

# DRAFT

## Northstowe Town Council - BUDGET

2023-2024				2024-2025				PROPOSAL: BUDGET 2025-26					
Income		INCOME		INCOME		INCOME		INCOME		INCOME		FURTHER NOTES	
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Budget - Receipts		Budget - Payments
28	Precept	£111,159.41	£111,159.42	28	Precept	£144,786.44	£144,786.44	£144,786.44	28	Precept	£169,586.96		Tax base calculation received from SCDC: tax base for 25-26 = 1604.6; data based on SCDC data for OCT 2024 - 1,547 properties. NB: Tax base for 2024-25 was 1471.9, based on number of properties in Oct 2023 of 1,399; the Precept for Northstowe for 2024-25 was set at £144,786.44, equating to £96.08 per annum for a band D-equivalent household. <b>Precept increase rise options - see separate tab; the amount to the left is based on a recommended (minimum) 10% increase in precept request from SCDC.</b>
33	S106_EMR_Community Endowment_Phase 2	£0.00	£0.00	33	S106_EMR_Community Endowment_Phase 2	£30,000.00	£0.00	£39,870.00	33	S106_EMR_Community Endowment_Phase 2	£40,000.00		
34	S106_EMR_Town Boards_Phase 2	£0.00	£0.00	34	S106_EMR_Town Boards_Phase 2	£0.00	£0.00	£11,652.84	34	S106_EMR_Town Boards_Phase 2	£0.00		31 weeks (until end of October 2024, match-funded by Cambridgeshire ACRE at £24 per session Not expecting Longstanton PC to match-fund again (TBC). TBC - NTC could potentially consider targeting the Homes England Community Activation Fund for a project - TBC
32	Sponsorship Developers - Xmas tree & events	£1,000.00	£1,000.00	32	Sponsorship Developers - Xmas tree & events	£1,000.00	£600.00	£600.00	32	Sponsorship Developers - Xmas tree & events	£1,000.00		
47	Market Stall Fees	£8,145.00	£3,407.00	47	Market Stall Fees	£6,660.00	£2,309.00	£2,600.00	47	Market Stall Fees	£3,300.00		Unity Trust Instant Access Business Savings Account: 2.75% - interest paid quarterly; Redwood Bank 35 Days Business Savings Account: 4.10% - interest paid annually; Cambridge Building Society Council Saver Business Savings Account: 2.65% - interest paid annually.
45	Grant Funding - Market Development	£0.00	£0.00	45	Grant Funding - Market Development	£0.00	£0.00	£0.00	45	Grant Funding - Market Development	£0.00		
46	Warm Hub Grant funding	£0.00	£2,967.37	46	Warm Hub Grant funding	£1,800.00	£1,226.00	£1,586.00	46	Warm Hub Grant funding	£744.00		
60	Park Play - match funding	£0.00	£2,500.00	60	Park Play - match funding	£2,500.00	£0.00	£0.00	60	Park Play - match funding	£0.00		
55	Grant funding - other	£2,000.00	£0.00	55	Grant funding - other	£1,000.00	£250.00	£250.00	55	Grant funding - other	£5,000.00		
48	Contribution to Noticeboard	£0.00	£0.00	48	Contribution to Noticeboard	£0.00	£0.00	£0.00	48	Contribution to Noticeboard	£0.00		
56	Pavilion - room hire fees	£8,000.00	£0.00	56	Pavilion - room hire fees	£0.00	£0.00	£0.00	56	Pavilion - room hire fees	£0.00		
57	Sport pitches - hire fees	£4,000.00	£0.00	57	Sport pitches - hire fees	£0.00	£0.00	£0.00	57	Sport pitches - hire fees	£0.00		
									NEW CODE	Hire fees Unity Centre	£0.00		
58	Interest	£40.00	£0.00	58	Interest	£2,500.00	£726.61	£1,680.00	58	Interest	£4,475.00		
				63	VAT Return		£5,335.18	£7,135.18	63	VAT Return	£2,000.00		
									NEW CODE	Community Facility Management support funding	£60,000.00		
	SUB TOTAL	£134,344.41	£121,033.79		SUB TOTAL	£190,246.44	£155,233.23	£210,160.46		SUB TOTAL	£286,105.96		
EXPENDITURE				EXPENDITURE				EXPENDITURE					
Administration		Payments		ADMINISTRATION		ADMINISTRATION		ADMINISTRATION		ADMINISTRATION			
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments	
1	Town Clerk Salary	£47,602.45	£46,363.79	1	Town Clerk Salary	£49,623.70	£36,605.51	£49,623.70	1	Town Clerk Salary		£51,145.50	Includes: net staff wage; employee tax; employee NIC and employee pension contributions; plus increase of 5%, to counter for national pay agreement awards, inflation and/or any performance-related increases. See separate tab for details.
44	Deputy Clerk Salary	£24,188.12	£19,942.94	44	Deputy Clerk Salary	£23,052.54	£17,253.01	£23,052.54	44	Deputy Clerk Salary		£24,000.69	Includes: net staff wage; employee tax; employee NIC and employee pension contributions; plus increase of 5%, to counter for national pay agreement awards, inflation and/or any performance-related increases. See separate tab for details.
50	Market Manager Salary	£7,507.50	£4,882.11	50	Market Manager Salary	£20,207.88	£10,987.70	£16,171.40	50	Market Manager Salary		£16,286.18	Includes: net staff wage; employee tax; employee NIC and employee pension contributions; plus increase of 5%, to counter for national pay agreement awards, inflation and/or any performance-related increases. See separate tab for details.
51	Facilities Manager Salary	£8,151.57	£0.00	51	Assets and Estates Manager Salary	£25,368.53	£9,719.93	£20,897.69	51	Assets and Estates Manager Salary		£46,946.55	Includes: net staff wage; employee tax; employee NIC and employee pension contributions; plus increase of 5%, to counter for national pay agreement awards, inflation and/or any performance-related increases. See separate tab for details.

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										NEW CODE	Engagement Officer		£11,230.43	Includes: net staff wage; employee tax; employee NIC and employee pension contributions; plus increase of 5%, to counter for national pay agreement awards, inflation and/or any performance-related increases. See separate tab for further details about this proposed post.
										NEW CODE	Unity Centre Officer		£7,083.30	Includes: net staff wage; employee tax; employee NIC and employee pension contributions; plus increase of 5%, to counter for national pay agreement awards, inflation and/or any performance-related increases. See separate tab for further details about this proposed post.
4	Employer NIC Contributions	£7,733.32	£6,867.79	4	Employer NIC Contributions	£12,516.93	£7,145.52	£11,025.81	4	Employer NIC Contributions			£18,402.35	See separate staffing costs tab for details.
3	Employer Pension Contributions	£5,486.81	£3,641.30	3	Employer Pension Contributions	£7,095.16	£4,816.35	£6,854.43	3	Employer Pension Contributions			£9,446.03	See separate staffing costs tab for details.
5	Employee Expenses	£250.00	£11.88	5	Employee Expenses	£250.00	£113.35	£200.00	5	Employee Expenses			£400.00	Some increase expected especially in travel costs, with additional site visits to neighbouring parishes/other towns for further reserach before taking on management of new assets.
7	Staff Training	£800.00	£605.00	7	Staff Training	£1,500.00	£65.32	£150.00	7	Staff Training			£1,500.00	
38	Training - Councillors	£500.00	£90.00	38	Training - Councillors	£800.00	£0.00	£350.00	38	Training - Councillors			£500.00	
12	Insurance	£1,200.00	£591.53	12	Insurance	£700.00	£874.98	£874.98	12	Insurance			£6,000.00	Insurance rise with taking on Permanent Community Centre. Full RPI (full repair and insurance) & buildings insurance needed, as per expected SCDC requirements. Likely to be incorporated into the lease (expected to be a 99 year lease). This is at this stage a guestimate, based on insurance cosst at parishes where they manage community buildings. Currntent key uncertainties are (awaiting informatyion from SCDC) which wil influence a quote: value of building (rebuild value); value of contents; clarity on materials, types and quality of fixtures and equipment; kind of leasehold - all could influence the quotes to be obtained. Once information in in, quotes can be obtained.
6	PAYE Software & support	£0.00	£0.00	6	PAYE Software & support	£0.00	£0.00	£0.00	6	Payroll Services			£420.00	Introduction of external payroll services in 25-26. Expected to be in the order of £35 per month maximum, to include payroll services, RTI HMRC submissions and pension contribution submissions on the Council's behalf.
11	IT Hardware, Software & Support	£2,200.00	£2,413.65	11	IT Hardware, Software & Support	£4,000.00	£1,729.95	£6,900.00	11	IT Hardware, Software & Support			£5,742.08	Includes external IT support company; and new staff IT equipment needs.
8	Telephone & Internet	£500.00	£1,506.11	8	Telephone & Internet	£2,000.00	£1,339.33	£1,550.00	8	Telephone & Internet			£2,000.00	Includes monthly EE SIM contracts - around £1,000; new phones needed for new staff members - around £1,000
9	Data Protection	£40.00	£35.00	9	Data Protection	£40.00	£35.00	£35.00	9	Data Protection			£35.00	
13	Annual Subscriptions	£1,700.00	£2,206.48	13	Annual Subscriptions	£2,550.00	£1,353.92	£2,300.00	13	Annual Subscriptions			£3,100.00	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. Includes potential for expanding paid services - Canva (£170 per annum), booking system (e.g. Hallmark - £265 per annum; or add as package to Scribe or other package options to be explored further). There are further needs for a GIS-based asset management software package but it is likely not to be intrduced until 26-27, so not included in the amount to the left (e.g. Parish Online - £162/annum; or add as package to Scribe; many other options to be explored.
10	Office Equipment	£4,500.00	£2,754.53	10	Office Equipment	£2,000.00	£625.07	£750.00	10	Office Equipment			£2,500.00	Includes hire fees for photocopier (currently £512 per annum) and printing costs. Need for further office fixings and furniture with move to new office in Unity Centre.
14	Office Admin/supplies	£400.00	£192.33	14	Office Admin/supplies	£800.00	£453.03	£700.00	14	Office Admin/supplies			£900.00	
39	Storage	£2,500.00	£28.93	39	Storage	£0.00	£0.00	£0.00	39	Storage			£0.00	Consideration later on (26-27) for additional storage equipment needs and potential for additional external storage e.g. large shed or small container.
										NEW CODE	HR Support Services		£2,600.00	
	<b>SUB TOTAL</b>	<b>£115,259.77</b>	<b>£92,133.37</b>		<b>SUB TOTAL</b>	<b>£152,504.74</b>	<b>£93,117.97</b>	<b>£141,435.55</b>		<b>SUB TOTAL</b>			<b>£210,238.11</b>	
<b>Finance</b>														
		Payments		<b>FINANCE</b>					<b>FINANCE</b>					
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments		
16	Audit fees	£1,200.00	£850.50	16	Audit fees	£1,400.00	£654.95	£1,200.00	16	Audit fees		£1,500.00		
17	Bank Charges	£250.00	£108.00	17	Bank Charges	£350.00	£87.90	£150.00	17	Bank Charges		£350.00		
	<b>SUB TOTAL</b>	<b>£1,450.00</b>	<b>£958.50</b>		<b>SUB TOTAL</b>	<b>£1,750.00</b>	<b>£742.85</b>	<b>£1,350.00</b>		<b>SUB TOTAL</b>		<b>£1,850.00</b>		
<b>Legal</b>														
		Payments		<b>LEGAL</b>					<b>LEGAL</b>					
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments		
18	Solicitor/consultants	£6,000.00	£0.00	18	Solicitor/consultants	£6,000.00	£2,234.00	£2,234.00	18	Solicitor/consultants		£12,000.00		
	<b>SUB TOTAL</b>	<b>£6,000.00</b>	<b>£0.00</b>		<b>SUB TOTAL</b>	<b>£6,000.00</b>	<b>£2,234.00</b>	<b>£2,234.00</b>		<b>SUB TOTAL</b>		<b>£12,000.00</b>		
<b>Communications &amp; PR</b>														
		Payments		<b>COMMUNICATIONS &amp; PR</b>					<b>COMMUNICATIONS &amp; PR</b>					
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments		
19	Communications	£200.00	£0.00	19	Communications	£200.00	£0.00	£0.00	19	Communications		£200.00		
20	Website/email address support	£500.00	£0.00	20	Website/email address support	£650.00	£0.00	£0.00	20	Website support		£1,000.00		
21	Recruitment	£500.00	£372.74	21	Recruitment	£1,000.00	£462.00	£462.00	21	Recruitment		£500.00		
40	Branding and NTC logo development	£0.00	£0.00	40	Branding and NTC logo development	£1,500.00	£0.00	£0.00	40	Branding and NTC logo development		£800.00		
														Costs for website maintenance; includes costs to move to new website provider.
														Some increase expected with additional marketing/potential use of additional paid advertising locations
														Development of logo and branding guidelines via external company, needed also for consistency in signs etc for Unity Centre

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41	Marketing costs_Events and Markets	£600.00	£107.00	41	Marketing costs_Events and Markets	£1,300.00	£572.27	£700.00	41	Marketing costs_Events and Markets	£200.00	
SUB TOTAL		£1,800.00	£479.74	SUB TOTAL		£4,650.00	£1,034.27	£1,162.00	SUB TOTAL		£2,700.00	
Grants												
Payments				GRANTS				GRANTS				
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments
22	Section 137	£4,500.00	£2,000.00	22	Section 137	£4,000.00	£2,000.00	£2,770.00	22	Section 137		£0.00
54	Community grants awarded through GCP/other Powers	£3,000.00	£0.00	54	Community grants awarded through GCP/other Powers	£5,000.00	£6,817.00	£6,230.00	54	Community grants awarded through GCP/other Powers		£9,000.00
SUB TOTAL		£7,500.00	£2,000.00	SUB TOTAL		£9,000.00	£8,817.00	£8,817.00	SUB TOTAL			£9,000.00
Office Services												
Payments				OFFICE SERVICES				OFFICE SERVICES				
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments
27	Hire of office space/council chamber	£4,000.00	£4,964.40	27	Hire of office space/council chamber	£5,000.00	£3,315.00	£4,800.00	27	Hire of office space/council chamber		£3,900.00
				61	Office maintenance	£350.00	£154.00	£154.00	NEW CODE	Office maintenance		£250.00
SUB TOTAL		£4,000.00	£4,964.40	SUB TOTAL		£5,350.00	£3,469.00	£4,954.00	SUB TOTAL			£4,150.00
Highways												
Payments				HIGHWAYS				HIGHWAYS				
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments
23	Street Furniture	£5,000.00	£0.00	23	Street Furniture	£5,000.00	£0.00	£0.00	23	Street Furniture		£5,000.00
24	Station Rd Verges (Longstanton PC)	£650.00	£0.00	24	Station Rd Verges (B1050)	£1,200.00	£540.00	£756.00	24	Station Rd Verges (B1050)		£1,800.00
SUB TOTAL		£5,650.00	£0.00	SUB TOTAL		£6,200.00	£540.00	£756.00	SUB TOTAL			£6,800.00
Community Projects												
Payments				COMMUNITY PROJECTS				COMMUNITY PROJECTS				
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments
42	Market Management	£10,128.00	£3,255.35	42	Market Management	£5,000.00	£1,386.21	£1,900.00	42	Market Management		£4,800.00
49	Warm Hub	£0.00	£3,279.84	49	Community Lounge	£2,200.00	£1,184.58	£2,000.00	49	Community Lounge		£2,200.00
52	Park Play	£5,000.00	£5,000.00	52	Park Play	£5,000.00	£5,000.00	£5,000.00	52	Park Play		£5,000.00
				64	Mobile Food Hub_Hope CIC	£2,400.00	£2,400.00	£2,400.00	64	Mobile Food Hub_Hope CIC		£5,000.00
31	Council/Community Events	£2,500.00	£2,713.91	31	Council/Community Events	£3,500.00	£68.50	£2,972.50	31	Council/Community Events		£3,500.00
43	Assets for Events	£500.00	£254.96	43	Assets for Events	£2,500.00	£0.00	£0.00	43	Assets for Events		£700.00
59	Youth work/Connections Bus	£3,570.00	£0.00	59	Youth work/Connections Bus	£0.00	£0.00	£0.00	59	Youth work/Connections Bus		£0.00
SUB TOTAL		£21,698.00	£14,504.06	SUB TOTAL		£20,600.00	£10,039.29	£14,272.50	SUB TOTAL			£21,200.00
Contingency												
Payments				CONTINGENCY				CONTINGENCY				
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments
25	Contingency	£500.00	£199.00	25	Contingency	£1,000.00	£0.00	£0.00	25	Contingency		£1,000.00
SUB TOTAL		£500.00	£199.00	SUB TOTAL		£1,000.00	£0.00	£0.00	SUB TOTAL			£1,000.00
Civic and Democratic Representation												
Payments				CIVIC AND DEMOCRATIC REPRESENTATION				CIVIC AND DEMOCRATIC REPRESENTATION				
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments
37	Civic ceremonies and events	£500.00	£260.41	37	Civic ceremonies and events	£500.00	£25.00	£25.00	37	Civic ceremonies and events		£200.00
15	Chairman Allowance	£100.00	£9.00	15	Chairman Allowance	£100.00	£58.80	£58.80	15	Chairman Allowance		£100.00
36	Insignia - Mayor's Chain and Badge of Office	£2,000.00	£0.00	36	Insignia - Mayor's Chain and Badge of Office	£2,500.00	£0.00	£0.00	36	Insignia - Mayor's Chain and Badge of Office		£3,000.00
35	Election costs	£0.00	£0.00	35	Election costs	£0.00	£0.00	£0.00	35	Election costs		£0.00
SUB TOTAL		£2,600.00	£269.41	SUB TOTAL		£3,100.00	£83.80	£83.80	SUB TOTAL			£3,300.00
Facilities Services												
Payments				FACILITIES SERVICES				FACILITIES SERVICES				
Code	Title	Budget	Actual	Code	Title	Budget	Actual (to 31 DEC 2024)	Forecast (to end March 2025)	Code	Title	Receipts	Payments
				62	Defibrillator maintenance	£250.00	£25.93	£25.93	62	Defibrillator maintenance		£250.00
									NEW CODE	NNDR		£0.00

Consideration to be given to not increase in 25-266 considering new funding pot available through Homes England (Community Activation Fund) as well as ongoing option for community groups to draw funds through Kickstart Fund.

Expected needed until mid FEB 2026.

Includes annual PAT testing; anycleaning services (eg windows)

New Noticeboard delivery moved to 25-26. Use of Earmarked Reserves (S106 - 'Noticeboards')  
New 3-year contract to be tendered for.

Venue hire costs; signs and other market material needs; Also includes costs for Phoenix event management company x1 staff member per market costs, needed for safety and managemnt reasons (moved to this cost heading for next year, rather than keeping under Market Manager cost heading as was done in 24-25 because of reduced spend on Market Manager post in that year against original budget - because of gap of several months in employee presence). This increase in costs under this budget heading is thus not a real increase in market management-related costs.

Use of Earmarked Reserves (S106 Community Endowment)

Use of Earmarked Reserves (S106 Community Endowment)

Including Christmas tree & decorations provision

To include purchase of PPE for staff/ Clirs - such as branded hard hats, steel toe capped boots.

Item moved from 24-25 to 25-26. 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 other materials and servicing that may be needed.

National Non-Domestic Rates. Expected to be liable for potentially up to £40,000 per annum, although possibility for relief (eg small business relief rate)is to be explored further. Exact calculations cannot be obtained until building is in existence - see more information in Unity Centre business plan. Expected to get bill in 26-27.

