

Review of Staffing, Recreation and Administration Budget Recommendations

Background

Since the budget recommendations were agreed in December, additional information has been received. Consequently, the recommendations outlined below should be reviewed. A copy of the draft budget is attached to this report.

Recreation Budget

The budgets for Toilet Cleaning (£14k) and Planters (£6k) were set before the tenders had been received. These budgets have now been confirmed as appropriate.

Administration

Approval is sought for an additional budget allocation for the purchase/lease of hand-held tablets (for all councillors plus one for staff use). Costs will be provided to members at the meeting.

Shropshire Council has recently made the decision that it will no longer provide Health & Safety Services to local councils. In 2024/25 the service cost £757 and is included under 'memberships / subscriptions'. The Clerk has approached 3 companies for quotations and advises that the decision must be based on quality as well as cost. The figures and a recommendation will be provided for the budget meeting and will be tabled on 18th January if available. A substantial increase is anticipated.

Staffing

Telford & Wrekin Council has provided a proposal for the provision of HR Advisory Services. This proposal is provided separately. It is recommended that Council allocates a budget of £550 to subscribe to the HR Helpline service only.

Wem Town Council Draft Recreation Budget 2025/2026

	Budget	Budget	Draft
	2023-24	2024-25	2025-26
NET EXPENDITURE			
PUBLIC LIGHTING			
Loan Charges(PWLB)	£3,900	£3,800	£3,700
Energy	£14,000	£12,000	£10,000
General repairs and maintenance	£7,000	£7,000	£9,000
Column Replacement	£15,000	£35,000	£35,000
Total	£39,900	£57,800	£57,700
BURIAL GROUNDS			
Rates	£100	£100	£100
Repairs and Maintenance	£2,500	£4,000	£4,100
Bin emptying in skips etc	£2,300	£2,300	£2,350
Gravedigging	£2,000	£2,000	£2,000
Contribution to Whitchurch Rd	£2,000	£2,000	£2,000
Extension works	£6,440	£2,000	£2,000
Hedge removal and fencing			£13,000
Total	£15,340	£12,400	£25,550
ALLOTMENTS			
Water by meter	£500	£500	£500
Repairs & Maintenance	£700	£700	£1,000
Total	£1,200	£1,200	£1,500
RECREATION			
WSSA Contribution	£21,000	£21,000	£21,000
Play Equip.	£3,600	£19,000	£8,000
Repairs & Maintenance	£5,000	£5,000	£5,000
Tree Works	£2,000	£2,000	£2,000
Play equipment Inspection	£600	£600	£800
Recreation (Litter bin emptying)	£1,000	£1,000	£1,000
skate ramp replacement	£2,000	£2,000	£2,000
Climate change works	£500	£500	£500
Old toilet block running costs	£5,500	£5,500	
lampost painting	£20,000	£1,000	£0
Total	£61,200	£57,600	£40,300
PUBLIC TOILETS			
Toilet Cleaning	£9,800	£9,800	£14,000
Repairs	£1,000	£1,000	£5,000
Utilities	£1,800	£1,800	£2,800
Msc	£500	£1,000	£1,000
toilet painting internal		£1,000	
Total	£13,100	£14,600	£22,800
BUS SHELTERS			
Cleaning	£1,000	£1,100	£1,100

Repairs and maintenance	£600	£600	£700
Total	£1,600	£1,700	£1,800
MSc. Assets			
Floral Planters	£5,000	£5,500	£6,000
CCTV Scheme	£5,000	£5,000	£6,000
Total	£10,000	£10,500	£12,000
Total rec budget	£142,340	£155,800	£161,650
Less Neighbourhood Fund allocation			£148,650
NET INCOME	2023-24 Budget	2024-25 Budget	2025-26
Allotment Rents	£1,800	£1,800	£2,000
Burial Fees	£13,000	£15,000	£16,000
Toilet income	£1,750	£1,750	£1,500
Gravedigging	£2,000	£2,000	£2,000
Total	£18,550	£20,550	£21,500

Wem Town Council Draft Administration Budget 2025/26

	Budget	Budget	Draft
	2023-24	2024-25	2025-26
NET EXPENDITURE			
ADMINISTRATION			
Postage & Telephone	£2,000	£2,000	£2250.00
Stat, books, etc	£410	£500	£513.00
Membership/ subs	£3,600	£ 3,700	£3800.00
Audit	£1,600	£1,700	£1750.00
Copier	£950	£1,000	£1025.00
Chain of Office	£1,000	£1,000	£1025.00
Mayors Allowance	£1,000	£1,000	£1000.00
Mayors Hospitality	£750	£750	£750.00
Insurance	£1,900	£2,500	£2563.00
Honours Boards	£120	£150	£154.00
Election Expenses	£1,000	£1,000	£1025.00
Legal Fees	£1,000	£1,000	£1025.00
Bank Charges	£700	£1,000	£1025.00
Computer Support	£1,900	£2,000	£2050.00
Gov.uk Costs			£600.00
Digitalisation			£1000.00
Office/room hire	£20,000	£20,000	£20500.00
Pat test	£150	£200	£205.00
Finance package	£1,255	£1,400	£1435.00
Communication / website	£600	£600	£615.00
Events	£500	£500	

Total	£40,435	£42,000	£44,310
CLLR TRAVEL EXPENSES			
Training Conferences	£1,000	£1,000	£1,025
Cllr Travel Expenses	£75	£75	£77
Total	£1,075	£1,075	£1,102
Total Net expenditure	£41,510	£43,075	£45,412
NET INCOME			
Bank a/c Interest	£3,000	£11,000	£11,000
Story of Wem	£120	£120	
Total	£3,120	£11,120	£11,000

Wem Town Council Draft Staffing Budget 2025/26

	Budget	Budget	Draft
	2023-24	2024-25	2025-26
NET EXPENDITURE			
Salaries	£116,154	£114,268	£117,845
Msc staffing non salary	£500		£2,000
Employers NI	£10,000		£14,260
Pensions	£21,900		£22,900
Payroll Admin Fee	£800		£1,300
HR Support			£550
Staff Training	£1,500		£2,000
Staff Travel	£500		£500
Total	£151,354		£161,355