

Addendum
Notes to the Budget Monitor November 2023

Budget Code	Year to Date Last month's figure	Year to Date November 2023	Changes above £100	Budget for the year	Notes Full year = 100% 1 month = 8.33% November =66.64%
Income					
Precept	£377,246	£377,246	£0	£377,246	Precept for the year now received.
Portland Rd Car park	£8,356	£10,033	£1,677	£17,000	59.02% Car park income received. Ticket machine has been updated to reflect new price increase. Parking is charged from 01 April to 31 October.
Sports Revenue	£8,925	£9,481	£556	£12,192	77.76% income received. Tennis & Bowls open from April to Sept and Football Season September to May.
Pavilion function revenue	£9,330	£10,552	£1,222	£16,790	62.85% income received from classes and one off hirers.
Boot Fairs, circuses, funfairs	£6,107	£6,107	£0	£6,800	89.82% income received. Boot fairs May to September. Bookings are paid before event. This year includes the Circus and Hythe Life Food Festival.
Property (ex-library) rent	£16,679	£17,832	£1,153	£25,610	69.63% property rental income received
Caretaker Charge	-£338	-£258	£81	£2,220	11.5% loss of income on caretaker charge, due to free use of Town Hall and Pavilion
Wedding income	£2,407	£3,040	£633	£19,760	15.38% wedding income received - Budget will not be met due to restriction on ceremonies post covid. <i>Restriction now lifted.</i>
Town Hall Lettings	£575	£691	£116	£2,546	27.13% income received
Oaklands Room Rental	£0	£0		£190	0% income received
Interest on investments	£4,312	£5,158	£846	£3,400	151.69% bank interest
Miscellaneous Income	£0	£0		£0	Budget not set
All Income (not including tfr from reserves)	£433,599	£439,881	£6,282		88.64% Total income achieved
Transfer from Democratic Contingency Reserve				£18,000	Recommended to cover election costs
				£501,754	

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Expenditure					
Grounds Maintenance	£31,563	£35,901	£4,338	£55,600	64.57% Grounds maintenance monthly cost - includes mowing of Eaton Lands meadow
CCTV Costs	£12,621	£12,621		£17,109	73.77% cost incurred. Increased budget figure due to virement from reserves to cover cost of installation £12109.
Tree audit and works	£1,170	£1,170		£8,395	13.94% emergency tree works
Civic Allowance	£1,273	£1,324		£1,500	88.23% cost incurred - Civic engagements requesting Mayoral attendance includes last night at the Proms September Mayoral event
Civic attire	£0			£250	0% cost incurred
Civic entertainment	£1,555	£1,808	£253	£1,500	120.55% cost incurred - Mayor Making May and Armed Forces Day, Remembrance Sunday and Speakers Day.
Band Concerts	£4,910	£4,910		£4,900	100.2% cost incurred. Bandstand events run from May through to September
Election Costs	£13,572	£13,572		£17,000	79.84% cost incurred - Invoice paid in June - transfer from Democratic Contingency Reserve account to cover cost.
National Commemorations	£516	-£145	-£661	£5,000	-2.91% Coronation, expenses recharged to Hythe Festival Company. All recharges raised. £145 may have been overpaid - Finance officer to investigate.
Grant monies donated by HTC	£17,185	£17,185		£24,500	70.14% grants given to Hythe Festival Company, S.106 released to Teach Me Courses, Hythe in Bloom, Harvey Grammar School, and Hythe Venetian Fete Society. £145
Town Council initiatives	£1,654	£1,654		£2,000	82.7% cost incurred - defibrillator installed at Red Lion Square phone box

Playground Equipment Maintenance	£8,608	£8,608		£9,075	94.85% Repairs for the play equipment at Peregrine Close, refurbishment of Horn St Benches and Post installation inspection at Reachfields.
Skate park repairs	£445	£445		£2,500	17.8% cost incurred - fixing kit
Car park expenditure	£179	£224		£1,000	22.36% cost incurred - Management Fee at Portland Rd Car Park
Advertising	£0	£0		£2,100	0% cost incurred
Misc expenses	£367	£367		£100	367.2% cost incurred - Adhoc destruction of confidential waste paper as per HTC Document Retention and Disposal policy
Salaries	£94,927	£111,226	£16,299	£158,497	70.18% funds used to date. Summer season increases due to seasonal Tennis and Bowls and Bandstand events April to Sept. Seasonal staff accrued holiday pay paid in October. Nalc pay scale increase backdated to April paid in November.
Employers NI	£7,475	£9,000	£1,525	£9,849	91.38% funds used to date. Explanation as above. Seasonal staff under LEL
Employers Superannuation	£18,843	£19,706	£863	£42,594	46.26% funds used to date - Seasonal staff not on pension scheme. EER rate reduced in 2023 after budget calculated.
Water rates	£1,673	£1,806	£133	£3,000	60.2% premises water usage (allotments moved out of budget)
General rates	£16,777	£19,175	£2,398	£36,980	51.85% funds used to date
Insurance – premises & public liability	£11,536	£11,536		£20,630	55.92% funds used to date. Public Liability, assets, flood cover at South Road, Terrorism. New Cyber insurance added.
Refuse Collection	£730	£827		£1,421	58.22% cost incurred. Pavilion and Oaklands.
Electricity	£4,987	£6,062	£1,075	£10,300	58.85% cost incurred, Skate Park, Bunker, Oaklands, Pavilion. Town Hall also includes heaters.
Gas	£4,766	£5,943	£1,177	£9,036	65.77% cost incurred. Oaklands and Pavilion.
Parking expenses	£3	£3		£50	6% cost incurred
Travel	£356	£448		£1,000	44.79% staff work mileage. Mainly civic and allotment inspections

Employee medical	£0	£95		£450	21.11% cost incurred
Printing and Copying costs	£1,302	£1,302		£1,700	76.56% ink cartridges for large office printer (Newsletter, Agendas, posters for noticeboard etc)
Postage and carriage	£73	£73		£600	12.19% cost incurred
Telephone costs	£2,002	£3,065	£1,063	£4,300	71.29% telephones and broadband costs
IT and Computer costs	£5,506	£5,572		£6,000	92.86% Cost frontloaded in April as annual IT support and domain costs charged. Includes Sharepoint migration charged Oct. Funds to be vired from reserves. (£3000 vired from reserves)
Office stationery	£426	£426		£1,000	42.63% cost incurred
Books	£13	£13		£500	2.6% cost incurred
Legal fees	£3,878	£4,037	£159	£4,700	85.89% cost incurred - Music Licence £3,054. Solicitor fees Lease of land Craythorne Close £745. TV Licence £159
Audit and Accountancy fees	£1,890	£1,890		£2,266	83.42% internal audit cost incurred
Consultancy fees	£911	£1,051	£140	£1,500	70.07% cost incurred. HR Support - Commercial Services Kent.
Professional fees	£1,759	£1,759		£1,000	175.86% cost incurred. Preparation of lease Sandford House Garage £700, and FHDC Grounds Maintenance contract £350.
Recruitment costs	£300	£511	£211	£0	Advertisement of Finance and Project Officer position and Projects and Communications Officer
Equipment hire	£2,085	£2,085		£2,500	83.41% cost incurred. Includes quarterly lease of large printer/photocopier in reception office £451 and quarterly rental of phone system £406
Equipment purchases	£958	£958		£1,000	95.78% includes replacement fridge for the Sports Pavilion £360, and litter bin for pavilion £414
Equipment maintenance/service	£1,117	£1,117		£910	122.75% cost incurred includes repairs to town hall clock £650 and servicing of defibrillators
Lift repairs and servicing	£1,142	£1,142		£2,000	57.07% cost incurred. Quarterly lift service at Pavilion

Property Repairs & renewals	£7,908	£9,049	£1,141	£8,000	98.85% includes Installation of benches and picnic tables at Eaton Lands and Horn St.£792 and Remove and replace faulty door sensors at Pavilion £720, replacement of gate South Road (Target Hardening) £580 and repairs to fencing South Rd £450, Eaton Lands bridlepath signage ££370, topsoil the green £350 (Target Hardening) . Mayoral Board £532.Pavilion Door glass £565
Cleaning	£5,906	£6,606	£700	£9,000	73.4% Cleaning at Oaklands, Town Hall and Pavilion.
Laundry	£0			£50	0% cost incurred
Premises expenses	£1,916	£1,916	£0	£2,000	95.8% includes anual PAT testing for Oaklands, Town Hall and Pavilion , Fire Alarm maintenance at Pavion , Removal of white goods Pavilion , CCTV Signage and no parking signage and Hand Towels/Toilet rolls for 3 premises.
Premises security	£603	£873	£270	£1,500	58.22% Fire alarm service at Town Hall £120 and Pavilion £266. Oaklands £151
Bank interest paid	£0	£0		£200	0% cost incurred
Bank Charges	£478	£513		£600	85.65% cost incurred - mostly monthly Natwest autopay and customer payments by card service charges
Loan Principal paid	£0			£3,600	0% cost incurred. Due to be piad in December.
Loan interest paid	£3,858	£3,858		£4,000	96.45% cost incurred. Paid once a year. Normally in April.
Subscriptions	£9,601	£9,954	£353	£9,000	110.6% includes front loaded subscription for Microsoft 365 Business annual subscription £2258, Kalc annual membership £1695 and Monthly; Asana (Work Mngmt) £115, Zoom £99, Payroll £57, Adobe £16,
Training costs	£7,224	£7,504	£280	£8,000	93.8% Local Governance degree for Town Clerk/ Cllr Finance training and new councillor training
Refreshments	£56	£56		£200	27.97% cost incurred
Projects	£0			£10,000	0% cost incurred
Total Expenditure Incurred	£318,603	£350,798	£31,716	£532,462	66.26% budget used

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Allotment income	£13,295	13,527	£232	£12,524	107.94% allotment income received. Over due to changes in allotment tenants throughout year. Some allotments have been refunded due to change of tenancy
Allotment costs including maintenance, and water rates.	£2,863	£3,337	£474	£1,000	319.07% cost incurred, Clearance of plot at Longbridge and pest control
£533,462					