



THORPE ST ANDREW TOWN COUNCIL

**Finance and Staff Committee Meeting to be held on:
Monday 17th October 2022
7.30pm at Roxley Hall, Yarmouth Road, NR7 0QF**

AGENDA

1. Attendance and Apologies for Absence.
2. Declarations of Interest.
3. Minutes of the Meeting 25th July 2022
4. Public session – limited to 3 minutes per speaker
5. Quarter 2 Financial Report
6. Budget 2023/24
7. To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972 ss 100 and 102 due to the disclosure of commercial information.
8. Fitzmaurice Park Cricket Proposal

Future agenda items (Not for discussion)

Issued 12th October 2022

Town Clerk – Dr Thomas Foreman

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**MINUTES OF FINANCE AND STAFFING COMMITTEE
MEETING
HELD ON 25TH JULY 2022**

1. PRESENT:

Mrs J Fisher (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr S. Snelling

Mr L. Reeves

Mr J. Ward

Mr P. Berry

Mr J. Fisher

Miss S Lawn

IN ATTENDANCE: Mrs R McCarthy (Operational Manager/RFO), Mr J Calver (Parks and Estates Supervisor), Dr T Foreman (Locum CEO) (remotely)

APOLOGIES FOR ABSENCE

Ms M Friend

2. Declarations of Interest

None

3. Minutes of Meeting held on 23rd May 2022

Minutes of the meeting held on 23rd May 2022 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. Quarter 1 Budget Comparison

Mrs R McCarthy provided a detailed overview of the quarter one budget comparison. Explanations were provided on budget lines which were spend in excess of the first quarter, with these being one off payments such as the annual insurance. The Committee welcomed the format for the report and expressed support for further changes to the existing budget lines for ease of comparison. The Committee **NOTED** this report.

6. Cricket Running Costs

Mrs R McCarthy introduced a desk based analysis of the costs of cricket, updating the 2019/20 version which had been presented to the Council at that time. The latest analysis included full costings for the provision of cricket, taking into account the staffing hours required to maintain the cricket square and outfield. Mr J Calver provided feedback from a meeting with Norfolk Cricket Board where different models of running cricket were discussed, as a Town Council providing a large square of this standard was rare. The Committee were supportive of the provision of cricket, but felt that the escalating costs in terms of finance and staffing needed to be balanced, It was proposed by Mrs J Fisher, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** that discussions should take place with the cricket club and Norfolk Cricket Board to redress this balance and report back to the Committee on its progress.

7. Performance Update

Dr T Foreman presented an overview of the performance information from January 2022 to present. The Committee welcomed the presentation, which provided detail on current staffing levels, the areas of responsibility for the Parks and Estates team, as well as the work of the administration team. The Committee were particularly impressed that the Parks and Estates team had completed 566 short notice tasks since

21st April, in addition to their normal operational duties whilst also providing support for the Vane Close road-closure.

The Committee requested the presentation be circulated to all Councillors and looked forward to receiving this quarterly performance update. The Committee **NOTED** this presentation.

8. Replacement Play Equipment

Dr T Foreman reported that the damage to the roundabout at the Fitzmaurice Park meant that a replacement piece of equipment was required. The Committee felt that in the first instance, an inclusive roundabout should be considered as part of its commitment to increase the amount of inclusive play equipment locally. Mr J Calver explained that the company was unsure whether the preferred piece of equipment would fit in the existing space, and that this had yet to be considered. It was proposed by Mr J Fisher, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** that the Committee approve the purchase of an inclusive roundabout at a cost of £10,000, with any fitting costs to be considered by the CEO in line with delegated spending powers. If it is not possible to site the inclusive roundabout at the location, the Committee approve a standard 'like for like' roundabout at a cost not to exceed £9000.

9. To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972 ss100 and 102 due to the disclosure of personal information.

It was proposed by Mrs J Fisher, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to exclude press and public.

10. Staffing Terms and Conditions

Dr T Foreman provided an overview of the updated contract and employment handbook, which had been prepared to reflect the latest changes in employment law. There was some discussion as to whether the terms were the same as the existing contracts and it was confirmed that the documents reflected existing policies and working practices. Mr F Bowe expressed support for the documents but proposed the Councils commitment to the Armed Forces Covenant be reflected in the employment pack. This proposal was seconded by Miss S Lawn, and on a show of hands with all in favour **RESOLVED** to include a provision for reservists training in line with the Gold Standard of the Armed Forces Covenant.

It was proposed by Mr J Ward, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to approve the employment handbook and contract, with the inclusion of the Armed Forces Covenant amendment, and that this be part of a Special Leave provision for up to 13 paid days each year to allow staff for the following purposes:

- Public duties
- Training in reserve forces
- Jury service or other Judicial Duties
- Political purposes

With no other business the meeting closed at 21.15hrs.

Chairman_____

Date_____

Item 5. THORPE ST ANDREW TOWN COUNCIL: BUDGET COMPARISON Q1 & Q2 2022/2023 (PUBLIC)

ALLOTMENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Dussindale Maintenance	1066	1350	1700	130.00	1278.80	1408.80	83%	
Dussindale Rent	400	400	400	404.63		404.63	101%	Annual payment
Dussindale Water	598	575	600	-8.90	135.96	127.06	21%	
Hillside Maintenance	300	2705	1500	884.69	187.50	1072.19	71%	
Hillside Water	823	619	600	201.02	219.11	420.13	70%	
Rent & Deposit	91	258			50.00	50.00		
Water Charges	0	368				0.00		
TOTAL	3278	6275	4800	1611.44	1871.37	3482.81	73%	
RECEIPTS								
Rents/deposits	5116	5471	5250	31.00	2988.52	3019.52	58%	
Water charges	814	1417	800	2.10	771.48	773.58	97%	
TOTAL	5930	6888	6050	33.10	3760.00	3793.10	63%	

BROADLAND DC ELECTIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Election costs	0	7079	4000					
TOTAL	0	7079	4000	0	0	0	0%	

BUILDING MAINTENANCE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Town Hall	5014	4726	9000	1593.06	520.79	2113.85	23%	
Morse Pavilion	10247	3066	9000	849.90		849.90	9%	
Roxley Hall	496	662	5000	224.62	22.86	247.48	5%	
Café	2621	2279	1000	153.00	111.00	264.00	26%	
River Green	3515	177	5000					
TOTAL	21893	10910	29000	2820.58	654.65	3475.23	12%	£25,525 remaining in budget

BUSINESS SPONSORSHIP	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Payments	743	593	1000	601.56	71.25	672.81	67%	
TOTAL	743	593	1000	601.56	71.25	672.81	67%	
RECEIPTS								
Receipts	250	420	250	30.00	393.33	423.33	169%	
TOTAL	250	420	250	30	393.33	423.33	169%	

CAPITAL SPENDING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Asset Replacement	0	10305	4500	6863.00		6863.00	153%	
Buildings & Amenity Areas	7654	1815	7500	7192.51	3922.49	11115.00	148%	Lighting Tower £3,402 (16 uses to pay for itself)
Street lights	3390		9000					
Town Hall	898	755	5000	2479.90	744.95	3224.85	64%	Card Machine £745 (75 uses to pay for itself)
Projects	320		20000		1500.00	1500.00	8%	
War Memorial		1008						
TOTAL	12262	13883	46000	16535.41	6167.44	22702.85	49%	£23,297 remaining in budget

CEMETERY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Maintenance	2230	2450	2525					
Water Charges	206	116	500	51.58	56.18	107.76	22%	
TOTAL	2436	2566	3025	51.58	56.18	107.76	4%	

COMM. INFRASTRUCTURE LEVY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Payments								
TOTAL	0	0	0	0	0	0	0%	
RECEIPTS								
Receipts	9112	13523		6048.00				
TOTAL	9112	13523	0	6048.00	0	6048.00	0%	

CONTINGENCY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Payments			7000					
TOTAL	0	0	7000	0	0	0	0%	

EVENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
One Off Payments	663	2658	1000	703.47	714.58	1418.05	142%	
St Georges Day			2000	529.61		529.61	26%	
Fireworks		5716	9000	83.33		83.33	1%	
Remembrance Day		577	500					
Xmas Event	3584	5714	2500		25.97	25.97	1%	
Sovereign Events *NEW*				10121.61	720.00	10841.61		
Additional Events *NEW*				7.97	20.53	28.50		
TOTAL	4247	14665	15000	11445.99	1481.08	12927.07	86%	
RECEIPTS								
One Off Payments	8	1159				0.00		
St Georges Day			500	550.26	116.67	666.93	133%	
Fireworks		17511	15000	25.00	392.99	417.99	3%	
Christmas		841	500	25.00		25.00	0%	
Sovereign Events *NEW*				3433.03	25.00	3458.03		
Additional Events *NEW*				303.49	108.34	411.83		
TOTAL	8	19511	16000	4336.78	643	4979.78	31%	

FITZMAURICE PARK/TOWN HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Cleaning	785	767						
Cricket Maintenance		1579	3000	958.46		958.46	32%	
Electricity	6456	7523.85	6000	485.48	907.49	1392.97	23%	
Field Maintenance Contract	10455	7782	6900	1546.26		1546.26	22%	Monies withheld - paid in Q3
Sports Turf Maintenance	327	330						
Park Maintenance	275	5496	1500	796.12	1262.71	2058.83	137%	
Play Equipment Maintenance	168	17	1000	171.12		171.12	17%	
Telephone	315							Closed Cost Centre
Water rates	186	482	700		153.15	153.15	22%	
Wheeled/Litter/Dog Bins	1452	1485	2000	266.79	610.82	877.61	44%	
Tennis Court Maintenance			400					
Youth Shelter Maintenance			1000					
TOTAL	20419	25461.85	22500	4224.23	2934.17	7158.4	32%	£15,342 remaining in budget
RECEIPTS								
Field Maintenance Contract					3230.00	3230.00		Double Charges refunded 2020-2022
Cricket Income	250	1907	1800	630.41	1717.96	2348.37	130%	
Lettings	16839	21362	17000	2333.33	3645.84	5979.17	35%	
Other Income		171				0.00	0%	
TOTAL	17089.00	23440.00	18800.00	2963.74	8593.80	11557.54	61%	

GRANTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Payments	17318	1770						
TOTAL	17318	1770	0	0	0	0	0%	
RECEIPTS								
Receipts	19500	1000						
TOTAL	19500	1000	0	0	0	0	0%	

LEASES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Payments	4322	5122	5200	720.32	1080.48	1800.80	35%	
TOTAL	4322	5122	5200	720.32	1080.48	1800.8	35%	

LEGAL FEES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Legal Charges	2166	10999.3	6500	482.30	9616.50	10098.80	155%	
TOTAL	2166	10999.3	6500	482.30	9616.50	10098.80	155%	
RECEIPTS								
Receipts					4187.30	4187.30		Refund for allotment charges
TOTAL	0	0	0	0.00	4187.30	4187.30		£5,911 Total Spend

LOAN REPAYMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Roxley Hall Loan	20686	20269	19852	9977.86		9977.86	50%	
Town Hall Loan	3566	3894	3850		1930.53	1930.53	50%	
River Green Lights	3938	3566	3566	1783.14		1783.14	50%	
TOTAL	28190	27729	27268	11761.00	1930.53	13691.53	50%	

NEIGHBOURHOOD & TOWN PLAN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Neighbourhood/Town Plan	350	1033	1000					
TOTAL	350	1033	1000	0	0	0	0%	

NEWSLETTER	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Newsletter	1342	2288	2000	1232.00		1232.00	62%	
TOTAL	1342	2288	2000	1232.00	0	1232.00	62%	

PARKS PROJECT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Receipts & Payments								
TOTAL	0	0	0	0	0	0	0%	

PRECEPT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
RECEIPTS								
Precept		518758	534569	267284.50	267284.50	534569.00	100%	
TOTAL	0	518758	534569	267284.50	267284.50	534569.00	100%	

RIVER GREEN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Staithe Picnic Area	35	128	1500					
Electricity	767	1719	1500	362.10	1065.08	1427.18	95%	
River Green Maintenance	818	1511	4000	418.62	397.56	816.18	20%	
War Memorial Maintenance		4						
Rates (Toilets)	1402	2027	1800					
Electricity (Toilets)	1472	1200	1700	148.45	107.93	256.38	15%	
Cleaning (Toilets)		4775		36.76	12.91	49.67		
Water (Toilets)	4900	1193		386.50		386.50		
TOTAL	9394	12557	10500	1352.43	1583.48	2935.91	28%	
RECEIPTS								
Income	1064	1268	1000					Electricity will be invoiced in Q3
TOTAL	1064	1268	1000	0	0	0	0%	

ROXLEY HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Cleaning	1945	2298		89.01	144.88	233.89		
Electricity	667	725	1500	250.69	228.88	479.57	32%	
Gas	1491	1871	1500	667.60	342.60	1010.20	67%	
Miscellaneous	480	1619	1000	83.14	89.47	172.61	17%	
Rates	4790	4790	5500	4790.40	755.27	5545.67	101%	
Water	498	496	500	98.22	44.66	142.88	29%	
Telephone		441	500	29.17	1347.75	1376.92	275%	WiFi upgrade
TOTAL	9871	12240	10500	6008.23	2953.51	8961.74	85%	
RECEIPTS								
Miscellaneous		114		77.50		77.50		
Lettings	187	7055	10000	1778.48	4154.08	5932.56	59%	
TOTAL	187	7169	10000	1855.98	4154.08	6010.06	60%	

S106 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Section 106								
TOTAL	0	0	0	0	0	0	0%	
RECEIPTS								
Section 106					52457.65	52457.65		
TOTAL	0	0	0	0	52457.65	52457.65		

S137 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
S137 Payments & Donations	600	50	550				0%	
TOTAL	600	50	550	0	0	0	0%	
RECEIPTS								
S137 Payments & Donations	500							
TOTAL	500	0	0	0	0	0	0%	

SALARIES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
A Salary, Employer NIC & Pension	58517	46409						
B Salary, Employer NIC & Pension	9792	5952						
C Salary, Employer NIC & Pension	12272	4488						
D Salary, Employer NIC & Pension	5628							
E Salary Employer NIC & Pension	2175							
F Salary	29790	25423	30507					
F Pension Employer	6852	88028	7169					
F Employer NIC	2899	2390	3000					
Student Loan	243	268	228	90.00	90.00	180.00	79%	
G Salary	21938	22652	24313	5988.24	5988.24	11976.48	49%	
G Pension Employer	5102	5386	5835	1458.78	1458.78	2917.56	50%	
G Employer NIC	1849	1943	2400	572.55	572.55	1145.10	48%	
H Salary	17517	18456	20344	5085.99	5085.99	10171.98	50%	
H Pension Employer	4029	4337	4882	1220.64	1220.64	2441.28	50%	
H Employer NIC	1205	1326	2000	423.21	423.21	846.42	42%	
J Salary	10129	18456	20344	5085.99	5085.99	10171.98	50%	
J Pension Employer	2329	4337	4882	1220.64	1220.64	2441.28	50%	
J Employer NIC	691	1326	2000	423.21	423.21	846.42	42%	
K Salary		9872	20344	5085.99	5085.99	10171.98	50%	
K Pension Employer		2320	4882	1220.64	1220.64	2441.28	50%	
K Employer NIC		752	2000	423.21	423.21	846.42	42%	
L Salary								
L Pension Employer								
L Employer NIC								
M Salary		14400	48070	14400.00	9600.00	24000.00	50%	Sept Salary in Q3
M Pension Employer			11537					
M Employer NIC			4800					
N Salary	6273	18826	25540	7056.51	7056.51	14113.02	55%	
N Pension Employer	1443	4424	6130	1693.56	1693.56	3387.12	55%	
N Employer NIC	159	1378	2500	719.76	719.76	1439.52	58%	
P Salary	6273	12073	9685					
Q Salary	1443	2607	2324					
Q Pension Employer	159	420	400					
Q Employer NIC		566						
R Salary		5806	12105	4597.52	4649.22	9246.74	76%	Working add. 5hrs p/wk
R Pension Employer			2905					
R Employer NIC		394	1000	349.69	357.48	707.17	71%	
S Salary			2500		947.98	947.98	38%	21hr Community & Comms Officer from Sept
S Pension Employer					227.52	227.52		
S Employer NIC					28.59	28.59		
Salary Contingency			7000					
TOTAL	208707	325015	291626	57116.13	53579.71	110695.8	38%	

SIR GEORGE MORSE PARK & PAVILION	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Cleaning and Cleaning Materials	10376	11345	3500	665.02	430.75	1095.77	31%	
Electricity	1911	4340	3500	332.21	1517.83	1850.04	53%	
Equipment Hire	690	675	400	495.00	720.00	1215.00	304%	
Field Maintenance Contract	15191	10654	16000	5563.96		5563.96	35%	Monies withheld - paid in Q3
Fuel	1437	2313	2000	412.62	649.34	1061.96	53%	
Grounds Machinery Maintenance	1248	4890	5000	648.36	371.44	1019.80	20%	
Materials Fixtures & Fittings	262	1832	1000	648.36	116.63	764.99	76%	
Mileage		113				0.00		
Miscellaneous		836	500			0.00	0%	
Gas	2788	1183	2500	55.92	30.00	85.92	3%	
Park Maintenance		3280	550	586.55	43.14	629.69	114%	
Play Equipment Maintenance	1439	3371	1000	444.25	64571.35	65015.60	6502%	RT Cost after S106 £12,114
St Will Loke - Shrub Bed	7					0.00		Closed Cost Centre
Sports Turf Maintenance	1575	1310				0.00		
Telephone	1611	1373	2000	457.75	414.95	872.70	44%	
Tools & Equipment		1130	500		643.15	643.15	129%	
Training		2507	3500			0.00	0%	
Water Rates	350	922	900	471.38	330.29	801.67	89%	
Wheeled/litter/dog bins	1543	1908	2000	610.79	575.58	1186.37	59%	Extra recycling collection added to round
Football Marking	2933	3233	2550	662.70		662.70	26%	
Rates	2470	2470	2700	2470.05		2470.05	91%	
Feed-In Tariff	1281	1171			722.20	722.20		
Tennis Courts Maintenance	590	640	600			0.00	0%	
Health & Safety	3730	2757	1900	1162.81	609.78	1772.59	93%	
Vehicle Maintenance	927	646	1000		584.18	584.18	58%	
TOTAL	52359	64899	53600	15687.73	72330.61	88018.34	164%	
RECEIPTS								
Field Maintenance Contract					3230.00	3230.00		Double Charges refunded 2020-2022
Fuel				50.00		50.00		
Football Income	2565	7664	10000	1593.33		1593.33	16%	
Lettings	2888	4533	5400	900.00	900.00	1800.00	33%	
Rates				1494.34		1494.34		
Feed-In Tariff	1281	1171		154.00	568.20	722.20		
TOTAL	6734	13368	15400	4191.67	4698.20	8889.87	58%	

STREET FURNITURE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Cleaning bus shelters	570	1175	1500	395.00	285.00	680.00	45%	
Repairs and Maintenance	173				133.50	133.50		
Bus Shelter	1030	385				0.00		
Memorial Donation		196				0.00		
TOTAL	1773	1756	1500	395	418.5	813.5	54%	
RECEIPTS								
Memorial Donation		258			40.00	40.00		
TOTAL	0	258	0	0	40	40	0%	

STREET LIGHTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Energy Charge	21887	25585	25000	3933.08	5181.73	9114.81	36%	
Maintenance Contract	5200	5200	7000	800.00	1200.00	2000.00	29%	
Repairs	2305	12246		14577.00	670.00	15247.00		
Structural Testing		3737				0.00		
TOTAL	29392	46768	32000	19310.08	7051.73	26361.81	82%	£9,000 budget in "Capital Spending"

TOWN COUNCIL OFFICE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Audit	1504	1450	1800	125.00		125.00	7%	Paid in Q3
Bank charges	107	137	200	14.85	53.00	67.85	34%	
Mayors Expenses	80	182	300		186.25	186.25	62%	
Computer/Photocopier	1673	317	750		633.32	633.32	84%	
Insurance	7896	7921	8500	8428.49		8428.49	99%	
Miscellaneous	1055	540	300		74.09	74.09	25%	
Office equipment	762	174	150	112.92	68.94	181.86	121%	
Telephone	802	1473	900	260.47	293.18	553.65	62%	
Postage	601	764	750			0.00	0%	
Stationery	502	944	1000	129.20	39.92	169.12	17%	
Subscriptions	1544	4140	2500	3012.37	1872.77	4885.14	195%	
Training/H&S	258	896	1000	667.20	1184.15	1851.35	185%	
Bottle Bank	35	60		32.40	10.80	43.20		
Photocopy charges	413	878	1000	96.08	240.00	336.08	34%	
Rates	3393	3393	3500	3393.20		3393.20	97%	
HR Costs	2041	3907	2400		126.05	126.05	5%	
TOTAL	22666	27176	25050	16272.18	4782.47	21054.65	84%	
RECEIPTS								
Mayors Expenses		87				0.00		
Miscellaneous		9			375.00	375.00		
Subscriptions				1249.91		1249.91		
Bank Interest	93	49	50	10.18	37.15	47.33	95%	
Bottle bank	207	106		179.38		179.38		
TOTAL	300	251	50	1814.47	37.15	1851.62	3703%	

TREE MANAGEMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Tree Expenditure	9145		9000	3320.00	600.00	3920.00	44%	
TOTAL	9145	0	9000	3320.00	600.00	3920.00	44%	

VERGE CUTTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Fuel & Machinery Maintenance	1390	1077	2500	403.24	318.77	722.01	29%	
Verge Cutting	2070	5725	1000	581.36	31.90	613.26	61%	
Equipment Hire	723	4390	5000	1320.00	880.00	2200.00	44%	
TOTAL	4183	11192	8500	2304.6	1230.67	3535.27	42%	
RECEIPTS								
Verge Cutting	17006	17417	17000		18845.00	18845.00	111%	
TOTAL	17006	17417	17000	0	18845.00	18845.00	111%	

WEBSITE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Website Costs		660	1000	910.00	510.00	1420.00	142%	Further App development (staff time savings)
TOTAL	0	660	1000	910	510	1420	142%	

YOUTH COUNCIL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q1 & Q2 22/23	%	Notes
PAYMENTS								
Payments		292	1000			0.00	0%	
TOTAL	0	292	1000	0	0	0	0%	

	Budget	Q1	Q2	1st Half	%
Expenditure	619119	174163	170904	345067	56%
Income	84550	21274	97810	119083	141%
Overall Performance	619119	152889	73095	225984	37%

Item 6. THORPE ST ANDREW TOWN COUNCIL: BUDGET FIRST DRAFT 2023/2024 (PUBLIC)

ALLOTMENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	Notes
PAYMENTS						
Dussindale Maintenance	1066	1350	1700	1409	1500	
Dussindale Rent	400	400	400	405	450	
Dussindale Water	598	575	600	127	600	
Hillside Maintenance	300	2705	1500	1072	1500	
Hillside Water	823	619	600	420	850	
Rent & Deposit	91	258		50		
Water Charges	0	368		0		Close cost code
TOTAL	3278	6275	4800	3483	4900	
RECEIPTS						
Rents/deposits	5116	5471	5250	3020	5000	Increase to £26 per plot. 190 plots
Water charges	814	1417	800	774	1000	
TOTAL	5930	6888	6050	3793	6000	

BROADLAND DC ELECTIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Election costs	0	7079	4000		4000	
TOTAL	0	7079	4000	0	4000	

BUILDING MAINTENANCE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Town Hall	5014	4726	9000	2114	7000	
Morse Pavilion	10247	3066	9000	850	7000	
Roxley Hall	496	662	5000	247	3000	
Café	2621	2279	1000	264	1000	
River Green	3515	177	5000		3000	
TOTAL	21893	10910	29000	3475	21000	

BUSINESS SPONSORSHIP	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments	743	593	1000	673	1000	
TOTAL	743	593	1000	673	1000	
RECEIPTS						
Receipts	250	420	250	423	450	
TOTAL	250	420	250	423	450	

CAPITAL SPENDING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Asset Replacement	0	10305	4500	6863	5000	
Buildings & Amenity Areas	7654	1815	7500	11115	7500	
Street lights	3390		9000			Close cost code - move to Street Lighting
Town Hall	898	755	5000	3225	5000	
Projects	320		20000	1500	16000	
War Memorial		1008				
TOTAL	12262	13883	46000	22703	33500	

CEMETERY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Maintenance	2230	2450	2525		2000	
Water Charges	206	116	500	108	250	
TOTAL	2436	2566	3025	108	2250	

COMM. INFRASTRUCTURE LEVY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments						
TOTAL	0	0	0	0	0	
RECEIPTS						
Receipts	9112	13523		6048		
TOTAL	9112	13523	0	6048	0	

CONTINGENCY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments			7000		5000	
TOTAL	0	0	7000	0	5000	

EVENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
One Off Payments	663	2658	1000	1418	2000	
St Georges Day			2000	530	2000	
Fireworks		5716	9000	83	9000	
Remembrance Day		577	500		500	
Christmas	3584	5714	2500	26	2500	
Sovereign Events				10842	5000	
Additional Events				29	500	
TOTAL	4247	14665	15000	12927	21500	
RECEIPTS						
One Off Payments	8	1159				
St Georges Day			500	667	500	
Fireworks		17511	15000	418	15000	
Christmas		841	500	25	500	
Sovereign Events				3458	3500	
Additional Events				412	500	
TOTAL	8	19511	16000	4980	20000	

FITZMAURICE PARK/TOWN HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning	785	767				
Cricket Maintenance		1579	3000	958	1000	
Electricity	6456	7523.85	6000	1393	6000	
Field Maintenance Contract	10455	7782	6900	1546	7000	
Sports Turf Maintenance	327	330				Closed Cost Code
Park Maintenance	275	5496	1500	2059	2500	
Play Equipment Maintenance	168	17	1000	171	1000	
Telephone	315					Closed Cost Code
Water rates	186	482	700	153	700	
Wheeled/Litter/Dog Bins	1452	1485	2000	878	2000	
Tennis Court Maintenance			400		400	
Youth Shelter Maintenance			1000		400	
TOTAL	20419	25461.85	22500	7158	21000	
RECEIPTS						
Field Maintenance Contract				3230		
Cricket Income	250	1907	1800	2348	2000	
Lettings	16839	21362	17000	5979	15000	
Other Income		171				
TOTAL	17089.00	23440.00	18800.00	11558	17000	

GRANTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments	17318	1770				
TOTAL	17318	1770	0	0	0	
RECEIPTS						
Receipts	19500	1000				
TOTAL	19500	1000	0	0	0	

LEASES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments	4322	5122	5200	1801	5200	
TOTAL	4322	5122	5200	1801	5200	

LEGAL FEES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Legal Charges	2166	10999.3	6500	10099	8000	
TOTAL	2166	10999.3	6500	10099	8000	
RECEIPTS						
Receipts				4187		
TOTAL	0	0	0	4187	0	

LOAN REPAYMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Roxley Hall Loan	20686	20269	19852	9978	19000	CHECK FROM RECORDS!
Town Hall Loan	3566	3894	3850	1931	3800	
River Green Lights	3938	3566	3566	1783	3300	
TOTAL	28190	27729	27268	13692	26100	

NEIGHBOURHOOD & TOWN PLAN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Neighbourhood/Town Plan	350	1033	1000		1000	
TOTAL	350	1033	1000	0	1000	

NEWSLETTER	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Newsletter	1342	2288	2000	1232	2500	
TOTAL	1342	2288	2000	1232	2500	

PARKS PROJECT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Receipts & Payments						<i>Close Cost code</i>
TOTAL	0	0	0	0		

RIVER GREEN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Staithe Picnic Area	35	128	1500			<i>Close cost centre</i>
Electricity	767	1719	1500	1427	1500	
River Green Maintenance	818	1511	4000	816	3000	
War Memorial Maintenance		4				<i>Close cost centre</i>
Rates (Toilets)	1402	2027	1800			<i>Close cost centre</i>
Electricity (Toilets)	1472	1200	1700	256	1700	
Cleaning (Toilets)		4775		50	100	
Water (Toilets)	4900	1193		387	800	
TOTAL	9394	12557	10500	2936	7100	
RECEIPTS						
Income	1064	1268	1000		1500	
TOTAL	1064	1268	1000	0	1500	

ROXLEY HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning	1945	2298		234	500	
Electricity	667	725	1500	480	1500	
Gas	1491	1871	1500	1010	2000	
Miscellaneous	480	1619	1000	173	500	
Rates	4790	4790	5500	5546	6000	
Water	498	496	500	143	500	
Telephone		441	500	1377	500	
TOTAL	9871	12240	10500	8962	11500	
RECEIPTS						
Miscellaneous		114		78		
Lettings	187	7055	10000	5933	12000	
TOTAL	187	7169	10000	6010	12000	

S106 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Section 106						
TOTAL	0	0	0	0	0	
RECEIPTS						
Section 106				52458		
TOTAL	0	0	0	52458	0	

S137 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
S137 Payments & Donations	600	50	550			
TOTAL	600	50	550	0	0	
RECEIPTS						
S137 Payments & Donations	500					
TOTAL	500	0	0	0	0	

SALARIES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
A Salary, Employer NIC & Pension	58517	46409				£1,925 anticipated industry uplift (01/04/22)
B Salary, Employer NIC & Pension	9792	5952				
C Salary, Employer NIC & Pension	12272	4488				
D Salary, Employer NIC & Pension	5628					
E Salary Employer NIC & Pension	2175					
F Salary	29790	25423	30507			
F Pension Employer	6852	88028	7169			
F Employer NIC	2899	2390	3000			
Student Loan	243	268	228	180	500	
G Salary	21938	22652	24313	11976	27344	
G Pension Employer	5102	5386	5835	2918	6563	
G Employer NIC	1849	1943	2400	1145	2700	
H Salary	17517	18456	20344	10172	22777	
H Pension Employer	4029	4337	4882	2441	5466	
H Employer NIC	1205	1326	2000	846	2100	
J Salary	10129	18456	20344	10172	22777	
J Pension Employer	2329	4337	4882	2441	5466	
J Employer NIC	691	1326	2000	846	2100	
K Salary		9872	20344	10172	22369	
K Pension Employer		2320	4882	2441	5368	
K Employer NIC		752	2000	846	2100	
L Salary		14400	48070	24000	47665	
L Pension Employer			11537		11440	
L Employer NIC			4800		4800	
M Salary	6273	18826	25540	14113	31099	
M Pension Employer	1443	4424	6130	3387	7464	
M Employer NIC	159	1378	2500	1440	3100	
N Salary	6273	12073	9685			
N Pension Employer	1443	2607	2324			
N Employer NIC	159	420	400			
P Salary		566				
Q Salary		5806	12105	9247	21940	
Q Pension Employer			2905		5266	
Q Employer NIC		394	1000	707	2100	
R Salary			2500	948	12696	
R Pension Employer				228	3047	
R Employer NIC				29	1200	
S Salary, Employer NIC & Pension					15296	
T Salary, Employer NIC & Pension					28753	
Salary Contingency			7000			
TOTAL	208707	325015	291626	110696	323496	

SIR GEORGE MORSE PARK & PAVILION	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning and Cleaning Materials	10376	11345	3500	1096	2500	
Electricity	1911	4340	3500	1850	5000	
Equipment Hire	690	675	400	1215	2000	
Field Maintenance Contract	15191	10654	16000	5564	16000	
Fuel	1437	2313	2000	1062	2200	
Grounds Machinery Maintenance	1248	4890	5000	1020	3000	
Materials Fixtures & Fittings	262	1832	1000	765	1500	
Mileage		113				
Miscellaneous		836	500		500	
Gas	2788	1183	2500	86	2000	
Park Maintenance		3280	550	630	1500	
Play Equipment Maintenance	1439	3371	1000	65016	2000	
St Will Loke - Shrub Bed	7					Close cost centre
Sports Turf Maintenance	1575	1310				Close cost centre
Telephone	1611	1373	2000	873	2000	
Tools & Equipment		1130	500	643	1000	
Training		2507	3500			Close cost centre - add to Town Council Office
Water Rates	350	922	900	802	1600	
Wheeled/litter/dog bins	1543	1908	2000	1186	2300	
Football Marking	2933	3233	2550	663	2500	
Rates	2470	2470	2700	2470	2500	
Feed-In Tariff	1281	1171		722	1500	
Tennis Courts Maintenance	590	640	600		500	
Health & Safety	3730	2757	1900	1773	2500	
Vehicle Maintenance	927	646	1000	584	1000	
TOTAL	52359	64899	53600	88018	55600	
RECEIPTS						
Electricity					2000	
Field Maintenance Contract				3230		
Fuel				50		
Football Income	2565	7664	10000	1593	10000	
Lettings	2888	4533	5400	1800	5400	
Rates				1494		
Feed-In Tariff	1281	1171		722	1500	
TOTAL	6734	13368	15400	8890	18900	

STREET FURNITURE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning bus shelters	570	1175	1500	680	1700	
Repairs and Maintenance	173			134	500	
Bus Shelter	1030	385				
Memorial Donation		196				
TOTAL	1773	1756	1500	814	2200	
RECEIPTS						
Memorial Donation		258		40		
TOTAL	0	258	0	40	0	

STREET LIGHTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Energy Charge	21887	25585	25000	9115	25000	
Maintenance Contract	5200	5200	7000	2000	7000	
Repairs	2305	12246		15247	12000	
Structural Testing		3737				
TOTAL	29392	46768	32000	26362	44000	

TOWN COUNCIL OFFICE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Audit	1504	1450	1800	125	2000	
Bank charges	107	137	200	68	200	
Mayors Expenses	80	182	300	186	300	
Computer/Photocopier	1673	317	750	633		Close cost code - combine with Office Equipment
Insurance	7896	7921	8500	8428	9000	
Miscellaneous	1055	540	300	74	250	
Office equipment	762	174	150	182	1000	
Telephone	802	1473	900	554	1200	
Postage	601	764	750		250	
Stationery	502	944	1000	169	500	
Subscriptions	1544	4140	2500	4885	5000	
Training/H&S	258	896	1000	1851	4000	
Bottle Bank	35	60		43	100	
Photocopy charges	413	878	1000	336	1200	
Rates	3393	3393	3500	3393	3400	
HR Costs	2041	3907	2400	126	2000	
Uniform *NEW*					500	
TOTAL	22666	27176	25050	21055	30900	
RECEIPTS						
Mayors Expenses		87		0		
Miscellaneous		9		375		
Subscriptions				1250		
Bank Interest	93	49	50	47	100	
Bottle bank	207	106		179	300	
TOTAL	300	251	50	1852	400	

TREE MANAGEMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Tree Expenditure	9145		9000	3920	9000	
TOTAL	9145	0	9000	3920	9000	

VERGE CUTTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Fuel & Machinery Maintenance	1390	1077	2500	722	2500	
Verge Cutting	2070	5725	1000	613	1000	
Equipment Hire	723	4390	5000	2200	5000	
TOTAL	4183	11192	8500	3535	8500	
RECEIPTS						
Verge Cutting	17006	17417	17000	18845	19000	
TOTAL	17006	17417	17000	18845	19000	

WEBSITE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Website Costs		660	1000	1420	1000	
TOTAL	0	660	1000	1420	1000	

YOUTH COUNCIL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments		292	1000		1000	
TOTAL	0	292	1000	0	1000	

THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET v1- 2022/23

INCOME	2021/22	2022/23	2023/24
Allotments	5750.00	6050.00	6000.00
Business Sponsorship	250.00	250.00	450.00
Events	12000.00	16000.00	20000.00
Fitzmaurice Park	19000.00	18800.00	17000.00
River Green	1000.00	1000.00	1500.00
Roxley Hall	12000.00	10000.00	12000.00
Sir George Morse Park	9000.00	15400.00	18900.00
Town Council Office	150.00	50.00	400.00
Verge Cutting	17000.00	17000.00	19000.00
TOTAL	76150.00	84550.00	95250.00

EXPENDITURE	2021/22	2022/23	2022/23
Allotments	4475.00	4800.00	4900.00
BDC Elections	4000.00	4000.00	4000.00
Building Maintenance	29000.00	29000.00	21000.00
Business Sponsorship	1000.00	1000.00	1000.00
Cemetery	2950.00	3025.00	2250.00
Events	15000.00	15000.00	21500.00
Fitzmaurice Park	28500.00	22500.00	21000.00
Lease Payments	4500.00	5200.00	5200.00
Legal Fees	6500.00	6500.00	8000.00
Loan Repayment	27730.00	27268.00	26100.00
Neighbourhood/Town Plan	1000.00	1000.00	1000.00
Newsletter	2000.00	2000.00	2500.00
River Green	14300.00	10500.00	7100.00
Roxley Hall	15500.00	10500.00	11500.00
S137 Payments	550.00	550.00	0.00
Sir George Morse Park	58350.00	53600.00	55600.00
Street Furniture	1500.00	1500.00	2200.00
Street Lighting	32000.00	32000.00	44000.00
Town Council Office	24200.00	25050.00	30900.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting	12500.00	8500.00	8500.00
Website	1000.00	1000.00	1000.00
Youth Council	1000.00	1000.00	1000.00
Salaries	250803.00	291626.00	323496.00
TOTAL	547358.00	566119.00	612746.00

CAPITAL	2021/22	2022/23	2023/24
Asset Replacement	4500.00	4500.00	5000.00
Buildings & Amenity Areas	7500.00	7500.00	7500.00
Street Lighting	9000.00	9000.00	0.00
Town Hall	1000.00	5000.00	5000.00
Projects	20000.00	20000.00	16000.00
TOTAL	42000.00	46000.00	33500.00

REVENUE EXPENDITURE	547358.00	566119.00	612746.00
CAPITAL EXPENDITURE	42000.00	46000.00	33500.00
CONTINGENCY	5550.00	7000.00	5000.00
	594908.00	619119.00	651246.00
LESS INCOME	76150.00	84550.00	95250.00
PRECEPT REQUIRED	518758.00	534569.00	555996.00

Tax Base	5162	5164	5166
Cost per property	£ 100.50	£ 103.52	£ 107.63
Increase	2.1%	3.0%	4.0%