

**MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 14 NOVEMBER 2023 AT 5.30 PM**

**PRESENT:** Councillor M Lithgow (Chair),  
Councillors M Barr, A Govier, J Lloyd, M McGuffie and J Thorne

**IN ATTENDANCE:** Councillor C Govier  
Alice Kendall – Deputy Clerk  
Two members of the public  
One member of the press

**317 APOLOGIES**

No apologies had been received.

**318 DECLARATIONS OF INTEREST**

Councillors Lloyd and A Govier have a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a former customer of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a personal friend of the company owner.

**319 PUBLIC PARTICIPATION**

The two members of the public present were representatives from two of the grant applicants. The Chair welcomed them and explained he would suspend standing orders at the appropriate point in the agenda if needed.

**320 MINUTES**

**RESOLVED** to approve and sign the minutes of the meeting held on 10 October 2023.

**321 ACCOUNTING STATEMENTS**

**a. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 8 NOVEMBER 2023**

**RESOLVED** to note and approve the bank reconciliation as presented.

**b. TO NOTE AND APPROVE EXPENDITURE FOR 5 OCTOBER – 8 NOVEMBER 2023**

**RESOLVED** to note and approve the expenditure as presented.

**c. TO NOTE AND APPROVE INCOME RECEIVED FOR 5 OCTOBER – 8 NOVEMBER 2023**

**RESOLVED** to note and approve the income as presented.

**d. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 8 NOVEMBER 2023**

**RESOLVED** to note and approve the budget report as presented.

### 322 GRANTS

The summary of grants made to date was noted.

#### (a) Applications

- i. **In The Mix** – An application was received from In The Mix who are seeking £808.20 towards their Wellington Project. The application and supporting documents were circulated by e-mail in advance of the meeting.

Councillor Govier reported that a meeting was due to be held at the end of November with various partners to start an overall review of the current youth provision in town. It was **agreed** to defer this application to the next meeting pending the outcomes of that meeting.

- ii. **St John the Baptist Church** – An application for £960 had been received to provide support for providing warm spaces over the winter months. The application and supporting documents were circulated by e-mail in advance of the meeting.

**RESOLVED** to approve a grant of £960 from the Cost of Living Funding reserve.

- iii. **The People's Plot t/a eat:Festivals** – An application had been received requesting funding of £750. The application and supporting documents were circulated by e-mail in advance of the meeting.

**RESOLVED** to suspend Standing Orders to allow the applicant to answer questions.

**RESOLVED** to re-instate Standing Orders.

It was proposed and duly seconded to approve a grant award of £750. There were three votes in favour and three votes against. The chairman used his casting vote in favour, the motion was carried, and it was so **RESOLVED**.

### 323 REVIEW OF TREASURY & INVESTMENT POLICY

The Council's investment strategy was circulated in advance of the meeting. The Deputy Clerk reported that the figure at which the policy becomes mandatory has changed to £100,00 and that item 1.3 will be updated accordingly.

**RESOLVED** to recommend to Full Council that the amended policy be adopted.

### 324 DEBIT CARD USER AGREEMENT

A draft agreement was circulated with the agenda.

**RESOLVED** to recommend to Full Council that the document be adopted.

**There being no further business, the meeting closed at 5.49 pm.**

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## DRAFT BUDGET 2024-25

### 1. Background

The Council must set a budget each year to form the basis of the Precept demand made to Somerset Council which is due in January.

The first draft of the budget is attached as Appendix 2. Each budget line accounts for both income and expenditure. For comparison purposes, it contains three column sections: the previous financial year, the current financial year and the next financial year. The previous year's section details the budget and actual spend figures. The current financial year's section details budget, actual (to end Oct) and forecasted (to year end) figures.


Forecasted spending and income figures are prepared on a basis of known items of expenditure and income or the basis of an average based on the current amount of spending. These figures are used to for the calculation of the expected bank balances at 1 April 2024.

Figures entered have been calculated by officers to help inform Councillors of the requirements for each activity and/or cost centre. However, Councillors must review and make decisions on their appropriateness. Notes are given where explanation is required on calculations.

### 2. Basis of Preparation and Assumptions

The majority of the budget is based on what activities it is known the Council will undertake in the next financial year. However, given the ongoing context of the budget issues faced by Somerset Council, it is reasonable to assume that the Authority will seek to devolve some assets and services to the Town Council.

Change in budget figures for 24-25, in comparison to 23-24 are indicated by icons as follows.

	No change
	Increase
	Decrease

#### 2.1. Unitary Devolution

Officers have added a Cost Centre for 'Unitary Devolution'. In future years, items within this section will be re-allocated to other Cost Centres (i.e. planting moves to Town Centre). The following assumptions have been made to arrive to the extra figures of expenditure:

**Play Areas** – it is likely that Somerset Council will quickly curb spending on the maintenance of its play areas. There are 19 across the town, two of which the Town Council are already responsible for and the current budget allows for £5,000 for maintenance on each play area. Based on a simple multiplication (x17) a figure of £85,000 has been entered.

**Toilets** – Somerset Council Officers has already approached the Town Council to discuss the possibility of transferring the responsibility of public conveniences at North Street car park and Rockwell Green Cemetery. Town Council Officers have sent multiple requests for details of current expenditure incurred by Somerset Council but have received little information to date. A figure of £20,000 has been entered based on budget information sourced from the Taunton Town Council website (TTC operate 7 toilet sites). It should be

noted that the toilet at Rockwell Green Cemetery will require much less maintenance and cleaning than that of the ones in North Street car park.

**Planting** – We have already been advised that next year we will have to pay for the planting, erection and maintenance of hanging baskets and flower beds in the town. The Assets and Events Officer has been gathering information on what the current provision is for planting in the Town Centre is (hanging basket, planters etc.). She has gathered preliminary costs from a contractor who can provide the installation (not filling and planting) and maintenance (weeding, deadheading, and watering) of the town centre planting and hanging baskets. The working figures for this come in at £20,201. A suggested budget figure of £26,000 has been entered to allow for the purchase of plants and soil etc to fill the baskets/containers.

**Bus Shelters** – the matter of ownership and maintenance responsibilities for the bus shelters has been an issue previously discussed. It is reasonable to assume that Somerset Council will want to step away from these duties. £5,000 has been entered for basic maintenance and any repairs that may be required. Any improvements will need to be assessed and budgeted for separately.

**Green Spaces** – This could include Wellington Park, the Recreation Ground, Playing Field and more. No figure has been placed against this as much more in depth work will be required to calculate what might be required. Their maintenance is much more complex and there is also income to consider. It is reasonable to assume that devolution of these areas will take much more time and not come to fruition within the next financial year.

**Early Help/Intervention Co-ordination** – given the financial situation of Somerset Council there will be a focus on protecting statutory functions and non-statutory function will be at risk. Activities undertaken by the One Team Co-ordinator and Somerset Connect Champion fall into the latter category. This role is vital in coordinating early intervention and support for the more vulnerable members of the towns community and would be a significant loss if Somerset Council ceased to fund it

**Possible Staffing** – the Council must consider the impact additional services will have on the required staffing level. The following allowances have been made:

- 1x additional warden
- 1x street cleaner \*impact on current provision is unknown.
- 1x officer for 3 days per week for a role similar to the Connect Somerset Champion/One Team co-ordinator. (2 days per week currently funded from the Council's normal staffing budget)

This plus employer's NI and pension obligations totals £99,202.

**IT impact** – employment of additional staff as mentioned above will have implications on IT equipment required as well as subscriptions required (HR system, Office 365 etc.) this has been estimated to equal £4,000.

## 2.2. Other assumptions

Other assumptions have also been made to form the figures as detailed which have a significant impact.

**28-30 Fore Street/Council Offices** – it has been assumed that, in the meeting prior to the Finance budget meeting, Policy and Resources will make recommendation to Full Council that the current Council office be purchased from Somerset Council. This impacts the forecasted expenditure to the year end as well as budgeted expenditure for the following year (maintenance, utilities, etc.).

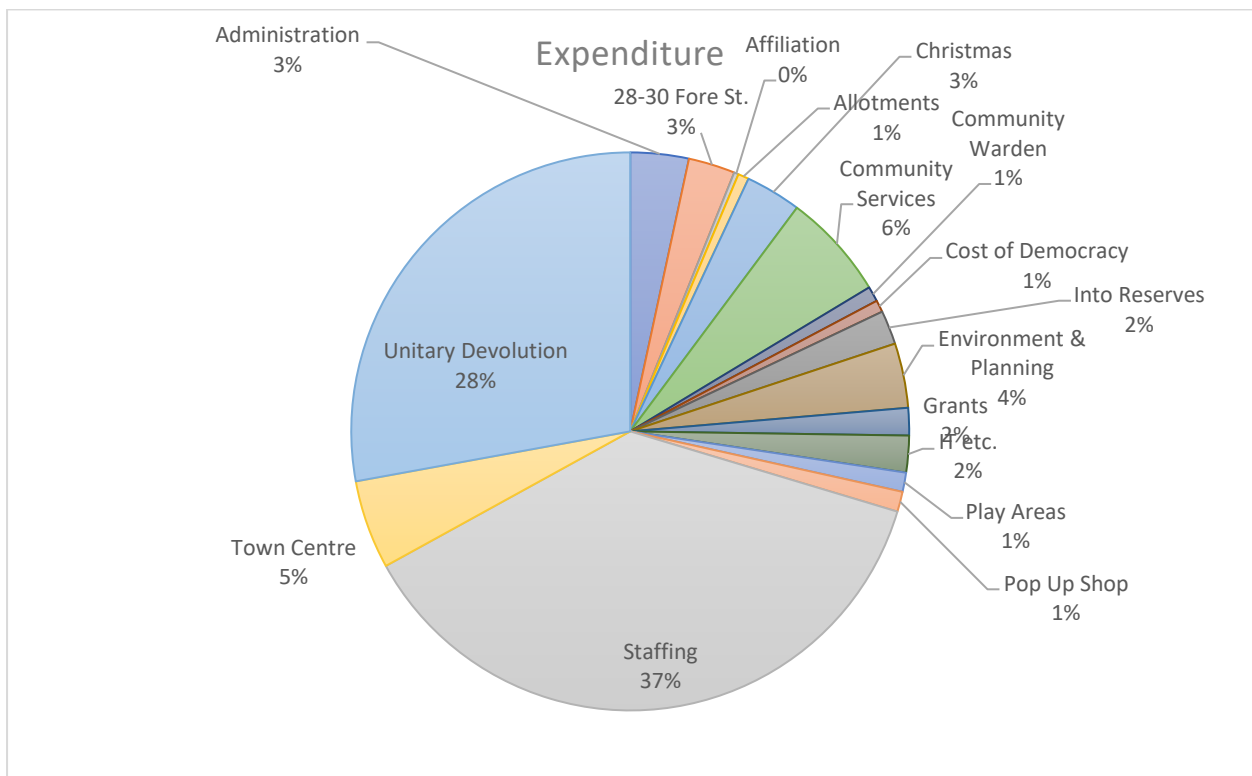
**Salaries** – some changes have been made to the calculations that form the basis of the salaries budget. A summary is below. The figures making up each line relating to the roles below are confidential but can be discussed with Officers on request. An assumption on the

pay award for 24-25 also has to be applied. For the last two years an increase of £1,925 has been applied to all scales (equivalent of £1 per hour). This has also been applied to the future figures.

Current Staff (unchanged)	Current Staff (changed)	New Staff
<ul style="list-style-type: none"> <li>Town Clerk</li> <li>Deputy Clerk/Deputy RFO</li> <li>Assets &amp; Events Officer</li> <li>Project Officer</li> <li>Community Warden</li> <li>Connect Somerset Champion<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>Admin Assistant – changes to Assistant Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Receptionist - 25 hrs pw, during opening times only</li> <li>Climate Change Strategy Officer - 2 days pw for 6 months.</li> </ul>
<b>Total FTE = 7.5</b>		

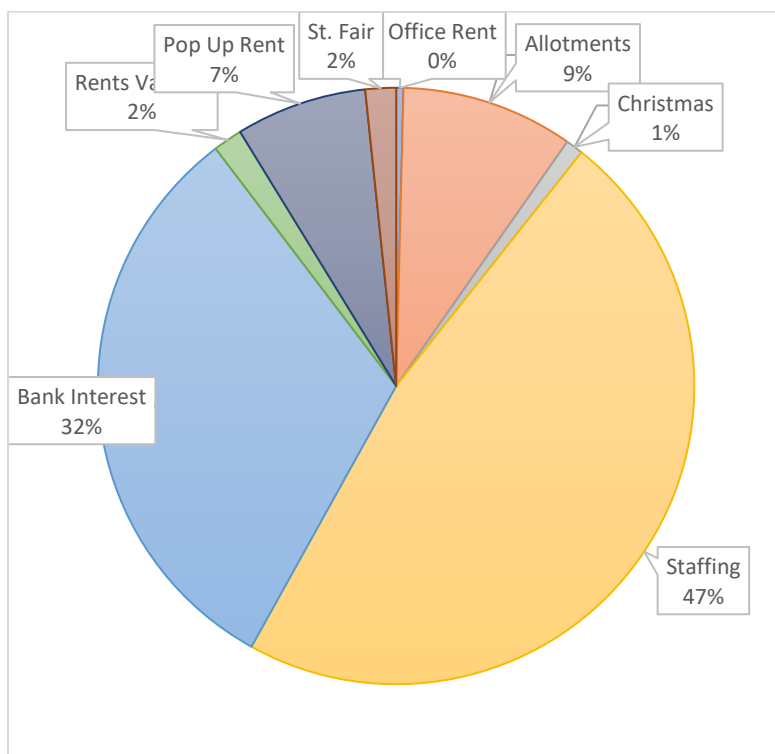
### 3. Summary Charts

#### 3.1. Expenditure by Cost Centre



#### 3.2. Income by item (not including Precept)

<sup>1</sup> This role is currently offset by £30,000 of funding from Somerset Council.



#### 4. Reserves & Bank Balances

The Council holds a good level of reserves, both earmarked and general.

##### 4.1. Earmarked Reserves

Appendix 2 contains the table of Earmarked reserves for the current and next financial year along with supporting notes for each line. As part of the budget setting process, Councillors need to re-assess the use of each line. Some further explanations are provided below.

**Elections** – annual top up of reserve of £1,500 to build balance for cost of any future elections.

**CIL** – this has been split to show the amounts that have been committed for spending. Which at present relates to £150,000 for 3g pitch at Court Fields and £50,000 to contribute to developing junior sports pitches at Longforth Farm.

**Film Festival** – The Council agreed to an £8,000 contribution to the next festival. This has been spread over two years, 24-25 being the second. The festival is scheduled for April 2024 so the reserve will be spent before the end of the next year.

**Environmental Improvements & Green Grants** – these two lines have now been split for ease of calculation of balances.

**Kings Arms** – The Council have committed £18,000 of funding each year for two years to support the Kings Arms hub project. Previous budgets have contained a £30,000 line for a co-working space project which has not come to fruition. It is proposed that this amount be transferred into the earmarked reserves to be re-allocated to the Kings Arms project. In the next budget (25-26), it possible that an additional £6,000 will be required from precept monies to reach the total commitment.

## 4.2. General Reserve

It is deemed appropriate that the Council hold 3 months equivalent general reserve<sup>2</sup>. In bank balance calculations detailed further in this report – this figure is calculated by dividing the aggregate of the 24-25 income and expenditure budget by four. This effects the amount of surplus funds held which in turns affects the level of precept demand. The Council should consider if they wish to re-visit this calculation by detailing specific items that relate to normal expenditure, i.e. salaries, utilities etc.

## 4.3. Bank Balances

Based on the forecasted figures provided, the Council's trial closing bank balance for 23-24 will be as follows

Opening Bal 1 Apr '23	£993,335.85
ADD	
Receipts	£590,351.10
SUBTRACT	
Payments	£714,559.09
Est. Closing Bal 31 Mar '24	£869,127.86

## 5. Preliminary Precept Calculations

The Local Government Finance Act 1992 Section 49a determines how the Precept calculation must take place. The Council must calculate the aggregate of; the estimated expenditure it will incur during the year (including any allowances for contingencies), financial reserves which it will be appropriate to raise for meeting such future expenditure, any income estimated to be received and any financial reserves already held. All of these items must be within accordance with proper practices, of course.

Taking into account the above – the following draft precept calculation can be made for 24-25;

Est Opening Balance	£869,127.86
Less Earmarked Res	£558,562.28
Less General Res*	£215,652.97
Surplus	£94,912.61
24-25 Expenditure (+)	£925,921.90
24-25 Payments in Res (+)	£18,565.00
24-25 Income (-)	£63,310.00
Total Aggregate	£881,176.90
Shortfall (Precept Required) **	£786,264.29

<sup>2</sup> NALC Joint Panel on Accountability and Governance Practitioners' Guide March 2023

23-24 Precept	£466,332.00
Change	£319,932.29
%	68.61

\*This is equal to 24-25 expenditure divided by four, minus 24-25 income divided by four

\*\*Total aggregate minus surplus

**IMPORTANT NOTE – the figures in item 5 above will change as the budget is developed and if the basis of the general reserve calculation is assessed. Tax base figures will not be published until mid-December. Once the tax base is received, and the final draft budget has been set – the final precept figure will be calculated. This is likely to be at the January Full Council meeting.**

Alice Kendall  
Deputy Clerk/Deputy RFO

David Farrow  
Town Clerk & RFO

21 November 2023



## Wellington Town Council

### Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Administration/Office running costs		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025			Notes	
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
27	Photocopier		66.41	1,000.00	820.00		55.61		55.61	1,000.00	794.11	416.65	1,210.76		▲	1,300.00	◆	£1k rental and printing costs plus provision for 1x call out fee.
34	Insurances			2,750.00	3,890.77					3,500.00		4,500.00	4,500.00		▲	5,500.00	◆	Forecast & new budget based on payments for 22-23 including Van insurance. Plus contingency for increases/added items, building cover etc. for 28-30 Fore St.
35	Stationery & Postage			1,250.00	1,836.46					1,250.00	564.33	403.09	967.42		▲	1,000.00	●	Decreased based on forecasted spend/lower usage (reduction in paper and postage)
36	Audit Fees			1,800.00	2,080.00					2,250.00	2,505.00		2,505.00		▲	2,505.00	◆	Increase based on know spend (2x IA at £395, EA at £1,680, ICO at £35)
40	Hire of Hall			1,740.00	1,001.00					1,100.00	935.00	550.00	1,485.00		▲	1,620.00	◆	Updated amount based on current calendar set up and cost per meeting. Plus allowance for ad-hoc
54	Professional Fees			6,000.00	2,803.00						12,144.10	8,674.36	20,818.46		▲	20,000.00	◆	Was earmarked reserve previously. Moved to revenue budget.
<b>SUB TOTAL</b>		<b>0.00</b>	<b>66.41</b>	<b>14,540.00</b>	<b>12,431.23</b>	<b>0.00</b>	<b>55.61</b>	<b>0.00</b>	<b>55.61</b>	<b>9,100.00</b>	<b>16,942.54</b>	<b>14,544.10</b>	<b>31,486.64</b>	<b>0.00</b>	▲	<b>31,925.00</b>	◆	

28-30 Fore Street Costs		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025			Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
26	Office Rent	250.00	250.00	4,000.00	5,785.59	250.00	125.00	125.00	250.00	4,000.00		4,000.00	4,000.00	250.00	▲		●	Payment budget no longer required if building owned. Income still received from Museum	
28	Electricity			2,000.00	675.33					2,000.00	1,664.23	1,188.74	2,852.97		▲	6,000.00	◆	Based on forecasted payments for current contract x2 to cover whole building?	
	Gas														▲	3,000.00	◆	Guesstimate...	
	Buisness Rates																2,000.00		
	Responsive Maintenance																5,000.00	◆	Based on e-mail from Sal Stark.
32	Office Equipment			250.00	1,294.32					350.00	325.67	145.85	471.52		▲	2,000.00	◆		
37	Office Cleaning			2,500.00	1,549.37					2,000.00	696.15	497.25	1,193.40		▲	2,500.00	◆	Increased to cover downstairs offices	
143	Internal Office Re-Decoration									3,000.00	25.00	17.86	42.86		▲	5,000.00	◆	Covered in refurb costs via Funding?	
<b>SUB TOTAL</b>		<b>250.00</b>	<b>250.00</b>	<b>8,750.00</b>	<b>9,304.61</b>	<b>250.00</b>	<b>125.00</b>	<b>125.00</b>	<b>250.00</b>	<b>11,350.00</b>	<b>2,711.05</b>	<b>5,849.70</b>	<b>8,560.75</b>	<b>250.00</b>	▲	<b>25,500.00</b>	◆		

Affiliation Fees		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes			
		Receipts		Payments		Receipts				Payments				Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
38	SALC			1,910.00	1,789.12											▲	2,000.00	◆	Fees are per elector. 5% increase on 22-23 vs. 23-24. Allowed for 5% increase again and rounded. Electorate likely to increase?
99	SLCC			300.00	270.00											▲	357.00	◆	Known sub. rate for 2024 (based on Clerk's salary)
100	CCS			100.00								100.00	100.00	100.00		▲	100.00	▲	
<b>SUB TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>2,310.00</b>	<b>2,059.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,310.00</b>	<b>2,208.53</b>	<b>100.00</b>	<b>2,308.53</b>	<b>0.00</b>	<b>2,457.00</b>				

Allotments		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes				
		Receipts		Payments		Receipts				Payments				Receipts	Payments					
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget					
44	Allotments	2,470.00	2,878.00	2,000.00	3,702.70	2,716.00	2,505.00					4,716.00	355.00	1,965.00	2,320.00	2,910.00	●	2,910.00	●	Income = 97 plots @ £30. Budget = Inc + £2k as per previous year but line is always underspent.
92	Longforth Allotment			10,000.00								10,000.00		10000.00	10,000.00	3,000.00	●	3,000.00	●	Income est. 30 plots at £100. Rest of set up to be covered by S106 or CIL.
148	Allotment Deposits						300.00						280.00		280.00		▲		▲	
<b>SUB TOTAL</b>		<b>2,470.00</b>	<b>2,878.00</b>	<b>12,000.00</b>	<b>3,702.70</b>	<b>2,716.00</b>	<b>2,805.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,716.00</b>	<b>635.00</b>	<b>11,965.00</b>	<b>12,600.00</b>	<b>5,910.00</b>	<b>5,910.00</b>					

Christmas		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes				
		Receipts		Payments		Receipts				Payments				Receipts	Payments					
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget					
114	Hire of Lights			7,500.00	7,477.33							10,000.00		10,000.00	10,000.00		▲	10,000.00	▲	
115	Lights Install			8,000.00	7,301.00							10,000.00	50.00	10,000.00	10,050.00		▲	11,700.00	◆	Updated amount = £9k install / take down lighting scheme. £1,650 Tree haulage. £1k Install & Dismantle Trees (SC tree dept). £50 S171 Fee
116	Switch on Event			10,000.00	4,284.55							10,000.00	260.00	10,000.00	10,260.00	600.00	●	10,000.00	▲	Market to come back in house? 20 stalls at 30 each
123	Stall Deposits														0.00		▲		▲	
136	Electricity			200.00								500.00		500.00	500.00		▲	500.00	▲	
137	Additional Lights & Instal		250.00	5,000.00	5,447.73			250					1,250.06	3,725.42	4,975.48		▲		▲	
<b>SUB TOTAL</b>		<b>0.00</b>	<b>250.00</b>	<b>30,700.00</b>	<b>24,510.61</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>30,500.00</b>	<b>1,560.06</b>	<b>34,225.42</b>	<b>35,785.48</b>	<b>600.00</b>	<b>30,500.00</b>					

Community Services		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
55	Wellington One			11,000.00	11,000.00										▲	0.00	●	May no longer be requested. - DF
58	Community Safety			1,000.00											▲	2,000.00	▲	??
59	Promotion of Wellington			5,000.00	815.29										▲	5,000.00	▲	
60	Community Services & P			5,000.00	2,394.28										▲	5,000.00	▲	
61	Health & Wellbeing			30,000.00	29,082.00										▲	45,000.00	◆	24-25 SLAs; CAB - £5k (due for review), RL - £12k, WCC - £19,140, MiND - £5,565 = £41,705 + Contingency for ad hoc.
64	Community Warden			17,505.00	12,599.25										▲		●	See new Community Warden Cost Centre
65	Emergency Planning			1,000.00											▲	1000	◆	
66	Other Payments		52.73	300.00	182.73										▲	300.00	▲	
153	Charity Fundraising						162.00	115.71	277.71						▲		▲	
154	Community Warden Set														▲		▲	
<b>SUB TOTAL</b>		<b>0.00</b>	<b>52.73</b>	<b>70,805.00</b>	<b>56,073.55</b>	<b>0.00</b>	<b>162.00</b>	<b>115.71</b>	<b>277.71</b>	<b>73,460.00</b>	<b>72,020.32</b>	<b>6,306.27</b>	<b>78,326.59</b>	<b>0.00</b>	<b>58,300.00</b>			

Community Warden		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
	Van Charging																	Current average usage 1 charge per week at approx. £20. Budgeted for 1.5 charges per week incase of increased hours/usages
	Van Maintenance																	Annual Service £230 py.
	Storage Unit Rental																	
	Tools Purch																	
	Equip. Maintenance																	Mower, strimmer services etc.
	Clothing/PPE																	
	Sundries																	Other supplies that don't fall under another budget code. Cleaning supplies, screws, nails etc.
<b>SUB TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,310.00</b>			

Cost of democracy and elections		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
20	Mayors Allowance			500.00	500.00										▲	550.50	▲	
21	Councillors Allowance			4,200.00	4,200.00										▲	4,900.00	●	£350 x 14 members (co-opted member not eligible).
22	Members Training			500.00	165.00										▲	500.00	▲	
23	Members Travelling			600.00	42.20										▲	100.00	●	Reduced as no more than £50 spent in recent years
24	Hospitality			1,000.00	159.20										▲	300.00	●	Reduced based on spending trend
89	Deputy Mayor's Expense			200.00	200.00										▲	200.00	▲	
<b>SUB TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>5,266.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,100.50</b>	<b>5,084.40</b>	<b>682.21</b>	<b>5,766.61</b>	<b>0.00</b>	<b>6,550.50</b>			

Earmarked Reserves		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025			
		Receipts		Payments		Receipts				Payments				Receipts	Payments	Notes	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	See separate reserves report	
25	Elections			1,000.00					0.00	1,500.00			0.00				
67	Youth Services			26,000.00					0.00			5,565.00	5,565.00				
71	C.I.L		357,877.17	210,373.97	124,145.00		31,121.82	31,356.82	62,478.64			150,000.00	150,000.00				
73	Film Festival			8,000.00	8,000.00				0.00	4,000.00			0.00				
75	Railway Station			15,000.00					0.00				0.00				
76	Capital Projects			50,000.00					0.00		5,000.00		5,000.00				
77	Playing Pitch Strategy			9,000.00					0.00				0.00				
95	Office Furniture Replacer			3,000.00					0.00		345.00		345.00				
96	Post Office Provision			2,500.00					0.00				0.00				
97	Cades Farm Community			7,000.00					0.00		100.00		100.00				
139	Cost of Living Crisis			35,000.00	4,800.00				0.00		5,795.00	4,139.29	9,934.29				
<b>SUB TOTAL</b>		<b>0.00</b>	<b>357,877.17</b>	<b>366,873.97</b>	<b>136,945.00</b>	<b>0.00</b>	<b>31,121.82</b>	<b>31,356.82</b>	<b>62,478.64</b>	<b>5,500.00</b>	<b>11,240.00</b>	<b>159,704.29</b>	<b>170,944.29</b>	<b>0.00</b>	<b>0.00</b>		

Emergency High Street Fund		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025			
		Receipts		Payments		Receipts				Payments				Receipts	Payments	Notes	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
78	Emergency High Street F		25,350.00		62,861.17				0			90.00	90.00				
79	Electrical Infrastructure V								0				0.00				
80	Related Staffing Costs								0				0.00				
81	Christmas Entertainment								0				0.00				
82	Street Furniture				250.00				0		70.00		70.00				
83	Maps & Signage				776.00				0				0.00				
85	Marketing								0				0.00				
86	Notice Boards								0				0.00				
88	Farmers Market								0				0.00				
98	Related Fees								0				0.00				
120	Welly Welcome Weeken								0				0.00				
121	Town Surveys								0				0.00				
124	Christmas 2021								0				0.00				
125	Wellington Produce Mark				475.00				0				0.00				
<b>SUB TOTAL</b>		<b>0.00</b>	<b>25,350.00</b>	<b>0.00</b>	<b>64,362.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>160.00</b>	<b>0.00</b>	<b>160.00</b>	<b>0.00</b>	<b>0.00</b>		

Cost Centre deleted in 24-25

Environment and Planning		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes	
		Receipts		Payments		Receipts				Payments				Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
46	Footpaths PRow Mainte			500.00	166.38				0	500.00	117.86	500.00	617.86		▲	500.00	▲
47	Grasscutting			3,740.00					0	3,740.00			0.00		▲		●
48	Weedkilling			1,215.00					0	1,215.00			0.00		▲		●
49	Emptying Dog Bins			8,112.00	6,926.40				0	11,500.00	3,811.60	2,875.00	6,686.60		▲	11,500.00	▲
50	Provision of Benches & L		1,262.00	2,500.00	3,403.35		63.63	1157.61	1221.24	2,500.00	1,864.76	1,041.65	2,906.41		▲	2,500.00	▲
51	Planning Administration			2,160.00	1,500.00				0	1,500.00			0.00		▲	0.00	●
52	Environmental Improvem			20,000.00	3,749.00				0	9,000.00	4,982.50	3,558.93	8,541.43		▲		●
113	Electricity for Street Light			450.00	822.64				0	850.00	372.67	354.15	726.82		▲	850.00	▲
129	Additional Street Lighting			1,500.00	7,748.02				0				0.00		▲		▲
130	Land at Westford			5,000.00	1,550.00				0	5,000.00	880.00	628.57	1,508.57		▲		●
131	Green Corridor			20,000.00	8,055.97				0	20,000.00	12,492.39	8,923.14	21,415.53		▲	20,000.00	▲
<b>SUB TOTAL</b>		<b>0.00</b>	<b>1,262.00</b>	<b>65,177.00</b>	<b>33,921.76</b>	<b>0.00</b>	<b>63.63</b>	<b>1,157.61</b>	<b>1,221.24</b>	<b>55,805.00</b>	<b>24,521.78</b>	<b>17,881.44</b>	<b>42,403.22</b>	<b>0.00</b>		<b>35,350.00</b>	

Grants		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes	
		Receipts		Payments		Receipts				Payments				Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
41	Grants			15,000.00	13,681.42					15,000.00	8,862.22	6,330.16	15,192.38		▲	15,000.00	▲
152	Green Grants									10,000.00	3,000.00		3,000.00		▲		●
<b>SUB TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>13,681.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>11,862.22</b>	<b>6,330.16</b>	<b>18,192.38</b>	<b>0.00</b>		<b>15,000.00</b>	

Income		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes	
		Receipts		Payments		Receipts				Payments				Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
1	Precept		413,677.00			466,332.00	466,332.00		466,332.00						◆	▲	
2	Bank Interest	2,000.00	9,630.96			8,000.00	10,976.32	7,840.23	18,816.55					20,000.00	●	▲	
3	Parish Grants	2,275.00	2,275.00			2,275.00	2,275.00		2,275.00					0.00	◆	▲	
5	VAT Refund								0.00						▲	▲	
6	Rents - Various	1,000.00	1,475.00			1,000.00	375.00	416.65	791.65					1,000.00	▲	▲	
<b>SUB TOTAL</b>		<b>5,275.00</b>	<b>427,057.96</b>	<b>0.00</b>	<b>0.00</b>	<b>477,607.00</b>	<b>479,958.32</b>	<b>8,256.88</b>	<b>488,215.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,000.00</b>		<b>0.00</b>	

IT, Website & Internet		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
29	Telephone & Broadband			2,690.00	2,220.58					2,160.00	2,208.95	900.00	3,108.95		▲	3,500.00	◆	Landline & BB = £1,500 py. Mobile Sims (7) £2,000 py
30	IT Equipment			1,200.00	1,459.47					1,200.00	743.99	531.42	1,275.41		▲	1,200.00	▲	
31	IT Support & Email Hosti			4,250.00	4,599.74					4,250.00	2,089.00	1,492.14	3,581.14		▲	4,250.00	▲	Currently £340 pm, allows for 3% increase
94	IT for New Staff			1,500.00	2,018.43					1,500.00	1,186.81	625.00	1,811.81		▲	1,500.00	▲	
101	Telephone System			2,000.00	1,374.30					2,000.00	1,104.80	833.35	1,938.15		▲	2,000.00	▲	Allows for 5x office phones
103	Security Software			195.00	225.00					200.00	372.00		372.00		▲	400.00	◆	
104	Office 365			1,760.00	2,005.20					2,300.00	1,972.50		1,972.50		▲	2,500.00	◆	15x Cllrs @ £60py. 7x Officers @ £220py plus allowance for 3% increase
105	Parish Online			450.00	405.00					450.00		450.00	450.00		▲	450.00	▲	
106	Zoom			120.00	119.90					120.00	119.90		119.90		▲	0.00	●	No longer required - Teams included in 365 package
107	Scribe Accounting System			1,500.00	1,500.00					1,800.00		1800	1,800.00		▲	1,800.00	▲	
108	Sage Payroll & HR			870.00	814.00					1,000.00	559.00	416.65	975.65		▲	1,050.00	◆	Sage Payroll currently £540py but allowed for pricing as detailed online (£576py). Sage HR current cost £504py (7 staff).
132	Councillor Tablets			2,500.00	3,744.80					250.00			0.00		▲	250.00	▲	
144	Inspection Applications									2,000.00		833.35	833.35		▲	1,200.00	●	
<b>SUB TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>19,035.00</b>	<b>20,486.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,230.00</b>	<b>10,356.95</b>	<b>7,881.91</b>	<b>18,238.86</b>	<b>0.00</b>		<b>20,100.00</b>		

Play Areas		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
45	Tone Play Area		10,000.00	1,000.00	13,626.78					5,000.00	1,642.14	1,172.96	2,815.10		▲	5,000.00	▲	
145	Weavers Reach Play Area									5,000.00	245.29	175.21	420.50		▲	5,000.00	▲	
146	Annual Play Inspections									500.00			0.00		▲	500.00	▲	
<b>SUB TOTAL</b>		<b>0.00</b>	<b>10,000.00</b>	<b>1,000.00</b>	<b>13,626.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,500.00</b>	<b>1,887.43</b>	<b>1,348.17</b>	<b>3,235.60</b>	<b>0.00</b>		<b>10,500.00</b>		

Pop Up Shop		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
117	Rent	5,850.00	4,050.00	6,000.00	6,941.58	4,900.00	2,550.00	2,041.65	4,591.65	6,000.00	3,000.00	2,500.00	5,500.00	4,500.00	◆	6,000.00	▲	Income = 30 payable weeks.
118	Overheads			3,000.00	523.32				0.00	3,500.00	1,329.25	949.46	2,278.71		▲	3,500.00	▲	
119	Repairs			1,500.00	26.77				0.00	1,500.00	344.56	650.00	994.56		▲	1,500.00	▲	
149	Deposits						2,250.00	200.00	2,450.00		1,457.03	1,040.74	2,497.77		▲		▲	
<b>SUB TOTAL</b>		<b>5,850.00</b>	<b>4,050.00</b>	<b>10,500.00</b>	<b>7,491.67</b>	<b>4,900.00</b>	<b>4,800.00</b>	<b>2,241.65</b>	<b>7,041.65</b>	<b>11,000.00</b>	<b>6,130.84</b>	<b>5,140.20</b>	<b>11,271.04</b>	<b>4,500.00</b>		<b>11,000.00</b>		



Staff Costs & Expenses		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
16	Salaries			179,096.00	161,185.23				0.00	262,842.59	133,732.26	102,000.00	235,732.26		▲	350,066.77	◆	
17	Staff Training			500.00	250.00				0.00	1,000.00			0.00		▲	1,000.00	▲	
18	Staff Travelling			200.00	31.59				0.00	200.00	98.04	70.03	168.07		▲	200.00	▲	
19	Staff Recruitment		1,500.00	1,500.00	888.00			30,052.60	30,052.60	1,500.00	325.00	232.14	557.14	30,000.00	●	1,500.00	▲	Income is Connect Somerset Funding from Somerset Council. Unlikely to continue in 24-25?
87	Home Working Allowanc			600.00					0.00	600.00			0.00		▲	0.00	●	Added to salaries line
<b>SUB TOTAL</b>		<b>0.00</b>	<b>1,500.00</b>	<b>181,896.00</b>	<b>162,354.82</b>	<b>0.00</b>	<b>0.00</b>	<b>30,052.60</b>	<b>30,052.60</b>	<b>266,142.59</b>	<b>134,155.30</b>	<b>102,302.17</b>	<b>236,457.47</b>	<b>30,000.00</b>		<b>352,766.77</b>		

Town Centre		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
53	Longforth Road Toilets			20,017.00	5,995.80				0.00	10,000.00	794.27	567.34	1,361.61		▲	10,000.00	▲	
127	Coronation Deposits		-528.00				-120.00		-120.00		40.00		40.00		▲		▲	To delete
128	Jubilee & Coronation		330.00	25,000.00	21,914.08				0.00		5,266.28		5,266.28		▲		▲	To delete
133	Longforth Rd Toilet Refu			10,000.00	750.00				0.00	10,000.00	8,143.01	5,816.44	13,959.45		▲	10,000.00	▲	
134	Co-Working Space			30,000.00					0.00	30,000.00			0.00		▲		●	Move unspent £30k to EM Res. To be allocated to Kings Arms. Council have committed £18k for 2 years for rent and utilities.
135	Town Centre Projects			20,000.00	5,098.20				0.00	20,000.00	263.23	188.02	451.25		▲	20,000.00	▲	Council need to decide what this is for..
138	Carnival			5,000.00	3,536.00				0.00	1,000.00	1,190.00	850.00	2,040.00		▲	1,000.00	▲	
140	Summer Street Fair		450.00		70.00	1,050.00	960.00		960.00	6,050.00	5,888.37		5,888.37	1,050.00	▲	6,050.00	▲	
141	Street Fair Refundable D		270.00				-210.00		-210.00				0.00		▲		▲	
142	Riffles Event				470.95		8.45		8.45	2,500.00	8,634.77		8,634.77		▲		●	To delete
147	Remembrance & AFD								0.00	1,000.00	763.25	416.65	1,179.90		▲	1,000.00	▲	
150	AFD Stalls						90.00		90.00				0.00		▲		▲	Needed in 24-25?
151	AFD Refundable Stalls						30.00		30.00				0.00		▲		▲	Needed in 24-25?
	Clocks																	Costs from SC indicated as £250py for servicing and £200py for electricity
<b>SUB TOTAL</b>		<b>0.00</b>	<b>522.00</b>	<b>110,017.00</b>	<b>37,835.03</b>	<b>1,050.00</b>	<b>758.45</b>	<b>0.00</b>	<b>758.45</b>	<b>80,550.00</b>	<b>30,983.18</b>	<b>7,838.45</b>	<b>38,821.63</b>	<b>1,050.00</b>		<b>48,550.00</b>		

Unitary Devolution		Last Year 2022 - 2023				Current Year 2023 - 2024								Next Year 2024 - 2025		Notes		
		Receipts		Payments		Receipts				Payments				Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
	Play Areas															85,000.00		Based on £5k budget for WTC areas x17
	Toilets															20,000.00		North St & RWG Cemet
	Planting															50,000.00		??
	Bus Shelters															5,000.00		Allowance for basic maintenance, cleaning, repairs etc. Improvement to be considered separately.
	Green Spaces																	Park, Cemetry, Rec. etc?
	Possible Staffing															99,202.63		
	IT impact															4,000.00		
<b>SUB TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>263,202.63</b>		

Welcome Back Fund		Last Year 2022 - 2023				Current Year 2023 - 2024				Next Year 2024 - 2025				Notes	
		Receipts		Payments		Receipts		Payments		Receipts		Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total		
126	Welcome Back Fund				1,630.00				0.00						Section now deleted
<b>SUB TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,630.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Summary		Last Year 2022 - 2023				Current Year 2023 - 2024				Next Year 2024 - 2025					
		Receipts		Payments		Receipts		Payments		Receipts		Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
<b>TOTAL</b>		<b>13,845.00</b>	<b>831,116.27</b>	<b>915,603.97</b>	<b>605,683.29</b>	<b>486,523.00</b>	<b>519,849.83</b>	<b>73,556.27</b>	<b>590,351.10</b>	<b>623,264.09</b>	<b>332,459.60</b>	<b>382,099.49</b>	<b>714,559.09</b>	<b>63,310.00</b>	<b>925,921.90</b>



Earmarked Reserves													
Current Year 2023 - 2024										Next Year 2024 - 2025			
	Opening Balance	Transfers	Receipts		Payments		Balances		Transfers	Top Up (+)	Spend (-)	Balance	Notes
			Actual	Forecast	Actual	Forecast	Current	Est Yr End					
Elections	2,000.00	1,500.00						3,500.00	3,500.00		1,500.00	5,000.00	Annual top up to build reserve.
C.I.L	444,106.14	-200,000.00	31,121.82	31,356.82		150,000.00	275,227.96	156,584.78				156,584.78	Split into Committed CIL - £150k 3g Pitch. £50k Junior Pitches
Committed CIL		200,000.00					200,000.00	200,000.00				200,000.00	
Film Festival		4,000.00					4,000.00	4,000.00		4,000.00	8,000.00	0.00	
Railway Station	15,000.00						15,000.00	15,000.00		7,500.00		22,500.00	top up to double over 2 years
Capital Projects	50,000.00					5,000.00	45,000.00	45,000.00				45,000.00	
Playing Pitch Strategy	9,000.00						9,000.00	9,000.00				9,000.00	
Post Office Provision	2,500.00						2,500.00	2,500.00				2,500.00	
Cades Farm Community Hall	7,000.00					100.00	6,900.00	6,900.00				6,900.00	
Pop Up Shop	2,043.96	-2,043.96					0.00	0.00				0.00	Reserve Closed - Moved to Revenue
Office Furniture Replacement	3,000.00					345.00	2,655.00	2,655.00				2,655.00	
Youth Services	26,000.00						5,565.00	26,000.00	20,435.00	5,565.00		26,000.00	Mind SLA paid from reserve in 23-24, funds replaced and SLA moved to revenue budget
Neighbourhood Plan	10,000.00	-10,000.00					0.00	0.00				0.00	Reserve Closed
Professional Services	17,197.00	-17,197.00					0.00	0.00				0.00	Reserve Closed - Moved to Revenue
Environmental Improvements		29,000.00				7,982.50	21,017.50	21,017.50				21,017.50	Split E. Imp and Green Grants
Cost of Living Crisis		30,200.00				5,795.00	24,405.00	24,405.00				24,405.00	
Green Grants		10,000.00				3,000.00	7,000.00	7,000.00				7,000.00	
Kings Arms							0.00	0.00		30,000.00		30,000.00	
<b>TOTAL</b>	<b>587,847.10</b>	<b>45,459.04</b>	<b>31,121.82</b>	<b>31,356.82</b>	<b>22,222.50</b>	<b>155,565.00</b>	<b>642,205.46</b>	<b>517,997.28</b>	<b>30,000.00</b>	<b>18,565.00</b>	<b>8,000.00</b>	<b>558,562.28</b>	