



HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, RESOURCES AND STAFFING COMMITTEE

AGENDA

NOTICE IS HEREBY GIVEN OF a meeting of the HAILSHAM TOWN COUNCIL to be held REMOTELY VIA THE INTERNET* (access details can be obtained from the Town Clerk on request, email john.harrison@hailsham-tc.gov.uk)

**In accordance with The Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

Wednesday 1st January 2021 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. **Declarations of Interest**
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/20/5/29-35) held on 9th December 2020, may be taken as read, confirmed as correct record, and signed by the Chairman.

6. Accounts and Audit – Budget 2021-202

6.1 To receive an up date and discuss the budget for 2021-2022.

Committee Membership:

Councillors;

G. Blake-Coggins
N. Coltman
B. Granville
R. Grocock
K. Hinton
P. Holbrook
T. Powis

Substitutes:

Councillor C. Bryant
Councillor D. Cottingham
Councillor B. Holbrook
Councillor M. Laxton
Councillor A. O'Rawe



JOHN HARRISON
Town Clerk

Report to: Finance, Budget, Resource and Staffing Committee

Date: 13th January 2021

By: Michelle Foster – Finance Officer

Title of report: Budget for 2021/2022

PURPOSE:

To update and discuss the budget for the 2021/2022 in relation to the current budget with adjustments suggested by the Assets Management committee and this committee at the budget meeting 26th August 2020 and 9th December 2020.

BACKGROUND:

Using the 2020-2021 budget as the baseline for setting the 2021-2022 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.
- . increase at 4 market square due to being vacant and council incurring all costs.
- . increase in utilities across most sites for Electric/Gas and Water due to increase prices.
- . increase in vehicle leasing due to new contract now in place.
- . 4 Market Square income removed due to being vacant at present time.

Other factors considered and discussed by the FBRSC on 26th August 2020 are as follows:

- . Covid-19 has had an impact on the current 2020-2021 figures due to facilities being closed so no hire income. It has also impacted expenditure due to putting in place Covid-19 safety and hygiene facilities at Public Toilets, Public buildings and Play Areas, which will be ongoing. This is an area that needs to be discussed in depth for the 2021-2022 budget. The Finance Officer to provided detail expenditure report on costs to date at the next budget meeting. **NB – Covid Expenditure Budget now input - £5,000.**

- . Post Office is an area for discussion as at present there is £20,000 in the budget to help support the post office, but again due to Covid-19 disruption this needs to be reviewed.

Other factors considered and discussed by the AMC on 16th September 2020 are as follows.

- . All hire and letting fees of properties/playing fields need to be reviewed as per Internal Audit requirement and is the remit of this committee. It was agreed that no increase in hall hire due to Covid-19, however there would be a fee charge for the use of Maurice Thornton Playing Field for Junior Football, further details available in the AMC minutes. **NB- There is now a fee per session for use of Maurice Thornton Playing Field and Western Road Playing Field.**

The committee requested that the following expenditure be added to the budget to provide a complete budget profile, these have all been included in the budget papers.

. Cemetery Pathway work – As per previous quote acquired, the costs of this work over the 4-year plan would be £46,000 per year. However, since AMC meeting the Outdoor Works Supervisor has looked further into a revised plan, the new costs of phase one of work would cost £20,000.00. The work is set to be completed over a new 2-year plan.

. Drainage work at Western Road Pavilion - £7,500. This is on our land for which we are responsible, and the work needs to be undertaken.

. Play Area wet pour, costing is pending and will be available at the next budget meeting. This is wet pour work across our play areas. **NB- The costings are separate appendix total costs - £42,605.00 – This has not been added to the current budget papers, as it needs discussion as to whether to add to the precept or draw from reserves.**

. Maintenance Plan, as part of the business plan it was agreed that a maintenance plan staging all the necessary maintenance across our land and properties be introduced, the AMC stated this should of started in 2020-2021 but has been delayed due to Covid-19. The expenditure is set out over several years - £40,984.00 budgeted for 2021-2022.

. 4 Market Square is in the process of being let, so income has been reinstated since the August FBRSC meeting. **NB – The Foodbank is to sign the lease imminently and occupying the building.**

Other Items.

Wealden Works – As per resolution at Full Council 25th November 2020, £1,000.00 has been added to the expenditure budget. However, Wealden Works have written since the November council meeting asking for it to be reviewed by Council as part of the budget setting process for the full request of £6,500.00

Wages and salaries – All have been updated.

Members Allowances – To be discussed at Full Council in January 2021, The basic Members allowance has increased by £26.00 per year, and Chairman's Allowance increased by £36.00, as per Wealden Remuneration panel. If the council resolves to accept members allowances for 2021-2022, it would be an additional £476.00 expenditure in the budget.

All other notes are on the necessary budget lines.

Taking all the above adjustments into account as of 9th December 2020 there is a shortfall at present of £101,140 however this will change depending on the outcome of discussions in relation to items listed above and the decisions of the committees.

The other factor to come into account is the movement in band D tax base which in 2020-2021 is 7476.4. Which was an issue last year due to an incorrect calculation by WDC and the tax base being reduced for the first time in many years. We will not be advised of the tax base until December 2020. **NB Tax base for 2021-2022 is 7584.2 which was received in time for 9th December meeting.**

RESOLUTIONS from 9th December 2020 Budget Meeting

To approach Wealden District Council CIL Officer to enquire about Cemetery Pathways and Wetpour work to all play areas being a CIL expenditure. The Town Clerk has a separate update on this matter.

To remove the Annual Grants at the cost of £25,000.00, however the Town clerk advised that it would include removing the CAB grant, and he would need to contact them to discuss what impact that would have on their service. The Town Clerk as a separate update on this matter.

The Newsletter to be reviewed and look at possible cost savings. A separate report from the communications officer is attached as appendix to this agenda.

The Maintenance plan for 2021-2022 to be reviewed to look at possible CIL expenditure or deferment of work. There are no CIL expenditure items within the Maintenance Plan as such. As for deferring any maintenance would possibly impact the safety of our assets, as to date little work from the 2020-2021 plan has been undertaken due Covid-19 working restrictions.

To finalise after the removal of Cemetery Pathways, annual grants but still including the Maintenance plan budget the shortfall is £39,385.00.

The increase in Band D precept to cover the shortfall is 3.5% which equates to additional 42p per month, which the total for the year will £151.29 per household.

Please be advised that this is a fluid situation and will change before the final budget papers go before Full Council in January 2021.

CONSIDERATION:

To consider the adjustments detailed above and review the current budget.