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**Saltash Town Council**

Precept 2018-2019

**SALTASH TOWN COUNCIL  
SUMMARY OF EXPENDITURE PLANNED FOR 2018/2019**

	2017/2018	2018/2019	Percentage increase/ decrease %
	£	£	
Burial Board : St Stephen's	56,715	41,450	-28.9
Burial Authority : Churchtown	27,355	24,730	-9.6
Services	148,285	74,460	-49.8
Policy & Resources: Office	19,480	27,980	43.6
Policy & Resources: General	127,057	109,337	-13.9
Policy & Resources: Property	63,565	33,575	-47.2
Staffing	241,682	496,438	105.4
<b>TOTAL EXPENDITURE</b>	<b>684,139</b>	<b>807,970</b>	<b>18.1</b>
Less Income, Refunds, Grants	46,875	52,895	12.8
Planned Budget	637,264	755,075	18.5
<b>Less Central Government Council Tax Support Funding</b>	<b>28,591</b>	<b>22,867</b>	
<b>Less funding available from the Capital Works arising (General Reserves)</b>	<b>-</b>	<b>-</b>	
<b>Precept</b>	<b>608,673</b>	<b>732,208</b>	<b>20.30</b>
Amount per Band D Dwelling: Tax Base : 5343.51	115.99	137.03	18.14
<b><u>Capital &amp; Reserves (Est 2018/19)</u></b>			
Capital Works arising from Assets and Services Required (General Reserves)	154,331	140,000	
Earmarked Reserve	368,385	297,458	
S106 (LIDL)	149,009	88,032	
S106 (Waitrose)	18,917	-	
Statutory Contingency	90,000	90,000	
Station Fund	15,000	15,000	
<b>Estimated Reserves at 31st March 2018:</b>	<b>795,642</b>	<b>628,490</b>	
<b>Employees at 31st March 2018:</b>	<b>8 FTE</b>	<b>13.6 FTE</b>	

Client: Saltash Town Council  
Report Date: 26/11/2017

Cover Sheet - Budget Report - October 2017 - Precept

Budget Report as at 31st October 2017										
	Received 2016/2017	Budgeted income 2017/2018	From/to reserve	Received YTD 2017/18	Yet to Receive		Proposed estimated Y18 income	Proposed Budgeted Income 2018/2019	Forecast 2018/2019	Forecast 2019/2020
<b>Income</b>										
Burial Board : St. Stephen's	£ 8,850	£ 6,180	£ -	£ 9,301	£ -		£ 9,301	£ 12,000	£ 12,240	£ 12,485
Burial Authority : Churohtown	£ 8,595	£ 10,000	£ -	£ 7,819	£ 2,181		£ 10,000	£ 10,000	£ 10,200	£ 10,404
Services Committee	£ 4,956	£ 18,575	£ -	£ 9,114	£ 9,461		£ 18,575	£ 18,575	£ 18,947	£ 19,325
P&R Property	£ 7,632	£ 9,220	£ -	£ 6,175	£ 3,045		£ 9,220	£ 9,320	£ 9,508	£ 9,697
P&R General	£ 4,124	£ 2,900	£ -	£ 1,318	£ 1,584		£ 2,900	£ 3,000	£ 3,060	£ 3,121
P&R Office	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Staffing	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
<b>Total</b>	<b>£ 34,158</b>	<b>£ 48,875</b>	<b>£ -</b>	<b>£ 33,728</b>	<b>£ 16,270</b>		<b>£ 49,996</b>	<b>£ 62,895</b>	<b>£ 63,963</b>	<b>£ 66,052</b>
<b>Expenditure</b>										
	Spend 2016/2017	Budget 2017/2018	From/to reserve	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Proposed estimated Y18 Spend	Proposed Budget 2018/2019	Forecast 2018/2019	Forecast 2019/2020
Burial Board : St. Stephen's	£ 1,144	£ 6,340	£ -	£ 1,250	£ 5,090	£ 5,090	£ 6,340	£ 6,340	£ 6,467	£ 6,596
Burial Authority : Churohtown	£ 23,480	£ 24,730	£ -	£ 11,219	£ 13,511	£ 13,511	£ 24,774	£ 24,730	£ 25,225	£ 25,729
Services Committee	£ 73,249	£ 111,635	£ 10,000	£ 40,621	£ 81,014	£ 81,014	£ 93,380	£ 74,460	£ 75,949	£ 77,466
P&R Property	£ 18,609	£ 29,275	£ 4,000	£ 18,467	£ 14,808	£ 14,808	£ 33,162	£ 33,575	£ 34,247	£ 34,931
P&R General	£ 83,382	£ 106,057	£ -	£ 44,303	£ 61,754	£ 61,754	£ 106,651	£ 109,337	£ 111,524	£ 113,754
P&R Office	£ 15,141	£ 16,980	£ -	£ 10,575	£ 6,405	£ 6,405	£ 18,380	£ 20,480	£ 20,890	£ 21,307
Staffing	£ 202,866	£ 241,932	£ 49,831	£ 174,719	£ 117,044	£ 117,044	£ 286,618	£ 431,685	£ 440,318	£ 448,125
<b>Total</b>	<b>£ 417,371</b>	<b>£ 638,649</b>	<b>£ 63,831</b>	<b>£ 391,154</b>	<b>£ 286,828</b>	<b>£ 286,828</b>	<b>£ 669,306</b>	<b>£ 700,807</b>	<b>£ 714,819</b>	<b>£ 728,811</b>
<b>EMF expenditure</b>										
	EMF b/f 2016/17	Budget 2017/2018	From/to reserve	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Proposed estimated Y18 Balance	Proposed Budget 2018/2019	Forecast 2018/2019	Forecast 2019/2020
Burial Board : St. Stephen's	£ 10,300	£ 50,250	£ 34,680	£ 230	£ 25,640	£ 25,640	£ 25,640	£ 35,110	£ -	£ -
Burial Authority : Churohtown	£ 18,064	£ 2,900	£ 3,000	£ 226	£ 15,338	£ 15,338	£ -	£ -	£ -	£ -
Services Committee	£ 178,237	£ 36,650	£ 42,954	£ 24,542	£ 147,991	£ 147,991	£ 147,991	£ -	£ -	£ -
P&R Property	£ 58,065	£ 34,290	£ 125,530	£ 207,473	£ 8,412	£ 8,412	£ 8,412	£ -	£ -	£ -
P&R General	£ 50,344	£ 21,000	£ -	£ 11,143	£ 60,201	£ 60,201	£ 60,201	£ -	£ -	£ -
P&R Office	£ 1,761	£ 2,500	£ -	£ 675	£ 3,586	£ 3,586	£ 3,586	£ 7,500	£ -	£ -
Staffing	£ 14,961	£ -	£ 7,250	£ 1,421	£ 6,290	£ 6,290	£ 6,290	£ 64,753	£ -	£ -
<b>Total EMF expenditure</b>	<b>£ 327,732</b>	<b>£ 147,190</b>	<b>£ 38,248</b>	<b>£ 246,710</b>	<b>£ 287,468</b>	<b>£ 287,468</b>	<b>£ 287,468</b>	<b>£ 107,363</b>	<b>£ -</b>	<b>£ -</b>
<b>Grand Total</b>	<b>£ 745,808</b>	<b>£ 884,138</b>	<b>£ 102,077</b>	<b>£ 648,864</b>	<b>£ 687,084</b>	<b>£ 687,084</b>	<b>£ 885,793</b>	<b>£ 807,870</b>	<b>£ 714,819</b>	<b>£ 728,811</b>
<b>STC Funds @ 31st October 2017</b>								<b>BALANCE</b>	<b>ESTIMATED INTEREST</b>	<b>MATURITY DATE</b>
Barolays Current Account								£ 150,611		
Barolays Active Saver								£ 400,000		
Lloyds Current Account								£ 90		
Lloyds Investment - 6 months - 0.58%								£ 100,000	£ 181	31/01/2018
Lloyds Investment - 12 months - 0.85%								£ 100,000	£ 1,070	01/05/2018
Public Sector Deposit Fund - CCLA								£ 200,000	£ -	
<b>Total</b>								<b>£ 850,701</b>	<b>£ 1,251</b>	

Client: Saltash Town Council  
Report Date: 26/11/2017

Burial Authority - Churchtown - Budget Report - October 2017 - Precept

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2018	Comments	Forecast 2018/2020	Forecast 2020/2021
	Income													
4612	Cemetery Fees	8,595		10,000		7,819	- 2,181			10,000	10,000		10,200	10,404
4614	Memorial Bench Income	-		-		-	-			-	-			
Total Income		8,695		10,000		7,819	- 2,181			10,000	10,000		10,200	10,404
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2018	Comments	Forecast 2018/2020	Forecast 2020/2021
6000	Petrol	200		300		-	300	300		300	300		306	312
6001	Machinery Maintenance Costs	261		300		196	104	104		300	300		306	312
6002	Refuse Disposal Sacks	37		50		94	- 44	- 44		54	50		51	52
6003	Health & Safety	60		100		-	100	100		100	100		102	104
6004	General Site Maintenance	1,223		1,000		54	946	946		1,000	1,000		1,020	1,040
6005	Fire Extinguishers	-		50		-	50	50		50	50		51	52
6006	Miscellaneous Costs	-		100		-	100	100		100	100		102	104
6007	Hand Tools Costs	25		100		17	83	83		100	100		102	104
6008	Tree Survey & Tree Maintenance	-		650		70	580	580		650	650		663	676
6009	Electricity Costs	145		250		96	154	154		250	250		255	260
6010	PWLB Loan Repayment & Interest	21,385		21,385		10,692	10,693	10,693		21,385	21,385	FIXED COST	21,613	22,249
6011	Water	-		300		-	300	300		300	300		306	312
6012	Memorial Bench (Expenditure)	-		-		-	-	-		-	-		-	-
6013	Security Alarm Maintenance	145		145		-	145	145		145	145	FIXED COST	148	151
Total Expenditure		23,480		24,730		11,218	13,611	13,611		24,774	24,730		25,226	26,728
Code	Ear Marked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2018	Comments	Forecast 2018/2020	Forecast 2020/2021
6070	EMF Churchtown Cemetery Capital Works	4,782	9,495	-	- 3,000	-	6,495	6,495	Including Churchtown Water Pipe Brackets Work (£1500)	6,495	-	Including Churchtown Water Pipe Brackets Work (£1500) Compound Gates (£5000)	-	-
6071	EMF Replace Machinery & Equipment	6,694	4,459	2,500	-	46	6,913	6,913		6,913	-		-	-
6072	EMF Burial Administration	495	2,110	-	-	180	1,930	1,930		1,930	-		-	-
Total EMFs		13,971	16,064	2,500	- 3,000	226	16,538	16,538		16,538	-		-	-
Grand Totals		37,451	18,084	27,230	- 3,000	11,444	28,850	28,850		40,112	24,730		25,226	26,728

Client: Saltash Town Council  
Report Date: 28/11/2017

Burial Board - St. Stephens - Budget Report - October 2017 - Precept

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
<b>Income</b>															
4800	Cemetery Fees	8,850		6,180		9,301	-			9,301	12,000			12,240	12,485
4813	Memorial Bench Income	-		-		-	-			-	-			-	-
	<b>Total Income</b>	<b>8,850</b>		<b>6,180</b>		<b>9,301</b>	<b>-</b>			<b>9,301</b>	<b>12,000</b>			<b>12,240</b>	<b>12,485</b>
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
6100	Petrol	422		700		382	308	308		700	700			714	726
6101	Machinery Maintenance Costs	234		1,000		-	1,000	1,000		1,000	1,000			1,020	1,040
6102	Refuse Disposal Sacks	37		170		-	170	170		170	170			173	177
6103	Health & Safety	-		250		-	250	250		250	250			255	260
6104	General Site Maintenance	323		900		458	442	442		900	900			918	936
6105	Fire Extinguishers	-		100		-	100	100		100	100			102	104
6106	Miscellaneous Costs	15		170		-	170	170		170	170			173	177
6107	Hand Tool Costs	-		50		-	50	50		50	50			51	52
6108	Tree Survey & Tree Maintenance	113		3,000		400	2,600	2,600		3,000	3,000			3,060	3,121
6109	Memorial Bench (Expenditure)	-		-		-	-	-		-	-			-	-
	<b>Total Expenditure</b>	<b>1,144</b>		<b>6,340</b>		<b>1,250</b>	<b>5,050</b>	<b>5,050</b>		<b>6,340</b>	<b>6,340</b>			<b>6,467</b>	<b>6,596</b>
Code	earmarked Reserve (EMR)	Spend 2016/2017	Balance B/P	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
6170	EMR Repairs to Cemetery Wall	4,445	5,120	50,000	- 30,000	230	24,890	24,890	£20,000 (Cemetery Wall)	24,890	35,110			-	-
6171	EMR Grave Restoration	320	4,680	-	4,680	-	-	-		-	-		To be deleted	-	-
6172	EMR War Memorial (St. Stephens)	-	500	250	-	-	750	750		750	-			-	-
	<b>Total EMRs</b>	<b>4,765</b>	<b>10,300</b>	<b>50,250</b>	<b>- 34,680</b>	<b>230</b>	<b>25,640</b>	<b>25,640</b>		<b>25,640</b>	<b>35,110</b>			<b>-</b>	<b>-</b>
	<b>Grand Total</b>	<b>5,509</b>	<b>10,300</b>	<b>56,590</b>	<b>- 34,680</b>	<b>1,480</b>	<b>30,730</b>	<b>30,730</b>		<b>31,980</b>	<b>41,450</b>			<b>6,467</b>	<b>6,596</b>

Client: Saltash Town Council  
Report Date: 28/11/2017

P&amp;R Council - Budget Report - October 2017 - Pre-audit

Code	Income Description	Received 2016/17	Budgeted Income 2017/18		Received YTD 2017/18	Ytd to Receive	Comments	Proposed Estimated Y/E Income	Proposed Outgoing Income 2018/2019	Comments	Forecast 2018/2019	Forecast 2019/2020		
4201	Bank Interest Received	4,124	2,920		1,318	1,804		2,900	3,000		3,080	3,121		
4206	P & R Miscellaneous Income	-	-		-	-		-	-		-	-		
	<b>Total Income</b>	<b>4,124</b>	<b>2,920</b>		<b>1,318</b>	<b>1,804</b>		<b>2,900</b>	<b>3,000</b>		<b>3,080</b>	<b>3,121</b>		
Code	Expenditure Description	Spent 2016/17	Budget 2017/18	Proviso reserve 2017/18	Actual Spent YTD 2017/18	Actual Funds Available to date	Funds Available after Proposed spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2018/2019	Forecast 2019/2020	
8200	Bank Charges	381	520		585	120	120		620	1,000	FIXED COST	1,020	1,040	
8201	Audit	3,420	2,500		581	1,800	1,900	Accounts 2016-2017	2,500	3,200	FIXED COST	3,284	3,320	
8202	Civic Occasions (including Road Closures)	1,332	4,500		1,333	3,167	3,167		4,500	4,500		4,590	4,602	
8203	Mayors Allowance	4,600	4,000		2,785	1,840	1,840		4,600	4,500		4,692	4,706	
8204	Councillor Allowance	2,200	3,284		-	3,285	3,285	£264 per Councillor	3,285	3,284		3,330	3,367	
8205	Insurance	8,405	13,000		18,318	4,718	4,718	Proposed to be done	13,660	16,000		16,300	16,608	
8206	Youth Council	3,000	3,000		3,000	-	-		3,000	3,000		3,080	3,121	
8207	Officers Allowance Bureau	-	-		-	-	-		-	-		-	-	
8208	Subscriptions	2,888	3,250		2,988	282	282		3,250	3,500		3,570	3,641	
8209	Oyster Beds	1	1		1	1	1		1	1	FIXED COST	1	1	
8210	Community Chest	8,680	7,500		2,485	5,015	5,015		7,500	7,500		7,680	7,803	
8211	Website Maintenance	590	530		120	410	410		530	530		541	551	
8212	Councillor Expenses	48	530		-	530	530		530	530		541	551	
8213	Councillor Training	-	2,000		180	1,820	1,820		2,000	2,000		2,040	2,081	
8214	Health & Safety	2,793	3,700		4,058	388	388	£288 (Site Warden) Proposed to be done	4,050	4,250	£288 (Site Warden)	4,335	4,422	
8215	Annual Report	-	420		420	-	420		420	420		428	427	
8216	Miscellaneous	72	320		180	80	80		160	100		162	104	
8217	Data Protection	36	45		38	10	10		45	45	FIXED COST	45	47	
8218	Mayors Badges	-	45		222	176	176		222	45		47	48	
8219	Local Council Asset Scheme	-	200		-	200	200		200	200	FIXED COST	204	208	
8220	Festival Fund & Event Expenditure	3,784	10,650		5,485	5,165	5,165		10,650	10,650		10,883	11,080	
8221	Town Messenger	2,100	4,000		2,100	1,900	1,900		4,000	4,000	FIXED COST	4,380	4,182	
8222	Commissioning Youth Work	40,000	40,000		-	40,000	40,000		40,000	40,000		40,820	41,816	
8223	Inclusion Cornwall	-	1,000		-	1,000	1,000		1,000	1,000	FIXED COST	1,020	1,040	
	<b>Total Expenditure</b>	<b>83,382</b>	<b>106,957</b>	-	<b>84,383</b>	<b>61,754</b>	<b>61,754</b>		<b>106,681</b>	<b>109,337</b>		<b>111,524</b>	<b>113,754</b>	
Code	Expenditure Description (EMF)	Spent 2016/2017	Balance BP	Budget 2017/18	Proviso reserve 2017/18	Spent YTD 2017/18	Actual Funds Available to date	Funds Available after Proposed spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2018/2019	Forecast 2019/2020
8270	EMF Crime Reduction	5,050	6,950	-	-	-	6,950	6,950		6,950	-		-	-
8271	EMF Election	200	5,163	20,000	-	5,530	19,633	19,633		19,633	-		-	-
8272	EMF Robes & Chair Repairs	342	1,067	-	-	771	4,388	4,388		4,388	-		-	-
8273	EMF Legal Fees	1,691	5,001	1,000	-	136	5,871	5,871		5,871	-		-	-
8274	EMF Internet Redevelopment	-	3,026	-	-	-	2,026	2,026		2,026	-		-	-
8275	EMF Neighbourhood Plan	3,736	14,627	-	-	1,088	13,881	13,881		13,881	-		-	-
8276	EMF Support/Promote Public Transport	-	7,621	-	-	848	6,076	6,076		6,076	-		-	-
	<b>Total EMF</b>	<b>11,019</b>	<b>58,344</b>	<b>21,999</b>	-	<b>11,143</b>	<b>60,201</b>	<b>60,201</b>		<b>60,201</b>	<b>-</b>		<b>-</b>	<b>-</b>
	<b>Grand Total</b>	<b>94,401</b>	<b>68,344</b>	<b>127,957</b>	-	<b>55,447</b>	<b>121,954</b>	<b>121,954</b>		<b>166,882</b>	<b>169,337</b>		<b>111,524</b>	<b>113,754</b>

Client: Saltash Town Council  
Report Date: 26/11/2017

P&R Office - Budget Report - October 2017 - Precept

Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Ytd Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6300	Telephone	564		950		357	593	593		950	950	Fixed Cost	959	988
6301	Stationery/Postage/Printing	1,903		2,630		1,549	1,081	1,081		2,630	2,630	Fixed Cost	2,683	2,736
6302	Office & IT Equipment	3,477		3,350		275	3,075	3,075		3,350	3,350	Fixed Cost	3,417	3,485
6303	Copier Maintenance	4,084		3,600		3,644	-	-	44	5,000	5,100	Fixed Cost	5,202	5,306
6304	Broadband	432		450		497	-	-	47	450	450	Fixed Cost	459	468
6305	SAGE Accounts	2,081		2,500		2,316	184	184		2,500	4,000	Fixed Cost	4,080	4,162
6306	IT Maintenance	2,601		3,500		1,937	1,563	1,563		3,500	4,000	Fixed Cost	4,080	4,162
6307	Miscellaneous	-		-		-	-	-		-	-		-	-
<b>Total Expenditure</b>		<b>15,141</b>		<b>16,980</b>		<b>10,575</b>	<b>6,405</b>	<b>6,405</b>		<b>18,380</b>	<b>20,480</b>		<b>20,890</b>	<b>21,307</b>
Code	Emarked Reserve (EMF)	Spend 2016/2017	Balance B/P	Budget 2017/18	Proviso reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Ytd Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6370	EMF Computer Equipment Renewal	770	1,761	2,500	-	675	3,586	3,586	£2900 (Computer Equipment)	3,586	7,500	New Server (£2500) New Computers (£4500)	-	-
<b>Total EMF</b>		<b>770</b>	<b>1,761</b>	<b>2,500</b>	<b>-</b>	<b>675</b>	<b>3,586</b>	<b>3,586</b>		<b>3,586</b>	<b>7,500</b>		<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>15,911</b>	<b>1,761</b>	<b>19,480</b>		<b>11,250</b>	<b>9,991</b>	<b>9,991</b>		<b>21,966</b>	<b>27,980</b>		<b>20,890</b>	<b>21,307</b>

Client: Saltash Town Council  
Report Date: 28/11/2017

P&amp;R Property - Budget Report - October 2017 - Precept

Code	Income Description	Received 2016/17	Budgeted Income 2017/18	Received YTD 2017/18	YTD to Receive	Comments	Proposed Estimated YTC Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021			
4200	Guildhall - Bookings	7,227	8,900	5,965	- 2,935		8,900	9,000		9,180	9,364			
4201	Guildhall - Refreshments Income	308	250	138	- 112		250	250		255	260			
4202	Guildhall - Piano Bookings	10	20	10	- 10		20	20		20	21			
4204	Guildhall - Photocopying Income	29	50	82	12		50	50		51	52			
4206	Miscellaneous Property Income	58	-	-	-		-	-		-	-			
	<b>Total Income</b>	<b>7,632</b>	<b>-</b>	<b>6,220</b>	<b>6,176</b>	<b>-</b>	<b>9,220</b>	<b>9,320</b>		<b>9,506</b>	<b>9,897</b>			
Code	Expenditure Description	Spend 2016/17	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated YTC Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021	
6400	Rates - Guildhall	6,897	7,500		7,387	113	113		7,387	7,800	FIXED COST	7,956	8,115	
6401	Water Rates - Guildhall	547	950		406	544	544		950	950	FIXED COST	959	988	
6402	Gas - Guildhall	2,415	3,100		1,061	2,049	2,049		3,100	3,100	FIXED COST	3,162	3,225	
6403	Electricity - Guildhall	2,956	4,800		2,088	2,512	2,512		4,800	4,800	FIXED COST	4,892	4,988	
6404	Fire & Security Alarm - Guildhall	674	1,000		711	289	289		1,000	1,000	FIXED COST	1,020	1,040	
6405	Fire Extinguishers - Guildhall	351	770		378	392	392		770	770	FIXED COST	785	801	
6406	Window Cleaning - Guildhall	495	600		270	330	330		600	600	FIXED COST	612	624	
6407	Refuse Collection - Guildhall	765	1,000		366	634	634		1,000	1,000	FIXED COST	1,020	1,040	
6408	Cleaning Materials & Equipment - Guildhall	568	650		602	48	48		650	650	FIXED COST	663	676	
6409	Boiler Service & Maintenance	-	2,100		-	2,100	2,100		2,100	2,100	FIXED COST	2,142	2,185	
6410	General Repairs & Maintenance	267	650		617	33	33		650	650	FIXED COST	663	676	
6411	TV License	146	150		-	150	150		150	150	FIXED COST	153	156	
6412	Lift Service & Maintenance	1,959	2,200		1,354	846	846		2,200	2,200	FIXED COST	2,244	2,289	
6413	Refreshments Costs - Guildhall	266	350		142	208	208		350	350	FIXED COST	357	364	
6414	Replace Equipment - Guildhall	-	1,600		29	1,571	1,571		1,600	1,600	FIXED COST	1,632	1,665	
6415	Miscellaneous Property Costs - Guildhall	263	555		143	412	412		555	555		568	577	
6416	Maurice Huggins Room (Operational Costs)	-	1,500		337	1,163	1,163		1,500	1,500		1,530	1,561	
6417	Belle Vue Office Costs	-	-	4,000	2,585	1,415	1,415		4,000	4,000		4,080	4,162	
	<b>Total Expenditure</b>	<b>18,808</b>	<b>28,275</b>	<b>4,000</b>	<b>18,487</b>	<b>14,808</b>	<b>14,808</b>		<b>33,182</b>	<b>33,676</b>		<b>34,247</b>	<b>34,881</b>	
Code	Capitalised Reserve (CMF)	Spend 2016/2017	Balance DfT	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated YTC Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
									£20,388 (5 yr Repair Programme Figures)				-	-
6470	EMF Guildhall maintenance	12,959	25,560	34,290	- 10,000	35,699	14,151	14,151	£6000 (Sound Equipment)	14,151			-	-
6471	EMF Heritage Centre	24,543	29,221	-	- 5,000	420	23,601	23,601		23,601			-	-
6472	EMF Maurice Huggins Room	444	1,284	-	-	-	1,284	1,284		1,284			-	-
6473	EMF Station Building (Purchase & Capital Works)	-	-	-	140,530	171,364	- 30,824	- 30,824	Awaiting GWR Funds	- 30,824			-	-
	<b>Total EMF</b>	<b>37,946</b>	<b>56,066</b>	<b>34,290</b>	<b>125,630</b>	<b>207,479</b>	<b>8,412</b>	<b>8,412</b>		<b>8,412</b>			-	-
	<b>Grand Total</b>	<b>56,655</b>	<b>56,066</b>	<b>68,586</b>	<b>129,630</b>	<b>225,940</b>	<b>23,220</b>	<b>23,220</b>		<b>41,574</b>	<b>33,676</b>		<b>34,247</b>	<b>34,881</b>



Details Report From Council  
Report Date: 28.11.2017

Revenue Committee Budget Report - October 2017 (Prelim)

Code	Income Description	Revenue 2016/17	Budgeted income 2017/18	Forecast VTY 2017/18	Actual Funds Available to date	Comments	Forecast 2016/17 income	Forecast 2017/18 income	Comments	Forecast 2016/17	Forecast 2017/18	
4600	Abatement Income	2,760	2,300	2,300	2,300	Abatement Refund	2,300	2,300	FIXED INCOME	2,300	2,301	
4610	Public Footpath Grant	1,000	1,000	1,000	1,000		1,000	1,000	FIXED INCOME	1,000	1,040	
4611	Miscellaneous Income	1,287	75	750	750		75	75	FIXED INCOME, South 475 only	75	76	
4621	Waterfront Income - Annual Mooring Fees	-	14,000	8,407	8,343		14,000	14,000		14,000	14,000	
4622	Waterfront Income - Daily Mooring Fees	-	1,000	700	700		1,000	1,000		1,000	1,040	
	<b>Total Income</b>	<b>4,996</b>	<b>18,375</b>	<b>8,114</b>	<b>18,243</b>		<b>18,375</b>	<b>18,375</b>		<b>18,347</b>	<b>18,323</b>	
Code	Expenditure Description	Spent 2016/17	Budget 2017/18	Forecast VTY 2017/18	Actual Funds Available to date	Comments	Forecast 2016/17 Expend	Forecast 2017/18 Expend	Comments	Forecast 2016/17	Forecast 2017/18	
6000	Environment	-	6,000	-	6,000	60,000 (unallocated) 60,000 (budget)	-	3,000		3,000	3,121	
6001	Highways Road Control	6,903	15,300	-	15,300	15,300	15,300	3,500		3,500	3,541	
6002	Cable Car Christmas Event	6,903	300	-	300	300	300	300		300	300	
6003	Moorings	788	1,000	490	1,100	1,100	1,100	1,100		1,100	1,100	
6004	Street Furniture Maintenance	1,318	3,000	837	2,383	2,383	3,000	3,000		3,000	3,121	
6005	Street Lighting	566	500	-	500	500	500	500	FIXED COST	500	572	
6006	Grounds Maintenance & Watering	20,276	25,000	14,437	8,583	8,583	25,000	25,000		25,000	25,000	
6007	Community Toilet Scheme	800	1,000	-	1,000	1,000	-	300		300	332	
6008	Public Toilets (Operational Costs)	22,100	30,000	8,587	21,413	21,413	30,000	15,000		15,000	15,000	
6009	Information	10	-	-	115	115	115	100		100	104	
6010	Trails (Repair & Maintenance)	516	1,000	-	1,000	1,000	1,000	500		500	520	
6011	Trails (Construction & Signage)	310	2,000	170	1,400	1,400	1,700	1,700		1,700	1,740	
6012	Gate, Shelter, Maintenance	110	800	-	800	800	-	800	6000 (Shelter) (20000)	800	824	
6013	Trails	31	110	-	110	110	110	110		110	114	
6014	Town Leaflets/Printing	20	1,000	-	1,000	1,000	-	500		500	520	
6015	Trails Lights Maintenance & Electricity	416	1,500	84	1,481	1,481	1,500	1,500	6000 (Electricity) (FIXED COST)	1,500	1,540	
6016	Road Safety Grant	300	300	-	300	300	300	300	6000 (Electricity) (FIXED COST)	300	300	
6017	Cross & Small Woods Maintenance	834	1,500	714	688	688	1,500	1,500	6000 (Electricity) (FIXED COST)	1,500	1,540	
6018	Highways Trolleys & Equipment	-	2,000	-	2,000	2,000	-	1,000		1,000	1,040	
6019	Flags & Bunting	1,106	1,500	380	1,280	1,280	1,500	1,500		1,500	1,540	
6020	Community Payback Scheme	4,307	5,000	2,810	2,387	2,387	5,000	5,000	FIXED COST	5,000	5,040	
6021	Pilmoor Estate Maintenance	-	5,000	1,380	4,630	4,630	4,630	4,630		4,630	4,742	
6022	Waterfront Maintenance Costs	2,890	5,000	834	4,386	4,386	5,000	5,000		5,000	5,200	
6023	Public Footpaths & Bridges	-	2,000	-	2,000	2,000	-	1,000		1,000	1,040	
6024	Vehicle Maintenance and Repair Costs	-	-	10,000	10,715	10,715	-	4,300		4,300	4,440	
	<b>Total Expenditure</b>	<b>75,269</b>	<b>111,825</b>	<b>46,621</b>	<b>81,814</b>	<b>81,814</b>	<b>83,380</b>	<b>74,400</b>		<b>75,340</b>	<b>77,468</b>	
Code	Expenditure Reserve (EMF)	Spent 2016/17	Balance 2017/18	Budget 2017/18	Forecast VTY 2017/18	Actual Funds Available to date	Comments	Forecast 2016/17 Balance	Forecast 2017/18 Balance	Comments	Forecast 2016/17	Forecast 2017/18
6070	EMF Active Sports (Repair & Replace)	822	4,300	-	1,844	443	1,844	1,844		1,844	-	-
6071	EMF Active Sports (Repair & Replace)	-	20,140	-	18,140	-	10,000	10,000		10,000	-	-
6072	EMF Active Sports (Repair & Replace)	2,807	26,872	6,000	-	3,790	32,172	32,172	6000 (Waterfront lights) (20180) (20000) (200			

Client: Saltash Town Council  
Report Date: 26/11/2017

Staffing - Summary Budget Report - October 2017 - Precept

Code	Expenditure Description	Spend 2016/17	Budget 2017/18	From/to reserve 2017/18	Budget Y10 2017/18	Actual Spend Y10 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y18 Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
	Guildhall Admin Costs	133,185	-	145,686	7,250	90,686	97,611	57,925		155,903	202,556		-	206,607
	Guildhall Caretaking Costs	19,632	-	34,039	-	19,696	13,033	21,006		22,312	50,251		-	51,296
	Grounds & Cemetery Staff Costs	42,077	-	49,063	41,061	52,564	54,505	35,216		88,641	157,986		-	161,147
6600	Staff Parking Space	264	-	325	190	264	41	41		264	325	FIXED COST	-	332
6661	Staff Insurance	532	-	600	360	177	423	423		600	700	FIXED COST	-	714
6662	Employers Pension - Monthly Fee	2,400	-	3,900	2,275	2,600	1,300	1,300		3,900	4,800	FIXED COST	-	5,300
6663	Grounds & Premises Staff - Clothing	190	-	629	309	479	50	50		629	640	FIXED COST	-	661
6664	Grounds & Premises Staff - Mobile Phones	89	-	250	146	473	223	223		600	750	FIXED COST	-	765
6665	Staff Traveling Expenses	772	-	1,065	621	693	372	372		1,065	1,090		-	1,112
6666	Staff Training	2,207	-	2,125	1,240	2,047	78	78		3,000	2,170		-	2,213
6667	Staff Recruitment Advertising	796	-	615	1,500	1,234	1,754	361		6,000	4,000	One post costs C1000	-	4,060
6668	Miscellaneous Staffing Expenditure	-	-	-	-	40	40	40		648	-		-	-
6669	Town Sergeant & Mace Bearer Fees	700	-	735	429	181	554	554		735	735	FIXED COST	-	750
6660	Town Crier Competition Fund	-	-	200	117	-	200	200		-	200		-	204
6661	Finance Consultancy Fees	-	-	-	-	220	220	220		2,500	5,750	5 weeks cover + 2 hours a week support	-	5,896
	<b>Revenue Expenditure</b>	<b>202,898</b>	<b>-</b>	<b>241,932</b>	<b>42,561</b>	<b>179,195</b>	<b>174,719</b>	<b>117,944</b>		<b>285,618</b>	<b>431,665</b>		<b>440,926</b>	<b>450,339</b>
Code	Unmarked Reserve (bMP)	Spend 2016/2017	Balance bP	Budget 2017/18	From/to reserve 2017/18	Actual Spend Y10 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y18 Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6620	EMF Staff contingency reserve	3,023	14,961	-	- 7,250	-	1,421	6,290		6,290	64,753	15% of Budget Figure	-	-
	<b>Total bMP's</b>	<b>3,023</b>	<b>14,961</b>	<b>-</b>	<b>- 7,250</b>	<b>-</b>	<b>1,421</b>	<b>6,290</b>		<b>6,290</b>	<b>64,753</b>		<b>-</b>	<b>-</b>
	<b>Grand Totals</b>	<b>205,921</b>	<b>14,961</b>	<b>241,932</b>	<b>42,561</b>	<b>179,195</b>	<b>176,140</b>	<b>123,334</b>		<b>291,908</b>	<b>496,418</b>		<b>440,926</b>	<b>450,339</b>

<b>Saltash Town Council Fees and Charges</b>			
All prices inclusive of VAT where applicable			
Description		2017/2018 charge	2018/2019 charge
<b>Room Hire (min of 2 hour booking from 01/04/2014)</b>			
<b>Guildhall</b>	Casual ph - weekdays	£16.00	
	Casual ph - weekends	£21.00	
	Regular ph - weekdays	£15.00	
	Regular ph weekends	£18.00	
<b>Council Chamber</b>	Casual ph weekdays	£11.00	
	Casual ph - weekends	£15.00	
	Regular ph - weekdays	£10.00	
	Regular ph - weekends	£14.00	
<b>Mayor's Parlour</b>	Casual ph weekdays	£11.00	
	Casual ph - weekends	£15.00	
	Regular ph - weekdays	£10.00	
	Regular ph - weekends	£14.00	
<b>Room Hire Extras</b>	Piano	£10.00 per session	
	Tea/Coffee per cup	£0.30	
	Tea/coffee per cup with biscuits	£0.50	
	Photocopying	10p - black 20p - colour	
<b>Allotments</b>			
<b>2018/19 Charges Effective For 1st January 2019</b>	Grenfell Avenue pa	£25.00	£25.00
	Fairmead Road pa	£35.00	£35.00
	Churchtown pa	£35.00	£35.00
	Grenfell Avenue New Site pa	£25.00	£25.00
Water pa		£5.00	£5.00
<b>Trailer Hire (per day + VATable)</b>			
	Saltash Community Groups	Donation (min £50)	£25.00
	Other Councils and Non-Profit Organisations	£240.00	£100.00
	Outside of Saltash		
	Commercial Organisations or Hirers	£360.00	£150.00
<b>Other Charges (VATable)</b>			
Freedom of Information Charge (charged in 15 minute units)		£20.00 per hour	
<b>Mooring Fees (VATable)</b>			
	Pontoon (Berth) - permanent users, charge per annum, minimum £700	£120.00	£158.40
	Visiting boats - (2 hours free); charge for 24 h	£15.00	£24.00
	Trusted boated scheme - (casual users); charge per annum	£65.00	£78.00

### Churchtown Cemetery Fees and Charges

Description	2017/2018 (As at 1st April 2017)	2018/2019 (As at 1st April 2017)
<b><u>Interment Fees</u></b>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot inc 10 years ERB)	£958.00	£958.00
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£849.00	£849.00
1st Interment of ashes in a casket - (double depth plot inc 10 years ERB)	£412.00	£412.00
2nd Interment of ashes in a casket - (ERB determined)	£309.00	£309.00
1st Interment of loose ashes - (double depth plot inc 10 years ERB)	£258.00	£258.00
2nd Interment of loose ashes - (ERB determined)	£155.00	£155.00
Interment of ashes in Garden of Remembrance	£309.00	£309.00
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Memorial Permissions</u></b>		
Grant of Right to Erect a Memorial	10 years	10 years
Permission to erect headstone including first inscription	£103.00	£103.00
Additional inscriptions	£52.00	£52.00
Permission to place cremated remains tablet	£52.00	£52.00
Renewal of Grant of Right to Erect a Memorial	£26.00	£26.00
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<b><u>Renewal of Exclusive Rights of Burial</u></b>		
Length of Exclusive Rights of Burial	10 years	10 years
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Second and third interment admin fee (ERB must be determined)	£26.00	£26.00
Renewal of Exclusive Rights of Burial	£26.00	£26.00
Renewal of Exclusive Rights of Cremated Remains	£26.00	£26.00
Issue & registration of duplicate deed of grant of grave space	£26.00	£26.00
Inspection of Burial Register	£26.00	£26.00
Transfer of ERB certificate by assignment	£26.00	£26.00
Transfer of ERB certificate by Statutory Declaration	£78.00	£78.00
Permission of right to CWG Commission or MOD	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£26.00	£26.00
Search of Registers by our staff (non resident)	£52.00	£52.00
<b><u>Benches</u></b>		
Low maintenance benches per 5 year renewable license	£103.00	£103.00
Plus the cost of the bench and installation	Price on Application	Price on Application
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death.	All Fees Double	All Fees Double

### St. Stephens Cemetery Fees and Charges

Description	2017/2018 <small>(As of 1st April 2017)</small>	2018/2019 <small>(As of 1st April 2017)</small>
<b><u>Interment Fees</u></b>		
Re-opening / Interment of a body (Saltash residents)	£849.00	£849.00
Re-opening / Burial of cremated remains (Saltash residents)	£309.00	£309.00
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death.	All Fees Double	All Fees Double
<b><u>Benches</u></b>		
Low maintenance benches per 5 year renewable license Plus the cost of the bench and installation	£103.00 Price on Application	£103.00 Price on Application