

Explanation of variances – pro forma

Name of smaller authority: **Saxmundham Town Council**

County area (local councils and): **Suffolk**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the **green boxes where relevant**:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards**: variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	232,768	172,656				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	227,328	241,975	14,647	6.44%	NO		
3 Total Other Receipts	12,740	32,212	19,472	152.84%	YES		Last financial year, the Council received Community Infrastructure Levy of £6,438, a Neighbourhood Plan Grant of £360, a Green Team Grant of £285, a Christmas Grant of £1,000, a Market Hall Clock Grant of £1,292, hire of land, buildings and market stall income amounted to £2,843 and bank interest received was £522 which equals £12,740. This financial year, the Council received a loan from the Public Works Loan Board for £19,975, bank interest received was £1,898, hire of land, buildings and market stall income amounted to £3,708, Community Infrastructure Levy received was £1,106, we received a Grant of £5,000 for Project Improvements, and a Grant for £525 for the Station Adopters which equals £32,212.
4 Staff Costs	80,224	106,235	26,011	32.42%	YES		This financial year, there were a number of staff changes. The Town Clerk resigned in July 2023, and the RFO was appointed Acting Town Clerk with immediate effect. In October 2024, the Acting Town Clerk was appointed Town Clerk with an increased salary rate of £22.62 for 35 hours per week compared with the previous Town Clerk's salary rate of £20.53 for 30 hours per week. A new Assistant Town Clerk was appointed in October 2023 on a salary rate of £13.70 compared with the previous RFO's salary rate of £16.16. In September 2023, a Town Centre Coordinator's fixed term contract expired and was not renewed. In December 2023, the Deputy Town Clerk, whose salary rate was £17.58 per hour, retired and a new Deputy Town Clerk was appointed in January 2024 at a salary rate of £16.30. All of these changes, together with the pay increase of £1,925 for each employee and a small amount of overtime, gave rise to the increase in salary costs.
5 Loan Interest/Capital Repayment	21,377	22,903	1,526	7.14%	NO		

6 All Other Payments	198,579	158,992	-39,587	19.94%	YES	<p>Last financial year, the Council spent £2,492 on cleaning, £3,629 on utilities, £499 on hall hire, £1,032 on audit fees, £111 on bank charges, £3,373 on printing and stationery, IT support was £4,238, telephony was £1,742, office equipment and supplies were £1,873, insurance was £753, consultancy was £2,214, publicity and website costs were £5,115, a contribution to the Market Hall was £16,075, the Christmas Event cost £13,911, the Jubilee Event and 750th Events cost £14,043, the Music Fest cost £4,000, community grants amounted to £8,085, youth activities were £1,363, a community cohesion grant was £13,000, maintenance was £5,005, a Gannon Rooms boiler cost £13,648, neighbourhood plan costs were £709, Green Team activities cost £2,356, grounds maintenance was £1,957, market running costs were £478, play equipment inspections were £295, street furniture cost £1,194, subscriptions were £1,103, traffic calming cost £4,121, Memorial Field landscaping, gates and trail cost £44,214, staff and Councillor training and expenses were £2,298, interim staff and recruitment costs were £23,654 which equals £198,580. This financial year, the Council spent £2,656 on cleaning, £4,828 on utilities, £852 on refuse collection, £350 on hall hire, £1,413 on audit fees, £72 on bank charges, £3,478 on printing and stationery, IT support was £6,598, telephony was £2,127, office equipment and supplies were £1,516, insurance was £957, election costs were £112, consultancy was £3,087, publicity and website costs were £3,075, a contribution to the Market Hall was £16,000, the Christmas Event cost £16,081, the Arts Fest cost £2,996, community grants amounted to £10,814, youth activities were £3,434, a community cohesion grant was £10,000, maintenance was £4,066, neighbourhood plan costs were £1,355, Green Team activities cost £2,187, grounds maintenance was £3,524, market running costs were £405, play equipment inspections and repairs were £4,062, land purchase was £1,716, traffic calming was £675, street furniture cost £2,669, subscriptions were £1,220, Memorial Field landscaping cost £4,033, Gannon Rooms refurbishment cost £40,000 staff, and Councillor training and expenses were £2,635 which equals £158,992.</p>
7 Balances Carried Forward	172,656	158,713				VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	170,039	150,308				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	503,211	486,203	-17,008	3.38%	NO	
10 Total Borrowings	51,648	50,342	-1,306	2.53%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable