

Agenda

Extraordinary Full Council Meeting

Subtitle Extraordinary Budget Setting Meeting
Date 23rd November 2023
Time 18:30 - 22:00
Location Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ
Chair Cllr P T Cooper
Explanation **NOTICE** is hereby given of an extraordinary meeting of **Full Council** to which you are summoned to attend.
Council Members: -
Cllr P T Cooper (Chairman/Ex officio); Cllr T M Barbery (Vice Chairman); Cllr E Ahearn; Cllr H Blacklaw; Cllr A Butters;
Cllr P Brown; Cllr J P Cooper; Cllr A Coppin; Cllr J Whatton; Cllr J Burden
Cllr J Gibbs; Cllr R Joshi; Cllr K Phillips; Cllr C Rowe and Cllr P Skea.

Yours faithfully



Peter Martin
Town Clerk

LG Act 1972, Sch 12, paras 10(2)(b) and 26(2)(b)

Longfield Parish Council v Wright (1918) 88LJ Ch 119 West Ham Corporation v Banado (1934)

Prohibition of transaction of business not specified on the agenda -100B (4) of the LGA 1972 Ayles v Romsey and Stockbridge RDC (1944)

- FC.2023.152** **Mayor/Chairperson's announcements**
- FC.2023.153** **To receive and record the grounds upon which apologies for absence are tendered**
LGA 1972, Sch 12, para 40
- FC.2023.154** **Declarations of interest relating to business on the agenda**
Standing Order 53 Localism Act 2011, S29 to 34
• Members to declare interests in respect of any item on the agenda
• To consider written requests from Members for dispensations.
These must be submitted to the Proper Officer in advance of the meeting date
- FC.2023.155** **Public representation session**
An opportunity for residents to make representations to Council or ask questions relating to items on this agenda.
(Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker).

LGA 1972, ss100 and 102, Public Bodies (Admissions to Meetings Act) 1960.

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| FC.2023.156 | To consider and resolve upon the robustness of estimates made for the detailed service budget for 2024/25 |
| FC.2023.157 | To consider and resolve upon capital project budgets/programmes for 2024/25 |
| FC.2023.158 | To consider and resolve upon the budget for 2024/25 |
| FC.2023.159 | To consider and resolve upon the council tax level for 2024/25 |
| FC.2023.160 | To consider and resolve upon the closure proposals for budget gaps, including how the Council intends to close the gap where estimates of expenditure is higher than estimated income in the budget for 2024/25 |
| FC.2023.161 | To receive and acknowledge any budget pressures, if appropriate and resolve upon a medium-term solution for 2024-25 |
| FC.2023.162 | To resolve upon the rationale for budget refusal, if applicable, including the level of council tax for 2024/25 |

| | | | | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
|---|-----|----|--------------------------------------|---------------------------|-------------------------------|------------------------------|---------------------------|---------------------------|---------------------------|---|
| CORPORATE GOVERNANCE | | | | | | | | | | |
| Members & Mayoral Expenses | | | | | | | | | | Comments |
| Expenditure | | | | | | | | | | |
| 1 | ADM | 3 | 61410 Members Allowance | (2,953.00) | 0.00 | (2,953.00) | (3,369.00) | (3,470.00) | (3,574.00) | Members Allowance agreed by the Remuneration Panel |
| 2 | ADM | 3 | 61500 Travel Expenses | (200.00) | 0.00 | (200.00) | (200.00) | (206.00) | (212.00) | Town Crier & Cllrs Travel Expenses |
| 3 | ADM | 3 | 63700 Training Costs | (4,000.00) | 0.00 | (4,000.00) | (4,000.00) | (4,120.00) | (4,244.00) | Various Training Courses e.g. Planning/Risk Management/Treasury Management/E&D/Safeguarding (All Councillors) |
| 4 | ADM | 3 | 63970 Computer Hard & Soft Purchases | (5,500.00) | (1,947.60) | (5,500.00) | (5,500.00) | (5,665.00) | (5,835.00) | Monthly Software Costs |
| 5 | ADM | 3 | 63980 Computer Hard & Soft Support | (500.00) | (240.00) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 6 | MAC | 10 | 41100 General Purchases | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Mayoral Framing/Prints |
| 7 | MAC | 10 | 41105 Catering Purchases | (100.00) | 0.00 | (100.00) | (50.00) | (52.00) | (54.00) | |
| 8 | MAC | 10 | 41195 Miscellaneous Expenditure | (3,000.00) | (261.63) | (3,000.00) | (3,000.00) | (3,090.00) | (3,183.00) | Various Clothing for Town Crier, Repairs to Mace Bearer Robes |
| 9 | MAC | 10 | 61400 Mayoral Allowance | (2,000.00) | (999.96) | (2,000.00) | (2,000.00) | (2,060.00) | (2,122.00) | |
| 10 | MAC | 10 | 61430 Honorarium | (1,500.00) | (500.00) | (1,500.00) | (1,500.00) | (1,545.00) | (1,591.00) | 2 Mace Bearers and Town Crier - Increase? |
| 11 | MAC | 10 | 63000 Printina & Photocopying | (300.00) | 0.00 | (300.00) | (300.00) | (309.00) | (318.00) | Mayoral Christmas Cards (Internally sourced) |
| 12 | MAC | 10 | 63100 Postage | (200.00) | (4.45) | (200.00) | (200.00) | (206.00) | (212.00) | Mayoral Christmas Cards |
| 13 | MAC | 10 | 63400 Office Stationery | (100.00) | 0.00 | (100.00) | (100.00) | (103.00) | (106.00) | Mayoral Paper/Envelopes/Service Sheets Etc.... |
| 14 | MAC | 10 | 63600 Subscriptions | (50.00) | (30.00) | (30.00) | (50.00) | (52.00) | (54.00) | Town Criers Guild |
| 15 | GBD | 40 | 52200 Donations | (25.00) | (25.00) | (25.00) | (25.00) | (26.00) | (27.00) | Christmas Tree Donation/Decorations - Church |
| 16 | GBD | 40 | 52300 S137 | (230.00) | 0.00 | (230.00) | (230.00) | (237.00) | (244.00) | |
| Members & Mayoral Expenses Deficit | | | | (21,658.00) | (4,008.64) | (21,638.00) | (22,024.00) | (22,686.00) | (23,367.00) | |
| Conducting Elections | | | | | | | | | | |
| Expenditure | | | | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 21 | EXE | 35 | 41195 Miscellaneous Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 22 | EXE | 35 | 61220 Returning Officer Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Conducting Elections Deficit | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Corporate Management and Governance Administration | | | | | | | | | | |
| Income | | | | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 27 | GCM | 22 | 31110 Other Local Authority Grants | - | 0.00 | - | 0.00 | 0.00 | 0.00 | |
| Income | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Expenditure | | | | | | | | | | |
| 30 | GCM | 15 | 41100 General Purchases | (200.00) | (4.16) | (200.00) | (200.00) | (206.00) | (212.00) | Batteries/Framing Etc |
| 31 | GCM | 15 | 41105 Catering Purchases | (100.00) | 0.00 | (100.00) | (100.00) | (103.00) | (106.00) | Milk, Biscuits for Meetings |
| 32 | GCM | 15 | 51105 Servicing Contracts | (1,020.00) | (1,004.00) | (1,020.00) | (1,050.00) | (1,082.00) | (1,114.00) | |

Bodmin Town Council's Budget for 2023/24 - Version 3

| | | | | | | | | | | |
|-----|--|-----|---|-------------|-------------|-------------|-------------|-------------|-------------|--|
| 147 | CPS | 131 | 72100 Electricity | (2,000.00) | (646.93) | (2,000.00) | (2,100.00) | (2,163.00) | (2,228.00) | Park Lighting & Pond Lighting (Based on Previous 12 Months Usage) |
| 148 | CPS | 131 | 74100 Maintenance of Grounds | (4,000.00) | (64.95) | (4,000.00) | (2,000.00) | (2,060.00) | (2,122.00) | Paths in the Park and Works to Grassed Areas |
| 149 | CPS | 131 | 79100 Vandalism | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 150 | CPS | 131 | 82100 Minor Equipment Purchases | 0.00 | (2,822.03) | (130.00) | 0.00 | 0.00 | 0.00 | |
| 151 | CPS | 131 | 82500 Equipment Repairs & Maintenance | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 152 | | | Priory Park Deficit | (10,500.00) | (9,997.46) | (14,630.00) | (8,600.00) | (8,858.00) | (9,124.00) | |
| 153 | | | | | | | | | | |
| 154 | Fairpark | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 155 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 156 | CPS | 132 | 74100 Maintenance of Grounds | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 157 | CPS | 132 | 82500 Equipment Repairs & Maintenance | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 158 | | | Fairpark Deficit | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,060.00) | |
| 159 | | | | | | | | | | |
| 160 | Hillside Park | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 161 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 162 | CPS | 133 | 62000 Professional Fees | (20,000.00) | (2,811.02) | (20,000.00) | (20,000.00) | (20,600.00) | (21,218.00) | |
| 163 | CPS | 133 | 74100 Maintenance of Grounds | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 164 | CPS | 133 | 51150 Waste Disposal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 165 | | | Hillside Park Deficit | (20,500.00) | (2,811.02) | (20,500.00) | (20,500.00) | (21,115.00) | (21,748.00) | |
| 166 | | | | | | | | | | |
| 167 | Beacon Local Nature Reserve | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 168 | Income | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 169 | CPS | 141 | 31120 Other Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 170 | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 171 | Expenditure | | | | | | | | | |
| 172 | CPS | 141 | 62000 Professional Fees | (3,000.00) | 0.00 | (3,000.00) | (3,000.00) | (3,090.00) | (3,183.00) | |
| 173 | CPS | 141 | 74100 Maintenance of Grounds | (500.00) | (92.16) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 174 | CPS | 141 | 82300 Equipment Hire/Rental | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 175 | | | Beacon LNR Deficit | (4,500.00) | (92.16) | (4,500.00) | (4,500.00) | (4,635.00) | (4,774.00) | |
| 176 | Play Areas | | | | | | | | | |
| 177 | Play Areas - Priory Park | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 178 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 179 | PYA | 150 | 82500 Equipment Repairs & Maintenance | (1,000.00) | (12.83) | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 180 | PYS | 150 | 92200 Carriage Inwards | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Carriage to be Included within nominals 2023/24 |
| 181 | | | Priory Park Deficit | (1,000.00) | (12.83) | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 182 | | | | | | | | | | |
| 183 | Play Areas - Fairpark | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 184 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 185 | PYA | 151 | 82500 Equipment Repairs & Maintenance | (500.00) | (12.83) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 186 | | | Fairpark Deficit | (500.00) | (12.83) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 187 | | | | | | | | | | |
| 188 | Play Areas - Skate Park | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 189 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 190 | PYA | 153 | 79100 Vandalism | 0.00 | (5.00) | (5.00) | 0.00 | | | |
| 191 | PYA | 153 | 82500 Equipment Repairs & Maintenance | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 192 | | | Skate Park Deficit | (1,000.00) | (5.00) | (1,005.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 193 | | | | | | | | | | |
| 194 | Play Areas - Victoria Park | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 195 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 196 | PYA | 154 | 82500 Equipment Repairs & Maintenance | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 197 | | | Victoria Park Deficit | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 198 | | | | | | | | | | |
| 199 | | | | | | | | | | |
| 200 | Play Areas - Berryfields | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 201 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 202 | PYA | 155 | 82500 Minor Equipment Repairs & Maintenance | (500.00) | (49.98) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 203 | | | Berryfields Deficit | (500.00) | (49.98) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 204 | | | | | | | | | | |
| 205 | Play Areas - Lower Midway Road | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 206 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 207 | PYA | 156 | 82500 Minor Equipment Repairs & Maintenance | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 208 | | | Lower Midway Road Deficit | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 209 | | | | | | | | | | |
| 210 | Play Areas - Northey Road | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 211 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 212 | PYA | 157 | 82500 Minor Equipment Repairs & Maintenance | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 213 | | | Northey Road Deficit | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 214 | | | | | | | | | | |
| 215 | Play Area - Moorview | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 216 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 217 | PYA | 158 | 82500 Minor Equipment Repairs & Maintenance | 0.00 | 0.00 | 0.00 | (500.00) | (515.00) | (530.00) | |
| 218 | | | Moorview Deficit | 0.00 | 0.00 | 0.00 | (500.00) | (515.00) | (530.00) | |
| 219 | | | | | | | | | | |
| 220 | Play Area - Pump Track | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 221 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 222 | PYA | 159 | 82500 Minor Equipment Repairs & Maintenance | 0.00 | 0.00 | 0.00 | (1,000.00) | (1,030.00) | (1,061.00) | |
| 223 | | | Pump Track Deficit | 0.00 | 0.00 | 0.00 | (1,000.00) | (1,030.00) | (1,061.00) | |
| 224 | | | | | | | | | | |
| 225 | Community Transport - Bus Shelters | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 226 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 227 | CTN | 225 | 82100 Minor Equipment Purchases | (1,500.00) | (96.11) | (1,500.00) | (1,500.00) | (1,545.00) | (1,591.00) | Rolling Program of Improvements/Replacement |
| 228 | | | Bus Shelters Deficit | (1,500.00) | (96.11) | (1,500.00) | (1,500.00) | (1,545.00) | (1,591.00) | |
| 229 | | | | | | | | | | |
| 230 | Town Centre - Street Furniture | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 231 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 232 | SFE | 210 | 82500 Minor Equipment Repairs & Maintenance | 0.00 | (58.70) | (58.70) | (500.00) | (515.00) | (530.00) | Rolling Program of Improvements/Replacement |
| 233 | | | Street Furniture Deficit | 0.00 | (58.70) | (58.70) | (500.00) | (515.00) | (530.00) | |
| 234 | | | | | | | | | | |
| 235 | Town Centre - Town Clocks | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 236 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 237 | TCM | 231 | 51105 Service Contracts | (300.00) | 0.00 | (300.00) | (300.00) | (309.00) | (318.00) | St Lawrence's & Mount Folly Clock |
| 238 | TCM | 231 | 62000 Professional Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 239 | TCM | 231 | 73100 Property Repairs & Maintenance | (2,300.00) | 0.00 | (2,300.00) | (2,300.00) | (2,369.00) | (2,440.00) | Cleaning of Clocks/Repairs/ Safe Access Improvements |
| 240 | TCM | 231 | 82100 Minor Equipment Purchases | (50.00) | 0.00 | (50.00) | 0.00 | 0.00 | 0.00 | |
| 241 | TCM | 231 | 82500 Equipment Repairs & Maintenance | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 242 | | | Town Clocks Deficit | (3,150.00) | 0.00 | (3,150.00) | (3,100.00) | (3,193.00) | (3,288.00) | |
| 243 | | | | | | | | | | |
| 244 | Moorview | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 245 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 246 | CPS | 134 | 74100 Maintenance of Grounds | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 247 | | | Moorview Deficit | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 248 | | | | | | | | | | |
| 249 | Lower Midway Road | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 250 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 251 | CPS | 135 | 74100 Maintenance of Grounds | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 252 | | | Lower Midway Road Deficit | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 253 | | | | | | | | | | |
| 254 | Priory Meadow | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 255 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 256 | CPS | 142 | 74100 Maintenance of Ground | (5,000.00) | 0.00 | (2,000.00) | (2,000.00) | (2,060.00) | (2,122.00) | Cutting & Removal of Meadow Grass, Wildflower Seeds/Grasses |
| 257 | CPS | 142 | 82300 Equipment Hire | (200.00) | 0.00 | (200.00) | 0.00 | 0.00 | 0.00 | |
| 258 | | | Priory Meadow Deficit | (5,200.00) | 0.00 | (2,200.00) | (2,000.00) | (2,060.00) | (2,122.00) | |
| 259 | | | | | | | | | | |
| 260 | Wells & Springs | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 261 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 262 | CPS | 144 | 62000 Professional Fees | (1,500.00) | 0.00 | (1,500.00) | 0.00 | 0.00 | 0.00 | Survey Works |
| 263 | CPS | 144 | 74100 Maintenance of Grounds | (100.00) | 0.00 | (100.00) | (100.00) | (103.00) | (106.00) | |
| 264 | | | Wells & Springs Deficit | (1,600.00) | 0.00 | (1,600.00) | (100.00) | (103.00) | (106.00) | |
| 265 | | | | | | | | | | |
| 266 | Berrytower | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 267 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 268 | HE | 58 | 41195 Miscellaneous Expenditure | (2,500.00) | 0.00 | (2,500.00) | (2,500.00) | (2,575.00) | (2,652.00) | Ongoing Maintenance/Survey/Sinking Fund/ Replacement Wooden Boards |
| 269 | | | Berrytower Deficit | (2,500.00) | 0.00 | (2,500.00) | (2,500.00) | (2,575.00) | (2,652.00) | |
| 270 | | | | | | | | | | |
| 271 | Public Conveniences & Environmental Health | | | | | | | | | |
| 272 | General Public Conveniences | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 273 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 274 | PUB | 200 | 41100 General Purchases | 0.00 | (101.53) | (102.00) | 0.00 | 0.00 | 0.00 | |
| 275 | PUB | 200 | 51105 Servicing Contracts | (1,500.00) | 0.00 | (1,500.00) | (1,500.00) | (1,545.00) | (1,591.00) | |
| 276 | PUB | 200 | 73400 Cleaning & Domestic Supplies | (5,000.00) | (1,451.16) | (5,000.00) | (5,000.00) | (5,150.00) | (5,305.00) | |
| 277 | | | Public Conveniences Deficit | (6,500.00) | (1,552.69) | (6,602.00) | (6,500.00) | (6,695.00) | (6,896.00) | |
| 278 | | | | | | | | | | |
| 279 | Fairpark Toilets | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 280 | Expenditure | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |

Bodmin Town Council's Budget for 2023/24 - Version 3

| | | | | | | | | | | |
|-----|-----|-----|---|-------------------|-----------------------|----------------------|-------------------|-------------------|-------------------|--|
| 308 | PUB | 206 | 51105 Servicing Contracts | (1,200.00) | 0.00 | (1,200.00) | 0.00 | 0.00 | 0.00 | |
| 309 | PUB | 206 | 71200 General Rates | 0.00 | 0.00 | 0.00 | (1,800.00) | (1,854.00) | (1,910.00) | Potentially due as facilities are closed |
| 310 | PUB | 206 | 71300 Water Rates | (650.00) | (19.15) | (650.00) | (200.00) | (206.00) | (212.00) | |
| 311 | PUB | 206 | 72100 Energy Costs - Electricity | (700.00) | (155.28) | (700.00) | (250.00) | (258.00) | (266.00) | Standing Charges Only |
| 312 | PUB | 206 | 73100 Property Repairs & Maintenance | (350.00) | 0.00 | (350.00) | (150.00) | (155.00) | (160.00) | Standing Charges Only |
| 313 | PUB | 206 | 82500 Equipment Repairs & Maintenance | (100.00) | 0.00 | (100.00) | (100.00) | (103.00) | (106.00) | |
| 314 | | | Higher Bore Street Toilets Deficit | (3,000.00) | (174.43) | (3,000.00) | (2,500.00) | (2,576.00) | (2,654.00) | |
| 315 | | | | | | | | | | |
| 316 | | | Cemetery Services | | | | | | | |
| 317 | | | New Cemetery - Berry Lane | | | | | | | |
| 318 | | | Income | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 319 | CEM | 182 | 34190 Interments | 5,000.00 | 10,362.00 | 12,000.00 | 12,000.00 | 12,360.00 | 12,731.00 | Review of the Cemetery charges |
| 320 | CEM | 182 | 34192 Interments of Ashes | 0.00 | 1,049.00 | 1,500.00 | 1,500.00 | 1,545.00 | 1,591.00 | |
| 321 | CEM | 182 | 34195 Exclusive Riaghts | 1,200.00 | 4,553.00 | 6,000.00 | 6,000.00 | 6,180.00 | 6,365.00 | |
| 322 | CEM | 182 | 34197 Reservations of Spaces | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 323 | CEM | 182 | 34199 Memorials | 1,000.00 | 834.00 | 1,500.00 | 1,500.00 | 1,545.00 | 1,591.00 | |
| 324 | | | | 7,200.00 | 16,798.00 | 21,000.00 | 21,000.00 | 21,630.00 | 22,278.00 | |
| 325 | | | Expenditure | | | | | | | |
| 326 | | | General | | | | | | | |
| 327 | CEM | 180 | 61570 Agency Staff | (5,000.00) | (3,970.00) | (5,000.00) | (10,000.00) | (10,300.00) | (10,609.00) | |
| 328 | CEM | 180 | 62000 Professional Fees | (21,000.00) | (3,262.50) | (21,000.00) | (21,000.00) | (21,630.00) | (22,279.00) | Safety Testing of Headstones and Essential Repairs (Five Year Rolling Program) |
| 329 | CEM | 180 | 63400 Office Stationery | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 330 | CEM | 180 | 74100 Maintenance of Grounds | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | To be split as required across cemeteries for General Maintenance |
| 331 | | | Old Cemetery - Cross Lane | | | | | 0.00 | 0.00 | |
| 332 | CEM | 181 | 51150 Waste Disposal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 333 | CEM | 181 | 62000 Professional Fees | (1,700.00) | (70.00) | (1,700.00) | (1,700.00) | (1,751.00) | (1,804.00) | Ecology Study |
| 334 | CEM | 181 | 74100 Maintenance of Grounds | (5,000.00) | 0.00 | (5,000.00) | (5,000.00) | (5,150.00) | (5,305.00) | Paths |
| 335 | CEM | 181 | 74300 Pest Control | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 336 | | | New Cemetery - Berry Lane | | | | | 0.00 | 0.00 | |
| 337 | CEM | 182 | 71200 General Rates | (8,200.00) | (4,873.22) | (8,200.00) | (9,000.00) | (9,270.00) | (9,548.00) | |
| 338 | CEM | 182 | 71300 Water Rates | (600.00) | (28.22) | (600.00) | (600.00) | (618.00) | (637.00) | |
| 339 | CEM | 182 | 74100 Maintenance of Grounds | (3,450.00) | (545.00) | (3,450.00) | (1,000.00) | (1,030.00) | (1,061.00) | Fencing at New Cemetery (Rolling Program) |
| 340 | CEM | 182 | 74300 Pest Control | (200.00) | 0.00 | (2,000.00) | (200.00) | (206.00) | (212.00) | |
| 341 | | | | (46,650.00) | (12,748.94) | (48,450.00) | (50,000.00) | (51,500.00) | (53,046.00) | |
| 342 | | | | | | | | | | |
| 343 | | | Cemetery Deficit | (39,450.00) | 4,049.06 | (27,450.00) | (29,000.00) | (29,870.00) | (30,768.00) | |
| 344 | | | | | | | | | | |
| 345 | | | War Memorials | | | | | | | |
| 346 | | | Expenditure | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 347 | CEM | 183 | 74100 Maintenance of Memorial | (250.00) | 0.00 | (250.00) | (250.00) | (258.00) | (266.00) | |
| 348 | | | War Memorials Deficit | (250.00) | 0.00 | (250.00) | (250.00) | (258.00) | (266.00) | |
| 349 | | | | | | | | | | |
| 350 | | | St Petros Closed Churchyard | | | | | | | |
| 351 | | | Expenditure | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 352 | CCY | 184 | 51105 Servicing Contracts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 353 | CCY | 184 | 74100 Maintenance of Grounds | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 354 | | | Closed Churchyard Deficit | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 355 | | | | | | | | | | |
| 356 | | | St Lawrence's Churchyard | | | | | | | |
| 357 | | | Income | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 358 | CCY | 185 | 34192 Interment of Ashes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Interments for Reserved Spaces only |
| 359 | CCY | 185 | 34197 Reservation of Space | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 360 | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 361 | | | Expenditure | | | | | | | |
| 362 | CCY | 185 | 74100 Maintenance of Grounds | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 363 | | | | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 364 | | | | | | | | | | |
| 365 | | | Closed Churchyard Deficit | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 366 | | | | | | | | | | |
| 367 | | | | | | | | | | |
| 368 | | | Council Property | | | | | | | |
| 369 | | | Shire House Complex | | | | | | | |
| 370 | | | Expenditure | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 371 | SHC | 350 | 41100 General Purchases | (20.00) | 0.00 | (20.00) | (20.00) | (21.00) | (22.00) | Key Cutting & Batteries |
| 372 | SHC | 350 | 51105 Servicing Contracts | (1,400.00) | (837.00) | (1,400.00) | (1,400.00) | (1,442.00) | (1,485.00) | Urinal/Stair lifts/Sanitary Units/Alarm Contract and Call outs/ Fire Alarms / Intruder Alarms |
| 373 | SHC | 350 | 51150 Waste Disposal | (1,000.00) | (437.86) | (100.00) | (1,200.00) | (1,236.00) | (1,273.00) | |
| 374 | SHC | 350 | 61570 Agency Staff | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | Kestrel Guard Locking/ Unlocking |
| 375 | SHC | 350 | 62000 Professional Fees | (500.00) | (1,066.00) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 376 | SHC | 350 | 63400 Office Stationery | (40.00) | 0.00 | (40.00) | (40.00) | (41.00) | (42.00) | |
| 377 | SHC | 350 | 63970 Computer Hardware & Software Purchases | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Replacing of Access Points |
| 378 | SHC | 350 | 63980 Computer Hard & Soft Support | (250.00) | (199.00) | (250.00) | (250.00) | (258.00) | (266.00) | Hallmaster Support (Booking System) |
| 379 | SHC | 350 | 71200 General Rates | (17,000.00) | (8,755.75) | (17,000.00) | (16,500.00) | (16,995.00) | (17,505.00) | |
| 380 | SHC | 350 | 71300 Water Rates | (300.00) | (134.44) | (300.00) | (400.00) | (412.00) | (424.00) | £200 based on previous 12 months |
| 381 | SHC | 350 | 72100 Energy Costs - Electricity | (5,600.00) | (2,440.06) | (5,600.00) | (8,300.00) | (8,549.00) | (8,805.00) | House & Suite (Based on Past 12 Months Usage) |
| 382 | SHC | 350 | 72200 Energy Costs - Gas | (10,000.00) | (2,949.17) | (10,000.00) | (17,000.00) | (17,510.00) | (18,035.00) | £12k based on meter reading |
| 383 | SHC | 350 | 73100 Property Repairs & Maintenance | (300.00) | (11.10) | (300.00) | (500.00) | (515.00) | (530.00) | Paint and Minor Electrical/Repairs Works |
| 384 | SHC | 350 | 73400 Cleaning & Domestic Supplies | (850.00) | (956.45) | (850.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 385 | SHC | 350 | 79200 Health & Safety Equipment/Purchases | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | Hand Gel, Masks etc |
| 386 | SHC | 350 | 82100 Minor Equipment Purchases | (500.00) | (1,041.02) | (1,042.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 387 | SHC | 350 | 82500 Equipment Repairs & Maintenance | (500.00) | (1,314.42) | (1,315.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 388 | SHC | 350 | 92100 Licenses | (600.00) | (642.42) | (650.00) | (850.00) | (876.00) | (902.00) | PRS & PPL Licence & CC Premises Licence |
| 389 | | | | (40,860.00) | (20,784.69) | (41,367.00) | (51,960.00) | (53,520.00) | (55,123.00) | |
| 390 | | | | | | | | | | |
| 391 | | | Shire Hall | | | | | | | |
| 392 | | | Expenditure | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 393 | HE | 55 | 51105 Servicing Contracts | (1,000.00) | (142.00) | (1,000.00) | (1,200.00) | (1,236.00) | (1,273.00) | Stair lift/Nappy & Sanitary Units/Fire Alarm/Emergency Battery system |
| 394 | HE | 55 | 62000 Professional Fees | (500.00) | (695.00) | (500.00) | (500.00) | (515.00) | (530.00) | Annual Service (Call Out/Repairs)/Key holder Contract - Including Routine Maintenance/ Updates |
| 395 | HE | 55 | 63700 Trainina Costs | (650.00) | (1,350.00) | (1,350.00) | (1,500.00) | (1,545.00) | (1,591.00) | Fire & Legionella |
| 396 | HE | 55 | 71200 General Rates | (9,200.00) | (6,026.37) | (9,200.00) | (11,200.00) | (11,536.00) | (11,882.00) | Roof Safety Training & Recertification of Safety Equipment |
| 397 | HE | 55 | 71300 Water Rates | (900.00) | (384.22) | (900.00) | (950.00) | (979.00) | (1,008.00) | |
| 398 | HE | 55 | 72100 Energy Costs - Electricity | (7,000.00) | (2,446.77) | (7,000.00) | (9,500.00) | (9,785.00) | (10,079.00) | |
| 399 | HE | 55 | 72200 Energy Costs - Gas | (8,000.00) | (1,571.71) | (8,000.00) | (12,000.00) | (12,360.00) | (12,731.00) | |
| 400 | HE | 55 | 73100 Property Repairs & Maintenance | (500.00) | (28.71) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 401 | HE | 55 | 73400 Cleaning & Domestic Supplies | (500.00) | (62.50) | (500.00) | (500.00) | (515.00) | (530.00) | Windows & Cleaning Products |
| 402 | HE | 55 | 79200 Health & Safety Equipment/Purchases | (350.00) | (314.30) | (350.00) | (400.00) | (412.00) | (424.00) | |
| 403 | HE | 55 | 82100 Minor Equipment Purchases | 0.00 | (188.82) | (188.82) | (2,000.00) | (2,060.00) | (2,122.00) | Furniture for Court 2 |
| 404 | HE | 55 | 82500 Equipment Repairs & Maintenance | (500.00) | (86.66) | (500.00) | (500.00) | (515.00) | (530.00) | Bulbs, Floodlights etc |
| 405 | HE | 55 | 91300 Loan Interest Paid | (19,000.00) | (9,500.00) | (19,000.00) | (19,000.00) | (19,000.00) | (19,000.00) | Shire Hall Interest Only Loan PWLB |
| 406 | | | | (48,100.00) | (22,797.06) | (48,988.82) | (59,750.00) | (60,973.00) | (62,230.00) | |
| 407 | | | Leased Council Owned Land & Property | | | | | | | |
| 408 | | | Narisa Hall | | | | | | | |
| 409 | | | Expenditure | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 410 | COM | 88 | 51100 Contracts | (30.00) | 0.00 | (30.00) | 0.00 | 0.00 | 0.00 | To be paid by Tenant |
| 411 | COM | 88 | 51105 Servicing Contracts | (200.00) | (250.00) | (250.00) | 0.00 | 0.00 | 0.00 | To be paid by Tenant |
| 412 | COM | 88 | 62000 Professional Fees | 0.00 | (205.55) | 0.00 | 0.00 | | | |
| 413 | COM | 88 | 63200 Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 414 | COM | 88 | 63800 Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 415 | COM | 88 | 71200 General Rates | 0.00 | (1,241.60) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 416 | COM | 88 | 71300 Water Rates | 0.00 | (204.71) | 0.00 | 0.00 | 0.00 | 0.00 | To be paid by Tenant |
| 417 | COM | 88 | 72100 Energy Costs - Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | To be paid by Tenant |
| 418 | | | Narisa Hall Deficit | (230.00) | (1,901.86) | (280.00) | 0.00 | 0.00 | 0.00 | |
| 419 | | | | | | | | | | |
| 420 | | | Mary Kendall House | | | | | | | |
| 421 | | | Expenditure | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 422 | COM | 84 | 62000 Professional Fees | (500.00) | (150.00) | (500.00) | (500.00) | (515.00) | (530.00) | Rent Review |
| 423 | COM | 84 | 73100 Property Repairs & Maintenance | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 424 | | | Mary Kendall House Deficit | (1,000.00) | (150.00) | (1,000.00) | (1,000.00) | (1,030.00) | (1,060.00) | |
| 425 | | | | | | | | | | |
| 426 | | | St Lawrence's Church | | | | | | | |
| 427 | | | Expenditure | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 | Comments |
| 428 | COM | 85 | 62000 Professional Fees | 0.00 | 0.00 | 0.00 | (2,500.00) | (2,575.00) | (2,652.00)</ | |

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|-----|---|-----|--|---|--------------|-------------|--------------|--------------|--------------|--------------|--|
| 465 | | | | 35445 Miscellaneous Income | 0.00 | 20.85 | 20.85 | 0.00 | 0.00 | 0.00 | Parking Permit Amendments |
| 466 | CRP | 305 | | 35490 Car Park Income | 35,000.00 | 29,194.66 | 40,000.00 | 45,000.00 | 46,350.00 | 47,741.00 | |
| 467 | CRP | 305 | | 35491 Car Park Hire | 0.00 | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | |
| 468 | CRP | 305 | | 35495 Car Park Permits | 14,000.00 | 11,364.57 | 14,000.00 | 14,000.00 | 14,420.00 | 14,853.00 | |
| 469 | | | | | 49,000.00 | 40,680.08 | 54,120.85 | 59,000.00 | 60,770.00 | 62,594.00 | |
| 470 | Expenditure | | | | | | | | | | |
| 471 | CRP | 305 | | 41100 General Purchases | (50.00) | 0.00 | (50.00) | (50.00) | (52.00) | (54.00) | |
| 472 | CRP | 305 | | 51105 Servicing Contracts | (10,000.00) | (5,804.49) | (11,000.00) | (110,000.00) | (113,300.00) | (116,699.00) | PPS |
| 473 | CRP | 305 | | 71200 General Rates | (14,500.00) | (6,735.50) | (14,500.00) | (13,000.00) | (13,390.00) | (13,792.00) | |
| 474 | CRP | 305 | | 72100 Energy Costs - Electricity | (500.00) | (200.53) | (500.00) | (700.00) | (721.00) | (743.00) | Unmetered Supply for Car Park Machines |
| 475 | CRP | 305 | | 74100 Maintenance of Grounds | (6,000.00) | 0.00 | (6,000.00) | (6,000.00) | (6,180.00) | (6,365.00) | Patching Work |
| 476 | CRP | 305 | | 82100 Minor Equipment Purchases | (100.00) | 0.00 | (100.00) | (100.00) | (103.00) | (106.00) | Padlocks and replacement signs etc.... |
| 477 | | | | | (31,150.00) | (12,740.52) | (32,150.00) | (129,850.00) | (133,746.00) | (137,759.00) | |
| 478 | | | | | | | | | | | |
| 479 | | | | Priory Car Park Profit | 17,850.00 | 27,939.56 | 21,970.85 | (70,850.00) | (72,976.00) | (75,165.00) | |
| 480 | | | | | | | | | | | |
| 481 | Rhind Street Parking Spaces | | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 482 | Income | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 483 | CRP | 306 | | 35445 Miscellaneous Income | 0.00 | 49.99 | 49.99 | 0.00 | 0.00 | 0.00 | |
| 484 | CRP | 306 | | 35495 Car park Permits | 6,000.00 | 6,210.00 | 6,210.00 | 6,000.00 | 6,180.00 | 6,365.00 | £240 (net) for 25 Bays |
| 485 | | | | | 6,000.00 | 6,259.99 | 6,259.99 | 6,000.00 | 6,180.00 | 6,365.00 | |
| 486 | Expenditure | | | | | | | | | | |
| 487 | CRP | 306 | | 74100 Maintenance of Grounds | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 488 | CRP | 306 | | 82500 Equipment Repairs & Maintenance | (100.00) | 0.00 | (100.00) | (100.00) | (103.00) | (106.00) | Street Lighting |
| 489 | | | | | (600.00) | 0.00 | (600.00) | (600.00) | (618.00) | (636.00) | |
| 490 | | | | | | | | | | | |
| 491 | | | | Rhind Street Garages Profit | 5,400.00 | 6,259.99 | 5,659.99 | 5,400.00 | 5,562.00 | 5,729.00 | |
| 492 | | | | | | | | | | | |
| 493 | Health & Safety | | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 494 | Health & Safety | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 495 | Expenditure | | | | | | | | | | |
| 496 | HAS | 17 | | 62000 Professional Fees | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 497 | HAS | 17 | | 79200 Health & Safety Equipment Purchases | (500.00) | (350.00) | (500.00) | (500.00) | (515.00) | (530.00) | |
| 498 | HAS | 17 | | 79300 Fire Extinguishers | (800.00) | (1,117.00) | (1,200.00) | (1,500.00) | (1,545.00) | (1,591.00) | For Various Properties |
| 499 | HAS | 17 | | 82500 Equipment Repairs & Maintenance | (1,400.00) | 0.00 | (1,400.00) | (2,000.00) | (2,060.00) | (2,122.00) | PAT Testing |
| 500 | | | | Health & Safety Deficit | (3,200.00) | (1,467.00) | (3,600.00) | (4,500.00) | (4,635.00) | (4,773.00) | |
| 501 | | | | | | | | | | | |
| 502 | TOTAL ESTATES DEFICIT | | | | (348,620.00) | (90,653.61) | (335,798.03) | (441,780.00) | (454,470.00) | (467,523.00) | |
| 503 | | | | | | | | | | | |
| 504 | COMMUNITY SERVICES | | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 505 | Community & Civic Events | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 506 | Expenditure | | | | | | | | | | |
| 507 | MAC | 10 | | 42323 Remembrance Day | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Remembrance Day - incl Donation to Church |
| 508 | MAC | 10 | | 42325 Mayor Choosing & Mayors Sunday | (1,000.00) | (979.18) | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Mayor Choosing & Mayors Sunday Inc Flowers & Church Donation |
| 509 | MAC | 10 | | 42327 Museum Volunteers Luncheon | (650.00) | 0.00 | (650.00) | (700.00) | (721.00) | (743.00) | Museum Volunteers Luncheon |
| 510 | MAC | 10 | | 42334 Freedom Parade | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Freedom Parade |
| 511 | MAC | 10 | | 42337 Wassail | (200.00) | 0.00 | (200.00) | (200.00) | (206.00) | (212.00) | |
| 512 | MAC | 10 | | 42335 Beating the Bounds | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Beating the Bounds 15 April 2020 - Every 5 Years |
| 513 | MAC | 10 | | 42336 Bodmin Carnival | (1,000.00) | (541.30) | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Bodmin Carnival |
| 514 | MAC | 10 | | 42329 Heritage Day | (1,000.00) | 0.00 | (1,000.00) | 0.00 | 0.00 | 0.00 | Heritage Day Funding from 2023/24 to be used 2024/25 |
| 515 | MAC | 10 | | 42331 French Twinning | (500.00) | (500.00) | (500.00) | (1,000.00) | (1,030.00) | (1,061.00) | French Twinning Event/Reception & Present |
| 516 | MAC | 10 | | 42326 St Pirans Day | (500.00) | (180.00) | (500.00) | (1,000.00) | (1,030.00) | (1,061.00) | St Pirans Day |
| 517 | MAC | 10 | | 42324 Christmas Lights Committee | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Christmas Lights Committee Donation |
| 518 | MAC | 10 | | 42338 Bodmin Bike Lights | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | Bodmin Bike Lights |
| 519 | | | | Bodmin Pride | | | | (1,000.00) | (1,030.00) | (1,061.00) | |
| 520 | | | | Alstock | | | | (1,000.00) | (1,030.00) | (1,061.00) | |
| 521 | | | | Noscalanawaf (Halloween Parade) | | | | (1,000.00) | (1,030.00) | (1,061.00) | |
| 522 | | | | Fireworks | | | | (1,000.00) | (1,030.00) | (1,061.00) | |
| 523 | MAC | 10 | | Civic Ceremony (Combined with Mayor Choosing) | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) | |
| 524 | MAC | 10 | | 42315 Traffic Management | (2,500.00) | 0.00 | (2,500.00) | (2,500.00) | (2,575.00) | (2,652.00) | For Civic Events - Remembrance & Christmas Lights |
| 525 | MAC | 10 | | King Coronation | (2,000.00) | (2,000.00) | (2,000.00) | 0.00 | 0.00 | 0.00 | |
| 526 | | | | | (15,350.00) | (4,200.48) | (15,350.00) | (17,400.00) | (17,922.00) | (18,461.00) | |
| 527 | Community Services - Administration | | | | | | | | | | |
| 528 | Expenditure | | | | | | | | | | |
| 529 | GCM | 20 | | 52110 Grants (CS Awarded) | (12,500.00) | (1,182.00) | (12,500.00) | 0.00 | 0.00 | 0.00 | See Below Budget Proposal for 2024/25 |
| 530 | GCM | 20 | | 61360 Health Screenina | (500.00) | 0.00 | (500.00) | 0.00 | 0.00 | 0.00 | |
| 531 | GCM | 20 | | 63000 Printing & Photocopying | (500.00) | (44.48) | (500.00) | (2,000.00) | (2,060.00) | (2,122.00) | Outreach & Engagement |
| 532 | GCM | 20 | | 63200 Telephone | (1,300.00) | (532.57) | (1,300.00) | (800.00) | (824.00) | (849.00) | Reduced to 3 x Mobiles |
| 533 | GCM | 20 | | 63250 Website | (2,000.00) | (30.00) | (2,000.00) | (2,000.00) | (2,060.00) | (2,122.00) | Website hosting of bodmincommunity.org.uk |
| 534 | GCM | 20 | | 63700 Training Costs | (5,000.00) | (945.13) | (5,000.00) | (5,000.00) | (5,150.00) | (5,305.00) | |
| 535 | GCM | 20 | | 63970 Computer Hard & Soft Purchases | (3,500.00) | (1,832.88) | (3,500.00) | (5,600.00) | (5,768.00) | (5,941.00) | |
| 536 | GCM | 20 | | 63980 Computer Hard & Soft Support | (1,500.00) | (726.00) | (1,500.00) | (1,500.00) | (1,545.00) | (1,591.00) | |
| 537 | GCM | 20 | | 82100 Minor Equipment Purchases | (350.00) | (19.28) | (350.00) | (500.00) | (515.00) | (530.00) | |
| 538 | GCM | 20 | | 82300 Equipment Hire | (800.00) | (232.54) | (800.00) | (500.00) | (515.00) | (530.00) | Photocopier Rental |
| 539 | GCM | 20 | | 92300 Work Uniform | (1,000.00) | 0.00 | (1,000.00) | (500.00) | (515.00) | (530.00) | Reception Team |
| 540 | | | | | (28,950.00) | (5,544.88) | (28,950.00) | (18,400.00) | (18,952.00) | (19,520.00) | |
| 541 | | | | | | | | | | | |
| 542 | Community Promotions | | | | | | | | | | |
| 543 | Expenditure | | | | | | | | | | |
| 544 | HE | 57 | | 82100 Minor Equipment Purchases | (2,000.00) | 0.00 | (2,000.00) | 0.00 | 0.00 | 0.00 | |
| 545 | | | | | (2,000.00) | 0.00 | (2,000.00) | 0.00 | 0.00 | 0.00 | |
| 546 | | | | | | | | | | | |
| 547 | Council Lettings | | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 548 | Shire House Complex | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 549 | Income | | | | | | | | | | |
| 550 | SHC | 350 | | 34100 Hirings | 10,000.00 | 8,035.60 | 12,000.00 | 12,000.00 | 12,360.00 | 12,731.00 | Estimated on Existing Usage |
| 551 | SHC | 350 | | 34120 Equipment Hire | 0.00 | 70.00 | 70.00 | 0.00 | 0.00 | 0.00 | |
| 552 | SHC | 350 | | 35445 Miscellaneous Income | 0.00 | 1,190.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | |
| 553 | | | | | 10,000.00 | 9,295.60 | 13,270.00 | 12,000.00 | 12,360.00 | 12,731.00 | |
| 554 | | | | | | | | | | | |
| 555 | SHIRE HALL | | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 556 | Shire Hall | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 557 | Income | | | | | | | | | | |
| 558 | HE | 55 | | 34100 Hirings | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Used for Warm Space |
| 559 | HE | 55 | | 34120 Equipment Hire | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 560 | HE | 55 | | 35433 Banner Advertising | 400.00 | 127.50 | 250.00 | 250.00 | 258.00 | 266.00 | |
| 561 | | | | | 600.00 | 127.50 | 250.00 | 250.00 | 258.00 | 266.00 | |
| 562 | | | | | | | | | | | |
| 563 | Court 1 - Living Museum Experience | | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments - Council to debate this building (Shire Hall)/services |
| 564 | Expenditure | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 565 | HE | 56 | | 82100 Minor Equipment Purchases | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 566 | | | | Court 1 Deficit | (500.00) | 0.00 | (500.00) | (500.00) | (515.00) | (530.00) | |
| 567 | | | | | | | | | | | |
| 568 | Priory Park | | | | Budget | Actual | Projected | Budget | Budget | Budget | |
| 569 | Income | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 570 | CPS | 131 | | 34100 Hirings | 600.00 | 316.00 | 600.00 | 600.00 | 618.00 | 637.00 | |
| 571 | | | | | 600.00 | 316.00 | 600.00 | 600.00 | 618.00 | 637.00 | |
| 572 | | | | | | | | | | | |
| 573 | Fair Park | | | | Budget | Actual | Projected | Budget | Budget | Budget | |
| 574 | Income | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 575 | CPS | 132 | | 34100 Hirings | 4,000.00 | 4,438.00 | 4,438.00 | 4,000.00 | 4,120.00 | 4,244.00 | Fairpark - Circus/ Fair |
| 576 | | | | | 4,000.00 | 4,438.00 | 4,438.00 | 4,000.00 | 4,120.00 | 4,244.00 | |
| 577 | | | | | | | | | | | |
| 578 | Hillside | | | | Budget | Actual | Projected | Budget | Budget | Budget | |
| 579 | Income | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 580 | CPS | 133 | | 34150 Rent | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 581 | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 582 | | | | | | | | | | | |
| 583 | Information Centre/ Council Reception | | | | Budget | Actual | Projected | Budget | Budget | Budget | Comments |
| 584 | Bodmin Information Centre/Council Reception | | | | 2023/24 | 30 Sep 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | |
| 585 | Income | | | | | | | | | | |
| 586 | VIC | 175 | | 35415 Books & Maps | 950.00 | 416.91 | 950.00 | 950.00 | 979.00 | 1,008.00 | |
| 587 | VIC | 175 | | 35427 National Express Commission | 200.00 | 0.00 | 200.00 | 250.00</ | | | |

| | | | | | | | | | |
|-----|------------------------------------|-----|---|----------------|--------------------|-------------------|----------------|----------------|----------------|
| 627 | MAG | 61 | 35465 Small Item Sales (VAT) | | | | | | |
| 628 | MAG | 61 | 35475 Ebay Sales | | | | | | |
| 629 | MAG | 61 | 35487 Fundraising | | | | | | |
| 630 | MAG | 61 | 35488 Publishers Donations | | | | | | |
| 631 | | | | | | | | | |
| 632 | Expenditure | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 633 | MAG | 61 | 41100 General Purchases | | | | | | |
| 634 | MAG | 61 | 41105 Caterina Purchases | | | | | | |
| 635 | MAG | 61 | 41115 Items for Resale | | | | | | |
| 636 | MAG | 61 | 41116 MAG - SOR Items Sold | | | | | | |
| 637 | MAG | 61 | 41195 Miscellaneous Expenditure | | | | | | |
| 638 | MAG | 61 | 42100 Advertising | | | | | | |
| 639 | MAG | 61 | 51105 Servicing Contracts | | | | | | |
| 640 | MAG | 61 | 52200 Donations | | | | | | |
| 641 | MAG | 61 | 61500 Travel Expenses | | | | | | |
| 642 | MAG | 61 | 62000 Professional Fees | | | | | | |
| 643 | MAG | 61 | 62475 Ebay and PayPal Fees | | | | | | |
| 644 | MAG | 61 | 63000 Printing & Photocopying | | | | | | |
| 645 | MAG | 61 | 63100 Postage | | | | | | |
| 646 | MAG | 61 | 63200 Telephone | | | | | | |
| 647 | MAG | 61 | 63210 Broadband | | | | | | |
| 648 | MAG | 61 | 63400 Office Stationery | | | | | | |
| 649 | MAG | 61 | 63500 Books & Publications | | | | | | |
| 650 | MAG | 61 | 63600 Subscriptions - Museum | | | | | | |
| 651 | MAG | 61 | 63700 Training Costs | | | | | | |
| 652 | MAG | 61 | 63800 Insurance | | | | | | |
| 653 | MAG | 61 | 63970 Computer Hardware & Software Purchases | | | | | | |
| 654 | MAG | 61 | 63980 Computer Hardware & Software S | | | | | | |
| 655 | MAG | 61 | 71200 General Rates | (5,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 656 | MAG | 61 | 71300 Water Rates | | | | | | |
| 657 | MAG | 61 | 72100 Energy Costs - Electricity | (4,000.00) | (1,021.48) | (4,000.00) | (4,000.00) | | |
| 658 | MAG | 61 | 73100 Property Repairs & Maintenance | | | | | | |
| 659 | MAG | 61 | 73400 Cleaning and Domestic Supplies | | | | | | |
| 660 | MAG | 61 | 79100 Vandalism | | | | | | |
| 661 | MAG | 61 | 79200 Health & Safety Purchases | | | | | | |
| 662 | MAG | 61 | 82100 Minor Equipment Purchases | | | | | | |
| 663 | MAG | 61 | 82300 Equipment Hire | | | | | | |
| 664 | MAG | 61 | 82500 Equipment Repairs & Maintenance | | | | | | |
| 665 | MAG | 61 | 92200 Carriage Inwards | | | | | | |
| 666 | | | | | | | | | |
| 667 | | | | (9,000.00) | (1,021.48) | (9,000.00) | (4,000.00) | 0.00 | 0.00 |
| 668 | | | | | | | | | |
| 669 | Museum | | | (9,000.00) | (1,021.48) | (9,000.00) | (4,000.00) | 0.00 | 0.00 |
| 670 | | | | | | | | | |
| 671 | CCTV | | | | | | | | |
| 672 | Expenditure | | | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 |
| 673 | CST | 241 | 51105 Service Contracts | (30,000.00) | (12,230.03) | (30,000.00) | (45,000.00) | (46,350.00) | (47,741.00) |
| 674 | CST | 241 | 82500 Equipment Repairs & Maintenance | (2,000.00) | 0.00 | (2,000.00) | (2,000.00) | (2,060.00) | (2,122.00) |
| 675 | | | CCTV Deficit | (32,000.00) | (12,230.03) | (32,000.00) | (47,000.00) | (48,410.00) | (49,863.00) |
| 676 | | | | | | | | | |
| 677 | Christmas Lighting | | | | | | | | |
| 678 | Expenditure | | | Budget 2023/24 | Actual 30 Sep 2023 | Projected 2023/24 | Budget 2024/25 | Budget 2025/26 | Budget 2026/27 |
| 679 | CRP | 310 | 41100 General Purchases | (2,400.00) | (100.00) | (2,400.00) | (2,400.00) | (2,472.00) | (2,546.00) |
| 680 | CRP | 310 | 52200 Donations | (2,000.00) | 0.00 | (2,000.00) | 0.00 | 0.00 | 0.00 |
| 681 | CRP | 310 | 72100 Electricity Costs | (1,000.00) | 0.00 | (1,000.00) | (1,000.00) | (1,030.00) | (1,061.00) |
| 682 | CRP | 310 | 82100 Minor Equipment Purchases | (1,100.00) | 0.00 | (1,100.00) | (1,200.00) | (1,236.00) | (1,273.00) |
| 683 | CRP | 310 | 82300 Equipment Hire/Rental | (2,500.00) | 0.00 | (2,500.00) | (2,700.00) | (2,781.00) | (2,864.00) |
| 684 | CRP | 310 | 82500 Equipment Repairs & Maintenance | (850.00) | 0.00 | (850.00) | (850.00) | (876.00) | (902.00) |
| 685 | | | Christmas Lighting Deficit | (9,850.00) | (100.00) | (9,850.00) | (8,150.00) | (8,395.00) | (8,646.00) |
| 686 | | | | | | | | | |
| 687 | | | | | | | | | |
| 688 | TOTAL COMMUNITY SERVICES DEFICIT | | | (83,915.00) | (7,130.11) | (79,537.00) | (78,705.00) | (76,431.00) | (78,724.00) |
| 689 | | | | | | | | | |
| 690 | Other Items of Expenditure | | | | | | | | |
| 691 | | | Salaries & Staffing Costs | (905,000.00) | | (905,000.00) | (1,036,000.00) | (1,067,080.00) | (1,099,092.00) |
| 692 | | | | (905,000.00) | 0.00 | (905,000.00) | (1,036,000.00) | (1,067,080.00) | (1,099,092.00) |
| 693 | | | | | | | | | |
| 694 | | | Revenue Expenditure over income | (1,410,158.36) | (65,751.67) | (1,331,823.39) | (1,583,588.36) | (1,625,898.00) | (1,674,093.00) |
| 695 | | | | 0.06 | | | 5.08% | 3.00% | 3.00% |
| 696 | Precept | | | 1,622,158.00 | | 1,622,158.00 | 1,704,588.00 | 1,755,726.00 | 1,808,398.00 |
| 697 | Underlying Revenue Surplus/Deficit | | | 211,999.64 | | 290,334.61 | 120,999.64 | 129,828.00 | 134,305.00 |
| 698 | | | | | | | | | |
| 699 | Capital Items | | | | | | | | |
| 700 | | | Play Equipment and Parks - Various equipment /Health & Safety | (30,000.00) | | (30,000.00) | 0.00 | (30,000.00) | (30,000.00) |
| 701 | | | Pump Track | | | | (12,000.00) | 0.00 | 0.00 |
| 702 | | | Clearing Drains Sinking Fund | (2,000.00) | | (2,000.00) | (2,000.00) | (2,000.00) | (2,000.00) |
| 703 | | | | | | | | | |
| 704 | | | Mayoral Chain Repairs | (4,000.00) | | (4,000.00) | 0.00 | 0.00 | 0.00 |
| 705 | | | Travellers | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 706 | | | Burial Disputes | (3,000.00) | | (3,000.00) | (20,000.00) | (3,000.00) | (3,000.00) |
| 707 | | | Ash Die Back & Storm Damage Fund | (10,000.00) | | (10,000.00) | (5,000.00) | (5,000.00) | (5,000.00) |
| 708 | | | Community Services (Contingency) | (2,500.00) | | (2,500.00) | 0.00 | 0.00 | 0.00 |
| 709 | | | Replacement Server (4yrs) | (1,500.00) | | (1,500.00) | (3,000.00) | (3,000.00) | (1,500.00) |
| 710 | | | Replacement Councillor Laptops (4 yrs) | (2,400.00) | | (2,400.00) | (6,400.00) | (2,400.00) | (2,400.00) |
| 711 | | | Replacement Access Points (3 yrs) | (1,200.00) | | (1,200.00) | (1,200.00) | (1,200.00) | (1,200.00) |
| 712 | | | Replacement Network Access (2 yrs) | (3,500.00) | | (3,500.00) | (3,500.00) | (2,000.00) | (2,000.00) |
| 713 | | | Replacement PCs & Laptops (5 yrs) | (1,900.00) | | (1,900.00) | (1,900.00) | (1,900.00) | (1,900.00) |
| 714 | | | Total Non Recurring | (62,000.00) | 0.00 | (62,000.00) | (55,000.00) | (50,500.00) | (49,000.00) |
| 715 | | | | | | | | | |
| 716 | | | Strategic Plan Over 4 Years | | | | | | |
| 717 | | | Community Projects - Match Funding | (50,000.00) | | (50,000.00) | (50,000.00) | (50,000.00) | (50,000.00) |
| 718 | | | Technological Support & Updates | (5,000.00) | | (5,000.00) | (5,000.00) | (5,000.00) | (5,000.00) |
| 719 | | | Green Space Strategy - Action Plan | (30,000.00) | | (30,000.00) | (10,000.00) | (10,000.00) | (10,000.00) |
| 720 | | | Partnership Charter - IT Digital Connectivity | (1,000.00) | | (1,000.00) | (1,000.00) | (1,000.00) | (1,000.00) |
| 721 | | | Outreach Facility | (4,000.00) | | (4,000.00) | 0.00 | 0.00 | 0.00 |
| 722 | | | | (90,000.00) | 0.00 | (90,000.00) | (66,000.00) | (66,000.00) | (66,000.00) |
| 723 | | | | | | | | | |
| 724 | | | Grand Total Expenditure over income | (1,622,158.36) | (65,751.67) | (1,483,823.39) | (1,704,588.36) | (1,742,398.00) | (1,789,093.00) |
| 725 | | | | | | | | | |
| 726 | | | (Decrease)/Increase from Prior Year Precept | 5.98% | | 5.98% | 5.08% | 3.00% | 3.00% |
| 727 | | | | 1,622,158.00 | | 1,622,158.00 | 1,704,588.00 | 1,755,726.00 | 1,808,398.00 |
| 728 | | | | | | | | | |
| 729 | | | Net Surplus/(deficit) | (0.36) | | 48,334.61 | (0.36) | (52,672.00) | (46,695.00) |

Budget Summary

Year Ended 31st March 2025

| | <u>2023/24</u> | | <u>2024/25</u> | <u>Budget</u> |
|---|-----------------------|------------------|-----------------------|----------------------|
| | Projected | Budgeted | Proposed | Incr/Decr |
| REVENUE EXPENDITURE | | | | |
| Corporate Governance | 1,033,208 | 1,032,828 | 1,172,324 | 139,496 |
| Estates | 420,623 | 412,370 | 528,780 | 116,410 |
| Community Services | 102,990 | 102,990 | 100,855 | - 2,135 |
| | <u>1,556,821</u> | <u>1,548,188</u> | <u>1,801,959</u> | <u>253,771</u> |
| INCOME | | | | |
| Corporate Governance | 116,720 | 55,205 | 109,221 | 54,016 |
| Estates | 84,825 | 63,750 | 87,000 | 23,250 |
| Community Services | 23,453 | 19,075 | 22,150 | 3,075 |
| | <u>224,997</u> | <u>138,030</u> | <u>218,371</u> | <u>80,341</u> |
| NET REVENUE EXPENDITURE | <u>1,331,823</u> | <u>1,410,158</u> | <u>1,583,588</u> | <u>173,430</u> |
| CAPITAL & PROJECTS EXPENDITURE (NET) | | | | |
| Capital Items | 122,000 | 122,000 | 55,000 | - 67,000 |
| Strategic Plan | 90,000 | 90,000 | 66,000 | - 24,000 |
| Budget Proposals | - | - | TBC | |
| | <u>212,000</u> | <u>212,000</u> | <u>121,000</u> | <u>- 91,000</u> |
| TOTAL NET EXPENDITURE | <u>1,543,823</u> | <u>1,622,158</u> | <u>1,704,588</u> | <u>82,430</u> |
| Precept Required | 1,622,158 | 1,622,158 | 1,704,588 | 82,430 |
| TOTAL TAXATION FUNDING REQUIRED | <u>1,622,158</u> | <u>1,622,158</u> | <u>1,704,588</u> | <u>82,430</u> |
| | <u>1,543,823</u> | <u>1,622,158</u> | <u>1,704,588</u> | <u>82,430</u> |
| <u>ADJUSTED BASIS</u> | | | <u>NYA</u> | |
| Band D Equivalents | <u>4,948.53</u> | | <u>4,961.38</u> | 13 0.26% |
| Precept per Band D Equivalent (£/annum) | <u>327.81</u> | | <u>343.57</u> | 15.76 4.81% |
| Precept per Band D Equivalent (p/week) | <u>629</u> | p | <u>659</u> | 30.23 4.81% |

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|--|
| 1) Officer Name | David Bidgway |
| 2) Committee | Policy and Resources |
| 3) Project Name | Cyber Insurance |
| 4) Do we have the Relevant Duty/ Power? | Yes, The General Power of Competence |
| 5) Has a Public Equality Duty Assessment been carried out? | No |
| 6) Does this link to an Aim/ Objective? | Yes - Ensure IT is fit for purpose to benefit social activity and requirements of meeting community expectations. |
| 7) Background Information | <p>After the IT/OA & PO attended the Themed Summit - Gallagher Cyber Awareness (SLCC) the increased threat from Cyber Criminals was discussed and it was advised that the Councils present check their existing policies for cover in the event of a cyber attack.</p> <p>Zurich do not offer Cyber Insurance; therefore research has been carried out with alternative providers that have been slow to respond. Lengthy forms requiring complex information have been supplied and so far one has been completed, but no formal quotes have been received. One potential supplier has indicated that worst case the premium could be £ 2,000 per year for Cyber Insurance.</p> |
| 8) Beneficiaries | Councillors, Officers and anyone engaging with BTC |

9) Staff Resources

| Bodmin Town Council (BTC) Staff Resources | |
|--|-------------|
| Role | Year |

| | Days or Hours per Month | | | | | | | | | | | |
|-----|-------------------------|---|---|---|---|---|---|---|---|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | |

10) Project Costs

| | | |
|--------------------|--------------------|----------------|
| Expenditure | | |
| Cyber Insurance | Annual Cost | £ 2,000 |
| Sub total | | |
| Income | | |
| | | |
| | | |
| | | |
| Sub Total | Annual Cost | £ 2,000 |
| Total | Annual Cost | £ 2,000 |

| | |
|-----------------------------------|--|
| 11) Additional Information | |
|-----------------------------------|--|

Signed.....*D.Bidgway*.....

Date..... 15th November 2023

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|---|
| 1) Officer Name | David Bidgway |
| 2) Committee | Policy and Resources |
| 3) Project Name | Access Point for Town Clerk's Office |
| 4) Do we have the Relevant Duty/ Power? | Yes, The General Power of Competence |
| 5) Has a Public Equality Duty Assessment been carried out? | No |
| 6) Does this link to an Aim/ Objective? | Yes - Ensure IT is fit for purpose to benefit social activity and requirements of meeting community expectations. |
| 7) Background Information | <p>For a considerable period of time the Town Clerk has encountered continuous issues holding virtual meetings in his office. It is because the signal of the wi-fi access point in the main office cannot pass through the thick walls of his office.</p> <p>The IT/Office Administration and Projects Officer temporarily installed the access point from the Vestibule in the Town Clerk's office and he was successfully able to complete a virtual meeting.</p> <p>Therefore, the solution is to purchase an additional access point that can permanently stay in the Town Clerk's office.</p> |
| 8) Beneficiaries | Councillors, Officers and anyone engaging with the Town Clerk and BTC. |

9) Staff Resources

| Bodmin Town Council (BTC) Staff Resources | |
|--|---|
| Role | Year Days or Hours per Month |

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|------------|-----------|---|---|---|---|---|---|---|---|----|----|----|
| IT/OA & PO | 0.5 hours | | | | | | | | | | | |
| | | | | | | | | | | | | |

10) Project Costs

| | | |
|--|---|--------------|
| Expenditure | | |
| Purchase, installation and configuration of a new Meraki access point including a 5 year licence | One-off Cost, then renew licence after 5 years | £ 650 |
| Sub total | | |
| Income | | |
| | | |
| | | |
| | | |
| Sub Total | One-off Cost, then renew licence after 5 years | £ 650 |
| Total | One-off Cost, then renew licence after 5 years | £ 650 |

| | |
|-----------------------------------|--|
| 11) Additional Information | |
|-----------------------------------|--|

Signed.....*D.Bidgway*.....

Date..... 16th November 2023

**Carlyon Systems Ltd**

22 Normandy Way
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Tel : 01208 809 515
Email : support@carlyonsystems.co.uk
VAT number : GB 359495542

To**David Bidgway**

Shire Hall, Mount Folly
Bodmin Cornwall
GB PL31 2DQ
0120876616

david.bidgway@bodmin.gov.uk

Access Point in Town Clerk's Office

Date: 16/11/2023

Open Till: 31/12/2023

| # | Item | Qty | Rate | Amount |
|---|--|---------|---------------------|---------|
| 1 | IT Hardware Cisco Meraki MR28 Wi-Fi access point, Bluetooth 5.0 LE, Wi-Fi 6, 2.4 GHz, 5 GHz, cloud-managed | 1 | 190.00 | 190.00 |
| 2 | IT Hardware Meraki MR Enterprise License, 5YR | 1 | 325.00 | 325.00 |
| 3 | Ad-hoc Labour (discounted contract rate) Configuration and installation (2x hours) | 2 hours | 40.00 | 80.00 |
| | | | Sub Total | £595.00 |
| | | | VAT (20.00%) | £119.00 |
| | | | Total | £714.00 |

Supply and installation of a wireless access point to be installed in the Town Clerks office.

The access point will be plugged into an existing network socket in the room. This proposal does not including any cabling works.

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|---|
| 1) Officer Name | David Bidgway |
| 2) Committee | Policy and Resources |
| 3) Project Name | New Phone System |
| 4) Do we have the Relevant Duty/ Power? | Yes, The General Power of Competence |
| 5) Has a Public Equality Duty Assessment been carried out? | No |
| 6) Does this link to an Aim/ Objective? | Yes - Ensure IT is fit for purpose to benefit social activity and requirements of meeting community expectations. |
| 7) Background Information | <p>Premier Cloud (power by Altos) has supported a wide variety of handset makes and models for several years. The majority of these have been managed devices, fully integrated with auto-provisioning from leading vendors such as Cisco, Poly, Panasonic, and Yealink. Several devices have been marked by the manufacturers as 'End of Support'. This has prompted Altos to undertake a review of all registered handsets to determine the ability to continue to offer the appropriate level of compatibility and support. Unfortunately, BTC have been unlucky that the model of Panasonic phone used is one of those marked for 'End of Support' and has now become unsupported.</p> <p>The result of this is that the BTC phone system has become unexpectedly unsupported. This means that the model of phone used by BTC, along with many others, is no longer tested with planned updates to the Altos cloud server they are connected to and administered by. Should a future server update cause any functional issues with the BTC phones Altos will be unable to offer any support, diagnostic or remedial service in relation to unsupported devices.</p> <p>The BTC phone system is not that old, therefore it could be quite some time before any issues occur and is not believed to be an imminent</p> |

| | |
|-------------------------|---|
| | <p>threat. However, BTC need to be ready to act should this happen sooner, rather than later. Quotes have been received for a new supported phone system with the most expensive being nearly £ 18,000 for a five-year contract. If BTC continued to use the current unsupported system it would cost £ 11,500 over five years.</p> <p>Therefore, at most it will only cost approx. £ 1,300 per year / under £ 110 per month in additional to what BTC are already paying for a new system.</p> |
| 8) Beneficiaries | Councillors, Officers and anyone engaging with BTC |

9) Staff Resources

| Bodmin Town Council (BTC) Staff Resources | | | | | | | | | | | | |
|--|--------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Role | Year | | | | | | | | | | | |
| | Days or Hours per Month | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| IT/OA & PO | 3 Days | | | | | | | | | | | |
| | | | | | | | | | | | | |

10) Project Costs

| Expenditure | | |
|--------------------|--|---|
| New Phone System | Additional Annual cost on existing system | £ 1,300 (Total cost for new system - £ 18,000 across a five-year contract) |
| Sub total | Additional Annual cost on existing system | £ 1,300 (Total cost for new system - £ 18,000 across a five-year contract) |
| Income | | N/A |

| | | |
|------------------|--|---|
| | | |
| | | |
| | | |
| Sub Total | Additional Annual cost on existing system | £ 1,300 (Total cost for new system – £ 18,000 across a five-year contract) |
| Total | Additional Annual cost on existing system | £ 1,300 (Total cost for new system – £ 18,000 across a five-year contract) |

| | |
|-----------------------------------|--|
| 11) Additional Information | The IT/Office Administration & Projects Officer has requested for the unsupported phone system issue to be added to the risk register. |
|-----------------------------------|--|

Signed.....*D.Bidgway*.....

Date..... 13th November 2023

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|--|
| 1) Officer Name | David Bidgway |
| 2) Committee | Policy and Resources |
| 3) Project Name | Adobe Acrobat Professional |
| 4) Do we have the Relevant Duty/ Power? | Yes, The General Power of Competence |
| 5) Has a Public Equality Duty Assessment been carried out? | No |
| 6) Does this link to an Aim/ Objective? | Yes - Ensure IT is fit for purpose to benefit social activity and requirements of meeting community expectations. |
| 7) Background Information | <p>BTC Officers are currently using basic web browsers to amend or redact PDF documents making the process less efficient. There is also a danger of the redaction not being recognised by iBABS using this method resulting in the redaction layer being stripped exposing personal information and breaching GDPR.</p> <p>BTC Officers are also forced to use free software to convert PDFs to Word which creates havoc with the formatting and again is a very inefficient way of working.</p> <p>The solution is to purchase two licences for Adobe Acrobat Professional which also has a PDF Optimizer facility providing many settings for reducing the size of PDF files. This can be used to resolve issues with the size of agenda bundles on the BTC web site.</p> |
| 8) Beneficiaries | Councillors, Officers and anyone engaging BTC, including anyone administering and viewing files on the BTC website.. |

9) Staff Resources

| Bodmin Town Council (BTC) Staff Resources | | | | | | | | | | | | |
|---|-------------------------|---|---|---|---|---|---|---|---|----|----|----|
| Role | Year | | | | | | | | | | | |
| | Days or Hours per Month | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| IT/OA & PO | 1 Day | | | | | | | | | | | |
| Admin Team | 1 Day | | | | | | | | | | | |
| Accounts Team | 1 Day | | | | | | | | | | | |

10) Project Costs

| Expenditure | | |
|--|--|---------|
| Purchase, configuration of two licences for the Admin Team and Accounts Team for Adobe Acrobat Pro | One-off Cost, then upgrade to a new version in years to come once the version purchased becomes unsupported. | £ 1,100 |
| Sub total | One-off Cost, then upgrade to a new version in years to come once the version purchased becomes unsupported. | £ 1,100 |
| Income | N/A | |
| | | |
| | | |
| | | |
| Sub Total | One-off Cost, then upgrade to a new version in years to come once the version purchased | £ 1,100 |

| | | |
|--------------|---|----------------|
| | becomes unsupported. | |
| Total | One-off Cost, then upgrade to a new version in years to come once the version purchased becomes unsupported. | £ 1,100 |

| | |
|-----------------------------------|--|
| 11) Additional Information | |
|-----------------------------------|--|

Signed.....*D.Bidgway*.....

Date..... 16th November 2023

**Carlyon Systems Ltd**

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To**David Bidgway**

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GB PL31 2DQ
0120876616

david.bidgway@bodmin.gov.uk

Supply and installation of Adobe Acrobat Professional

Date: 07/08/2023

Open Till: 31/12/2023

| # | Item | Qty | Rate | Amount |
|---|---|---------|---------------------|-----------|
| 1 | IT Software Adobe Acrobat Professional 2020 ESD, 1x User | 2 | 436.00 | 872.00 |
| 2 | Ad-hoc Labour (discounted contract rate) Remote installation (2x hours) | 2 hours | 40.00 | 80.00 |
| | | | Sub Total | £952.00 |
| | | | VAT (20.00%) | £190.40 |
| | | | Total | £1,142.40 |

Supply and installation of Adobe Acrobat Professional 2020 software onto the remote desktop Server. This is an ESD (electronic software download) license for 1x user per license.

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|--|
| 1) Officer Name | David Bidgway |
| 2) Committee | Policy and Resources |
| 3) Project Name | IT Project Proposals as a rolling programme of improvements / changes. |
| 4) Do we have the Relevant Duty/ Power? | Yes, The General Power of Competence |
| 5) Has a Public Equality Duty Assessment been carried out? | No |
| 6) Does this link to an Aim/ Objective? | Yes - Ensure IT is fit for purpose to benefit social activity and requirements of meeting community expectations. |
| 7) Background Information | <p>Re: PR.2023.10</p> <p>See highlighted sections in separate document - 'Item 10 - IT Project Proposals' from the above agenda item.</p> <p>The main BTC server will be 5 years old in 2024, therefore it needs to have the warranty extended early in 2024 (it was intended to have a budget for this in 2023/4) and then be replaced. It would cost approx. £ 20,000, for a new one or BTC use cloud services for file storage instead, but only if a leased line or Fibre To The Cabinet (FTTP) can be used. A recent site survey confirmed that FTTP is not currently available to BTC and no indication of when it will. The current Windows Server 2016 operating system has become very slow to update and restart and requires an upgrade to Windows Server 2022, which also allows the migration of files to the cloud not available with Server 2016.</p> <p>As a precaution while the server continues to age BTCs backup solution which is also due for replacement should be upgraded to a solution which includes the addition of a completely off-site cloud backup.</p> |

| | |
|-------------------------|--|
| | <p>Continue replacing old non-functioning access points in Shire House to resolve complaints from hirers about coverage.</p> <p>As the threat of a cyber-attack increases Cyber Essentials Certification is an important step for risk management and could reduce the cost of a cyber insurance policy.</p> |
| 8) Beneficiaries | Councillors, Officers and anyone engaging with BTC |

9) Staff Resources

This can be determined once it is known which improvements / changes are approved.

| Bodmin Town Council (BTC) Staff Resources | | | | | | | | | | | | |
|--|--------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Role | Year | | | | | | | | | | | |
| | Days or Hours per Month | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

10) Project Costs

| Expenditure | | |
|--|---------------------|--------------------------|
| PR.2023.10 Windows Server Operating System Upgrade PRO-0382 | One-off cost | £ 4,000 (a) |
| Network Hardware replacement – Improved Server Backup Solution with additional cloud backup Shire House Wi-Fi Access Points | One-off cost | £ 2,500 (b) |
| PR.2023.10 Leased Line Internet PRO-0381 | Annual cost | Up to £ 5,000 (c) |
| Additional Wi-fi | One-off cost | £ 2,000 (d) |
| PR.2023.10 Cyber Essentials Certification | Annual cost | £ 650 (e) |
| Extend Warranty on BTCs Server with Dell for two years | One-off cost | £ 550 (f) |
| Sub total | | £14,700 |

| | | |
|------------------|--|----------------|
| Income | | N/A |
| | | |
| | | |
| | | |
| Sub Total | | £14,700 |
| Total | | £14,700 |

| | |
|-----------------------------------|--|
| 11) Additional Information | |
|-----------------------------------|--|

Signed..... D. Bidgway

Date..... 16th November 2023

BODMIN TOWN COUNCIL

Policy and Resources Committee Meeting Report – 16th February 2023 –
D A Bidgway

AGENDA ITEM 10 – IT Project Proposals

BTC have now completed enhancements to IT security, confidentiality and compliance with GDPR through projects such as MFA and PaperCut (photocopier ID cards).

Around the middle of 2022 the IT/Office Administration and Projects Officer spoke with Carlyon Systems about the latest offerings available to further improve this area.

After months of research and discussions the proposal below was created, from which the presentation by Carlyon Systems is based upon.

I wanted to send this over to give you an idea of what we want to introduce to Bodmin Town Council in the way of projects, focussing on security, data protection, and future transformation. We feel this would be a great step towards achieving a gold standard for the IT systems of the Town Council.

Leased Line Internet

The existing internet connection is a fibre to the cabinet (FTTC) connection with a 4G backup. A leased line is a private internet connection that does not rely upon what is available to the public. A leased line circuit will provide a premium service that could be shared with prospective tenants whilst maintaining network segregation.

A proposal of costings for a leased line are shown below:

- <https://www.carlyonsystems.co.uk/myaccount/viewproposal/381/c2b663f183ff2ec434da46405fa45760>

The proposed 200mbps or 300mbps connections have the same download and upload speed, and being private are not contented and shared with other domestic broadband internet connections so will not suffer slowdowns during busy

periods. A leased line has more reliability than FTTC internet as there is a private fibre optic cable installed directly within the premises, rather than using a traditional copper telephone line. Better bandwidth for a domestic internet circuit will become available sometime in the future via FTTP, which will bring with it modern reliability and performance, but private leased line internet connections includes a service level agreement for fix and are a premium service.

BT are proposing to turn off the copper network at the end of 2025/2026 (delays are estimated), and new properties and locations with availability are being provided with fibre to the premises (FTTP) internet. The rollout within Cornwall does not have a specific date for availability, and connections that are already fibre enabled are lower priority. Therefore we may still be waiting for FTTP availability to improve internet speeds, even in 2026.

Windows Server Operating Systems Upgrade

The Dell Server's warranty is due to expire in 2024 and rather than replace the Server we should discuss migrating this into Microsoft's cloud Azure.

Windows Server 2022 allows us to easily migrate from the on premises infrastructure to the cloud. A software subscription for Windows Server includes something called software assurance, which allows us to take advantage of Microsoft's Azure Hybrid Benefit. Azure Hybrid Benefit helps us get more value from your Windows Server licences and we can save up to 40 percent on the cost of the virtual machines running in Microsoft Azure, by using these licenses on the virtual Servers in Azure.

Windows Server 2016 can be upgraded to Server 2022 via an in-place upgrade, similar to upgrading from Windows 10 to Windows 11. The Server client access licenses (CALs) will need to be upgraded as well which are included in the quotation.

A proposal that outlines the costs for the project are shown below:

- <https://www.carlyonsystems.co.uk/myaccount/viewproposal/382/0365c8c78992c9ad3923d74bf8bda1f6>

Server Backup

The Server backup solution is getting older and less reliable now and we should replace the NAS device with a newer one. There are also opportunities to synchronise this backup data offsite into the cloud with the proposed device.

Please find the proposal below:

- <https://www.carlyonsystems.co.uk/myaccount/viewproposal/372/8731df25546df7960751b0424424377c>

Increasing Security for Bodmin Town Council

As security becomes ever more important year on year, we are trying to move towards a “zero trust” strategy for security. To do so there are some principal rules we want to follow, as best as possible without hindering user productivity:

- Verification – Access is always verified for users and devices
- Users have the least privileges – Users operate with just enough access to complete their role
- Breach protection – Segment access to data to reduce the threat of breaches, as well as use encryption and analytics to detect and reduce threats.

This type of comprehensive security scenario requires quite a lot of work to introduce to an organisation as this applies to users identity, applications, company data, devices and networks, as well as requiring the ability to investigate and remediate potential threats to each area. The time required to introduce these features is made up of consulting, planning, configuring and training users to adopt these new features.

An estimate of the time required to introduce these features and the Microsoft 365 Business Premium licensing is shown below:

- <https://www.carlyonsystems.co.uk/myaccount/viewproposal/379/1281b5c514edc996f3f974a0b4093a21>

Upgrading to Microsoft 365 Business Premium helps us on our journey to achieve better security and expands on the Business Standard license by providing some of these security measures.

Reasons to upgrade to Business Premium and the features we would recommend we introduce:

1. Includes Endpoint Security for devices (Microsoft Defender for Business - Antivirus)
 - o We could then remove Sophos for those users who have a Business Premium license (Councillors will continue to use Sophos).

2. Introduces the ability to apply sensitivity labels to documents and emails to classify and protect organisation data
 - Can apply encryption to emails, meeting invitations and documents
 - Automatically apply the label to files and emails, or recommend a label
 - Automatically add watermarks, headers or footers to emails, meeting invitations, or documents that have a label applied.
 - We can create different sensitivity labels, such as general, confidential, and highly confidential.
 - For example, a document or email classified as “confidential” can encrypt the contents and apply a “confidential” watermark, as well as restricting actions such as sharing, editing, or printing.
 - The sensitivity label stays with the content, no matter where it is has been saved.
 - This is supported by Word, Excel, PowerPoint, and Outlook via the desktop applications or on the web, as well as being supported by Windows, MacOS, iOS and Android
3. Introduces Mobile Device Management
 - Create policies that configure features & settings and provide security & protection
 - This uses features of Microsoft's Intune product to manage Windows, Android, iOS, MacOS devices
 - Intune can isolate organisation data from personal data

Advanced Security Service

Once these additional features have been adopted into the Town Council we propose to manage these services on your behalf.

There are additional tasks that will need to be completed (such as the penetration testing and Cyber Essentials certification) to achieve the entire list. [Cyber Security Plus \(Government backed\) is like a security MOT every year when someone would visit site.](#)

This is a comprehensive collection of security services:

A * shown above indicates we will need to quote for these services separately as they are either conducted annually or as and when required.

| Company | Identity | Device | Application | Documents |
|------------------------------|---------------------------------|--------------------------|--|---|
| DNS Management of domains | Password complexity | Endpoint Security Device | Restrict copy/paste/save of company data | Information protection by classifying documents |
| Security training* | Azure MFA | Management | Application malware protection | Sensitive document tracking |
| Cyber Essentials compliance* | Conditional access | Remote wipe of data | Data loss prevention for sensitive data | Data backup - email, documents |
| Disaster recovery* | Self service password reset | Bitlocker encryption | Email encryption | |
| Remote working | Device MFA | Strong pin requirements | Email protection | |
| Company security posture | Advanced DNS - SPF, DKIM, DMARC | VPN profiles | | |
| Penetration testing* | | Vulnerability management | | |
| Network Firewall | | Patch Management | | |
| Guest Wi-Fi | | Physical Security | | |

Management of these services would be provided by our most advanced security service for which a proposal can be accessed below:

- <https://www.carlyonsystems.co.uk/myaccount/viewproposal/380/1a71fe45d500c026daca95fd87fe0c1c>

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Dell Server and Virtual Servers Operating System Upgrades

Date: 09/01/2023

Open Till: 31/12/2023

| # | Item | Qty | Rate | Amount |
|---|---|----------|---------------------|-----------|
| 1 | IT Software Windows Server 2022 Standard license, 8-core license pack (3-year term) | 2 | 625.00 | 1,250.00 |
| 2 | IT Software Windows Server 2022 Standard User CAL (3-year term) | 35 | 45.00 | 1,575.00 |
| 3 | Ad-hoc Labour Operating System upgrades and configuration (20x hours) | 20 hours | 40.00 | 800.00 |
| | | | Sub Total | £3,625.00 |
| | | | VAT (20.00%) | £725.00 |
| | | | Total | £4,350.00 |

Upgrade the Dell Server physical operating system and virtual machines operating systems from Windows Server 2016 Standard to Windows Server 2022 Standard. This includes Windows CALs (client access licenses) required to license the Server for the number of users accessing the system.

This is a 3-year software subscription that includes software assurance, which allows us to take advantage of Microsofts Azure Hybrid benefit. This means that for no additional software cost the Server can be run in the cloud, only incurring the compute cost.

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Replacement Backup NAS

Date: 09/01/2023

Open Till: 31/12/2023

| # | Item | Qty | Rate | Amount |
|---------------------|--|---------|--------|-----------|
| 1 | IT Hardware Synology DS723+ NAS Server, 2x Drive Bays configured in RAID-1 (mirrored), 2x Gigabit Ethernet ports | 1 | 375.00 | 375.00 |
| 2 | IT Hardware Seagate IronWolf 6TB NAS hard drive | 2 | 150.00 | 300.00 |
| 3 | Ad-hoc Labour Configuration and onsite installation (Estimated 3-4x hours) | 4 hours | 40.00 | 160.00 |
| Sub Total | | | | £835.00 |
| VAT (20.00%) | | | | £167.00 |
| Total | | | | £1,002.00 |

Supply and installation of a replacement NAS to be used as a backup location for the Server.

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Bodmin Museum cabinet network switch

Date: 09/06/2022

Open Till: 31/12/2023

| # | Item | Qty | Rate | Amount |
|---------------------|--|---------|--------|---------|
| 1 | IT Hardware Cisco Business 350 Series L3 Managed Switch, 24 x 10/100/1000 (PoE+) + 4 x Gigabit SFP, rack-mountable, PoE+ (195 W) | 1 | 445.00 | 445.00 |
| 2 | Ad-hoc Labour Configuration and installation (1-2 hours) | 2 hours | 40.00 | 80.00 |
| Sub Total | | | | £525.00 |
| VAT (20.00%) | | | | £105.00 |
| Total | | | | £630.00 |

Supply and installation of a new network switch to be installed to the communications cabinet within the room being used by the Bodmin Museum. This allows us to remove the unsupported and old Cisco Router that is being temporarily used as a network switch (used by a previous organisation that occupied that room).

This network switch is part of the new Cisco Business range which is what we recommend to replace the existing network switches that have reached their end of support from Cisco. There are already 2x 8 port POE switches in the cabinet, so we have the option to remove these and replace with 1x 24 port POE switch rather than install a 3rd network switch within this room.

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Leased line proposal

Date: 09/01/2023

Open Till: 31/12/2023

| # | Item | Qty | Rate | Amount |
|---|--|---------|---------------------|---------|
| 1 | Leased Line Internet Connection Zen Internet 200mbits Leased Line Internet Connection Gigabit Bearer (1000mbits maximum theoretical speed) 3-Year Contract - £0 Installation Cost "Wires Only" Cost Per Month ex VAT | 1 | 290.00 | 290.00 |
| 2 | Leased Line Internet Connection Zen Internet 300mbits Leased Line Internet Connection Gigabit Bearer (1000mbits maximum theoretical speed) 3-Year Contract - £0 Installation Cost "Wires Only" Cost Per Month ex VAT | 1 | 350.00 | 350.00 |
| 3 | Ad-hoc Labour Network configuration (1-2x hours) | 2 hours | 40.00 | 80.00 |
| | | | Sub Total | £720.00 |
| | | | VAT (20.00%) | £144.00 |
| | | | Total | £864.00 |

Supply and setup of a leased line internet connection from the ISP Zen Internet. 200mbit and 300mbit connection options.

All leased lines have a 65 working day lead time for installation and are subject to site survey. Any excess construction

charges will be quoted to the customer, the customer has the right to refuse these charges which will cancel the order with no further obligation to proceed.

**Carlyon Systems Ltd**

22 Normandy Way
Bodmin
Cornwall
UK
PL31 1EX

Tel : 01208 809 515
Email : support@carlyonsystems.co.uk
VAT number : GB 359495542

To**David Bidgway**

Shire Hall, Mount Folly
Bodmin Cornwall
GB PL31 2DQ
0120876616

david.bidgway@bodmin.gov.uk

Cyber Essentials Certification

Date: 02/02/2023

Open Till: 31/12/2023

| # | Item | Qty | Rate | Amount |
|---|--|-----|---------------------|---------|
| 1 | Cyber Essentials Certification Cyber Essentials certification, per annum | 1 | 600.00 | 600.00 |
| | | | Sub Total | £600.00 |
| | | | VAT (20.00%) | £120.00 |
| | | | Total | £720.00 |

Supply of Cyber Essentials certification for Bodmin Town Council. Carlyon Systems will help to manage the submission for certification with David Bidgway. We can look to complete the certification (or renewal) on your behalf, but will probably require some information from you anyway so would be best to do this together.

This is an annual certification so will require renewal in 12-months time.

****PLEASE NOTE**** - Depending on the questions for the certification there may be some remedial work required to pass. These works could be a simple configuration change (which we would complete as support), but could also be a bit more complex (which we may need to treat as a project). We don't envisage needing to do a great deal of work to pass the certification, but we wanted to make you aware there is a possibility that we need to complete some works that may also incur additional cost.

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|---|
| 1) Officer Name | Amanda Bright |
| 2) Committee | CS |
| 3) Project Name | Events |
| 4) Do we have the Relevant Duty/ Power? | Local Gov Act 1972 General Power of Competence |
| 5) Has a Public Equality Duty Assessment been carried out? | y |
| 6) Does this link to an Aim/ Objective? | Yes – 4 year Strategic Plan |
| 7) Background Information | <p>Deliver a calendar of event for 23/24.</p> <p>Support, develop and facilitate external organisations to deliver community events.</p> <p>Events list to be agreed at Community Services 30th November.</p> <p>To prepare for provision and outsourcing of event management in light of Martyns Law – currently anticipated to become law in 2024/25</p> |
| 8) Beneficiaries | <p>Residents</p> <p>Community</p> <p>Visitors</p> <p>Stakeholders</p> |

9) Staff Resources

Events continue to be Community Services largest use of resource. We do not anticipate resource increases in the year 24/25, however should existing external organisations not be able to continue to support the towns cultural events (increasing shortage on volunteer support as well as increasing expectation of responsibilities associated with Martyn's Law/event organisation) then council may find it appropriate to continue these events for the community.

10) Project Costs

| | | |
|------------------------------------|--|----------|
| Expenditure | | |
| | | |
| Entertainment | | |
| | | |
| Wassail 400 | | |
| International Women's Day | | |
| Easter Activities | | |
| May Fair | | |
| Mayor Choosing | | |
| TBC | | |
| Big Lunch | | |
| 80TH Anniversary D Day | | |
| Bodmin Pride | | |
| Bodmin Hospital Fete | | |
| Armed Forces Day | | |
| TBC | | |
| Heritage and Riding Day | | |
| Bodmin Jail Carnival | | |
| Summer of Free Activities | | |
| Love Parks Week/Sports in the park | | |
| Alstock | | |
| Summer of cinema | | |
| Bodmin Carnival | | |
| Bodmin Rotary Event | | |
| kbsk Fund day | | |
| TBC | | |
| Proms in the Park | | |
| Community Cinema | | |
| Halloween Parade | | |
| TBC | | |
| Bodmin Fireworks | | |
| Bodmin Remembrance Day | | |
| Bodmin Armistice Day | | |
| Xmas Light Switch on Event | | |
| November Market Switch on | | |
| Wassail 401 | | |
| International Women's Day | | |
| Market Event Support | | |
| | | |
| Other Community Events | | |
| | | |
| Contingency | | |
| Sub total | | £ |
| Income | | |

| | | |
|------------------|--|----------------|
| Sub Total | | £ |
| Total | | £20,000 |

| | |
|-----------------------------------|---|
| 11) Additional Information | <p>Martyn's law is currently being taken through government stages as a bill with the intention for it to become law in late 24/25 or possibly 2026 depending on consultation and reading amendments.</p> <p>This will have considerable consequences on a parish/town council's ability and scope to hold events.</p> <p>Teams are currently undertaking training and information webinars to determine the impact of BTC's future ability to deliver events and also hire/lease out premises to organisations who do.</p> |
|-----------------------------------|---|

Signed.....A..Bright.....

Date.....

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|---|
| 1) Officer Name | Amanda Bright |
| 2) Committee | CS |
| 3) Project Name | Grants |
| 4) Do we have the Relevant Duty/ Power? | General Power of Competence Loc Gov Act 1972 |
| 5) Has a Public Equality Duty Assessment been carried out? | y |
| 6) Does this link to an Aim/ Objective? | Yes – 4 year Strategic Plan |
| 7) Background Information | To facilitate, support and empower local community groups to enhance provision in Bodmin. |
| 8) Beneficiaries | Residents Community groups Visitors |

9) Staff Resources

| Bodmin Town Council (BTC) Staff Resources | | | | | | | | | | | | |
|--|--------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Role | Year | | | | | | | | | | | |
| | Days or Hours per Month | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | | |

Resource will be difficult to determine until a brief and initial scoping work has been carried out but will involve, creation of brief and associated tender, consultation, engagement and tailoring of brief

10) Project Costs

| | | |
|--------------------|--|----------------|
| Expenditure | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Contingency | | |
| Sub total | | £ |
| Income | | |
| | | |
| | | |
| | | |
| Sub Total | | £ |
| Total | | £10,000 |

| | |
|-----------------------------------|---|
| 11) Additional Information | <p>A new grants policy to be proposed in early 2024 to potentially place a maximum grant award and to offer grants at set times in a year to ensure fairness and even distribution. This will streamline the administrative process and also give clear guidance to community groups, giving efficient release of funds.</p> <p>A donations policy to also be agreed in line with existing/historic support offered to historic/cultural events which bring proven benefit to the community. This enables community groups to plan and progress events for the community proactively.</p> |
|-----------------------------------|---|

Signed.....A..Bright.....

Date.....

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|--|
| 1) Officer Name | Amanda Bright |
| 2) Committee | CS |
| 3) Project Name | Markets |
| 4) Do we have the Relevant Duty/ Power? | Markets Charter Markets Authority General Power of Competence Local Gov Act 1972 |
| 5) Has a Public Equality Duty Assessment been carried out? | y |
| 6) Does this link to an Aim/ Objective? | Yes – 4 year strategic Plan |
| 7) Background Information | Identified potential to grow market in size and frequency including stalls and events. Current equipment completely funded by Welcome Back Fund. Feedback from surveys and questionnaires indicate a need for more stalls and ore variety along with an incorporation of events. |
| 8) Beneficiaries | Residents Community Visitors |

9) Staff Resources

[illegible]

| | | | | | | | | | | | | |
|----|-----|--|--|--|--|--|--|--|--|--|--|--|
| FS | Day | | | | | | | | | | | |
| FO | Day | | | | | | | | | | | |
| FO | Day | | | | | | | | | | | |

10) Project Costs

| | | |
|---|--|----------------|
| Expenditure | | |
| | | |
| Double current equipment | | |
| 15 x gazebos inc sides and rain gutters | | 18,000 |
| 60 x weights | | 2000 |
| 15 tables/benches/chairs | | 5000 |
| Facilitation costs and marketing/footfall counter | | 5000 |
| | | |
| Contingency | | |
| Sub total | | £30,000 |
| Income | | |
| Stallholder pitch | | 5,000 |
| | | |
| | | |
| Sub Total | | £5000 |
| Total | | £25,000 |

| | |
|-----------------------------------|--|
| 11) Additional Information | <p>The market is still in its early stages of development and requires ongoing investment to grow.</p> <p>Income would be generated from the markets but would remain a focus on community and sustainable growth in the next financial year.</p> <p>Intention would be to purchase stalls and equipment periodically and in increments as demand increases.</p> |
|-----------------------------------|--|

Signed.....A..Bright.....

Date.....

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|---|
| 1) Officer Name | Amanda Bright |
| 2) Committee | CS |
| 3) Project Name | NDP |
| 4) Do we have the Relevant Duty/ Power? | Loc Gov Act 1972 General Power of Competence Localism Act 2011 |
| 5) Has a Public Equality Duty Assessment been carried out? | y |
| 6) Does this link to an Aim/ Objective? | 4 year Strategic Plan |
| 7) Background Information | Whilst the NDP phase has reached it's final phase (5) which takes the plan to consultation there is an acceptance that the plan will need to evolve over time to adhere and adapt to CC local plans and policies as well as other local community projects. |
| 8) Beneficiaries | Residents Community Visitors Council |

9) Staff Resources

It is difficult to determine the level of resource required until Phase 5 has been completed. Whilst large bodies of work are not anticipated, there could be considerable levels required should the plan not be agreed at consultation or should future Cornwall Council plans be found to be conflicting with our own.

10) Project Costs

| | | |
|---------------------------------------|--|--|
| Expenditure | | |
| | | |
| Contingency/Evolutionary costs | | |
| | | |
| | | |

| | | |
|-------------|--|---------|
| | | |
| | | |
| | | |
| Contingency | | |
| Sub total | | £20,000 |
| Income | | |
| | | |
| | | |
| | | |
| Sub Total | | £ |
| Total | | £20,000 |

| | |
|----------------------------|--|
| 11) Additional Information | |
|----------------------------|--|

Signed.....A.Bright.....

Date.....

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|---|
| 1) Officer Name | Amanda Bright |
| 2) Committee | CS |
| 3) Project Name | Outreach and Engagement |
| 4) Do we have the Relevant Duty/ Power? | Loc Gov Act 1972 General Power of competence |
| 5) Has a Public Equality Duty Assessment been carried out? | y |
| 6) Does this link to an Aim/ Objective? | 4 Year Strategic Plan |
| 7) Background Information | To include growth of awareness, visibility and transparency with use of awareness campaigns communication strategies and signposting. |
| 8) Beneficiaries | Residents Community groups Visitors |

9) Staff Resources

| Bodmin Town Council (BTC) Staff Resources | | | | | | | | | | | | |
|--|--------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Role | Year | | | | | | | | | | | |
| | Days or Hours per Month | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | | |

10) Project Costs

| | | |
|--------------------|--|--|
| Expenditure | | |
| | | |
| | | |

| | | |
|--|--|--------|
| Surveys – electronic/postal/email/physical | | 2000 |
| Consultation – venue attendance/messaging and advertisement/facilitation costs | | 2000 |
| Research Analysis/ collation and presentation | | 2000 |
| Workshops and partnerships | | 2000 |
| Media support/marketing | | 2000 |
| | | |
| Contingency | | |
| Sub total | | £ |
| Income | | |
| | | |
| | | |
| Sub Total | | £ |
| Total | | £5,000 |

| | |
|----------------------------|--|
| 11) Additional Information | The NDP consultation proved to be very effective but also costly. Recent staff training has identified potential to conduct engagement and outreach using existing resource, inhouse alternatives and the support of local groups, business and data services. |
|----------------------------|--|

Signed.....A. Bright.....

Date.....

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|--|
| 1) Officer Name | Amanda Bright |
| 2) Committee | CS |
| 3) Project Name | Policy/Strategy/Support |
| 4) Do we have the Relevant Duty/ Power? | Loc Gov Act 1972 General Power of Competence |
| 5) Has a Public Equality Duty Assessment been carried out? | y |
| 6) Does this link to an Aim/ Objective? | 4 Year Strategic Plan |
| 7) Background Information | <p>A substantial number of detailed policies and strategies require creation and amendment, and identified associated costs with recently produced strategies such as Open Spaces have indicated potential costs. Policies identified as requiring specialist or external organisational support include:</p> <p>Community Master Plan Implementation Strategy Culture and Heritage Strategy Community Safety Strategy Community Internal Framework Training Plan Policy Community Development Plan Community Action Plan Community Action Plan and Regeneration Statement Renaissance Market Town Policy</p> |
| 8) Beneficiaries | Residents Community Visitors |

9) Staff Resources

Resource will be difficult to determine until a brief and initial scoping work has been carried out but will involve, creation of brief and associated tender, consultation, engagement and tailoring of brief

| Bodmin Town Council (BTC) Staff Resources | | | | | | | | | | | | |
|---|-------------------------|---|---|---|---|---|---|---|---|----|----|----|
| Role | Year | | | | | | | | | | | |
| | Days or Hours per Month | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | | |

10) Project Costs

| | | |
|--|--|---------|
| Expenditure | | |
| | | |
| Briefs/analysis/audit | | 5000 |
| Specialist advice/ consultant/Consultation support | | 45,000 |
| | | |
| | | |
| | | |
| | | |
| Contingency | | |
| Sub total | | £ |
| Income | | |
| | | |
| | | |
| | | |
| Sub Total | | £ |
| Total | | £50,000 |

| | |
|----------------------------|---------------|
| 11) Additional Information | Some policies |
| | |

Signed.....A..Bright.....

Date.....

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|--|
| 1) Officer Name | Amanda Bright |
| 2) Committee | CS |
| 3) Project Name | Maps, Guides and Signposting |
| 4) Do we have the Relevant Duty/ Power? | General Power of Competence – Loc Gov Act 1972 |
| 5) Has a Public Equality Duty Assessment been carried out? | Yes |
| 6) Does this link to an Aim/ Objective? | yes – 4 year strategic plan. |
| 7) Background Information | <p>Historic Actions (2019) for town map to be reviewed and replaced. Still outstanding but with no budget provision.</p> <p>The town map does not have effective signposting in place, is out of date/incorrect and requires repair</p> <p>Looking at current projects and prices, it would be prudent to include accessible maps, to sit in line with the 4 year plan and other Town centre projects.</p> |
| 8) Beneficiaries | <p>Visitors</p> <p>Residents</p> <p>Community</p> |

9) Staff Resources

| Bodmin Town Council (BTC) Staff Resources | | | | | | | | | | | | |
|--|--------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Role | Year | | | | | | | | | | | |
| | Days or Hours per Month | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Staff resources would involve several meetings/discussions with providers as well as consultation with other town project leader sand community groups. Other than this, resource will be kept to a minimum once the mapping/guide or signpost system has been chosen.

10) Project Costs

| | | |
|--|--|----------------|
| Expenditure | | |
| | | |
| Town Map Replacement | | 5000 |
| Accessible Guide | | 3000 |
| Event Trails | | 500 |
| Historic story walk with app (Trail Tale) | | 2500 |
| | | |
| | | |
| Contingency | | |
| Sub total | | £10,000 |
| Income | | 0 |
| | | |
| Possible sponsorship to recoup costs (pending policy) | | |
| | | |
| Sub Total | | £10,000 |
| Total | | £10,000 |

| | |
|-----------------------------------|--|
| 11) Additional Information | |
|-----------------------------------|--|

Signed.....A. Bright.....

Date.....

Bodmin Town Council – 2024/25 Project Budget Requests

| | |
|---|---|
| 1) Officer Name | Scott Martin |
| 2) Committee | Estates |
| 3) Project Name | Works Yard rebuild |
| 4) Do we have the Relevant Duty/ Power? | Yes |
| 5) Has a Public Equality Duty Assessment been carried out? | No |
| 6) Does this link to an Aim/ Objective? | Yes |
| 7) Background Information | The works yard requires rebuilding. Require and extra £200,000 in budget |
| 8) Beneficiaries | BTC Estates team |

9) Staff Resources

[illegible]

10) Project Costs

| | | |
|--------------------|---|--|
| Expenditure | Based on highest quote from March 2022 from Vickery Holman for a building of 380sqm our budget would need to be £420k, not including consultant/statutory fees or VAT . As an estimate an extra 15% for consultant/statutory fees was recommended. Furthermore, an estimate of £60k for design, engineering, planning and building regulations compliance and contract administration. However, this could be reduced once further details of the project become available. The project would be subject to tender. | Request for additional budget of £200,000 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Contingency | | |
| Sub total | | £ |
| Income | | |
| | | |
| | | |
| | | |
| Sub Total | | £ |
| Total | | £ |

| | |
|-----------------------------------|--|
| 11) Additional Information | |
|-----------------------------------|--|

Signed.....

Date.....