



# Okehampton Town Council Budget 2024/25

DRAFT V2

## DEMOCRATIC

		Actual	Budget	Actual as	Projected	Budget	Code	
Notes		2022/23	2023/24	30/09/2023	2023/24	2024/25	(Office use)	
<b>Expenditure</b>								
1	Mayor's expenses	544	2500	189	2500	2500	4028	102
2	Civic Regalia	1060	0	0	0	0	4029	102
3	Civic dinner	2135	0	0	0	0	4035	102
4	Civic functions	807	1000	194	1000	1000	4060	102
5	Councillor training & expenses	237	500	127	500	500	4061	102
6	Miscellaneous	100	0	0	0	0	4105	102
7	Localism & Devolution agenda/NP support	366	0	0	0	0	4171	102
8	Commemorative/Charter Celebrations	6478	5000	5773	5773	1940	4172	102
9	Eamarked Reserves (see attached)	0	500	500	500	1500		
	<b>Total expenditure</b>	<b>11727</b>	<b>9500</b>	<b>6783</b>	<b>10273</b>	<b>7440</b>		
<b>Income</b>								
10	Grants Received	3200	0	2902	2902	0	1021	102
11	Jubilee donations/Misc Income	1573	0	9	9	0	1080	102
12	Misc income, Donations	550	0	2747	2747	0	1072/1020	102
13	Civic dinner	2095	0	0	0	0	1073	102
	<b>Total income</b>	<b>7418</b>	<b>0</b>	<b>5658</b>	<b>5658</b>	<b>0</b>		
	<b>Tax charge / net income</b>	<b>4309</b>	<b>9500</b>	<b>1125</b>	<b>4615</b>	<b>7440</b>		
<b>Grants</b>								
<b>Expenditure</b>								
14	Grants	26423	29000	12110	29000	29000	4205	104
	<b>Total expenditure</b>	<b>26423</b>	<b>29000</b>	<b>12110</b>	<b>29000</b>	<b>29000</b>		
<b>Income</b>								
15	Misc	0	0	0	0	0	1170	102
	<b>Total income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Tax charge / net income</b>	<b>30732</b>	<b>38500</b>	<b>13235</b>	<b>33615</b>	<b>36440</b>		

### Notes

- 1
- 2 Funding moved to an EMR
- 3 Required to be self-funding
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- 8 D-Day Anniversary event - budget agreed by FC
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# Okehampton Town Council Budget 2024/25

DRAFT V2

## ADMINISTRATION

		Actual	Budget	Actual	Projected	Budget	code	
		2022/23	2023/24	30/09/2023	2023/24	2024/25	(Office use)	
Notes								
1	Salaries & Pensions	94557	100700	46185	98455	103378	4001	101
2	Staff Training/Conference	2945	1500	4334	5000	3000	4009	101
3	Staff Travel	313	100	0	100	100	4010	101
4	Telephone	1484	1850	909	1850	1850	4021	101
5	Printing, Post & Stationery	1486	1100	708	1100	1100	4023	101
6	Subscriptions	2435	2200	2021	2500	2500	4024	101
7	Insurance (all areas)	19842	40000	27956	27956	21000	4025	101
8	Photocopier	956	1230	515	1230	1230	4026	101
9	Advertising/Recruitment	347	600	596	700	600	4031	101
10	Marketing	992	2000	119	500	2000	4032	101
11	Bank Charges & A/c maintenance	399	500	197	400	450	4051	101
12	Legal & Professional Fees	2021	2000	2465	2465	2000	4055	101
13	Audit Fees (Internal and External)	780	1600	1760	2145	2145	4057	101
14	IT: maintenance, software & licenses	6038	5850	3861	5850	5850	4058	101
15	Clothing/PPE	110	100	57	100	100	4068	101
16	Miscellaneous	500	0	0	0	0	4105	101
17	CCTV	27016	6000	8699	9000	6000	4141	101
18	Bid Feasibility	0	5000	5000	5000	3212	4147	101
19	Youth Council	0	0	0	0	500		
20	Community Governance Boundary Review	0	0	0	0	3500		
21	Ear Marked Reserves (see attached)	13000	500	500	500	4500		
	<b>total a</b>	<b>175221</b>	<b>172830</b>	<b>105882</b>	<b>164851</b>	<b>165015</b>		
	<b>Capital</b>							
22	IT equipment	338	1000	267	500	500	4403	101
	<b>total b</b>	<b>338</b>	<b>1000</b>	<b>267</b>	<b>500</b>	<b>500</b>		
	<b>Total expenditure a+b</b>	<b>175559</b>	<b>173830</b>	<b>106149</b>	<b>165351</b>	<b>165515</b>		
	<b>Income</b>							
23	Miscellaneous Income	0	0	1300	1300	0	1080	101
24	Precept	313086	421893	421893	421893	0	1176	101
25	Grants Received	15000	0	0	0	0	1021	101
26	Insurance Refund	0	0	0	0	0	1041	101
27	Interest received - bank/Bldg Soc	6015	700	8156	10000	7500	1190	101
28	Investment Income	74	250	250	250	250	1191	101
	<b>total income c</b>	<b>334175</b>	<b>422843</b>	<b>431599</b>	<b>433443</b>	<b>7750</b>		
	<b>Tax charge / net income (a+b)-c</b>	<b>-158616</b>	<b>-249013</b>	<b>-325450</b>	<b>-268092</b>	<b>157765</b>		

### Notes

- 1 Based on 5% increase for 2024/25
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# Okehampton Town Council

## Earmarked Reserves (EMR) 2024/25

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POLICY & RESOURCES - ADMINISTRATION & DEMOCRATIC			2023/24		2024/25		
Notes	a/c	Detail	EMR	Budget remaining at 28/08/2023	Projected Year End Remaining £	Add	EMR TOTAL
		<u>Administration</u>					
1	329	CCTV Town and Park	18912	16911	15911	0	15911
2	346	Rail Resilience Contingency	1207	1207	1207	0	1207
3	347	Neighbourhood Plan Support (Localism)	11108	11108	11108	0	11108
4	367	IT/Email Upgrade	2500	2500	2500	500	3000
5	373	Climate Change	916	619	619	0	619
6	376	Christmas Lights	2000	2000	2000	4000	6000
			36643	34345	33345	4500	37845
		<u>Democratic</u>					
7	357	Election/Referendum	2001	2001	2001	1000	3001
8	374	Civic Regalia and Clothing	500	500	250	500	750
			2501	2501	2251	1500	3751
			<b>39144</b>	<b>36846</b>	<b>35596</b>	<b>6000</b>	<b>41596</b>
<b>Notes</b>							
1	Repair/replacement						
2							
3	Will be needed for a referendum at a later date						
4	Funding to be built up for future repairs/replacements						
5	Towards any future requirements or actions that need to be taken						
6	Fund to built up for future repairs/maintenance/replacement or other associated costs						
7	Fund required in the event of an election in 2027 or the need for a by-election in the event of a casual vacancy						
8	Past Mayors badges to be purchased by Mayors if required (from 2023/24 Mayor) - fund to be reinstated for future items that may be necessary						
	Highlighted figure added to budget requirement						
	2024/25 figure will equal 2023/24 year end figure, plus any addition where indicated so actual budget may vary slightly from this figure						

**PARKS & OPEN SPACES (incl Car Parks and Cemetery)**

Note	Expenditure	Actual	Budget	Actual	Projected	Budget	Code	
		2022/23	2023/24	30/09/2023	2023/24	2024/25	(Office use)	
1	Salaries / pensions	73393	78650	40304	86625	90757	4001	302
2	Legal and Professional fees	2970	4000	3248	4000	4000	4055	302
3	Water charges	1286	1700	603	1500	1500	4012	302
4	Electricity	5295	17640	1487	3000	4000	4014	302
5	Telephone / alarms	234	300	148	300	300	4021	302
6	Inspections (Water)	2237	5000	564	5000	5000	4037	302
7	Public Lighting - sitewide	1560	2000	0	0	500	4039	302
8	Non Domestic (Business) Rates (car-park)	4541	5489	4768	5489	4800	4011	302
9	Cleaning/Waste Disposal	5932	8000	2220	5000	6000	4151	302
10	Clothing/PPE	431	400	312	400	400	4068	302
11	Tools & Equipment	5695	1000	1119	1119	2000	4067	302
12	Plant Hire	0	300	72	300	150	4074	302
13	Vehicles - Repairs/MOT/TAX/Service	357	800	473	800	800	4079	302
14	Fuel	2030	2200	1198	2200	2000	4157	302
15	Tree Maintenance	8870	3200	310	3200	3200	4148	302
16	Soil, Fertilisers, weed killer	4	500	50	200	200	4075	302
17	Planting	996	1000	626	1000	1000	4070	302
18	Grounds maint/footpaths/skatepark	3423	3000	20621	20621	5000	4071	302
19	Property repairs/security	984	1500	872	1500	1200	4073	302
20	Play equipment repairs and maintenance	20172	3000	10704	11000	3000	4164	302
21	Bus shelters	0	0	0	0	0	4166	302
22	Bench Refurbishment	2312	1500	52	1000	1500	4162	302
23	Wildlife Interpretation Board	7822	0	0	0	3000	4076	302
24	Bridge Maintenance	0	3000	0	0	0	4143	302
	<b>Car Parks</b>							
25	Ticket Machine Maintenance	0	500	0	500	500	4005	313
26	Parking Mgt Charge (WDBC)	6303	7000	3150	6500	6500	4006	313
	<b>Cemetery</b>							
27	Burial ground maintenance	375	500	0	500	500	4038	302
28	Spoil Removal	300	500	0	500	500	4144	301
29	Cemetery Management Costs	714	300	0	300	300	4145	301
30	Business Rates	122	122	102	102	120	4011	301
31	Scattering Lawn	0	0	0	0	2000		
32	Ear Marked Reserves (see attached)		20000	20000	20000	39000		
	<b>total a</b>	<b>158358</b>	<b>173101</b>	<b>113003</b>	<b>182656</b>	<b>189727</b>		
	<b>CAPITAL WORKS</b>							
33	Verti drain field (5 yearly)	0	0	0	0	0	4451	302
34	Replacement matting play area	0	0	0	0	0	4453	302
	<b>total b</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>total expenditure a+b</b>	<b>158358</b>	<b>173101</b>	<b>113003</b>	<b>182656</b>	<b>189727</b>		
	<b>Income</b>							
35	Park Hirings (incl Fair/Circus)	1667	1000	542	1192	1300	1083	302
36	Putting-public	270	100	0	100	100	1079	302
37	DCC Playing field	582	200	518	518	200	1031	302
38	Donations	440	0	0	0	0	1020	302
39	Grant	8913	0	387	387	0	1021	302
40	Misc income	1100	0	905	905	0	1080	302
41	Simmons Charity	0	3000	3000	3000	3000	1084	302
42	Sale of Assets	0	0	300	300	0	1175	302
43	Wayleave	0	0	0	0	73	1085	302
	<b>Car Parks</b>							
44	Waitrose WDBC	77047	66000	70192	70192	70000	1022	313
45	Simmons park including season tickets	33425	20000	17683	17683	25000	1032	313
	<b>Cemetery</b>							
46	Interment Fee	1400	500	1120	1120	1000	1037	302
47	Exclusive Right of Burial	3920	500	2940	2940	1000	1038	302
48	Memorial Stone	1460	500	1120	1120	1000	1039	302
49	Scattering Lawn	0	0	0	0	0		
	<b>total income c</b>	<b>123444</b>	<b>91800</b>	<b>98707</b>	<b>99457</b>	<b>102673</b>		
	<b>Net expenditure/income (a+b)-c</b>	<b>34914</b>	<b>81301</b>	<b>14296</b>	<b>83199</b>	<b>87054</b>		

**Notes**

1 Based on 5% increase for 2024/25

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Bus shelter management being taken over by Fernbank

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Previous funding used for information boards, planned project to provide wildlife boards

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EMR Fund to be used

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Proposed creation of a scattering lawn

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Funding addition to EMR's

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Not required

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EMR sum

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Scattering lawn still in consideration

# Okehampton Town Council

Earmarked Reserves (EMR) 2024/25

**DRAFT V2**

PARKS			2023/24			2024/25	
Notes	a/c	Detail	EMR 2023/24	Budget remaining at 30/09/23	Projected Year End Remaining £	Add	EMR TOTAL
1		337 Park Enhancement (Bequest received in 2018 to be used for Parks project only)	5731	5731	0	0	0
2		340 Cemetery Footpaths	2000	2000	2000	0	2000
3		342 Simmons Park Benches	2753	2753	2753	0	2753
4		349 Bridge/River Bank Repairs	5000	5000	5000	15000	20000
5		350 New Burial Ground Purchase	25823	32603	32603	0	32603
6		356 New Tractor Fund/Van	5000	5000	5000	2000	7000
7		358 Public lighting and Street Furniture Reserve	4271	4271	4271	1500	5771
8		360 Car Park Resurfacing and White Lining	11945	8579	8579	1500	10079
9		361 Ash Tree die back and tree work	14391	14391	14391	0	14391
10		362 Replacement of play equipment and matting	0	10000	10000	15000	25000
11		363 Skate Park	2499	2499	2499		2499
12		364 Bandstand Project	22000	22000	16001	0	1500
13		377 Skate Park Resurfacing	6000	6000	6000	4000	10000
14		Putting Improvements	0	0	0	0	14501
			<b>107413</b>	<b>120827</b>	<b>109097</b>	<b>39000</b>	<b>148097</b>
Notes							
1	Bequest used on Bandstand enhancement project						
2							
3							
4	River bank repairs required to be undertaken						
5	Funds added during the year through cemetery income						
6							
7	Basket swing replacement required						
8							
9							
10							
11							
12	Project complete with exception of addition of 'top' - reduce to £1,500 and move remaining funds to 14, Putting Improvements						
13							
14	Putting Improvements - income from Bandstand Project, see note 12						
	Highlighted figure added to budget requirement						
	2024/25 figure will equal year end figure, plus any addition where indicated						

# Okehampton Town Council Budget 2024/25

DRAFT V2

## PROPERTY

### Note Expenditure

			Actual	Budget	Actual	Projected	Budget	Code	
			2022/23	2023/24	30/09/2023	2023/24	2024/25	(Office use)	
1	Salaries & pensions		27903	26250	13617	31292	32857	4001	201
2	Non Domestic(Business) Rates	TH	6961	12325	7846	12325	12325	4011	201
3	Non Domestic (Business) Rates	CH	3393	3044	3044	3044	3044	4011	202
4	Water Charges	TH	149	200	50	200	200	4012	201
5	Water Charges	CH/MH	2545	3100	2036	3100	3000	4012	202/3
6	Gas & Electricity	TH	4930	8690	1431	5000	6000	4014	201
7	Gas & Electricity	CH	855	4400	739	1800	2000	4014	202
8	Gas & Electricity	MH	2332	4860	2385	4860	5000	4014	203
9	Inspections	TH	6357	5300	2573	5300	6000	4037	201
10	Charter Hall Roof Replacement		15239	20000	6449	20000	25000	4140	202
11	Legal & Professional		90	2000	795	2000	2000	4055	201
12	Licensing (PRS, Events etc)	CH	1264	1300	1406	1406	1500	4059	202
13	Clothing/PPE		33	100	117	117	150	4068	201
14	Cleaning		408	500	481	800	800	4149	201
15	General Maintenance	TH	8383	2000	1404	2000	4276	4150	201
16	General Maintenance	CH	1889	1000	3121	3500	8340	4150	202
17	General Maintenance	MH/LMH	850	1500	3284	4000	2000	4150	203
18	External Decoration CH/MH/LMH		0	0	0	0	0	4168	202
19	Fairplace WCs - cleaning & supplies		5696	7547	0	7547	7800	4149	311
20	Fairplace WCs - repairs & maint.		1053	1600	577	1600	1600	4150	311
21	Fairplace WCs - Water		2454	3000	1463	3000	3000	4012	311
22	Fairplace WCs - Electricity		549	1300	676	1300	1400	4014	311
23	Market St WCs - cleaning & supplies		11323	6256	0	6256	6600	4015	312
24	Market St WCs - repairs & maint.		0	1600	4004	4500	7000	4150	312
25	Market St WCs - Water		0	5700	1256	3000	3000	4012	312
26	Market St WCs - Electricity		0	11140	756	1600	1600	4014	312
27	Ear Marked Reserves (see attached)		2000	29000	29000	29000	40500		
	<b>total</b>	<b>a</b>	<b>106656</b>	<b>163712</b>	<b>88510</b>	<b>158547</b>	<b>186992</b>		
	<b>CAPITAL WORKS (PROJECTS)</b>								
28	Works (capital) - Kitchens/offices	TH	692	500	0	0	500	4402	201
	<b>total</b>	<b>b</b>	<b>692</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>		
	<b>total expenditure</b>	<b>a+b</b>	<b>107348</b>	<b>164212</b>	<b>88510</b>	<b>158547</b>	<b>187492</b>		
	<b>Income</b>								
29	Town hall - rent		4225	4200	2263	4200	4200	1001	201
30	Town hall - hire		3366	500	2374	3000	500	1003	201
31	Charter Hall - Alcohol Licence		200	100	0	60	0	1006	202
32	Charter Hall - hire		3869	500	4081	7000	500	1011	202
33	Lower Market Offices - rent		4000	4000	1000	4000	4000	1017	203
34	Cinema recharge incl insurance		5808	8000	6512	6512	6000	1018	203
35	Cinema Rent		12500	12500	3125	12500	12500	1024	203
36	Lower Market Hall - Rent		5200	5200	1300	5230	5330	1029	203
37	Charter Hall Roof Donations		2280	0	199	199	0	1081	202
38	Market Street WCs Misc Income		0	0	2888	2888	0		
	<b>total income</b>	<b>c</b>	<b>41448</b>	<b>35000</b>	<b>23742</b>	<b>45589</b>	<b>33030</b>		
	<b>Tax charge / net income</b>	<b>(a+b)-c</b>	<b>65900</b>	<b>129212</b>	<b>64768</b>	<b>112958</b>	<b>154462</b>		

**notes**

- 1 Based on 5% increase for 2024/25
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- 10 plus rollover
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- 15 plus rollover
- 16 plus rollover
- 17
- 18 Rollover funding added through the year (£5,000)
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- 20 plus additional for refurb work
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- 27 Funding addition to EMR's
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# Okehampton Town Council

Earmarked Reserves (EMR) 2024/25

**DRAFT V2**

PROPERTY			2023/24			2024/25	
Notes	a/c	Detail	EMR 2023/24	Budget remaining at 30/08/23	Projected Year End Remaining £	Add	EMR TOTAL
1		321 Town Hall Boiler	5000	5000	5000	1000	6000
2		322 Charter Hall Foyer (carpet)	2500	2500	2500	500	3000
3		344 Charter Hall Foyer (Toilets)	5000	5000	5000	0	5000
4		348 Sinking Fund - Property Repairs TH, CH, MH	20000	10000	10000	0	10000
5		352 Roof Repair/Replacement CH	105214	443755	443000	25000	468000
6		353 Electrical Installation - Insp, Maint	9000	9000	9000	0	9000
7		354 Office Refurbishment	3500	3500	3500	0	3500
8		359 Devolved Responsibilities Contingency (e.g. public toilets)	40000	10000	10000	2000	12000
9		365 Charter Hall Internal Decoration	25000	25000	25000	0	25000
10		366 Council Chamber Ceiling	3000	3000	3000	0	3000
11		368 Charter Hall Public Address System & Projector Screen	4179	4179	4179	0	4179
12		370 Asset Investment	95000	0	0	0	0
13		375 Town Hall Window Replacement	10000	10000	10000	12000	22000
			327393	530934	530179	40500	570679
<b>Notes</b>							
1	Increase annually for future repairs and replacement						
2	carpet will need to be replaced in time						
3	Decoration will be needed over time. Ladies may need reconfiguration and male urinal replacement						
4	Property sinking fund						
5	Roof replacment project ongoing - anticipated work will take place in 2022 - cost unknown						
6	Inspections required 3 or 5 yearly - work required in 2022 following inspections						
7	No planned work at this time but offices will need decoration/replacement flooring in future - reception security arrangements to be considered						
8	Both sets of toilets require maintenance, particularly market street with replacement locks and woodwork repairs						
9	Redecoration and other work on completion of roofing work						
10	Repairs to ceiling and redecoration needed						
11	Projector and screen replaced. Address system will need reviewing						
12	ongoing fund for when an appropriate investment opportunity arises						
13	Windows are beginning to deteriorate. Building is Grade II listed and in a conservation area meaning widows will have to be specially made						
	Highlighted figure added to budget requirement						
	2024/25 figure will equal year end figure, plus any addition where indicated						