

# Public Document Pack



**CHIPPENHAM  
TOWN COUNCIL**

Improving the quality of town life

09 November 2021

To Councillors:

Desna Allen  
Jenny Budgell  
Robert Giles  
John Scragg  
Myla Watts

Declan Baseley  
Pete Cousins (Vice-Chairman)  
Gemma Grimes  
Matthew Short (Chairman)

Meeting of the Finance Sub Committee - Tuesday 16 November 2021

Dear Councillor,

You are summoned to attend a meeting of the Finance Sub Committee to be held at the Town Hall, High Street, Chippenham on Tuesday 16 November 2021 commencing at 4pm for transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the Sub Committee at this meeting at 4pm. Members of the public are requested to send their public question to [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk) by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance at a Council meeting will be given to the press and those who have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link:  
<http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

Yours faithfully,

**Mark Smith** MBA LLB (Hons) CMgr FCMI FSLCC  
Chief Executive

**All council meetings are open to the public and press**

### **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public. Please note that Chippenham Town Council will be recording this meeting for training and monitoring purposes only.

### **4pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

To aid the virtual meeting process, Chippenham Town Council ask members of the public to email their questions to enquiries@chippenham.gov.uk no later than 12pm on the day before the meeting.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting. A record of any public participation session shall be included as an appendix to the Minutes.

## **Agenda**

Finance Sub Committee - Tuesday 16 November 2021

- |                                                                                                                                                                                                                                          | Wards affected | Page no. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|
| 1. <b><u>APOLOGIES FOR ABSENCE</u></b>                                                                                                                                                                                                   |                |          |
| To receive apologies for absence.                                                                                                                                                                                                        |                |          |
| 2. <b><u>NOTIFICATION OF SUBSTITUTION</u></b>                                                                                                                                                                                            |                |          |
| To receive any notification of substitution made to the Chief Executive.                                                                                                                                                                 |                |          |
| 3. <b><u>DECLARATION OF INTEREST</u></b>                                                                                                                                                                                                 |                |          |
| All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. |                |          |
| Members are reminded to declare any dispensation granted in relation to any relevant matter.                                                                                                                                             |                |          |
| 4. <b><u>MINUTES</u></b>                                                                                                                                                                                                                 |                | 5 - 8    |
| To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 19 October 2021. Minutes require a proposer and seconder for approval.                                                                       |                |          |

5. **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements from the Chairman.

6. **DRAFT BUDGET 2022/23**

All Wards

9 - 26

To receive and consider a report from the Director of Resources presenting the draft Income and Expenditure (I&E) and Capital / Ear Marked Funds (C/EMF) budgets for 2022/23 (copy attached).

7. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

8. **DATE OF THE NEXT MEETING**

The next meeting of the Finance Sub Committee will take place on Tuesday 22 March 2022 at 4pm.

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**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

Minutes of a meeting of the Finance Sub Committee held in the Town Hall on Tuesday 19 October 2021 at 4pm.

**Councillors present:**

Desna Allen	Jenny Budgell
Pete Cousins (Vice Chairman)	Robert Giles
Gemma Grimes	Nick Murry
John Scragg	Matthew Short (Chairman)
Myla Watts	

**Officers present:** Mark Smith, Chief Executive  
Matt Kirby, Director of Community Services  
Nick Rees, Director of Resources  
Heather Rae, Head of Democratic Services  
Jess Mantell, Democratic Services Officer  
Amy Abram, Finance Assistant  
Kingsley Walker, Halls Team

**Public present:** None present

**In Attendance:** David Poole

**PUBLIC QUESTION TIME**

There were no written or verbal questions from any member of the public.

**11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Declan Baseley due to work commitments.

**12. NOTIFICATION OF SUBSTITUTION**

Councillor Nick Murry substituted for Councillor Declan Baseley.

**13. DECLARATION OF INTEREST**

Councillor Jenny Budgell declared a non-pecuniary interest in any discussion regarding the Town Council's Christmas light due to knowing one of the possible providers.

#### 14. MINUTES

The minutes from the meeting held on Tuesday 13 July 2021 were proposed by Councillor Pete Cousins, seconded by Councillor Myla Watts and with all in favour, it was;

#### RESOLVED that

The minutes from the meeting held on Tuesday 13 July 2021 were approved as a correct record and were signed by the Chairman.

#### 15. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

#### 16. UPDATE ON BUDGET SETTING FOR 2022/23

The Director of Resources updated Councillors on the progress with setting the Income and Expenditure (I&E) budget for 2022/23. It was highlighted that Full Council on 22 September looked at the potential costs of Chippenham Town Council's response to the Ecological Emergency Declaration and a motion to set up a Climate Donations Fund. The Director of Resources highlighted the assumptions and draft I&E budget in the report, noting the I&E that could potentially be contained within an inflationary increase to precept, however, the additional cost pressures of the Ecological Emergency Declaration and Climate Donations Fund would require an above inflationary Precept increase to deliver a break-even budget. It was noted that Precept income is dependent on the number of households paying precept and this information on the 'tax base' was not expected from Wiltshire Council until November 2021.

Councillor Jenny Budgell thanked the Finance team for their work and stated that whilst in favour of taking measures to combat Climate Change, the importance of considering everybody in the town was highlighted. This included residents in the town that are struggling to put food on the table and may not have the Climate Emergency as their top priority.

Councillors discussed the issues contained within the report and made the following comments and suggestions:

- No support to increase the precept beyond inflation per household paying the Precept
- One experienced Climate Officer could be proposed instead of two separate roles
- Investigate whether the subsidy for Stanley Park could be reduced, aim to increase off peak hires
- Consider future outcome of the Neeld Development Working Party, whether the Neeld is a service or profit making
- Consider cost savings in other areas to achieve climate goals, which could be implemented in a phased manner
- Revised Corporate Strategic Plan will influence future budget decisions
- Noted need to be aware of what Wiltshire Council is doing regarding the Climate and Ecological Emergency to avoid duplication of work
- Consider hiring a Town Crier for one off events instead of recruiting a Chippenham Town Crier and purchasing a uniform

Councillors discussed the separate Councillor motion proposing a Climate Emergency Fund which will be considered by Full Council. Councillors discussed further information would be required to understand function, purpose, and risk. It was suggested that the amount should be reduced to £10,000 next year as a pilot and that enquiries to be made with Wiltshire Council on whether this can be funded by CIL. Councillors considered that the total additional cost pressures of the Ecological Emergency Declaration and Climate Donations Fund motion should be limited to £90,000 in next year's budget.

The Chief Executive highlighted the ambition and spending around Climate and Ecology and noted that some budget saving proposals may involve reducing services or closing facilities, that the Council has offered for many years. It was noted that everything the Council currently do supports the Corporate Strategic Plan and what the Council does. Ideas about what will be in next Plan haven't yet been worked through or developed.

**RESOLVED that**

- i) Councillors noted the report and discussed the issues contained within the report.
- ii) Officers to bring a draft budget proposal to the next meeting of the Finance Sub Committee.

**17. FEEDBACK ON CAPITAL EXPENDITURE PLANNING**

The Director of Resources presented the report providing Councillors with feedback from various Council Committees and working parties on the composition and prioritisation of Capital/Ear Marked Funds (C/EMFs) projects for inclusion in the 2022/23 Capital Expenditure Budget and Medium-Term Financial Plan (MTFP). It was noted the MoSCoW method for prioritisation had been used (Must have, Should have, Could have, Won't have this time). The Director of Resources outlined that the Council have a high number of projects and cannot afford to do the entire 'Must have' list, the priorities of the Council need to be discussed.

Councillors questioned where General Reserves is being topped up from to keep it at 25% of precept in line with best practice guidance. The Director of Resources confirmed General Reserves is maintained at 25% of Precept. If the Precept goes up, by definition the Income and Expenditure (I&E) needs to generate a surplus. If the Council is to maintain General Reserves and did not generate a surplus it could transfer monies back from C/EMFs.

Councillors considered the list of Capital Projects, Councillors discussed the replacement vehicle programme and purchasing versus leasing vehicles. It was noted purchasing gives the Council more flexibility and an asset whereas leasing ties the Council in for a set period of time. Councillors highlighted there may be grants available to Town Councils for subsidising Electric Vehicle charging. Councillors noted the cost of £200,000 for a Neeld Lite project was an alternative to a separate proposition of £1.5m for Neeld redevelopment made by a consultant to an earlier Neeld Working Party. The project will be considered by the Neeld Development Working Party. Councillors questioned whether the budget for Capital was sustainable, the Director of Resources noted an amount of £450,000, in line with C/EMF income and previous years' expenditure, would be sustainable.

Councillors raised environmental projects, noting funding could be applied for, it was noted that cost return items would be prioritised, the goal of achieving net zero was highlighted. Councillors discussed the 'Must haves' and considered some 'Should haves' might need to be 'Must haves' such as Play Area Enhancements, Councillors agreed that parks and play areas move to be a 'Must have' as they are for all the people of Chippenham.

The Director of Resources highlighted that the priority for the Council is that the I&E budget and precept are agreed for 2022/23. It was proposed to consider a prudent capital budget that reflects this years' budget. Consideration will need to be given to larger capital projects and their priority.

**RECOMMENDED that**

- i) Councillors discussed the issues raised in the report.
- ii) Officer to revisit the Capital Expenditure budget for 2022/23 and bring recommendations to the next Finance Sub Committee meeting, together with a revised MTFP proposal.

**18. ITEMS FOR COMMUNICATION**

Councillors did not request any specific items for communication.

**19. DATE OF NEXT MEETING**

The next meeting of the Finance Sub Committee will take place on Tuesday 16 November 2021 at 4pm.

The meeting closed at 5.47pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date





Meeting	Finance Sub Committee
Date	16 November 2021
Report Title	Draft Budget 2022/23
Author	Nick Rees, Director of Resources, Responsible Financial Officer

## 1.0 PURPOSE OF REPORT

- 1.1. To present Councillors with draft Income and Expenditure (I&E) and Capital / Ear Marked Funds (C/EMF) budgets for 2022/23. For this Committee to recommend that these budgets are considered by the Strategy & Resources Committee (S&R) at its meeting on 08 December 2021 for it to make recommendations to Full Council at its meeting on 12 January 2022.

## 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 A draft I&E budget is attached to this report, by Cost Centre [**APPENDIX A**] and by Income & Expenditure Type [**APPENDIX B**].

The Finance Sub Committee at its last meeting on 19 October 2021 considered an initial I&E budget summary. It recommended that the additional costs in response to the Ecological Emergency Declaration and Climate matters be set at £90,000 and that officers seek to find revenue increases or cost savings to maintain a balanced budget. The draft budget in this report addresses that.

- 2.2 A draft C/EMF budget for 2022/23 is attached [**APPENDIX C**].

The Finance Sub Committee at its meeting on 19 October 2021 considered the feedback from Neighbourhood Plan Steering Group, Climate Emergency Action Group and Amenities Culture and Leisure Committee on a range of potential capital projects, noting that the total cost of all projects was not financially sustainable. It recommended that for next year 2022/23 a C/EMF budget should be set with total expenditure broadly in line with the level of this year's committed capital expenditure.

The draft C/EMF budget contained in this report achieves that objective. However, Councillors may wish to consider the addition of two strategic development projects (Environmental Improvements to the Council's Estate and Neeld entrance/bar/booking office project) within the Council's C/EMF expenditure budget for 2022/23.

- 2.3 Further work needs to be done on the Council's Medium Term Financial Plan (MTFP) for C/EMFs, with consideration of other capital projects consulted upon, to ensure that it is sustainable. It is recommended that a Working Party is set up by this sub-committee to develop the Council's MTFP for C/EMFs.

2.4 This report assumes that the recommendations made to the Amenities, Culture & Leisure Committee regarding Capital Expenditure at its meeting on 10<sup>th</sup> November 2021 and the recommendations made to the HR Committee at its meeting on 11<sup>th</sup> November 2021 regarding the Council’s staffing budget are approved. Any variation to this will be reported verbally to this Sub Committee.

### 3.0 DRAFT INCOME & EXPENDITURE BUDGET 2022/23

3.1 The impact of the draft I&E budget on the Precept for 2022/23 is shown in the table below.

	Precept Income	No. of Band D Properties Paying Precept	Cost per Band D Household
Draft Proposal 2022/23	£3,577,289	12,855.35	£278.28 p/annum £23.19 p/month
This Year 2021/22	£3,406,852	12,597.63	£270.44 p/annum £22.54 p/month
Percentage Increase	5.0%	2.0%	2.9%
£ increase to Band D Household v 2021/22			£7.84 p/annum £0.65 p/month

3.2 The main assumptions included in the draft I&E budget for 2022/23 are:

#### Income

- The Precept per Band D household increases by 2.9% in line with CPI.
- The Tax Base for Band D properties (the number of households paying the precept) has been confirmed by Wiltshire Council as 12,855.35, an increase of 2% on this year.
- All non-Precept income is assumed to recover to pre-Covid lockdown levels. Fees & Charges are increased by 4.9% in line with RPI. Additional income targets of £5k for Neeld Shows, £5k for Town Hall Hire, £5k for Stanley Park and £10k for sponsorship are included.
- Compared to this year, this adds £34k to Sports income, £28k to Cemetery income, £90k to income from hiring out the Town Hall and £130k from staging events and shows at the Neeld. There is now a new tenant for Unit 1 Town Hall (the ‘Pasty Shop’) and this is included in the budget within rent received.

## Payroll Expenditure

- Decisions were made by the HR Committee at its meetings in March 2021 and April 2021 (i.e. after this year's budget was set) that increased the budgeted staff costs by £85k. This includes Tree Officer, CCTV Supervisor (for which there is an equal and opposite saving to non-payroll costs), Head of Community Services and Democratic Services Officer posts becoming Full Time. These have subsequently been implemented.

At the same HR Committee meetings decisions were made relating to a job re-evaluation exercise at Corporate Management and Extended Corporate Management level, moving two Apprentice posts into full time positions and relinquishing 3 vacant posts that had an overall cost neutral effect. These have also subsequently been implemented.

- The latest national pay offer by the National Employers for Local Government services is 1.75%. This will have a cost impact of £5k over the 1.5% included in this year's budget. A 1.75% increase is also assumed within next year's budget, adding £38k. Government is increasing employer National Insurance contributions by 1.25% which will add a further £22k to staff costs.
- A new post for a Climate Officer is included in the budget at a cost of £40k.
- The costs of salary scale point increments and a market supplement are also included.

## Non-Payroll Expenditure

- The Council is experiencing an increase in its costs of Waste Disposal and Trade Refuse as a result of an increase in the number of litter bins that the Council is responsible for emptying, disposing of street sweepings and dealing with fly tipping. An additional £32k is therefore included in 2022/23.
- The direct cost of staging events and shows at the Neeld is assumed to be £125k.
- Electricity costs are expected to increase by c 23% according to our energy supply advisers, adding £20k to next year's budget.
- Insurance costs are based on the actual costs incurred this year.
- Provision for a general increase in IT costs of £30k, as a result of more staff, the annual maintenance costs of the new CRM system (£7k) and IT support for councillor tablets, is included in 2022/23.
- Loan interest and capital repayment costs reduce by £16k as the Public Works Loan Board loan for Stanley Park will be paid off in full by the start of 2022/23.
- Professional and consultancy fees are increased by £25k to provide for a data protection review of CCTV operations, Purple Flag review, climate project consultancy and legal fees. This includes £10k additional consultancy and legal costs for CTC's response to the Ecological Emergency Declaration.

- Additional costs for organic pitch treatment at Stanley Park of £20k are included as part of CTC's response to the Ecological Emergency Declaration.
- A budget of £20k is included for a pilot Climate Donations Fund.
- In addition to the Christmas Lights Switch-on Event (current budget £40k), additional events expenditure of £35k is included for a Civil War Re-enactment event, Jubilee celebrations and promotion of tourism.

#### 4.0 **CAPITAL/EAR MARKED FUND EXPENDITURE BUDGET FOR 2022/23**

4.1 The main assumptions included in the draft C/EMF budget for 2022/23 are:

- Routine capital replacement and maintenance expenditure (£469k) is broadly in line with last year's committed capital expenditure on a like for like basis i.e. excluding the acquisition of the Town Hall Annex and Unit 2 (former Tea Room) this year. This C/EMF expenditure is recommended.
- Expenditure for Environmental Improvements to the Council's Estate (£200k) and Neeld entrance/bar/booking office project (£200k) would be additional to last year's level of expenditure. Councillors may wish to consider this additional C/EMF expenditure.
- A breakeven I&E budget was set for this year and is recommended above for next year. However, in order to maintain a General Reserves balance equivalent to 25% of the previous year's precept, in line with the Council's General Reserves policy, it may be necessary to transfer reserves back from C/EMFs (amounting to £43k this year and £45k next year) should the actual I&E outturns not generate sufficient surpluses. These amounts are taken into account within the closing C/EMF balances.
- Community Infrastructure Levy (CIL) Income is budgeted to add £300k to C/EMFs, with £115k of C/EMF expenditure funded by a transfer from the I&E account.
- It is recommended that £357k of CIL income is used towards funding the Council's routine C/EMF expenditure for next year. Councillors may also wish to consider funding two large projects (of £200k each) from CIL.

4.2 If the recommended routine C/EMF expenditure is approved using CIL Income as suggested, the balance of C/EMFs at the end of next year (2022/23) would be £1.4m and the balance of unspent CIL Income therein would be £0.7m.

If councillors also recommended to S&R that the two large projects (of £200k each) be included in the Council's C/EMF expenditure budget, the balance of C/EMFs at the end of next year (2022/23) would be £1.0m and the balance of unspent CIL Income therein would be £0.3m.

4.3 In addition to C/EMFs, the Council's General Reserve balances, based on the assumptions above, would be £894k at the end of next year 2022/23 (v £852k at the end of this year).

## **5.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

5.1 Corporate Priority 5 - Effective and efficient use of resources.

## **6.0 STAFFING IMPLICATIONS**

6.1 There are no staffing implications.

## **7.0 FINANCIAL IMPLICATIONS**

7.1 For Councillors to note the financial implications of the draft I&E and C/EMF budgets.

## **8.0 LEGAL IMPLICATIONS**

8.1 There are no legal implications.

## **9.0 RECOMMENDATIONS**

9.1 It is recommended that Councillors recommend to the Strategy & Resources Committee at its meeting on 08 December 2021, that:

- a) The draft Income & Expenditure for 2022/23 be recommended to Full Council at its meeting on 12 January 2022;
- b) Routine Capital Ear Marked Fund expenditure of £469k be included in the Council's C/EMF budget for 2022/23 and £357k of CIL Income be used to fund this.

9.2 Councillors may wish to consider further recommending to the Strategy & Resources Committee that two further large projects be included in the Council's C/EMF budget for 2022/23, both funded by CIL Income, namely:

- a) Environmental Improvements to the Council's Estate £200k
- b) Neeld entrance/bar/booking office project £200k

9.3 It is recommended that Councillors set up a Working Party to develop the Council's MTFP for C/EMFs.

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## Draft Budget 2022/23 by Cost Centre

## Appendix A

Note: These figures do not include payroll reallocation or overhead apportionment

	2021/22 Budget	2022/23 Draft Budget
<b>Planning, Env't &amp; Transport</b>		
103 <b>Planning</b>		
Expenditure	<u>19,853</u>	<u>          </u>
Net Expenditure over Income	19,853	
199 <b>CATG</b>		
Expenditure	<u>12,240</u>	<u>12,600</u>
Net Expenditure over Income	12,240	12,600
<b>Planning, Env't &amp; Transport :-</b>		
Expenditure	<u>32,093</u>	<u>12,600</u>
Net Expenditure over Income	<u>32,093</u>	<u>12,600</u>
<b>Strategy &amp; Resources</b>		
215 <b>Neighbourhood Plan</b>		
Expenditure	<u>42,013</u>	<u>52,888</u>
Net Expenditure over Income	42,013	52,888
221 <b>CCTV</b>		
Expenditure	<u>23,003</u>	<u>27,342</u>
Net Expenditure over Income	23,003	27,342
261 <b>Democratic Services</b>		
Expenditure	<u>100,480</u>	<u>140,198</u>
Net Expenditure over Income	100,480	140,198
262 <b>Grants &amp; Donations</b>		
Expenditure	<u>24,000</u>	<u>45,500</u>
Net Expenditure over Income	24,000	45,500
290 <b>Corporate Support</b>		
Expenditure	278,254	351,910
Income	<u>19,800</u>	<u>51,250</u>
Net Expenditure over Income	258,454	300,660
291 <b>Corporate Support - reallocated</b>		
Expenditure	<u>502,573</u>	<u>667,322</u>
Net Expenditure over Income	502,573	667,322
299 <b>IT Hardware</b>		
Expenditure	<u>20,400</u>	<u>20,400</u>
Net Expenditure over Income	20,400	20,400
471 <b>Marketing &amp; Communications</b>		
Expenditure	<u>136,729</u>	<u>152,782</u>
Net Expenditure over Income	136,729	152,782
472 <b>Events</b>		
Expenditure	<u>40,000</u>	<u>75,000</u>
Net Expenditure over Income	40,000	75,000

**Strategy & Resources :-**

Expenditure	1,167,452	1,533,342
Income	19,800	51,250
Net Expenditure over Income	<u>1,147,652</u>	<u>1,482,092</u>

**Amenities, Culture & Leisure****301 John Coles Park**

Expenditure	177,018	226,947
Income	16,700	16,300
Net Expenditure over Income	<u>160,318</u>	<u>210,647</u>

**311 Play Areas**

Expenditure	<u>32,600</u>	<u>33,000</u>
Net Expenditure over Income	32,600	33,000

**314 Rivers' Route/Westmead/Millennium Wall**

Expenditure	32,974	32,574
Income	10,500	10,500
Net Expenditure over Income	<u>22,474</u>	<u>22,074</u>

**315 Allotments**

Expenditure	8,280	8,280
Income	<u>9,600</u>	<u>10,000</u>
Net Expenditure over Income	-1,320	-1,720

**319 Sports Coaching**

Expenditure	16,000	16,000
Income	<u>9,000</u>	<u>12,000</u>
Net Expenditure over Income	7,000	4,000

**320 Stanley Park**

Expenditure	403,897	392,593
Income	126,459	169,850
Net Expenditure over Income	<u>277,438</u>	<u>222,743</u>

**321 London Road Cemetery**

Expenditure	131,340	107,620
Income	35,000	63,280
Net Expenditure over Income	<u>96,340</u>	<u>44,340</u>

**331 Floral/Trees**

Expenditure	16,500	14,500
Income	<u>1,600</u>	<u>1,600</u>
Net Expenditure over Income	14,900	12,900

**332 Christmas Lights**

Expenditure	15,000	15,000
Income	<u>500</u>	<u>1,000</u>
Net Expenditure over Income	14,500	14,000

**335 Street Scene (inc. Litter, Road Sweeping)**

Expenditure	348,357	329,110
Income	<u>32,000</u>	<u>32,000</u>
Net Expenditure over Income	316,357	297,110



<b>336 Open Spaces (all amenity space except JCP)</b>		
Expenditure	289,510	306,241
Income	10,158	10,767
Net Expenditure over Income	<u>279,352</u>	<u>295,474</u>
<b>338 Toilets</b>		
Expenditure	48,110	44,200
Income	3,100	3,100
Net Expenditure over Income	<u>45,010</u>	<u>41,100</u>
<b>391 Supervisor's Office</b>		
Expenditure	6,000	6,000
Net Expenditure over Income	<u>6,000</u>	<u>6,000</u>
<b>392 Vehicles</b>		
Expenditure	158,329	150,329
Net Expenditure over Income	<u>158,329</u>	<u>150,329</u>
<b>398 Precept Contribution to C/EMFs</b>		
Expenditure	115,000	115,000
Net Expenditure over Income	<u>115,000</u>	<u>115,000</u>
<b>401 Museum</b>		
Expenditure	273,126	284,603
Income	18,000	21,400
Net Expenditure over Income	<u>255,126</u>	<u>263,203</u>
<b>404 Yelde Hall</b>		
Expenditure	10,116	10,350
Income		3,000
Net Expenditure over Income	<u>10,116</u>	<u>7,350</u>
<b>407 Customer Services</b>		
Expenditure	76,953	80,430
Income	250	75
Net Expenditure over Income	<u>76,703</u>	<u>80,355</u>
<b>411 Neeld and Halls</b>		
Expenditure	348,865	489,192
Income	8,000	224,500
Net Expenditure over Income	<u>340,865</u>	<u>264,692</u>
<b>Amenities, Culture &amp; Leisure :-</b>		
Expenditure	2,507,974	2,661,969
Income	280,867	579,372
Net Expenditure over Income	<u>2,227,107</u>	<u>2,082,597</u>
<b>Precept Income:</b>		
<b>501 Precept</b>		
Income	3,406,852	3,577,289
Net Expenditure over Income	<u>3,406,852</u>	<u>3,577,289</u>



## Draft Budget 2022/23 by Expenditure Type

## Appendix B

2021/22 Budget	2022/23 Draft Budget
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### Income

Precept	3,406,852	3,577,289
Events Income (Neeld Hall)		130,000
Sports Income	66,300	100,000
Cemetery Income	35,000	63,280
Town Hall Income		90,500
Rent Received	103,817	126,317
Grant Income	10,500	10,500
Other Income	85,050	110,025
<b>Total Income</b>	<b>3,707,519</b>	<b>4,207,911</b>

### Expenditure

Payroll	2,063,728	2,282,403
Agency/Contract Staff	43,500	43,500
Health & Safety	13,000	6,000
Uniforms/Protective Clothing	10,000	7,500
Training	20,000	20,000
Refreshments	1,250	1,250
Rates	82,450	80,599
Water Rates	39,056	35,030
Rent	2,193	2,193
Electricity	73,700	93,350
Gas	13,390	18,000
Cleaning & Cleaning Materials	9,360	9,400
Trade Refuse	25,500	57,000
Security	4,750	3,750
Supplies & Services	133,330	134,630
Telephone	10,700	12,500
Mobile Phones	12,000	13,000
Postage	2,700	3,000
Printing, Stationery, Public'n	7,600	5,600
Subscriptions/Conference Fees	14,200	14,700
Insurance	43,000	47,500
Computer Maintenance/IT	90,869	124,190
Recruitment	6,000	6,000
Publicity/Marketing	40,000	41,700
Website	5,300	6,500
Newsletters	14,000	14,000
Maintenance - Buildings	44,800	47,300
Maintenance - Equipment	50,550	51,550
Maintenance - Grounds	26,800	27,200

Maintenance/Support contracts	47,200	54,700
Football Pitch Maintenance	44,000	64,000
Equipment/Purchases (Non-Capital)	28,050	26,450
Operational Leases/Support	30,682	24,582
Floral/Bedding Supplies	16,700	15,500
Tree Maintenance	10,400	10,400
Exhibit Purchases	2,500	2,500
Temporary Exhibitions	10,000	10,000
Care of the Collections	1,800	1,800
Petrol/Diesel	19,000	19,000
Road Fund Licences	1,000	1,000
Vehicle Hiring	32,329	32,329
Vehicle Maint/servicing/purch.	15,000	15,000
Lease Payments	34,000	26,000
Vehicle Costs (Site Specific)	49,000	49,000
Winter Servicing	6,000	6,000
Banners	500	
Bank Charges	5,300	4,800
Loan Interest PWLB	18,507	16,744
Loan Capital Repaid	50,497	36,721
3G (pitch) Maintenance	8,000	5,000
Xmas Lights Switch On	40,000	40,000
Provision - uncollected income	800	800
Photography	2,500	2,500
Internal Audit	4,100	4,100
Audit +Year End Expenses	4,800	4,800
Professional Fees	14,000	18,000
Fees	1,500	1,500
Licences/Fees	2,200	2,200
Music Copyright	1,400	600
Consultancy	17,000	38,000
Expen from Event Ticket Sales		125,000
Mayoral Allowance	5,000	5,000
Mayoral Travel Allowance	400	300
Members' Expenses	400	400
Members' Allowances	32,500	32,500
Macebearer's Honararium/Sub	570	570
Town Crier		150
Civic Regalia	3,000	3,000
Youth Council		1,500
Mayoral Entertainment	5,500	5,500
Waste Disposal	30,118	30,118
Community Engagement Events / Tourism	5,000	35,000
Purple Flag	3,000	5,902
Consents (Water Drainage)	900	900
Septic Tank Emptying	1,000	200
Wardens' Expenses	600	600

Educational Supplies/Materials	10,000	10,000
Hire of Sports Equipment	2,000	2,000
Equipment Purchases Sports	1,000	1,000
Catering & Room Hire Expenses	1,500	1,500
Donations	24,000	45,500
Stock Value of Sales	7,000	6,000
Gritting	300	300
Band Concerts	3,600	3,600
Environmental Enhancements (CEAG)	12,240	12,600
IT Hardware	20,400	20,400
Precept Contribution to C/EMFs	115,000	115,000
<b>Total Expenditure</b>	<u>3,707,519</u>	<u>4,207,911</u>
<b>Surplus / (Deficit)</b>	<u>0</u>	<u>0</u>



# Draft Capital/EMF Budget 2022/23

# Appendix C

	2021/22 Approved This Year	2022/23 BUDGET	Funded by CIL Income	
<b><u>Amenities Culture &amp; Leisure</u></b>				
Climate Change Infrastructure Projects		15	CIL	15
Tree Planting		10	CIL	10
LED Lighting at Stanley Park	11			
Compostible Toilet for Monkton Park	28			
Open Space Enhancement (Monkton Park)	15	15	CIL	15
Recirculated water wash down pad at Stanley Park		40		
Active Travel - Cycling & Walking Enhancements Pilot		10	CIL	10
EV Charging Infrastructure Pilot		10	CIL	10
Replacement Vehicle Programme	124	132	CIL	132
Maintenance Survey of all CTC Buildings		7		
Museum Maintenance	10	10	CIL	10
Town Hall Maintenance	10	10	CIL	10
Stanley Park Maintenance	5	10	CIL	10
John Coles Park Maintenance	5	5	CIL	5
Public Toilets Maintenance	4	4	CIL	4
M Park Bridge Inspection/Maintenance		5		
CCTV System (next year - Control Room/ Hardware/ Radios)	37	25		
CCTV Cemetery		12	CIL	12
Cemetery Cremation Plots	6			
Yelde Hall (Lighting/Kitchen/Toilet)		10	CIL	10
Tree Maintenance		20	CIL	20
Play area enhancements	30	40	CIL	40
Buttercross maintenance	6			
Stanley Park Room Enhancements	5			
Stanley Park Pitch Improvements		10	CIL	10
New Stanley Park Depot	70			
Total ACL	366	400		

	2021/22 Approved This Year	2022/23 BUDGET	Funded by CIL Income	
<b>Strategy &amp; Resources</b>				
Elections 2025/26	8	10		
Neighbourhood Plan	23	34	CIL	34
Exceptional Staffing Costs	15			
Councillor Tablets & Licences x 24	12			
Telephony	12			
Wi Fi (inc Museum etc)	14			
Future IT Projects		25		
CRM System	13			
Total S&R	97	69		
<b>Total Routine C/EMF Expenditure</b>	<b>463</b>	<b>469</b>		<b>357</b>
<b>Strategic Developments / Large Projects Committed</b>				
Purchase of Town Hall Annex and Tearoom	175			
<b>Future Strategic Developments / Large Projects</b>				
Environmental Improvements to Council Estate		200	CIL	200
Neeld entrance/bar/booking office		200	CIL	200
	<b>175</b>	<b>400</b>		<b>400</b>
<b>Total Draft C/EMF Expenditure Budget</b>	<b>638</b>	<b>869</b>		<b>757</b>



## Funding for Capital / EMF Programme

	2021/22 Approved This Year	2022/23 BUDGET	CIL Balance 2021/22	CIL Balance 2022/23
<b>Routine C/EMF Expenditure and Large Project Committed</b>				
Opening Balance	1,750	1,484	484	747
Transfer to General Reserve to maintain at 25% of Precept	(43)	(45)		
Routine C/EMF Expenditure	(463)	(469)	(37)	(357)
Strategic Developments / Large Projects Committed	(175)			
Income:				
Income from Precept	115	115		
CIL income	300	300	300	300
	<u>415</u>	<u>415</u>		
<b>Closing Balance after Routine Capex and Committed Lge Project</b>	<b><u>1,484</u></b>	<b><u>1,386</u></b>	<b><u>747</u></b>	<b><u>690</u></b>
<b>With Future Strategic Developments / Large Projects</b>				
Environmental Improvements to Council Estate		(200)		(200)
Need entrance/bar/booking office		(200)		(200)
<b>Closing Balance after Future Large Projects</b>	<b><u>1,484</u></b>	<b><u>986</u></b>	<b><u>747</u></b>	<b><u>290</u></b>

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