



Budget Detail 2024-25

Committee: Finance & Governance

Cost Centre: 101 Administration

		Actual	Actual	Actual	Approved	Forecast	
		2021-22	2022-23	2023-24	Budget 2024-25	Budget 2025-26	Notes
Expenditure							
	4000 Employee Salaries	199,935	223,181	238,151	247,203	259,563	As per Personnel Committee Min. #235 of 2023/24
	4001 Employer National Insurance	18,793	20,855	22,078	26,561	27,889	As per Personnel Committee Min. #235 of 2023/24
	4002 Employer Pension Contributions	37,944	39,416	40,154	42,809	44,949	As per Personnel Committee Min. #235 of 2023/24
	4030 Training	627	733	509	2,000	2,000	As per Personnel Committee Min. #235 of 2023/24
	4040 Travel & Expenses	361	641	122	400	400	Budget to retain similar provision for 2024/25
	4270 Printer/Photocopier	760	864	696	760	760	Printer contract renewed at same cost for 2023/24
	4400 Stationery	290	487	527	350	350	Budget to retain similar provision for 2024/25
	4425 Postage	356	615	422	300	500	Budget to retain similar provision for 2024/25
	4441 Telephone & Internet	1,536	1,904	1,696	2,000	2,350	Cost of Cemetery and Town Hall Broadband plus 8x8 telephone system.
	4446 Mobile Phone	67	68	32	0	0	Delete from 2024/25
	4460 Subscriptions	3,510	3,662	3,491	3,600	3,672	Subscription fees for SALC, SLCC, ICCM, ICO & Living Wage Foundation
	4461 External Audit	1,600	1,600	1,680	1,680	1,680	Determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27
	4462 Internal Audit	735	1,078	1,316	1,400	1,428	Cost of SALC internal audit
	4464 Insurance	5,733	6,508	7,466	8,250	8,415	Increase in 22/23 due to additional play equipment and electric van
	4468 Miscellaneous	1,780	0	0	0	0	Delete from 2024/25
	4470 Publications	0	0	0	0	0	Deleted
	4481 IT Maintenance & Software	9,898	8,039	8,594	9,000	9,180	Office 365, Canva, Scribe, Edge, Zoom, Centradata, Payroll + allowance for kit
	4490 Professional Fees	2,039	1,048	1,068	1,000	1,000	Budget to retain similar provision for 2024/25
	4500 Election Expenses	0	0	0	0	0	Est. £18,169.31 2023/24 from ESC Elections. Expenditure via Elections ER
	4550 Bank Fees	835	1,028	875	800	1,000	Budget to retain similar provision for 2024/25
	Administration Expenditure	286,800	311,726	328,875	348,113	365,137	
Income							
	100/500 Accruals/Debtors (NET)	18441.2	2127	0	0	0	
	1165 CJRS	12,690	-95	0	0	0	Coronavirus Job Retention Scheme - now defunct.
	1805 Bank Interest Received	4,580	8,489	27,036	36,000	36,000	Interest return on investment vehicles - rates increased since 2021/22
	1850 Miscellaneous Income	7,476	3,000	0	0	0	
	1900 Precept	601,608	612,736	621,629	664,727	664,727	As per calculation on summary page
	Sub-Total Income	644,795	626,256	648,665	700,727	700,727	
101 Administration Expenditure-Income		-357,995	-314,530	-319,790	-352,614	-335,590	

Appendix C - Ordinary Council 10 January 2024

Committee: Assets & Services

Cost Centre: 201 Town Hall

Post Centre:		201 Town Hall				Approved	Forecast	
	Code	Description	Actual 2021-22	Actual 2022-23	Actual 2023- 24	Budget 2024- 25	Budget 2025-26	Notes
Expenditure	4003	Employee Salaries	25,905	24,643	23,065	23,997	24,657	As per Personnel Committee Min. #235 of 2023/24
	4004	Employer National Insurance	1,678	2,002	1,837	2,048	2,104	As per Personnel Committee Min. #235 of 2023/24
	4005	Employer Pension Contributions	875	1,119	1,116	1,440	1,480	As per Personnel Committee Min. #235 of 2023/24
	4031	Training	0	0	120	500	500	As per Personnel Committee Min. #235 of 2023/24
	4110	Rates	7,526	7,526	7,526	8,000	7,526	Business Rates est. + BID @290
	4115	Water and Sewerage	238	307	252	300	353	Estimates based on +5% year on year
	4120	Gas	2,709	3,948	5,333	5,000	3,000	Similar energy usage to last year, as per 3yr contract
	4122	Electricity	3,418	3,362	4,616	5,000	5,000	Similar energy usage to last year, as per 3yr contract
	4155	Cleaning Materials	152	235	322	350	357	Budget to retain similar provision for 2024/25
	4170	Repairs and Maintenance	5,139	4,661	5,019	5,000	5,100	Budget to retain similar provision for 2024/25
	4180	Licences	600	600	600	600	600	Wedding Licence fee
	4260	Equipment Purchases	217		231	250	255	Budget to retain similar provision for 2024/25
	4466	Catering Sundries	147	203	289	200	204	Budget to retain similar provision for 2024/25
	4553	Loan Repayments	34,732	34,732	34,732	34,732	34,732	PWLB payments are a set cost
	Sub-Total Expenditure			83,335	83,335	85,057	87,417	85,868
Income	1000	Hirings	1,463	2,629	2,342	2,000	2,040	Budget to retain similar provision for 2024/25
	1001	Weddings	15,528	14,146	10,523	13,000	13,260	Budget to retain similar provision for 2024/25
	1030	Leases	8,240	8,456	4,281	6,400	6,528	Income due to licences for room hire
Sub-Total Income			25,232	25,231	17,146	21,400	21,828	
201 Town Hall Expenditure-Income			58,104	58,104	67,911	66,017	64,040	

Cost Centre: 202 Walton Community Hall

		Actual	Actual	Actual 2023-	Approved	Forecast		
	Code	Description	2021-22	2022-23	2023-24	Budget 2024-25	Budget 2025-26	Notes
Expenditure	4006	Employee Salaries	3,176	4,929	4,600	4,799	4,931	As per Personnel Committee Min. #235 of 2023/24
	4007	Employer National Insurance	272	400	372	410	421	As per Personnel Committee Min. #235 of 2023/24
	4008	Employer Pension Contributions	191	224	223	288	296	As per Personnel Committee Min. #235 of 2023/24
	4111	Rates	1,272	1,272	1,336	1,360	1,272	Business Rates est.
	4116	Water and Sewerage	197	237	301	300	243	Estimates based on +5% year on year
	4123	Electricity	2,765	5,484	6,256	6,000	6,000	Similar energy usage to last year, as per 3yr contract
	4171	Repairs and Maintenance	1,035	711	838	750	765	Budget to retain similar provision for 2024/25
	4261	Equipment Purchases	0	0	43	100	102	Nominal amount for kettle etc.
	Sub-Total Expenditure		8,907	13,257	13,969	14,007	14,030	
Income	1002	Hirings	6,366	11,084	10,933	8,000	8,160	Budget to retain similar provision for 2024/25
Sub-Total Income		6,366	11,084	10,933	8,000	8,160		
202 Walton Expenditure-Income		2,541	2,173	3,036	6,007	5,870		

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Cost Centre: 203 Broadway House

		Actual	Actual	Actual 2023-	Approved	Forecast	
		2021-22	2022-23	24	Budget 2024-	Budget	
	Code	Description			25	2025-26	Notes
Expenditure	4009	Employee Salaries	5,375	8,346	7,786	8,122	8,345 As per Personnel Committee Min. #235 of 2023/24
	4010	Employer National Insurance	481	678	622	693	712 As per Personnel Committee Min. #235 of 2023/24
	4011	Employer Pension Contributions	322	379	378	487	500 As per Personnel Committee Min. #235 of 2023/24
	4172	Repairs & Maintenance	1,038	1,574	1,289	1,000	1,000 Budget to retain similar provision for 2024/25
		Sub-Total Expenditure	7,216	10,976	10,075	10,302	10,558
Income	1031	Leases, Rents & Licences	1,584	2,393	2,400	2,650	2,800 Licence fee = Apr 22 RPI x Current lease / Apr 21 RPI
		Sub-Total Income	1,584	2,393	2,400	2,650	2,800
		203 Broadway House Expenditure-Income	5,633	8,584	7,675	7,652	7,758

Cost Centre: 204 Cemetery

		Actual	Actual	Actual 2023-	Approved	Forecast	
		2021-22	2022-23	24	Budget 2024-	Budget	
	Code	Description			25	2025-26	Projected Notes
Expenditure	4012	Employee Salaries	128,452	146,878	142,938	124,227	127,643 As per Personnel Committee Min. #235 of 2023/24
	4013	Employer National Insurance	11,463	14,731	13,534	13,108	13,468 As per Personnel Committee Min. #235 of 2023/24
	4014	Employer Pension Contributions	16,431	18,213	16,854	14,680	15,084 As per Personnel Committee Min. #235 of 2023/24
	4032	Training	2,847	880	755	1,500	1,500 As per Personnel Committee Min. #235 of 2023/24
	4112	Rates	2,944	2,944	3,091	3,150	2,944 Business Rates est.
	4117	Water and Sewerage	85	382	544.82	400	254 Estimates based on +5% year on year
	4124	Electricity	1,068	1,144	2,768	2,000	2,040 To reflect increase cost of energy + EV/Tools
	4173	Repairs and Maintenance	3,863	3,118	3,509	4,000	4,000 Budget to retain similar provision for 2024/25
	4262	Equipment Purchases	1,859	986	1,367	1,800	1,836 Anticipating higher cost in 2024/25
	4300	Vehicle Running Costs	1,995	1,268	1,410	1,500	1,530 Budget to retain similar provision for 2024/25
NEW	4310	Van Lease *New 2022/23	0	1,982	3,398	3,398	3,398 Leased @£283.14 per month
	4320	Vehicle/Tool Hire	6,368	7,606	10,413	6,300	6,426 Budget to retain similar provision for 2024/25
	4330	Fuel	1,915	1,818	1,724	1,800	1,836 Consumption lower but litre cost higher than 2021/22
	4447	Mobile Phone	227	172	41	54	108 Renewed contract on lower rate. Fewer phones
	4467	Catering Sundries	20	0	0	0	0 Deleted
		Sub-Total Expenditure	179,538	202,124	202,345	177,917	182,067
Income	1032	Mobile Phone Mast	5,315	5,315	5,315	5,315	5,315 Mobile phone mast licence
	1100	Interment Fees	21,768	23,306	28,650	24,000	24,480 Budget to retain similar provision for 2024/25
	1120	Purchase of Graves	39,106	32,886	31,517	30,000	30,600 Budget to retain similar provision for 2024/25
	1130	Memorials	21,539	13,100	17,334	16,000	16,320 Budget to retain similar provision for 2024/25
	1140	Upkeep of Grave Spaces	677	677	712.5	500	677 Based on current customer base
	1160	Admin Fees	1,378	1,302	1,290	750	765 Similar return expected for current and next financial year
	1170	External Works	208	0	0	0	0 None expected for current or next financial year
		Sub-Total Income	89,992	76,586	84,819	76,565	78,157
		204 Cemetery Expenditure-Income	89,546	125,538	117,527	101,352	103,910

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Cost Centre: 205 Allotments								
			Actual	Actual	Actual 2023-	Approved	Forecast	
	Code	Description	2021-22	2022-23	24	Budget 2024-	Budget	Notes
						25	2025-26	
Expenditure	4015	Employee Salaries	22,620	26,548	27,293	26,620	27,352	As per Personnel Committee Min. #235 of 2023/24
	4016	Employer National Insurance	2,174	2,600	2,910	2,809	2,886	As per Personnel Committee Min. #235 of 2023/24
	4017	Employer Pension Contributions	2,729	3,214	3,239	3,146	3,233	As per Personnel Committee Min. #235 of 2023/24
	4118	Water and Sewerage	2,952	5,450	2,907	3,500	3,570	High usage in 2022/23 due to drought. Retain similar provision for 2024/25
	4174	Repairs and Maintenance	1,536	1,033	1,298	1,500	1,530	Updated since A&S draft - retain provision for 2024/25
	4321	Vehicle/Tool Hire	2,626	2,196	2,139	2,200	2,244	Retain similar provision for 2024/25
Sub-Total Expenditure			34,637	41,040	39,786	39,775	40,814	
Income	1080	Allotment Rents	16,620	17,062	17,388	17,850	18,207	Based on full occupancy at agreed rates.
	Sub-Total Income		16,620	17,062	17,388	17,850	18,207	
205 Allotments Expenditure-Income			18,017	23,978	22,398	21,925	22,607	
Cost Centre: 206 Parks and Recreation								
			Actual	Actual	Actual 2023-	Approved	Forecast	
	Code	Description	2021-22	2022-23	24	Budget 2024-	Budget	Notes
						25	2025-26	
Expenditure	4015	Employee Salaries	0	0	0	26,620	27,352	As per Personnel Committee Min. #235 of 2023/24
	4016	Employer National Insurance	0	0	0	2,809	2,886	As per Personnel Committee Min. #235 of 2023/24
	4017	Employer Pension Contributions	0	0	0	3,146	3,233	As per Personnel Committee Min. #235 of 2023/24
	4175	Repairs and Maintenance	0	2,414	5,957	5,000	5,100	Updated since A&S draft Full-year external cost of maintenance estimate for 2024/25
	4660	Play Equipment	0	293	220	500	500	
	4615	Street Furniture	656	3,326	191	1,000	1,000	Allowance for in-year street furniture costs
	4690	Planting	0	0	148	1,000	1,000	Allowance for in-year planting costs
	Sub-Total Expenditure		656	6,033	6,516	40,075	41,071	
Income	1030	Leases, Rents & Licences	0	0	5,000	0	0	
	Sub-Total Income		0	0	5,000	0	0	
206 Parks and Rec Expenditure-Income			656	6,033	1,516	40,075	41,071	
Assets & Services	Expenditure		279,653	315,725	317,963	329,718	333,594	
	Income		123,173	115,293	120,298	108,615	110,945	
	Expenditure-Income		156,479	200,432	197,665	221,103	222,649	

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Committee: Civic & Community

Cost Centre: 301 Civic & Community

Code	Description	Actual	Actual	Actual 2023-	Approved	Forecast	Notes
		2021-22	2022-23	2023-24	Budget 2024-25	Budget 2025-26	
4471	Advertising and Promotion	1,935	798	879	1,000	1,000	Blue Flag and Seaside Awards accreditation fee
4505	Mayoral Allowance	3,000	3,000	3,000	3,000	3,000	Council approved for 2024-25
4511	Town Twinning	0	0	2,213	5,000	2,500	Retain similar provision for 2024/25
4512	Engraving/Sign Writing	0	93	85	100	100	Retain similar provision for 2024/25
4513	Civic Awards	489	35	844	2,000	2,000	Budget adjusted to reflect increased venue hire and catering
4530	Civic Events	1,278	3,513	3,060	4,000	3,500	Return to pre-pandemic (2019-20) level of events expected.
4531	Remembrance	778	575	684	1,000	1,000	Retain similar provision for 2024/25
4600	CCTV	9,980	10,478	7,859	10,478	10,478	Holding sum, pending outcome of CCTV review
4645	Christmas Lights	6,750	6,750	6,750	8,000	6,750	Retain similar provision for 2024/25
4650	Seasonal Events	3,000	3,000	3,000	3,000	3,000	Retain similar provision for 2024/25
4675	Youth Forum	0	248	838	1,000	1,000	Retain similar provision for 2024/25
	Sub-Total Expenditure	27,210	28,490	29,213	38,578	34,328	
Income	1800 Agency Income	3,992	4,191	2,096	4,191	4,191	ESC portion (2/5th) of CCTV contract
	1810 Donations & Sponsorship	0	0	0	0	0	
	Sub-Total Income	3,992	4,191	2,096	4,191	4,191	
301 Civic & Community Expenditure-Income		23,218	24,299	27,117	34,387	30,137	

Cost Centre: 302 Grants

Code	Description	Actual	Actual	Actual 2023-	Approved	Forecast	Notes
		2021-22	2022-23	2023-24	Budget 2024-25	Budget 2025-26	
Expenditure	4620 Annual Grants	7,900	9,800	13,450	19,950	21,992	Recommended increase as per C&C
	4655 Occasional Grants	24,500	24,974	24,040	25,000	25,000	Similar provision included for 2024-25
	Sub-Total Expenditure	32,400	34,774	37,490	44,950	46,992	
302		32,400	34,774	37,490	44,950	46,992	

Cost Centre: 303 Felixstowe in Flower

Code	Description	Actual	Actual	Actual 2023-	Approved	Forecast	Notes
		2021-22	2022-23	2023-24	Budget 2024-25	Budget 2025-26	
Expenditure	4290 Flowers & Containers	4,267	3,460	6,461	7,350	7,497	Cost based on new quotes plus container maintenance.
	4614 Engraving/Sign Writing	322	243	691	400	408	Similar provision included for 2024-25
	4532 Felixstowe in Flower Events	994	30	236	1,500	1,530	Awards event costs approx. £1,500
	Sub-Total Expenditure	5,583	3,733	7,389	9,250	9,435	
Income	1811 Donations & Sponsorship	4,650	3,438	5,408	6,000	8,250	Ongoing recovery post-pandemic impact.
	Sub-Total Income	4,650	3,438	5,408	6,000	8,250	
303 Felixstowe in Flower Expenditure-Income		933	296	1,980	3,250	1,185	

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Cost Centre: 304 Communication								
			Actual	Actual	Actual 2023-	Approved	Forecast	
	Code	Description	2021-22	2022-23	24	Budget 2024-25	Budget 2025-26	Notes
Expenditure	4420	Newsletter Print	10,588	17,412	17,812	18,900	19,278	Similar provision included for 2024-25
	4421	Newsletter Distribution	2,112	2,200	2,200	2,600	2,652	Similar provision included for 2024-25
	4483	Website	360	45	450	500	500	Vision ICT and Rare Earth. Similar provision for 2024-25
	Sub-Total Expenditure		13,060	19,657	20,462	22,000	22,430	
Income	1812	Donations & Sponsorship	5,836	3,986	5,445	6,000	6,500	
	Sub-Total Income		5,836	3,986	5,445	6,000	6,500	
304 Communication Expenditure-Income			7,224	15,671	15,017	16,000	15,930	
Cost Centre: 305 Community Projects & Partnerships								
			Actual	Actual	Actual 2023-	Approved	Forecast	
	Code	Description	2021-22	2022-23	24	Budget 2024-25	Budget 2025-26	Notes
Expenditure	4625	Harwich Harbour Ferry Services	1,000	1,000	1,000	1,000	1,000	Ongoing
	4630	Level 2	10,000	10,000	10,000	10,000	10,000	Ongoing
	4640	Floral Bedding	4,319	1,374	0	0	0	Costs zero'd since introductions of sustainable bedding scheme.
	4670	Felixstowe Forward	15,000	0	0	0	0	F.Fwd ceased 2021-22 - delete
	4680	New Community Projects	4,800	2,400	0	0	0	
	4685	Landguard Partnership	5,000	0	0	0	0	No further funding commitment from 2022-23 - delete
Sub-Total Expenditure			40,119	14,774	11,000	11,000	11,000	
Income	1810	Donations & Sponsorship	2,000	0	0	0	0	
	Sub-Total Income		2,000	0	0	0	0	
305 Community Projects & Partnerships Expenditure-Income			38,119	14,774	11,000	11,000	11,000	
Civic & Community	Expenditure		118,372	101,428	105,553	125,778	124,185	
	Income		16,478	11,615	12,949	16,191	18,941	
	Expenditure-Income		101,895	89,813	92,604	109,587	105,244	

Earmarked Reserves

Cost Centre: Earmarked Reserves - Expenditure

Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Draft Budget 2024-25	Forecast Budget 2025-26	Notes
330	Election Expenses	0	0	20,000	0	0	Full Council Election in May 2023, plus November byelection
335	Enhancement & Promotional	0	0	0	0	0	No expenditure anticipated
345	Asset Repairs & Renewals	417	3,550	0	0	0	Electric Van deposit & charger in 2022-23
350	IT Replacement Fund	4,911	0	5,672	0	0	Provision of laptops for Cllrs joining in May 2023
360	Cemetery Projects	11,131	10,803	13,904	10,000	10,000	Professional fees for Cemetery extension. Project anticipated to commence 2024/25
365	Broadway House	1,345	224	0	0	0	Repairs and Refurbishments - replacement kitchen
370	Walton Community Hall	250	224	0	0	0	New cooker or repair
380	Town Hall	2,210	39,070	28,341	0	0	2022/23: Window refurbishment
390	Community Fund	25,000	0	7,950	0	0	2022/23: 25k Cost of Living Support. 23/24 £7,500 towards Langer Creek Play Trail
400	CCTV	0	0	0	40,000	0	Potential upgrade of equipment pending review
405	Staffing Reserve	1,000	0	0	0	0	Cycle to Work scheme
410	CIL 2018/19	4,057	0	0	0	0	2021/22: £4,057 towards FAA hut
411	CIL 2019/20	5,943	0	23,665	0	0	2023/24: Funding for pathway repairs at parks
412	CIL 2020/21	0	0	10,000	0	7,291	£7,291 held to be spent on Infrastructure by 2025-26
413	CIL 2021/22	-77,290	0	0	0	0	£70,471 held to be spent on Infrastructure by 2026-27
414	CIL 2022/23	0	-116,511	0	0	0	£116,511 held to be spent on Infrastructure by 2027-28
416	CIL 2023/24	0	0	-158,024	0	0	£158,024 held to be spent on Infrastructure by 2028-29
415	AFW Legacy/Jubilee/VE Fund	0	22,311	2,764	0	0	Jubilee Event Funding Support
392	Community Support Fund	0	8,746	17,050	0	0	2022/23: £25k Cost of Living Support
420	Public Spaces	0	0	2,200	0	0	
425	Play Equipment	0	0	0	0	0	
Total Earmarked Reserve Expenditure		-21,026	-31,583	-26,478	50,000	17,291	

Cost Centre: Earmarked Reserves - Transfers in from General Fund

Code	Description	Transfer	Transfer	Est.	Draft Transfer	Forecast	Notes
330	Election Expenses	6,000	6,000	6,000	6,000	6,000	£6,000 annual uplift towards election costs. Next full election May 2027
335	Enhancement & Promotional	0	0	0	0	0	No uplifts proposed at this time, currently stands at £692
345	Asset Repairs & Renewals	3,000	3,000	3,000	3,000	3,000	£3,000 pa uplift towards asset replacements.
350	IT Replacement Fund	0	0	0	0	0	Funded in 2020/21 to upgrade IT and conferencing equipment
360	Cemetery Projects	20,000	20,000	20,000	20,000	20,000	£20,000 pa uplift towards Cemetery extension project.
365	Broadway House	2,500	2,500	0	0	0	£2,500 pa uplift for maintenance and repairs fund. Suspend.
370	Walton Community Hall	2,500	2,500	0	0	0	£2,500 pa uplift for maintenance and repairs fund. Suspend.
380	Town Hall	5,000	5,000	5,000	5,000	5,000	£5,000 pa uplift for maintenance and repairs fund.
390	Community Fund	-20,004	-25,000	0	0	0	This EMR to close once complete, currently stands at £1,346.84
400	CCTV	0	0	0	0	0	No uplifts proposed at this time, currently stands at £42,000
405	Staffing Reserve	22,690	0	0	0	0	No uplifts proposed at this time, currently stands at £68,564
415	AFW Legacy/Jubilee/VE Fund	20,004	0	0	0	0	This EMR to close once complete.
392	Community Support Fund	25,000	25,000	0	0	0	Fund to assist with community recovery
420	Public Spaces	0	0	20,000	0	0	*NEW* 2023/24 fund for public spaces (e.g tree works)
385	Play Equipment	7,500	7,500	7,500	7,500	7,500	£7,500 pa uplift for capital repairs and replacement of play equipment
Total Transferred in to Earmarked Reserves		94,190	46,500	61,500	41,500	41,500	