

Agenda item: 3

Committee: Full Council

Date: 30 January 2024

Subject: Budget 2024/25

Summary: To agree the budget for 2024/25

Recommendations

The Council is recommended to ratify the resolution of the Finance and General Purposes Committee to agree the budget for 2024/25

1. Background

1.1 The Council is recommended to agree the budget attached as Appendix 1 to this report, as recommended by the Finance and General Purposes Committee.

1.2 The budget has been produced on the basis of achieving the Council's aspirations. The Council's policy of providing for future maintenance requirements are being put into to play with previously accumulated reserves being used while maintaining suitable reserves for the future.

2. Balances and Reserves

2.1 The Town Council maintains two types of reserves

a) General Reserve

This represents the non-ring fenced (earmarked) balance of Council funds. The main purpose of the General Reserve is firstly to operate as a working balance to help manage the impact of uneven cash flows and secondly, to provide a contingency to cushion the impact of emerging or unforeseen events or genuine emergencies. In general, a robust level of reserve should be maintained and take account of operational and financial issues facing the Town Council. It is recommended that between three and twelve months worth of expenditure are held in the general reserve to ensure that any unexpected expenditure or emergencies can be covered.

b) Earmarked Reserves

This provides a means of accumulating funds, for use in a later financial year, to meet known or planned policy initiatives. Earmarked Reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes. A list of earmarked reserves is included as Appendix 3.

2.2 The assessment of the adequacy of the Council's balances and reserves is based on the guidance note on Local Authority Reserves and Balances, which whilst there is not a statutory requirement, is considered to set out current best practice with regard to balances and reserves. The guidance states that no case has yet been made to set a statutory

minimum level of reserves and that each local authority should take advice from its Responsible Financial Officer and base its judgement on local circumstances. There is some suggestion that the equivalent of three months to twelve months expenditure is a sufficient level of reserves to hold. The Town Council adopted an approach of holding the equivalent of 3 months expenditure during the budget setting process for 2019/20 and adjusted its reserves to reflect this and have monitored the ongoing level of reserves and ensured that the it has been maintained.

- 2.3 To maintain this policy going forward the balance of the General Reserve should ultimately in the region of £395,634 (based on estimated Council expenditure of £1,582,538) excluding transfers to and from earmarked reserves and the one-off expenditure on the library building development.
- 2.4 As at 30 November 2023 the General Reserve was £328,135, this is in the region of 2½ months' worth of budgeted expenditure and sits just below the best practices for the level of reserves.

3 Budget

- 3.1 This budget gives rise to an increase in the precept of £170,173. The Band D annual charge increase would be £50.27 (18.34%). Band D Council Tax - £324.37 (Appendix 2)

4 Financial Considerations

- 4.1 The Council requires a minimum budget of £2,440,394. This requirement will be funded by £240,970 generated from the Town Councils assets and services i.e., hall hires, car park income, interest and TIC sales. £1,150,000 is funded by the Council Cornwall funding for library building development. The remaining £1,049,424 will be funded by the Councils precept. This is an increase of £170,173.

Contact officer: Christopher Drake – Town Clerk
23 January 2024

Appendix 1

A	B	C	D	E	F	G	J	K
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	All Departments							
5								
6		Budget	Actual YTD	Variance		Budget		
7		2023-24	8 Months			2024-25		Narrative
8	Expenditure							
9								
10	7001 Salaries and Wages	612,830	415,920	196,909		693,772	80,943	Underbudgeted in 2023/24 and 8% increase as agreed by F & GP December 23 applied
11	7002 PRS Expenditure	1,320	1,003	317		1,320	-	
12	7003 Pension Lump Sum	5,200	5,200	-		5,200	-	
13	7004 Protective clothing	2,100	1,063	1,037		2,100	-	
14	7008 Staff Training	5,050	2,527	2,523		5,800	750	New staff and continued career development needs
15	7009 Staff Travel	-	3	3		-	-	
16	7010 Councillor Training	500	120	380		500	-	
17	7011 Rates	54,166	44,584	9,583		53,904	262	VIC over budgeted last year
18	7012 Water	12,925	7,876	5,049		14,370	1,445	Based on actual costs
19	7013 Rent Payable	7,600	3,079	4,521		7,600	-	
20	7014 Electricity	18,245	10,341	7,904		22,896	4,651	Based on actual costs and contracts ending
21	7015 Gas	6,300	3,753	2,547		7,500	1,200	Based on actual costs and contracts ending
22	7016 Cleaning	12,500	11,301	1,199		18,900	6,400	Based on actual costs
23	7017 Health and Safety	3,050	777	2,273		3,050	-	
24	7018 Temporary Staff	-	-	-		25,000	25,000	As agreed by F & GP December 23
25	7020 Miscellaneous Expenses	4,430	7,113	2,683		6,230	1,800	£1,500 for the Connect Launceston Group
26	7021 Phone/Fax	5,522	3,062	2,460		5,575	53	
27	7022 Postage	335	75	260		335	-	

	A	B	C	D	E	F	G	J	K
28	7023	Stationery	2,959	1,073	1,886		2,645	-	314
29	7024	Subscriptions & licences	3,115	4,715	1,600		8,285		5,170
30	7025	Insurance	42,361	29,281	13,080		44,425		2,064
31	7026	Computer Costs	11,575	9,588	1,987		14,600		3,025
32	7027	Photocopier Costs	2,600	1,890	710		3,200		600
33	7030	Recruitment Advertising	540	-	540		540		-
34	7031	Advertising	600	257	343		600		-
35	7032	Publicity	500	1,262	762		1,700		1,200
37	7034	Newsletter	1,500	1,000	500		1,500		-
7035		New Furniture and Equipment	38,860	369,290	- 330,430		49,050		10,190
38									Kings Field Play equipment, grounds equipment, Town hall equipment, VIC laptop and library cupboard equipment.
7036		Maintenance Property	225,262	189,678	35,584		390,570		165,308
39									Expected maintenance costs across all sites and LHM refurbishment costs expected (Previously earmarked)
7037		Maintenance Grounds	4,869	4,107	762		11,665		6,796
40							1,075,000		1,075,000
7038		Building Works	-	-	-		-		Work to Coach Park wall
42	7039	Vandalism Repairs	-	14	14		-		Library building work offset by income
43	7040	Equipment Hire/Lease	2,200	1,019	1,181		2,200		-
44	7041	Grants - Permitted	35,000	33,750	1,250		10,000	-	25,000
47	7044	Grant- LHM	25,000	25,000	-		25,000		-
48	7045	Grant - Cyprus Well	1,710	1,455	255		1,750		40
49	7046	Grant - Youth Council	3,000	20	2,980		3,000		-
50	7047	Grant - Priority	1,000	-	1,000		1,000		-
52	7051	Bank Charges	4,000	2,434	1,566		4,000		-
53	7052	Bank Card Expenses	1,400	744	656		1,260	-	140
54	7054	PWLB Loan Repayments	51,318	25,659	25,659		51,318		-
7056		Legal & Professional Fees	6,782	20,711	- 13,929		88,632		81,850
55									Library design and concept offset by income, LHM trust document advice

	A	B	C	D	E	F	G	J	K
	7057	Audit Fees	3,500	750	2,750		4,020	520	Increase due to changing fee band as result of expenditure/income increase
56									
57	7058	Accountancy Fees	-	-	-		-	-	
58	7070	Equipment Repairs & Maintenance	4,050	1,688	2,362		4,050	-	
60	7101	Vehicle Costs Petrol	2,800	2,071	729		3,200	400	Based on actual costs
62	7103	War Memorial Upkeep	500	18	482		500	-	
63	7104	Vehicle Costs - Repairs and Service	1,600	2,414	814		2,750	1,150	Based on actual costs
64	7105	Vehicle Lease Hire	-	-	-		-	-	
65	7107	Grass Cutting Contract/Weedspraying Costs	-	281	281		350	350	Based on actual costs
67	7172	Refreshment Expenses	5,300	4,433	867		5,300	-	
68	7200	Mayor's Allowance	2,500	1,256	1,244		2,500	-	
69	7201	Town Crier and Macebearers	150	-	150		150	-	
71	7203	Election Expenses	2,000	-	2,000		2,000	-	
	7204	Launceston Enhancement	12,000	2,105	9,895		19,000	7,000	Xmas light contract up for renewal and installation will be going out for tender, as agreed by Christmas Working party meeting 10/01/24. Christmas lights arts and cultural budget has been cut to offset this and more light sponsorship will be obtained
72									
78	7210	Town Trails/Guides	-	85	85		-	-	
79	7211	CCTV	3,000	3,000	-		3,000	-	
80	7212	TIC Ticket Sales	5,000	4,211	789		5,000	-	
81	7213	TIC Card Sales	1,000	50	950		500	500	Based on actual costs
82	7220	Councillors Expenses	3,000	350	2,650		3,000	-	
83	7221	Website	725	430	295		725	-	
84	7300	TIC Purchases	3,000	558	2,442		2,000	1,000	Based on actual costs
85	7301	Market expenditure	-	-	-		-	-	
86	7302	TIC Events	2,000	215	1,785		2,000	-	
87	7303	TIC Photo Machine Expenditure	1,000	565	435		1,000	-	
88	7500	Art & Culture Provision	10,500	9,470	1,030		5,500	5,000	Reduction in Christmas lights switch on budget

A	B	C	D	E	F	G	J	K
								Amount identified to be earmarked for future expenditure
112 7991	Tfr to Earmarked Reserves	47,187	9,381	37,806		74,877	27,691	Previously earmarked funds being used
113 7992	Tfr from Earmarked Reserves	-	161,891	61,997		-	143,132	
115 8100	Bad Debt Write Off	-	44	44		-	-	
118								
119								
120	Income	1,105,147	1,122,228	17,081		2,440,394	1,335,247	
121 4000	Rent Income	2,010	2,009	1		2,510	500	Allotment income anticipated increased
122 4002	Car Park Fees	107,000	76,284	30,716		110,000	3,000	Based on actual income
123 4003	Commission	250	87	163		200	50	Based on actual income
124 4004	Lettings Income	47,350	26,615	20,735		36,700	10,650	AH will be shut due to the roof being replaced, TH income reduced based on actual income
125 4006	Green Room Rental Income	-	-	-		-	-	
126 4007	Electricity/ Water Recharged	15	170	155		15	-	
127 4008	Equipment Hire Income	6,000	2,033	3,967		4,000	2,000	Based on actual income
129 4010	PRS Income	1,000	1,528	528		1,000	-	
130 4013	TIC Sales	3,300	2,769	531		3,750	450	Anticipated increase in income
131 4014	Excess Parking Charges	1,000	1,425	425		1,000	-	
132 4015	TIC Market Income	-	-	-		-	-	
133 4017	TIC Photo Machine Income	2,500	1,117	1,383		2,500	-	
134 4020	Interment Fees	2,650	1,750	900		2,650	-	
135 4021	Memorial Fees	300	375	75		300	-	
136 4022	Exclusive Right of Burial	1,375	775	600		1,375	-	
137 4030	Sundry Income	150	804	654		150	-	
138 4051	CC Urban Grass Cutting	-	-	-		-	-	At budgeting time last year contracts were being reviewed. No correspondence from Cornwall Council in relation to this at present for 2024/25 so have based income on actuals
4052	CC Housing Grass Cutting	17,500	12,549	4,951		12,549	4,951	
139								

	A	B	C	D	E	F	G	J	K
140/4053	CC Footpaths Maintenance		-	-	-		-	-	
142/4055	CC Rural & Natural Environment Grass Cutting	4,700	5,021	-	321		5,021	321	As above
143/4056	Coronation Park Maintenance	-	-	-	-		-	-	
145/4164	TIC Misc Commission Income	500	-	-	-		500	-	
146/4165	TIC Agency Income	5,000	3,612	1,388			5,000	-	
147/4172	Refreshments	3,150	2,388	762			3,150	-	
148/4173	TIC Accommodation Bookings	-	-	-	-		-	-	
149/4174	TIC Membership	250	-	250			-	250	No longer offer membership businesses
151/4176	Precept	879,251	879,251	-	-		1,049,424	170,173	
152/4177	Grants Received	-	379,931	379,931			1,150,000	1,150,000	Library grant from Cornwall Council
153/4178	Loans Received	-	-	-	-		-	-	
154/4179	Donations Received	-	500	500			16,000	16,000	Donation from AH Truat for the roof
155/4180	TIC Misc Income	100	-	100			100	-	
158/4183	Cornwall Council Precept Grant	-	-	-	-		-	-	
159/4190	Interest Received	7,500	19,973	12,473			25,000	17,500	Higher interest rates
160/4199	Banking Differences	-	2	2			-	-	
166/4350	Library Income	500	95	405			1,000	500	Anticipated increase in income
168/4500	Arts and Cultural Provision	10,000	4,942	5,058			6,500	3,500	Based on actual income. Xmas lights
169		1,103,351	1,426,000	323,149			2,440,394	1,337,043	Income over estimated
170									

	A	B	C	D	E	F	G	I
1		Launceston Town Council						
2		Detailed Budget						
3		2024-25						
4		Department - 101 Town Hall (inc Clock)						
5								
6			Budget	Actual YTD	Varlance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenditure							
9								
10	7001	Salaries and Wages	82,729	59,185	23,544		93,659	
11	7002	PRS Expenditure	1,000	1,003	- 3		1,000	Difficult to estimate depends on usage
13	7004	Protective clothing	500	351	149		500	
14	7008	Staff Training	250	-	250		250	
17	7011	Rates	19,102	18,191	911		19,484	
18	7012	Water	2,200	1,486	714		2,200	
19	7013	Rent Payable			-			
20	7014	Electricity	5,700	5,197	503		7,796	Contracts fixed until 2025 and expected to rise
21	7015	Gas	4,300	2,717	1,583		5,500	Fixed until March 2024 and expected to rise
22	7016	Cleaning	4,000	6,559	- 2,559		9,900	
23	7017	Health and Safety	750	104	646		750	
24	7018	Temporary Staff			-			
25	7020	Miscellaneous Expenses	250	66	184		250	
26	7021	Phone/Fax	122	81	41		175	
27	7022	Postage		-	-			
28	7023	Stationery	145	87	58		145	
29	7024	Subscriptions & licences	300	25	275		300	
30	7025	Insurance	10,760	7,495	3,265		11,298	
31	7026	Computer Costs		-	-			
33	7030	Recruitment Advertising	290		290		290	
34	7031	Advertising	150	57	93		150	
35	7032	Publicity	500	745	- 245		1,500	
38	7035	New Furniture and Equipment	2,500	2,729	- 229		3,500	Grinder, cordless vacuum and vacuum shredder/blower, dishwasher (£2,500 from EMR)
39	7036	Maintenance Property	82,005	16,116	65,889		32,584	As per schedule plus exterior stonework
43	7040	Equipment Hire/Lease	300	-	300		300	
53	7052	Bank Card Expenses	600	327	176,137		600	
54	7054	PWLB Loan Repayments			-			
55	7056	Legal & Professional Fees	1,000	375	625		1,000	
58	7070	Equipment Repairs & Maintenance	1,200	712	488		1,200	
60	7101	Vehicle Costs Petrol	500	193	307		400	
63	7104	Vehicle Costs - Repairs and Service		669	- 669		750	
67	7172	Refreshment Expenses	1,500	1,659	- 159		1,500	
88	7500	Art & Culture Provision	2,000	1,271			2,000	
112	7991	Tfr to Earmarked Reserves	33,489		33,489		33,489	
113	7992	Tfr from Earmarked Reserves	- 82,005		- 82,005		- 32,584	Dishwasher plus stone work previously earmarked
118								
119			176,137	127,399	223,873		199,886	
120	Income							
124	4004	Lettings Income	35,000	17,978	17,022		30,000	Based on actual income
125	4006	Green Room Rental Income			-			
127	4008	Equipment Hire Income	6,000	2,013	3,987		4,000	Based on income
129	4010	PRS Income	1,000	1,528	- 528		1,000	
137	4030	Sundry Income		116	- 116			
147	4172	Refreshments	3,000	2,388	612		3,000	
154	4179	Donations Received		500	- 500			
168	4500	Art & Cultural Provision	2,000	2,327	- 327		2,000	
169			47,000	26,849	20,477		40,000	

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 102 Car Park							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenditure							
9								
10	7001	Salaries and Wages	12,459	19,325	-	6,867	14,084	
13	7004	Protective clothing	200			200	200	
17	7011	Rates	22,816	18,165		4,651	23,272	
18	7012	Water	1,000			1,000	1,000	
20	7014	Electricity	5,025	938		4,087	5,025	
22	7016	Cleaning	4,500	2,447		2,053	4,500	
23	7017	H&S	150			150	150	
24	7018	Temporary Staff				-		
25	7020	Miscellaneous Expenses		355	-	355	250	
26	7021	Phone/Fax				-		
27	7022	Postage				-		
28	7023	Stationery	500	344		156	500	
29	7024	Subscriptions & licences		2,493	-	2,493	4,800	Just Park fees
30	7025	Insurance	3,798	2,645		1,153	3,988	
39	7036	Maintenance Property	4,660	5,375	-	715	5,500	
55	7056	Legal & Professional Fees	250	1,992	-	1,742	2,500	
58	7070	Equipment Repairs & Maintenance	450	-		450	450	
112	7991	Tfr to Earmarked Reserves	2305			2,305	2,305	
113	7992	Tfr from Earmarked Reserves				-		
118								
119			58,112	54,078		4,034	68,523	
120	Income							
122	4002	Car Park Fees	107,000	76,284		30,716	110,000	Based on actual income
131	4014	Excess Parking Charges	1,000	1,425	-	425	1,000	
137	4030	Sundry Income				-		
160	4199	Banking Differences		3	-	3		
169			108,000	77,712		30,288	111,000	

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 103 Toilets							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9		Expenditure						
10	7001	Salaries and Wages	16,770	13,690	3,080		19,009	
13	7004	Protective Clothing		46	46			
18	7012	Water	5,500	4,642	858		6,500	based on actual
20	7014	Electricity	1,000	409	591		1,000	
22	7016	Cleaning	1,000	1,152	152		1,500	
23	7017	Health and Safety	300	15	285		300	
30	7025	Insurance	443	309	134		465	
38	7035	New Furniture and Equipment			-			
39	7036	Maintenance Property	4,000	1,767	2,233		4,000	
42	7039	Vandalism Repairs	-		-		-	
63	7104	Vehicle Costs - Repairs and Service	-		-		-	
112	7991	Tfr to Earmarked Reserves	4,035		4,035		4,874	For future refurbishment
113	7992	Tfr from Earmarked Reserves			-			
118					-			
119			33,048	22,028	11,020		37,649	
120	Income	Income			-			
137	4030	Sundry Income		-	-			
169			-	-	-		-	
170								
171								

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 104 Southgate Arch							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	613	794	- 181		694	
17	7011	Rates			-			
18	7012	Water	170	89	81		170	
20	7014	Electricity	750	427	323		750	
23	7017	Health and Safety	100		100		100	
30	7025	Insurance	3,165	2,204	960		3,323	
39	7036	Maintenance Property	250	6,187	- 5,937		10,000	Repairs to roof/battlements estimated cost but waiting on advice from Heritage England as to the way forward, cost could be a lot more than this
55	7056	Legal & Professional Fees	500	170	330		500	
112	7991	Tfr to Earmarked Reserves	823		823		504	
113	7992	Tfr from Earmarked Reserves	- 250		- 250		- 5,436	Previously earmarked for stone and roof repairs
118								
119			6,121	9,872	- 3,751		10,605	
120	Income				-			
126	4007	Electricity/ Water Recharged	920	169	751		-	
137	4030	Sundry Income		-	-			
169			920	169	751		-	
170								

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 105 Town Square							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	714	1,172	- 458		833	
18	7012	Water	150	44	106		150	
20	7014	Electricity	120	178	- 58		300	Based on actual costs
25	7020	Miscellaneous Expenses inc bunting	1,550	1,107	443		1,550	
38	7035	New Furniture and Equipment	-	-	-		-	
40	7037	Maintenance Grounds	700	142	558		700	
55	7056	Legal & Professional Fees	86		86		86	
118								
119			3,320	2,643	677		3,619	
120	Income				-			
124	4004	Lettings Income	900	1,155	- 255		1,250	Increase based on actual income
126	4007	Electricity/ Water Recharged	15	1	14		15	
154	4179	Donations Received		-	-			
169			915	1,156	- 241		1,265	
170								

	A	B	C	D	E	F	G	I
1		Launceston Town Council						
2		Detailed Budget						
3		2024-25						
4		Department - 106 Cemetery						
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	46,352	32,750	13,602		52,449	
13	7004	Protective clothing	100		100		100	
14	7008	Staff Training	300		300		300	
17	7011	Rates	1,873	1,218	655		1,910	
18	7012	Water	205	638	- 433		650	
20	7014	Electricity	150	179	- 29		275	
23	7017	Health and Safety	150	277	- 127		150	
25	7020	Miscellaneous Expenses			-			
29	7024	Subscriptions & licences	100	95	5		100	
30	7025	Insurance	506	353	154		532	
31	7026	Computer Costs	225	240	- 15		250	
38	7035	New Furniture and Equipment	-		-		-	
39	7036	Maintenance Property	500	2,917	- 2,417		500	
43	7040	Equipment Hire/Lease	1,000	614	386		1,000	
55	7056	Legal & Professional Fees			-			
60	7101	Vehicle Costs- Petrol	200		200		200	
112	7991	Tfr to Earmarked Reserves			-		20,000	£20,000 for new cemetery
113	7992	Tfr from Earmarked Reserves			-			
118								
119			51,661	39,280	12,381		78,416	
120	Income				-			
134	4020	Interment Fees	2,650	1,750	900		2,650	
135	4021	Memorial Fees	300	375	- 75		300	
136	4022	Exclusive Right of Burial	1,375	775	600		1,375	
137	4030	Sundry Income		-	-			
169			4,325	2,900	1,425		4,325	
170								

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 107 Lawrence House Museum							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	9,192	1,860	7,332		10,407	
17	7011	Rates	1,340	1,060	280		1,650	Flat & Museum
23	7017	Health and Safety		215	- 215			
25	7020	Miscellaneous Expenses	500	3,038	- 2,538		500	
30	7025	Insurance	1,475	882	593		1,600	
								Anticipated refurbishment costs
39	7036	Maintenance Property	80,000	154,833	- 74,833		250,000	
40	7037	Maintenance Grounds	510	280	230		510	
47	7044	Grant- LHM	25,000	25,000	-		25,000	
								Work on Trust Document
55	7056	Legal & Professional Fees	1,000	3,950	- 2,950		5,000	
								Refurbishment costs previously earmarked
113	7992	Tfr from Earmarked Reserves	(80,000)	(158,721)	78,721		- 250,000	
118					-			
119			39,017	32,397	6,620		44,667	
120	Income							
137	4030	Sundry Income	-	-	-		-	
169			-	-	-		-	
170								

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 109 Band Room							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	613	-	613		694	
39	7036	Maintenance Property		436	436		100	Fire extinguisher service
118								
119			613	436	177		794	
120	Income							
121	4000	Rent Income	10	-	10		10	
169			10	-	10		10	
170								

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 110 Tourist Information Centre							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	91,921	76,869	15,052		104,066	
13	7004	Protective Clothing	100	64	36		100	
14	7008	Staff Training	500	-	500		500	
15	7009	Staff Travel	-	-	-		-	
17	7011	Rates	3,417	2,157	1,260		2,750	
18	7012	Water	2,000	419	1,581		2,000	
19	7013	Rent and service charge	7,500	2,979	4,521		7,500	
20	7014	Electricity	1,700	1,219	481		1,850	
22	7016	Cleaning	350	29	321		350	
23	7017	Health and Safety	100		100		100	
25	7020	Miscellaneous Expenses	100	22	78		1,600	£1,500 Allowance for Connect Launceston Group
26	7021	Phone/ Fax	1,500	832	668		1,500	
27	7022	Postage	60	3	57		60	
28	7023	Stationery	1,000	31	969		500	
29	7024	Subscriptions & licences	200	226	- 26		250	
30	7025	Insurance	1,013	705	307		1,063	
31	7026	Computer Costs	750	452	298		750	
32	7027	Photocopier Costs		270	- 270		600	
33	7030	Recruitment Advertising			-			
34	7031	Advertising	200	200	-		200	
35	7032	Publicity	-	192	- 192		200	
38	7035	New Furniture and Equipment	510	3,289	- 2,779		750	Laptop for meetings & Lauren
39	7036	Maintenance Property	857	540	317		857	
53	7052	Bank Card Expenses	750	219	531		400	
55	7056	Legal & Professional Fees	200		200		200	
58	7070	Equipment Repairs & Maintenance	400	-	400		400	Photo machine maintenance
67	7172	Refreshment Expenses		60	- 60			
78	7210	Town Trails/Guides		85	- 85			
80	7212	TIC Ticket Sales	5,000	4,211	789		5,000	
81	7213	TIC Card Sales	1,000	50	950		500	
83	7221	Website	125	290	- 165		125	
84	7300	TIC Purchases	3,000	558	2,442		2,000	
86	7302	TIC Events	2,000	215	1,785		2,000	
87	7303	TIC Photo Machine Expenditure	1,000	565			1,000	
112	7991	Tfr to Earmarked Reserves	500		500		500	
113	7992	Tfr from Earmarked Reserves		- 3,170	3,170			
118					-			
119			127,753	93,582	33,736		139,671	
120	Income							
123	4003	Commission	250	87	163		200	
130	4013	TIC Sales	3,300	2,769	531		3,750	
133	4017	Photo Printing Machine Income	2,500	1,117			2,500	
145	4164	TIC Misc Commission Income	500	-			500	
146	4165	TIC Agency Income	5,000	3,612	1,388		5,000	
149	4174	TIC Membership	250		250		-	
155	4180	TIC Misc Income	100		100		100	
160	4199	Banking Differences		(5)	5			
169			11,900	7,580	2,437		12,050	

Launceston Town Council						
Detailed Budget						
2024-25						
Department - 111 Ambulance Hall						
		Budget	Actual YTD	Variance		Budget
		2023-24	8 Months			2024-25
Expenses						
7001	Salaries and Wages	10,782	14,079	- 3,297		12,210
7004	Protective Clothing	100		100		100
7011	Rates	4,182	3,354	828		4,266
7012	Water	750	150	600		750
7014	Electricity	1,500	203	1,297		1,500
7015	Gas	2,000	1,035	965		2,000
7016	Cleaning	600	158	442		600
7017	Health and Safety	250		250		250
7018	Temporary Staff			-		
7020	Miscellaneous Expenses		72	- 72		50
7021	Phone/ Fax	650	435	215		650
7025	Insurance	886	617	269		930
7032	Publicity	-		-		-
7035	New Furniture and Equipment	-		-		-
7036	Maintenance Property	2,000	1,334	666		42,000
7056	Legal & Professional Fees	280	200	80		280
		23,980	21,637	2,343		65,586
Income						
4004	Lettings Income	11,000	7,198	3,802		5,000
4008	Equipment Hire Income		20	- 20		
4030	Sundry Income		-	-		
4172	Refreshments	150		150		150
4179	Donations Received					16,000
		11,150	7,218	3,932		21,150

Replacement of hall roof plus day to day maintenance

Repairs needed to roof AH will be closed for part of the year

Ambulance Hall Trust Funds for Roof replacement

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 120 Allotments							
5			Budget	Actual YTD	Variance		Budget	
6			2023-24	8 Months			2024-25	
7								
8	Expenses							
9								
10	7001	Salaries and Wages	10,591	5,936	4,655		12,002	
18	7012	Water	950	409	541		950	
19	7013	Rent Payable	100	100	-		100	
25	7020	Miscellaneous Expenses	30	26	4		30	
29	7024	Subscriptions & licences	60	55	5		60	
40	7037	Maintenance Grounds	1,441	673	768		1,441	
43	7040	Equipment Hire/Lease	200	330	-130		200	
55	7056	Legal & Professional Fees	86		86		86	
118					-			
119			13,458	7,529	5,929		14,869	
120	Income				-			
								Based on
121	4000	Rent Income	2,000	2,009	-9		2,500	actual
137	4030	Sundry Income		64	-64			income
169			2,000	2,073	-73		2,500	

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 125 Welfare Unit for Grounds Staff							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	1,532		1,532		1,734	
20	7014	Electricity	500	777	- 277		1,200	
22	7016	Cleaning	50	-	50		50	
30	7025	Insurance	253	176	77		266	
39	7036	Maintenance Property	48,030	111	47,919		42,051	Welfare Unit
40	7037	Maintenance Grounds	200	434	- 234		200	
43	7040	Equipment Hire/Lease	100	60	40		100	
55	7056	Legal & Professional Fees	80	5,979	- 5,899		80	
58	7070	Equipment Repairs & Maintenance		-	-			
112	7991	Tfr to Earmarked Reserves			-			
113	7992	Tfr from Earmarked Reserves	- 30,000		- 30,000		- 30,000	From periodic maintenance
118								
119			20,745	7,537	13,208		15,681	
120	Income							
137	4030	Sundry Income			-			
169			-	-	-		-	

Launceston Town Council						
Detailed Budget						
2024-25						
Department - 130 Library						
		Budget	Actual YTD	Variance	Budget	
		2023-24	8 Months		2024-25	
Expenses						
7001	Salaries and Wages	104,178	79,984	24,194	117,941	Didn't allocate anyone elses time before
7002	PRS Expenditure	320		320	320	
7004	Protective Clothing	100		100	100	
7008	Staff Training	500		500	500	
7016	Cleaning	2,000	957	1,043	2,000	
7017	Health and Safety	200	166	34	200	
7020	Miscellaneous Expenses	250	180	70	250	
7022	Postage	25		25	25	
7023	Stationery	500	81	419	500	
7026	Computer Costs	100		100	100	
7030	Recruitment Advertising			-		
7035	New Furniture and Equipment	300		300	300	
7036	Maintenance Property	250	-	250	250	
7038	Building Works			-	1,075,000	Library build costs
7052	Bank Card Expenses	50	169	- 119	260	
7056	Legal & Professional Fees	200		200	75,200	Library Design and Concept plus incidental legal costs
7070	Equipment Repairs & Maintenance		18	- 18		
7172	Refreshment Expenses	300	119	181	300	
7500	Arts & Culture Provision	500	7,902		500	
		109,773	89,577	27,598	1,273,746	
Income						
4004	Lettings Income	450	284	166	450	
4030	Sundry Income	50		50	50	
4177	Grants Received		20,000	- 20,000	1,150,000	
4350	Library Income	500	95	405	1,000	
		1,000	20,379	- 19,379	1,151,500	

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2024-25						
4	Department - 140 Capital						
5							
6			Budget	Actual YTD	Variance		Budget
7			2023-24	8 Months			2024-25
8	Expenses						
9							
54	7054	PWLB Loan Repayments	51,318	25,659	25,659		51,318
118							
119			51,318	25,659	25,659		51,318
120	Income						
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2024-25						
4	Department - 142 Roundhouse						
5							
6			Budget	Actual YTD	Variance		Budget
7			2023-24	8 Months			2024-25
8	Expenses						
9							
10	7001	Salaries and Wages	429		429		486
30	7025	Insurance	152	106	46		160
38	7035	New Furniture and Equipment	-	-	-		-
39	7036	Maintenance Property	500	-	500		500
63	7104	Vehicle Costs - Repairs and Service	-		-		-
112	7991	Tfr to Earmarked Reserves	609		609		407
113	7992	Tfr from Earmarked Reserves	- 500		- 500		-
118							
119			1,190	106	1,084		1,552
120	Income						
137	4030	Sundry Income		-	-		
169			-	-	-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2024-25						
4	Department - 143 Priory & Rest Garden						
5							
6			Budget	Actual YTD	Variance		Budget
7			2023-24	8 Months			2024-25
8	Expenses						
9							
10	7001	Salaries and Wages	2,577	897	1,681		2,914
30	7025	Insurance	380	265	115		399
38	7035	New Furniture and Equipment	-		-		-
40	7037	Maintenance Grounds	345		345		345
112	7991	Tfr to Earmarked Reserves	314		314		283
113	7992	Tfr from Earmarked Reserves	- 345		- 345		-
118							
119			3,271	1,161	2,110		3,941
120	Income				-		
137	4030	Sundry Income		-	-		
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2024-25						
4	Department - 144 War Memorial						
5							
6			Budget	Actual YTD	Variance		Budget
7			2023-24	8 Months			2024-25
8	Expenses						
9							
10	7001	Salaries and Wages	1,532	2,006	- 474		1,734
30	7025	Insurance	633	441	192		665
62	7103	War Memorial Upkeep	500	18	482		500
112	7991	Tfr to Earmarked Reserves	217		217		217
113	7992	Tfr from Earmarked Reserves	- 500		- 500		-
118							
119			2,382	2,465	- 83		3,116
120	Income				-		
137	4030	Sundry Income			-		
169			-		-		-

	A	B	C	D	E	F	G	I
1		Launceston Town Council						
2		Detailed Budget						
3		2024-25						
4		Department - 145 Public Lights/Street Furniture						
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	613	-	613		694	
20	7014	Electricity	1,300	814	486		2,000	Street lights & Defib @ Stourscombe
25	7020	Miscellaneous Expenses		15	15			
30	7025	Insurance	19	13	6		20	
38	7035	New Furniture and Equipment	1,750	5,152	3,402		-	
39	7036	Maintenance Property	750	63	687		750	Grit requirement
40	7037	Maintenance Grounds		1,709	1,709			
42	7039	Vandalism Repairs		14	14			
118								
119			4,432	7,780	3,348		3,464	
120	Income							
137	4030	Sundry Income		420	420			
169			-	420	420		-	

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 146 Play Areas							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	3,799	1,506	2,294		4,301	
23	7017	Health and Safety	200		200		200	
30	7025	Insurance	66	46	20		69	
39	7036	Maintenance Property	1,028	-	1,028		1,028	
40	7037	Maintenance Grounds	204	-	204		204	
42	7039	Vandalism Repairs	-		-		-	
43	7040	Equipment Hire/Lease	100		100		100	
55	7056	Legal & Professional Fees	450	325	126		450	
58	7070	Equipment Repairs & Maintenance	-		-		-	
60	7101	Vehicle Costs- Petrol	100		100		100	
63	7104	Vehicle Costs - Repairs and Service	100		100		-	
								Earmarking for future years
112	7991	Tfr to Earmarked Reserves	2,404		2,404		4,807	
113	7992	Tfr from Earmarked Reserves			-			
118								
119			8,451	1,876	6,575		11,260	
120	Income							
137	4030	Sundry Income		93	- 93			
169			-	93	- 93		-	
170								

	A	B	C	D	E	F	G	I
1	Launceston Town Council							
2	Detailed Budget							
3	2024-25							
4	Department - 148 Footpaths & Grasscutting							
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	54,694	21,319	33,375		61,954	
13	7004	Protective clothing	1,000	603	397		1,000	
14	7008	Staff Training	1,500	200	1,300		1,500	
23	7017	Health and Safety	500	-	500		500	
30	7025	Insurance	2,100	1,328	772		2,100	Commercial Vehicle Insurance
33	7030	Recruitment Advertising		-	-			
38	7035	New Furniture and Equipment	300	-	300		1,000	Strimmer and blower
40	7037	Maintenance Grounds	500	838	- 338		500	
43	7040	Equipment Hire/Lease	500	15	485		500	
58	7070	Equipment Repairs & Maintenance	2,000	958	1,042		2,000	
60	7101	Vehicle Costs- Petrol	2,000	1,877	123		2,500	
63	7104	Vehicle Costs - Repairs and Service	1,500	1,745	- 245		2,000	
64	7105	Vehicle Lease Hire	-		-		-	
65	7107	Grass Cutting Contract Costs & Weed killing	-	281	- 281		350	Gas for weedkilling burning
112	7991	Tfr to Earmarked Reserves			-			
113	7992	Tfr from Earmarked Reserves			-			
118								
119			66,594	29,164	37,430		75,904	
120	Income				-			
138	4051	CC Grass Cutting Highways			-			
139	4052	CC Grass Cutting Town	17,500	12,549	4,951		12,549	
140	4053	CC Footpaths Maintenance			-			
142	4055	CC Rural Grass Cutting	4,700	5,021	- 321		5,021	
169			22,200	17,570	4,630		17,570	

	A	B	C	D	E	F	G	I
1		Launceston Town Council						
2		Detailed Budget						
3		2024-25						
4		Department - 201 Launceston Lights & Flowers						
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	2,758	4,868	- 2,110		3,122	
20	7014	Electricity	500		500		1,200	last bill £1049
38	7035	New Furniture and Equipment	1,000	300	700		500	
72	7204	Launceston Enhancement - lights	12,000	2,105	9,895		19,000	New light contract and tendering for installation
88	7500	Arts & Culture Provision	8,000	297	7,703		3,000	Reduction due to increase in Lights expenditure
118								
119			24,258	7,570	16,688		26,822	
120	Income							
152	4177	Grants Received		550				
168	4500	Arts & Culture Provision	8,000	2,615			4,500	
169			8,000	3,165	-		4,500	

	A	B	C	D	E	F	G	I
1		Launceston Town Council						
2		Detailed Budget						
3		2024-25						
4		Department - 210 Administration						
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	86,896	44,973	41,923		98,308	
12	7003	Pension Lump Sum	5,200	5,200	-		5,200	
14	7008	Staff Training	1,500	2,207	- 707		2,000	Continue staff development and new members of staff
15	7009	Staff Travel	-	3	- 3		-	
24	7018	Temporary Staff			-		25,000	Budget for temporary staff to cover staff sicknesses
25	7020	Miscellaneous Expenses	500	495	5		500	
26	7021	Phone/ Fax	3,250	1,714	1,536		3,250	
27	7022	Postage	250	72	178		250	
28	7023	Stationery	564	509	55		750	
29	7024	Subscriptions & licences	175	104	71		175	
30	7025	Insurance	15,824	11,669	4,155		16,615	
31	7026	Computer Costs	10,500	8,895	1,605		13,500	
32	7027	Photocopier Costs	2,600	1,619	981		2,600	
33	7030	Recruitment Advertising	250		250		250	
35	7032	Publicity			-			
38	7035	New Furniture and Equipment		-	-			
52	7051	Bank Charges	4,000	2,434	1,566		4,000	
53	7052	Bank Card Expenses		30	- 30			
55	7056	Legal & Professional Fees	1,900	7,721	- 5,821		2,500	
56	7057	Audit Fees	3,500	750	2,750		4,020	The external audit cost will be greater due to an increase in expenditure/income
112	7991	Tfr to Earmarked Reserves		9,381	- 9,381		5,000	As resolved by F&GP to increase General Reserves by £5,000 each year.
115	8100	Bad Debt Write Off		44	- 44			
118					-			
119			136,909	97,820	39,089		183,918	
120	Income				-			
137	4030	Sundry Income	100	2	98		100	
151	4176	Precept	879,251	879,251	-		1,049,424	
152	4177	Grants Received		9,381	- 9,381			
158	4183	Cornwall Council Precept Grant	-	-	-		-	
159	4190	Interest Received	7,500	19,973	- 12,473		25,000	Income up due to interest rates, assumed interest rates remain higher
169			886,851	908,607	- 21,756		1,074,524	

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2024-25						
4	Department - 211 Grants (including Section 137)						
5							
6			Budget	Actual YTD	Variance		Budget
7			2023-24	8 Months			2024-25
8	Expenses						
9							
44	7041	Grants - Permitted	35,000	33,750	16,940		10,000
48	7045	Grant - Cyprus Well	1,710	1,455	255		1,750
49	7046	Grant - Youth Council	3,000	20	2,980		3,000
50	7047	Grant - Priory	1,000	-	1,000		1,000
79	7211	CCTV	3,000	3,000	-		3,000
118					-		
119			43,710	38,224	21,176		18,750
120	Income				-		
169			-	-	-		-

	A	B	C	D	E	F	G	I
1		Launceston Town Council						
2		Detailed Budget						
3		2024-25						
4		Department - 213 Civic & Democratic						
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	67,409	33,082	34,327		76,315	
14	7008	Staff Training	500	120	380		750	
15	7009	Staff Travel	-	-	-		-	
16	7010	Councillor Training	500	120	380		500	
25	7020	Miscellaneous Expenses	1,250	1,738	- 488		1,250	
28	7023	Stationery	250	21	229		250	
29	7024	Subscriptions & licences	2,280	1,717	563		2,600	CALC, NALC etc
30	7025	Insurance	850	-	850		893	Cyber package
34	7031	Advertising	250	-	250		250	
35	7032	Publicity	-	325	- 325		-	
37	7034	Newsletter	1,500	1,000	500		1,500	Link article £350 per quarter
38	7035	New Furniture and Equipment		357,185	- 357,185			
55	7056	Legal & Professional Fees	750	-	750		750	
67	7172	Refreshment Expenses	3,500	2,596	904		3,500	Mayor choosing plus
68	7200	Mayor's Allowance	2,500	1,256	1,244		2,500	
69	7201	Town Crier and Macebearers	150		150		150	
71	7203	Election Expenses	2,000		2,000		2,000	
73	7205	Noticeboards & Town Signage	-		-		-	
82	7220	Councillors Expenses	3,000	350	2,650		3,000	
83	7221	Website	600	140	460		600	
112	7991	Tfr to Earmarked Reserves	2,000		2,000		2,000	Top up election reserve
113	7992	Tfr from Earmarked Reserves	0		-		-	
118								
119			89,289	399,649	- 310,360		98,807	
120	Income							
137	4030	Sundry Income	0	110	- 110		-	
152	4177	Grants Received		350,000	- 350,000			
154	4179	Donations Received		-	-			
169			-	350,110	- 350,110		-	

	A	B	C	D	E	F	G	I
1		Launceston Town Council						
2		Detailed Budget						
3		2024-25						
4		Department - 217 Kings Field						
5								
6			Budget	Actual YTD	Variance		Budget	
7			2023-24	8 Months			2024-25	
8	Expenses							
9								
10	7001	Salaries and Wages	1,532	1,196	336		1,734	
23	7017	Health and Safety	100		100		100	
30	7025	Insurance	38	26	12		40	
38	7035	New Furniture and Equipment	32,500	635	31,865		43,000	Install new paly equipment covered by EMR
39	7036	Maintenance Property	432	-	432		450	
40	7037	Maintenance Grounds	765	-	765		765	
43	7040	Equipment Hire/Lease		-	-			
58	7070	Equipment Repairs & Maintenance			-			
112	7991	Tfr to Earmarked Reserves			-			
113	7992	Tfr from Earmarked Reserves	- 30,288		- 30,288		- 42,000	EMR from previous years/lottery and CIL
118								
119			5,079	1,857	3,222		4,089	
120	Income							
137	4030	Sundry Income		-	-			
169			-	-	-		-	

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2024-25						
4	Department - 219 Coach Park						
5							
6			Budget	Actual YTD	Variance		Budget
7			2023-24	8 Months			2024-25
8	Expenses						
9							
10	7001	Salaries and Wages	2,145	430	1,715		2,428
17	7011	Rates	561	440	121		572
23	7017	Health and Safety	250		250		250
40	7037	Maintenance Grounds	204	30	174		7,000
112	7991	Tfr to Earmarked Reserves	491		491		491
	7992	Tfr from Earmarked Reserves	-		-		-
113							7,000
119			3,651	900	2,750		3,741
120	Income						
169			-		-		-

Appendix 2

COUNCIL TAX ANALYSIS

Please select Town/Parish from drop down list

Launceston

Precept for 2023/24 879,251.00

Divided by the taxbase 2023/24 3,207.87

Equals : Band D Council Tax 2023/24 274.09

For 2024/25

Proposed precept for 2024/25 1,049,474.00 Please enter proposed Precept for 2024/25

Divided by the taxbase 2024/25 3,235.30

Equals : Band D Council Tax 2024/25 324.37

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Parish Council Tax Charge 2023/24	182.73	213.18	243.64	274.09	335.00	395.91	456.82	548.18
As a proportion of Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
Proposed Parish Council Tax Charge 2024/25	216.24	252.29	288.33	324.37	396.45	468.53	540.61	648.73
Annual change (£) for 2024/25	33.51	39.11	44.69	50.27	61.45	72.62	83.79	100.55
Annual change (%) for 2024/25	18.34%	18.35%	18.34%	18.34%	18.34%	18.34%	18.34%	18.34%

Appendix 3

Earmarked Reserves

<u>Reserve</u>	<u>Balance at</u> <u>31/03/2023</u> <u>£</u>
Town Hall Building Works	66,422
Periodic Maintenance	284,442
Lawrence House	510,448
Elections	10,589
Vandalism	4,470
TIC	8,103
Stourscombe S106	12,235
Cemetery	100,000
Play Areas	20,628

