

## 2025/26 Budget Monitoring Document

ACCOUNT	BALANCE @ 21.11.2024	TYPE OF ACCOUNT	
310*****	£10,176.89	Current Account – administration of Town Council expenditure	Total Funds @ 21.11.2024 £144,931.43 * approximate balance of 2024/25 precept at 31.10.2024 £41,500 * funds committed to match funding for development of the sportsfield (Minute 23215 18.03.2024) £45,000 * General Reserve £40,000 Balance = £18,431.43
410*****	£79,491.37	Instant access savings account – Precept paid in from Principal Authority Funds transferred and administered from Current Account 310*****	
307*****	£55,263.17	3 month Money Market <a href="#">earmarked see Capital Budget notes</a>	
907***** CEMETERY	£68,066.69	6 month Money Market <a href="#">earmarked see Capital Budget notes</a>	
314***** PATH FOR EVERYONE	£51,109.95	Current Account - designated for Path for Everyone Project	<a href="#">EARMARKED – not available for allocation</a>
114***** SPORTSFIELD	£6,262.21	Current Account - designated for Sports field management	<a href="#">EARMARKED – not available for allocation</a>

### Recommendations of the Finance Committee received by full council, dated 15 November 2023:

#### F23008 Agenda item 8. Capital Budget

a. Specific reserves were **considered**. Cllr Coughlan proposed the following allocation of specific reserves:

- **£64,853.58** earmarked for expansion of the cemetery
- **£50,048.95** earmarked for ‘Path for Everyone’ project <sup>1</sup>
- **£8,101.65** earmarked for sports field

<sup>1</sup> Funds held in Town Council account 31430734 in accordance with Section 139(1)(b) of the Local Government Act 1972, states ...a local council may accept, hold and administer, for the benefit of the inhabitants of the area or some part of it, gifts made for that purpose.

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- **£80,000** to be allocated to specific reserves to include: Staff sickness £5,000; By-election provision £4,000; Manor Vale provision £6,000; Moorside Room provision £10,000; development (including repairs) of the sportsfield, play area and skatepark £15,000. **Agreed.**

- b. The level of general reserve required was **considered**. Cllr Coughlan proposed to recommend that the level of general reserve should be retained at **£40,000**, on the basis that the general reserve is recommended to be at least half of the precept. **Agreed.**

### **F23009** Agenda item 9. Revenue Budget

- a. The budget for the financial year 2024/25 was **considered**. Cllr Coughlan proposed that considerations should include recovery of any additional expenditure in excess of the 2023/24 budget on the basis that any revenue overspend should come out of the revenue as opposed to depleting the Town Council's specific reserves. **Agreed.** Cllr Coughlan proposed making recommendation to the full Council, for further consideration, the draft 2024/25 budget of £99377. **Agreed.**
- b. The precept for 2024/25 was **considered**.

### **F23010** Agenda item 10. Cllr Coughlan proposed to make recommendation to set the precept of £99377, subject to discussion by the full Council. **Agreed.**

## **Resolution of the Town Council at the Ordinary meeting dated 20 November 2023:**

### **23141** Agenda item 12. 2024/25 Budget

- a. The 2024/25 Budget Monitoring Document was **considered**. Cllr Dowie explained that, reluctantly the recommendation of the Finance Committee is to increase the budget to £99,377. This is due to inflated costs including street lighting energy costs, and additional expenditure necessary for compliance e.g. tree works and repairs to play equipment, as detailed in the budget monitoring document.
- b. Recommendations from the Finance Committee regarding the budget for 2024/25 were **received** as follows:

#### Capital Budget

- i. Allocation of reserves:

**£64,853.58** earmarked for expansion of the cemetery

**£50,048.95** earmarked for 'Path for Everyone' project <sup>2</sup>

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<sup>2</sup> Funds held in Town Council account 31430734 in accordance with Section 139(1)(b) of the Local Government Act 1972, states ...a local council may accept, hold and administer, for the benefit of the inhabitants of the area or some part of it, gifts made for that purpose.

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**£8,101.65** earmarked for sports field

**£80,000** to be allocated to specific reserves to include: Staff sickness; By-election provision £4,000; Manor Vale provision £6,000; Moorside Room provision £10,000; development (including repairs) of the sportsfield, play area and skatepark £15,000

- ii. The level of general reserve should be retained at **£40,000**, on the basis that the general reserve is recommended to be at least half of the precept.

### Revenue Budget

Considerations of the Revenue Budget for the financial year 2024/25 should include recovery of any additional expenditure in excess of the 2023/24 budget on the basis that any revenue overspend should come out of the revenue as opposed to depleting the Town Council's specific reserves.

Recommend to set the precept of £99,377 for 2024/25, subject to discussion by the full Council.<sup>3</sup>

- c. Cllr Wells proposed to accept the recommendations for the 2024/25 budget and to set a precept of £99,377 for 2024/25. **Agreed.**

The budget for 2024/25 was **agreed** and the precept of £99,377 **determined**.

Cllr Moffat proposed inclusion of an agenda item in the new year to consider a review of considerations associated with the grant budget, specifically the grant policy and criteria for application, to be implemented in 2025/26. **Agreed.**

### PRECEPT

2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2024/25 IN DRAFT
£73,500	£74,000	£74,000	£74,000	£79,400	£99,377	

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<sup>3</sup> Precept setting is the process of determining the additional tax level to be levied on local households. The precept is the difference between the Parish Council's estimated income and its anticipated spending requirements for the financial year (its budget). The budget must be prepared and approved before the precept can be set. The Local Government Finance Act 1992 states that precepts may be set by parishes and towns for their budget requirements. The budget setting process consists of listing all the working income and expenditure expected in the next financial year and working out how much precept to ask for.

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		Budget for financial year (2024/25)	Forecast Expenditure to 31.03.2025	Draft Budget for financial year 2025/26	Notes
Code	GRANTS - TOTAL	<u>8000</u>	<u>8000</u>	<u>8000</u> <u>0% variation</u>	
1 & 99	General incl. S137	8000	8000	8000	
	<b>SERVICES - TOTAL</b>	<u>37626**</u>	<b>38,346</b> <b>720 over spend =</b> <b>0.02% over budget</b>	<b>36,740</b> <b>3.07% reduction</b>	** includes recovery of £5161 over expenditure: £3130 cost code 6 + £2031 cost code 3
3	Street lights	7031*	5031	5500	Breakdown of annual expenditure: £4500 Street Lighting Energy Costs £500 Street Lighting Maintenance  *includes £2031 over expenditure from 2023/24
5	Christmas	N/A	N/A	N/A	All expenditure associated with the Christmas lighting and town decorations is paid for by the generosity of an annual donation to the community.
6	Manor Vale	9750*	8730	5000	Approximately £1850 maintenance: £850 scheduled + £1000 emergency works + £3130 over expenditure from 2023/24 budget (0-6 months works identified in Tree Safety Report)  *includes £2620 (over expenditure from 2023/24) plus £3,750 budgeted in 2024/25 for recommended tree works from 2023 triennial inspection report
7	Play Areas	3000*	4200**	5000***	* 2024/25 Budget allocation for annual expenditure: £250 annual inspection; £1220 annual grass cutting; £1000 remedial repairs; £500 CCTV Monitoring  **Overspend due to purchase of bark for climber pit + additional remedial repairs to gates ***Increase proposed due to increased cost of supplies and repairs

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		<b>Budget for financial year (2024/25)</b>	<b>Forecast Expenditure to 31.03.2025</b>	<b>Draft Budget for financial year 2025/26</b>	<b>Notes</b>
8	Moorside Room Running Costs	2000	2350 350	2500	Breakdown of annual expenditure: £1850 Utilities £350 water + £1500 £300 Fire alarm servicing £200 window cleaning
9	Street Furniture	675	1525* 850	<b>1600</b>	£675 refilling of grit bins *+ £850 replacement defibrillator
10	Grass, flowers etc	11000	11400	<b>12000*</b>	Breakdown of expenditure: £8500 Grass cutting total incl verges, roundabout, play areas, weir £1100 Watering hanging baskets £1020 £1350 Planting and installation of hanging baskets £450 misc incl purchase of compost and plants for tree tubs  * + £600 contingency for additional works associated with wildflower verges
11 & 13	Public Information, Wifi, website & associated costs & Publications	3120	3870 750	<b>3900</b>	Breakdown of expenditure ( <b>including inflation</b> ): £870 Public Wi-fi £665 Office Broadband & line rental £475 Annual Subscriptions: Sync.com £45, Loveservers £65, Freefind £180 Kapersky Internet Security £50, Marq £100, ICO Registration £35 £1860 The Moorsider x 3 issues incl design, print & delivery
12	Clocks	250	440* 190*	<b>440</b>	* £250 annual honorarium + £190 annual service of church tower clock (previously charged tri-ennially)
108	Sports field Maintenance & repairs	800	800	<b>800</b>	£510 Perimeter hedge and verge cutting £285 Trade Refuse Licence

## 2025/26 Budget Monitoring Document

		Budget for financial year (2024/25)	Forecast Expenditure to 31.03.2025	Draft Budget for financial year 2025/26	Notes
	<b>OVERHEADS - TOTAL</b>	<b>48768</b>	<b>51,450</b> <b>2,682 overspend =</b> <b>5.50% over budget</b>	<b>53,000</b> <b>+1.08% increase</b>	
16	Staff Costs	32000	33200* 1200	34000**	*Adjusted according to 2024/25 Local Government Services Pay Agreement, revised NJC paycales from 1 April 2024 Minute ** National Insurance increase calculated for Employer's NI for 2024/2025 and 2025/2026 the Government 2024 Budget
17	Office Costs	4500	5900 1400*	5500	Including office rent, meeting room hire and contributions to the utilities and cleaning of Church House: cleaning (50% of Church House costs) = £1600 utilities (50% of Church House costs) = £900 *licence fee/rent increased to £150 per month = £180 *Meeting room hire for 11 Town Council meetings increased from £180 to £275 *One off expenditure for replacement laptop @ £500
18	Training	200	200	200	
20	Subscriptions & Membership	1524	1150	1200	Including Memberships: £827 YLCA, £230 SLCC, £50 ALCC
22	Events & Civic Functions	750	750*	2500 **	*£600 Traffic Management - Remembrance Parade + £110 Yorkshire Day ** + £1750 Traffic Management - 10k (minute 24097 dated 21.10.2024)
30	Development of Manor Vale, Play Areas and Sports Field	6374*	6720	6000	£6520 + VAT footpath resurfacing on Old Road play area Minute 23139 dated 20 November 2023
36 & 39	Bank charges & Book keeping	3420	3530 110	3600	Including: £2,350 Bookkeeping & Payroll £680 Annual Return £500 Bank charges

**2025/26 Budget Monitoring Document**

		Budget for financial year (2024/25)	Forecast Expenditure to 31.03.2025	Draft Budget for financial year 2025/26	Notes
<b>COST OF EXISTENCE – TOTAL</b>		<b>4,983</b>	<b>4,900</b> <u>83 underspend</u> <u>1.67% under budget</u>	<b>4,910</b> <u>1.46% reduction</u>	
25	Insurance	4373	4293	<b>4300</b>	Including: £3950 Council Insurance Policy £335 Cyber Insurance premium £8 addition of ‘travel for business purposes’ to clerks motor insurance
26	Audit	610	607	<b>610</b>	Including: £190 Internal Audit £420 External Audit
		<b>99377**</b>	<b>102,696</b> <b>3,319 overspend</b> <b>3.33% over budget</b>	<b>102,650</b> <b>3.29% increase</b>	<b>**TOTAL of £99377 Including recovery of 2023/24 £11,535 over expenditure:</b> £2031 over expenditure in cost code 3 Street Lighting £3130 over expenditure in cost code 6 Manor Vale £6374 over expenditure in cost code 30 Development

Document created 21 November 2024  
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