



## **Seaford Town Council Finance & General Purposes Committee Agenda – 10<sup>th</sup> October 2024**

### **To the Members of the Finance & General Purposes Committee**

Councillors R Stirton (Chair), F Hoareau (Vice Chair), S Ali, L Boorman, R Buchanan, S Dubas, L Wallraven and M Wearmouth.

A meeting of the **Finance & General Purposes Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday 10<sup>th</sup> October 2024** at **7.00pm**, which you are summoned to attend.

A handwritten signature in blue ink, appearing to be 'SQ'.

Steve Quayle

Interim Town Clerk

4<sup>th</sup> October 2024

- **Public attendance at this meeting will be limited due to the size of the meeting, so public will need to register to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation.**

## **AGENDA**

### **1. Apologies for Absence**

To consider apologies for absence.

### **2. Disclosure of Interests**

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

### **3. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

### **4. Receipts, Payments and Bank Reconciliation Reports for June, July and August 2024**

To consider report 92/24 advising of Receipts, Payments and Bank Reconciliations for June, July and August 2024 (pages 5 to 8).

### **5. Finance Report to 31<sup>st</sup> August 2024**

To consider report 93/24 presenting the income and expenditure for 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024 for the Finance & General Purposes Committee and to highlight significant variances from budget (pages 9 to 24).

### **6. Budget Timetable 2025 - 2026**

To consider report 94/24 advising the Committee of the Budget Timetable for 2025 - 2026 (pages 25 to 26).

### **7. Exclusion of the Press & Public**

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reasons as set out below.

*The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.*

### **8. Receipts Due for Payment as at 2<sup>nd</sup> October 2024 EXEMPT**

To consider exempt report 95/24 informing the Committee of unpaid receipts due on 2<sup>nd</sup> October 2024 (exempt pages).

*Reason for exemption: to progress confidential debtor matters.*

*Explanation of Reason: under Data Protection and Freedom of Information legislation, information about the financial arrangements and activities of a business or individual must remain confidential between the parties involved.*

## AGENDA NOTES

For further information about items on this Agenda please contact:

Steve Quayle, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### Circulation:

All Town Councillors and registered email recipients.

### Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

The Town Council asks that you contact [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

### Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.45pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 7.00pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

### Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

#### Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) or by post to the Town Council offices.

#### Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



<b>Report No:</b>	<b>92/24</b>
<b>Agenda Item No:</b>	<b>4</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>10<sup>th</sup> October 2024</b>
<b>Title:</b>	<b>Receipts, Payments and Bank Reconciliation Reports for June, July and August 2024</b>
<b>By:</b>	<b>Lucy Clark, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To advise the Committee of Receipts, Payments and Bank Reconciliations for June, July and August 2024</b>

<b>Recommendations</b>
<b>The Finance &amp; General Purposes Committee is recommended:</b>
1.To note the contents of the report.

## **1. Information**

- 1.1** In line with the Town Council's Financial Regulations, a councillor other than the Mayor shall be appointed to verify the bank reconciliations. The councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2** The Chair of the Committee is the appointed councillor who will view and verify that they are in agreement with the bank reconciliations already reconciled by the RFO.

- 1.3** In line with the above, the bank reconciliations from June 2024 to August 2024 have now been checked and verified by the Chair of this Committee with no exceptions; hard copies are available on request.
- 1.4** Attached in Appendix A is a table showing the total receipts and payments for the months of June, July and August 2024.
- 1.5** Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6** The RFO continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be organised on a day's notice provided there are two authorised signatories.
- 1.7** For clarity, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; any other type of payments from this account cannot be made.
- 1.8** The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds within the CCLA and are paid at the end of each month into the Cooperative current account.
- 1.9** Since 1<sup>st</sup> April 2024, a total of £32,599 interest has been received.
- 1.10** Since 1<sup>st</sup> June 2024, a net total of £250,000 was transferred out of the CCLA account leaving a balance of £1,720,000 at the end August 2024.
- 1.11** The slight reduction in interest rates reflects a downward trend, though the latest published rate for July 2024 of 5.04% remains higher compared to 4.93% in July 2023.
- 1.12** As previously reported, the PSDF is a low-risk fund with points to note:
  - a) Security (AAA rated)
  - b) Liquidity (same day / 1 day access)
  - c) Yield (above the market after management fees)
  - d) £1.3bn fund - £100m from Town & Parish Councils
  - e) £25,000 minimum investment
  - f) A popular and widely used money market fund used by Town & Parish Councils.

## **2. Financial Appraisal**

- 2.1** As of 31<sup>st</sup> August 2024, the actual monies held in the Cooperative current account were £670,170.67 along with £1,720,000 being held in the CCLA Account. The balance carried forward in the accounts (Appendix A) includes items that are in the accounts but not yet cleared at the bank.

## **3. Contact Officer**

- 3.1** The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.

**Co-Operative Bank Current Account**

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
Jun-24	£ 94,775.71	£ 254,555.99	£ 234,990.80	£ 114,340.90
Jul-24	£ 114,340.90	£ 147,786.33	£ 174,889.99	£ 87,237.24
Aug-24	£ 87,237.24	£ 747,534.30	£ 158,131.62	£ <b>676,639.92</b>

**CCLA Investment Account**

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Jun-24	£ 1,970,000.00	£ -	£ 150,000.00	£ 1,820,000.00
Jul-24	£ 1,820,000.00	£ -	£ -	£ 1,820,000.00
Aug-24	£ 1,820,000.00	£ -	£ 100,000.00	£ <b>1,720,000.00</b>





<b>Report No:</b>	<b>93/24</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>10<sup>th</sup> October 2024</b>
<b>Title:</b>	<b>Finance &amp; General Purposes Finance Report for 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024</b>
<b>By:</b>	<b>Lucy Clark, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the income and expenditure for 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024 for the Finance &amp; General Purposes Committee and to highlight significant variances from budget</b>

<b>Recommendations</b>
<b>The Committee is recommended:</b>
1. To note the contents of the report.

## **1. Information**

- 1.1** Attached in Appendix A is the detailed income and expenditure for the period of 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024 for all committees compared to the annual budget.
- 1.2** This report only covers the Finance & General Purposes (F&GP) Committee (see pages 8 - 10 of Appendix A for the F&GP cost centres), as over/under performance against budget on other committees are reported at individual committee meetings. However, any questions arising with other areas of the income and expenditure report are welcomed.
- 1.3** With regards to the F&GP Committee Income & Expenditure report, any significant variances are reported in Appendix B.

## **2. Financial Appraisal**

- 2.1** As at 31<sup>st</sup> August 2024, the F&GP expenditure is £356,880 which is 44.1% of the projected budget which is in line with where it should be at this point in the financial year.
- 2.2** The F&GP income is £1,139,685, which is 98.3% of the projected budget and is largely due to receiving all the precept.
- 2.3** Overall, the Full Council actual spend is £1,024,883 being 50.6% of the budget and the income being £1,818,797, which is 89.6% of the budget.

## **3. Contact Officer**

- 3.1** The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
<b>Community Services</b>								
<u>105</u>	<u>Salts Recreation Ground</u>							
1025	Income Sponsorship	230	230	0		100.0%		
1050	Income Rent	2,039	2,180	141		93.5%		
1051	Income Insurance Recharge	1,933	1,854	(79)		104.2%		
1057	Income Electricity Recharge	2,049	8,610	6,561		23.8%		
1058	Income Water Recharge	(473)	4,988	5,461		(9.5%)		
1066	Income Concession	25,000	24,000	(1,000)		104.2%		
1073	Sports Pitch Hire & Green Fees	2,948	5,000	2,052		59.0%		
1095	Income Tennis Annual Pass	2,475	3,025	550		81.8%		
1096	Income Tennis Pay & Play	2,185	3,500	1,315		62.4%		
	Salts Recreation Ground :- Income	<b>38,386</b>	<b>53,387</b>	<b>15,001</b>		<b>71.9%</b>	<b>0</b>	
4018	Water Refill Maint	279	0	(279)	(279)	0.0%	279	
4052	Water & Sewerage	4,320	12,600	8,280	8,280	34.3%		
4053	Tennis Electric	47	404	357	357	11.6%		
4054	Salts Cafe Electric	2,049	8,434	6,385	6,385	24.3%		
4055	Electricity	262	674	412	412	38.8%		
4095	Tennis Court Expenditure	841	7,282	6,441	6,441	11.5%		
4096	LTA Loan	1,875	1,875	0	0	100.0%		
4100	Telecommunications	152	355	203	203	42.7%		
4115	Insurance	3,773	3,735	(38)	(38)	101.0%		
4155	Professional Fees	0	1,000	1,000	1,000	0.0%		
4201	Cleaning & Hygiene	3,959	16,725	12,766	12,766	23.7%		
4250	Memorial Bench	0	500	500	500	0.0%		
4251	Dog Bin Emptying	0	2,611	2,611	2,611	0.0%		
4252	Additional Litter Pick	0	1,000	1,000	1,000	0.0%		
4260	Grounds Maintenance Contract	23,653	74,500	50,847	50,847	31.7%		
4261	General Maintenance	2,068	6,100	4,032	4,032	33.9%		
4275	Building Maintenance	1,944	5,000	3,056	3,056	38.9%		
4276	CCTV	390	850	460	460	45.9%		
4283	Playground	30	20,000	19,970	19,970	0.1%		
	Salts Recreation Ground :- Indirect Expenditure	<b>45,639</b>	<b>163,645</b>	<b>118,006</b>	<b>0</b>	<b>118,006</b>	<b>27.9%</b>	<b>279</b>
	<b>Net Income over Expenditure</b>	<b>(7,253)</b>	<b>(110,258)</b>	<b>(103,005)</b>				
6000	plus Transfer from EMR	279						
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,974)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>106 Crouch Recreation Ground</b>							
1050 Income Rent	1,275	2,550	1,275			50.0%	
1051 Income Insurance Recharge	724	668	(56)			108.4%	
1058 Income Water Recharge	(77)	600	677			(12.9%)	
1073 Sports Pitch Hire & Green Fees	10,731	10,500	(231)			102.2%	
<b>Crouch Recreation Ground :- Income</b>	<b>12,653</b>	<b>14,318</b>	<b>1,665</b>			<b>88.4%</b>	<b>0</b>
4052 Water & Sewerage	1,468	3,000	1,532		1,532	48.9%	
4115 Insurance	1,015	931	(84)		(84)	109.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	0	1,778	1,778		1,778	0.0%	
4260 Grounds Maintenance Contract	12,034	28,400	16,366		16,366	42.4%	
4261 General Maintenance	6,421	5,000	(1,421)		(1,421)	128.4%	6,050
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4283 Playground	30	5,000	4,970		4,970	0.6%	
<b>Crouch Recreation Ground :- Indirect Expenditure</b>	<b>20,968</b>	<b>49,609</b>	<b>28,641</b>	<b>0</b>	<b>28,641</b>	<b>42.3%</b>	<b>6,050</b>
<b>Net Income over Expenditure</b>	<b>(8,315)</b>	<b>(35,291)</b>	<b>(26,976)</b>				
6000 plus Transfer from EMR	6,050						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,265)</b>						
<b>107 Martello Fields</b>							
1050 Income Rent	5,238	5,000	(238)			104.8%	
<b>Martello Fields :- Income</b>	<b>5,238</b>	<b>5,000</b>	<b>(238)</b>			<b>104.8%</b>	<b>0</b>
4018 Water Refill Maint	258	0	(258)		(258)	0.0%	258
4115 Insurance	6	0	(6)		(6)	0.0%	
4251 Dog Bin Emptying	0	1,425	1,425		1,425	0.0%	
4260 Grounds Maintenance Contract	5,113	14,317	9,204		9,204	35.7%	
4261 General Maintenance	140	2,000	1,860		1,860	7.0%	
<b>Martello Fields :- Indirect Expenditure</b>	<b>5,516</b>	<b>17,742</b>	<b>12,226</b>	<b>0</b>	<b>12,226</b>	<b>31.1%</b>	<b>258</b>
<b>Net Income over Expenditure</b>	<b>(278)</b>	<b>(12,742)</b>	<b>(12,464)</b>				
6000 plus Transfer from EMR	258						
<b>Movement to/(from) Gen Reserve</b>	<b>(20)</b>						
<b>108 Other Open Spaces</b>							
1050 Income Rent	90	90	0			100.0%	
<b>Other Open Spaces :- Income</b>	<b>90</b>	<b>90</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 Water Refill Maint	73	0	(73)		(73)	0.0%	73
4052 Water & Sewerage	149	200	51		51	74.3%	
4115 Insurance	51	50	(1)		(1)	102.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	0	2,844	2,844		2,844	0.0%	
4260 Grounds Maintenance Contract	18,200	45,248	27,048		27,048	40.2%	
4261 General Maintenance	5,024	7,200	2,176		2,176	69.8%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Other Open Spaces :- Indirect Expenditure	<b>23,496</b>	<b>58,102</b>	<b>34,606</b>	<b>0</b>	<b>34,606</b>	<b>40.4%</b>	<b>73</b>
<b>Net Income over Expenditure</b>	<b>(23,406)</b>	<b>(58,012)</b>	<b>(34,606)</b>				
6000 plus Transfer from EMR	73						
<b>Movement to/(from) Gen Reserve</b>	<b>(23,333)</b>						
<u>113 Crypt</u>							
1057 Income Electricity Recharge	500	0	(500)			0.0%	
1058 Income Water Recharge	57	0	(57)			0.0%	
1063 Income Gas Recharged	658	0	(658)			0.0%	
Crypt :- Income	<b>1,215</b>	<b>0</b>	<b>(1,215)</b>				<b>0</b>
4052 Water & Sewerage	57	0	(57)		(57)	0.0%	
4055 Electricity	500	0	(500)		(500)	0.0%	
4056 Gas	370	0	(370)		(370)	0.0%	
4115 Insurance	304	305	1		1	99.6%	
4275 Building Maintenance	0	3,000	3,000		3,000	0.0%	
4279 Fire & Security	137	75	(62)		(62)	182.0%	
Crypt :- Indirect Expenditure	<b>1,367</b>	<b>3,380</b>	<b>2,013</b>	<b>0</b>	<b>2,013</b>	<b>40.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(152)</b>	<b>(3,380)</b>	<b>(3,228)</b>				
<u>114 South Street</u>							
4201 Cleaning & Hygiene	3,834	15,165	11,331		11,331	25.3%	
4275 Building Maintenance	0	2,000	2,000		2,000	0.0%	
South Street :- Indirect Expenditure	<b>3,834</b>	<b>17,165</b>	<b>13,331</b>	<b>0</b>	<b>13,331</b>	<b>22.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,834)</b>	<b>(17,165)</b>	<b>(13,331)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>115 Martello Tower</b>							
4115 Insurance	3,419	3,420	1		1	100.0%	
4275 Building Maintenance	2,325	15,000	12,675		12,675	15.5%	
<b>Martello Tower :- Indirect Expenditure</b>	<b>5,744</b>	<b>18,420</b>	<b>12,676</b>	<b>0</b>	<b>12,676</b>	<b>31.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,744)</b>	<b>(18,420)</b>	<b>(12,676)</b>				
<b>116 Seaford Head Estate</b>							
1011 Income Filming	12,300	20,000	7,700			61.5%	
1021 Income South Hill Barn	347	1,000	653			34.7%	
1050 Income Rent	5,000	10,000	5,000			50.0%	
1053 Income Grants	0	3,250	3,250			0.0%	
1066 Income Concession	1,883	3,480	1,597			54.1%	
1200 Income Nature Reserve	460	0	(460)			0.0%	
<b>Seaford Head Estate :- Income</b>	<b>19,990</b>	<b>37,730</b>	<b>17,740</b>			<b>53.0%</b>	<b>0</b>
4115 Insurance	539	480	(59)		(59)	112.3%	
4155 Professional Fees	3,707	11,000	7,293		7,293	33.7%	
4156 Bank Charges	0	16	16		16	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	0	1,425	1,425		1,425	0.0%	
4260 Grounds Maintenance Contract	416	1,344	928		928	31.0%	
4261 General Maintenance	256	3,000	2,744		2,744	8.5%	
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4279 Fire & Security	322	0	(322)		(322)	0.0%	
4500 Nature Reserve Expenses	21,089	21,450	361		361	98.3%	
4501 Filming Expenses	2,460	4,000	1,540		1,540	61.5%	
<b>Seaford Head Estate :- Indirect Expenditure</b>	<b>28,789</b>	<b>47,215</b>	<b>18,426</b>	<b>0</b>	<b>18,426</b>	<b>61.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,799)</b>	<b>(9,485)</b>	<b>(686)</b>				
<b>117 Seafont</b>							
1011 Income Filming	0	200	200			0.0%	
1025 Income Sponsorship	460	460	0			100.0%	
1057 Income Electricity Recharge	2,241	12,600	10,359			17.8%	
1058 Income Water Recharge	90	150	60			60.1%	
1066 Income Concession	51,960	64,540	12,580			80.5%	
1084 Income Promenade	199	0	(199)			0.0%	
<b>Seafont :- Income</b>	<b>54,950</b>	<b>77,950</b>	<b>23,000</b>			<b>70.5%</b>	<b>0</b>
4018 Water Refill Maint	235	0	(235)		(235)	0.0%	235
4022 Telescope Expenditure	15	200	185		185	7.5%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	90	150	60		60	60.1%	
4055 Electricity	3,385	12,600	9,215		9,215	26.9%	
4115 Insurance	1,248	975	(273)		(273)	128.0%	
4201 Cleaning & Hygiene	4,117	18,200	14,083		14,083	22.6%	
4250 Memorial Bench	0	500	500		500	0.0%	
4253 Shelters	1,535	2,400	865		865	64.0%	
4261 General Maintenance	1,598	10,000	8,402		8,402	16.0%	
4270 Vehicles & Equipment Maint	0	150	150		150	0.0%	
4275 Building Maintenance	273	1,000	727		727	27.3%	
4501 Filming Expenses	0	40	40		40	0.0%	
<b>Seafront :- Indirect Expenditure</b>	<b>12,496</b>	<b>46,215</b>	<b>33,719</b>	<b>0</b>	<b>33,719</b>	<b>27.0%</b>	<b>235</b>
<b>Net Income over Expenditure</b>	<b>42,455</b>	<b>31,735</b>	<b>(10,720)</b>				
6000 plus Transfer from EMR	235						
<b>Movement to/(from) Gen Reserve</b>	<b>42,690</b>						
<b>118 Beach Huts</b>							
1054 Income Other	385	0	(385)			0.0%	
1057 Income Electricity Recharge	125	50	(75)			250.0%	
1060 Beach Huts Site Licence	28,411	28,411	0			100.0%	
1061 Beach Hut Annual Rent	12,837	12,837	0			100.0%	
1066 Income Concession	0	4,900	4,900			0.0%	
1094 Income Seasonal Beach Huts	10,653	14,550	3,897			73.2%	
<b>Beach Huts :- Income</b>	<b>52,410</b>	<b>60,748</b>	<b>8,338</b>			<b>86.3%</b>	<b>0</b>
4051 Rates	2,449	4,677	2,228		2,228	52.4%	
4052 Water & Sewerage	187	100	(87)		(87)	186.9%	
4055 Electricity	193	300	107		107	64.2%	
4115 Insurance	588	600	12		12	98.0%	
4258 Seasonal Beach Hut Revenue Exp	6,523	15,225	8,702		8,702	42.8%	
4275 Building Maintenance	1,324	5,000	3,676		3,676	26.5%	
4502 Toilet Hire	528	0	(528)		(528)	0.0%	
<b>Beach Huts :- Indirect Expenditure</b>	<b>11,791</b>	<b>25,902</b>	<b>14,111</b>	<b>0</b>	<b>14,111</b>	<b>45.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>40,620</b>	<b>34,846</b>	<b>(5,774)</b>				
<b>119 Old Town Hall</b>							
1050 Income Rent	0	1,600	1,600			0.0%	
1051 Income Insurance Recharge	0	193	193			0.0%	
1066 Income Concession	666	0	(666)			0.0%	
<b>Old Town Hall :- Income</b>	<b>666</b>	<b>1,793</b>	<b>1,127</b>			<b>37.1%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 Electricity	49	0	(49)		(49)	0.0%	
4115 Insurance	198	193	(5)		(5)	102.6%	
4275 Building Maintenance	430	1,300	870		870	33.1%	
Old Town Hall :- Indirect Expenditure	<b>677</b>	<b>1,493</b>	<b>816</b>	<b>0</b>	<b>816</b>	<b>45.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11)</b>	<b>300</b>	<b>311</b>				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	<b>500</b>	<b>500</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4402 Seaford in Bloom	5,155	6,000	845		845	85.9%	
Seaford in Bloom :- Indirect Expenditure	<b>5,155</b>	<b>6,000</b>	<b>845</b>	<b>0</b>	<b>845</b>	<b>85.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,655)</b>	<b>(5,500)</b>	<b>(845)</b>				
<u>125 Allotments</u>							
1050 Income Rent	1,311	1,338	27			98.0%	
Allotments :- Income	<b>1,311</b>	<b>1,338</b>	<b>27</b>			<b>98.0%</b>	<b>0</b>
4261 General Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,311</b>	<b>838</b>	<b>(473)</b>				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				
<u>134 CCTV</u>							
1053 Income Grants	1,361	0	(1,361)			0.0%	
CCTV :- Income	<b>1,361</b>	<b>0</b>	<b>(1,361)</b>				<b>0</b>
4055 Electricity	1,042	3,465	2,423		2,423	30.1%	
4115 Insurance	158	428	270		270	37.0%	
4276 CCTV	0	9,000	9,000		9,000	0.0%	
CCTV :- Indirect Expenditure	<b>1,201</b>	<b>12,893</b>	<b>11,692</b>	<b>0</b>	<b>11,692</b>	<b>9.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>161</b>	<b>(12,893)</b>	<b>(13,054)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>135 Community Service Events</b>							
1025 Income Sponsorship	0	1,000	1,000			0.0%	
1083 Income Street Market	457	465	8			98.3%	
Community Service Events :- Income	<b>457</b>	<b>1,465</b>	<b>1,008</b>			<b>31.2%</b>	<b>0</b>
4080 D-Day 80	1,941	10,000	8,059		8,059	19.4%	
4115 Insurance	64	65	1		1	98.8%	
4195 Events Expenditure	28	1,180	1,153		1,153	2.3%	
4273 Christmas Lights	0	10,000	10,000		10,000	0.0%	
4281 Christmas Event Expenses	0	6,000	6,000		6,000	0.0%	
Community Service Events :- Indirect Expenditure	<b>2,033</b>	<b>27,245</b>	<b>25,212</b>	<b>0</b>	<b>25,212</b>	<b>7.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,576)</b>	<b>(25,780)</b>	<b>(24,204)</b>				
<b>225 Projects Pool</b>							
1014 CIL & S106 Receipts	2,531	0	(2,531)			0.0%	
1053 Income Grants	40,000	0	(40,000)			0.0%	40,000
Projects Pool :- Income	<b>42,531</b>	<b>0</b>	<b>(42,531)</b>				<b>40,000</b>
4095 Tennis Court Expenditure	(7,338)	0	7,338		7,338	0.0%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4259 Bönningstedt Wall	720	0	(720)		(720)	0.0%	
4274 Projects Expenditure	3,874	16,500	12,626		12,626	23.5%	
4421 Martello Toilets Capital Costs	249,807	0	(249,807)		(249,807)	0.0%	249,807
Projects Pool :- Indirect Expenditure	<b>247,064</b>	<b>21,500</b>	<b>(225,564)</b>	<b>0</b>	<b>(225,564)</b>	<b>1149.1%</b>	<b>249,807</b>
<b>Net Income over Expenditure</b>	<b>(204,533)</b>	<b>(21,500)</b>	<b>183,033</b>				
6000 plus Transfer from EMR	249,807						
6001 less Transfer to EMR	40,000						
<b>Movement to/(from) Gen Reserve</b>	<b>5,275</b>						
<b>301 Planning &amp; Highways</b>							
4263 Bus Shelter Maintenance/Clean	150	1,000	850		850	15.0%	
Planning & Highways :- Indirect Expenditure	<b>150</b>	<b>1,000</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>15.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(150)</b>	<b>(1,000)</b>	<b>(850)</b>				
Community Services :- Income	<b>231,760</b>	<b>254,319</b>	<b>22,559</b>			<b>91.1%</b>	
Expenditure	<b>415,920</b>	<b>528,026</b>	<b>112,106</b>	<b>0</b>	<b>112,106</b>	<b>78.8%</b>	
<b>Net Income over Expenditure</b>	<b>(184,160)</b>	<b>(273,707)</b>	<b>(89,547)</b>				
plus Transfer from EMR	<b>256,701</b>						
less Transfer to EMR	<b>40,000</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>32,542</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
<b>Finance &amp; General Purposes</b>								
<b>201 Administration</b>								
1062	Income Telephone Recharge	431	550	119		78.4%		
1176	Precept	1,101,019	1,101,019	0		100.0%		
1190	Interest Received	32,599	20,000	(12,599)		163.0%		
	Administration :- Income	<b>1,134,049</b>	<b>1,121,569</b>	<b>(12,480)</b>		<b>101.1%</b>	<b>0</b>	
4000	Salaries & Wages	192,281	493,916	301,635	301,635	38.9%		
4001	Employers NI	18,526	45,741	27,215	27,215	40.5%		
4002	Employers Superannuation	31,002	85,681	54,679	54,679	36.2%		
4003	Sub-contracted Staff	24,053	5,000	(19,053)	(19,053)	481.1%		
4009	Recruitment Costs	1,015	500	(515)	(515)	203.0%		
4010	Staff Training	522	4,000	3,478	3,478	13.1%		
4012	Staff Expenses	201	800	599	599	25.1%		
4015	Office Refreshments	20	100	80	80	19.9%		
4100	Telecommunications	2,446	3,300	854	854	74.1%		
4105	Postage	50	250	200	200	20.2%		
4106	Stationery	327	1,300	973	973	25.2%		
4107	Photocopier	497	1,890	1,393	1,393	26.3%		
4108	Recycling & Shredding	250	400	150	150	62.5%		
4110	Advertising & Publicity	114	2,000	1,886	1,886	5.7%		
4112	Subscriptions	5,031	5,755	724	724	87.4%		
4113	Software Support	7,968	12,700	4,732	4,732	62.7%		
4114	Licence Fee	0	60	60	60	0.0%		
4115	Insurance	1,932	1,820	(112)	(112)	106.2%		
4116	Web Site	368	1,200	833	833	30.6%		
4118	IT Hardware	33	4,335	4,302	4,302	0.8%		
4154	Land Registry Fees	39	100	61	61	39.0%		
4155	Professional Fees	13,721	7,300	(6,421)	(6,421)	188.0%		
4156	Bank Charges	554	1,800	1,246	1,246	30.8%		
4157	Audit Fees	(2,585)	3,111	5,696	5,696	(83.1%)		
4199	Other Expenditure	0	200	200	200	0.0%		
4272	Furniture & Equipment	432	2,000	1,568	1,568	21.6%		
	Administration :- Indirect Expenditure	<b>298,796</b>	<b>685,259</b>	<b>386,463</b>	<b>0</b>	<b>386,463</b>	<b>43.6%</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>835,253</b>	<b>436,310</b>	<b>(398,943)</b>				
<b>205 Premises - Church Street</b>								
1050	Income Rent	5,636	9,000	3,364		62.6%		
	Premises - Church Street :- Income	<b>5,636</b>	<b>9,000</b>	<b>3,364</b>		<b>62.6%</b>	<b>0</b>	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Rent payable	9,890	21,000	11,110		11,110	47.1%	
4051 Rates	4,170	8,715	4,545		4,545	47.9%	
4059 Church Street Service Charges	0	17,000	17,000		17,000	0.0%	
4115 Insurance	4	0	(4)		(4)	0.0%	
4270 Vehicles & Equipment Maint	204	464	260		260	44.1%	
4275 Building Maintenance	564	1,625	1,061		1,061	34.7%	
4276 CCTV	110	300	190		190	36.7%	
Premises - Church Street :- Indirect Expenditure	<b>14,942</b>	<b>49,104</b>	<b>34,162</b>	<b>0</b>	<b>34,162</b>	<b>30.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,306)</b>	<b>(40,104)</b>	<b>(30,798)</b>				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	0	28,718	28,718			0.0%	
1051 Income Insurance Recharge	0	455	455			0.0%	
Premises - Hurdis House :- Income	<b>0</b>	<b>29,173</b>	<b>29,173</b>			<b>0.0%</b>	<b>0</b>
4115 Insurance	468	455	(13)		(13)	102.9%	
4155 Professional Fees	2,700	5,000	2,300		2,300	54.0%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4301 Public Works Loan Payment	7,501	15,005	7,504		7,504	50.0%	
Premises - Hurdis House :- Indirect Expenditure	<b>10,669</b>	<b>21,460</b>	<b>10,791</b>	<b>0</b>	<b>10,791</b>	<b>49.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,669)</b>	<b>7,713</b>	<b>18,382</b>				
<u>210 Civic Expenses</u>							
4013 Members Expenses	0	125	125		125	0.0%	
4014 Member Training	90	2,000	1,910		1,910	4.5%	
4106 Stationery	0	100	100		100	0.0%	
4113 Software Support	1,295	2,600	1,305		1,305	49.8%	
4115 Insurance	61	62	1		1	97.9%	
4180 Room Hire	552	600	48		48	91.9%	
4181 Civic - Mayors Allowance	637	1,500	863		863	42.5%	
4182 Catering & Hospitality	1	200	199		199	0.3%	
4183 Civic - Awards	(77)	200	277		277	(38.5%)	
4184 Civic - other	119	1,000	881		881	11.9%	
4188 Town Crier Expenses	30	200	170		170	15.0%	
4189 Young Mayor	48	250	202		202	19.3%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	<b>2,755</b>	<b>18,837</b>	<b>16,082</b>	<b>0</b>	<b>16,082</b>	<b>14.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,755)</b>	<b>(18,837)</b>	<b>(16,082)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Grants</u>							
4401 Grants	24,718	30,000	5,282		5,282	82.4%	
4406 Service Funding Agreements	5,000	5,000	0		0	100.0%	
Grants :- Indirect Expenditure	<b>29,718</b>	<b>35,000</b>	<b>5,282</b>	<b>0</b>	<b>5,282</b>	<b>84.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,718)</b>	<b>(35,000)</b>	<b>(5,282)</b>				
Finance & General Purposes :- Income	<b>1,139,685</b>	<b>1,159,742</b>	<b>20,057</b>			<b>98.3%</b>	
Expenditure	<b>356,880</b>	<b>809,660</b>	<b>452,780</b>	<b>0</b>	<b>452,780</b>	<b>44.1%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>782,805</b>						
<b><u>Golf Course and The View</u></b>							
<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	194,557	200,841	6,284			96.9%	
1001 Golf Course Green Fees M-F	92,556	140,000	47,444			66.1%	
1002 Golf Course Green Fees w/eb/h	66,787	116,500	49,713			57.3%	
1003 Golf Course Societies	48,704	75,000	26,297			64.9%	
1004 Golf Course Locker	1,104	2,250	1,146			49.1%	
1007 Golf Course Air Traffic	3,750	7,500	3,750			50.0%	
1025 Income Sponsorship	0	3,000	3,000			0.0%	
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	1,021	850	(171)			120.1%	
1100 Income Advertising	0	2,600	2,600			0.0%	
1311 Buggy Hire	13,365	21,400	8,035			62.5%	
Golf Course :- Income	<b>421,843</b>	<b>570,026</b>	<b>148,183</b>			<b>74.0%</b>	<b>0</b>
4000 Salaries & Wages	64,624	165,617	100,993		100,993	39.0%	
4001 Employers NI	6,303	16,576	10,273		10,273	38.0%	
4002 Employers Superannuation	12,989	32,714	19,725		19,725	39.7%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	0	2,100	2,100		2,100	0.0%	
4011 Staff Protective Clothing	1,097	2,100	1,003		1,003	52.2%	
4012 Staff Expenses	25	0	(25)		(25)	0.0%	
4041 Golf Professional Retainer	24,536	70,280	45,744		45,744	34.9%	
4045 Golf Course Player Costs	426	1,000	574		574	42.6%	
4046 Golf Club Membership Fees	0	20,016	20,016		20,016	0.0%	
4051 Rates	4,642	25,276	20,634		20,634	18.4%	
4052 Water & Sewerage	0	2,100	2,100		2,100	0.0%	
4060 Refuse	387	866	479		479	44.7%	
4100 Telecommunications	1,436	920	(516)		(516)	156.1%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	73	300	227		227	24.4%	
4110 Advertising & Publicity	0	300	300		300	0.0%	
4112 Subscriptions	710	560	(150)		(150)	126.8%	
4113 Software Support	1,838	2,319	482		482	79.2%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	11,214	11,009	(205)		(205)	101.9%	
4116 Web Site	150	95	(55)		(55)	157.9%	
4156 Bank Charges	3,583	8,306	4,723		4,723	43.1%	
4201 Cleaning & Hygiene	446	250	(196)		(196)	178.3%	
4251 Dog Bin Emptying	0	1,514	1,514		1,514	0.0%	
4261 General Maintenance	24,428	45,000	20,572		20,572	54.3%	
4270 Vehicles & Equipment Maint	14,138	21,000	6,862		6,862	67.3%	
4271 Vehicle & Equipment Lease	33,789	62,650	28,861		28,861	53.9%	
4272 Furniture & Equipment	4,043	4,000	(43)		(43)	101.1%	
4275 Building Maintenance	1,511	2,500	989		989	60.4%	
4276 CCTV	0	250	250		250	0.0%	
4279 Fire & Security	463	655	192		192	70.7%	
4308 Golf Course Overheads	0	20,000	20,000		20,000	0.0%	
4309 Buggy Lease & Maintenance	4,935	9,250	4,315		4,315	53.4%	
<b>Golf Course :- Indirect Expenditure</b>	<b>217,861</b>	<b>530,148</b>	<b>312,287</b>	<b>0</b>	<b>312,287</b>	<b>41.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>203,982</b>	<b>39,878</b>	<b>(164,104)</b>				
<u>102 Capital Costs-Golf &amp; The View</u>							
4155 Professional Fees	0	20,000	20,000		20,000	0.0%	
4301 Public Works Loan Payment	17,103	105,000	87,897		87,897	16.3%	
<b>Capital Costs-Golf &amp; The View :- Indirect Expenditure</b>	<b>17,103</b>	<b>125,000</b>	<b>107,897</b>	<b>0</b>	<b>107,897</b>	<b>13.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(17,103)</b>	<b>(125,000)</b>	<b>(107,897)</b>				
<u>103 The View</u>							
1050 Income Rent	22,500	45,000	22,500			50.0%	
1307 Income Bar Sales	1,850	0	(1,850)			0.0%	
1308 Income Food Sales	1,159	0	(1,159)			0.0%	
<b>The View :- Income</b>	<b>25,509</b>	<b>45,000</b>	<b>19,491</b>			<b>56.7%</b>	<b>0</b>
4052 Water & Sewerage	(150)	0	150		150	0.0%	
4055 Electricity	(115)	0	115		115	0.0%	
4056 Gas	2	0	(2)		(2)	0.0%	
4100 Telecommunications	86	0	(86)		(86)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4107 Photocopier	(38)	0	38		38	0.0%	
4115 Insurance	2,958	3,355	397		397	88.2%	
4155 Professional Fees	0	2,000	2,000		2,000	0.0%	
4202 Linen Cleaning	121	0	(121)		(121)	0.0%	
4270 Vehicles & Equipment Maint	468	5,000	4,533		4,533	9.3%	
4275 Building Maintenance	13,184	11,000	(2,184)		(2,184)	119.9%	500
4276 CCTV	111	0	(111)		(111)	0.0%	
4279 Fire & Security	493	0	(493)		(493)	0.0%	
4316 The View Transition Costs	0	10,000	10,000		10,000	0.0%	
The View :- Indirect Expenditure	<u>17,119</u>	<u>31,355</u>	<u>14,236</u>	<u>0</u>	<u>14,236</u>	<u>54.6%</u>	<u>500</u>
<b>Net Income over Expenditure</b>	<u>8,389</u>	<u>13,645</u>	<u>5,256</u>				
6000 plus Transfer from EMR	500						
<b>Movement to/(from) Gen Reserve</b>	<u>8,889</u>						
Golf Course and The View :- Income	447,351	615,026	167,675			72.7%	
Expenditure	252,083	686,503	434,420	0	434,420	36.7%	
<b>Net Income over Expenditure</b>	<u>195,268</u>	<u>(71,477)</u>	<u>(266,745)</u>				
plus Transfer from EMR	500						
<b>Movement to/(from) Gen Reserve</b>	<u>195,768</u>						
Grand Totals:- Income	1,818,797	2,029,087	210,290			89.6%	
Expenditure	1,024,883	2,024,189	999,306	0	999,306	50.6%	
<b>Net Income over Expenditure</b>	<u>793,914</u>	<u>4,898</u>	<u>(789,016)</u>				
plus Transfer from EMR	257,201						
less Transfer to EMR	40,000						
<b>Movement to/(from) Gen Reserve</b>	<u>1,011,115</u>						

1000 Codes = Income  
4000 Codes = Expenditure

		Financial Variance Report for F&GP Meetings	
		16th July 2024	10th October 2024
<b>Cost Centre 201</b>	<b>Administration</b>		
<b>Account Code:</b>			
1062	Income Telephone Recharge		The income received is a higher % than expected for the period due to the increased costs which is reflected in the expenditure.
1176	Precept	This income is the first half of the Precept. The balance will be paid in September 24.	The full precept for the year has been received.
1190	Interest Received		Uncertain income should be budgeted prudently. However, the actual interest received to date suggests it could more than double the budget by the year end depending on the movement within the account.
4003	Sub Contracted Staff	While the staff restructuring is in progress, it has been necessary to hire temporary staff. Although this has resulted in an overbudget of £8,177, it is balanced by the salary budget which stands at £77,916 instead of the projected £82,320 by the end of month two.	The staffing structure is still ongoing with the need to continue with temporary staff during the months that the I&E relates to.
4009	Recruitment Costs		Unfortunately, the budget was not sufficient to cover the need of the recruitment this year and therefore has gone overbudget.
4010	Staff Training	The minus figure relates to an accrual - ie where an invoice is still waiting to be received for training that related to the 23/24 financial year.	The invoice relating to the previous financial year has now been received.
4100	Telephone		When setting the budget, this didn't include two wireless routers and a broadband upgrade that we had to subscribe to with Schools ICT. It is anticipated that this account will be overbudget by the year end.
4108	Recycling & Shredding	The annual invoice has been received and paid for the main shredding bin. The balance will cover adhoc recycling needs (ie garage clearance) throughout the remainder of the year.	As previously reported
4112	Subscriptions	This is showing a high % of expenditure due to the majority of annual subscriptions being paid in full at the beginning of the year.	As previously reported
4113	Software Support	This is showing a high % of expenditure due to the half the microsoft annual fee already accounted for by an accrual at the beginning of the year.	As previously reported
4115	Insurance	This account has now been paid in full for the year. The slight overspend is due to increasing the Fidelity Insurance as previously reported at the Full Council meeting on 20/06/24.	As previously reported
4155	Professional Fees		This account currently shows an overspend due to ongoing HR issues. This may be offset by the Professional Fees EMR at year-end, depending on the Committee's overall financial position.
4157	Audit Fees	The minus figure relates to an accrual - ie where an invoice is still waiting to be received for the year end audit relating to the 23/24 financial year.	As previously reported
<b>Cost Center 205</b>	<b>Premises Church Street</b>		
<b>Account Code:</b>			
4115	Insurance	The unbudgeted expenditure within this cost centre relates to the new difibrillator	As previously reported

		16th July 2024	10th October 2024
<b>Cost Centre 206</b>	<b>Hurdis House</b>		
<b>Account Code:</b>			
4115	Insurance	This is account has now been paid in full for the year. The slight overspend is due to underbudgeting, however the overall insurance expenditure covering all cost centres remains within budget.	As previously reported
<b>Cost Centre 210</b>	<b>Civic Expenses</b>		
<b>Account Code:</b>			
4113	Software Support	This is showing a high % of expenditure due to the half the microsoft annual fee already accounted for by an accrual at the beginning of the year.	As previously reported
4115	Insurance	This account has been fully paid for the year.	As previously reported
4180	Room Hire	This expenditure relates to hire of halls for full council meetings.	This account is showing a high % of budget due to changing venues and the need to cancel bookings at short notice for cancelled meetings. It is expected that this will run over budget by the year end.
4183	Civic - Awards	The minus figure relates to an accrual - ie where an invoice is still waiting to be received relating to the 23/24 financial year.	As previously reported
<b>Cost Centre 215</b>	<b>Grants</b>		
<b>Account Code:</b>			
4401	Grants		The majority of awarded grants were paid out in August with the remainder being paid once conditions have been met. There will be a small underspend which has been agreed to be put into and EMR at year end.





<b>Report No:</b>	<b>94/24</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>10<sup>th</sup> October 2024</b>
<b>Title:</b>	<b>2025 - 2026 Budget Timetable</b>
<b>By:</b>	<b>Lucy Clark, Responsible Financial Officer</b>
<b>Purpose of Report:</b>	<b>To advise the Committee of the Budget Timetable for 2025 - 2026</b>

<b>Recommendations</b>
<b>The Finance &amp; General Purposes Committee is recommended:</b>
1. To note the Budget Timetable.

## 1. Information

### 1.1 Financial Regulations state that:

- the Responsible Financial Officer (RFO) must each year, by no later than the end of January, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by Full Council.
- The Town Council shall consider annual budget proposals in relation to the Town Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

### 1.2 In the autumn, in consultation with the RFO, each committee shall formulate proposals for its own area of responsibility in respect of revenue.

- 1.3 Once the September 2024 transactions have been finalised, these transactions from April to September 2024 will be used as a base for the projected outturn for 2024 - 2025 and initial draft budgets for 2025 - 2026 through to 2028 - 2029.
- 1.4 Individual meeting dates will be arranged with budget managers to go through each committee's budget requirements line by line.
- 1.5 Draft budgets will be emailed to the Chairs of each committee and discussed with the RFO.
- 1.6 The proposed budgets will then be presented at the following committee meetings:

<b>Date</b>	<b>Meeting</b>	<b>Action</b>
5 <sup>th</sup> December 2024 7pm	Community Services Committee (CS) Meeting	CS Draft Budget approval
10 <sup>th</sup> December 2024 7pm	Golf & The View Committee (G&TV) Meeting	G&TV Draft Budget approval
19 <sup>th</sup> December 2024 7pm	Finance & General Purposes Committee (F&GP) Meeting	F&GP and Full Council Draft Budgets approval
23 <sup>rd</sup> January 2025 7pm	Full Council Meeting	Consideration and final approval of Full Council Budget and set precept for 2025 -2026

## **2. Financial Appraisal**

- 2.1 There are no direct financial implications resulting from this report

## **3. Contact Officer**

- 3.1 The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.