

Personnel Committee - Personnel Budget 2024-25  
Saltash Town Council  
For the 10 months to 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Personnel Operating Expenditure					
Personnel Expenditure					
6654 ST PE Staff Welfare	886	7,385	944	6,441	2,000
6660 ST PE Staff Recognition	0	250	0	250	250
6662 ST PE HR Professional Fees	13,073	11,180	8,609	2,571	10,815
Total Personnel Expenditure	13,959	18,815	9,553	9,262	13,065
Training Costs					
6678 ST PE Staff Training (Guildhall)	0	607	95	512	0
6682 ST PE Staff Training (Library)	371	1,182	281	901	1,218
6656 ST PE Staff Training (P&F)	2,288	2,000	1,864	136	4,000
6676 ST PE Staff Training (Service Delivery)	7,091	6,500	6,252	248	7,695
Total Training Costs	9,750	10,289	8,493	1,796	12,913
Staffing Costs					
Guildhall Staffing Costs	26,270	56,239	23,100	33,139	0
Library Staffing Costs	144,061	169,277	119,672	49,605	165,056
P&F Staffing Costs	318,508	361,524	283,686	77,838	461,874
Services Staffing Costs	212,870	289,150	233,761	55,389	344,379
Total Staffing Costs	701,709	876,190	660,220	215,971	971,309
Other Staffing Cost					
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0	500
6659 ST PF Town Sergeant & Mace Bearer Fees	385	457	382	75	600
Total Other Staffing Cost	885	957	882	75	1,100
Total Personnel Operating Expenditure	726,302	906,251	679,147	227,104	998,387
Total Personnel Operating Surplus/ (Deficit)	(726,302)	(906,251)	(679,147)	(227,104)	(998,387)
Personnel EMF Expenditure					
6691 ST PE EMF Legal Fees (Staffing)	0	4,398	0	4,398	0
6694 ST PF EMF Staff Contingency (P&F)	0	43,564	3,843	39,721	(8,280)
6696 ST GH EMF Staff Contingency (Guildhall)	0	17,399	0	17,399	0
6698 ST LI EMF Staff Contingency (Library)	0	5,000	0	5,000	12,553
6700 ST SE Services Delivery Staff Contingency	6,421	48,169	0	48,169	(25,714)
6701 ST PE EMF Staff Recruitment	9,910	15,318	211	15,107	0
Total Personnel EMF Expenditure	16,331	133,848	4,054	129,794	(21,441)
Total Personnel Expenditure (Operational & EMF)	742,633	1,040,099	683,201	356,898	976,946
Total Personnel Budget Surplus/ (Deficit)	(742,633)	(1,040,099)	(683,201)	(356,898)	(976,946)

**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 6694 ST PE EMF Staff Contingency (P&F) to 6661 ST PF Finance Consultancy Fees - £9,096 - P&F 172/23/24
- 14. Virement from General Reserves to 6654 ST PE Staff Welfare - £5,000 - FTC 45/24/25
- 15. Virement from 6694 ST PE EMF Staff Contingency (P&F) to 6662 ST PE HR Professional Fees - £1,800 - PE 36/24
- 16. Virement from 6694 ST PE Staff Contingency (P&F) to 6659 ST PE Town Sergeant and Mace Bearer Fees - £7 - PE 36/24/25

**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