HARROGATE TOWN COUNCIL
BUDGET DOCUMENT

BUDGET OVERVIEW

		Charter Budget	2025/26 Revised Budget
INCOME			
Precept	£	362,000	£ 362,000.00
Administration - Income			£ 2,250.00
Allotments - Income			£ -
Income Total	£	362,000	£ 364,250.00
EXPENDITURE			
Set Up Costs	£	51,000	
Administration - Expenditure	£	60,000	£ 118,913.11
Personnel - Expenditure	£	125,000	£ 134,638.02
Civic & Community	£	26,000	£ 26,700.00
Allotments			£ 10,071.00
Contingency	£	100,000	
Expenditure Total	£	362,000	£ 290,322.13
Undefined Budget Allocation	£	-	£ 73,927.87

BUDGET DETAIL

			Charter Budget		2025/26 Revised Budget
ADMINISTRATION (1-999)					
1	Precept	£	362,000	£	362,000.00
2	Income - Bank Interest			£	2,250.00
3	Income - Misc.				
	Administration Income - Sub-Total	£	362,000	£	364,250.00
51	Telephones			£	810.77
	Internet			£	-
52	Stationery & Printing			£	500.00
53	Bank Charges			£	162.00
54	Postage			£	100.00
55	Office Furniture / Equipment			£	2,000.00
56	Subscriptions / Memberships - Admin			£	3,294.00
57	IT Costs - Admin			£	8,408.60
58	Computer/Device Costs			£	58.00
59	Office Rental			£	8,000.00
60	Audit			£	1,581.00
61	Legal & Professional Fees - Admin			£	3,026.02
62	Insurance - General			£	3,369.96
63	Election Costs			£	35,921.00
64	Binding of Minutes				
65	Meeting Room Hire			£	3,600.00
66	Refreshments			£	250.00
700	Website			£	3,120.00
701	Advertising & Marketing			£	1,500.00
702	IT Costs - Comms			£	283.96
703	Photography			£	1,000.00
901	Reserves			£	30,000.00
900	Set Up Costs	£	51,000	£	11,927.80
998	Miscellaneous Costs - Admin	£	60,000		
999	Contingency - Admin	£	100,000		
	Administration - Expenditure Sub-Total	**£**	**211,000**	**£**	**118,913.11**
PERSONNEL (1000-1999)					
1050	Salaries	£	125,000	£	100,677.00
1051	HMRC - NI Employer Contributions			£	9,508.07
1052	Er Pension Contributions			£	12,642.72
1056	Legal & Professional Fees - Personnel			£	2,526.02
1057	Uniforms & Workwear			£	250.00
1058	Staff Training			£	1,160.00
1059	Staff Travel			£	250.00
1060	Councillor Training			£	1,750.00
1061	Councillor Travel / Expenses			£	250.00
1068	Subscriptions / Memberships - Personnel			£	357.00
1069	Payroll			£	95.00
1070	Recruitment Costs			£	3,000.00

			Charter Budget	2025/26 Revised Budget
1998	Miscellaneous Costs - Personnel			
1999	Contingency - Personnel			£ 2,172.21
	Personnel - Expenditure Sub-Total	**£**	**125,000**	**£ 134,638.02**
CIVIC & COMMUNITY (2000-2999)				
2051	Civic Regalia			£ 2,000.00
2052	Mayor's Allowance			£ 3,250.00
2053	Legal & Professional Fees - Civic			£ 3,000.00
2054	Remembrance Sunday			£ 10,000.00
	Christmas Lights			
2056	Community Events			£ 6,000.00
2057	Grants & Donations			£ 2,250.00
2998	Miscellaneous Costs - Civic	£	26,000	£ 200.00
2999	Contingency - Civic			
	Civic & Ceremonial - Expenditure Sub-Total	**£**	**26,000**	**£ 26,700.00**
ALLOTMENTS (3000-3999)				
3001	Income - Plot Fees			£ -
3002	Income - Land Leases			
	Allotments - Income Sub-Total			**£ -**
3052	Harrogate Allotment Federation			£ 500.00
3053	Legal & Professional Fees - Allotments			£ 5,000.00
3050	Subscriptions / Memberships - Allotments			£ 71.00
3051	IT Costs - Allotments			
3998	Miscellaneous Costs - Allotments			£ 5,000.00
	Allotments - Expenditure Sub-Total			**£ 10,071.00**

BUDGET NOTES

2.6% Current rate of inflation, used to calculate forecast costs where indicated with *

ADMINISTRATION	
Precept	
Income - Bank Interest	2.25% Interest Rate (as of 27/02/2025) on 18/4/25. Assumed earned on contingency only.
Income - Misc.	

Telephones	Assumes continued use of Teams phone solution at £138/user/year.
Internet	
Stationery & Printing	
Bank Charges	Unity current account charge of £6/mth, plus 50 transactions per month.
Postage	
Office Furniture / Equipment	Depends upon selected permanent location.
Subscriptions / Memberships - Admin	YLCA, ICO Registration, Harrogate Chamber
IT Costs - Admin	Cloudy - IT support inc. Microsoft & Cllrs' IT, Gov Assist & Decisions. Scribe - finance & allotments. 2 staff Y2.
Computer/Device Costs	Assumes two more computers required during year 2. Includes earphones in year 1.
Office Rental	Assumes six months of Room 1-16 in Harrogate Civic Centre and then moving to other premises.
Audit	Audit Fees | Smaller Authorities' Audit Appointments
Legal & Professional Fees - Admin	Peninsula fixed for 60 months from 1/4/25. Legal fees for property transactions.
Insurance - General	26/27 expected to exponentially increase due to insurance of civic regalia.
Election Costs	Assumes that all out elections cost £65K (email from NYC 246/25). Build up fund over two years, plus a casual vacancy.
Binding of Minutes	
Meeting Room Hire	Council Chamber is £20/hour. Assumes 15 hours of meetings per month.
Refreshments	Includes tea and coffee at meetings.
Website	£120 domain registration and management.
Advertising & Marketing	Allows for online activity and also printing of materials e.g. strategic plan/annual report.
IT Costs - Comms	Mailchimp and Canva subscriptions
Photography	£250 - first meeting photos, £750 for building album of images for council use.
Set Up Costs	Cost of induction day.

Miscellaneous Costs - Admin	
Contingency - Admin	
Administration - Expenditure Sub-Total	

Salaries	Assumes Clerk at SCP46 and Full Time Admin on SCP16 from August 2025
HMRC - NI Employer Contributions	
Er Pension Contributions	Assumes 16.1% contirbutions in LGPS
Legal & Professional Fees - Personnel	Peninsula Business Services Ltd, fixed for 60 months from 1/4/25.
Uniforms & Workwear	
Staff Training	Includes general training and conference attendance costs.
Staff Travel	
Councillor Training	
Councillor Travel / Expenses	
Subscriptions / Memberships - Personnel	SLCC membership.
Payroll	£5/employee through Peninsula.
Recruitment Costs	Forecast figures depend on council long term plans.
Miscellaneous Costs - Personnel	
Contingency - Personnel	Contingency is remainder of charter budget for personnel.

Civic Regalia	Costs of maintaining civic regalia (storage, repairs etc).
Mayor's Allowance	Same as Ripon City Council
Legal & Professional Fees - Civic	Valuation of Civic Regalia every 3 years. Ogdens £75/item.
Remembrance Sunday	Assumed costs for traffic management, stewarding, PA system.
Christmas Lights	
Community Events	E.g. Xmas Lights Switch on, VJ Day, Civic Service, Bonfire
Grants & Donations	Suggest that amount equal to bank interest income is distributed through a grants scheme.
Miscellaneous Costs - Civic	London Bridge essentials (e.g. black ties, mourning rosettes).

Contingency - Civic	
Income - Plot Fees	55 plots to be directly managed by HTC.
Income - Land Leases	Leasing of self-managed sites to managing committees.
Harrogate Allotment Federation	Donation towards cost of annual show.
Legal & Professional Fees - Allotments	Legal Fees for land transfer.
Subscriptions / Memberships - Allotments	National Allotment Society
IT Costs - Allotments	
Miscellaneous Costs - Allotments	