

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 30.11.23	Recommended Budget 2024.25 v.5	Comments on Budget 2024.25 V3	Reduce / Increase from Budget 2024.25 Version 3	Note for future budgets
Grounds maintenance	£45,400	£47,641	£47,804	£48,274	£53,900	£60,389	£55,600	£35,900	£57,376	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.	£1,776	Includes large Grounds maintenance Contract
CCTV costs	£15,391	£11,461	£0	£290	£5,000		£5,000	£12,621	£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	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	Extra works can be released from 'Grounds allocated reserves' Next tree audit due October 2024.
Allotment maintenance	£1,000	£515	£1,000	£386	£1,000	£1,621	£1,000	£3,337	£0	This is no longer a budget item and will be taken from reserves as and when required.	£-1,000	
GROUNDS MAINTENANCE	£78,091	£70,857	£62,199	£61,090	£73,295	£71,197	£69,995	£53,028	£75,882		£5,887	
Civic allowance	£1,500	£140	£1,500	£1,371	£2,000	£986	£1,500	£1,323	£1,500	Speakership every 7 years next one due 2029. No change made this budget.	£0	The Mayor may decide to limit attending a number of events compared to previous years attendances (next Speakership will be in year 2029/2030)
Civic attire	£1,360	£1,456	£250	£0	£250	£123	£250	£0	£250	No change made this budget.	£0	This cost centre covers replacements such as Mayors gloves, robes, ribbons and badges.
Civic entertainment	£1,200	£50	£1,200	£1,263	£1,500	£3,382	£1,500	£1,808	£1,555	Slight increase required covering costs for Civic events such as Civic Fun Day, Mayor Making, Armed Forces Day, Remembrance Sunday, Annual Statutory Meeting.	£55	Armed Forces day, Remembrance Sunday, Mayor Making (Speakership every 7 years next due 2029)
CIVIC	£4,060	£1,646	£2,950	£2,633	£3,750	£4,490	£3,250	£3,132	£3,305		£55	
Band concerts	£4,900	£0	£4,900	£4,480	£4,900	£4,570	£4,900	£4,910	£5,900	Increase required. This cost code needs to cover for 2 x bandstand attendant wages.	£1,000	These are for events held on the Bandstand at Oaklands.
Election costs	£0		£0	£8,437	£0	£0	£17,000	£13,572	£0	Accounted for election costs in the year 2023/24. Democratic Contingency Reserve to be used.	£-17,000	Full elections are held every 4 years. By elections are held, should a Councillor cease position and will need to be replaced. An amount should be held in Reserves at all times of £10 - £15k for Bye elections
National commemorations	£1,000	£0	£500	£0	£5,500	£4,988	£5,000	£-145	£1,500	D Day celebrations in 2024	£-3,500	This cost centre is used for Provision for death of a national figure or the celebration of a jubilee.
Grant monies donated by HTC	£16,500	£20,750	£19,000	£18,222	£19,500	£22,747	£24,500	£17,185	£19,500	See Grants report.	£-5,000	This figure increases/decreases dependant on bi annual events - Schedule attached 2 £500 added as a donation of a Christmas Tree from The Ranges may not be available.
Town Council initiatives	£2,000	£0	£3,000	£553	£4,000	£2,674	£2,000	£1,654	£4,000	Reinstation of previous year budget (2022/23) figure to re include the youth council initiative.	£2,000	To cover items such as Staff/Councillor welfare costs. Community engagement costs.
EVENTS	£24,400	£20,750	£27,400	£31,691	£33,900	£34,979	£53,400	£37,176	£30,900		£-22,500	
Playground Equipment maintenance	£5,000	£0	£5,000	£420	£5,000	£5,501	£5,000	£8,608	£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	If remains unspent at year end move to allocated reserves
Skate Park Repairs	£8,500	£8,274	£2,500	£0	£2,500	£9,258	£2,500	£445	£2,500	No increase required. The cost code is to cover for annual repairs.	£0	A new ramp has been requested by residents in 2023.
Car park expenditure	£1,600	£293	£1,600	£293	£1,600	£313	£1,000	£224	£313	decreased due to low expenditure from previous years.	£-687	£44.72 per month monthly management fee. Only charges May to October
Advertising	£2,100	£1,000	£2,100	£1,165	£2,100	£1,041	£2,100	£0	£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	HTC Newsletter may increase costs
Miscellaneous expenses	£100	£0	£100	£63	£100	£80	£100	£367	£100	No increase required.	£0	
MISCELLANEOUS	£17,300	£9,567	£11,300	£11,941	£11,300	£16,194	£10,700	£9,644	£10,013		£-687	
Salaries	£136,000	£135,794	£140,080	£140,175	£147,084	£155,071	£158,497	£111,226	£166,258	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 £6000 per annum this has been deducted and recharged to allotments.A reduction of £2,000 pa has been calculated to cover the reduction of opening hours for Tennis and Bowls.	£7,761	Current staff 2 full time (Town Clerk, Planning and Facilities Officer) , 5 part time (Town Sergeant, Pavilion Caretaker, Administration Assistant, Finance and Project Officer and Projects and Communications Officer, 5 seasonal (3 x Tennis & Bowls, 2 x Bandstand)(which are recharged to Bandstand cost centre). 9.5 hrs per week for the charities and Davis Oaklands Charitable Trust is recharged on a monthly adminstration fee for this service (£6,000 pa).
Employer's NI	£12,000	£10,857	£12,360	£9,297	£13,015	£13,949	£9,849	£9,000	£9,500	Based on actual 2022.23. LEL £6396 . Allotments recharged ni eer on £6,000	£-349	After 30 Sept Seasonal staff contracts end. Any holiday entitlement is paid in October. From November through to March salaries are for contracted staff only.
Employer's superannuation	£29,396	£28,446	£30,817	£25,234	£32,358	£39,962	£42,594	£19,706	£41,281	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 Allotments recharged on £6000	£-1,313	The percentage figure has been provisionally certified and may change once a figure from Kent Pension fund is received.
STAFF	£177,396	£175,097	£183,257	£174,706	£192,457	£208,982	£210,940	£139,932	£217,039		£6,099	

Water rates		£3,600	£1,733	£3,600	£1,862	£3,708	£3,398	£3,000	£1,806	£1,000	Deduction. Allotment water rates moved out of budget to be deducted from allotment costs in future.	-£2,000	
General rates		£41,803	£41,517	£43,057	£20,745	£44,349	£21,298	£36,980	£19,175	£30,000	Reduction - actual costs 2023.24 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	£11,536	£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	£827	£1,535	Based on 2022.23 highest charges.	£114	
Electricity		£5,600	£3,670	£5,000	£6,203	£5,150	£14,495	£10,300	£6,062	£14,495	(£4,195	
Gas		£4,566	£3,839	£4,000	£6,967	£4,120	£8,903	£9,036	£5,943	£9,307	Energy bills being paid via fixed monthly direct debit. Based on 2022.23 budget. Figure based on monthly dd costs ~(summer covers higher costs in winter)	£271	
UTILITIES		£72,585	£66,841	£72,673	£53,741	£76,707	£67,794	£81,367	£45,348	£80,164		-£1,203	
Parking expenses		£50	£0	£50	£0	£50	£16	£50	£3	£50	No increase required.	£0	This is a variable cost
Travel		£1,000	£173	£1,000	£490	£1,000	£882	£1,000	£448	£1,000	No increase required. Staff travel costs reimbursement. Allotment inspections will be costed to allotment reserves.	£0	This is a variable cost
Employee medical		£450		£450	£144	£450	£285	£450	£95	£450	No increase required i.e. eye tests.	£0	More than one member of staff may require an eye test cost of eye test and % of new glasses.
Personal EXPENSES		£1,500	£173	£1,500	£634	£1,500	£1,183	£1,500	£546	£1,500		£0	

Printing and copying costs		£1,530	£1,046	£1,200	£1,830	£1,450	£1,381	£1,700	£1,302	£1,700	No increase as reduction to paper usage anticipated.	£0	This is a variable cost
Postage and carriage		£480	£251	£700	£695	£700	£685	£600	£73	£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	£3,065	£4,300	Tennis & Bowls mobile phone, emergency office mobile phone and addition of broadband at South Rd Pavilion and the Town Hall.	£0	This is a variable cost
IT and computer costs		£5,050	£4,771	£2,000	£1,556	£2,500	£2,174	£3,000	£5,572	£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	£426	£1,000	No increase required.	£0	This is a variable cost
Books		£0		£500	£489	£500	£502	£500	£13	£250	No increase required.	-£250	No expected purchases necessary
OFFICE COSTS		£11,160	£9,907	£8,142	£9,487	£9,650	£10,569	£11,100	£10,451	£10,500		-£600	

Legal fees		£3,000	£1,832	£3,000	£2,975	£2,000	£2,136	£4,700	£4,037	£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	This is a variable cost
Audit and accountancy fees		£2,050	£2,250	£2,200	£1,925	£2,200	£1,975	£2,266	£1,890	£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	£1,051	£1,500	No increase required.	£0	This is a variable cost
Professional fees		£1,000	£64	£1,000	£108	£1,000	£578	£1,000	£1,759	£1,000	No increase required.	£0	
Recruitment								£0	£511	£300		£300	
PROFESSIONAL		£8,550	£5,603	£8,700	£6,308	£7,700	£6,743	£9,466	£9,247	£9,750		£284	
Equipment hire		£1,000	£1,148	£1,700	£1,954	£2,500	£1,978	£2,500	£2,085	£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	No increase required.	£0	This is a variable cost
Equipment Maintenance / service		£910	£746	£910	£734	£910	£490	£910	£1,117	£1,400	Servicing of defibrillators and repairs to equipment	£490	This is a variable cost
Lift repairs and servicing		£1,500	£1,266	£1,500	£1,724	£2,000	£1,368	£2,000	£1,141	£2,000	No increase required.	£0	
Property repairs / renewals		£8,000	£18,917	£8,000	£9,744	£8,000	£16,262	£8,000	£9,049	£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	This is a variable cost
Cleaning		£11,271	£6,850	£8,000	£7,615	£8,000	£9,608	£9,000	£6,606	£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	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	THIS ITEM WILL BE REMOVED FROM FUTURE BUDGETS AS NO EXPENDITURE HAS BEEN INCURRED TO DATE
Premises expenses		£1,500	£1,885	£1,500	£2,380	£2,000	£2,236	£2,000	£1,916	£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	£873	£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	£23,746	£31,408		£4,448	
Bank interest paid			£0	£200	£0	£200	£0	£200	£0	£0	Deducted as all charges go to to Bank Charges cost centre	-£200	THIS ITEM WILL BE REMOVED FROM FUTURE BUDGETS AS NO EXPENDITURE HAS BEEN INCURRED TO DATE

Bank charges	£618	£395	£500	£620	£500	£802	£600	£514	£800	increase due to banks increasing bank charge rates, and more payments received by card/less cash transactions.	£200	
Loan principal paid	£4,401	£3,600	£3,600	£3,600	£3,600	£3,600	£3,600	£0	£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	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	£4,372	£8,300		-£100	
Subscriptions	£5,000	£5,205	£5,000	£9,625	£7,125	£10,909	£9,000	£9,954	£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	£7,504	£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	No increase required.	£0	This is a variable cost
TRAINING, SUBSCRIPTIONS	£7,200	£7,112	£11,200	£14,114	£13,325	£17,102	£17,200	£17,514	£18,200		£1,000	
											£0	
PROJECTS ('Growth items')	£13,370	£3,604	£8,200	£950	£0	£0	£10,000	£0	£0	Will have to rely on grant funding	£0	
CONTINGENCY	£10,000		£10,000	£0	£10,000	£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	£354,136	£496,961		-£7,317	Total Expenditure Increase
											-1.56%	% Expenditure Increase
For information purposes only												
Davis Oaklands Library Rent	£0				£23,250	£23,250	£23,250			The library is owned by Davis Oaklands Trust. This is collected on behalf of DOCT and paid over within 30 days as per 'Income' explanation		