

**OKEHAMPTON TOWN COUNCIL
Budget 2024/25**

DRAFT V4

	Actual Spend	Budget*	Actual Spend (date)	Projected Spend	Budget
	2022/23	2023/24	30/11/2023	2023/24	2024/25
Net tax charges					
Administration (P&R)	154,470	172,880	110,963	148,029	159,365
Democratic	30,732	38,500	24,329	33,615	39,440
Property	65,900	129,212	127,534	158,239	157,624
Parks & open spaces	34,914	81,301	-2,488	58,199	88,567
totals	286,016	421,893	260,338	398,082	444,996

PRECEPT

£444,996

Cost of Okehampton Town Council precept Band D property charge:	p/annum	£196.85
	p/week	£3.79
% annual increase from 2023/24	5.59%	
£ annual increase from 2023/24	£10.43	
increase per week from 2023/24	£0.20	

2023/24		
Precept		£421,893
Equivalent 'D' band property charge:	per annum	£186.42
Cost of Okehampton Town Council precept Band D	per week	£3.59

Historical Information

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>*2024/25</u>
Actual precept	210179	218,365	226,381	236941	249753	286702	295708	313086	421893	444996
CTSG*	20326	18050	16498	15079	13782	0	0	0	0	0
Total from WDBC	230505	236415	242879	252020	263535	286702	295708	313086	421893	444996
Band D	92.35	99.53	101.94	105.26	111.29	127.76	133.93	140.26	186.42	196.85
Tax Base	2275.86	2194.07	2220.76	2251.11	2244.19	2244.05	2208.89	2232.19	2263.10	2260.6

*CTSG - Council Tax Support Grant, discontinued in 2020/21

*To be confirmed

Okehampton Town Council Budget 2024/25

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DEMOCRATIC

		Actual	Budget	Actual as	Projected	Budget	Code	
		2022/23	2023/24	30/11/2023	2023/24	2024/25	(Office use)	
Expenditure								
Notes								
1	Mayor's expenses	544	2500	336	2500	2500	4028	102
2	Civic Regalia	1060	0	0	0	3000	4029	102
3	Civic dinner	2135	0	0	0	0	4035	102
4	Civic functions	807	1000	382	1000	1000	4060	102
5	Councillor training & expenses	237	500	901	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		
	Total expenditure	11727	9500	7892	10273	10440		
Income								
10	Grants Received	3200	0	2902	2902	0	1021	102
11	Jubilee donations/Misc Income	1573	0	356	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
	Total income	7418	0	6005	5658	0		
	Tax charge / net income	4309	9500	1887	4615	10440		
Grants Expenditure								
14	Grants	26423	29000	22442	29000	29000	4205	104
	Total expenditure	26423	29000	22442	29000	29000		
Income								
15	Misc	0	0	0	0	0	1170	102
	Total income	0	0	0	0	0		
	Tax charge / net income	30732	38500	24329	33615	39440		

Notes

- 1 Cost of Past Mayors Badge to be recovered from each receiving Mayor's budget, if required, and credited to Regalia EMR to rebuild reserve for future purchases. (Full Council 28/11/2022 Min Ref 483)
- 2 Repair to Mace required
- 3 Required to be self-funding
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- 5 DALC training shared with Crediton TC in 2023/24 who have been invoiced for 50% of the costs
- 5a
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- 8 D-Day Anniversary event - budget agreed by FC
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Okehampton Town Council Budget 2024/25

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ADMINISTRATION

		Actual	Budget	Actual	Projected	Budget	code	
		2022/23	2023/24	30/11/2023	2023/24	2024/25	(Office use)	
Notes								
1	Salaries & Pensions	94557	100700	62912	98978	103378	4001	101
2	Staff Training/Conference	2945	1500	5249	5000	3000	4009	101
3	Staff Travel	313	100	39	100	100	4010	101
4	Telephone	1484	1850	1235	1850	1850	4021	101
5	Printing, Post & Stationery	1486	1100	1016	1200	1100	4023	101
6	Subscriptions	2435	2200	2021	2500	2600	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	583	1000	2000	4032	101
11	Bank Charges & A/c maintenance	399	500	254	400	450	4051	101
12	Legal & Professional Fees	2021	2000	2570	2570	2000	4055	101
13	Audit Fees (Internal and External)	780	1600	1760	2145	2145	4057	101
14	IT: maintenance, software & licenses	6038	5850	4208	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	9367	10000	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	5000		
21	Ear Marked Reserves (see attached)	13000	500	500	500	4500		
	total a	175221	172830	125838	167079	166615		
	Capital							
22	IT equipment	338	1000	298	500	500	4403	101
	total b	338	1000	298	500	500		
	Total expenditure a+b	175559	173830	126136	167579	167115		
	Income							
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	13623	18000	7500	1190	101
28	Investment Income	74	250	250	250	250	1191	101
	total income c	334175	422843	437066	441443	7750		
	Tax charge / net income (a+b)-c	-158616	-249013	-310930	-273864	159365		

Notes

1 Based on 5% increase for 2024/25

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6 DALC subscription confirmed anticipated to increase by £131, subject to confirmation of electorate figures

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18 Contribution to the project resolved by Full Council Min Ref 297

19 If project approved by FC

20 Requirement resolved by P&R Min Ref 382

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27 Additional interest since move of funds to CCLA

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PARKS & OPEN SPACES (incl Car Parks and Cemetery)

Note	Expenditure	Actual	Budget	Actual	Projected	Budget	Code (Office use)
		2022/23	2023/24	30/11/2023	2023/24	2024/25	
1	Salaries / pensions	73393	78650	52201	88625	92270	4001 302
2	Legal and Professional fees	2970	4000	3248	4000	4000	4055 302
3	Water charges	1286	1700	841	1500	1500	4012 302
4	Electricity	5295	17640	1730	3000	4000	4014 302
5	Telephone / alarms	234	300	193	300	300	4021 302
6	Inspections (Water)	2237	5000	929	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	3568	5000	6000	4151 302
10	Clothing/PPE	431	400	412	400	400	4068 302
11	Tools & Equipment	5695	1000	220	1119	2000	4067 302
12	Plant Hire	0	300	72	300	150	4074 302
13	Vehicles - Repairs/MOT/TAX/Service	357	800	591	800	800	4079 302
14	Fuel	2030	2200	1330	2200	2000	4157 302
15	Tree Maintenance	8870	3200	463	3200	3200	4148 302
16	Soil, Fertilisers, weed killer	4	500	50	200	200	4075 302
17	Planting	996	1000	1203	1203	1000	4070 302
18	Grounds maint/footpaths/skatepark	3423	3000	20728	21000	5000	4071 302
19	Property repairs/security	984	1500	858	1500	1200	4073 302
20	Play equipment repairs and maintenance	20172	3000	10814	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
Car Parks							
25	Ticket Machine Maintenance	0	500	0	500	500	4005 313
26	Parking Mgt Charge (WDBC)	6303	7000	5351	6500	6500	4006 313
Cemetery							
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)	0	20000	20000	20000	39000	
total a		158358	173101	129724	185238	191240	
CAPITAL WORKS							
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
total b		0	0	0	0	0	
total expenditure a+b		158358	173101	129724	185238	191240	
Income							
35	Park Hirings (incl Fair/Circus)	1667	1000	103	1192	1300	1083 302
36	Putting-public	270	100	200	200	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	907	907	0	1080 302
41	Simmons Charity	0	3000	3000	3000	3000	1084 302
42	Sale of Assets	0	0	0	300	0	1175 302
43	Wayleave	0	0	0	0	73	1085 302
Car Parks							
44	Waitrose WDBC	77047	66000	90387	90387	70000	1022 313
45	Simmons park including season tickets	33425	20000	29740	29740	25000	1032 313
Cemetery							
46	Interment Fee	1400	500	1720	2000	1000	1037 302
47	Exclusive Right of Burial	3920	500	4410	5000	1000	1038 302
48	Memorial Stone	1460	500	840	1120	1000	1039 302
49	Scattering Lawn	0	0	0	0	0	
total income c		123444	91800	132212	134751	102673	
Net expenditure/income (a+b)-c		34914	81301	-2488	50487	88567	

Notes

- 1 Based on 5% increase for 2024/25
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- 21 Bus shelter management being taken over by Fernbank
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- 23 Previous funding used for information boards, planned project to provide wildlife boards
- 24 EMR Fund to be used
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- 31 Proposed creation of a scattering lawn
- 32 Funding addition to EMR's
- 33 Not required
- 34 EMR sum
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- 49 Scattering lawn still in consideration

PROPERTY

Note	Expenditure		Actual	Budget	Actual	Projected	Budget	Code	(Office use)
			2022/23	2023/24	30/11/2023	2023/24	2024/25		
1	Salaries & pensions		27903	26250	18743	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	2249	5000	6000	4014	201
7	Gas & Electricity	CH	855	4400	995	1800	2000	4014	202
8	Gas & Electricity	MH	2332	4860	3316	4860	5000	4014	203
9	Inspections	TH	6357	5300	3793	5300	6000	4037	201
10	Charter Hall Roof Replacement		15239	20000	64656	64656	25000	4140	202
11	Legal & Professional		90	2000	2525	2525	2000	4055	201
12	Licensing (PRS, Events etc)	CH	1264	1300	1586	1406	1500	4059	202
13	Clothing/PPE		33	100	117	117	150	4068	201
14	Cleaning		408	500	725	800	800	4149	201
15	General Maintenance	TH	8383	2000	1919	2000	7000	4150	201
16	General Maintenance	CH	1889	1000	3361	3500	8340	4150	202
17	General Maintenance	MH/LMH	850	1500	3377	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	8113	4149	311
20	Fairplace WCs - repairs & maint.		1053	1600	902	1600	1600	4150	311
21	Fairplace WCs - Water		2454	3000	2155	3000	3000	4012	311
22	Fairplace WCs - Electricity		549	1300	1212	1400	1400	4014	311
23	Market St WCs - cleaning & supplies		11323	6256	0	6256	6725	4015	312
24	Market St WCs - repairs & maint.		0	1600	4132	4500	7000	4150	312
25	Market St WCs - Water		0	5700	1586	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		
	total	a	106656	163712	160081	203828	190154		
CAPITAL WORKS (PROJECTS)									
28	Works (capital) - Kitchens/offices	TH	692	500	0	0	500	4402	201
	total	b	692	500	0	0	500		
	total expenditure	a+b	107348	164212	160081	203828	190654		
Income									
29	Town hall - rent		4225	4200	2654	4200	4200	1001	201
30	Town hall - hire		3366	500	3033	3000	500	1003	201
31	Charter Hall - Alcohol Licence		200	100	40	60	0	1006	202
32	Charter Hall - hire		3869	500	5487	7000	500	1011	202
33	Lower Market Offices - rent		4000	4000	2000	4000	4000	1017	203
34	Cinema recharge incl insurance		5808	8000	6512	6512	6000	1018	203
35	Cinema Rent		12500	12500	6250	12500	12500	1024	203
36	Lower Market Hall - Rent		5200	5200	2600	5230	5330	1029	203
37	Charter Hall Roof Donations		2280	0	1083	199	0	1081	202
38	Market Street WCs Misc Income		0	0	2888	2888	0		
	total income	c	41448	35000	32547	45589	33030		
	Tax charge / net income	(a+b)-c	65900	129212	127534	158239	157624		

notes

- 1 Based on 5% increase for 2024/25
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- 10 plus rollover
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- 15 Reception automatic door addition of sensors required following new regulations, plus rollover
- 16 plus rollover
- 17
- 18 Rollover funding added through the year (£5,000)
- 19 Contract cost confirmed by WDBC
- 20 plus additional for refurb work
- 21
- 22
- 23 Contract cost confirmed by WDBC
- 24
- 25
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- 27 Funding addition to EMR's
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Okehampton Town Council

Earmarked Reserves (EMR) 2024/25

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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
			107413	120827	109097	39000	148097
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

Earmarked Reserves (EMR) 2024/25

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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
Notes							
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						

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
			39144	36846	35596	6000	41596
Notes							
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					