



Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Town Clerk: Mr G E Diaper

Tel: 01394 383599

Email: townclerk@woodbridge-suffolk.gov.uk



To Members of the Finance Committee

Cllr Bale

Cllr Gillard

Cllr Holdcroft

Cllr Miller

Cllr O’Nolan

Cllr Page

Cllr Sanders

Cllr Sutton

Cllr Sylvester

You are hereby summoned to attend the **meeting** of the **Finance Committee** to be held at the **Shire Hall** on **Tuesday 29th November 2022 at 7pm**

Greg Diaper

Town Clerk

24th November 2022

Public Attendance

Members of the public and press are welcome to join this meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to fifteen minutes duration but may be extended at the discretion of the Mayor.

Agenda

1. Apologies

To receive apologies for absence.

2. To receive declaration of interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. To consider request for dispensation

Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak, and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. Public Question Time

For the public to ask questions of the Committee or raise issues for consideration at a future meeting of the Committee

5. To receive and approve the minutes of the meeting held 25th October 2022
6. To consider the Statement of Rental Charges for the 2023/24 Financial Year.
7. To consider quotations received from the Council's Computer Maintenance contractor.
8. To consider draft 2 of the 2023/24 budget and to discuss the Council's financial requirements (to follow).
9. Closure.

Woodbridge Town Council

Minutes of the meeting of the **Finance Committee** held at the **Shire Hall** on **Tuesday 25th October 2022** at **7pm**

Councillors:

Present: G Holdcroft, S Miller, R Sanders and M Sutton

Apologies: S Bale, P Gillard, C Page

Absent
without apologies: E O’Nolan, C Mapey and M Sylvester

In Attendance: Town Clerk and one member of the public

414. Apologies for Absence

Apologies for absence had been received from Councillors Bale, Gillard, and Page.

415. To receive Declarations of Interest

Councillor Holdcroft declared a non-pecuniary interest in item 417 as a Director of Choose Woodbridge.

Councillor Sutton declared a non-pecuniary interest in item 419 as a Director of the Woodbridge Riverside Trust.

416. To consider request for Dispensations

There were no requests from Councillors with a pecuniary interest in an item on this Agenda for a dispensation.

417. Public Question Time

A member of the public spoke to Councillors about the plans for Christmas lights in the town this year.

418. To receive and approve the minutes of the meeting held 27th September 2022

The Committee received and approved the signing of the minutes of the meeting held 27th September 2022 as a true record.

419. To consider draft 1 of the 2023/24 budget and to discuss the Council’s financial

requirements.

The Committee considered the first draft of the 2023/24 budget, specifically focussing on the income proposals. As well as some minor updates to the budget spreadsheet, the Town Clerk was asked to:

- Seek legal advice regarding the potential for the re-negotiation of the Council's lease agreements with tenants with a view to increasing rental income.
- To investigate the benefits of investing a percentage of the Council's reserves in fixed rate bonds.

420. To consider quotations received from the Council's Computer Maintenance contractor.

The Committee consider the quotations for updating the Council's IT and asked the Town Clerk to seek further quotations to:

- Provide a mobile phone, rather than a laptop, for the Maintenance Officer.
- To update/ improve the Wi-Fi at the Shire Hall.

421. To consider the financial management of Council Funds.

The Committee agreed that the Standing Orders Working Party be asked to consider the Council's policies covering the management and distribution of funding and grants.

422. Closure

The meeting was closed at 8.30pm.

Councillor Sutton
Chair

Item 6

To consider the Statement of Rental Charges for the 2023/24 Financial Year.

The Terms of Reference for the Finance Committee includes the following:

- a review the Clerk's proposals for:
 - iv. the scale of charges for the use of the Council's facilities,

The Deputy Town Clerk has prepared the following review and proposal for the Committee to consider:

Review of Rental Charges for 2023.

Weddings:

No increase to wedding fees for 2023. Not competitive compared to local registry office venues. Current prices are in line with London rates.

Shire Hall:

Following local market research, we could increase our charges and remain competitive. (Please see following page for results of market research)

- Propose banding Community groups and private rentals within the Charitable price bracket and increasing to £10 per hour incl. VAT (from £5.40 Incl. VAT)
- Commercial rental be increased to £15 per hour incl. VAT (from £13.80 Incl. VAT)
- Imposing a 2-hour minimum rental for all hires with exception to regular bookings. This will support regular users of the Shire Hall and cover administration costs for one off short hire.

Public Open Spaces:

- Increase Charitable limit up to £100 per day (from £52.50 per day) – internally agree 10% increase on previous bookings
- Commercial hire limit to remain the same. – internally agree 10% increase on previous bookings (ie. Vintage Market)
- Pitch fees, Boot camp licenses, Allotments, Tide Mill Quay, Market Stalls to remain the same as reviewed in 2021/22
- Commercial seating area hire – to remain the same as set in 2022/23.

Market research on Wedding venues hire:

Hungarian Hall – Danbury Suite	£500 ceremony only
Stowmarket – Milton House	£550 incl registrar fees
Bury – Angel Hill	£550 incl registrar fees
Old Marylebone registry office - London	£800 incl registrar fees

Market research of local area venue hire:

Library

Minimum of 2 hours charge

£12 per hour Community/charity/private hire

£18 per hour Commercial

Community Hall

£10 per hour Charity

£12 per hour Standard

£15 per hour commercial

Burness Parish Rooms- Melton

AM session 9am to 12.30pm Weekday £36 Weekend £55

Afternoon session 1pm to 5pm Weekday £36 Weekend £55

PM session 6pm to 10pm Weekday £36 Weekend £65

Grundisburgh Village Hall

£15 per hour

Bredfield Village Hall

£15 per hour weekend

£12 per hour weekend

Melton Pavilion

AM session 9am to 1pm Weekday £25 Evening & Weekend £30

Afternoon session 1.30pm to 5pm Weekday £25 Evening & Weekend £30

PM session 5.30pm to 10pm Evening & Weekend £30

10% discount to charities, community groups, residents for non-commercial.

The current and proposed schedule of rental charges are provided overleaf.

Members are asked to consider and agree the Statement of Rental Charges for the 2023/24 Financial Year.



Weddings	
Weekdays	2022 – £650 Inc. VAT 2023 – £700 Inc. VAT
Saturdays	2022 – £725 Inc. VAT 2023 – £775 Inc. VAT
Shire Hall	
Charitable	£4.50 per hour (£5.40 Inc. VAT)
Commercial and Private	£11.50 per hour (£13.80 Inc. VAT)
Public Open Spaces	Broomheath, Elmhurst Park, Fen Meadow, Kingston Field, Market Square, Whisstocks Place
Charitable	Up to £52.50 per day
Commercial	Up to £525.00 per day
Pitch Fees	£6.50 per match
Bootcamp Licenses	£76.00 for 6 months or £126.00 for 12 months
Allotments (from April 1 st 2022)	Full Plot £60 per annum
	Half Plot £30 per annum
	Quarter Plot £15 per annum
Tide Mill Quay	
Moorings	£13.00 per day (Maximum 5 consecutive nights at any one time)
Market	
Market stalls	£1.35 per foot per day (frontage of stall)

Whisstocks Place and the Shire Hall are rated for VAT.



Weddings	
Weekdays	£700 (Incl. VAT)
Saturdays	£775 (Incl. VAT)
Shire Hall	<u>2 Hour minimum hire, No minimum hire for regular bookings</u>
Charitable and Private	£10 per hour (Incl. VAT) (£8.33 without)
Commercial	£15.00 per hour (Incl. VAT) (£12.50 without)
Public Open Spaces	Broomheath, Elmhurst Park, Fen Meadow, Kingston Field, Market Square, Whisstocks Place
Charitable and Private	Up to £100 per day
Commercial	Up to £525.00 per day
Pitch Fees	£6.50 per match
Bootcamp Licenses	£76.00 for 6 months or £126.00 for 12 months
Allotments (from April 1 st 2023)	Full Plot £60 per annum
	Half Plot £30 per annum
	Quarter Plot £15 per annum
Tide Mill Quay	
Moorings	£13.00 per day (Maximum 5 consecutive nights at any one time)
Market Hill	
Market stalls	£1.35 per foot per day (frontage of stall)
Commercial seating	£15 per day charged monthly Pro Rata

Whisstocks Place and the Shire Hall are rated for VAT.

Item 7

To consider quotations received from the Council's Computer Maintenance contractor.

Members will recall considering quotations for an update of the Council's IT at the October meeting, with the following motions agreed:

The Committee consider the quotations for updating the Council's IT and asked the Town Clerk to seek further quotations to:

- *Provide a mobile phone, rather than a laptop, for the Maintenance Officer.*
- *To update/ improve the Wi-Fi at the Shire Hall.*

The Council's Maintenance Officer is now able to access his Council email (maintenance@woodbridge-suffolk.gov.uk) via a mobile device. The cost to WTC is an additional Office 365 license, £3.60 per month.

Further to the request from Members to seek improvements to the Wi-Fi at the Shire Hall, Officers have met with React and again discussed the wider needs for an improvement to the Council's IT.

After taking advice from React the following is now proposed:

Office equipment

To purchase each Officer a Dell laptop (Dell Latitude 3000 3520 39.6 cm (15.6") Notebook) – this will act as both a second screen as well as the device to be used for home working and attendance at external meetings. - **£5,689.50**

Migration of data to Office 365

The Council's server was purchased in April 2018 and it's 5 year warranty comes to an end in April 2023. We currently use Office 365 to host our email accounts and the SharePoint area Councillors use to access documents for meetings.

All programmes and documents used by officers are currently stored on the server located in the Shire Hall. This can overheat in summer and is vulnerable to power cuts. Officers cannot work on the same documents at the same time, meaning agendas must be written at different times or by the same person. Wedding spreadsheets can't be used at the same time.

If Officers work remotely, we use the Zyxel SSL VPN app to remote log into the network, this is often unreliable and slow. It also requires the desktop in the office to be on.

The quote attached is to mitigate these issues by storing all data and compatible software on a cloud-based system maintained by React. All documents could be accessed from

anywhere with any computer, tablet, phone. This would also be covered by barracuda protection and using Multi Factor Authentication would be fully GDPR compliant.

The Finance system is compatible with a cloud-based system, if they payroll system is not compatible, it is also possible for React to host this on a remote server. Maintaining a server on our own would no longer be required.

The only change to councillors would be the introduction of multi-factor authentication for security reasons. You can decide if this is required later. **£1,840.00**

Wi-Fi update

Hardware update – current equipment 12 years old! **£650.00.**

Total (ex VAT) - £8,179.50

Full quotations have been uploaded to SharePoint.

Members are asked to consider allocating £8,179.50 as a new project line (IT update) in the 2023/24 Woodbridge Town Council budget.

Item 8

To consider draft 2 of the 2023/24 budget and to discuss the Council's financial requirements.

Budget 2022/23

Members are faced with a number of considerations as they begin the budget setting process:

- The current 'cost of living' crisis will impact everyone living the parish of Woodbridge.
- The current rate of inflation (at the time of writing) is 11.05% (October CPI index).
- This is the final budget for this term of the Council – there will be a new Council elected one month into the 2022/23 financial year.

Budget spreadsheet (General)

Members requested that some minor tweaks be made to the budget spreadsheet/database, including the clear separation of the income and expenditure lines, and the insertion of an additional column detailing the income/ expenditure type – fixed or variable. Draft 2 of the budget spreadsheet has been uploaded to SharePoint and Officers hope that the changes made are to the satisfaction of Members.

Council tax base

Provided overleaf is the communication received from East Suffolk Council confirming the Council Tax base for 2023/24. This also confirms the deadline for the precept request to be submitted, January 27th 2023.

The figures detailed in the letter have been applied to the budget spreadsheet.



Mr Greg Diaper
Woodbridge Town Council

Our ref: T&P Council Precept Requests
Date: 2nd November 2022

Email: precepts@eastsoffolk.gov.uk

Dear Mr Greg Diaper

Woodbridge Town Council Precept 2023/24 – Revised

Each year the Council calculates the council tax base for the District. In doing so it derives the tax base from household changes on a Parish by Parish basis. Most Town and Parish Councils raise a precept to cover their own expenditure plans for the coming year. However, to gauge the effect of any proposals you might have in mind, it is important to be aware of anticipated tax base changes for the coming year and the likely effect of your proposals on local residents.

The purpose of this letter is to formally request your precept for 2023/24 and to advise you of your tax base for the coming year and its implications for your precept and council tax.

The Council is required to calculate the council tax base by 31st January at the latest for the financial year ahead. At present, we are intending for the council tax base to be considered and approved by the East Suffolk Council Cabinet meeting on 6th December 2022. This meeting is before the Provisional Local Government Finance Settlement, and although we do not anticipate any changes in the Settlement that will directly impact on the tax base and town and parish councils, if there any implications arising from this, we will notify you as soon as possible.

Having reviewed the Council's tax base for the coming year, the tax base for Woodbridge Town Council will be 3,389.95 Band D equivalent properties.

This means that if your precept requirement was to be the same as for the current year 2022/23 (i.e. £385,542.00), this would result in a charge of £113.73 for a Band D property and this charge will show as -4.83% change on the 2023/24 Council Tax bills against the Parish element.

If the Town Council wished to keep its tax charge the same as 2022/23 (i.e. £119.50) which would show as a 0% change on the 2023/24 council tax bill, a precept of £405,099.03 would need to be requested.

At present, the Government has not indicated that there will be any council tax referendum limits for town

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
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DX: 41220 Lowestoft



and parish councils in 2023/24.

The charge for each property is calculated by multiplying the Band D charge by the appropriate scaling factor shown in the table below.

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

Precept requests of £10,000 and less will be paid in one instalment on 28th April 2023. For precepts greater than £10,000, 50% will be paid on 28th April 2023 and the balance within six months of the first instalment (22nd September 2023).

Please note that if your precept exceeds £140,000, information will need to be provided of the 2022/23 and 2023/24 budget showing gross expenditure, gross income, and net expenditure for your main service areas. This information will need to be submitted with the enclosed precept form and will be published in the 2023/24 Council Tax leaflet.

Please ensure that a signed copy of the attached form is returned to the Finance Team via email (preferred method) to precepts@eastsoffolk.gov.uk or by post to the address given at the bottom of the page.

It would assist me greatly if you could notify me of your precept requirement by no later than 27th January 2023 as the District Council is required to set Council Taxes on 22nd February 2023. Should you fail to notify me of your precept requirement by 27th January 2023, I will anticipate that your precept requirement for the coming year (2023/24) is the same as the previous year. **Under the Billing Authorities (Anticipation of Precepts) (Amendment) (England) Regulations 2014, where the precept has been anticipated by the Billing Authority, the Town Council is still required to provide a signed copy of their precept requirement by 31st March 2023.**

Should you have any queries concerning the setting of Council Taxes or any other precept matters, such as change of bank account details, please do not hesitate to email precepts@eastsoffolk.gov.uk

Yours sincerely,

Brian Mew | Chief Finance Officer and S151 Officer | East Suffolk Council

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Income

The agenda for the October meeting provided further detail on the nineteen income lines included in the Council's budget, and some small changes to proposed budget were made following discussion at that meeting.

The total income budgeted for the current year is £47,328; actual income is currently £96,380, which is inflated by a higher-than-average wedding income and significant CIL payments (for which no budget is set).

The income budgeted for 2023/24 is £41,080, and Officers recommend that this represents an accurate prediction of the likely income (excluding CIL, grants etc) for the coming year.

At the October meeting it was agreed that the Town Clerk should seek legal advice regarding the potential for the re-negotiation of the Council's lease agreements with tenants with a view to increasing rental income (where the current income is a peppercorn), and this enquiry (in blue), and response from our solicitors (in green), is provided below:

Last night the Council considered for the first time it's budget for the financial year, mostly looking at our income streams. Councillors were concerned that the leases with Woodbridge Riverside Trust (for the Longshed) and Woodbridge Museum (for the Community Heritage Building), only realise a peppercorn rent. My understanding is that the granting of the freehold of the building to the Town Council relied upon us offering a peppercorn rent to a Community Organisation to operate as our tenants (potentially this was covered in the planning permission as well). Councillors therefore asked me to enquire as to whether we have any right/ ability to negotiate a rent increase with our tenants, or are we bound by the rental amounts for the duration of the lease?

The rent payable by the tenants under both the Riverside Trust and the Museum Leases (a peppercorn) was agreed prior to grant of the leases and the terms of that agreement remain binding on both parties via the lease. I can appreciate the position whereby income streams are to be maximised, however the short answer to your enquiry is that the terms of the Lease remain binding and will remain binding for the whole of each lease term. If a rent was to be payable by the tenants, this would need to be expressly agreed with them as it would be a variation to the original lease term and there is no basis for WTC to require a tenant to accept a rental payment/rental increase for the residue of the lease term. They may be prepared to do this, however, pragmatically, it is not in their interests to do so and they therefore may reject any approach to maximise the rental income contained in the documents. I am sorry that I cannot offer any more encouraging advice in relation to increasing the rent paid under these arrangements. I recall some discussion as to that a commercial rent would not be payable due to the repairing obligations and other obligations imposed on the tenant via the lease, and given their use, it was considered that such obligations were potentially substantial and therefore no rent

in addition would be charged but I was not directly involved with these considerations / decisions as you will appreciate.

Further to this advice from the Councils solicitors it is unlikely that we can increase the rental income from the two tenants mentioned.

Members are asked to consider the proposed income proposals for the 2023/24 budget.

Expenditure

The following provides some further detail on the major items to potential be included in the budget.

Grounds Maintenance

The Maintenance of the Council's estate represents the second largest expenditure item in the budget. The Amenities Committee have therefore taken the view that the legal documentation behind the contract needs to be of sufficient quality to allow the Council to correctly manage this important contract.

The current position is that Town Council, at its EGM on November 2nd, appointed at Quantity Surveying Firm to undertake a review of the legal documents relating the Grounds Maintenance Contract with a view to this company providing the Council with legally binding, modern documentation for the procurement and management of the GMC.

The timescales of this project however are leading Officers to suspect that this Committee may need to agree it's budget before Town Council can consider any recommendation from the Amenities Committee regarding a preferred contractor.

It is proposed that the Finance Committee will meet on January 17th in order to recommend a final budget to Town Council. Town Council will agree this the following week on January 24th, providing the Town Clerk two days to submit the precept request before the deadline on January 27th.

It is hoped that the Grounds Maintenance Contract tender documents can be published on December 12th, and the QS firm recommend that a minimum of four weeks are provided to potential contractors to return a proposal. Considering the Christmas break, it is unlikely therefore that the Amenities Committee will be able to recommend a contractor at their scheduled January meeting (January 10th), and therefore it may only be in February that a contractor is appointment and the actual cost to the Council be known.

This Committee will therefore need to consider how it can set its budget without concrete knowledge of the costs of the Council's Grounds Maintenance. Whilst this is an unconventional situation the work to review the legal documents is completely necessary, and therefore this Committee must use it's experience to forecast as accurately as it can the cost to the Council. The Committee should consider:

- Quotations will hopefully be received prior to the January 17th meeting, and these can be used as a basis for forecasting.

- As part of their work the QS firm are preparing a schedule of rates for all work required in the GMC and have confirmed to Officers that they believe they will have a reasonable idea of the contract value, and that this figure could be used for forecasting purposes if applied with some contingency.

At the current time a figure of £80,000 has been included in the budget spreadsheet.

Staffing budget

Woodbridge Town Council employs six Officers – Town Clerk, Deputy Town Clerk, Finance Assistant, Administrative Assistant, Maintenance Officer and Wedding Officer. The salary award for the current year has now been agreed, and these amounts will be used to forecast the staffing budget for next year. This represents a 4.04% uprate in wages.

As we will not know the actual salary figures for April 1st 2023 (the current practice is for an agreement to be made part way through the financial year), the forecasting of the staffing budget uses the known salary on April 1st with contingency included to cover any rise agreed during the year.

All staff are due a contractual increase in Spinal Column Point (SCP) from April 1st, therefore the figures shown in the staffing budget reflect the salary increase.

The spreadsheet allows for a calculation of anticipated overtime (column H, paid at normal time) and attendance at Civic Events (column I, paid at double time), to calculate a gross salary (column K) to which a percentage increase is then applied (column M), which is currently set at 5%.

Members may look at the percentage increase as too high and could consider lowering this to 3 or 4% in order to finesse this section of the budget (which represents the single highest line of expenditure). At the current time there is no indication from the Local Government Association of the claim for 2023/24.

The spreadsheet also calculates the employer and employee pension and national insurance contributions which are fed into the budget as separate lines.

New projects

One off project funding has a major impact on the budget, and in previous years the Council has utilised its reserves to offset the impact of large projects on the budget and precept demand.

The following projects have been proposed, with Officers working to provide further details and project costs in due course.

- Market Square seating – Like for like replacement of the seating in situ – est £1000 – could be undertaken from the Amenities Committee budget?
- Improvements to Tide Mill Way and Whisstocks – Replacement of the concrete planters on Tide Mill Way were modern planters and planting, plus a statement planting on Whisstocks Place inside the seating circle – est £5000.
- App based bike hire scheme – To follow

- Christmas Market – Christmas market and potential ice skating rink at Whisstocks – est £2000.
- Christmas Lights fund – Donation to the Woodbridge Christmas Lights fund or purchase of more equipment –£2000 (matching this year).

Routine and Long-term maintenance

The routine and long-term maintenance tab has been updated and these costs feed directly into the main budget – this continues to be a working document with Officers striving to ensure all maintenance requirements on the estate are included.

Contributions to reserves

The budget for the current year contributed £70,677.0 to the Councils EMR's. The draft budget for 2023/24 proposes £90,580, the major increase coming from long term maintenance calculations.

Contribution from reserves

In recent years the Council has utilised its reserves to manage its precept requirement – in the current year £163,000 of the Council's reserves will be spent. The current proposal utilises none of the Council's reserves, however it may be necessary again to use some reserves to reach the precept levels agreeable to Members.

The current spreadsheet uploaded to SharePoint (and provided below) is a working document – many changes will follow in the coming months.

Members are asked to consider draft 2 of the 2023/24 budget.

RBS Code	Budget item	Cost Centre	Location	2022/23	Current year	2023/24	Income type
INCOME							
1100	Hire of Elmhurst Park	110	Elmhurst Park	£1,000.0	£1,607.00	£1,200	Variable
1110	Lease of Kitchen Garden	110	Elmhurst Park	£75.0	£0.00	£90	Fixed
1200	Hire of Kingston Field	120	Kingston Field	£100.0	£160.00	£200	Variable
1210	Pavilion Property income	120	Kingston Field	£7,500.0	£8,021.00	£8,000	Fixed
1216	Whisstocks Development Income	160	Organisation	£5,866.0	£270.00	£1,000	Variable
1217	Museum Income	160	Organisation	£575.0	£69.00	£300	Variable
1218	WRT Income	160	Organisation	£1,625.0	£168.00	£650	Variable
1220	Tennis Court income	120	Kingston Field	£2,050.0	£0.00	£2,165	Fixed
1230	Allotment rents	120	Kingston Field	£500.0	£643.00	£525	Fixed
1400	Theatre Street Wayleave	140	Other	£227.0	£250.00	£250	Fixed
1500	Hire of Shire Hall (Inside)	150	Shire Hall	£500.0	£358.00	£500	Variable
1505	Hire of Shire Hall (Market Square)	150	Shire Hall	£500.0	£1,518.00	£1,000	Variable
1510	Shire Hall (1st floor) rental income	150	Shire Hall	£5,160.0	£2,598.00	£5,200	Fixed
1520	Hire of Whisstocks Place	160	Organisation	£2,150.0	£561.00	£1,500	Variable
1620	Wedding income	160	Organisation	£8,500.0	£21,492.00	£8,500	Variable
1690	Interest received	160	Organisation	£3,000.0	£52.00	£2,000	Variable
1700	Market Rents received	170	Comm. Wellbeing	£5,000.0	£3,506.00	£5,500	Variable
1720	Art Club rent	170	Comm. Wellbeing	£1,500.0	£888.00	£1,850	Fixed
1871	Tide Mill Quay income	170	Comm. Wellbeing	£1,500.0	£344.00	£650	Variable
EXPENDITURE							
4000	Grounds Maintenance	100	General	£64,575.0		£80,000	Fixed
4000	Grounds Maintenance	100	General	£1,751.0	£67,966	£0	Fixed
4005	Routine Maintenance	100	General	£8,317.7	£1,512.00	£5,818	Variable
4005	Routine Maintenance	110	Elmhurst Park	£836.9	£597.78	£1,514	Variable
4005	Routine Maintenance	120	Kingston Field	£2,639.6	£721.69	£1,220	Variable
4005	Routine Maintenance	130	Fen Meadow	£0.0	£0.00	£500	Variable
4005	Routine Maintenance	140	Other	£1,216.7	£3,366.75	£1,500	Variable
4005	Routine Maintenance	150	Shire Hall	£4,179.0	£325.00	£1,408	Variable
4005	Routine Maintenance	160	Organisation	£3,458.9	£0.00	£500	Variable
4005	Routine Maintenance	200	Whisstocks Place	£3,900.0	£800.00	£1,800	Variable
4100	Utilities	110	Elmhurst Park	£675.0	£218.78	£743	Variable
4100	Utilities	140	Other	£115.0	£499.29	£968	Variable
4100	Utilities	150	Shire Hall	£2,846.4	£1,730.19	£3,416	Variable
4100	Utilities	200	Whisstocks Place	£300.0	£0.00	£150	Variable
4110	Garden Supplies Inc. wheel bins	110	Elmhurst Park	£1,200.0	£0.00	£200	Variable
4125	Toilets - Cleaning	110	Elmhurst Park	£5,266.4	£2,525.00	£5,793	Variable
4126	Upgrade to EP toilets	110	Elmhurst Park	£20,000.0	£0.00	£0	n/a
4128	EP Changing places + clean	110	Elmhurst Park	£22,000.0	£0.00	£0	n/a
4131	Events/ Activities	120	Kingston Field	£20,000.0	£19,178.51	£0	Variable
4131	Events/ Activities	160	Organisation	£2,575.0	£2,575.00	£3,000	Fixed
4200	KF Other Work	120	Kingston Field	£250.0	£0.00	£250	Variable
4405	Theatre St. Toilets Clean/Util	140	Other	£5,716.4	£2,036.00	£5,295	Variable
4410	Allotment expenses	140	Other	£135.0	£133.00	£149	Variable
4503	Shire Hall loss of income	150	Shire Hall	£5,000.0	£0.00	£0	Variable
4504	Shire Hall removal during maintenance	150	Shire Hall	£5,000.0	£0.00	£0	Variable
4510	Telephone	150	Shire Hall	£1,831.2	£974.00	£2,014	Fixed
4515	Cleaning	150	Shire Hall	£2,399.3	£891.00	£2,400	Fixed
4600	Salaries	160	Organisation	£91,650.0	£40,346.00	£108,559	Variable
4601	Salaries PAYE Tax/NI	160	Organisation	£31,911.0	£12,864.00	£21,110	Variable
4602	Salaries Pension Contribs	160	Organisation	£28,590.0	£15,517.00	£35,384	Variable
4620	Mayors expenses	160	Organisation	£1,500.0	£227.00	£1,500	Variable
4625	Mayors reception/ Civic event	160	Organisation	£2,000.0	£0.00	£2,000	Variable
4630	Deputy Mayors expenses	160	Organisation	£100.0	£0.00	£100	Variable
4635	Hospitality	160	Organisation	£150.0	£7.00	£150	Variable
4636	Staff Vacancy advertising	160	Organisation	£500.0	£831.00	£500	Variable
4640	Stationary	160	Organisation	£1,440.0	£462.00	£1,450	Variable
4642	Website	160	Organisation	£6,000.0	£0.00	£0	n/a
4645	Computer Maintenance Contract	160	Organisation	£8,445.0	£4,685.00	£9,290	Fixed
4650	Staff training	160	Organisation	£1,500.0	£0.00	£1,500	Variable
4655	Councillor training	160	Organisation	£1,500.0	£43.00	£1,500	Variable
4660	Photocopier	160	Organisation	£1,675.8	£1,174.00	£1,424	Fixed
4670	Postage	160	Organisation	£300.0	£71.00	£300	Variable
4675	Wedding expenses	160	Organisation	£1,690.0	£358.00	£1,700	Variable
4685	Maintenance Officer supplies	160	Organisation	£1,500.0	£317.00	£1,500	Variable
4690	Wedding license	160	Organisation	£900.0	£1,800.00	£600	Fixed
4700	Petty cash	160	Organisation	£200.0	£0.00	£200	Variable
4750	Surgeries and External Meeting	160	Organisation	£1,800.0	£145.00	£1,800	Variable
4800	Grants	170	Comm. Wellbeing	£12,000.0	£12,025.00	£12,000	Fixed
4805	Regatta Insurance	170	Comm. Wellbeing	£588.0	£0.00	£600	Fixed
4810	Tide Mill grant	170	Comm. Wellbeing	£7,500.0	£7,500.00	£7,500	Fixed
4814	New play equipment	110	Elmhurst Park	£20,000.0	£50,000.00	£0	n/a
4815	Play area inspections	170	Comm. Wellbeing	£1,911.0	£735.00	£2,000	Fixed
4820	Car free day road close	170	Comm. Wellbeing	£4,000.0	£0.00	£0	n/a
4825	Remebrance Day	170	Comm. Wellbeing	£630.0	£25.00	£800	Variable
4826	Public Works Loan Board - Repayment	170	Comm. Wellbeing	£7,769.5	£0.00	£0	n/a
4828	Public Works Loan Board - Repayment	170	Comm. Wellbeing	£6,135.0	£0.00	£0	n/a
4830	Foreshore Rent	170	Comm. Wellbeing	£2,375.0	£2,375.00	£2,375	Fixed
4835	Tide Mill pond rent	170	Comm. Wellbeing	£300.0	£0.00	£300	Fixed
4840	Plastic bag recycling point	170	Comm. Wellbeing	£700.0	£0.00	£0	n/a
4855	Army Parade Expenses	170	Comm. Wellbeing	£525.0	£115.00	£600	Variable
4881	Whisstocks maintenance expenditure	200	Whisstocks Place	£3,465.0	£942.00	£3,465	Variable
4900	Bank charges	180	Fees and charges	£361.2	£142.00	£380	Variable
4905	Insurance	180	Fees and charges	£11,000.0	£0.00	£11,500	Variable
4910	Audit & Accountancy Charges	180	Fees and charges	£1,800.0	£0.00	£1,900	Fixed

4915	Other subscriptions (inc. SALC)	180	Fees and charges	£2,000.0	£1,888.00	£2,000	Fixed
4920	Internal auditor	180	Fees and charges	£992.0	£35.00	£915	Fixed
4925	Legal fees	180	Fees and charges	£15,000.0	£0.00	£0	Variable
4925	Legal fees	180	Fees and charges	£5,000.0	£4,533.00	£10,000	Variable
5100	Amenities Committee budget	190	Committee Expd.	£11,000.0	£2,191.00	£11,000	Variable
5250	CEE Committee budget	190	Committee Expd.	£10,000.0	£1,248.00	£10,000	Variable
5310	Pest control	200	Whisstocks Place	£500.0	£0.00	£500	Variable
5330	Cleaning of Whisstocks Place	200	Whisstocks Place	£500.0	£0.00	£600	Fixed
AC	Market Square seating					£1,000	
AC	Christmas event in Woodbridge					£2,000	
AC	Improvements to Tide Mill Way.					£5,000	
CEE	App based bike hire scheme					£8,000	
TC	Donation to Christmas Lights fund					£2,000	
FC	Update of the Councils IT					£8,200	
				£495,587.9		£387,638	

New Projects £200,130.5 £29,200

Contributions to Ear Marked Reserves					
6001	Contribution to Major Asset Reserve	160	Organisation	£8,000.0	£8,000
6001	Contribution to Community Project EMR	160	Organisation	£20,000.0	£10,000
6001	Contribution to KF Long Term Maintenance	160	Organisation	£12,200.0	£12,200
6001	Contribution to EMR Elections	160	Organisation	£2,000.0	£2,000
6001	Contribution to EMR - Flood Defences	160	Organisation	£2,000.0	£2,000
6001	Contribution to EMR - POS Defences	160	Organisation	£1,000.0	£1,000
6001	Contribution to Future years EMR	160	Organisation	£25,477.0	£45,380
6001	Contribution to General Reserve	160	Organisation		£7,500
6001	Contribution to Discretionary Hardship Fund	160	Organisation		£2,500
Total				£70,677.0	£90,580

Taken directly from Reserves £30,000.0 £0

Total income (inc Precept) £432,870.4 £494,418

Total income (ex Precept) £47,328.0 £41,080

Total expenditure £596,264.9 £478,218

Income minus expenditure -£163,394.5 £16,200

Contributions from Ear Marked Reserves					
	Shire Hall Maintenance Reserve			-£17,769.5	£0
	Major Asset Works			-£37,000.0	£0
	CIL			-£28,000.0	£0
	Elmhurst Park Play Equipment			-£30,000.0	£0
	Elmhurst Park Toilet			-£20,000.0	£0
	Fen Meadow Play Equipment used for Elmhurst			-£30,625.0	£0
Total				-£163,394.5	£0

Net Requirement

Total income (ex Precept) £47,328.0 £41,080

Annual Repetitive Maintenance Funding £24,548.8 £14,259

Future Years Maintenance Reserve £25,477.0 £45,380

Basic requirements £346,108.6 £405,579

Net Requirement (Precept) £348,806.4 £424,138

Net requirement plus new projects £548,936.9 £453,338

PRECEPT REQUIREMENT £343,100.6 £385,542.4 £453,338

Highlights		2020/21	2022/23	2023/24
	Band D Equivalents	3100.12	3226.36	3389.95
	Band D Council Tax	£ 110.67	£ 119.50	£ 133.73
	Net Band D Increase	£ 8.50	£ 8.82	£ 14.23
	Percentage Terms	8.3%	8.0%	11.9%
	Cost per week	£ 2.13	£ 2.30	£ 2.57
	Increase per week		£ 0.17	£ 0.27