

Addendum

Notes to the Budget Monitor November 2022

Nominal Cost	Actual cost to October 2022	Actual cost to November 2022	Movement to date	Budget for year	Notes <i>Full year = 100% 1 month = 8.33% November = 66.64%</i>
Income					
Precept	£369,677	£369,677	£0	£369,677	100% Precept received.
Allotment income	£11,643	£11,545	£98	£11,182	103.25% Most allotment tenants have paid in March and April
Library Rent	£11,625	£17,437	£5,812	£0	Rent received on behalf of David Oaklands Charitable Trust (paid over when physically received in bank)
Portland Rd Car park	£4,328	£6,868	£2,540	£8,579	80.06% Income received. Income commencing in May to October
Sports Revenue	£7,149	£7,499	£350	£8,576	87.45% Income on target
Pavilion function revenue	£9,388	£11,256	£1,868	£16,301	69.05% Income on target
Boot Fairs, circuses, funfairs	£3,049	£3,049	£0	£6,180	49.34% Income received. Boot fairs at the Green ending in September 2022
Property (ex-library) rent	£17,000	£17,337	£337	£23,000	75.38% Income received from rental properties
Caretaker Charge	-£269	-£123	£146	£2,000	-6.19% Due to caretaker cost of opening up premises
Wedding income	£2,940	£2,940	£0	£19,760	14.88% Currently being promoted. Under budget due to restrictions KCC Registrars put in place due to excessive

					bookings after covid.
Town hall Lettings	£416	£718	£302	£2,037	35.27% Income received
Oaklands Room Rental	£31	£31	£0	£152	20.42% Income received
Interest on investments	£406	£1,093	£687	£600	182.25% Interest received from banks
Miscellaneous Income	£5	£5	£0	£0	No budget set
Expenditure					
Davis Oaklands Library rent	£11,625	£17,437	£0	£0	Not a budget item but collected on behalf of DOCT and paid over
Grounds Maintenance	£36,550	£41,172	£4,622	£53,900	76.39% FHDC Grounds maintenance 2022/23 contract commencing in May to April 2023
CCTV Costs	£0	£0	£0	£5,000	0% No set monthly figure
Tree audit and works	£2,365	£2,955	£590	£13,395	22.06% Removal of dead Ash trees and emergency tree works
Allotment maintenance	£944	£1,438	£494	£1,000	143.90% Supply and install new water trough at Eaton Lands, allotment plot clearance, repairs to water tank allotments
Civic Allowance	£604	£805	£201	£1,000	80.56% Civic attendance to charity events
Civic attire	£85	£122	£37	£250	49.01% Civic attire purchased for Speakership Day
Civic entertainment	£2,839	£3,106	£267	£2,500	124.25% Buffet and refreshments for Standing Joint Committee, Mayor Making, Armed Forces Day

Band Concerts	£4,870	£4,870	£0	£4,900	99.39% cost incurred to date. No further costs as band concerts has finished in September
National Commemorations	£4,691	£4,691	£0	£5,500	85.30% Costs incurred for Queen's Jubilee
Grant monies donated by HTC	£9,713	£9,775	£62	£19,500	50.13% Grant to support Hythe Visitor's Guide printing leaflets, Hythe in Bloom and donation to Hythe Venetian Fete
Town Council initiatives	£1,041	£1,136	£95	£4,000	28.40% Community Engagement costs and KCC Counselling service
Playground Equipment Maintenance	£978	£989	£11	£5,000	19.78% Play Equipment Timber Repairs at Horn Street
Skate park repairs	£0	£0	£0	£11,758 (vired £9258 from unallocated reserves 232/22 F&GP/19/22)	0% No set monthly figure
Car park expenditure	£268	£313	£45	£1,600	19.57% Funds used for monthly management fee
Advertising	£0	£1,240	£1,240	£2,100	59.05% Funds used to date. Full page advert on Hythe Life Magazine
Misc expenses	£78	£78	£0	£100	78.20% Purchase of place cards, laptop backpack
Salaries	£96,508	£114,221	£17,713	£147,084	77.66% Funds used to date, with seasonal Tennis & Bowls attendances starting in April and ending in September. October includes

					holiday pay accrued for seasonal staff
Employers NI	£7,806	£9,763	£1,957	£13,015	75.01% funds used to date
Employers Superannuation	£23,463	£27,173	£3,710	£32,358	83.98% funds used to date
Water rates	£1,554	£1,637	£83	£3,708	44.16% funds used to date
General rates	£20,152	£23,032	£2,880	£44,349	51.93% funds used to date
Insurance – premises & public liability	£10,793	£12,716	£1,923	£18,000	70.65% funds used to date
Refuse Collection	£850	£934	£84	£1,380	67.70% used to date at the Pavilion and Oaklands monthly charge, high due to destruction of confidential waste cost
Electricity	£6,363	£7,328	£965	£5,150	142.30% used to date, this cost code is expected to go overbudget
Gas	£2,214	£2,643	£429	£4,120	64.16% used to date, this cost code is expected to go overbudget
Parking expenses	£7	£7	£0	£50	15.60% No set monthly figure
Travel	£610	£705	£95	£1,000	70.58% funds used to date
Employee medical	£95	£95	£0	£450	21.11% No set monthly figure. Eye test etc.
Printing and Copying costs	£1,271	£1,382	£111	£1,450	95.37% used to date. Quarterly printing costs charged
Postage and carriage	£333	£347	£14	£700	49.60% used to date
Telephone costs	£2,853	£3,651	£798	£3,500	104.32% funds used from office phone and broadband installation at Town Hall and Pavilion

IT and Computer costs	£2,265	£2,335	£70	£2,500	93.42% used to date. Annual IT support and annual web hosting services paid early in year
Office stationery	£888	£971	£83	£1,000	97.12% Paper for increased number of reports created
Books	£157	£157	£0	£500	31.43% used to date
Legal fees	£1,514	£1,514	-£573	£2,000	75.75% Personal licence application fee and leases relating to three new play areas
Audit and Accountancy fees	£1,500	£1,500	£0	£2,200	68.18% No set monthly figure
Consultancy fees	£1,924	£2,053	£129	£2,500	82.14% HR support service, planning research fee, rent review revaluation
Professional fees	£578	£578	£0	£1,000	57.80% No set monthly figure
Equipment hire	£1,678	£1,678	£0	£2,500	67.14% Lease of photocopier quarterly charged
Equipment purchases	£723	£737	£14	£1,000	73.79% Purchases include six panel folding display and printer for Town Clerk
Equipment maintenance/service	£414	£414	£0	£910	45.57% No set monthly figure
Lift repairs and servicing	£1,066	£1,066	£0	£2,000	53.34% Quarterly lift service at the Pavilion and fire evacuation chair
Property Repairs & renewals	£15,318	£15,332	£14	£18,174 (vired £10,174 from Buildings R&R reserves 232/22 BUDGET MONITORING REPORT F&GP/19/22)	84.36% used to date. Defibrillator moved at the Pavilion, repair of car park barrier, property refurbishment on Sports Pavilion, Station road roundabout works.

Cleaning	£6,290	£6,950	£660	£8,000	86.88% Cleaning at Council offices, Pavilion and Town Hall, annual deep cleaning at the Pavilion
Laundry	£0	£0	£0	£50	0.00% No set monthly figure
Premises expenses	£2,046	£2,307	£261	£2,000	115.40% Purchase of first aid kit bags, no camping signs, paint and office bins. Increase in hand paper towels and toilet roll use through increase in user bookings.
Premises security	£663	£917	£254	£1,500	61.13% Intruder alarm inspections annual maintenance
Bank interest paid	£0	£0	£0	£200	0.00% No set monthly figure
Bank Charges	£522	£564	£42	£500	112.87% High due to Square payment charge for Tennis & Bowls bookings
Loan Principal paid	£0	£0	£0	£3,600	0% Not set monthly figure
Loan interest paid	£4,030	£4,030	£0	£4,200	95.96% Interest paid to DOCT no interest due as paid in full
Subscriptions	£9,561	£9,796	£235	£7,125	137.49% High due to front loaded cost and annual Scribe subscription cost split for the year
Training costs	£5,108	£5,306	£198	£6,000	88.43% includes training for Level 4 Community Governance for Town Clerk and Finance Officer studying ILCA course
Refreshments	£132	£132	£0	£200	66.16% No set monthly figure