

## Action Plan for 2017-18

Aim	Objective	Key Tasks	Time Frame	Measurement
Neighbourhood Plan	To continue to support the Steering Group  To carry out research to fill gaps already identified.	Report on meetings to full council.  Provide support when requested.	Consultation Event – Autumn  Draft Plan ready by December 2017	Draft Plan completed within time frame

### End of year forecast

Payments	Original Budget	Half Year results	Second Half Projections	End of year forecast		
Advert	100	300.00	0.00	300.00	-200.00	Advert for Christmas Vouchers
Bookkeeping	2,400	900.39	900.00	1,800.39	599.61	
Rent/service	14,000	5,559.59	5,703.32	11,262.91	2,737.09	Rent have reduced after move to Room 1. Have included £1000 for room hire
Rates	9,000	3,705.35	0.00	3,705.35	5,294.65	Rates have reduced after move to Room1.
Bank	100	7.50	9.00	16.50	83.50	
Audit	1,500	1,288.00	0.00	1,288.00	212.00	There may be cost for the interim audit in January - not included.
Insurance	2,000	2,018.59	200.00	2,218.59	-218.59	£ 146.74 plus IPT - increase for new play equipment
Postage	200	126.89	130.00	256.89	-56.89	
Stationery	1,000	600.40	400.00	1,000.40	-0.40	
Subs	2,000	1,745.31	60.00	1,805.31	194.69	
Tel/ICT	4,500	2,094.30	1,802.64	3,896.94	603.06	
Website	5,000	817.29	840.00	1,657.29	3,342.71	Original budget included costs of webcasts.
Pub Cons	500	0.00	500.00	500.00	0.00	Included in forecast as maybe needed for sale of Ship Street consultation
Chairman's Allowance	1,000	0.00	36.00	36.00	964.00	Agreed £350 increase FTC 24/07/17
Staff (Training)	500	149.00	250.00	399.00	101.00	
Council (Training)	1,200	255.00	105.00	360.00	840.00	
Staff (Expenses)	400	129.34	130.00	259.34	140.66	
Council (Expenses)	250	0.00	0.00	0.00	250.00	
Van, Fuel & Insurance	4,000	1,200.44	1,031.46	2,231.90	1,768.10	Purchased van so no further monthly lease payments.

Staff (Salaries)	53,024	29,626.50	29,933.95	59,560.45	-6,536.45	Receptionist started in April + additional 3 hrs AO and increment for TC passing CiLCA. CWAC are refunding reception staff - £7800 up to end of December.
PCSO	12,038	5,959.00	5,959.00	11,918.00	120.00	
Grants	12,000	0.00	16,060.00	16,060.00	-4,060.00	Includes £8k for FYA.
P&P TOTAL	126,712	56,482.89	64,050.37	120,533.26	6,178.74	

Van Purchase	0	0.00	8,675.00	8,675.00	-8,675.00	
Neighbourhood Plan	5,463	1,685.48	3,777.00	5,462.48	0.52	£3000+ £2463 grant
Elections	5,500	0.00	5,500.00	5,500.00	0.00	
IT	1,000	1,574.69	0.00	1,574.69	-574.69	Two new laptops approved.
Capital/projects TOTAL	11,963	3,260.17	17,952.00	21,212.17	-9,249.17	

2<sup>nd</sup> quarter estimates:



Technical Support - NP																					
NP September 17														135.00							
Van Insurance												431.46		150.00							
Website Services Sep																					
Jnr Mayor Concert Tickets											36.00										
Van Purchase																					
Bookkeeping														8,675.00							
FYA Grant													8,000.00								
Website Services Oct																					
Website Service Nov																					
Website Services Dec																					
Website Services Jan																					
Website Services Feb																					
Website Services Mar																					
NP Co-ordinator														1,300.00							
salary, staff training & expenses										250.00			130.00								
NP expenditure																					
Insurance, Postage & stationery														1,983.00							
CFA																					
Public consultation																					
Cllr training																					
Election																					
	900.00	5,703.32	9.00	200.00	130.00	400.00	60.00	1,802.64	840.00	500.00	36.00	500.00	210.00	130.00	1,031.46	29,933.95	5,959.00	16,060.00	8,675.00	3,777.00	5,500.00