

Cost Code	Cost Centre	Actual 22-23	Budget 23-24	Actual to 30 Oct 23-24			Agreed F&P 04/12/23 & FC 18/12/23	Notes
	Administration							
4000	Salaries inc November in actual	56603	70000	41686			87031	Includes overtime hours which varies, 24-25 is uplifted using overtime incl base. Allowance made for pay award backdated to April 23. 24-25 projection includes further uplift & spine point uplifts and allows for 1 new staff member and approx 5% contingency.
4001	Tax/NI and Pensions	39752	41500	23230			63761	Depends on overtime hours and staff numbers, allowance made for Lump sum annual pension payment £1000 last year and 1 new staff member
4005	Payroll Contract	240	2500	180			247	Existing contract due for renewal Nov 24, so uplift applied to allow for increase in last 4 mths of 24/25 year
4007	Officer & Member Travel	22	200	0			206	Most courses undertaken are now virtual therefore no expenses, however, new councillors may request face to face training
4009	Staff training & Subsistence	142	2000	2087			3389	23/24 SSLC Summits, Modern.Gov training and Rialtas training, ILCA/FILCA for officers supported by staff training EMR. 24/25 possibility for Cilca x2 for officers -none taken in last couple of years because of workload, ILCA to CILCA support officer and training for new officer. Conferences/Summits/Webinars transferred from 4010 to 4009. Supported by EMRs 333 CILCA/ILCA Course Costs, 355 Staff Training, 330 Chapter 8 Training.
4010	Conferences	0	500	0			0	No face to face in last couple of years, officers should now be encouraged and given time to attend to keep up to date with legislation and good practice. Spend transferred to virtual summits under 4009.
4011	Member Training	573	3000	310			2851	24/25 provision made for planning training with all other member training in 4011 (formerly 4600). Includes Chapter 8, Stonewall and OVW/PAW training

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4012	Bank Charges (was utilities)	0	0	0		1262	Includes potential set up costs and transaction fees based on approx no transactions. Also includes card set up and ongoing fees. Includes 10% contingency.
4021	Stationery & Office Supplies	1024	200	454.57		551	£40 per month fox storage (excluding insurance)+ £90 for Clarke Printing of Kids Club cards. EMR 338 (Office Management £3676.97) could be used to fund the storage unit as was created for office review and no stationery needed as current stock high. Full Council resolution Nov 23 to cease using Fox storage and source potential local provider should storage be needed in the future.
4022	Postage	54	150	10		52	For inclusive agenda packs and occasional requests by auditors for original documents. Council commitment to climate change, documents sent electronically when can
4023	Copying Contract	284	370	187		291	Lease of printer - 23/24 £66.78 ex VAT a quarter +5% uplift applied for 24/25 Mar 24 onwards
4024	Copier Consumables	339	400	180		313	Konica Minolta printing costs approx £66 quarterly allowed for +5% uplift to be applied 24/25. Occasional toner purchase approx £30. Still high stocks of printing paper.
4025	Insurance	2266	4400	3844		2750	Includes Zurich insurance, the insurance for the storage unit (until Dec 23) and Worknest HR Insurance. Includes no storage insurance provision for 24/25.
4027	Subscriptions	238	220	2286		2533	Includes ICO registration, SLCC & OVW, allowed uplift on next years invoices
4030	Website	346	500	438		258	Vision ICT Jan-Dec 2023 £250 website hosting
4031	Publicity	562	1815	0		1500	used in 22/23 for job adverts and supported by EMR329 staff absence & contingency. 23/24 £1900 for Community Engagement Survey and £500 for Youth Council. 24/25 provision made for adverts for poss new post in feb (indeed SLCC) & Youth council.

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4057	Audit	1740	2000	-880			1558	23/24 Includes external audit costs 21-22 & 22-23 now completed and awaiting invoices, interim and end of year internal audit. External audit still outstanding for 20/21 (carry forward allowance to 24/25 budget).
4060	IT Contract	740	1000	0			700	Not in contract, as pay lump sum at beginning of year. As on Citrix, most queries are dealt with by them, this is used more for broadband and hardware issues. Orbits block paid £700 Mar 23, allow for additional block 24-25
4062	IT Software,Subs & Finance Sys	14801	16000	13744			16955	£1000 included for software upgrades (EMR 376) as per 5 year EMR Strategy (F&P Rec Office Infrastructure??). Includes Rialtas charges, Adobe, Microshade (incl Modern,Gov, hosting etc), Fasthosts, 123 Telecom, Three Mobile. Supported by EMR 338 Office management £2388
4070	Office Equipment	6536	500	0			500	Following on from Office Review all equipment updated. Minimal need for 23-24. 24/25 New equipment provision for poss new staff member. EMR 350 19/20 4th qtr Office equip can also support £3133.87.
4071	Shire Hall SLA annual payment	7458	9174	0			7836	Budget set incorrectly included VAT for 23/24, f/cast expenditure £7645. 24/25 £7835.83 ex vat (£9403 Incl)
4081	Specialist advice services	3757	6500	2894			4615	Includes Worknest (*4 staff), Heartbeat Defib support and Purple Book
4095	Clerks Contngency Fund	22	200	0			200	23/24 Re-booking of cherry picker due to access issues on first booking
4200	Section 137	81	250	54			56	3 wreaths 22/23, 2 wreaths 23/24, 2 24/25
	totals	137580	163379	90704			199414	
102	Civic Affairs							
4100	Mayor's civic expenses	3000	3000	126.8			3000	Includes mayor's donations, HMS Monmouth refreshments, flowers

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4105	Civic Expenses	4968	16000	15446		5000	Includes updating of scrolls £200, Macebox repair £100, Robes repair £100, mayor's civic service 1300, remembrance £2k updating chains, £3838 transferred from EMR due to underspend on Jubilee grants 22-23 to increase Coronation Grant fund from 10k to £13838. 24/25 No Coronation grants. 24/25 £1500 Civic Service, £2000 Remembrance and £1500 repairs
4107	Meetings Costs	1217	1760	119		236	5% uplift zoom 24/25 (£164) & surgeries provision £100
4108	Professional Fees	0	2000	0		525	Includes solicitors advice, or professional services
4110	Mace Bearers	600	650	650		680	Macebearers payments October 23
4115	Elections	0	0	0		0	No charge for elections for 23/24 or 24/25
4120	Members' payments allowances &	8871	24000	3634		21268	23/24 Included mandatory allowances for 19 Councillors March and Attendance allowance based on an 80% take up rate. 24/25 +5% to allow for additional or uplifted payments and/or higher claim rates
	Totals	18657	47410	19976		30709	
201	Community Affairs						
4093	CCTV	13720	15125	10809		14772	Advised by MCC f/cast +2.5% for 24/25
4203	Community Contributions	8500	12000	2000		13500	£2k library newspapers, £10k MCC playscheme & £1.5k Rotary Fireworks - no inflationary increase applied as these are contributions
4204	Community Grants combined	36161	25000	8039		25000	
4206	Partnership Agreements	67064	74930	66500		91200	Includes allowances for continuing with all existing partners with the Lantern Parade as a partnership agreement arrangement and a new Music Festival agreement
4216	Christmas Festival/Lantern Parade	5869	0	0			Virement resolution for 23/24 budget of £7500 (4216) for the Lantern Parade to Partnership Agreements Budget (4206)

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4221	Events	2969	4500	-935			9000	
4222	Armed Forces Covenant Funding	1792	0	0			0	
	Totals	136074	131555	86414			153473	

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301	Environmental Affairs						
4307	Agincourt St. Toilets	34479	31407	0		33448	
4308	MCC Street Sweep	28285	29699	31114		33136	
4309	Dog waste bins	14392	17265	10290		15925	
4310	Town Maintenance Contract & Ex	4767	10524	4015		8420	
4316	Cemetery (was Heritage Schemes)	0	0	0		1000	
4317	Decorations & Town Centre Enhancements	9817	7589	1436		4361	
4321	Blestium St. Toilets	14356	67704	0		27818	
4322	Plastic Free Monmouth	0	500	0		500	
4323	Peds.Bridge over R Wye	0	500	0		500	
4324	Climate Change Emergency	0	5000	4000		5000	
4350	Litter Bins	4479	3985	3796		4743	
4351	Street Furniture	1707	2258			3030	
4352	Christmas Lights & Trees	24545	26425	-220		26489	
4353	Fountains	4000	6338	-2825		4000	
4354	Floral Contract	30100	21992	10644		22949	
NEW	Place Making Plan Contribution	0	12500	0		0	
	Totals	170926	243686	62249		191321	

