

SANDWICH TOWN COUNCIL DRAFT BUDGET 2024/25

Expenditure	Approved Budget 2023/24	Balances brought forward (including Reserves) from 2022/23 & in year virements	Revised Budget 2023/24	Forecast at 31/03/24	Draft Budget 2024/25
<u>Mayoral and Civic Functions</u>					
Mayoral Expenses	£2,500.00		£2,500.00	£1,224.93	£2,500.00
Mayoral-Travel	£1,800.00		£1,800.00	£849.44	£0.00
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£4,218.99	£4,950.00
Speakers Day				£0.00	£7,000.00
Mayor's Attendant (incl. travel)	£8,970.00		£8,970.00	£1,203.47	£3,000.00
Cinque Port Functions & Subscription	£380.00		£380.00	£367.50	£390.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£800.00	£960.00
Election Expenses	£6,000.00		£6,000.00	£5,078.75	£2,000.00
Councillor Training					£1,500.00
<u>Staffing</u>					
Town Clerk & Office Staff	£67,380.00		£67,380.00	£65,845.97	£72,470.00
Contribution to Caretaking Staff	£8,240.00		£8,240.00	£7,140.21	£7,720.00
Staffing Contingency	£2,000.00		£2,000.00	£20,090.30	£500.00
Staff Recruitment	£3,500.00		£3,500.00	£295.00	£500.00
Staff Training	£2,000.00		£2,000.00	£2,000.00	£1,000.00
Officers Travel & Parking Expenses	£1,100.00		£1,100.00	£1,141.14	£1,220.00
Staff Salaries bonus pot	£670.00		£670.00	£670.00	£0.00
<u>Administration</u>					
Petty Cash	£130.00		£130.00	£130.00	£160.00
Payroll & HR	£1,280.00		£1,280.00	£2,053.39	£560.00
Office Expenses (incl. telephone)	£6,760.00		£6,760.00	£6,375.44	£4,870.00
Audit Fees	£3,500.00		£3,500.00	£3,713.25	£3,530.00
Subscriptions & Memberships	£1,930.00		£1,930.00	£2,028.58	£2,330.00
IT Expenses (incl. Website)	£15,000.00		£15,000.00	£9,704.69	£6,150.00
Community Engagement					£3,000.00
Photocopier (Rental & Usage)	£2,000.00		£2,000.00	£1,133.02	£2,400.00
Bank Charges	£800.00		£800.00	£635.66	£800.00
Health & Safety Provisions	£3,000.00		£3,000.00	£1,500.00	£2,500.00
<u>Insurance</u>					
Guildhall Insurance including contents	£600.00		£600.00	£0.00	£410.00
Insurance - Public Conveniences, Boatman's Chapel and Fishergate	£760.00		£760.00	£224.00	£250.00
Other Insurances including Public Liability	£3,390.00		£3,390.00	£4,563.61	£5,020.00
<u>Public Conveniences</u>					
Quay Conveniences - Salaries	£8,370.00		£8,370.00	£9,337.52	£11,450.00
Cattle Market Conveniences - Salaries	£8,370.00		£8,370.00	£8,756.92	£11,450.00
Quay Conveniences - Other Expenditure	£10,350.00		£10,350.00	£9,765.94	£6,950.00
Cattle Market Conveniences - Other Expenditure	£1,000.00		£1,000.00	£540.34	£580.00
<u>S144 (Visitor Information Centre & Tourism)</u>					
S144 Salaries	£18,770.00		£18,770.00	£7,549.30	£25,260.00
S144 (Other Expenditure)	£2,470.00		£2,470.00	£1,552.29	£2,970.00
<u>Sandwich Open Spaces / Other Properties</u>					
Black Lane / Sandown Road Allotments	£3,600.00		£3,600.00	£1,469.44	£3,990.00
Boatman's Hill Chapel - Water Rates & Maintenance	£120.00		£120.00	£163.77	£180.00
Cow Leas	£350.00	£1,000.00	£1,350.00	£1,318.36	£500.00
Donkey Paddock	£2,000.00		£2,000.00	£1,500.00	£500.00
Flowers, cleaning & maintenance of the War Memorial	£2,400.00		£2,400.00	£3,780.00	£300.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£17,527.61	£18,580.00
Fishergate	£7,000.00		£7,000.00	£7,000.00	£5,000.00
Play Areas	£6,600.00		£6,600.00	£6,600.00	£6,700.00
Telephone Boxes	£250.00		£250.00	£250.00	£250.00
Bay Hall	£7,000.00	£206,368.34	£213,368.34	£64,274.68	£0.00
<u>Reserves - Ring-fenced:</u>					
Monks Wall Nature Reserve	£0.00	£59,357.66	£59,357.66	£12,405.68	£5,000.00
IT Reserve	£3,000.00	£10,500.00	£13,500.00	£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	£2,500.00
Drill Hall Reserve	£1,000.00	£2,140.00	£3,140.00	£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	£50,000.00
<u>Other Services</u>					
Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£0.00
Disability Access Strategy	£2,500.00		£2,500.00	£1,000.00	£2,500.00
<u>Miscellaneous / Unexpected Expenditure:</u>					
Miscellaneous / Unexpected Expenditure:	£7,498.53	-£2,722.69	£4,775.84	£2,106.74	£10,287.48
20's Plenty for Us—stickers and banners	£0.00	£187.80	£187.80	£187.80	£0.00
Thomson Snell & Passmore—professional fees	£0.00	£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	£0.00
One wreath with badge inserts	£0.00	£235.00	£235.00	£235.00	£0.00
Defibrillator aftercare service—Guildhall forecourt defib	£0.00	£189.00	£189.00	£189.00	£0.00
Repair of Deputy Mayoress Badge	£0.00	£35.00	£35.00	£35.00	£0.00
Stationary for Market Manager	£0.00	£4.39	£4.39	£4.39	£0.00
Parking permit for Market Trader	£0.00	£137.50	£137.50	£137.50	£0.00
<u>Guildhall and Forecourt</u>					
Heating, Lighting, Water & Rates	£14,620.00		£14,620.00	£14,620.00	£8,570.00
Contribution towards running of the Guildhall	£113,750.00		£113,750.00	£113,750.00	£125,000.00
<u>Guildhall Square</u>					
Thursday Market Manager	£3,000.00		£3,000.00	£450.00	£0.00
Loan Repayment	£12,040.00		£12,040.00	£12,033.48	£12,040.00

Items relating to Sandwich Toll Bridge Fund Account

STBF-Salaries £0.00 £0.00 £47,204.41 £0.00

Items relating to Sandwich Toll Bridge Fund Guildhall Account

STBF-Guildhall-Salaries-Guildhall-Caretaking-and-Cleaning £0.00 £0.00 £54,643.83 £0.00
 STBF-Guildhall-Salaries-Guildhall-Administration £0.00 £0.00 £61,477.09 £0.00
 STBF-Guildhall-Salaries-Visitor-Information-Staff-(Guildhall-element) £0.00 £0.00 £1,445.20 £0.00
 Silicone-for-repair-in-Guildhall-(to-be-reimbursed) £0.00 £0.00 £5.35 £0.00
 Cleaning-Costs-Guildhall-(to-be-reimbursed) £0.00 £0.00 £79.92 £0.00
 Phone-Charges-(Guildhall-share-to-be-reimbursed) £0.00 £0.00 £301.88 £0.00
 IT-Support-(Guildhall-share-to-be-reimbursed) £0.00 £0.00 £709.80 £0.00
 Room-Hire-income-to-be-transferred-to-STBF-Guildhall-account £0.00 £0.00 £85.00 £0.00

TOTAL £446,388.53 £283,725.04 £730,113.57 £623,487.48 £452,247.48

Income	Approved Budget 2023/24	Reserve Balances brought forward from 2022/23 & in year virements	Revised Budget 2023/24	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	£448,696.34	£116,482.03
Monks Wall Nature Reserve balance brought forward	£0.00	£59,357.66	£59,357.66		£0.00
Precept	£278,538.53		£278,538.53	£278,538.53	£292,465.45
Outside Sources					
Black Lane Allotment Rents & Water Contribution	£5,290.00		£5,290.00	£5,257.20	£3,990.00
Sandown Road Allotment	£300.00		£300.00	£300.00	£300.00
Quay Conveniences	£5,800.00		£5,800.00	£1,304.89	£100.00
Green-Waste-Bags	£1,500.00		£1,500.00	£178.33	£0.00
Cow Leas Lease / Rent	£200.00		£200.00	£0.00	£500.00
Drill Hall	£21,900.00		£21,900.00	£21,900.00	£21,900.00
P22 Electricity Charge	£300.00		£300.00	£300.00	£300.00
Refunded From Functions					
Deputies supper donations	£600.00		£600.00	£588.95	£600.00
Curfew Ringers Supper	£450.00		£450.00	£460.00	£450.00
Speakers Day Meal Contributions					£2,000.00
Internal Transfers / Adhoc Income					
Museum payment for stock from Visitor Information Centre	£150.00		£150.00	£64.00	£100.00
Photocopying	£60.00		£60.00	£24.20	£60.00
Monks Wall Nature Reserve					
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£1,958.71	£0.00
S144 (Visitor Information Centre & Tourism)					
Visitor Information Centre	£1,000.00		£1,000.00	£159.94	£500.00
Guildhall Square					
Current Markets	£8,000.00		£8,000.00	£6,020.43	£8,000.00
Improved Market - income to be used to pay back PW Loan					£2,000.00
Events in Guildhall Square - income to be used to pay back PW Loan					£2,500.00
Miscellaneous Income					
Room Hire income from DDC—to be moved to STBF-GH-a/e	£0.00		£0.00	£85.00	£0.00
Maddox Fund—dividends	£0.00		£0.00	£6,316.76	£0.00
Refund—STBF-Salaries	£0.00		£0.00	£46,371.21	£0.00
Refund—STBF-Guildhall-Salaries	£0.00		£0.00	£119,581.27	£0.00
50% contribution from STBF-Guildhall towards professional fees	£0.00		£0.00	£943.25	£0.00
Refund from Maidstone Borough Cnl re-cancelled boat trip on 26th April	£0.00		£0.00	£40.00	£0.00
Refund from STBF for purchase of silicone for Guildhall repair	£0.00		£0.00	£5.35	£0.00
Misc income received since September	£0.00		£0.00	£1,122.40	£0.00
TOTAL	£446,388.53	£283,725.04	£730,113.57	£940,216.76	£452,247.48

Note: Budgets that are crossed out are not required in 2024/25 £316,729.28 £0.00

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	£532,734.22	£90,753.26	£623,487.48
Plus predicted income for 2023/24	£483,244.95	£8,275.47	£491,520.42
Balance relating to main account @ 31/03/24	£116,482.03	£200,247.25	£316,729.28