

## Variance report from 1/4/19 to 31/3/20

### Expenditure:

Heading	Spend to Date	Forecast to Date	Variance	EOY Budget	Comments
IT	£6,071	£6,232	£161	£6,232	Assumes SAGE £360, printer rental £2,082, copy charges £800, Web support £600, mapping technical support £200, IT support contract £540, IT maintenance charges £400, retention of gov.uk domains and additional email accounts £250, miscellaneous £1,000
Audit/Accounts	£1,445	£1,830	£385	£1,830	Assumes audit rates remain unchanged. Internal and interim audit £770 External audit £600, GDPR audit £460. There was not a GDPR audit within the financial year, hence the underspend.
Expenses	£103	£150	£47	£150	
Allotments	£1,192	£1,000	-£192	£1,000	Assumes no rental payments and no improvement projects. Purely hedge cutting and basic maintenance. Current spend is for the clearance of the Rotters site which, when the budget was calculated, was not anticipated. The Rotters will be refunding us £333 in due course. There is a need to fill potholes on the access path at Tower Hill, which will cost around £200.
Membership subscriptions	£1,249	£1,157	-£92	£1,157	DALC £677, SLCC £196, ICCM £90, Allotments Association £55, Information Commission £35. Devon Communities Together £50. CPRE £44. TECS £10. Now that we have added a subscription to Grants Online we will exceed our budget by £100
Stationery/stores	£2,887	£2,750	-£137	£2,750	Includes cleaning materials, consumables for kitchens/toilets and postage.
Telephony	£1,714	£1,756	£42	£1,756	Assumes £142 per month for new phone/broadband system. Vodafone £52 per annum for Adrian's mobile
Rates (TH & Cem)	£1,117	£1,117	£0	£1,117	Town Hall £0. CEMETERY RATE BILL RECEIVED = £1,117.03 (1 X 109.03 9 X £112.00)
Carried Forward	£15,778	£15,992	£214	£15,992	

Brought Forward	£15,778	£15,992	£214	£15,992	
Grants	£3,550	£3,000	-£550	£3,000	£350 in grant payments are still to be made. There will be an end of year overspend of £550
Water	£1,006	£814	-£192	£814	£26 x 12 on metered supply. £502.14 (1 x £50.25 & 9 x £50.21) on WR supply. Due to an increase in the payments on our metered supply there will be an overspend of £192
Elections/Parish Poll	£2,765	£0	-£2,765	£0	When the budget was compiled the decision was taken to pay for any elections out of reserves. This is the cost of the May 2019 election and will be an overspend at year end.
Grounds maintenance	£8,669	£11,970	£3,301	£11,970	Includes tree surveys at Millstream Meadow and Two Oaks (£1,000), Grass cutting at Culver & Two Oaks (£2,000), grass cutting at Millstream (£2,640), Verge cutting (£720), SW Phormiums (£200), tree works (£1,000), weed spraying (£1,600), 2x benches (£960), town centre planting (£1,000), grass/hedge cutting at bat garden, general hedge and shrub maintenance (£1,000) and servicing of strimmers etc (£200). The £1,517 spent in august was a direct result of ASB (fence repairs at Millstream and purchasing two concrete bins)
PWLB repayments (TH)	£5,598	£5,598	£0	£5,598	Town Hall renovation
PWLB repayments (WR)	£2,084	£2,084	£0	£2,084	Woodway rooms purchase.. This loan was paid off in May 2019
Insurance	£6,511	£6,583	£72	£6,583	£534 x 12 + £25 brokerage fee + £150 to cover any increas in premiums when our cover is renewed in August 2019.
Xmas Fayre	£4,429	£4,625	£196	£4,625	Assumes no enhancement in displays and no price increase. Xmas lights £4,350, Road closure £75, Miscellaneous costs £200
Carried Forward	£50,390	£50,666	£276	£50,666	

Brought Forward	£50,390	£50,666	£276	£50,666	
Rubbish disposal	£2,180	£2,420	£240	£2,420	TDC refuse collection (£1,420 - £355 per quarter + £900 to use TDC as holiday cover for bin emptying on our land holdings + £100 for confidential waste disposal (GDPR))
Gas	£2,501	£4,000	£1,499	£4,000	Gazprom
Electricity	£5,827	£5,823	-£4	£5,823	SSE
Playpark/skatepark equipment	£11,652	£11,328	-£324	£11,328	The four quarterly inspections will cost £1,500. I have put in £828 for miscellaneous repairs and £9,000 for the resurfacing of Culver Green play-park. This is off-set by a Rural Aid Grant of £2,000
Building maintenance	£10,942	£13,277	£2,335	£13,277	Includes annual boiler service (£364), stair-lift service (£138), fire risk assessment (£350), extinguisher service (£115), fire alarm/emergency lights testing (£260), drain clearance (£150), Carpet and chair cleaning (£850), PAT testing (£250), periodic testing £800, + £10,000 for day to day repairs, routine maintenance and unanticipated issues. The major expenditure items have been £1,742 to replace a window unit in the police office and £2,000 to replace the boiler in the Woodway Room.
CCTV	£1,080	£2,000	£920	£2,000	This is sufficient to cover the annual maintenance contract and the replacement of one camera.
PWLB allotment loan	£1,622	£1,622	£0	£1,622	Payments in June and December
Cemetery	£5,917	£6,862	£945	£6,862	Grass cutting (£4,480), hedge cutting (£640), maintenance of ashes garden (£400) 2 replacement benches (£982), tree survey (£360).
Mayor's allowance	£261	£360	£99	£360	Largely to pay for the civic service
Carried Forward	£92,372	£98,358	£5,986	£98,358	

Brought Forward	£92,372	£98,358	£5,986	£98,358	
Salaries	£71,830	£73,145	£1,315	£73,145	The Living wage will increase from £8.75 per hour to £9.00. Increasing Diane and Gary to this figure and adding 25p per hour to Amii and Adrian. I have assumed a 2 %increase in the Clerk's national pay scales. This produces the following:- Adrian £10,374; Geoff £7,020, John £25,245; Amii £17,100; Diane £11,700; deputising costs £1,000; payroll £420;
LGPS	£14,926	£16,816	£1,890	£16,816	Assumes no increase in the employer's contribution but + 3.5% to take account of wage increases.
Miscellaneous services	£9,690	£8,610	-£1,080	£8,610	Includes window cleaning (£720), WPS H & S (£550), HR service (£760) bottled water (£480), citizen's award (£150), sanitary services (£1,130), advertising (£140), piano tuning (£120), staff uniforms (£200), training (£500), PRS licence (£860), + £1,000 contingency). The overspend is due almost wholly to the doubling of PRS licence costs
Contract cleaning	£7,707	£8,125	£418	£8,125	
Beating the Bounds	£1,071	£1,200	£129	£1,200	Should be budget neutral in that the costs are met by the entrance fees. However, entries were low and there has been a disparity of £370 between income and expenditure.
Town council newsletter	£152	£1,568	£1,416	£1,568	Based on four editions delivered door to door. In the event only one newsletter was produced. The spend is the printing costs.
Interpretation boards	£0	£1,000	£1,000	£1,000	This will not be completed in year so underspend of £1,000
Town Trail leaflet	£0	£485	£485	£485	Underspend of £485
Contingencies	£0	£6,500	£6,500	£6,500	Funds held for work on the Town Hall. Each year I transfer £6,500 onto the building maintenance account on the last day of the financial year. Due to the pandemic this did not happen and has been delayed to April 2020
<b>Total</b>	<b>£197,748</b>	<b>£215,807</b>	<b>£18,059</b>	<b>£215,807</b>	

## Ring Fenced Expenditure

Heading	Spend to Date	Forecast to Date	Variance	EOY Budget	Comments
Footpaths	£0	£123	£123	£123	
Fore Street project	£2,268	£2,268	£0	£2,268	Games wall upgrades and benches
Town centre enhancement	£0	£0	£0	£0	
NDP	£315	£315	£0	£0	
Fair Trade	£0	£0	£0	£0	
CIL	£0	£4,707	£4,707	£4,707	
Communities Together projects	£5,259	£4,403	-£856	£4,403	Ideford Dip bus shelter and Hennock youth project. The overspend is due to the need to lay a concrete surface for the bus shelter
Pre-school playground safety surface	£2,817	£2,700	-£117	£2,700	Invest in Devon grant for £2,700 received in 2018/19
<b>Total</b>	<b>£10,659</b>	<b>£14,516</b>	<b>£3,857</b>	<b>£14,516</b>	