

# 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 10<sup>th</sup> July 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/18/6/77-89) held on 24<sup>th</sup> April 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 budget modeling approach for the 2020/2021 budget.

**6. Confidential Business**

**To resolve** that the press and public are temporarily excluded during the discussion on the next item **12** of the agenda as the item concerns engagement, terms of service, conduct of employees in accordance with the Council's Standing Orders No. 1E.

7. **Deputy Youth Co-Ordinator**

To revise the hours/job description and pay scale of the Deputy Youth Co-Ordinator position

8. **Honorarium**

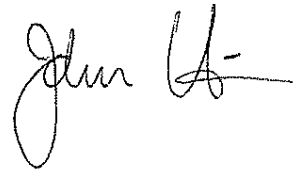
To review the remuneration of the Honorarium roles, as part of the budget setting process for 2020-2021

9.

**Finance Officer**

To note the Cilca qualification and revise the remuneration of the Finance Officer position.

Date this 4<sup>th</sup> July 2019



JOHN HARRISON  
Town Clerk

<b>Committee Membership:</b>	<b>Substitutes:</b>
<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:** 10<sup>th</sup> July 2019

**By:** Michelle Foster – Finance Officer

**Title of report:** Accounts and Audit: Budget for 2020/2021

**PURPOSE:**

To discuss the budget modelling approach for the 2020/2021 budget.

**BACKGROUND:**

Using the 2019-2020 budget as the baseline for setting the 2020-2021 budget, I have reviewed the ongoing expenditure costs to the council and have made the following adjustments:

- . 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.
- . Continued funding for SOX Street Lighting Repairs agreed by Full Council £17,297.00
- . Staffing costs to be adjusted to reflect scale point movements, pension costs and 2% pay increase as per government notification, this is PENDING as information due in the Autumn.
- . James West income for hire/letting is now built into the budget.

Other factors to take into account and discussed are the following:

. 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 a increase in the cost of this contract. Further details will be available in the Autumn.

. 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 in the budget would be prudent.

. 4 Market Square is currently empty due to tenant ceasing letting agreement, so this budget may have to be removed - £6,500.00

. All hire and letting fees of properties/playing fields need to be reviewed (except James West due to recent set up), as these rates have not been reviewed or adjusted since April 2007.

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 £8,949.00, however this will change depending on the items listed above.

The other factor to come into account is the movement in band D tax base which in 2019-2020 is 7649.3. We will not be advised of the tax base until December 2019.

At this point the budget is still very fluid and will also depend on the review of the budget by the Communities, Asset Management and Strategy committees.

**CONSIDERATION:**

To consider the adjustments made by the Finance Officer and review the budget papers for 2020-2021.

**Report to:** Finance, Budget, Resource and Staffing Committee

**Date:** 10<sup>th</sup> July 2019

**By:** Michelle Foster – Finance Officer

**Title of report:** Accounts and Audit: Budget for 2020/2021

**PURPOSE:**

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**SUMMARY OF COMMITTEE'S ESTIMATES - 2020/2021**

		% of budget
Corporate Resources & Services	863388	
Environment and Leisure	140753	
Corporate Assets & Cemetery	64619	
<b>Total Budget</b>	<b><u>1,068,760</u></b>	
Drawn from surplus	-	-
<b>TOTAL PRECEPT</b>	<b><u>1068760</u></b>	
<b>Breakdown</b>		
Precept ( tax base x £138.55 band D)* 7649.3	<b>1059811</b>	99.16
Grant from WDC		0.00
Total combined precept/grant	1059811	
Drawn from surplus/Reserves	<u>8949</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
Tax base for 2019/20	7649.3
Tax base for 2020/21	

**0**