

Cost Code	Cost Centre	Actual 21-22	Budget 22 - 23	Actual	Agreed at F & P 05/12/22	Notes
	Administration					
4000	Salaries inc November in actual	45469	78000	41763	70000	Depends on overtime hours. When assessing have to add 4000 and 4001 together for variance figure. No overtime included in amounts for Dec, Jan Feb and March
4001	Tax/NI and Pensions	34171	28800	23975	41500	Depends on overtime hours
4005	Payroll Contract	240	240	180	2500	Contract ends on 30/11/2023 so may need to add in some provision for outsourcing to a company who calculates more and takes care of keeping up to date with legislative changes rather than relying on RFO?
4007	Officer & Member Travel	0	250	22	200	Most courses undertaken are now virtual therefore no expenses, however, new councillors may request face to face training
4009	Staff training & Subsistence	812	5000	90	2000	Possibility of £870 outlay for Cilca and ILCA for staff however EMR 333 (£2000) and EMR 355 (Staff Training) covers this. None taken in last couple of years because of workload.
4010	Conferences	0	500	0	500	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
4011	Member Training	80	4000	288	3000	Would anticipate all councillors attend as many training courses as possible but reduce amount from last year
4021	Stationery & Office Supplies	145	400	864	200	EMR 338 (Office Mangt) could be used to fund the storage unit as was created for office review and no stationery needed as current stock high

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4022	Postage	6	250	50	150	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	349	270	203	370	
4024	Copier Consumables	416	600	229	400	£30 per quarter for office printer. Occasionally staff require toner for office printer at home. Anticipate one more set 22-23. Still reducing amount of paper printed
4025	Insurance	1916	2350	3437	4400	Awaiting revaluation of regalia and valuation of Agincourt St toilets which may increase the cover required. This year includes the insurance for the storage unit
4027	Subscriptions	3986	2200	412	220	OVW included in this cost code for 21-22 instead of 4081
4030	Website	216	350	534	500	
4031	Publicity	75	1750	75	1815	
4057	Audit	1231	2600	-120	2000	not invoiced for external audit 20-21 or 21-22 as not yet completed. Not full external audit 22-23
4060	IT Contract	2627	1000	0	1000	Not in contract, as pay lump sum at beginning of year for 21-22, still 3 hours remaining out of 10 hour block. As on Citrix, most queries are dealt with by them, this is used more for broadband and hardware issues.
4062	IT Software, Subs & Finance Sys	3071	13500	12398	16000	Upgrade to IT software as per 5 year EMR strategy. There is also an EMR 338 for Office Management that was used for some of technology that could be used for the payment to Civica. This EMR could also be used for the purchase of better sound equipment for council meetings

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4070	Office Equipment	1620	2000	318	500	Following on from Office Review all equipment updated. Minimal need for 23-24
4071	Shire Hall SLA annual payment	5892	8950	7458	9174	1492 vired to other codes during 22-23 as agreement costs did not include VAT
4081	Specialist advice services	2978	2510	3316	6500	
4095	Clerks Contngency Fund	60	200	0	200	
4200	Section 137	54	60	81	250	
	totals	105414	155780	95573	163379	
102	Civic Affairs				Agreed at F & P 05/12/22	
4100	Mayor's civic expenses	2893	3000	0	3000	Usually paid mid year or end of year
4105	Civic Expenses	1187	6200	2668	16000	This year, HMS Monmouth bell, updating of scrolls, cancelled civic service costs. Additional £10000 for Coronation. Would have been over budget had the Freedom Parade taken place.
4107	Meetings Costs	1309	400	929	1760	Audio calling not factored in before budget setting 21-22
4108	Professional Fees	350	2000	0	2000	Covers things like solicitors advice, or professional services
4110	Mace Bearers	600	500	600	650	
4115	Elections	0	2000	0	0	No charge for elections this year, as uncontested and co opted and there is EMR 326 Elections should there be a charge
4120	Members' payments allowances &	4944	8000	2490	24000	Voted for attendance allowances so added in estimated amount if claimed, and in draft document there are 2 new allowances to pay of £152 and £52 per member

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	Totals	11283	22100	6687	47410	
201	Community Affairs				P & P 14/11 61/PP/22	
4093	CCTV	13720	13750	10290	15125	
4203	Community Contributions	8000	12000	500	12000	10000 to be paid for the MCC Playscheme, £2000 is for newspapers
4204	Community Grants combined	17832	25000	34544	25000	
4206	Partnership Agreements	31359	52000	67032	67430	Overspent because when budget setting done, ACE partnership agreement was not concluded and Agreed at FC 20/12/21 to add in £5760 for Futures Festival and £925 for Beictown which is now part of the partnership agreement. No ACE cost code was therefore set up in April 22 (No increase for inflation as is set agreement). Extra £430 for production of the Savoy cards for the year
4216	Christmas Festival/Lantern Parade	6044	8500	5625	7500	£500 in December for other costs not yet approved by office? Amended to £7500 at F & P on 5/12/22
4221	Events	1128	4500	390	4500	Freedom parade cancelled for Queens funeral. 2022, may take place in spring. Remembrance celebrations £1000. Freedom Parade for RMRE at £2000
	Totals	78083	115750	118381	131555	

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301	Environmental Affairs				P & P 14/11 61/PP/22	
4307	Agincourt St. Toilets	17765	26010	0	31407	MTC pay for the electricity and rates so could be at least double as anticipated costs unknown and energy prices have risen during 21/22 and will rise during 23-24. 21/22 costs were £1276 for electricity, £6600 for water, and £455 for maintenance costs. Estimate that electric will double for 23-24 adding an extra £1300.
4308	MCC Street Sweep	27595	28285	28285	29699	
4309	Dog waste bins	12481	12640	10654	17265	MCC are tendering for a contract that can be used by all councils, this failed although MCC negotiated a contract document. Includes £200 for 5 year EMR strategy for replacement bins + any extra bin collection of replacement bin costs. New price agreed per bin for 23-24 at £7.00
4310	Town Maintenance Contract & Ex	4140	4198	3917	10524	Monnow Bridge cleaning Included in committed up to Oct 22. Includes £3000 for replacement playground equip EMR 5 year strategy. £3917 mandatory for town Maintenance contract
4317	Decorations & Town Centre Enhancements	2303	9474	9602	7589	£500 to noticeboards and £400 for War memorial repairs and £500 Monnow Bridge cleaning for 5 year EMR strategy.
4321	Blestium St. Toilets	14356	24480	0	67704	Mandatory amount is for maintenance of the toilets. Includes £40000 for 5 year EMR strategy for Blestium St Toilet Upgrade
4322	Plastic Free Monmouth	0	500	0	500	
4323	Peds.Bridge over R Wye	0	500	0	500	Bridge at the design stage

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4324	Climate Change Emergency	1533	6685	0	5000	As ACE Monmouth have become a constituted group with a Partnership agreement of £15000 this code is no longer relevant unless Council still wish to allocate funds for another purpose
4350	Litter Bins	2650	5300	3780	3985	Codes 4350 - 4354 were created in 21-22 to enable more separation between codes. Joint Kings fee and Wyebone Bins Empty £1323. Blestium St litter bins SLA £3500. MCC now agreed to create joint SLA and charge £3704 for all litter bins. Just invoiced for 21-22 so extra cost to budget £400 included for replacement litter bins as per 5 year EMR strategy
4351	Street Furniture		3000	150	2258	Funds spent on bench audit. This identified some benches that need repainting or repair which should be considered. £2000 included for replacement of history banners and other items as per 5 year EMR strategy.
4352	Christmas Lights & Trees	23426	25000	0	26425	Christmas trees £500 but could be more as harder to source and may have to pay to install at some point. Cost for contract for year 2 (23-24) = £23925 with 5% contingency = £25121 £2000 for Xmas lights contingency as per EMR 5 year strategy
4353	Fountains	1134	4000	0	6338	Originally set at £1000 per fountain. Last year's costs were £1134 for Blestium St Fountain. Previous unused amounts in EMR as all fountains not yet up and running. Costs of maintenance has increased during 22-23. Will have to budget also for the running of the Jubilee fountain which MTC have agreed to take on.

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4354	Floral Contract	10013	21804	18752	21992	New contract agreed at £8320 MTC planters, £12072 MCC and rotary, also allow £400 x 4 for the replacement of plants in the rotting containers on entrance to town. Does not include cost of 4 planters at approx £2000 as can be taken from EMR 373. £500 added in for replacement planters as per 5 year EMR strategy
NEW	Place Making Plan Contribution				12500	Required for contribution to the Place Plan
	Totals	117396	171876	75140	243686	

					Planning 01/11/22 59/P/22	
401	Planning					
4600	Plg extra meeting costs	830	3000	1273	2000	Purchased laptop and projector for meetings in October £361.98 Meetings costs committed for uninvoiced for Feb and March. Estimate 24 meetings for 23-24
	Totals	830	3000	1273	2000	

