

SANDWICH TOWN COUNCIL DRAFT BUDGET 2024/25

Expenditure	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Expenditure to Date	Forecast at 31/03/24	Draft Budget 2024/25
<u>Mayoral and Civic Functions</u>						
Mayoral Expenses	£2,500.00		£2,500.00	£294.90	£983.74	£2,000.00
Mayoral Travel	£1,800.00		£1,800.00	£500.44	£1,015.44	£0.00
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£2,680.01	£3,280.01	£3,500.00
Speakers Day						£2,520.00
Mayor's Attendant (incl. travel)	£8,970.00		£8,970.00	£357.47	£968.63	£3,000.00
Cinque Port Functions & Subscription	£380.00		£380.00	£367.50	£367.50	£390.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£800.00	£960.00
Election Expenses	£6,000.00		£6,000.00	£0.00	£5,078.75	£2,000.00
Councillor Training						£1,500.00
<u>Staffing</u>						
Town Clerk & Office Staff	£67,380.00		£67,380.00	£36,969.45	£64,569.45	£72,470.00
Contribution to Caretaking Staff	£8,240.00		£8,240.00	£3,501.57	£7,113.57	£7,720.00
Staffing Contingency	£2,000.00		£2,000.00	£17,863.70	£22,863.00	£500.00
Staff Recruitment	£3,500.00		£3,500.00	£195.00	£395.00	£500.00
Staff Training	£2,000.00		£2,000.00	£95.00	£1,000.00	£1,000.00
Officers Travel & Parking Expenses	£1,100.00		£1,100.00	£728.64	£1,100.00	£1,220.00
Staff Salaries - bonus - pet	£670.00		£670.00	£0.00	£600.00	£0.00
<u>Administration</u>						
Petty Cash	£130.00		£130.00	£130.00	£160.00	£160.00
HR & Payroll	£1,280.00		£1,280.00	£1,817.91	£2,061.09	£560.00
Office Expenses (incl. telephone)	£6,760.00		£6,760.00	£1,682.16	£2,702.16	£3,870.00
Audit Fees	£3,500.00		£3,500.00	£1,405.00	£3,500.00	£3,530.00
Subscriptions & Memberships	£1,930.00		£1,930.00	£1,654.58	£1,804.58	£2,330.00
IT Expenses (incl. Website)	£15,000.00		£15,000.00	£4,092.85	£6,196.75	£6,150.00
Photocopier (Rental & Usage)	£2,000.00		£2,000.00	£617.33	£1,157.33	£2,400.00
Bank Charges	£800.00		£800.00	£326.20	£652.42	£800.00
Health & Safety Provisions	£3,000.00		£3,000.00	£0.00	£1,500.00	£2,500.00
<u>Insurance</u>						
Guildhall Insurance including contents	£600.00		£600.00	£0.00	£370.25	£410.00
Insurance - Public Conveniences, Boatman's Chapel and Fishergate	£760.00		£760.00	£224.00	£224.00	£250.00
Other Insurances including Public Liability	£3,390.00		£3,390.00	£4,563.61	£4,563.61	£5,020.00
<u>Public Conveniences</u>						
Quay Conveniences - Salaries	£8,370.00		£8,370.00	£4,822.16	£7,789.15	£11,450.00
Cattle Market Conveniences - Salaries	£8,370.00		£8,370.00	£3,833.89	£7,208.54	£11,450.00
Quay Conveniences - Other Expenditure	£10,350.00		£10,350.00	£5,358.63	£7,021.75	£6,950.00
Cattle Market Conveniences - Other Expenditure	£1,000.00		£1,000.00	£227.60	£527.60	£580.00
<u>S144 (Visitor Information Centre & Tourism)</u>						
S144 Salaries	£18,770.00		£18,770.00	£4,416.11	£8,149.30	£25,260.00
S144 (Other Expenditure)	£2,470.00		£2,470.00	£301.86	£1,551.86	£2,970.00
<u>Sandwich Open Spaces / Other Properties</u>						
Black Lane / Sandown Road Allotments	£3,600.00		£3,600.00	£173.49	£300.00	£5,130.00
Boatman's Hill Chapel - Water Rates & Maintenance	£120.00		£120.00	£163.77	£163.77	£180.00
Cow Leas	£350.00	£1,000.00	£1,350.00	£818.36	£1,818.36	£500.00
Donkey Paddock	£2,000.00		£2,000.00	£420.00	£2,000.00	£500.00
Flowers, cleaning & maintenance of the War Memorial	£2,400.00		£2,400.00	£3,780.00	£4,030.00	£300.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£9,440.86	£17,527.61	£18,580.00
Fishergate	£7,000.00		£7,000.00	£2,790.51	£4,290.00	£5,000.00
Play Areas	£6,600.00		£6,600.00	£0.00	£6,600.00	£6,700.00
Telephone Boxes	£250.00		£250.00	£0.00	£250.00	£250.00
Bay Hall	£7,000.00	£206,368.34	£213,368.34	£3,786.37	£64,076.37	£0.00
<u>Reserves - Ring-fenced:</u>						
Monks Wall Nature Reserve	£0.00	£59,357.66	£59,357.66	£1,274.82	£2,524.80	£20,000.00
IT Reserve	£3,000.00	£10,500.00	£13,500.00	£0.00	£11,072.90	£3,000.00
Highways Improvement Plan (H.I.P's) Reserve	£2,500.00	£4,359.04	£6,859.04	£0.00	£0.00	£2,500.00
Drill Hall Reserve	£1,000.00	£2,140.00	£3,140.00	£0.00	£3,000.00	£1,000.00
<u>Reserves- General</u>						
Operating Funds to be kept in Reserve	£40,000.00		£40,000.00	£0.00	£0.00	£40,000.00
<u>Other Services</u>						
Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£0.00	£0.00
Disability Access Strategy	£2,500.00		£2,500.00	£0.00	£500.00	£2,000.00
<u>Miscellaneous / Unexpected Expenditure:</u>						
Miscellaneous / Unexpected Expenditure:	£7,498.53	-£2,722.69	£4,775.84	£0.00	£4,775.84	£4,442.38
20's Plenty for Us - stickers and banners	£0.00	£187.80	£187.80	£187.80	£187.80	£0.00
Thomson Snell & Passmore - professional fees	£0.00	£1,886.50	£1,886.50	£1,886.50	£1,886.50	£0.00
Portable road closed sign for King Street	£0.00	£47.50	£47.50	£47.50	£47.50	£0.00
One wreath with badge inserts	£0.00	£235.00	£235.00	£235.00	£235.00	£0.00
Defibrillator aftercare service - Guildhall forecourt defib	£0.00	£189.00	£189.00	£189.00	£189.00	£0.00
Repair of Deputy Mayoress Badge	£0.00	£36.00	£36.00	£36.00	£36.00	£0.00
Stationary for Market Manager	£0.00	£4.39	£4.39	£4.39	£4.39	£0.00
Parking permit for Market Trader	£0.00	£137.50	£137.50	£137.50	£137.50	£0.00
<u>Guildhall and Forecourt</u>						
Heating, Lighting, Water & Rates	£14,620.00		£14,620.00	£0.00	£9,636.53	£8,570.00
Contribution towards running of the Guildhall	£113,750.00		£113,750.00	£113,750.00	£113,750.00	£90,510.00
<u>Guildhall Forecourt Project</u>						
Thursday Market Manager	£3,000.00		£3,000.00	£450.00	£450.00	£0.00
Loan Repayment	£12,040.00		£12,040.00	£6,016.74	£12,033.48	£12,040.00
<u>Items relating to Sandwich Toll Bridge Fund Account</u>						
STBF Salaries	£0.00		£0.00	£20,999.73	£46,199.43	£0.00

Items relating to Sandwich Toll Bridge Fund Guildhall Account

STBF Guildhall Salaries— Guildhall Caretaking and Cleaning	£0.00	£0.00	£28,449.56	£52,331.00	£0.00
STBF Guildhall Salaries— Guildhall Administration	£0.00	£0.00	£37,595.65	£61,477.09	£0.00
STBF Guildhall Salaries— Visitor Information Staff (Guildhall element)	£0.00	£0.00	£1,445.20	£1,445.20	£0.00
Silicone for repair in Guildhall (to be reimbursed)	£0.00	£0.00	5.35	£5.35	£0.00
Cleaning Costs— Guildhall (to be reimbursed)	£0.00	£0.00	79.92	£79.92	£0.00
Phone Charges (Guildhall share to be reimbursed)	£0.00	£0.00	301.88	£301.88	£0.00
IT Support— (Guildhall share to be reimbursed)	£0.00	£0.00	709.80	£709.80	£0.00
Room Hire income— to be transferred to STBF Guildhall account	£0.00	£0.00	85.00	£85.00	£0.00

TOTAL £446,388.53 £283,725.04 £730,113.57 £334,287.27 £591,432.50 £407,122.38

Income	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Income to Date	Forecast at 31/03/24	Draft Budget 2024/25
STC Balance carried forward from previous year (less MWNR balance)	£122,300.00	£224,367.38	£346,667.38	£389,338.68	£448,696.34	£60,790.00
Monks Wall Nature Reserve balance brought forward	£0.00	£59,357.66	£59,357.66	£59,357.66		£0.00
Precept	£278,538.53		£278,538.53	£278,538.53	£278,538.53	£306,392.38
Outside Sources						
Black Lane Allotment Rents & Water Contribution	£5,290.00		£5,290.00	£567.20	£5,697.20	£5,130.00
Sandown Road Allotment	£300.00		£300.00	£0.00	£300.00	£300.00
Quay Conveniences	£5,800.00		£5,800.00	£1,012.07	£1,312.07	£100.00
Green Waste Bags	£1,500.00		£1,500.00	£178.33	£178.33	£0.00
Cow Leas Lease / Rent	£200.00		£200.00	£0.00	£0.00	£500.00
Drill Hall	£21,900.00		£21,900.00	£10,950.00	£21,900.00	£21,900.00
P22 Electricity Charge	£300.00		£300.00	£0.00	£300.00	£300.00
Refunded From Functions						
Deputies supper donations	£600.00		£600.00	£588.95	£588.95	£600.00
Curfew Ringers Supper	£450.00		£450.00	£10.00	£460.00	£450.00
Internal Transfers / Adhoc Income						
Museum payment for stock from Visitor Information Centre	£150.00		£150.00	£34.00	£94.00	£100.00
Photocopying	£60.00		£60.00	£0.20	£0.20	£60.00
Monks Wall Nature Reserve						
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£1,958.71	£1,958.71	£0.00
S144 (Visitor Information Centre & Tourism)						
Visitor Information Centre	£1,000.00		£1,000.00	£72.54	£132.54	£500.00
Forecourt Income (to be used for repayment of loan and other maint of Forecourt)						
Current Markets	£8,000.00		£8,000.00	£1,967.50	£5,167.50	£10,000.00
Miscellaneous Income						
Room Hire income from DDC— to be moved to STBF GH a/c	£0.00		£0.00	£85.00	£85.00	£0.00
Maddox Fund— dividends	£0.00		£0.00	£6,316.76	£6,316.76	£0.00
Refund— STBF Salaries	£0.00		£0.00	£20,999.73	£20,999.73	£0.00
Refund— STBF Guildhall Salaries	£0.00		£0.00	£68,838.32	£68,838.32	£0.00
50% contribution from STBF Guildhall towards professional fees	£0.00		£0.00	£943.25	£943.25	£0.00
Refund from Maidstone Borough Cnl re cancelled boat trip on 26th April	£0.00		£0.00	£40.00	£40.00	£0.00
Refund from STBF for purchase of silicone for Guildhall repair	£0.00		£0.00	£5.35	£5.35	£0.00

TOTAL £446,388.53 £283,725.04 £730,113.57 £841,802.78 £862,552.78 £407,122.38

Note:

Budgets that are crossed out are not required in 2024/25

SUMMARY	MAIN BUDGETS	All Reserves / Ring-fenced monies	TOTAL
Balance brought forward at 01/04/2023	£165,971.30	£282,725.04	£448,696.34
Minus predicted expenditure for 2023/24	£510,758.43	£80,674.07	£591,432.50
Plus predicted income for 2023/24	£405,580.97	£8,275.47	£413,856.44
Balance relating to main account @ 31/03/24	£60,793.84	£210,326.44	£271,120.28
Forecast end of year balance - breakdown:			
Main STC budgets excluding Reserves			£60,793.84
Forecast Monks Wall Nature Reserve balance @ 31/03/24:			£45,291.57
Forecast Maddox Fund balance @ 31/03/24:			£155,608.73
Other Ring-Fenced Reserves:			£9,426.14
Operating Reserve (not ringfenced):			£0.00
Collective balance expected @ 31/03/24			£271,120.28