

POLICY RESOURCES AND FINANCE COMMITTEE – REPORT



Meeting Date: 9 January 2024

Agenda Item: 10

Subject:	Draft 2023/24 Budget
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the draft budget and precept for 2024/25 financial year for recommendation to Full Council for approval.
Background:	<p>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 Policy Resources and Finance Committee, along with a precept recommendation calculated and based on the agreed budget, also for approval by full Council.</p> <p>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.</p> <p>In the past two financial years Wareham Town Council (WTC) increased its Precept in 2022/23 financial year to £482,355.00 and £495,945.00 in the 2023/24 financial year.</p> <p>The Council should have a surplus in its general fund of between 3–6 months operating costs available.</p>
Key Points:	<p>The proposed budget for the 2024/25 year with no Precept increase is shown in Appendix 1.</p> <p>The proposed budget for the 2024/25 year with a Precept increase to provide a balancing budget is shown in Appendix 2.</p> <p>Dorset Council has set the Tax Base for a Band D property in Wareham at a decrease of 0.01%, a decrease of £0.03p for the 2024/25 financial year.</p> <p>The budget lines were considered by each respective Committee with budget responsibility and have been agreed in principle subject to the Policy Resources and Finance Committee overall consideration. Budgets have been maintained where possible with very modest increases where it has been considered necessary, and some decreases where these can be realistically achieved.</p> <p>The general fund as of 9 January 2024 are approximately £441,508.00, this is less the predicted Burial Joint Committee percentage, which is never received as cash.</p> <p>The earmarked reserves as of 9 January 2024 are £191,754.62.</p> <p>Approximate 4 months operating costs which are required to be held is £200,000.</p>

	<p>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. The predicted general fund at year end (31/03/2024) is approximately £305,000.00, based on a monthly expenditure of £50,000 and monthly income of £5,000 (not including the Burial Joint Committee figures).</p> <p>Should WTC not apply any increase, but accept the 0.01% decrease imposed by Dorset Council, the budget would show predicted income of £620,305.00 and predicted expenditure of £634,630 showing a net deficit of -£14,325.00. This reduces the Council general fund to approximately £290,675.00, which equates to approximate operating costs of between 5 and 6 months.</p> <p>If the Council preferred to not use its general fund, it would require Council to increase its precept by 2.9% which equates to £6.53 per annum on a Band D property, or 12.5p per week, or 0.02p per day. taking a Band D property from £224.89 to £231.41 for the TC element of Council Tax. This would see a precept of £510,520.00 and would not require any general fund monies to be used.</p>
<p>Implications:</p>	<p>Reducing the general fund by absorbing the deficit will leave the Council with adequate working reserve of 4 months.</p> <p>Council must be sure that reserves are allocated appropriately and if required, ring fenced (earmarked), 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 and should be done in accordance with Financial Regulations and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.</p> <p>Alternative methods to protecting both precept and reserves are to implement expenditure cuts which would impact on the delivery of services within Wareham.</p>
<p>Recommendation:</p>	<p>To consider and agree the proposed budget and consider and agree the precept of either no increase or an increase of 2.95%, to be recommended to Full Council for adoption.</p>

Draft Budget 2024-2025

with Forecasted Final Position 2023-2024

Appendix 1

Budget 2023/24 Estimated
total at
31.03.24 Variance

Proposed
Budget 2024/25

Comments

INCOME

Mayor's Charity	-	300.00	-
SUB TOTAL	£ -	£ 300.00	£ -

-
£ -

This budget line is a functioning line rather than a contributory line. It sees the donations coming nad and going out at the same rate, negating any impact on the budget.

Policy Resources & Finance Income:

Rent received	40,000.00	35,220.00	-11.95%
Bank Interest	60.00	4,500.00	7400.00%
SUB TOTAL	£ 40,060.00	£ 39,720.00	-0.85%

35,000.00
5,000.00
£ 40,000.00

Amenities Income

Christmas Market Stall Holders	-	-	0.00%
Corn Exchange Hire	3,200	5,600.00	75.00%
Council Chamber - Weddings	500	1,900.00	280.00%
Council Chamber - Meetings	-	300.00	
Parking Income Card	13,500	13,000.00	-3.70%
Parking Income Cash	40,000	36,000.00	-10.00%
Parking Income Phone Payments	15,000	15,000.00	0.00%
Parking Permits Reserved Bay	3,500	826.00	-76.40%

750.00
5,000.00
1,500.00
-
15,000.00
30,000.00
20,000.00
2,000.00

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Parking Permits Unreserved Bay	4,000	3,000.00	-25.00%	2,500.00	
Parking Permits Commercial Bay	500	555.00	11.00%	700.00	
EV Charging Point income	-	1.35		100.00	
Rereation Ground - Football Income	1,000	1,100.00	10.00%	1,000.00	
Recreation Ground - Croquet Income	1,500	1,600.00	6.67%	1,500.00	
Recreation Ground - Cricket Income	750	950.00	26.67%	750.00	
Floral Displays - Donations towards Displays	1,000	720.00	-28.00%	750.00	
SUB TOTAL	£ 84,450.00	£ 80,552.35	-4.62%	£ 81,550.00	

Museum Income:

Donations	1,500	2,103.00	40.20%	1,500.00	
Events	300	431.96	-	300.00	
Sales Income	1,000	1,293.00	29.30%	1,000.00	
Sundry Income	-	-	-	-	
Activities Donations	10	112.00	1020.00%	10.00	
SUB TOTAL	£ 2,810.00	£ 3,939.96	40.21%	£ 2,810.00	

Income: Precept

Precept	495,945.00	482,355.00	0.03	495,945.00	
SUB TOTAL	£ 495,945.00	£ 482,355.00	£ 0.03	£ 495,945.00	

The Dorset Council Tax base for Wareham Town has been decreased by 0.01%. To balance its budget with no increase to the precept amount being received, the Council would be required to find a £14,575 shortfall from reserves.

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
TOTAL INCOME	£ 623,265.00	£ 606,867.31	-2.63%	£ 620,305.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
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EXPENDITURE

<u>Council</u>	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Mayor	2,500	2,400.00	-4.00%	2,500.00	
Deputy Mayor	200	105.00		250.00	
Regalia & Gowns	-	-	0.00%	300.00	Dry Cleaning of Gowns required
Election Expenses	1,500	-		-	Election Fee Reserve already in place, so moved the £1500 to the earmarked reserve.
Ceremonial Photo's	-	-		-	
Civic Events	4,000	3,290.00	-17.75%	4,000.00	
Mileage - Councillors	500.00	-	-100.00%	500.00	
General Events	1,500	1,200.00	-20.00%	1,500.00	
SUB TOTAL	£ 10,200.00	£ 6,995.00	-31.42%	£ 9,050.00	

TOTAL COUNCIL EXPENDITURE	£ 10,200.00	£ 6,995.00	-31.42%	£ 9,050.00	
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Policy Resources & Finance

<u>Staff Costs</u>	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Salaries	260,000.00	165,000.00	-36.54%	235,000.00	
Employers NI	30,000.00	54,000.00	80.00%	76,000.00	
Employers Pensions	59,200.00	54,500.00	-7.94%	77,000.00	
Meetings & Training	3,000.00	2,900.00	-3.33%	3,000.00	
Uniform	500.00	485.00	-3.00%	750.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Mileage - Staff	500.00	390.00	-22.00%	500.00	
SUB TOTAL	£ 353,200.00	£ 277,275.00	-21.50%	£ 392,250.00	This would enable an additional Museum manager post and Grounds person post, whilst also accounting for any NJC pay increase in the 2024/25 financial year.
Neighbourhood Plan					
Neighbourhood Plan	-	-	0.00%	-	Monies held in reserve and Localism Act Grant would cover review
SUB TOTAL	£ -	£ -	0.00%	£ -	
Honorariums					
Honorariums	2,175	2,175.00	0.00%	1,675.00	Resignation of Museum Manager
SUB TOTAL	£ 2,175.00	£ 2,175.00	0.00%	£ 1,675.00	
Town Crier Competition					
Town Crier Competition	500	487.00	0.00%	500.00	
SUB TOTAL	£ 500.00	£ 487.00	0.00%	£ 500.00	
Burial Board					
Burial Board Contribution	15,850	15,850.00	0.00%	15,850.00	
SUB TOTAL	£ 15,850.00	£ 15,850.00	0.00%	£ 15,850.00	
Audit Fees					
Internal Audit Fee	1,300	1,200.00	-7.69%	1,500.00	
External Audit Fee	1,500	1,680.00	12.00%	1,700.00	
SUB TOTAL	£ 2,800.00	£ 2,880.00	2.86%	£ 3,200.00	
Professional Fees					
H&S Consultancy Fees	3,800.00	3,750.00	-1.32%	3,800.00	
Consultancy Fees	2,000.00	-	-100.00%	2,000.00	
Subscriptions	2,500.00	2,430.00	-2.80%	2,500.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Legal Fees & Costs	2,500.00	660.00	-73.60%	2,500.00	
SUB TOTAL	£ 10,800.00	£ 6,840.00	-36.67%	£ 10,800.00	

Grants					
Grants	6,000.00	5,350.00	-10.83%	6,000.00	
PYCF SLA	4,500.00	4,500.00	0.00%	5,000.00	
SUB TOTAL	£ 10,500.00	£ 9,850.00	-6.19%	£ 11,000.00	

Office Costs					
Insurance	8,000.00	7,826.54	-2.17%	8,000.00	
Bank Charges	100.00	350.00	250.00%	450.00	
Office Expenditure	2,500.00	3,000.00	20.00%	2,500.00	
Telephones	2,500.00	2,930.00	17.20%	2,500.00	
Premises Licence	1,500.00	1,500.00	0.00%	1,500.00	
Computers	1,500.00	707.01	-52.87%	1,500.00	
Software Support	8,000.00	10,713.00	33.91%	8,000.00	
Web Production	300.00	-	-100.00%	750.00	
Cleaning	500.00	-	-100.00%	500.00	
CCTV Costs	1,500.00	736.35	-50.91%	1,500.00	
Contingency	2,000.00	400.00	-80.00%	1,500.00	
Health and Safety Mitigation	2,000.00	140.22	-92.99%	1,000.00	
General Reserve	8,000.00	4,092.00	-48.85%	4,000.00	
Stripe Fees	-	52.00	52.00%	100.00	
SUB TOTAL	£ 38,400.00	£ 32,447.12	-15.50%	£ 33,800.00	

TOTAL POLICY RESOURCES & FINANCE EXPENDITURE	£ 434,225.00	£ 337,954.12	-22.17%	£ 469,075.00	
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	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
<u>AMENITIES EXPENDITURE</u>	Budget	Estimated total at 31.03.24	Variance	Proposed Budget	

Town Hall General					
Electric	3,000.00	3,200.00	6.67%	3,000.00	
Gas	4,000.00	2,150.00	-46.25%	4,000.00	
Water	1,300.00	2,200.00	69.23%	1,300.00	
Rates	12,000.00	11,900.00	-0.83%	12,000.00	
Advertising	500.00	-	-100.00%	500.00	
Equipment New	2,500.00	2,315.00	-7.40%	2,500.00	
Equipment & Buildings Maintenance	10,000.00	7,500.00	-25.00%	15,000.00	
Replacement Windows	2,000.00	-	-100.00%	2,000.00	
Stair Lift	750.00	710.00	-5.33%	750.00	
Cleaning	1,000.00	450.00	-55.00%	1,000.00	
SUB TOTAL	£ 37,050.00	£ 30,425.00	-17.88%	£ 42,050.00	

Christmas Market					
Road Closure	500.00	350.00	-30.00%	300.00	
Advertising	1,000.00	167.00	-83.30%	500.00	
Insurance	500.00	0.00	-100.00%	500.00	
SUB TOTAL	£ 2,000.00	£ 517.00	-213.30%	£ 1,300.00	

Depot					
Rent	10,000.00	10,950.00	9.50%	2,650.00	
Equipment	250.00	-	-100.00%	-	
Electricity	750.00	462.00	-38.40%	250.00	
Water	250.00	208.00	-16.80%	160.00	
Insurance	400.00	348.00	-13.00%	275.00	
Service Charge	500.00	691.00	38.20%	250.00	
Maintenance	500.00	-	-100.00%	250.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25
Rates	4,000.00	3,898.00		2,000.00
SUB TOTAL	£ 16,650.00	£ 16,557.00	-0.56%	£ 5,835.00

Vehicle Costs				
Service & Maintenance	1,200.00	850.00	-29.17%	1,200.00
Fuel	2,000.00	804.00	-59.80%	1,000.00
Insurance	1,000.00	200.00	-80.00%	500.00
Machinery & Equipment	2,500.00	215.00	-91.40%	2,500.00
SUB TOTAL	£ 6,700.00	£ 2,069.00	-69.12%	£ 5,200.00

General Expenditure				
Street Lighting	1,750.00	1,700.00	-2.86%	2,000.00
War memorial Maintenance	250.00	150.00	-40.00%	250.00
General Maintenance	1,500.00	2,500.00	66.67%	1,500.00
Street Furniture & Seats	1,000.00	1,665.00	66.50%	1,000.00
Bus Shelter Maintenance	250.00	250.00	0.00%	250.00
Gateway Stones	3000	-	-100.00%	-
SUB TOTAL	£ 7,750.00	£ 6,265.00	-19.16%	£ 5,000.00

Howards Lane Toilets				
Cleaning	£ 1,000.00	13,000.00	1200.00%	13,000.00
Maintenance	£ 1,000.00	2,968.00	196.80%	2,000.00
Water Charges	£ 1,000.00	983.00	-1.70%	1,000.00
Electricity	£ 1,000.00	578.00	-42.20%	1,000.00
SUB TOTAL	£ 4,000.00	£ 17,529.00	338.23%	£ 17,000.00

Cleaning contract was not in place at the time of the 2023/24 budgt setting. Cleaning charges were counteracted by the staff reduction resulting in reduced HMRC, NI and Pension costs.

Quay Toilets

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Cleaning	£ 1,000.00	13,000.00	1200.00%	13,000.00	Cleaning contract was not in place at the time of the 2023/24 budgt setting. Cleaning charges were counteracted by the staff reduction resulting in reduced HMRC, NI and Pension costs.
Maintenance	£ 2,000.00	1,980.00	-1.00%	2,000.00	
Water	£ 4,500.00	4,260.00	-5.33%	4,500.00	
Electricity	£ 1,500.00	1,075.00	-28.33%	1,500.00	
SUB TOTAL	£ 9,000.00	£ 20,315.00	125.72%	£ 21,000.00	

Howards Lane Car Park					
Rates	12,000.00	11,945.00	-0.46%	11000	Relining of the whole car park will be required at some point in the 2024 - 2026 financial years.
New Equipment	1,000.00	1,900.00	90.00%	1000	
Tickets	300.00	275.00	-8.33%	300	
Money Collection Card Fees	2,000.00	1,300.00	-35.00%	1500	
Money Collection Cash Fees	2,500.00	1,900.00	-24.00%	2000	
Maintenance	500.00	350.00	-30.00%	2000	
Comission on Credit Card Takings	850.00	750.00	-11.76%	850	
Commission on Phone Car park Receipts	1,500.00	1,200.00	-20.00%	1500	
Payment Machine Costs	0	2200	2200.00%	1000	
SUB TOTAL	£ 20,650.00	£ 21,820.00	5.67%	£ 20,650.00	

Pavilion					
Gas	£ 100.00	-	-100.00%	-	
Water	£ 500.00	470.00	-6.00%	500.00	
Electric	£ 400.00	235.00	-41.25%	400.00	
Pavilion Maintenance	£ 500.00	420.00	-16.00%	500.00	
SUB TOTAL	£ 1,500.00	£ 1,125.00	-25.00%	£ 1,400.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Recreation Ground					
Maintenance	1,500.00	1,800.00	20.00%	2,000.00	
Grass Cutting Contract	2,500.00	2,035.00	-18.60%	2,500.00	
New Equipment	250.00	180.00	-28.00%	250.00	
SUB TOTAL	£ 4,250.00	£ 4,015.00	-5.53%	£ 4,750.00	
Recreation Ground Play Area					
Maintenance	500.00	-	-100.00%	500.00	
Contingency	5,000.00	-	-100.00%	1,000.00	
SUB TOTAL	£ 5,500.00	£ -	-100.00%	£ 1,500.00	
Mill Lane					
Maintenance	4,000.00	813.06	-79.67%	2,500.00	
Annual Maintenance Contracts	-	85.00		500.00	
SUB TOTAL	£ 4,000.00	£ 898.06	-77.55%	£ 3,000.00	
Tourist Information Office					
Website Costs	2,400.00	-	-100.00%	-	
SUB TOTAL	£ 2,400.00	£ -	-100.00%	£ -	
Northmoor Allotments					
Allotment Rents	350.00	326.88	-6.61%	350.00	
SUB TOTAL	£ 350.00	£ 326.88	-6.61%	£ 350.00	
Hauses Field					
Tree Survey & Works	500.00	500.00	0.00%	500.00	
Play Area Maintenance	-	-	0.00%	500.00	
Grass Cutting	3,000.00	1,700.00	-43.33%	3,000.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25
Maintenance	1,000.00	650.00		750.00
SUB TOTAL	£ 4,500.00	£ 2,850.00	-43.33%	£ 4,750.00

Drax Play Area				
Maintenance	£ -	£ -	0.00%	£ 500.00
SUB TOTAL	£ -	£ -	0.00%	£ 500.00

Floral Displays				
Plants for Display	5,500.00	6,100.00	10.91%	6,000.00
SUB TOTAL	£ 5,500.00	£ 6,100.00	10.91%	£ 6,000.00

The Wareham in Bloom reserve can be used for ad hoc and additional in bloom purchases.

General Tree Survey				
General Tree Survey	5,000.00	4,840.00	-3.20%	-
SUB TOTAL	£ 5,000.00	£ 4,840.00	-3.20%	£ -

Build Project Group				
Consultant Fees	6,000.00	6,000.00	0.00%	£ 6,000.00
Architect	1,000.00	1,000.00	0.00%	£ 1,000.00
SUB TOTAL	£ 7,000.00	£ 7,000.00	0.00%	£ 7,000.00

TOTAL AMENITIES EXPENDITURE	£ 143,800.00	£ 142,651.94	0.80%	£ 147,285.00
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PERSONNEL EXPENDITURE	Budget	Estimated total at 31.03.24	Variance	Proposed Budget
Personnel				
Advertising Staff Vacancies	500.00	0.00	-100.00%	1,000.00
SUB TOTAL	£ 500.00	£ -	-100.00%	£ 1,000.00

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
TOTAL PERSONNEL EXPENDITURE	£ 500.00	£ -	-100.00%	£ 1,000.00	

MUSEUM EXPENDITURE	Budget	Estimated total at 31.03.24	Variance	Proposed Budget	
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Museum					
Rates	1,800.00	1,497.00	-16.83%	-	
Events	300.00	200.00	-33.33%	2,000.00	50th anniversary events planned
Telephone	-	300.00	0.00%	450.00	
Stationery	150.00	140.00	-6.67%	150.00	
Security Alarm	-	265.00	0.00%	80.00	
Stock for Resale	700.00	296.57	-57.63%	1,300.00	
Commission on Card sales	15.00	9.00	-40.00%	15.00	
Subscriptions	150.00	110.00	-26.67%	150.00	
Display Cabinet Reserve	500.00	-	-100.00%	750.00	
New Equipment general	1,000.00	800.00	-20.00%	1,500.00	
Equipment Maintenance	500.00	450.00	-10.00%	750.00	
Cleaning/Maintenance & Improvements	150.00	205.00	36.67%	350.00	
Training	150.00	-	-100.00%	150.00	
Signage	150.00	195.00	30.00%	500.00	
Mileage	50.00	-	-100.00%	50.00	
Sundries	25.00	20.00	-20.00%	25.00	
SUB TOTAL	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00	

TOTAL MUSEUM EXPENDITURE	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00	
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TOTAL EXPENDITURE	£ 594,365.00	£ 492,088.63	-17.21%	£ 634,630.00	
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Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
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Net Suplus (Deficit)			-£ 14,325.00	
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Exceptional and Capital

Exceptional & Capital Income

CIL Receipts	-	-	-	No predicted Cil Receipts to be received.
SUB TOTAL	£ -	£ -	£ -	

Exceptional & Capital Expenditure

Potential PWLB Howards Lane Toilets	-	-	-	5,000.00	Agreed at Amenities Committee 13/12/23 to set aside a potential loan amount to cover the demolish and rebuild costs for Howards Lane Toilets.
PWLB - Mill Lane	4,400.00	4,403.58	0.08%	4,400.00	Last payments due in 2024.
PWLB - Mill Lane	-	38.00		50.00	
PWLB - Play Areas	12,600.00	12,564.65	-0.28%	12,600.00	Last Payments due on 16 January 2043
PWLB interest - Play Areas	11,900.00	11,489.43	-3.45%	11,900.00	
SUB TOTAL	£ 28,900.00	£ 28,495.66	-3.65%	£ 33,950.00	

	2023/24	Spent	Remaining	2024/25	
Earmarked Reserves					
CIL Receipts	40356.46			40,356.46	
Neighbourhood Plan Reserve	2,380.37		2,380.37	2,380.37	
CCTV Reserve	1,000.00	1,000.00	-	-	
Museum Reserve	2,874.62		2,874.62	4,977.62	Increased by the £2103 donations received in 2023
Wareham In Bloom Reserve	8,286.96	3,010.41	5,276.55	5,276.55	
Bloor Homes Upgrade of Rec Play Area	9,599.00	2,690.00	6,909.00	6,909.00	
Skate Park	52,796.01		52,796.01	52,796.01	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Property maintenance	16,340.68	7,653.95	8,686.73	8,686.73	
Car Park Maintenance	7,878.17	5,850.00	2,028.17	2,428.17	Increased by £400 from the drainage work reserve.
War Memorial	1,000.00		1,000.00	1,000.00	
Play Area - Retention Fee 2.5%	8,625.00	2,456.68	6,168.32	6,168.32	
Election Fees	6,000.00		6,000.00	6,000.00	
Car Park Drainage Work	400.00		400.00		Work completed. Recommend moving £400 to the Car Park Maintenance reserve.
Town Hall Replacement Windows	6,000.00		6,000.00	7,500.00	Increased by the £1500 from the budget line being removed.
Replacement Vehicle	4,010.42		4,010.42	4,010.42	
Town Hall Lighting	14,811.40		14,811.40	14,811.40	
Street Cleaner Salary	9,828.80		9,828.80		Propose returning this to the general fund to aid staffing costs
Training	1,137.77		1,137.77	1,137.77	
Tourist Information Centre	18,400.00		18,400.00	18,400.00	
Replacement Cricket Wicket				6,000.00	
SUB TOTAL	£ 171,369.20	£ 22,661.04	£ 148,708.16	£ 188,838.82	

Total Exceptional & Capital, and Earmarked	£ 222,788.82
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Total Predicted Expenditure	658630
Total Predicted Income (Less Precept)	123610
Total Preditd Required budget	535020

Estimated General Fund @ 31/03/24	£ 305,000.00	This is less the predicted Burial Board percentage, which is never received as cash.
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Draft Budget 2024-2025

with Forecasted Final Position 2023-2024

Appendix 2

Budget 2023/24 Estimated
total at
31.03.24 Variance

Proposed
Budget 2024/25

Comments

INCOME

Mayor's Charity	-	300.00	-
SUB TOTAL	£ -	£ 300.00	£ -

-
£ -

This budget line is a functioning line rather than a contributory line. It sees the donations coming nad and going out at the same rate, negating any impact on the budget.

Policy Resources & Finance Income:

Rent received	40,000.00	35,220.00	-11.95%
Bank Interest	60.00	4,500.00	7400.00%
SUB TOTAL	£ 40,060.00	£ 39,720.00	-0.85%

35,000.00
5,000.00
£ 40,000.00

Amenities Income

Christmas Market Stall Holders	-	-	0.00%
Corn Exchange Hire	3,200	5,600.00	75.00%
Council Chamber - Weddings	500	1,900.00	280.00%
Council Chamber - Meetings	-	300.00	
Parking Income Card	13,500	13,000.00	-3.70%
Parking Income Cash	40,000	36,000.00	-10.00%
Parking Income Phone Payments	15,000	15,000.00	0.00%
Parking Permits Reserved Bay	3,500	826.00	-76.40%

750.00
5,000.00
1,500.00
-
15,000.00
30,000.00
20,000.00
2,000.00

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Parking Permits Unreserved Bay	4,000	3,000.00	-25.00%	2,500.00	
Parking Permits Commercial Bay	500	555.00	11.00%	700.00	
EV Charging Point income	-	1.35		100.00	
Rereation Ground - Football Income	1,000	1,100.00	10.00%	1,000.00	
Recreation Ground - Croquet Income	1,500	1,600.00	6.67%	1,500.00	
Recreation Ground - Cricket Income	750	950.00	26.67%	750.00	
Floral Displays - Donations towards Displays	1,000	720.00	-28.00%	750.00	
SUB TOTAL	£ 84,450.00	£ 80,552.35	-4.62%	£ 81,550.00	

Museum Income:

Donations	1,500	2,103.00	40.20%	1,500.00	
Events	300	431.96	-	300.00	
Sales Income	1,000	1,293.00	29.30%	1,000.00	
Sundry Income	-	-	-	-	
Activities Donations	10	112.00	1020.00%	10.00	
SUB TOTAL	£ 2,810.00	£ 3,939.96	40.21%	£ 2,810.00	

Income: Precept

Precept	495,945.00	482,355.00	0.03	510,270.00	
SUB TOTAL	£ 495,945.00	£ 482,355.00	£ 0.03	£ 510,270.00	

If the Council preferred to not use its reserves, it would require Council to increase its precept by 2.9% which equates to £6.53 per annum on a Band D property or 12.5p per week, or 0.02p per day. taking a Band D property from £224.89 to £231.41.

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
TOTAL INCOME	£ 623,265.00	£ 606,867.31	-2.63%	£ 634,630.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
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EXPENDITURE

Council	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Mayor	2,500	2,400.00	-4.00%	2,500.00	
Deputy Mayor	200	105.00		250.00	
Regalia & Gowns	-	-	0.00%	300.00	Dry Cleaning of Gowns required
Election Expenses	1,500	-		-	Election Fee Reserve already in place, so moved the £1500 to the earmarked reserve.
Ceremonial Photo's	-	-		-	
Civic Events	4,000	3,290.00	-17.75%	4,000.00	
Mileage - Councillors	500.00	-	-100.00%	500.00	
General Events	1,500	1,200.00	-20.00%	1,500.00	
SUB TOTAL	£ 10,200.00	£ 6,995.00	-31.42%	£ 9,050.00	

TOTAL COUNCIL EXPENDITURE	£ 10,200.00	£ 6,995.00	-31.42%	£ 9,050.00	
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Policy Resources & Finance

Staff Costs	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Salaries	260,000.00	165,000.00	-36.54%	235,000.00	
Employers NI	30,000.00	54,000.00	80.00%	76,000.00	
Employers Pensions	59,200.00	54,500.00	-7.94%	77,000.00	
Meetings & Training	3,000.00	2,900.00	-3.33%	3,000.00	
Uniform	500.00	485.00	-3.00%	750.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Mileage - Staff	500.00	390.00	-22.00%	500.00	
SUB TOTAL	£ 353,200.00	£ 277,275.00	-21.50%	£ 392,250.00	This would enable an additional Museum manager post and Grounds person post, whilst also accounting for any NJC pay increase in the 2024/25 financial year.
Neighbourhood Plan					
Neighbourhood Plan	-	-	0.00%	-	Monies held in reserve and Localism Act Grant would cover review
SUB TOTAL	£ -	£ -	0.00%	£ -	
Honorariums					
Honorariums	2,175	2,175.00	0.00%	1,675.00	Resignation of Museum Manager
SUB TOTAL	£ 2,175.00	£ 2,175.00	0.00%	£ 1,675.00	
Town Crier Competition					
Town Crier Competition	500	487.00	0.00%	500.00	
SUB TOTAL	£ 500.00	£ 487.00	0.00%	£ 500.00	
Burial Board					
Burial Board Contribution	15,850	15,850.00	0.00%	15,850.00	
SUB TOTAL	£ 15,850.00	£ 15,850.00	0.00%	£ 15,850.00	
Audit Fees					
Internal Audit Fee	1,300	1,200.00	-7.69%	1,500.00	
External Audit Fee	1,500	1,680.00	12.00%	1,700.00	
SUB TOTAL	£ 2,800.00	£ 2,880.00	2.86%	£ 3,200.00	
Professional Fees					
H&S Consultancy Fees	3,800.00	3,750.00	-1.32%	3,800.00	
Consultancy Fees	2,000.00	-	-100.00%	2,000.00	
Subscriptions	2,500.00	2,430.00	-2.80%	2,500.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Legal Fees & Costs	2,500.00	660.00	-73.60%	2,500.00	
SUB TOTAL	£ 10,800.00	£ 6,840.00	-36.67%	£ 10,800.00	

Grants					
Grants	6,000.00	5,350.00	-10.83%		6,000.00
PYCF SLA	4,500.00	4,500.00	0.00%		5,000.00
SUB TOTAL	£ 10,500.00	£ 9,850.00	-6.19%	£ 11,000.00	

Office Costs					
Insurance	8,000.00	7,826.54	-2.17%		8,000.00
Bank Charges	100.00	350.00	250.00%		450.00
Office Expenditure	2,500.00	3,000.00	20.00%		2,500.00
Telephones	2,500.00	2,930.00	17.20%		2,500.00
Premises Licence	1,500.00	1,500.00	0.00%		1,500.00
Computers	1,500.00	707.01	-52.87%		1,500.00
Software Support	8,000.00	10,713.00	33.91%		8,000.00
Web Production	300.00	-	-100.00%		750.00
Cleaning	500.00	-	-100.00%		500.00
CCTV Costs	1,500.00	736.35	-50.91%		1,500.00
Contingency	2,000.00	400.00	-80.00%		1,500.00
Health and Safety Mitigation	2,000.00	140.22	-92.99%		1,000.00
General Reserve	8,000.00	4,092.00	-48.85%		4,000.00
Stripe Fees	-	52.00	52.00%		100.00
SUB TOTAL	£ 38,400.00	£ 32,447.12	-15.50%	£ 33,800.00	

TOTAL POLICY RESOURCES & FINANCE EXPENDITURE	£ 434,225.00	£ 337,954.12	-22.17%	£ 469,075.00	
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	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
<u>AMENITIES EXPENDITURE</u>	Budget	Estimated total at 31.03.24	Variance	Proposed Budget	

Town Hall General					
Electric	3,000.00	3,200.00	6.67%	3,000.00	
Gas	4,000.00	2,150.00	-46.25%	4,000.00	
Water	1,300.00	2,200.00	69.23%	1,300.00	
Rates	12,000.00	11,900.00	-0.83%	12,000.00	
Advertising	500.00	-	-100.00%	500.00	
Equipment New	2,500.00	2,315.00	-7.40%	2,500.00	
Equipment & Buildings Maintenance	10,000.00	7,500.00	-25.00%	15,000.00	
Replacement Windows	2,000.00	-	-100.00%	2,000.00	
Stair Lift	750.00	710.00	-5.33%	750.00	
Cleaning	1,000.00	450.00	-55.00%	1,000.00	
SUB TOTAL	£ 37,050.00	£ 30,425.00	-17.88%	£ 42,050.00	

Christmas Market					
Road Closure	500.00	350.00	-30.00%	300.00	
Advertising	1,000.00	167.00	-83.30%	500.00	
Insurance	500.00	0.00	-100.00%	500.00	
SUB TOTAL	£ 2,000.00	£ 517.00	-213.30%	£ 1,300.00	

Depot					
Rent	10,000.00	10,950.00	9.50%	2,650.00	
Equipment	250.00	-	-100.00%	-	
Electricity	750.00	462.00	-38.40%	250.00	
Water	250.00	208.00	-16.80%	160.00	
Insurance	400.00	348.00	-13.00%	275.00	
Service Charge	500.00	691.00	38.20%	250.00	
Maintenance	500.00	-	-100.00%	250.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25
Rates	4,000.00	3,898.00		2,000.00
SUB TOTAL	£ 16,650.00	£ 16,557.00	-0.56%	£ 5,835.00

Vehicle Costs				
Service & Maintenance	1,200.00	850.00	-29.17%	1,200.00
Fuel	2,000.00	804.00	-59.80%	1,000.00
Insurance	1,000.00	200.00	-80.00%	500.00
Machinery & Equipment	2,500.00	215.00	-91.40%	2,500.00
SUB TOTAL	£ 6,700.00	£ 2,069.00	-69.12%	£ 5,200.00

General Expenditure				
Street Lighting	1,750.00	1,700.00	-2.86%	2,000.00
War memorial Maintenance	250.00	150.00	-40.00%	250.00
General Maintenance	1,500.00	2,500.00	66.67%	1,500.00
Street Furniture & Seats	1,000.00	1,665.00	66.50%	1,000.00
Bus Shelter Maintenance	250.00	250.00	0.00%	250.00
Gateway Stones	3000	-	-100.00%	-
SUB TOTAL	£ 7,750.00	£ 6,265.00	-19.16%	£ 5,000.00

Howards Lane Toilets				
Cleaning	£ 1,000.00	13,000.00	1200.00%	13,000.00
Maintenance	£ 1,000.00	2,968.00	196.80%	2,000.00
Water Charges	£ 1,000.00	983.00	-1.70%	1,000.00
Electricity	£ 1,000.00	578.00	-42.20%	1,000.00
SUB TOTAL	£ 4,000.00	£ 17,529.00	338.23%	£ 17,000.00

Cleaning contract was not in place at the time of the 2023/24 budgt setting. Cleaning charges were counteracted by the staff reduction resulting in reduced HMRC, NI and Pension costs.

Quay Toilets

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Cleaning	£ 1,000.00	13,000.00	1200.00%	13,000.00	Cleaning contract was not in place at the time of the 2023/24 budgt setting. Cleaning charges were counteracted by the staff reduction resulting in reduced HMRC, NI and Pension costs.
Maintenance	£ 2,000.00	1,980.00	-1.00%	2,000.00	
Water	£ 4,500.00	4,260.00	-5.33%	4,500.00	
Electricity	£ 1,500.00	1,075.00	-28.33%	1,500.00	
SUB TOTAL	£ 9,000.00	£ 20,315.00	125.72%	£ 21,000.00	

Howards Lane Car Park					
Rates	12,000.00	11,945.00	-0.46%	11000	Relining of the whole car park will be required at some point in the 2024 - 2026 financial years.
New Equipment	1,000.00	1,900.00	90.00%	1000	
Tickets	300.00	275.00	-8.33%	300	
Money Collection Card Fees	2,000.00	1,300.00	-35.00%	1500	
Money Collection Cash Fees	2,500.00	1,900.00	-24.00%	2000	
Maintenance	500.00	350.00	-30.00%	2000	
Comission on Credit Card Takings	850.00	750.00	-11.76%	850	
Commission on Phone Car park Receipts	1,500.00	1,200.00	-20.00%	1500	
Payment Machine Costs	0	2200	2200.00%	1000	
SUB TOTAL	£ 20,650.00	£ 21,820.00	5.67%	£ 20,650.00	

Pavilion					
Gas	£ 100.00	-	-100.00%	-	
Water	£ 500.00	470.00	-6.00%	500.00	
Electric	£ 400.00	235.00	-41.25%	400.00	
Pavilion Maintenance	£ 500.00	420.00	-16.00%	500.00	
SUB TOTAL	£ 1,500.00	£ 1,125.00	-25.00%	£ 1,400.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Recreation Ground					
Maintenance	1,500.00	1,800.00	20.00%	2,000.00	
Grass Cutting Contract	2,500.00	2,035.00	-18.60%	2,500.00	
New Equipment	250.00	180.00	-28.00%	250.00	
SUB TOTAL	£ 4,250.00	£ 4,015.00	-5.53%	£ 4,750.00	
Recreation Ground Play Area					
Maintenance	500.00	-	-100.00%	500.00	
Contingency	5,000.00	-	-100.00%	1,000.00	
SUB TOTAL	£ 5,500.00	£ -	-100.00%	£ 1,500.00	
Mill Lane					
Maintenance	4,000.00	813.06	-79.67%	2,500.00	
Annual Maintenance Contracts	-	85.00		500.00	
SUB TOTAL	£ 4,000.00	£ 898.06	-77.55%	£ 3,000.00	
Tourist Information Office					
Website Costs	2,400.00	-	-100.00%	-	
SUB TOTAL	£ 2,400.00	£ -	-100.00%	£ -	
Northmoor Allotments					
Allotment Rents	350.00	326.88	-6.61%	350.00	
SUB TOTAL	£ 350.00	£ 326.88	-6.61%	£ 350.00	
Hauses Field					
Tree Survey & Works	500.00	500.00	0.00%	500.00	
Play Area Maintenance	-	-	0.00%	500.00	
Grass Cutting	3,000.00	1,700.00	-43.33%	3,000.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25
Maintenance	1,000.00	650.00		750.00
SUB TOTAL	£ 4,500.00	£ 2,850.00	-43.33%	£ 4,750.00

Drax Play Area				
Maintenance	£ -	£ -	0.00%	£ 500.00
SUB TOTAL	£ -	£ -	0.00%	£ 500.00

Floral Displays				
Plants for Display	5,500.00	6,100.00	10.91%	6,000.00
SUB TOTAL	£ 5,500.00	£ 6,100.00	10.91%	£ 6,000.00

The Wareham in Bloom reserve can be used for ad hoc and additional in bloom purchases.

General Tree Survey				
General Tree Survey	5,000.00	4,840.00	-3.20%	-
SUB TOTAL	£ 5,000.00	£ 4,840.00	-3.20%	£ -

Build Project Group				
Consultant Fees	6,000.00	6,000.00	0.00%	£ 6,000.00
Architect	1,000.00	1,000.00	0.00%	£ 1,000.00
SUB TOTAL	£ 7,000.00	£ 7,000.00	0.00%	£ 7,000.00

TOTAL AMENITIES EXPENDITURE	£ 143,800.00	£ 142,651.94	0.80%	£ 147,285.00
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PERSONNEL EXPENDITURE	Budget	Estimated total at 31.03.24	Variance	Proposed Budget
Personnel				
Advertising Staff Vacancies	500.00	0.00	-100.00%	1,000.00
SUB TOTAL	£ 500.00	£ -	-100.00%	£ 1,000.00

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
TOTAL PERSONNEL EXPENDITURE	£ 500.00	£ -	-100.00%	£ 1,000.00	

MUSEUM EXPENDITURE	Budget	Estimated total at 31.03.24	Variance	Proposed Budget	
Museum					
Rates	1,800.00	1,497.00	-16.83%	-	
Events	300.00	200.00	-33.33%	2,000.00	50th anniversary events planned
Telephone	-	300.00	0.00%	450.00	
Stationery	150.00	140.00	-6.67%	150.00	
Security Alarm	-	265.00	0.00%	80.00	
Stock for Resale	700.00	296.57	-57.63%	1,300.00	
Commission on Card sales	15.00	9.00	-40.00%	15.00	
Subscriptions	150.00	110.00	-26.67%	150.00	
Display Cabinet Reserve	500.00	-	-100.00%	750.00	
New Equipment general	1,000.00	800.00	-20.00%	1,500.00	
Equipment Maintenance	500.00	450.00	-10.00%	750.00	
Cleaning/Maintenance & Improvements	150.00	205.00	36.67%	350.00	
Training	150.00	-	-100.00%	150.00	
Signage	150.00	195.00	30.00%	500.00	
Mileage	50.00	-	-100.00%	50.00	
Sundries	25.00	20.00	-20.00%	25.00	
SUB TOTAL	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00	

TOTAL MUSEUM EXPENDITURE	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00	
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TOTAL EXPENDITURE	£ 594,365.00	£ 492,088.63	-17.21%	£ 634,630.00	
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Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
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Net Suplus (Deficit)			£ -	
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Exceptional and Capital

Exceptional & Capital Income

CIL Receipts	-	-	-	-	No predicted Cil Receipts to be received.
SUB TOTAL	£ -	£ -		£ -	

Exceptional & Capital Expenditure

Potential PWLB Howards Lane Toilets	-	-	-	5,000.00	Agreed at Amenities Committee 13/12/23 to set aside a potential loan amount to cover the demolish and rebuild costs for Howards Lane Toilets.
PWLB - Mill Lane	4,400.00	4,403.58	0.08%	4,400.00	Last payments due in 2024.
PWLB - Mill Lane	-	38.00		50.00	
PWLB - Play Areas	12,600.00	12,564.65	-0.28%	12,600.00	Last Payments due on 16 January 2043
PWLB interest - Play Areas	11,900.00	11,489.43	-3.45%	11,900.00	
SUB TOTAL	£ 28,900.00	£ 28,495.66	-3.65%	£ 33,950.00	

	2023/24	Spent	Remaining	2024/25	
Earmarked Reserves					
CIL Receipts	40356.46			40,356.46	
Neighbourhood Plan Reserve	2,380.37		2,380.37	2,380.37	
CCTV Reserve	1,000.00	1,000.00	-	-	
Museum Reserve	2,874.62		2,874.62	4,977.62	Increased by the £2103 donations received in 2023
Wareham In Bloom Reserve	8,286.96	3,010.41	5,276.55	5,276.55	
Bloor Homes Upgrade of Rec Play Area	9,599.00	2,690.00	6,909.00	6,909.00	
Skate Park	52,796.01		52,796.01	52,796.01	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Property maintenance	16,340.68	7,653.95	8,686.73	8,686.73	
Car Park Maintenance	7,878.17	5,850.00	2,028.17	2,428.17	Increased by £400 from the drainage work reserve.
War Memorial	1,000.00		1,000.00	1,000.00	
Play Area - Retention Fee 2.5%	8,625.00	2,456.68	6,168.32	6,168.32	
Election Fees	6,000.00		6,000.00	6,000.00	
Car Park Drainage Work	400.00		400.00		Work completed. Recommend moving £400 to the Car Park Maintenance reserve.
Town Hall Replacement Windows	6,000.00		6,000.00	7,500.00	Increased by the £1500 from the budget line being removed.
Replacement Vehicle	4,010.42		4,010.42	4,010.42	
Town Hall Lighting	14,811.40		14,811.40	14,811.40	
Street Cleaner Salary	9,828.80		9,828.80		Propose returning this to the general fund to aid staffing costs
Training	1,137.77		1,137.77	1,137.77	
Tourist Information Centre	18,400.00		18,400.00	18,400.00	
Replacement Cricket Wicket				6,000.00	
SUB TOTAL	£ 171,369.20	£ 22,661.04	£ 148,708.16	£ 188,838.82	

Total Exceptional & Capital, and Earmarked	£ 222,788.82
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Total Predicted Expenditure	658630
Total Predicted Income (Less Precept)	123610
Total Preditd Required budget	535020

Estimated General Fund @ 31/03/24	£ 305,000.00	This is less the predicted Burial Board percentage, which is never received as cash.
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