EXTRACT FROM THE MINUTES OF THE CLACTON TOWN BOARD OF 30 MARCH 2026

127. BUDGETS, EXPENDITURE AND DELIVERY TO DATE

The Board was advised of a requirement by the UK Government to submit six monthly monitoring reports in respect of the Pride in Place programme. The first of these reports was required in April 2026. The reports would need to include updates on

- Capacity funding activities
- Projects delivered using programme funding (note this would not be required for the first report in April)
- Projects planned using programme funding
- Forecast capacity funding spend
- Forecast programme delivery funding spend
- Outputs

The UK Government's guidance on the monitoring reports was made available to the Board as part of the report submitted to it. The monitoring reports were described by civil servants as "light touch" and intended to support value-for-money oversight and provide a consistent understanding of progress across all programme areas.

In preparing for the first monitoring report, the Board was reminded that, to date, it had received £450,000 in capacity funding (originally through the Long Term Plan for Towns and then the Plan for Neighbourhoods programmes) to support the development of strong governance structures, improve local engagement, and build the capacity required for the successful launch of the programme in 2026/27. The use of the capacity funding budget was approved by the Board at its meeting on 20 March 2025. Subsequently, at the Board's meeting on 7 November 2025 (Minute 99 refers), the Board agreed to recruit a new Programme Manager and a full-time Town Centre Manager, utilising unspent capacity funding ahead of any future revenue delivery allocations. A further £150,000 in capacity funding would be paid for the Clacton-on-Sea Pride in Place programme from the UK Government this month, making the total capacity funding budget £600,000. The UK Government had confirmed that capacity funding could be carried forward into future financial years.

Further to Minute 125 above, the first tranche of delivery funding (£360,000 capital and £232,000 revenue) was expected in Spring 2026. An indicative four-year delivery plan budget, prepared as part of the Regeneration Plan by the appointed consultants, was shared with the Board at its 7 November 2025 meeting. The Board was advised at that time that the detailed budget was not being sought for approval. It was agreed to bring back a high-level budget (included with this paper), but noting that project budgets still needed to be developed and submitted through the appropriate local approval process.

In respect of the budgeting for the capacity funding, and taking account of the previous decisions on spend against this funding, the Board was advised that spend and commitments to March 2026 was as follows:

TABLE 1	Budget 2025 (1) £	Spend 2024/25 (2) £	Spend to date 2025/26 (3) £	Committed 2025/26 (4) £	Total Spend/ Committed (5) £	Balance (6) £
Website & Comms (inc. Comms officer)	71,554.00	6,481.99	19,174.23	2,700.00	28,356.22	43,197.78
Engagement (community, young people)	58,625.00	8,975.00	17,940.11		26,915.11	31,709.89
Regeneration Plan Coordination*	40,000.00	0.00	45,841.56		45,841.56	-5,841.56
Surveys, project preparation	40,000.00	0.00	0.00		0.00	40,000.00
Town Centre Manager (TCM)	60,000.00	0.00	15,697.85		15,697.85	44,302.15
TCM Budget (town centre improvements)	62,360.00	6,049.05	5,639.76		11,688.81	50,671.19
Enforcement Capacity Pilot	100,000.00	0.00	0.00		0.00	100,000.00
Contingency	2,461.00	0.00	0.00		0.00	2,461.00
Board & Secretariat	15,000.00	307.65	428.95		736.60	14,263.40
Total	**450,000.00**	**21,813.69**	**104,722.46**	**2,700.00**	**129,236.15**	**320,763.85**
Allocation		250,000.00	200,000.00			450,000.00

Taking the above as the starting point, the board was then invited to approve revisions to the use of capacity funding and the transfer of certain expenditure lines to the delivery funding streams identified later in this Minute. It was also reminded of the additional £150,000 capacity funding for 2026/27 (taking the total from £450,000 to £600,000).

The changes to the capacity funding allocations were summarised as follows (with the ‘Original Budget’ in the below table being the same figures as in column (1) of Table 1 above):

Budget item	Original Budget	Proposed Budget	Notes
Website & Comms (inc Comms officer)	£ 71,554	£ 78,356	Comms to move into the Prosperous project budget by year 3
Engagement	£ 58,625	£ 58,915	
Regeneration Plan Coordination	£ 40,000	£ 45,842	Completed in 2025
Surveys, project preparation	£ 40,000	£ 40,000	Car-parking & selective licensing feasibility studies
Town Centre Manager (TCM) (Staff role)	£ 60,000	£ 15,698	TCM to move into Safe & Lively project budget from 2026
TCM Budget	£ 62,360	£ 11,689	TCM budget to move into Safe & Lively project budget
Enforcement Capacity Budget	£ 100,000	£ -	Enforcement budget to move into the Safe & Lively project bu
Programme Management/Resources	£ -	£ 326,840	Funding reallocated for PiP programme delivery manager/resources, plus oncosts, and allowing for inflationary increases.
Contingency/uncommitted	£ 2,461	£ 19,524	
Board & secretariat (expenses)	£ 15,000	£ 3,137	Reduced as TDC have agreed to provide support in-kind
Total	**£ 450,000**	**£ 600,000**	

The Board was then provided with the following table setting out an envisaged profile of the ‘Proposed Budget’ identified in the above table over the four financial years of 2026/27-2029/30 for capacity funding. In the below table, the 2024/25 expenditure represents column (2) of Table 1 above and the 2025/26 expenditure represents a combined sum of columns (3) and (4) in Table 1 for the relevant named budget line. The last column in the below table represents the same 'Proposed Budget' as in the table above (and includes expenditure in 2024/25 and 2025/26.

			4-year forecast				
Budget item			Year 1	Year 2	Year 3	Year 4	**4 year Total**
	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
Website & Comms (inc Comms officer)	£ 6,482	£ 21,874	£ 30,000	£ 20,000	£ -	£ -	**£ 78,356**
Engagement	£ 8,975	£ 17,940	£ 8,000	£ 8,000	£ 8,000	£ 8,000	**£ 58,915**
Regeneration Plan Coordination	£ -	£ 45,842	£ -	£ -	£ -	£ -	**£ 45,842**
Surveys, project preparation	£ -	£ -	£ 40,000				**£ 40,000**
Town Centre Manager (TCM) (Staff role)		£ 15,698	£ -	£ -	£ -	£ -	**£ 15,698**
TCM Budget	£ 6,049	£ 5,640					**£ 11,689**
Enforcement Capacity Budget	£ -	£ -					**£ -**
Programme Management/Resources	£ -	£ -	£ 78,000	£ 80,340	£ 82,750	£ 85,750	**£ 326,840**
Contingency/uncommitted	£ -	£ -	£ 4,881	£ 4,881	£ 4,881	£ 4,881	**£ 19,524**
Board & secretariat (expenses)	£ 308	£ 429	£ 600	£ 600	£ 600	£ 600	**£ 3,137**
Total	£ 21,814	£ 107,422	£ 161,481	£ 113,821	£ 96,231	£ 99,231	**£ 600,000**
Revenue funding (capacity)	**£ 250,000**	**£ 200,000**	**£ 150,000**				**£ 600,000**

The report then addressed the Year 1 forecast for delivery funding, of which some was revenue expenditure and some was capital expenditure. The forecast included those items being transferred from capacity funding to delivery funding and other specific projects which had been approved. In certain cases, expenditure forecasts had been added where those previous project approvals had not included a forecast. Except where projects were identified as already approved by the Board, they would be further developed by the relevant sub-groups and presented to the Board for consideration at a later date. However, groupings of projects yet to approved were allocated an overall expenditure level while that additional consideration had not taken place. They were not binding on future decisions by the Board. However, they would be needed for the six-monthly monitoring reports required by the UK Government.

Year 1 Delivery Revenue Funding Forecast

PiP Themes	Project	Budget item	Regen Plan	Year 1
Safety & Security	**APPROVED** Love Clacton – Town Centre Refresh	Town Centre Manager (Staff Role)	Safe & Lively	57000
Safety & Security	**APPROVED** Town Centre Events Programme	TCM Budget (including Town Centre	Safe & Lively	43000
Safety & security	**APPROVED** Enforcement Support	Enforcement Capacity TDC Team	Safe & Lively	50000
Cohesion	Love Clacton - Town Centre Refresh	Engagement	Safe & Lively	
Cohesion	Love Clacton - Town Centre Refresh	Community greening/ Community-le	Safe & Lively	
Regeneration, high streets &	Town Centre Public Realm	Post masterplan studies - public rea	Safe & Lively	
Regeneration, high streets &	CCTV, lighting and evening and night-time economy measures	CCTV and lighting - Clacton-wide stu	Safe & Lively	32,000
Cohesion	Youth Board & Participatory Budget	Youth Board Participatory Budget an	Prosperous	10,000
Health & wellbeing	Sports Groups Grants	Sports Groups Grants - continuation	Healthy	10,000
		Contingency/carry forward		30,000
		Total		232,000
		Revenue funding (grants)		232,000

Year 1 Delivery Capital Funding Forecast

PiP Theme	Project	Budget item	Regen Plan	Year 1
Regeneraton, high streets & heritage	Town Centre Public Realm	Town Centre public realm - delivery (	Safe & Lively	
Regeneraton, high streets & heritage	Shopfront Improvements	Shopfront Improvements (Phase 2) -	Safe & Lively	
Safety & security	CCTV, Lighting & ENTE Measures	CCTV and lighting, evening and night	Safe & Lively	
Regeneraton, high streets & heritage	Love Clacton – Town Centre Refresh	Community Greening & Gardening - (	Safe & Lively	
Transport	Movement and Car Parking Study	Carparking & movement improveme	Safe & Lively	150,000
Regeneraton, high streets & heritage	Vacant Units Activation Programme	Vacant Units Activation Programme	Prosperous	50,000
Transport	Active Journeys and Places Programme	Active Journeys and Places Program	Healthy	50,000
		Contingency/carry forward		110000
		Total		360,000
		Capital funding (grants)		360,000

A brief description of the projects identified in the two Delivery Funding Forecast tables here has been set out at Appendix A to these Minutes with the Vision theme that the projects had been allocated to. As had been identified in the development of the 10 Year Vision, several projects would contribute to several of the Vision themes.

The Board's attention was specifically drawn to the move of £50,000 from capacity funding for 'Enforcement Capacity Budget' to 'APPROVED Enforcement Support' in the Year 1 Delivery Revenue Funding Forecast.

It was AGREED:

(1) To note the current budget position, including expenditure and financial commitments to date (relating solely to the use of received capacity funding);

(2) To approve the revised budget proposals and forecast for the remaining capacity funding, including the additional £150,000 (received from the UK Government as an allocation for 2026/2027);

(3) To approve the forecast programme delivery spend for year 1 and note that the high-level delivery funding budget for the full four-year investment plan would be submitted to a future Board;

(4) To delegate the first of the six-monthly UK Government's monitoring report sign-off (due in April 2026) to the Board's Chair, providing there were no changes to the budgets from those included within this report; and

(5) To authorise, firstly, that recruitment proceed to the Town Centre Manager role for the four year term (matching the four year delivery period in respect of funding under the Pride in Place programme) and, secondly, that the budget for this role may be utilised ahead of recruitment concluding to deliver matters that would otherwise fall to the Town Centre Manager to undertake.

For the avoidance of doubt, the realigned capacity funding allocation being approved by the Corporate Director (Place and Wellbeing)/Deputy Chief Executive on 27 May 2026 from the above is as follows:

Budget item	Original Budget		Proposed Budget		Notes
Website & Comms (inc Comms officer)	£	71,554	£	78,356	Comms to move into the Prosperous project budget by year 3
Engagement	£	58,625	£	58,915	
Regeneration Plan Coordination	£	40,000	£	45,842	Completed in 2025
Surveys, project preparation	£	40,000	£	40,000	Car-parking & selective licensing feasibility studies
Town Centre Manager (TCM) (Staff role)	£	60,000	£	15,698	TCM to move into Safe & Lively project budget from 2026
TCM Budget	£	62,360	£	11,689	TCM budget to move into Safe & Lively project budget
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Contingency/uncommitted	£	2,461	£	19,524	
Board & secretariat (expenses)	£	15,000	£	3,137	Reduced as TDC have agreed to provide support in-kind
Total	**£**	**450,000**	**£**	**600,000**	