

# HAILSHAM TOWN COUNCIL

# FINANCE, BUDGET, RESOURCES AND STAFFING COMMITTEE

# **AGENDA**

NOTICE IS HEREBY GIVEN OF a meeting of the FINANCE, BUDGET, RESOURCES AND STAFFING COMMITTEE to be held at the James West Community Centre, Brunel Drive, Hailsham, BN27 3LY, on

# Thursday 8<sup>th</sup> July at 7.00 p.m.

#### 1. Public Forum

Prior to commencement of the remainder of formal business of the meeting, 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. The order of formal business to be transacted will thereafter be as follows:

#### 3. Apologies for Absence

To receive apologies for absence of appointed members.

### 4. <u>Declarations of Interest</u>

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

#### 5. Minutes of previous Meeting

5.1 To note that the Minutes and Reports of the Meeting of the Finance, Budget, Resources and Staffing Committee (Ref:FBR/21/2/14-26) held on 17<sup>th</sup> June 2021, may be taken as read, confirmed as correct record, and signed by the Chairman.

## 6. Accounts and Audit – Budget for 2022-2023

6.1 To discuss the budget approach for 2022-2023 budget.

# **Committee Membership:**

Councillors;

G. Blake-Coggins

N. Coltman

B. Granville

R. Grocock

K. Hinton

M. Laxton

P. Holbrook

T. Powis

# Substitutes:

Councillor C. Bryant Councillor D. Cottingham

Councillor B. Holbrook

Councillor A. O'Rawe

Councillor K. Nicholls

JOHN HARRISON Town Clerk

						22 - 2023 E			2021/22	Actual	
				Expenditu	re l	Incor	ne	Nett	Estimate	2020/21	
			(approved by committee )	Α				С	D	E	
		404	ALLOTMENTS	Α		В		U		-	
101	4115	101	Common Pond site - water supply	618				618	600	177	
102	4115		Battle Road site - water supply x2	636				636	618	695	
101/102	4201			1646				1646	1598	2250	3% increase
101/102	1080		Allotment Rent (51 plots @ £39.60 & 36 plots @ £23.10 4@£34		.15)	3034		-3034	-3034	-2884	
			Software licence	186				186	186	172	
			Key deposit (Deposits held from previos years)					0	0	4435	
					3086		3034	52	-32	4845	
		102	WESTERN ROAD RECREATION GROUND								
105	4115		Water & sewerage	700				700	700	2463	
105 105	4201 1040		General maintenance ( include Outdoor Gym)  Rent from Beaconsfield/Tennis Club/Pitch hire	1012		1000		1012 -1000	983 -1000	1431 -30	
103	1040			2000		1000		2000	2000	3076	
			Dramage	2000				2000	2000	3070	
					3712		1000	2712	2683	6940	
			MAURICE THORNTON PLAYING FIELD								
106	4100		Annual rent	1000				1000	1000	1000	
106	4248		Pitch marking paint /Contractor payment	500				500	500	443	Sratch marking only
106	4115		Water	74				74	72	0	
106	4201		General maintenance	753				753	732	373	
			Skate Park Maintenance	515				515	515	0	No increase as carry over from 2021-2022
			Drainage	2000	4842			2000 4842	2000 4819	1010	
			COMMON POND		+04∠		0	4042	4819	1816	
107	4201		General maintenance	721				721	721	n	
107	7201		Contra maintenance	121	721		0	721	721	0	
			ERSHAM ROAD COMMON						, , ,	ı	
108	4201		General Maintenance incl. fence repairs	55				55	55	0	
					55		0	55	55	0	
			Total Recreation Areas (code 102)		9330		1000	8330	8278	8756	
		103	PLAY AREAS								
115	4230		All Sites - Insurance (engineers inspection)	1450				1450	1450	1071	
115	4239		All sites - Safety gates	1000				1000	1000	0	No increase large carry forward/in house operation
115	4201		All Sites - general maintenance	1350				1350	1311	1639	3% increase
			Total Play Areas (code 103)		3800		0	3800	3761	2710	
		104	PUBLIC OPEN SPACES		3000		-	3000	3701	2710	
109	4201	104	Country Park - General maintenance	507				507	492	184	3% increase
109	1065		Fishing Permits			850		-850	-700	-1156	
110	4201		Orchard Park - General Repairs/ skip hire	787				787	765	61	
111	4201		POS - General Maintenance	337				337	328	1073	
109	4275		Vermin control	562				562	546	819	
				4243				4243	4120	2924	
				50400				50400	40984	0	As per maintenance schedule
			COVID -19	5000	1000		050	5000	5000	5290	TO REVIEW
		40-	HORTICIII TURAL & CROUND MAINTENANCE	6	1836	-	850	60986	51535	981	
140	4240	105	HORTICULTURAL & GROUND MAINTENANCE Grass & Hedge Cutting	25750				25750	25750	20680	
140	4240		Grass & Hedge Cutting Payment from Redrow (POS upgrade)	20100				25/50	25/50 0	20000	
140	4250			22139				22139	18139	18739	RG advised replacement of tree work & emergency call out costs due to adverse
					7889		0	47889	43889	39419	
		106	PROJECT FUNDS (Add to existing funds)								
150	4945		No 04 - Play Equipment (unallocated balance £)	0				0	0	0	
150	4941		No 05 - Play Area Surface Fund (fund balance £)	0				0	0	970	
					0		0	0	0	970	
		107	ENVIRONMENT SERVICES	10705							
160	4271			19700				19700	19700		TO REVIEW IN DECEMBER/As changes pending
160	4141		Urban Grass Cutting	9500	9200		0	9500 29200		9250 23272	
				2	JZUU		J	23200	30016	23212	
		111	TOURISM & LEISURE							$\vdash$	
333	4812	111	Tourism & Leisure Grants	0				0	0	2500	TO REVIEW
333	4821			15914				15914	15914	4511	
333	4820		Miscellaneous items	219				219	219	165	
			Event advertising	562				562	546	525	
			Bus Alliance	1000				1000	1000	-93	
				1	7695		0	17695	17679	7608	
			FESTIVE LIGHTING								

					2022 - 2023 I	Estimate	s		2021/22	Actual	
			Expen	diture	Inco	me		Nett	Estimate	2020/21	
		(approved by committee )									
			Α		В			С	D	Е	
235	292/1150	Christmas Festoons	10000		0			10000	10000	10369	£9825 per year for 3 years,
								0			
				10000		0		10000	10000	10369	
	113	FUNDED PROJECTS									
351	4901	Church Yard CCTV Service contract	309					309			
351	4902	War Memorial - All service costs	500					500			Increase due to increase costs
332	4810	CAB rent & grant	5801					5801	5801	13300	As per FBSRC 13.1.2021 - final year
				6610		0		6610	6471	13739	
	114	Cortlandt Stable Block									
		Cortlandt Stable Block Rent/Rates/Utilties	16794					16794			
		Maintenance - Cortlandt Stable Block	1060					1060			No increase as £5K to carry forward
				17854				17854	17854	0	
		Total expenditure		207300					190051	80953	
		Total Income		20.000		4884			100001	00000	
		Nett total						202416			
									6.5		
		NEW									
		AMENDED									

		$\overline{}$									
Part					20	22 - 2023 F	Estimates	2	2021/22	Actual	
				Exper							
Source   S				Expoi	idital 0				Loumato	LULU/LI	
201   1970   1			(approved by committee)								
201   100			(аррина в у венините у	Δ		B		c l	ח	F	
			204 TOWN COUNCIL OFF					`  -		_	
Bedroine, Grose to our parksentrologyment repert   1509   1509   1571   1570   1571   1570   1571   1570   1571	004	4470		005				205	040		20/ 1
Maintenance for 4 Maries Equipment (1978)   1979	201	4170									
2417   Case Solor A-Amus Scotter   2418   Case So											3% Increase
201   4175   Inscriber all and a service at the service   250	004	4470									
1417											
Total Town Council Site											
202   RECREATION BUILDINGS (Incl UMON HALL)	201	41/1	External Repair/General maintenance	649				649	630	1830	3% Increase
202   RECREATION BUILDINGS (Incl UMON HALL)			T.(. T 0		0505			2525	0.405	0705	
Matrice Theories Revision   1911   1911   1915			Total Town Council Site		3535		0	3535	3495	9705	
Matrice Theories Revision   1911   1911   1915			OOO DEODEATION BUILDINGS (*								
120   420   Overheads (value electric coloring electric			202 RECREATION BUILDINGS (INCI UNION HALL)								
120   420   Overheads (value electric coloring electric			Manadaa Thaastaa Daadkaa								
208   209   209   30   30   30   30   30   30   30	200	4400		4044				1211	4044	4050	
Storage Steels (General)				-							
200   General Maintenance   266     266   515	∠06	4201	General Repairs	515				015	515	431	
200   General Maintenance   266     266   515			Character Charles (Carrage)								
MT hat and Grovelends bear rates	240	4004		2000				200	250	040	
Corvelende Bern rates   3060   3060   2695	210	4201									
April   Totales - State Block   State Bloc			Grovelands Barn rates	3000				3000	3000	2095	
April   Totales - State Block   State Bloc			Union Corner Hell								
Public Tollets - Stable Brock   0   0   15000   15000   15000   9430   TO REVIEW DUE TO NEW COVID-19 MEASURES/New coltract pending	207	4201		1000				1000	1000	0	No increase
Cleaning/maintenance	201	7201	Maintenance Grant	1000				1000	1000	U	No increase
Cleaning/maintenance			Public Toilets - Stable Block					ň			
Changing Pod Clearing/insintenance Changing Pod Cha				15000				5000	15000	9439	TO REVIEW DUE TO NEW COVID-19 MEASURES/New contract pending
Cleaning/maintenance   0			Oleaning/maintenance	13000				5000	13000	3433	TO KEYLEY DOE TO NEW GOVID-13 MEROOKES/NEW Counted pending
Cleaning/maintenance   0			Changing Pod								
Welbuy Farm - Jim West Community Hall   Maintenance/Running costs   12000   12000   12000   12000   24811   Increase for Covid and legionella testing (£384.00 alarm, phone £1976.88 120 PAT, 160 Fire ex 8800 rates)				0				o	0	0	CHANGING POD MAINTENANCE DEFERRED FOR 12 MONTHS
208   4201   Maintenance/Running costs   12000   12											
208   4201   Maintenance/Running costs   12000   12			Welbury Farm - Jim West Community Hall								
Total Pavilions & Storeage sheds  203 CEMETERY BUILDING MAINTENANCE  215 4201 General Maintenance of buildings 216 4172 Cemetery Lodge Repairs  450 450 437 1200 REPAIRS DUE TO BE DONE IN 2021-2022  224 PROJECT FUNDS  204 PROJECT FUNDS  205 CEMETERY SERVICES & OVERHEADS 216 4120 Water & sewerage 446 446 446 272 216 4120 Water & sewerage 446 446 446 470 216 4120 Electricity 520 520 520 470 501 216 4120 Electricity 520 520 470 501 216 4120 Fire Extinguisher & boiler service 618 600 9568 6001 9538  219 Fire Extinguisher & boiler service 140 410 General repairs & cleaning materials & Waste Collection 205 Cemetery Services 206 4201 Fire Extinguisher & boiler service 217 Pest Control 208 General repairs & cleaning materials & Waste Collection 209 9668 0 0 9668 6901 9638	208	4201		12000				2000	12000	24811	Increase for Covid and legionella testing (£384.00 alarm, phone £1076.88 120 PAT, 160 Fire ex 8800 rates)
203   CEMETERY BUILDING MAINTENANCE											
215   4201   General Maintenance of buildings   169   450   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   45			Total Pavilions & Storeage sheds		33667		0 3	3667	33659	39380	
215   4201   General Maintenance of buildings   169   450   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   45			•								
215   4201   General Maintenance of buildings   169   450   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   437   1208   450   45			203 CEMETERY BUILDING MAINTENANCE								
200   PROJECT FUNDS	215	4201		169				169	164	307	
204   PROJECT FUNDS   619   0   619   601   1513	215	4172	Cemetery Lodge Repairs	450				450	437	1206	REPAIRS DUE TO BE DONE IN 2021-2022
230   4950   No18 - New Burial Ground (balance £17500)   0   0   0   0   0   0   0   0   0			, , ,		619		0	619	601	1513	
230   4950   No18 - New Burial Ground (balance £17500)   0   0   0   0   0   0   0   0   0			204 PROJECT FUNDS								
205   CEMETERY SERVICES & OVERHEADS   0   0   0   0   0   0   0   0   0								0			
205   CEMETERY SERVICES & OVERHEADS	230	4950	No18 - New Burial Ground (balance £17500)	0				0		0	
216   4120   Rates   4200   4200   4200   3600   3547   Increase due to rate increase over budget in 2021-2022     216   4120   Electricity   520   520   520   470   501     216   4120   Gas   1030   1030   1030   1030   955     216   4440   Telephone   618   618   600   566     216   4201   Fire Extinguisher & boiler service   124   124   118     216   4275   Pest Control   309   309   309   309   309   239   To REVIEW AGAIN DUE TO MOLES/BEES etc     216   4201   General repairs & cleaning materials&Waste Collection   2082   2082   2022   1907     216   4190   Burial Record Computer system (annual licence)   339   339   339   290     216   4190   Path Repairs   0   9668   0   9668   8901   9638     217   Path Repairs   0   9668   0   9668   8901   9638     218   4201   Fire Extinguisher & Computer system (annual licence)   339   339   339   290     210   4190   Burial Record Computer system (annual licence)   3668   0   9668   8901   9638					0		0	0	0	0	
216   4120   Rates   4200   4200   4200   3600   3547   Increase due to rate increase over budget in 2021-2022     216   4120   Electricity   520   520   520   470   501     216   4120   Gas   1030   1030   1030   1030   955     216   4440   Telephone   618   618   600   566     216   4201   Fire Extinguisher & boiler service   124   124   118     216   4275   Pest Control   309   309   309   309   309   239   To REVIEW AGAIN DUE TO MOLES/BEES etc     216   4201   General repairs & cleaning materials&Waste Collection   2082   2082   2022   1907     216   4190   Burial Record Computer system (annual licence)   339   339   339   290     216   4190   Path Repairs   0   9668   0   9668   8901   9638     217   Path Repairs   0   9668   0   9668   8901   9638     218   4201   Fire Extinguisher & Computer system (annual licence)   339   339   339   290     210   4190   Burial Record Computer system (annual licence)   3668   0   9668   8901   9638			205 CEMETERY SERVICES & OVERHEADS								
216   4120   Water & sewerage   446   446   446   272     216   4120   Electricity   520   520   470   501     216   4120   Gas   1030   1030   955   3% increase     216   4440   Telephone   618   618   600   566     216   4201   Fire Extinguisher & boiler service   124   124   118     216   4275   Pest Control   309   309   309   309     216   4201   General repairs & cleaning materials&Waste Collection   2082   2082   2022   1907   3% increase     216   4190   Burial Record Computer system (annual licence)   339   339   290     216   4190   Path Repairs   0   9668   0   9668   8901   9638     217   9638   901   9638     218   9638   901   9638     219   9638   901   9638     210   9638   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9638     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   901   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668   9668     220   9668     220   9668     220   9668     220   9668     220	216	4120		4200				4200	3600	3547	Increase due to rate increase over budget in 2021-2022
216   4120   Electricity   520   520   470   501     216   4120   Gas   1030   1030   1000   955     216   4440   Telephone   618   618   618   618     216   4201   Fire Extinguisher & boiler service   124   124     216   4275   Pest Control   309   300   239     216   4201   General repairs & cleaning materials&Waste Collection   2082   2082   2022   1907     216   4201   General repairs & cleaning materials&Waste Collection   2082   2082   2082   2082     216   4190   Burial Record Computer system (annual licence)   339   339   339     216   4190   Path Repairs   0   9668   0   9668   8901   9638     217   9668   0   9668   8901   9638     218   419   419   419   419   419     219   419   419   419   419   419     219   419   419   419   419     210   419   419   419     210   419   419   419     210   419   419   419     210   419   419     210   419   419     210   419   419     210   419   419     210   419   419     210   419     21			Water & sewerage					446	446		
216   4440   Telephone   618   618   618   600   566   3% increase     216   4201   Fire Extinguisher & boiler service   124   124   118     216   4275   Pest Control   309   300   239   TO REVIEW AGAIN DUE TO MOLES/BEES etc     216   4201   General repairs & cleaning materials&Waste Collection   2082   2082   2022   1907   3% increase     216   4190   Burial Record Computer system (annual licence)   339   339   339   290     217   Path Repairs   9668   0 9668   901   9638     218   Path Repairs   9668   0 9668   8901   9638     219   Path Repairs   9668   0 9668   8901   9638     210   Path Repairs   9668	216	4120		520				520	470	501	
216         4201         Fire Extinguisher & boiler service         124         124         124         118           216         4275         Pest Control         309         309         309         239         TO REVIEW AGAIN DUE TO MOLES/BEES etc           216         4201         General repairs & cleaning materials&Waste Collection         2082         2082         2022         1907         3% increase           216         4190         Burial Record Computer system (annual licence)         339         339         39         290           Path Repairs         0         0         0         1243           9668         0         9668         9638	216	4120	Gas	1030				1030	1000	955	3% increase
216   4275   Pest Control   309   309   300   239   TO REVIEW AGAIN DUE TO MOLES/BEES etc		4440								566	3% increase
216   4201   General repairs & cleaning materials&Waste Collection   2082   2082   2022   1907   3% increase   2082   2											
216     4190     Burial Record Computer system (annual licence)     339     339     290       Path Repairs     0     0     1243       9668     0     9668     8901     9638											
Path Repairs 0 0 1243 9668 0 9668 8901 9638											3% increase
9668 0 <b>9668</b> 8901 9638	216	4190						339	339		
			Path Repairs	0				0	0		
207 FUNERAL & GRAVES					9668		0	9668	8901	9638	
207 FUNERAL & GRAVES											
			207 FUNERAL & GRAVES								

									1	
					0000 0000	Tadimad :				
			F		2022 - 2023 I			2021/22	Actual	
			Expe	nditure	Inco	ome	Nett Total	Estimate	2020/21	
		(approved by committee)					Total			
		(approved by continuee)	Α		В		С	D	Е	
					Ь					
219	4280	Grave digging	15298				15298	14853		3% Increase - NEW CONTRACT DETAILS PENDING 26.5.21
219	4201	General Maintenance - chapel flowers & mem trees Burial & Monument fees	546		51500		546		337	FEE INCREASE PENDING 26.5.21
219	1100	Buriai & Monument fees	0	15844	51500	51500	-51500 <b>-35656</b>	-51500 -36101	-59067 -44300	PEE INCREASE PENDING 26.5.21
		OOO HODELOH THEAT (See LELODAL DIODI AVO)		13044		31300	-33636	-30101	-44300	
218	4240	208 HORTICULTURAL (incl FLORAL DISPLAYS)	15375				15375	11000	21456	
218	4240	Grass & Hedge Cutting Ditch Clearance	1030				1030	1030	930	
210	4242	Dittori Girafallice	1030				1030	1030	930	
				16405		0	16405	12030	22386	
		209 STREET LIGHTING		10.00				12000	22000	
		New Lighting	17297				17297	17297	20750	NEW SOX LAMPS 4 year plan - 2 years left to be invoiced
235	4201	General Maintenance	15914				15914	15914	7757	
235	4291	Energy (145516 kwh per year)	14068				14068	13659		3% increase
		Annual Repairs	3278				3278	3183	2398	3% increase
		·								
				50556.9		0	50557	50053	43989	
		210 STREET FURNITURE								
240	4277	Bus shelter Repairs	273				273	273	39	
240	4277	Black Sacks	206				206	206	0	
		Defibulators	1030				1030	1000	209	
				1509		0	1509	1479	0	
		T. (15 P)		404004				74447	00044	
		Total Expenditure		131804		54500		74117	82311	
		Total Income				51500				
		Nett Total					80304			
		iveit rotai					00304			
								8.35		
		NEW						0.33		
		AMENDED								

				20	22 - 2023 E	stimates				
			Expenditure	•	Inco	me	Nett	2021/22	Actual	
			ZAPOTIANO				Total	Estimate	2020/21	
NEW		(approved by sub-committee )						Louinato	2020/21	
Amended		(approvou by our committee)								
			Α		В		С	D	Е	
			A		ь		C	<u> </u>		
		301 STAFFING COSTS								
301	4001	Wages (Manual)	166514				166514	166514	143691	Wages 3% increase built in
301	4000	Salaries (Admin.)	283211				283211	283211	290550	
301	4005	NHI (Wages & salaies)	60442				60442	60442	100054	
301	4005	Pension (wages & salaries)	81859				81859	81859	0	
301	4002	Youth Café & infopoint	111010				111010	111010	116831	
301	4002	NHI Youth Café & infopoint	10396				10396	10396		
301	4002	Pension Youth Café & infopoint	16648				16648	16648		
301	4545	Honorarias (Bailiffs/Tree Warden/Town Crier)	2000				2000	2000	1087	
301	4510	Members Allowances	21600				21600	21600		PENDING WDC panel DEC 2021
	40.10	Moniboro / Mowanoos		8680		0	753680	753680	674426	I ENDING TIBO PUNCT DEG 2021
		200 ADMINISTRATION EVERNOES	730	0000		0	7 3 3 0 0 0	733000	074420	
000	4404	302 ADMINISTRATION EXPENSES	2000				0000	0000	044	
302	4491	Office equip/etc/computer consultancy	2369				2369	2369	941	
302	4431	Newsletter	5000				5000	5000	7300	
302	4429	Annual Town Meeting	600				600		642	
302	4440	Telephone & mobiles	3000				3000	3000	2102	No increase
302	4155	Contract Cleaning	4841				4841	4841	1706	
302	4120	Rates	7212				7212	7212	7111	
302	4120	Water/Sewerage/Gas/Electricity	5500				5500	5500	7830	
302	4177	Annual Electrical Test of Equipment	328				328	328	279	
302	4130	Insurance	13000		400		12600	12600		NEW 5 YEAR POLICY 1.6.19-31.5.2024
302	4455	Franking machine/postage	1300				1300	1648	1000	
302	4570	Audit fees	2950				2950	2950	2315	Troubout to avorage of 2100.00 per month
302	4030	Travelling, Training & seminar costs	3090				3090	3090	457	
							2881			Deduce due to new contract
302	4410	Photocopier lease & Monthly Use Charges	2881					3708		Reduce due to new contract
		Room Hire Expenses	600				600	600		No Increase 12.8.2020
302	4480	Computer Software/licenses	5621				5621	1697	2857	Amended to cover all licenses/software
		Website Hosting/Domains	1100				1100	3183	3419	
302	4460	Subscriptions & Publications	4500				4500	4031		Increase to cover all subscriptions
302	4585	Professional fees	4100				4100	3713		Increase to cover all fees
302	4571	Election	0				0	0	0	Carry forward £26K
302	4430	Advertising / Publicity	515				515	515	0	
302	4176	Annual extinguisher etc., inspection & servicing	350				350	424	223	
302	4400	Stationery & miscellaneous equipment	4000				4000	4000	1818	Includeds Vending machine/Water machine
302	4150	Commercial Rubbish Disposal	2650				2650	2650	4809	•
		Civic regalia	258				258	258	0	
302		Hailsham Neighbourhood Plan	0				0	0	3997	
002		Transfam Horginsournood Flam		765		400	75365	73917	73844	
		202 CHAIDMANS ALLOWANCE	73	,, 00		700	7 3 3 3 3	13311	7 3044	
200	4500	303 CHAIRMANS ALLOWANCE	4500				1500	4500	4004	
303	4500	Chairmans allowance	1500				1500	1500	1861	
		Carried over from previous year					4=			
			1	500		0	1500	1500	1861	
		304 MACHINERY/TOOLS/PROTECTIVE CLOTHING								
310	4070/4071	Tools & Protective Clothing	2083				2083	2022	1970	
			2	2083		0	2083	2022	1970	
		305 VEHICLE FLEET								
311	4310	Leasing costs	13000				13000	13000	12609	
311	4330	Vehicle Overheads - fuel	3500				3500		2151	Reduced due to lower cost in 2020-2021
	4301/4340	Vehicle Overheads - raci	0				0000	1000	548	
311	4130	Vehicle Overheads - Insurance	3500				3500	3500	2805	
311	4130	venice Overneaus - msufance		0000		0	20000	21000	18113	
		OOO THUMBURG	20	0000		U			18113	
		306 TWINNING					0			
320	4800	Civic Events	400				400		0	No increase due to carry forward
l				400		0	400	400	0	

				2022	2022 E	stimates		1		
			Expenditure	2022	Incor		Nett	2021/22	Actual	
			Expenditure		IIICOI	ne	Total	Estimate	2020/21	
NEW		(approved by sub-committee )					Total	Estimate	2020/21	
Amended		(approved by sub-committee )								
Amonaca			Α		В		С	D	Е	
			^		D		<u> </u>			
		307 MISC.PROVISIONS								
330	4801	Annual Grants	0				0	0		TO BE REVIEWED
			(	0		0	0	0	2910	
		308 SECTION 137 (FREE RESOURCE)							0	
331	4850	Grants to Voluntary bodies (transfer from 307)	0				0		8000	TO BE REVIEWED
331	4851	Miscellaneous	400				400	400	33	
			400	0			400	400	8033	
		309 PROJECTS (Add to Cap.Funds)								
350	4972	No 14 - Contingency Fund (unallocated £35862)					0	0	888	
	1973/1705		18000		1000		17000	17000	26588	
350	4974	No 21 - Criminal Damage (unallocated £1528)					0	0	0	
		No 14 - Bus Concessions	8000				8000	8000	6264	
			26000	0		1000	25000	25000	33740	
		311 FUNDED SERVICES								
352	4910	Hellingly P.C. subsidy (as provided by Hellingly PC)	27810				27810	27810	26878	AWAITING HELLINGLY INFO
		Hailsham Revitalization Fund	5150				5150	5150	250	
352	4912	CCTV - Camera costs	7957				7957	7957	5359	
			20000				20000	20000		EMAILED JH 26.5.21
			6091	7		0	60917	60917	59862	
		312 ACCOUNT INTEREST & COMMUTED SUMS								
360	1880	Interest on accounts			1200		-1200	-1200	-1620	Increase as not using TD due to low interest rates
	.000	Bank charges	600	0	.200		600		498	
		Dalik Silai goo	600			1200	-600		-1122	
		313 RENTS, LETTINGS & HIRE FEES								
365	1031	Kemer Kebab			10500		-10500	-10500	-10500	
365	1032	4 Market Square	0		6500		-6500		-6254	
365	1000	Meeting Room Lets/J West	O		33000		-33000	-33000		£30K J West . £3K FDL - COVID-19 dependent
365	1001	Pavilion Lets			1200		-1200	-1200		Covid-19 COVID-19 dependent
365	1033	Cemetery Rent	1		6900		-6900		-7140	corta to cortib to acpoindon.
000	1000	Miscellaneous rents			0000		0	0000	-150	
		Miccollandodd Torito		0		58100	-58100	-58100	-26360	
		Vat refund (income)		_		00.00		00.00	20000	
		vacretaria (moome)								
		Total expenditure	94134	5						
		Total income	341040	-		60700				
		Total moonic				00700				
		Nett total					880645	880173	847277	
		TYOK LOKAT					0000-10	000110	041211	
				-						
				-						
		Total		-			880645	0.05		
							000043	0.05		
		Last year Precept								
		Total Precept					1163364			
		NEW								
		Amended								

SUMMARY OF COMMITTEE'S ESTIMATES - 2022/2023		
		% of budget
Corporate Resources & Services	880645	
Environment and Leisure	202416	
Corporate Assets & Cemetery	80304	
Total Budget	1,163,364	
Drawn from surplus	-	-
TOTAL PRECEPT	1163364	
Breakdown		
Precept ( tax base x £151.14 band D)* 7584.2	1146276	98.53
		0.00
Total combined precept/grant	1146276	
Drawn from surplus/Reserves	17088	

# parish rate **7584.2** 151.14

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

Report to: Finance, Budget, Resource and Staffing Committee

Date: 8<sup>th</sup> July 2021

By: Michelle Foster – Finance Officer

Title of report: Accounts and Audit: Budget for 2022/2023

#### **PURPOSE:**

To discuss the budget modelling approach for the 2022/2023 budget.

#### **BACKGROUND:**

Using the 2021-2022 budget as the baseline for setting the 2022-2023 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.
- . Review of utilities across most sites for Electric/Gas and Water ongoing at present.
- . Staffing costs to be adjusted to reflect scale point movements, pension costs, and pay increase as per government notification, this is PENDING as information due in the Autumn.
- . Members allowances to be reviewed in December 2021, pending WDC panel update.

Other factors to be considered and discussed are the following:

- . Covid-19 has had a consistent impact on the current figures in the first quarter of 2021-2022 due to facilities being closed so no hire income, the Covid-19 expenditure budget has been maintained at £5,000 for 2022-2023.
- . Post Office there is £20,000 in the budget to help support the post office. There was a carry forward of £40,000 from 2020-2021 into the current year and as of 8<sup>th</sup> July 2021, there is £50,416.00 available. Which I would recommend as sufficient funds.
- . Annual Grants to local community groups this was removed in 2021-2022 budget, is the council looking to reinstate this? (Increase of £10,500 to the current budget)
- . All hire and letting fees of properties/playing fields need to be reviewed as per Internal Audit requirement. At present we are still trying to re-open facilities in line with government guidelines and increasing fees at this time may not be advisable. As for pitch hire costs, it was resolved at AMC meeting on 28<sup>th</sup> April 2021 to waive the fees for 1 year.
- . Changing Places maintenance Costings are required, so that it can be discussed further in the budget process. (£13,000 was the figure discussed back in 2018-2019)

Agenda Item 6 – Accounts and Audit: Budget 2022-2023

. Dog bin waste, it was resolved back in FBRSC meeting 29<sup>th</sup> January 2020 as follows.

**RESOLVED** to ringfence any underspend from 2019/20 for replacement of solo dog bins for litter bins; all bins to be labelled for duel use of general waste and dog waste and marketing to start educating the public on dog waste disposal.

Ringed fenced for replacement bins - £2,369.00, as per above resolution.

Due to covid this has been delayed, however I think the council needs to move forward with these and this would reduce the budget in the region of £15,000.

Discussions have taken place between the Finance Officer and officers of the council to proceed with the budgeting process.

The communications officer advised that there are no further costs for the newsletter or additional costs for the council's various websites.

As such the Outdoor Works Supervisor is currently reviewing the maintenance plan for 2022-2023 and once completed, I shall update the committee.

Deputy Town Clerk advised that it would be prudent to include an additional £1,000 for the maintenance of the POS and play area at James West once it's officially acquired by HTC. (NB this has not yet been added to the budget papers)

The Communities committee officer advised the following.

Communities and Events, the costed budget for 2022-2023 due to the communities committee in August 2021, as such the budget has been input as it stands in 2021-2022.

The Youth service budget will be discussed in the coming month and will be updated if necessary for the next budget meeting.

The Councils commuted sum/reserves statement as of 8<sup>th</sup> July 2021 is attached as part of these papers. (NB this does not include £4,000 from FBRSC meeting 17<sup>th</sup> June 2021 as it due to be discussed further at Full council in July 2021)

Taking all the above adjustments into account as of 8<sup>th</sup> July 2021 there is a shortfall at present of £17,068, however this will change depending on the outcome of discussions in relation to items listed above.

The other factor to come into account is the movement in band D tax base which in 2021-2022 is 7584.2. We will not be advised of the tax base until December 2021.

At the FBRSC meeting 21<sup>st</sup> April 2021 the budget process was discussed in detail as such the following additional information is available for this meeting.

Pie Charts and figures of expenditure of the current budget.

Budget forecast to 2025-2026 based on the original budget in the council's strategic plan and amendments made in recent budgets.

The variance analysis shows the movements between the budget of 2021-2022 and 2022-2023 to date.

Hailsham Town Council is 1 of 63 Town/Parish councils in the UK with precepts in excess of £1 million, (listed attached), on the outcome of the FBRSC meeting on 21<sup>st</sup> April 2021 in relation to Budget process (FBR/21/1/11), I have taken a cross section of the councils on the list mentioned and the outcome being.

4 do not have any budget papers displayed on their website.

Another 7 have the budget papers displayed, of which I have attached as part of these papers, all are set out in a similar way to HTC budget, with similar level of detail.

At this point the budget is still very fluid, there will be further input from officers in relation to items pending (noted above) 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 2022-2023.

		2021/2022	2022/23				
		Estimates	Estimates	Variation			
						ALL FIGURES REQUIRE UPDATING	
101	Allotments	-32	52	84			
102	Recreation Areas	8278	8330	52			
103	Play Areas	3761	3800	39			
	Public Open Spaces	51535	60986	9451		Maintenance Plan/Covid-19 costs	
105	Horticultural	43889	47889	4000		Maintonaire Filan, Covid To coole	
	Projects	0	0	0			
	Environment Services	30616	29200	-1416		Correction to urban grass cutting costs	
	Tourism & Leisure	17679	17695	16		Correction to dipart grass cutting costs	
	Christmas Festoons	10000	10000	0			
310	Joint Funded Projects	24325	24464	139			
	Total E&L	190051	202416		12365	Increase on current year (2021/2022)	
201	Office Complex	3495	3535	40			
	Recreation Buildings	33659	33667	8			
		601	619				
	Cemetery Buildings			18			
204	Projects	0	0	0			
205	Cemetery Services	8901	9668	767		3% increase/rates increase as underbudget	
206	Cemetery Roads & Paths	0	0	0			
	Funerals & Graves	-36101	-35656	445		3% increase	
	Cemetery Horticultural	12030	16405	4375		new contract	
209	Street Lighting	50053	50557	504		3% increase	
210	Street Furniture	1479	1509	30			
	Total CAC	74117	80304		6187	Increase on current year (2021/2022)	
301	Staffing	753680	753680	0			
	Administration	73917	75365	1448		Increase to cover subscription/software/fees/Photocopier costs	
	Chairmans Allowance	1500	1500	0		morease to cover subscription/software/reces/i notocopier costs	
	Tools & Work Wear	2022	2083	61			
	Vehicles	21000	20000	-1000		reduced due to lower costs in 2020-2021	
						reduced due to lower costs in 2020-2021	
	Twinning	400	400	0			
	Miscellaneous Provisions	0	0	0			
	Section 137	400	400	0			
	Projects	25000	25000	0			
	Funded Services	60917	60917	0			
	Interest	-563	-600	-37			
313	Rents	-58100	-58100	0			
	Total CRS	880173	880645		472	Increase on current year (2021/2022)	
	Total all Committees	1144341	1163364	19023	19023		