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Boston Borough Council

**Chief Executive
Rob Barlow**

Municipal Buildings
Boston
Lincolnshire PE21 8QR
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Thursday, 29 May 2025

Dear Councillor

Boston Town Area Committee (BTAC) – Thursday 5th June 2025

Please find attached documents for consideration at the Boston Town Area Committee (BTAC) on Thursday 5th June 2025, which were previously marked as to follow.

Agenda No Item

1 BTAC Quarter 4 2024/25 Financial Outturn report (Pages 11 - 20)

(A report by Brendan Arnold, Interim Director of Finance and Joint Section 151 Officer.)

If you have any queries please contact a member of the Democratic Services Team (01205 314351 or demservices@boston.gov.uk).

Yours sincerely

**ROB BARLOW
Chief Executive**

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Report To:	BOSTON TOWN AREA COMMITTEE
Date:	5 th June 2025
Subject:	BTAC Financial Position at 31 st March 2025
Purpose:	To present the Quarter 4 Outturn position as at 31 st March 2025 for BTAC
Key Decision:	N/A
Portfolio Holder:	Cllr Sandeep Ghosh (Portfolio Holder Finance)
Report Of:	Brendan Arnold – Interim Director of Finance & Joint Section 151 Officer
Report Author:	Lazaros Mafuko (Interim Strategic Finance Manager, PSPS)
Ward(s) Affected:	All BTAC Wards
Exempt Report:	No

Summary

This report provides an update to members on the BTAC financial position, showing the budget and actual for 2024/25 Outturn.

Recommendations

It is recommended:

- 1) That BTAC members note the financial position as at 31st March 2025 and the outturn reserve position.
- 2) That BTAC members approve the transfer of the surplus to reserves.

Reasons for Recommendations

This report shows the BTAC Q4 position for the 2024/25 year, both in terms of revenue expenditure for the year and the reserve sums held. It helps inform members to enable them to ensure probity and to make decisions on future spending within the BTAC area.

Other Options Considered None.

1. Report

- 1.1 Outlined at Appendix A are the details of the income and expenditure relating to BTAC for Quarter 4 2024/25. The outturn position is a net surplus of £86,213. The final outturn surplus will need to be transferred to reserves.

Members were informed early in the year that a savings and efficiency target of £36,455 had been set to help mitigate BTAC's overall budgetary requirements. At Q2, we reported a deficit of approximately £18,000, reflecting the initial challenges in meeting our savings goals. However, as the year progressed, further analysis revealed significant efficiencies—primarily driven by a reduction in recharges received from BBC. The most notable improvements were achieved in the areas of ground maintenance, assistant director, accountancy, and street cleaning recharges, which were instrumental in turning our financial performance around. By Q4, these collective efforts culminated in a final outturn surplus of £86,213. This outcome not only underscores our commitment to rigorous cost management but also highlights the substantial contributions these efficiency measures have made to our overall performance for the year.

Please note that this BTAC outturn is preliminary and is subject to further review by Cabinet and Audit in relation to BBC outturn. Any adjustments resulting from this review will be communicated at a future meeting.

- 1.2 Outlined in Appendix A are the further details stating the basis of calculations for any recharge costs, as requested by the Committee at the previous meeting.

2. BTAC Reserve

- 2.1 On 1 April 2024, the opening balance of the BTAC reserve was £207,611. By the end of the period, the reserve had increased to £293,825, surpassing the recommended minimum of £70,000. Out of this closing balance, £14,801 is earmarked for future expenses.

- 2.2 Details of the use of reserves is outlined in Appendix A

CONCLUSION

To ensure that the Quarter one position is scrutinised, and the final outturn reviewed.

Implications:

None

SOUTH AND EAST LINCOLNSHIRE COUNCIL'S PARTNERSHIP

None

CORPORATE PRIORITIES

None

STAFFING

None

CONSTITUTIONAL AND LEGAL IMPLICATIONS

None

DATA PROTECTION

None

FINANCIAL

As contained in this report and Appendix.

STAKEHOLDER / CONSULTATION / TIMESCALES

None

REPUTATION

None

CONTRACTS

None

CRIME AND DISORDER

None

EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

None

HEALTH AND WELL BEING

None

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None

Acronyms

BTAC - Boston Town Area Committee

APPENDICES

Appendices are listed below and attached to the back of the report: -

Appendix A

BTAC 2024/25 Quarter 4 Financial Position

Background Papers
<i>None</i>

Chronological History of this Report
<i>A report on this item has not been previously considered by a Council body.</i>

REPORT APPROVAL	
Report author:	Lazaros Mafuko, Interim Strategic Finance Manager
Signed off by:	Brendan Arnold, Deputy Chief Executive (Corporate Development) and S151
Approved for publication:	Councillor Sandeep Ghosh Portfolio Holder for Finance

Checklist – Delete before Submission to Democratic Services

S151 Officer consulted on financial implications:	Yes
Monitoring Officer consulted on legal and constitutional implications:	NA
Portfolio Holder consulted:	Yes
Ward Member consulted:	NA

BOSTON TOWN AREA COMMITTEE - Full year Forecast 2024/25 as at period end Quarter 4

	Approved Budget 2024-25	Outturn 2024-25	Variance	Comments
	£	£	£	
Open spaces and play areas				
Employee Costs	5,960	5,299	(661)	
Premises				
Repairs and maintenance	3,840	125	(3,715)	
Premises insurance	80	57	(23)	
Play areas fencing	0	0	0	
	3,920	183	(3,737)	
Transport				
Car allowances	10	0	(10)	
	10	0	(10)	
Supplies and Services				
CCTV Camera Maintenance	1,020		(1,020)	
Maintenance of new play equipment	1,000	1,190	190	Annual Inspection costs higher then budget
New play equipment	0	6,114	6,114	New equipment at Garfit Lane Play area, funded from balance of S106
Insurance		45	45	
Removal of fallen Tree		300	300	Removal of fallen tree
	2,020	7,648	5,628	
Third Party Payments				
Grounds Maintenance	94,770	78,348	(16,422)	
	94,770	78,348	(16,422)	
Support Services				
Property Services Support Recharge	1,347	1,594	247	
Communication and Marketing Recharge		162	162	
Accountancy Recharge		280	280	
Personnel & Payroll Recharge	826	220	(606)	
	2,173	2,256	83	
Income				
Miscellaneous income	0		0	
Rent Income	0		0	
Other Income	0	(5,727)	(5,727)	S106 B.French Garfits Play area balance.
	0	(5,727)	(5,727)	
Total	108,853	88,006	(20,847)	

	Approved Budget 2024-25	Outturn 2024-25	Variance	Comments
Allotments				
Supplies and Services				
Development budget	255		(255)	
	255	0	(255)	
Support Services				
Management and administration Support	2,162	678	(1,484)	
Property Services Recharge		637	637	
	2,162	1,315	(847)	
Income				
Rent Income	(3,060)	(2,171)	889	
	(3,060)	(2,171)	889	
Total	(643)	(855)	(212)	

Central Park				
Premises				
Repairs & Maintenance	3,730	10,413	6,683	
Electricity	6,650	4,851	(1,799)	Forecast revised based on revised Oct 24 rates
Water	316	64	(252)	Forecast revised based on 23/24 outturn, and current year invoices
Premises Insurance	1,460	1,255	(205)	
	12,156	16,584	4,428	
Supplies and Services				
Birds	663	514	(149)	
Gate Locking service	16,983	14,904	(2,079)	Part of actual costs relates to next financial year and will be adjusted at year end.
	17,646	15,418	(2,228)	
Third Party Payments				
Trade Waste contract	1,420	1,420	0	
Grounds Maintenance	164,100	125,777	(38,323)	
	165,520	127,197	(38,323)	
Support Services				
Income Collection Recharge	408	0	(408)	
Communication and Marketing Recharge	0	325	325	
Accountancy Recharge	1,071	0	(1,071)	
Property Services Recharge	2,948	2,550	(398)	
	4,427	2,874	(1,553)	
Income				
Rents - kiosk	(3,825)	(3,750)	75	
	(3,825)	(3,750)	75	
Total	195,924	158,323	(37,601)	

	Approved Budget 2024-25	Outturn 2024-25	Variance	Comments
Public Conveniences				
Employee Costs	101,380	114,049	12,669	Agency cover for staff absence - estimate (Oct to March) - est £13,655
Premises				
Repairs & maintenance	7,650	12,609	4,959	
Electricity	6,180	5,163	(1,017)	
Business Rates	0	(2,545)	(2,545)	Refund related to
Water Rates	19,604	11,748	(7,856)	
Premises Insurance	1,880	1,506	(374)	
Depot / Office Accommodation	580	103	(477)	Van storage relocated. Service Review Saving
	35,894	28,583	(7,311)	
Transport				
Vehicles	5,810	2,475	(3,335)	
Car Allowance	30		(30)	
	5,840	2,475	(3,365)	
Supplies & Services				
Clothing	500	742	242	
Materials	5,000	7,942	2,942	
Mobile Phones	70	50	(20)	
Employee Insurance	830	912	82	
Cash Collection Service	510	956	446	
	6,910	10,602	3,692	
Third Party Payments				
Grounds maintenance	4,150	0	(4,150)	
	4,150	0	(4,150)	
Support Services				
Central Training & Recruitment	143	0	(143)	
ICT Recharge	42	0	(42)	
Communication and Marketing Recharge	0	162	162	
Accountancy Recharge	5,661	7,020	1,359	
Personnel & Payroll Recharge	5,059	5,590	531	
Performance Service Recharge	4,559	0	(4,559)	
Property Services Recharge	7,364	0	(7,364)	
	22,828	12,772	(10,056)	
Income				
Sale of keys	(61)	(20)	41	
Fees and Charges	(16,320)	(14,094)	2,226	
Other Income		(2,050)	(2,050)	Extra opening hours from events Mayfair / Autumn Fair / Boston Brilliance event.
	(16,381)	(16,164)	217	
Total	160,621	152,317	(8,304)	

	Approved Budget 2024-25	Outturn 2024-25	Variance	Comments
Events				
Employee Costs	81,630	70,842	(10,788)	
Transport				
Car allowances	160	143	(17)	
	160	143	(17)	
Supplies & Services				
Internal Printing	255		(255)	
Advertising	5,100	4,138	(962)	
Postages	100		(100)	
Mobile Phones	50	44	(6)	
Employee insurance	580	634	54	
Health and Safety Service	1,020		(1,020)	
Event Costs	55,010	19,257	(35,753)	Events programme currently forecasting total spend of £107,048 - SKA Sponsor pulled out of event resulting in extra additional costs - Extra £4,000 approved from BTAC reserves - Balance requested from BBC reserves.
Other Misc Expenses	3,400	0	(3,400)	
Performers & Entertainers		28,713	28,713	
Equipment Lease		29,094	29,094	
Other Private Contractors		8,468	8,468	
	65,515	90,347	24,832	
Third Party Payments				
Street cleaning	1,420	1,461	41	
	1,420	1,461	41	
Support Services				
ICT Recharge	31	0	(31)	
Income Collection Recharge	1,622	0	(1,622)	
Communication and Marketing Recharge	1,612	1,298	(314)	
Telephones	184	0	(184)	
Accountancy Recharge	1,489	3,410	1,921	
Personnel & Payroll Recharge	1,958	2,710	752	
Performance Service Recharge	1,652	0	(1,652)	
	8,548	7,418	(1,130)	
Income				
Contribution from Reserve	0	0	0	Approved previously
Hire of Space for events and events income	(2,000)	(8,584)	(6,584)	Income from stalls at Events during year
Other Income		(16,352)	(16,352)	BBL funding for Legacy Event / Ingamells Groundwork & Construction Sponsorship of Beach event / ACE Lottery funding
Other Hire (Autumn Fair)	0	(8,765)	(8,765)	Autumn Fair hire income
	(2,000)	(33,701)	(31,701)	
Total	155,273	136,511	(18,762)	

	Approved Budget 2024-25	Outturn 2024-25	Variance	Comments
Town Centre Maintenance				
Employee Costs	71,590	74,256	2,666	
Premises				
Business Rates	2,142	2,392	250	Business Rates for Industrial Unit - 16 Mayflower
Electric	0	769	769	Electric for Industrial Unit - 16 Mayflower
Rental Fees	3,825	3,750	(75)	Rental of Industrial Unit - 16 Mayflower
Depot recharge	480		(480)	
	6,447	6,911	464	
Transport				
Car Allowance	0		0	
Vehicles	7,810	4,204	(3,606)	
	7,810	4,204	(3,606)	
Supplies & Services				
Equipment Purchases	2,550		(2,550)	
Materials	4,182	3,453	(729)	
Clothing	710	787	77	
Stationery			0	
Employee Insurance	500	548	48	
Mobile Phones	70	46	(24)	
Purchase & Provisions	6,191		(6,191)	
	14,203	4,833	(9,370)	
Support Services				
Accountancy Recharge	1,489	4,750	3,261	
Communication and Marketing Recharge		649	649	
Personnel & Payroll Recharge	2,163	3,780	1,617	
	3,652	9,179	5,527	
Total	103,702	99,384	(4,318)	

	Approved Budget 2024-25	Outturn 2024-25	Variance	Comments
Administration				
Employee Costs	4,530	4,604	74	
Supplies and Services				
BTAC Grants Programme	12,000	11,726	(274)	
EHC Grants		11,430	11,430	Balance of EHC held is in reserves. Boston Foodbank been paid too much
London Road running costs	1,402	628	(774)	
Equipment Maintenance	1,051		(1,051)	
Footway lighting - electricity & maintenance	18,770	13,065	(5,705)	Service review saving. Includes costs to switch to LED for future savings.
Professional Fees		225	225	Coach Hire
Employee Insurance	30	36	6	
	33,253	37,110	3,857	
Third Party Payments				
Street cleaning	26,140	0	(26,140)	Service review saving
	26,140	0	(26,140)	
Support Services				
Accountancy Recharge	4,977	310	(4,667)	
Communication and Marketing Recharge		487	487	
Personnel & Payroll Recharge		250	250	
Property Services Recharge		630	630	
Caretaker Service Recharge		340	340	
Assistant Director Recharges	7,568	1,892	(5,676)	
Democratic Services Support Recharge	5,029	3,250	(1,779)	
	17,574	7,160	(10,414)	
Total	81,497	48,874	(32,623)	
Efficiency Savings Target	(36,455)		36,455	
Net Expenditure	768,772	682,559	(86,213)	
Council Tax Income	(768,772)	(768,772)	0	
(Surplus) / deficit for the year	0	(86,213)	(86,213)	

Total funds available for projects in 2024.25	
Reserve Balance brought forward 01.04.2024	(207,611)
Sub-Total of Usable Reserves as at 01.04.23	(207,611)
Less current projected planned spend:	
Empowering Healthy Communities Grants remaining balance	11,350
Small Grants 2021.22 C/F, 2022.23 C/F 2023.24 c/f, & Returned funds	3,451
(Surplus)/Deficit Funds after planned spend	(192,810)
Less Forecast Deficit for 2024.25 as at 31.03.25	(86,213)
(Surplus)/Deficit Funds available as at 31.03.25	(279,023)

Note: This includes the minimum S151 Officers recommendation of the £70,000