Policy & Finance (P&F) Committee - P & F Budget 2025-26 Saltash Town Council For the 6 months to September 2025

Black text - budget assumptions Red text - Further Actions (TBA) Purple text - new codes/rename Blue text - recommend virements

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget <i>A</i> 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Notes 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
P&F Operating Income										
4901 PF Bank Interest Received	111,088	0	38,255	28,515	9,740	Estimated interest is based on the projected future cash flow and assumes a 1% reduction in 58,700 the current investment interest rate for prudence (23/24 £72k, 24/25 £111k)	58,700	58,700	58,700	58,700
4908 PF Misc Income	135	0	0	0	0	No income planned 2024/25 HMRC VAT interest received £36. Available training space reinvoiced to neighbouring council £95	0	0	0	0
4902 PF Insurance Claim (Code to be deleted)	0	0	0	37,563	(37,563)	No income planned - Delete this code	0	0	0	0
Total P&F Operating Income	111,223	0	38,255	66,079	(27,824)	58,700	58,700	58,700	58,700	58,700
P &F Operating Expenditure										
6200 PF Bank Charges	1,187	0	1,922	504	1,418	1,995 Current Year Budget + CPI	2,071	2,150	2,232	2,317
						Same as Current Budget - no increase required				
6201 PF Audit	3,300	0	4,000	0	4,000	4,000 BDO £2,100. Steve Hudson £1,200 fixed for 2026/27 = £3,300	4,152	4,310	4,474	4,644
						2026/27 Remembrance £2k, Mayor Making £500, Freeman £1.5k, Additional civic service £1k				
6202 PF Civic Occasions (including Road Closures)	4,182	0	9,500	602	6,398	5,000 2025/26 included budget for VE Day £6k Recommend virement to 6272 PF EMF Robes & Civic Regalia for any unspent funds at Year End	5,190	5,387	5,592	5,804
6203 PF Mayors' Allowance	5,418	0	5,581	2,232	3,349	5,912 Current Year Budget + CPI + Employers National Insurance	6,137	6,370	6,612	6,863
6204 PF Councillors' Allowance	1,679	0	3,946	0	3,946	4,096 Current Year Budget (£246.60) + CPI	4,252	4,414	4,582	4,756
6205 PF Insurance	17,642	0	30,510	11,496	25,014	Committed cost 2026/27 Zurich £17,190 fixed for 3 years + CPI Other insurances assumptions based on: Actual 2024/25 Fleet £2,457 + 50% Pontoon £2,770 + 50% Cyber £1,435 + 50%	28,894	29,992	31,132	32,315
6206 PF Youth Council	4,726	0	4,000	0	4,000	Members agreed increase to £6k 6,000 to be drawn down by 2 installments	6,228	6,465	6,711	6,966
6208 PF Subscriptions	15,980	0	16,869	18,513	(1,644)	Based on Actual + 10% 37,650	30,759	31,928	33,141	34,400
6210 PF Community Chest	4,015	0	10,300	2,355	7,945	10,300 Members agreed no increase required	10,691	11,097	11,519	11,957
6211 PF Website Maintenance	746	0	1,030	145	885	1,069 Current Year Budget + CPI	1,110	1,152	1,196	1,241
6213 PF Councillor Training & Expenses	274	0	1,100	1,378	1,222	1,142 Current Year Budget + CPI	1,185	1,230	1,277	1,326
6214 PF Health & Safety	6,462	0	9,127	4,308	4,819	9,474 Current Year Budget + CPI	9,834	10,208	10,596	10,999
6217 PF Data Protection	80	0	206	73	133	1,700 increase to include Data Protection annual audit	1,765	1,832	1,902	1,974
6220 PF Festival Fund	15,088	0	15,450	10,575	4,875	15,450 Members agreed no increase required	16,037	16,646	17,279	17,936
6221 PF Town Messenger	3,630	0	4,378	1,320	3,058	4,544 Current Year Budget + CPI	4,717	4,896	5,082	5,275
6222 PF Commissioning Youth Work	59,069	0	60,842	20,280	40,562	100,000 Members agreed increase to £100k	103,800	107,744	111,838	116,088
6224 PF Legal & Professional Costs (Rename)	5,969	0	5,000	5,762	1,738	10,000 For unknown projects & professional advice	10,380	10,774	11,183	11,608
P&F IT/Office Costs	37,361	0	33,776	16,083	17,693	40,245 See table below for detail	41,774	43,361	45,009	46,719
6650 ST PF Parking Space	286	0	320	284	36	332 Current Year Budget + CPI	345	358	372	386
6653 ST PF Staff Clothing ID Badges (Rename)	36	0	252	12	240	50 For new staff	52	54	56	58
6655 ST PF Staff Travelling Expenses	209	0	252	144	108	750 Increase to 2025/26 due to planned travel for conferences	779	809	840	872
6230 PF Social Media Advertising Total P &F Operating Expenditure	0 187,342	0 0	1,000 219,361	45 96,112	955 130,749	1,000 Same as current year budget 288,545	1,038 291,190	1,077 302,254	1,118 313,743	1,160 325,664
										(266,964)
Total P&F Operating Surplus/ (Deficit) P&F EMF Expenditure	(76,119)	0	(181,106)	(30,033)	(158,573)	(229,845)	(232,490)	(243,554)	(255,043)	

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
6271 PF EMF Election	450	25,909	30,000	15,206	39,203	Costs for 2025/26 20,000 Uncontested wards £883 Contested ward £14,324				
6272 PF EMF Robes & Civic Regalia	1,624	5,219	4,500	3,468	6,251	2026/27 planned spend - Replace TC & Town Crier £3k each + cleaning regalia £1,750. Total £7,750. 3,000 Recommended virement from 6202 PF Civic Occasions (including Road Closures) at Year End				
6273 PF EMF Legal Fees	0	5,601	0	0	5,601	Members agreed to increase by £6k Committed spend £5,400 for virement for property valuations				
6275 PF EMF Neighbourhood Plan	195	5,650	2,500	77	8,073	15,000 Increase for new Neighbourhood plan based on prior years spend				
6278 PF EMF CIL Planning Income	0	14,255	0	0	18,823	Committed spend £10k subject 0 to receiving CIL 4th round funding				
6280 PF EMF Town Vision	430	9,665	0	0	9,665	What are the plans for spending this budget?				
6281 PF EMF Town Vitality Funding Grant	58,617	(4,142)	0	29,444	0	This budget is for recording 0 spend against received funding. No requirement for increase				
6282 PF EMF Funding Bids (Consultancy Fees)	9,880	10,201	0	0	10,201	0 No increase required				
6284 PF EMF Consultations	0	2,000	0	0	2,000	1,000 To support marketing and public consultations				
6285 PF EMF Twinning	0	500	0	0	500	1,000 Members agreed increase by £1k				
6287 PF EMF Website (Capital Expenditure)	0	0	6,000	0	6,000	6,000 Precept planning for 2025/26 included £6k for next 2 years	6,000			
6370 PF EMF Computer & Office Equipment Renewal	3,771	15,597	0	11,682	3,915	Planned spend - Replace MS/Rec & PGA laptop/hub/laptop case/screen 3,000 risers £1,964 Recommend £1,000 for contingency				
Total P&F EMF Expenditure	74,967	90,455	43,000	59,877	110,232	55,000	6,000	0	0	0
Total P&F Expenditure (Operational & EMF)	262,308	90,455	262,361	155,989	240,981	343,545	297,190	302,254	313,743	325,664
Total P&F Budget Surplus/ (Deficit)	(151,085)	(90,455)	(224,106)	(89,911)	(268,804)	(284,845)	(238,490)	(243,554)	(255,043)	(266,964)
1. P&F IT/Office Costs Nominal Code	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Notes 2026/27				Budget 2030/31
6300 PF Telephone & Mobile (Rename)	4,019	-	3,046	1,367	1,679	Phone line, usage, annual support & maintenance £4,486 Mobile contract (2 mobiles) £436 pa 8,691 New telephone system - one off cost for implementation £2,265 & annual cost for 14 phones £1,504 = £3,769	9,021	9,364	9,720	10,089
6301 PF Stationery & Printing (rename)	4,239	-	3,090	551	2,539	Prior year includes £1.5k for printing precept leaflet & £506 fo bus stop advert & £750 for video/edit. Estimate £1k - £1.5k for stationery	r 3,639	3,777	3,921	4,070
6303 PF Copier Maintenance	4,823	-	4,754	3,358	1,396	Actual 2025/26 Qtrly photocopiers £650 x 4 = £2,600 Mthly average printing £197 x 12 = £2,364 TOTAL £4,964 Note: 5 year contract ends Feb. 2027	3,390	5,603	5,816	6,037
6305 PF Finance Software	3,793		4,362	2,349	2,013	Based on Actual, increase by 10% Actual 2025/26 3,620 Payroll software £452 Zahara £2,395 Xero £37 x 12 = £444 TOTAL £3,291	3,758	3,901	4,049	4,203

6306 PF IT Maintenance

TOTALS

10,066

17,693

8,458

16,083

18,524

33,776

19,444

36,318

19,228 Current Year Budget + CPI

40,245

19,959

41,775

20,717

43,362

21,504

45,010

22,321

46,720