

# SALISBURY CITY COUNCIL

## Report

**Subject:** Budget Monitoring Report for 2025/26 to the end of September 2025  
**Committee:** Environment Committee  
**Date:** 8 December 2025  
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### 1. Report Summary

- 1.1. This report provides the Committee with a statement of income and expenditure, comparing actual expenditure and income against that budgeted for April to September 2025. Any budget heading showing variances over £25,000 are discussed in the report.
- 1.2. Budget monitoring reports will be presented to every committee meeting using the latest available monthly budget monitoring information in accordance with Financial Regulation 4.8 and the resolution of Full Council at its meeting on 4 March 2024.

### 2. Policy Considerations

- 2.1. Financial Regulations are an integral part of the Council's systems of internal control and governance which ensure sound financial stewardship of public money. Regular monitoring of the Council's financial performance is good business practice and aids timely decision-making. Analysis of the variances during 2025/26 helps officers to take corrective action to achieve the Council's budgeted year-end outturn position. Better understanding of this year's financial performance will aid the 2026/27 budget-setting and medium term planning process.

### 3. Background Information

#### Report format

- 3.1. The budget monitoring report for the Environment Committee is appended to this report – see **Appendix A**.
- 3.2. The report uses the following conventions:

In the Budget and Actual columns

- Expenditure is shown as **black numbers**
- Income is shown as **(red numbers in brackets)**

In the Variance columns

- 'Bad' variances (over-spends) are shown as **black numbers**
- 'Good' variances (under-spends) are shown as **(red numbers in brackets)**

#### 4. **Changes to Cost Centres and Fuller Service Costing for 2025/26**

4.1. As part of our continuous improvements of financial reporting the RFO has worked with budget holders to revise the cost centre structure. The current list of service cost centres overseen by this Committee is provided in **Appendix A** with the main changes from last year being:

- 5 additional cost centres in Environmental Services to provide greater detail for Allotments, Car Parks, Camping and Caravan site, Depot and Pavilions.
- Discontinue historic 'PRK' Parks cost centre.

4.2. The RFO and budget holders are also splitting corporate costs in order to provide fuller costing information. So, for example, payroll costs are posted to service cost centres rather than aggregating them centrally. Utility costs, business rates and insurance premiums, among other costs, are similarly posted to the most appropriate cost centre now.

4.3. The changes made so far in 2025/26 provide better costing and budget monitoring information, but further improvements will follow.

#### 5. **Explanation of significant Revenue variances**

5.1. Budget holders are expected to scrutinise their regular budget monitoring reports throughout the year, taking corrective action as necessary and being able to explain any variances.

5.2. Financial Regulation 4.8 requires all budget holders to explain any material variances over £50,000. In addition budget holders are also invited to explain any large variances up to £50,000 if considered of particular corporate importance.

5.3. **Appendix A** sets out the September-end results for the Environment Committee cost centres, showing variance from approved budget. All material variances over £20,000 are listed in **Appendix B**.

#### Caravan Site Income (CCC ENV 73007)

5.4. The £88k apparent under-achievement of Camping and Caravan Site income is due to late receipt of the 2024/25 profit share from the Camping and Caravan Club, which was accrued for at year-end. The income was received in October and will be reflected in the next budget monitoring report. The amount received was actually £99,750, making this a positive outcome.

#### Cremation Income (CRM ENV 71001)

5.5. The Crematorium is currently performing marginally below target with a £68k under-achievement stated in **Appendix A**. The under-achievement has reduced from 13% in September to 11% in October, and officers are confident that the target will still be achieved. To safeguard income performance and mitigate the risk of further slippage, the planned adjustment to fees and charges was implemented in September, one month earlier than originally scheduled.

#### Equipment Maintenance (CRM ENV 40002)

- 5.6. The final uninvoiced payment for 2024/25 equipment maintenance was not accrued for due to an officer error, resulting in the cost having to be charged to the first quarter of 2025/26, causing the £39k overspend. This has been noted, and measures are being taken to ensure that a similar oversight does not occur in future periods.

#### Electricity (PWC ENV 21001 & FAC ENV 21001)

- 5.7. An accrual of £9000 was made in respect of a disputed bill for the closed toilet facilities at our cemeteries. This has now been resolved but the accrual will continue to show a positive variance until the end of 2025/26. An accrual of £20,000 has been made in respect of a disputed electricity bill for Harnham Pavilion. It is expected that this matter will be concluded in the coming months.

#### Accessibility Audit Work (POS ENV 20006)

- 5.8. Works at Pinewood Play Area are due to start and conclude in December. This follows the public consultation earlier this year.

#### Salary costs (SSS ENV 10001 & POS ENV 10001)

- 5.9. **Appendix B** shows a £36k underspend on the Parks and Open Spaces salaries budget to date. This mainly reflects ongoing recruitment challenges within the grounds team, with vacancies persisting despite repeated recruitment efforts. Currently, there are two vacant positions: 1 x Grounds Operative and 1 x Senior Grounds Operative.
- 5.10. **Appendix B** shows an underspend of £21k on the Streetscene salaries budget to date. This mainly reflects ongoing recruitment challenges within the Streetscene team, with vacancies persisting despite repeated recruitment efforts. Currently, there is one vacant position: 1 x Streetscene Operative

#### Parking Income (CAR ENV 73001)

- 5.11. The £26k over-achievement of income marks a swing from previously reported under-achievements while we were awaiting outstanding income from Wiltshire Council. This represents a positive outcome, particularly given the earlier VAT issue highlighted by our RFO.

#### Additional planting of Trees – Funded by Cremations (POS ENV 28007)

- 5.12. The timing of tree planting is scheduled for the autumn/winter months, which means that expenditure appears lower at this stage due to profiling. This is a timing issue rather than a reflection of any underperformance, and officers will ensure it is resolved for future budget monitoring.

#### Reactive Repairs & Maintenance (FAC ENV 20001)

- 5.13. With the introduction of multiple new cost centres, including The Friary and Tollgate Depot, budget profiling is still being finalised to accurately reflect anticipated spend. It is expected that the revised profiles will be completed in the coming months.

### Tree Surgery (POS ENV 28002)

- 5.14. **Appendix B** shows an apparent underspend of £42k for tree surgery works undertaken between 1 April and 30 September. This is primarily a timing issue, as a significant proportion of the work completed during this period was invoiced after the July period end and will be reflected in expenditure in subsequent months. The cost of works undertaken to date is therefore broadly in line with the approved budget.

### Dilapidations (FAC ENV 27004)

- 5.15. **Appendix A** shows that the Facilities (FAC) cost centre achieved a £251k underspend at the end of September. The reversal of 2024/25's accrued costs for the expected residual dilapidation liabilities associated with the Council's exit from the former depot would have matched the payment in this year. However, fortunately for the Council this liability has not crystallised, resulting in over-accrued costs in last year's accounts, which will be offset by the equal sized underspend in this year's accounts. This is an accounting requirement and is not a genuine underspend.

## 6. **Explanation of significant Project variances**

- 6.1. **Appendix A** indicates an overall £76k underspend on this Committee's project (previously referred to as 'capital schemes'). There are two project variances greater than £20k which are explained below.

### Rowbarrow s.106

- 6.2. The project has been concluded, except for final elements such as planting and seating. Several coding discrepancies were identified, and the remaining budget will be reallocated to machinery to support ongoing site maintenance.

### Poultry Cross Urgent Renovation

- 6.3. Urgent in-year budgetary provision of £30k was arranged when the monument's structural defects were identified earlier this year. The necessary works to make the monument safe have been completed, with essential temporary structural supports and protective hoarding installed. The remaining budget will be used to cover costs for the structural engineer, architect, M&E consultant, and other necessary specialists, ensuring the project can be properly costed and considered as part of budget setting.

## 7. **Recommendations:**

- 7.1. The Committee notes the financial position at the end of September and officers' explanation for the variances.

## 8. **Background Papers:**

- 8.1. None

## 9. **Implications:**

- . **Financial:** As shown in this report.
- . **Legal:** Nil in relation to this report.
- . **Personnel:** Nil in relation to this report.
- . **Environmental Impact:** Nil in relation to this report.

. **Equalities Impact Statement:** Nil in relation to this.

## Salisbury City Council 2025/26 budget monitoring report to 30 September 2025

## Environment Committee REVENUE Cost Centres

Cost Centre	FULL YEAR BUDGET BEFORE ADJUSTMENTS	FULL YEAR OPENING BUDGET AFTER ADJUSTMENTS	PROFILED BUDGET	ACTUAL NET EXPENDITURE / (INCOME)	VARIANCE £
FAC Facilities	1,074,382	384,579	181,196	(70,451)	(251,647)
POS Parks & Open Spaces	1,218,919	1,372,814	693,407	521,012	(172,395)
SSS Street Scene	1,112,828	1,210,152	612,676	559,965	(52,711)
CRP Investment Properties	(472,685)	(310)	4,085	(34,143)	(38,228)
PWC Public Conveniences	116,075	160,210	81,820	49,203	(32,617)
CAR Car Parks	0	(182,409)	(86,945)	(114,709)	(27,764)
ALL Allotments	0	6,065	28,658	14,515	(14,143)
LBT Lower Bemerton Trust	5,100	6,360	9,373	902	(8,471)
PAV Pavilions	0	62,695	43,764	41,369	(2,395)
PRK <del>Environmental</del>	242,660	0	0	0	0
DEP Depot	0	152,369	85,786	88,699	2,913
CTV Closed Circuit Television	99,716	106,126	(28,817)	(14,664)	14,153
CRM Crematorium	(856,297)	(536,897)	(253,134)	(188,134)	65,000
CCC Camping & Caravan Club	0	(83,491)	4,255	90,767	86,513
	2,540,698	2,658,263	1,376,122	944,331	(431,791)

## Environment Committee PROJECT Cost Centres

Cost Centre	FULL YEAR BUDGET BEFORE ADJUSTMENTS	FULL YEAR OPENING BUDGET AFTER ADJUSTMENTS	PROFILED BUDGET	ACTUAL EXPENDITURE / (INCOME)	VARIANCE £
<b>RECURRING</b>					
Z12 Urban Tree Challenge		-		8,000	8,000
<b>PROJECTS - B/F FROM 2024/25</b>					
Z32 Rowbarrow s.106		171,065	171,065	114,235	(56,830)
Z55 Crematorium Wall		49,381	49,381	31,773	(17,608)
<b>PROJECTS - NEW</b>					
Z13 Wyndham Park Wall	85,000	85,000		0	0
Z16 Depot De-watering bay	150,000	150,000	-	7,160	7,160
Z45 Poultry Cross urgent renovation		30,000	30,000	9,416	(20,584)
Z59 QE Gardens Bridges s.106				3,500	3,500
Z57 River Park Tractor		75,000	0	0	0
	235,000	560,446	250,446	174,084	(76,362)

## Salisbury City Council 2025/26 budget monitoring report to 30 September 2025

## Environment Committee Detailed Revenue Variances over £20k

Cost Centre	Description	Code	Description	Full year Budget £	Profiled Budget £	Actual £	Variances £	Variance %
CCC	Camping & Caravan Club	73007	Caravan Site Income	(92,000)	0	88,672	88,672	
CRM	Crematorium	71001	Cremation Income	(1,250,235)	(625,118)	(556,874)	68,244	11%
CRM	Crematorium	40002	Equipment Maintenance	147,000	73,500	113,037	39,537	54%
PWC	Public Conveniences	21001	Electricity	32,750	16,375	(3,803)	(20,178)	(123%)
POS	Parks & Open Spaces	20006	Accessibility Audit Work	40,856	20,428	0	(20,428)	(100%)
SSS	Streetscene	10001	Salary Costs	608,330	304,165	282,911	(21,254)	(7%)
CAR	Car Parks	73001	Car Parking Income	(230,000)	(115,000)	(141,000)	(26,000)	(23%)
POS	Parks & Open Spaces	28007	Additional planting of trees (funded by cremations)	57,514	28,757	0	(28,757)	(100%)
FAC	Facilities	21001	Electricity	29,767	14,884	(19,670)	(34,554)	(232%)
POS	Parks & Open Spaces	10001	Salary Costs	655,902	327,951	291,380	(36,571)	(11%)
FAC	Facilities	20001	Repairs & Maintenance - REACTIVE	58,600	29,300	(11,442)	(40,742)	(139%)
POS	Parks & Open Spaces	28002	Tree Surgery	180,000	90,000	47,637	(42,363)	(47%)
FAC	Facilities	20005	Dilapidations	0	0	(150,000)	(150,000)	