



Town Hall | 61 Newland Street | Witham | CM8 2FE
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witham.gov.uk

MINUTES

Meeting of: **Estimates Sub-Committee**

Date: **Monday 13th December 2021**

Present: Councillors M.C.M. Lager (Chairman)
S. Ager
J. Goodman
J. Sheehy (Town Clerk)
N. Smith (Deputy Town Clerk)

1. **APOLOGIES**

Apologies for absence were received from Councillor R. Williams due to employment commitments.

RESOLVED That the apologies be received.

2. **INTERESTS**

There were no declarations of interest.

3. **HISTORIC TAX BASE**

Members noted the historic tax base and tax base projections used to calculate the budget. Members noted the up to date tax base had not yet been published, but would be included in any final projections if received.

4. **COMMITTEE BUDGETS**

The summary calculation sheet was noted. Members evaluated committee budget sheets, projected income and expenditure, and reserve levels.

(Final budget sheets and reserved attached at Annexes A - F)

RECOMMENDED TO TOWN COUNCIL That the [attached](#) budget for Admin & Central Services 2022/2023 be accepted.

RECOMMENDED TO TOWN COUNCIL That the [attached](#) budget for Community Committee 2022/2023 be accepted.

RECOMMENDED TO TOWN COUNCIL That the [attached](#) budget for Environment Committee 2022/2023 be accepted

RECOMMENDED TO TOWN COUNCIL That the [attached](#) budget for Policy & Resources 2022/2023 be accepted

RECOMMENDED TO TOWN COUNCIL That the [attached](#) budget for Planning & Transport Committee 2022/2023 be accepted

4. **RESERVE BALANCES**

Members evaluated reserve balances.

RECOMMENDED TO TOWN COUNCIL That the [attached](#) reserve allocations and balances for 2022/2023 be accepted.

5. **PRECEPT 2022/2023**

The Precept Calculations were received.

Members considered that holding any precept increase to a limit of 2% would give the Town Council the opportunity to take forward its ambitions in the forthcoming year without excessive financial burden on local taxpayers.

RECOMMENDED TO TOWN COUNCIL That the Precept for 2022/2023 be increased by the equivalent of £1.57 (2.00%), an increase of £1.57 per annum, to £80.28 at Band D. A total precept amount of £704,406.00 be approved ([summary attached](#))

There being no further business the Chairman closed the Meeting at 8:50pm.

Councillor M.C.M Lager
Chairman

JS/21.12.2021

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SUMMARY AUTOMATIC PRECEPT CALCULATION

Designed by Witham Town Council for transparent Local Government Budgeting

2022/2023

	INCOME	EXPENDITURE
CENTRAL SERVICES*	£ 12,500.00	£ 316,165.00
ENVIRONMENT	£ 1,650.00	£ 191,864.00
COMMUNITY	£ 83,500.00	£ 221,000.00
POLICY & RESOURCES	£ 100.00	£ 34,700.00
PLANNING & TRANSPORT	£ 5,000.00	£ 5,000.00
TOTALS:	£ 102,750.00	£ 768,729.00

**For accounting purposes, Central Service costs are split across committees 40/40/20 respectively excluding planning committee.*

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Total Anticipated Operational Expenditure: £ 768,729.00
 Less Anticipated Operational Income: **-£ 102,750.00**
Balanced (Net) Operational Expenditure: £ 665,979.00

Confirmed Collection Fund Surplus £8,698 **TBC**
 Confirmed Revenue Support & Central Government Funding £ -
Total Other Revenue: £8,698

Net allocations to Earmarked Reserves (EMRs): £ 47,125.00

Net operational expenditure less other revenue/EMRs: £ 704,406.00

2021/2022 Precept levied: £ 675,494.00

PROPOSED 2022/2023 PRECEPT: (BALANCING FIGURE) £ 704,406.00

Proposed Difference: £ **28,912.00**

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2021/2022 TAX BASE

8582.49

2022/2023 TAX BASE

8774.31

2021/2022 BAND D:

£78.71

2022/2023 BAND D:

£80.28

NET Increase in Band D Property: £1.57

Proposed gross percentage increase/decrease (%): 2.00

**ANNEXE A - ADMIN & CENTRAL SERVICE
BUDGET**

PROPOSED CENTRAL SERVICES BUDGET FOR 2022/2023						
		2021/2022		2022/2023		
		Current Budget	Forecast Inc/Exp	Proposed Budget	Difference	
	Sundry Receipts	500		500	0	
	Hall Hire	12000		12000	0	
	Car-Park Licence	8780		0	0	
	Total Income	12500	0	12500	0	
	Admin - Salaries & Employer N.I Contributions	198950		224215	25265	
	Travel Expenses	500		500	0	
	Town Hall	31000		35000	4000	
	Gas	3500		5500	2000	
	Electricity	3700		5700	2000	
	Photocopying	2600		3000	400	
	Postage	500		500	0	
	Stationery	1500		1500	0	
	Office Equipment	3500		4000	500	
	Telephones	1800		1800	0	
	Insurance	8500		8500	0	
	Sundry Expenses	1500		1500	0	
	Audit & Legal	6500		6500	0	
	Affiliation Fees	4000		5000	1000	
	Members -Conferencing/Training	1000		2000	1000	<i>Increase for member development</i>
	Staff -Conferencing/Training	4400		5000	600	
	Payroll Charges	800		800	0	
	Petty Cash	670		650	-20	
	IT	3500		4000	500	<i>Increase for software / email servers</i>
	Charges	500		500	0	
	Overhead Expenditure	274920	0	316165	41245	

PROPOSED COMMUNITY COMMITTEE BUDGET FOR 2022/2023						
	2021/2022		2022/2023			
Community	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference		
Information Sales Income	75000		75000	0		
Puppet Festival Income	3000		1500	-1500		<i>Expected results on sponsorship</i>
New Events Income	500		0	500		
Christmas Events	500		500	0		
Community Day	450			-450		
Dog Show			500	500		
Total Income	84100		83500	-950		
Community Team - Salaries & Employer N.I & LGPS Co	72000		61900	-10100		
Town Clock	1200		1300	100		
Christmas Decorations	10600		10600	0		
Information Centre Stock	65000		65000	0		
Information Centre Advertisement & Administration	3000		3000	0		
Community Grant Aid	10000		15000	5000		<i>Potential increase for greater advertisement</i>
Citizens Advice	10000		10000	0		
CCTV	8000		8000			
Community Safety			2500	2500		
Community Special Constables Expenses	5000		5000	0		
Community Special Constable Recruitment	1000		1000	0		
Other Community Support	3000		1500	-1500		
Community Day	1500		0	-1500		
Puppet Festival / Witham Festival	17000		18000	1000		
Remembrance	500		1200	700		
Witham Dog Show	1500		2000	500		
Halloween Event	1500		2000	500		
Christmas Events & Tree	2200		3000	800		
Social Isolation	3000		0	-3000		
Queen's Jubilee Event			5000	5000		
Easter Quest			1500	1500		
New Events & Events Improvement			1500	1500		
Silver Cinema	2000		2000	0		
Overhead Expenditure	218000	0	221000	3000		

**ANNEXE C - ENVIRONMENT
COMMITTEE BUDGET**

PROPOSED (DRAFT) ENVIRONMENT COMMITTEE BUDGET FOR 2022/2023							
Environment	2021/2022			2022/2023			
	Current Budget	Forecast Inc/Exp		Proposed Budget	Difference		
Dog & Bench Sponsorship Scheme	1650			1650			
Total Income	0	0		1650	1650		
Operations - Salaries & Employer N.I & LGPS	115000			126714	11714		
Equipment Supplies & Maintenance	4000			4000	0		
Dog & Bench Schemes	1200			1200	0		
Lighting Maintenance & Utility	2500			4000	1500		
Tree Planting	2000			2000	0		
Tree Maintenance	9000			9000	0		
Toilet Block - Town Park	7650			7650	0		
Dog Bin Maintenance	2000			600	-1400		
Litter Bins	1500			8000	6500		
Bus Shelters	1000			0	1000		
Open Spaces General	1500			1500	0		
River Walk Extension	3000			0	-3000		
River Walk Signage	3000			3000	0		
James Cooke Wood	2000			2000	0		
River Walk	3000			3000	0		
Whetmead LNR	2000			2000	0		
Witham in Bloom	12200			12200	0		
Fleet	4000			4000	0		
New - Waste Disposal				1000	1000		
Overhead Expenditure	176550	0		191864	15314		

PROPOSED POLICY & RESOURCES BUDGET FOR 2022/2023						
		2021/2022		2022/2023		
Policy & Resources		Current Budget	Forecast Inc/Exp	Proposed Budget	Difference	
Hall Hire		12000			-12000	
Interest Received		500		100	-400	
Total Income		12500		100	-12400	
Civic Receptions		1500		2000	500	
Instructions & Reports		2500		5000	2500	
Christmas Expenses		2300		2700	400	
Mayor's Allowance		2000		2000	0	
Civic Gesture (check P+R)		500		500	0	
Surveys & Consultations		1000		1000	0	
Newsletter & Publications		10800		12000	1200	
Members Allowance				8000	8000	
Social Media- Communications & Exhibitions		1500		1500	0	
Overhead Expenditure		18950	0	34700	15750	
PROPOSED PLANNING & TRANSPORT BUDGET FOR 2020/2021						
		2021/2022		2022/2023		
		Current Budget	Forecast Inc/Exp	Proposed Budget	Difference	
No income line		0		5000	5000	
Neighbourhood Plan		5000		5000	5000	
Overhead Expenditure			0	5000	0	

ANNEXE F - RESERVE ALLOCATIONS & BALANCES
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Proposed Earmarked Reserves 2022/2023 including event balances and grants held.*(See bottom of sheet for summary balances with & without precept calculation. Must be used in conjunction with BGTS sheet)*

Reserve Type	Reserve Heading	Current Reserve Level (01/10/2021)	Anticipated Closing Balance 31st March 2022	Proposed allocations/revocations (precept calculation)	Proposed Opening Balance 1st April 2022	Notes
NEW	Street Lighting Sinking Fund			£ 2,000.00	£ 2,000.00	New line open for long term repairs & replacements
NEW	Allotment Sinking Fund			£ -	£ 4,000.00	Opened as control account for allotment charges only
EMR	Riverwalk Cycleways	£ 41,400.00	£ 40,000.00	£ 20,000.00	£ 60,000.00	Increase in anticipation of phase 1 project commencement
EMR	Community Safety /CCTV	£ 20,000.00	£ 20,000.00	£ -	£ 20,000.00	
EMR	Equipment Replacement	£ 20,000.00	£ 20,000.00	£ 10,000.00	£ 30,000.00	In anticipation of imminent fleet renewal required
EMR	Major Repairs & Renewals	£ 11,225.00	£ 11,225.00	£ 3,775.00	£ 15,000.00	Restore to standard balance
EMR	Election Expenses	£ 61.00	£ 61.00	£ 9,939.00	£ 10,000.00	Restore to historical normal in anticipation of elections
CLOSING	Members Allowance	£ 3,000.00	£ 3,000.00	-£ 3,000.00	£ -	
EMR	Land Improvement	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 40,000.00	Increase in anticipation of imminent acquisitions
EMR	JC Wood Improvement Plan	£ 50,000.00	£ 50,000.00	£ -	£ 50,000.00	
CLOSING	Street Furniture Renewal	£ 20,000.00	£ 20,000.00	£ -	£ 20,000.00	Close in favour of deliverable projects
CLOSING	Winter Wonderland	£ 25,000.00	£ 25,000.00	-£ 25,000.00		Close as unfulfilled ad-hoc event
CLOSING	Whetmead Improvement Plan	£ -	£ -	£ 12,150.00	£ -	Close due to lack of business case
BALANCE	Puppet Festival	£ 2,172.00	£ 2,172.00	£ 2,172.00		
BALANCE	Community Day	£ 567.00	£ 567.00	£ 567.00		
BALANCE	Christmas Events	£ -	£ -	£ -	£ -	
BALANCE	New Events	£ -	£ -	£ -	£ -	
BALANCE	Highways Devolution	£ 29,993.00	£ 27,000.00	£ -	£ 27,000.00	

TOTAL PROPOSED ALLOCATIONS/REVOCATIONS (PRECEPT REQUIREMENT)	£ 47,125.00
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GENERAL RESERVE SUPPLEMENT:	
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