



THORPE ST ANDREW TOWN COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

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

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Issued: 11 October 2023

Notice of Finance & Staffing Committee Meeting

Councillors of the Finance and Staffing Committee, you are hereby summoned to attend the meeting of the Finance & Staffing Committee to be held at the Roxley Hall on 16 October 2023 at 7.30pm for the purpose of transacting the following business.

Michelle Barron Chief Executive Officer

AGENDA

1. Attendance and Apologies for Absence
2. Declarations of interest in items on the agenda
3. To confirm the minutes of the Finance and Staffing meeting held 25 September 2023
4. Public participation – to consider a motion to suspend the meeting to allow the public to speak for a maximum of 3 minutes regarding items on the Agenda.
5. Q2 Budget Monitoring Report
6. Budget 2024/25
7. Residential Moorings at River Green and the Pub Car Park – item requested by Cllr Ward at the previous meeting

Future Agenda Items (Not for Discussion)

Chief Executive Officer – Mrs Michelle Barron

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VAT No. 107 2921 90

Thorpe St Andrew Town Council
Minutes of the Finance & Staffing Committee meeting
held on 25 September 2023 at 7:30pm

1 PRESENT:

Mr S Snelling
Mr S Court
Mr J Emsell
Mr J Ward

Mr F Bowe
Ms L Barrett
Mr P Berry

APOLOGIES: Mrs L Skinner

IN ATTENDANCE: Mrs M Barron (CEO), Mrs R McCarthy (OM/RFO), Mrs L Weston (Policy and Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Court declared an interest in matters relating to item 7 on the agenda.

3 MINUTES OF THE MEETING HELD ON 19 JUNE 2023

The minutes of the meeting held on 19 June 2023 were agreed and signed by the Chairman.

4 PUBLIC PARTICIPATION (LIMITED TO 3 MINS PER SPEAKER)

None

5 PROJECT SPENDING – VERBAL REPORT

The CEO confirmed a list of ongoing projects for consideration to deliver over the next 12 months and allow for budgetary decisions to be included and presented at the next meeting. The committee wanted to prioritise the following projects; Workshop, Morse Regeneration and Fitzmaurice Park.

6 PARKS AND ESTATES EXPENDITURE – VERBAL REPORT

The CEO informed the Cllrs of some additional costs under this budgetary heading; an asbestos survey is required at all premises, essential training needs for the team and a possible RAAC survey.

7 HIRE RATE REVIEW – VERBAL REPORT

The OM/RFO conducted a review of the hire charges, the first since 2020 and made a recommendation for increases to be factored into the new budget for April 2024.

It was **RESOLVED** to accept the increase on the hourly rate for all buildings to £16.50 per hour, unanimously agreed by a show of hands.

It was unanimously agreed by a show of hands with one abstention **RESOLVED** to accept the following changes to the Football charges:

- (i) 2 hours to replace 'session'
- (ii) Raise 'Training Session' cost from £21 to £24
- (iii) All other charges (Adult/Junior/Mini) to increase by 50p per game/2 hours
- (iv) Introduce an admin charge with immediate effect of £20, for any pitch use taken without prior booking

The OM/RFO also recommended to remove the knee rail to facilitate training sessions over the winter months.

Cllr Emsell questioned what if any, agreement is in place for the St Andrews Club House. The CEO will investigate this and the Bowls lease and report back.

ACTION - CEO

8 REVIEW OF ROLES AND TITLES – VERBAL REPORT

The Policy and Committee Officer left the meeting.

The CEO proposed changes to the titles of two officers, the Parks and Estates Supervisor to change to Parks and Estates Manager, the Policy and Committee Officer to change to Administration and Committee Officer.

It was **RESOLVED** with all in favour to amend both job titles, subject to any legal implication.

Further Agenda Items (Not for Discussion)

Cllr Ward requested that the car park next to the pub and residential moorings at River Green be added to the next agenda

The meeting closed at 9.17pm

Signed:

Dated:

THORPE ST ANDREW TOWN COUNCIL: Q2 BUDGET REPORT 2023/24

ALLOTMENTS	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Dussindale Maintenance	1350	1689	1500	70.00	140.00			210.00	14%		
Dussindale Rent	400	405	450	399.93				399.93	89%		
Dussindale Water	417	498	600	0.00	136.65			136.65	23%		
Hillside Maintenance	2705	1477	1500	164.91	1120.00			1284.91	86%		
Hillside Water	409	1656	850	0.00				0.00	0%		
Rent & Deposit	258	225		25.00	50.00			75.00			
Water Charges	368							0.00			
TOTAL	5907	5950	4900	659.84	1446.65	0.00	0.00	2106.49	43%	2793.51	
RECEIPTS											
Rents/deposits	9131	5662	5000	99.00	4315.48			4414.48	88%		
Water charges	1417	1418	1000	6.65	1022.91			1029.56	103%		
TOTAL	10548	7080	6000	105.65	5338.39	0.00	0.00	5444.04	91%	-555.96	2237.55

BROADLAND DC ELECTIONS	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Election costs	7079	4773	7000		8607.01			8607.01	123%		
TOTAL	7079	4773	7000	0.00	8607.01	0.00	0.00	8607.01	0%	-1607.01	-1607.01

BUILDING MAINTENANCE	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Town Hall	4594	4285	7000	1056.46	1891.53			2947.99	42%		
Morse Pavilion	3066	10365	7000	599.72	203.37			803.09	11%		
Roxley Hall	662	4640	3000	811.47	293.37			1104.84	37%		
Café	2279	1739	1000	0.00				0.00	0%		
River Green	177	10235	3000	991.46	113.37			1104.83	37%		
TOTAL	10778	31264	21000	3459.11	2501.64	0.00	0.00	5960.75	28%	15039.25	
RECEIPTS											
Town Hall		57						0.00			
Café		40						0.00			
TOTAL	0	97	0	0.00	0.00	0.00	0.00	0.00	0%	0.00	15039.25

BUSINESS SPONSORSHIP	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments	593	1714	1000					0.00	0%		
TOTAL	593	1714	1000	0.00	0.00	0.00	0.00	0.00	0%	1000.00	
RECEIPTS											
Receipts	420	673	450	0.00				0.00	0%		
TOTAL	420	673	450	0.00	0.00	0.00	0.00	0.00	0%	-450.00	550.00

CAPITAL SPENDING	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Asset Replacement	10305	36868	5000					0.00	0%		
Buildings & Amenity Areas		93804	7500	3205.00	1679.50			4884.50	65%		
Town Hall	755	3225	5000					0.00	0%		
Projects		6295	16000	1980.00				1980.00	12%		
War Memorial	1008										
TOTAL	12068	140192	33500	5185.00	1679.50	0.00	0.00	6864.5	20%	26635.50	26635.50

CEMETERY	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Maintenance	2450		2000		400.00			400.00	20%		
Water Charges	116	230	250	62.69	56.69			119.38	48%		
TOTAL	2566	230	2250	62.69	456.69	0.00	0.00	519.38	23%	1730.62	1730.62

COMM. INFRASTRUCTURE LEVY	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments											
TOTAL	0	0	0	0.00	0.00	0.00	0.00	0.00	0%	0.00	
RECEIPTS											
Receipts	13523	10225						0.00			
TOTAL	13523	10225	0	0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00

CONTINGENCY	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments			5000								
TOTAL	0	0	5000	0.00	0.00	0.00	0.00	0.00	0%	5000.00	5000.00

EVENTS	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
One Off Payments	2658	1654	2000	1039.46				1039.46	52%
St Georges Day		530	2000	1667.92				1667.92	83%
Fireworks	5716	11065	9000	457.50	3953.50			4411.00	49%
Remembrance Day	577	960	500					0.00	0%
Xmas Event	5714	7010	2500		308.48			308.48	12%
Sovereign Events		10841	5000	6901.07				6901.07	138%
Additional Events		428	500	1306.70	822.21			2128.91	426%
NEW Commemorative Events				0.00				0.00	
TOTAL	14665	32488	21500	11372.65	5084.19	0.00	0.00	16456.84	77%
RECEIPTS									
One Off Payments	1159			33.34				33.34	
St Georges Day		667	500	957.89				957.89	192%
Fireworks	17511	33252	15000	25.00	608.32			633.32	4%
Xmas Event	841	1824	500	187.49	838.28			1025.77	205%
Sovereign Events		3458	3500	2207.23				2207.23	63%
Additional Events		516	500	425.67	379.86			805.53	161%
TOTAL	19511	39717	20000	3836.62	1826.46	0.00	0.00	5663.08	28%

5043.16

-14336.92

-9293.76

FITZMAURICE PARK/TOWN HALL	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Cleaning	767	141		356.50	99.42			455.92	
Cricket Maintenance	588	958	1000					0.00	0%
Electricity	6592	4366	6000	1691.70	937.35			2629.05	44%
Field Maintenance Contract	7357	3569	7000	425.29				425.29	6%
Sports Turf Maintenance	330								
Park Maintenance	5496	3020	2500	391.97	871.78			1263.75	51%
Play Equipment Maintenance	17	171	1000		6.07			6.07	1%
Water rates	378	613	700	0.00	139.17			139.17	20%
Wheeled/Litter/Dog Bins	1485	2412	2000	311.89	531.09			842.98	42%
Youth Shelter Maintenance		177	400					0.00	0%
Tennis Court Maintenance			400					0.00	0%
TOTAL	23010	15427	21000	3177.35	2584.88	0.00	0.00	5762.23	27%
RECEIPTS									
Field Maintenance Contract		3230						0.00	
Cricket Income	1907	2436	2000		157.50			157.50	8%
Lettings	21362	16743	15000	2250.00	2916.67			5166.67	34%
Other Income	171	250		179.19	27.09			206.28	
TOTAL	23440	22659	17000	2429.19	3101.26	0.00	0.00	5530.45	33%

15237.77

-11469.55

3768.22

GRANTS	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Payments	1770	1321		306.00				306.00	
TOTAL	1770	1321	0	306.00	0.00	0.00	0.00	306.00	0%
RECEIPTS									
Receipts	1000	1767		1145.00				1145.00	
TOTAL	1000	1767	0	1145.00	0.00	0.00	0.00	1145.00	0%

-306.00

1145.00

839.00

LEASES	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Payments	5562	4402	5200	1018.38	1018.38			2036.76	39%
TOTAL	5562	4402	5200	1018.38	1018.38	0.00	0.00	2036.76	39%

3163.24

3163.24

LEGAL FEES	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Legal Charges	11499	18498	8000	2263.67	1786.20			4049.87	51%
TOTAL	11499	18498	8000	2263.67	1786.20	0.00	0.00	4049.87	51%
RECEIPTS									
Receipts		15388		0.00	0.00			0.00	
TOTAL	0	15388	0	0.00	0.00	0.00	0.00	0.00	0%

3950.13

0.00

3950.13

LOAN REPAYMENT	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Roxley Hall Loan	20269	18206	19435	9769.34				9769.34	50%
Town Hall Loan	3894	3850	3806		1908.43			1908.43	50%
River Green Lights	3566	3566	3566	1783.14				1783.14	50%
TOTAL	27729	25622	26807	11552.48	1908.43	0.00	0.00	13460.91	50%

13346.09

13346.09

NEIGHBOURHOOD & TOWN PLAN	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Neighbourhood/Town Plan	1033	3750	1000	400.00				400.00	40%
TOTAL	1033	3750	1000	400.00	0.00	0.00	0.00	400.00	40%
RECEIPTS									
Neighbourhood/Town Plan		3330						0.00	
TOTAL	0	3330	0	0.00	0.00	0.00	0.00	0.00	0%

600.00

0.00

NEWSLETTER	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Newsletter	2288	4431	2500					0.00	0%
TOTAL	2288	4431	2500	0.00	0.00	0.00	0.00	0.00	0%

2500.00 2500.00

PRECEPT	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
RECEIPTS									
Precept	518758	534569	550654	275327.00	275327.00			550654.00	100%
TOTAL	518758	534569	550654	275327.00	275327.00	0.00	0.00	550654.00	100%

0.00 0.00

RIVER GREEN	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Staithe Picnic Area	128							0.00	
Electricity	1719	1997	1500	241.82	994.57			1236.39	82%
River Green Maintenance	1511	1679	3000	479.93	137.50			617.43	21%
War Memorial Maintenance	4							0.00	
Rates (Toilets)	2027							0.00	
Electricity (Toilets)	1102	1231	1700	323.87	178.90			502.77	30%
Cleaning (Toilets)	4155	191	100	703.74	1716.00			2419.74	2420%
Water (Toilets)	1193	1524	800		814.18			814.18	102%
TOTAL	11839	6622	7100	1749.36	3841.15	0.00	0.00	5590.51	79%
RECEIPTS									
Electricity		1760			790.34			790.34	
Income	1291	713	1500					0.00	0%
Rates (Toilets)	2944							0.00	
TOTAL	1291	713	1500	0.00	790.34	0.00	0.00	0.00	0%

1509.49
-1500.00 9.49

ROXLEY HALL	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Cleaning	2028	560	500	778.17	1778.77			2556.94	511%
Electricity	678	1025	1500	286.29	277.64			563.93	38%
Gas	1871	1587	2000	646.09	365.73			1011.82	51%
Miscellaneous	1619	865	500		15.42			15.42	3%
Rates	4790	5546	6000	4463.47	172.07			4635.54	77%
Water	496	305	500	104.57	132.45			237.02	47%
Lettings		66			91.88				
Telephone	441	1614	500	78.00	117.00			195.00	39%
TOTAL	11923	11568	11500	6356.59	2950.96	0.00	0.00	9215.67	80%
RECEIPTS									
Miscellaneous	114	78						0.00	
Lettings	7055	15491	12000	3124.12	3808.93			6933.05	58%
TOTAL	7169	15569	12000	3124.12	3808.93	0.00	0.00	6933.05	58%

2284.33
-5066.95 -2782.62

S106 PAYMENTS & DONATIONS	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Section 106									
TOTAL	0	0	0	0.00	0.00	0.00	0.00	0.00	0%
RECEIPTS									
Section 106		52458						0.00	
TOTAL	0	52458	0	0.00	0.00	0.00	0.00	0.00	0%

0.00
0.00 0

S137 PAYMENTS & DONATIONS	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
S137 Payments & Donations	50	550		0.00					
TOTAL	50	550	0	0.00	0.00	0.00	0.00	0.00	0%
RECEIPTS									
S137 Payments & Donations									
TOTAL	0	0	0	0.00	0.00	0.00	0.00	0.00	0%

0.00
0.00 0

SALARIES	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
A Salary, Employer NIC & Pension	46409								
B Salary, Employer NIC & Pension	5952								
C Salary, Employer NIC & Pension	4488								
D Salary, Employer NIC & Pension	115841								
E Salary, Employer NIC & Pension	15100								
F Salary, Employer NIC & Pension	566								
G Salary, Employer NIC & Pension		4423							
Student Loan	268	585	500	183.00	183.00			366.00	73%
H Salary	22652	26184	27344	7354.74	7354.74			14709.48	54%
H Pension Employer	5386	6425	6563	1771.38	1771.38			3542.76	54%
H Employer NIC	1943	2575	2700	726.39	726.39			1452.78	54%
J Salary	18456	22208	22777	5694.24	5694.24			11388.48	50%
J Pension Employer	4337	5330	5466	1338.15	1338.15			2676.30	49%
J Employer NIC	1326	1912	2100	471.99	471.99			943.98	45%
K Salary	18456	22208	22777	5694.24	5694.24			11388.48	50%
K Pension Employer	4337	5330	5466	1338.15	1338.15			2676.30	49%
K Employer NIC	1326	1912	2100	471.99	471.99			943.98	45%
L Salary	9872	20259	22369					0.00	0%
L Pension Employer	2320	4307	5368					0.00	0%
L Employer NIC	752	2302	2100					0.00	0%
M Salary	14400	57600	47665	14400.00	12345.03			26745.03	56%
M Pension Employer			11440		645.08			645.08	6%
M Employer NIC			4800		274.21			274.21	6%
N Salary	18826	30324	31099	8454.99	8454.99			16909.98	54%
N Pension Employer	4424	7278	7464	1986.93	1986.93			3973.86	53%
N Employer NIC	1378	3090	3100	852.96	852.96			1705.92	55%
P Salary	5806	20141	21940	4701.51	4701.51			9403.02	43%
P Pension Employer			5266					0.00	0%
P Employer NIC	394	1614	2100	334.98	334.98			669.96	32%
Q Salary		5525	18000	4534.26	4534.26			9068.52	50%
Q Pension Employer		1326		1065.54	1065.54			2131.08	
Q Employer NIC		344		311.91	311.91			623.82	
R Salary		948		3117.00	3117.00			6234.00	
R Pension Employer		228		732.51	732.51			1465.02	
R Employer NIC		26		116.34	116.34			232.68	
S Salary			12000	468.22	1199.11			1667.33	14%
S Pension Employer				110.03	281.79			391.82	
S Employer NIC								0.00	
Salary Contingency			5000					0.00	0%
TOTAL	325015	254404	297504	66231.45	65998.42	0.00	0.00	132229.87	44%

165274.13

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SIR GEORGE MORSE PARK & PAVILION	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Cleaning and Cleaning Materials	10530	1760	2500	766.53	1778.76			2545.29	102%
Electricity	4194	5267	5000	769.49	1403.89			2173.38	43%
Equipment Hire	675	2490	2000	280.00	265.00			545.00	27%
Field Maintenance Contract	10654	10316	16000	3158.04	4099.14			7257.18	45%
Fuel	2144	2509	2200	617.01	535.49			1152.50	52%
Grounds Machinery Maintenance	4561	1280	3000	637.22	715.60			1352.82	45%
Materials Fixtures & Fittings	1832	883	1500					0.00	0%
Mileage	113				27.09			27.09	
Miscellaneous	836		500					0.00	0%
Gas	954	1583	2000	219.26	69.36			288.62	14%
Park Maintenance	3280	1437	1500	349.50	1591.49			1940.99	129%
Play Equipment Maintenance	3371	444	2000					0.00	0%
Sports Turf Maintenance	1310							0.00	
Telephone	1369	1569	2000	128.34	142.95			271.29	14%
Tools & Equipment	1130	1597	1000	391.27	94.98			486.25	49%
Training	2507	320						0.00	
Water Rates	922	1781	1600	337.68	460.22			797.90	50%
Wheeled/litter/dog bins	1908	2477	2300	334.51	519.31			853.82	37%
Football Maintenance	3233	663	2500	4043.00				4043.00	162%
Rates	2470	2470	2500	2470.05				2470.05	99%
Feed-In Tariff	1171	1273	1500					0.00	0%
Tennis Courts Maintenance	640		500	219.10	-109.55			109.55	22%
Health & Safety	2397	3147	2500	91.30	62.27			153.57	6%
Vehicle Maintenance	646	2940	1000	713.72	94.33			808.05	81%
TOTAL	62847	46206	55600	15526.02	11750.33	0.00	0.00	27276.35	49%
RECEIPTS									
Electricity		1380	2000	497.66	499.76			997.42	50%
Field Maintenance Contract		3230						0.00	
Fuel		50		25.00				25.00	
Gas	23							0.00	
Tools & Equipment		7109		333.33				333.33	
Football Income	7664	7362	10000	2428.33				2428.33	24%
Lettings	4533	5400	5400	900.00	1350.00			2250.00	42%
Rates		1494						0.00	
Feed-In Tariff	1171	1273	1500	303.96	244.99			548.95	
Telephone		10		0.00				0.00	
TOTAL	13391	27308	18900	4488.28	2094.75	0.00	0.00	6583.03	35%

28323.65

-12316.97

16006.68

STREET FURNITURE	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Cleaning bus shelters	1175	1695	1700	435.00	440.00			875.00	51%
Repairs and Maintenance		254	500	455.04	2.92			457.96	92%
Bus Shelter	385							0.00	
Memorial Donation	196	75		585.13	694.82			1279.95	
TOTAL	1756	2024	2200	1475.17	1137.74	0.00	0.00	2612.91	119%
RECEIPTS									
Memorial Donation	258	143.07		939.99	66.66			1006.65	
TOTAL	258	143.07	0	939.99	66.66	0.00	0.00	1006.65	0%

-412.91
1006.65 593.74

STREET LIGHTING	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Energy Charge	23690	36698	25000	8026.87	10805.04			18831.91	75%
Maintenance Contract	4800	4800	7000	800.00	1200.00			2000.00	29%
Repairs	12246	19152	12000	6470.00	790.00			7260.00	61%
Structural Testing	3737								
TOTAL	44473	60650	44000	15296.87	12795.04	0.00	0.00	28091.91	64%

15908.09 15908.09

TOWN COUNCIL OFFICE	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Audit	1450	1425	2000	135.00	1680.00			1815.00	91%
Bank charges	137	118	200	14.00	85.85			99.85	50%
Mayors Expenses	182	409	300	16.20				16.20	5%
Computer/Photocopier	132	850		-24.83				-24.83	
Insurance	7921	8486	9000	9754.95				9754.95	108%
Miscellaneous	540	441	250	64.65	53.38			118.03	47%
Office equipment	174	940	1000	22.62	581.27			603.89	60%
Telephone	1473	1458	1200	125.25	910.56			1035.81	86%
Postage	764	26	250	65.00	90.67			155.67	62%
Stationery	875	310	500	95.02				95.02	19%
Subscriptions	4439	6059	5000	2804.71	754.05			3558.76	71%
Training/H&S	895	2605	4000	109.00	2960.89			3069.89	77%
Bottle Bank	60	130	100	32.40	79.20			111.60	112%
Photocopy charges	841	1056	1200	35.81	275.71			311.52	26%
Rates	3393	3393	3400	3043.90				3043.90	90%
HR Costs	3907	330	2000	497.00	301.10			798.10	40%
Uniform			500	356.92	225.39			582.31	116%
TOTAL	27183	28036	30900	17147.60	7998.07	0.00	0.00	25145.67	81%
RECEIPTS									
Mayors Expenses	15							0.00	
Miscellaneous	9	475	100	40.00	100.00			140.00	
Subscriptions		1250						0.00	
Bank Charges		-1						0.00	
Bank Interest	49	953	100	789.11	1120.50			1909.61	1910%
Bottle bank	106	417	300					0.00	0%
Telephone		14		0.00				0.00	
TOTAL	179	3108	500	829.11	1220.50	0.00	0.00	2049.61	410%

5754.33
1549.61 7303.94

TREE MANAGEMENT	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Tree Expenditure		9174	9000		800.00			800.00	9%
TOTAL	0	9174	9000	0.00	800.00	0.00	0.00	800.00	9%
RECEIPTS									
Tree Expenditure	40							0.00	
TOTAL	40	0	0	0.00	0.00	0.00	0.00	0.00	0%

8200.00 8200.00
0.00 0.00

VERGE CUTTING	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Fuel & Machinery Maintenance	1260	904	2500	944.21	795.91			1740.12	70%
Verge Cutting	5725	683	1000		257.71			257.71	26%
Equipment Hire	3950	4620	5000	1320.00	1320.00			2640.00	53%
TOTAL	10935	6207	8500	2264.21	2373.62	0.00	0.00	4637.83	55%
RECEIPTS									
Verge Cutting	17417	18845	19000		21370.23			21370.23	112%
TOTAL	17417	18845	19000	0.00	21370.23	0.00	0.00	21370.23	112%

-2370.23 1491.94

WEBSITE	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Website Costs	660	1420	1000	625.00				625.00	63%
TOTAL	660	1420	1000	625.00	0.00	0.00	0.00	625.00	63%

375.00 375

YOUTH COUNCIL	Actual 21/22	Actual 22/23	Budget 23/24	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Payments	292		1000						
TOTAL	292	0	1000	0.00	0.00	0.00	0.00	0.00	0%

1000.00 1000

	Q1	Q2	Q3	Q4	YTD	%
Expenditure	645904	166129	136719	0	302756	47%
Income	95250	16898	39618	0	55725	59%
Precept Performance	550654	149231	97101	0	247031	45%
TOTAL	281239					

* LEGAL FEES £8,200.63 STILL OWED

THORPE ST ANDREW TOWN COUNCIL: BUDGET 2024/25 FIRST DRAFT

ALLOTMENTS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Dussindale Maintenance	1350	1689	1500	210.00	1500
Dussindale Rent	400	405	450	399.93	450
Dussindale Water	417	498	600	136.65	500
Hillside Maintenance	2705	1477	1500	1284.91	2000
Hillside Water	409	1656	850	0.00	1050
Rent & Deposit	258	225		75.00	
Water Charges	368			0.00	
TOTAL	5907	5950	4900	2106.49	5500
RECEIPTS					
Rents/deposits	9131	5662	5000	4414.48	5000
Water Charges	1417	1418	1000	1029.56	1000
TOTAL	10548	7080	6000	5444.04	6000

BROADLAND DC ELECTIONS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Election costs	7079	4773	7000	8607.01	9000
TOTAL	7079	4773	7000	8607.01	9000

BUILDING MAINTENANCE	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Town Hall	4594	4285	7000	2947.99	7000
Morse Pavilion	3066	10365	7000	803.09	7000
Roxley Hall	662	4640	3000	1104.84	3000
Café	2279	1739	1000	0.00	1000
River Green	177	10235	3000	1104.83	3000
TOTAL	10778	31264	21000	5960.75	21000
RECEIPTS					
Town Hall		57		0.00	
Café		40		0.00	
TOTAL	0	97	0	0.00	0

BUSINESS SPONSORSHIP	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Payments	593	1714	1000	0.00	500
TOTAL	593	1714	1000	0.00	500
RECEIPTS					
Receipts	420	673	450	0.00	1000
TOTAL	420	673	450	0.00	1000

CAPITAL SPENDING	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Asset Replacement	10305	36868	5000	0.00	5000
Buildings & Amenity Areas		93804	7500	4884.50	7500
Town Hall	755	3225	5000	0.00	5000
Projects		6295	16000	1980.00	20000
War Memorial	1008				
TOTAL	12068	140192	33500	6864.5	37500

CEMETERY	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Maintenance	2450		2000	400.00	200
Water Charges	116	230	250	119.38	250
TOTAL	2566	230	2250	519.38	450

COMM. INFRASTRUCTURE LEVY	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Payments					
TOTAL	0	0	0	0.00	0
RECEIPTS					
Receipts	13523	10225		0.00	
TOTAL	13523	10225	0	0.00	0

CONTINGENCY	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Payments			5000		5000
TOTAL	0	0	5000	0.00	5000

EVENTS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
One Off Payments	2658	1654	2000	1039.46	2000
St Georges Day		530	2000	1667.92	2000
Fireworks	5716	11065	9000	4411.00	11000
Remembrance Day	577	960	500	0.00	1000
Xmas Event	5714	7010	2500	308.48	2500
Sovereign Events		10841	5000	6901.07	
Additional Events		428	500	2128.91	1000
NEW Commemorative Events				0.00	5000
TOTAL	14665	32488	21500	16456.84	24500
RECEIPTS					
One Off Payments	1159			33.34	
St Georges Day		667	500	957.89	1000
Fireworks	17511	33252	15000	633.32	15000
Xmas Event	841	1824	500	1025.77	2500
Sovereign Events		3458	3500	2207.23	
Additional Events		516	500	805.53	1000
NEW Commemorative Events					3000
TOTAL	19511	39717	20000	5663.08	22500

FITZMAURICE PARK/TOWN HALL	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Cleaning	767	141		455.92	1000
Cricket Maintenance	588	958	1000	0.00	
Electricity	6592	4366	6000	2629.05	6000
Field Maintenance Contract	7357	3569	7000	425.29	
Sports Turf Maintenance	330				
Park Maintenance	5496	3020	2500	1263.75	3000
Play Equipment Maintenance	17	171	1000	6.07	1000
Water rates	378	613	700	139.17	700
Wheeled/Litter/Dog Bins	1485	2412	2000	842.98	2000
Youth Shelter Maintenance		177	400	0.00	400
Tennis Court Maintenance			400		100
TOTAL	23010	15427	21000	5762.23	14200
RECEIPTS					
Field Maintenance Contract		3230		0.00	
Cricket Income	1907	2436	2000	157.50	150
Lettings	21362	16743	15000	5166.67	12000
Other Income	171	250		206.28	400
TOTAL	23440	22659	17000	5530.45	12550

GRANTS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Payments	1770	1321		306.00	
TOTAL	1770	1321	0	306.00	0
RECEIPTS					
Receipts	1000	1767		1145.00	
TOTAL	1000	1767	0	1145.00	0

LEASES	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Payments	5562	4402	5200	2036.76	4100
TOTAL	5562	4402	5200	2036.76	4100

LEGAL FEES	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Legal Charges	11499	18498	8000	4049.87	8000
TOTAL	11499	18498	8000	4049.87	8000
RECEIPTS					
Receipts		15388		0.00	
TOTAL	0	15388	0	0.00	0

LOAN REPAYMENT	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Roxley Hall Loan	20269	18206	19435	9769.34	19018
Town Hall Loan	3894	3850	3806	1908.43	3762
River Green Lights	3566	3566	3566	1783.14	3566
TOTAL	27729	25622	26807	13460.91	26346

NEIGHBOURHOOD & TOWN PLAN	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Neighbourhood/Town Plan	1033	3750	1000	400.00	1000
TOTAL	1033	3750	1000	400.00	1000
RECEIPTS					
Neighbourhood/Town Plan		3330		0.00	
TOTAL	0	3330	0	0.00	0

NEWSLETTER	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Newsletter	2288	4431	2500	0.00	3000
TOTAL	2288	4431	2500	0.00	3000

RIVER GREEN	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Staithe Picnic Area	128			0.00	
Electricity	1719	1997	1500	1236.39	2500
River Green Maintenance	1511	1679	3000	617.43	3000
War Memorial Maintenance	4			0.00	
Rates (Toilets)	2027			0.00	
Electricity (Toilets)	1102	1231	1700	502.77	1700
Cleaning (Toilets)	4155	191	100	2419.74	7000
Water (Toilets)	1193	1524	800	814.18	1000
TOTAL	11839	6622	7100	5590.51	15200
RECEIPTS					
Electricity		1760		790.34	1000
Income	1291	713	1500	0.00	1500
Rates (Toilets)	2944			0.00	
TOTAL	1291	713	1500	0.00	1500

ROXLEY HALL	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Cleaning	2028	560	500	2556.94	7000
Electricity	678	1025	1500	563.93	1500
Gas	1871	1587	2000	1011.82	2100
Miscellaneous	1619	865	500	15.42	200
Rates	4790	5546	6000	4635.54	5000
Water	496	305	500	237.02	500
Lettings		66			
Telephone	441	1614	500	195.00	500
TOTAL	11923	11568	11500	9215.67	16800
RECEIPTS					
Miscellaneous	114	78		0.00	
Lettings	7055	15491	12000	6933.05	14000
TOTAL	7169	15569	12000	6933.05	14000

S106 PAYMENTS & DONATIONS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Section 106					
TOTAL	0	0	0	0.00	0
RECEIPTS					
Section 106		52458		0.00	
TOTAL	0	52458	0	0.00	0

S137 PAYMENTS & DONATIONS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
S137 Payments & Donations	50	550			
TOTAL	50	550	0	0.00	0
RECEIPTS					
S137 Payments & Donations					
TOTAL	0	0	0	0.00	0

SALARIES	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
A Salary, Employer NIC & Pension	46409				
B Salary, Employer NIC & Pension	5952				
C Salary, Employer NIC & Pension	4488				
D Salary, Employer NIC & Pension	115841				
E Salary, Employer NIC & Pension	15100				
F Salary, Employer NIC & Pension	566				
G Salary, Employer NIC & Pension		4423			
Student Loan	268	585	500	366.00	800
H Salary	22652	26184	27344	14709.48	31099
H Pension Employer	5386	6425	6563	3542.76	7153
H Employer NIC	1943	2575	2700	1452.78	3100
J Salary	18456	22208	22777	11388.48	24054
J Pension Employer	4337	5330	5466	2676.30	5532
J Employer NIC	1326	1912	2100	943.98	2300
K Salary	18456	22208	22777	11388.48	24054
K Pension Employer	4337	5330	5466	2676.30	5532
K Employer NIC	1326	1912	2100	943.98	2300
L Salary	9872	20259	22369	0.00	
L Pension Employer	2320	4862	5368	0.00	
L Employer NIC	752	1747	2100	0.00	
M Salary	14400	57600	47665	26745.03	48587
M Pension Employer			11440	645.08	11175
M Employer NIC			4800	274.21	4800
N Salary	18826	30324	31099	16909.98	34723
N Pension Employer	4424	7278	7464	3973.86	7986
N Employer NIC	1378	3090	3100	1705.92	3400
P Salary	5806	20141	21940	9403.02	20207
P Pension Employer			5266	0.00	4647
P Employer NIC	394	1614	2100	669.96	2000
Q Salary		5525	18000	9068.52	19484
Q Pension Employer		1326		2131.08	4481
Q Employer NIC		344		623.82	1900
R Salary		948	12696	6234.00	12526
R Pension Employer		228	3047	1465.02	2881
R Employer NIC		26	1200	232.68	1200
S Salary			12000	1667.33	12526
S Pension Employer				391.82	2881
S Employer NIC				0.00	1200
Salary Contingency			5000	0.00	5000
TOTAL	325015	254404	314447	132229.87	307528

SIR GEORGE MORSE PARK & PAVILION	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Cleaning and Cleaning Materials	10530	1760	2500	2545.29	7000
Electricity	4194	5267	5000	2173.38	5000
Equipment Hire	675	2490	2000	545.00	2000
Field Maintenance Contract	10654	10316	16000	7257.18	17000
Fuel	2144	2509	2200	1152.50	2300
Grounds Machinery Maintenance	4561	1280	3000	1352.82	3000
Materials Fixtures & Fittings	1832	883	1500	0.00	1000
Mileage	113			27.09	
Miscellaneous	836		500	0.00	500
Gas	954	1583	2000	288.62	1000
Park Maintenance	3280	1437	1500	1940.99	3500
Play Equipment Maintenance (COMBINE)	3371	444	2000	0.00	
Sports Turf Maintenance	1310			0.00	
Telephone	1369	1569	2000	271.29	600
Tools & Equipment	1130	1597	1000	486.25	1000
Training	2507	320		0.00	
Water Rates	922	1781	1600	797.90	1600
Wheeled/litter/dog bins	1908	2477	2300	853.82	2000
Football Maintenance	3233	663	2500	4043.00	5000
Rates	2470	2470	2500	2470.05	2500
Feed-In Tariff	1171	1273	1500	0.00	1500
Tennis Courts Maintenance	640		500	109.55	500
Health & Safety	2397	3147	2500	153.57	1000
Vehicle Maintenance	646	2940	1000	808.05	2000
TOTAL	62847	46206	55600	27276.35	60000
RECEIPTS					
Electricity		1380	2000	997.42	2000
Field Maintenance Contract		3230		0.00	
Fuel		50		25.00	
Gas	23			0.00	
Tools & Equipment		7109		333.33	
Football Income	7664	7362	10000	2428.33	8000
Lettings	4533	5400	5400	2250.00	5400
Rates		1494		0.00	
Feed-In Tariff	1171	1273	1500	548.95	1500
Telephone		10		0.00	
TOTAL	13391	27308	18900	6583.03	16900

STREET FURNITURE	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
PAYMENTS					
Cleaning bus shelters	1175	1695	1700	875.00	1800

Repairs and Maintenance		254	500	457.96	1000
Bus Shelter	385			0.00	
Memorial Donation	196	75		1279.95	
TOTAL	1756	2024	2200	2612.91	2800
RECEIPTS					
Memorial Donation	258	143.07		1006.65	
TOTAL	258	143.07	0	1006.65	0

STREET LIGHTING	Actual	Actual	Budget	YTD	Budget
	21/22	22/23	23/24		24/25
PAYMENTS					
Energy Charge	23690	36698	25000	18831.91	38000
Maintenance Contract	4800	4800	7000	2000.00	6000
Repairs	12246	19152	12000	7260.00	15000
Structural Testing	3737				
TOTAL	44473	60650	44000	28091.91	59000

TOWN COUNCIL OFFICE	Actual	Actual	Budget	YTD	Budget
	21/22	22/23	23/24		24/25
PAYMENTS					
Audit	1450	1425	2000	1815.00	2000
Bank charges	137	118	200	99.85	200
Mayors Expenses	182	409	300	16.20	300
Computer/Photocopier	132	850		-24.83	
Insurance	7921	8486	9000	9754.95	10000
Miscellaneous	540	441	250	118.03	250
Office equipment	174	940	1000	603.89	1500
Telephone	1473	1458	1200	1035.81	2000
Postage	764	26	250	155.67	250
Stationery	875	310	500	95.02	250
Subscriptions	4439	6059	5000	3558.76	5000
Training/H&S	895	2605	4000	3069.89	5000
Bottle Bank	60	130	100	111.60	200
Photocopy charges	841	1056	1200	311.52	1000
Rates	3393	3393	3400	3043.90	3400
HR Costs	3907	330	2000	798.10	2000
Uniform			500	582.31	1000
TOTAL	27183	28036	30900	25145.67	34350
RECEIPTS					
Mayors Expenses	15			0.00	
Miscellaneous	9	475	100	140.00	100
Subscriptions		1250		0.00	
Bank Charges		-1		0.00	
Bank Interest	49	953	100	1909.61	2000
Bottle bank	106	417	300	0.00	300
Telephone		14		0.00	
TOTAL	179	3108	500	2049.61	2400

TREE MANAGEMENT	Actual	Actual	Budget	YTD	Budget
	21/22	22/23	23/24		24/25
PAYMENTS					
Tree Expenditure		9174	9000	800.00	9000
TOTAL	0	9174	9000	800.00	9000
RECEIPTS					
Tree Expenditure	40			0.00	0
TOTAL	40	0	0	0.00	0

VERGE CUTTING	Actual	Actual	Budget	YTD	Budget
	21/22	22/23	23/24		24/25
PAYMENTS					
Fuel & Machinery Maintenance	1260	904	2500	1740.12	3500
Verge Cutting	5725	683	1000	257.71	1000
Equipment Hire	3950	4620	5000	2640.00	5300
TOTAL	10935	6207	8500	4637.83	9800
RECEIPTS					
Verge Cutting	17417	18845	19000	21370.23	22000
TOTAL	17417	18845	19000	21370.23	22000

WEBSITE	Actual	Actual	Budget	YTD	Budget
	21/22	22/23	23/24		24/25
PAYMENTS					
Website Costs	660	1420	1000	625.00	1000
TOTAL	660	1420	1000	625.00	1000

YOUTH COUNCIL	Actual	Actual	Budget	YTD	Budget
	21/22	22/23	23/24		24/25
PAYMENTS					
Payments	292		1000		1000
TOTAL	292	0	1000	0	1000

THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET v1- 2024/25

INCOME	2022/23	2023/24	2024/25
Allotments	6050.00	6000.00	6000.00
Business Sponsorship	250.00	450.00	1000.00
Events	16000.00	20000.00	22500.00
Fitzmaurice Park	18800.00	17000.00	12550.00
River Green	1000.00	1500.00	1500.00
Roxley Hall	10000.00	12000.00	14000.00
Sir George Morse Park	15400.00	18900.00	16900.00
Town Council Office	50.00	400.00	2400.00
Verge Cutting	17000.00	19000.00	22000.00
TOTAL	84550.00	95250.00	98850.00

EXPENDITURE	2022/23	2023/24	2024/25
Allotments	4800.00	4900.00	5500.00
BDC Elections	4000.00	7000.00	9000.00
Building Maintenance	29000.00	21000.00	21000.00
Business Sponsorship	1000.00	1000.00	500.00
Cemetery	3025.00	2250.00	450.00
Events	15000.00	21500.00	24500.00
Fitzmaurice Park	22500.00	21000.00	14200.00
Lease Payments	5200.00	5200.00	4100.00
Legal Fees	6500.00	8000.00	8000.00
Loan Repayment	27268.00	26807.00	26346.00
Neighbourhood/Town Plan	1000.00	1000.00	1000.00
Newsletter	2000.00	2500.00	3000.00
River Green	10500.00	7100.00	15200.00
Roxley Hall	10500.00	11500.00	16800.00
S137 Payments	550.00	0.00	0.00
Sir George Morse Park	53600.00	55600.00	60000.00
Street Furniture	1500.00	2200.00	2800.00
Street Lighting	32000.00	44000.00	59000.00
Town Council Office	25050.00	30900.00	34350.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting	8500.00	8500.00	9800.00
Website	1000.00	1000.00	1000.00
Youth Council	1000.00	1000.00	1000.00
Salaries	291626.00	314447.00	307527.74
TOTAL	566119.00	607404.00	634073.74

CAPITAL	2022/23	2023/24	2024/25
Asset Replacement	4500.00	5000.00	5000.00
Buildings & Amenity Areas	7500.00	7500.00	7500.00
Street Lighting	9000.00	0.00	0.00
Town Hall	5000.00	5000.00	5000.00
Projects	20000.00	16000.00	20000.00
TOTAL	46000.00	33500.00	37500.00

REVENUE EXPENDITURE	566119.00	607404.00	634073.74
CAPITAL EXPENDITURE	46000.00	33500.00	37500.00
CONTINGENCY	7000.00	5000.00	5000.00
	619119.00	645904.00	676573.74
LESS INCOME	84550.00	95250.00	98850.00
PRECEPT REQUIRED	534569.00	550654.00	577723.74

Tax Base	5164	5189	5189	
Cost per property	£ 103.52	£ 106.12	£ 111.34	£ 5.22 pa
Increase	3.0%	2.5%	4.9%	£ 0.43 pm