



# **Approved Budget 2023/24**

**Prepared by: P J Lavelle  
Town Clerk**

**January 2023**

BUDGET 2023/24

	Approved Budget 2022/23 £	Proposed Budget 2023/24 £
<u>EXPENDITURE</u>		
Employees Related Expenses	342,310	405,570
Transport Related Expenses	18,520	21,270
Premises Related Expenses	25,040	26,510
Supplies and Services	97,590	134,390
Third Party Payments	91,480	105,280
Section 137 Payments	64,150	64,150
Bank Charges	5,520	19,020
<b>TOTAL EXPENDITURE</b>	<b>644,610</b>	<b>776,190</b>
<u>INCOME</u>		
Agency Agreements / Grants	15,910	16,970
Fees & charges	15,600	11,370
Interest	1,500	1,500
Council Tax Support Grant	6,950	0
Contribution from General Reserves	0	0
Contribution from Ear-marked Reserves	1,250	0
<b>TOTAL INCOME</b>	<b>41,210</b>	<b>29,840</b>
<b>Precept required</b>	<b><u><u>603,400</u></u></b>	<b><u><u>746,350</u></u></b>

BLANK PAGE

**BUDGET 2023/24**

**EMPLOYEE RELATED EXPENSES**

DESCRIPTION	Approved Budget 2022/23	Additional Provision	Price Increases	Proposed Budget 2022/23
Salaries <b>4000</b> Town Clerk's Office <b>101</b>	325,680	0	<sup>1</sup> 37,530	363,210
<u>Review</u> Contingency Adjustment	0	0	<sup>2</sup> 20,000	20,000
<u>Inflation</u> Estimated Pay Award 2%	3,260	0	<sup>3</sup> 4,340	7,600
Medical Expenses - eye tests <b>4010</b> Town Clerk's Office <b>101</b>	150	0	<sup>4</sup> 100	250
Medical Expenses - vaccinations <b>4010</b> Grounds Maint. Team <b>101</b>	0	<sup>5</sup> 200	0	200
Personal Protective Equipment <b>4015 10</b>	2,910	0	<sup>6</sup> 170	3,080
Training <b>4020 101 &amp; 4019 101</b>	9,010	0	0	9,010
Honorariums <b>4021 102</b>	1,020	0	0	1,020
Professional Membership Fees <b>4025 1</b>	280	<sup>7</sup> 60	<sup>8</sup> 60	400
Healthy Workplace Support	0	<sup>9</sup> 800	0	800
<b>TOTAL VARIATIONS</b>	<b>342,310</b>	<b>1,060</b>	<b>62,200</b>	<b>405,570</b>

COMPLETED BY P J Lavelle

Date: December 2022

Note 1:

Increase due to results of pay & grading review and increase to pension contribution rates

Note 2:

Adjustment to allow for potential changes to the seasonal worker position and to create a contingency for any future amendments to the NI rate

Note 3:

Adjustment due to change from previous anticipated 1% award

Note 4:

Adjustment to cost of eye test and basic pair of glasses

Note 5:

Additional provision to cover vaccinations required by Maintenance Team

Note 6:

Inflationary Increase of 6%

Note 7:

Inclusion of SLCC Principal Membership for the Town Clerk

Note 8:

Increase in cost of AAT Membership Fees

Note 9:

Addition to cover cost for additional support to employees as part of Healthy Workplace Scheme

**BUDGET 2023/24**

**TRANSPORT RELATED EXPENSES**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Casual User mileage <b>4030 101 &amp; 4031 101</b>	1,000	0	0	1,000
Council Vehicles <b>4035 101</b>	14,950	<sup>1</sup> 2,580	<sup>2</sup> 150	17,680
Mayor's Allowance <b>4040 102</b>	2,570	0	<sup>3</sup> 20	2,590
<b>TOTAL VARIATIONS</b>	18,520	2,580	170	21,270

COMPLETED BY P J Lavelle

Date: December 2022

Note 1:

Estimated increase of lease costs for replacement electric vehicle and installation of charging point and charging costs

Note 2:

Inflationary Increase of 6%

Note 3:

Increase in cost of Flora Day Suit Hire

**BUDGET 2023/24**

**PREMISES RELATED EXPENSES**

DESCRIPTION	Approved Budget 2022/23	Additional Provision	Price Increases	Proposed Budget 2023/24
Repairs and Maintenance	25,040	0	<sup>1</sup> 1,470	26,510
<p>R&amp;M includes maintenance of :</p> <ul style="list-style-type: none"> <li>Guildhall</li> <li>Guildhall Public Conveniences</li> <li>Trengrouse Way Pub Cons</li> <li>Monument Pub Cons</li> </ul> <p>The maintenance includes:</p> <ul style="list-style-type: none"> <li>Fire Extinguisher Testing</li> <li>Portable Appliance Testing</li> <li>Gas Boiler Maintenance</li> <li>Cyclical Cleaning of Chairs</li> <li>Repair/Replace Flags</li> <li>Town Clock maintenance</li> <li>Stair Lift Maintenance</li> <li>Fire Alarm &amp; Emergency Lighting</li> <li>Stair climber maintenance</li> <li>Lease of a storage container</li> <li>Repairs due to vandalism</li> <li>Other on-going building maintenance</li> </ul>				
TOTAL VARIATIONS	25,040	0	1,470	26,510

COMPLETED BY P J Lavelle

Date: December 2022



Note 1:  
Inflationary increase at a rate of 6%

**BUDGET 2023/24**

**SUPPLIES AND SERVICES**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Business Rates & Water Rates	17,100	<sup>1</sup> 300	<sup>2</sup> 240	17,640
Gas & Electricity	7,090	<sup>3</sup> 300	<sup>2</sup> 720	8,110
Telephones	2,850	<sup>4</sup> 1,070	<sup>2</sup> 230	4,150
Postages	1,410	<sup>5</sup> -410	0	1,000
Insurances	8,500	<sup>6</sup> 600	<sup>2</sup> 500	9,600
Printing, Stationery & Small Equipment	13,350	<sup>7</sup> 180	<sup>2</sup> 380	13,910
Advertisements	1,200	0	<sup>8</sup> 2,800	4,000
Publications	270	0	<sup>2</sup> 30	300
Subscriptions	4,020	0	<sup>2</sup> 110	4,130
Furniture	420	0	0	420
Cleaning materials	3,990	0	<sup>9</sup> 560	4,550
Web-site	530	0	<sup>2</sup> 40	570
Consultancy & Professional Fees	3,400	0	<sup>12</sup> 0	3,400
Public Seating	1,600	0	<sup>2</sup> 100	1,700
Signs and Notice Boards	1,000	0	<sup>2</sup> 60	1,060
Local Elections	2,500	0		2,500
Playground Equipment	2,500	<sup>10</sup> 2,000		450000.00%
Town Warden	1,200	0	<sup>2</sup> 150	1,350
Youth Engagement	200	0	0	200
Freemen insignia & ceremonies	2,000	0	0	2,000
Contract Cleaning	22,460	0	<sup>11</sup> 26,840	49,300
<b>TOTAL VARIATIONS</b>	<b>97,590</b>	<b>4,040</b>	<b>32,760</b>	<b>134,390</b>

Date: December 2022

Date: September 2022

COMPLETED BY P J Lavelle

Note 1:

Addition of water rates for Pigeon Club building

Note 2:

Inflationary increase at rate appropriate to service - Generally 6%

Note 3:

Reduction of electricity usage as anticipated increases from new heating system did not occur, includes an addition for electricity usage at former Pigeon Club building.

Note 4:

Correction of cost of VOIP System and provision of mobiles for two members of staff

Note 5:

Reduction in anticipated postage volume

Note 6:

Additional insurance for new premises

Note 7:

Adjustment for additional lone worker alarm and body camera, include reduction in accounting package

Note 8:

Significant increase in advertising costs due to change of publication following closure of previous publication

Note 9:

Adjustment to correct waste disposal costs including anticipated 6% inflationary increase

Note 10:

Contribution to build-up Play Equipment Replacement Ear-marked Reserve

Note 11:

Renewal of public convenience cleaning contract due and significant increase in costs expected

Note 12:

Increase in cost of External Auditor Fees

**BUDGET 2023/24****THIRD PARTY PAYMENTS**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Street Stalls & Road Closures	5,600	0 <sup>1</sup>	900	6,500
Grounds Maintenance	15,250	2,600 <sup>2</sup>	0	17,850
Defibrillator Maintenance	4,000	1,000 <sup>3</sup>	500 <sup>4</sup>	5,500
Active Partnering and Devolution of Services	5,000	-5,000 <sup>10</sup>	0	0
Helston Museum	2,500	0	0	2,500
Human Resources and Health & Safety Services	1,880	500 <sup>5</sup>	0	2,380
Tree Maintenance	6,000	-1,900 <sup>6</sup>	0	4,100
Public Realm CCTV	18,250	2,000	3,200 <sup>7</sup>	23,450
Marketing	8,000	8,400 <sup>8</sup>	0	16,400
Youth Support (inc. Furry Café)	25,000	0	1,600 <sup>9</sup>	26,600
<b>TOTAL VARIATIONS</b>	<b>91,480</b>	<b>7,600</b>	<b>6,200</b>	<b>105,280</b>

COMPLETED BY P J Lavelle

Date: December 2022

Note 1:

Potential increase in Street Stall Superintendent commission rate due to recognise role requirement plus 10% inflationary increase on road closure costs.

Note 2:

Adjustment to flail mower costs and additional provision for hanging basket plants

Note 3:

Adjustment to cover actual defibrillation maintenance costs

Note 4:

Inflationary increase of 10%

Note 5:

Provision for occupational health services

Note 6:

Reduction in anticipated tree maintenance costs

Note 7:

Anticipated increase in CCTV monitoring costs

Note 8:

Addition of contribution to HCIC Discover Helston Marketing Costs - agreed by Full Council

Note 9:

6% Inflationary increase for youth worker provision

Note 10:

Reduction of the Active Partnering & Devolution of Services Budget due to the creation of and Ear Marked Reserve

**BUDGET 2023/24****GRANT & PROJECT FUNDING**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Non-Specific Grants	20,000	0	0	20,000
Town Twinning	2,500	0	0	2,500
Flora Day Decorations	650	0	0	650
Christmas Lights	6,000	0	0	6,000
Civic Hospitality	5,000	0	0	5,000
Traffic Regulation Orders	5,000	0	0	5,000
Carbon Footprint Reduction	25,000	0	0	25,000
<b>TOTAL VARIATIONS</b>	<b>64,150</b>	<b>0</b>	<b>0</b>	<b>64,150</b>

COMPLETED BY P J Lavelle

Date: December 2022

BLANK PAGE

**BUDGET 2023/24****BANK CHARGES**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Bank Charges	520	0	0	520
PWLB Pub Cons loan repayments	0	0	0	
PWLB New building	5,000	<sup>1</sup> 13,500	0	18,500
<b>TOTAL VARIATIONS</b>	<b>5,520</b>	<b>13,500</b>	<b>0</b>	<b>19,020</b>

COMPLETED BY P J Lavelle

Date: December 2022



Note 1:  
Loan towards new council building

**BUDGET 2023/24**

**AGENCY AGREEMENTS (INCOME)**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Agency Agreements	15,910	0	1,060	16,970
TOTAL VARIATIONS	15,910	0	1,060	16,970

COMPLETED BY P J Lavelle

Date: December 2022

Note 1:  
Adjustment of income to reflect 2022/23 rates

**BUDGET 2023/24****FEES AND CHARGES**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Guildhall Lettings	6,800	<sup>1</sup> -3,000	0	3,800
Lease of Guildhall Basement	500	0	<sup>2</sup> -100	400
Drill Hall Yard Parking	790	<sup>3</sup> 220	0	1,010
Indoor Market	700	<sup>4</sup> -300	0	400
Street Stalls	6,810	<sup>5</sup> -1,050	0	5,760
<b>TOTAL VARIATIONS</b>	<b>15,600</b>	<b>-4,130</b>	<b>-100</b>	<b>11,370</b>

COMPLETED BY P J Lavelle

Date: December 2022

Note 1:  
Adjustment based on income figures for 2022/23

Note 2:  
Adjustment based on income figures for 2022/23

Note 3:  
Increase to Drill Hall Yard to parking provision - Based 4 permits for 6 months due to agreed future loss of parking for Cultural Quarter Project

Note 4:  
Adjustment based on income figures for 2022/23

Note 5:  
Adjustment based on income figures for 2022/23

**BUDGET 2023/24**

**BANK INTEREST**

<b>DESCRIPTION</b>	<b>Approved Budget 2022/23</b>	<b>Additional Provision</b>	<b>Price Increases</b>	<b>Proposed Budget 2023/24</b>
Bank Interest	1,500	0	0	1,500
<b>TOTAL VARIATIONS</b>	1,500	0	0	1,500

COMPLETED BY P J Lavelle

Date: December 2022

BLANK PAGE