

Expenditure (Appendix 2)	Budget 2020.21	Actual 2020.21	Budget 2021.22	Actual 2021.22	Budgeted 2022.23	Actual 2022.23	Budget 2023.24	Actual 2023.24 to 30.09.23	Budget 2024.25 v.1 (First calculations)	Compared to Budget 2024.25 v.2 (3% increase on all cost centres)	Budget 2024.25 v.3	Recommended Budget 2024.25 v.4	Comments on Budget 2024.25 V3	Reduce / Increase from Budget 2024.25 Version 3
Grounds maintenance	£45,400	£47,641	£47,804	£48,274	£53,900	£60,389	£55,600	£27,382	£63,376	£63,376	£63,376	£63,376	Contract already agreed - this is year 2 of 5 (figure also includes £2000 to cover the continued enhancement of Hythe Green & £1400 mowing of Eaton Lands Meadow), also includes maintenance of 3 new play areas. (v.2 not calculated at 3%)	£7,776
CCTV costs	£15,391	£11,461	£0	£290	£5,000		£5,000	£5,262	£6,366	£6,366	£6,366	£6,366	Installation completed by October, Maintenance based on contract awarded Contract already in place	£1,366
Tree audit and works	£16,300	£11,240	£13,395	£12,140	£13,395	£9,187	£8,395	£1,170	£12,140	£8,647	£12,140	£12,140	Based on previous year (2021.22) costs. There is an increase in emergency tree work with climate change and high winds. This cost centre also includes the annual inspection fee £1900 for all HTC and charity land (Trees that are situated in the part of Oaklands which is owned by DOCT will be recharged if a tree falls within the boundary)	£3,745
Allotment maintenance	£1,000	£515	£1,000	£386	£1,000	£1,621	£1,000	£2,864	£0	£0	£0	£0	This is no longer a budget item and will be taken from reserves as and when required.	-£1,000
GROUND'S MAINTENANCE	£78,091	£70,857	£62,199	£61,090	£73,295	£71,197	£69,995	£36,677	£81,882	£78,389	£81,882	£81,882		£11,887
Civic allowance	£1,500	£140	£1,500	£1,371	£2,000	£986	£1,500	£1,098	£1,500	£1,545	£1,500	£1,500	Speakership every 7 years next one due 2029. No change made this budget.	£0
Civic attire	£1,360	£1,456	£250	£0	£250	£123	£250	£0	£250	£258	£250	£250	No change made this budget.	£0
Civic entertainment	£1,200	£50	£1,200	£1,263	£1,500	£3,382	£1,500	£1,555	£1,600	£1,545	£1,600	£1,600	Slight increase required covering costs for Civic events such as Civic Fun Day, Mayor Making, Armed Forces Day, Remembrance Sunday, Annual Statutory Meeting.	£100
CIVIC	£4,060	£1,646	£2,950	£2,633	£3,750	£4,490	£3,250	£2,653	£3,350	£3,348	£3,350	£3,350		£100
Band concerts	£4,900	£0	£4,900	£4,480	£4,900	£4,570	£4,900	£4,910	£6,125	£5,047	£6,125	£6,125	Increase required. This cost code needs to cover for 2 x bandstand attendant wages.	£1,225
Election costs	£0		£0	£8,437	£0	£0	£17,000	£13,572	£0	£0	£0	£0	Accounted for election costs in the year 2023/24, Democratic Contingency Reserve to be used.	-£17,000
National commemorations	£1,000	£0	£500	£0	£5,500	£4,988	£5,000	£1,759	£1,500	£5,150	£1,500	£1,500	D Day celebrations in 2024	-£3,500
Grant monies donated by HTC	£16,500	£20,750	£19,000	£18,222	£19,500	£22,747	£24,500	£17,185	£19,500	£19,500	£19,500	£19,500	See Grants report.	-£5,000
Town Council initiatives	£2,000	£0	£3,000	£553	£4,000	£2,674	£2,000	£1,654	£4,000	£2,060	£4,000	£4,000	Reinstatement of previous year budget (2022/23) figure to re include the youth council initiative.	£2,000
EVENTS	£24,400	£20,750	£27,400	£31,691	£33,900	£34,979	£53,400	£39,080	£31,125	£31,757	£31,125	£31,125		-£22,275
Playground Equipment maintenance	£5,000	£0	£5,000	£420	£5,000	£5,501	£5,000	£7,582	£5,000	£5,150	£5,000	£5,000	New play areas are now under HTC management. CIL reserves and new playground reserves can be vired if required. No increase required.	£0
Skate Park Repairs	£8,500	£8,274	£2,500	£0	£2,500	£9,258	£2,500	£445	£2,500	£2,575	£2,500	£2,500	No increase required. The cost code is to cover for annual repairs.	£0
Car park expenditure	£1,600	£293	£1,600	£293	£1,600	£313	£1,000	£179	£400	£1,030	£400	£400	decreased due to low expenditure from previous years.	-£600
Advertising	£2,100	£1,000	£2,100	£1,165	£2,100	£1,041	£2,100	£0	£2,100	£2,163	£2,100	£2,100	No increase required. Hythe Life Magazine quarterly editorial @ £500 for 2 pages. Not running. Advertising of Hythe Town Hall as wedding venue required.	£0
Miscellaneous expenses	£100	£0	£100	£63	£100	£80	£100	£367	£100	£103	£100	£100	No increase required.	£0
MISCELLANEOUS	£17,300	£9,567	£11,300	£1,941	£11,300	£16,194	£10,700	£8,573	£10,100	£11,021	£10,100	£10,100		-£600
Salaries	£136,000	£135,794	£140,080	£140,175	£147,084	£155,071	£158,497	£81,614	£180,698	£163,252	£178,698	£178,698	14% increase. If NALC proposal 2023/24 £1,925 per person increase is continued in 2024/25. Same as 2022/23 This is a 10% increase for lower paid staff but no more than a 3% increase for higher paid staff. Also includes increase due to national living wage increase and some salaries to be recommended to the Personnel Committee for qualification achievements due in 2024. Time spent on allotments has been anticipated at £2000 per annum this has been deducted and recharged to allotments.	£20,201
Employer's NI	£12,000	£10,857	£12,360	£9,297	£13,015	£13,949	£9,849	£6,657	£11,953	£10,144	£12,873	£11,034	Based on last year's 13.8% eer insurance contribution (to 01 April 2024) and a LEL £6396. The eer contribution is not on the government website yet.	£3,024
Employer's superannuation	£29,396	£28,446	£30,817	£25,234	£32,358	£39,962	£42,594	£16,393	£45,175	£43,872	£40,583	£45,175	Employer pension contributions reduce this year from 25.8% to 24.8% but still an increase due to increase to salaries as above. As above	-£2,011
STAFF	£177,396	£175,097	£183,257	£174,706	£192,457	£208,982	£210,940	£104,664	£237,826	£217,268	£232,154	£234,907		£21,214
Water rates	£3,600	£1,733	£3,600	£1,862	£3,708	£3,398	£3,000	£1,092	£2,000	£3,090	£2,000	£2,000	Deduction. Allotment water rates moved out of budget to be deducted from allotment costs in future.	-£1,000
General rates	£41,803	£41,517	£43,057	£20,745	£44,349	£21,298	£36,980	£14,379	£30,000	£38,089	£30,000	£30,000	Reduction - actual costs 2023.24 x 2 anticipated £28792 x 3% increase for 2024.25	-£6,980

Insurance - premises & public Liability	£15,676	£15,035	£15,676	£16,656	£18,000	£18,165	£20,630	£10,416	£23,827	£21,249	£23,827	£23,827	increase as per 3 year contract plus cyber, flood flash and engineering	£3,197
Refuse collection	£1,340	£1,047	£1,340	£1,308	£1,380	£1,535	£1,421	£592	£1,464	£1,464	£1,464	£1,464	Based on 2022/23 highest charges.	£43
Electricity	£5,600	£3,670	£5,000	£6,203	£5,150	£14,495	£10,300	£4,675	£14,495	£10,609	£14,495	£14,495	Energy bills being paid via fixed monthly direct debit. Based on 2022/23 actual usage. Figure based on monthly dd costs 9 summer covers higher costs in winter)	£4,195
Gas	£4,566	£3,839	£4,000	£6,967	£4,120	£8,903	£9,036	£4,674	£9,348	£9,307	£9,348	£9,348	Energy bills being paid via fixed monthly direct debit. Based on 2022/23 actual usage. Figure based on monthly dd costs 9 summer covers higher costs in winter)	£312
UTILITIES	£72,585	£66,841	£72,673	£53,741	£76,707	£67,794	£81,367	£35,827	£81,134	£83,808	£81,134	£81,134		-£233
Parking expenses	£50	£0	£50	£0	£50	£16	£50	£3	£50	£52	£50	£50	No increase required.	£0
Travel	£1,000	£173	£1,000	£490	£1,000	£882	£1,000	£243	£1,000	£1,030	£1,000	£1,000	No increase required. Staff travel costs reimbursement. Allotment inspections will be costed to allotment reserves.	£0
Employee medical	£450		£450	£144	£450	£285	£450	£0	£450	£464	£450	£450	No increase required i.e. eye tests.	£0
Personal EXPENSES	£1,500	£173	£1,500	£634	£1,500	£1,183	£1,500	£246	£1,500	£1,545	£1,500	£1,500		£0
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Printing and copying costs	£1,530	£1,046	£1,200	£1,830	£1,450	£1,381	£1,700	£993	£1,700	£1,751	£1,700	£1,700	No increase as reduction to paper usage anticipated.	£0
Postage and carriage	£480	£251	£700	£695	£700	£685	£600	£69	£600	£618	£250	£250	Reduction to paper usage anticipated which in turn should reduce postage. Carriage charges will still be costed on orders for parts for maintenance issues. Allotment letters will be sent via email. Unless tenant does not have an email address. Chase letters will be sent by post as well as email to ensure receipt.	-£350
Telephone and Broadband	£3,100	£2,846	£2,742	£3,927	£3,500	£4,774	£4,300	£1,810	£4,300	£4,429	£4,300	£4,300	Tennis & Bowls mobile phone, emergency office mobile phone and addition of broadband at South Rd Pavilion and the Town Hall.	£0
IT and computer costs	£5,050	£4,771	£2,000	£1,556	£2,500	£2,174	£3,000	£2,154	£3,000	£3,090	£3,000	£3,000	To cover for web hosting, contractor support, domain names, anti virus protection.	£0
Office stationery	£1,000	£992	£1,000	£990	£1,000	£1,052	£1,000	£373	£1,000	£1,030	£1,000	£1,000	No increase required.	£0
Books	£0		£500	£489	£500	£502	£500	£13	£250	£515	£250	£250	No increase required.	-£250
OFFICE COSTS	£11,160	£9,907	£8,142	£9,487	£9,650	£10,569	£11,100	£5,411	£10,850	£11,433	£10,500	£10,500		-£600

Legal fees	£3,000	£1,832	£3,000	£2,975	£2,000	£2,136	£4,700	£3,878	£4,700	£4,841	£4,700	£4,700	Solicitors fees for lease renewals also includes cover of PPL PRS annual music royalty fees for Oaklands, The Green, Sports Pavilion, Town Hall.	£0
Audit and accountancy fees	£2,050	£2,250	£2,200	£1,925	£2,200	£1,975	£2,266	£525	£2,250	£2,334	£2,250	£2,250	Based on 2020/21 actual costs	-£16
Consultancy Fees	£2,500	£1,456	£2,500	£1,300	£2,500	£2,053	£1,500	£538	£1,500	£1,545	£1,500	£1,500	No increase required.	£0
Professional fees	£1,000	£64	£1,000	£108	£1,000	£578	£1,000	£1,759	£1,000	£1,030	£1,000	£1,000	No increase required.	£0
Recruitment							£0	£301	£0	£0	£300	£300	No increase required.	£0
PROFESSIONAL	£8,550	£5,603	£8,700	£6,308	£7,700	£6,743	£9,466	£7,000	£9,450	£9,750	£9,750	£9,750		-£16
Equipment hire	£1,000	£1,148	£1,700	£1,954	£2,500	£1,978	£2,500	£1,674	£2,000	£2,575	£2,000	£2,000	Lease of photocopier	-£500
Equipment purchases	£1,400	£3,728	£1,000	£1,516	£1,000	£1,023	£1,000	£958	£1,000	£1,030	£1,000	£1,000	No increase required.	£0
Equipment Maintenance / service	£910	£746	£910	£734	£910	£490	£910	£1,117	£1,400	£937	£1,400	£1,400	Servicing of defibrillators and repairs to equipment	£490
Lift repairs and servicing	£1,500	£1,266	£1,500	£1,724	£2,000	£1,368	£2,000	£603	£2,000	£2,060	£2,000	£2,000	No increase required.	£0
Property repairs / renewals	£8,000	£16,917	£8,000	£9,744	£8,000	£16,262	£8,000	£6,306	£8,000	£8,240	£12,000	£12,000	increase required to compare with other previous years expenditure (£53k reserves are held for Building R&R and can be released if required). Property repair works at the Town Hall and Sports Pavilion.	£4,000
Cleaning	£11,271	£6,850	£8,000	£7,615	£8,000	£9,608	£9,000	£5,086	£9,608	£9,270	£9,608	£9,608	cleaning contractor cost (their staff wages), including annual deep cleaning at the Sports Pavilion based on 2022/23 actual costs	£608
Laundry	£50	£0	£50	£0	£50	£0	£50	£0	£0	£52	£0	£0	Reduced to zero. This is for the tablecloths at the Pavilion that are never used. So when they are it can be costed to cleaning.	-£50
Premises expenses	£1,500	£1,885	£1,500	£2,380	£2,000	£2,236	£2,000	£1,661	£2,400	£2,060	£2,400	£2,400	Increase required based on 2022/23 actual costs. Purchase of paper hand towels at the Pavilion (extra classes), changes to padlocks etc sanitary towel removal, fire detection maintenance.	£400
Premises Security	£1,500	£1,345	£1,500	£622	£1,500	£917	£1,500	£383	£1,500	£1,545	£1,000	£1,000	Reduction made to match expenditure from previous years.	-£500
PREMISES	£27,131	£35,884	£24,160	£26,290	£25,960	£33,882	£26,960	£17,789	£27,908	£27,769	£31,408	£31,408		£4,448
Bank interest paid		£0	£200	£0	£200	£0	£200	£0	£0	£206	£0	£0	Deducted as all charges go to to Bank Charges cost centre	-£200
Bank charges	£618	£395	£500	£620	£500	£802	£600	£434	£800	£618	£800	£800	increase due to banks increasing bank charge rates, and more payments received by cardless cash transactions.	£200
Loan principal paid	£4,401	£3,600	£3,600	£3,600	£3,600	£3,600	£3,600	£0	£3,600	£3,600	£3,600	£3,600	No increase required.	£0
Loan interest paid	£4,000	£4,450	£4,000	£4,210	£4,200	£4,030	£4,000	£3,858	£3,900	£4,120	£3,900	£3,900	Interest is reducing as outstanding balance reducing.	-£100
BANK AND LOANS	£9,019	£8,445	£8,300	£8,431	£8,500	£8,432	£8,400	£4,292	£8,300	£8,544	£8,300	£8,300		-£100

Subscriptions		£5,000	£5,205		£5,000	£9,625		£7,125	£10,909		£9,000	£9,481	£10,000	£9,270	£10,000	£10,000	Cover for annual subscriptions such as Zoom, O365, Kalc, Sage payroll, pension software, Asana (managment software) and the new SCRIBE Accounts and Bookings annual software subscription.	£1,000
Training costs		£2,000	£1,835		£6,000	£4,348		£6,000	£5,989		£8,000	£7,128	£8,000	£8,240	£8,000	£8,000	No increase required.Includes Year 2 LEVEL 5 Community Governance for Town Clerk.	£0
Refreshments		£200	£72		£200	£141		£200	£205		£200	£56	£200	£206	£200	£200	No increase required.	£0
TRAINING, SUBSCRIPTIONS		£7,200	£7,112		£11,200	£14,114		£13,325	£17,102		£17,200	£16,665	£18,200	£17,716	£18,200	£18,200		£1,000
PROJECTS ('Growth items')		£13,370	£3,604		£8,200	£950		£0	£0		£10,000	£0	£10,000	£10,300	£10,000	£10,000	Will have to rely on grant funding	£0
CONTINGENCY		£10,000			£10,000	£0		£10,000	£0		£0	£0	£0	£0	£0	£0	No contingency for year 2024/25. Healthy amount of reserves can be used.	£0
COSTS, PROJECTS AND CONTINGENCY		£461,762	£415,483		£429,981	£392,015		£468,044	£481,548		£514,278	£278,876	£531,625	£512,648	£529,403	£532,156		£14,825 3.17%