



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

ESTIMATES SUB-COMMITTEE

Meeting of: **Estimates Sub-Committee**

Date: **Monday, 18th December 2023** Time: **8.00 p.m**

Place: **Town Hall, 61 Newland Street, Witham.**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present:

Councillors:

P. Barlow	(Chairman)	L. Barlow
E. Adelaja		B. Fleet
S. Ager		P. Heath

Nikki Smith
Town Clerk

1. APOLOGIES

To receive apologies for absence.

2. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

3. QUESTIONS AND STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to comment.

4. COMMITTEE BUDGETS

To review and consider the budget sheets in conjunction with the approved committee plans :

- a) Summary Sheet attached at page 3
- b) Admin & Central Services attached at page 4
- c) Community Committee attached at page 5
- d) Environment Committee attached at page 6
- e) Policy & Resources Committee attached at page 7
- f) Planning & Transport Committee attached at page 8

5. RESERVE BALANCES

To review and consider suggested reserve allocations & revocations attached at page 9

6. PRECEPT

To make a precept recommendation to Full Council.

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SUMMARY AUTOMATIC PRECEPT CALCULATION

Designed by Witham Town Council for transparent Local Government Budgeting

2024/2025

	INCOME		EXPENDITURE	
CENTRAL SERVICES*	£	18,500.00	£	406,046.00
ENVIRONMENT	£	1,650.00	£	270,513.00
COMMUNITY	£	80,050.00	£	265,255.00
POLICY & RESOURCES	£	14,000.00	£	46,625.00
PLANNING & TRANSPORT	£	-	£	14,000.00
TOTALS:	£	114,200.00	£	1,002,439.00

**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: £ 1,002,439.00
 Less Anticipated Operational Income: -£ 114,200.00
Balanced (Net) Operational Expenditure: £ 888,239.00

Confirmed Revenue Support & Central Government Funding £ -
Total Other Revenue: £0

Net allocations to Earmarked Reserves (EMRs): £ 64,734.57

Net operational expenditure less other revenue/EMRs: £ 952,973.57

2023/2024 Precept levied: £ 797,141.00

PROPOSED 2023/2024 PRECEPT: (BALANCING FIGURE) £ 952,973.57

Proposed Difference: £ 155,832.57

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2022/2023 TAX BASE
8892.42

2023/2024 TAX BASE
9128.85

2022/2023 BAND D:
£89.64

2023/2024 BAND D:
£104.39

NET Increase in Band D Property: £14.75

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PROPOSED CENTRAL SERVICES BUDGET FOR 2024/2025				
	2023/2024		2024/2025	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
Sundry Receipts	500	100000	500	0
Hall Hire	12500	20000	18000	5500
Total Income	12500	120000	18500	5500
Admin - Salaries & Employer N.I Contributions	278216	278216	298826	20610
Travel Expenses	600	500	500	-100 <i>Decreased due to less member training</i>
Town Hall	35000	35000	35000	0
Gas	7000	7000	10000	3000 <i>Contract due to expire in September 2024</i>
Electricity	5700	5700	6700	1000 <i>Fixed for 2 years from Oct 2023</i>
Photocopying	3000	3000	3000	0
Postage	500	400	500	0
Stationery	1500	1500	1500	0
Office Equipment	4000	4000	3500	-500
Telephones	1800	1870	2000	200 <i>Inflationary increase</i>
Insurance	11150	11150	12500	1350
Sundry Expenses	1500	1500	1500	0
Audit & Legal	10000	10000	10000	0
Affiliation Fees	5000	5000	5000	0
Members -Conferencing/Training	4000	1500	2000	-2000
Staff -Conferencing/Training	6500	6500	6500	0
Payroll Charges	900	1100	1200	300 <i>Increase as members allowance paid through payroll & inflation</i>
Petty Cash	700	700	700	0
IT	4000	4000	4600	600 <i>Increase in accounting package charges</i>
Charges	500	500	520	20
Overhead Expenditure	381566	379136	406046	24480

PROPOSED COMMUNITY COMMITTEE BUDGET FOR 2024/2025				
Community	2023/2024		2024/2025	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
Information Sales Income	75000	75000	75000	0
Witham Festival Income	1500	6120	1500	0
Coronation Event	500	1628		-500
Music Event			1500	1500 <i>Projected income from bar/food stalls</i>
Dog Show			500	500 <i>Projected income from bar/food stalls</i>
Teddy Bear's Picnic			50	50
Christmas Events	750	2715	1500	750 <i>Projected income from bar/food stalls</i>
		1100	0	0
Total Income	77750	86563	80050	2300
Community Team - Salaries & Employer N.I & LGPS Contributions	82886	72300	87505	4619
Town Clock	1500	1500	1500	0
Christmas Decorations	10600	10600	10600	0 <i>Contract expires Jan 2025</i>
Information Centre Stock	65000	65000	65000	0
Information Centre Advertisement & Administration	3250	3000	3000	-250
Community Grant Aid	15000	15000	15000	0
Citizens Advice	10000	10000	10000	0
CCTV	10000	10000	13000	3000 <i>Possible increase in maintenance/cameras& electricity</i>
Community Safety	1500	1500	1500	0
Community Special Constables Expenses	5000	5000	5000	0
Community Special Constable Recruitment	1000	600	1000	0
Other Community Support	1500	1500	1500	0
Witham Summer Events	23000	27000	25500	2500 <i>Witham Festival, Teddy Bears Picnic & Dog Show</i>
Remembrance	1200	700	1000	-200
D-Day Event			2500	2500
Twinning			2000	2000
Halloween Event	2000	2000	2200	200
Civic Event	2500	2062		-2500
Music Event			10000	10000
Christmas Events & Tree	3200	3200	4000	800
Coronation Event	10000	9350	0	-10000 <i>Replaced by music event</i>
Easter Quest	1650	1313	1650	0
New Events & Events Improvement	1500	1500	1500	0
Silver Cinema	300	300	300	0
Overhead Expenditure	252586	243425	265255	12669

PROPOSED ENVIRONMENT COMMITTEE BUDGET FOR 2024/2025

Environment	2023/2024		2024/2025	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
Dog & Bench Sponsorship Scheme	1650	2560	1650	
Total Income	1650	4650	1650	0
Operations - Salaries & Employer N.I & LGPS	177454	177454	190313	12859
Equipment Supplies & Maintenance	8000	8000	8400	400 <i>Increase in cost of equipment</i>
Dog & Bench Schemes	1200	2112	1200	0
Lighting Maintenance & Utility	4000	4000	6000	2000 <i>Contract expires Sept 2024</i>
Tree Planting	2000	2000	3000	1000 <i>Increase to fund community orchard scheme &500 increase tree group</i>
RW Project Management	10000	0	0	-10000 <i>Being dealt with through S106</i>
Tree Maintenance	5000	5000	5000	0
Toilet Block - Town Park	10500	12500	20000	9500 <i>Increased maintenance costs</i>
Dog Bin Maintenance	600	600	600	0
Litter Bins	3000	3000	2500	-500
Open Spaces General	2500	2500	2500	0
River Walk Signage	3000	3000	2000	-1000 <i>Replaced some with Safer Streets Funding</i>
James Cooke Wood	2000	2000	3000	1000 <i>Increased to support event to mark anniversary</i>
River Walk	3000	3000	3000	0
Whetmead LNR	2000	4611	2000	0
Witham in Bloom	12700	14000	14000	1300 <i>Increase in testing costs</i>
Fleet	6000	6000	6000	0
Waste Disposal	1200	1200	1000	-200
Overhead Expenditure	254154	250977	270513	16359

PROPOSED POLICY & RESOURCES BUDGET FOR 2024/2025					
Policy & Resources	2023/2024		2024/2025		
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference	
				0	
Interest Received	5000	11318	14000	9000	<i>Increase due to improved interest rates</i>
Total Income	5000	11318	14000	9000	
Civic Receptions	2300	2000	2500	200	
Instructions & Reports	8000	8000	8000	0	
Christmas Expenses	2700	2700	3000	300	
Mayor's Allowance	2000	2200	2000	0	
Member's Grant Scheme			8000	8000	
Civic Gesture	500	500	500	0	
Surveys & Consultations	1000	1000	1000	0	
Newsletter & Publications	12500	12000	13125	625	<i>Increase due to possible increase in delivery costs</i>
Members Allowance	8000	7000	7000	-1000	<i>Mayor & co-opted cannot claim</i>
Communications & Exhibitions	1500	1500	1500	0	
Overhead Expenditure	38500	36900	46625	8125	

PROPOSED PLANNING & TRANSPORT BUDGET FOR 2024/2025				
	2023/2024		2024/2025	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
<i>No income line</i>	0			
Neighbourhood Plan	2000	0	2000	0
Road Safety			12000	12000
Overhead Expenditure		0	14000	12000

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Proposed Earmarked Reserves 2024/2025 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 (08/12/2023)	Anticipated Closing Balance 31st March 2024	Proposed allocations/revocations (precept calculation)	Proposed Opening Balance 1st April 2024	Notes
EMR	Street Lighting Sinking Fund	£ 4,000.00	£ 4,000.00	£ 2,000.00	£ 6,000.00	Increase in anticipation of replacement lamp posts
EMR	Riverwalk Cycleways	£ 45,442.00	£ 45,442.00	-£ 5,442.00	£ 40,000.00	
EMR	Community Safety /CCTV	£ 10,000.00	£ 10,000.00	£ 20,000.00	£ 30,000.00	Increase in anticipation of PCSO
EMR	Tree Maintenance	£ 4,000.00	£ -	£ 4,000.00	£ 4,000.00	
EMR	Equipment Replacement	£ 30,000.00	£ 20,000.00	-£ 10,000.00	£ 10,000.00	
EMR	Neighbourhood Plan	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 6,000.00	Less grant funding available
EMR	Major Repairs & Renewals	£ 15,000.00	£ 8,010.00	£ 6,990.00	£ 15,000.00	Restore to standard balance
EMR	Acquisitions	£ -	£ -	£ 20,000.00	£ 20,000.00	Start to build up reserve for proposed aquisitions
EMR	Election Expenses	£ 15,000.00	£ 2,813.43	£ 4,186.57	£ 7,000.00	Increase each year in preparation for elections
EMR	Town Hall Development	£ -	£ -	£ 20,000.00	£ 20,000.00	New
EMR	Land Improvement	£ 40,000.00	£ 40,000.00	£ -	£ 40,000.00	
EMR	JC Wood Improvement Plan	£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	
Control	Events- Control Account	£ 6,655.00	£ 4,891.00		£ 6,000.00	Control account for events
Control	Allotment Control Account	£ 10,903.00	£ 10,903.00		£ 10,903.00	Control account for allotment charges only
BALANCE	Safer Streets	£ 93,089.67	£ 78,000.00		£ 78,000.00	Ring Fenced Grant
BALANCE	Highways Devolution	£ 27,772.00	£ 27,772.00	£ -	£ 27,772.00	Ring Fenced Grant

TOTAL PROPOSED ALLOCATIONS/REVOICATIONS (PRECEPT REQUIREMENT)	£ 64,734.57
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GENERAL RESERVE SUPPLEMENT:	
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