

CODE	SUB CODE	DETAIL	2023/24	2023/24	2024/25
			BUDGET	PROBABLE	ESTIMATE
0001		GOVERNANCE COMMITTEE			
100		EMPLOYEE COSTS			
101		Payroll service	600	350	350
102		Travel / Subsistence	6800	2,000	6,800
103		Training	1100	200	1,100
104		Recruitment Costs	550	550	550
111		Town Clerk - salary	41870	41,014	42,605
112		Town Clerk - NI	4940	4,803	4,624
113		Town Clerk - pension	4190	0	4,260
131		Office Manager - salary	36840	29,715	31,275
132		Office Manager - NI	4180	3,102	3,061
133		Office Manager - pension employer's contribution	3690	2,971	3,128
151		Committee & Research Officer - salary	16000	12,029	17,001
152		Committee & Research Officer - NI	1040	441	1,091
153		Committee & Research Officer - pension employer's contribution	1600	1,203	1,700
171		Administration & Customer Services officer - salary -CHANGE TO NEW POST	22090	0	47,366
172		Administration & Customer Services officer - NI - CHANGE TO NEW POST	1960	0	5,281
173		Administration & Customer Services officer - pension employer's contribution -CHANGE TO NEW POST	2100	0	4,737
181		General Services Officer - salary	36840	36,648	38,573
182		General Services Officer - NI	4180	4,146	4,068
183		General Services Officer - pension employer's contribution	3690	3,665	3,857
194		Deputy Town Clerk - salary	36400	35,651	37,034
195		Deputy Town Clerk - NI	4110	3,996	3,855
196		Deputy Town Clerk - pension employer's contribution	3640	3,565	3,703
141		General Services Assistant - salary	24410	24,993	26,991
142		General Services Assistant - NI	2310	2,392	2,470
143		General Services Assistant - pension employer's contribution	2450	2,499	2,699
161		Finance & Administration Assistant - salary	9980	10,183	11,136
162		Finance & Administration Assistant - NI	140	163	282
163		Finance & Administration Assistant - pension employer's contribution	1000	1,018	1,114
197		Employee's Pension Contributions	0	0	
198		Possible Increase in Pay/Overtime	5000	0	2,000
199		Contingencies	0	0	0
1999		Employee Life Insurance	2530	2,000	2,500
		EMPLOYEE COSTS			
200		OFFICE COSTS			
201		Rent	35350	35,350	35,350
202		Service Charges	12470	24,000	24,000
205		Non-Domestic Rates	16060	16,820	17,660
207		Telecomms	4180	8,000	4,300
208		IT Equipment	2840	1,200	2,000
209		Postage	410	300	320
210		Printing & Stationery	2200	1,800	2,000
211		Furniture & Equipment	1140	1,000	1,000
212		Office Running Costs	2840	1,200	1,200
213		Insurances	7700	7,700	8,000
216		Cleaning (Reay Security)	1820	1,700	1,800
217		IT/Website Development	2200	2,700	1,500
218		Hospitality	580	450	450
299		Contingencies	550	200	200
		OFFICE COSTS	90340	102,420	99,780
		Income	0	0	0
9005	51	Council Chamber booking			
		OTHER COSTS			
300		FEES & CHARGES			
301		Audit - Internal	1260	1,100	1,100
302		Audit - External	2270	2,100	2,200
303		Election Expenses	0	0	0
305		Public Notices	260	0	0
306		Software Licence Fees, Email & Website Hosting, Back-up Service	7370	7,370	7,370
307		Subscriptions and Memberships	5980	5,600	5,900
309		Professional Fees and Consultancy Services	5500	9,500	15,500
310		Publications	130	0	0
311		IT Maintenance Contract	2750	6,000	5,000
312		Publicity including Newsletter	14730	16,300	16,500
399		Contingencies	550	100	100

AGENDA ITEM 6 - APPENDIX 1

CODE	SUB CODE	DETAIL	2023/24	2023/24	2024/25
			BUDGET	PROBABLE	ESTIMATE
400		MEMBER EXPENSES			
401		Councillor Expenses	550	150	150
402		Councillor Training	830	0	250
403		Broadband & Telephone line & rental (x16)	2840	1,800	2,100
404		IT/Communications Equipment	1710	0	550
405		Councillor Emails	1370	1,200	1,200
499		Contingencies	550	100	100
500		CIVIC EVENTS			
501		Mayoral Expenses	1550	1,550	1,550
502		Civic Expenses & Town Twinning	2200	2,200	4,000
503		Remembrance Day	2500	1,200	1,500
504		Submariners event donation	250	250	0
505		Church donations (£50) for Remembrance Services	200	50	0
506		Gifts and corporate items	1000	0	1,000
599		Contingencies	1000	0	500
1100		FINANCE			
1102		Bank charges	1140	1,140	1,140
		OTHER COSTS	58490	57,710	67,710
		Income			
9002		Investment Account Income	21000	35,000	35,000
9005	52	Other income	0		
		GOVERNANCE COMMITTEE TOTAL EXPENDITURE	435060	389,426	482,701
		GOVERNANCE COMMITTEE TOTAL INCOME	21000	35,000	35,000
0001		GOVERNANCE COMMITTEE NET EXP/INC	414060	354,426	447,701