



THORPE ST ANDREW TOWN COUNCIL

## FINANCE AND STAFFING COMMITTEE MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Tel/Fax: (01603) 701048

email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

**Councillors** Finance and Staffing Committee - you are hereby summoned to attend the meeting of the Finance and Staffing Committee to be held at the Roxley Hall on 28 October 2024 at 7.30pm for the purpose of transacting the following business.

**Members of the Public** – in accordance with the Public Bodies (Admission to meetings Act 1960), members of the public have an opportunity to address the Council in the Public Forum. However, also in accordance with the Public Bodies (Admission to meetings Act 1960), members may be excluded whenever publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

*K Kuderovitch, CILCA*

Karen Kuderovitch – Locum Chief Executive Officer  
23<sup>rd</sup> October 2024

### AGENDA

#### 1 Declaration of Interests

All Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.

#### 2 Apologies for Absence

A vote to be taken to accept the absence and the reasons given.

#### 3. Recording of the meeting

Any parties present to declare if they intend to record the meeting.

#### 4. Admission of the Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting.

#### 5. Public Forum

The Chairman to allow a maximum of 15 minutes for members of the public to address the meeting (extendable by the Chairman). Each individual will be allocated 3 minutes.

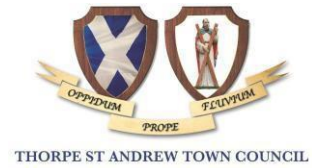
#### 6. Approval of Minutes

To confirm the minutes of the Finance & Staffing Committee meeting held 17 June 2024.

7. Appointment of Proper Officer to Thorpe St Andrew Town Council.
8. Office hours and Christmas opening hours.
9. Dementia Support Group Quarterly Report.
10. Quarter 2 Budget Report.
11. Budget for Precept 2025/2026.
12. ***To consider a motion to exclude press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960, as amended by The Local Government Act 1972, due to the disclosure of commercially sensitive and personal information***
13. Recruitment of Chief Executive Officer
14. Hire Review
15. Personnel

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL  
Tel: 01603 701048 Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)  
Website: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)  
VAT No. 107 2921 90

# Thorpe St Andrew Town Council



## Item 8. Finance & Staffing Committee Meeting: 28 October 2024

---

### Office Hours and 2024 Christmas Opening Hours

#### Reason for this Report

Council are asked to formally ratify standard office opening hours and Christmas opening hours, and agree the date for the Town Council meeting in January.

#### Background

The Town Council office is typically manned in person from 9:00am-3:00pm, in line with the working hours of the Administration & Communications Officer. Although staff are often in the office and able to deal with matters after this time, formalising opening hours around core hours of 9:00am-3:00pm aligns resident expectations with principal staff availability.

For the Christmas period, in line with other Town and Parish Councils in the area, we would like to propose formally closing the office from Tuesday 24 December – Monday 1 January inclusive. Office staff availability is minimal due to holidays and current reduced team size, and historically there will be limited demand. A clear message can be left on the voicemail and out of office reply, and the mailbox can be checked periodically for any pressing matters.

As the standard Agenda publication day for the scheduled Town Council meeting on 6 January 2025 is a bank holiday (1 January), members are asked to determine if they would like to meet on that date, or if they would like to postpone until Monday 13 January 2025 (moving Planning & Environment to 20 January and Finance & Staffing to 27 January if required). The Locum Clerk may be able to deliver an Agenda on 31 December, but the last working day of other office staff for an early Agenda delivery is Monday 23 December.

#### Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

#### Financial Implications

There are **NO** financial implications arising from this report.

RECEIPTS									PAYMENTS						BALANCE	Notes	
DATE	VOUCHER	CUSTOMER	DONATION	GRANT	TEA MONEY	TRIPS	OTHER	TOTAL RECEIPTS	SUPPLIER	FOOD & DRINK	GOODS	GARDEN	TRIPS & EVENTS	OTHER			TOTAL PAYMENTS
31/03/2024																4982.83	
04/04/2024	-	At Heart Lottery	22.00					22.00	-						0.00	5004.83	
19/04/2024	-	Cash Receipt			45.31			45.31	-						0.00	5050.14	
08/05/2024	-	At Heart Lottery	27.50					27.50	-						0.00	5077.64	
17/05/2024	1	-						0.00	The Cottage PH				-35.90		-35.90	5041.74	
20/05/2024	2	-						0.00	Amazon		-158.95				-158.95	4882.79	
07/06/2024	3	-						0.00	Booker				-41.10		-41.10	4841.69	
10/06/2024	-	Cash Receipt			38.50			38.50	-						0.00	4880.19	
11/06/2024	-	At Heart Lottery	22.00					22.00	-						0.00	4902.19	
26/06/2024	-	Cash Receipt	21.00				253.50	274.50	-						0.00	5176.69	
02/07/2024		At Heart Lottery	22.00					22.00	-						0.00	5198.69	
04/07/2024	4	-						0.00	Sainsburys	-100.00					-100.00	5098.69	
12/07/2024	5	-						0.00	Morrisons	-20.00					-20.00	5078.69	
16/07/2024	6	-						0.00	Virtual College					-30.00	-30.00	5048.69	
05/08/2024	7	-						0.00	Virtual College					-30.00	-30.00	5018.69	
06/08/2024		At Heart Lottery	27.50					27.50	-						0.00	5046.19	
14/08/2024	8	-						0.00	B Talbot Flowers					-22.50	-22.50	5023.69	
15/08/2024	9	-						0.00	Charlotte Vandjour				-114.70		-114.70	4908.99	
15/08/2024	10	-						0.00	Morrisons	-80.20					-80.20	4828.79	
15/08/2024	11	-						0.00	Morrisons	-138.00					-138.00	4690.79	
03/09/2024		At Heart Lottery	22.00					22.00	-						0.00	4712.79	
18/09/2024		Cash Receipt	179.72					179.72	-						0.00	4892.42	
18/09/2024	12	-						0.00	Virtual College					-30.00	-30.00	4862.42	
25/09/2024	13	-						0.00	Sainsburys	-200.00					-200.00	4662.42	
30/09/2024	14	-						0.00	Roys				-22.60		-22.60	4639.81	
01/10/2024	15	-						0.00	Mississippi Riverboat				-190.00		-190.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
								0.00							0.00	4449.81	
<b>TOTAL</b>			343.72	0.00	83.81	0.00	253.50	681.03		-538.20	-158.95	0.00	-404.40	-82.50	-1214.05	4449.81	END BALANCE

THORPE ST ANDREW TOWN COUNCIL: Q2 BUDGET REPORT 2024/25

ALLOTMENTS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	CODE TOTAL
<b>PAYMENTS</b>											
Dussindale Maintenance	1688	481	1500					0.00	0%		
Dussindale Rent	405	400	450	399.93				399.93	89%		
Dussindale Water	498	945	500	0.00				0.00	0%		
Hillside Maintenance	1477	1534	2000		2645.89			2645.89	132%		
Hillside Water	1656	786	1050	0.00	150.00			150.00	14%		
Rent & Deposit	225	252			25.00			25.00			
<b>TOTAL</b>	<b>5950</b>	<b>4398</b>	<b>5500</b>	<b>399.93</b>	<b>2820.89</b>	<b>0.00</b>	<b>0.00</b>	<b>3220.82</b>	<b>59%</b>	<b>2279.18</b>	
<b>RECEIPTS</b>											
Dussindale Maintenance		70						0.00			
Hillside Maintenance		80						0.00			
Rents/deposits	5662	7058	5000	116.83	4452.90			4569.73	91%		
Water charges	1418	1489	1000	3.85	1550.33			1554.18	155%		
<b>TOTAL</b>	<b>7080</b>	<b>8697</b>	<b>6000</b>	<b>120.68</b>	<b>6003.23</b>	<b>0.00</b>	<b>0.00</b>	<b>6123.91</b>	<b>102%</b>	<b>123.91</b>	<b>2403.09</b>
<b>BROADLAND DC ELECTIONS</b>											
<b>PAYMENTS</b>											
Election costs	4773	15050	9000					0.00	0%		
<b>TOTAL</b>	<b>4773</b>	<b>15050</b>	<b>9000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>9000.00</b>	<b>9000.00</b>
<b>BUILDING MAINTENANCE</b>											
<b>PAYMENTS</b>											
Town Hall	4285	8297	7000	582.43	1325.54			1907.97	27%		
Morse Pavilion	10365	8267	7000	712.45	224.60			937.05	13%		
Roxley Hall	4640	2515	3000	560.63	649.60			1210.23	40%		
Café	1739	516	1000	177.75				177.75	18%		
River Green	10235	4409	3000	411.70	224.60			636.30	21%		
<b>TOTAL</b>	<b>31264</b>	<b>24004</b>	<b>21000</b>	<b>2444.96</b>	<b>2424.34</b>	<b>0.00</b>	<b>0.00</b>	<b>4869.30</b>	<b>23%</b>	<b>16130.70</b>	
<b>RECEIPTS</b>											
Town Hall	57							0.00			
Morse Pavilion		220						0.00			
Café	40							0.00			
<b>TOTAL</b>	<b>97</b>	<b>220</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>16130.70</b>
<b>BUSINESS SPONSORSHIP</b>											
<b>PAYMENTS</b>											
Payments	1714		500					0.00	0%		
<b>TOTAL</b>	<b>1714</b>	<b>0</b>	<b>500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>500.00</b>	
<b>RECEIPTS</b>											
Receipts	673		1000					0.00	0%		
<b>TOTAL</b>	<b>673</b>	<b>0</b>	<b>1000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>-1000.00</b>	<b>-500.00</b>
<b>CAPITAL SPENDING</b>											
<b>PAYMENTS</b>											
Asset Replacement	36868	690	5000	11900.00	73426.53			85326.53	1707%		
Buildings & Amenity Areas	93804	4945	7500	9489.00				9489.00	127%		
Town Hall	3225	23000	5000					0.00	0%		
Projects	6295	1980	47250		1769.50			1769.50	4%		
War Memorial											
<b>TOTAL</b>	<b>140192</b>	<b>30615</b>	<b>64750</b>	<b>21389.00</b>	<b>75196.03</b>	<b>0.00</b>	<b>0.00</b>	<b>96585.03</b>	<b>149%</b>	<b>-31835.03</b>	<b>-31835.03</b>
<b>CEMETERY</b>											
<b>PAYMENTS</b>											
Maintenance		400						0.00			
Water Charges	230	308						0.00			
<b>TOTAL</b>	<b>230</b>	<b>708</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>COMM. INFRASTRUCTURE LEVY</b>											
<b>PAYMENTS</b>											
Payments											
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>RECEIPTS</b>											
Receipts	10225	2984						0.00			
<b>TOTAL</b>	<b>10225</b>	<b>2984</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>CONTINGENCY</b>											
<b>PAYMENTS</b>											
Payments			5000								
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>5000.00</b>	<b>5000.00</b>

EVENTS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
<b>PAYMENTS</b>											
One Off Payments	1654	3608	2000	2784.02	2067.74			4851.76	243%		
St Georges Day	530	1668						0.00			
Fireworks	11068	15176	15000	2000.00	45.00			2045.00	14%		
Remembrance Day	960	1116	1500					0.00	0%		
Xmas Event	7010	5987	2500	2523.32				2523.32	101%		
Sovereign Events	10841	6901						0.00			
Additional Events	428	3221	2000	6989.76	3694.00			10683.76	534%		
Commemorative Events			5000	1874.00	78.48			1952.48	39%		
Sales				20.00	44.00			64.00			
<b>TOTAL</b>	<b>32488</b>	<b>37677</b>	<b>28000</b>	<b>16191.10</b>	<b>5929.22</b>	<b>0.00</b>	<b>0.00</b>	<b>22120.32</b>	<b>79%</b>	<b>5879.68</b>	
<b>RECEIPTS</b>											
One Off Payments		33						0.00			
St Georges Day	667	958						0.00			
Fireworks	33252	30131	15000	275.00	2232.71			2507.71	17%		
Xmas Event	1824	2033	2500	50.00	375.00			425.00	17%		
Sovereign Events	3458	2207						0.00			
Additional Events	516	2824	2000	1247.23	3283.28			4530.48	227%		
Commemorative Events			3000	477.54	155.62			633.16	21%		
Sales				526.06	153.08			679.14			
<b>TOTAL</b>	<b>39717</b>	<b>38186</b>	<b>22500</b>	<b>2575.83</b>	<b>6199.67</b>	<b>0.00</b>	<b>0.00</b>	<b>8775.5</b>	<b>39%</b>	<b>-13724.50</b>	<b>-7844.82</b>

FITZMAURICE PARK/TOWN HALL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
<b>PAYMENTS</b>											
Cleaning	141	678	1000	144.53	182.42			326.95			
Cricket Maintenance	958							0.00			
Electricity	4366	5203	6000	1553.69	1435.38			2989.07	50%		
Field Maintenance Contract	3569	429						0.00			
Park Maintenance	3020	2219	4000	359.37	193.00			552.37	14%		
Play Equipment Maintenance	171	1049						0.00			
Water rates	613	422	700	0.00	192.85			192.85	28%		
Wheeled/Litter/Dog Bins	2412	1918	2000	554.65	495.75			1050.40	53%		
Youth Shelter Maintenance	177		400					0.00	0%		
Tennis Court Maintenance			100	51.96				51.96	52%		
<b>TOTAL</b>	<b>15427</b>	<b>11914</b>	<b>14200</b>	<b>2664.20</b>	<b>2499.40</b>	<b>0.00</b>	<b>0.00</b>	<b>5163.60</b>	<b>36%</b>	<b>9036.40</b>	
<b>RECEIPTS</b>											
Field Maintenance Contract	3230							0.00			
Cricket Income	2436	158	150		190.84			190.84	127%		
Lettings	16743	12833	15000	2416.67	3666.67			6083.34	41%		
Other Income	250	398	400	41.66	41.66			83.32	21%		
<b>TOTAL</b>	<b>22659</b>	<b>13389</b>	<b>15550</b>	<b>2458.33</b>	<b>3899.17</b>	<b>0.00</b>	<b>0.00</b>	<b>6357.50</b>	<b>41%</b>	<b>-9192.50</b>	<b>-156.10</b>

GRANTS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
<b>PAYMENTS</b>											
Payments	132	44						0.00			
<b>TOTAL</b>	<b>132</b>	<b>44</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	
<b>RECEIPTS</b>											
Receipts	176	319		6452.00				6452.00			
<b>TOTAL</b>	<b>176</b>	<b>319</b>	<b>0</b>	<b>6452.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6452.00</b>	<b>0%</b>	<b>6452.00</b>	<b>6452.00</b>

LEASES	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
<b>PAYMENTS</b>											
Payments	4402	4074	4100	339.46				339.46	8%		
<b>TOTAL</b>	<b>4402</b>	<b>4074</b>	<b>4100</b>	<b>339.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>339.46</b>	<b>8%</b>	<b>3760.54</b>	<b>3760.54</b>

LEGAL FEES	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
<b>PAYMENTS</b>											
Legal Charges	18498	7898	8000	348.90	3248.40			3597.30	45%		
<b>TOTAL</b>	<b>18498</b>	<b>7898</b>	<b>8000</b>	<b>348.90</b>	<b>3248.40</b>	<b>0.00</b>	<b>0.00</b>	<b>3597.30</b>	<b>45%</b>	<b>4402.70</b>	
<b>RECEIPTS</b>											
Receipts	15388			0.00	0.00	0.00	0.00	0.00			
<b>TOTAL</b>	<b>15388</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>4402.70</b>

LOAN REPAYMENT	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
<b>PAYMENTS</b>											
Roxley Hall Loan	18200	19434	19018	9560.82				9560.82	50%		
Town Hall Loan	3850	3800	3760		1886.32			1886.32	50%		
River Green Lights	3568	3568	3568	1783.14				1783.14	50%		
<b>TOTAL</b>	<b>25622</b>	<b>26806</b>	<b>26346</b>	<b>11343.96</b>	<b>1886.32</b>	<b>0.00</b>	<b>0.00</b>	<b>13230.28</b>	<b>50%</b>	<b>13115.72</b>	<b>13115.72</b>

NEIGHBOURHOOD & TOWN PLAN	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
<b>PAYMENTS</b>											
Neighbourhood/Town Plan	3750	3600	1000					0.00	0%		
<b>TOTAL</b>	<b>3750</b>	<b>3600</b>	<b>1000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>1000.00</b>	
<b>RECEIPTS</b>											
Neighbourhood/Town Plan	3330							0.00			
<b>TOTAL</b>	<b>3330</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>1000.00</b>

NEWSLETTER	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Newsletter	443	284	300					0.00	0%
<b>TOTAL</b>	<b>443</b>	<b>284</b>	<b>300</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

3000.00 3000.00

PRECEPT	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>RECEIPTS</b>									
Precept	534569	550654	605870	302935.00	302935.00			605870.00	100%
<b>TOTAL</b>	<b>534569</b>	<b>550654</b>	<b>605870</b>	<b>302935.00</b>	<b>302935.00</b>	<b>0.00</b>	<b>0.00</b>	<b>605870.00</b>	<b>100%</b>

0.00 0.00

RIVER GREEN	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Statthe Picnic Area								0.00	
Electricity	1997	1712	2500	460.04	1015.42			1475.46	59%
River Green Maintenance	1679	840	3000	457.18	195.80			652.98	22%
War Memorial Maintenance		30						0.00	
Rates (Toilets)								0.00	
Electricity (Toilets)	123	90	1700	43.48				43.48	3%
Cleaning (Toilets)	19	6424	7000	1260.48	1890.71			3151.19	45%
Water (Toilets)	1524	1468	1000					0.00	0%
<b>TOTAL</b>	<b>6622</b>	<b>11378</b>	<b>15200</b>	<b>2221.18</b>	<b>3101.93</b>	<b>0.00</b>	<b>0.00</b>	<b>5323.11</b>	<b>35%</b>
<b>RECEIPTS</b>									
Electricity	1760	1610	1000					0.00	
Income	713	690	1500					0.00	0%
<b>TOTAL</b>	<b>2473</b>	<b>2300</b>	<b>2500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

9876.89  
-2500.00 7376.89

ROXLEY HALL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Cleaning	560	689	7000	1427.23	2073.14			3500.37	50%
Electricity	1023	1243	1500	334.70	311.01			645.71	43%
Gas	1587	2138	2100		117.00			117.00	6%
Miscellaneous	868	132	200					0.00	0%
Rates	5546	5089	5000	4666.37				4666.37	93%
Water	308	614	500	228.54	110.65			339.19	68%
Lettings	60	147						0.00	
WiFi (previously Telephone)	1614	429	500	78.00	156.00			234.00	47%
<b>TOTAL</b>	<b>11568</b>	<b>16687</b>	<b>16800</b>	<b>6734.84</b>	<b>2767.80</b>	<b>0.00</b>	<b>0.00</b>	<b>9502.64</b>	<b>57%</b>
<b>RECEIPTS</b>									
Miscellaneous	78								
Lettings	15491	15743	14000	3373.35	3757.27			7130.62	51%
<b>TOTAL</b>	<b>15569</b>	<b>15743</b>	<b>14000</b>	<b>3373.35</b>	<b>3757.27</b>	<b>0.00</b>	<b>0.00</b>	<b>7130.62</b>	<b>51%</b>

7297.36  
-6869.38 427.98

S106 PAYMENTS & DONATIONS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Section 106									
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>RECEIPTS</b>									
Section 106	52458				564.12				
<b>TOTAL</b>	<b>52458</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>564.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

0.00  
0.00 0

S137 PAYMENTS & DONATIONS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
S137 Payments & Donations	550	281	450	565.29	105.51			670.80	149%
<b>TOTAL</b>	<b>550</b>	<b>281</b>	<b>450</b>	<b>565.29</b>	<b>105.51</b>	<b>0.00</b>	<b>0.00</b>	<b>670.80</b>	<b>0%</b>
<b>RECEIPTS</b>									
S137 Payments & Donations				25.00				25.00	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>0%</b>

-220.80  
25.00 -195.8

SALARIES	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
G Salary, Employer NIC & Pension	4423								
Student Loan	588	908	800	159.00	204.00			363.00	45%
H Salary	26184	31183	32076	7860.00	8313.90			16173.90	50%
H Pension Employer	6425	7541	7377	1844.37	1959.12			3803.49	52%
H Employer NIC	2573	3173	3000	792.81	861.66			1654.47	55%
J Salary	22208	24701	24702	6175.50	740.48			6915.98	28%
J Pension Employer	5330	5805	5682	1420.38	170.31			1590.69	28%
J Employer NIC	1912	2153	2000	538.41				538.41	27%
K Salary	22208	24701	24702	6175.50	563.84			6739.34	27%
K Pension Employer	5330	5805	5682	1420.38	129.68			1550.06	27%
K Employer NIC	1912	2153	2000	538.41				538.41	27%
L Salary	20259							0.00	
L Pension Employer	4307							0.00	
L Employer NIC	2302							0.00	
M Salary	57600	51654	49498	12374.49	12374.49			24748.98	50%
M Pension Employer		6499	11385	2846.13	2846.13			5692.26	50%
M Employer NIC		3084	3700	1393.86	1393.86			2787.72	75%
N Salary	30324	35757	35745	8936.25	9306.85			18243.10	51%
N Pension Employer	7278	8402	8222	2055.33	2140.57			4195.90	51%
N Employer NIC	3090	3679	3500	919.38	970.53			1889.91	54%
P Salary	20141	20492	20713	5178.24	5635.74			10813.98	52%
P Pension Employer			4764	1191.00	1296.21			2487.21	52%
P Employer NIC	1614	1573	1400	400.77	463.92			864.69	62%
Q Salary	5523	19818	20029	5007.24	5447.22			10454.46	52%
Q Pension Employer	1326	4657	4607	1151.67	1252.86			2404.53	52%
Q Employer NIC	344	1480	1400	377.19	437.91			815.10	58%
R Salary	948	13210	13561					0.00	0%
R Pension Employer	228	3104	3119					0.00	0%
R Employer NIC	26	568	500					0.00	0%
S Salary		6863	12000	1166.82	2431.34			3598.16	30%
S Pension Employer		1600	2760	268.37	559.21			827.58	30%
S Employer NIC		96		0.00	58.46			58.46	
T Salary					3161.70			3161.70	
T Pension Employer					727.19			727.19	
T Employer NIC					331.71			331.71	
U Salary					3161.70			3161.70	
U Salary					727.19			727.19	
U Salary					331.71			331.71	
Salary Contingency			5000					0.00	0%
<b>TOTAL</b>	<b>254404</b>	<b>290656</b>	<b>309924</b>	<b>70191.50</b>	<b>67999.45</b>	<b>0.00</b>	<b>0.00</b>	<b>138190.95</b>	<b>45%</b>

171733.01

171733.01

SIR GEORGE MORSE PARK & PAVILION	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Cleaning and Cleaning Materials	1760	6600	7000	1413.82	2038.14			3451.96	49%
Electricity	5267	5097	5000	1239.50	2066.68			3306.18	66%
Equipment Hire	2490	1609	2000	275.00	275.00			550.00	28%
Field Maintenance Contract	10316	15455	17000	2951.38	4427.07			7378.45	43%
Fuel	2509	2238	2300	479.27	378.54			857.81	37%
Grounds Machinery Maintenance	1280	2167	3000	159.58	68.73			228.31	8%
Materials Fixtures & Fittings	883	266	1000					0.00	0%
Mileage		27						0.00	
Miscellaneous			500					0.00	0%
Gas	1583	1231	1000	593.43	228.88			822.32	82%
Park Maintenance	1437	2310	3500	148.22	193.00			341.22	10%
Play Equipment Maintenance	444	1241						0.00	
Telephone	1569	557	600	141.73	311.33			453.06	76%
Tools & Equipment	1597	611	1000		26.66			26.66	3%
Training	320							0.00	
Water Rates	1787	1679	1600	169.95	445.63			615.58	38%
Wheeled/litter/dog bins	2477	1822	2000	495.75	554.65			1050.40	53%
Football Maintenance	663	7443	5000	1100.00				1100.00	22%
Rates	2470	2470	2500	2470.05				2470.05	99%
Feed-In Tariff	1273	1176	1500					0.00	0%
Tennis Courts Maintenance		110	500	90.95				90.95	18%
Health & Safety	3147	2057	1000	22.20	332.20			354.40	35%
Vehicle Maintenance	2940	1930	2000	694.50	1684.32			2378.82	119%
<b>TOTAL</b>	<b>46206</b>	<b>58083</b>	<b>60000</b>	<b>12445.33</b>	<b>13030.84</b>	<b>0.00</b>	<b>0.00</b>	<b>25476.17</b>	<b>42%</b>
<b>RECEIPTS</b>									
Electricity	1380	1975	2000	0.00	1268.36			1268.36	63%
Field Maintenance Contract	3230							0.00	
Fuel	50	25						0.00	
Gas								0.00	
Tools & Equipment	7109	333						0.00	
Football Income	7362	8206	8000	137.50	2482.92			2620.42	33%
Lettings	5400	4500	5400	1116.57	1123.17			2239.74	41%
Rates	1494							0.00	
Feed-In Tariff	1273		1500	1340.71				1340.71	
Telephone	10	1176						0.00	
<b>TOTAL</b>	<b>27308</b>	<b>16219</b>	<b>16900</b>	<b>2594.78</b>	<b>4874.45</b>	<b>0.00</b>	<b>0.00</b>	<b>7469.23</b>	<b>44%</b>

34523.83

-9430.77

25093.06



STREET FURNITURE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Cleaning bus shelters	1693	1583	1800	430.00	280.00			710.00	39%
Repairs and Maintenance	254	458	1000	150.59				150.59	15%
Memorial Donation	79	1280						0.00	
<b>TOTAL</b>	<b>2024</b>	<b>3323</b>	<b>2800</b>	<b>580.59</b>	<b>280.00</b>	<b>0.00</b>	<b>0.00</b>	<b>860.59</b>	<b>31%</b>
<b>RECEIPTS</b>									
Memorial Donation	143.07	1007						0.00	
<b>TOTAL</b>	<b>143.07</b>	<b>1007</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

1939.41

0.00

1939.41

STREET LIGHTING	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Energy Charge	36693	49010	38000	8632.87	10357.50			18990.37	50%
Maintenance Contract	4800	4400	6000	800.00	1200.00			2000.00	33%
Repairs	19152	19301	15000		395.00			395.00	3%
Structural Testing									
<b>TOTAL</b>	<b>60650</b>	<b>72711</b>	<b>59000</b>	<b>9432.87</b>	<b>11952.50</b>	<b>0.00</b>	<b>0.00</b>	<b>21385.37</b>	<b>36%</b>

37614.63

37614.63

TOWN COUNCIL OFFICE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Audit	1425	1815	2000	135.00	1365.00			1500.00	75%
Bank charges	118	143	200	46.00	44.18			90.18	45%
Mayors Expenses	409	72	300					0.00	0%
Computer/Photocopier	850	40						0.00	
Insurance	8486	9862	10000	11418.44	153.94			11572.38	116%
Miscellaneous	441	155	250	10.32	10.32			20.64	8%
Office equipment	940	736	1500	131.64	47.88			179.52	12%
Telephone	1458	1552	2000	185.09	238.82			423.91	21%
Postage	26	281	250	92.02	85.00			177.02	71%
Stationery	310	235	250	26.81	80.22			107.03	43%
Subscriptions	6059	6168	5000	2652.34	1513.72			4166.06	83%
Training/H&S	2605	6422	5000	2110.00	60.00			2170.00	43%
Bottle Bank	130	180	200	32.40	28.80			61.20	31%
Photocopy charges	1056	832	1000	0.00	249.95			249.95	25%
Rates	3393	3044	3400	3043.90				3043.90	90%
HR Costs	330	798	2000	3061.80	67.68			3129.48	156%
Uniform	823	823	1000	78.87	445.73			524.60	52%
<b>TOTAL</b>	<b>28036</b>	<b>33160</b>	<b>34350</b>	<b>23024.63</b>	<b>4391.23</b>	<b>0.00</b>	<b>0.00</b>	<b>27415.86</b>	<b>80%</b>
<b>RECEIPTS</b>									
Mayors Expenses								0.00	
Miscellaneous	475	141	100					0.00	
Subscriptions	1250							0.00	
Bank Charges	-							0.00	
Bank Interest	953	5418	2000	1543.35	1491.33			3034.68	152%
Bottle bank	417		300	0.00				0.00	0%
Telephone	14							0.00	
<b>TOTAL</b>	<b>3109</b>	<b>5559</b>	<b>2400</b>	<b>1543.35</b>	<b>1491.33</b>	<b>0.00</b>	<b>0.00</b>	<b>3034.68</b>	<b>126%</b>

6934.14

634.68

7568.82

TREE MANAGEMENT	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Tree Expenditure	9174	2483	9000	0.00				0.00	0%
<b>TOTAL</b>	<b>9174</b>	<b>2483</b>	<b>9000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

9000.00

9000.00

VERGE CUTTING	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Fuel & Machinery Maintenance	904	3178	3500	353.18	844.38			1197.56	34%
Verge Cutting	683	3510	1000	75.00	55.00			130.00	13%
Equipment Hire	4620	4234	5300	1962.00	1962.00			3924.00	74%
<b>TOTAL</b>	<b>6207</b>	<b>10922</b>	<b>9800</b>	<b>2390.18</b>	<b>2861.38</b>	<b>0.00</b>	<b>0.00</b>	<b>5251.56</b>	<b>54%</b>
<b>RECEIPTS</b>									
Verge Cutting	18845	21370	22000	21370.23				21370.23	97%
<b>TOTAL</b>	<b>18845</b>	<b>21370</b>	<b>22000</b>	<b>21370.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21370.23</b>	<b>97%</b>

4548.44

-629.77

3918.67

WEBSITE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Website Costs	1420	625	1000	540.00				540.00	54%
<b>TOTAL</b>	<b>1420</b>	<b>625</b>	<b>1000</b>	<b>540.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>540.00</b>	<b>54%</b>

460.00

375

YOUTH COUNCIL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Payments									
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

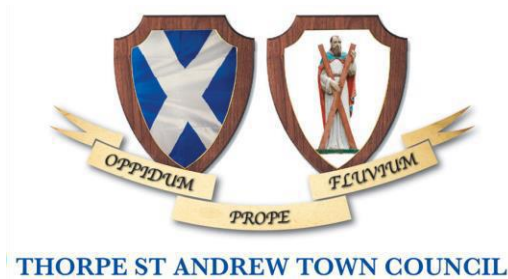
0.00

0

	Q1	Q2	Q3	Q4	YTD	RESULT	
Expenditure	708720	183248	200495	0	383743	324977	54%
Income	102850	40514	26789	0	67303	-35547	65%
Precept Performance	605870	142734	173706	0	316440	289430	52%

<b>TOTAL</b>	<b>288780</b>
--------------	---------------

\* LEGAL FEES £7,700.63 STILL OWED



## **Analysis: Quarter 2 Budget Report**

Allotments: Hillside Maintenance  
£2646 Water Tank upgrade  
(£564 drawn from s106 'allotments' pot)  
59% overall extremely positive

Capital Spending: Significant overspend that will require some adjustment at year end

### Asset Replacement

£73427 Fitzmaurice play area

### Building & Amenity Areas

£9489 Workshop deposit

### Projects

Smaller payments: Removal of play area fence (£1056), Planning fee (£58),  
Revised Morse plans (£656)

Events: One-Off payments

£2569 Marquee, £1850 Premises Licence total cost

### Additional Events/Commemorative Events

Combined out-of-budget cost of £5,473 – will be covered by fireworks

Roxley Hall: Gas £275 owed from SSE. Should now be billed correctly  
Water Leak flagged by Anglian Water, swiftly fixed

Sir George Morse Park: Telephone Includes new mobile phones required  
Vehicle Maintenance £338 Vehicle Tax  
£1318 Avant repairs/diagnosis

Streetlighting: Repairs Significantly lower but streetlight season about to commence

## **CONCLUSION:**

**A positive quarterly position, with a number of budget lines either at or close to 50%. Expenditure only at 54% even with huge expense of new play area, largely funded by the 'Projects' budget line. Implications for capital funds/earmarked reserves will become clearer after Q3 which brings with it the biggest income streams (fireworks & Christmas)**

THORPE ST ANDREW TOWN COUNCIL: 2025/26 BUDGET - 1st Draft

ALLOTMENTS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Dussindale Maintenance	1685	481	1500	0	0%	1500
Dussindale Rent	405	400	450	400	89%	450
Dussindale Water	498	945	500	0	0%	500
Hillside Maintenance	1477	1534	2000	2646	132%	1600
Hillside Water	1656	786	1050	150	14%	1000
Rent & Deposit	225	252		25		
<b>TOTAL</b>	<b>5950</b>	<b>4398</b>	<b>5500</b>	<b>3221</b>	<b>59%</b>	<b>5050</b>
<b>RECEIPTS</b>						
Dussindale Maintenance		70		0		
Hillside Maintenance		80		0		
Rents/deposits	5662	7058	5000	4570	91%	6000
Water charges	1418	1489	1000	1554	155%	1500
<b>TOTAL</b>	<b>7080</b>	<b>8697</b>	<b>6000</b>	<b>6124</b>	<b>102%</b>	<b>7500</b>

RFO NOTES

YTD figure exaggerated due to water upgrade  
Leak fixed so lower cost anticipated

Rental increase with effect 01/10/25

BROADLAND DC ELECTIONS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Election costs	4773	15050	9000	0	0%	9000
<b>TOTAL</b>	<b>4773</b>	<b>15050</b>	<b>9000</b>	<b>0</b>	<b>0%</b>	<b>9000</b>

BUILDING MAINTENANCE	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Town Hall	4285	8297	7000	1908	27%	10000
Morse Pavilion	10365	8267	7000	937	13%	7000
Roxley Hall	4640	2515	3000	1210	40%	3000
Café	1739	516	1000	178	18%	1000
River Green	10235	4409	3000	636	21%	3000
<b>TOTAL</b>	<b>31264</b>	<b>24004</b>	<b>21000</b>	<b>4869</b>	<b>23%</b>	<b>24000</b>
<b>RECEIPTS</b>						
Town Hall	57			0		
Morse Pavilion		220		0		
Café	40			0		
<b>TOTAL</b>	<b>97</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>

No planned maintenance for any building 25/26

Combined with CAPITAL SPENDING

BUSINESS SPONSORSHIP	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Payments	1714		500	0	0%	500
<b>TOTAL</b>	<b>1714</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0%</b>	<b>500</b>
<b>RECEIPTS</b>						
Receipts	673		1000	0	0%	1000
<b>TOTAL</b>	<b>673</b>	<b>0</b>	<b>1000</b>	<b>0</b>	<b>0%</b>	<b>1000</b>

CAPITAL SPENDING	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Asset Replacement	36868	690	5000	85327	1707%	10000
Buildings & Amenity Areas	93804	4945	7500	9489	127%	12500
Town Hall	3225	23000	5000	0	0%	0
Projects	6295	1980	47250	1770	4%	50000
<b>TOTAL</b>	<b>140192</b>	<b>30615</b>	<b>64750</b>	<b>96585</b>	<b>149%</b>	<b>72500</b>

Increased to reflect increased prices  
Increased to reflect increased prices  
Combined with BUILDING MAINTENANCE  
Morse Regeneration

CEMETERY	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Maintenance		400		0		
Water Charges	230	308		0		
<b>TOTAL</b>	<b>230</b>	<b>708</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>

COMM. INFRASTRUCTURE LEVY	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Payments				0		
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>
<b>RECEIPTS</b>						
Receipts	10225	2984		0		
<b>TOTAL</b>	<b>10225</b>	<b>2984</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>

CONTINGENCY	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Payments			5000	0		5000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5000</b>	<b>0</b>	<b>0%</b>	<b>5000</b>

EVENTS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
One Off Payments	1654	3608	2000	4852	243%	3000
St Georges Day	530	1668		0		
Fireworks	11065	15176	15000	2045	14%	16000
Remembrance Day	960	1116	1500	0	0%	1500
Xmas Event	7010	5987	2500	2523	101%	5000
Sovereign Events	10841	6901		0		
Additional Events	428	3221	2000	10684	534%	
Commemorative Events			5000	1952	39%	10000
Sales				64		200
<b>TOTAL</b>	<b>32488</b>	<b>37677</b>	<b>28000</b>	<b>22120</b>	<b>79%</b>	<b>35700</b>
<b>RECEIPTS</b>						
One Off Payments		33		21		
St Georges Day	667	958		0		
Fireworks	33252	30131	15000	2508	17%	16000
Xmas Event	1824	2033	2500	425	17%	3000
Sovereign Events	3458	2207		0		
Additional Events	516	2824	2000	4530	227%	
Commemorative Events			3000	633	21%	3000
Sales				679		500
<b>TOTAL</b>	<b>39717</b>	<b>38186</b>	<b>22500</b>	<b>8796</b>	<b>39%</b>	<b>22500</b>

YTD figure includes marquee & walkie-talkies

24/25 will be significantly higher due to fairground rides

No plans for any additional events  
VE Day 80 Country Fair & Evening Party + fireworks

More accurate reflection on true events cost

Conservative (4000 tickets) to allow for poor weather etc  
24/25 should be significantly higher due to fairground rides

FITZMAURICE PARK/TOWN HALL	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Cleaning	141	678	1000	327		1000
Cricket Maintenance	958					
Electricity	4366	5203	6000	2989	50%	6000
Field Maintenance Contract	3569	425				
Park Maintenance	3020	2219	4000	552	14%	4000
Play Equipment Maintenance	171	1049		0		
Water rates	613	422	700	193	28%	500
Wheeled/Litter/Dog Bins	2412	1918	2000	1050	53%	2100
Youth Shelter Maintenance	177		400	0	0%	200
Tennis Court Maintenance			100	52	52%	100
<b>TOTAL</b>	<b>15427</b>	<b>11914</b>	<b>14200</b>	<b>5164</b>	<b>36%</b>	<b>13900</b>
<b>RECEIPTS</b>						
Field Maintenance Contract	3230					
Cricket Income	2436	158	150	191	127%	200
Lettings	16743	12833	15000	6083	41%	14000
Other Income	250	398	400	83	21%	200
<b>TOTAL</b>	<b>22659</b>	<b>13389</b>	<b>15550</b>	<b>6358</b>	<b>41%</b>	<b>14400</b>

Minimal cost even when work is done

GRANTS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Payments	132	446				
<b>TOTAL</b>	<b>132</b>	<b>446</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>
<b>RECEIPTS</b>						
Receipts	176	319		645		645
<b>TOTAL</b>	<b>176</b>	<b>319</b>	<b>0</b>	<b>645</b>	<b>0%</b>	<b>645</b>

Guaranteed from Football Foundation

LEASE PAYMENTS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Payments	4402	4074	4100	339	8%	0
<b>TOTAL</b>	<b>4402</b>	<b>4074</b>	<b>4100</b>	<b>339</b>	<b>8%</b>	<b>0</b>

No longer lease any vehicle

LEGAL FEES	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Legal Charges	18498	789	800	359	45%	800
<b>TOTAL</b>	<b>18498</b>	<b>789</b>	<b>800</b>	<b>359</b>	<b>45%</b>	<b>800</b>
<b>RECEIPTS</b>						
Receipts	15388					0
<b>TOTAL</b>	<b>15388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>

LOAN REPAYMENT	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Roxley Hall	18206	19434	19018	956	50%	18600
Town Hall	3850	3800	3760	1888	50%	3711
River Green Lights	3568	3568	3568	1784	50%	3568
LED Streetlights						
<b>TOTAL</b>	<b>25622</b>	<b>26806</b>	<b>26346</b>	<b>13230</b>	<b>50%</b>	<b>25883</b>

Unknown but will be offset by reduced energy charge

NEIGHBOURHOOD & TOWN PLAN	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Neighbourhood/Town Plan	3750	3600	1000		0%	1000
<b>TOTAL</b>	<b>3750</b>	<b>3600</b>	<b>1000</b>		<b>0%</b>	<b>1000</b>
<b>RECEIPTS</b>						
Neighbourhood/Town Plan	3330					
<b>TOTAL</b>	<b>3330</b>				<b>0%</b>	

Is this required for Town Plan 25/26?

NEWSLETTER	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Newsletter	4431	2846	3000		0%	5000
<b>TOTAL</b>	<b>4431</b>	<b>2846</b>	<b>3000</b>		<b>0%</b>	<b>5000</b>

Increased as design outsourced

RIVER GREEN	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Electricity	1997	1712	2500	1257	50%	2500
River Green Maintenance	1679	840	3000	653	22%	2000
War Memorial Maintenance		30				
Electricity (Toilets)	1231	906	1700	262	15%	1000
Cleaning (Toilets)	191	6424	7000	3151	45%	7000
Water (Toilets)	1524	1466	1000		0%	1000
<b>TOTAL</b>	<b>6622</b>	<b>11378</b>	<b>15200</b>	<b>5323</b>	<b>35%</b>	<b>13500</b>
<b>RECEIPTS</b>						
Electricity	1760	1610	1000			1500
Income	713	690	1500		0%	1000
<b>TOTAL</b>	<b>2473</b>	<b>2300</b>	<b>2500</b>		<b>0%</b>	<b>2500</b>

No planned maintenance

See Addendum - Hire Review

ROXLEY HALL	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Cleaning	560	6895	7000	3500	50%	7500
Electricity	1025	1243	1500	646	43%	1500
Gas	1587	2138	2100	117	6%	1800
Miscellaneous	865	132	200		0%	200
Rates	5546	5089	5000	4666	93%	5000
Water	305	614	500	339	68%	700
Lettings	66	147				
WiFi (previously Telephone)	1614	429	500	234	47%	500
<b>TOTAL</b>	<b>11568</b>	<b>16687</b>	<b>16800</b>	<b>9503</b>	<b>57%</b>	<b>17200</b>
<b>RECEIPTS</b>						
Miscellaneous	78					
Lettings	15491	15743	14000	7131	51%	15000
<b>TOTAL</b>	<b>15569</b>	<b>15743</b>	<b>14000</b>	<b>7131</b>	<b>51%</b>	<b>15000</b>

Mitigated by use of air conditioning

Leak fixed!

See Addendum - Hire Review

S106 PAYMENTS & DONATIONS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Section 106						
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>
<b>RECEIPTS</b>						
Section 106	52458					
<b>TOTAL</b>	<b>52458</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>

S137 PAYMENTS & DONATIONS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
S137 Payments & Donations	550	281	450	671	149%	1000
<b>TOTAL</b>	<b>550</b>	<b>281</b>	<b>450</b>	<b>671</b>	<b>0%</b>	<b>1000</b>
<b>RECEIPTS</b>						
S137 Payments & Donations				25		
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0%</b>	<b>0</b>

SALARIES	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
G & L Salary, Employer NIC & Pension	31291					
Student Loan	585	905	800	363	45%	800
H Salary	26184	31183	32076	16174	50%	34000
H Pension Employer	6425	7541	7377	3803	52%	8000
H Employer NIC	2575	3173	3000	1654	55%	3300
J Salary	22208	24701	24702	6916	28%	
J Pension Employer	5330	5805	5682	1591	28%	
J Employer NIC	1912	2153	2000	538	27%	
K Salary	22208	24701	24702	6739	27%	
K Pension Employer	5330	5805	5682	1550	27%	
K Employer NIC	1912	2153	2000	538	27%	
M Salary	57600	51654	49498	24749	50%	50000
M Pension Employer		6499	11385	5692	50%	11500
M Employer NIC		3084	3700	2788	75%	5500
N Salary	30324	35757	35745	18243	51%	37000
N Pension Employer	7278	8402	8222	4196	51%	8500
N Employer NIC	3090	3679	3500	1890	54%	3500
P Salary	20141	20492	20713	10814	52%	22000
P Pension Employer			4764	2487	52%	5000
P Employer NIC	1614	1573	1400	865	62%	2000
Q Salary	5525	19818	20029	10454	52%	21000
Q Pension Employer	1326	4657	4607	2405	52%	4800
Q Employer NIC	344	1480	1400	815	58%	1700
R Salary	948	13210	13561			
R Pension Employer	228	3104	3119			
R Employer NIC	26	568	500			
S Salary		6863	12000	3598	30%	12000
S Pension Employer		1600	2760	828	30%	2700
S Employer NIC		96		58		200
T Salary				3162		26000
T Pension Employer				727		5900
T Employer NIC				332		2500
U Salary				3162		26000
U Salary				727		5900
U Salary				332		2500
V Salary						10500
V Salary						2000
V Salary						500
Salary Contingency			5000	0	0%	5000
<b>TOTAL</b>	<b>254404</b>	<b>290656</b>	<b>309924</b>	<b>138191</b>	<b>45%</b>	<b>320300</b>

Salary review not yet known

SIR GEORGE MORSE PARK & PAVILION	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Cleaning and Cleaning Materials	1760	6600	7000	3452	49%	7500
Electricity	5267	5091	5000	3306	66%	7000
Equipment Hire	2490	1605	2000	550	28%	2000
Field Maintenance Contract	10316	15455	17000	7378	43%	16000
Fuel	2509	2235	2300	858	37%	2300
Grounds Machinery Maintenance	1280	2167	3000	228	8%	1000
Materials Fixtures & Fittings	883	266	1000		0%	1000
Mileage		27				
Miscellaneous			500		0%	0
Gas	1583	1231	1000	822	82%	1800
Park Maintenance	1437	2310	3500	341	10%	3000
Play Equipment Maintenance	444	1241				
WiFi/Telephone	1569	557	600	453	76%	1000
Tools & Equipment	1597	611	1000	27	3%	1000
Training	320					
Water Rates	1781	1679	1600	616	38%	1600
Wheeled/litter/dog bins	2477	1822	2000	1050	53%	2200
Football Maintenance	663	7443	5000	1100	22%	3000
Rates	2470	2470	2500	2470	99%	2500
Feed-In Tariff	1273	1176	1500	0	0%	1200
Tennis Courts Maintenance		110	500	91	18%	500
Health & Safety	3147	2057	1000	354	35%	5000
Vehicle Maintenance	2940	1930	2000	2379	119%	4000
<b>TOTAL</b>	<b>46206</b>	<b>58083</b>	<b>60000</b>	<b>25476</b>	<b>42%</b>	<b>63600</b>
<b>RECEIPTS</b>						
Electricity	1380	1975	2000	1268	63%	2000
Field Maintenance Contract	3230			0		
Fuel	50	25		0		
Tools & Equipment	7109	333		0		
Football Income	7362	8206	8000	2620	33%	8000
Lettings	5400	4500	5400	2240	41%	5500
Rates	1494			0		
Feed-In Tariff	1273		1500	1341	89%	2000
Telephone	10	1176		0		
<b>TOTAL</b>	<b>27308</b>	<b>16215</b>	<b>16900</b>	<b>7469</b>	<b>44%</b>	<b>17500</b>

Reduced due to electric vehicle, but tractor incoming...

H&S Contract  
Newer vehicles in fleet

See Addendum - Hire Review

STREET FURNITURE	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Cleaning bus shelters	1695	1585	1800	710	39%	1600
Repairs and Maintenance	254	458	1000	151	15%	500
Memorial Donation	75	1280		0		
<b>TOTAL</b>	<b>2024</b>	<b>3323</b>	<b>2800</b>	<b>861</b>	<b>31%</b>	<b>2100</b>
<b>RECEIPTS</b>						
Memorial Donation	143.07	1007		0		
<b>TOTAL</b>	<b>143.07</b>	<b>1007</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>

STREET LIGHTING	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Energy Charge	36698	49010	38000	18990	50%	38000
Maintenance Contract	4800	4400	6000	2000	33%	5000
Repairs	19152	19301	15000	398	3%	8000
Structural Testing						
<b>TOTAL</b>	<b>60650</b>	<b>72711</b>	<b>59000</b>	<b>21388</b>	<b>36%</b>	<b>51000</b>

LED install should reduce cost

Significantly fewer repairs, and should all be new (due Winter 2026)

TOWN COUNCIL OFFICE	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Audit	1425	1815	2000	1500	75%	1800
Bank charges	118	143	200	90	45%	200
Mayors Expenses	409	72	300	0	0%	300
Computer/Photocopier	850	40		0		
Insurance	8486	9862	10000	11572	116%	13000
Miscellaneous	441	155	250	21	8%	100
Office equipment	940	736	1500	180	12%	1000
WiFi/Telephone	1458	1552	2000	424	21%	1000
Postage	26	281	250	177	71%	300
Stationery	310	235	250	107	43%	250
Subscriptions	6059	6168	5000	4166	83%	6000
Training/H&S	2605	6422	5000	2170	43%	5000
Bottle Bank	130	180	200	61	31%	200
Photocopy charges	1056	834	1000	250	25%	1000
Rates	3393	3044	3400	3044	90%	3400
HR Costs	330	798	2000	3129	156%	2000
Uniform		823	1000	525	52%	1500
<b>TOTAL</b>	<b>28036</b>	<b>33160</b>	<b>34350</b>	<b>27416</b>	<b>80%</b>	<b>37050</b>
<b>RECEIPTS</b>						
Miscellaneous	475	141	100	0		
Subscriptions	1250			0		
Bank Charges	-			0		
Bank Interest	953	5418	2000	3035	152%	4000
Bottle bank	417		300	0	0%	400
Telephone	14			0		
<b>TOTAL</b>	<b>3108</b>	<b>5559</b>	<b>2400</b>	<b>3035</b>	<b>126%</b>	<b>4400</b>

HR Contract

Should still be a conservative estimate

TREE MANAGEMENT	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Tree Expenditure	9174	2483	9000	0	0%	9000
<b>TOTAL</b>	<b>9174</b>	<b>2483</b>	<b>9000</b>	<b>0</b>	<b>0%</b>	<b>9000</b>

VERGE CUTTING	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Fuel & Machinery Maintenance	904	3178	3500	1198	34%	3500
Verge Cutting	683	3510	1000	130	13%	1000
Equipment Hire	4620	4234	5300	3924	74%	8000
<b>TOTAL</b>	<b>6207</b>	<b>10922</b>	<b>9800</b>	<b>5252</b>	<b>54%</b>	<b>12500</b>
<b>RECEIPTS</b>						
Verge Cutting	18845	21370	22000	21370	97%	21000
<b>TOTAL</b>	<b>18845</b>	<b>21370</b>	<b>22000</b>	<b>21370</b>	<b>97%</b>	<b>21000</b>

WEBSITE	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
<b>PAYMENTS</b>						
Website Costs	1420	625	1000	540	54%	1000
<b>TOTAL</b>	<b>1420</b>	<b>625</b>	<b>1000</b>	<b>540</b>	<b>54%</b>	<b>1000</b>