

Addendum
Notes to the Budget Monitor October 2023

| Budget Code | Year to Date Last month's figure | Year to Date October 2023 | Changes above £100 | Budget for the year | Notes Full year = 100% 1 month = 8.33% October =58.33% |
|---|--|------------------------------------|-----------------------|------------------------|---|
| Income | | | | | |
| Precept | £377,246 | £377,246 | £0 | £377,246 | Precept for the year now received. |
| Portland Rd Car park | £6,576 | £8,356 | £1,780 | £17,000 | 49.15% 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 | £7,955 | £8,925 | £970 | £12,192 | 73.2% income received. Tennis & Bowls open from April to Sept and Football Season September to May. |
| Pavilion function revenue | £7,192 | £9,330 | £2,138 | £16,790 | 55.57% 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 | £12,761 | £16,679 | £3,918 | £25,610 | 65.13% property rental income received |
| Caretaker Charge | -£192 | -£338 | -£146 | £2,220 | 15.2% loss of income on caretaker charge, due to free use of Town Hall and Pavilion |
| Wedding income | £2,090 | £2,407 | £317 | £19,760 | 12.18% wedding income received - Budget will not be met due to restriction on ceremonies post covid. <i>Restriction now lifted.</i> |
| Town Hall Lettings | £575 | £575 | £0 | £2,546 | 22.58% income received |
| Oaklands Room Rental | £0 | £0 | | £190 | 0% income received |
| Interest on investments | £3,285 | £4,312 | £1,027 | £3,400 | 126.82% bank interest |
| Miscellaneous Income | £0 | £0 | | £0 | Budget not set |
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| All Income (not including tfr from reserves) | £423,595 | £433,598 | £10,003 | | 85.35% Total income achieved |
| Transfer from Democratic Contingency Reserve | | | | £18,000 | Recommended to cover election costs |
| | | | | £501,754 | |

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| Expenditure | | | | | |
| Grounds Maintenance | £27,382 | £31,563 | £4,181 | £55,600 | 56.77% Grounds maintenance monthly cost - includes mowing of Eaton Lands meadow |
| CCTV Costs | £5,262 | £12,621 | £7,359 | £17,109 | 73.77% cost incurred. Increased budget figure due to virement from reserves to cover cost of installation £12109. Hythe Green now installed. |
| Tree audit and works | £1,170 | £1,170 | | £8,395 | 13.94% emergency tree works |
| Civic Allowance | £1,098 | £1,273 | £175 | £1,500 | 84.9% 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 | £1,555 | | £1,500 | 103.67% 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 | £1,759 | £516 | -£1,243 | £5,000 | 10.31% Coronation, expenses recharged to Hythe Festival Company. £300 HT concert band late receipt of invoice |
| 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 |

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| Town Council initiatives | £1,654 | £1,654 | | £2,000 | 82.7% cost incurred - defibrillator installed at Red Lion Square phone box |
| Playground Equipment Maintenance | £7,582 | £8,608 | £1,026 | £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 | £179 | | £1,000 | 17.89% 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 | £81,614 | £94,927 | £13,313 | £158,497 | 59.89% 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. |
| Employers NI | £6,657 | £7,475 | £818 | £9,849 | 75.89% funds used to date. Explanation as above. Seasonal staff under LEL |
| Employers Superannuation | £16,393 | £18,843 | £2,450 | £42,594 | 44.24% funds used to date - Seasonal staff not on pension scheme |
| Water rates | £1,092 | £1,673 | £581 | £3,000 | 55.76% premises water usage (allotments moved out of budget) |
| General rates | £14,379 | £16,777 | £2,398 | £36,980 | 45.37% funds used to date |
| Insurance – premises & public liability | £10,416 | £11,536 | £1,120 | £20,630 | 55.92% funds used to date. Public Liability, assets, flood cover at South Road, Terrorism. New Cyber insurance added. |
| Refuse Collection | £592 | £730 | £138 | £1,421 | 51.38% cost incurred. Pavilion and Oaklands. |
| Electricity | £4,675 | £4,987 | £312 | £10,300 | 48.42% cost incurred, Skate Park, Bunker, Oaklands, Pavilion. Town Hall also includes heaters. |
| Gas | £4,674 | £4,766 | | £9,036 | 52.75% cost incurred. Oaklands and Pavilion. |

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| Parking expenses | £3 | £3 | | £50 | 6% cost incurred |
| Travel | £243 | £356 | | £1,000 | 35.57% staff work mileage. Mainly civic and allotment inspections |
| Employee medical | £0 | £0 | | £450 | 0% cost incurred |
| Printing and Copying costs | £993 | £1,302 | £309 | £1,700 | 76.56% ink cartridges for large office printer (Newsletter, Agendas, posters for noticeboard etc) |
| Postage and carriage | £68 | £73 | | £600 | 12.19% cost incurred |
| Telephone costs | £1,810 | £2,002 | £192 | £4,300 | 46.57% telephones and broadband costs |
| IT and Computer costs | £2,154 | £5,506 | £3,352 | 6000 (£3000 vired from reserves) | 183.53% Cost frontloaded in April as annual IT support and domain costs charged. Includes Sharepoint migration charged Oct. Funds to be vired from reserves. |
| Office stationery | £373 | £426 | | £1,000 | 42.63% cost incurred |
| Books | £13 | £13 | | £500 | 2.6% cost incurred |
| Legal fees | £3,878 | £3,878 | | £4,700 | 82.51% cost incurred - Music Licence £3,054. Solicitor fees Lease of land Craythorne Close £745 |
| Audit and Accountancy fees | £525 | £1,890 | £1,365 | £2,266 | 83.42% internal audit cost incurred |
| Consultancy fees | £538 | £911 | £373 | £1,500 | 60.76% 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 | £300 | | £0 | Advertisement of Finance and Project Officer position and Projects and Communications Officer |
| Equipment hire | £1,674 | £2,085 | £411 | £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 |

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| 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 | £603 | £1,142 | £539 | £2,000 | 57.07% cost incurred. Quarterly lift service at Pavilion |
| Property Repairs & renewals | £6,306 | £7,908 | £1,602 | £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) |
| Cleaning | £5,086 | £5,906 | £820 | £9,000 | 65.63% Cleaning at Oaklands, Town Hall and Pavilion |
| Laundry | £0 | | | £50 | 0% cost incurred |
| Premises expenses | £1,661 | £1,916 | £255 | £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 | £383 | £603 | £220 | £1,500 | 40.15% Fire alarm service at Town Hall £120 and Pavilion £266 |
| Bank interest paid | £0 | £0 | | £200 | 0% cost incurred |
| Bank Charges | £434 | £478 | | £600 | 79.73% 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. |

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| Subscriptions | £9,481 | £9,601 | £120 | £9,000 | 106.68% 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 | £7,128 | £7,224 | | £8,000 | 90.3% 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 | £276,015 | £318,602 | £42,184 | £526,462 | 52.13% budget used |

FOR INFORMATION PURPOSES ONLY

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|---|---------|--------|------|-----------------|--|
| Allotment income | £13,295 | 13,519 | £224 | £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 | £3,191 | £328 | £1,000 | 319.07% cost incurred, Clearance of plot at Longbridge and pest control |
| | | | | £527,462 | |