



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

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
23rd 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

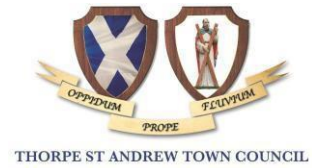
The Chairman to allow a maximum of 15 minutes for members of the public to address the meeting (extendable by the Chairman). Each individual will be allocated 3 minutes.

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
Website: www.thorpestandrew-tc.gov.uk
VAT No. 107 2921 90



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.

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
PAYMENTS											
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			
TOTAL	5950	4398	5500	399.93	2820.89	0.00	0.00	3220.82	59%	2279.18	
RECEIPTS											
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%		
TOTAL	7080	8697	6000	120.68	6003.23	0.00	0.00	6123.91	102%	123.91	2403.09
BROADLAND DC ELECTIONS											
PAYMENTS											
Election costs	4773	15050	9000					0.00	0%		
TOTAL	4773	15050	9000	0.00	0.00	0.00	0.00	0.00	0%	9000.00	9000.00
BUILDING MAINTENANCE											
PAYMENTS											
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%		
TOTAL	31264	24004	21000	2444.96	2424.34	0.00	0.00	4869.30	23%	16130.70	
RECEIPTS											
Town Hall	57							0.00			
Morse Pavilion		220						0.00			
Café	40							0.00			
TOTAL	97	220	0	0.00	0.00	0.00	0.00	0.00	0%	0.00	16130.70
BUSINESS SPONSORSHIP											
PAYMENTS											
Payments	1714		500					0.00	0%		
TOTAL	1714	0	500	0.00	0.00	0.00	0.00	0.00	0%	500.00	
RECEIPTS											
Receipts	673		1000					0.00	0%		
TOTAL	673	0	1000	0.00	0.00	0.00	0.00	0.00	0%	-1000.00	-500.00
CAPITAL SPENDING											
PAYMENTS											
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											
TOTAL	140192	30615	64750	21389.00	75196.03	0.00	0.00	96585.03	149%	-31835.03	-31835.03
CEMETERY											
PAYMENTS											
Maintenance		400						0.00			
Water Charges	230	308						0.00			
TOTAL	230	708	0	0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
COMM. INFRASTRUCTURE LEVY											
PAYMENTS											
Payments											
TOTAL	0	0	0	0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
RECEIPTS											
Receipts	10225	2984						0.00			
TOTAL	10225	2984	0	0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
CONTINGENCY											
PAYMENTS											
Payments			5000								
TOTAL	0	0	5000	0.00	0.00	0.00	0.00	0.00	0%	5000.00	5000.00

EVENTS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
PAYMENTS											
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			
TOTAL	32488	37677	28000	16191.10	5929.22	0.00	0.00	22120.32	79%	5879.68	
RECEIPTS											
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			
TOTAL	39717	38186	22500	2575.83	6199.67	0.00	0.00	8775.5	39%	-13724.50	-7844.82

FITZMAURICE PARK/TOWN HALL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
PAYMENTS											
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	192.88			192.88	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%		
TOTAL	15427	11914	14200	2664.20	2499.40	0.00	0.00	5163.60	36%	9036.40	
RECEIPTS											
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%		
TOTAL	22659	13389	15550	2458.33	3899.17	0.00	0.00	6357.50	41%	-9192.50	-156.10

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

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

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

LOAN REPAYMENT	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%		
PAYMENTS											
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%		
TOTAL	25622	26806	26346	11343.96	1886.32	0.00	0.00	13230.28	50%	13115.72	13115.72

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

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

3000.00 3000.00

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

0.00 0.00

RIVER GREEN	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Stathe 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%
TOTAL	6622	11378	15200	2221.18	3101.93	0.00	0.00	5323.11	35%
RECEIPTS									
Electricity	1760	1610	1000					0.00	
Income	713	690	1500					0.00	0%
TOTAL	2473	2300	2500	0.00	0.00	0.00	0.00	0.00	0%

9876.89
-2500.00 7376.89

ROXLEY HALL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
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	86	132	200					0.00	0%
Rates	5546	5089	5000	4666.37				4666.37	93%
Water	309	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%
TOTAL	11568	16687	16800	6734.84	2767.80	0.00	0.00	9502.64	57%
RECEIPTS									
Miscellaneous	79								
Lettings	15491	15743	14000	3373.35	3757.27			7130.62	51%
TOTAL	15569	15743	14000	3373.35	3757.27	0.00	0.00	7130.62	51%

7297.36
-6869.38 427.98

S106 PAYMENTS & DONATIONS	Actual 22/23	Actual 23/24	Budget 24/25	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				564.12				
TOTAL	52458	0	0	0.00	564.12	0.00	0.00	0.00	0%

0.00
0.00 0

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

-220.80
25.00 -195.8

SALARIES	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
G Salary, Employer NIC & Pension	4423								
Student Loan	585	905	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%
TOTAL	254404	290656	309924	70191.50	67999.45	0.00	0.00	138190.95	45%

171733.01

171733.01

SIR GEORGE MORSE PARK & PAVILION	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
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	1605	2000	275.00	275.00			550.00	28%
Field Maintenance Contract	10316	15455	17000	2951.38	4427.07			7378.45	43%
Fuel	2503	2235	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	228.85			822.28	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%
TOTAL	46206	58083	60000	12445.33	13030.84	0.00	0.00	25476.17	42%
RECEIPTS									
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	
TOTAL	27308	16219	16900	2594.78	4874.45	0.00	0.00	7469.23	44%

34523.83

-9430.77

25093.06

STREET FURNITURE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Cleaning bus shelters	1695	1585	1800	430.00	280.00			710.00	39%
Repairs and Maintenance	254	458	1000	150.59				150.59	15%
Memorial Donation	75	1280						0.00	
TOTAL	2024	3323	2800	580.59	280.00	0.00	0.00	860.59	31%
RECEIPTS									
Memorial Donation	143.07	1007						0.00	
TOTAL	143.07	1007	0	0.00	0.00	0.00	0.00	0.00	0%

1939.41

0.00

1939.41

STREET LIGHTING	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
Energy Charge	36695	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									
TOTAL	60650	72711	59000	9432.87	11952.50	0.00	0.00	21385.37	36%

37614.63

37614.63

TOWN COUNCIL OFFICE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
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%
TOTAL	28036	33160	34350	23024.63	4391.23	0.00	0.00	27415.86	80%
RECEIPTS									
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	
TOTAL	3109	5559	2400	1543.35	1491.33	0.00	0.00	3034.68	126%

6934.14

634.68

7568.82

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

9000.00

9000.00

VERGE CUTTING	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
PAYMENTS									
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%
TOTAL	6207	10922	9800	2390.18	2861.38	0.00	0.00	5251.56	54%
RECEIPTS									
Verge Cutting	18845	21370	22000	21370.23				21370.23	97%
TOTAL	18845	21370	22000	21370.23	0.00	0.00	0.00	21370.23	97%

4548.44

-629.77

3918.67

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

460.00

375

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

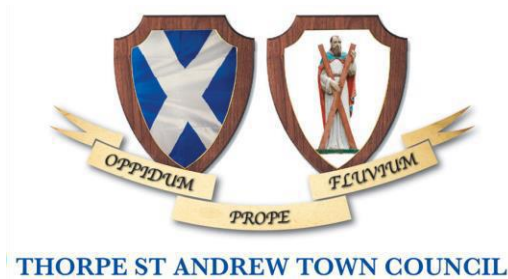
0.00

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%

TOTAL	288780
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* 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
PAYMENTS						
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		
TOTAL	5950	4398	5500	3221	59%	5050
RECEIPTS						
Dussindale Maintenance		70		0		
Hillside Maintenance		80		0		
Rents/deposits	5662	7058	5000	4570	91%	6000
Water charges	1418	1489	1000	1554	155%	1500
TOTAL	7080	8697	6000	6124	102%	7500

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
PAYMENTS						
Election costs	4773	15050	9000	0	0%	9000
TOTAL	4773	15050	9000	0	0%	9000

BUILDING MAINTENANCE	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	31264	24004	21000	4869	23%	24000
RECEIPTS						
Town Hall	57			0		
Morse Pavilion		220		0		
Café	40			0		
TOTAL	97	220	0	0	0%	0

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
PAYMENTS						
Payments	1714		500	0	0%	500
TOTAL	1714	0	500	0	0%	500
RECEIPTS						
Receipts	673		1000	0	0%	1000
TOTAL	673	0	1000	0	0%	1000

CAPITAL SPENDING	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	140192	30615	64750	96585	149%	72500

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
PAYMENTS						
Maintenance		400		0		
Water Charges	230	308		0		
TOTAL	230	708	0	0	0%	0

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

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

EVENTS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	32488	37677	28000	22120	79%	35700
RECEIPTS						
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
TOTAL	39717	38186	22500	8796	39%	22500

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
PAYMENTS						
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
TOTAL	15427	11914	14200	5164	36%	13900
RECEIPTS						
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
TOTAL	22659	13389	15550	6358	41%	14400

Minimal cost even when work is done

GRANTS	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
Payments	1321	446				
TOTAL	1321	446	0	0	0%	0
RECEIPTS						
Receipts	1761	3194		6452		6452
TOTAL	1767	3195	0	6452	0%	6452

Guaranteed from Football Foundation

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

No longer lease any vehicle

LEGAL FEES	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
Legal Charges	18498	7898	8000	3597	45%	8000
TOTAL	18498	7898	8000	3597	45%	8000
RECEIPTS						
Receipts	15388					
TOTAL	15388	0	0	0	0%	0

LOAN REPAYMENT	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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						
TOTAL	25622	26806	26346	13230	50%	25883

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
PAYMENTS						
Neighbourhood/Town Plan	3750	3600	1000		0%	1000
TOTAL	3750	3600	1000		0%	1000
RECEIPTS						
Neighbourhood/Town Plan	3330					
TOTAL	3330				0%	

Is this required for Town Plan 25/26?

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

Increased as design outsourced

RIVER GREEN	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	6622	11378	15200	5323	35%	13500
RECEIPTS						
Electricity	1760	1610	1000			1500
Income	713	690	1500		0%	1000
TOTAL	2473	2300	2500		0%	2500

No planned maintenance

See Addendum - Hire Review

ROXLEY HALL	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	11568	16687	16800	9503	57%	17200
RECEIPTS						
Miscellaneous	78					
Lettings	15491	15743	14000	7131	51%	15000
TOTAL	15569	15743	14000	7131	51%	15000

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
PAYMENTS						
Section 106						
TOTAL	0	0	0	0	0%	0
RECEIPTS						
Section 106	52458					
TOTAL	52458	0	0	0	0%	0

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

SALARIES	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	254404	290656	309924	138191	45%	320300

Salary review not yet known

Contingency for 12hr per/wk Comms Officer

SIR GEORGE MORSE PARK & PAVILION	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	46206	58083	60000	25476	42%	63600
RECEIPTS						
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		
TOTAL	27308	16215	16900	7469	44%	17500

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
PAYMENTS						
Cleaning bus shelters	1695	1585	1800	710	39%	1600
Repairs and Maintenance	254	458	1000	151	15%	500
Memorial Donation	75	1280		0		
TOTAL	2024	3323	2800	861	31%	2100
RECEIPTS						
Memorial Donation	143.07	1007		0		
TOTAL	143.07	1007	0	0	0%	0

STREET LIGHTING	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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						
TOTAL	60650	72711	59000	21388	36%	51000

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
PAYMENTS						
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	8488	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
TOTAL	28036	33160	34350	27416	80%	37050
RECEIPTS						
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		
TOTAL	3108	5559	2400	3035	126%	4400

HR Contract

Should still be a conservative estimate

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

VERGE CUTTING	Actual 22/23	Actual 23/24	Budget 24/25	YTD	%	Budget 25/26
PAYMENTS						
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
TOTAL	6207	10922	9800	5252	54%	12500
RECEIPTS						
Verge Cutting	18845	21370	22000	21370	97%	21000
TOTAL	18845	21370	22000	21370	97%	21000

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