



Town Hall | 61 Newland Street | Witham | CM8 2FE  
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## MINUTES

Meeting of: **Estimates Sub-Committee**

Date: **Monday, 6<sup>th</sup> January 2020**

Present: Councillors M.C.M. Lager (Chairman)  
Mrs S.C. Lager  
T.A. Pleasance  
J. Sheehy (Town Clerk)  
Mrs G. Kennedy (Committee Clerk)  
Mrs H. Andrew (Assistant Proper Officer)  
Miss N. Smith (Assistant RFO)

### 1. APOLOGIES

Apologies for absence were received from Councillor R. Williams who was working.

**RESOLVED** That the apologies be received and accepted.

### 2. INTERESTS

There were no declarations of interest.

### 3. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There was no member of the press or public present.

### 4. PROPOSED BUDGET 2020/2021

#### (a) Committee Budgets

The Town Clerk explained the rationale for the 2020-2021 budget to focus on greater capital expenditure and a rebalancing of reserves to allocate funds to projects most likely to be discharged within the financial year and to ensure that funds allocated corresponded to the Council's Corporate Strategy & Committee Business Plans.

(i) Environment Committee

The recommended Environment Committee Budget for 2020/2021 along with the Committee Business Plan were received.

Additional funds had been allocated to Tree Maintenance to expedite ongoing tree works to restore order to the Council's extensive inventory of trees across all major sites, with the project concluding in 2021.

**RESOLVED** That a further £2,000 be allocated to the Tree Maintenance budget to allow for works to the Trees at Whetmead.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Environment Committee for 2020/2021 be accepted.

(ii) Community Committee

The recommended Community Committee Budget for 2020/2021 along with the Committee Business Plan were received.

The Town Clerk explained that staffing costs had been reduced. Funding for the Community Special Constables had been increased to allow for advertising. Puppet Festival budget had remained static as grants were available. Funding would be available for the VE Day 75 celebrations in line with Community Day, likewise there would be an increase for Christmas Events but this was speculative funding based on similar event scaling until results were available from the Events Review Group. A budget had been created for Silver Cinema which the Council had already been actively supporting from the Youth & Other Community Support budget.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Community Committee for 2020/2021 be accepted.

(iii) Policy and Resources Committee

The recommended Policy and Resources Committee Budget for 2020/2021 along with the Committee Business Plan were received. The Town Clerk explained that a budget line had been created for Surveys and Consultations. An increased budget would be available to explore the possibility of a Town/Neighbourhood Plan which would be both a lengthy and expensive process.

Members spoke about whether further savings could be made on the Newsletter. The Town Clerk explained that whilst it was cheaper and more reliable to use Royal Mail, additional copies had to be produced for delivery in CM8 areas outside Witham. Residents in Silver End had been delighted to receive the Newsletter and the suggestion was made that residents of Hatfield Peverel might also benefit from receipt of the publication. It was recognised that this could not be done in isolation but the Town Clerk would check with the Parish Council if copies could be made available in the local shops.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Policy and Resources Committee for 2020/2021 be accepted.

(b) Central Services

The recommended Central Services Budget for 2020/2021 was received.

The Town Clerk explained that Repairs and Renewals, and Website lines had been removed. The photocopier was on a five-year lease and significantly less paper was now being used. There was now a new IT line to cover the purchase of equipment as and when necessary. Sundry Expenses had now been included to cover both Land Registry searches and banking charges. The Chairman was concerned that the Audit and Legal budget would not cover the expensive costs for anticipated transactions such as the acquisition of new assets and it was therefore agreed to increase the budget to £10,000.

**RESOLVED** That the Audit and Legal budget be increased to £10,000.

**RECOMMENDED TO TOWN COUNCIL** That the attached Central Services Budget for 2020/2021 be accepted.

(c) Earmarked Reserves

The recommended Earmarked Reserves for 2020/2021 were received.

The Town Clerk explained that by increasing the Earmarked Reserves by £25,000 for River Walk cycleways and footpaths it would be possible to resurface more of the pathways and undertake a proper, qualified survey of existing structures & bridges. He considered a total sum of £20,000 for Land Improvement would go towards improvements in Open Spaces.

**RESOLVED** That the Earmarked Reserves for the River Walk cycleways and footpaths be increased by £25,000 to £40,000 and the Land Improvement be allocated at £20,000 for anticipated improvements.

**RECOMMENDED TO TOWN COUNCIL** That the attached Earmarked Reserves for 2020/2021 be accepted.

5. **PRECEPT 2020/2021**

The Precept Calculations were received.

Members considered that a £6 increase in Band D from £67.70 to £73.70 would give the Town Council the opportunity to take forward its ambitions in the forthcoming year.

**RECOMMENDED TO TOWN COUNCIL** That the Precept for 2020/2021 be increased by the equivalent of £6.00, an increase to £73.70 at Band D and an amount of £624,473 be approved.

There being no further business the Chairman closed the Meeting at 8.18 p.m.

Councillor \_\_\_\_\_  
Chairman

JS/GK/7.1.2020

PROPOSED CENTRAL SERVICES DRAFT BUDGET FOR 2020/2021						
	2019/2020		2020/2021			
	Budget	EOY	Budget	Difference		
Sundry Receipts	500	600	500	0		
Car Park Licence	8780	8780	8780	0		
<b>Total Income</b>	<b>9280</b>	<b>9380</b>	<b>9280</b>	<b>0</b>		
<b>Admin - Salaries &amp; Employer N.I Contributions</b>	148526	148526	159990	11464	<i>Assumes 3% NJC Agreement for 2020/2021</i>	
<b>Admin- Employers LGPS Contribution</b>	31350	34508	33000	1650	<i>Does not account for fund's actuarial valuation</i>	
Travel Expenses	600	300	600	0		
Town Hall	31000	31000	31000	0		
Gas	3395	702	3500	105		
Electricity	3607	2195	3700	93		
Photocopying	4500	1768	2500	-2000	<i>New 5 year lease in place</i>	
Postage	900	926	900	0		
Stationery	1600	878	1500	-100		
Office Equipment	4031	4000	3500	-531		
Repairs & Renewals	2000	0	0	-2000	<i>Redundant line</i>	
Website	2000	300	0	-2000	<i>Redundant line</i>	
Telephone/Fax	3183	3435	4200	1017	<i>Allows for potential extension of existing lines</i>	
Insurance	8755	7703	8500	-255		
Sundry Expenses	1500	550	1500	0		
Audit & Legal	2000	13000	10000	8000	<i>Increase for anticipated transactions</i>	
Affiliation Fees	3050	2257	2800	-250	<i>Reduction, SLCC membership ended.</i>	
Members -Conferencing/Training	2545	2545	1800	-745	<i>Reduction for non-election year</i>	
Staff -Conferencing/Training	2690	3500	3900	1210		
Payroll Charges	690	690	700	10		
Petty Cash	650	650	670	20		
IT			2800	2800	<i>New Line: Contract and CapEx expenditure</i>	
Charges			500	500	<i>New Line: Admin charges for general transactions/banking</i>	
<b>Overhead Expenditure</b>	<b>258572</b>	<b>259433</b>	<b>277560</b>	<b>18988</b>		

PROPOSED DRAFT BUDGET FOR 2020/2021					
		2019/2020		2020/2021	
Community		Budget	Projected End of	Budget	Difference
Information Sales Income		78750	61598	75000	-3750
Puppet Festival Income		0	9585	5000	5000
New Events Income				500	500
Christmas Events		320	320	500	180
Community Day		0	150	450	450
	<b>Total Income</b>	<b>79070</b>	<b>71653</b>	<b>81450</b>	<b>2380</b>
Community Team - Salaries & Employer N.I & LGPS		66160	45546	58000	-8160
Town Clock		936	936	1200	264
Bus Shelters		500	100	1000	500
Litter Bins		1000	1000	1100	100
Christmas Decorations		8426	8426	9000	574
Information Centre Purchases		66150	46565	65000	-1150
Information Centre Administration		2000	1498	2000	0
Community Grant Aid		10000	10000	10000	0
Citizens Advice Bureau		9000	10000	10000	1000
Community Safety/CCTV		17474	17000	17500	26
Community Special Constables		4000	2500	7000	3000
Other Community Support/Youth		3000	4220	3000	0
Community Day		1050	1419	1500	450
Puppet Festival		17000	17000	17000	0
Remembrance				500	500
V.E Day 75				1500	1500
New Events				1500	1500
Christmas Events		320	0	1500	1180
Silver Cinema				3200	3200
	<b>Overhead Expenditure</b>	<b>207016</b>	<b>166210</b>	<b>211500</b>	<b>4484</b>

PROPOSED DRAFT BUDGET FOR 2020/2021						
		2019/2020		2020/2021		
Environment		Budget	PR.EOY	Budget	Difference	
Commemorative Trees		800	0	0	-800	
Allotments						
Dog Bin Scheme				300	300	
	<b>Total Income</b>	<b>800</b>	<b>0</b>	<b>300</b>	<b>-500</b>	
<b>Operations - Salaries &amp; Employer N.I &amp; LGPS</b>		96820	96820	115000	18180	<i>Calculated increase for Employer's costs</i>
Equipment Supplies & Maintenan		8500	9706	4000	-4500	<i>Split between equipment and new fleet line</i>
Lighting Maintenance & Utility		1800	3500	3000	1200	
Tree Planting		1000	200	1000	0	
Tree Maintenance		15000	16500	26000	11000	<i>Final year increase to complete backlog works.</i>
Toilet Block - Town Park		9000	9000	9000	0	
Commemorative Trees		800	0	500	-300	
Dog Bin Maintenance		2500	2500	4000	1500	<i>Increase in anticipation of routine service costs</i>
<del>Devolved Services</del>		2000	0	0	-2000	<i>Removal of unused line.</i>
Open Spaces General		1000	3000	1500	500	
River Walk Extension		1000	0	2000	1000	<i>Increase in anticipation of project advancement</i>
River Walk Improvements		3000	0	3000	0	
James Cooke Wood		200	1000	500	300	
River Walk		3000	0	3000	0	
Whetmead LNR		600	270	600	0	
Allotments				1000	1000	
Closed Churchyard		200	0	200	200	
Witham in Bloom		11845	11845	12200	355	
Fleet		0	0	4000	4000	<i>New line proposed to identify vehicle costs clearly</i>
	<b>Overhead Expenditure</b>	<b>158265</b>	<b>154341</b>	<b>190500</b>	<b>32235</b>	<i>77% of difference attributed to staffing costs</i>

PROPOSED DRAFT POLICY & RESOURCES BUDGET FOR 2020/2021					
Policy & Resources	2019/2020		2020/2021		Difference
	Budget	Projected End of	Budget		
Hall Hire	8500	6100	8500	0	
Mayors Appeal Fund	0	0	0	0	
Interest Received	2800	1153	1600	-1200	
<b>Total Income</b>	<b>11300</b>	<b>7253</b>	<b>10100</b>	<b>-1200</b>	
<b>Mayor's Appeal Fund</b>	0	0	0	0	
Civic Receptions	500	500	500	0	
Christmas Expenses	2185	1700	2300	115	
Mayor's Allowance	1500	1800	2000	500	
Mayors Gift Fund Allowance	100	36	150	50	
Surveys & Consultations			1000	1000	<i>New sundry line for increasing number of consultations</i>
Newsletter & Publications	9200	9200	10000	800	
Partnership Authority Work	500	0	0	-500	
Town & Neighbourhood Plan	500	70	3000	2500	
<b>Overhead Expenditure</b>	<b>14485</b>	<b>13306</b>	<b>18950</b>	<b>4465</b>	

<b>Proposed Earmarked Reserves 2020/2021</b>				
<i>(Excludes Council Events &amp; Highways Devolution Pilot)</i>				
<b>Reserve</b>	<b>Anticipated Closing Balance 31st March 2020</b>	<b>Proposed allocations/revocations</b>	<b>Proposed Opening Balance 1st April 2020</b>	<b>Notes</b>
EMR - LED Street Lighting	£ 4,200.00	-£ 4,200.00		End of project surplus re-allocated
EMR - Information Centre	£ 15,000.00	£ 8,000.00	£ 23,000.00	Increase as recommended by full council
EMR - Riverwalk Cycleways	£ 10,000.00	£ 30,000.00	£ 40,000.00	Significant increase to expedite project
EMR - Community Safety /CCTV	£ 38,000.00	-£ 18,000.00	£ 20,000.00	Reduction based on outstanding feasibility study and deliverability
EMR - Vehicle Replacement Fund	£ 20,200.00	-£ 20,200.00		Reallocation of reserve total in anticipation of changes to procurement
EMR - Equipment Replacement	£ 5,000.00	£ 10,000.00	£ 15,000.00	50% uplift in anticipation of further replacements
EMR - Major Repairs & Renewals	£ 15,000.00	-£ 5,000.00	£ 10,000.00	33% reduction taking into account insured assets
EMR - Town Hall Development	£ 24,750.00	£ 5,000.00	£ 29,750.00	25% increase to accommodate professional fees and second phase planning
EMR - Election Expenses	£ 87.93	£ 3,912.00	£ 4,000.00	Nominal amount for election costs
EMR - Members Allowance	£ 3,200.00	£ -	£ 3,200.00	No change
<b>NEW</b> - Acquisitions	£ -	£ 5,000.00	£ 5,000.00	Discretionary fund for strategic acquisitions
<b>NEW</b> - Land Improvement	£ -	£ 20,000.00	£ 20,000.00	Anticipated land improvement project fund
	<b>£ 135,437.93</b>	<b>£ 34,512.00</b>	<b>£ 169,950.00</b>	
1) Reserves have been balanced around reallocation of funds for projects based on deliverability and current progress with a view to minimal precept increase				
2) Reserves have taken into account long term requirements and advancement of certain projects				
3) Reserves do not include a projection of 3 year balances due to the unknown nature of business priorities in any single year and limited benefit of analysis.				
4) Balances of reserves for 2020/2021 take into account 3 year forecasts on reasonable anticipated expenditure.				



**1****SUMMARY AUTOMATIC PRECEPT CALCULATION***Designed by Witham Town Council for transparent Local Government Budgeting*

2019/2020			2020/2021			
	INCOME	EXPENDITURE	INCOME	VARIATION (P.Y)	EXPENDITURE	VARIATION (P.Y)
CENTRAL SERVICES	£ 9,280.00	£ 258,572.00	CENTRAL SERVICES*	£ 9,280.00	0.00%	£ 277,560.00
ENVIRONMENT	£ 800.00	£ 158,265.00	ENVIRONMENT	£ 300.00		£ 190,500.00
COMMUNITY	£ 78,750.00	£ 207,106.00	COMMUNITY	£ 81,450.00		£ 211,500.00
POLICY & RESOURCES	£ 11,300.00	£ 14,485.00	POLICY & RESOURCES	£ 10,100.00		£ 18,950.00
<b>TOTALS:</b>	<b>£ 100,130.00</b>	<b>£ 638,428.00</b>	<b>TOTALS:</b>	<b>£ 101,130.00</b>		<b>£ 698,510.00</b>

*\*For the purposes of accounting, Central Service costs are split across committees 40/40/20 respectively***2**

Total Anticipated Operational Expenditure:	£	698,510.00
Less Anticipated Operational Income:	-£	101,130.00
<b>Balanced (Net) Operational Expenditure:</b>	<b>£</b>	<b>597,380.00</b>
Confirmed Collection Fund Surplus		£7,419
Confirmed Revenue Support & Central Government Funding	£	-
<b>Total Other Revenue:</b>		<b>£7,419</b>
<b>Net allocations to Earmarked Reserves (EMRs):</b>	<b>£</b>	<b>34,512.00</b>
<b>Net operational expenditure less other revenue/EMRs:</b>	<b>£</b>	<b>624,473.00</b>
2019/2020 Precept levied:	£	557,278.00
<b>PROPOSED 2020/2021 PRECEPT: (BALANCING FIGURE)</b>	<b>£</b>	<b>624,473.00</b>
Proposed Difference:	£	67,195.00
Proposed gross percentage increase/decrease:		3.90%

<b>3</b>	<b>2019/2020 TAX BASE</b>	<b>2020/2021 TAX BASE</b>
	8231.58	8472.90
<b>2019/2020 BAND D:</b>	<b>2020/2021 BAND D:</b>	
£67.70	£73.70	
<b>NET Increase in Band D Property:</b>		<b>£6.00</b>
<b>Proposed gross percentage increase/decrease (%):</b>		<b>8.87</b>

<b>4</b>	<b>WITHAM TOWN COUNCIL: HOW YOUR TAX IS SPENT</b>			
		2019/2020	Band D Equivalent	2020/2021
Community Committee	£306,597.00	£37.25	£322,524.00	£38.07
Environment Committee	£257,982.00	£31.34	£301,524.00	£35.59
Policy & Resources	£64,343.00	£7.82	£74,462.00	£8.79
Allocated Reserves	£108,440.00	£13.17	£169,950.00	£20.00
<b>Total Expenditure:</b>	<b>£737,362.00</b>	<b>£89.58</b>	<b>£868,460.00</b>	<b>£102.44</b>
	2019/2020	Band D Equivalent	2020/2021	Band D Equivalent
Community Committee	-£79,070.00	-£9.61	-£85,162.00	-£10.05
Environment Committee	-£800.00	-£0.10	-£4,012.00	-£0.47
Policy & Resources	-£11,300.00	-£1.37	-£11,956.00	-£1.41
Reserve Allocations	-£83,799.00	-£10.18	-£134,950.00	-£15.93
Other Generated Income	-£5,115.00	-£0.62	-£7,419.00	-£0.88
Local Grant Entitlement	£0.00	£0.00	£0.00	£0.00
<b>Total Income:</b>	<b>-£180,084.00</b>	<b>-£21.88</b>	<b>-£243,499.00</b>	<b>-£28.74</b>
<b>PRECEPT</b>	<b>£ 557,278.00</b>	<b>£ 67.70</b>	<b>£ 624,473.00</b>	<b>£ 73.70</b>