

Policy & Finance (P&F) Committee - P & F Budget 2023-24

Saltash Town Council

For the 6 months ended 30 September 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
P&F Operating Income												
P&F Income												
4901 PF Bank Interest Received	27,789	0	0	8,362	27,303	(18,941)	37,140	Estimated based on Current investments and future planned expenditure	37,140	37,140	37,140	37,140
4908 PF Misc Income	225	0	0	0	184	(184)	0	Prior Years - Donations, sale of assets, recharged photocopying, recharged training	0	0	0	0
Total P&F Income	28,014	0	0	8,362	27,487	(19,125)	37,140		37,140	37,140	37,140	37,140
Total P&F Operating Income	28,014	0	0	8,362	27,487	(19,125)	37,140		37,140	37,140	37,140	37,140
P & F Operating Expenditure												
P&F Expenditure												
6200 PF Bank Charges	845	0	0	1,220	1,009	211	1,866	Based on Actual YTD + CPI 7.3%	2,002	2,148	2,305	2,473
6201 PF Audit	3,100	0	0	4,000	0	4,000	4,000	No budget increase required	4,292	4,605	4,942	5,302
6202 PF Civic Occasions (including Road Closures	5,764	0	0	5,354	539	4,815	6,500	Prior year's average spend £2k + £4.5k for DD Day 80	6,975	7,484	8,030	8,616
6203 PF Mayors' Allowance	4,959	0	0	5,160	2,064	3,096	5,418	PROVISIONAL FIGURE Current Budget + 5% NJC	5,689	5,973	6,272	6,586
6204 PF Councillors' Allowance	1,391	0	0	3,663	0	3,663	2,952	PROVISIONAL FIGURE Actual 2023/24 + 5% NJC	3,100	3,255	3,417	3,588
6205 PF Insurance	14,913	0	0	24,367	21,293	3,074	26,146	Current Budget + CPI 7.3%	28,055	30,103	32,300	34,658
6206 PF Youth Council	4,000	0	0	4,404	0	4,404	4,726	Current Budget + CPI 7.3%	5,071	5,441	5,838	6,265
6208 PF Subscriptions	14,270	0	0	16,515	14,566	1,949	18,006	Actual + Nitro £1.5 + £2k	19,320	20,731	22,244	23,868
6210 PF Community Chest	4,704	0	0	10,000	800	9,200	10,000	No budget increase required. Same as previous years	10,000	10,000	10,000	10,000
6211 PF Website Maintenance	675	0	0	1,101	90	1,011	1,000	Based on prior years spend, propose reduction in budget	1,073	1,151	1,235	1,326
6213 PF Councillor Training & Expenses	623	0	0	3,019	614	2,405	3,019	Based on prior years spend no budget increase required	3,239	3,476	3,730	4,002
6214 PF Health & Safety	5,117	0	0	8,258	2,578	5,680	8,861	Current Budget + CPI 7.3%	9,508	10,202	10,947	11,746
6217 PF Data Protection	115	0	0	200	55	145	200	Based on prior years spend no budget increase required	215	230	247	265
6220 PF Festival Fund	6,793	0	0	15,000	5,540	9,460	15,000	No budget increase required. Same as previous years	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	2,310	3,195	4,250	£330 x 12 + CPI 7.3%	4,560	4,893	5,250	5,634
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	29,938	29,940	59,069	Current Budget + CPI 7.3%	63,381	68,008	72,972	78,299
6224 PF Professional Costs	1,586	0	10,000	2,257	6,005	6,252	20,000	Based on estimated spend for 2024/25	2,485	2736	3,012	3317
6227 PF Town Speakers PRS Licence (Delete code)	2,855	0	0	3,303	2,356	947	0	No licence planned in future (vire balance to 6200 Bank Charges)	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	0	7,000	0	7,000	7,511	Current Budget + CPI 7.3% (Vire unused balance at year end to 6270 PF EMF Crime Reduction)	8,059	8,648	9,279	9,956
6514 PF Town Leaflets/ Reprinting	36	0	0	593	7	586	100	Based on prior years spend, propose reduction in budget	107	115	124	133
6516 PF Road Safety Grant	0	0	0	215	0	215	215	Payment for administrator to attend meetings	215	215	215	215
P&F IT/Office Costs	27,479	0	6,009	40,000	14,770	31,239	49,040	See breakdown below	44,040	48,488	53,385	58,777
Total P&F Expenditure	137,929	0	20,837	216,184	104,534	132,487	247,879		236,386	252,902	270,745	290,025
P&F Staffing Expenditure												
6652 ST PF Employers Pension - Monthly Fee	5,305	0	0	6,095	500	5,595	500	CC confirm £500 pa 2023/24, 2024/25, 2025/26.	500	500	500	500
6659 ST PF Town Sergeant & Mace Bearer Fees	738	0	0	792	225	567	450	Based on 6 civic occasions (3 usual + 1 D Day + 2 extraordinary)	483	518	556	597
6661 ST PF Finance Consultancy Fees	36,173	0	27,797	5,000	19,894	12,903	0	No plan to budget for further training	5,505	6,061	6,673	7,347
P&F Staffing Expenses	358	0	0	2,657	336	2,321	800	Based on prior years spend, propose reduction in budget	858	921	988	1,060
6656 ST PF Staff Training	1,214	0	0	4,542	777	3,765	2,000	Based on prior years spend, propose reduction in budget	2,146	2,303	2,471	2,651
P&F Staffing Costs	246,844	0	14,556	310,475	144,368	180,663	361,524	PROVISIONAL FIGURE – Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	387,915	416,233	446,618	479,221
Total P&F Staffing Expenditure	290,631	0	42,353	329,561	166,100	205,814	365,274		397,408	426,536	457,806	491,376
Total P & F Operating Expenditure	428,560	0	63,190	545,745	270,634	338,301	613,153		633,794	679,438	728,551	781,402
Total P & F Operating Surplus/ (Deficit)	(400,546)	0	(63,190)	(537,383)	(243,147)	(357,426)	(576,013)		(596,654)	(642,298)	(691,411)	(744,262)
P&F EMF Expenditure												
6270 PF EMF Crime Reduction	0	51,550	0	0	0	51,550	0	Recommend vire from 6229 PF CCTV Annual Maintenance £7k if not used at end of year	0	0	0	0
6271 PF EMF Election	265	17,942	0	20,000	11,485	26,457	0	Agreed no increase	10,000	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	1,430	570	0	0	45	525	4,000	Town Crier Uniform £4k	0	0	0	0
6273 PF EMF Legal Fees	400	5,601	0	0	0	5,601	0	Agreed no increase	0	0	0	0
6275 PF EMF Neighbourhood Plan	135	6,267	0	0	499	5,768	0	Agreed no increase	5,000	0	0	0
6278 PF EMF CIL Planning Income	0	6,060	4,563	0	0	10,623	0	Funding received for project.	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	0	0	7,581	0	COVID Grant received	0	0	0	0
6280 PF EMF Town Vision	0	10,450	0	0	0	10,450	0	Agreed no increase	0	0	0	0

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6281 PF EMF Town Vitality Funding Grant	14,242	69,758	0	0	58,238	11,520	0	Funding received for project.	0	0	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	1,500	8,500	10,000	0	0	18,500	0	Agreed no increase	0	0	0	0
6283 PF EMF Events	0	500	0	0	0	500	0	Agreed no increase	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	0	0	1,500	0	Agreed no increase	0	0	0	0
6285 PF EMF Twinning	0	119	0	0	0	119	381	Top up to £500	0	0	0	0
6370 PF EMF Computer Equipment Renewal	10,371	11,675	(4,975)	0	1,559	5,141	0	£2.6k required to replace 4 computers	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	0	16,479	19,474	9,418	0	45,371	0	Agreed no increase	0	0	0	0
Total P&F EMF Expenditure	28,344	214,552	29,062	29,418	71,826	201,206	4,381		15,000	10,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	456,904	214,552	92,252	575,163	342,460	539,507	617,534		648,794	689,438	738,551	791,402
Total P&F Budget Surplus/ (Deficit)	(428,890)	(214,552)	(92,252)	(566,801)	(314,973)	(558,632)	(580,394)		(611,654)	(652,298)	(701,411)	(754,262)

<u>1. P&F IT/Office Costs</u>	To/From Reserves & Budget Virements	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Nominal Code										
6300 Telephone		2,670	1,182	1,488	2,865	Current Budget + CPI 7.3%	3,074	3,299	3,539	3,798
6301 Stationery		4,748	445	4,303	3,000	Based on prior years spend, propose reduction in budget	3,219	3,454	3,706	3,977
6302 Office and IT Equipment		7,716	322	7,394	2,000	Based on prior years spend, propose reduction in budget (Vire unused balance at year end to 6370 PF EMF Computer Equipment Renewal)	2,146	2,303	2,471	2,651
6303 Copier Maintenance		6,054	2,592	3,462	3,756	Based on prior years spend, propose reduction in budget £3.5k + CPI 7.3%	4,030	4,324	4,640	4,979
6304 Broadband		546	203	343	859	Based on prior years spend, propose increase in budget £800 + CPI 7.3%	922	989	1,061	1,139
6305 Finance Software		1,034	3,782	2,997	6,560	Bright Pay £3.9k, Xero £360, Zahara £2.3k	7,039	7,553	8,104	8,696
6306 IT Maintenance		4,975	14,484	7,032	30,000	Moving to MS Office 365 Sharepoint Cloud Services & Hosting, + Annual IT (SOS)	25,000	26,825	28,783	30,884
TOTALS		6,009	40,000	14,773	31,236	49,040	45,430	48,746	52,305	56,123

Precept Notes 2024-25

Inflationary rate used for fixed costs is CPI 7.3 % based on June 2023