

Budget Monitoring Report - Income & Expenditure Account

Quarter ending 31st December 2024

Summary

At the end of the 3rd quarter of the Council's financial year, the revenue account is showing a negative variance of £4.2k against budget.

Service	Q3			Annual	
	Net Expenditure	Budgeted Net Expenditure	Variance Year to Date	Budgeted Net Expenditure	Forecast Out-turn
Car Parks	(561,904)	(540,929)	(20,975)	(521,795)	(542,509)
Co-op Management Account	(18,867)	(19,375)	508	(24,500)	(23,992)
Boat Park	(6,540)	(48,914)	42,374	(45,750)	(2,266)
Public Conveniences	128,271	130,253	(1,982)	168,295	166,314
Burl Chine Management Account	0	0	0	(155)	(155)
Cemeteries	(16,344)	(14,926)	(1,418)	(20,405)	(19,873)
Parks and Operations	520,523	515,156	5,367	693,890	721,623
King George's Field Management Account	(13,785)	(1,962)	(11,823)	0	(9,689)
CCTV	2,976	3,925	(949)	4,550	3,601
Beach Gardens	132	4,948	(4,816)	13,865	2,492
Downs/Misc Grounds/PAG	41,240	42,720	(1,480)	40,930	48,400
Beaches/Foreshore	67,136	70,866	(3,730)	80,650	80,833
Beach Chalets/Bungalows	(139,073)	(130,524)	(8,549)	(119,890)	(128,770)
Publicity/Tourism	189,354	190,930	(1,576)	271,945	270,212
Allotments	(6,618)	(7,100)	482	(6,825)	(6,343)
General Buildings (inc. Caravan park)	(42,960)	(48,313)	5,353	(73,455)	(67,467)
Central services to the public:	467,035	373,451	93,584	480,735	571,384
DRM	46,593	48,800	(2,207)	86,190	85,665
Corp Management	3,672	16,840	(13,168)	40,115	59,631
Net Cost of Services	660,841	585,846	74,995	1,068,390	1,209,091
Non-Service Expenditure					
Community Infrastructure Levy	(106,899)	0	(106,899)	0	(106,899)
Grants/Donations - to EMR	(16,390)	0	(16,390)	(3,000)	(20,223)
Precept on Dorset Council	(878,750)	(878,750)	0	(878,750)	(878,750)
Interest payable and similar charges	3,193	3,463	(270)	4,600	4,330
Interest and investment income	(309,263)	(185,950)	(123,313)	(240,000)	(385,000)
Net Operating expenditure	(647,269)	(475,391)	(171,878)	(48,760)	(177,452)
Other Movements on the General Fund					
Appropriation to Reserves	246,544	0	246,544	80,000	376,445
Appropriation from Reserves	(75,909)	(5,500)	(70,409)	(24,500)	(94,909)
Financing Capital Expenditure	0	0	0	0	0
(Surplus)/Deficit for the Period	(476,635)	(480,891)	4,257	6,740	104,084

Car Parks

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	44,132	43,102	1,029	57,470	58,460
Expenditure	144,189	155,484	(11,295)	202,545	194,551
Income	(750,225)	(739,515)	(10,710)	(781,810)	(794,520)
Net Expenditure	(561,904)	(540,929)	(20,975)	(521,795)	(542,509)

Car parking realised a net surplus of £561.9k for the period against a budgeted surplus of £540.9k, a positive variance of £21k.

As shown in the summary above, income has exceeded budget by the end of the 3rd quarter by £10k. This largely relates to the recharge of electricity for the EVCPs, as reported in Q2. Car parking revenue is £4k over budget for all car parks at the end of the quarter. Broad Road is £10.7k above budget year to date, with Main Beach and Mermond £4.9k and £2.1k below budget respectively, other car parks are as per budget at the end of the quarter.

In 2024/25 the winter tariffs (November to March) in the Broad Road and Main Beach car parks were increased from £1.00 to £2.00 all day, with charging over the winter introduced in North Beach car park. Despite a drop in users of the long stay car parks, an additional income of £8.4k was generated during Q3. The impact of this change is shown in table 1 below.

Table 1: Long stay car park usage and net revenue Q3

2023/24	Main Beach		North Beach		Broad Road		Total	
	Usage	Net revenue	Usage	Net revenue	Usage	Net revenue	Usage	Net revenue
October	5,284	£20,635	317	£1,006	5,441	£19,347	11,042	£40,987
November	2,368	£1,981	n/k	£0	2,294	£1,955	4,662	£3,936
December	5,782	£4,888	n/k	£0	2,453	£2,097	8,235	£6,985
Q3 Total	13,434	£27,503	317	1,006	10,188	£23,398	23,939	£51,908
2024/25								
October	4,650	£18,743	209	£721	5,132	£19,680	9,991	£39,144
November	2,671	£4,458	92	£153	2,427	£4,061	5,190	£8,671
December	4,622	£7,705	202	£385	2,657	£4,430	7,481	£12,520
Q3 Total	11,943	£30,905	503	£1,260	10,216	£28,171	22,662	£60,335
Increase/(Decrease)	(1,491)	£3,402	186	£254	28	£4,772	(1,277)	£8,427

Expenditure is £11k under budget at the end of the 3rd quarter. This is due to the cancellation of the full remedial works at North Beach car park with alternative remedial works being undertaken at a lower cost, Appendix A ref:6.

Projecting forward to year-end, a surplus of £542k is anticipated against a budgeted surplus of £521k a variance of £20k.

Boat Park & Fishers' Huts

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	16,619	15,060	1,559	15,630	17,260
Expenditure	50,559	12,671	37,888	16,235	55,162
Income	(73,718)	(76,645)	2,927	(77,615)	(74,688)
Net Expenditure	(6,540)	(48,914)	42,374	(45,750)	(2,266)

Income for the boat park is slightly under budget at the end of the 3rd quarter.

Expenditure is over budget at the end of the quarter, £37.8k in total, with the variance relating to the jetty repairs, Appendix A ref AD1 refers.

The year-end forecast shows an outturn of a surplus of £2.2k against a budgeted surplus of £45.7k, a negative variance of £43.5k.

Public Conveniences

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	133,857	139,428	(5,571)	179,970	174,400
Income	(5,586)	(9,175)	3,589	(11,675)	(8,086)
Net Expenditure	128,271	130,253	(1,982)	168,295	166,314

Expenditure is £5.5k under budget year to date. This relates to a £10k overspend on demand driven utility costs and repairing costs being £15k under budget. As detailed in the Q2 report, a budget of £22k was provided for remedial and damp alleviation works to the Heritage toilets, Appendix A, ref 1. However, the cost of the works in the current year will be lower, by £4k. More extensive remedial works may be required in the 2025/26, once the flood defence works have been clarified, and the impact that this may have on this site understood.

Cemeteries

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	10,036	11,764	(1,728)	15,035	13,257
Income	(26,380)	(26,690)	310	(35,440)	(33,130)
Net Expenditure	(16,344)	(14,926)	(1,418)	(20,405)	(19,873)

Income is marginally under budget and expenditure largely as per budget year to date, with no significant variances to report.

Parks & Operations

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	436,973	436,076	897	586,575	590,850
Expenditure	169,922	168,680	1,242	220,290	253,665
Income	(86,371)	(89,600)	3,229	(112,975)	(120,892)
Net Expenditure	520,523	515,156	5,367	693,890	721,623

At the end of the 3rd quarter the Parks & Operations department is showing a negative variance of £5.3k on budget overall. As reported in Q2, the income variance relates to a delay in the start of concessions.

Overall expenditure is £1.2k over budget year to date. Some significant variances underlie this small variance: costs for installation of utilities at the hardstanding (a rechargeable cost), and expenditure incurred for repairs to vehicles. This should be offset by the sale of a vehicle in February. Depot maintenance works are over budget by £5k, relating to the installation of LED lighting, Appendix 1, ref BF2, with 50% of costs to be met from a Low Carbon Dorset grant.

Additional expenditure has been approved in relation to the Green Seafront Scheme, Appendix A:

- Ref AD3: ECI engagement relating to the proposed Green Seafront Scheme has a £19.4k budget allocation
- Ref AD6: Additional ground monitoring and risk assessments, £7k
- Ref AD8: Highways and green seafront design options, £8.6k
- Ref AD9: Dorset Council, public consultation, £14.8k. This will be split between 2024/25 and 2025/26.

In considering the approved additional expenditure, the year-end forecast is revised to £723k.

Beach Gardens

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	30,182	27,050	3,132	27,050	30,180
Expenditure	33,317	34,888	(1,570)	44,685	43,115
Income	(63,368)	(56,990)	(6,378)	(57,870)	(70,803)
Net Expenditure	132	4,948	(4,816)	13,865	2,492

This department has realised a positive variance of £4.8k at the end of the 3rd quarter. Income is £6.3k over budget, relating to putting and tennis.

Expenditure is under budget by £1.5k overall, with no reportable significant variances. A deficit of £2.4k is now forecast against a budgeted deficit of £13.8k, following the conclusion of negotiations with the tennis and bowls clubs regarding a pavilion licence fee.

The Downs

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	51,264	52,028	(764)	53,340	61,526
Income	(10,024)	(9,308)	(716)	(12,410)	(13,126)
Net Expenditure	41,240	42,720	(1,480)	40,930	48,400

Income and expenditure are generally as per budget year to date.

A variance is forecast at year-end due to the addition of expenditure Appendix A ref AD7.

Beaches & Foreshore

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	38,233	41,970	(3,737)	46,015	43,330
Expenditure	60,173	75,166	(14,993)	80,905	68,773
Income	(31,270)	(46,270)	15,000	(46,270)	(31,270)
Net Expenditure	67,136	70,866	(3,730)	80,650	80,833

At the end of the 3rd quarter a positive variance of £3.7k has been seen in this department.

Income year to date is £15k under budget, due to the withdrawal from a new concession envisaged at budget setting in January 2024.

Expenditure is under budget with a £15k variance, primarily due to a £7k under spend on repairs, with a £6.1k variance in seaweed removal. As reported in Q2 this is due to a change in seaweed removal introduced post budget setting. Overall, this department is expected to be on budget at year-end.

Beach Huts

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	42,128	41,476	651	53,360	53,680
Income	(181,201)	(172,000)	(9,201)	(173,250)	(182,451)
Net Expenditure	(139,073)	(130,524)	(8,549)	(119,890)	(128,770)

Beach hut income is above budget at the end of the quarter by £9.2k. This primarily relates to the Shore Road Beach Huts.

Expenditure is generally as per budget with only minor variances. Overall year-end projections have been revised to a surplus of £128k against a budgeted surplus of £119k.

Publicity & Tourism

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	170,054	167,915	2,139	220,400	221,580
Expenditure	48,222	49,975	(1,753)	83,355	86,342
Income	(28,923)	(26,960)	(1,963)	(31,810)	(35,710)
Net Expenditure	189,354	190,930	(1,576)	271,945	272,212

Overall, income and expenditure are generally as per budget with only minor variances, and it is forecast to be on budget at year-end.

Allotments

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	2,495	2,300	195	2,575	2,770
Income	(9,113)	(9,400)	287	(9,400)	(9,113)
Net Expenditure	(6,618)	(7,100)	482	(6,825)	(6,343)

To date allotments have performed largely as per budget, with little activity to report.

General Buildings/Misc Areas (incl roads)

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	5,419	4,000	1,419	4,500	5,918
Income	(48,379)	(52,313)	3,934	(77,955)	(73,385)
Net Expenditure	(42,960)	(48,313)	5,353	(73,455)	(67,467)

Year to date a £5k negative variance has been realised. The variance in income noted as being due to a later than anticipated start date for the new lease of the former Taxi Office with Swanage Railway. Only minor variances in expenditure lines have been seen year to date.

Central Services

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	260,590	260,633	(43)	347,510	348,480
Expenditure	216,356	121,169	95,188	150,525	247,713
Income	(9,911)	(8,350)	(1,561)	(17,300)	(24,808)
Net Expenditure	467,035	373,451	93,584	480,735	571,384

The variance in income relates to a recharge of legal fees, offsetting some expenditure incurred in legal fees for new concessions, with some further recharges and grants due to be finalised in Q4.

Expenditure is significantly over budget, £95k. £70k of this expenditure relates to the deferred Town Hall repairs originally budgeted for in 2023/24, Appendix A ref BF1 refers although £67k of this expenditure is to be funded from an earmarked reserve. Legal and professional fees are significantly above budget £12k, as reported at Q1 and Q2. Equipment and general services are £7k over budget, as reported in Q2, Council approved additional expenditure for a replacement fire panel, Appendix A ref: AD 5.

Corporate Management (Inc Environment) & Democratic Services

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	50,265	65,640	(15,375)	126,305	145,296
Income	0	0	0	0	0
Net Expenditure	50,265	65,640	(15,375)	126,305	145,296

The budget for Neighbourhood Plan consultancy fees is £7.5k under budget year to date, and Environmental Action Plan expenditure is £5.6k under budget. A budget of £8k was included for the council's website. Discussions are ongoing and costs may be significantly lower than budget. However, the full budgeted costs have been included in the forecast outturn.

Council approved the engagement of Dorset Council on two occasions in relation to Shore Road & the Green Seafront Scheme, Appendix A ref AD2 & AD4 refers. The additional budget allocated is £26k in total and has been included in the forecast outturn and accounts for the variance.

King George's Management Account

	Q3			Annual	
	Actual	Budget	Variance	Budget	Projected Outturn – Q3
	£	£	£	£	£
Expenditure	4,725	7,138	(2,412)	9,100	8,821
Income	(18,510)	(9,100)	(9,410)	(9,100)	(18,510)
Net Expenditure	(13,785)	(1,962)	(11,823)	0	(9,689)

In 2023/24, following a review of the Council's charitable Trusts, a management agreement was entered into between the Trust and the Council, with activity for King Georges' field being separated out from the general Parks & Operations departmental activity.

Any surplus at year end will be transferred to an earmarked reserve, where these funds will be held.

Employee Costs

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Car Parks	39,047	38,662	384	51,550	51,300
Market-CSA	5,085	4,440	645	5,920	6,160
Boat Park	16,618	15,060	1,558	15,630	17,260
Parks & Operations	436,973	436,076	897	586,575	588,850
Beaches - Cleaner	30,404	27,570	2,834	31,615	35,500
Beaches - Warden	7,829	14,400	(6,571)	14,400	7,830
Beach Gardens	30,182	27,050	3,132	27,050	30,180
Tourism	170,054	167,915	2,139	220,400	219,580
Central Services	260,590	260,633	(43)	347,510	348,480
Total	996,783	991,806	4,977	1,300,650	1,305,140

At the end of Q3 a negative variance of £5k was realised. In respect of the 2024/25 local government pay award, this was accepted in October and back pay processed in November's payroll.

Interest & Investment Income

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Net Expenditure	(309,263)	(185,950)	(123,313)	(240,000)	(385,000)

Income generated through investments is significantly above budget, with income from both strategic long-term investments and short-term investments being over budget. The council's investment position at the end of the 3rd quarter is shown in table 2 below.

In October, Council realised a gain on the sale of units in the CCLA LAMIT property fund of £61.4k. This has been transferred to the Green Seafront Scheme reserve.

A variance of £26k for the 3rd quarter has been transferred to the Treasury Risk Management Reserve as per policy. A total of £61.8k has been transferred year to date to this reserve.

Table 2: Treasury Investment Position 31/12/2024

Investment Portfolio	31.03.24 Balance £	Net Movement £	31.12.24 Balance £	31.12.24 Income Return for period %
Banks and building societies (unsecured)	83,812	-18,234	65,578	
Money Market Funds	750,000	0	750,000	
UK Govt/DMADF – DMO Deposit/Gilts	1,200,000	1,040,000	2,240,000	
Total Internal Investments	2,033,812	1,021,766	3,055,578	4.61%
Investments in Pooled Funds:				
Property	2,873,245	-530,743	2,342,502	
Bonds	440,863	-11,219	429,644	
Multi-Asset	866,343	-3,888	862,455	
Total External Funds-Market Value	4,180,451	-545,850	3,634,601	4.96%
TOTAL INVESTMENTS	6,214,263	475,916	6,690,179	4.80%

Revenue Account - General Overview

At the end of the 3rd quarter of the financial year, net expenditure is £4.2k over budget. This is expected to increase to £104k by year-end.

A schedule of significant expenditure is provided in Appendix A. £133k was approved for this financial year, prior to virements. A further £85k has been brought forward from 2023/24, with £67k financed from an earmarked reserve. Additionally, a further £130k of expenditure has been identified as being required during the 3rd quarter of the financial year and has been approved providing a supplementary budget and accounts for the majority of the forecast overspend at year-end. These costs have been partially offset by the removal of some projects.

Reserves and Balances held 31 December 2024

A summary of the reserves and balances held at 31 December 2024 is given below:

	Balance 31/03/2024 £	Movement in Year £	Balance 31/12/2024 £
General Fund	873,555	476,635	1,350,190
Earmarked Reserves	2,821,915	131,198	2,953,113
Capital Receipts Reserve	2,118,147	-33,454	2,084,693
Total	5,813,617	574,379	6,387,996

Detailed movements on the General Fund are shown on page 1 of the Q3 Budget Report.

Earmarked Reserves

The Council holds the following earmarked reserves:

	Actual 31/03/2024 £	Transfer to/(from) reserve £	Balance 31/12/2024 £
Beach Huts Reserve	85,000	0	85,000
Environmental Projects Reserve	42,000	0	42,000
Community Infrastructure Levy	260,881	106,900	367,781
De Moulham Back Roads	25,180	0	25,180
Insurance & Contingency Reserve	19,000	0	19,000
Treasury Risk Management Reserve	122,002	61,800	183,802
Car Park Machines	44,248	-39,437	4,811
Play Equipment-General Areas	31,406	0	31,406
Vehicle & Plant Replacement	25,000	0	25,000
Football Club Facilities	3,120	-3,120	0
Tennis Courts Refurbishment	22,378	0	22,378
King Georges Play Area & Skate Park	67,097	0	67,097
Public Conveniences	130,000	0	130,000
IT Equipment Reserves	28,164	-5,500	22,664
Seafront Stabilisation & Enhancement Scheme	1,394,557	61,454	1,456,011
Community Sea Defence Project	450,000	0	450,000
C fwd Unspent committed expenditure	67,289	-67,289	0
King George's Field Management Account	4,593	0	4,593
Bandstand	0	16,390	16,390
Asset Management Plan Reserve	0	0	0
Boat Park/Fishers' Huts Reserve	0	0	0
Total	2,821,915	131,198	2,953,113

Significant One Off Revenue Expenditure/Minor Works - 2024/25

Ref:	Service Area	Project	Budget	Actual Expenditure	Works programmed	Status Update
	Projects for 2024/25					
1	Public Conveniences	Heritage - Remedial & damp alleviation works	22,000	3,988	October	Partial works only in 2024/25 c. £4k
2	Cemeteries	Northbrook - Wall repairs, north east elevation	4,000	3,479	July	Ongoing – Original budget of £7k-£3k vire to Festive Lights
3	PAG	Prince Albert Gardens - Pathway repairs	47,000	46,935	September	Minute 4 F&G 17th June 2024 - £7k vire from ref 10
4	TIC	Garden Improvements	5,000	-	February	Contract awarded
5	TIC	Flooring and internal reconfiguration	12,000	-	February	Contract awarded
6	Car Parks	North Beach Car Park partial resurface	15,000	-	October	Project cancelled
7	Spa	Ground monitoring - 7 months	9,800	9,563	Monthly	Additional financing of £7k required-Council 18 November
8	DRM	Website improvements	8,000	-	November	Alternative project delivery being reviewed
9	Central Services	Server Replacement	5,500	5,770	July	Completed
10	Parks & Gardens	Electricity-Parks & Gardens	1,730	-	January	Project deferred. Budget - £7k vire to Ref 3. £1270 vire to Beach Gardens
			130,030	69,735		

Projects brought forward from 2023/24

BF1	Central Services	Town Hall & Annexe external redecoration	67,289	70,584	Q1	Budgeted for 2023/24- Works delayed. Carried out in 24/25 Completed
BF2	Multiple Service Areas	LED Lighting various areas	18,200	18,200	Q2	Additional budget approved Monthly meeting 18th December 2023 Minute 156 c) 50% grant funding
			85,489	88,784		

Additional projects for 2024/25

AD1	Boat Park	Jetty Repairs	42,668	40,641	Q1	Agreed: Minute 228 (d) Council meeting 29 April 2024 - Complete
AD2	Corporate Management	Data Modelling - Shore Road	5,400	-	Q1	Agreed: Minute 197 Council meeting 25 March 2024
AD3	Spa	ECI - Seafront Scheme Appraisal	19,498	-	Q2-3	Agreed: Minute 215 (a) Council meeting 25 March 2024 (EMR)
AD4	Corporate Management	Green Seafront Scheme - Dorset Council	20,832	-	H2	Agreed: Minute 69 (c) Council meeting 22 July 2024
AD5	Town Hall	Fire Panels & Digi Air	5,000	4,070	Q3	Agreed: Minute 89 Council meeting 16 September 2024
AD6	Spa	Ground monitoring - 5 months	7,000	4,207	Q3/4	Agreed: Minute 132 (a) Council meeting 18 November 2024
AD7	Downs	ECI-Peveril Point Road	6,650	-	Q4	Agreed: Minute 132 (c) Council meeting 18 November 2024
AD8	Spa	WSP-3rd Option	8,663	-	Q3/4	Agreed: Minute 138 (b) Council meeting 27 November 2024
AD9	Spa	Dorset Council-Public consultation	14,835	-	Q4	Agreed: Minute 138 (c) Council meeting 27 November 2024
			130,546	44,711		

Capital Programme – Monitoring Report 2024/25

Project Ref:	Project	2024/25 Budget	Forecast Outturn for the year	Actual Expenditure Year to Date	Status
		£	£	£	
Approved Projects-2024/25 Estimates					
1	Play Areas/Skate Park King Georges Skate Park	15,000	0	0	Ongoing
2	Station Approach Infrastructure Improvements	120,000	154,000	0	Ongoing
3	Downs Peveiril Point Stabilisation Scheme	150,000	0	0	Ongoing
4	Spa & Seafront Green Seafront Stabilisation & Enhancement Scheme	120,000	0	0	Ongoing
5	Capital Grants Football Club redevelopment	70,000	17,500	17,542	Ongoing
6	Beach Gardens Installation of Astroturf on Courts 4 & 5	15,000	0	0	Ongoing
	Subtotal	490,000	171,500	17,542	
Projects brought forward from 2023/24					
BF1	Depot External Shelter	15,750	16,187	11,280	Completed
BF2	Environmental Installation of PV panels - Beach Gardens & Depot	128,000	43,109	43,110	Completed
BF3	Vehicles Electric Flatbed Truck	50,000	42,945	42,752	Completed
BF4	Car Parks EVCP Installation – For information only	0	0	0	Ongoing
	Expenditure B fwd Subtotal	193,750	102,241	97,142	
Approved Additional Projects 2024/25					
AD1	Car Parks Pay & Display Machine Replacement	44,000	39,435	39,437	Completed
AD2	Parks & Open Spaces Installation of 3 phase electricity supply - Hardstanding	52,450	52,450	14,475	Completed
	Additional Projects Subtotal	96,450	91,885	53,912	
	Total Capital Expenditure	780,200	365,626	168,596	

Project Updates:

1: Play Areas/Skate Park: King Georges Equipment Replacement

Discussions continue with the Swanage Skatepark Community Project regarding the scheme and financing of the project. The Group are currently aiming for a stage 1 installation in Autumn 2025, with the project being deferred to 2025/26 with an increased contribution of £35,000 in total approved by Council.

Ongoing. Financing- Earmarked reserves (EMR).

2: Station Approach-Infrastructure improvements

A budget of £120k was originally allocated to this project for 2024/25. At the Council meeting held 16 September 2024, Minute 94 (a) (amending Minute 69 (a)), it was agreed that a direct award of contract be made to Dorset Council to undertake the works at Station Approach with a budget allocation of £150k, plus an additional £4k for drainage improvements.

Subsequently, after extended negotiations, it was reported to Council at the meeting held 21 October 2024, that the Co-operative had agreed to contribute £15k to the works, being the cost associated with night working in order to avoid disruption. It was agreed Minute 110, that the shortfall in funding (£19k) be met from CIL funds.

The works commenced in January 2025 and were largely completed in February 2025 although some remedial works are required.

Ongoing (billing and remedial works to be finalised). Financing -UCRR/CIL & Third Party Contributions.

3: Downs-Peveril Point Stabilisation Scheme

The Finance & Governance Committee considered an uplift in the budget of £95k on 1 November 2023. A budget of £200k was recommended to Council, which was approved on 11 December 2023, Minute 134, and to proceed to tender via Contracts Finder with the additional £105k to be funded from the CIL reserve. This project was deferred from 2023/24, with a £50k budget for that year moving to 2024/25. Dorset Council have reviewed the scheme, and a report is to be considered as a separate agenda item. Deferred to 2025/26.

Ongoing. Financing -UCRR/CIL

4. Spa & Seafront- Green Seafront Stabilisation & Enhancement Scheme

Further to Minutes 180 and 215, at the meeting held 22 July 2024, Minute 69 (c), Council approved the appointment of Dorset Council to provide programme and project management services in respect of the proposed Green Seafront Scheme in its entirety, incorporating the stabilisation and enhancement scheme. A cost analysis of the financial estimates provided by WSP, for both the enhanced and essential schemes, has been carried out and a report was considered by Council in November 2024.

It is now anticipated that further public consultation will take place in spring 2025 where a further 3rd option will be considered. Until such a time that the scheme has moved from the appraisal stage and a scheme has been confirmed, costs will be charged to revenue.

Ongoing. Financing -EMR/UCRR

5: Capital Grants – Football Club - Swanage & Purbeck Development Trust

At the Council Meeting held on 24 June 2024 it was agreed that £26,312 should be released to the football club in respect of funding the submission of a planning application for a community sports facility at Day's Park. It was reported to Council on 16 September 2024, that a 50% reduction in fees would be forthcoming if the Town Council was the registered applicant. It was therefore resolved by the Council to register as the applicant, Minute 87.

The planning application has been made, and the second tranche of grant funding was released. £17k was met from the Capital Receipts Reserve with regards to planning and capital items, and the balance of funds, £8.8k, was met from the football club facilities EMR and the general reserve due to the revenue nature of the expenditure.

Ongoing – Financing – UCRR

6: Beach Gardens – Installation of Astroturf on Courts 4 & 5

Discussions have been held with Swanage Tennis Club regarding the installation of astroturf on courts 4 and 5 at Beach Gardens. This will be part-funded by the Tennis Club's infrastructure reserve. Final approval is subject to a review of the court maintenance contributions made by the Club. Installation is currently expected to be completed in the 2025/26 financial year.

Deferred to 25/26. Financing -EMR

BF1: Depot-External Shelter

Council awarded contracts on 29 January 2024, Minute 187 c). The construction of the external shelter was completed in 2024 and the installation of the electrics and vehicle charger in January 2025. Payment for the charger is pending.

Completed(final billing pending). Financing - UCRR.

BF2: Environmental- Carbon Neutral 2030 Implementation

Procurement of the design, supply and installation of the PV panels was undertaken via Contracts Finder in November 2023 and the contract was awarded to Dorset Energy Solutions. Low Carbon Dorset confirmed a grant for 50% of the costs (including 50% funding of LED lighting in some council buildings: see revenue account). The installation of the PV panels on the Depot buildings was completed in August 2024. The installation at Beach Gardens was delayed as an alteration to the scheme was required due to limited exporting capabilities. The revisions were approved by Low Carbon Dorset, the grant giving body. The scheme was completed in November 2024.

Completed. Financing -UCRR/Grant funding (pending receipt)

BF3. Vehicles-Electric Flatbed Truck

An order was placed in February 2024 for an electric Ford Transit Leader Single Chassis Cab 350. The vehicle was delivered in January 2025.

Completed: Financing-UCRR

BF4: Car Parks – Electric Vehicle Charging Point Installation

Initially introduced as a £20,000 Council project in 2023/24, alternative ways of delivering these facilities at nil cost to the Council were researched and it was discovered that the installation of EVCPs could be delivered as part of Dorset Council's 'Charging Ahead' project, via a licence agreement with Joju and Mer.

Lengthy consideration has been given to this project and at the Extraordinary Meeting of the council held on 29 June 2024 Minute 228 (a) it was resolved to enter into a contract with Joju charging for the installation of six EVCP chargers in the Main & North Beach car parks, subject to funding from a 'Charging Ahead' grant from Dorset Council.

It was further resolved to approve the installation of three rapid chargers in Mermond car park, subject to the satisfactory review of the legal agreement with Joju charging.

Due to ongoing consideration of the legal agreements and the siting and number of chargers in Main Beach and Mermond car parks, the project is still to be signed off. However, it is anticipated that Council will consider final sign-off of the project in March 2025.

Ongoing: – Third Party Contributions

AD1: Car Parks – Pay & Display Machines

The Finance & Governance Committee recommended to expedite the purchase of new pay & display machines in some of the council's car parks for operational purposes. This was approved by Council at the meeting held 24 June 2024, with a budget of £44,000 approved for the purchase and installation of machines. An order was placed with Flowbird, via the ESPO Pay & Display Contract 509_23 - Lot 1 Framework 8 Pay & Display machines, with a contract value of £39.4k. The machines were installed in November 2024.

Completed. Financing - EMR

AD2: Parks & Open Spaces – Installation of 3 phase electricity supply – Hardstanding

In order to facilitate a Sauna concession at the Hardstanding on Shore Road, the installation of a 3 phase electricity supply was required. At the meeting held 29 April 2024, Council approved a budget of £47,757. This was subject the costs being funded by the concessionaire.

Following difficulties encountered with the distributor and trenching works Council were informed at the meeting held 18 November 2024 that under Financial regulation 4.8, the Town Clerk approved an additional £6,694 of expenditure. These costs also to be funded by the concessionaire.

The trenching works completed in December, and the supply installed in January 2025, with some remedial works ongoing.

Completed (final billing pending). Financing -Third party.

Alison Spencer - Finance Manager

Martin Ayres-Town Clerk

Gail Percival-Assets and Compliance Manager

February 2025

Agenda Item 5

Update on Action Points from Internal Audit Reports 2023/24

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
Visits 1 & 2 - 02/12/2023					
5.1 – Take action on older debt	<p>I checked to see that all income due to the Council is collected. I compared the aged debt reports year on year to end September and found that overall debt had increased (from £123k to £138k), but the percentage of debt over 120 days had fallen slightly from 47% (£57.8k) to 40% (£55.2k). There are two debts in relation to disputed water recharges, one of which has been settled recently and the second of which is still outstanding. There are a handful of cemetery debtors where invoices/receipts appear to have been posted to the wrong account, and one overdue debtor which needs chasing.</p> <p>I recommend that the larger water dispute debt is resolved as soon as possible, and that the cemetery debtor accounts are reviewed, and any corrections made prior to outstanding balances being chased.</p>	M	Agreed	TH3	December 2023
<p>Status: Both accounts for water recharges have been settled. Corrections have been made to the accounts relating to cemetery services.</p>					
19.1 – Reconcile cash per cash collection agencies to cash per ticket machines	<p>I checked to see that car park cash and card collections are supported by documents showing their completeness.</p> <p>I was unable to agree the total value of cash banked in the month (£29.4k) to the amount of cash lifted from the ticket machines per Metric and Flowbird (£30.6k). There was a difference of 11 pulls and £1.2k or 4%. £144.40 of this difference is because Flowbird returned no data for one ticket machine from which G4S show 4 collections. The Finance Manager noted that the machine concerned was Main 2, a Metric machine, which closed in March due to an electrical fault, and that G4S levy a collection charge because they were</p>	M	<p>G4S have again been contacted to send through detailed reports and we are awaiting access to a portal. However, there may still be misallocations as a result of the transit of large volumes of cash and audit ticket.</p> <p>Reconciliations are made via the cashbox editor when collected and any</p>	TH3/TH4	December 2023

	<p>still attending site to attempt a collection. The balance may be timing differences, but without further detail from G4S which would allow a reconciliation between each cashbox pull, it is not possible to pin the difference down.</p> <p>I recommend that the Council requests a breakdown of the cashbox pulls per month in order to enable it to identify where the differences have arisen, and that it recommences a full reconciliation of cash banked per G4S and the Depot, and cash pulled per the ticket machines.</p>		<p>variances highlighted. Reports will be generated per month to confirm the reconciliation.</p>		
<p>Status: Access to an online portal was started with G4S with detailed collections noted. Subsequently, a change of supplier for CVIT services was appointed in November 2024 and a breakdown of machine collections is now sent through following each collection. This has enabled easier reconciling of cash box pulls.</p>					
<p>Visit 3 – 17/03/2024</p>					
<p>23.1 – Ensure paperwork retained until end of audit period for the year in which the booking takes place</p>	<p>I checked to see that the correct amount had been charged and VAT treated correctly for a sample of bookings. I did, however, note that the detailed 2022/23 TIC rental paperwork had already been shredded following the completion of the 22/23 external audit, affecting 3/10 samples which were booked in 22/23 and for which monies were taken by the TIC staff (as opposed to by customers self-servicing via gov.uk pay). There is a limit of 540 days for customers to make a chargeback, and retaining the original paperwork can help to prove that a customer was present when a purchase was made. In addition, HMRC requires that businesses keep financial records for 6 years from the end of the last financial year. I recommend that consideration be given to the paperwork being retained for 6 years in order to ensure the Council is protected against possible chargebacks. Council should also review its compliance with HMRC requirements to ensure that it can comply with any potential HMRC investigations.</p>	<p>H</p>	<p>GDPR considerations need to be taken into account and the councils document retention schedule will be reviewed in light of this recommendation</p>	<p>TH1, TH3, TIC1 & TIC2</p>	<p>July 2024</p>
<p>Status: Documents are to be retained in the archive room for the appropriate length of time. Retention policy is pending.</p>					

Visit 4 – 19/04/2024					
6.1 – Ensure full record of transactions kept for cash, and that reimbursements are correctly allocated	<p>I performed a count of the Council's petty cash, till floats and stamp floats.</p> <p>I recommend that cash reimbursements are correctly allocated to each tin, that stamp issues and monies 'borrowed' from a tin to make up a full coin bag for banking are recorded at the time, and that the TIC reimbursements include a note of the periods covered. This should help to ensure that petty cash remains fully balanced.</p>	M	<p>Agreed. Employees responsible for petty cash will be reminded that monies for different imprest accounts should be kept separately and balanced at least monthly. The TIC petty cash reimbursement already includes the forms submitted to the Town Hall. However, a note will be made if the person responsible for the petty cash delegates collection.</p>	TH3/TH4/TIC2	April 2024
<p>Status: Fully implemented. The TIC postage imprest has been closed.</p>					
23.2 – Ensure all bookings recorded (ideally in booking system)	<p>I checked to see that a sample of bookings had been recorded in the letting system. As the data I was working from was downloaded from the system, this test effectively proved itself. However, during the testing I found that not all bookings are made on the booking system. During the year, the Council lets out a number of huts to artisans. It also relets spare days when customers hand back their hut keys early (double bookings). The old booking system accommodated these changes, but it is more difficult to take the new bookings system offline in order to make amendments to the bookings to show the changes, so instead the artisan bookings are recorded on a separate spreadsheet. There is no spreadsheet to record double bookings. Artisan and double bookings are processed through the Council's EPOS till system. Whilst in theory these records should provide a full audit trail, the lack of an overarching</p>	H	<p>Switching the beach hut booking system off to amend bookings is more challenging with the new system that we would have hoped. While it can be done, it is too 'clunky' to do on a regular basis. This will be brought up at the next review with the developer, however it is anticipated that the cost to implement a revised process would be high. Therefore, we will ensure that a spreadsheet</p>	TIC1	Ongoing

	<p>database for non-bookings system bookings means that it was not possible to fully reconcile the takings for one of the sample dates.</p> <p>I recommend that the Council's booking system be amended to facilitate easy change of bookings. Where this cannot be done, or the change is too expensive at the current time, any bookings made outside of this system should be recorded on one spreadsheet and fully reconciled back to the TIC daily banking in order to ensure that a full audit trail is in place.</p>		is maintained of all other bookings and reconciled on a daily basis.		
<p>Status: During 2024 the system was updated to include a better 'off' button which now makes it far easier to manage such bookings as the Artisans.</p>					
23.3 – Ensure full audit trail in place for bookings	<p>It is not currently possible to run a report from the bookings system to show the cancelled bookings, which weakens the audit trail when processing or checking refunds. The Visitor Services Manager has noted that he will speak with the developers about creating a report or ensuring that the data can be included within the standard download.</p> <p>I recommend that this is done in order to reduce the risk of fraud and error.</p>	M	A separate report can be run for cancelled booking from the system.	TIC1	Completed
<p>Status: Although a report can be run, it is very lengthy and not satisfactory. Therefore, the creation of a revised report will be considered at the next review point with the developers.</p>					
<p>Visit 5 – 20/05/2024</p>					
21.2 – Ensure market records up to date with correct information	<p>I noted a difference between the stall size per the market spreadsheet and per the related amount charged for one stallholder. The VSM confirmed that the spreadsheet had a note of the stall size from the previous financial year. I recommend that the market spreadsheet is updated to record the actual stall size of the stalls present each week, so that it is possible to confirm that the correct price has been charged.</p>	M	This has now been updated and the relevant spreadsheet reviewed.	TIC 1, TIC6 & TIC 8	May 2024

Status: This has now been updated and the relevant spreadsheet reviewed every week.					
21.3 - Ensure market records reconciled to finance system	I found that there were still issues with accounting for receipts from stallholders for whom invoices had been raised for longer term bookings. In addition, I noted that one stallholder had received £5 too much credit in relation to the cancellation of a market day, and that there remain differences as between the market spreadsheet (on which attendance dates, stall sizes, amounts due and paid are noted) and the debtors ledger. The VSM has noted that the Business Development Officer (BDO) will reconcile the market spreadsheet and market debtors weekly in future, and that he will check the reconciliation monthly, in order to ensure that the finance system is kept up to date. I recommend that the reconciliations take place as planned.	H	Reconciliations are now undertaken weekly by the Business Development Officer and reviewed annually by the Visitor Services Manager.	TIC 1 & TIC 9	May 2024
Status: Reconciliations are now undertaken weekly by the Business Development Officer and reviewed annually by the Visitor Services Manager.					
21.4 – Ensure signed agreements in place for all traders prior to start of trading	In the 22/23 audit I noted that stallholder agreements were not in place for several stallholders. This issue persisted in 23/24. At the date of the final on-site work on 15/05/24, I was able to confirm that most of the long-running stallholders have signed agreements in place. I recommend that the Council ensures that all stallholders have signed the stallholder agreement prior to the commencement of trading, in order to ensure acceptance of the Council’s terms and conditions of trading.	M	This is now taking place.	TIC 1, TIC 6 & TIC9	May 2024
Status: Fully implemented.					