

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. <u>Apologies for Absence</u>

To receive apologies for absence of appointed members.

3. <u>Minutes of previous Meeting</u>

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

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JOHN HARRISON Town Clerk

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

Report to:	Finance, Budget, Resource and Staffing Committee
Date:	4 th 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 \pounds 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 increasee 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 - \pounds 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	1,152,570	
Drawn from surplus	-	-
TOTAL PRECEPT	1152570	
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	92759	

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	

7309.3

Tax base for 2018/19

				Furner	diture	202	20 - 2021		es	Nott	2019/20	Actual	
				Exper	nditure		Inco	me		Nett	Estimate	2018/19	
			(approved by committee)										
			(approved by commutee)	Α			в			С	D	Е	
		101	ALLOTMENTS				_			-	_	_	
101	4115		Common Pond site - water supply	159						159	155	150	
102	4115		Battle Road site - water supply x2	600						600	515	584	
101/102	4201		General Maintenance/Waste Collection (include new site)	1500						1500	2781		£1248.00 is for waste collection Cpond only
101/102 102	1080 4200		Allotment Rent (53 plots @ £39.60 & 20+38 plots @ £23.10) Soil Test (Identified in Risk Policy)	53			3542			-3542 53	-3542 52	-3135	
102	4200		Software licence	180						180	175	165	
			Key deposit (Deposits held from previos years)	100						0	0	1965	
					2492			3542		-1050	136	2237	
		102	WESTERN ROAD RECREATION GROUND										
105	4115		Water & sewerage	500						500	129	501	Increased due to increase in water costs
105	4201		General maintenance (include Outdoor Gym)	955						955	927	1370	
105	1040		Rent from Beaconsfield/Tennis Club/Pitch hire				1000			-1000	-1000	-838	
			Drainage	2000	3455	1	1	1000		2000 2455	56	1033	Added to the budget was being taken from reserves (SPC2016)
			MAURICE THORNTON PLAYING FIELD		3435			1000		2455	96	1055	
106	4100		Annual rent	1000		-				1000	1000	1000	
100	4248		Pitch marking paint	530		1	1			530	515	764	
106	4115		Water	70		L				70	62	63	Increased due to increase in water costs
106	4201		General maintenance	711			1			711	690	221	
			Skate Park Maintenance	530	L					530	515	250	
			Drainage	2000	10.11		1			2000	0705	0000	Added to the budget was being taken from reserves (SPC2016)
\vdash					4841		<u> </u>	0		4841	2782	2298	
107	4201		COMMON POND General maintenance	743		-	+			743	721	13	
107	4201		General maintenance	743	743			0		743	721	13	
			ERSHAM ROAD COMMON		140					140	721	10	
108	4201		General Maintenance incl. fence repairs	53						53	52	0	
					53			0		53	52	0	
			Total Recreation Areas (code 102)		9092			1000		8092	3611	3344	
445	4000	103	PLAY AREAS	4500						1538	4 450	000	No. 1000000
115 115	4230 4239		All Sites - Insurance (engineers inspection) All sites - Safety gates	1538 1061						1538	1450 1000	980	No increase No increase large carry forward
115	4239		All Sites - general maintenance	1273						1273	1236	346	No increase large carry forward
	1201		Total Play Areas (code 103)	1210	3872			0		3872	3686	1326	
		104	PUBLIC OPEN SPACES										
109	4201		Country Park - General maintenance	477						477	464	1045	
109	1065		Fishing Permits				550			-550	-400	-847	
110	4201		Orchard Park - General Repairs/ skip hire	743						743	721	367	
111 109	4201 4275		POS - General Maintenance	318 530						318 530	309 515	18 474	
109	4275		Vermin control Plant & Skip Hire	4000			1			4000	515	474	NEW due to proposed maintenance plan
				4000	6068	1	1	550		5518	1609	1057	
		105	HORTICULTURAL & GROUND MAINTENANCE			1							
140	4240		Grass & Hedge Cutting	25000						25000	19570	15437	Adjusted to £25,000 as per DTC
			Payment from Redrow (POS upgrade)							0	0		
140	4250		Tree Surgery - all sites	17611	4000	-				17611	17098	16650	
L					42611			0		42611	36668	32087	
150	4945	106	PROJECT FUNDS (Add to existing funds) No 04 - Play Equipment (unallocated balance £)	0						0	0	7183	
150	4945 4941		No 04 - Play Equipment (unallocated balance £) No 05 - Play Area Surface Fund (fund balance £)	0		-				0		1163	
100	1-01		(in the balance is an a france balance termine)	0	0		1	0		0	0	7183	
		107	ENVIRONMENT SERVICES			1	1						
160	4271		Dog Hygiene Bin Emptying (waste disposal/new bins etc)	19700						19700	6000	3201	NEW DOG BIN WASTE COLLECTION COSTS
160	4141		Urban Grass Cutting	10916						10916	10219	2729	
					30616		L	0		30616	16219	3201	
000	4812	111	TOURISM & LEISURE	2500						2500	2500	0500	Nelnereze
333 333	4812 4821		Tourism & Leisure Grants Communities - Festivities	2500 15914		-	<u> </u>			15914	2500 15825	2500 19787	No Increase
333	4820		Miscellaneous items	212			1			212	206	0	
			Event advertising	530						530	515	400	
			Bus Alliance	1000						1000	1000	365	No Increase
					20156			0		20156	20046	23052	
	000/4450		FESTIVE LIGHTING	40000		1	-			46000	44000	10001	
235	292/1150		Christmas Festoons	16000			0			16000 0	11000	10601	AMENDED AS 2019-20 UNDER BUDGETED
-					16000			0		16000	11000	10601	
					10000	1	1	U			11000	10001	

					2020 - 2021	Estimates		2019/20	Actual	
			Expen	diture	Inco		Nett	Estimate	2018/19	
		(approved by committee)								
			Α		В		С	D	E	
	113	FUNDED PROJECTS								
351	4901	Church Yard CCTV Service contract	318				318		0	
351	4902		350				350			Increase due to increase in water costs
332	4810		13287				13287			No increase as per 2018-19 agreed
		Wealden Works	6000				6000			NEW FUNDING PROJECTS
				19954.9	9	0	19955	13751	13630	
	114	Cortlandt Stable Block								
		Cortlandt Stable Block Rent/Rates/Utilties	16480				16480		15757	
		Maintenance - Cortlandt Stable Block	1092				1092		0	
				17572	2		17572	17060	0	
								100700	50.405	
		Total expenditure		168434	•	5092		123786	50435	
		Total Income				5092				
		Nett total					163342			
		Nett total					103342	1		
								32.0		
								32.0		
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10 10 Maine Transco Pailon 10							-				
28 420 Auto Transformation Pailon 127 128 1	202	RECREATION BUILDINGS (incl UNION HALL)									
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				7906			0	7906	7035	8196	
	207	FUNERAL & GRAVES									
210 7200 Oldro diggilig 17720 17720 17000 12000	219 4280	Grave digging	14420					14420	14000	12650	

1				1				Г Т			r	
								-				
					2020 -		Estimat	es		2019/20	Actual	
			Exper	nditure		Inco	me			Estimate	2018/19	
									Total			
		(approved by committee)										
			Α			В			С	D	E	
219	4201	General Maintenance - chapel flowers & mem trees	530						530			
219	1100	Burial & Monument fees	0			51500			-51500			
				14950			51500		-36550	-36985	-52706	
		208 HORTICULTURAL (incl FLORAL DISPLAYS)										
218	4240		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		NEW SOX LAMPS 4 year plan
235	4201	General Maintenance	15450						15450			
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			Maintenance Budget - added as old budget deplited
			1	1477			0	1 Г	1477	464		
		Total Expenditure		136497						61895	94499	
		Total Income					51500					
							2.200					
		Nett Total							84997			
								-				
										37.32		
		NEW								51.52		
		AMENDED										

				20	20 - 2021 Estimates				
			Exper	diture	Income	Nett	2019/20	Actual	
			2,40			Total	Estimate	2018/19	
NEW		(approved by sub-committee)				. otai	Loundo	2010/10	
Amended									
			Α		В	С	D	Е	
		301 STAFFING COSTS	~		5	•	D		
204	4004		400004			460664	404040	400.400	
301	4001	Wages (Manual)	162664			162664 275647	161312	126466	FIGURES ALL UPDATED - Built in 3%
301	4000	Salaries (Admin.)	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	
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		13000		400	12600	8800	11086	NEW 5 YEAR POLICY 1.6.19-31.5.2024
302	4455	Franking machine/postage	1600		400	1600	1600	1170	NEW 3 TEAR POLICE 1.0.13-31.3.2024
302	4455	Audit fees	2864			2864	2781	2454	
302	4030	Travelling, Training & seminar costs	3090			3090	3000	3983	
						3708		3983	
302	4410	Photocopier lease & Monthly Use Charges	3708			637	3600		
000	4400	Room Hire Expenses	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	
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	1 1		4000	4000		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						.020	
311	4310	Leasing costs	10000			10000	9000	0059	Adjusted for 10% in contract tender in March 20
311	4310	Vehicle Overheads - fuel	4500			4500			Aujusted for 10/011 contract tender in Waren 20
								2810 426	
	4301/4340	Vehicle Overheads - service & RFL (5)	0			0	9	426	
311	4130	Vehicle Overheads - Insurance	4120			4120		3810	
				18620	0	18620	17500	16104	
		306 TWINNING				0			
320	4800	Civic Events	400			400		0	No increase a carried forward 18/19
				400	0	400	400	0	

						202	20 - 2021 Es	timates				
				Exper	nditure		Income		Nett	2019/20	Actual	
									Total	Estimate	2018/19	
NEW			(approved by sub-committee)									
Amended												
				Α			В		С	D	Е	
		307	MISC.PROVISIONS									
330	4801	001	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		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	ů	0	
350	4972		No 14 - Contingency Fund (unallocated £35862)						0	0	25659	
	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		<u> </u>			8000			No increase as within current budget
					29000	l		1000	28000	25000	48830	
			FUNDED SERVICES			<u> </u>						
352	4910		Hellingly P.C. subsidy (as provided by Hellingly PC)	27810					27810		26033	
			Hailsham Revitalization Fund	5305					5305		21947	
050	404.0		Hailsham Forward CCTV - Camera costs	0					0 7957	-	1665	
352	4912		CCTV - Camera costs	7957					/95/	7725	7292	
			Post Office Operation costs	0 45000					45000	45000	3449	
				45000	86072			0	86072		60386	
		210	ACCOUNT INTEREST & COMMUTED SUMS		00072			0	00072	05005	00300	
360	1880	312	Interest on accounts				530		-530	-515	-2172	
500	1000		Bank charges	637	0		550		637	618	775	
			Sam onargoo		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		EMPTY AT THE MOMENT
365	1000		Meeting Room Lets/J West				33000		-33000		-22222	£30K J West . £3K FDL
365	1001		Pavilion Lets				1200		-1200		-803	
365	1033		Cemetery Rent				6900		-6900	-6900	-7140	
			Miscellaneous rents						0	0	-1	
					0			58100	-58100	-28100	-44978	
			Vat refund (income)			1						
			T			-						
			Total expenditure		964261	1		00000				
			Total income			<u> </u>		60030				
			Nett total						904231	887084	813092	
			TVCIT TOTEI						304201	007004	013032	
										+		
			Total						904231	1.93		
									001201	1.00		
			Last year Precept Total Precept			-			1152570			
			Total Tecept						1152570			
			Cost per Household									
						-				4		
			Increase/Decrease in %		+							
			Increase/Decrease in £		+					1		
					1	1	I I				1	