Personnel Committee - Personnel Budget 2024-25

Saltash Town Council

For the 2 months ended 31 May 2024

Personnel Expenditure	Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
6654 ST PE Staff Welfare 886 7,385 530 6,855 6660 ST PE Staff Recognition 0 250 0 250 6662 ST PE HR Professional Fees 13,073 9,380 930 8,450 Total Personnel Expenditure 13,959 17,015 1,460 15,555 Training Costs 5678 ST GH Staff Training (Guildhall) 0 607 0 607 6628 ST GH Staff Training (Library) 371 1,182 0 1,182 6656 ST PF Staff Training (Library) 371 6,500 885 5,615 6676 ST SE Services Delivery Staff Training 2,288 2,000 (80) 2,080 6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 701,709 876,190 136,512 <t< td=""><td>Personnel Operating Expenditure</td><td></td><td></td><td></td><td></td></t<>	Personnel Operating Expenditure				
6660 ST PE Staff Recognition 0 250 0 250 6662 ST PE HR Professional Fees 13,073 9,380 930 8,450 Total Personnel Expenditure 13,959 17,015 1,460 15,555 Training Costs 6678 ST GH Staff Training (Guildhall) 0 607 0 607 6682 ST LI Staff Training (Library) 371 1,182 0 1,182 6656 ST PS Staff Training 2,288 2,000 (80) 2,080 6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 144,061 169,277 4,114 145,163 PAF Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,	•				
Total Personnel Expenditure 13,073 9,380 930 8,450	6654 ST PE Staff Welfare	886	7,385	530	6,855
Total Personnel Expenditure 13,959 17,015 1,460 15,555 Training Costs 5678 ST GH Staff Training (Guildhall) 0 607 0 607 6682 ST GH Staff Training (Library) 371 1,182 0 1,182 6656 ST PF Staff Training 2,288 2,000 (80) 2,080 6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 144,061 169,277 24,114 145,163 P&F Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 701,709 876,190 136,512 739,678 Other Staffing Cost 50 50 50 0 <t< td=""><td>6660 ST PE Staff Recognition</td><td>0</td><td>250</td><td>0</td><td>250</td></t<>	6660 ST PE Staff Recognition	0	250	0	250
Training Costs G678 ST GH Staff Training (Guildhall) 0 607 0 607 6082 ST LI Staff Training (Library) 371 1,182 0 1,182 6666 ST LI Staff Training (Library) 371 1,182 0 1,182 6666 ST LI Staff Training (Library) 7,091 6,500 885 5,615 6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 7,081 7,081 7,081 7,081 7,081 7,081 7,085 7,085 7,848 7,081	6662 ST PE HR Professional Fees	13,073	9,380	930	8,450
6678 ST GH Staff Training (Guildhall) 0 607 0 607 6682 ST LI Staff Training (Library) 371 1,182 0 1,182 6656 ST PF Staff Training 2,288 2,000 (80) 2,080 6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 500 500 500 6659 ST PF Employers Pension - Monthly Fee 500 500 500 6659 ST PF Employers Pension - Monthly Fee 500 500 500 6659 ST PF Employers Pension - Monthly Fee 500 500 500 <	Total Personnel Expenditure	13,959	17,015	1,460	15,555
6682 ST LI Staff Training (Library) 371 1,182 0 1,182 6656 ST PF Staff Training 2,288 2,000 (80) 2,080 6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 144,061 169,277 24,114 145,163 P&F Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 212,870 289,150 44,956 244,194 Total Staffing Costs 500 500 500 0 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6652 ST PF Employers Pension - Monthly Fee 5	Training Costs				
6656 ST PF Staff Training 2,288 2,000 (80) 2,080 6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 144,061 169,277 24,114 145,163 P&F Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 701,709 876,190 136,512 739,678 Other Staffing Cost 500 500 500 0 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 70 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 <t< td=""><td>6678 ST GH Staff Training (Guildhall)</td><td>0</td><td>607</td><td>0</td><td>607</td></t<>	6678 ST GH Staff Training (Guildhall)	0	607	0	607
6676 ST SE Services Delivery Staff Training 7,091 6,500 885 5,615 Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 144,061 169,277 24,114 145,163 P&F Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 500 500 500 0 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Town Sergeant & Mace Bearer Fees 385 450 107 343 Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4	6682 ST LI Staff Training (Library)	371	1,182	0	1,182
Total Training Costs 9,750 10,289 805 9,484 Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 144,061 169,277 24,114 145,163 P&F Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 500 500 500 6652 ST PF Employers Pension - Monthly Fee 500 500 500 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST GL PE MF Staff Contingency (Deficit) 726,302 904,444 139,384 765,060 765,06	6656 ST PF Staff Training	2,288	2,000	(80)	2,080
Staffing Costs 26,270 56,239 4,321 51,918 Library Staffing Costs 144,061 169,277 24,114 145,163 P&F Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 500 500 500 0 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Town Sergeant & Mace Bearer Fees 385 450 107 343 Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6696 ST GH EMF Staff Contingency (Guildhall) 0	6676 ST SE Services Delivery Staff Training	7,091	6,500	885	5,615
Company County County	Total Training Costs	9,750	10,289	805	9,484
Library Staffing Costs	Staffing Costs				
P&F Staffing Costs 318,508 361,524 63,121 298,403 Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost	Guildhall Staffing Costs	26,270	56,239	4,321	51,918
Services Staffing Costs 212,870 289,150 44,956 244,194 Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 8652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Town Sergeant & Mace Bearer Fees 385 450 107 343 Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107	Library Staffing Costs	144,061	169,277	24,114	145,163
Total Staffing Costs 701,709 876,190 136,512 739,678 Other Staffing Cost 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Town Sergeant & Mace Bearer Fees 385 450 107 343 Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Total Personnel Operating Surplus/ (Deficit) (726,302) (904,444) (139,384) (765,060) Personnel EMF Expenditure 8691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6691 ST PE EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107	P&F Staffing Costs	318,508	361,524	63,121	298,403
Other Staffing Cost 6652 ST PF Employers Pension - Monthly Fee 500 500 500 0 6659 ST PF Town Sergeant & Mace Bearer Fees 385 450 107 343 Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444	Services Staffing Costs	212,870	289,150	44,956	244,194
6652 ST PF Employers Pension - Monthly Fee 500 500 500 6659 ST PF Town Sergeant & Mace Bearer Fees 385 450 107 343 Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444	Total Staffing Costs	701,709	876,190	136,512	739,678
6659 ST PF Town Sergeant & Mace Bearer Fees 385 450 107 343 Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	Other Staffing Cost				
Total Other Staffing Cost 885 950 607 343 Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Total Personnel Operating Surplus/ (Deficit) (726,302) (904,444) (139,384) (765,060) Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
Total Personnel Operating Expenditure 726,302 904,444 139,384 765,060 Total Personnel Operating Surplus/ (Deficit) (726,302) (904,444) (139,384) (765,060) Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	6659 ST PF Town Sergeant & Mace Bearer Fees	385	450	107	343
Total Personnel Operating Surplus/ (Deficit) (726,302) (904,444) (139,384) (765,060) Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	Total Other Staffing Cost	885	950	607	343
Personnel EMF Expenditure 6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	Total Personnel Operating Expenditure	726,302	904,444	139,384	765,060
6691 ST PE EMF Legal Fees (Staffing) 0 4,398 0 4,398 6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444	Total Personnel Operating Surplus/ (Deficit)	(726,302)	(904,444)	(139,384)	(765,060)
6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	Personnel EMF Expenditure				
6694 ST PF EMF Staff Contingency (P&F) 0 45,371 0 45,371 6696 ST GH EMF Staff Contingency (Guildhall) 0 17,399 0 17,399 6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	· · · · · · · · · · · · · · · · · · ·	0	4,398	0	4,398
6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	6694 ST PF EMF Staff Contingency (P&F)	0	45,371	0	45,371
6698 ST LI EMF Staff Contingency (Library) 0 5,000 0 5,000 6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504		0		0	
6700 ST SE Services Delivery Staff Contingency 6,421 48,169 0 48,169 6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504		0	5,000	0	5,000
6701 ST PE EMF Staff Recruitment 9,910 15,318 211 15,107 Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	- , , , ,	6,421			
Total Personnel EMF Expenditure 16,331 135,655 211 135,444 Total Personnel Expenditure (Operational & EMF) 742,633 1,040,099 139,595 900,504	, , , , , , , , , , , , , , , , , , , ,				
		16,331	· · · · · · · · · · · · · · · · · · ·		
Total Personnel Budget Surplus/ (Deficit) (742,633) (1,040,099) (139,595) (900,504)	Total Personnel Expenditure (Operational & EMF)	742,633	1,040,099	139,595	900,504
	Total Personnel Budget Surplus/ (Deficit)	(742,633)	(1,040,099)	(139,595)	(900,504)

To/From Reserves & Budget Virements 2024/25

- 1. Virement of Guildhall training budget to Personnel £607 P&F 178/23/24
- 2. Virement of Library training budget to Personnel £1,182 P&F 178/23/24
- 3. Virement of P&F training budget to Personnel £2,000 P&F 178/23/24
- 4. Virement of Services training budget to Personnel £6,500 P&F 178/23/24

- 5. Virement of Guildhall staffing budget to Personnel £56,239 P&F 178/23/24
- 6. Virement of Library staffing budget to Personnel £169,277 P&F 178/23/24
- 7. Virement of P&F staffing budget to Personnel £361,524 P&F 178/23/24
- 8. Virement of Services staffing budget to Personnel £289,150 P&F 178/23/24
- 9. Virement of Guildhall Staffing Contingency to Personnel £17,399 P&F 178/23/24
- 10. Virement of Library Staffing Contingency to Personnel £5,000 P&F 178/23/24
- 11. Virement of P&F Staffing Contingency to Personnel £45,371 P&F 178/23/24
- 12. Virement of Services Staffing Contingency to Personnel £48,169 P&F 178/23/24
- 13. Virement from General Reserves to 6654 ST PE Staff Welfare £5,000 FTC 45/24/25

Key

Spending is on target as predicted at this point in the financial year Spending is higher than anticipated and needs to be monitored closely Budget is overspent - requires investigation and recommend virement