

This report will be made
public on 12 January 2024

Hythe Town Council

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Report number F&GP/23/14

To Hythe Town Council
Date **08 January 2024**
Status **Non-Exempt**
Responsible officer Responsible Financial Officer

Subject **BUDGET 2024.25 REPORT F&GP/23/14**

SUMMARY: This report proposes the budget recommendations for 2024.25.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because:

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

RECOMMENDATIONS:

1. To note and review the report F&GP/23/14.
2. To change the Scale of Fee charges as below;
 - Adult Tennis £8.00 per hour per court rather than £6.00 per person per hour.
 - Junior Tennis £5.00 per hour per court rather than £2.50 per child per court.
 - The Family rate be removed.
 - To change the opening and closing times from 9.45am to dusk to 9.45am to 7pm daily throughout the season.
3. To adopt the Budget for 2024/25 V5 including growth items set out within the report based on individual increases where required, an overall recommended spend of £496,961 and a precept demand of £397,944. Hythe Town Council's anticipated provisional figure calculated against Band D properties for 2024.25 will be £62.70 against 2023.24's

actual figure £60.28. An increase of £5.23 per annum £0.44 per month, £0.10p per week.

INTRODUCTION

The preparation of the annual budget is one of the key statutory tasks undertaken by the Council.

The budget:

- Results in the Council setting the precept for the year;
- Gives the Clerk and other officers overall authority to make spending commitments in the line with decisions of the Council;
- Enables progress monitoring during the year by comparing actual spending against planned spending.

The budget is an essential tool for controlling the Council's finances and demonstrates that the Council will have sufficient income to meet its objectives and carry out its activities.

The key stages in the budgeting process are:

- Review of current year budget and spending;
- Determine the cost of spending plans;
- Assess levels of anticipated income;
- Provide for contingencies and the need for reserves;
- Approve the budget;
- Set the precept

The Responsible Financial Officer has prepared the draft budget (Appendix 1) for Councillors to consider and discuss for approval.

In calculating the budget for 2024/25 priority has been given to ensuring that the financial information provided is relevant to the council's regular income and expenditure.

It was recommended at the Finance and General Purposes Committee Meeting held on 30 November 2023 that;

MINUTE NO. 244/23 BUDGET FOR THE FINANCIAL YEAR 2024/25 REPORT F&GP/23/11

Members discussed the previously circulated report and the recommendations contained therein.

It was

PROPOSED BY: Councillor J Stokes

SECONDED BY: Councillor J Hawkins and

RECOMMENDED– That

1. The Chair, Councillor M Whybrow and Deputy Chair, Councillor J Stokes work alongside the Responsible Financial Officer (RFO) to review the proposed budget cost centres with an aim to increase the precept request at no more than 5% compared to 2023.24's request.
2. The final version be submitted to the next Finance and General Purposes Meeting on 18 January 2023.

For 10 Against 0 Abstain 0. **The motion was carried.**

The proposed budget has now been reviewed with a proposed 4.02 % increase the following notes refer.

INCOME (Appendix 1)

Suggested reduction to the Hire Rates (**Addendum 1**) to become comparable with other sites in the district, this may see an increase in usage for Tennis. Times have also been recommended to be changed in line with other sites to help reduce costs.

Recommendation:

- **Adult Tennis £8.00 per hour per court rather than £6.00 per person per hour.**
- **Junior Tennis £5.00 per hour per court rather than £2.50 per child per court.**
- **The Family rate be removed.**
- **To change the opening and closing times from 9.45am to dusk to 9.45am to 7pm daily throughout the season.**

EXPENDITURE (Appendix 2)

Known spend is based on eight months to 30 November 2023, where the expense is known to be complete the budget to date has been amended accordingly.

The cost centres have not been increased by inflation but have been assessed on their individual requirements.

GRANTS (Addendum 2)

As per attached spreadsheet.

PROJECTS (Addendum 3)

£10,000 has been submitted for 2024.25 for new projects. Most projects will have to be funded from CIL Income or Grant Funding Obtained. The Committee is asked to agree on and then prioritise its projects for the forthcoming year as not all will be able to be completed in 2024.25 and may have to be deferred over to any forthcoming years due to the length of some larger projects.

Suggested order of completion; Subject to change

- 14.2023 Tennis Courts South Road
- 15.2023 Tennis and Bowls Signage
- 19.2023 Town Hall Refurbishment
- 1.2023 Rewilding
- 3.2023 Community Bus
- 6.2023 Christmas Lights
- 4.2023 Muga Improvements
- 5.2023 Table Tennis
- 8.2023 Accessible Play Equipment
- 10.2023 Parent and Toddler swings
- 17.2023 Hythe Walking Guide
- 2.2023 Childrens Activity Boards/Autism Boards/Bug Hotels
- 9.2023 Eco Toilets
- 11.2023 Noticeboards
- 12.2023 Electric Vehicle Charging points
- 13.2023 Dog Run
- 18.2023 Repair Café

NB; 7.2023 Skate Park Ramps and 16.2023 New Home Owners Guide are currently in motion.

PRECEPT (Addendum 4)

The precept figures were confirmed in December when the Folkestone and Hythe District Council proposed tax base of Band D Equivalent £6346.76 was notified, and calculations are now based on this figure.

To adopt the Budget for 2024/25 V5 including growth items set out within the report based on individual increases where required, an overall recommended spend of £496,961 and a precept demand of £397,944. Hythe Town Council's anticipated provisional figure calculated against Band D properties for 2024.25 will be £62.70 against 2023.24's actual figure £60.28. An increase of £5.23 per annum £0.44 per month, £0.10p per week.

SUMMARY

The attached budget calculations are based on actual and historical/anticipated costs for 2024.25. The Committee is asked to scrutinise and review the figures and should the committee be minded, recommend budget v.5 to the next full council meeting on 25 January 2024 to be ratified.

RISK MANAGEMENT

A summary of the perceived risk follows;

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not set a robust budget.	High	Low	Town Clerk and Responsible Financial Officer to draw up and monitor performance against the budget

CONTACT OFFICER If you have any queries about this report please contact: The Responsible Financial Officer of the Council.

Tel: 01303 266152 or email Clerk@hythe-tc.gov.uk prior to the meeting.