How to contact us

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Town Clerk – Laura Chrysostomou

8 September 2026

You are hereby summoned to attend a meeting of the:

Property and Personnel Committee

Venue: The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW

Date: Monday 14 September 2026

Time: 6.30 pm

Committee:
Councillor May - Chair
Councillor Butcher - Vice Chair
Councillor Dr Walsh KStJ
Councillor O'Neill
Councillor Northeast
Councillor Tilbrook
Councillor Worne

Laura Chrysostomou, Town Clerk
Agenda 2026 to 2027

1. Evacuation Procedures

2. Filming of Council Meetings, Use of Social Media and Mobile Phones.

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. Apologies

4. Declaration of Interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

a. the item you have the interest in

b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or

c. i. Whether it is a personal interest and the nature of the interest

   ii. Whether it is also a prejudicial interest

   iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Butcher, May, Northeast, O'Neill, Dr Walsh KStJ and Worne are members of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Minutes

To confirm the Minutes of the meeting held on 2 June 2026, circulated herewith, pages 4 to 7. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. Officer's Report

8.1 Absence Monitoring

Report attached, pages 8 to 9.

8.2 Property, Facilities and Equipment Update – Manor House Windows

Report attached, pages 10 to 11.

8.3 Property, Facilities and Equipment Update – Amenity Team Vehicles

Report attached, pages 12 to 13.

8.4 Staffing Update

Report attached, pages 14 to 15.

8.5 Quarterly Business Plan Progress Report

Attached, pages 16 to 19.

9. Finance

9.1 Committee Budget Monitor

Report attached, pages 20 to 49.

10. Exempt Business

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Property and Personnel Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Tuesday 2 June 2026 at 6.30pm.

Present:
Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Northeast
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Tandy

In attendance:
Laura Chrysostomou – Town Clerk

2026 to 2027

1. Evacuation Procedures

The evacuation procedures were noted.

2. Filming of Council Meetings, Use of Social Media, and Mobile Phones.

The procedures were noted.

3. Apologies

There were apologies from Councillor O'Neill, Councillor Tandy attended as substitute.

4. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and no further declarations were made.

5. Minutes

The Minutes of the meeting held on 16 March 2026 previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

There were no members of the public present, and no written representations made.

8. Finance

8.1. Committee Budget Monitor

8.1.1. The Town Clerk presented a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to this committee's areas of work. Details of an earmarked staffing underspend, an amended coding error, and budget for the Manor House preventative maintenance works were included within the report.

It was resolved that:

The report be noted.

9. Officer's Reports

9.1. Absence Monitoring

9.1.1. Members had before them a report, previously circulated, which provided an update on staff absences for the full years 2019 to 2020, to 2025 to 2026.

It was resolved that:

The report be noted.

9.2. Staffing Update

9.2.1. The committee considered a report, previously circulated, which updated members on the significant work undertaken to implement the realigned staff structure, following its Full Council approval in January 2026. This included proposed apprenticeship changes from a Clerical Reception role to a Finance and Governance focus, which would better support the work and capacity of both teams. Members considered this proposal to be sensible.

It was resolved that:

1. The proposed change from the Clerical Reception Apprenticeship role to a Finance and Governance Apprenticeship role, be recommended to Full Council for consideration and the staff structure be amended accordingly.

2. The contents of the report be otherwise noted.

9.3. Quarterly Business Plan Progress Report

9.3.1. Members considered a previously circulated report providing an update on the progress made towards achieving the business plan goals, as they relate to the work of this committee. Particularly noting progress made by officers when investigating Manor House glazing and discussing next steps to further this long standing goal. It was clarified that the year's extension to the current IT contract would be prudent to the support and efficient functioning of the Council's Services.

It was resolved that:

1. The existing IT Support contract be extended for a further year.

2. The updates and contents of the report be noted.

9.4. Progress Point High Street Hub - Tenure

9.4.1. Members received a report, previously circulated, which provided updates on the Town Council's goal to create a hub in the high street. It sought the committee's consideration to the proposed tenure, therefore forming the basis for the preferred premise's lease, to be recommended to Full Council.

9.4.2. The report contained two appendices, one included a surveyors report and assessment of rental value and the other included the draft Heads of Terms. These had been circulated to members of the committee only, under separate cover, in accordance with Paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person. Members were happy to note the updates within the report and agreed to move into exempt business to review the confidential details.

10. Exempt Business

It was resolved that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

The following items are confidential for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

The meeting adjourned at 6.56pm.

The meeting reconvened at 6.58pm.

10.1. Progress Point High Street Hub - Tenure

10.1.1. Members discussed the confidential appendices in more detail. The surveyor's report supported the proposed rental value, and the Heads of Terms set out the key commercial points that would form the basis of the lease. Members noted that these arrangements supported the Town Council's aim of establishing a high street hub that would provide an accessible, central space for community groups, local organisations and essential services to work alongside one another. The committee recognised the potential benefits of the hub in improving visibility, accessibility and collaboration, and in creating a valuable focal point for the local community in a convenient location. It was noted that the report prepared for the Policy and Finance Committee meeting on 8 June 2026 contained further details of the hub.

It was resolved that:

1. Full Council be recommended to enter into a full repairing lease for the preferred premises based on the Heads of Terms presented. The contents of the report be otherwise noted.

The meeting was closed at 7.23 pm.

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Chair

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 14 September 2026

Report by: Town Clerk

Subject: Absence Monitoring

1. Summary

1.1. Members are provided with the staff absence records for the full years 2020 to 2021 to 2025 to 2026 and quarter one for 2026 to 2027.

2. Recommendation

It is recommended that the report be noted.

3. Staff Absence Records

3.1. The figures for self-certificated sickness leave are set out below.

Year	1 Apr-30 Jun	1 Jul- 30 Sep	1 Oct- 31 Dec	1 Jan-31 Mar	Average
2020/21	0.30%	0.54%	1.12%	0.38%	0.59%
2021/22	0.93%	1.38%	1.74%	0.5%	1.14%
2022/23	1.01%	2.07%	1.58%	0.76%	1.35%
2023/24	0.31%	0.71%	1.09%	1.93%	1.01%
2024/25	1.61%	0.48%	0.95%	0.84%	0.97%
2025/26	1.22%	1.18%	1.58%	1.31%	1.32%
2026/27	**0.70%**				

3.2. The figure for Quarter 1 in 2026 to 2027 decreased compared to the previous quarter (2025 to 2026 Quarter 4). It is lower than the same period in the previous year (2025 to 2026 Quarter 1). Six members of staff took self-certificated sickness leave (6 last quarter), and this equated to 52.7 hours in reduced staff time.

3.3. The figures for certificated sickness leave are set out below.

Year	**1 Apr-30 Jun**	**1 Jul- 30 Sep**	**1 Oct- 31 Dec**	**1 Jan-31 Mar**	**Average**
2020/21	0%	0%	0%	0.35%	0.09%
2021/22	2.81%	1.78%	1.14%	0.07%	1.45%
2022/23	1.59%	3.02%	1.78%	0.10%	1.62%
2023/24	0.06%	0.03%	2.07%	0.00%	0.54%
2024/25	0.50%	7.10%	0.42%	2.35%	2.59%
2025/26	1.09%	0,34%	0%	0%	0.36%
2026/27	**3.6%**				

3.4. Two members of staff were recorded absent due to certificated sickness leave for quarter 1 in 2026 to 2027. This equated to 290.4 hours in reduced staff time.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 14 September 2026

Report by: Town Clerk

Subject: Property, Facilities and Equipment Update – Manor House Windows

1. Summary

This report provides an update on property matters, existing and proposed, under the remit of the Property and Personnel Committee including the planned window refurbishment for the Manor House windows.

2. Recommendations

The Committee is recommended to note the contents of the report.

3. Property Update

3.1. The Manor House

3.1.1. The planned preventative maintenance programme (PPMP) for the Manor House is in place to prioritise key elements from the building survey completed in 2025. The main priority is to replace the existing windows due to degradation, with double glazed like for like replacements. A condition survey has been completed which will be used to inform the tender specification for these works. As the Manor House is a Grade Two Listed building, the Council must also obtain listed building consent for the works, and a planning application will be required.

3.1.2. Officers have met with the District Council's Conservation Area Officer to ensure that the correct advice and information was obtained prior to a formal application being submitted. This meeting was positive and guidance was supplied with regards to the planning application which will take a maximum of eight weeks to complete, once submitted. Officers are now working on a conservation statement and a visual survey to be included in the application process.

3.2. Temporary Community Banking Hub

3.2.1. The Community Banking Hub has successfully relocated to the high street and has now confirmed a date to decommission the temporary hub within the Fleming Room at Manor House. Once the room has been returned to its original condition, it will be open to hire again, which is anticipated to be by the end of September.

4. Financial Implications

4.1. There is £185,000 in earmarked reserves for the Manor House maintenance with a further £65,000 budgeted this financial year.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 14 September 2026

Report by: Town Clerk

Subject: Property, Facilities and Equipment Update – Amenity Team Vehicles

1. Summary

This report presents options for the leased Amenity Team Electric van for consideration and agreement and seeks members' views on initial considerations for alternative Amenity Team vehicles.

2. Recommendations

The Committee is recommended to:

1. Consider the options for the current electric van, the financial implications and agree a way forward (paragraphs 3.1 to 3.3 and section 4 refer)
2. Consider and comment upon a proposal to explore alternative options for Amenity Team vehicles to better suit requirements of grounds maintenance during inclement weather (paragraphs 3.4 refers).

3. The Amenity Team Vehicles

3.1. The leased electric van used by the Amenity Team is eight years old and there is now an option to buy. The Council has been advised by the rental company that this van can now be recalled at a week's notice due to the long-term hire. This van has a low mileage of circa 38,000. The van's model should last at least ten years, but longevity is also affected by factors such as maintenance and usage patterns, both of which are positive with the van's current condition.

3.2. **Option 1** - The Town Council currently pays £2,782.80 per annum to lease the electric van. To purchase this van would cost £3,838 excluding VAT saving the Council a potential £1,727.60 based on a further two years hire fees and reduces the risk of the van being recalled at short notice. There is currently £41,229.09 in earmarked reserves for vehicles, with a further

£5,000 in this year's budget to be earmarked, alongside any unspent funds from this year's budget, currently £1,697.

3.3. **Option 2** - To hire another like for like electric van would cost an additional £145.79 per month compared to the current monthly cost with an upfront fee of £3,307.26.

3.4. The Amenity Team could further benefit from a four-wheel drive vehicle for winter use to ensure all sites can be accessed during inclement weather when towing the trailer. Members are asked to consider a proposal for officers to explore options and viability of alternative provision to be brought back to a future meeting for more detailed consideration. This could entail a short-term hire to understand the benefits of this type of vehicle during the winter months. A daily hire would cost £38.14 plus £50 in delivery charges and could be met from the Vehicle Hire budget which included a small allocation for temporary hire of vehicles as well as the electric van.

4. Financial Implications

4.1. To purchase the existing electric van would cost £3,838 excluding VAT.

4.2. To hire another electric van would cost £376.79 per month with an upfront cost of £3,307.26.

4.3. All potential costs will either be met through the budget or from existing earmarked reserves depending on what decision is made.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 14 September 2026

Report by: Town Clerk

Subject: Staffing Update

1. Summary

The report provides updates on staffing.

2. Recommendations

The Committee is recommended to note the report.

3. Updates

3.1. Pride in Place Programme

3.1.1. The Pride in Place Programme Project Manager commenced full-time employment on 8 June 2026. To support the implementation of the governance framework for the Neighbourhood Board and the community engagement phase that will inform the development of the Plan, which is due for submission on 30 November 2026, several Town Council officers have been assigned to a project team. This will help ensure delivery within the challenging timescales set for the programme. Any officer time allocated to the project will be recharged to the Pride in Place Programme funding.

3.2. Finance and Service Delivery

3.2.1. The part-time Finance Manager started on 20 July 2026.

3.2.2. The Clerical Apprentice has successfully completed their apprenticeship, achieving a distinction. They have accepted a fixed term contract with the Town Council as a Clerical Assistant and will be working across Service Delivery and Corporate Services as well as supporting the Pride in Place project.

3.2.3. Recruitment will commence shortly for the Receptionist. In the meantime, existing staff are undertaking additional hours to cover reception.

3.2.4. The recruitment for the Amenity Team Operative vacancy was unsuccessful and this is being reviewed.

3.3. Corporate Services and Governance

3.3.1. The Human Resources and Organisational Development Officer started on 7 July 2026.

3.3.2. As previously agreed by this committee, the clerical apprenticeship was changed to a Finance and Governance Apprenticeship, and recruitment will commence soon for this role.

3.4. **General**

3.4.1. Alongside the recruitments, several staff are transitioning into new roles as part of the realignment, this includes newly recruited staff as well as existing staff whose role has changed as a result of the realignment. As indicated in the Business Plan report, a key objective for this year will be to embed the staff structure, supporting new and existing staff to develop in their roles.

3.4.2. To enable the rationale behind the realignment to be delivered, as previously agreed by this committee, work has continued with the office accommodation changes within the Manor House. The old events office is due to be redecorated and will be repurposed for the Service Delivery Team.

4. Financial Implications

4.1. All posts referred to in this report are budgeted accordingly. The Pride in Place Programme Project Manager is funded solely from the Pride in Place funding and any Town Council officer time spent on the project is recharged to the Programme funding.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 14 September 2026

Report by: Town Clerk

Subject: Quarterly Business Plan Progress Report

1. Summary

Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee, as set out in paragraph 3.5 and 3.6.

2. Recommendations

To note the Business Plan updates in Appendix 1.

3. Background

3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in the staff appraisals and business workplans.

3.2. The Business Plan consists of two elements:

- The Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
- The Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.

3.3. Officers have been working alongside members to deliver the goals and objectives set out in the Action Plan. The Action Plan in appendix 1 sets out the goals that fall within the remit of this Committee and includes quarterly update columns to show progress throughout the year. There is also a ‘status’ column that uses RAG (red, amber, and green) visual reporting system to convey a high-level status of a project or task. The colours are used to indicate the following:

Red: An alert, usually denoting one or more of the following: significant overspend, significant delay, a rise in quality issues, significant resource shortage, or unsatisfied stakeholders.

Amber: A caution, meaning the project is potentially hindered by obstacles or hazards such as considerable overspends, a delay in the schedule, lack of resources.

Green: A clear indication that the project is moving along as planned on schedule, within budget, no issues with resources, quality is meeting expectations and stakeholders are satisfied.

3.4. The bullet points below draw out key objectives from the Action Plan for the business year 2026 to 2027 as they relate to the work of this committee. These were agreed by council at the annual meeting on 14 May 2026.

- Policy Reviews: Personnel Policies and staff Code of Conduct:
    - Rewrite according to updated legislation as it is confirmed
    - Consult with staff group
    - Task and Finish Group examination
    - Seek approval through committee structure

- Embed realigned staff structure, supporting new and existing staff to develop in their roles
    - Recruit to vacancies
    - Revise and roll out induction and probation schedule for new staff
    - Appointment support for all staff working in revised roles
    - Roll out new meeting schedule to facilitate focus on Business Plan targets

- Ensure seamless ICT support
    - Current contract extended to June 2027

- Premises Maintenance Plans
    - Obtain planning permission for essential updates to Manor House Glazing. Tender for works. Appoint contractor.

  - Implement preventative premises maintenance plan for Southfields Jubilee Centre and resulting programme of works
  - Explore environmentally friendly options to reduce energy and water consumption in our buildings.

3.5. Work completed during the second quarter of 2026 to 2027:

- Recruitment following the approval of the realigned staffing structure was completed in quarter two (July to September). New starters – Finance Manager and HR and Organisational Development Officer are working through their inductions, and all recruitments from the revised staffing structure are now complete. The second quarterly business plan meeting was held in August and provided useful information sharing, guidance and resource allocations.

- The current contract for IT support services was due to end in June 2026. As agreed at the previous meeting of this committee, the contract was extended for one year to allow for the streamlining and reorganisation of current information holdings. In doing so, the Council will be better positioned to gain value for money through reduced storage costs. Furthermore, a reorganisation of the data based on good practice principles ahead of the tender process would create a tender based on the required support for current need and future development, rather than managing historic holdings and organisational systems.

- Following guidance received from the Arun District Council Heritage Officer a planning application for essential updates to Manor House glazing is now being prepared.

4. Financial Implications

4.1. The budget set in January 2026 sought flexibility within the 2026 to 2027 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.

4.2. Resources to deliver the goals and objectives are set out in the Action Plan for 2026 to 2027, and some may need to be further defined and/or reviewed.

4.3. A one-year extension to the IT support contract would cost the standard monthly rate of £682.41 which has been accounted for in the budget.

Laura Chrysostomou
Town Clerk

Business Plan Action Plan - In Progress
Appendix 1

#	Category	Goals	Objectives 2026 to 2027	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
15.1	**Human Resources: Advisory Services**	**Policy Reviews: Personnel policies and Code of Conduct**	1. Rewrite and develop according to updated legislation as it is confirmed.	Ongoing		P&P	HCSG		Personnel - review suite of policies & implement employee handbook
15.2	Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	2. Consult with staff group	First set of policies considered, next meeting booked for June.		P&P	HCSG		
15.3	Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	3. Task & Finish Group to examine	Awaiting recruitment of HR Officer to lead on this		P&P	HCSG		
15.4	Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	4. Seek approval through Committee structure	Q2 to Q3		P&P	HCSG		
16.1	**Human Resources: Workforce Development Planning**	**Embed realigned staff structure, supporting new and existing staff to develop in their roles**	1. Recruit to vacancies. Revise and roll out induction and probation schedule for new staff	Most recruitments completed and induction ongoing. Finance Manager and HR and Organisational Development Officer currently re-advertised.	Finance Manager and HR Officer sucessfully recruited. Inductions ongoing.	P&P	Line Managers		In light of expanding portfolio, business plan and devolution of services review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.
16.2	Human Resources: Workforce Development Planning	Embed realigned staff structure, supporting new and existing staff to develop in their roles	2. Appointment support for all staff working in revised roles	Ongoing		P&P	Line Managers		
16.3	Human Resources: Workforce Development Planning	Embed realigned staff structure, supporting new and existing staff to develop in their roles	3. Roll out new meeting schedule to facilitate focus on Business Plan targets	First meeting held May 2026, booked quarterly for the rest of the year.	Second meeting held September 2026	P&P	OM		
17	**Information Communication Technology (ICT)**	**Ensure seamless ICT support**	Current contract ends June 2026	See Business Plan Report Q1	ICT contract was extended for one year, approved by P&P on 2 June 2026.	P&P	HCSG		
24.1	**Property Maintenance**	**Premises Maintenance Plans**	1. Obtain planning permission for essential updates to Manor House glazing - link to energy management goals. Detailed specification drawings for window / Sign off by Conservation Officer at ADC / Planning application / Tender for works / Appoint contractor	Meeting date to be confirmed now that a window specification has been received.	HFSD and FCM met ADC Conservation Offficer to discuss proposal. Guidance given and LTC can now proceed with planning application works.	P&P	FCM	Manor House £65,000 budget and £102,433 in reserves	Links to Community Centre Action Plan
24.2	Property Maintenance	Premises Maintenance Plans	2. Implement premises maintenance plan for Southfields Jubilee Centre and resulting programme of works	In progress	In progress	P&P	FCM	Southfields £34,588 reserves	Links to Community Centre Action Plan
24.3	Property Maintenance	Premises Maintenance Plans	3. Explore environmentally friendly options to reduce energy and water consumption in our buildings	In progress	In progress	P&P	FCM		Explore installation of solar panels and rainwater harvesting for existing assets. Links to Community Centre Action Plan.

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 14 September 2026

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

1.1. The report highlights significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2026 to 2027.

1.2. Appendix 1 shows the areas of budget responsibility that sit within this Committee. Appendix 2 is a detailed income and expenditure report for Council functions showing (from left to right) the current annual budget for 2026 to 2027, the actual year to date net spend for 2026 to 2027; any commitments to date, and the actual balance remaining.

1.3. Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

The Committee is recommended to note the contents of the report

3. Budget Monitor 2026 to 2027

Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

3.1. Central Administration and Support Services

3.1.1. Expenditure is in line with expectations.

3.1.2. The Recruitment budget is nearly spent following the recent recruitments. There may be further recruitment during the year which will be funded from earmarked reserves which has a total of £7,575.

3.2. **Town Centre Management**

3.2.1. Expenditure is in line with expectations.

3.3. **Amenity Team**

3.3.1. Expenditure overall is in line with expectations.

3.3.2. Building maintenance is overspent due to repairs to the roller shutter door at the Unit. This overspend will be met by overall underspends within this cost centre.

3.3.3. Security cost centre is marginally overspent due to signalling repairs to the roller shutter door at the Unit.

3.3.4. Income of £1,072 has been received year to date for charges for services against a budget of £3,000.

3.4. **Manor House Hire**

3.5. Overall hire income has achieved £23,113 against an income budget of £14,386 which is due to the Banking Hub room hire of £19,128. This room hire will cease at the end of September.

Income	Budget 2026/27 £	Income 2026/27 £	Expected Income £	Variance £
Car Parking	5,476	1,348	4,000	2,652
Room Hire	8,400	21,413	25,000	3,587
Catering Income	408	222	800	578
Equipment hires	102	130	220	390
Total	**14,386**	**23,113**	**30,020**	**7,207**

3.6. **Corporate Management**

3.6.1. Pension expenditure is in line with expectations.

3.6.2. Salaries are overspent year to date due to all expenditure being entered into this budget heading before being apportioned out across the cost centres.

3.6.3. Superannuation (employers' pension costs) is overspent year to date due to all expenditure being entered into this budget heading before being apportioned out across the cost centres.

3.7. **Manor House**

3.7.1. Expenditure is in line with expectations.

3.7.2. Water charges are under investigation due to higher-than-average usage.

3.8. **Street Lighting**

3.8.1. Expenditure is in line with expectations.

3.9. **Southfields Jubilee Centre – Building Maintenance**

3.9.1. Expenditure is in line with expectations.

3.9.2. Building maintenance costs cover annual servicing and boiler room ceiling modifications.

3.10. **Museum – Building Maintenance**

3.10.1. Expenditure is in line with expectations.

3.11. **K2 Youth and Community Centre – Building Maintenance**

3.11.1. Expenditure in line with expectations.

3.11.2. The building maintenance costs cover locks for cupboard doors and the film that has been applied to the windows in the Main Hall and Community Room.

3.12. **Salaries**

3.12.1. The overall salaries spend year to date is £430,586 from an annual budget of £1,065,074.

Laura Chrysostomou

Town Clerk

Appendix 1

The areas of budget responsibility that sit within this Committee have been outlined in the table below:

Cost Centre	Budget Code	Budget description
101 Central Admin and Support Services	7100	First Aid
	7102	Salaries
	7104	Training
	7105	Travel & Subsistence
	7109	Recruitment advertising
	7298	IT
	7312	Health and safety
	7351	Waste disposal
103 Town Centre Management	6351	Memorial Maintenance
105 Amenity Team	All budget lines	
108 Manor House Room Hire	All budget lines	
109 Corporate Management	7102	Salaries
	7112	Pension contribution (pension strain costs)
201 Manor House	All budget lines	
202 Lighting	All budget lines	
303 Southfields Jubilee Centre	7102	Salaries
	7307	Building Maintenance
308 Museum	7102	Salaries
	7307	Building Maintenance
310 K2 Community Centre	7102	Salaries
	7307	Building Maintenance
7102 Salaries	All salaries including oncosts (national insurance and pension costs)	

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Central Admin and Support Services					
3001	Precept Received	############	£0.00	£864,534.55	-£864,534.45
4000	Debtor	£0.00	£0.00	£0.00	£0.00
4050	Photocopying	£0.00	£0.00	£0.00	£0.00
4900	TEST-Miscellaneous Income	£0.00	£0.00	£0.00	£0.00
4905	Refundable Deposits-Room Hire	£0.00	£0.00	£503.10	£503.10
4906	Recharge-Boklok	£0.00	£0.00	£0.00	£0.00
4907	Refundable Deposits-Allotments	£0.00	£0.00	-£250.00	-£250.00
4908	Refundable Deposits-Equipment/Cones	£0.00	£0.00	-£400.00	-£400.00
Total Central Admin and Support Services		############	£0.00	£864,387.65	-£864,681.35

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Central Admin and Support Services					
7100	First Aid	£800.00	£0.00	£0.00	£800.00
7104	Training	£8,150.00	£1,768.00	£4,425.70	£5,492.30
7105	Travel and Subsistence	£2,000.00	£0.00	£1.40	£1,998.60
7109	Recruitment	£3,000.00	£0.00	£2,795.00	£205.00
7204	Postage	£525.00	£0.00	£53.80	£471.20
7205	Telephone	£3,745.00	£0.00	£1,109.09	£2,635.91
7207	Printing	£900.00	£0.00	£369.18	£530.82
7208	Stationery	£2,289.00	£0.00	£702.69	£1,586.31
7210	Publications	£200.00	£0.00	£0.00	£200.00
7211	Equipment	£2,000.00	£0.00	£1,181.31	£818.69
7214	Equipment Maintenance	£780.00	£0.00	£0.00	£780.00
7216	Internet	£1,326.00	£0.00	£936.20	£389.80
7217	Equipment Rental	£1,428.00	£0.00	£74.12	£1,353.88
7291	Licences	£55.00	£0.00	£73.00	-£18.00
7298	IT	£55,520.00	£0.00	£21,758.79	£33,761.21
7299	Supplies	£750.00	£0.00	£355.44	£394.56
7305	Insurance	£12,730.00	£0.00	£0.00	£12,730.00
7312	Health and Safety	£1,000.00	£0.00	£416.23	£583.77
7351	Waste Disposal	£3,705.00	£0.00	£1,117.92	£2,587.08
7499	Other Overheads	£250.00	£0.00	£0.00	£250.00

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
8001	Recharge out C A & S S	-£246,116.00	£0.00	£0.00	-£246,116.00
8002	Recharge in MH	£52,858.00	£0.00	£0.00	£52,858.00
7102101	Salaries	£92,130.00	£0.00	£73,829.65	£18,300.35
Total Central Admin and Support Services		£25.00	£1,768.00	£109,199.52	-£107,406.52
Total Central Admin and Suppor		############	£0.00	£864,387.65	-£864,681.35
Total Central Admin and Suppor		£25.00	£1,768.00	£109,199.52	-£107,406.52
Total Net Balance		**£1,729,044.00**		**£755,188.13**	

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Town Centre Management					
3510	CIL	£0.00	£0.00	£0.00	£0.00
Total Town Centre Management		£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Town Centre Management					
6351	Memorial maintenance	£3,800.00	£0.00	£0.00	£3,800.00
6361	Notice boards	£2,500.00	£0.00	£0.00	£2,500.00
6366	Town Maintenance (incl mem,clock)	£650.00	£0.00	£25.00	£625.00
6401	TC Strategy Initiatives	£10,000.00	£0.00	£1,654.85	£8,345.15
6402	ADC Contribution Events and TC Management	£0.00	£0.00	£0.00	£0.00
6404	Business Crime Reduction Partnership	£12,000.00	£0.00	£12,000.00	£0.00
6405	Marketing	£5,000.00	£0.00	£383.50	£4,616.50
6427	Town Centre Hub	£0.00	£0.00	£0.00	£0.00
7304	Electricity	£375.00	£0.00	£39.89	£335.11
8000	Recharge in Central Support Services	£14,139.00	£0.00	£0.00	£14,139.00
8003	Recharge in A Team	£21,973.00	£0.00	£0.00	£21,973.00
7102103	Salaries	£46,870.00	£0.00	£0.00	£46,870.00
Total Town Centre Management		£117,307.00	£0.00	£14,103.24	£103,203.76
Total Town Centre Management		£0.00	£0.00	£0.00	£0.00
Total Town Centre Management		£117,307.00	£0.00	£14,103.24	£103,203.76
Total Net Balance		**-£117,307.00**		**-£14,103.24**	

Financial Budget Comparison

for Amenity Team

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Amenity Team					
4112	Equipment Hire Ateam	£1,000.00	£0.00	£0.00	-£1,000.00
4901	Charges for Services	£2,000.00	£0.00	£1,072.70	-£927.30
Total Amenity Team		£3,000.00	£0.00	£1,072.70	-£1,927.30

Financial Budget Comparison

for Amenity Team

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Amenity Team					
6350	Street Scene Expenditure	£2,081.00	£0.00	£0.00	£2,081.00
6367	Vehicle Plant/Maintenance	£8,210.00	£0.00	£742.77	£7,467.23
6368	Tools/Equipment	£2,000.00	£0.00	£83.33	£1,916.67
6369	Vehicle Hire	£3,000.00	£0.00	£1,303.25	£1,696.75
6380	Lineside Unit Rent	£35,720.00	£0.00	£9,498.51	£26,221.49
6644	Vehicles & Equipment	£5,000.00	£0.00	£0.00	£5,000.00
7114	Protective Clothing	£1,300.00	£0.00	£334.26	£965.74
7205	Telephone	£490.00	£0.00	£50.01	£439.99
7216	Internet	£2,040.00	£0.00	£0.00	£2,040.00
7301	Rates	£12,523.00	£0.00	£5,348.50	£7,174.50
7302	Water	£435.00	£0.00	£97.10	£337.90
7304	Electricity	£7,075.00	£0.00	£513.64	£6,561.36
7305	Insurance	£2,938.00	£0.00	£2,485.53	£452.47
7306	Cleaning	£1,000.00	£0.00	£416.64	£583.36
7307	Building Maintenance	£900.00	£0.00	£1,247.50	-£347.50
7308	Security	£1,500.00	£0.00	£1,535.08	-£35.08
7312	Health & Safety	£320.00	£0.00	£95.00	£225.00
7499	Other Overheads	£100.00	£0.00	£0.00	£100.00
8001	Recharge out Amenity Team	£0.00	£0.00	£0.00	£0.00
7102105	Salaries	£136,100.00	£0.00	£0.00	£136,100.00
Total Amenity Team		£222,732.00	£0.00	£23,751.12	£198,980.88

Financial Budget Comparison

for Amenity Team

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve	Actual Net	Balance
Total Amenity Team Income	£3,000.00	£0.00	£1,072.70	-£1,927.30
Total Amenity Team Expenditur	£222,732.00	£0.00	£23,751.12	£198,980.88
Total Net Balance	**-£219,732.00**		**-£22,678.42**	

Financial Budget Comparison

for Manor House

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Manor House					
4051	Car Park Income	£5,476.00	£0.00	£1,348.12	-£4,127.88
4110	Room Hire	£8,400.00	£0.00	£21,412.83	£13,012.83
4111	Catering Income	£408.00	£0.00	£221.90	-£186.10
4112	Equipment Hire MH	£102.00	£0.00	£130.50	£28.50
Total Manor House		£14,386.00	£0.00	£23,113.35	£8,727.35

Financial Budget Comparison

for Manor House

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Manor House					
565	Holding deposts	£0.00	£0.00	£0.00	£0.00
7206	Advertising	£800.00	£0.00	£33.24	£766.76
7291	Licences	£850.00	£0.00	£0.00	£850.00
7409	Room Hire Expenses	£1,530.00	£0.00	£31.62	£1,498.38
7499	Other Overheads	£0.00	£0.00	£0.00	£0.00
8000	Recharge in Central Support Services	£4,403.00	£0.00	£0.00	£4,403.00
8002	Recharge in MH	£6,343.00	£0.00	£0.00	£6,343.00
7102108	Salaries	£14,595.00	£0.00	£0.00	£14,595.00
Total Manor House		£28,521.00	£0.00	£64.86	£28,456.14
Total Manor House Income		£14,386.00	£0.00	£23,113.35	£8,727.35
Total Manor House Expenditure		£28,521.00	£0.00	£64.86	£28,456.14
Total Net Balance		**-£14,135.00**		**£23,048.49**	

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Corporate Management					
4800	Bank Interest	£40,000.00	£0.00	£16,525.89	-£23,474.11
4801	Lloyds 95 day Inv interest	£0.00	£0.00	£12,254.42	£12,254.42
4802	PSDF The Public Sector Deposit Fund SC4	£0.00	£0.00	£3,073.09	£3,073.09
Total Corporate Management		£40,000.00	£0.00	£31,853.40	-£8,146.60

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Corporate Management					
6407	Corporate Communications	£2,652.00	£0.00	£0.00	£2,652.00
7111	Superannuation	£0.00	£0.00	£51,512.11	-£51,512.11
7112	Pension Contribution	£4,303.00	£0.00	£592.58	£3,710.42
7401	Audit Fees	£3,606.00	£0.00	£272.45	£3,333.55
7402	Legal & Valuation Fees	£4,000.00	£452.13	£452.13	£4,000.00
7403	Bank Charges (Charge card)	£1,200.00	£0.00	£780.63	£419.37
7405	Publicity	£2,400.00	£0.00	£512.50	£1,887.50
8000	Recharge in Central Support Services	£65,711.00	£0.00	£0.00	£65,711.00
8002	Recharge in Manor House	£52,858.00	£0.00	£0.00	£52,858.00
7102109	Salaries	£217,825.00	£0.00	£211,601.08	£6,223.92
Total Corporate Management		£354,555.00	£452.13	£265,723.48	£89,283.65
Total Corporate Management In		£40,000.00	£0.00	£31,853.40	-£8,146.60
Total Corporate Management Ex		£354,555.00	£452.13	£265,723.48	£89,283.65
Total Net Balance		**-£314,555.00**		**-£233,870.08**	

Financial Budget Comparison

for Manor House build

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve	Actual Net	Balance
INCOME				

Financial Budget Comparison

for Manor House build

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Manor House build					
6679	Manor House PPM	£65,000.00	£0.00	£0.00	£65,000.00
6680	Manor House Maintenance	£20,000.00	£0.00	£4,744.81	£15,255.19
7114	Protective Clothing	£150.00	£0.00	£0.00	£150.00
7205	Telephone	£170.00	£0.00	£137.95	£32.05
7212	Lift Maintenance	£200.00	£0.00	£173.64	£26.36
7214	Equipment maintenance	£1,020.00	£0.00	£0.00	£1,020.00
7291	Licenses	£200.00	£0.00	£0.00	£200.00
7301	Rates	£31,570.00	£0.00	£11,172.00	£20,398.00
7302	Water	£854.00	£0.00	£1,901.75	-£1,047.75
7303	Gas	£9,000.00	£0.00	£1,689.30	£7,310.70
7304	Electricity	£11,000.00	£0.00	£2,677.92	£8,322.08
7306	Cleaning	£1,800.00	£0.00	£765.79	£1,034.21
7308	Security	£3,090.00	£0.00	£2,066.56	£1,023.44
7311	Contract Cleaning	£2,705.00	£0.00	£677.00	£2,028.00
7499	Other Overheads	£125.00	£0.00	£0.00	£125.00
8001	Recharge Out	-£211,430.00	£0.00	£0.00	-£211,430.00
8003	Recharge in A Team	£43,946.00	£0.00	£0.00	£43,946.00
7102201	Salaries	£20,600.00	£0.00	£0.00	£20,600.00
Total Manor House build		£0.00	£0.00	£26,006.72	-£26,006.72

Financial Budget Comparison

for Manor House build

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve	Actual Net	Balance
Total Manor House build Income	£0.00	£0.00	£0.00	£0.00
Total Manor House build Expen	£0.00	£0.00	£26,006.72	-£26,006.72
Total Net Balance	**£0.00**		**-£26,006.72**	

Financial Budget Comparison

for Street Lighting

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Street Lighting					
4902	Recharge - Maintenance	-£650.00	£0.00	£0.00	£650.00
Total Street Lighting		-£650.00	£0.00	£0.00	£650.00

Financial Budget Comparison

for Street Lighting

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Street Lighting					
6151	Public Lighting Contract Maintenance	£1,597.00	£0.00	£1,524.32	£72.68
7304	Electricity	£1,457.00	£0.00	£398.99	£1,058.01
7102202	Salaries	£395.00	£0.00	£0.00	£395.00
Total Street Lighting		£3,449.00	£0.00	£1,923.31	£1,525.69
Total Street Lighting Income		-£650.00	£0.00	£0.00	£650.00
Total Street Lighting Expenditur		£3,449.00	£0.00	£1,923.31	£1,525.69
Total Net Balance		**-£4,099.00**		**-£1,923.31**	

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Southfields Jubilee Centre					
4112	Equipment Hire SJC	£50.00	£0.00	£913.76	£863.76
4242	Rental Income	£30,100.00	£0.00	£17,751.58	-£12,348.42
4902	Recharge - Changing Room Utilites	£825.00	£0.00	£1,543.28	£718.28
Total Southfields Jubilee Centre		£30,975.00	£0.00	£20,208.62	-£10,766.38

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Southfields Jubilee Centre					
7114	Protective Clothing	£190.00	£0.00	£0.00	£190.00
7204	Postage	£15.00	£0.00	£0.00	£15.00
7205	Telephone	£85.00	£0.00	£15.00	£70.00
7207	Printing	£40.00	£0.00	£0.00	£40.00
7211	Furniture & Equipment	£12,000.00	£0.00	£0.00	£12,000.00
7214	Equipment Maintenance	£460.00	£0.00	£0.00	£460.00
7216	Internet	£364.00	£0.00	£244.84	£119.16
7291	Licences	£0.00	£0.00	£0.00	£0.00
7298	IT	£325.00	£0.00	£0.00	£325.00
7301	Rates	£6,245.00	£0.00	£1,758.80	£4,486.20
7302	Water	£1,278.00	£0.00	£482.27	£795.73
7303	Gas	£8,323.00	£0.00	£1,288.30	£7,034.70
7304	Electricity	£5,950.00	£0.00	£563.15	£5,386.85
7306	Cleaning	£635.00	£0.00	£168.72	£466.28
7307	Building Maintenance	£4,000.00	£977.00	£2,185.80	£2,791.20
7308	Security	£3,183.00	£0.00	£2,370.98	£812.02
7311	Contract Cleaning	£1,342.00	£0.00	£538.89	£803.11
7312	Health & Safety	£200.00	£0.00	£220.00	-£20.00
7499	Other Overheads	£100.00	£0.00	£0.00	£100.00
8000	Recharge in Central Support Services	£8,036.00	£0.00	£0.00	£8,036.00

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
8003	Recharge in A Team	£10,987.00	£0.00	£0.00	£10,987.00
7102303	Salaries	£26,640.00	£0.00	£0.00	£26,640.00
Total Southfields Jubilee Centre		£90,398.00	£977.00	£9,836.75	£81,538.25
Total Southfields Jubilee Centre		£30,975.00	£0.00	£20,208.62	-£10,766.38
Total Southfields Jubilee Centre		£90,398.00	£977.00	£9,836.75	£81,538.25
Total Net Balance		**-£59,423.00**		**£10,371.87**	

Financial Budget Comparison

for Museum

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Museum					
4540	Museum Sales	£500.00	£0.00	£920.26	£420.26
4541	Transforming LTC-Museum	£0.00	£0.00	£0.00	£0.00
4542	Donations	£500.00	£0.00	£195.72	-£304.28
4543	Salaries-Grant	£0.00	£0.00	£0.00	£0.00
4544	Exhibition Commissions	£50.00	£0.00	£0.00	-£50.00
4546	Loan Box Income	£100.00	£0.00	£40.00	-£60.00
4600	Centenary Book Income	£0.00	£0.00	£15.00	£15.00
Total Museum		£1,150.00	£0.00	£1,170.98	£20.98

Financial Budget Comparison

for Museum

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Museum					
6300	Museum Stock	£500.00	£0.00	£24.00	£476.00
6301	Collection Management	£1,100.00	£0.00	£0.00	£1,100.00
6302	Exhibitions	£2,300.00	£0.00	£698.89	£1,601.11
6303	Transforming LTC-EMR328	£0.00	£5,265.71	£5,265.71	£0.00
6304	Education and Outreach	£150.00	£0.00	£10.50	£139.50
6306	Salaries-Grant-EMR328	£0.00	£0.00	£0.00	£0.00
6314	Museum Events	£1,000.00	£0.00	£686.72	£313.28
7110	Volunteers	£125.00	£0.00	£0.00	£125.00
7204	Postage	£50.00	£0.00	£0.00	£50.00
7206	Advertising	£2,369.00	£0.00	£392.98	£1,976.02
7207	Printing	£400.00	£0.00	£0.00	£400.00
7213	Subscriptions	£1,000.00	£0.00	£702.99	£297.01
7298	IT	£955.00	£0.00	£952.26	£2.74
7307	Building Maintenance	£2,000.00	£0.00	£379.39	£1,620.61
7408	Hospitality	£75.00	£0.00	£0.00	£75.00
8000	Recharge in Central Support Services	£31,817.00	£0.00	£0.00	£31,817.00
8002	Recharge in MH	£76,092.00	£0.00	£0.00	£76,092.00
8003	Recharge in A Team	£11,782.00	£0.00	£0.00	£11,782.00
4600308	Centenary Book Income-50% Proceeds	£0.00	£0.00	£18.00	-£18.00

Financial Budget Comparison

for Museum

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
7102308	Salaries	£95,370.00	£0.00	£0.00	£95,370.00
Total Museum		£227,085.00	£5,265.71	£9,131.44	£223,219.27
Total Museum Income		£1,150.00	£0.00	£1,170.98	£20.98
Total Museum Expenditure		£227,085.00	£5,265.71	£9,131.44	£223,219.27
Total Net Balance		**-£225,935.00**		**-£7,960.46**	

Financial Budget Comparison

for K2

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
K2					
4241	K2 Hire Income	£18,000.00	£0.00	£4,391.97	-£13,608.03
4307	Building maintenance-Income	£0.00	£0.00	£0.00	£0.00
Total K2		£18,000.00	£0.00	£4,391.97	-£13,608.03

Financial Budget Comparison

for K2

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
K2					
6216	New Keystone Centre	£0.00	£0.00	£0.00	£0.00
6429	Capital Costs	£0.00	£32,210.94	£32,210.94	£0.00
7114	Protective Clothing	£200.00	£0.00	£0.00	£200.00
7205	Telephone	£80.00	£0.00	£15.00	£65.00
7216	Do not use-Internet	£0.00	£0.00	£0.00	£0.00
7298	IT	£740.00	£0.00	£272.36	£467.64
7301	Rates	£6,244.00	£0.00	£364.65	£5,879.35
7302	Water	£1,301.00	£0.00	£955.94	£345.06
7304	Electricity	£7,500.00	£0.00	£1,413.07	£6,086.93
7306	Cleaning	£635.00	£0.00	£86.68	£548.32
7307	Building Maintenance & Furniture and equipment	£1,000.00	£1,570.00	£2,153.21	£416.79
7308	Security	£3,623.00	£0.00	£219.10	£3,403.90
7311	Contract Cleaning	£1,947.00	£0.00	£545.80	£1,401.20
7312	Health and Safety	£100.00	£0.00	£0.00	£100.00
8000	Recharge in Central Support Services	£6,622.00	£0.00	£0.00	£6,622.00
8003	Recharge in A Team	£10,987.00	£0.00	£0.00	£10,987.00
7102310	Salaries	£14,428.00	£0.00	£0.00	£14,428.00
Total K2		£55,407.00	£33,780.94	£38,236.75	£50,951.19

Financial Budget Comparison

for K2

Comparison between 01/04/26 and 02/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve	Actual Net	Balance
Total K2 Income	£18,000.00	£0.00	£4,391.97	-£13,608.03
Total K2 Expenditure	£55,407.00	£33,780.94	£38,236.75	£50,951.19
Total Net Balance	**-£37,407.00**		**-£33,844.78**	