

SANDWICH TOWN COUNCIL - DRAFT BUDGET 2023/24

Expenditure	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Expenditure @ 30/09/2022	Forecast Expenditure @ 31/03/23	Draft Budget 2023/24
Mayoral and Civic Functions						
Mayoral Expenses	£2,000.00		£2,000.00	£1,609.70	£2,081.12	£2,500.00
Mayoral Travel	£2,000.00		£2,000.00	£510.20	£1,787.29	£1,800.00
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£247.72	£3,047.72	£3,500.00
Mayor's Attendant & Uniform	£8,960.00		£8,960.00	£3,305.97	£6,611.73	£8,970.00
Cinque Port Functions & Subscription	£430.00		£430.00	£38.00	£388.00	£380.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£800.00	£800.00
Election Expenses						£6,000.00
Staffing						
Office Staff	£65,120.00		£65,120.00	£30,296.91	£63,390.99	£67,380.00
Contribution to Caretaking Staff	£8,090.00		£8,090.00	£4,312.22	£8,090.00	£8,240.00
Staffing Contingency	£2,000.00		£2,000.00	£0.00	£0.00	£2,000.00
Staff Recruitment	£3,500.00		£3,500.00	£240.00	£240.00	£3,500.00
Staff Training	£2,000.00		£2,000.00	£852.88	£2,000.00	£2,000.00
Officers Travel & Parking Expenses	£1,000.00		£1,000.00	£1,200.90	£1,250.00	£1,100.00
Staff Salaries bonus pot	£640.00		£640.00	£0.00	£640.00	£670.00
Administration						
Petty Cash	£120.00		£120.00	£30.00	£120.00	£130.00
HR & Payroll	£1,280.00		£1,280.00	£676.02	£901.36	£1,280.00
Office Expenses (incl. telephone)	£7,210.00		£7,210.00	£1,417.69	£3,210.00	£6,760.00
Audit Fees	£2,400.00		£2,400.00	£2,720.00	£2,720.00	£3,500.00
Subscriptions & Memberships	£1,990.00		£1,990.00	£1,517.00	£1,867.00	£1,930.00
IT Expenses (incl. Website)	£14,500.00		£14,500.00	£3,361.45	£14,841.46	£15,000.00
Photocopier (Rental & Usage)	£1,600.00		£1,600.00	£814.38	£1,600.00	£2,000.00
Bank Charges	£700.00		£700.00	£339.98	£700.00	£800.00
Health & Safety Provisions	£3,000.00		£3,000.00	£0.00	£3,000.00	£3,000.00
Insurance						
Cyber Insurance and Civic Insignia Insurance	£580.00		£580.00	£577.19	£577.19	£600.00
Insurance - Public Conveniences, Boatmans' Chapel and Fishergate	£120.00		£120.00	£224.00	£224.00	£760.00
Other Insurances including Public Liability (used to include Fishergate)	£4,310.00		£4,310.00	£3,919.50	£3,919.50	£3,390.00
Public Conveniences						
Quay Conveniences - Salaries	£13,300.00		£13,300.00	£6,592.06	£8,152.04	£8,370.00
Cattle Market Conveniences - Salaries	£5,070.00		£5,070.00	£1,560.00	£8,152.04	£8,370.00
Quay Conveniences - Other Expenditure	£4,190.00		£4,190.00	£1,425.31	£3,795.04	£10,350.00
Cattle Market Conveniences - Other Expenditure	£1,750.00		£1,750.00	£0.00	£1,312.46	£1,000.00
S144 (Visitor Information Centre & Tourism)						
S144 Salaries	£6,200.00		£6,200.00	£6,360.60	£9,941.65	£18,770.00
S144 (Other Expenditure)	£19,460.00		£19,460.00	£12,709.30	£15,356.73	£2,470.00
Sandwich Open Spaces / Other Properties						
Black Lane / Sandown Road Allotments	£3,000.00	£420.00	£3,420.00	£968.77	£2,794.46	£3,600.00
Boatman's Hill Chapel - Water Rates & Maintenance	£100.00		£100.00	£109.54	£109.54	£120.00
Cow Leas	£300.00		£300.00	£194.55	£244.55	£350.00
Donkey Paddock	£2,000.00		£2,000.00	£0.00	£2,000.00	£2,000.00
Flowers, cleaning & maintenance of the War Memorial	£250.00		£250.00	£500.00	£500.00	£2,400.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£9,349.44	£18,440.00	£18,440.00
Fishergate	£9,714.06		£9,714.06	£1,819.63	£9,654.54	£7,000.00
Play Areas	£6,500.00		£6,500.00	£0.00	£6,500.00	£6,600.00
Telephone Boxes	£1,000.00		£1,000.00	£0.00	£1,000.00	£250.00
Bay Hall						£7,000.00
Reserves - Ring-fenced:						
Monks Wall Nature Reserve	£0.00	£50,592.85	£50,592.85	£1,369.88	£2,819.68	£0.00
IT Reserve	£3,000.00	£7,500.00	£10,500.00	£0.00	£0.00	£3,000.00
Highways Improvement Plan (H.I.P's) Reserve	£5,000.00	£600.00	£5,600.00	£1,240.96	£1,240.96	£2,500.00
Drill Hall Reserve	£1,000.00	£1,140.00	£2,140.00	£0.00	£0.00	£1,000.00
Reserves- General						
Operating Funds to be kept in Reserve	£35,000.00		£35,000.00	£0.00	£0.00	£40,000.00
Other Services						
Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£1,400.00	£1,400.00
Disability Access Strategy	£2,500.00		£2,500.00	£49.33	£2,500.00	£2,500.00
Miscellaneous / Unexpected Expenditure:						
Miscellaneous / Unexpected Expenditure:	£3,000.00		£3,000.00	£0.00	£0.00	£4,612.10
Guildhall Forecourt Business Rates	£0.00		£0.00	£1,372.25	£1,372.25	
Election Expenses	£0.00		£0.00	£7,792.69	£7,792.69	
Legal Advice re market and lease agreement for Hub (part reimbursement due from STBF)	£0.00		£0.00	£1,237.50	£1,237.50	
Council Tax - property on Strand Street	£0.00		£0.00	£1,851.00	£1,851.00	
50% cost of Civic Awards (shared with Mayor's Expenses)	£0.00		£0.00	£900.00	£900.00	
50% cost of 5 x black wallets for Civic Awards	£0.00		£0.00	£26.70	£26.70	
Floral bouquet tribute to HM Queen Elizabeth II	£0.00		£0.00	£45.00	£45.00	
2 x flower arrangements for memorial - HM Queen Elizabeth II	£0.00		£0.00	£80.00	£80.00	
Town Notice Board	£0.00		£0.00	£1,000.00	£1,000.00	
Reimbursement of Room Hire income to STBF account	£0.00		£0.00	£80.00	£80.00	
Insurance of property on Strand Street	£0.00		£0.00	£838.96	£838.96	
Project Start up Budget	£5,339.69		£5,339.69	£0.00	£0.00	£0.00
Guildhall and Forecourt						
Heating, Lighting, Water & Rates	£12,150.00		£12,150.00	£0.00	£12,150.00	£14,620.00
Contribution towards running of the Guildhall	£85,000.00		£85,000.00	£85,000.00	£85,000.00	£113,750.00
Guildhall Forecourt Project						
Thursday Market Manager	£2,730.00		£2,730.00	£1,350.00	£2,800.00	£3,000.00
Loan Repayment	£12,040.00		£12,040.00	£6,016.74	£12,033.48	£12,040.00
Payment of loan to Dover District Council	£0.00		£0.00	£350,000.00	£350,000.00	
Items relating to Sandwich Toll Bridge Fund Account						
STBF Salaries	£0.00		£0.00	£25,442.86	£53,241.04	
Items relating to Sandwich Toll Bridge Fund Guildhall Account						
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00		£0.00	£38,810.04	£77,705.21	
STBF Guildhall Salaries - Guildhall Administration	£0.00		£0.00	£19,067.99	£39,559.97	
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00		£0.00	£4,817.77	£9,290.96	
STBF Guildhall Cleaning Charges (to be reimbursed)	£0.00		£0.00	£19.53	£19.53	
Phone Charges (Guildhall share to be reimbursed)	£0.00		£0.00	£396.87	£396.87	
Signs for Guildhall	£0.00		£0.00	£18.31	£18.31	
IT Support (Guildhall share to be reimbursed)	£0.00		£0.00	£453.48	£453.48	
TOTAL	£397,283.75	£60,252.85	£457,536.60	£649,078.77	£877,814.00	£443,502.10
Income						
STC Balance carried forward from 2021/22 (less MWNR balance)	£73,971.65	£9,660.00	£83,631.65	£501,558.09	£501,558.09	£122,300.00
Monks Wall Nature Reserve balance brought forward	£0.00	£50,592.85	£50,592.85	£50,592.85	£50,592.85	£0.00
Precept	£275,652.10		£275,652.10	£275,652.10	£275,652.10	£275,652.10
Outside Sources						

Black Lane Allotment Rents & Water Contribution	£4,880.00	£4,880.00	£3,598.29	£7,658.29	£5,290.00
Sandown Road Allotment	£0.00	£0.00	£0.00	£200.00	£300.00
Quay Conveniences	£5,940.00	£5,940.00	£2,871.88	£5,743.72	£5,800.00
Fishing Permits	£100.00	£100.00	£6.00	£18.00	£0.00
Green Waste Bags	£1,500.00	£1,500.00	£148.58	£268.58	£1,500.00
Cow Leas Lease	£0.00	£0.00	£200.00	£200.00	£200.00
Drill Hall	£21,900.00	£21,900.00	£9,125.00	£21,900.00	£21,900.00
P22 Electricity Charge	£230.00	£230.00	£0.00	£230.00	£300.00
Refunded From Functions					
Deputies supper donations	£540.00	£540.00	£210.00	£0.00	£600.00
Curfew Ringers Supper	£420.00	£420.00	£135.00	£555.00	£450.00
Internal Transfers / Adhoc Income					
Museum payment for stock from Visitor Information Centre	£100.00	£100.00	£89.00	£120.00	£150.00
Refund from Photocopying	£50.00	£50.00	£0.20	£50.00	£60.00
Monks Wall Nature Reserve					
Income relating to Monks Wall Nature Reserve	£0.00	£0.00	£3,780.73	£3,780.73	£0.00
S144 (Visitor Information Centre & Tourism)					
Visitor Information Centre	£3,500.00	£3,500.00	£141.24	£201.24	£1,000.00
Sandwich Chamber of Commerce - contribution towards Town Guides	£500.00	£500.00	£0.00	£500.00	£0.00
Guildhall Square Income (to be used for repayment of loan and other maint of the Forecourt)					
Current Markets	£8,000.00	£8,000.00	£5,200.00	£8,100.00	£8,000.00
Miscellaneous Income					
Difference between HMRC payments and amounts paid (timing difference)	£0.00	£0.00	£1,460.85	£1,460.85	
Pension Difference (paid less in July 2022 as paid too much in 2021/22)	£0.00	£0.00	£413.96	£413.96	
Refund - STBF Salaries	£0.00	£0.00	£27,695.30	£55,157.71	
Refund - STBF Guildhall Salaries	£0.00	£0.00	£62,695.80	£124,716.26	
Refund - STBF Museum Salaries	£0.00	£0.00	£0.00	£0.00	
Refund from STBF Guildhall for Cleaning Stock	£0.00	£0.00	£11.80	£11.80	
Refund re Cinque Port Bowls Tournament, which was cancelled	£0.00	£0.00	£25.00	£25.00	
Guildhall Room Hire - to be moved to STBF Guildhall account	£0.00	£0.00	£529.00	£529.00	
TOTAL	£397,283.75	£60,252.85	£457,536.60	£946,140.67	£1,059,643.18
Bank reconciliation as at 30/09/22	£304,620.44			£181,829.18	£0.00

Please note that crossed out text indicates an income/expense in 2022/23 that will not be made in 2023/24

SUMMARY	MAIN BUDGETS	RING FENCED RESERVES	TOTAL
Balance brought forward at 01/04/2022	£492,318.09	£59,832.85	£552,150.94
Minus predicted expenditure for 2022/23	£873,753.36	£4,060.64	£877,814.00
Plus predicted income for 2022/23	£503,711.51	£3,780.73	£507,492.24
Balance relating to main account @ 31/03/23	£122,276.24	£59,552.94	£181,829.18
Forecast end of year balance - breakdown:			
Main STC budgets excluding Reserves			£78,416.28
Predicted Monks Wall Nature Reserve balance @ 31/03/23			£51,553.90
Other Ring-Fenced Reserves			£12,999.00
Operating Reserve (not ringfenced)			£35,000.00
Collective balance expected @ 31/03/23			£177,969.18