

**OKEHAMPTON TOWN COUNCIL
Budget 2025/26**

DRAFT V7

(V7 splits out the Grant Budget to include a set aside amount for St James' Chapel)

	Actual Spend	Budget	Actual Spend	Projected Spend	Budget
	2023/24	2024/25	(30/09/2024)	2024/25	2025/26
Net tax charges					
Administration (P&R)	141,286	159,365	74,595	128,225	153,555
Democratic	28,180	39,440	20,057	38,323	46,500
Property	190,510	157,624	73,894	143,539	179,891
Parks & open spaces	29,043	88,567	-4,396	26,077	72,367
totals*	389,019	444,996	164,150	336,164	452,313

*previous years figures may include rolled over funds from the previous year
Figures do not include Earmarked Fund expenditure

PRECEPT

£452,313

Cost of Okehampton Town Council precept Band D property charge:	p/annum	£198.61
	p/week	£3.82
% annual increase from 2024/25	0.89%	
£ annual increase from 2024/25	£1.76	
increase per week from 2024/25	£0.03	

2024/25		
Precept		£444,996
Equivalent 'D' band property charge:	per annum	£196.85
Cost of Okehampton Town Council precept Band D	per week	£3.79

Historical Information

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
Actual precept	210179	218,365	226,381	236941	249753	286702	295708	313086	421893	444996
CTSG*	20326	18050	16498	15079	13782	0	0	0	0	0
Total from WDBC	230505	236415	242879	252020	263535	286702	295708	313086	421893	444996
Band D	92.35	99.53	101.94	105.26	111.29	127.76	133.93	140.26	186.42	196.85
Tax Base	2275.86	2194.07	2220.76	2251.11	2244.19	2244.05	2208.89	2232.19	2263.10	2260.6

*CTSG - Council Tax Support Grant, discontinued in 2020/21

DEMOCRATIC

		Actual	Budget	Actual as	Projected	Budget	Code	
Expenditure		2023/24	2024/25	30/09/2024	2024/25	2025/26	(Office use)	
Notes								
1	Mayor's expenses	770	2500	1131	2500	2500	4028	102
2	Civic Regalia	0	3000	17	3000	6000	4029	102
3	Civic functions	459	1000	345	1000	1000	4060	102
4	Councillor training & expenses	1060	500	16	250	500	4061	102
5	Commemorative/Charter Celebrations	5792	1940	1073	1073	500	4172	102
6	Eamarked Reserves (see attached)		1500	1500	1500	2000		
	Total expenditure	8081	10440	4082	9323	12500		
	Income							
7	Grants Received	2902	0	0	0	0	1021	102
8	Jubilee donations/Misc Income	356	0	0	0	0	1080	102
9	Misc income, Donations	2747	0	0	0	0	1072/1020	102
	Total income	6005	0	0	0	0		
	Tax charge / net income	2076	10440	4082	9323	12500		
	Grants							
	Expenditure							
10	Grants	26104	29000	15975	29000	28000	4205	104
10.1	Trustees of St James' Chapel					1000	4025	104
11	Town Centre Business Grant Initiative	0	2896	0	8000	0		
12	Allotments	0	0	0	0	5000		
	Total expenditure	26104	29000	15975	29000	34000		
	Income							
13	Misc	0	0	0	0	0	1170	102
	Total income	0	0	0	0	0		
	Tax charge / net income	28180	39440	20057	38323	46500		

Notes

- 1 Cost of Past Mayors Badge to be recovered from each receiving Mayor's budget, if required, and credited to Regalia EMR to rebuild reserve for future purchases. (Full Council 28/11/2022 Min Ref 483)
- 2 Repair to Mayors Chain Required, consideration of replacement chain (£5k ???)
- 3 Civic/Mayors Dinner, if held, required to be self-funding
- 4
- 5 **VE Day 2025 -2024/25 remaining funds to be rolled over.**
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- 9
- 10 £1000 to be set aside within the Grant nominal code (4025/104) for St James' Chapel - amount to be reviewed annually
- 11 WDBC contribution to be vired to the nominal code for 2024/25 financial year. Not to continue in 25/26
- 12 Allotment funding removed from grants budget and additional budget created
- 13

Okehampton Town Council Budget 2025/26

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ADMINISTRATION

		Actual	Budget	Actual	Projected	Budget	code	
		2023/24	2024/25	30/09/2024	2024/25	2025/26	(Office use)	
Notes								
1	Salaries & Pensions (Office staff x 3)	98429	103378	49369	101301	106460	4001	101
2	Staff Training/Conference	5736	3000	4024	4200	5000	4009	101
3	Staff Travel	101	100	149	170	300	4010	101
4	Telephone	1769	1850	1362	2700	2000	4021	101
5	Printing, Post & Stationery	1312	1100	854	1100	1000	4023	101
6	Subscriptions	2374	2600	2312	2600	2700	4024	101
7	Insurance (all areas)	27956	21000	20716	20716	21000	4025	101
8	Photocopier	1071	1230	654	1310	1350	4026	101
9	Advertising/Recruitment	666	600	380	600	500	4031	101
10	Marketing	1105	2000	1792	2000	2000	4032	101
11	Bank Charges & A/c maintenance	377	450	205	410	420	4051	101
12	Legal & Professional Fees	2747	2000	868	2000	2000	4055	101
13	Audit Fees (Internal and External)	2155	2145	1760	2145	2150	4057	101
14	IT: maintenance, software & licenses	5189	5850	4966	6450	6700	4058	101
15	Clothing/PPE	57	100	0	100	75	4068	101
16	CCTV	11001	6000	2277	5000	6000	4141	101
17	Bid Feasibility	5174	3212	3329	3329	0	4147	101
18	Youth Council	0	500	37	200	150		
19	Community Governance Boundary Review	0	5000	0	0	0		
20	Ear Marked Reserves (see attached)	500	4500	4500	4500	5500		
	total a	167719	166615	99554	160831	165305		
	Capital							
21	IT equipment	298	500	0	0	500	4403	101
	total b	298	500	0	0	500		
	Total expenditure a+b	168017	167115	99554	160831	165805		
	Income							
22	Miscellaneous Income	1500	0	1564	1564	0	1080	101
23	Grants Received	0	0	5792	5792	0	1021	101
24	Insurance Refund	0	0	0	0	0	1041	101
25	Interest received - bank/Bldg Soc	24981	7500	17353	25000	12000	1190	101
26	Investment Income	250	250	250	250	250	1191	101
	total income c	26731	7750	24959	32606	12250		
	Tax charge / net income (a+b)-c	141286	159365	74595	128225	153555		
	Precept	421893	444996	444996	444996		1176	101

Notes - Administration

- 1 Clerk, Assistant Clerk and Finance Officer - 5% increase
- 2 Some refunded by Clerk for Community Governance course - Increased by 1K to accommodate new
- 3 Likely to be over budget for 2024/25 due to travel to/from Exeter with Mace
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- 6 Subscriptions likely to increase - budget increased by £100
- 7 2023/24 included purchase of a safe
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- 14 Budget increased by a further £100 to accommodate new member of staff
- 15 Remaining funds from 2024/25 to be Rolled Over
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- 17 Overspend in 2024/25 due to Ballot Postage costs, reimbursed by WDBC. BID created in October
- 18 Remaining funds from 2024/25 to be Rolled Over
- 19 **£1,500 to be Transferred to Community Governance EMR, £3,500 to Staffing Review EMR in 24/25**
- 20

Okehampton Town Council

Earmarked Reserves (EMR) 2025/26

DRAFT V7

POLICY & RESOURCES - ADMINISTRATION & DEMOCRATIC			2024/25		2025/26		
Notes	a/c	Detail	EMR	Budget remaining at 30/09/2024	Projected Year End Remaining £	Add	EMR TOTAL
<u>Administration</u>							
1	329	CCTV Town and Park	16911	16911	16911	0	16911
2	346	Rail Resilience Contingency	1207	1207	0	0	0
3	347	Neighbourhood Plan Support (Localism)	11108	11108	11108	0	11108
4	367	IT/Email Upgrade	3000	3000	3000	1500	4500
5	373	Climate Change	916	916	916	0	916
6	376	Christmas Lights	6000	6000	6000	4000	10000
			39142	39142	37935	5500	43435
<u>Democratic</u>							
7	357	Election/Referendum	3001	2886	2886	2000	4886
8	374	Civic Regalia and Clothing	1000	1000	1000	0	1000
			4001	3886	3886	2000	5886
			43143	43028	41821	7500	49321

Notes

- 1 Repair/replacement
 - 2 **Not Required. Move to EMR Burial Ground Purchase**
 - 3 Will be needed for a referendum at a later date
 - 4 Funding to be built up for future repairs/replacements
 - 5 Towards any future requirements or actions that need to be taken
 - 6 Fund to built up for future repairs/maintenance/replacement or other associated costs
 - 7 Fund required in the event of an election in 2027 or the need for a by-election in the event of a casual vacancy
 - 8 Past Mayors badges to be purchased by Mayors if required (from 2023/24 Mayor) - fund to be reinstated for future items that may be necessary
- Highlighted figure added to budget requirement
- 2024/25 figure will equal 2023/24 year end figure, plus any addition where indicated so actual budget may vary slightly from this figure

PARKS

Note	<u>Expenditure</u>	Actual	Budget	Actual	Projected	Budget	Code	
		2023/24	2024/25	30/09/2024	2024/25	2025/26	(Office use)	
1	Salaries/pensions (Parks staff x 4)	81787	92270	42408	91530	117040	4001	302
2	Legal and Professional fees	3248	4000	692	3000	4000	4055	302
3	Water charges	382	1500	2463	4000	2000	4012	302
4	Electricity	1813	4000	1656	3500	4000	4014	302
5	Telephone / alarms	284	300	278	500	300	4021	302
6	Inspections	1207	5000	185	2000	2500	4037	302
7	Public Lighting - sitewide	305	500	0	500	500	4039	302
8	Non Domestic (Business) Rates (car-park)	4768	4800	5587	5587	5400	4011	302
9	BID Levy	0	0	0	0	220		
10	Cleaning/Waste Disposal	4039	6000	2440	5500	6200	4151	302
11	Clothing/PPE	425	400	209	400	600	4068	302
12	Tools & Equipment	1604	2000	301	1000	1500	4067	302
13	Plant Hire	72	150	72	72	150	4074	302
14	Vehicles - Repairs/MOT/TAX/Service	706	800	90	800	800	4079	302
15	Fuel	1891	2000	1174	2000	2000	4157	302
16	Tree Maintenance	3568	8200	550	2000	0	4148	302
17	Soil, Fertilisers, weed killer	50	200	76	100	200	4075	302
18	Planting	1460	1000	435	1000	1000	4070	302
19	Grounds maint/footpaths/skatepark	21620	5000	3154	5000	5000	4071	302
20	Property repairs/security	1069	1200	231	1000	1200	4073	302
21	Play equipment repairs and maintenance	36830	3000	3796	4000	4000	4164	302
22	Bench Refurbishment	52	1500	0	1000	1500	4162	302
23	Wildlife Interpretation Board	0	3000	380	3000	0	4076	302
24	Bridge Maintenance	0	0	0	0	3000	4143	302
	Car Parks							
25	Ticket Machine Maintenance	0	500	0	500	500	4005	313
26	Parking Mgt Charge (WDBC)	6811	6500	3949	8000	8000	4006	313
	Cemetery							
27	Burial ground maintenance	168	500	0	100	500	4038	302
28	Spoil Removal	0	500	240	240	500	4144	301
29	Cemetery Management Costs	0	300	303	303	300	4145	301
30	Business Rates	102	120	122	122	130	4011	301
31	Scattering Lawn	0	2000	1364	1500	200		
32	Ear Marked Reserves (see attached)		39000	39000	39000	15500		
	total a	174261	196240	111155	187254	188740		
	CAPITAL WORKS							
33	Verti drain field (5 yearly)	0	0	0	0	2000	4451	302
34	Replacement matting play area	0	0	0	0	0	4453	302
	total b	0	0	0	0	2000		
	total expenditure a+b	174261	196240	111155	187254	190740		
	Income							
35	Park Hirings (incl Fair/Circus)	1145	1300	542	1300	1300	1083	302
36	Putting-public	167	33	351	351	100	1079	302
37	DCC Playing field	518	200	200	200	200	1031	302
38	Donations	0	0	19650	19650	0	1020	302
39	Grant	387	0	483	483	0	1021	302
40	Misc income	907	0	570	570	0	1080	302
41	Simmons Charity	6000	3000	0	3000	3000	1084	302
42	Wayleave	0	73	73	73	73	1085	302
	Car Parks							
44	Waitrose WDBC	90387	70000	66663	90000	80000	1022	313
45	Simmons park including season tickets	38387	25000	22519	40000	30000	1032	313
	Cemetery							
46	Interment Fee	1720	1000	1140	1500	1500	1037	302
47	Exclusive Right of Burial	4620	1000	2500	3000	1500	1038	302
48	Memorial Stone	980	1000	860	1000	700	1039	302
49	Scattering Lawn	0	0	0	50	0		
	total income c	145218	102606	115551	161177	118373		
	Net expenditure/income (a+b)-c	29043	93634	-4396	26077	72367		

Notes - Parks

1 (Park-Keeper, 2 x Groundspersons, 1 x Apprentice) Based on 5% increase for 2024/25.

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8 budget line could be moved to carparks. BID Levy of £220 included within 2024-25 figures

9 BID Levy = 2% of business rates - This is for Simmons Park carpark - budget line could be moved to carparks

10 Possibility that WDBC may increase charges relating to emptying bins and DCW have indicated a 5% increase

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16 Tree maintenance - roll forward funds remaining at year end

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Okehampton Town Council

Earmarked Reserves (EMR) 2025/26

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PARKS			2024/25			2025/26	
Notes	a/c	Detail	EMR 2024/25	Budget remaining at 30/09/2024	Projected Year End Remaining £	Add	EMR TOTAL
1	340	Cemetery Footpaths	2000	2000	2000	0	2000
2	342	Simmons Park Benches	2753	2753	2753	1500	4253
3	349	Bridge/River Bank Repairs	20000	20000	20000	0	20000
4	350	New Burial Ground Purchase	32603	39923	39923	3000	42923
5	356	New Tractor Fund/Van	7000	7000	7000	2000	9000
6	358	Public lighting and Street Furniture Reserve	3939	3939	3939	1500	5439
7	360	Car Park Resurfacing and White Lining	9579	9579	9579	1000	10579
8	361	Ash Tree die back and tree work	13841	13291	13291	0	13291
9	362	Replacement of play equipment and matting	25000	25000	25000	500	25500
10	363	Skate Park	2499	2499	2499	0	2499
11	364	Bandstand Project	16001	16001	1500	0	1500
12	377	Skate Park Resurfacing	10000	10000	10000	4000	14000
13	379	Putting Improvements	14501	14501	14501	0	14501
14		Cemetery Bridleway Repair Contribution	0	0	0	2000	2000
			159716	166486	151985	15500	167485
Notes							
1							
2							
3	River bank repairs required to be undertaken						
4	Funds added during the year through cemetery income						
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10							
11	Project complete with exception of addition of 'top' - reduce to £1,500 and move remaining funds to 14, Putting Improvements						
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13							
14							
	Highlighted figure added to budget requirement						
	2024/25 figure will equal year end figure, plus any addition where indicated						

PROPERTY

Note **Expenditure**

		Actual	Budget	Actual	Projected	Budget	Code	
		2023/24	2024/25	30/09/2024	2024/25	2025-26	(Office use)	
1	Salaries & pensions (Caretaking/Facilities)	30166	32857	13469	31954	60129	4001	201
2	Non Domestic(Business) Rates TH	7846	12325	9555	12325	12500	4011	201
3	Non Domestic (Business) Rates CH	3044	3044	3454	3454	3100	4011	202
	BID Levy TH	0	0	0	0	410		
	BID Levy CH	0	0	0	0	122		
4	Water Charges TH	177	200	130	260	270	4012	201
5	Water Charges CH/MH	3473	3000	1331	3000	3500	4012	202/3
6	Gas & Electricity TH	4708	6000	2309	6000	6000	4014	201
7	Gas & Electricity CH	1770	2000	1143	2200	2200	4014	202
8	Gas & Electricity MH	4935	5000	2564	5000	5000	4014	203
9	Inspections TH	5077	6000	11573	15000	8000	4037	201
10	Charter Hall Roof Replacement	122746	31737	3064	20000	0	4140	202
11	Legal & Professional	2525	2000	9	1991	2000	4055	201
12	Licensing (PRS, Events etc) CH	1586	1500	1243	1243	1500	4059	202
13	Clothing/PPE	124	150	0	100	150	4068	201
14	Cleaning	1440	800	190	600	800	4149	201
15	General Maintenance TH	2161	9115	4708	9000	9000	4150	201
16	General Maintenance CH	3526	13154	6363	13000	5000	4150	202
17	General Maintenance MH/LMH	3516	2000	247	3000	3000	4150	203
18	Fire Protection Work (all premises)	0	0	0	0	30000		201
19	External Decoration CH/MH/LMH	0	5000	0	0	5000	4168	202
20	Fairplace WCs - cleaning & supplies	6339	8113	0	8113	9028	4149	311
21	Fairplace WCs - repairs & maint.	1946	1600	245	500	5000	4150	311
22	Fairplace WCs - Water	2421	3000	974	2000	3000	4012	311
23	Fairplace WCs - Electricity	1483	1400	715	1430	1450	4014	311
24	Market St WCs - cleaning & supplies	5213	6725	0	6725	7062	4015	312
25	Market St WCs - repairs & maint.	4690	7000	227	500	2500	4150	312
26	Market St WCs - Water	2190	3000	1106	2220	3000	4012	312
27	Market St WCs - Electricity	1400	1600	207	420	1000	4014	312
28	Ear Marked Reserves (see attached)	29000	40500	40500	40500	27000		
	total a	253502	208820	105326	190535	216721		
	CAPITAL WORKS (PROJECTS)							
29	Works (capital) - Kitchens/offices TH	20	500	0	0	500	4402	201
	total b	20	500	0	0	500		
	total expenditure a+b	253522	209320	105326	190535	217221		
	Income							
30	Town Hall - Rent DCC	5522	4200	2840	4500	4500	1001	201
31	Town hall - hire	4056	500	2538	5000	2000	1003	201
32	Charter Hall - Alcohol Licence	60	0	24	48	0	1006	202
33	Charter Hall - hire	6370	500	2497	5000	6000	1011	202
34	Lower Market Offices 1/F - rent	3000	4000	809	809	0	1017	203
35	Cinema recharge incl insurance	6512	6000	8677	8677	7000	1018	203
36	Cinema Rent	12500	12500	6250	12500	12500	1024	203
37	Lower Market Hall - Rent G/F	5265	5330	2665	5330	5330	1029	203
38	Misc Income/Donations (TH)	101	0	200	200	0	1080-	201
							1020	
39	Misc Income (MH)	0	0	350	350	0	1080	204
40	Misc Income (CH)	0	0	4582	4582	0	1080	202
41	Charter Hall Roof Donations	16738	0	0	0	0	1081	202
42	Market Street WCs Misc Income	2888	0	0	0	0		
	total income c	63012	33030	31432	46996	37330		
	Tax charge / net income (a+b)-c	190510	176290	73894	143539	179891		

Notes - Property

1 (Facilities Officer, 2 x Caretakers) 2024/25 increase unknown - 5% added to projected

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BID Levy 2% of rateable value. Included with rates for 2024/25 financial year

BID Levy 2% of rateable value. Included with rates for 2024/25 financial year

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7 2024/25 approx £6k fire alarm work required -

8 Highlighted figure to be confirmed - unspend funds to be rolled over to 2025/26 for retention fund

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15 Includes redecoration/refurbishment of 1/F office space

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34 Office currently empty - future income unknown

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Okehampton Town Council

Earmarked Reserves (EMR) 2025/26

DRAFT V7

PROPERTY			2024/25			2025/26	
Notes	a/c	Detail	EMR 2024/25	Budget remaining at 30/09/2024	Projected Year End Remaining £	Add	EMR TOTAL
1	321	Town Hall Boiler	6000	6000	6000	1000	7000
2	322	Charter Hall Foyer (carpet)	3000	3000	3000	1000	4000
3	344	Charter Hall Foyer (Toilets)	5000	5000	5000	0	5000
4	348	Sinking Fund - Property Repairs TH, CH, MH	10000	10000	10000	0	10000
5	352	Roof Repair/Replacement CH	468000	11113	11813	0	11813
6	353	Electrical Installation - Insp, Maint	9000	9000	7000	3000	10000
7	354	Office Refurbishment	3500	3500	3500	0	3500
8	359	Devolved Responsibilities Contingency (e.g. public toilets)	12000	12000	12000	0	12000
9	365	Charter Hall Internal Decoration	25000	21523	21523	0	21523
10	366	Council Chamber Ceiling	3000	3000	3000	0	3000
11	368	Charter Hall Public Address System & Projector Screen	4179	4179	4179	0	4179
12	370	Asset Investment	0	0	0	0	0
13	375	Town Hall Window Replacement	22000	22000	22000	22000	44000
			570679	110315	109015	27000	136015

Notes	
1	Increase annually for future repairs and replacement
2	carpet will need to be replaced in time
3	Decoration will be needed over time. Ladies may need reconfiguration and male urinal replacement
4	Property sinking fund
5	Charter Hall Roofing Work - retention due to be paid August 2025
6	Inspections required 3 or 5 yearly - work required in 2022 following inspections
7	No planned work at this time but offices will need decoration/replacement flooring in future - reception security arrangements to be considered
8	Both sets of toilets require maintenance, particularly market street with replacement locks and woodwork repairs
9	Redecoration and other work on completion of roofing work
10	Repairs to ceiling and redecoration needed
11	Projector and screen replaced. Address system will need reviewing
12	Funds diverted to Charter Hall Roofing work project in 2023/24
13	Windows are beginning to deteriorate. Building is Grade II listed and in a conservation area meaning widows will have to be specially made
	Highlighted figure added to budget requirement
	2024/25 figure will equal year end figure, plus any addition where indicated