Policy & Finance (P&F) Committee - P & F Budget 2026-27
Saltash Town Council
For the year ended 31 March 2027

Black text - budget assumptions
Red text - Further Actions (To Be Agreed)
Purple text - new codes
Blue text - recommend virements

Account	Prior Year 2025/26	EMF Balances B/F 2025/26	Budget 2026/27	Actual YTD 2026/27	Budget Available 2026/27	Precept 2027/28	Notes	Budget 2028/29	Budget 2029/30	Budget 20230/31	Budget 2031/32
P&F Operating Income											
4901 PF Bank Interest Received	93,153	0	58,700	33,995	24,705	59,134	Estimated interest is based on the projected future cash flow and assumes a 1% reduction in the current investment interest rate for prudence (24//25 £111k, 25/26 £93K)	61,204	63,346	65,563	67,858
4908 PF Misc Income	3	0	0	42	(42)	0	No income planned 2025/26 HMRC VAT interest received £4. Available training space reinvoiced to neighbouring council £38	0	0	0	0
Total P&F Operating Income	**130,719**	**0**	**58,700**	**34,037**	**24,663**	**59,134**		**61,204**	**63,346**	**65,563**	**67,858**
P &F Operating Expenditure											
6200 PF Bank Charges	963	0	1,995	394	1,601	1,200	Reduce budget to £1,200 based on 4 year average of £1,147	1,242	1,285	1,330	1,377
6201 PF Audit	3,300	0	4,000	0	4,000	4,000	Same as Current Budget - no increase required	4,140	4,285	4,435	4,590
6202 PF Civic Occasions (including Road Closures)	7,368	0	5,000	629	4,371	5,200	Increase budget based on estimates 2027/28 Remembrance £2k, Mayor Making £700 to include audio support & hire or room, Freeman £1.5k, Additional civic service £1k Recommend virement to **6272 PF EMF Robes & Civic Regalia** for any surplus budget at year end	5,382	5,570	5,765	5,967
6203 PF Mayors' Allowance	5,581	0	5,912	2,415	3,497	6,248	**PROVISIONAL FIGURE** Current Year Actual + CPI	6,467	6,693	6,927	7,169
6204 PF Councillors' Allowance	2,466	0	4,096	0	4,096	4,240	**PROVISIONAL FIGURE** Current Year Budget (£256 pa) + CPI	4,388	4,542	4,701	4,866
6205 PF Insurance	20,751	0	27,836	31,140	(3,304)	30,819	Insurances assumptions based on: Actual 2025/26 & 2026/27 + 30% increase General £16,875 Fleet £2,912 Pontoon £2,485 Cyber £1,435 **TOTAL £23,707**	31,898	33,014	34,169	35,365
6206 PF Youth Network	4,000	0	6,000	0	6,000	6,000	Members to advise if increase required 2025/26 £4k & 2026/27 £6k	6,000	6,000	6,000	6,000
6208 PF Subscriptions	17,580	0	37,650	23,815	13,835	13,418	Actual 2026/27 Amazon £95 Gov.meeting Yr1 £2,381, Yr2 £2599, Yr3 £2,599 CALC & NALC £3,503 Mthly Addon £154 Canva £84 Survey Monkey x 1 £320 ICCM £110, Living Wage £150 SLCC SB & DJ £505 +£379 Nitro (10) £1,311 Adobe Creative Cloud Pro x 2 £1,748 (New) National Allotment £70 Breakthrough £6,985 for 3 years to Jan 2030 Gov.Assist (Cloudy IT) £388 Contingency for additional software or users £1,000 **TOTAL £11,324 + 10% increase**	13,888	14,374	14,877	15,398
6210 PF Community Chest	3,630	0	10,300	4,240	6,060	10,300	Members to advise if increase required 2025/26 & 2026/27 £10,300	10,300	10,300	10,300	10,300
6211 PF Website Maintenance	201	0	1,069	265	804	750	Reduce to £750 based on prior year average	776	803	831	860
6213 PF Councillor Training & Expenses	2,378	0	1,142	564	578	1,500	To include:- Annual employment training for Personnel Annual Planning Contingency for adhoc training	1,553	1,607	1,663	1,721
6214 PF Health & Safety	7,171	0	9,474	2,797	6,677	9,806	Current Budget + CPI 2026/27 Actual cost includes Consultant for H & S checks/reports/advice Annual maintenance for fire extinguishers Bottled water for all sites	10,149	10,504	10,872	11,253
6217 PF Data Protection	73	0	1,700	124	1,576	200	Reduce budget to £200. Current budget includes annual data protection audit which is not required for 2027/28	207	214	221	229
6220 PF Festival Fund	13,919	0	15,450	10,429	5,021	15,450	Members to advise if increase required 2025/26 & 2026/27 £15,450	15,450	15,450	15,450	15,450
6221 PF Town Messenger	3,300	0	4,544	1,980	2,564	5,651	Current mthly £330 x 12 + Precept £1,500 = £5,460 + CPI (previous Precept advert included in **6301 PF Stationery & Printing** budget)	5,849	6,054	6,266	6,485
6222 PF Commissioning Youth Work	60,842	0	100,000	33,332	66,668	100,000	Members agreed to increase to £100k pa for 2026/27, 2027/28 & 2028/29	100,000	100,000	100,000	100,000

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6224 PF Legal & Professional Fees	11,274	0	10,000	14,674	(4,674)	48,825	Annual Lynher Valley Partnership £14,000 Parkinson VAT £625 HM Land Registry £200 Regalia valuations £2,000 Add contingency of £32k	50,534	52,303	54,134	56,029
P&F IT/Office Costs	30,527	0	40,245	18,374	21,871	37,522	**See below for breakdown**	38,835	40,194	41,601	43,057
6650 ST PF Parking Space	284	0	332	301	31	344	Current Budget + CPI	356	368	381	394
6653 ST PF Staff ID Badges	39	0	50	9	41	50	No increase required For new staff	52	54	56	58
6655 ST PF Staff Travelling Expenses	589	0	750	45	705	938	Current Budget + increase for new mileage rate Mileage increased from 45p to 55p	971	1,005	1,040	1,076
6230 PF Social Media Advertising	646	0	1,000	213	787	1,600	Increase by £600 to include Precept Bus stop advert (previous Precept advert included in **6301 PF Stationery & Printing** budget)	1,656	1,714	1,774	1,836
Total P &F Operating Expenditure	**196,882**	**0**	**288,545**	**145,739**	**142,806**	**304,061**		**310,093**	**316,333**	**322,793**	**329,480**
Total P&F Operating Surplus/ (Deficit)	**(66,162)**	**0**	**(229,845)**	**(111,702)**	**(118,143)**	**(244,927)**		**(248,889)**	**(252,987)**	**(257,230)**	**(261,622)**
P&F EMF Expenditure											
6271 PF EMF Election	19,036	35,373	20,000	9,716	45,657	10,000	Costs for 2026/27 Contested ward £9,716 Costs for 2025/26 Uncontested wards £883 Contested ward £14,324 Increase budget by £10k to £55k = 4 x Contested Wards				
6272 PF EMF Robes & Civic Regalia	4,159	6,192	3,000	6,670	2,522	1,000	2027/28 planned spend Purchase of Steam cleaner to clean all robes £450 Cleaning of all silverware £1200 Mourning armbands & rosettes £300 Tapestry cleaning £TBC TOTAL £1,950 + Tapestry Increase budget £1k for contingency				
6273 PF EMF Legal Fees	0	200	6,000	5,481	719	5,000	Costs for 2026/27 CALC policy review £3,731 Issue legal letter £1,750				
6275 PF EMF Neighbourhood Plan	97	8,052	15,000	10,264	12,788	4,000	2026/27 Committed costs for SSP £10,358 leaving a balance on budget code of £2,430 Planned spend £4k for Priority Statement				
6278 PF EMF CIL Planning Income	0	21,731	0	0	21,731	0	Committed spend £10k subject to receiving CIL 4th round funding				
6280 PF EMF ~~Town Vision~~ RENAME Business Plan Strategy	0	9,665	0	0	9,665	0	Rename code Appointment of a consultant to develop the Business Plan, including public engagement and evidence gathering				
6282 PF EMF Funding Bids (Consultancy Fees)	0	10,201	0	0	10,201	0	No increase required				
6284 PF EMF Consultations	0	2,000	1,000	0	3,000	0	To support marketing and public consultations No increase required				
6285 PF EMF Twinning	0	500	1,000	722	778		Members to advise if increase required Last visit from Plougstel May 2026 Next planned visit to Plougastel 2027 P&F minute nr 295/25/26 STC to cover costs for insurance for Mayor Chain and gifts				
6287 PF EMF Website (Capital Expenditure)	0	6,000	6,000	0	12,000	18,000	Estimate for new website £30k Increase by £18k to make total of budget £30k				
6370 PF EMF Computer & Office Equipment Renewal	13,965	1,632	3,000	453	4,179	7,454	Upgrade of Paxton Door Access System - Quote received £1,633 Cllr laptops requiring replacement Aug 27 x 10 Quote for laptop £900 each Additional £1,000 for contingency **TOTAL BUDGET REQUIRED: £11,633 - £4,179 = £7,454**				
6290 PF EMF Devolution Initiatives NEW CODE	0	0	0	0	0	40,000	New code for expenditure relating to the evaluation and delivery of opportunities to acquire devolved services, assets, or responsibilities				
Total P&F EMF Expenditure	**88,007**	**101,824**	**55,000**	**33,584**	**123,240**	**85,454**		**0**	**0**	**0**	**0**
Total P&F Expenditure (Operational & EMF)	**284,889**	**101,824**	**343,545**	**179,324**	**266,045**	**389,515**		**310,093**	**316,333**	**322,793**	**329,480**
Total P&F Budget Surplus/ (Deficit)	**(154,170)**	**(101,824)**	**(284,845)**	**(145,287)**	**(241,382)**	**(330,381)**		**(248,889)**	**(252,987)**	**(257,230)**	**(261,622)**

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1. P&F IT/Office Costs											
Nominal Code	**Prior Year 2025/26**	**EMF Balances B/F 2025/26**	**Budget 2026/27**	**Actual YTD 2026/27**	**Budget Available 2026/27**	**Precept 2027/28**	**Notes**	**Budget 2028/29**	**Budget 2029/30**	**Budget 20230/31**	**Budget 2031/32**
6300 PF Telephone & Mobile	3,657	-	8,694	3,932	4,762	8,521	Phone line and calls £2,160 pa (excl annual internet as plan to replace with FTTP) Telephone annual support £500 pa Wildix phone system £1,505 pa Future estimate for FTTP internet instal £125 + £275 mth = £3,300 pa Replace business mobiles for Comms & TC/RFO. Quoted £384 pa each **TOTAL £8,233 + CPI**	8,819	9,128	9,447	9,778
6301 PF Stationery & Printing	2,728	-	3,506	754	2,752	1,500	Estimate £1.5k for stationery Prior year includes £1.5k for precept advert & £506 for bus stop advert & £750 for video/edit. Moved to new budget in expenditure	1,553	1,607	1,663	1,721
6303 PF Copier Maintenance	4,428	-	5,200	3,031	2,169	4,596	<u>Actual 2026/27</u> 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** **Quotes received lease £263 + copies £120 p mth = £4,596 pa**	4,757	4,923	5,095	5,273
6305 PF Finance Software	2,948	-	3,620	2,491	1,129	3,790	<u>Actual 2026/27</u> Payroll software £452 Zahara £2,525 Xero £468 **TOTAL £3,445 + 10% increase for 2027/28**	3,923	4,060	4,202	4,349
6306 PF IT Maintenance	16,766	-	19,228	8,166	11,062	19,115	Current 2026/27 cost £16,032 pa <u>Changes for 2027/28</u> Cancel Duo £345 pa Add addn 365 licences £972 pa Add Patch management (forces auto updates) £810 pa Add Contingency for Adhoc services £1,000 **TOTAL £18,469** Add 10% increase on costs for 2027/28	19,784	20,476	21,193	21,935
TOTALS	**30,527**	**-**	**40,248**	**18,374**	**21,874**	**37,522**		**38,836**	**40,194**	**41,600**	**43,056**

CPI 3.5% based on September 26 as reported by Office of National Statistics 21-10-26
See APPENDIX A

Precept 2026/27	**(284,845)**
Precept 2027/28	**(330,381)**
Increase / (Decrease)	**45,536**
Difference as %	**16.0%**