

NB: ACTUAL = to end of November 2023; Forecast is to end of March 2024

Current financial year: 2023-2024 **2024-2025**

Income		Receipts				Payments				INCOME			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments
28	Precept	£111,159.41	£111,159.42	£0.00	£111,159.42					28	Precept	£129,737.63	
33	S106_EMR_Community Endowment_Phase 2	£0.00	£0.00	£0.00	£0.00					33	S106_EMR_Community Endowment_Phase 2	£30,000.00	
34	S106_EMR_Town Boards_Phase 2	£0.00	£0.00	£0.00	£0.00					34	S106_EMR_Town Boards_Phase 2	£0.00	
32	Sponsorship Developers - Xmas tree & events	£1,000.00	£1,000.00	£0.00	£1,000.00					32	Sponsorship Developers - Xmas tree & events	£1,000.00	
47	Market Stall Fees	£8,145.00	£1,604.00	£2,000.00	£3,604.00					47	Market Stall Fees	£6,660.00	
45	Grant Funding - Market Development	£0.00	£0.00	£0.00	£0.00					45	Grant Funding - Market Development	£0.00	
46	Warm Hub Grant funding	£0.00	£2,967.37	£900.00	£3,867.37					46	Warm Hub Grant funding	£1,800.00	
60	Park Play - match funding	£0.00	£2,500.00	£0.00	£2,500.00					60	Park Play - match funding	£2,500.00	
55	Grant funding - other	£2,000.00	£0.00	£0.00	£0.00					55	Grant funding - other	£1,000.00	
48	Contribution to Noticeboard	£0.00	£0.00	£0.00	£0.00					48	Contribution to Noticeboard	£0.00	
56	Pavilion - room hire fees	£8,000.00	£0.00	£0.00	£0.00					56	Pavilion - room hire fees	£0.00	
57	Sport pitches - hire fees	£4,000.00	£0.00	£0.00	£0.00					57	Sport pitches - hire fees	£0.00	
58	Interest	£40.00	£0.00	£13.32	£13.32					58	Interest	£2,500.00	
SUB TOTAL		£134,344.41	£119,230.79	£2,913.32	£122,144.11					SUB TOTAL		£175,197.63	

COMMENTS

Calculations presented in this table for 'Precept' are based on a Tax Base presented to NTC by SCDC on 16th December 2023 - Tax Base for the Year is 1507.0 - NB: was 1,291.2 for '23-'24. THE CALCULATIONS PRESENTED HERE ARE BASED ON NO RISE IN THE NTC-ELEMENT OF COUNCIL TAX FOR HOUSEHOLDS IN NORTHSTOWE PARISH, I.E. £86.09 PER ANNUM FOR A BAND D HOUSEHOLD (THIS IS OPTION 1 ON THE 'PRECEPT OPTIONS' TAB; see that tab for other precept options to be considered).

Second tranche of £30,000 is due 'on the earlier of the Opening Date of the First Primary School or the Opening Date of the Library/Health Facility to the public.' (phase 2) Expected late 2024? TBC. Funds will go into Earmarked Reserves.

Amount listed as per expected (maximum) annual income for period until Oct '24 - under option 1, as agreed at Oct. 2023 Full Council meeting - NB: in reality, likely to be slightly less monthly income early on, but with market expansion planned for '24-25 once a Market Manager is in place this may then balance out again thereafter.

Based on assumption that the Northstowe Community Lounge is to continue for a second year post October 2024 (£900 payments expected in May and November 2024). Based on an assumption that first year's Park Play is deemed successful and will continue; and based on assumption that Longstanton Parish Council may wish to continue to match fund the Town Council's contributions. Potential for bringing in some small grant funds

Based on average of 2.5% interest on instant access business savings accounts on savings of £100,000 in saving accounts

Administration **EXPENDITURE**

Administration		Receipts				Payments				ADMINISTRATION			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments
1	Town Clerk Salary					£47,602.45	£31,108.11	£15,867.48	£46,975.59	1	Town Clerk Salary		£49,623.70
44	Deputy Clerk Salary					£24,188.12	£12,734.43	£8,062.72	£20,797.15	44	Deputy Clerk Salary		£23,052.54
50	Market Manager Salary					£7,507.50	£1,560.00	£2,502.52	£4,062.52	50	Market Manager Salary		£20,207.88
										NEW CODE	Engagement Officer		£10,244.15
51	Facilities Manager Salary					£8,151.57	£0.00	£0.00	£0.00	51	Development Manager Salary		£25,368.53
4	Employer NIC Contributions					£7,733.32	£4,445.54	£2,577.76	£7,023.30	4	Employer NIC Contributions		£14,009.40
3	Employer Pension Contributions					£5,486.81	£2,615.03	£1,828.92	£4,443.95	3	Employer Pension Contributions		£7,709.81
5	Employee Expenses					£250.00	£11.88	£5.94	£17.82	5	Employee Expenses		£250.00
7	Staff Training					£800.00	£75.00	£266.68	£341.68	7	Staff Training		£1,500.00
38	Training - Councillors					£500.00	£0.00	£166.68	£166.68	38	Training - Councillors		£800.00
12	Insurance					£1,200.00	£591.53	£0.00	£591.53	12	Insurance		£700.00
6	PAYE Software & support					£0.00	£0.00	£0.00	£0.00	6	PAYE Software & support		£0.00
11	IT Hardware, Software & Support					£2,200.00	£1,347.74	£673.87	£2,021.61	11	IT Hardware, Software & Support		£4,000.00
8	Telephone & Internet					£500.00	£1,393.68	£166.68	£1,560.36	8	Telephone & Internet		£2,000.00
9	Data Protection					£40.00	£35.00	£13.32	£48.32	9	Data Protection		£40.00
13	Annual Subscriptions					£1,700.00	£1,260.88	£566.68	£1,827.56	13	Annual Subscriptions		£2,550.00
10	Office Equipment					£4,500.00	£293.00	£2,000.00	£2,293.00	10	Office Equipment		£2,000.00
14	Office Admin/supplies					£400.00	£118.19	£133.32	£251.51	14	Office Admin/supplies		£800.00
39	Storage					£2,500.00	£28.93	£833.32	£862.25	39	Storage		£0.00
SUB TOTAL						£115,259.77	£57,618.94	£35,665.89	£93,284.83	SUB TOTAL		£164,856.00	

Includes employee tax, NIC and pension contributions. Includes inflationary increase of 5%, on assumption pay scale SCP38 until May 24 and SCP39 for remainder of the year, following completion of CiLCA. Assumes no additional overtime payments. Based on 3.5 days/wk. continuation after initial 1-year contract ends. Includes employee tax, NIC and pension contributions. Includes inflationary increase of 5%, on current pay scale SCP22. Assumes no additional overtime payments.

Includes employee tax, NIC and pension contributions. Includes inflationary increase of 5%. Market Manager position to be advertised at SCP scales 18-23; budgeted for top end in case exceptional candidate comes forward (although circa SCP 20 most likely scenario). Position (0.6 FTE) approved at Personnel Committee held on 5th December 2023, with final approval proposed at 19th Dec 2023 FC meeting.

New staffing role, to support engagement with the growing community. Focus for position would be on: Lead on engagement with the growing community; Lead on management of Council activities and events; Support the Clerk and Deputy Clerk in a range of administrative, communication and office management tasks. Discussed at the 5th December 2023 Personnel Committee, considered focus for priority once the Market Manager has been recruited. Start August 2023? P/T 0.5FT. Due to the nature of the position and the skillset sought, the wage to be offered would be just below that of the Deputy Clerk – budgeted here at scale SCP18 (TBC). At the Finance and Governance Committee held on 12th December 2023 this role was discussed and seen as unclear at this stage in terms of focus for the role and seen as less of an importance than the Development Manager position; hence an option 2 is also being

Recruitment of an in-house Assets & Facilities Development Manager (working job title) is being considered by the Phase 1 Asset Transfer Opportunities (Sports Pavilion) Working Group; purpose of the position would be to prepare detailed Business, Financial and Delivery Plans to understand viability of the Town Council potentially taking over the management of assets, with a focus on the Permanent Community Centre (option early 2026 onwards); Phase 1 Sports Pavilion (option late 2026 onwards); Phase 1 Open Spaces (option 2027 onwards). Also discussed by Personnel Committee on 5th December 2023 and considered least of new staff priorities, at least for the '24-25 financial year. Budgeted for pay scale SCP 33 (TBC). F/T position proposed. At the Finance and Governance Committee held on 12th December 2023 this role was discussed and seen as important and to be brought forward from the initial plan to start this role in January 2025, bringing this forward to September 2024, to ensure that the Town Council would not miss out on the opportunities presented by the assets that could be taken on, considering the timescales when they can be transferred to another organisation. Hence an option 2 is also being presented (see separate tab), which merges this

Based on expected employer NIC contributions for all staff listed, plus 5% inflationary increase

Based on expected employer pension contributions for all staff listed, plus 5% inflationary increase

Includes for new staff to be trained.

Including budget for bespoke Cllr group (refresher) training on e.g. code of conduct; writing motions; declaring interests; Council procedures

Includes potential need for taking out addition insurance for e.g. new purchases.

Introduction of new payroll software to start in 25-26 TBC

Includes annual subscription to Microsoft 365; further laptops and IT equipment new staff; potential expansion Microsoft 365 for Cllrs; and setting up contract with external company for IT support for staff.

Includes monthly EE contracts; new phones needed for new staff

Continuation of affiliation/membership/affiliation costs for Scribe; NALC & CAPALC (including £50 for Data Protection Officer Benefits Scheme), SLCC (for Clerk and for Deputy Clerk); and NABMA. Includes expected average 10% increase in membership costs.

Tables and chairs; drawers for under desk; small stationery etc

Includes hire fees for photocopier (currently £512 per annum) and printing costs

Finance **FINANCE**

Finance		Receipts				Payments				FINANCE			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments
16	Audit fees					£1,200.00	£617.10	£400.00	£1,017.10	16	Audit fees		£1,400.00
17	Bank Charges					£250.00	£60.00	£83.32	£143.32	17	Bank Charges		£350.00
SUB TOTAL						£1,450.00	£677.10	£483.32	£1,160.42	SUB TOTAL		£1,750.00	

With growth of town, external audit fees are also likely to go up (as based on number of inhabitants for internal audits and on annual income/expenditure for external audit.

Legal		Receipts				Payments				LEGAL					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
18	Solicitor/consultants					£6,000.00	£0.00	£0.00	£0.00	18	Solicitor/consultants		£6,000.00		
SUB TOTAL						£6,000.00	£0.00	£0.00	£0.00	SUB TOTAL			£6,000.00		
Communications & PR		Receipts				Payments				COMMUNICATIONS & PR					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
19	Communications					£200.00	£0.00	£66.68	£66.68	19	Communications		£200.00		
20	Website/email address support					£500.00	£0.00	£166.68	£166.68	20	Website/email address support		£650.00		
21	Recruitment					£500.00	£0.00	£166.68	£166.68	21	Recruitment		£1,000.00		
40	Branding and NTC logo development					£0.00	£0.00	£0.00	£0.00	40	Branding and NTC logo development		£1,500.00		
41	Marketing costs_Events and Markets					£600.00	£107.00	£200.00	£307.00	41	Marketing costs_Events and Markets		£1,300.00		
SUB TOTAL						£1,800.00	£107.00	£600.04	£707.04	SUB TOTAL			£4,650.00		
Grants		Receipts				Payments				GRANTS					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
22	Section 137					£4,500.00	£2,000.00	£1,000.00	£3,000.00	22	Section 137		£4,000.00		
54	Community grants awarded through GCP/other Powers					£3,000.00	£0.00	£1,000.00	£1,000.00	54	Community grants awarded through GCP/other Powers		£5,000.00		
SUB TOTAL						£7,500.00	£2,000.00	£2,000.00	£4,000.00	SUB TOTAL			£9,000.00		
Office Services		Receipts				Payments				OFFICE SERVICES					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
27	Hire of office space/council chamber					£4,000.00	£3,362.40	£1,333.32	£4,695.72	27	Hire of office space/council chamber		£5,000.00		
										NEW CODE	Office maintenance		£350.00		
SUB TOTAL						£4,000.00	£3,362.40	£1,333.32	£4,695.72	SUB TOTAL			£5,350.00		
Highways		Receipts				Payments				HIGHWAYS					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
23	Street Furniture					£5,000.00	£0.00	£0.00	£0.00	23	Street Furniture		£5,000.00		
24	Station Rd Verges (Longstanton PC)					£650.00	£0.00	£216.68	£216.68	24	Station Rd Verges (B1050)		£1,200.00		
SUB TOTAL						£5,650.00	£0.00	£216.68	£216.68	SUB TOTAL			£6,200.00		
Community Projects		Receipts				Payments				COMMUNITY PROJECTS					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
42	Market Management					£10,128.00	£1,007.72	£3,376.00	£4,383.72	42	Market Management		£5,000.00		
49	Warm Hub					£0.00	£2,595.06	£120.00	£2,715.06	49	Community Lounge		£2,200.00		
52	Park Play					£5,000.00	£5,000.00	£0.00	£5,000.00	52	Park Play		£5,000.00		
31	Council/Community Events					£2,500.00	£269.95	£3,280.00	£3,549.95	31	Council/Community Events		£3,500.00		
43	Assets for Events					£500.00	£254.96	£166.68	£421.64	43	Assets for Events		£2,500.00		
59	Youth work/Connections Bus					£3,570.00	£0.00	£0.00	£0.00	59	Youth work/Connections Bus		£0.00		
SUB TOTAL						£21,698.00	£9,127.69	£6,942.68	£16,070.37	SUB TOTAL			£18,200.00		
Contingency		Receipts				Payments				CONTINGENCY					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
25	Contingency					£500.00	£199.00	£166.68	£365.68	25	Contingency		£1,000.00		
SUB TOTAL						£500.00	£199.00	£166.68	£365.68	SUB TOTAL			£1,000.00		
Civic and Democratic Representation		Receipts				Payments				CIVIC AND DEMOCRATIC REPRESENTATION					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
37	Civic ceremonies and events					£500.00	£260.41	£166.68	£427.09	37	Civic ceremonies and events		£500.00		
15	Chairman Allowance					£100.00	£0.00	£33.32	£33.32	15	Chairman Allowance		£100.00		
36	Insignia - Mayor's Chain and Badge of Office					£2,000.00	£0.00	£0.00	£0.00	36	Insignia - Mayor's Chain and Badge of Office		£2,500.00		
35	Election costs					£0.00	£0.00	£0.00	£0.00	35	Election costs		£0.00		
SUB TOTAL						£2,600.00	£260.41	£200.00	£460.41	SUB TOTAL			£3,100.00		
Facilities Services		Receipts				Payments				FACILITIES SERVICES					
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Code	Title	Receipts	Payments		
										NEW CODE	Defibrillator maintenance		£250.00		
53	Management and Utilities					£25,000.00	£0.00	£0.00	£0.00	53	Management and Utilities		£0.00		
SUB TOTAL						£25,000.00	£0.00	£0.00	£0.00	SUB TOTAL			£250.00		
2023-2024 - summary															
		Receipts 23-24				Payments 23-24				PROPOSED BUDGET - Receipts '24-'25				Payments '24-'25	
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total						
NET TOTAL		£134,344.41	£119,230.79	£2,913.32	£122,144.11	£191,457.77	£73,352.54	£47,608.61	£120,961.15						
V.A.T.									£1,436.24						
GROSS TOTAL				Forecasted:	£122,144.11			Forecasted:	£122,397.39	GROSS TOTAL		Receipts	Payments		
												£175,197.63	£220,356.00		

Potentially to be used for: legal advice re: Costs for investment advice (e.g. Accountancy Adviser) - recommendation from Finance and Governance Committee; planning advice - recommendation from Planning Committee; future asset transfer; HR Handbook and HR policies & protocols development.

Annual costs for Vision ICT website and email hosting and SSL certificate; additional costs for new email accounts and/or website updates needed.

Potential to start this off in late '24/early '25? TBC. External input costs.

Of which £1,000 annual marketing costs for market (as per Oct 2023 proposals for post-pilot market

Discretionary budget, to enable community groups to deliver activities and events. NB: for the purpose of section 137(4)(a) of the Local Government Act 1972, the Ministry of Housing, Communities and Local Government (MHCLG) has set for parish and town councils in England for 2023-24 a fixed amount of £9.93 per elector (likely to increase in line with inflation in 24-25). Number of electors on 6th December 2023 was 2,244, which equates to £22,282 (plus inflationary increase) as the maximum amount that can be spent by the Town Council for purposes for which it has no other specific statutory powers. To allow for additional grant awarding options through different powers, including Power of Competence when NTC can use this power again.

Office space (£3,000 per annum) and meeting room hire (circa £1,600 per annum), plus some unforeseen for extraordinary meetings, workshops etc. Includes Annual PAT testing, bi-annual window cleaning.

Noticeboard(s) x2 - use of Earmarked Reserve (S106 - 'Noticeboards')
Quotes yet to be obtained.

Includes venue hire costs for weekly and monthly markets (£3,960, as per annual venue hire cost, listed under post-pilot market proposal. Full Council October 2023), plus market materials purchases. Costs for venue, refreshments and activities, as approved by Full Council in Oct. 2023. Assumption that will continue for a further year after October 2024.

To come out of Earmarked Reserves (S106 Community Endowment) - 25th May 2022 FC meeting, item 59/22-23(2)

Includes Christmas tree and decorations costs.

Includes PPE, such as branded hard hats, steel toe capped boots; and more high-vis jackets (also for use by Planning Committee); and investment in PA & microphone system (for outdoor event and indoor meeting use).

For purchase of chain of office and budget of office. Potential other routes to be explored with local artisans.

To allow for new set of pads and any servicing that may be needed