

**P&F Committee - P & F Precept Budget 2021-22**  
Saltash Town Council  
As at 27th November 2020

Account	Actual Received/Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Estimated Y/E Income/Spend 2020/21	Notes for Precept 2021/22	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
<b>Operating Income</b>													
<b>P&amp;F Income</b>													
4901 PR Bank Interest Received	8,518	0	0	4,000	2,599	1,401	5,198		4,024	4,048	4,072	4,097	4,121
4908 PR Misc Income	1,422	0	0	0	0	0	0		0	0	0	0	0
<b>Total P&amp;F Income</b>	<b>9,940</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>2,599</b>	<b>1,401</b>	<b>5,198</b>		<b>4,024</b>	<b>4,048</b>	<b>4,072</b>	<b>4,097</b>	<b>4,121</b>
<b>Total Operating Income</b>	<b>9,940</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>2,599</b>	<b>1,401</b>	<b>5,198</b>		<b>4,024</b>	<b>4,048</b>	<b>4,072</b>	<b>4,097</b>	<b>4,121</b>
<b>Operating Expenditure</b>													
<b>P&amp;F Expenditure</b>													
6200 PR Bank Charges (6200)	763	0	0	1,075	512	563	1,075 Fixed Cost		1,081	1,088	1,094	1,101	1,108
6201 PR Audit (6201)	3,290	0	0	3,346	(500)	3,846	3,846 Fixed Cost		3,366	3,386	3,407	3,427	3,448
6202 PR Civic Occasions (including Road Closures) (6202)	1,138	0	0	4,817	1,180	3,637	2,360 Reduced		2,500	2,515	2,530	2,545	2,561
6203 PR Mayors' Allowance	4,715	0	0	4,809	2,805	2,004	4,809		4,838	4,867	4,896	4,925	4,955
6204 PR Councillors' Allowance	2,508	0	0	3,414	0	3,414	3,414		3,434	3,455	3,476	3,497	3,518
6205 PR Insurance	16,614	0	0	26,138	15,888	10,250	16,614 Reduced, FC		22,000	22,132	22,265	22,398	22,533
6206 PR Youth Council (6206)	3,000	0	0	3,000	0	3,000	3,000		4,000	3,000	3,000	3,000	3,000
6208 PR Subscriptions (6208)	3,523	0	0	3,660	4,061	(401)	4,000 £7,500 to be added for Civica		11,500	11,569	11,638	11,708	11,778
6210 PR Community Chest (6210)	3,630	0	0	10,000	4,600	5,400	10,000		15,000	10,000	10,000	10,000	10,000
6211 PR Website Maintenance (6211)	303	0	0	567	453	115	567		570	574	577	581	584
6213 PR Councillor Training & Expenses (6213)	2,593	0	0	2,659	735	1,924	2,659		2,675	2,691	2,707	2,723	2,740
6214 PR Health & Safety (6214)	3,355	0	0	5,610	3,584	2,026	5,610		5,644	5,678	5,712	5,746	5,780
6215 PR Annual Report	0	0	0	450	0	450	0		450	453	455	458	461
6216 PR Miscellaneous	25	0	0	107	0	107	0		100	101	101	102	102
6217 PR Data Protection (6217)	55	0	0	1,000	55	945	55		100	101	101	102	102
6219 PR Covid 19 H&S Materials & Equipment	0	0	10,000	0	9,827	173	10,000		2,500	2,515	2,530	2,545	2,561
6220 PR Festival Fund & Event Expenditure	1,300	0	(15,000)	15,000	0	0	0 To vire to next year		0	15,000	15,000	15,000	15,000
6221 PR Town Messenger (6221)	3,880	0	0	4,282	2,604	1,678	4,282 Fixed Cost		4,308	4,334	4,360	4,386	4,412
6222 PR Commissioning Youth Work (6222)	40,000	0	0	40,000	13,333	26,667	40,000		40,000	40,000	40,000	40,000	40,000
6224 PR Professional Costs	1,010	0	0	4,705	869	3,837	869		2,000	2,012	2,024	2,036	2,048
6225 PR Neighbourhood Plan	0	0	0	5,000	845	4,155	1,000		5,030	5,060	5,091	5,121	5,152
6226 PR Town Vision Sub Committee	0	0	(10,000)	10,000	0	0	0 To vire to next year		0	10,060	10,120	10,181	10,242
6502 SE Civic Christmas Event	0	0	0	523	0	523	0		526	529	532	536	539
6513 SE Twinning	0	0	0	115	0	115	0		116	116	117	118	118
6514 SE Town Leaflets/ Reprinting	0	0	0	523	0	523	0		526	529	532	536	539
6516 SE Road Safety Grant	0	0	0	209	0	209	0		210	212	213	214	215
<b>P&amp;F IT/Office Costs</b>	<b>27,877</b>	<b>0</b>	<b>0</b>	<b>29,923</b>	<b>14,992</b>	<b>14,931</b>	<b>29,923 Plus £750 for Proposed new Finance Software</b>		<b>30,853</b>	<b>31,038</b>	<b>31,224</b>	<b>31,411</b>	<b>31,600</b>
6417 GH Belle Vue Office Costs	6,094	0	0	10,000	3,444	6,556	4,500		0	0	0	0	0
<b>Total P&amp;F Expenditure</b>	<b>125,673</b>	<b>0</b>	<b>(15,000)</b>	<b>190,932</b>	<b>79,286</b>	<b>96,646</b>	<b>148,583</b>		<b>163,327</b>	<b>183,013</b>	<b>183,703</b>	<b>184,398</b>	<b>185,096</b>
<b>P&amp;F Staffing Expenditure</b>													
6652 ST Employers Pension - Monthly Fee	5,300	0	0	5,300	3,094	2,206	5,300		5,300	5,300	5,332	5,364	5,396
6659 ST Town Sergeant & Mace Bearer Fees	786	0	0	768	0	768	200		773	777	782	787	791
6661 ST Finance Consultancy Fees	7,438	0	0	6,014	0	6,014	0		3,000	3,018	3,036	3,054	3,073
<b>P&amp;F Staffing Expenses</b>	<b>1,563</b>	<b>0</b>	<b>0</b>	<b>2,340</b>	<b>503</b>	<b>1,837</b>	<b>1,006</b>		<b>2,354</b>	<b>2,368</b>	<b>2,382</b>	<b>2,397</b>	<b>2,411</b>
6656 ST P&R Staff Training	2,911	0	0	4,000	(38)	4,038	2,000		4,024	4,048	4,072	4,097	4,121
<b>P&amp;F Staffing Costs</b>	<b>235,098</b>	<b>0</b>	<b>12,251</b>	<b>279,298</b>	<b>159,810</b>	<b>131,739</b>	<b>291,549</b>		<b>338,987</b>	<b>349,157</b>	<b>359,632</b>	<b>370,421</b>	<b>381,533</b>
<b>Total P&amp;F Staffing Expenditure</b>	<b>253,096</b>	<b>0</b>	<b>12,251</b>	<b>297,720</b>	<b>163,369</b>	<b>146,602</b>	<b>300,055</b>		<b>354,438</b>	<b>364,668</b>	<b>375,236</b>	<b>386,119</b>	<b>397,326</b>
<b>Total Operating Expenditure</b>	<b>378,770</b>	<b>0</b>	<b>(2,749)</b>	<b>488,652</b>	<b>242,655</b>	<b>243,248</b>	<b>448,638</b>		<b>517,765</b>	<b>547,682</b>	<b>558,940</b>	<b>570,516</b>	<b>582,422</b>
<b>P&amp;F Operating Expenditure</b>	<b>378,770</b>	<b>0</b>	<b>(2,749)</b>	<b>488,652</b>	<b>242,655</b>	<b>243,248</b>	<b>448,638</b>		<b>517,765</b>	<b>547,682</b>	<b>558,940</b>	<b>570,516</b>	<b>582,422</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(368,830)</b>	<b>0</b>	<b>2,749</b>	<b>(484,652)</b>	<b>(240,056)</b>	<b>(241,847)</b>	<b>(443,441)</b>	<b>0</b>	<b>(513,741)</b>	<b>(543,634)</b>	<b>(554,867)</b>	<b>(566,419)</b>	<b>(578,300)</b>

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<b>1. EMF Expenditure</b>													
6270 PR EMF Crime Reduction	0	36,950	0	0	0	36,950	To be C/f		0	0	0	0	0
6271 PR EMF Election	190	19,760	0	10,000	0	29,760	To be C/f		5,000	0	0	0	0
6272 PR EMF Robes & Civic Regalia	76	2,000	0	0	0	2,000	To be C/f		0	0	0	0	0
6273 PR EMF Legal Fees	951	4,754	0	2,844	0	7,598	To be C/f		0	0	0	0	0

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6274 PR EMF Internet Redevelopment	0	2,025	0	7,500	0	9,525	9,525		2,000	0	0	0	0
6275 PR EMF Neighbourhood Plan	6,543	2,687	0	0	915	1,772		0	0	0	0	0	0
6370 PO EMF Computer Equipment Renewal	0	7,046	0	0	0	7,046		15,000	0	0	0	0	0
EMF Precept Virements for 21/22	0	0	25,000	0	0	25,000	To be C/f As below	0	0	0	0	0	0
6694 ST PR EMF Staff Contingency (P&R)	7,261	3,818	(12,251)	26,250	13,117	4,700		15,000	0	0	0	0	0
<b>Total EMF Expenditure</b>	<b>15,021</b>	<b>79,040</b>	<b>12,749</b>	<b>46,594</b>	<b>14,032</b>	<b>124,351</b>		<b>37,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total P&amp;F Budget Surplus/Deficit</b>	<b>(383,852)</b>	<b>(79,040)</b>	<b>(10,000)</b>	<b>(531,246)</b>	<b>(254,089)</b>	<b>(366,197)</b>		<b>(550,741)</b>	<b>(543,634)</b>	<b>(554,867)</b>	<b>(566,419)</b>	<b>(578,300)</b>	

**Notes**

Inflationary rate used for fixed costs is CPI 0.6% June 2020

19,495

-4% Increase on budget compared to last year

Staffing costs have been worked up to include a 3% inflationary rise, this will be revised when the decision is made by government and any surplus will be reallocated within the staffing budget.

**Approved recommendations from P&F Committee Minute No 117/20/21**

To vire £15,000 from 20/21 Festival Fund operational budget 6220 to an EMF to be used in 21/22

To vire £10,000 from 20/21 Town Vision operational budget 6226 to an EMF to be used in 21/22, if any is required for the rest 20/21 reserves to be used.