



<b>REPORT TO:</b>	Spalding Town Forum
<b>DATE:</b>	11 June 2024
<b>SUBJECT:</b>	Spalding Special Expenses and Quarter 4 Report 2023-24
<b>PURPOSE:</b>	To consider the Spalding Special Expenses outturn position for financial year 2023-24
<b>KEY DECISION:</b>	N/A
<b>PORTFOLIO HOLDER:</b>	Cllr Paul Redgate, Portfolio Holder Finance
<b>REPORT OF:</b>	Christine Marshall, Deputy Chief Executive Corporate Development
<b>REPORT AUTHOR:</b>	Lizzie McGrath, Strategic Finance Manager
<b>WARD(S) AFFECTED:</b>	Spalding Town Forum
<b>EXEMPT REPORT?</b>	No

## SUMMARY

This report is presented to the Spalding Town Forum to provide detail of the 31 March 2024 outturn against budget for 2023/24.

## RECOMMENDATIONS

*That Spalding Town Forum Members note the outturn for 2023/24.*

### 1. BACKGROUND

- 1.1 The budget of £241,124 for 2023/24 was approved by Council 2nd March 2023. The 31 March 2024 outturn position shows a £34,876 surplus, as detailed in section 3 of this report.

### 2. REPORT

- 2.1 For 2023/24, the commentary on the following pages highlights the variations in actual spend from the original budget. Actuals as at 31 March were £34.9k less than budget, these savings have been transferred to the earmarked Spalding Special Account reserve.



## 2.2. Employees

The employee related costs include salaries, NI and pension costs, and takes account of incremental pay progression and national pay awards. This category also includes agency staff costs. An overall underspend on employee costs of £2.9k was realised due to a savings made by Ayscoughfee Leisure.

## 2.3. Income

This category includes rents, hire fees and other fees and charges. At 31 March 2024, there was an underachievement of income equalling £6.5k. Cemeteries fees and charges were £3.6k lower than budget, Halley Stewart rental income £1.1k below budget, Ayscoughfee Leisure tennis court income of £1k not achieved and Monkshouse Lane rental income down £0.9k against budget.

## 2.4. Premises

Premises costs includes building maintenance and repairs, utilities, insurance and grounds maintenance. The overall surplus is largely attributable to the underspend on premises. Premises costs were £30.6k under budget; £19k savings on Buildings Maintenance, £5.5k savings on Utilities, £5.9k savings on Grounds Maintenance and Maintenance of Footpaths and Roadways.

## 2.5. Supplies and Services

This category includes furniture and equipment, materials and consumables, professional and contractors fees, and licence fees. There was a total underspend of £6.4k on supplies and services, £4.6k of which related to the Kings Coronation [Spalding Special Contributions].

## 2.6. Transport

This category covers transport running costs, including fuel and tyres costs. There was an underspend of £0.2k as the Cemeteries tyre budget was not required.

## 2.7. Support Services

Support Services are recharge costs for support provided by Finance, Democratic Services and Asset Management. Outturn was in line with budget.

## 2.8. Transfer Payments

This category contains the cost of grants and contributions paid to outside bodies. There was an overall underspend on transfer payments of £1.3k due to an unutilised budget in Spalding Special Recreation and a saving on the Spalding Special Contributions voluntary car scheme.

### 3. Spalding Special Expenses 2023-24 Quarter 4 Outturn

Cost Centre Name	Subjective Analysis	2023/24 Budget	Actual Outturn 2023/24	(Under)/Overspend 2023 / 24	Comments
<b>Allotments</b>	Employees	£300	£300	£0	
	Income	(£4,400)	(£4,512)	(£112)	Small overachievement in rental income.
	Premises	£6,800	£6,362	(£438)	Underspend on Maintenance of Footpaths and Roadways.
	Support services	£1,400	£1,400	£0	
<b>Allotments Total</b>		<b>£4,100</b>	<b>£3,550</b>	<b>(£550)</b>	
<b>Ayscoughfee Leisure</b>	Employees	£9,250	£6,325	(£2,925)	Agency staffing budget in excess of requirements, no garden staff at the start of the year with cover provided by West Marsh Road.
	Income	(£21,669)	(£20,669)	£1,000	£1k budgeted 'Other Hire Fees' income relating to Tennis courts not achieved due to delays in setting up online payments.
	Premises	£23,669	£21,089	(£2,580)	Savings in utility costs as a result of better than budgeted unit prices being realised.
	Supplies & Services	£7,200	£5,210	(£1,990)	Various underspends including Miscellaneous Expenses £800, Telephones £500, Furniture and Equipment £500, Consumables £140 and Uniforms £100.
	Support services	£1,500	£1,500	£0	
<b>Ayscoughfee Leisure Total</b>		<b>£19,950</b>	<b>£13,455</b>	<b>(£6,495)</b>	
<b>Cemeteries</b>	Employees	£45,300	£45,300	£0	
	Income	(£40,000)	(£36,386)	£3,614	Underachievement in Fees and Charges income.
	Premises	£24,370	£17,231	(£7,139)	£5k savings achieved as a result of in-house grounds and tree management. £2k underspend on Buildings Maintenance and Maintenance of Footpaths and Roadways.
	Supplies & Services	£700	£1,376	£676	Overspend relating to Furniture and Equipment £187, Stationery £173, Materials and Consumables £279, and Insurance £37.
	Support Services	£2,900	£2,900	£0	
	Transport	£200	£0	(£200)	Unutilised Tyres budget.
<b>Cemeteries Total</b>		<b>£33,470</b>	<b>£30,420</b>	<b>(£3,050)</b>	
<b>Christmas Decorations</b>	Premises	£4,690	£417	(£4,273)	Savings in electricity costs as a result of better than budgeted unit prices being realised.
	Supplies & Services	£7,600	£7,552	(£48)	No major variances.
<b>Christmas Decorations Total</b>		<b>£12,290</b>	<b>£7,969</b>	<b>(£4,321)</b>	

Cost Centre Name	Subjective Analysis	2023/24 Budget	Actual Outturn 2023/24	(Under)/Overspend 2023 / 24	Comments
Halley Stewart	Employees	£700	£700	£0	
	Income	(£6,900)	(£5,764)	£1,136	Underachievement of fee income relating to football field hire.
	Premises	£49,450	£38,751	(£10,699)	Underspend relating to Buildings Maintenance, reduced spend on facility upkeep ahead of new lease.
	Supplies & Services	£300	£193	(£107)	Budget in excess of requirements for License Fees.
	Support Services	£2,500	£2,500	£0	
<b>Halley Stewart Total</b>		<b>£46,050</b>	<b>£36,380</b>	<b>(£9,670)</b>	
Monkhouse Lane	Employees	£200	£200	£0	
	Income	(£1,500)	(£620)	£881	Lost income from hire fees due to Spalding Sunday League being on hold.
	Premises	£30,630	£25,112	(£5,518)	£4.2k savings on Buildings Maintenance and £1.4k savings on utilities. With reduced use by Spalding Sunday League, there is reduced need for property maintenance and utilities usage.
	Supplies & Services	£200	£0	(£200)	Unutilised License Fees budget.
	Support Services	£2,500	£2,500	£0	
<b>Monkhouse Lane Total</b>		<b>£32,030</b>	<b>£20,521</b>	<b>£27,138</b>	
Spalding Special Contributions	Employees	£10,800	£10,800	£0	
	Supplies & Services	£27,134	£22,746	(£4,388)	Underspend relates to the Coronation of King Charles 3rd for which there was a £10k budget.
	Transfer Payments	£9,300	£8,833	(£467)	Small underspend on voluntary car scheme.
<b>Spalding Special Contributions Total</b>		<b>£47,234</b>	<b>£38,779</b>	<b>£242,379</b>	
Spalding Special Recreation	Premises	£44,900	£44,900	£0	
	Supplies & Services	£300	£0	(£300)	Budget in excess of requirements for Other Miscellaneous Expenses.
	Transfer Payments	£800	£0	(£800)	Unutilised budget for Grants and Contributions to Outside Bodies.
<b>Spalding Special Recreation Total</b>		<b>£46,000</b>	<b>£44,900</b>	<b>(£1,100)</b>	
<b>Grand Total (Surplus)/Deficit</b>		<b>£241,124</b>	<b>£206,248</b>	<b>(£34,876)</b>	

#### 4. Reserve Position

4.1. The surplus has been transferred to the earmarked Spalding Special Account reserve. The table below shows the 31 March 2024 closing balance for the Spalding Special Reserve:

<b>Spalding Special Reserve:</b>	
<b>31.03.2023 Balance</b>	<b>(103,310)</b>
Forecast contribution to SSE Reserve	(34,876)
<b>Estimated Closing Balance</b>	<b>(138,187)</b>

4.2. Use of reserves is to be approved by Cabinet. Reserves are intended to cushion the impact of unexpected events or emergencies or finance one-off investment. Reserves are only replenished by contributions made from revenue budget and therefore use of reserves should be carefully planned.

#### **IMPLICATIONS:**

None

#### **SOUTH AND EAST LINCOLNSHIRE COUNCIL'S PARTNERSHIP**

None

#### **CORPORATE PRIORITIES**

None

#### **STAFFING**

None

#### **CONSTITUTIONAL AND LEGAL IMPLICATIONS**

None

#### **DATA PROTECTION**

None

#### **FINANCIAL**

As contained in body of report.

#### **STAKEHOLDER / CONSULTATION / TIMESCALES**

None

#### **REPUTATION**

None

#### **CONTRACTS**

None

**CRIME AND DISORDER**

None

**EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

None

**HEALTH AND WELL BEING**

*None*

**CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

*None*

**APPENDICES**

*None*

**BACKGROUND PAPERS**

None

<b>REPORT APPROVAL</b>	
Report author:	Lizzie McGrath – Strategic Finance Manager
Signed off by:	Colleen Warren – Head of Finance
Approved for publication:	Christine Marshall – Deputy Chief Executive Corporate Development– S151