

Northstowe Town Council - DRAFT BUDGET 2023 - 2024

Report: 14th December 2022 (2022-2023)

Detailed Budget Summary
All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

NOTE: FORECAST FROM 1ST JAN. 2023

PROPOSED BUDGET 23-24

Administration	Last Year 2021 - 2022				Current Year 2022-2023				NET POSITION (Forecast)		Next Year		COMMENTS	
	Receipts		Payments		Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Payments		
	£	£	£	£										£
Code Title	Budget	Actual	Budget	Actual	£	£	£	£	£	£	£	£		
1 Town Clerk Salary	-2,500.00		42,042.50	27,459.14				43,715.00	32,541.01	10,928.76	245.23			
2 Interim Clerk			3,680.00	8,786.25										
3 Employer Pension Contributions	500.00		1,261.28	2,158.73				3,298.00	1,704.56	824.49	768.95	5,486.81	Based on expected employer pension contributions for Clerk, Deputy Clerk plus potential additional staff, plus 5% inflationary increase	
4 Employer NIC Contributions	-500.00		5,802.02	3,001.41				4,412.50	4,281.84	1,103.13	-972.47	7,733.32	Based on expected employer NIC contributions for Clerk, Deputy Clerk plus potential additional staff, plus 5% inflationary increase	
5 Employee Expenses				32.85				500.00	62.85	20.95	416.20	250.00		
6 PAYE Software & support			200.00					120.00		0	120.00	0.00	New payroll software in 2024-25? NB: BrightPay for up to 10 employees is currently £99 +VAT per annum	
7 Staff Training	250.00		2,500.00	2,405.00				1,700.00	105.00	35.00	1,560.00	800.00	Includes conference costs	
8 Telephone & Internet			1,000.00	65.00				250.00	40.00	62.49	147.51	500.00	Need for new phone x2 and new contracts	
9 Data Protection			35.00	35.00				40.00	35.00	0	5.00	40.00		
10 Office Equipment			300.00	231.28				3,650.00	319.53	106.51	3,223.96	4,500.00	As per Finance and Governance Committee, item 35/22-23: need to equip 'interim facility' - Including hire-purchase (or similar solution) for photocopier; desks, chairs and other furniture; filing systems; perforator; laminator; shredder; hole puncher; other needs TBC	
11 IT Hardware, Software & Support			350.00	513.00				1,100.00	540.00	180.00	380.00	2,200.00	Change to Microsoft 365? - TBC; new laptop second member of staff	
12 Insurance			500.00	344.74				400.00	532.58	0	-132.58	1,200.00	Expected significant increase in insurance with new assets purchased and taken on; also insurance premium needs to cover further public liabilities for markets.	
13 Annual Subscriptions			800.00	919.55				1,600.00	711.00	399.99	489.01	1,700.00	Continuation of affiliation & membership of NALC & CAPALC (including £50 for Data Protection Officer Benefits Scheme), SLCC and NABMA.	
14 Office Admin/supplies			300.00	188.50				600.00	166.51	150.00	283.49	400.00	Paper, ink and stationery etc.	
38 Training - Councillors								2,300.00	225.00	75.00	2,000.00	500.00	To include First Aid training (Events and Markets Committee, item 54/22-23).	
39 Storage								585.00		0	585.00	2,500.00	As per Finance and Governance Committee, item 35/22-23: consideration of secure off-site record storage and/or purchase of a fire filing cabinet. Also storage for Events and Markets committee, item 65/22-23.	
44 Deputy Clerk Salary								11,250.00		1,500.00	9,750.00	24,188.12	Based on 3.5 days/wk. Includes employee tax, NIC and pension contributions. Includes inflationary increase of 5%, on assumption pay scale SCP26 (NB: advertised for scales 18 - 28). Assumes no additional overtime payments.	
NEW New staff member - Market Manager												7,507.50	Based on calculations Market Development Working Group (see separate spreadsheet): £26,000 p/a salary at 0.25FTE for 6 months and at 0.3FTE for next six months - total = £3,250 + £3,900 = £7,150 + 5% inflationary increase.	
NEW New staff member - Facilities Manager												8,151.57	Based on NJC pay scale 15 (TBC), i.e. £25,878 per annum pro rata for 1.5 days/week (is £7,763.4 p/a), plus 5% inflationary increase.	
SUB TOTAL	-2,250.00		58,770.80	46,140.45				75,520.50	41,264.88	15,386.32	18,869.30	115,259.77		
	Last Year 2021 - 2022				Current Year 2022-2023				NET POSITION (Forecast)		Next Year			
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast		Budget	Payments	
15 Chairman Allowance			100.00					100.00		24.99	75.01	100.00		
35 Election costs								2,500.00		0.00	2,500.00	0.00		
36 Insignia - Mayor's Chain and Badge of								1,200.00		300.00	900.00	2,000.00		For purchase of chain of office and badge of office. Potential other routes to be explored with local artisans.
37 Civic ceremonies and events								250.00	405.94	62.49	-218.43	500.00		
SUB TOTAL			100.00					4,050.00	405.94	387.48	3,256.58	2,600.00		
	Last Year 2021 - 2022				Current Year 2022-2023				NET POSITION (Forecast)		Next Year			
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast		Budget	Payments	
19 Communications			500.00	163.10				250.00		187.51	187.51	200.00		
20 Website/email address support			500.00					950.00		237.51	712.49	500.00		Includes costs for additional email accounts for events and markets (Events and Markets Committee, item 54/22-23). 22-23 costs: Hosting: £175 annually; SSL certificate £50 annually; gov.uk domain name every other year £65 (not for 22-23); £18 per new email set up and hosting, website updates at £30/hour. All costs +VAT.
21 Recruitment			320.00	195.00				320.00		320	0.00	500.00		For further recruitment of e.g. Marketing and/or Facilities Manager - TBC
40 Branding and NTC logo development								0		0	0.00	0.00		Expectation that the Events and Markets Committee can take this on, with volunteers involved.
41 Marketing costs_Events and Markets								600.00	118.00	150.00	332.00	600.00		As per Events and Markets Committee, item 65/22-23.
SUB TOTAL			1,320.00	358.10				2,120.00	118.00	770.00	1,232.00	1,800.00		
	Last Year 2021 - 2022				Current Year 2022-2023				NET POSITION (Forecast)		Next Year			
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast		Budget	Payments	
31 Council/Community Events	2,500.00			2,649.99				5,000.00	261.64	3,004.00	1,734.36	2,500.00		Includes costs for hire of stage for Christmas event (circa £1,800 per day hire for trailer stage; (Events and Markets Committee, item 65/22-23) and memorabilia 2022 Queen's Jubilee (Events and Markets Committee, item 54/22-23).
42 Market Management								1,200.00		300.00	900.00	10,128.00		See separate spreadsheet information from Market Development Working Group. Plus additional 11,060 for six months' toilet hire.
43 Assets for Events								2,900.00		725.01	2,174.99	500.00		Includes PPE, such as branded hard hats and high-vis jackets
NEW Park Play												5,000.00		To come out of Earmarked Reserves - 25th May 2022 FC meeting, item 59/22-23(2) - costs initial set up £1,000 and £5000 for following year was agreed. Recent information obtained from Living Sport, in meeting with Cllr Owen and Clerk is that set-up costs are now to be higher, £5,600 but can be covered by Living Sports and SDCD, with NTC potentially to pay for paid Park Play Leader TBC - cost expected in financial year £5,000 for the latter.

NEW TBC - Connections Bus

SUB TOTAL 2,500.00 2,649.99

Last Year 2021 - 2022

Contingency		Receipts		Payments	
Code Title	Budget	Actual	Budget	Actual	
25 Contingency		-250.00	500.00	242.32	
SUB TOTAL		-250.00	500.00	242.32	

Current Year 2022-2023

Receipts		Payments	
Budget	Actual	Forecast	Budget
			500.00
			0
			125.01
			374.99
			500.00
			374.99

Next Year

Receipts		Payments	
Budget	Actual	Budget	Actual
			500.00
			0
			125.01
			374.99
			500.00
			374.99

Request from Northstowe Youth Hive - see separate information provided for Finance and Governance Committee meeting on 15th November 2022, total request was £8,806.00 to cover period April - December 2023 for costs of the Northstowe Youth Connections Bus. In subsequent meeting held between Cllr Benedicic and Clerk and Youth Hive representatives it has become clear that if choices need to be made, the first period (April - summer holiday) should be given priority for NTC funding. Costs listed here are for that period only.

NEW COST CENTRE Facilities Services

NEW Utilities

SUB TOTAL

Last Year 2021 - 2022

Finance		Receipts		Payments	
Code Title	Budget	Actual	Budget	Actual	
16 Audit fees			900.00		
17 Bank Charges			180.00	72.00	
SUB TOTAL			1,080.00	72.00	

Current Year 2022-2023

Receipts		Payments	
Budget	Actual	Forecast	Budget
			880.00
			100.00
			548.50
			186.00
			219.99
			-10.99
			980.00
			634.50
			244.98
			100.52

Next Year

Receipts		Payments	
Budget	Actual	Budget	Actual
			1,200.00
			250.00
			1,200.00
			250.00
			1,450.00
			1,450.00

As per Finance and Governance Committee, item 35/22-23: additional costs for governance, management and maintenance of new assets. In case NTC is taking on ownership and/or management & maintenance of Sports Pavilion and/or Western Park sports fields. Costs based on guesstimate six months costs for: Utilities; Safety & Security; Maintenance & Repairs; Cleaning; Pitch Maintenance; equipment purchase; investment in bookings system.

Grants

Receipts		Payments	
Budget	Actual	Budget	Actual
22 Section 137			
			2,000.00
			1,377.94
			500.01
			122.05
			4,500.00
			3,000.00
			7,500.00
			7,500.00

Current Year 2022-2023

Receipts		Payments	
Budget	Actual	Forecast	Budget
			2,000.00
			1,377.94
			500.01
			122.05
			4,500.00
			3,000.00
			7,500.00
			7,500.00

Next Year

Receipts		Payments	
Budget	Actual	Budget	Actual
			4,500.00
			3,000.00
			7,500.00
			7,500.00

As per Finance and Governance Committee, item 35/22-23: substantial increase in 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 2022-23 a fixed amount of £8.82 per elector (likely to increase in line with inflation in 23-24). Number of electors ON 15TH OCT 2022 was 1,940, which equates to £17,111 (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 GPC when NTC has this back.

NEW Community grants awarded through GCP/other Powers

SUB TOTAL

Last Year 2021 - 2022

Highways		Receipts		Payments	
Code Title	Budget	Actual	Budget	Actual	
23 Street Furniture					
24 Station Rd Verges (Longstanton PC)			202.00	202.00	
SUB TOTAL			202.00	202.00	

Current Year 2022-2023

Receipts		Payments	
Budget	Actual	Forecast	Budget
			0
			202.00
			0
			202
			0.00
			202
			0.00
			5,650.00
			5,650.00

Next Year

Receipts		Payments	
Budget	Actual	Budget	Actual
			5,000.00
			650.00
			5,650.00
			5,650.00

Noticeboard(s) x2 - use of S106 Earmarked Reserve Guestimate.

Legal

Receipts		Payments	
Code Title	Budget	Actual	Budget
18 Solicitor/consultants			3,000.00
SUB TOTAL			3,000.00

Current Year 2022-2023

Receipts		Payments	
Budget	Actual	Forecast	Budget
			3,500.00
			0
			875.01
			2,624.99
			6,000.00
			6,000.00

Next Year

Receipts		Payments	
Budget	Actual	Budget	Actual
			6,000.00
			0
			875.01
			2,624.99
			6,000.00
			6,000.00

As per Finance and Governance Committee, item 35/22-23: increase needed, to allow for legal fees for potential asset transfers to take place.

Office Services

Receipts		Payments	
Code Title	Budget	Actual	Budget
27 Hire of office space/council chamber			1,500.00
SUB TOTAL			1,500.00

Current Year 2022-2023

Receipts		Payments	
Budget	Actual	Forecast	Budget
			3,000.00
			1,046.00
			348.67
			1,605.33
			4,000.00
			4,000.00

Next Year

Receipts		Payments	
Budget	Actual	Budget	Actual
			4,000.00
			0
			348.67
			1,605.33
			4,000.00
			4,000.00

As per Finance and Governance Committee, item 35/22-23: increase needed, to counter uncertainties on delivery of community facilities.

Last Year 2021 - 2022

Current Year 2022-2023

Next Year

INCOME		Receipts		Payments		Receipts			Payments			Receipts	Payments	
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast		Budget	Budget	
28 Precept	66,472.80	66,472.80			88,250.86	88,250.86	0				0.00	111,159.41		Based on situation where NTC decides to keep the precept the same as for 2022-23, i.e. £86.09 per Band D equivalent household. Increase of council tax base for Northstowe from 1025.1 in Nov. 2021 to 1291.2 in Nov. 2022 (information obtained from SCDC).
29 Opening Bank Receipt														
30 Longstanton PC Transfer of funds	33,953.68	33,953.68												
32 Sponsorship Developers - Xmas tree &		2,000.00			2,000.00	1,000.00	0.00				-1,000.00	1,000.00		
33 S106 EMR Community Endowment Phase		11,010.00			0		0				0.00	0.00		Earmarked Reserve - total received to date: £11,010.00
34 S106 EMR Town Boards Phase 2		10,756.50			10,833.00	23,305.66	0				12,472.66	0.00		Earmarked Reserve - total received to date: £34,138.66
45 Grant Funding - Market Development					0	8,000.00					8,000.00	0.00		
NEW Donation Friends of the Wing							500.00				500.00	0.00		In-principle approval obtained from Friends of the Wing that this is to be transferred to NTC, for use towards a noticeboard in or near the Pioneer Park. Likely to be transferred in 2022-23 financial year.
NEW Grant funding - other												2,000.00		Once the Deputy Clerk is in post, applications to small pots of grant funding could potentially be targeted. Guestimate.
NEW Pavilion - room hire fees												8,000.00		Were the Town Council to take on the Phase 1 pavilion, and hire out its rooms to sports clubs and community groups. Guestimate.
NEW Sport pitches - hire fees												4,000.00		Were the Town Council to take on the Western Park and obtain income from sport pitch fees. Guestimate.
NEW Market - stall holder fees												8,145.00		Based on information provided by the Market Development Working Group (see separate budget overview provided).
NEW Interest												40.00		Interest on savings in bank account(s).
TOTAL											0.00	134,344.41		
TOTAL	100,426.48	124,192.98	66,472.80	50,459.86	101,083.86	120,556.52	500.00	100,972.50	45,108.90	7,482.17	32,995.11	134,344.41	TOTAL expected INCOME 2023- 24	
					TOTAL RECEIPTS 2022-23	121,056.52		SPEND 22-23 - FORECAST	52,591.07			120,176.48	Expected Bank Balance at 30th March 2023 - NB: includes General Reserve plus Earmarked Reserves (of in total £45,072.16)	
					(Including S106 contributions)			FORECAST BANK BALANCE	120,176.48			264,520.89	Total available for 2023 - 24 budget (NB: includes Earmarked Reserves of in total £45,072.16)	
					GENERAL RESERVE	51,711.03		(At 30th March 2023)						
					(At 30th March 2022)									
					TOTAL 2022-23	172,767.55								
					(Including S106 contributions)									
												191,457.77	BUDGET - TOTAL proposed SPEND 2023-24	
												includes: 5,000.00	<i>Use of Earmarked Reserve (S106 Community Endowment) for Park Play in '23-'24</i>	
												includes: 5,000.00	<i>Use of Earmarked Reserve (S106 Noticeboard) for Noticeboards in '23-'24</i>	
												35,072.16	Expected Earmarked Reserves at 30th March 2024	
												37,990.96	Expected General Reserve at 30th March 2024	