

HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, RESOURCE AND STAFFING COMMITTEE

AGENDA

NOTICE IS HEREBY given of a meeting of the Finance, Budget and Resource Committee, to be held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on

Wednesday 4th December 2019 at 7.00 p.m.

1. Public Forum

A period of not more than 15 minutes will be assigned for the purpose of permitting members of the public to address the assembly or ask questions on matters relevant to responsibilities of this committee, at the discretion of the Chairman.

2. Apologies for Absence

To receive apologies for absence of appointed members.

3. Minutes of previous Meeting

To resolve that the minutes of Finance, Budget, Resource and Staffing Committee (Ref: FBR/19/4/21-38) held on 30th October 2019, may be taken as read, confirmed as correct record, and signed by the chairman.

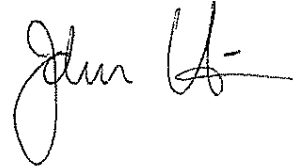
4. Declarations of Interest

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

5. Accounts and Audit - Budget for 2020/2021

To discuss the updated budget and look at budgeting approach for the 2020/2021 budget.

Date this 28th November 2019



JOHN HARRISON
Town Clerk

| Committee Membership: | Substitutes: |
|--|--|
| <u>Councillors:</u> G. Blake-Coggins N. Coltman B. Granville R. Grocock K. Hinton P. Holbrook T Powis | <u>Councillors:</u> C. Bryant D. Cottingham B. Holbrook M. Laxton A. O'Rawe |

Report to: Finance, Budget, Resource and Staffing Committee

Date: 4th December 2019

By: Michelle Foster – Finance Officer

Title of report: Budget for 2020/2021

PURPOSE:

To discuss the updated budget for the 2020/2021 budget.

BACKGROUND:

There have been amendments to the budget papers for 2020-2021 since the July 2019 meeting, the amendments and additions are detailed below;

- . 3% increase across most of the budget areas as per the five-year budget in the business plan.
- . Additional funding to Dog bin waste of £19,700, due to the expensive cost to get dog waste collected and disposed of.
- . increase in utilities across most sites for Electric/Gas and Water due to increase prices.
- . Drainage at Maurice Thornton Playing Field and Western Road recreation ground, this was previously agreed to come from reserves indefinitely however this is not sustainable.
- . Plant/Skip hire costs as per the maintenance requirements
- . The Horticultural and grass cutting contract is out to tender later this year, and as the current contractor under quoted for the grass cutting at the cemetery, and the recreation ground at James West due to come under the town council, there will be an increase in the cost of this contract. Further details will be available in the Autumn. £25,000 as a guide figure from the Deputy Town Clerk (DTC).
- . Festive Lighting increase for additional lighting as per costed plan detailed at communities committee.
- . Wealden Works! – Full council agreed to fund the project from 2020-2021
- . Changing Spaces Pod – Full council agreed to provide a changing spaces pod however this is a new budget line for maintenance/cleaning/utilities.

- . Defibrillators – New budget as previous funds have now depleted, and yearly maintenance is required.
- . Continued funding for SOX Street Lighting Repairs agreed by Full Council £17,297.00
- . Staffing budgets increased by 3% as per Town Clerk information. Members Allowances have 2.5% potential increase.
- . Neighbourhood plan new funds added of £5,000.00
- . The vehicle leasing contract is due for renewal in March 2020, as such we are will not know the actual expenditure cost for 2020-2021 in time for the budget setting, on the advice of the Deputy Town Clerk, a 10% increase (£1,000) in the budget would be prudent.
- . Youth Project additional funds for security fencing
- . 4 Market Square is currently empty due to tenant ceasing letting agreement, so this budget may have to be removed - £6,500.00
- . James West income for hire/letting is now built into the budget.

Taking all the above adjustments into account and the removal in the Council tax support grant from Wealden District Council of £17,819.00, there is a shortfall at present of £92,759.00.

At the current band D tax rate of £138.55 this would require an additional 669 houses to be added to our current tax base of 7649.3. We are expecting the tax base information anytime.

To cover the current shortfall, we would need to increase the band D tax rate by 9% which is an additional £12.47 per year bring band D to £151.02.

CONSIDERATION:

To consider the adjustments in the Finance Officer report and look at an additional meeting in January 2020, once the tax base is received.

SUMMARY OF COMMITTEE'S ESTIMATES - 2020/2021

| | | % of budget |
|---|-------------------------|-------------|
| Corporate Resources & Services | 904231 | |
| Environment and Leisure | 163342 | |
| Corporate Assets & Cemetery | 84997 | |
| Total Budget | <u>1,152,570</u> | |
| Drawn from surplus | - | - |
| TOTAL PRECEPT | <u>1152570</u> | |
| Breakdown | | |
| Precept (tax base x £138.55 band D)* 7649.3 | 1059811 | 91.95 |
| | | 0.00 |
| Total combined precept/grant | 1059811 | |
| Drawn from surplus/Reserves | <u>92759</u> | |

parish rate 7649.3 138.55

| | |
|--------------------------|--------|
| Tax base for 2010.11 = | 7087.1 |
| Tax base for 2011.2012 = | 7138.3 |
| Tax base for 2012.2013 | 7333.7 |
| Tax base for 2013.2014 | 6297.9 |
| Tax base for 2014/2015 | 6497.2 |
| Tax base for 2015/16 | 6829 |
| Tax base for 2016/17 | 7171.8 |
| Tax base for 2017/18 | 7195.8 |
| Tax base for 2018/19 | 7309.3 |

| | | 2020 - 2021 Estimates | | | 2019/20 | Actual | |
|-----------------------------------|------|---|-------------|------|---------------|---------|-------|
| | | Expenditure | Income | Nett | Estimate | 2018/19 | |
| (approved by committee) | | | | | | | |
| | | A | B | C | D | E | |
| 113 FUNDED PROJECTS | | | | | | | |
| 351 | 4901 | Church Yard CCTV Service contract | 318 | | 318 | 309 | 0 |
| 351 | 4902 | War Memorial - All service costs | 350 | | 350 | 155 | 343 |
| 332 | 4810 | CAB rent & grant | 13287 | | 13287 | 13287 | 13287 |
| | | Wealden Works | 6000 | | 6000 | 0 | 0 |
| | | | 19954.9 | 0 | 19955 | 13751 | 13630 |
| 114 Cortlandt Stable Block | | | | | | | |
| | | Cortlandt Stable Block Rent/Rates/Utilities | 16480 | | 16480 | 16000 | 15757 |
| | | Maintenance - Cortlandt Stable Block | 1092 | | 1092 | 1060 | 0 |
| | | | 17572 | | 17572 | 17060 | 0 |
| | | Total expenditure | 168434 | | | 123786 | 50435 |
| | | Total Income | | 5092 | | | |
| | | Nett total | | | 163342 | | |
| | | | | | | 32.0 | |
| | | NEW | | | | | |
| | | AMENDED | | | | | |

Increase due to increase in water costs
No increase as per 2018-19 agreed
NEW FUNDING PROJECTS

| | | 2020 - 2021 Estimates | | | 2019/20 | Actual | |
|---|------|---|--------|------|----------|---------|-------|
| | | Expenditure | Income | Nett | Estimate | 2018/19 | |
| | | | | | Total | | |
| (approved by committee) | | | | | | | |
| | | A | B | C | D | E | |
| 201 TOWN COUNCIL SITE | | | | | | | |
| 201 | 4170 | Internal Repairs/General Maintenance | 212 | | 212 | 206 | 401 |
| | | Electronic Gates to car park/service/upgrade/repair | 500 | | 500 | 155 | 1011 |
| | | Maintenance for 4 Market Square | 1500 | | 1500 | 1500 | 0 |
| 201 | 4178 | Gas Boiler - Annual Service | 212 | | 212 | 206 | 70 |
| 201 | 4175 | Intruder alarm & smoke alarm service | 530 | | 530 | 515 | 80 |
| 201 | 4171 | External Repair/General maintenance | 612 | | 612 | 200 | 162 |
| Total Town Council Site | | | 3566 | 0 | 3566 | 2782 | 1724 |
| 202 RECREATION BUILDINGS (incl UNION HALL) | | | | | | | |
| <u>Maurice Thornton Pavilion</u> | | | | | | | |
| 206 | 4120 | Overheads (water,electric,cleaing etc) | 1273 | | 1273 | 1236 | 924 |
| 206 | 4201 | General Repairs | 530 | | 530 | 515 | 210 |
| <u>Storage Sheds (General)</u> | | | | | | | |
| 210 | 4201 | General Maintenance | 250 | | 250 | 100 | 56 |
| | | MT hut and Grovelands barn energy | 500 | | 500 | 309 | 459 |
| | | Grovelands Barn rates | 2971 | | 2971 | 2800 | 2592 |
| <u>Union Corner Hall</u> | | | | | | | |
| 207 | 4201 | Maintenance Grant | 1000 | | 1000 | 1000 | 0 |
| | | | | | 0 | | |
| <u>Public Toilets - Stable Block</u> | | | | | | | |
| | | Cleaning/maintenance | 15000 | | 15000 | 15000 | 11159 |
| <u>Changing Pod</u> | | | | | | | |
| | | Cleaning/maintenance | 13000 | | 13000 | 0 | 0 |
| <u>Welbury Farm - Jim West Community Hall</u> | | | | | | | |
| 208 | 4201 | Maintenance/Running costs | 10300 | | 10300 | 10000 | 61126 |
| Total Pavilions & Storage sheds | | | 44824 | 0 | 44824 | 31560 | 81845 |
| 203 CEMETERY BUILDING MAINTENANCE | | | | | | | |
| 215 | 4201 | General Maintenance of buildings | 159 | | 159 | 155 | 70 |
| 215 | 4172 | Cemetery Lodge Repairs | 424 | | 424 | 412 | 90 |
| | | | 583 | 0 | 583 | 567 | 160 |
| 204 PROJECT FUNDS | | | | | | | |
| | | | | | 0 | | |
| 230 | 4950 | No18 - New Burial Ground (balance £17500) | 0 | | 0 | | 0 |
| | | | 0 | 0 | 0 | 0 | 0 |
| 205 CEMETERY SERVICES & OVERHEADS | | | | | | | |
| 216 | 4120 | Rates | 2864 | | 2864 | 2781 | 2698 |
| 216 | 4120 | Water & sewerage | 446 | | 446 | 433 | 400 |
| 216 | 4120 | Electricity | 470 | | 470 | 309 | 451 |
| 216 | 4120 | Gas | 800 | | 800 | 500 | 763 |
| 216 | 4440 | Telephone | 600 | | 600 | 600 | 566 |
| 216 | 4201 | Fire Extinguisher & boiler service | 124 | | 124 | 124 | 109 |
| 216 | 4275 | Pest Control | 300 | | 300 | 52 | 299 |
| 216 | 4201 | General repairs & cleaning materials&Waste Collection | 1963 | | 1963 | 1906 | 2625 |
| 216 | 4190 | Burial Record Computer system (annual licence) | 339 | | 339 | 330 | 285 |
| | | | 7906 | 0 | 7906 | 7035 | 8196 |
| 207 FUNERAL & GRAVES | | | | | | | |
| 219 | 4280 | Grave digging | 14420 | | 14420 | 14000 | 12650 |

Amended to £500.00 as very under budgeted in previous years

Increase due to skip hire for clearance of rubbish
Increase due to increase in electric used by bonfire society/men in sheds

No increase

CHANGING POD MAINTENANCE

Increase due office now in use full time
Increase due office now in use full time

TO REVIEW as overspend the last 2 years! - Adjusted to £300.00 as per FBSRC
£873.60 is for waste collection

| | | 2020 - 2021 Estimates | | | | 2019/20 | Actual | | |
|-----|------|--|---------|--------|-------|----------|---------|--------|--|
| | | Expenditure | | Income | Nett | Estimate | 2018/19 | | |
| | | | | | | Total | | | |
| | | (approved by committee) | | | | | | | |
| | | A | | B | | C | D | E | |
| 219 | 4201 | General Maintenance - chapel flowers & mem trees | 530 | | | 530 | 515 | 2073 | |
| 219 | 1100 | Burial & Monument fees | 0 | 51500 | | -51500 | -51500 | -67429 | |
| | | | 14950 | | 51500 | -36550 | -36985 | -52706 | |
| | | 208 HORTICULTURAL (incl FLORAL DISPLAYS) | | | | | | | |
| 218 | 4240 | Grass & Hedge Cutting | 13000 | | | 13000 | 7210 | 6668 | Increased to around £13,000 due to go to tender in the Autumn but previously very under quoted |
| 218 | 4242 | Ditch Clearance | 1000 | | | 1000 | 1000 | 921 | No increase |
| | | | | | | 0 | | 0 | |
| | | | 14000 | | 0 | 14000 | 8210 | 7589 | |
| | | 209 STREET LIGHTING | | | | | | | |
| | | New Lighting | 17297 | | | 17297 | 17297 | 0 | NEW SOX LAMPS 4 year plan |
| 235 | 4201 | General Maintenance | 15450 | | | 15450 | 15000 | 13258 | |
| 235 | 4291 | Energy (145516 kwh per year) | 13261 | | | 13261 | 12875 | 13844 | |
| | | Annual Repairs | 3183 | | | 3183 | 3090 | 20589 | |
| | | | 49190.9 | | 0 | 49191 | 48262 | 47691 | |
| | | 210 STREET FURNITURE | | | | | | | |
| 240 | 4277 | Bus shelter Repairs | 265 | | | 265 | 258 | 327 | |
| 240 | 4277 | Black Sacks | 212 | | | 212 | 206 | 0 | |
| | | Defibulators | 1000 | | | 1000 | 0 | 0 | Maintenance Budget - added as old budget depleted |
| | | | 1477 | | 0 | 1477 | 464 | 0 | |
| | | Total Expenditure | 136497 | | | | 61895 | 94499 | |
| | | Total Income | | 51500 | | | | | |
| | | Nett Total | | | | 84997 | | | |
| | | | | | | | 37.32 | | |
| | | NEW | | | | | | | |
| | | AMENDED | | | | | | | |

| | | | | 2020 - 2021 Estimates | | | | | | |
|------------|-------------|--|-----------------------------|-----------------------|--------|---------------|--------------|--------------|--|---|
| | | | | Expenditure | Income | | Nett | 2019/20 | Actual | |
| | | | | | | | Total | Estimate | 2018/19 | |
| NEW | | | (approved by sub-committee) | | | | | | | |
| Amended | | | | | | | | | | |
| | | A | B | | C | | D | E | | |
| | | 301 STAFFING COSTS | | | | | | | | |
| 301 | 4001 | Wages (Manual) | 162664 | | | 162664 | 161312 | 126466 | FIGURES ALL UPDATED - Built in 3% | |
| 301 | 4000 | Salaries (Admin.) | 275647 | | | 275647 | 266230 | 278450 | | |
| 301 | 4005 | NHI (Wages & salaies) | 58867 | | | 58867 | 57381 | 102018 | | |
| 301 | 4005 | Pension (wages & salaries) | 81492 | | | 81492 | 75834 | 0 | | |
| 301 | 4002 | Youth Café & infopoint | 105771 | | | 105771 | 97918 | 99630 | | |
| 301 | 4002 | NHI Youth Café & infopoint | 9663 | | | 9663 | 7164 | | | |
| 301 | 4002 | Pension Youth Café & infopoint | 12183 | | | 12183 | 9033 | | | |
| 301 | 4545 | Honorarias (Bailiffs/Tree Warden/Town Crier) | 2000 | | | 2000 | 2000 | 1337 | | |
| 301 | 4510 | Members Allowances | 24228 | | | 24228 | 23800 | 29230 | | New figure entered based on 2.5% |
| | | | 732515 | | 0 | 732515 | 700672 | 637131 | | |
| | | 302 ADMINISTRATION EXPENSES | | | | | | | | |
| 302 | 4491 | Office equip/etc/computer consultancy | 2369 | | | 2369 | 2300 | 1156 | No increase due to Carry forward | |
| 302 | 4431 | Newsletter | 9000 | | | 9000 | 9000 | 6491 | | Increase due to new format |
| 302 | 4429 | Annual Town Meeting | 600 | | | 600 | 600 | 477 | | |
| 302 | 4440 | Telephone & mobiles | 3000 | | | 3000 | 2700 | 1962 | | |
| 302 | 4155 | Contract Cleaning | 4841 | | | 4841 | 4700 | 4627 | | |
| 302 | 4120 | Rates | 7002 | | | 7002 | 7000 | 6840 | | |
| 302 | 4120 | Water/Sewerage/Gas/Electricity | 4700 | | | 4700 | 4700 | 5494 | | |
| 302 | 4177 | Annual Electrical Test of Equipment | 318 | | | 318 | 309 | 302 | | |
| 302 | 4130 | Insurance | 13000 | 400 | | 12600 | 8800 | 11086 | NEW 5 YEAR POLICY 1.6.19-31.5.2024 | |
| 302 | 4455 | Franking machine/postage | 1600 | | | 1600 | 1600 | 1170 | | |
| 302 | 4570 | Audit fees | 2864 | | | 2864 | 2781 | 2454 | | |
| 302 | 4030 | Travelling, Training & seminar costs | 3090 | | | 3090 | 3000 | 3983 | | |
| 302 | 4410 | Photocopier lease & Monthly Use Charges | 3708 | | | 3708 | 3600 | 3072 | | |
| | | Room Hire Expenses | 637 | | | 637 | 600 | 430 | | |
| 302 | 4480 | Computer Software/anti virus software/Web licences | 1648 | | | 1648 | 1600 | 1907 | | |
| | | New Software/Website - running costs (up to £2500) | 3090 | | | 3090 | 3000 | 2798 | | |
| 302 | 4460 | Subscriptions & Publications | 3914 | | | 3914 | 3914 | 4178 | | |
| 302 | 4585 | Professional fees | 3713 | | | 3713 | 3605 | 4413 | | |
| 302 | 4571 | Election | 0 | | | 0 | 0 | 0 | Carry forward £53K | |
| 302 | 4430 | Advertising / Publicity | 515 | | | 515 | 500 | 456 | No increase budget underspend | |
| 302 | 4176 | Annual extinguisher etc., inspection & servicing | 424 | | | 424 | 412 | 448 | | |
| 302 | 4400 | Stationery & miscellaneous equipment | 4000 | | | 4000 | 4000 | 3182 | No Increase | |
| 302 | 4150 | Commercial Rubbish Disposal | 2650 | | | 2650 | 1834 | 5966 | New waste contract £2620.80 per year | |
| | | Civic regalia | 258 | | | 258 | 250 | 0 | | |
| 302 | | Hailsham Neighbourhood Plan | 5000 | | | 5000 | 0 | 11955 | ADDITIONAL FUNDS | |
| | | | 81941 | | 400 | 81541 | 70805 | 84847 | | |
| | | 303 CHAIRMANS ALLOWANCE | | | | | | | | |
| 303 | 4500 | Chairmans allowance | 1500 | | | 1500 | 1500 | 339 | | |
| | | Carried over from previous year | | | | | | | | |
| | | | 1500 | | 0 | 1500 | 1500 | 339 | | |
| | | 304 MACHINERY/TOOLS/PROTECTIVE CLOTHING | | | | | | | | |
| 310 | 4070/4071 | Tools & Protective Clothing | 1963 | | | 1963 | 1906 | 1825 | | |
| | | | 1963 | | 0 | 1963 | 1906 | 1825 | | |
| | | 305 VEHICLE FLEET | | | | | | | | |
| 311 | 4310 | Leasing costs | 10000 | | | 10000 | 9000 | 9058 | Adjusted for 10% in contract tender in March 20 | |
| 311 | 4330 | Vehicle Overheads - fuel | 4500 | | | 4500 | 4500 | 2810 | | |
| 311 | 4301/4340 | Vehicle Overheads - service & RFL (5) | 0 | | | 0 | 0 | 426 | | |
| 311 | 4130 | Vehicle Overheads - Insurance | 4120 | | | 4120 | 4000 | 3810 | | |
| | | | 18620 | | 0 | 18620 | 17500 | 16104 | | |
| | | 306 TWINNING | | | | | | | | |
| 320 | 4800 | Civic Events | 400 | | | 400 | 400 | 0 | No increase a carried forward 18/19 | |
| | | | 400 | | 0 | 400 | 400 | 0 | | |

| | | | | 2020 - 2021 Estimates | | | | | |
|---------|-----------|--|--------|-----------------------|--------|---------|----------|---------|--------------------------------------|
| | | | | Expenditure | Income | Nett | 2019/20 | Actual | |
| | | | | | | Total | Estimate | 2018/19 | |
| NEW | | (approved by sub-committee) | | | | | | | |
| Amended | | | | | | | | | |
| | | A | B | C | D | E | | | |
| | | 307 MISC.PROVISIONS | | | | | | | |
| 330 | 4801 | Annual Grants | 6213 | | | 6213 | 6213 | 850 | |
| | | | 6213 | 0 | | 6213 | 6213 | 850 | |
| | | 308 SECTION 137 (FREE RESOURCE) | | | | | | 0 | |
| 331 | 4850 | Grants to Voluntary bodies (transfer from 307) | 5000 | | | 5000 | 5000 | 9100 | |
| 331 | 4851 | Miscellaneous | 400 | | | 400 | 400 | 55 | |
| | | | 5400 | | | 5400 | 5400 | 9155 | |
| | | 309 PROJECTS (Add to Cap.Funds) | | | | | | | |
| 350 | 4970 | No 03 - Community Build Project (unallocated £4316) | 3000 | | | 3000 | 3000 | 0 | |
| 350 | 4980 | No 11 - Town youth Facilities (unallocated £327) | | | | 0 | 0 | 0 | |
| 350 | 4972 | No 14 - Contingency Fund (unallocated £35862) | | | | 0 | 0 | 25659 | |
| 350 | 4973/1705 | No 16 - Youth Project | 18000 | 1000 | | 17000 | 14000 | 15514 | Security Fencing £3K |
| 350 | 4974 | No 21 - Criminal Damage (unallocated £1528) | | | | 0 | 0 | 0 | |
| | | No 14 - Bus Concessions | 8000 | | | 8000 | 8000 | 7657 | No increase as within current budget |
| | | | 29000 | 1000 | | 28000 | 25000 | 48830 | |
| | | 311 FUNDED SERVICES | | | | | | | |
| 352 | 4910 | Hellingly P.C. subsidy (as provided by Hellingly PC) | 27810 | | | 27810 | 27810 | 26033 | |
| | | Hailsham Revitalization Fund | 5305 | | | 5305 | 5150 | 21947 | |
| | | Hailsham Forward | 0 | | | 0 | 0 | 1665 | |
| 352 | 4912 | CCTV - Camera costs | 7957 | | | 7957 | 7725 | 7292 | |
| | | | 0 | | | 0 | 0 | 0 | |
| | | Post Office Operation costs | 45000 | | | 45000 | 45000 | 3449 | |
| | | | 86072 | 0 | | 86072 | 85685 | 60386 | |
| | | 312 ACCOUNT INTEREST & COMMUTED SUMS | | | | | | | |
| 360 | 1880 | Interest on accounts | | 530 | | -530 | -515 | -2172 | |
| | | Bank charges | 637 | 0 | | 637 | 618 | 775 | |
| | | | 637 | 530 | | 107 | 103 | -1397 | |
| | | 313 RENTS, LETTINGS & HIRE FEES | | | | | | | |
| 365 | 1031 | Kemer Kebab | | 10500 | | -10500 | -10500 | -10500 | |
| 365 | 1032 | 4 Market Square | 0 | 6500 | | -6500 | -6500 | -4312 | EMPTY AT THE MOMENT |
| 365 | 1000 | Meeting Room Lets/J West | | 33000 | | -33000 | -3000 | -22222 | £30K J West . £3K FDL |
| 365 | 1001 | Pavilion Lets | | 1200 | | -1200 | -1200 | -803 | |
| 365 | 1033 | Cemetery Rent | | 6900 | | -6900 | -6900 | -7140 | |
| | | Miscellaneous rents | | | | 0 | 0 | -1 | |
| | | | 0 | 58100 | | -58100 | -28100 | -44978 | |
| | | Vat refund (income) | | | | | | | |
| | | Total expenditure | 964261 | | | | | | |
| | | Total income | | 60030 | | | | | |
| | | Nett total | | | | 904231 | 887084 | 813092 | |
| | | Total | | | | 904231 | 1.93 | | |
| | | Last year Precept | | | | | | | |
| | | Total Precept | | | | 1152570 | | | |
| | | Cost per Household | | | | | | | |
| | | Increase/Decrease in % | | | | | | | |
| | | Increase/Decrease in £ | | | | | | | |