

**RIBBLE VALLEY BOROUGH COUNCIL  
REPORT TO ECONOMIC DEVELOPMENT COMMITTEE**

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meeting date: 25 JANUARY 2024  
title: REVISED REVENUE BUDGET 2023/24  
submitted by: DIRECTOR OF RESOURCES  
principal author: HELEN SEEDALL

1 PURPOSE

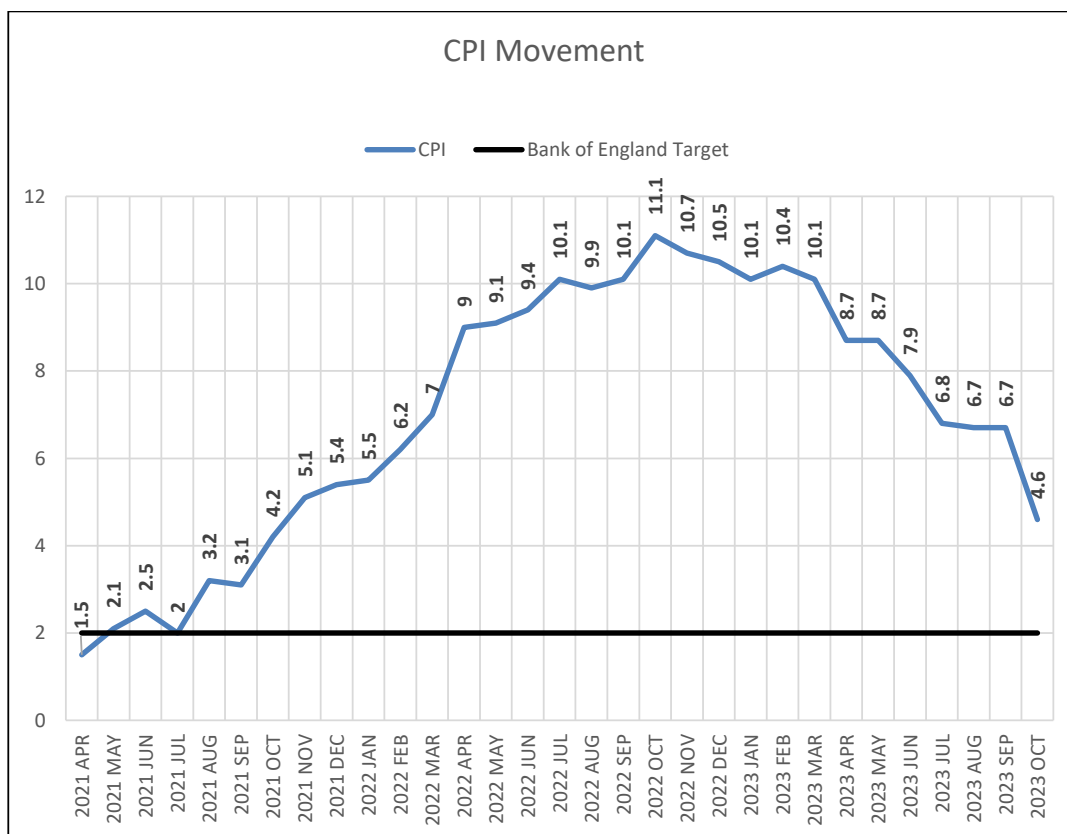
- 1.1 To agree a revised revenue budget for 2023/24 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2023.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2022/23 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 When setting our budgets for the current year we were facing record levels of inflation at 10.1% in the 12 months to September 2022 when we started the process. We were also facing significantly higher utility costs for gas, electricity and fuel.
- 3.3 We decided to allow 5% for pay increases and price increase of 7.5% as we anticipated inflation would fall during the year.
- 3.4 The pay award for 2023/24 has now been settled at £1,925 per full time employee up to spinal column point 43, 3.88% for Heads of Service and 3.5% for Chief Officers. Overall the cost of the pay award for Ribble Valley was 6.5% which is around £170k above the 5% we had allowed for.
- 3.5 As mentioned we have experienced levels of inflation we have not seen for many years. The Consumer Price Index (CPI) fell to 6.7% in the 12 months to September 2023 and further to 4.6% in the twelve months to October 2023. Our revised estimates take into account the changes in the level in inflation that we have experienced so far and assumptions up to the end of March 2024. The graph below shows the movement in CPI since September 2022.



3.6 There have been detailed discussions with budget holders and heads of service on past service provision and future plans both playing an important part in the budget setting process.

3.7 Committee decisions during the year have also been incorporated into the budget setting process where appropriate.

3.8 The revised estimates for this committee are set out in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

#### 4 PROPOSED REVISED REVENUE BUDGET 2023/24

4.1 A comparison between the Original and Revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

| Cost Centre and Description         | Original Estimate 2023/24 | Movement in Expenditure | Movement in Income | Movement in Support Services | Movement in Capital Charges | Revised Estimate 2023/24 |
|-------------------------------------|---------------------------|-------------------------|--------------------|------------------------------|-----------------------------|--------------------------|
| ALBNM: Albion Mill                  | 180                       | 440                     | 16,600             | 3,800                        |                             | 21,020                   |
| CLFFE: Clitheroe Food Festival 2023 | 24,900                    | -3,390                  | -7,570             |                              |                             | 13,940                   |
| INDDV: Economic Development         | 211,070                   | -9,930                  |                    | -32,410                      |                             | 168,730                  |
| TURSM: Tourism and Events           | 132,410                   | 19,930                  | -16,700            | 15,460                       |                             | 151,100                  |
| <b>Grand Total</b>                  | <b>368,560</b>            | <b>7,050</b>            | <b>-7,670</b>      | <b>-13,150</b>               |                             | <b>354,790</b>           |

4.2 The difference between the revised and original estimate is a decrease in net expenditure of £13,770.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

| Description   | Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24 |
|---|---|
| <b>ALBNM - Albion Mill</b><br>Reduction in rental income due to unoccupied units at Albion Mill. The units are currently being marketed by the property management company who manage the site and units on our behalf.   | 16,600  |
| <b>INDDV - Economic Development</b><br>Lower requirement for use of the subscriptions budget in the current year.   | -10,000   |
| <b>INDDV - Economic Development</b><br>Decrease in support service costs mainly due to time being diverted to UK Shared Prosperity funded projects by Economic Development and Planning Services -£36,090 along with a reduction in staff time by Community Services -£3,030. The decrease being partly reduced by an increase in time spent by staff from the Chief Executives Department £6,860.                    | -32,410   |
| <b>TURSM - Tourism &amp; Events</b><br>Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Economic Development and Planning Services £16,310 and Resources Department £6,140. This is partly reduced by a decrease in staff time being spent by the Community Services due to the responsibility for Clitheroe Food Festival changing directorate -£7,050 | 15,460  |

6 CONCLUSION

6.1 The difference between the Revised and Original Estimate is a decrease in net expenditure of £13,770.

7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications

- Resources: The total movement from the Original Estimate to the Revised Estimate is a decrease of £13,770.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council

- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2023/24.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES  
AND DEPUTY CHIEF EXECUTIVE

ED1-24/HS/AC

17 January 2024

For further background information please ask for Helen Seedall

BACKGROUND PAPERS - None

**COMMUNITY SERVICES COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

ANNEX 1

|  | MOVEMENT IN<br>EXPENDITURE<br>£ | MOVEMENT IN<br>INCOME<br>£ | MOVEMENT IN<br>CAPITAL<br>£ | MOVEMENT IN<br>SUPPORT<br>SERVICES<br>£ | TOTAL<br>MOVEMENT<br>£ |
|--|---------------------------------|----------------------------|-----------------------------|---|------------------------|
| <b>ALBNM: Albion Mill</b>  |                                 |                            |                             |   |                        |
| Reduction required to bring the charge for the rental of the units at Albion Mill in alignment with the renewed rental agreement.  | -2,340                          |                            |                             |   |                        |
| A charge for Business Rates has been incurred in respect of unoccupied units.  | 2,800                           |                            |                             |   |                        |
| Increase in support service costs mainly due to an expected increase in staff time being spent in this area by the Chief Executive's Department.   |                                 |                            |                             | 3,800                                   |                        |
| Reduction in rental income due to unoccupied units.  |                                 | 16,600                     |                             |   |                        |
| <b>Total Albion Mill</b>   |                                 |                            |                             |   | <b>20,860</b>          |
| <b>CFDFT: Clitheroe Food Festival</b>  |                                 |                            |                             |   |                        |
| Responsibility for the Clitheroe Food Festival was transferred to the Economic Development and Planning Directorate and the breakdown of expenditure had not been prepared in detail at the time of setting the 2023/24 Original Estimate, however an overall net cost was determined based on previous years. At 2023/24 Revised Estimate the expenditure profile has been reallocated based on the actual expenditure for the 2023 event resulting in a net reduction in expenditure on staging the 2023 festival, the largest decrease being on promotional activities. | -3,390                          |                            |                             |   |                        |

**COMMUNITY SERVICES COMMITTEE**  
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|--|---------------------------------|----------------------------|-----------------------------|---|------------------------|
| Net increase in the income generated by the Clitheroe Food Festival 2023 including -£7,500 received in sponsorship of the event and an increase in income from the rental of stalls - £3,580. Partly offsetting this is a reduction in income from the Park and Ride scheme arranged for the day £2,580.         |                                 | -8,500                     |                             |   |                        |
| <b>Total Clitheroe Food Festival</b>   |                                 |                            |                             |   | <b>-11,890</b>         |
| <b>INDDV: Economic Development</b>   |                                 |                            |                             |   |                        |
| Lower requirement for expenditure on subscriptions in the current year.  | -10,000                         |                            |                             |   |                        |
| Decrease to support service costs mainly due to an expected reduction in staff time being spent in this area by Economic Development and Planning Services -£36,090 and Community Services - £3,030. This is partly reduced by an increase in staff time being spent by the Chief Executive's Department £6,860. |                                 |                            |                             | -32,410                                 |                        |
| <b>Total Economic Development</b>  |                                 |                            |                             |   | <b>-42,410</b>         |
| <b>TURSM: Tourism and Events</b>   |                                 |                            |                             |   |                        |
| Increase in requirement of temporary staff in order to mailout the Ribble Valley Visitor Guides and assist at trade shows. To be funded from savings in postage £1,500 and subscriptions £760.   | 2,260                           |                            |                             |   |                        |

**COMMUNITY SERVICES COMMITTEE**  
**VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

|  | MOVEMENT IN<br>EXPENDITURE<br>£ | MOVEMENT IN<br>INCOME<br>£ | MOVEMENT IN<br>CAPITAL<br>£ | MOVEMENT IN<br>SUPPORT<br>SERVICES<br>£ | TOTAL<br>MOVEMENT<br>£ |
|--|---------------------------------|----------------------------|-----------------------------|---|------------------------|
| It is necessary to rent storage space for storing the Ribble Valley Visitor Guides prior to their distribution: this is to be funded by a transfer from the postage budget.  | 1,110                           |                            |                             |   |                        |
| Part of the postage budget is being reallocated to the rental of storage space for the Ribble Valley Visitor Guides prior to their distribution £1,110 and to temporary staff for the mailout of the Visitor Guides £1,500.  | -2,610                          |                            |                             |   |                        |
| Additional expenditure on publicity £5,000 to enable Ribble Valley Borough Council to have a presence at the British Travel and Tourism Show and Destinations Holiday and Travel Show funded by sponsorship income received in respect of these events as mentioned below. Partly offsetting this is an allocation of budget from publicity to software maintenance, which is proposed to support the costs relating to tourism internet web domains £660. | 4,340                           |                            |                             |   |                        |
| Printing cost of the 2024 Ribble Valley Visitor Guide to be offset by income received for advertising in the guide.  | 15,000                          |                            |                             |   |                        |

**COMMUNITY SERVICES COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

ANNEX 1

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|--|---------------------------------|----------------------------|-----------------------------|---|------------------------|
| Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Economic Development and Planning Services £16,310 and Resources Department £6,140. This is partly reduced by a decrease in staff time being spent by the Community Services -£7,050. |                                 |                            |                             | 15,460                                  |                        |
| Additional income to be generated from the sale of advertising in the 2024 Ribble Valley Visitor Guide which will be offset against the cost of producing the guide.   |                                 | -11,620                    |                             |   |                        |
| Additional sponsorship income is expected to be received towards the cost of the Ribble Valley stand at the British Travel and Tourism Show (£3,580) and Destinations Holiday and Travel Show (£1,500).  |                                 | -5,080                     |                             |   |                        |
| <b>Total Tourism and Events</b>  |                                 |                            |                             |   | <b>18,860</b>          |
| <b>Other</b>   |                                 |                            |                             |   | <b>810</b>             |
| <b>Total Movement</b>  |                                 |                            |                             |   | <b>-13,770</b>         |



## ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

| <b>Cost Centre</b>     | <b>Description</b>           | <b>Original Estimate to End December</b> | <b>Actual and Commitments to End December</b> | <b>Full Year Original Estimate</b> | <b>Proposed Revised Estimate</b> |
|------------------------|------------------------------|--|---|------------------------------------|----------------------------------|
| ALBNM                  | Albion Mill                  | 6,312                                    | 23,998  | 180                                | 21,020                           |
| CLFFE                  | Clitheroe Food Festival 2023 | 24,900                                   | 13,925  | 24,900                             | 13,940                           |
| INDDV                  | Economic Development         | 7,100                                    | 6,545   | 211,070                            | 168,730                          |
| TURSM                  | Tourism & Events             | 25,944                                   | 24,709  | 132,410                            | 151,100                          |
| <b>Committee Total</b> |                              | <b>64,256</b>                            | <b>69,177</b>                                 | <b>368,560</b>                     | <b>354,790</b>                   |