgeted	Additional 10hrs a week for Mktg & Comms Asst - £11k included above		£0

	C	D	E	F	
2	900 - Business Services				
3	Lead Councillor: Anne Hills & Andy Jones		£0		
4	Work Programme manager & budget holder: Sarah Williams		£0	£0	
5			£219,818	£572,267	
6	Project	Detail	Income	Expense	
7	Sound financial planning, monitoring, procurement & management of reserves	Develop a Medium Term Financial Plan - Peer Review recommendation - engage external CIPFA, ACCA (or similar) qualified accountant (if required)		£2,000	
8		Annual budget to deliver the work programme for the year ahead drafted in collaboration with budget holders, Town Clerk & Cllrs			
9		Monitor budget to ensure work programme delivered minimising significant under/overspend and report year end forecasts regularly to Council during the second half of the financial year			
10		Bank interest income - Reserves kept in secure & safe, strong interest bearing accounts where possible and review investment policy annually - reduction in budget due to Somerset Council split paying Precept in April & October in 2026 instead of in full in April.	£60,000		
11		Review existing Financial Regulations and update/revise as necessary			
12		Daily, monthly, quarterly, annual and ad hoc financial transactions processing, reconciliations and reporting, usually completed within 10 working days of month end.			
13		Preferred supplier list to be developed whilst maintaining ethically sound procurement and having regard to Ethical Decision Matrix.			
14		Internal controls maintained & updated including Purchase Order creation for most purchases.			
15		Follow NALC model Financial Regulations updating FTC's Internal Controls in tandem	VAT transactions appropriately accounted for and VAT content reclaimed - use of VAT consultant for complex issues as needed		
16			Complete & submit Annual Governance & Accounting Statements (AGAR) to External Auditors following Council approval at May meeting		£4,500
17		Continue to review quarterly accounts with Internal Auditor (IAC Consulting)		£3,000	
18		Risk Management - involve more managers and budget holders in risk review and management process. Annually approve risk management policy and document within the financial year, at full Council (not to be delegated to committee - external auditor confirmed).			
19		Budget for all hardware replacements - laptops est every 4 years		£11,000	
20		Budget toward Chamber AV equipment renewals		£2,000	
21		Manage hardware maintenance & repairs where possible		£1,000	
22	Software across FTC reviewed to maximise efficiency and cost effectiveness while maintaining strong	Approval Max purchase order software development to incorporate budget monitoring - source training if necessary		£1,000	
23		Accounting software - review Xero performance following AGAR submission and consider move if appropriate		£1,000	
24		Manage software subscriptions for all staff and cllrs plus IT support monthly provision & cloud back-ups		£42,000	

	C	D	E	F
2	900 - Business Services			
3	Lead Councillor: Anne Hills & Andy Jones		£0	
4	Work Programme manager & budget holder: Sarah Williams		£0	£0
5			£219,818	£572,267
6	Project	Detail	Income	Expense
25	Collaboration & Creativity	Review Staffology HR & Payroll software		£4,800
26		Create Sharepoint site, moving all files from server & TEAMS into one FTC Sharepoint site - project quoted by current IT support company, alternatives being explored - fund by use of existing EMR		
27		Staff & cllr training budget - HR team to conduct training needs assessment early in year		£20,000
28		Roll out project management skills development across the organisation as appropriate		
29		Develop Staff welfare programme/package		£3,000
30		Other projects as identified by the Improvement & Transformation Advisory Group		
31		Professional subscriptions & recruitment adverts - SALC, NALC, SWC etc.		£13,000
32	Commission specialist support when necessary	Legal & Professional fees		£20,000
33	Ensure all office systems facilitate cost effective administrative efficiency	Insurance - 2nd yr of 3yr term		£30,000
34		Cyber Insurance		£2,500
35		Bank charges		£1,200
36		Stationery, printing & copying, postage/delivery		£4,400
37		Telephone, internet, mobile costs		£17,000
38	Civic & Democratic Services	Civic services & Twinning		£3,000
39		2027 Elections - reserve to build £13k by May27 (est cost £20k - budget £7k in 2027 subject to SC advice - TBC)		£10,000
40		Mayor's Grants		£3,000
41		Mayor's Allowance		£595
42		Councillor Allowances - increase subject to Somerset Cllrs increase		£18,000
43		Lead Cllr Allowance		£16,000
44	New Projects	New Projects Research & Development - EMR £9k est at 1/4/26 - no additional budget		£0
45	Use of General Reserves to balance budget	Use of underspend from 25/26	£159,818	
46	STAFF TEAM - costs include employer pension & national insurance			
47	Includes: Town Clerk (37hrs), Business Manager & RFO (37hrs), HR Lead & Exec Asst (37hrs), Finance Officer (37hrs), Business Administrator (37hrs), HR Administrator (37hrs)			£338,272
48	Additional resource budgeted	Finance support (hrs TBC) - £23k included above		£0

	C	D	E	F
2	901 - Improvement & Transformation			
3	Lead Councillors: Fiona Barrows, Nick Dove, Carla Collenette, Anne Hills, Mark Dorrington			
4	Work Programme manager & budget holder: Peter Wheelhouse			
5			£0	£5,000
6	Project	Detail	Income	Expense
7	Improvements to HR operations, cultural and councillor development	Annual facilitated meetings of staff to improve internal communications		
8		Engage with staff re-TOIL and flexible working & develop staff welfare package		
9		Assess staff training needs and implement a continuous professional development programme		
10		Councillor training programme to include facilitated briefings on Council duties		
11		Review councillor induction arrangements		
12		Review approach to recruitment		
13	Improvements to finance & risk	Create a Medium Term Financial Plan		
14		Review and strengthen Risk Management Plan		
15		Review legal responsibilities incl. those under amended Employment Rights Act		
16	Develop an Equalities Impact Assessment policy across the organisation	Work with all relevant staff, and where necessary commission expertise, to develop and embed processes such as Equalities Impact Assessment tools and advisory panels		£2,000
17	Improvements to operational e	Review staff structure and agree a scheme of delegation		
18		Improve IT and AI capabilities through planned training - create AI policy and organisational plan.		
19	Improvements to performance	Create and adopt an Organisational Impact and Performance Management Framework		£1,000
20		Strengthen project management and infrastructure including training for project managers		£2,000
21	Improvements to external communications, relationships & collaboration	Prepare and implement a plan for more effective collaboration with Somerset Council and other local partners		
22		Develop Marketing and Communications Strategy		
23	STAFF TEAM - costs include employer pension & national insurance			
24	Includes: Various Staff costs budgeted for in their main depts			£0
25	Additional resource budgeted			£0