



Ref: Agenda/Council-26/01/2021

21<sup>st</sup> January 2021

Dear Sir/Madam

All Members of the Town Council are hereby summoned to an additional **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 26<sup>th</sup> January 2021 via Virtual access** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: All Town Councillors  
Notice Board  
Central Bedfordshire Council  
The Editor, Biggleswade Today

Bedfordshire Constabulary  
County Library, Biggleswade

## AGENDA

### 1. **APOLOGIES FOR ABSENCE**

### 2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

### 3. **TOWN MAYOR'S ANNOUNCEMENTS**

### 4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_faAQW11aQw6pwYBZapfaEQ](https://zoom.us/webinar/register/WN_faAQW11aQw6pwYBZapfaEQ)

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**5. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to defer the minutes of the Council Meeting held on **Tuesday 12<sup>th</sup> January 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade to the next meeting.

**6. BUDGET AND PRECEPT 2021-2022**

- a. For Members to consider the draft budget papers and precept request figures for the 2021-2022 budget.

**7. EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

None

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

## BIGGLESWADE TOWN COUNCIL

### Report to Full Council Meeting 26<sup>th</sup> January 2021 2021/2022 Precept and Original Estimates

#### Implications of Recommendations

**Corporate strategy:** None

**Finance:** Capital & Revenue Budget Implications

**Equality:** None

**Environment:** None

**Community Safety:** None

#### Background

##### Original estimate debate

Members of the Council have had a number of extensive debates and have discussed a variety of potential options around the new financial year's precept. These debates have also included reflection and critique of the Council's current operating model (COM) and how it might best seek to become a more modern and progressive Council. This paper now seeks to bring these discussions to a conclusion.

##### Strategic Intent

Biggleswade aspires to be the best Town Council in the United Kingdom, not for reputational reasons but rather for the betterment of our community and residents. This is a significant challenge and needs to be properly resourced.

##### COVID 19 financial implications

As part of its analysis, the IFS (Institute of Fiscal Studies) estimates that councils face cost pressures of over £5 billion in 2021/22 in comparison to the 2019/20 starting point. This includes £1.3 billion of ongoing COVID-19 cost pressures and income losses in 2021/22.

This gives a sense of impact upon the wider public sector and some of the challenges that Biggleswade is experiencing at a more local level.

##### General Reserve

The level of General Reserve is currently below the minimum level required under the council's extant policy and this shortfall is projected to increase further by 31st March 2023. The Practitioners Guide on proper accounting practice for Town and Parish Councils indicates a range of between 3 to 12 months, however it is generally acceptable practice that a Council of Biggleswade's size should set aside a minimum of 3 months net revenue expenditure. **Any future internal and external audits will pay particular attention to this.**

##### Commitments

The new 2021/2022 budget includes allowance for all emerging commitments as of January 2021. Some elements of growth are as yet undefinable and, in these circumstances, an indicative guide figure has been included for now. There is a degree of risk here. Pay and price inflation is included.

A new Corporate Plan is being developed that will give further definition around the Council's strategic intent. This will also set out at a transactional level what the Council is seeking to achieve over the next 5 years with our strategic partners and it is likely that this will further **significantly impact** upon existing growth projections. Councillors need to make allowance and be cognisant of this in their decision-making process.

## Options

The General Reserve shortfall can be corrected by the following means:

Budget for a surplus and not in order of any preference:

1. Should no action be taken to correct the General Reserve shortfall and in order to balance the 2021/22 Budget, a precept Increase of **3.48%** per Band D equivalent would still be required.
2. Appr. £35K per annum (a total increase of **6.45%** per Band D) for say 4 years.
3. Appr. £71K per annum (a total increase of **9.5%** per Band D) for say 3 years.

All three options assume that the Council will divert £100,000 from its Rolling Capital Fund back to General Reserve. The Council's external professional accounting firm has recommended not to divert a sum greater than £100,000.

**Option three** would mean:

1. Budget for a surplus, for as long as remains necessary, at a rate of £71K per annum from 2021/22 onwards (a total increase of **9.5%** per Band D property equivalent to an additional sum of **£14.61 per annum or 28.02p per week**).

As a result of option two the General Reserve balance is projected as follows:

	<b>Actual</b>	<b>Minimum</b>	<b>Shortfall</b>
31st March 2021	206,792	275,631	68,839
31st March 2022	277,792	301,134	23,342
31st March 2023	348,792	311,684	37,108 (Surplus)

**Option two** would mean:

1. Budget for a surplus, for as long as remains necessary, at a rate of £35K per annum from 2021/22 onwards (a total increase of **6.45%** per Band D property equivalent to an additional sum of **£9.91 per annum or 19.01p per week**).

As a result of option two the General Reserve balance is projected as follows:

	<b>Actual</b>	<b>Minimum</b>	<b>Shortfall</b>
31st March 2021	206,792	275,631	68,839
31st March 2022	241,792	301,134	59,342
31st March 2023	276,792	311,684	34,892
31st March 2024	311,792	311,684	18 (Surplus)

(2023 and 2024 projections take no account of further increases in services to 31st March 2024)

## Recommendation:

It is the recommendation of the Town Clerk & Responsible Financial Officer that Members agree to option three (**a precept increase of 9.5%**) and that the budget set out in the accounting documentation (appendix A) totalling a precept budget of £1,289,691 be approved. This allows for the Council to build up its General Reserve (consistent with the advice of its external professional accounting firm) and to ensure that it meets its statutory financial obligations.

This recommendation is also financially prudent, conscious of COVID's implications on the financial resilience of the public sector and allows for **future absorption** of significant elements of unknown growth both in 2021/22 and going forward, as the Councils seeks to operationalise its new 5-year Corporate Plan.

## Other recommendations:

1. **Transformation Programme:** That the Council initiate a broad Transformation Programme after completing a detailed gap analysis against other high performing Councils. An immediate priority is the further development of the Corporate Plan.
2. **Efficiency & cost reduction review:** That the Council complete an efficiency and cost reduction review with the expectation of reinvesting any identified savings.
3. **Additional revenue streams:** That the Council identify further opportunities for non-taxation revenue so as to lessens its reliance on the council tax precept.
4. **Performance indicators:** That the Council develop a range of key performance indicators and a monthly reporting system for Members so as to evidence progression and give assurance.
5. **Staff salary review:** That the Council commission an independent review of all staff salaries in quarter 3 of the 2021/2022 financial year, excluding that of the Town Clerk and Chief Executive.
6. **Residents messaging:** That the Council develop a tailored comms message to residents that properly explains the budget pressures, transformation agenda and puts any increase in context with what the Council is seeking to achieve more broadly on behalf of its Community.

Dr Peter Tarrant  
Town Clerk, Chief Executive & Responsible Financial Officer

21<sup>st</sup> January 2021

21/01/2021

14:39

**Biggleswade Town Council**  
**Annual Budget - By Committee (Actual YTD Month 6)**  
**Note: Updated Budget Proposals 2021/22**

2021/2022 Accounting  
Documentation

Page 1

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Finance &amp; General Purposes</u></b>										
<b><u>101</u></b>	<b><u>B'SWADE MAGISTRATES COURT</u></b>									
1081	INC-RENT	6,280	2,161	0	680	680	0	1,800	0	0
1091	INC-MISCELLANEOUS	0	0	0	120	120	0	0	0	0
<b>Total Income</b>		6,280	2,161	0	800	800	0	1,800	0	0
4007	HEALTH & SAFETY	300	0	0	275	300	0	300	0	0
4011	RATES	11,800	14,313	11,960	6,660	12,600	0	12,740	0	0
4012	WATER RATES	500	560	500	304	500	0	500	0	0
4013	RENT	-29,920	-37,147	-34,760	-20,975	-24,720	0	-24,700	0	0
4014	ELECTRICITY	3,000	2,928	3,000	347	0	0	3,000	0	0
4015	GAS	2,000	1,652	2,000	1,978	0	0	2,000	0	0
4016	CLEANING COSTS	9,000	11,757	9,000	6,338	0	0	360	0	0
4029	OFFICE REFURBISHMENT	0	360	0	20	20	0	0	0	0
4036	PROPERTY MAINTENANCE	4,000	4,494	4,000	120	4,000	0	4,000	0	0
4042	EQUIPT MAINT/REPAIR	1,000	620	500	366	500	0	500	0	0
4067	PEST CONTROL	100	0	100	0	0	0	0	0	0
4104	REFUSE COLLECTION	1,000	1,161	1,000	464	1,000	0	1,000	0	0
4110	FIRE PRECAUTIONS	1,500	477	1,200	114	600	0	600	0	0
4134	SECURITY/CCTV	2,000	986	1,500	4,790	6,000	0	1,500	0	0
4790	DEFERRED GRANTS RELEASED	0	-2,593	0	0	0	0	0	0	0
4999	DEPRECIATION CHARGED	0	4,206	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		6,280	3,774	0	800	800	0	1,800	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>(1,613)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>108</b>	<b><u>GRANTS (INCL S137)</u></b>									
4261	GRANTS UNDER OTHER POWERS	20,767	23,392	20,767	16,840	20,767	0	20,767	0	0
4264	Community Agent Grant	11,250	11,250	11,250	11,500	11,500	0	12,000	0	0
<b>Overhead Expenditure</b>		<u>32,017</u>	<u>34,642</u>	<u>32,017</u>	<u>28,340</u>	<u>32,267</u>	<u>0</u>	<u>32,767</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(32,017)</u>	<u>(34,642)</u>	<u>(32,017)</u>	<u>(28,340)</u>	<u>(32,267)</u>		<u>(32,767)</u>		
<b>109</b>	<b><u>CAPITAL EXPENDITURE</u></b>									
1074	INC-DONATIONS	0	0	0	1,020	1,020	0	0	0	0
1077	INC-S106 GRANTS	0	0	0	5,000	5,000	0	0	0	0
<b>Total Income</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>6,020</u>	<u>6,020</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4053	LOAN INTEREST	5,582	5,879	5,383	2,755	5,445	0	4,752	0	0
4253	LEASE INTEREST REPAID	242	401	401	201	401	0	268	0	0
4801	CP - New Vehicles\Equipment	0	0	0	0	27,000	0	3,000	0	0
4802	CP - New Computer Installation	0	0	0	0	0	0	0	0	0
4803	CP - Boiler Magistrates Court	0	0	0	0	0	0	15,335	0	0
4808	CP - Website Re-design	0	0	5,000	0	11,985	0	0	0	0
4842	CP - The Orchard Furniture & E	0	0	0	0	0	0	0	0	0
4843	CP - Street Furniture	0	0	0	1,020	6,020	0	0	0	0
4847	CP - Drove Road	0	0	0	0	0	0	70,000	0	0
4851	CP - Emergency Support Plan del	0	0	0	0	0	0	6,000	0	0
4900	ROLLING CAPITAL FUND ALLOC'N	100,000	100,000	71,500	71,500	71,500	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4979	NEW LOAN COSTS	0	0	28,500	0	0	0	0	0	0
4980	LOAN REPAYMENT	9,453	9,115	9,453	4,683	9,453	0	5,107	0	0
4981	TFR TO CFR NEW ASSETS	0	13,526	0	0	0	0	0	0	0
4982	LEASE CAPITAL REPAID	2,074	4,963	4,963	2,481	4,963	0	3,308	0	0
4990	ASSET FUNDING FROM RCP	0	-13,526	-5,000	0	-38,985	0	-94,335	0	0
<b>Overhead Expenditure</b>		117,351	120,359	120,200	82,640	97,782	0	13,435	0	0
<b>Movement to/(from) Gen Reserve</b>		(117,351)	(120,359)	(120,200)	(76,620)	(91,762)		(13,435)		
<b>111</b>	<b><u>CORPORATE MANAGEMENT</u></b>									
1076	PRECEPT RECEIVED	1,011,058	1,011,058	1,166,677	1,166,677	1,166,677	0	1,289,691	0	0
1096	INTEREST RECEIVED	5,000	593	5,000	187	1,250	0	2,500	0	0
<b>Total Income</b>		1,016,058	1,011,651	1,171,677	1,166,864	1,167,927	0	1,292,191	0	0
4057	AUDIT FEES	3,720	3,735	3,720	0	3,720	0	3,720	0	0
4901	C.S. SALARY RECHARGE	47,063	70,888	63,456	26,331	63,456	0	63,456	0	0
4911	C.S. O'HEAD RECHARGE	49,491	59,420	55,553	43,192	55,553	0	55,553	0	0
<b>Overhead Expenditure</b>		100,274	134,043	122,729	69,523	122,729	0	122,729	0	0
<b>Movement to/(from) Gen Reserve</b>		915,784	877,608	1,048,948	1,097,341	1,045,198		1,169,462		
<b>112</b>	<b><u>DEMOCRATIC REP'N &amp; MGM'T</u></b>									
1078	INC-MISC GRANTS	0	6,950	0	0	0	0	0	0	0
<b>Total Income</b>		0	6,950	0	0	0	0	0	0	0
4024	SUBSCRIPTIONS	3,600	3,355	3,200	784	3,200	0	3,200	0	0

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4026	COMPUTER	1,500	0	1,500	0	1,500	0	1,500	0	0
4082	NEIGHBOURHOOD PLAN	0	7,621	20,000	5,124	20,000	0	20,000	0	0
4085	COUNCIL WEBSITE	0	0	0	0	0	0	1,200	0	0
4135	ELECTION PROVISION	4,000	528	4,000	0	4,000	0	4,000	0	0
4790	DEFERRED GRANTS RELEASED	0	-1,806	0	0	0	0	0	0	0
4901	C.S. SALARY RECHARGE	62,749	94,518	84,608	35,108	84,608	0	84,608	0	0
4911	C.S. O'HEAD RECHARGE	65,987	79,226	74,068	57,590	74,068	0	74,068	0	0
4999	DEPRECIATION CHARGED	0	9,292	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		137,836	192,733	187,376	98,606	187,376	0	188,576	0	0
<b>Movement to/(from) Gen Reserve</b>		(137,836)	(185,783)	(187,376)	(98,606)	(187,376)		(188,576)		
<b>113</b>	<b><u>CIVIC ACTIVITIES &amp; EXPENSES</u></b>									
1091	INC-MISCELLANEOUS	0	585	0	508	500	0	500	0	0
1300	INC-MAYORS CHARITY	0	-47	0	0	0	0	0	0	0
<b>Total Income</b>		0	538	0	508	500	0	500	0	0
4008	STAFF TRAINING	1,500	290	500	0	500	0	500	0	0
4009	STAFF TRAVEL	500	0	500	0	0	0	0	0	0
4112	TOWN MAYOR'S ALLOW.	1,000	845	1,000	0	1,000	0	1,000	0	0
4166	TWINNING	500	0	1,000	0	1,000	0	500	0	0
4179	CIVIC FUNCTIONS	1,000	60	1,000	0	1,000	0	1,000	0	0
4180	CIVIC REGALIA REPAIRS ETC	100	0	100	0	100	0	100	0	0
4991	TRANSFER TO E/MARKED RESERVE	0	500	0	0	0	0	0	0	0
4992	TRANSFER FROM E/MARKED RESERVE	0	0	-500	0	-500	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		4,600	1,695	3,600	0	3,100	0	3,100	0	0
<b>Movement to/(from) Gen Reserve</b>		(4,600)	(1,157)	(3,600)	508	(2,600)		(2,600)		
<b>115</b>	<b><u>ORCHARD COMMUNITY CENTRE</u></b>									
1077	INC-S106 GRANTS	0	800	0	0	0	0	0	0	0
1078	INC-MISC GRANTS	18,000	18,000	18,000	0	18,000	0	18,000	0	0
1081	INC-RENT	0	54	0	0	0	0	0	0	0
1082	INC-LETTINGS	25,000	32,014	32,000	276	6,000	0	15,000	0	0
1109	INC-COFFEE MACHINE	0	224	250	0	20	0	120	0	0
<b>Total Income</b>		43,000	51,091	50,250	276	24,020	0	33,120	0	0
4001	STAFF SALARIES	42,465	53,589	54,599	24,901	55,128	0	65,137	0	0
4002	EMPLOYERS N.I	4,990	5,014	5,153	2,224	4,828	0	5,351	0	0
4003	EMPLOYERS SUPERANN.	10,107	12,754	13,540	6,175	13,671	0	16,805	0	0
4007	HEALTH & SAFETY	500	0	500	562	600	0	500	0	0
4009	STAFF TRAVEL	0	429	300	87	300	0	300	0	0
4011	RATES	5,500	0	5,500	0	5,500	0	5,500	0	0
4012	WATER RATES	600	789	450	200	900	0	900	0	0
4014	ELECTRICITY	10,000	4,231	10,000	308	4,800	0	4,800	0	0
4015	GAS	4,500	209	4,500	725	2,000	0	2,000	0	0
4016	CLEANING COSTS	4,000	4,795	4,500	1,440	2,000	0	240	0	0
4020	MISC. ESTABLISH.COST	500	9	500	13	500	0	500	0	0
4021	TELEPHONE & FAX	1,200	190	1,200	0	1,200	0	1,200	0	0
4026	COMPUTER	2,500	565	1,500	245	1,960	0	2,940	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4032	PUBLICITY	500	0	500	0	0	0	500	0	0
4036	PROPERTY MAINTENANCE	1,000	2,089	1,000	0	1,000	0	1,000	0	0
4038	MAINTENANCE CONTRACT	1,500	4,005	1,500	657	1,500	0	1,500	0	0
4042	EQUIPT MAINT/REPAIR	200	0	200	0	0	0	200	0	0
4081	Licences	150	309	300	158	300	0	300	0	0
4128	EQUIPMENT	200	60	200	1,095	1,095	0	200	0	0
4790	DEFERRED GRANTS RELEASED	0	-12,430	0	0	0	0	0	0	0
4999	DEPRECIATION CHARGED	0	11,417	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		90,412	88,022	105,942	38,789	97,282	0	109,873	0	0
<b>Movement to/(from) Gen Reserve</b>		(47,412)	(36,931)	(55,692)	(38,513)	(73,262)		(76,753)		
<b>901</b>	<b><u>CENTRAL SERVICES</u></b>									
4001	STAFF SALARIES	144,125	186,172	193,197	67,355	161,426	0	260,444	0	0
4002	EMPLOYERS N.I	12,750	14,645	18,323	5,069	13,966	0	25,027	0	0
4003	EMPLOYERS SUPERANN.	34,300	35,477	47,915	15,346	27,286	0	48,884	0	0
4005	AGENCY STAFF	0	43,519	0	61,411	118,185	0	11,708	0	0
4007	HEALTH & SAFETY	2,500	0	2,500	39	2,500	0	2,500	0	0
4008	STAFF TRAINING	3,000	2,827	2,000	0	2,000	0	2,000	0	0
4009	STAFF TRAVEL	3,500	3,147	3,000	269	3,000	0	3,000	0	0
4010	MISC. STAFF COSTS	500	180	1,000	462	1,000	0	1,000	0	0
4013	RENT	29,920	37,147	34,760	20,975	24,720	0	24,700	0	0
4020	MISC. ESTABLISH.COST	250	137	250	0	250	0	250	0	0
4021	TELEPHONE & FAX	7,600	8,208	6,500	4,444	7,600	0	7,600	0	0
4022	POSTAGE	1,000	547	1,000	408	800	0	800	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4023	STATIONERY	5,000	5,971	5,000	803	1,800	0	1,800	0	0
4025	INSURANCE	21,000	19,492	21,000	19,545	19,545	0	21,000	0	0
4026	COMPUTER	24,000	33,873	30,000	17,596	36,000	0	36,000	0	0
4027	PHOTOCOPIER	3,500	2,771	3,500	1,229	2,500	0	3,000	0	0
4031	ADVERTISING	400	0	400	550	550	0	400	0	0
4032	PUBLICITY	3,500	2,420	3,500	1,400	2,500	0	2,500	0	0
4042	EQUIPT MAINT/REPAIR	0	314	0	0	0	0	0	0	0
4051	BANK CHARGES	1,500	2,109	2,100	559	1,200	0	1,200	0	0
4056	LEGAL EXPENSES	1,000	1,850	1,220	0	1,220	0	1,000	0	0
4058	PROFESSIONAL FEES	5,000	12,030	2,000	9,194	12,000	0	2,000	0	0
4060	OFFICE EQUIPMENT	500	2,645	500	0	500	0	500	0	0
4073	PAYROLL BUREAU FEES	2,000	794	2,000	1,073	2,000	0	2,000	0	0
4074	ACCOUNTANCY FEES	15,000	15,693	15,000	4,017	15,000	0	15,000	0	0
4125	Misc Costs	0	86	30	0	30	0	50	0	0
4901	C.S. SALARY RECHARGE	-156,875	-236,294	-211,520	-87,770	-211,520	0	-211,520	0	0
4911	C.S. O'HEAD RECHARGE	-164,970	-198,065	-185,175	-143,974	-185,175	0	-185,175	0	0
4999	DEPRECIATION CHARGED	0	2,307	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		0	0	0	0	60,883	0	77,668	0	0
<b>Movement to/(from) Gen Reserve</b>		0	0	0	0	(60,883)		(77,668)		
<b>Finance &amp; General Purposes - Income</b>		1,065,338	1,072,390	1,221,927	1,174,468	1,199,267	0	1,327,611	0	0
<b>Expenditure</b>		488,770	575,267	571,864	318,698	602,219	0	549,948	0	0
<b>Movement to/(from) Gen Reserve</b>		576,568	497,122	650,063	855,770	597,048		777,663		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Public Land &amp; Open Spaces</u></b>										
<b><u>102</u></b>	<b><u>ALLOTMENTS</u></b>									
1087	INC-ALLOTMENTS	6,000	6,521	6,600	1,282	6,600	0	7,200	0	0
	<b>Total Income</b>	6,000	6,521	6,600	1,282	6,600	0	7,200	0	0
4013	RENT	465	233	465	233	465	0	465	0	0
4037	GROUND MAINTENANCE	1,000	399	1,000	73	500	0	500	0	0
4067	PEST CONTROL	500	675	550	360	750	0	750	0	0
4999	DEPRECIATION CHARGED	0	167	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	1,965	1,474	2,015	665	1,715	0	1,715	0	0
	<b>Movement to/(from) Gen Reserve</b>	4,035	5,047	4,585	617	4,885		5,485		
<b><u>104</u></b>	<b><u>BURIAL GROUNDS</u></b>									
1084	INC-BURIAL FEES	17,000	14,453	17,000	8,913	17,000	0	18,000	0	0
1097	INC-MEMORIALS	2,000	836	300	0	300	0	900	0	0
	<b>Total Income</b>	19,000	15,289	17,300	8,913	17,300	0	18,900	0	0
4011	RATES	4,350	4,702	4,800	2,260	4,702	0	4,800	0	0
4012	WATER RATES	200	80	150	40	150	0	150	0	0
4014	ELECTRICITY	150	2,868	150	8	150	0	150	0	0
4036	PROPERTY MAINTENANCE	1,000	1,088	2,000	455	2,000	0	2,000	0	0
4104	REFUSE COLLECTION	0	0	0	303	0	0	0	0	0
4110	FIRE PRECAUTIONS	200	368	500	0	0	0	500	0	0
4178	PATHS MAINTENANCE	1,000	0	1,000	0	0	0	1,000	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4901	C.S. SALARY RECHARGE	9,413	14,178	12,691	5,266	12,691	0	12,691	0	0
4902	W.S. SALARY RECHARGE	56,310	49,101	59,441	22,410	59,441	0	59,441	0	0
4911	C.S. O'HEAD RECHARGE	9,898	11,884	11,111	8,638	11,111	0	11,111	0	0
4912	W.S. O'HEAD RECHARGE	12,964	16,685	12,280	2,777	12,280	0	12,280	0	0
4999	DEPRECIATION CHARGED	0	2,250	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	95,485	103,204	104,123	42,158	102,525	0	104,123	0	0
	<b>Movement to/(from) Gen Reserve</b>	(76,485)	(87,915)	(86,823)	(33,245)	(85,225)		(85,223)		
<b>210</b>	<b><u>GENERAL</u></b>									
4064	ANNUAL HANGING BASKETS	2,500	2,991	3,000	2,993	2,993	0	3,000	0	0
	<b>Overhead Expenditure</b>	2,500	2,991	3,000	2,993	2,993	0	3,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,500)	(2,991)	(3,000)	(2,993)	(2,993)		(3,000)		
<b>212</b>	<b><u>RECREATION GROUNDS</u></b>									
1077	INC-S106 GRANTS	0	2,600	0	0	0	0	0	0	0
1081	INC-RENT	5,240	4,521	5,240	87	2,624	0	3,500	0	0
1082	INC-LETTINGS	0	-202	0	0	0	0	0	0	0
1083	INC-PITCH HIRE	4,000	2,385	4,000	0	0	0	2,000	0	0
1091	INC-MISCELLANEOUS	350	0	0	0	0	0	0	0	0
	<b>Total Income</b>	9,590	9,305	9,240	87	2,624	0	5,500	0	0
4011	RATES	4,550	4,468	4,565	2,145	3,733	0	3,775	0	0
4012	WATER RATES	11,000	2,430	11,000	561	11,000	0	11,000	0	0
4013	RENT	1	0	1	0	1	0	1	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	5,000	6,721	6,000	200	6,000	0	6,000	0	0
4016	CLEANING COSTS	400	98	400	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	5,000	0	5,000	0	0	0	0	0	0
4037	GROUPS MAINTENANCE	2,500	1,151	2,500	0	2,500	0	2,500	0	0
4038	MAINTENANCE CONTRACT	6,500	7,896	6,500	3,857	7,300	0	6,900	0	0
4039	PLAY. EQUIP. MAINT.	3,000	2,057	3,000	0	3,000	0	3,000	0	0
4043	FENCING & GATES	1,000	157	1,000	0	1,000	0	1,000	0	0
4044	TREES & PLANTS	2,500	3,543	2,500	1,110	2,500	0	2,500	0	0
4067	PEST CONTROL	1,500	700	1,500	150	900	0	900	0	0
4100	FERT./SEEDS/WEEDKILL	2,000	174	2,000	41	200	0	200	0	0
4104	REFUSE COLLECTION	1,000	3,828	6,000	1,982	4,000	0	4,000	0	0
4110	FIRE PRECAUTIONS	750	753	750	0	750	0	750	0	0
4114	LITTER BINS	2,000	1,437	2,000	0	2,000	0	2,000	0	0
4139	GRASS CUTTING	5,000	4,236	0	0	0	0	0	0	0
4790	DEFERRED GRANTS RELEASED	0	-11,187	0	0	0	0	0	0	0
4901	C.S. SALARY RECHARGE	25,100	37,807	33,843	14,043	33,843	0	33,843	0	0
4902	W.S. SALARY RECHARGE	197,084	171,855	208,042	78,435	208,042	0	208,042	0	0
4911	C.S. O'HEAD RECHARGE	26,395	31,691	29,628	23,036	29,628	0	29,628	0	0
4912	W.S. O'HEAD RECHARGE	45,374	58,398	42,980	9,720	42,980	0	42,980	0	0
4999	DEPRECIATION CHARGED	0	40,215	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>347,654</b>	<b>368,426</b>	<b>369,209</b>	<b>135,279</b>	<b>359,377</b>	<b>0</b>	<b>359,019</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(338,064)</b>	<b>(359,121)</b>	<b>(359,969)</b>	<b>(135,192)</b>	<b>(356,753)</b>		<b>(353,519)</b>		
<b>902</b>	<b><u>WORKS SERVICES</u></b>									

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	STAFF SALARIES	212,350	192,644	222,166	88,121	211,510	0	239,146	0	0
4002	EMPLOYERS N.I	18,650	17,059	19,939	7,463	10,985	0	21,006	0	0
4003	EMPLOYERS SUPERANN.	50,550	35,804	55,098	16,465	52,456	0	61,701	0	0
4007	HEALTH & SAFETY	500	503	500	337	500	0	500	0	0
4008	STAFF TRAINING	2,500	1,809	2,500	0	2,500	0	2,500	0	0
4009	STAFF TRAVEL	500	291	300	46	300	0	300	0	0
4010	MISC. STAFF COSTS	300	0	300	0	0	0	0	0	0
4011	RATES	0	0	0	0	2,667	0	16,000	0	0
4013	RENT	0	0	0	0	9,451	0	14,176	0	0
4014	ELECTRICITY	50	5,507	200	-5,015	-5,000	0	7,596	0	0
4021	TELEPHONE & FAX	1,000	0	0	0	0	0	0	0	0
4025	INSURANCE	0	636	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	0	115	200	0	200	0	5,200	0	0
4041	EQUIPMENT HIRE	1,716	216	400	87	200	0	400	0	0
4042	EQUIPT MAINT/REPAIR	4,000	3,562	4,500	2,061	4,500	0	4,500	0	0
4046	VEHICLE LEASING	12,000	9,650	11,000	5,067	11,000	0	11,000	0	0
4047	MATERIALS/TOOLS	5,000	16,719	12,000	2,686	5,000	0	12,000	0	0
4048	VEHICLE MAINT/REPAIR	15,000	10,465	10,000	1,774	4,000	0	10,000	0	0
4049	VEHICLE FUEL	8,000	7,435	8,000	2,441	5,000	0	8,000	0	0
4050	VEHICLE TAX	270	455	500	675	675	0	675	0	0
4103	PROTECTIVE CLOTHING	2,500	2,636	2,500	2,127	2,500	0	2,500	0	0
4119	SKIP HIRE	6,000	2,981	3,000	1,284	2,500	0	3,000	0	0
4125	Misc Costs	0	16	0	0	0	0	0	0	0
4128	EQUIPMENT	500	442	500	316	500	0	500	0	0

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4134	SECURITY/CCTV	3,300	0	2,000	0	0	0	0	0	0
4136	RENEWALS/REPLACEMENT	1,684	0	3,000	0	0	0	0	0	0
4790	DEFERRED GRANTS RELEASED	0	-2,536	0	0	0	0	0	0	0
4902	W.S. SALARY RECHARGE	-281,550	-245,507	-297,203	-112,049	-297,203	0	-297,203	0	0
4912	W.S. O'HEAD RECHARGE	-64,820	-83,425	-61,400	-13,886	-61,400	0	-61,400	0	0
4991	TRANSFER TO E/MARKED RESERVE	0	1,500	0	0	0	0	0	0	0
4999	DEPRECIATION CHARGED	0	22,524	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		0	1,500	0	0	-37,159	0	62,097	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(1,500)	0	0	37,159		(62,097)		
<b>Public Land &amp; Open Spaces - Income</b>		34,590	31,114	33,140	10,282	26,524	0	31,600	0	0
<b>Expenditure</b>		447,604	477,594	478,347	181,095	429,451	0	529,954	0	0
<b>Movement to/(from) Gen Reserve</b>		(413,014)	(446,479)	(445,207)	(170,813)	(402,927)		(498,354)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Town Centre Management</u></b>										
<b><u>103</u></b>	<b><u>STREET LIGHTS</u></b>									
4014	ELECTRICITY	0	10,302	0	3,196	0	0	0	0	0
4174	BUS SHELTER MAINTENANCE	500	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	500	10,302	0	3,196	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(500)	(10,302)	0	(3,196)	0		0		
<b><u>105</u></b>	<b><u>CAR PARKS</u></b>									
1088	INC-CAR PARKING FEES	30,000	34,975	36,000	3,620	18,000	0	22,000	0	0
1089	INC - PARKING PERMITS WORK	15,000	11,722	11,000	619	5,900	0	11,500	0	0
1099	INC-INSURANCE (CLAIM)	0	2,688	0	0	0	0	0	0	0
1189	INC-PARKING PERMITS RES	5,000	6,534	6,000	937	2,500	0	6,300	0	0
	<b>Total Income</b>	50,000	55,920	53,000	5,176	26,400	0	39,800	0	0
4011	RATES	25,900	25,704	26,250	12,440	21,692	0	26,600	0	0
4014	ELECTRICITY	0	0	500	0	0	0	0	0	0
4021	TELEPHONE & FAX	600	0	600	0	0	0	0	0	0
4038	MAINTENANCE CONTRACT	0	10,322	7,500	5,386	7,500	0	7,500	0	0
4047	MATERIALS/TOOLS	2,000	2,025	2,000	0	2,000	0	2,000	0	0
4056	LEGAL EXPENSES	1,000	0	1,000	495	0	0	1,000	0	0
4092	Card Processing Fees	-2,000	1,145	1,000	234	0	0	1,000	0	0
4108	SURFACE REPAIRS	3,000	0	3,000	0	3,000	0	3,000	0	0
4126	CAR PARK LEASE	26,001	29,000	29,001	16,345	32,346	0	32,001	0	0
4790	DEFERRED GRANTS RELEASED	0	-742	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4901	C.S. SALARY RECHARGE	2,353	3,544	3,173	1,317	3,173	0	3,173	0	0
4902	W.S. SALARY RECHARGE	14,078	12,275	14,860	5,602	14,860	0	14,860	0	0
4911	C.S. O'HEAD RECHARGE	2,475	2,971	2,778	2,160	2,778	0	2,778	0	0
4912	W.S. O'HEAD RECHARGE	3,241	4,171	3,070	694	3,070	0	3,070	0	0
4999	DEPRECIATION CHARGED	0	9,428	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		78,648	99,844	94,732	44,672	90,419	0	96,982	0	0
<b>Movement to/(from) Gen Reserve</b>		(28,648)	(43,924)	(41,732)	(39,496)	(64,019)		(57,182)		
<b>106</b>	<b><u>MARKET</u></b>									
1085	INC-TUESDAY MARKET RENTS	3,000	2,250	2,900	0	660	0	1,500	0	0
1086	INC-SATURDAY MARKET RENTS	13,500	9,605	10,500	1,296	5,800	0	15,000	0	0
1091	INC-MISCELLANEOUS	0	357	0	0	0	0	0	0	0
<b>Total Income</b>		16,500	12,213	13,400	1,296	6,460	0	16,500	0	0
4002	EMPLOYERS N.I	0	0	0	0	0	0	227	0	0
4003	EMPLOYERS SUPERANN.	0	0	0	0	1,106	0	2,691	0	0
4004	MARKET STAFF	5,250	4,959	5,250	2,330	7,568	0	10,430	0	0
4011	RATES	5,150	5,097	5,205	2,640	5,205	0	5,260	0	0
4012	WATER RATES	0	42	0	51	0	0	0	0	0
4014	ELECTRICITY	300	440	1,200	87	600	0	600	0	0
4025	INSURANCE	550	0	0	0	0	0	0	0	0
4032	PUBLICITY	550	343	550	338	550	0	1,500	0	0
4047	MATERIALS/TOOLS	250	218	250	0	250	0	250	0	0
4081	Licences	333	0	333	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4901	C.S. SALARY RECHARGE	7,844	11,815	10,576	4,388	10,576	0	10,576	0	0
4911	C.S. O'HEAD RECHARGE	8,249	9,903	9,259	7,199	9,259	0	9,259	0	0
4999	DEPRECIATION CHARGED	0	800	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		28,476	33,616	32,623	17,034	35,114	0	40,793	0	0
<b>Movement to/(from) Gen Reserve</b>		(11,976)	(21,403)	(19,223)	(15,737)	(28,654)		(24,293)		
<b>107</b>	<b><u>TOWN CENTRE GENERAL</u></b>									
1071	INC - A BOARDS	0	0	0	0	0	0	200	0	0
1072	INC - TEMP STREET FURNITURE	0	0	0	0	0	0	300	0	0
1145	INC-CHRISTMAS ACTIVITIES	0	702	0	0	0	0	0	0	0
<b>Total Income</b>		0	702	0	0	0	0	500	0	0
4001	STAFF SALARIES	24,800	24,799	26,050	12,741	25,481	0	27,397	0	0
4002	EMPLOYERS N.I	2,250	2,232	2,402	1,152	2,325	0	2,568	0	0
4003	EMPLOYERS SUPERANN.	6,000	5,902	6,458	3,160	6,319	0	7,068	0	0
4009	STAFF TRAVEL	0	499	250	0	0	0	0	0	0
4014	ELECTRICITY	0	7	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	0	194	1,000	150	240	0	240	0	0
4064	ANNUAL HANGING BASKETS	0	0	0	0	0	0	0	0	0
4116	WAR MEM & REM SERV	1,000	301	750	0	750	0	750	0	0
4117	CLOCK REPAIRS	350	0	350	0	350	0	350	0	0
4138	MARKET SQUARE EVENTS	0	0	15,000	2,043	15,000	0	15,000	0	0
4140	CHRISTMAS ACTIVITIES	5,500	6,413	7,000	0	7,000	0	7,000	0	0
4144	CCTV	18,000	14,833	18,000	1,550	18,000	0	18,000	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

		<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4145	CHRISTMAS LIGHTS	18,500	18,660	18,000	0	18,000	0	18,000	0	0
4790	DEFERRED GRANTS RELEASED	0	-571	0	0	0	0	0	0	0
4901	C.S. SALARY RECHARGE	2,353	3,544	3,173	1,317	3,173	0	3,173	0	0
4902	W.S. SALARY RECHARGE	14,078	12,275	14,860	5,602	14,860	0	14,860	0	0
4911	C.S. O'HEAD RECHARGE	2,475	2,971	2,778	2,160	2,778	0	2,778	0	0
4912	W.S. O'HEAD RECHARGE	3,241	4,171	3,070	694	3,070	0	3,070	0	0
4999	DEPRECIATION CHARGED	0	1,131	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		98,547	97,362	119,141	30,569	117,346	0	120,254	0	0
<b>Movement to/(from) Gen Reserve</b>		(98,547)	(96,660)	(119,141)	(30,569)	(117,346)		(119,754)		
<b>110</b>	<b><u>PUBLIC CONVENIENCES</u></b>									
4011	RATES	3,150	3,093	3,160	1,484	0	0	0	0	0
4012	WATER RATES	1,600	2,143	1,600	0	2,000	0	2,000	0	0
4014	ELECTRICITY	900	180	1,000	0	1,000	0	1,000	0	0
4016	CLEANING COSTS	0	0	0	0	0	0	600	0	0
4036	PROPERTY MAINTENANCE	2,500	181	2,500	1,776	2,500	0	2,500	0	0
4038	MAINTENANCE CONTRACT	18,500	16,667	16,500	6,210	6,210	0	980	0	0
4999	DEPRECIATION CHARGED	0	60	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		26,650	22,324	24,760	9,470	11,710	0	7,080	0	0
<b>Movement to/(from) Gen Reserve</b>		(26,650)	(22,324)	(24,760)	(9,470)	(11,710)		(7,080)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Updated Budget Proposals 2021/22

	<u>Last Year 2019/20</u>		<u>This Year 2020/21</u>				<u>Next Year 2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Town Centre Management - Income</b>	66,500	68,834	66,400	6,472	32,860	0	56,800	0	0
<b>Expenditure</b>	232,821	263,448	271,256	104,940	254,589	0	265,109	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(166,321)</u>	<u>(194,613)</u>	<u>(204,856)</u>	<u>(98,468)</u>	<u>(221,729)</u>		<u>(208,309)</u>		
<b>Total Budget Income</b>	1,166,428	1,172,338	1,321,467	1,191,222	1,258,651	0	1,416,011	0	0
<b>Expenditure</b>	1,169,195	1,316,309	1,321,467	604,733	1,286,259	0	1,345,011	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,767)</u>	<u>(143,970)</u>	<u>0</u>	<u>586,489</u>	<u>(27,608)</u>		<u>71,000</u>		