

**Services Committee - Guildhall Budget 2023-24**

Saltash Town Council

For the 7 months ended 31 October 2023

| Account                                                    | Actual<br>2022/23 | EMF<br>Balances<br>B/F 2022/23 | To/From<br>Reserves &<br>Budget<br>Virements<br>2023/24 | Budget<br>2023/24 | Actual<br>YTD<br>2023/24 | Budget<br>Available<br>2023/24 | Budget<br>2024/25 | Budget<br>2025/26 | Budget<br>2026/27 | Budget<br>2027/28 |
|------------------------------------------------------------|-------------------|--------------------------------|---------------------------------------------------------|-------------------|--------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Guildhall Operating Income</b>                          |                   |                                |                                                         |                   |                          |                                |                   |                   |                   |                   |
| <b>Guildhall Income</b>                                    |                   |                                |                                                         |                   |                          |                                |                   |                   |                   |                   |
| 4200 GH Income - Guildhall Bookings                        | 1,916             | 0                              | 0                                                       | 10,261            | 1,712                    | 8,549                          | 11,297            | 12,438            | 13,695            | 15,078            |
| 4201 GH Income - Guildhall Refreshments                    | 342               | 0                              | 0                                                       | 257               | 185                      | 72                             | 283               | 312               | 343               | 378               |
| 4206 GH Income - Guildhall Misc Property Income            | 4                 | 0                              | 0                                                       | 232               | 5                        | 227                            | 255               | 281               | 310               | 341               |
| <b>Total Guildhall Income</b>                              | <b>2,262</b>      | <b>0</b>                       | <b>0</b>                                                | <b>10,750</b>     | <b>1,902</b>             | <b>8,848</b>                   | <b>11,835</b>     | <b>13,031</b>     | <b>14,348</b>     | <b>15,797</b>     |
| <b>Total Guildhall Operating Income</b>                    | <b>2,262</b>      | <b>0</b>                       | <b>0</b>                                                | <b>10,750</b>     | <b>1,902</b>             | <b>8,848</b>                   | <b>11,835</b>     | <b>13,031</b>     | <b>14,348</b>     | <b>15,797</b>     |
| <b>Guildhall Operating Expenditure</b>                     |                   |                                |                                                         |                   |                          |                                |                   |                   |                   |                   |
| <b>Guildhall Expenditure</b>                               |                   |                                |                                                         |                   |                          |                                |                   |                   |                   |                   |
| 6400 GH Rates - Guildhall                                  | 8,608             | 0                              | 100                                                     | 9,808             | 9,899                    | 9                              | 10,798            | 11,889            | 13,090            | 14,412            |
| 6401 GH Water Rates - Guildhall                            | 517               | 0                              | 0                                                       | 847               | 291                      | 556                            | 932               | 1,026             | 1,130             | 1,244             |
| 6402 GH Gas - Guildhall                                    | 3,819             | 0                              | 0                                                       | 6,500             | 886                      | 5,614                          | 7,157             | 7,879             | 8,675             | 9,551             |
| 6403 GH Electricity - Guildhall                            | 4,078             | 0                              | (100)                                                   | 13,000            | 2,060                    | 10,840                         | 14,313            | 15,759            | 17,350            | 19,103            |
| 6404 GH Fire & Security Alarm - Guildhall                  | 743               | 0                              | 0                                                       | 1,396             | 821                      | 575                            | 1,537             | 1,692             | 1,863             | 2,051             |
| 6408 GH Cleaning Materials & Equipment - Guildhall         | 1,270             | 0                              | 0                                                       | 1,129             | 810                      | 319                            | 1,243             | 1,368             | 1,506             | 1,658             |
| 6409 GH Boiler Service & Maintenance                       | 463               | 0                              | 0                                                       | 1,135             | 0                        | 1,135                          | 1,250             | 1,376             | 1,515             | 1,668             |
| 6410 GH General Repairs & Maintenance                      | 2,838             | 0                              | 0                                                       | 2,838             | 2,016                    | 822                            | 3,125             | 3,441             | 3,788             | 4,171             |
| 6411 GH Entertainment Licenses                             | 0                 | 0                              | 0                                                       | 1,000             | 0                        | 1,000                          | 1,101             | 1,212             | 1,335             | 1,469             |
| 6412 GH Lift Service & Maintenance                         | 3,691             | 0                              | 0                                                       | 3,303             | 1,744                    | 1,559                          | 3,637             | 4,004             | 4,408             | 4,854             |
| 6413 GH Refreshment Costs - Guildhall                      | 133               | 0                              | 0                                                       | 414               | 152                      | 262                            | 456               | 502               | 553               | 608               |
| 6414 GH Equipment - Guildhall                              | 176               | 0                              | 0                                                       | 1,108             | 0                        | 1,108                          | 1,219             | 1,343             | 1,478             | 1,628             |
| 6418 GH Professional Fees                                  | 1,950             | 0                              | 0                                                       | 10,000            | 600                      | 9,400                          | 11,010            | 12,122            | 13,346            | 14,694            |
| 6420 GH Legionella Risk Assessment (Guildhall)             | 385               | 0                              | 0                                                       | 500               | 210                      | 290                            | 550               | 606               | 667               | 735               |
| <b>Total Guildhall Expenditure</b>                         | <b>28,672</b>     | <b>0</b>                       | <b>0</b>                                                | <b>52,978</b>     | <b>19,489</b>            | <b>33,489</b>                  | <b>58,328</b>     | <b>64,219</b>     | <b>70,704</b>     | <b>77,846</b>     |
| <b>Guildhall Staffing Expenditure</b>                      |                   |                                |                                                         |                   |                          |                                |                   |                   |                   |                   |
| Guildhall Staffing Expenses                                | 218               | 0                              | 0                                                       | 454               | 60                       | 394                            | 499               | 550               | 605               | 654               |
| 6678 ST GH Staff Training (Guildhall)                      | 76                | 0                              | 0                                                       | 565               | 0                        | 565                            | 622               | 685               | 754               | 830               |
| Guildhall Staffing Costs                                   | 22,634            | 0                              | 249                                                     | 37,386            | 15,792                   | 21,843                         | 41,162            | 45,319            | 49,897            | 54,936            |
| <b>Total Guildhall Staffing Expenditure</b>                | <b>22,928</b>     | <b>0</b>                       | <b>249</b>                                              | <b>38,405</b>     | <b>15,852</b>            | <b>22,802</b>                  | <b>42,283</b>     | <b>46,554</b>     | <b>51,256</b>     | <b>56,220</b>     |
| <b>Total Operating Expenditure</b>                         | <b>51,600</b>     | <b>0</b>                       | <b>249</b>                                              | <b>91,383</b>     | <b>35,341</b>            | <b>56,291</b>                  | <b>100,611</b>    | <b>110,773</b>    | <b>121,960</b>    | <b>134,066</b>    |
| <b>Total Guildhall Operating Expenditure</b>               | <b>51,600</b>     | <b>0</b>                       | <b>249</b>                                              | <b>91,383</b>     | <b>35,341</b>            | <b>56,291</b>                  | <b>100,611</b>    | <b>110,773</b>    | <b>121,960</b>    | <b>134,066</b>    |
| <b>Total Guildhall Operating Surplus/ Deficit</b>          | <b>(49,338)</b>   | <b>0</b>                       | <b>(249)</b>                                            | <b>(80,633)</b>   | <b>(33,439)</b>          | <b>(47,443)</b>                | <b>(88,776)</b>   | <b>(97,742)</b>   | <b>(107,612)</b>  | <b>(118,269)</b>  |
| <b>Guildhall EMF Expenditure</b>                           |                   |                                |                                                         |                   |                          |                                |                   |                   |                   |                   |
| 6470 GH EMF Guildhall Maintenance                          | 7,290             | 60,303                         | 0                                                       | 20,000            | 335                      | 79,968                         | 0                 | 0                 | 0                 | 0                 |
| 6696 ST GH EMF Staff Contingency (Guildhall)               | 0                 | 3,000                          | 11,660                                                  | 739               | 0                        | 15,399                         | 0                 | 0                 | 0                 | 0                 |
| <b>Total Guildhall EMF Expenditure</b>                     | <b>7,290</b>      | <b>63,303</b>                  | <b>11,660</b>                                           | <b>20,739</b>     | <b>335</b>               | <b>95,367</b>                  | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Total Guildhall Expenditure (Operational &amp; EMF)</b> | <b>58,890</b>     | <b>63,303</b>                  | <b>11,909</b>                                           | <b>112,122</b>    | <b>35,676</b>            | <b>151,658</b>                 | <b>100,611</b>    | <b>110,773</b>    | <b>121,960</b>    | <b>134,066</b>    |
| <b>Total Guildhall Budget Surplus/ (Deficit)</b>           | <b>(56,627)</b>   | <b>(63,303)</b>                | <b>(11,909)</b>                                         | <b>(101,372)</b>  | <b>(33,774)</b>          | <b>(142,810)</b>               | <b>(88,776)</b>   | <b>(97,742)</b>   | <b>(107,612)</b>  | <b>(118,269)</b>  |

**To/From Reserves & Budget Virements 2023/2024**

1. Virement from General Reserves to Guildhall Staffing Costs - £249 - PE 99/22/23
2. Virement from General Reserves to 6696 ST GH EMF Staff Contingency - £11,660 - FTC 58/23/24
3. Virement from 6403 Guildhall Electricity to 6400 Guildhall Rates - £100 - SE 51/23/24