



PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

01 August 2024

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 6 August 2024 at 6:00pm**, the agenda for which is set out below.



Michael King  
Town Clerk

To: Councillors Abbott, Barnett, Coughlan, Dalrymple (ex-officio), Harston, Nock, Turner and Wild

Cc: Layman & Riddolls (subs.)

**NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.**

## AGENDA

**1. APOLOGIES**

To receive apologies for inability to attend.

**2. DECLARATION OF INTERESTS**

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.

**3. PUBLIC PARTICIPATION**

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

**4. MINUTES OF MEETING HELD ON 4 JUNE 2024**

**(page 3)**

To approve the minutes of the last meeting.

## General Purposes & Policy

**5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS**

Verbal update from the Clerk on items outstanding from earlier meetings.

## 6. NOTICES OF MOTION

**MOVED** by Cllr Abbott, seconded by Cllr Riddolls

- a. That the FP&GP Committee sets up a working group to investigate the lost revenue attributed to the toilets operated by the council's contractor (and any other relevant issues), based on all existing paperwork and correspondence between the relevant parties, with an initial report being submitted to the Council Meeting on 10 September 2024.

**MOVED** by Cllr Abbott, seconded by Cllr Riddolls

- b. That the FP&GP Committee sets up a working group to ensure what the gallery (as our chosen meeting room) is brought up to the standard that meets current guidelines with respect to all disabilities for councillors, members of staff and the general public. We again need all communications with the proper officer on how to bring the gallery up to the necessary standard to cover all disabilities, especially the report by the representative of the Whitby Disability Group and the subsequent report from the consultants brought in to guide us through the necessary legislation. This needs to include the history of how we are at the position we are at the present time. An initial report being submitted to the Council Meeting on 10 September 2024.

## 7. COUNCILLOR SAFETY

The LGA recognises that councils and other agencies play a key role in supporting councillors to prevent and handle abuse and intimidation. This can include providing training and support services, technology, guidance, and clear mechanisms for accessing direct support when needed.

The LGA has worked with the sector to identify good practices and the most impactful approaches when supporting councillors across prevention, incident management and aftercare. The Debate Not Hate: Ending abuse in public life report sets out principles, top tips and case studies to help councils self-assess their performance in this area and consider what more they can do.

**Recommended** that this committee considers what measures it would like to see pursued to assist members to prevent and handle abuse and intimidation

## Finance

8. **BUDGET PREPARATION TIMETABLE 2025-2026** (page 9)  
To consider the timetable for approval of a budget for 2025-26 and set basic budgeting parameters for consideration by committees.
9. **APPROVAL OF EXPENDITURE** (page 11)  
To approve payments to 30 June 2024.
10. **COST CENTRE EXPENDITURE & INCOME TO 30 JUNE 2024** (page 15)  
To note income and expenditure to the end of Month 3 – 2023-24, unaudited figures.

# WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance Policy & General Purposes** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 4 June 2024** at 6pm.

**Present** Councillor Wild (Chair) and Councillors Coughlan, Dalrymple (*ex officio*), Harston, Nock, Riddolls (sub.) and Turner.

**Also** Mr King, Town Clerk, Councillors Layman and Turner.

**NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

## 027/24 ELECTION OF CHAIR

**MOVED** by Councillor Nock, seconded by Councillor Harston.

**RESOLVED** that Cllr Wild is appointed as Chair of the Finance Policy and General Purposes Committee for the year 2024-2025.

## 028/24 APOLOGIES FOR ABSENCE

Apologies for inability to attend had been notified by Cllrs Abbott and Barnett

**MOVED** by Councillor Harston, seconded by Councillor Turner.

**RESOLVED** that the apologies of Cllrs Abbott and Barnett are accepted.

## 029/24 ELECTION OF VICE-CHAIR

**MOVED** by Councillor Nock, seconded by Councillor Wild.

**RESOLVED** that Cllr Turner is appointed as Vice-Chair of the Finance Policy and General Purposes Committee for the year 2024-2025.

## 030/24 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

None.

## 031/24 PUBLIC PARTICIPATION

None.

## 032/24 ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR

- a. **Confirmation of the accuracy of the minutes of the meeting of the committee held on 9 April 2024**

**MOVED** by Councillor Turner, seconded by Councillor Nock.

**RESOLVED** that minutes of the Finance Policy & General Purposes Committee held on the 9 April 2024 are approved as a correct record.

- b. **Confirmation of the following adopted at Full Council on 15 May 2024.**
- i) **Terms of reference of the committee.**
  - ii) **Delegation arrangements to staff**
  - iii) **Standing orders, financial regulations, policies and procedures relating to the functions of the committee and its sub-committees.**

**MOVED** by Councillor Harston, seconded by Councillor Coughlan.

**RESOLVED** that application of the adopted constitution to the committee is noted and confirmed.

- c. **Appoint members to the sub-committees of the Finance Policy & General Purposes Committee**
- i) **Twinning Sub Committee.**
  - ii) **Events Sub Committee.**

**MOVED** by Councillor Harston, seconded by Councillor Turner.

**RESOLVED** i) that Councillors Coughlan and Dalrymple be recommended to Full Council as members of the Twinning Sub Committee with other nominations (4) to be invited at that meeting of Council; and ii) that Councillors Coughlan, Dalrymple, Harston, Turner and Wild be recommended to Full Council as members of the Events Sub Committee.

- d. **Review of the anticipated committee workload for the coming year.**

**MOVED** by Councillor Harston, seconded by Councillor Turner.

**RESOLVED** that the workload of the committee be noted and that consideration is given to the need to respond to the next stage in the Boundary Commission review of North Yorkshire Council electoral arrangements during the next twelve months.

033/24

**ACTION OUTSTANDING FROM PREVIOUS MEETINGS**

The Clerk referenced acknowledgement received from the initial submissions on the boundary review and in relation to the proposed banking hub. Further developments would be reported as these arose.

**MOVED** by Councillor Harston, seconded by Councillor Coughlan.

**RESOLVED** that the information is noted.

034/24

**REPORT OF THE BRITISH TOILET ASSOCIATION VISIT TO WHITBY**

Submitted: a report of a visit to the public toilets by an inspector from the British Toilet Association in March 2024. Each toilet had been awarded a rating. It was noted that demand was perceived to be high and that this created a challenging environment in which to service and maintain the toilets. The conclusions of the report were noted.

**MOVED** by Councillor Riddolls, seconded by Councillor Turner

**RESOLVED** a) that Danfo be required to provide a monthly operational report setting out a condition report for each toilet and a record of work undertaken.

**MOVED** by Councillor Dalrymple, seconded by Councillor Nock

**RESOLVED** b) that Northern Rail/North Yorks Moors Railway should be approached to instal and maintain toilets within Whitby station for the use of passengers, which could be serviced for as fee as part of the town council contract, if considered appropriate by the station management.

**MOVED** by Councillor Nock, seconded by Councillor Turner

**RESOLVED** c) that the Clerk writes to the Chief Executive of North Yorkshire Council to reiterate the town council's request that a facilitated Aire is set up as part of the Abbey Headland car park to reduce abuse of the toilet facilities by motor home users and that the town council is keen to explore opportunities for tourist tax principles that may be developed to ensure that money generated in Whitby by tourism is spent for the benefit of residents and businesses in Whitby; and d) that the operating hours of the Abbey Headland car park are reduced to exclude the periods when no car park charge applies for overnight stays.

035/24

**REVIEW OF DECISION UNDER THE FREEDOM OF INFORMATION ACT**

Submitted: a request for a review of the response provided to request made under the Freedom of Information Act (2000)

**MOVED** by Councillor Coughlan, seconded by Councillor Nock

**RESOLVED** that the person requesting the review be informed, 'the council has provided the information that was requested.'

036/24

**CONSIDERATION OF MODEL FINANCIAL REGULATIONS 2024**

Submitted: the 2024 NALC Model Financial Regulations with revisions marked to effect the optional amendments. It was debated that bank reconciliations should be countersigned by a member of the FP&GP committee other than the Town Mayor.

**MOVED** by Councillor Turner, seconded by Councillor Harston

**RESOLVED** that the Financial Regulations, based on the revised model document be recommended to Council in July for approval.

**037/24 APPROVAL OF EXPENDITURE**

Submitted: a schedule of invoices dated to 30 April 2024.

**MOVED** by Councillor Coughlan, seconded by Councillor Nock

**RESOLVED** that the schedule of expenditure up to 30 April 2024 in the sum of £33,501.80 (as attached) is approved and submitted to Full Council.

**038/24 COST CENTRE EXPENDITURE & INCOME TO 31 MARCH 2024**

Submitted: a summary of income and expenditure to 31 March 2024, by budget heading.

**MOVED** by Councillor Harston, seconded by Councillor Turner

**RESOLVED** that cost centre income and expenditure to 31 March is noted.

Signature ..... 6 August 2024

draft

## Appendix A – APPROVAL OF EXPENDITURE TO 31 MARCH 2024

Date	Gross	Memo
04/04/2024	250.24	GRENKE LEASING LIM 1580017809 DDR
08/04/2024	8.50	CHARGES COMMISSION FOR PERIOD
09/04/2024	29.93	EVERFLOW LIMITED B303936A DDR
16/04/2024	94.80	SAGE SOFTWARE LTD WXMFGRF DDR
16/04/2024	348.70	EVERFLOW LIMITED B303936A DDR
22/04/2024	1,287.42	TOTALENERGIES G&P 1112074 DDR
23/04/2024	717.66	NORTH YORKSHIRE CO 490014011 BBP
23/04/2024	10.70	WHITBY LITERARY AN WTC 1144/1164 BBP
23/04/2024	400.00	WHITBY LITERARY AN WTC 1144/1165 BBP
23/04/2024	1,802.13	EDGE IT SYSTEMS LT WTC ANNUAL 365 FEE BB
23/04/2024	6,041.35	NORTH YORKSHIRE CO 490000880 BBP
23/04/2024	140.00	LAMPLOUGH WTC TREE REMOVAL BBP
23/04/2024	250.00	EUROPEAN WATER TEC WHITBY TC BBP
23/04/2024	1,589.00	YLCA MEMBERSHIP WTC BBP
23/04/2024	50.00	YLCA WHITBY T C BBP
23/04/2024	805.40	COMPASS POINT PLAN WHITBY TC BBP
23/04/2024	210.00	WHITBY ADVERTISER WHITBYTOWNCOUNCIL BBP
23/04/2024	741.00	MORRIS VERMACOURT WHITBYTOWNCOUNCIL BBP
23/04/2024	363.60	COMGAS HEATING LTD WHITBYTOWNCOUNCIL BBP
23/04/2024	38.99	HOWDEN JOINERY LIM A/C 1102117774 WTC BB
23/04/2024	50.80	RENTOKIL INITIAL C/900083542 BBP
23/04/2024	185.02	SAPPHIRE PRINT LTD WHITBYTOWNCOUNCIL BBP
23/04/2024	25.00	YLCA WHITBY T C BBP
23/04/2024	3,387.20	VISTECH SERVICES L YO21 WHITBY MUSEUM BB
23/04/2024	130.21	NORMANS WHITBYTOWNCOUNCIL BBP
23/04/2024	180.00	OAKLEY WHITBYTOWNCOUNCIL BBP
23/04/2024	429.56	ADT WHITBYTOWNCOUNCIL BBP
23/04/2024	15.95	XXXXXXXX EXPENSES BBP
23/04/2024	3.48	XXXXXXXX EXPENSES BBP
23/04/2024	996.00	Tenant's Auctions (Recharge to PAG)
23/04/2024	14.10	STATIONERY - BCARD COMMERCIAL 5312141022786911 DDR
23/04/2024	92.65	ENGIE GAS CWHITBY01/SA DDR
29/04/2024	85.79	CATHEDRAL HYGIENE 10414005395543 DDR
30/04/2024	220.48	DOCUMENT SOLUTIONS 2024 DOC SOL DDR
	20,995.66	Total
	12,506.14	Confidential Transactions
	<b>33,501.80</b>	<b>TOTAL</b>





**WHITBY TOWN COUNCIL**  
**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 6 AUGUST 2024**  
**BUDGET PREPARATION TIMETABLE 2025-26**

**1. Introduction**

- 1.1. This report sets out a preparation timetable for the 2024-25 budget, the major pressures to be considered in preparing the budget and seeks Members' views and direction on the principles to be adopted for 2024-25.

**2. Budget Preparation Timetable**

- 2.1. Preparation of the budget will follow a structured review of all current income, expenditure and investment and consider options put forward to meet current and future requirements.
- 2.2. At the October meeting, Members will consider the overall budgetary position and identify growth factors to be taken into account. Individual budget headings will be examined in detail at the committee meetings scheduled up to the next meeting of the Finance Policy and General Purposes Committee on 3 December 2024, alongside proposals for additional expenditure and new projects.
- 2.3. The FP&GP Committee meeting will examine submissions for growth or reduction in the context of known national controls and predicted funding levels. The recommendations formulated will then be considered alongside the Medium Term Financial Plan to enable FP&GP to recommend a draft budget to the Full Council meeting scheduled for 14 January 2025. It will be important to consider the External Auditor's recommendation to consider explicitly the effect of the projected budget on the Council's reserves position.

**3. Inflationary/Other Factors to Be Taken Into Consideration**

- 3.1. We have not received indication of the likely effect of changes in the local tax base on the town council's funding next year. The tax base is a reflection of the number of 'Band D equivalent' properties. It is increased by new build properties but will be reduced if greater numbers of council-tax payers are in receipt of universal credit. Figures are anticipated from North Yorkshire Council as the billing authority. It is known that a 100% supplement will be applied to second homes. This may be reflected in changes to the parish tax base. NYC have confirmed that there has been no modelling of this change at parish level to date. Members should expect that there will be a significant effect in Whitby.
- 3.2. The national pay award for 2024-25 is yet to be agreed between the Joint National Committee. Once agreed this will be backdated to 1 April. The National Employers have offered council staff a pay increase of £1,290 which

equates to 5.77% for the lowest paid and 2.5% for those at the top of the pay spine, from 1 April 2024. A planning assumption of 5% is recommended.

- 3.3. The rates of the National Living Wage and the National Minimum Wage now change every April. Figures for 2025 will be known after the Budget in the Autumn..
- 3.4. The Consumer Prices Index including owner occupiers' housing costs (CPIH) rose by 2.8% in the 12 months to June 2024, the same rate as the 12 months to May 2024.. Any specific inflationary demands in charges and subscriptions will be identified against individual budget headings.
- 3.5. The Ministry for Housing, Communities and Local Government (MHCLG) has continued to indicate that capping is unlikely to be applied to local councils for 2024-25. It is expected that this will be confirmed prior to the December local government financial settlement.

#### **4. Unrealised Commitments and Known Underspends**

- 4.1. All known variations occurring in the 2024-25 budget will be taken into account in December when considering the recommended figure to be put forward for 2025-26.

#### **5. Projects and Growth**

- 5.1. All Members will be contacted to indicate any changes they wish to put forward for consideration within the 2025-26 budget. Any project put forward should be 'more than just an idea' and must include some background detail in order for an informed decision to be made as to whether the project should be progressed for consideration as part of the budget; members should contact the clerk for additional information to scope or cost a particular proposal. Proposed projects will be considered by Finance, Policy & General Purposes in December.

#### **6. Conclusion**

- 6.1. The following recommendations are made to assist the processes and issues to be considered at the Committee meeting scheduled for 3 December when careful consideration will need to be given to any new items or projects for onward transmission to Council.

**Recommendation** – That the detail within sections 2 to 5 (above) be agreed:

- (a) That the budget timetable is as detailed in Section 2;
- (b) That explicit consideration of the council's reserves position will be taken;
- (c) That the position on tax base be noted;
- (d) That pay inflation of 5% be assumed (subject to the outcome of JNC negotiations);
- (e) That non-pay inflation of 2% be assumed; and
- (f) That any proposals for new budget items be submitted to FP&GP in December.

**Michael King**  
**Town Clerk & RFO**

## 9. APPROVAL OF EXPENDITURE TO 30 JUNE 2024

## Paid Expenditure Transactions

paid between 01/05/24 and 01/07/24

Start of year 01/04/24

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
	03/05/24	7		£42,727.87	£32,198.46	£10,529.41	Danfo Uk Ltd	Outstanding
	03/05/24	51		£417.92	£69.65	£348.27	ADT Fire & Security PLC	Maintenance of the access control s
	03/05/24	86		-£13,901.02	£0.00	-£13,901.02	Danfo Uk Ltd	Outstanding Contra
	07/05/24	52		£13.51	£0.00	£13.51	Barclays Bank	Commission For Period April
HMRC May	13/05/24	53		£15.70	£0.00	£15.70	HMRC	FPS March - 2412
	16/05/24	55		£94.80	£15.80	£79.00	SAGE UK Ltd	Monthly subscription invoice
	17/05/24	83		-£1,333.43	£0.00	-£1,333.43	Everflow Limited	Refund of credit on account
	20/05/24	56		£480.00	£80.00	£400.00	Cuttlefish Media	Whitby Town Council Annual Licence,
	20/05/24	57		£698.88	£116.48	£582.40	Toye Kenning & Spencer	Past Mayors' medallions
	20/05/24	58		£90.00	£15.00	£75.00	Vinyl Signs of Whitby	Mayoral Board
	20/05/24	59		£90.00	£15.00	£75.00	Vinyl Signs of Whitby	Vinyl Lettering (Gallery)
	20/05/24	60		£404.40	£67.40	£337.00	Andrews Air Conditioning	A/C Maintenance (Booth)
	20/05/24	61		£451.86	£75.31	£376.55	Andrews Air Conditioning	Remedial works
	20/05/24	62		£388.34	£64.72	£323.62	Andrews Air Conditioning	A/C Maintenance (Dobson)
	20/05/24	64		£210.00	£35.00	£175.00	Whitby Advertiser	Neighbourhood Plan second half-page
ADT May	20/05/24	65		£5,651.57	£941.93	£4,709.64	ADT Fire & Security PLC	CCTV Maintenance 2024-25
ADT May	20/05/24	66		£1,128.83	£188.14	£940.69	ADT Fire & Security PLC	Fire Alarm Maintenance 2024-25
ADT May	20/05/24	67		£711.00	£118.50	£592.50	ADT Fire & Security PLC	Emergency Lighting Maintenance 2024
ADT May	20/05/24	68		£2,651.33	£441.89	£2,209.44	ADT Fire & Security PLC	Intruder Alarm Maintenance 2024-25
	20/05/24	81		£180.00	£0.00	£180.00	Brian Oakley	External Windows (20/05/24)
	21/05/24	25		-£25.00	£0.00	-£25.00	YLCA	Contra 24, Training Courses (Double
	22/05/24	71		£2,029.05	£338.17	£1,690.88	TotalEnergies Gas & Power	Electricity supply April
Barclaycard	23/05/24	74		£15.15	£2.52	£12.63	Boyes of Whitby	Stationery
Barclaycard	23/05/24	75		£34.00	£5.67	£28.33	The Works Stores Ltd	Consumables
Barclaycard	23/05/24	76		£4.05	£0.68	£3.37	Poundland Ltd	Consumables
	23/05/24	77		£2,779.85	£463.31	£2,316.54	ENGIE Gas Limited	May Bill
	28/05/24	32		£1,125.22	£0.00	£1,125.22	Everflow Limited	Water Bill Toilets - April/May

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/05/24 and 01/07/24

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
	28/05/24	78		£85.79	£14.30	£71.49	Cathedral Hygiene	Monthly fee - May 5001/6
	30/05/24	8		-£351.87	£0.00	-£351.87	Macy Browns	Recharge of water 5002/2/1
	31/05/24	37		£3,387.20	£564.53	£2,822.67	Vistech Security Ltd	Outstanding invoices Jan-Apr 2024 5001/7
	31/05/24	69		£10,142.73	£0.00	£10,142.73	ADT Fire & Security PLC	Contractual Payment (Duplicate) 5001/9
	31/05/24	79		£6,000.00	£0.00	£6,000.00	North Yorkshire Council	Financial contribution for funding 5002/18
	31/05/24	80		£23.99	£4.00	£19.99	Normans Business Solutions	Stationery 5000/1/1
	31/05/24	82		£25.79	£4.30	£21.49	Document Solutions	Photocopier April 2024 5000/1/2
	04/06/24	95		£875.00	£145.83	£729.17	Pheonix Fireworks Limited	Deposit for 2024 Christmas Festival 5002/19
	04/06/24	96		£8.50	£0.00	£8.50	Barclays Bank	Commission For Period April 5000/1/13
	17/06/24	112		£94.80	£15.80	£79.00	SAGE UK Ltd	Monthly subscription invoice 5000/1/9
	19/06/24	89		£984.73	£0.00	£984.73	Everflow Limited	Billed as overdue - consolidation o 5002/2/1
	19/06/24	97		£80.00	£0.00	£80.00	Whitby Area Development	Hire of Coliseum for Annual Parish 5000/2/15
	21/06/24	72		£2,038.15	£339.69	£1,698.46	TotalEnergies Gas & Power	Electricity supply May 5001/2
Barclaycard	24/06/24	98		£35.90	£5.98	£29.92	Royal Academy of Arts	Gifts 5000/1/1
Barclaycard	24/06/24	99		£103.95	£17.32	£86.63	Argos Whitby	Vacuum cleaner 5000/1/6/4
Barclaycard	24/06/24	100		£109.76	£0.00	£109.76	York City Council	Yorkshire Day 2024 5000/2/1
	24/06/24	101		£273.60	£45.60	£228.00	Siemens Financial Services	Rental (Quarterly) Telephones 5000/1/5
	25/06/24	102		£497.28	£82.88	£414.40	ENGIE Gas Limited	June Bill 5001/1
	26/06/24	35		£1,508.51	£0.00	£1,508.51	Everflow Limited	Water Bill (All Locations) June 5002/2/1
	26/06/24	103		£326.40	£54.40	£272.00	ADT Fire & Security PLC	Call out 5001/10
	26/06/24	104		£114.04	£19.01	£95.03	Wilf Noble Construction &	May bill 5001/12
	26/06/24	105		£561.24	£93.54	£467.70	Toye Kenning & Spencer	Consort medalions 5000/2/3
	26/06/24	106		£60.81	£0.00	£60.81	Pitney Bowes	Postage fees 5000/1/4
	27/06/24	107		£85.79	£14.30	£71.49	Cathedral Hygiene	Monthly fee - June 5001/6
DocSol June	28/06/24	108		£200.20	£33.37	£166.83	Document Solutions	Telecoms Monthly - May 2024 5000/1/5

# Paid Expenditure Transactions

Start of year

01/04/24

paid between 01/05/24 and 01/07/24

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DocSol June	28/06/24	109		£40.41	£6.74	£33.67	Document Solutions	Photocopier May 2024 5000/1/2
	28/06/24	110		£350.00	£0.00	£350.00	Gordon Fletcher	Internal Audit Report 5000/1/7
	28/06/24	111		£18,016.80	£3,002.80	£15,014.00	Bruynzeel Storage Systems	Storage 5001/14
				£92,797.68				
				£46,047.48	Confidential Transactions			
<b>Total</b>				£138,845.16	£39,718.02	£99,127.14		



## 11. COST CENTRE EXPENDITURE &amp; INCOME TO 30 JUNE 2024

## Budget Headings Summary

Start of year 01/04/24

Heading	Net (£)	Vat (£)	Gross (£)
5000 Core & Democratic Expenditure			
5000/1 Administration			
5000/1/1 Stationery	214.50	42.90	257.40
5000/1/2 Photocopying	292.27	58.47	350.74
5000/1/3 Adverts	0.00	0.00	0.00
5000/1/4 Postage	60.81	0.00	60.81
5000/1/5 Telephones/broadband/email	321.98	64.40	386.38
5000/1/6 Office Equipment			
5000/1/6/1 Computing	0.00	0.00	0.00
5000/1/6/2 Furniture	0.00	0.00	0.00
5000/1/6/3 Consumables	0.00	0.00	0.00
5000/1/6/4 Operational Equipment	86.63	17.32	103.95
5000/1/7 Audit	350.00	0.00	350.00
5000/1/8 Rechargeable Pannett	0.00	0.00	0.00
5000/1/9 IT Hosted Applications	1,738.77	347.76	2,086.53
5000/1/10 Website	400.00	80.00	480.00
5000/1/11 Computer Maintenance	0.00	0.00	0.00
5000/1/12 Insurance	0.00	0.00	0.00
5000/1/13 Bank Charges	30.51	0.00	30.51
5000/1/14 Professional Fees	413.09	0.00	413.09
5000/1/15 Legal Costs	0.00	0.00	0.00
5000/1/16 Data Protection Annual Fee	0.00	0.00	0.00
5000/1/17 HR Advisory Service	0.00	0.00	0.00
5000/1/18 Staff Training	0.00	0.00	0.00
5000/1/19 Staff Travel Expenses	14.18	0.00	14.18
5000/1/20 Subscriptions			
5000/1/20/1 YLCA/NALC	1,589.00	0.00	1,589.00
5000/1/20/2 SLCC	0.00	0.00	0.00
5000/1/20/3 Yorkshire Society	0.00	0.00	0.00
5000/1/20/4 Rural Services Network	0.00	0.00	0.00
5000/1/21 Room Hire	0.00	0.00	0.00
5000/1/22 Health & Safety	0.00	0.00	0.00
5000/1/23 Publications	0.00	0.00	0.00
5000/2 Civic & Councillors			
5000/2/1 Mayor's Allowance	0.00	0.00	0.00
5000/2/2 Councillors' Training	50.00	0.00	50.00
5000/2/3 Civic Regalia	1,050.10	210.02	1,260.12
5000/2/4 Election/Polls	6,041.35	0.00	6,041.35
5000/2/5 Mayoral Board	75.00	15.00	90.00
5000/2/6 Honorary Freeman	0.00	0.00	0.00

# Budget Headings Summary

Start of year 01/04/24

Heading	Net (£)	Vat (£)	Gross (£)
5000/2/7 Annual Report	0.00	0.00	0.00
5000/2/8 Plaques and Pennant Gifts	0.00	0.00	0.00
5000/2/9 Hospitality	0.00	0.00	0.00
5000/2/10 Contingencies	0.00	0.00	0.00
5000/2/11 Section 137	0.00	0.00	0.00
5000/2/12 Civic Events	0.00	0.00	0.00
5000/2/13 Twinning	0.00	0.00	0.00
5000/2/14 Councillors' Travel & Subsistence	15.95	0.00	15.95
5000/2/15 Parish Meeting	80.00	0.00	80.00
<b>5000 Core &amp; Democratic Expenditure Total</b>	<b>12,824.14</b>	<b>835.87</b>	<b>13,660.01</b>
<b>5001 Facilities Management</b>			
5001/1 Gas	2,808.15	561.63	3,369.78
5001/2 Electricity	6,152.73	1,230.52	7,383.25
5001/3 Water Charges	615.54	0.00	615.54
5001/4 Trade Waste	717.66	0.00	717.66
5001/5 Business Rates	0.00	0.00	0.00
5001/6 Hygiene Contracts	214.47	42.90	257.37
5001/7 Security Patrols	2,822.67	564.53	3,387.20
5001/8 Alarm Call Outs	0.00	0.00	0.00
5001/9 ADT Contracts	8,800.54	1,760.11	10,560.65
5001/10 ADT Repairs and Maintenance	629.97	125.99	755.96
5001/11 Cleaning/Hygiene Supplies	360.00	0.00	360.00
5001/12 Fixtures and Fittings (R&M)	202.52	40.51	243.03
5001/13 Lift Maintenance	617.50	123.50	741.00
5001/14 Operational Equipment (New)	15,014.00	3,002.80	18,016.80
5001/15 Air Condiioning	1,227.17	245.43	1,472.60
5001/16 Heating System	553.00	60.60	613.60
5001/17 Repairs & Maintenace (General)	0.00	0.00	0.00
5001/99 Maintenance Reserve	0.00	0.00	0.00
<b>5001 Facilities Management Total</b>	<b>40,735.92</b>	<b>7,758.52</b>	<b>48,494.44</b>
<b>5002 Services</b>			
5002/1 Allotments			
5002/1/1 Infrastructure	0.00	0.00	0.00
5002/1/2 Grounds Maintenance	0.00	0.00	0.00
5002/1/3 Clearance	140.00	0.00	140.00
5002/1/4 Water Charges	-127.12	0.00	-127.12
5002/2 Public Conveniences			
5002/2/1 Water Charges	9,528.59	0.00	9,528.59
5002/2/2 Additional Works	0.00	0.00	0.00
5002/4 Christmas Lights	0.00	0.00	0.00

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*Whitby Town Council*

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# Budget Headings Summary

Start of year 01/04/24

Heading	Net (£)	Vat (£)	Gross (£)
5002/5 Notice Board	0.00	0.00	0.00
5002/8 Spital Bridge - Residents Parking site	0.00	0.00	0.00
5002/10 Abbey / Caedmon Footpath	0.00	0.00	0.00
5002/11 Twinning	0.00	0.00	0.00
5002/12 Old Town Hall Survey	0.00	0.00	0.00
5002/13 War Memorial	0.00	0.00	0.00
5002/14 Harbour Story Boards (R&M)	0.00	0.00	0.00
5002/15 Welcome to Whitby Sign (R&M)	0.00	0.00	0.00
5002/16 Climate Emergency Engagement	0.00	0.00	0.00
5002/17 Victoria Spa Well (R&M)	0.00	0.00	0.00
5002/18 East Pier Footbridge	6,000.00	0.00	6,000.00
5002/19 Christmas Festival	729.17	145.83	875.00
5002/20 Other Events			
5002/20/1 Armed Forces	0.00	0.00	0.00
5002/20/2 Coronation	0.00	0.00	0.00
5002/20/3 Fossil Festival	0.00	0.00	0.00
5002/21 Armistice Day/Remembrance	0.00	0.00	0.00
5002/30 Modern Apprentice Contribution	0.00	0.00	0.00
5002/40 Grants	0.00	0.00	0.00
5002/41 Pannett Extension	0.00	0.00	0.00
5002/42 Neighbourhood Plan	1,155.40	70.00	1,225.40
5002/43 Unitary Engagement	0.00	0.00	0.00
5002 Services Total	17,426.04	215.83	17,641.87
6000 Staffing			
6000/1 Nett Salaries	37,620.56	0.00	37,620.56
6000/2 Tax	5,734.00	0.00	5,734.00
6000/3 National Insurance			
6000/3/1 Employees' NIC	2,311.27	0.00	2,311.27
6000/3/2 Employer's NIC	4,945.28	0.00	4,945.28
6000/4 Pension Contributions			
6000/4/1 Employees' Contribution	4,397.89	0.00	4,397.89
6000/4/2 Employer's Contribution (19.5%)	11,886.62	0.00	11,886.62
6000 Staffing Total	66,895.62	0.00	66,895.62
<b>Total</b>	<b>137,881.72</b>	<b>8,810.22</b>	<b>146,691.94</b>

## Budget Headings Summary

Start of year 01/04/24

Heading	Net (£)	Vat (£)	Gross (£)
4000 Town Council Income			
4000/1 PAG Recharges	54.00	0.00	54.00
4000/3 PPM Office Rental	0.00	0.00	0.00
4000/4 PPM Telephone Refunds	0.00	0.00	0.00
4000/5 PAG Commission	0.00	0.00	0.00
4000/6 Recharges ( Lit & Phil)	0.00	0.00	0.00
4000/7 60% Admission (Lit & Phil)	25,101.00	0.00	25,101.00
4000/9 Locality Grants	0.00	0.00	0.00
4000/10 Capital/Heritage Grants	0.00	0.00	0.00
4000/11 Other Grants	19,290.04	0.00	19,290.04
4000/12 Christmas Lighting Grant	10,000.00	0.00	10,000.00
4000/13 Recharges/SLAs	0.00	0.00	0.00
4000/20 Christmas Festival	0.00	0.00	0.00
4000/21 Armed Forces Day	0.00	0.00	0.00
4000/30 Public Conveniences	420.00	0.00	420.00
4000/31 Community Donation	0.00	0.00	0.00
4000/32 Neighbourhood Plan	10,000.00	0.00	10,000.00
4000 Town Council Income Total	64,865.04	0.00	64,865.04
4010 Allotments	1,919.00	0.00	1,919.00
4050 Tracker Account Interest			
4050/1 Interest	29.78	0.00	29.78
4050/2 Loyalty Reward	0.00	0.00	0.00
4050 Tracker Account Interest Total	29.78	0.00	29.78
4051 Current Account Interest			
4051/1 Interest	0.00	0.00	0.00
4051/2 Loyalty Reward	1.26	0.00	1.26
4051 Current Account Interest Total	1.26	0.00	1.26
4100 Precept	325,600.00	0.00	325,600.00
4200 VAT Refund	42,799.07	0.00	42,799.07
<b>Total</b>	<b>435,214.15</b>	<b>0.00</b>	<b>435,214.15</b>