

Town Clerk & RFO: Miss Dee Smith
Chairman: Councillor Helen Atkinson
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**Billingham Library & Customer
Service Centre**
Billingham
TS23 2LN

TO: All members of the Finance & General Purposes Committee

You are summoned to attend the next meeting of the Finance & General Purposes Committee to be held on Tuesday 14th January 2025 at 6.30pm, in Meeting Room C, Billingham Library & Customer Service Centre.

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

Members to inform the Chairman of the Committee of any Declarations of Interest for matters set out within this agenda.

4. PUBLIC PARTICIPATION

In accordance with section 3 (f) of the BTC Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

No questions have been received at the time of preparation of this agenda.

5. MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 17th December 2024

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 17th December 2024).

6. PAYMENTS & RECEIPTS LISTS

- (i) To approve the list of payments to creditors for December 2024 for the main account (see appendix B).
- (ii) To approve the list of payment to creditors for December 2024 for the cafe accounts (see appendix C).
- (iii) To approve the staffing costs for December 2024 (see appendix D – Staffing costs).
- (vi) To note the income received for December 2024 (see appendix E – Income Received).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 31st December 2024 (see appendix F – Bank Reconciliations).

7. CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members are provided with a profit and loss report for the Café in the Park, up to 31st December 2024 (see appendix G – Profit & Loss).

8. INCOME & EXPENDITURE

Members are provided with the Income & Expenditure report up to 31st December 2024 (see appendix H).

9. DRAFT BUDGET 2025-2026

Members are asked to consider the draft budget for 2025-2026 for recommendation to Full Council in January 2025 (see appendix I).

9. OFFICE BROADBAND ISSUES

The Town Clerk will give an update on the night.

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council
8th January 2025

PLEASE BE ADVISED:

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have the access to the agenda papers. These can be found on the Town Council website www.billingham-tc.gov.uk

Filming, Photographing or Audio Recording of the Town Council meeting may take place. The Town Council accepts no liability for any material created by those filming, photographing, or recording the meeting.

Persons wishing to obtain any further information on this meeting, including the opportunities available for a member of the public to speak at the meeting or for details of access to the meeting for people with disabilities, please contact Miss Dee Smith, Town Clerk via dee.smith@billingham-tc.gov.uk or telephone 01642 551171.

BILLINGHAM TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting held on Tuesday 17th December 2024 at 6.30 p.m. at Billingham Library & Customer Service Centre

Present: Councillor Helen Atkinson
 Adam Gilburt (arrived at 6.40pm)
 Gina McCall
 Guy Snead
 Ann McCoy

Official: Miss Dee Smith, Town Clerk/RFO

Apologies: Cllr Clare Besford - Personal
 Cllr Marc Besford – Personal
 Cllr Colin Leckonby – Personal
 Cllr Jim Scollen – Personal

Two representatives from Billingham Boxing Academy and one representative from 'Time for Thomas' were also present.

In the absence of the Chair of the Committee, Cllr Guy Snead, Vice Chair, assumed the Chair.

121/24 CHAIRMAN'S ANNOUNCEMENT

The usual rules about housekeeping were made.

122/24 DECLARATIONS OF INTEREST

There were no declarations on this occasion.

123/24 PUBLIC PARTICIPATION TIME

There were no public questions on this occasion.

**124/24 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON
19th NOVEMBER 2024**

Members were asked to approve the above minutes.

Signed..... Date
Chairman of Finance & General Purposes Committee

RESOLVED

That the minutes of the above meeting held on 19th November 2024, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

125/24 PAYMENTS & RECEIPTS LISTS

Members were asked to approve the following:

- (i) Payments to creditors for November 2024 for the main account.
- (ii) Payments to creditors for November 2024 for the cafe account.
- (iii) Staffing costs for November 2024.
- (vi) To note the income received for November 2024.
- (vii) Members were provided for information, with the bank reconciliation for all accounts up to 30th November 2024.

RESOLVED

- a. Members approved the above reports.
- b. Councillor McCoy checked and signed the bank reconciliations.

126/24 CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members were presented with a profit and loss report for the Café in the Park, up to 30th November 2024.

RESOLVED

Information duly noted.

127/24 DRAFT BUDGET 2025-2026

Members were asked to consider the draft budget for 2025-2026 for recommendation to Full Council in January 2025.

RESOLVED

To refer the draft budget for 2025-2026 to the next meeting of this committee in January 2025.

128/24 SPONSORSHIP

Members were asked to consider a sponsorship application from Billingham Boxing Academy for £3500 to take a team of female boxers to Sweden to

Signed..... Date
Chairman of Finance & General Purposes Committee

compete in the prestigious Golden Girls Box Club next year.

RESOLVED

Members unanimously agreed sponsorship of £4000. The Boxing Academy was praised for all the work they do with local children.

129/24

GRANT FUNDING

- a. Members were asked to consider a grant application for £500 from 'Time for Thomas' to support a young local resident with Duchenne Muscular Dystrophy.
- b. Members were asked to consider a grant application for £500 from Iron Guidance to support a Teatime Club they run at St Aidans Church by providing a hot meal and activities to local children one evening a week.

RESOLVED

- i. To approve £500 funding for 'Time for Thomas'.
- ii. To approve £500 funding to Iron Guidance.

The meeting concluded at 7.45 pm with Councillors Atkinson, Gilbert, McCoy and McCall present.

Signed..... Date
Chairman of Finance & General Purposes Committee

Appendix B

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Billingham Town Council Current Year

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PURCHASE DAYBOOK

User: DEE

Creditors for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/12/2024	GB485PB4ABEI		AMAZON	A006	10.82	2.16	12.98	4170	100	10.82	Year planners
16/12/2024	GB4864Z9ABEI		AMAZON	A006	7.32	1.47	8.79	4170	100	7.32	Post its
12/12/2024	GB481538ABEI		AMAZON	A006	77.07	15.42	92.49	4280	100	77.07	Ink cartridges
02/12/2024	021224		ASDA	A007	3.95	0.00	3.95	4235	100	3.95	Asda del pass
								336		-3.95	Asda del pass
								6000	100	3.95	Asda del pass
05/12/2024	051224		ASDA	A007	26.46	0.00	26.46	4235	100	26.46	Food stock
								328		-26.46	Food stock
								6000	100	26.46	Food stock
17/12/2024	171224		ASDA	A007	19.18	0.00	19.18	4235	100	19.18	Food stock Com Fund
								328		-19.18	Food stock Com Fund
								6000	100	19.18	Food stock Com Fund
31/12/2024	311224		ASDA	A007	3.95	0.00	3.95	4235	100	3.95	Asda del pass
								336		-3.95	Asda del pass
								6000	100	3.95	Asda del pass
05/12/2024	5372438000447		ASDA	A007	82.86	0.00	82.86	4235	100	82.86	Food stock FP
								336		-82.86	Food stock FP
								6000	100	82.86	Food stock FP
20/12/2024	5542438001612		ASDA	A007	169.56	0.00	169.56	4235	100	169.56	Food stock FP
								336		-169.56	Food stock FP
								6000	100	169.56	Food stock FP
01/12/2024	8992410000400		ASDA	A007	316.02	0.00	316.02	4235	100	316.02	Food stock FP
								336		-316.02	Food stock FP
								6000	100	316.02	Food stock FP
13/12/2024	9122459001511		ASDA	A007	235.66	0.00	235.66	4235	100	235.66	Food stock FP
								336		-235.66	Food stock FP
								6000	100	235.66	Food stock FP
05/12/2024	051224A		ALDI	A012	3.75	0.00	3.75	4235	100	3.75	Food stock S & S

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Billingham Town Council Current Year

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PURCHASE DAYBOOK

User: DEE

Creditors for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								327		-3.75	Food stock S & S
								6000	100	3.75	Food stock S & S
05/12/2024	051224B		ALDI	A012	14.47	0.00	14.47	4235	100	14.47	Food stock
								328		-14.47	Food stock
								6000	100	14.47	Food stock
16/12/2024	161224		ALDI	A012	4.29	0.00	4.29	4215	100	4.29	Town Crier cheese
19/12/2024	191224		ALDI	A012	6.78	0.00	6.78	4235	100	6.78	Food stock
								328		-6.78	Food stock
								6000	100	6.78	Food stock
01/12/2024	315599		ASPIRE	A013	1,044.15	208.82	1,252.97	4191	100	1,044.15	Microsoft & licenses Dec 24
18/12/2024	181224		BOYES	B004	2.15	0.43	2.58	4380	110	2.15	Xmas activities
13/12/2024	131224		BM	B005	34.63	6.93	41.56	4380	110	34.63	Xmas hampers
01/12/2024	291124A		BM	B005	7.50	1.50	9.00	4380	110	7.50	Xmas decorations
19/12/2024	191224		BOXING	B025	4,000.00	0.00	4,000.00	4225	105	4,000.00	Sponsorship F & GP Dec 24
18/12/2024	181224		CAFE	C012	1,000.00	0.00	1,000.00	4232	100	1,000.00	Cafe contingency
16/12/2024	161224		CARD	C018	24.14	4.83	28.97	4380	110	24.14	Xmas hampers
15/12/2024	29211424		CANVA	C033	10.99	0.00	10.99	4200	100	10.99	Subs Dec 24
18/12/2024	181224		COOPLANDS	C054	8.00	0.00	8.00	4380	110	8.00	Xmas food stock
02/12/2024	021224		CHILVER	C055	50.00	0.00	50.00	4221	100	50.00	Donation Time for Thomas
17/12/2024	171224		EE	E001	12.50	2.50	15.00	4180	100	12.50	V lloyd mobile Dec 24
02/12/2024	02292789042		EE	E001	31.18	6.24	37.42	4180	100	31.18	2 x mobiles Dec 24
03/12/2024	57003		EEMITS	E013	84.00	16.80	100.80	4380	110	84.00	Walkie Talkie hire
04/12/2024	1098052783		HP	H022	9.99	2.00	11.99	4280	100	9.99	D Smith Printer Dec 24
31/12/2024	1099647356		HP	H022	9.99	2.00	11.99	4280	100	9.99	D Smith printer Jan 25
17/12/2024	171224		ICELAND	I006	52.00	0.00	52.00	4380	110	52.00	Xmas food stock
20/12/2024	201224		IRON	I013	500.00	0.00	500.00	4250	100	500.00	Grant F & GP Dec 24
13/12/2024	315276		ON A ROLL	O005	107.90	0.00	107.90	4380	110	107.90	Food stock Xmas party
18/12/2024	181224		POUND	P004	22.92	4.58	27.50	4380	110	22.92	Xmas hampers
18/12/2024	32282		RIALTAS	R003	70.00	14.00	84.00	4120	100	70.00	Training D Smith

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PURCHASE DAYBOOK

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Creditors for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/12/2024	031224		REECE	R019	104.97	0.00	104.97	4232	100	104.97	Food stock cafe
01/12/2024	0933		STONEHOUSE	S001	26.00	5.20	31.20	4191	100	26.00	Payroll Dec 24
17/12/2024	0938		STONEHOUSE	S001	40.00	8.00	48.00	4141	100	40.00	Leaver assistance
03/12/2024	031224		TESCO	T003	34.50	0.00	34.50	4380	110	34.50	Xmas fair food stock
01/12/2024	21678151		XERO	X001	38.00	7.60	45.60	4191	100	38.00	Old payroll Dec 24
TOTAL INVOICES					8,307.65	310.48	8,618.13			8,307.65	
VAT ANALYSISCODE OTS @ 0.00%					1,081.43	0.00	1,081.43				
VAT ANALYSISCODE S @ 20.00%					1,552.36	310.48	1,862.84				
VAT ANALYSISCODE Z @ 0.00%					5,673.86	0.00	5,673.86				
TOTALS					8,307.65	310.48	8,618.13				

Appendix C

Date: 08/01/2025

Billingham Cafe

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Cashbook 1

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Current Bank A/c

For Month No: 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/12/2024	Cafe Vinchi	SO	108.00		18.00	4181	100	90.00	Machine Rental Dec 24
02/12/2024	Gbix it	BACS	64.50		10.75	4140	100	53.75	Broadband Dec 24
06/12/2024	Morrisons	TRANSFER	1.15			4100	100	1.15	Food stock
06/12/2024	Cafe Vinchi	BACS	41.00			4100	100	41.00	Coffee
06/12/2024	Crimewatch Security Systems Lt	BACS	248.40		41.40	4125	100	207.00	Alarm maintenance
10/12/2024	Aldi stores	BACS	73.24			4100	100	73.24	Food stock
10/12/2024	Smarty	TRANSFER	20.00			4140	100	20.00	Mobile data Dec 24
11/12/2024	Asda	TRANSFER	15.84			4100	100	15.84	Food stock
11/12/2024	Asda	TRANSFER	18.75			4100	100	18.75	Food stock
12/12/2024	Aldi stores	TRANSFER	77.28		0.16	4100	100	77.12	Food stock
16/12/2024	Aldi stores	TRANSFER	3.75			4100	100	3.75	Food stock
18/12/2024	Aldi stores	TRANSFER	22.16			4100	100	22.16	Food stock
18/12/2024	Daisy Communications Ltd	BACS	39.61		6.60	4140	100	33.01	Tel Dec 24
20/12/2024	J & B Recycling	DD	47.30		7.88	4125	100	39.42	Recycling Dec 24

Total Payments for Month

780.98

0.00

84.79

696.19

0.00

84.79

STAFFING PAYMENTS HAVE BEEN REDACTED.

APPENDIX D

BILLINGHAM TOWN COUNCIL **STAFFING COSTS**

December 2024	Payee	Amount
BACS	Staffing Team salaries, HM Revenue & Customs and Teesside Pensions Fund	£17996.11

Appendix E

Date: 08/01/2025

Billingham Town Council Current Year

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Cashbook 1

User: DEE

Lloyds Treasurers

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		188,437.56					188,437.56	
bacs Banked	03/12/2024	493.62						
bacs CCLA		493.62			1090	100	493.62	Interest Nov 24
Total Receipts for Month		493.62	0.00	0.00			493.62	
Cashbook Totals		188,931.18	0.00	0.00			188,931.18	

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Billingham Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2024

Confirmed Bank & Investment BalancesBank Statement Balances

31/12/2024	Lloyds Treasurers	161,202.34	
31/12/2024	Lloyds Deposit	82,623.30	
31/12/2024	Petty Cash	150.00	
			243,975.64

Other Cash & Bank Balances

124,999.00

368,974.64

Receipts not on Bank Statement

0.00

Closing Balance

368,974.64

All Cash & Bank Accounts

1	Lloyds Treasurers	161,202.34
2	Lloyds Deposit	82,623.30
3	Petty Cash	150.00
	Other Cash & Bank Balances	124,999.00
	Total Cash & Bank Balances	368,974.64

Date: 08/01/2025

Billingham Cafe

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**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Current Bank A/c**

User: DEE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Bank A/c	31/12/2024		1,878.42
			<u>1,878.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,878.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,878.42
		Balance per Cash Book is :-	1,878.42
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Appendix 9.

08/01/2025

Billingham Cafe

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 9 Date 31/12/2024

		<u>Month Actual</u>	<u>YTD Actual</u>
<u>Account</u>	<u>Sales/Income</u>		
1000	Cafe Sales	1,948	40,732
1999	Other Income	1,000	12,278
	Total Sales/Income	2,948	53,010
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4000	Café Staff Salary	3,075	33,147
4100	Stock Food/Drink	253	15,741
4110	Stock non Food/Drink	0	892
4125	Cafe Running Costs	246	593
4140	Telephone & Broadband	107	961
4180	Equipment & Furnishings	0	304
4181	Machine Rental	90	810
4200	Square Costs	20	387
	Total Indirect/Overhead Expenditure	3,791	52,836
	Operating Profit	(842)	174
	% Operating Profit	-28.57%	0.33%

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration								
1076 Precept	0	334,201	334,201	0			100.0%	
1090 Interest Received	557	5,503	0	(5,503)			0.0%	
1998 Show Income	0	21,931	0	(21,931)			0.0%	
1999 Other Income	0	1,471	0	(1,471)			0.0%	
Administration :- Income	557	363,106	334,201	(28,905)			108.6%	0
4000 Staff Salary	11,086	104,894	132,500	27,606		27,606	79.2%	
4010 Pension	2,656	20,827	35,000	14,173		14,173	59.5%	
4020 Employers NI	1,179	10,896	18,000	7,104		7,104	60.5%	
4100 Travel Expenses	0	0	1,000	1,000		1,000	0.0%	
4110 Staff Expenses	0	1,563	1,500	(63)		(63)	104.2%	
4115 Volunteer Expenses	0	0	200	200		200	0.0%	
4120 Training -Staff	70	250	200	(50)		(50)	125.0%	
4121 Training - Members	0	0	500	500		500	0.0%	
4122 Training - Volunteers	0	0	100	100		100	0.0%	
4140 Audit Fees	0	275	1,650	1,375		1,375	16.7%	
4141 Accounts Support	40	3,330	3,700	370		370	90.0%	
4145 Audit - Year End Support	0	840	0	(840)		(840)	0.0%	
4160 Insurance	0	3,034	2,200	(834)		(834)	137.9%	
4170 Postage & Stationery	18	223	1,000	777		777	22.3%	
4171 Room Hire	0	147	500	353		353	29.4%	
4180 Telephone & Broadband	44	506	1,400	894		894	36.1%	
4191 IT & Software	1,108	9,994	14,000	4,006		4,006	71.4%	
4192 Website	0	329	450	121		121	73.1%	
4195 Office Equipment	0	385	500	115		115	77.1%	
4200 Memberships & Subscriptions	11	3,492	5,060	1,568		1,568	69.0%	
4210 Books/Literature	0	0	50	50		50	0.0%	
4215 Town Crier	4	289	500	211		211	57.9%	
4220 Subsidies	0	30,000	15,000	(15,000)		(15,000)	200.0%	
4221 Chairmans Allowance	50	326	1,000	674		674	32.6%	
4232 Cafe Contingency	1,105	13,472	30,000	16,528		16,528	44.9%	
4235 Cafe Projects	883	8,833	0	(8,833)		(8,833)	0.0%	8,833
4240 Annexe Running Costs	0	4,469	8,000	3,531		3,531	55.9%	129
4250 Grants Paid	500	2,500	5,000	2,500		2,500	50.0%	
4255 Community Ward Fund	0	1,024	3,200	2,176		2,176	32.0%	
4260 Rent	0	7,500	10,000	2,500		2,500	75.0%	
4280 Photocopier	97	1,037	1,000	(37)		(37)	103.7%	
4300 Advertising	0	2,446	6,000	3,554		3,554	40.8%	
4999 Sundry Expenses	0	(63)	0	63		63	0.0%	
Administration :- Indirect Expenditure	18,851	232,819	299,210	66,391	0	66,391	77.8%	8,962
Net Income over Expenditure	(18,294)	130,287	34,991	(95,296)				
6000 plus Transfer from EMR	883	8,962						
Movement to/(from) Gen Reserve	(17,412)	139,249						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Grants & Subsidies								
1077 LCTS Grant	0	23,509	23,509	0			100.0%	
1100 Other Grants	0	1,100	0	(1,100)			0.0%	
Grants & Subsidies :- Income	<u>0</u>	<u>24,609</u>	<u>23,509</u>	<u>(1,100)</u>			<u>104.7%</u>	<u>0</u>
4225 Sponsorship	4,000	7,000	25,000	18,000		18,000	28.0%	
Grants & Subsidies :- Indirect Expenditure	<u>4,000</u>	<u>7,000</u>	<u>25,000</u>	<u>18,000</u>	<u>0</u>	<u>18,000</u>	<u>28.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,000)</u>	<u>17,609</u>	<u>(1,491)</u>	<u>(19,100)</u>				
110 Events								
4350 Easter Event	0	0	2,000	2,000		2,000	0.0%	
4360 Summer Event	0	2,493	5,000	2,507		2,507	49.9%	
4370 Halloween Event	0	1,138	2,000	862		862	56.9%	
4375 Remembrance	0	1,872	0	(1,872)		(1,872)	0.0%	1,864
4376 Billingham Show	0	23,519	2,000	(21,519)		(21,519)	1176.0%	
4378 D Day	0	1,067	3,000	1,933		1,933	35.6%	
4380 Christmas & Carol Service	378	4,148	10,000	5,852		5,852	41.5%	
4420 Infrastructure	0	430	1,500	1,070		1,070	28.7%	
Events :- Indirect Expenditure	<u>378</u>	<u>34,667</u>	<u>25,500</u>	<u>(9,167)</u>	<u>0</u>	<u>(9,167)</u>	<u>135.9%</u>	<u>1,864</u>
Net Expenditure	<u>(378)</u>	<u>(34,667)</u>	<u>(25,500)</u>	<u>9,167</u>				
6000 plus Transfer from EMR	0	1,864						
Movement to/(from) Gen Reserve	<u>(378)</u>	<u>(32,803)</u>						
120 Projects								
4435 Sunday Lunch Service	0	649	8,000	7,351		7,351	8.1%	
4437 Baby & Toddler	0	538	0	(538)		(538)	0.0%	
4510 Public Realm	0	3,900	0	(3,900)		(3,900)	0.0%	
Projects :- Indirect Expenditure	<u>0</u>	<u>5,088</u>	<u>8,000</u>	<u>2,912</u>	<u>0</u>	<u>2,912</u>	<u>63.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,088)</u>	<u>(8,000)</u>	<u>(2,912)</u>				
Grand Totals:- Income	557	387,715	357,710	(30,005)			108.4%	
Expenditure	23,229	279,573	357,710	78,137	0	78,137	78.2%	
Net Income over Expenditure	<u>(22,672)</u>	<u>108,142</u>	<u>0</u>	<u>(108,142)</u>				
plus Transfer from EMR	883	10,826						
Movement to/(from) Gen Reserve	<u>(21,790)</u>	<u>118,968</u>						

Appendix I

DRAFT BUDGET	2021 / 2022	2022 / 2023	2023 / 2024	2024/2025	Spend to 31.10.24	2025/2026
ADMINISTRATION COSTS						
Staff Costs	£ 105,814.00	£ 116,026.00	£ 122,295.00	132,500.00	£82,881.00	£147,716.00
Pension	£ 22,933.00	£ 21,147.00	£ 30,520.00	35,000.00	£15,515.00	£35,000.00
Employers NI	£ 10,201.00	£ 8,569.00	£ 13,200.00	18,000.00	£8,609.00	£25,000.00
Travel & Subsistence	£ 1,000.00	£ 1,500.00	£ 700.00	1,000.00	£0.00	£750.00
Volunteer Expenses			£ 500.00	200.00	£0.00	£200.00
Staff expenses	£ 1,000.00	£ 1,000.00	£ 1,000.00	1,500.00	£1,489.00	£2,000.00
OFFICE RUNNING COSTS						
Rent	£ 10,000.00	£ 10,000.00	£ 10,000.00	10,000.00	£7,500.00	£10,000.00
TOWN COUNCIL OFFICE						
Office equipment	£ 1,000.00	£ 1,000.00	£ 500.00	500.00	£385.00	£500.00
Stationery	£ 500.00	£ 500.00	£ 400.00	900.00	£200.00	£500.00
Postage	£ 100.00	£ 100.00	£ 100.00	100.00	£5.00	£100.00
Telephone/Mobiles	£ 2,000.00	£ 3,000.00	£ 1,400.00	1,400.00	£419.00	£800.00
IT & Software	£ 6,825.00	£ 8,500.00	£ 13,500.00	14,000.00	£7,778.00	£15,000.00
Books/Literature	£ 100.00	£ 100.00	£ 50.00	50.00	£0.00	£50.00
Insurance	£ 2,500.00	£ 2,500.00	£ 2,000.00	2,200.00	£3,034.00	£2,600.00
Photocopier/printing	£ 900.00	£ 1,000.00	£ 1,000.00	1,000.00	£821.00	£1,500.00
Room hire				500.00	£147.00	£500.00
Website	£ 400.00	£ 2,000.00	£ 400.00	450.00	£329.00	£400.00
TRAINING						
Staff	£ 1,000.00	£ 1,500.00	£ 700.00	200.00	£189.00	£200.00
Members	£ 1,000.00	£ 1,000.00	£ 500.00	500.00	£0.00	£500.00
Volunteers	£ -	£ 500.00	£ 100.00	100.00	£0.00	£100.00
SUBSCRIPTIONS						
NALC/CLCA	£ 2,500.00	£ 2,800.00	£ 3,000.00	3,000.00	£2,184.00	£2,400.00
SLCC	£ 732.00	£ 850.00	£ 900.00	900.00	£713.00	£850.00
ICO	£ 50.00	£ 50.00	£ 55.00	60.00	£55.00	£55.00
NEREO	£ 350.00	£ 350.00	£ 350.00	350.00	£295.00	£350.00
CCIN	£ 250.00	£ 300.00	£ 300.00	300.00	£0.00	£300.00
Canva				300.00	£66.00	£150.00
Living Wage Foundation				150.00		£150.00
TOWN COUNCIL Marketing						
Newsletter		£ 3,000.00	£ 2,000.00	6,000.00	£2,446.00	£6,000.00
Conferences, Events & Awards		£ 1,000.00	£ -	0.00	£0.00	£0.00
AUDIT						
External Audit	£ 1,500.00	£ 1,500.00	£ 1,000.00	1,300.00	£840.00	£1,000.00
Internal Audit	£ 250.00	£ 250.00	£ 250.00	350.00	£275.00	£350.00
Accounts Support	£ 1,500.00	£ 3,000.00	£ 3,500.00	3,700.00	£3,290.00	£3,700.00
ELECTIONS						
Elections	£ 8,000.00	£ -	£ 8,000.00	0.00	£0.00	£3,000.00
COMMUNITY HUB & CAFE						
Marketing	£ 1,000.00	£ 2,000.00	£ 1,000.00	0.00	£0.00	£0.00
Annexe running costs	£ 3,000.00	£ 4,000.00	£ 7,000.00	8,000.00	£4,225.00	£8,000.00
Cafe Contingency	£ 15,000.00	£ 20,000.00	£ 30,000.00	30,000.00	£11,938.00	£28,000.00
EVENTS						
Easter	£ 1,500.00	£ -	£ -	2,000.00	£0.00	£2,000.00
Dday				3,000.00	£1,067.00	£0.00
Summer	£ 10,000.00	£ 5,000.00	£ 3,000.00	5,000.00	£2,493.00	£2,500.00
Halloween	£ 1,000.00	£ -	£ -	2,000.00	£971.00	£2,000.00
Xmas	£ 10,000.00	£ 10,000.00	£ 4,000.00	10,000.00	£0.00	£10,000.00
Fundraising events	£ 250.00	£ 250.00	£ 250.00	0.00	£0.00	£0.00
Events infrastructure	£ 1,000.00	£ 1,000.00	£ 750.00	1,500.00	£430.00	£1,500.00
Remembrance	£ -	£ 5,000.00	£ -	0.00	£0.00	£2,500.00
Half Term Activities	£ 1,200.00	£ -	£ -	0.00	£0.00	£0.00
Town Crier			£ 500.00	500.00	£250.00	£500.00
Carnival			£ 2,000.00	2,000.00	£23,518.00	£5,000.00
Coronation			£ 1,000.00	0.00	£0.00	£0.00
VE/VJ Day 80				0.00	£0.00	£4,000.00
Youth Council				0.00	£0.00	£500.00
DONATIONS						
Grants	£ 5,000.00	£ 5,000.00	£ 5,000.00	5,000.00	£2,060.00	£5,000.00
Subsidies	£ 26,000.00	£ 36,000.00	£ 36,000.00	15,000.00	£15,000.00	£15,000.00
Sponsorship	£ 10,000.00	£ 20,000.00	£ 10,000.00	25,000.00	£15,000.00	£25,000.00
Chairmans Allowance	£ 1,200.00	£ 1,200.00	£ 1,000.00	1,000.00	£160.00	£1,000.00
PROJECTS						
Community Fund	£ 5,000.00	£ -	£ -	3,200.00	£1,024.00	£1,800.00
Sunday Lunch Project	£ 15,500.00	£ 12,100.00	£ 12,000.00	8,000.00	£0.00	£0.00
Garden		£ 5,000.00	£ -	0.00	£0.00	£0.00
CAB Worker						£8,000.00
TOTAL	£ 289,055.00	£ 319,592.00	£ 331,720.00	£ 357,710.00	£217,533.00	£384,021.00