


|   |                               |  |       |              |       |   |  |            |  |            |       |
|---|-------------------------------|--|-------|--------------|-------|---|--|------------|--|------------|-------|
|   |                               | Bridgnorth Town Council                          |       |              |       |   |  |            |  |            |       |
|   |                               | Forward Budget Detail - By Combined Account Code |       |              |       |   |  |            |  | APPENDIX 3 |       |
|   |                               | Ros Williams - Deputy Town Clerk                 |       |              |       |   |  |            |  |            |       |
|   |                               |  |       |              |       |   |  |            |  |            |       |
|  |                               |  |       |              |       |   |  |            |  |            |       |
|   |                               | Last Years                                       |       | Current Year |       | Next Year   |  |            |  | Year 2     |       |
|   |                               | Actuals  |       | Budget       |       | Budget  |  |            |  | Year 3     |       |
|   |                               | 2022/2023  |       | 2023/2024    |       | 2024/2025   |  | Difference |  | Budget     |       |
|   |                               |  |       |              |       |   |  |            |  | 2025/2026  |       |
|   |                               |  |       |              |       |   |  |            |  | 2026/2027  |       |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| Budget Income   |                               |  |       |              |       |   |  |            |  |            |       |
|   |                               |  |       |              |       |   |  |            |  |            |       |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1000  | Lettings                      | 35974  | 25400 | 21950        | -3450 | College House/Annexe/Castle Hall/Town Hall/Severn Park (assumes 1 unfair per year)- Theatre on the Steps £2,912 per annum   |  |            |  | 22828      | 23741 |
| 1031  | Lettings-Hive Works           | 8000   | 8000  | 10250        | 2250  | Rent review due 2024 - Negotiations started for new tenant at an annual rent of £10,250   |  |            |  | 10660      | 11086 |
| 1032  | Lettings-Flat, College House  | 6237   | 6237  | 6237         | 0     | Top floor flat on long lease - £519.75 p/m  |  |            |  | 6237       | 6237  |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1033  | Lettings-Offices, College Hse | 8268   | 8835  | 8979         | 144   | 2 leases - 6 year tenancies wef 2019 - Reviewed at regular intervals - Wallace Croke £5,900 for 2023/2024 & 2024/2025. BN Homecare is increased annually by RPI   |  |            |  | 8979       | 8979  |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1034  | Lettings-Cemetery Lodge       | 6482   | 6930  | 6930         | 0     | Annual rent review in December for February next year - Managed by agents - 10% fee - 90% occupancy assumed for budget purposes   |  |            |  | 7207       | 7495  |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1040  | Lettings-1a High Street       | 7731   | 7788  | 7944         | 156   | Initial 5 year lease wef Sept 2016 - Lease not renegotiated due to Covid - Regular rent reviews undertaken with annual RPI increase in August   |  |            |  | 8262       | 8592  |
| 1042  | Lettings-Stanley Lane         | 13055  | 13000 | 13000        | 0     | Leased to Shropshire Council - Next rent review March 2028  |  |            |  | 13000      | 13000 |
| 1044  | Lettings-Bylet Island         | 1500   | 1500  | 1500         | 0     | Rent last reviewed 2020   |  |            |  | 1500       | 1500  |
| 1045  | Lettings-Crown Meadow         | 2493   | 2285  | 2354         | 69    | Crown Meadow - AFC BN - 3% increase YoY   |  |            |  | 2448       | 2546  |
| 1046  | Lettings-Northgate Museum     | 0  | 1     | 1            | 0     | BN Historical Society   |  |            |  | 1          | 1     |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1050  | Recharge                      | 7934   | 19048 | 19048        | 0     | Bridgnorth Community Hall / College House contributions from tenants for shared facilities and cleaning   |  |            |  | 19048      | 19048 |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1080  | Allotment Fees                | 1126   | 1100  | 1100         | 0     | Invoiced January each year - 12 months notice required for increases - 2% applied wef January 2020  |  |            |  | 1100       | 1100  |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1100  | Cemetery Fees                 | 47915  | 45000 | 40000        | -5000 | Limited burial space - Cremations are now more popular than burials   |  |            |  | 40000      | 35000 |
| 1120  | Plant Sponsorship             | 1065   | 1000  | 1065         | 65    | TFM - Planters on Hollybush Road  |  |            |  | 1065       | 1065  |
| 1130  | Cemetery Memorial Plaques     | 1430   | 1000  | 1000         | 0     | Hanging baskets/Memorial wall and chapel x 17   |  |            |  | 1040       | 1082  |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1400  | Market Fees                   | 32242  | 31460 | 31460        | 0     | Market-High Street (65 feet @ £2.50 per ft) & Town Hall (20 stalls @ £10.50 plus VAT) - Subject to annual review by Council - Sunday hand made market £2.5K   |  |            |  | 31460      | 31460 |
|   |                               |  |       |              |       |   |  |            |  |            |       |
| 1405  | Grounds Maintenance Income    | 19793  | 23616 | 30616        | 7000  | Largely Shropshire Council contracts - Reviewed annually in line with wage inflation - BN Library/Youth Centre/verges/roundabouts/weed spraying £3287 to be added for roundabouts and approx £4K for Palemeadow |  |            |  | 31841      | 33115 |

|      |                               |         |         |        |       |   |        |        |
|------|-------------------------------|---------|---------|--------|-------|---|--------|--------|
| 1410 | Concessions                   | 6950    | 5250    | 5250   | 0     | Open to sealed bids annually - income fluctuates                | 5250   | 5250   |
| 1411 | Licences and Rents            | 910     | 963     | 1011   | 48    | BN Rugby Club - 5% increase YoY                                 | 1051   | 1093   |
| 1450 | Car Parking Fees              | 76146   | 73000   | 73000  | 0     | Severn Park - Increases applied 2022                            | 73000  | 73000  |
|      |                               |         |         |        |       | Licences x 2 re-issued on 6 year term in 2022 both at £380      |        |        |
| 1455 | Fishing Fees                  | 380     | 760     | 785    | 25    | each - Annual inflationary increase                             | 816    | 849    |
| 1458 | Sponsored Benches             | 443     | 420     | 420    | 0     | Invoiced annually x 13  | 420    | 420    |
| 1500 | Public Toilet Income          | 530     | 450     | 450    | 0     | Listley Street FOC since 2021 - others retain payment to access | 530    | 530    |
| 1800 | Miscellaneous Income          | 75177   | 4500    | 5700   | 1200  | Castle Grounds - Coffee van/Advertising banners - Town Hall     | 5928   | 6165   |
| 1810 | Christmas Lights Event        | 3491    | 2700    | 3000   | 300   |   | 3120   | 3245   |
| 1830 | Teddys Bears Picnic           | 0       |         | 300    | 300   |   | 312    | 324    |
| 1870 | Interest Received             | 9995    | 40000   | 35000  | -5000 | Budget set by the Finance Committee - CCLA/Unity/HSBC           | 35000  | 35000  |
| 1900 | Precept                       | 684300  | 723978  | 0      |       |   | 0      | 0      |
|      | Total Income                  | 1059567 | 1054221 | 328350 |       |   | 332103 | 330923 |
|      | Budget Expenditure            |         |         |        |       |   |        |        |
| 4000 | Salaries                      | 425203  | 441963  | 442040 | 77    | Based on figures that went to Town Council in April 2023.       | 502787 | 522898 |
|      |                               |         |         |        |       | Circa 9%/11% - wages plus overtime, first aid payments and      |        |        |
| 4001 | National Insurance Costs      | 38368   | 41390   | 44664  | 3274  | on call - NI contribution threshold fixed until April 2028      | 49624  | 51609  |
|      |                               |         |         |        |       | Based on 20% contribution from 2023/2024 - includes overtime    |        |        |
| 4002 | Pension Costs                 | 79107   | 89430   | 88409  | -1021 | , first aid payments and on call payment                        | 100557 | 104579 |
| 4005 | Pension Deficit               | 5600    | 0       | 0      | 0     | Reviewed every 3 years - due for 2023 then 2026                 | 0      | 0      |
| 4019 | Salaries-Overtime Pay         | 7521    | 7110    | 7110   | 0     | Watering/Interments/Bank holiday cover/Events                   | 7110   | 7110   |
| 4020 | Pay award - Contingency-23/24 |         | 34927   | 45000  | 10073 |   |        |        |
|      |                               |         |         |        |       | 6% across the board including overtime - includes NI at 9%      |        |        |
| 4020 | Pay award - Contingency-24/25 | 0       | 0       | 40000  | 40000 | and pension at 20%  | 41600  | 43264  |
|      |                               |         |         |        |       | 23/24-SALC refresher course x 6 @ £30 each - Ad hoc             |        |        |
| 4030 | Staff Training                | 8371    | 4800    | 6300   | 1500  | training, RBS, CiLCA - DLF training - Riverside training        | 6552   | 6814   |
| 4031 | Training - Members            | 435     | 1000    | 1000   | 0     | SALC/NALC courses   | 1040   | 1082   |
|      |                               |         |         |        |       | £4K per annum for casual vacancy and £4K to EMR for 4-          |        |        |
| 4032 | Election Expenses             | 100     | 8000    | 8000   | 0     | yearly elections  | 8000   | 8000   |
|      |                               |         |         |        |       | Increased by 10% based on predicted 22/23 figures - More        |        |        |
| 4040 | Travel and Subsistence        | 303     | 585     | 605    | 20    | meetings now conducted using TEAMS/ZOOM                         | 629    | 654    |
| 4060 | Courses and Conferences       | 0       | 500     | 500    | 0     | NALC Conf - Town Clerk  | 500    | 500    |
| 4070 | Workwear                      | 2111    | 1840    | 1840   | 0     | New staff will require full uniform                             | 1914   | 1991   |
|      |                               |         |         |        |       | Fire risk assessments, clothing, life jackets servicing, LOLER  |        |        |
| 4080 | Health and Safety             | 1911    | 2200    | 7200   | 5000  | inspection, vehicle books - New system being looked at by       | 7488   | 7788   |
| 4090 | Personnel Costs               | 519     | 500     | 600    | 100   | Town Clerk  | 624    | 649    |
|      |                               |         |         |        |       | Occupational Health referrals, eye tests/glasses                |        |        |
|      |                               |         |         |        |       | Severn Park leased from the Francis Wheeler charity - RPI       |        |        |
|      |                               |         |         |        |       | increase every 3 years/Land leased for allotments from          |        |        |
| 4100 | Rent                          | 25602   | 25602   | 28100  | 2498  | Gouldburn Estates   | 28104  | 28108  |
| 4110 | Rates                         | 13835   | 15185   | 15945  | 760   | 5% increase YoY   | 16629  | 17343  |

|      |                              |       |       |       |       |  |       |       |
|------|------------------------------|-------|-------|-------|-------|--|-------|-------|
| 4115 | Water Rates                  | 8968  | 10988 | 10889 | -99   | 5% increase YoY  | 11332 | 11793 |
| 4120 | Heat and Light               | 20941 | 48263 | 52244 | 3981  | Contracts expiring in 2024   | 54335 | 56508 |
|      |                              |       |       |       |       | WPS 3 year contract expires July 2023 - Substantial increase anticipated   |       |       |
| 4130 | Insurance                    | 19815 | 20000 | 24031 | 4031  | Provacc-College House/Sanitary disposal - 5% increase  | 24992 | 25992 |
| 4150 | Cleaning Contract            | 9607  | 9800  | 9240  | -560  | Castle Hall PHS £663 San disposal and nappy bins £246  | 9610  | 9994  |
| 4155 | Cleaning Materials           | 1155  | 1560  | 1360  | -200  | All sites, liquid soap, washing up liquid etc  | 1414  | 1470  |
| 4156 | Bus Shelters                 | 302   | 1000  | 300   | -700  |  | 312   | 324   |
| 4157 | Waste Disposal Litter        | 8048  | 10200 | 12550 | 2350  |  | 13052 | 13574 |
| 4160 | Public Conveniences-Contract | 22160 | 22100 | 30000 | 7900  | July 2021 - 3 year contract - £22,100 - Expires June 2024  | 31200 | 32448 |
|      |                              |       |       |       |       | Town Hall - external paint 2023?Cost likely to be in excess of £15K - fund from EMR? Foyer carpet - College House?       |       |       |
| 4170 | Repairs                      | 13850 | 22000 | 14550 | -7450 |  | 15132 | 15737 |
| 4172 | Repairs-Misc Properties      | 0     | 1000  | 1000  | 0     |  | 1040  | 1082  |
| 4175 | Maintenance Contract         | 2253  | 2650  | 2700  | 50    | CCTV   | 2808  | 2920  |
| 4180 | Equipment Repairs            | 4982  | 4700  | 4700  | 0     | In year repairs - Strimmers/mowers etc   | 4888  | 5083  |
| 4185 | Equipment                    | 1417  | 3000  | 6500  | 3500  | New photocopier November 2021 possible renew in 2024   | 6760  | 7031  |
| 4187 | Grants - Bridgnorth BID      | 18225 |       |       | 0     |  |       |       |
|      |                              |       |       |       |       | Hanging baskets/planters/bedding plants/winter bedding -   |       |       |
| 4200 | Grounds Planting             | 12388 | 13000 | 13000 | 0     | Contract expires   | 13520 | 14061 |
|      |                              |       |       |       |       | Stock items from screws to cable ties/from hammers to litter   |       |       |
| 4201 | Grounds Stock                | 856   | 1300  | 2000  | 700   | pickers  | 2080  | 2163  |
|      |                              |       |       |       |       | £3K tree survey from SC - tree surgeons - First signs of Ash   |       |       |
| 4202 | Tree Management              | 3150  | 8000  | 9000  | 1000  | dieback 2022   | 9360  | 9734  |
|      |                              |       |       |       |       | Covers all sites - hedge cutting, pot holes, repairs to gates & fences, etc etc  |       |       |
|      |                              |       |       |       |       | Allotments - fenceline and fencing and will major maintenance on a few years. The Grove and Welmeadow cut & collect      |       |       |
| 4204 | Maintenance General          | 42886 | 7500  | 7500  | 0     | £1,400   | 7800  | 8112  |
| 4210 | Maintenance - Car Park Eqpt  | 3962  | 7000  | 7000  | 0     |  | 7280  | 7571  |
|      |                              |       |       |       |       | Spring to early Autumn hire of mobile toilets x 3 and twice weekly clean - Problems encountered 2023/2024 - More toilets |       |       |
| 4215 | Hire/Maintenance-SP Toilets  | 4020  | 1900  | 5000  | 3100  | needed   | 5200  | 5408  |
| 4217 | Car Park Collections         | 1792  | 2000  | 4400  | 2400  | Mi Permit transaction fees   | 4576  | 4759  |
| 4219 | Car Park Enforcement         | 0     | 1595  | 0     | -1595 | Shropshire Council   | 0     | 0     |
| 4230 | Play Area Maintenance        | 2009  | 2350  | 4000  | 1650  |  | 4160  | 4326  |
| 4290 | Street Lighting Electric     | 4879  | 12025 | 13228 | 1203  | Quote received for 2023/2024 - 10% thereafter  | 13757 | 14307 |
| 4291 | Street Lighting Maintenance  | 4045  | 5500  | 6000  | 500   |  | 6240  | 6490  |
| 4292 | Floodlighting-St Mary's      | 0     | 165   | 170   | 5     | Management through MOU   | 177   | 184   |
| 4293 | Floodlighting-St Leonard's   | 209   | 450   | 495   | 45    |  | 545   | 600   |
| 4300 | Motor Vehicle Repairs        | 574   | 3000  | 3000  | 0     |  | 3120  | 3245  |
|      |                              |       |       |       |       | In contract until February (Citreon) and May 2025. New   |       |       |
| 4320 | Vehicle Leasing              | 18772 | 19971 | 19971 | 0     | contract to be looked into   | 23000 | 23000 |

|      |                        |       |      |      |   |      |      |
|------|------------------------|-------|------|------|---|------|------|
| 4330 | Fuel                   | 7923  | 8700 | 8500 | Projected for 2022/2023 plus 10% - Gas oil 2000 ltrs, fuel for -200 jerry cans and mowers   | 8840 | 9194 |
| 4400 | Stationery             | 3016  | 3080 | 3280 | 200 22/23 budget plus 10% but plan to reduce  | 3411 | 3547 |
| 4405 | Equipment Leasing/Hire | 785   | 2000 | 2050 | 50 Hire of telehandler/chipper/jack hammer/shutters etc   | 2132 | 2217 |
| 4425 | Advertising            | 493   | 300  | 400  | 100 Annual Town meeting   | 416  | 433  |
| 4426 | Adverts - Recruitment  | 2200  | 1000 | 1000 | 0 Contingency   | 1040 | 1082 |
| 4436 | Retaining wall         | 0     | 0    | 2500 | 2500 Survey costs   | 2600 | 2704 |
| 4440 | Telecoms/IT            | 7448  | 9030 | 9030 | Covers all sites - Upgrade to due to copper wire becoming obsolete before end 2024 - plus monthly service costs - Mobiles 0 x 12, equipment rental with PEAC        | 9391 | 9767 |
| 4455 | Postage                | 1666  | 1430 | 1500 | 22/23 plus 10% but plan to reduce - invitations sent by email/Online payments instead of cheques - Franking machine 70 rental 4 x £45 plus top up of £208 each time | 1560 | 1622 |
| 4460 | Subscriptions          | 3120  | 4442 | 4654 | ICCM £95, ICCO £35, ALC fees £3284, Comm Bus £20, SSLC 212 DTC & FA £608, NABMA - 5% increase YoY   | 4840 | 5034 |
| 4480 | Computing Costs        | 912   | 2325 | 2500 | New PCs and laptops in 2021 - potential replacements required 2025/2026 - Antivirus, Emails, Microsoft, mail back up, 175 maintenance and support                   | 2600 | 2704 |
| 4482 | Computer Support       | 2490  | 7260 | 8000 | RBS - 3 year contract issued March 2021 - Potential increases 740 2024/2025. Annual charges plus additional costs   | 8320 | 8653 |
| 4486 | Website Costs          | 637   | 900  | 1000 | Via Auberguine from September 2020 - 22/23 Hosting/support 100 £299 - Quarterly WCAG compliance £299/Planning portal £50  | 1040 | 1082 |
| 4500 | Mayor's Allowance      | 857   | 2300 | 2300 | Discretionary amount thru' Council - No increase since at least 0 before 2018   | 2300 | 2300 |
| 4530 | Hospitality            | 1133  | 1200 | 1250 | 50 Freeman ceremonies/annual town meeting/meetings  | 1300 | 1352 |
| 4535 | Civic and Ceremonial   | 3946  | 3100 | 3150 | Mayor Making/Civic Sunday/Citizen awards/Past Mayors 50 badges/repairs to regalia/Town Marshall   | 3276 | 3407 |
| 4550 | Bank Charges           | 961   | 1400 | 1435 | Unity £478 service charge/cash/cheques - HSBC £6.50/£20 - 35 Corporate Card £3 x 12 - £35 BACS payment  | 1492 | 1552 |
| 4555 | Legal Costs            | 12935 | 2300 | 2500 | Lease renewals/rent reviews/letting agents/valuations of 200 buildings/land registry fees   | 2600 | 2704 |
| 4560 | Accountancy            | 558   | 1100 | 1125 | 25 RBS year end closedown/VAT partial exemption audit   | 1170 | 1217 |
| 4580 | Audit                  | 2842  | 3000 | 3600 | External (£1,600) & Internal Audit (£1,125 for 2022/23, 2023/24 600 & 2024/25   | 3744 | 3894 |
| 4585 | Professional Costs     | 12195 | 8300 | 8500 | HR/Payroll/H&S contracts - Property valuations fro Asset 200 register - Sladen Assoc for Lavington Gardens monitoring   | 8840 | 9194 |
| 4586 | Benches                | 326   | 600  | 600  | 0   | 624  | 649  |
| 4589 | Memorial Plaques       | 312   | 110  | 110  | 0   | 114  | 119  |
| 4635 | Town Events            | 316   | 2000 | 0    | -2000 Bunting   | 2000 | 0    |

|      |   |       |       |         |      |   |         |         |
|------|---|-------|-------|---------|------|---|---------|---------|
| 4640 | Christmas Lighting                              | 16170 | 20000 | 20000   | 0    | Potential upgrade 2024? Put on hold? 3 year contract issued 2022  | 20000   | 25000   |
| 4645 | Teddy Bear's Picnic                             | 0     | 800   | 1000    | 200  | Resurrected in 2023   | 1040    | 1082    |
| 4646 | Christmas Event                                 | 3779  | 4100  | 4200    | 100  |   | 4368    | 4543    |
| 4720 | Licences  | 798   | 860   | 2640    | 1780 | Current wedding licence expires April 2025 - Renewal happens 6 months in advance                          | 978     | 1017    |
| 4800 | Grants - Others                                 | 6326  | 13686 | 14480   | 794  | 2% of precept from year before?   | 15059   | 15661   |
| 4810 | Grants - Twinning                               | 750   | 0     | 0       | 0    |   | 0       | 0       |
| 4830 | Grants - Youth Provision                        | 0     | 16300 | 17930   | 1630 | Increase by 4% YoY  | 18647   | 19393   |
| 4893 | Repairs-Buildings                               | 2125  | 7000  | 7000    | 0    | Cyclical repairs - Works as guided by Quinquennial report - Opportunity/priority basis                    | 7000    | 7000    |
| 4899 | Miscellaneous                                   | 44285 | 7474  | 8074    | 600  | Fee payable to landlord of old Nat West building for market pitch that we sublet/Grave digging contractor | 8397    | 8733    |
|      | Total Overhead Expenditure                      |       |       | 1146449 |      |   | 1199987 | 1247161 |
|      | Total Budget Income                             |       |       | 328350  |      |   | 332103  | 330923  |
|      |   |       |       | 818099  |      |   | 867884  | 916238  |
|      |   |       |       |         |      |   |         |         |
|      | Volatile/uncertain - Very high risk             |       |       |         |      |   |         |         |
|      | Uncertain - especially future years - High risk |       |       |         |      |   |         |         |
|      | Reasonable prediction - Moderate risk           |       |       |         |      |   |         |         |
|      | Predictable - Low risk                          |       |       |         |      |   |         |         |