

Historical Information

	<u>2013/14</u>	<u>2014/15</u>	<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>
Actual precept	172469	180983	210179	218,365	226,381	236941	249753	286702	295708	313086
CTSG	27817	24017	20326	18050	16498	15079	13782	0	0	0
Total from WDBC	200286	205000	230505	236415	242879	252020	263535	286702	295708	313086
Band D	79.19	81.30	92.35	99.53	101.94	105.26	111.29	127.76	133.93	140.26
Tax Base	2177.92	2226.1	2275.86	2194.07	2220.76	2251.11	2244.19	2244.05	2208.89	2232.19

Okehampton Town Council Budget 2023/24

DEMOCRATIC

		Actual	Budget	Actual as	Projected	Budget	Code	
		2021/22	2022/23	31/10/2022	2022/23	2023/24	(Office use)	
Notes	Expenditure							
1	Mayor's expenses	674	2500	80	500	2500	4028	102
2	Civic Regalia	13	0	0	0	0	4029	102
3	Civic dinner	2697	800	0	800	0	4035	102
4	Civic functions	240	1000	678	1000	1000	4060	102
5	Councillor training & expenses	515	500	115	200	500	4061	102
5a	Miscellaneous	0	0	100	0	0	4105	102
6	Localism & Devolution agenda/NP support	500	1000	319	650	0	4171	102
7	Commemorative/Charter Celebrations	468	0	5859	5859	5000	4172	102
8	Eamarked Reserves (see attached)		500	500	500	500		
	Total expenditure	5107	6300	7651	9509	9500		
	Income							
9	Grants Received	0	0	3200	3200	0	1021	102
10	Jubilee donations/Misc Income	95	0	1564	0	0	1080	102
11	Misc income, Donations	0	0	50	0	0	1072	102
12	Civic dinner	2697	0	62	0	0	1073	102
	Total income	2792	0	4876	3200	0		
	Tax charge / net income	2315	6300	2775	6309	9500		
	Grants Expenditure							
13	Grants	30723	29000	18907	29000	29000	4205	104
	Total expenditure	30723	29000	18907	29000	29000		
	Income							
14	Misc	0	0	0	0	0	1170	102
	Total income	0	0	0	0	0		
	Tax charge / net income	33038	35300	21682	35309	38500		

Notes Figures for agreed 2022/23 budget include rolled over sums

- 1
- 2 Funding transferred in previous years to EMR
- 3 Civic Dinner is in March 2023
- 4
- 5 Funds will likely be needed following the Elections in May 2023
- 5a Float for Okehampton Show - repaid into an income account
- 6
- 7 Jubilee expenditure
- 8 See EMR for additions to specific reserves
- 9 Grants received towards Jubilee
- 10
- 11
- 12 Late payment for attendance
- 13 Grant amount has not increased since at least 2017
- 14

Okehampton Town Council Budget 2023/24

ADMINISTRATION

		Actual	Budget	Actual	Projected	Budget	code	
		2021/22	2022/23	31/10/2022	2022/23	2023/24	(Office use)	
Notes								
	Expenditure							
1	Salaries & Pensions	85322	94605	50685	95854	100700	4001	101
2	Staff Training/Conference	5746	5600	2488	5600	1500	4009	101
3	Staff Travel	309	400	313	350	100	4010	101
4	Telephone	1386	1200	915	1760	1850	4021	101
5	Printing, Post & Stationery	1116	1000	773	1000	1100	4023	101
6	Subscriptions	2023	2163	2106	2156	2200	4024	101
7	Insurance (all areas)	18368	19258	19842	19842	40000	4025	101
8	Photocopier	864	800	481	1042	1230	4026	101
9	Advertising/Recruitment	733	600	252	260	600	4031	101
10	Marketing	2031	3000	660	2000	2000	4032	101
11	Bank Charges & A/c maintenance	366	350	225	478	500	4051	101
12	Legal & Professional Fees	22	4000	2000	2000	2000	4055	101
13	Audit Fees (Internal and External)	1760	2000	385	1770	1600	4057	101
14	IT: maintenance, software & licenses	5587	5000	4789	5600	5850	4058	101
15	Clothing/PPE	76	100	110	110	100	4068	101
16	Miscellaneous	3570	0	500	500	0	4105	101
17	CCTV	35326	5200	1218	5200	6000	4141	101
17a	Bid Feasibility	0	0	0	0	5000		
18	Ear Marked Reserves (see attached)		13000		13000	500		
	total a	164605	158276	87742	158522	172830		
	Capital							
19	Capital purchases	23717	0	0	0	0	4401	101
20	IT equipment	0	500	194	450	1000	4403	101
	total b	23717	500	194	450	1000		
	Total expenditure a+b	188322	158776	87936	158972	173830		
	Income							
21	Miscellaneous Income	4070	0	0	0	0	1080	101
22	Donations	23700	0	0	0	0	1020	101
23	Precept	295708	313086	313086	313086		1176	101
24	Grants Received	0	0	15000	15000	0	1021	101
25	Insurance Refund	0	600	0	600	0	1041	101
26	Interest received - bank/Bldg Soc	708	800	1755	1755	700	1190	101
27	Investment Income	0	250	74	74	250	1191	101
	total income c	324186	314736	329915	330515	950		
	Tax charge / net income (a+b)-c	-135864	-155960	-241979	-171543	172880		

Notes Figures for agreed 2022/23 budget include rolled over sums

- 1 Updated figures- budget figure for 2022/23 included an estimated 5% salary increase so the projected year end figure has been estimated with an additional 5% increase instead of the previously noted 10%. 23/24 figure is with a further 5% increase
- 2 Amount could increase if training request is approved
- 3 Staff travel is reduced with most meetings/event now virtual, however this is partly dependant on training approved/requirements
- 4 Increase in costs + 5% estimated increase for 2023/24
- 5 Postage and paper in particular have increased in cost - 10% added for 2023/24
- 6 Subscription of Guild of Mace Bearers reduced this year due to covid. DALC formula for calculation of subscriptions is changing, OTC's fee for 2023/24 is likely to increase from £863 to £966.67. Others are also likely to increase. Potential to consider cancelling subscriptions to Rural Services Partnership Network (£113) and Zoom (119.90) saving £232.90 removing the need to increase the budget as much.
- 7 Recommended that the insurance figure is at least increased by 100% in line with increases other Councils have
- 8
- 9 Advertising of events and recruitment of staff/councillors
- 10 Would like to purchase a gazebo for events from the 2022/23 budget
- 11
- 12 £2000 towards joint Placemaking project (BID Feasibility)
- 13 External audit fee reducing, internal fee remaining as existing
- 14
- 15
- 16 Funds transferred to British Red Cross for Ukraine Crisis from donations received
- 17
- 17a 50% of Stage 1 BID feasibility study
- 18 £13000 added to EMR
- 19
- 20 Purchase of replacement UPS for IT/Phone system. Suggest purchase of additional laptop in case of working from home requirement and the need for additional equipment for recording of meetings
- 21
- 22
- 23 Precept for 2023/24 to be resolved by Full Council in January 2023
- 24 £15,000 grant received from PCC for CCTV Scheme - moved to EMR 329
- 25 Low claims income usually received near the end of the financial year. No income assumed for 2023-24 as a new insurance deal is required to be sought and agreed for 1 April 2023
- 26
- 27 Investment with Tamar Energy - interest at 5%. Part year interest received in 22/23, full year anticipated in 2023/24

Okehampton Town Council

Earmarked Reserves (EMR) - 2023/24

POLICY & RESOURCES - ADMINISTRATION & DEMOCRATIC			2022/23		2023/24		
Notes	a/c	Detail	EMR	Budget remaining at 30/09/2022	Projected Year End Remaining £	Add	EMR TOTAL
		<u>Administration</u>					
1	329	CCTV Town and Park	28019	13193.57	0	0	0
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	2000	2000	2000	500	2500
5	373	Climate Change	2000	2000	2000	0	2000
6	376	Christmas Lights	2000	2000	2000	0	2000
			46334	31508.57	18315	500	18815
		<u>Democratic</u>					
7	372	Markets, Fairs and Charters Celebrations	1500	1500	0	0	0
8	357	Election/Referendum	2001	2001	2001	0	2001
9	374	Civic Regalia and Clothing	487	487	0	500	500
			3988	3988	2001	500	2500
			50322	35496.57	20316	1000	21315
Notes							
1	CCTV Phase 2 due to be completed by end of 2022 - £15,000 grant received from PCC could be moved to this code from (1021/101)						
2	To consider if this EMR is still required						
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	Queens Platinum Jubilee spend.						
8	Fund required in the event of an election in 2023 or the need for a by-election in the event of a casual vacancy						
9	Past Mayors badges to be purchased - fund to be reinstated for future items that may be necessary						

Okehampton Town Council Budget 2023/24

PARKS & OPEN SPACES (incl Car Parks and Cemetery)

Note	<u>Expenditure</u>	Actual	Budget	Actual	Projected	Budget	Code (Office use)
		2021/22	2022/23	31/10/2022	2022/23	2023/24	
1	Salaries / pensions	68024	75705	39299	74900	78650	4001 302
2	Legal and Professional fees	1227	4774	603	1000	4000	4055 302
3	Water charges	1432	1442	1040	1632	1700	4012 302
4	Electricity	2967	3300	3837	8818	17640	4014 302
5	Telephone / alarms	245	300	148	300	300	4021 302
6	Inspections (Water)	1085	5000	1363	1500	5000	4037 302
7	Public Lighting - sitewide	468	1000	1533	2000	2000	4039 302
8	Non Domestic (Business) Rates (car-park)	4541	4678	4541	4541	5489	4011 302
9	Cleaning/Waste Disposal	6220	4300	4758	7476	8000	4151 302
10	Clothing/PPE	398	400	236	400	400	4068 302
11	Tools & Equipment	1732	5300	1019	5300	1000	4067 302
12	Plant Hire	162	1000	0	300	300	4074 302
13	Vehicles - Repairs/MOT/TAX/Service	334	800	357	800	800	4079 302
14	Fuel	1904	2000	1250	2000	2200	4157 302
15	Tree Maintenance	17415	3200	0	3200	3200	4148 302
16	Soil, Fertilisers, weed killer	58	500	4	500	500	4075 302
17	Planting	1491	1000	83	500	1000	4070 302
18	Grounds maint/footpaths/skatepark	2880	3000	1922	3000	3000	4071 302
19	Property repairs/security	1007	1500	79	1500	1500	4073 302
20	Play equipment repairs and maintenance	1083	20060	18310	20060	3000	4164 302
21	Bus shelters	0	250	0	0	0	4166 302
22	Bench Refurbishment	1368	1500	2199	3000	1500	4162 302
23	Wildlife Interpretation Board	0	5000	0	5000	0	4076 302
24	Bridge Maintenance	0	3000	0	1000	3000	4143 302
	Car Parks						
25	Ticket Machine Maintenance	530	0		0	500	4005 313
26	Parking Mgt Charge (WDBC)	4314	7000		6000	7000	4006 313
	Cemetery						
27	Burial ground maintenance	0	500	375	500	500	4038 302
28	Spoil Removal	600	500	300	300	500	4144 301
29	Cemetery Management Costs	30	500	270	270	300	4145 301
30	Business Rates	597	130	122	122	122	4011 301
	Ear Marked Reserves (see attached)		8000	8000	8000	20000	
	total a	122112	165639	91648	163919	173101	
	CAPITAL WORKS						
31	Verti drain field (5 yearly)	0	1000	0	0	0	4451 302
32	Replacement matting play area	0	8000	0	0	0	4453 302
	total b	0	9000	0	0	0	
	total expenditure a+b	122112	174639	91648	163919	173101	
	Income						
33	Park Hirings (incl Fair/Circus)	2333	1500	625	1125	1000	1083 302
34	Putting-public	296	100	0	270	100	1079 302
35	DCC Playing field	0	200	0	200	200	1031 302
36	Donations	118	0	0	0	0	1020 302
37	Grant	3065	0	5500	5500	0	1021 302
38	Misc income	1635	0	1260	1260	0	1080 302
39	Simmons Charity	3013	3000	0	3000	3000	1084 302
	Car Parks						
40	Waitrose WDBC	66259	66000	54847	66000	66000	1022 313
41	Simmons park including season tickets	25000	20000	24995	20000	20000	1032 313
	Cemetery						
42	Interment Fee	1500	300	750	1300	500	1037 302
43	Exclusive Right of Burial	5880	2000	1470	2000	500	1038 302
44	Memorial Stone	740	500	397	397	500	1039 302
	total income c	101719	90800	89844	101052	91800	
	Net expenditure/income (a+b)-c	20393	83839	1804	62867	81301	

Notes

- 1 budget figure for 2022/23 included an estimated 5% salary increase so the projected year end figure has been estimated with an additional 5% increase. 23/24 figure is with a further 5% increase
- 2 Substantial lease work still to be completed
- 3 charges are increasing, the projected budget may not be adequate
- 4
- 5 Heaters in Parks Office have been replaced to be more efficient, as of Summer 2022 the pond fountain pumps were costing approx. £90 p/month (£1080 p/year) which is expected to at least double in 2023/24. Recommended that a smart meter be considered for the parks office to enable better monitoring of electricity usage
- 6 costs have been reduced in recent years
- 7 Inspection of bridges in 2022/23 did not take place despite an order being placed.
- 8 Bulbs are gradually being replaced with LED's
- 9 Actual rate ascertained
- 10 Waste disposal likely to increase. Bin audit competition will allow checks to be made against charges by WDBC for litter and dog bin collections
- 11 Purchase of battery operated equipment including hedge trimmers to be considered (see note 14). Reduced to 1K as it was suggested purchase of battery operated equipment could be funded from the Climate Change EMR
- 12
- 13
- 14 Fuel costs increasing, could be offset slightly by purchase of battery operated equipment (see note 11)
- 15
- 16
- 17 To include seeds/plants for the wildflower verge
- 18
- 19
- 20
- 21
- 22 Ongoing programme of refurbishment
- 23 Information boards will have been installed by the end of March 2022
- 24
- 25
- 26
- 27
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- 29
- 30 Actual rate ascertained
- 31 Removed as resolved by Parks Committee
- 32 No replacement required at this time. Recommend that any remaining funds are placed into an EMR for future replacement
- 33
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Okehampton Town Council

Earmarked Reserves (EMR) 2023/24

PARKS			2022/23			2023/24	
Notes	a/c	Detail	EMR 2022/23	Budget remaining at 31/10/2022	Projected Year End Remaining £	Add	EMR TOTAL
1	337	Park Enhancement (Bequest received in 2018 to be used for Parks project only)	5731	5731	5731	0	5731
2	340	Cemetery Footpaths	2000	2000	2000	0	2000
3	341	Park Signs	61	0	0	0	0
4	342	Simmons Park Benches	2048	2753	2753	0	2753
5	349	Bridge Repairs	5000	5000	5000	0	5000
6	350	New Burial Ground Purchase	25823	25823	25823	0	25823
7	356	New Tractor Fund/Van	3000	3000	3000	2000	5000
8	358	Public lighting and Street Furniture Reserve	4271	4271	4271	0	4271
9	360	Car Park Resurfacing and White Lining	9945	9945	9945	2000	11945
10	361	Ash Tree die back removal and replacement	14391	14391	14391	0	14391
11	362	Replacement of play equipment	14000	0	0	10000	10000
12	363	Skate Park	2499	2499	2499	0	2499
13	364	Bandstand Project	22000	22000	22000	0	22000
14		Skate Park Resurfacing				6000	6000
			110769	97413	97413	20000	117413

Notes

- 1 Can only be used for a longterm Simmons Park project
- 2 Repairs and maintenance
- 3 signage funds used
- 4 Suggest change EMR name to Council Bench Replacement so that it is inclusive of all council benches
- 5 Suggest change EMR name to Council River Bank repairs so that it is inclusive of all council areas
- 6 Cemetery income received to be added to the EMR total - to be resolved by Council
- 7 Light columns repairs, maintenance and future replacement
- 8 For future repairs and maintenance - surface deteriorating, need to add to funds
- 9 New Tractor/Van future replacement fund
- 10 Ash tree dieback
- 11 Funding being used for zip wire, need to start to rebuild fund - Tyre Swing likely to need replacement in 2023/24
- 12 Funds held for skate park repairs and maintenance, and future resurfacing
- 13 Replacement of original bandstand by Chalet Treloar
- 14 Skate park will need resurfacing within the next 3 years

Okehampton Town Council Budget 2023/24

PROPERTY

Note Expenditure

			Actual	Budget	Actual	Projected	Budget	Code	
			2021/22	2022/23	31/10/2022	2022/23	2023/24	(Office use)	
1	Salaries & pensions		22598	25000	15024	25000	26250	4001	201
2	Non Domestic(Business) Rates	TH	6961	7170	6961	6961	12325	4011	201
3	Non Domestic (Business) Rates	CH	3393	3495	3393	3393	3044	4011	202
4	Water Charges	TH	86	515	61	150	200	4012	201
5	Water Charges	CH/MH	1887	6695	1290	3100	3100	4012	202/3
6	Gas & Electricity	TH	3841	3960	1719	4344	8690	4014	201
7	Gas & Electricity	CH	962	2200	426	2200	4400	4014	202
8	Gas & Electricity	MH	1815	2420	1306	2420	4860	4014	203
9	Inspections	TH	2572	5150	4250	5150	5300	4037	201
10	Charter Hall Roof Replacement		15783	20000	4086	20000	20000	4140	202
11	Legal & Professional		0	2000	90	500	2000	4055	201
12	Licensing (PRS, Events etc)	CH	11	789	1264	1264	1300	4059	202
13	Clothing/PPE		29	100	21	131	100	4068	201
14	Cleaning		834	1000	20	500	500	4149	201
15	General Maintenance	TH	2138	10659	924	2000	2000	4150	201
16	General Maintenance	CH	1771	9229	344	1000	1000	4150	202
17	General Maintenance	MH/LMH	1713	1467	550	1000	1500	4150	203
18	External Decoration CH/MH/LMH		0	5000	0	0	0	4168	202
19	Fairplace WCs - cleaning & supplies		6665	8500	0	8500	7547	4149	311
20	Fairplace WCs - repairs & maint.		2074	1500	610	1500	1600	4150	311
21	Fairplace WCs - Water		1747	2500	1446	3000	3000	4012	311
22	Fairplace WCs - Electricity		468	500	196	650	1300	4014	311
23	Market St WCs - cleaning & supplies		9300	10000	4790	10000	6256	4015	312
24	Market St WCs - repairs & maint.		0	0	0	0	1600		
25	Market St WCs - Water		0	0	0	0	5700		
26	Market St WCs - Electricity		0	0	0	0	11140		
27	Ear Marked Reserves (see attached)			2000	2000	2000	29000		
	total	a	86648	131849	50771	104763	163712		
CAPITAL WORKS (PROJECTS)									
28	Works (capital) - Kitchens/offices	TH	2367	500	0	0	500	4402	201
	total	b	2367	500	0	0	500		
	total expenditure	a+b	89015	132349	50771	104763	164212		
Income									
29	Town hall - rent		4200	2500	2291	4200	4200	1001	201
30	Town hall - hire		2020	500	2390	1500	500	1003	201
31	Charter Hall - Alcohol Licence		100	0	80	140	100	1006	202
32	Charter Hall - hire		4641	500	1811	1000	500	1011	202
33	Lower Market Offices - rent		4000	4800	2000	4000	4000	1017	203
34	Cinema recharge incl insurance		5506	8000	0	8000	8000	1018	203
35	Cinema Rent		12500	12500	12058	12500	12500	1024	203
36	Lower Market Hall - Rent		5200	5200	2600	5200	5200	1029	203
37	Charter Hall Roof Donations		0	0	260	260	0	1081	202
	total income	c	38167	34000	23490	36800	35000		
	Tax charge / net income	(a+b)-c	50848	98349	27281	67963	129212		

notes

- 1 budget figure for 2022/23 included an estimated 5% salary increase so the projected year end figure has been estimated with an additional 5% increase. 23/24 figure is with a further 5% increase
- 2 Actual rates value ascertained
- 3 Actual rates value ascertained
- 4 Budget Workshop recommended budget
- 5 Budget Workshop recommended budget
- 6 Budget recommended to be increased by 100% at Budget Workshop
- 7 Budget recommended to be increased by 100% at Budget Workshop
- 8 Budget recommended to be increased by 100% at Budget Workshop
- 9 Cost increases likely to be forthcoming
- 10 Recommended to include at least £20,000 in budget and to roll forward any funds remaining
- 11 Solicitors and other professional fees likely to be incurred for ongoing leases etc
- 12 Licence cost has increased - figure in 2021/22 was low due to Covid reductions
- 13 minimal expense projected
- 14 Costs were higher in 2021/22 due to covid requirements
- 15 Recommend remaining funds at year end are rolled over as work will be required in conjunction with or after the roofing work has been completed
- 16 Recommend remaining funds at year end are rolled over as work will be required in conjunction with or after the roofing work has been completed
- 17 minimal expense projected
- 18 Recommend remaining funds at year end are rolled over as work will be required in conjunction with or after the roofing work has been completed
- 19 Actual cost for the year as advised by WDBC
- 20
- 21 Budget increase suggested by Budget workshop attendees
- 22 Electricity budget increased by 100%
- 23 Actual cost for the year as advised by WDBC
- 24
- 25 Budget increase suggested by Budget workshop attendees
- 26 Electricity budget increased by 100%
- 27 See list of EMR's
- 28 Work to improve reception security required at some time
- 29 Lease to DCC Registration Service
- 30 Room hire fees
- 31 Income from approved Alcohol Sale events
- 32 Room hire fees
- 33 Income from leased premises
- 34 Recharge of costs to the Cinema
- 35 Income from leased premises
- 36 Income from leased premises
- 37 Sponsor a slate appeal

Okehampton Town Council

Earmarked Reserves (EMR)

PROPERTY			2022/23			2023/24	
Notes	a/c	Detail	EMR 2022/23	Budget remaining at	Projected Year End Remaining £	Add	EMR TOTAL
1	321	Town Hall Boiler	4000	4000	4000	1000	5000
2	322	Charter Hall Foyer (carpet)	2500	2500	2500	0	2500
3	344	Charter Hall Foyer (Toilets)	5000	5000	5000	0	5000
4	348	Sinking Fund - Property Repairs TH, CH, MH	20000	20000	20000	0	20000
5	352	Roof Repair/Replacement CH	95300	91214	85214	20000	105214
6	353	Electrical Installation - Insp, Maint	7000	7000	1000	2000	3000
7	354	Office Refurbishment	2500	2500	2500	1000	3500
8	359	Devolved Responsibilities Contingency (e.g. public toilets)	40000	40000	40000	0	40000
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	95000	95000	0	95000
13	375	Town Hall Window Replacement	5000	5000	5000	5000	10000
			308479	304393	292393	29000	321393

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 replacement 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 windows will have to be specially made