CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
01202 698600
office@corfemullen-tc.gov.uk

NOTICE OF NEXT COUNCIL MEETING

Meeting of… **FINANCE & ADMINISTRATION COMMITTEE**

Time… **18:45**

Date… **TUESDAY 10 JANUARY 2023**

Place… **Main Hall of the Village Hall, Towers Way, Corfe Mullen**

Councillors will be discussing all the items listed on the agenda below.

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

AGENDA

FA 22/26 **To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

FA 22/27 **To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

FA 22/28 **Paper A - To Approve minutes of meeting held on 11 October 2022** LGA 1972, sch 12, para 41

FA 22/29 **Paper B – TO FOLLOW - To Approve Accounts for Payment** – accounts to be paid are held until as late as possible to ensure as many payments can be captured to avoid payment delays to suppliers.

FA 22/30 **Paper C - To Receive and Note the Budget Monitoring Report for the quarter ended 31 December 2022**

FA 22/31 **Paper D – To Review Bad Debtors and Agree How to Proceed**

FA 22/32 **Paper E - To Consider draft Budget and Precept for the 2023/24 financial year for recommendation to Full Council**

FA 22/33 **Matters for forthcoming agendas** No decisions can be taken[1]

FA 22/34 **To Agree a date and time for the next meeting** – Tuesday 9 May 2023 at 18:30 in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.

FA 22/35 **Close of Meeting**

[1] Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

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Minutes of the Meeting of Finance & Administration Committee held at 19:00 on Tuesday 11 October 2022 in the Main Hall of the Village Hall

Present: ***Councillors***
J Lortie (Chair)
A Craven
A Holland
P Holland
B Honeyman
D Sowry-House
J Stennett

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk– Minute taker)

Public Participation

There were no members of the public present.

FA 22/13 **To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Harrison who was unable to attend due to personal commitments.

FA 22/14 **To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Lortie declared an interest pertaining to agenda item 22/19 – To consider Small Grants Programme Applications as Secretary to Homewatch.

FA 22/15 **Paper A - To Approve minutes of meeting held on 12 July 2022** LGA 1972, sch 12, para 41

The minutes of the meeting held on 12 July 2022 were APPROVED.

FA 22/16 **Paper B - To Approve Accounts for Payment**

It was **RESOLVED** to APPROVE the Accounts for Payment, totalling £15,220.12.

FA 22/17 **Paper C – To Approve the Bank Reconciliation for September 2202**

Cllr Craven sought clarification on the following items:

- Line 347: What did the staff training costs relate to, as they appeared high. The Clerk confirmed the costs related to First Aid Training at Work attended by the Deputy Town Clerk and two of the Grounds team carrying out Pesticide and Weed spraying training/accreditation.

- Lines 384 & 406: What did the Contractor costs relate to. The Clerk confirmed these related to gang mowing and installation of bench base at the Recreation Ground.

It was **RESOLVED** to APPROVE the Bank Reconciliation for September 2022.

FA 22/18 Paper D - To Note the Budget Monitoring Report for the quarter ended 30 September 2022

The Clerk presented the report, noting the report showed the financial position for the first half of the year with the allocated budget split into quarters which would balance out at year end.

Members received the Budget Monitoring Report for quarter ending 30 September 2022 and sought clarification on the following items:

- Line 66: Variance in cemetery repairs and maintenance. The Clerk confirmed the costs related to skip hire and tree works.
- Line 114: What did the significant overspend on the Neighbourhood Plan relate to. The Clerk confirmed that costs related to the Planning Consultants fees to date and open day mailing to residents.
- Line 117: What was the CIL expenditure. The Clerk confirmed the cost related to replacement picnic benches at the Recreation Ground Play Area.
- Line 35: Why was there an overspend on Audit fees. The Clerk confirmed the annual internal and external audit fees were paid in the first half of the year.
- Line 78: Variance in CIL receipts. The Clerk confirmed no CIL monies had been received to date. However, monies were expected from two new housing developments in the Parish.
- Line 98: Overspend on recreation/sports maintenance. The Clerk confirmed the costs related to sports pitch maintenance including line paint and soil and tree work as result of previous storm damage.
- Line 23: What did the budgeted amount relate to. The Clerk confirmed this was for rent due to Dorset Council for the County Field at the Recreation Ground.

The Budget Monitoring Report for quarter ending 30 September 2022 was **NOTED.**

FA 22/19 Paper E - To consider Small Grants Programme Applications

The Clerk presented the report, noting the error relating to the balance of the Platinum Jubilee Celebrations budget to be included in the Small Grants Programme. The net spend for the Platinum Jubilee Celebrations totalled £993.59 for the commemorative bench to be placed at Towers Way Green Space and new sign for the 'Platinum Jubilee Fields' at the Recreation Ground. Therefore, the remaining balance totalled £1506.41 making a total budget for the Small Grants Programme of £7506.41.

The Clerk explained when discussing the grant application for Homewatch, Cllr Lortie may stay in the meeting. However, she was unable to take part in the discussion or vote. Therefore, members agreed for Cllr Sowry-House to chair the meeting during this discussion.

Organisation	Requested £	Recommended to Full Council £
Corfe Mullen Foodbank	600.60	600.60
Citizens Advice East Dorset and Purbeck	2000.00	1000.00
Vision Wimborne Dial-a-ride	500.00	250.00

Corfe Mullen Carnival	1650.00	1000.00
Corfe Mullen Carnival (Festive lights and Father Christmas evening parade appeal)	2000.00	500.00
Legs and Company Leg Club	1500.00	1500.00
Corfe Mullen 5K run and Children's one-mile fun run	700.00	500.00
East Dorset TIC Ltd	500.00	0
Women's Institute (WI)	300.00	300.00
Homewatch	580.00	500.00
TOTAL:	**£10,330.60**	**£6150.60**

Members discussed each application with comments noted as follows:

- Corfe Mullen Carnival (Festive lights and Santa Christmas evening parade appeal): Members supported the Santa Christmas evening parade. However, previously the Town Council had granted circa £5000 towards the festive lights and felt future funding should be considered by alternative options.
- Corfe Mullen 5K run and Children's one-mile fun run: Members felt the fee charged to participate in the event should cover the running costs.
- East Dorset TIC Ltd: Members felt the benefits to Corfe Mullen residents was minimal, due to use of digital platforms rather than face to face.
- Homewatch: Members felt consideration should be given to subscription fees being increased to cover the costs for replacement signs and to be more proactive within the community with regards to home security and safety. The amount awarded of up to £500 should be match-funded.

It was **RESOLVED** to award grants totalling £6,150.60. £1,355.81 remained unallocated.

FA 22/20 Paper F - To Consider Budget items for the 2023/24 Financial Year

The Clerk presented the report, noting Appendix 1 was a template for the 2023/24 budget setting, with updates noted as follows:

- Allotments: Rental income would be paid directly to the Allotment Association to cover water usage costs and mechanical turning of the compost bays, should Self-Management of the site be in place and effective from 1 April 2023.
- Employees: National Pay Award had yet to be agreed.
- Office IT & Software: Subscription renewal costs for Scribe Accounting and Bookings were due to increase.
- Copier Lease: Lease renewal due in the new year, to be reviewed to achieve cost savings.
- Cleaning: Costs likely to increase due to the addition of Pavilion cleaning.
- Telephone/Broadband/Mobiles: Contract renewal due in February 2023, where costs were likely to increase.
- Pavilion: Ongoing running costs to maintain and service the building.
- Vehicles: Some form of replacement vehicle may be required once the Ford Ranger had been sold.
- Recreation Ground Income: Increased income from hire of sports pitches and tennis courts.

Members items to be included in the 2023/24 budget were noted as follows:

- King Charles III Coronation: To plant a commemorative tree with a plaque or bench.
- Salaries: Pay scales to be reviewed to ensure retention of valued staff members.

- Utilities: Contract renewals to be reviewed to ensure best value for money.
- Civic Regalia: Re-branding and re-enamelling required.
- Tennis Courts: Refurbishment on hold whilst future plans for the Recreation Ground redevelopment were being considered.
- Town Council Website: Redesign for ease of use and navigation.

The report was **NOTED.**

FA 22/21 Paper G - To Consider grant funding for Corfe Mullen Youth Trust 2023/24

The Clerk presented the report, noting the limitations of use of the Lockyers Hub for the Youth Club and potential increased rental costs along with staffing review due to the retirement of the Senior Youth Leader at the end of the academic year.

Members discussed the grant funding and ongoing commitment to provide a youth provision in the village along with stability to the Youth Trust.

It was **RESOLVED** to **APPROVE** a grant to cover Lockyers Hub rental costs and salary costs for financial years 2023-24, 2024-25 and 2025-26.

Cllr Lortie suspended Standing Order 3x to enable the meeting to continue.

FA 22/22 Paper H - To Note Staff Salaries in accordance with Financial Regulations

Members discussed the report and the need to retain valued staff. It was agreed the 2023/24 budget should include a provision for a SCP increase and 2023/24 National Pay Award.

It was **RESOLVED** for the Staffing Committee to review the SCP scale points at its next meeting scheduled on 20 October 2022 and report back to Full Council ahead of budget setting.

FA 22/23 Matters for forthcoming agendas No decisions can be taken[1]

There were no matters for forthcoming agendas.

FA 22/24 To Agree a date and time for the next meeting – Tuesday 10 January 2023 at 19:00 in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.

FA 22/25 Close of Meeting

Meeting closed at 21:06

Signed as a correct record of the meeting…… Date……

[1] Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 10 January 2023

Agenda Item: FA 22/28 **Paper: B**

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	Accounts for payment is now created direct from Scribe Accounting. Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices. The description provides the detail of the transaction for what it was for. The supplier is the person being paid. The pay type is whether it is IB (instant BACs) DD (direct debit) or Cheque. If it is a cheque the cheque number should be included. The notes column will provide any further explanation about the transaction.
Recommendation:	To APPROVE the Accounts for Payment.

Accounts for Payment - 10 January 2023

Voucher No.	Date	Total	Description	Supplier	Payment	Comments
670	21.01.2023	£66.62	Street Light Electricity Charges	SSE Energy Solutions (Southern Electric)	DD	
669	01.02.2023	£219.19	Water Usage	Water2business	DD	Split between CMTC & CMVH
668	11.01.2023	£310.88	Pavilion Maintenance	Volts Electrical Services UK Ltd	IB	Replacement handryer
667	11.01.2023	£20.69	Pavilion Maintenance	Trade UK (Screwfix)	IB	Door Closer for external fire exit door
666	11.01.2023	£30.00	Pavilion Maintenance	Trade UK (Screwfix)	IB	Silicone for showers
665	04.01.2023	£61.43	Pavilion Maintenance	Fire Protection Online Limited	IB	Smoke proof strips for fire doors
664	20.01.2023	£48.00	Payroll Service	Central Computer Management Ltd	DD	
663	11.01.2023	£229.82	Grounds Staff - sundries	GLS Educational Supplies	IB	Black bags
662	11.01.2023	£61.20	Pavilion Supplies	Eastern Shires Purchasing Org.	IB	Replacement microware
661	18.01.2023	£323.56	Waste Collection	Dorset Waste Partnership	DD	Recreation Ground & Towers Way
660	18.01.2023	£48.65	Office Telephone & Broadband	Buzz Networks Ltd.	DD	Digital Phones
659	16.01.2023	£9.10	Head Groundsman Mobile	British Telecom plc	DD	Jan-23
658	11.01.2023	£5.99	Pavilion Maintenance	Amazon Payments UK Ltd.	IB	Toilet flush pull
657	11.01.2023	£4.03	Pavilion Maintenance	Amazon Payments UK Ltd.	IB	Fire call point signs
656	11.01.2023	£12.49	Village Hall Items	Amazon Payments UK Ltd.	IB	Black bags
655	11.01.2023	£4.99	Village Hall Items	Amazon Payments UK Ltd.	IB	Small pedal bin liners
654	29.12.2022	£19.25	Grounds Staff Building - Fire Extinguisher Rental	Chubb Fire Limited	DD	
649	11.01.2023	£302.40	Office - Email	Vision ICT	IB	Cllr emails
648	11.01.2023	£252.00	Security	K9 Security (Guarding) Ltd.	IB	Annual keyholder charge
647	11.01.2023	£792.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground
646	11.01.2023	£465.74	Cleaning	Bloom Cleaning Co.	IB	Public toilets & office
645	11.01.2023	£6.26	Pavilion Supplies	Amazon Payments UK Ltd.	IB	Caution hot water signs
644	16.12.2022	£9.10	Head Groundsman Mobile	British Telecom plc	DD	Dec-22
643	05.01.2023	£4.26	Payroll BACs charges	The Co-Operative Bank	DD	
642	27.12.2022	£316.08	Health and Safety Services	Peninsula Business Services Limited	DD	

641	11.01.2023	£3,578.40	Pavilion Maintenance	Volts Electrical Services UK Ltd	IB	
640	11.01.2023	£34.99	Pavilion Maintenance	Trade UK (Screwfix)	IB	Replacement door mat
639	11.01.2023	£10.00	Office Cleaning	R Evetts	IB	
638	30.12.2022	£325.44	Pavilion Maintenance	Wright Carpentry	IB	
637	11.01.2023	£111.00	Pavilion Supplies	IIC Products (Victor Floorcare Equipment	IB	Floor cleaning pads for electronic floor cleaning machine
636	11.01.2023	£660.00	Tree Work	Treestuff Ltd	IB	Henbury View Play Area
635	11.01.2023	£44.44	Pavilion Exterior Repairs	Trade Uk (B&Q)	IB	Cement & sand for paving slabs
634	11.01.2023	£27.60	Pavilion Supplies	Eastern Shires Purchasing Org.	IB	Notice boards
633	03.01.2023	£57.60	Remembrance Sunday Sundries	Dorset Council	DD	Road closure signs
632	11.01.2023	£9.49	Pavilion Supplies	Amazon Payments UK Ltd.	IB	Changing room numbers signs
631	11.01.2023	£10.80	Pavilion Supplies	Amazon Payments UK Ltd.	IB	Adhesive strips for signage
630	11.01.2023	£143.19	Pavilion Utilities	Water2business	IB	Lounge area
629	11.01.2023	£53.15	Pavilion Utilities	Water2business	IB	Changing rooms
628	03.01.2023	£34.18	Cemetery Water	Water2business	DD	
627	11.01.2023	£68.54	Pavilion Maintenance	Trade UK (Screwfix)	IB	Fire door seals
626	11.01.2023	£39.10	Pavilion Maintenance	Trade Uk (B&Q)	IB	Various for flooring repairs
625	11.01.2023	£35.10	Mileage Claim	Staff	IB	CH
624	11.01.2023	£45.12	Office Microsoft Subscription	Microsoft Ireland Operations Ltd.	IB	
623	11.01.2023	£36.00	Office Sundries	Eastern Shires Purchasing Org.	IB	Whiteboard for office
622	11.01.2023	£113.87	Pavilion Supplies	Eastern Shires Purchasing Org.	IB	Rubbish bins & replacement kettle
621	11.01.2023	£127.20	Pavilion Supplies	Eastern Shires Purchasing Org.	IB	Notice boards
620	11.01.2023	£284.27	Pavilion Maintenance	D&B Mechanical Ltd	IB	Boiler repairs
619	29.12.2022	£247.30	Office Utilities	British Gas	DD	
618	11.01.2023	£10.98	Pavilion Supplies	Amazon Payments UK Ltd.	IB	Thermometer for Legionella testing
617	11.01.2023	£13.20	Pavilion Maintenance	Amazon Payments UK Ltd.	IB	H&S sign
616	11.01.2023	£12.88	Pavilion Supplies	Amazon Payments UK Ltd.	IB	Fire blanket
615	11.01.2023	£35.96	Pavilion Maintenance	Amazon Payments UK Ltd.	IB	Key safes

614	11.01.2023	£44.98	Pavilion Maintenance	Amazon Payments UK Ltd.	IB	Combination locks for tennis courts
	TOTAL:	**£9,838.51**				

FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 10 January 2023

Agenda Item: FA 22/30 **Paper: C**

Subject:	To Receive Q3 2022/23 Budget Monitoring Report

Purpose of Report:	To Receive and Note the Q3 Budget Monitoring Report.
Prepared by:	Catherine Horsley, Town Clerk & RFO
Background:	Budget Monitoring for 2022/23 to be carried out at the end of each quarter.
Key Points:	The attached budget monitoring report shows the position of each cost centre/code in respect of Q3 (1 October – 31 December 2022) budget spend including any under or overspend. The total accumulative amount of the budget spent to the end of Q3 is £351,490.25 which is a current underspend of £744.17. The accumulative amount includes the pavilion expenditure to the end of the Q3 totalling £21,232.74 (inc cost codes – Pavilion H&S, professional fees and maintenance). The pavilion expenditure to be deducted from the £75,000.00 earmarked reserves for the Pavilion Refurbishment/Rebuild which will leave an overall underspend on the total 2022/23 budget to the end of Q3 of £21,976.91. The accumulated budget for the year is showing an underspend of £14,493.15. However, the major expenses including Henbury Play Area Fence, Grounds Maintenance trailer, office porch, crickets fence & nets, tree survey and pit area have yet to be invoiced.
Implications:	It is required as part of the Town Councils internal controls to monitor the budget at least on a quarterly basis. Failure to do so would result in not being able to satisfy the external audit checks in respect of internal controls. Close budget monitoring should be carried out to ensure the Council finances are on track and every item is accounted for. Members should be checking for any anomalies and unusual variances which have not been explained.
Recommendation:	To Receive and Note the Q3 2022/23 Budget Monitoring Report.

Corfe Mullen Town Council - Quarter 3

(01/10/2022 to 31/12/2022 - All Cost Centres and Codes)

3 January 2023 (2022-2023)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Allotments												
74 Rent			(N/A)	0.24		0.24(N/A)			(N/A)	0.76		0.76(N/A)
75 Water			(N/A)	125.01		125.01(N/A)			(N/A)	374.99	2,054.48	-1,679.49(-447%)
76 Maintenance			(N/A)	1,250.01	767.33	482.68(38%)			(N/A)	3,749.99	2,168.05	1,581.94(42%)
77 Compensation			(N/A)			(N/A)			(N/A)			(N/A)
99 Insurance			(N/A)	62.49	198.80	-136.31(-218%)			(N/A)	187.51	198.80	-11.29(-6%)
106 Sheds			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Allotments			**(N/A)**	**1,437.75**	**966.13**	**471.62(32%)**			**(N/A)**	**4,313.25**	**4,421.33**	**-108.08(-2%)**
Banking												
82 CCLA transfers			(N/A)		25.00	-25.00(N/A)			(N/A)		50.00	-50.00(N/A)
100 Bank Charges			(N/A)	24.99	12.78	12.21(48%)			(N/A)	75.01	28.84	46.17(61%)
101 PWLB Loan Interest			(N/A)	82.50	131.62	-49.12(-59%)			(N/A)	247.50	327.78	-80.28(-32%)
Sub Total for Banking			**(N/A)**	**107.49**	**169.40**	**-61.91(-57%)**			**(N/A)**	**322.51**	**406.62**	**-84.11(-26%)**
Cemeteries												
64 Insurance			(N/A)	125.01	596.43	-471.42(-377%)			(N/A)	374.99	596.43	-221.44(-59%)
65 Rates & Utilities			(N/A)	875.01	770.02	104.99(12%)			(N/A)	2,624.99	2,365.01	259.98(9%)
66 Repairs and Maintenance			(N/A)	500.01	84.40	415.61(83%)			(N/A)	1,499.99	1,724.40	-224.41(-14%)
Sub Total for Cemeteries			**(N/A)**	**1,500.03**	**1,450.85**	**49.18(3%)**			**(N/A)**	**4,499.97**	**4,685.84**	**-185.87(-4%)**
Climate Change												
58 Events and Measures			(N/A)	24.99	10.00	14.99(59%)			(N/A)	75.01	46.25	28.76(38%)
Sub Total for Climate Change			**(N/A)**	**24.99**	**10.00**	**14.99(59%)**			**(N/A)**	**75.01**	**46.25**	**28.76(38%)**
Employees												
10 Salaries			(N/A)	39,249.99	39,509.28	-259.29(-0%)			(N/A)	117,750.01	106,381.71	11,368.30(9%)
11 Travelling Expenses			(N/A)	125.01	85.05	39.96(31%)			(N/A)	374.99	164.39	210.60(56%)
92 PAYE			(N/A)	6,249.99	5,699.00	550.99(8%)			(N/A)	18,750.01	13,927.40	4,822.61(25%)
93 National Insurance			(N/A)	5,250.00	8,241.84	-2,991.84(-56%)			(N/A)	15,750.00	21,894.70	-6,144.70(-39%)
95 Pension			(N/A)	14,250.00	14,360.54	-110.54(-0%)			(N/A)	42,750.00	38,243.46	4,506.54(10%)
Sub Total for Employees			**(N/A)**	**65,124.99**	**67,895.71**	**-2,770.72(-4%)**			**(N/A)**	**195,375.01**	**180,611.66**	**14,763.35(7%)**
Exceptional and Capital												
80 PWLB Loan Repayments			(N/A)	2,491.26	5,010.28	-2,519.02(-101%)			(N/A)	7,473.76	9,956.02	-2,482.26(-33%)
84 Allotment Improvements			(N/A)			(N/A)			(N/A)			(N/A)
85 Plant Replacement			(N/A)	500.01		500.01(N/A)			(N/A)	1,499.99		1,499.99(N/A)
86 Litter Bin/Dog Bin Replacement			(N/A)			(N/A)			(N/A)			(N/A)
87 Highways Improvements net of CI			(N/A)			(N/A)			(N/A)			(N/A)
88 Chapel Repairs			(N/A)			(N/A)			(N/A)		8,612.60	-8,612.60(N/A)
89 Platinum Jubilee Celebration			(N/A)	624.99	574.00	50.99(8%)			(N/A)	1,875.01	973.79	901.22(48%)
90 Building Revaluation			(N/A)	249.99		249.99(N/A)			(N/A)	750.01	1,700.00	-949.99(-126%)

Corfe Mullen Town Council - Quarter 3

(01/10/2022 to 31/12/2022 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
91 Trailer for Groundstaff Team			(N/A)			(N/A)			(N/A)			(N/A)
109 Cricket Fence and Nets			(N/A)	500.01		500.01(N/A)			(N/A)	1,499.99		1,499.99(N/A)
110 Henbury Play Area Fence			(N/A)	2,499.99		2,499.99(N/A)			(N/A)	7,500.01		7,500.01(N/A)
111 Tree Survey			(N/A)	1,250.01		1,250.01(N/A)			(N/A)	3,749.99		3,749.99(N/A)
112 Recreation Ground Pit Area			(N/A)	1,250.01		1,250.01(N/A)			(N/A)	3,749.99		3,749.99(N/A)
113 Office Porch			(N/A)	999.99		999.99(N/A)			(N/A)	3,000.01		3,000.01(N/A)
114 Neighbourhood Plan			(N/A)	2,499.99		2,499.99(N/A)			(N/A)	7,500.01	5,514.02	1,985.99(26%)
115 Remembrance Sunday			(N/A)	624.99	226.35	398.64(63%)			(N/A)	1,875.01	226.35	1,648.66(87%)
117 CIL Expenditure			(N/A)		6,870.00	-6,870.00(N/A)			(N/A)		8,224.00	-8,224.00(N/A)
Sub Total for Exceptional and Capital			**(N/A)**	**13,491.24**	**12,680.63**	**810.61(6%)**			**(N/A)**	**40,473.78**	**35,206.78**	**5,267.00(13%)**
General Admin												
28 Legal Fees			(N/A)	500.01		500.01(N/A)			(N/A)	1,499.99		1,499.99(N/A)
29 Employment Services			(N/A)	249.99	120.00	129.99(52%)			(N/A)	750.01	790.00	-39.99(-5%)
30 Staff Training			(N/A)	375.00	937.00	-562.00(-149%)			(N/A)	1,125.00	2,442.00	-1,317.00(-117%)
31 Staff Professional Fees			(N/A)	249.99		249.99(N/A)			(N/A)	750.01	667.00	83.01(11%)
32 Councillor Training			(N/A)	125.01		125.01(N/A)			(N/A)	374.99	43.09	331.90(88%)
33 Insurance			(N/A)	500.01	1,192.85	-692.84(-138%)			(N/A)	1,499.99	1,341.10	158.89(10%)
34 DAPTC			(N/A)	350.01		350.01(N/A)			(N/A)	1,049.99	1,378.40	-328.41(-31%)
35 Audit Fees			(N/A)	500.01		500.01(N/A)			(N/A)	1,499.99	1,750.00	-250.01(-16%)
36 Meeting Room Hire			(N/A)	249.99	647.50	-397.51(-159%)			(N/A)	750.01	1,481.25	-731.24(-97%)
37 Advertising			(N/A)	249.99	199.00	50.99(20%)			(N/A)	750.01	398.00	352.01(46%)
38 Councillors Travelling Expenses			(N/A)	37.50		37.50(N/A)			(N/A)	112.50		112.50(N/A)
39 Chairman's Allowance			(N/A)	125.01		125.01(N/A)			(N/A)	374.99		374.99(N/A)
40 Town Council Newsletter			(N/A)	1,250.01		1,250.01(N/A)			(N/A)	3,749.99	1,992.25	1,757.74(46%)
41 Publications and Subscriptions			(N/A)	125.01		125.01(N/A)			(N/A)	374.99	235.15	139.84(37%)
42 Office IT & Software			(N/A)	875.01	493.20	381.81(43%)			(N/A)	2,624.99	2,500.60	124.39(4%)
44 Election Costs			(N/A)	125.01		125.01(N/A)			(N/A)	374.99		374.99(N/A)
45 Miscellaneous			(N/A)	12.51		12.51(N/A)			(N/A)	37.49	18.00	19.49(51%)
46 Notice Boards & Signs			(N/A)	249.99	603.42	-353.43(-141%)			(N/A)	750.01	1,878.09	-1,128.08(-150%)
47 Civic Expenses			(N/A)	249.99		249.99(N/A)			(N/A)	750.01		750.01(N/A)
105 Health & Safety Services			(N/A)	999.99	790.20	209.79(20%)			(N/A)	3,000.01	2,370.60	629.41(20%)
Sub Total for General Admin			**(N/A)**	**7,400.04**	**4,983.17**	**2,416.87(32%)**			**(N/A)**	**22,199.96**	**19,285.53**	**2,914.43(13%)**
Grants												
68 Youth Centre Revenue Grant			(N/A)	9,249.99	18,500.00	-9,250.01(-100%)			(N/A)	27,750.01	29,358.75	-1,608.74(-5%)
69 CMVH			(N/A)	750.00		750.00(N/A)			(N/A)	2,250.00	6,000.00	-3,750.00(-166%)
73 Small Grants Programme GPC			(N/A)	1,500.00	5,500.60	-4,000.60(-266%)			(N/A)	4,500.00	5,500.60	-1,000.60(-22%)
Sub Total for Grants			**(N/A)**	**11,499.99**	**24,000.60**	**-12,500.61(-108%)**			**(N/A)**	**34,500.01**	**40,859.35**	**-6,359.34(-18%)**
Income: Allotment												
4 Allotment Rents		25.79	25.79(N/A)			(N/A)		25.79	25.79(N/A)			(N/A)

Corfe Mullen Town Council - Quarter 3

(01/10/2022 to 31/12/2022 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for Income: Allotment		**25.79**	**25.79(N/A)**			**(N/A)**		**25.79**	**25.79(N/A)**			**(N/A)**
Income: Bank Interest												
3 Bank Interest	62.49	1,374.37	1,311.88(2099%			(N/A)	187.51	1,374.37	1,186.86(632%)			(N/A)
Sub Total for Income: Bank Interest	**62.49**	**1,374.37**	**1,311.88(2099%)**			**(N/A)**	**187.51**	**1,374.37**	**1,186.86(632%)**			**(N/A)**
Income: Booklet Sales												
7 Booklet/Leaflet Sales			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income: Booklet Sales			**(N/A)**			**(N/A)**			**(N/A)**			**(N/A)**
Income: Cemetery												
2 Cemetery Fees	1,250.01	367.00	-883.01(-70%)			(N/A)	3,749.99	367.00	-3,382.99(-90%)			(N/A)
Sub Total for Income: Cemetery	**1,250.01**	**367.00**	**-883.01(-70%)**			**(N/A)**	**3,749.99**	**367.00**	**-3,382.99(-90%)**			**(N/A)**
Income: Exceptional and Capital												
78 CIL Receipts	999.99	2,006.58	1,006.59(100%)			(N/A)	3,000.01	2,006.58	-993.43(-33%)			(N/A)
79 S.106 Receipts		79,848.02	79,848.02(N/A)			(N/A)		79,848.02	79,848.02(N/A)			(N/A)
120 Neighbourhood Plan Grant Fundir		6,985.00	6,985.00(N/A)			(N/A)		6,985.00	6,985.00(N/A)			(N/A)
Sub Total for Income: Exceptional and Ca	**999.99**	**88,839.60**	**87,839.61(8784%)**			**(N/A)**	**3,000.01**	**88,839.60**	**85,839.59(2861%)**			**(N/A)**
Income: FOI												
6 FOI			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income: FOI			**(N/A)**			**(N/A)**			**(N/A)**			**(N/A)**
Income: Other												
8 Other Income		1,000.00	1,000.00(N/A)			(N/A)		1,000.00	1,000.00(N/A)			(N/A)
9 Village hall			(N/A)			(N/A)			(N/A)			(N/A)
102 VAT Reclaim			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income: Other		**1,000.00**	**1,000.00(N/A)**			**(N/A)**		**1,000.00**	**1,000.00(N/A)**			**(N/A)**
Income: Precept												
1 Precept	114,886.50		-114,886.50(N/A)			(N/A)	344,659.52		-344,659.52(N/A)			(N/A)
Sub Total for Income: Precept	**114,886.50**		**-114,886.50(N/A)**			**(N/A)**	**344,659.52**		**-344,659.52(N/A)**			**(N/A)**
Income: Recreation Ground												
5 Recreation	212.49	5,050.00	4,837.51(2276%			(N/A)	637.51	5,050.00	4,412.49(692%)			(N/A)
118 Pitch Fees		1,613.00	1,613.00(N/A)			(N/A)		1,613.00	1,613.00(N/A)			(N/A)
119 Tennis Court Fees		1,554.34	1,554.34(N/A)			(N/A)		1,554.34	1,554.34(N/A)			(N/A)
Sub Total for Income: Recreation Ground	**212.49**	**8,217.34**	**8,004.85(3767%)**			**(N/A)**	**637.51**	**8,217.34**	**7,579.83(1188%)**			**(N/A)**
Office Costs												
48 Printing/Postage/Stationery			(N/A)	125.01	114.16	10.85(8%)			(N/A)	374.99	228.27	146.72(39%)
49 Telephone/Internet			(N/A)	312.51	250.26	62.25(19%)			(N/A)	937.49	752.26	185.23(19%)

Corfe Mullen Town Council - Quarter 3

(01/10/2022 to 31/12/2022 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
50 Copier Lease			(N/A)	375.00	275.00	100.00(26%)			(N/A)	1,125.00	825.00	300.00(26%)
51 Insurance			(N/A)	162.51	596.43	-433.92(-267%)			(N/A)	487.49	596.43	-108.94(-22%)
52 Rates			(N/A)	999.99	1,122.00	-122.01(-12%)			(N/A)	3,000.01	3,368.50	-368.49(-12%)
53 Repairs & Maintenance			(N/A)	249.99		249.99(N/A)			(N/A)	750.01	99.66	650.35(86%)
54 Utilities			(N/A)	437.49	373.48	64.01(14%)			(N/A)	1,312.51	939.42	373.09(28%)
55 Fire and Security			(N/A)	249.99	273.06	-23.07(-9%)			(N/A)	750.01	591.92	158.09(21%)
56 Office Cleaning (inc Windows)			(N/A)	75.00	87.64	-12.64(-16%)			(N/A)	225.00	257.04	-32.04(-14%)
57 Miscellaneous			(N/A)	12.51		12.51(N/A)			(N/A)	37.49	58.05	-20.56(-54%)
104 Office Furniture			(N/A)			(N/A)			(N/A)			(N/A)
107 Office - Waste Collection			(N/A)		98.00	-98.00(N/A)			(N/A)		251.50	-251.50(N/A)
Sub Total for Office Costs			**(N/A)**	**3,000.00**	**3,190.03**	**-190.03(-6%)**			**(N/A)**	**9,000.00**	**7,968.05**	**1,031.95(11%)**
Recreation												
12 Ground Staff Building (premises C			(N/A)	500.01	283.83	216.18(43%)			(N/A)	1,499.99	1,055.90	444.09(29%)
13 Public Toilets			(N/A)	999.99	1,368.80	-368.81(-36%)			(N/A)	3,000.01	3,724.69	-724.68(-24%)
14 PPE & Uniform			(N/A)	624.99	488.15	136.84(21%)			(N/A)	1,875.01	912.88	962.13(51%)
15 Cleaning Materials & Supplies			(N/A)	375.00	129.71	245.29(65%)			(N/A)	1,125.00	1,100.70	24.30(2%)
16 Litter & Dog Bins			(N/A)	125.01		125.01(N/A)			(N/A)	374.99	264.00	110.99(29%)
17 Security (Alarm & CCTV)			(N/A)	2,250.00	1,840.00	410.00(18%)			(N/A)	6,750.00	5,983.00	767.00(11%)
18 Waste & Recycling			(N/A)	750.00	937.82	-187.82(-25%)			(N/A)	2,250.00	2,898.54	-648.54(-28%)
19 Tools & Equipment			(N/A)	1,500.00	43.74	1,456.26(97%)			(N/A)	4,500.00	623.37	3,876.63(86%)
20 Contractor Costs			(N/A)	750.00		750.00(N/A)			(N/A)	2,250.00	739.00	1,511.00(67%)
21 Utilities			(N/A)	500.01		500.01(N/A)			(N/A)	1,499.99	1,557.55	-57.56(-3%)
22 Insurance			(N/A)	162.51	596.43	-433.92(-267%)			(N/A)	487.49	596.43	-108.94(-22%)
23 Rent DCC			(N/A)	162.51		162.51(N/A)			(N/A)	487.49		487.49(N/A)
24 Play Areas			(N/A)	624.99	650.30	-25.31(-4%)			(N/A)	1,875.01	3,103.32	-1,228.31(-65%)
25 Dog Warden			(N/A)			(N/A)			(N/A)			(N/A)
26 Community Orchard			(N/A)			(N/A)			(N/A)			(N/A)
27 Tree Planting			(N/A)		33.33	-33.33(N/A)			(N/A)		33.33	-33.33(N/A)
97 Telephone/Broadband/Mobiles			(N/A)	162.51	153.60	8.91(5%)			(N/A)	487.49	460.12	27.37(5%)
98 Recreation/Sports Facility Mainter			(N/A)	1,500.00	2,140.70	-640.70(-42%)			(N/A)	4,500.00	7,326.94	-2,826.94(-62%)
116 Pavilion - Health & Safety			(N/A)		13,977.38	-13,977.38(N/A)			(N/A)		15,003.35	-15,003.35(N/A)
121 Pavilion - Utilities			(N/A)		936.48	-936.48(N/A)			(N/A)		1,307.22	-1,307.22(N/A)
122 Pavilion - Professional Fees			(N/A)		725.00	-725.00(N/A)			(N/A)		1,898.78	-1,898.78(N/A)
123 Pavilion - Cleaning & Supplies			(N/A)			(N/A)			(N/A)			(N/A)
124 Pavilion - Maintenance			(N/A)		3,812.71	-3,812.71(N/A)			(N/A)		4,330.61	-4,330.61(N/A)
Sub Total for Recreation			**(N/A)**	**10,987.53**	**28,117.98**	**-17,130.45(-155%)**			**(N/A)**	**32,962.47**	**52,919.73**	**-19,957.26(-60%)**
Street Lighting & Furniture												
81 Street Lighting and Furniture			(N/A)	500.01	217.70	282.31(56%)			(N/A)	1,499.99	467.90	1,032.09(68%)
Sub Total for Street Lighting & Furniture			**(N/A)**	**500.01**	**217.70**	**282.31(56%)**			**(N/A)**	**1,499.99**	**467.90**	**1,032.09(68%)**

Corfe Mullen Town Council - Quarter 3

(01/10/2022 to 31/12/2022 - All Cost Centres and Codes)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Vehicles & Plant												
59 Road Tax			(N/A)	150.00	-45.83	195.83(130%)			(N/A)	450.00	244.17	205.83(45%)
60 Insurance			(N/A)	500.01	1,965.38	-1,465.37(-293%)			(N/A)	1,499.99	1,965.38	-465.39(-31%)
61 Vehicle Fuel			(N/A)	500.01	565.82	-65.81(-13%)			(N/A)	1,499.99	1,773.14	-273.15(-18%)
62 Vehicle Maintenance			(N/A)	500.01		500.01(N/A)			(N/A)	1,499.99	80.48	1,419.51(94%)
63 Plant Maintenance			(N/A)	500.01	144.52	355.49(71%)			(N/A)	1,499.99	215.67	1,284.32(85%)
103 Equipment Fuel			(N/A)	187.50	76.23	111.27(59%)			(N/A)	562.50	332.37	230.13(40%)
Sub Total for Vehicles & Plant			**(N/A)**	**2,337.54**	**2,706.12**	**-368.58(-15%)**			**(N/A)**	**7,012.46**	**4,611.21**	**2,401.25(34%)**
Village Hall												
108 VH Reimbursement			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Village Hall			**(N/A)**			**(N/A)**			**(N/A)**			**(N/A)**
TOTALS.....	**117,411.48**	**99,824.10**	**-17,587.38(-14%)**	**117,411.60**	**146,388.32**	**-28,976.72(-24%)**	**352,234.54**	**99,824.10**	**-252,410.44(-14%)**	**352,234.42**	**351,490.25**	**744.17(-199%)**
			NET Variance Quarter 3			**-46,564.10**			**NET accumulative variance to END of Quarter 3.....**			**-251,666.27**

FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 10 January 2023

Agenda Item: FA 22/31 **Paper: D**

Subject:	Bad Debtors
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to review the bad debtors and agree how to proceed.
Key Points:	Since the Town Council took over the running of the sports provision at Corfe Mullen Recreation Ground from Corfe Mullen Sports Association (CMSA) effective from 1 August 2022, users have been able to book sports pitches via the online bookings portal. The payment terms and fees previously agreed with the CMSA were honoured by the Town Council in order to provide continuity to the sports clubs and users. All CMSA unaffiliated football teams currently pay £50 to play on a 11v11 football pitch. Currently, there are five football clubs who have not settled their invoices for pitch use during August and September 2022 totalling £250.00. Three reminders have been sent to all clubs, however, to date no responses have been received. Committee members to consider writing off the bad debts and not allowing any of the clubs to use the pitches going forward unless they have settled outstanding fees and paid in advance for any future use of the pitches and/or sports pavilion. Council office staff to monitor payment of invoices for sports pitches very closely to ensure non-payment of invoices does not occur for any sports clubs.
Implications:	By sports clubs and users not settling invoices for use of facilities, puts a burden on the Town Council finances, due to running costs still needing to be paid against not receiving income of the agreed fees. Sports clubs need to understand non-payment of invoices is not acceptable and will not be tolerated by the Town Council with any future use of facilities not being allowed.
Recommendation:	To write off the bad debts

FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 10 January 2023

Agenda Item: FC 22/32 **Paper: E**

Subject:	Budget and Precept Setting 2023/24
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	To agree a budget for 2023/24 financial year and agree the precept amount, both to be recommended to Full Council for approval.
Background:	Each year the Council's budget for the next financial year must be set and approved by Full Council based on a recommendation from the Finance & Administration Committee, along with a precept recommendation based on the budget to also be approved by Full Council. In December each year Dorset Council, as the Principal Authority, set the Tax base for each area, which is the council tax figure for a Band D property in that area, this can go up or down each year. It is then for each Town and Parish Council to agree their own budget and to determine what level of precept they require and establish what impact this will have on the Tax base. In the past two financial years Corfe Mullen Town Council (CMTC) has increased its Precept by 20% in 2021/22 financial year and 20.97% in 2022/23 financial year. Previously, CMTC continually ran its budget using its reserves in some way, which is not ideal unless there is no earmarked project. The Council should have a surplus of between 3–6 months operating costs available. The Council is beginning to prepare for a potential substantial project in respect of the recreation ground sports pavilion and to avoid increased borrowing, as many reserves should be allocated to this project in advance as possible.
Key Points:	The proposed budget for the 2023/24 year is shown in Appendix 1. The Clerk and the Chair of Finance & Administration Committee have reviewed each budget line on the proposed budget ahead of the meeting. Explanatory notes have been included for ease of understanding. **Dorset Council has set the Tax Base for Corfe Mullen with an increase of 0.72% to maintain the £116.39 per band D property and would see CMTC receiving a precept of £462,874.80 an increase of £3,328.78 for the 2023/24 financial year.** The projected reserves at 31 March 2023 are approximately £380,000 which includes 3 months operating costs of £120,000 and £260,000 in earmarked reserves. These figures are dependent upon the next 3 months (1 January to 31 March 2023) expenditure and the year-end position, therefore

	these are approximate predictions and may increase or decrease as a result. Based on the budget shown in Appendix 1 as follows: The budget shows predicted income of £478,974.80 and predicted expenditure of £474,680.00 showing a net surplus of £4,294.80. The exceptional and capital income of £4,000.00 and exceptional and capital expenditure of £47,876.00, showing a net deficit of -£43,876.00. This provides a total amount of £39,581.20 would be required from Town Council reserves if the precept set by Dorset Council at £462,874.80 was accepted. The Committee should consider the proposed budget, particularly the exceptional and capital expenditure. However, Council should be advised that the items listed will roll over to 2024/25 if not included in the 2023/24 financial year. Council should also note the increase in utility costs, which are expected to see further increases during 2023/24. In order to provide Council with idea of cost to Taxpayers should they decide to accept the budget and increase the precept to lessen the impact to reserves, the following calculations have been made: (1) Budget amount including projected additional income from Sports Pavilion lounge area: An increase of **5.63%** would see a Band D property increasing from £116.39 to **£122.95** per annum, which is **an increase of £6.56 per annum equating to 55p per month**. This would see a precept of £488,956.00 and would not require any reserves to be used. (2) Budget amount excluding projected additional income from Sports Pavilion lounge area: An increase of **8.55%** would see a Band D property increasing from £116.39 to **£126.34** per annum, which is **an increase of £9.95 per annum equating to 83p per month.** This would see a precept of £502,456.00 and would not require any reserves to be used. Based on the difficult decisions made in the 2021/22 and 2022/23 financial years when setting the budget and precept, this has put CMTC in a better position financially and better prepared for the economically challenging financial year ahead without the need to increase the precept above the current rate of inflation.
Implications:	It is possible to offset the £39,581.20 deficit by reserves and retain 3 months operating costs, which is the minimum required by Town Councils to hold in reserves. However, this would reduce the reserves earmarked for the pavilion project, meaning any borrowing later would need to be higher. Council should be mindful of the cost-of-living crisis in 2023/24 seeing an increase in utilities particularly energy costs and Bank of England base rate impacting on mortgage rates.

	Council must be sure that the reserves are allocated appropriately and if required, ring fenced, to protect them. It is a requirement of the Annual Governance and Audit Review (AGAR) to set out the intention for any reserves held above the minimum operating costs. Raising the precept during a difficult year financially for Corfe Mullen residents could be received negatively. To not increase the precept would result in loss of Town Council reserves and subsequently affect future projects being considered, along with potential reduction of services. Alternative methods to protecting both precept and reserves are to implement expenditure cuts which would impact on the delivery of services within Corfe Mullen.
Recommendation:	To review the proposed budget accordingly and agree a recommendation to Full Council along with a recommendation of precept to be set, in order that any budget may be appropriately balanced between Town Council reserves and Council Taxpayers.

Draft Budget 2023-2024

Forecasted Position 2022-23

Code	Title	2022-23 Budget	Apr to 31.12.2022 Actual	Jan	Feb	Mar	2022-23 TOTAL	Variance	2023-24 Budget	Notes
Allotments										
74	Rent	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	No rent payable by AA in first year of Self-Management Agreement if effective from 01/04/2023
75	Water	500.00	2054.48	500.00	0.00	0.00	2554.48	-2054.48	250.00	Jan-Mar 2023 to be billed in June 2023. Water bill will be the responsibility of the AA under the Self-Management Agreement if effective from 01/04/2023
76	Maintenance	5000.00	2168.05	0.00	0.00	1600.00	3768.05	1231.95	3000.00	TC responsible for maintaining carparks/driveways & treeworks under Self-Management Agreement
77	Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99	Insurance	250.00	198.80	0.00	0.00	0.00	198.80	51.20	300.00	
106	Sheds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUB TOTAL	**5751.00**	**4421.33**	**500.00**	**0.00**	**1600.00**	**6521.33**	**-770.33**	**3550.00**	
Banking		**Budget**	**Actual**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**2023-24 Budget**	**Notes**
82	CCLA transfers	0.00	50.00	0.00	0.00	0.00	50.00	-50.00	50.00	2 transfers on receipt of precept in April and Sept 2023
100	Bank Charges	100.00	28.84	4.26	4.26	4.26	41.62	58.38	60.00	BACs payroll charges
101	PWLB Loan Interest	330.00	327.78	0.00	0.00	0.00	327.78	2.22	70.00	Last payment due May 2023
83	Co-op Charge Card	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
96	Public Sector Deposit Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUB TOTAL	**430.00**	**406.62**	**4.26**	**4.26**	**4.26**	**419.40**	**10.60**	**180.00**	
Cemeteries		**Budget**	**Actual**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**2023-24 Budget**	**Notes**
64	Insurance	500.00	596.43	0.00	0.00	0.00	596.43	-96.43	700.00	
65	Rates & Utilities	3500.00	2365.01	281.18	0.00	100.00	2746.19	753.81	4000.00	DC Rates £247+5%x10 £2593.50, water & chapel electricity
66	Repairs and Maintenance	2000.00	1724.40	0.00	200.00	0.00	1924.40	75.60	2000.00	
	SUB TOTAL	**6000.00**	**4685.84**	**281.18**	**200.00**	**100.00**	**5267.02**	**732.98**	**6700.00**	
Climate Change		**Budget**	**Actual**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**2023-24 Budget**	**Notes**
58	Events and Measures	100.00	46.25	0.00	10.00	0.00	56.25	43.75	500.00	Draft CCAP to be published during 2023-24
	SUB TOTAL	**100.00**	**46.25**	**0.00**	**10.00**	**0.00**	**56.25**	**43.75**	**500.00**	
Employees		**Budget**	**Actual**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**2023-24 Budget**	**Notes**
10	Salaries	157000.00	106381.71	12869.98	12869.98	12869.98	144991.65	12008.35	166000.00	Anticipated 6.5% NJC increase & potential SCP increase
11	Travelling Expenses	500.00	164.39	35.10	0.00	20.00	219.49	280.51	300.00	
92	PAYE	25000.00	13927.40	1436.60	1436.60	1436.60	18237.20	6762.80	21000.00	
93	National Insurance	21000.00	21894.70	2100.16	2100.16	2100.16	28195.18	-7195.18	29000.00	
95	Pension	57000.00	38243.46	4512.65	4512.65	4512.65	51781.41	5218.59	59000.00	
	SUB TOTAL	**260500.00**	**180611.66**	**20954.49**	**20919.39**	**20939.39**	**243424.93**	**17075.07**	**275300.00**	

General Admin		Budget	Actual	Jan	Feb	Mar	TOTAL	Variance	2023-24 Budget	Notes
28	Legal Fees	2000.00	0.00	0.00	0.00	0.00	0.00	2000.00	2000.00	
29	Employment Services	1000.00	790.00	398.00	48.00	48.00	1284.00	-284.00	1500.00	SW Councils £485pa & £480pa payroll processing. provision for OH assessments
30	Staff Training	1500.00	2442.00	0.00	0.00	0.00	2442.00	-942.00	2500.00	New staff training
31	Staff Professional Fees	1000.00	667.00	0.00	0.00	0.00	667.00	333.00	500.00	SLCC Clerk Membership £337
32	Councillor Training	500.00	43.09	0.00	0.00	0.00	43.09	456.91	500.00	
33	Insurance	2000.00	1341.10	0.00	0.00	0.00	1341.10	658.90	1700.00	
34	DAPTC	1400.00	1378.40	0.00	0.00	0.00	1378.40	21.60	1450.00	>4.8%
35	Audit Fees	2000.00	1750.00	0.00	0.00	0.00	1750.00	250.00	2400.00	Ext £1365 & £950 Int
36	Meeting Room Hire	1000.00	1481.25	150.00	150.00	900.00	2681.25	-1681.25	2000.00	Main hall hire charges
37	Advertising	1000.00	398.00	0.00	0.00	0.00	398.00	602.00	1000.00	Promoting 2023/24 Elections
38	Councillors Travelling Expenses	150.00	0.00	0.00	0.00	0.00	0.00	150.00	100.00	
39	Chairman's Allowance	500.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	
40	Town Council Newsletter	5000.00	1992.25	0.00	0.00	0.00	1992.25	3007.75	6000.00	Potential mailings for CMNP, CC, Pavilion Consultation & APM
41	Publications and Subscriptions	500.00	235.15	0.00	0.00	0.00	235.15	264.85	300.00	ICCM £95+10%=£105 ICO £35+10%=£38.50 Local Councils Update £100+10%=£110
42	Office IT & Software	3500.00	2500.60	327.20	37.60	110.00	2975.40	524.60	4800.00	Microsoft £37.60+10%=£496.32pa Scribe A/Cs & Bookings £1121.40+£505.44=£1626.84pa Edge IT (Cemetery & Allotment Databases) £496.20+10%=£546pa Website hosting Vision ICT £310+10%= £341pa Emails Vision ICT 25x£18+10%=£495pa gov.uk domain £65+10%=71.50pa Adobe £151.68+10%=£167pa ESET Security £47+10%= £52pa Remote Working £699.99+10%= £770pa
44	Election Costs	500.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	
45	Miscellaneous	50.00	18.00	0.00	0.00	0.00	18.00	32.00	50.00	
46	Notice Boards & Signs	1000.00	1878.09	0.00	0.00	0.00	1878.09	-878.09	1000.00	
47	Civic Expenses	1000.00	0.00	0.00	0.00	0.00	0.00	1000.00	1000.00	
105	Health & Safety Services	4000.00	2370.60	263.40	263.40	263.40	3160.80	839.20	3500.00	Peninsula £263.40pm+10%
	SUB TOTAL	**29600.00**	**19285.53**	**1138.60**	**499.00**	**1321.40**	**22244.53**	**7355.47**	**33300.00**	

Grants		Budget	Actual	Jan	Feb	Mar	TOTAL	Variance	2023-24 Budget	Notes
68	Youth Centre Revenue Grant	37000.00	29358.75	0.00	0.00	7641.25	37000.00	0.00	37000.00	
69	CMVH	3000.00	6000.00	0.00	0.00	0.00	6000.00	-3000.00	3000.00	
73	Small Grants Programme GPC	6000.00	5500.60	0.00	0.00	500.00	6000.60	-0.60	6000.00	
70	Carnival Christmas Tree Project (S.137)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUB TOTAL	**46000.00**	**40859.35**	**0.00**	**0.00**	**8141.25**	**49000.60**	**-3000.60**	**46000.00**	

	Office Costs	Budget	Actual	Jan	Feb	Mar	TOTAL	Variance	2023-24 Budget	Notes
48	Printing/Postage/Stationery	500.00	228.27	30.00	0.00	100.00	358.27	141.73	500.00	
49	Telephone/Internet	1250.00	752.26	170.80	39.80	39.80	1002.66	247.34	1100.00	BT £524+10%=£576.40pa Buzz £480+10%=£484.48pa £1060.88
50	Copier Lease	1500.00	825.00	375.00	0.00	0.00	1200.00	300.00	0.00	
51	Insurance	650.00	596.43	0.00	0.00	0.00	596.43	53.57	700.00	
52	Rates	4000.00	3368.50	374.00	0.00	0.00	3742.50	257.50	4000.00	£374+5%x10=£3927
53	Repairs & Maintenance	1000.00	99.66	0.00	0.00	500.00	599.66	400.34	1000.00	
54	Utilities	1750.00	939.42	300.00	300.00	300.00	1839.42	-89.42	3500.00	
55	Fire and Security	1000.00	591.92	0.00	0.00	200.00	791.92	208.08	1000.00	
56	Office Cleaning (inc Windows)	300.00	257.04	35.88	21.50	31.50	345.92	-45.92	400.00	Cleaner £21.50x12=£258 Windows £10x6=£60
57	Miscellaneous	50.00	58.05	25.00	0.00	0.00	83.05	-33.05	100.00	
104	Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107	Office Waste Collection	0.00	251.50	35.00	35.00	35.00	356.50	-356.50	450.00	DWP £35+5%=£36.75x12
	SUB TOTAL	**12000.00**	**7968.05**	**1345.68**	**396.30**	**1206.30**	**10916.33**	**1083.67**	**12750.00**	

	Recreation	Budget	Actual	Jan	Feb	Mar	TOTAL	Variance	2023-24 Budget	Notes
12	Ground Staff Building (premises Costs)	2000.00	1055.90	16.04	16.04	16.04	1104.02	895.98	3000.00	Fire Ext £16.04+10%x12= £211.80 Maintenance & replacement side doors
13	Public Toilets	4000.00	3724.69	362.24	336.00	336.00	4758.93	-758.93	5000.00	Cleaner £84pwx52 Maintenance & supplies
14	PPE & Uniform	2500.00	912.88	100.00	100.00	250.00	1362.88	1137.12	2000.00	
15	Cleaning Materials & Supplies	1500.00	1100.70	140.00	140.00	140.00	1520.70	-20.70	2000.00	
16	Litter & Dog Bins	500.00	264.00	0.00	0.00	0.00	264.00	236.00	1000.00	Replacements with recycling facility
17	Security (Alarm & CCTV)	9000.00	5983.00	870.00	640.00	640.00	8133.00	867.00	9500.00	K9 Patrol £640+10%x12=£8448 K9 keyholder £35+10%x12=£462 CCTV & Fire Alarm maintenance
18	Waste & Recycling	3000.00	2898.54	360.70	360.70	360.70	3980.64	-980.64	4600.00	DWP £360.70+5%=£378.74pm
19	Tools & Equipment	6000.00	623.37	0.00	0.00	2000.00	2623.37	3376.63	4000.00	
20	Contractor Costs	3000.00	739.00	2000.00	0.00	0.00	2739.00	261.00	3000.00	
21	Utilities	2000.00	1557.55	0.00	0.00	0.00	1557.55	442.45	3000.00	Invoiced by Scouts
22	Insurance	650.00	596.43	0.00	0.00	0.00	596.43	53.57	700.00	
23	Rent DC	650.00	0.00	0.00	0.00	650.00	650.00	0.00	650.00	
24	Play Areas	2500.00	3103.32	550.00	1000.00	0.00	4653.32	-2153.32	6000.00	
25	Dog Warden	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
26	Community Orchard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
27	Tree Planting	0.00	33.33	100.00	0.00	200.00	333.33	-333.33	200.00	Ongoing care of new saplings to be planted in Community Orchard & Cogdean
97	Telephone/Broadband/Mobiles	650.00	460.12	138.58	7.58	7.58	613.86	36.14	700.00	BT £524+10%=£576.40pa Mobile £7.58pm+10%=£100.08pa
98	Recreation/Sports Facility Maintenance	6000.00	7326.94	500.00	500.00	500.00	8826.94	-2826.94	10000.00	
116	Pavilion - Health & Safety	0.00	15003.35	3886.28	0.00	0.00	18889.63	-18889.63	1000.00	Fire Ext £84.32+10%=£92.75 Fire Maintenance £160+10%=£176 Boiler Service £225+10%=£247.50 PAT Testing £295+10%=£324.50
121	Pavilion - Utilities	0.00	1307.22	1000.00	1000.00	1000.00	4307.22	-4307.22	15000.00	Gas/Electric/Water
122	Pavilion - Professional Fees	0.00	1898.78	250.00	0.00	0.00	2148.78	-2148.78	1000.00	
123	Pavilion - Cleaning & Supplies	0.00	12.00	1738.00	620.00	620.00	2990.00	-2990.00	9000.00	DWP £35+5%x12=£441 Routine cleaning £6708 Window Cleaning 6x£29=£174 Caretaker role 12x£90=£1080
124	Pavilion - Maintenance	0.00	4359.77	5000.00	500.00	500.00	10359.77	-10359.77	5000.00	
	SUB TOTAL	**43950.00**	**52960.89**	**17011.84**	**5220.32**	**7220.32**	**82413.37**	**-38463.37**	**86350.00**	

Street Lighting & Furniture		Budget	Actual	Jan	Feb	Mar	TOTAL	Variance	2023-24 Budget	Notes
81	Street Lighting & Furniture	2000.00	467.90	360.00	360.00	0.00	1187.90	812.10	3000.00	Streetlight energy & repairs, replacement benches
	SUB TOTAL	**2000.00**	**467.90**	**360.00**	**360.00**	**0.00**	**1187.90**	**812.10**	**3000.00**	

Vehicle & Fuel		Budget	Actual	Jan	Feb	Mar	TOTAL	Variance	2023-24 Budget	Notes
59	Road Tax	600.00	244.17	0.00	0.00	0.00	244.17	355.83	350.00	
60	Insurance	2000.00	1965.38	-500.00	0.00	0.00	1465.38	534.62	1500.00	
61	Vehicle Fuel	2000.00	1773.14	120.00	120.00	120.00	2133.14	-133.14	1500.00	
62	Vehicle Maintenance	2000.00	80.48	0.00	0.00	500.00	580.48	1419.52	1000.00	
63	Plant Maintenance	2000.00	215.67	1000.00	0.00	0.00	1215.67	784.33	2000.00	
103	Equipment Fuel	750.00	332.37	50.00	50.00	50.00	482.37	267.63	700.00	
	SUB TOTAL	**9350.00**	**4611.21**	**670.00**	**170.00**	**670.00**	**6121.21**	**3228.79**	**7050.00**	
	TOTAL EXPENDITURE	**415681.00**	**316324.63**	**42266.05**	**27779.27**	**41202.92**	**427572.87**	**-11891.87**	**474680.00**	
Income: Allotments										
4	Allotment Rents	0.00	491.44	0.00	0.00	0.00	491.44	-491.44	0.00	All rents payable to AA under Self-Management Agreement
	SUB TOTAL	**0.00**	**491.44**	**0.00**	**0.00**	**0.00**	**491.44**	**-491.44**	**0.00**	
Income: Bank Interest										
3	Bank Interest	250.00	3155.65	250.00	250.00	250.00	3905.65	-3655.65	1500.00	
	SUB TOTAL	**250.00**	**3155.65**	**250.00**	**250.00**	**250.00**	**3905.65**	**-3655.65**	**1500.00**	
Income: Booklet Sales										
7	Booklet/Leaflet Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUB TOTAL	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
Income: Cemetery										
2	Cemetery Fees	5000.00	4892.00	100.00	100.00	100.00	5192.00	-192.00	4500.00	
	SUB TOTAL	**5000.00**	**4892.00**	**100.00**	**100.00**	**100.00**	**5192.00**	**-192.00**	**4500.00**	
Income: FOI										
6	FOI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUB TOTAL	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
Income: Other										
8	Other Income	0.00	1585.20	0.00	0.00	0.00	1585.20	-1585.20	0.00	
9	Village hall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
102	VAT Reclaim	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUB TOTAL	**0.00**	**1585.20**	**0.00**	**0.00**	**0.00**	**1585.20**	**-1585.20**	**0.00**	
Income: Precept										
1	Precept	459546.02	459546.02	0.00	0.00	0.00	459546.02	0.00	462874.80	
	SUB TOTAL	**459546.02**	**459546.02**	**0.00**	**0.00**	**0.00**	**459546.02**	**0.00**	**462874.80**	
Income: Recreation Ground										
5	Recreation	850.00	5050.00	0.00	1125.00	1500.00	7675.00	-6825.00	100.00	
118	Pitch Fees	0.00	2354.00	200.00	400.00	400.00	3354.00	-3354.00	5000.00	
119	Tennis Court Fees	0.00	1722.34	50.00	100.00	1400.00	3272.34	-3272.34	5000.00	
	SUB TOTAL	**850.00**	**9126.34**	**250.00**	**1625.00**	**3300.00**	**14301.34**	**-13451.34**	**10100.00**	
	TOTAL INCOME	**465646.02**	**478796.65**	**600.00**	**1975.00**	**3650.00**	**485021.65**	**-19375.63**	**478974.80**	
	Net Surplus/Deficit								**4294.80**	

	Exceptional and Capital expenditure	Budget	Actual	Jan	Feb	Mar	TOTAL	Variance	2023-24 Budget	Notes
80	PWLB Loan Repayments	9965.02	9956.02	0.00	0.00	0.00	9956.02	9.00	5076.00	Final payment May 2023
84	Allotment Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
85	Plant Replacement	2000.00	0.00	0.00	0.00	2000.00	2000.00	0.00	2000.00	
86	Litter Bin/Dog Bin Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
87	Highways Improvements net of CIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
88	Chapel Repairs	0.00	8612.60	0.00	0.00	0.00	8612.60	-8612.60	0.00	
89	Platinum Jubilee Celebration	2500.00	973.79	0.00	0.00	200.00	1173.79	1326.21	0.00	
90	Building Revaluation	1000.00	1700.00	0.00	0.00	0.00	1700.00	-700.00	0.00	
91	Trailer for Groundstaff Team	0.00	0.00	0.00	0.00	4099.00	4099.00	-4099.00	0.00	
109	Cricket Fence and Nets	2000.00	0.00	1200.00	0.00	0.00	1200.00	800.00	2000.00	Replacement posts if damaged
110	Henbury Play Area Fence	10000.00	0.00	12428.94	0.00	0.00	12428.94	-2428.94	0.00	
111	Tree Survey	5000.00	0.00	0.00	0.00	5000.00	5000.00	0.00	0.00	
112	Recreation Ground Pit Area	5000.00	0.00	0.00	0.00	5000.00	5000.00	0.00	2000.00	Contractor ongoing maintenance
113	Office Porch	4000.00	0.00	0.00	0.00	0.00	0.00	4000.00	6000.00	2022/23 allocated budget C/Fwd
114	Neighbourhood Plan	10000.00	5514.02	0.00	0.00	500.00	6014.02	3985.98	0.00	Residual balance at year end to be C/Fwd
115	Remembrance Sunday	2500.00	274.35	400.00	0.00	0.00	674.35	1825.65	1000.00	
117	CIL Expenditure	0.00	8224.00	0.00	0.00	0.00	8224.00	-8224.00	0.00	
	New Cemetery Gates	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*£6000 not approved in 2022/23 budget setting*
	Goal Post Protectors	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*£5000 not approved in 2022/23 budget setting*
	Computer Tablets	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*£8000 not approved in 2022/23 budget setting*
	Pavement Cleaning Machine	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*£1000 not approved in 2022/23 budget setting*
	Bellway site/former Allotments Memorial Stone	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*£2500 not approved in 2022/23 budget setting*
	Kings Coronation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	
	Replacement Laptop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	
	Replacement Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12000.00	Utility vehicle
	Civic Regalia	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	Town Council rebranding replacement
	Website Redesign	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5000.00	
	Old Cemetery Driveway	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00	
	SUB TOTAL	**53965.02**	**35254.78**	**14028.94**	**0.00**	**16799.00**	**66082.72**	**-12117.70**	**47876.00**	

Income: Exceptional and Capital

78	CIL Receipts	4000.00	2006.58	0.00	0.00	0.00	2006.58	1993.42	4000.00	
79	S.106 Receipts	0.00	79848.02	0.00	0.00	0.00	79848.02	-79848.02	0.00	
120	Neighbourhood Plan Grant Funding	0.00	6985.00	0.00	0.00	0.00	6985.00	-6985.00	0.00	
	SUB TOTAL	**4000.00**	**88839.60**	**0.00**	**0.00**	**0.00**	**88839.60**	**-84839.60**	**4000.00**	

Total Net Suplus/Defecit Exceptional and Capital	**-43876.00**

TOTAL SURPLUS/DEFICIT	**-39581.20**

		Inc additional income from Sports Pavilion lounge area
Total predicted Expenditure	522556.00	522556.00
Total predicted Income (Less Precept)	20100.00	33600.00
Total predicted required Budget	**502456.00**	**488956.00**