

**Addendum**  
**Notes to the Budget Monitor January 2023**

Budget Code	Actual cost to December 2022	Actual cost to January 2023	Movement to date	Budget for the year	Notes Full year = 100% 1 month = 8.33% January = 83.30%
<b>Income</b>					
Precept	£369,677	£369,677	£0	£369,677	100% Precept received
Allotment income	£11,595	£11,595	£0	£11,182	103.70% Most allotment tenants have paid in March and April
Portland Rd Car park	£7,469	£7,472	£3	£8,579	87.10% Income received. Income commencing in May to October
Sports Revenue	£7,574	£7,772	£198	£8,576	90.63% Income on target
Pavilion function revenue	£12,377	£14,590	£2,212	£16,301	89.50% 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	£17,969	£24,384	£6,415	£23,000	106.02% Income received from rental properties
Caretaker Charge	-£315	-450	-£135	£2,000	-22.50% Due to caretaker cost of opening up premises
Wedding income	£2,840	£2,840	£0	£19,760	14.37% Currently being promoted. Under budget due to restrictions KCC Registrars put in place due to excessive bookings after covid
Town hall Lettings	£764	£764	£0	£2,037	37.48% Income received
Oaklands Room Rental	£31	£31	£0	£152	20.42% Income received
Interest on investments	£1,525	£1,981	£456	£600	330.13% Interest received from banks
Miscellaneous Income	£5	£5	£0	£0	No budget set
<b>All Income</b>	<b>£434,560</b>	<b>£443,709</b>	<b>£9,149</b>	<b>£468,044</b>	<b>94.80% Total income achieved</b>

Expenditure					
Grounds Maintenance	£44,277	£50,415	£6,138	£53,900	93.54% FHDC Grounds maintenance 2022/23 contract commencing in May to April 2023. Over due to seasonal cuts at Eaton Lands and Horn Street
CCTV Costs	£0	£0	£0	£5,000	0% No set monthly figure
Tree audit and works	£4,855	£5,305	£450	£13,395	39.60% Removal of dead Ash trees and emergency tree works. Thinning of Eaton Lands copse
Allotment maintenance	£1,596	£1,596	£0	£1,000	159.64% Supply and install new water trough at Eaton Lands, allotment plot clearance, repairs to water tank allotments
Civic Allowance	£881	£971	£90	£1,000	97.06% Civic attendance to charity events
Civic attire	£123	£123	£0	£250	49.01% Civic attire purchased for Speakership Day
Civic entertainment	£3,123	£3,335	£213	£2,500	133.41% 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	£4,517	£4,807	£290	£5,500	87.40% Costs incurred for Queen's Jubilee
Grant monies donated by HTC	£21,092	£21,429	£337	£19,500	109.89% Grant to support Hythe Visitor's Guide printing leaflets, Hythe in Bloom and donation to Hythe Venetian Fete. Christmas Lights Donation undercollection
Town Council initiatives	£1,020	£1,020	£0	£4,000	25.50% Community Engagement costs, repainting of the BT telephone box and KCC Counselling service
Playground Equipment Maintenance	£1,816	£3,871	£2,054	£12,000	32.26% Play Equipment Timber Repairs at Horn Street. Outdoor gym equipment repair at Reachfields

Skate park repairs	£9,258	£9,258	£0	£11,758	78.74% Supply and installation of skate park shelter
Car park expenditure	£313	£313	£0	£1,600	19.57% Funds used for monthly management fee
Advertising	£1,240	£960	-£280	£2,100	45.71% Funds used to date. Full page advert on Hythe Life Magazine
Misc expenses	£80	£80	£0	£100	80.19% Purchase of place cards, laptop backpack
Salaries	£126,336	£137,187	£10,852	£147,084	93.27% Funds used to date front load, with seasonal Tennis & Bowls attendances starting in April and ending in September. October includes holiday pay accrued for seasonal staff. Includes backdated NALC increase in November
Employers NI	£10,827	£11,785	£958	£13,015	90.55% funds used to date
Employers Superannuation	£31,396	£34,303	£2,907	£32,358	106.01% funds used to date
Water rates	£1,718	£2,845	£1,128	£3,708	76.73% funds used to date
General rates	£25,912	£28,792	£2,880	£44,349	64.92% funds used to date
Insurance – premises & public liability	£14,639	£16,561	£1,923	£18,000	92.01% funds used to date
Refuse Collection	£1,035	£1,118	£83	£1,380	80.99% used to date at the Pavilion and Oaklands
Electricity	£8,241	£8,725	£484	£5,150	169.42% used to date, this cost code is expected to go overbudget
Gas	£3,072	£3,930	£857	£4,120	95.38% used to date, this cost code is expected to go overbudget
Parking expenses	£8	£16	£8	£50	31.80% No set monthly figure
Travel	£778	£798	£20	£1,000	79.76% funds used to date
Employee medical	£285	£285	£0	£450	63.33% No set monthly figure. Eye test
Printing and Copying costs	£1,383	£1,753	£370	£1,450	120.90% used to date. Quarterly printing costs charged. Ink and paper costs, newsletters, reports increase. Printng of HTC newsletter, to reduce paper use by reducing hard report copies

Postage and carriage	£396	£498	£102	£700	71.11% used to date
Telephone costs	£3,823	£3,994	£171	£3,500	114.11% funds used from office phone and broadband installation at Town Hall and Pavilion
IT and Computer costs	£2,138	£2,158	£20	£2,500	86.31% used to date. Front loaded costs high. Annual IT support and annual web hosting services paid early in year
Office stationery	£1,033	£1,033	£0	£1,000	103.27% Paper for increased number of reports created
Books	£157	£374	£217	£500	74.79% used to date
Legal fees	£1,674	£2,154	£480	£2,000	107.70% Leases relating to three new play areas, extra days on the Green planning application fee
Audit and Accountancy fees	£1,500	£1,500	£0	£2,200	68.18% No set monthly figure
Consultancy fees	£2,053	£2,053	£0	£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	£2,089	£411	£2,500	83.57% Lease of photocopier quarterly charged
Equipment purchases	£1,023	£1,023	£0	£1,000	102.29% Purchases include six panel folding display and printer for Town Clerk. No more purchases expected
Equipment maintenance/service	£490	£490	£0	£910	53.90% No set monthly figure
Lift repairs and servicing	£1,067	£1,368	£301	£2,000	68.41% Quarterly lift service at the Pavilion and fire evacuation chair
Property Repairs & renewals	£15,873	£17,140	£1,267	£18,174	94.31% used to date. Defibrillator moved at the Pavilion, repair of car park barrier, property refurbishment on Sports Pavilion, Station road roundabout works

Cleaning	£7,594	£8,374	£780	£8,000	104.67% 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	£2,179	£2,281	£102	£2,000	114.07% Purchase of first aid kit bags, no camping signs, paint and office bins. Increase in hand paper towels and toilet roll take up £623 of the budget through increase in user bookings
Premises security	£917	£917	£0	£1,500	61.13% Intruder alarm inspections annual maintenance
Bank interest paid	£0	£0	£0	£200	0.00% No set monthly figure
Bank Charges	£650	£678	£29	£500	135.67% High due to Square payment charge for increase in Tennis & Bowls bookings
Loan Principal paid	£3,600	£3,600	£0	£3,600	100% funds used to date
Loan interest paid	£4,030	£4,030	£0	£4,200	95.96% Interest paid to DOCT no interest due as paid in full
Subscriptions	£10,184	£10,592	£408	£7,125	148.66% High due to front loaded cost and annual Scribe subscription cost split for the year. PPL PRS annual music licence not included in the budget. Pension software automatically renewed to the latest system incurred additional charge. Expected to receive refund of £391 for overpayment
Training costs	£5,306	£5,366	£60	£6,000	89.43% includes training for Level 4 Community Governance for Town Clerk and Finance Officer studying ILCA course
Refreshments	£162	£162	£0	£200	81.06% No set monthly figure
Contingency	£0	£0	£0	£10,000	0.00% No costs incurred
<b>Total Expenditure Incurred</b>	<b>£392,795</b>	<b>£428,905</b>	<b>£36,110</b>	<b>£494,476</b>	<b>86.74% expenditure budget used</b>