



Town Hall | 61 Newland Street | Witham | CM8 2FE
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AGENDA

Meeting of: **Estimates Sub-Committee**

Date: **Monday, 6th January 2020** Time: **7.30 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 M.C.M. Lager (Chairman)
R. Williams (Vice Chairman)
Mrs S.C. Lager
T.A. Pleasance
R.P. Ramage

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 upon any item on the Agenda.

4. PROPOSED BUDGET 2020/2021

(a) Committee Budgets

(i) Environment Committee

To receive the recommended Environment Committee Budget for 2020/2021 along with the Committee Business Plan and to consider whether there are sufficient funds to fulfil the business plan ([attached](#) at page 3).

(ii) Community Committee

To receive the recommended Community Committee Budget for 2020/2021 along with the Committee Business Plan and to consider whether there are sufficient funds to fulfil the business plan ([attached](#) at page 4).

(iii) Policy and Resources Committee

To receive the recommended Policy and Resources Committee Budget for 2020/2021 along with the Committee Business Plan and to consider whether there are sufficient funds to fulfil the business plan ([attached](#) at page 5).

(b) Central Services

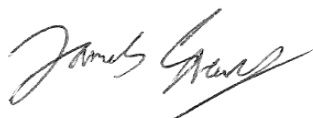
To receive the recommended Central Services Budget for 2020/2021 ([attached](#) at page 6).

(c) Earmarked Reserves

To receive the recommended Earmarked Reserves for 2020/2021 ([attached](#) at page 7).

5. PRECEPT 2020/2021

To receive the Precept Calculations ([attached](#) at page 8).



James Sheehy
Town Clerk

JS/GK/23.12.2019

PROPOSED DRAFT BUDGET FOR 2020/2021						
		2019/2020		2020/2021		
Environment		Budget	PR.EOY	Budget	Difference	
Commemorative Trees		800	0	0	-800	
Dog Bin Scheme				300	300	
Total Income		800	0	300	-500	
Operations - Salaries & Employer N.I & LGPS Contribu		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	24000	9000	<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>
Devolved Services		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	
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>
Overhead Expenditure		158265	154341	187500	29235	<i>77% of difference attributed to staffing costs</i>

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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	<i>Renaming of budget line</i>
Community Day	0	150	450	450	
Total Income	79070	71653	81450	2380	
Community Team - Salaries & Employer N.I & LGPS C	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	
Overhead Expenditure	207016	166210	211500	4484	

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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	
Total Income	11300	7253	10100	-1200	
Mayor's Appeal Fund	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	
Overhead Expenditure	14485	13306	18950	4465	

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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		
Total Income	9280	9380	9280	0		
Admin - Salaries & Employer N.I Contributions	148526	148526	159990	11464	<i>Assumes 3% NJC Agreement for 2020/2021</i>	
Admin- Employers LGPS Contribution	31350	34508	32000	650	<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	7000	5000	<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	3500	810		
Payroll Charges	690	690	700	10		
Petty Cash	650	650	670	20		
IT			2000	2000	<i>New Line: Contract and CapEx expenditure</i>	
Charges			500	500	<i>New Line: Admin charges for general transactions/banking</i>	
Overhead Expenditure	258572	259433	272360	13788		

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Agenda Item 4(c)

Proposed Earmarked Reserves 2020/2021				
<i>(Excludes Council Events & Highways Devolution Pilot)</i>				
Reserve	Anticipated Closing Balance 31st March 2019	Proposed allocations/revocations	Proposed Opening Balance 1st April 2020	Notes
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	£ 5,000.00	£ 15,000.00	50% uplift in anticipation of tender exercise
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 & 2nd 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
NEW - Acquisitions	£ -	£ 5,000.00	£ 5,000.00	Discretionary fund for strategic acquisitions
NEW - Land Improvement	£ -	£ 10,000.00	£ 10,000.00	Anticipated land improvement project fund
	£ 135,437.93	-£ 488.00	£ 134,950.00	
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.				

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		Estimates Sub-Committee Draft Budget Summary	
		<p>*General Note: £3,800 discretion on figures to make 2% inflation rate</p> <p>1) Summary proposed budget totals <i>(must be used in conjunction with BGTS sheet)</i></p> <p>2) Notional balancing figures and projected precept.</p> <p>3) Band D Calculation</p> <p>4) How Your Tax Is Spent Projection</p>	

1		SUMMARY AUTOMATIC PRECEPT CALCULATION				
<i>Designed by Witham Town Council for transparent Local Government Budgeting</i>						
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%	£ 272,360.00
ENVIRONMENT	£ 800.00	£ 158,265.00	ENVIRONMENT	£ 300.00		£ 187,500.00
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
TOTALS:	£ 100,130.00	£ 638,428.00	TOTALS:	£ 101,130.00		£ 690,310.00
<i>*For the purposes of accounting, Central Service costs are split across committees 40/40/20 respectively</i>						

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Total Anticipated Operational Expenditure:	£	690,310.00
Less Anticipated Operational Income:	-£	101,130.00
Balanced (Net) Operational Expenditure:	£	589,180.00
Confirmed Collection Fund Surplus		£7,419
Confirmed Revenue Support & Central Government Funding	£	-
Total Other Revenue:		£7,419
Net allocations to Earmarked Reserves (EMRs):	-£	488.00
Net operational expenditure less other revenue/EMRs:	£	581,273.00
2019/2020 Precept levied:	£	557,278.00
PROPOSED 2020/2021 PRECEPT: (BALANCING FIGURE)	£	581,273.00
Proposed Difference:	£	23,995.00
Proposed gross percentage increase/decrease:		3.90%

3	2019/2020 TAX BASE	2020/2021 TAX BASE
	8231.58	8472.90
	2019/2020 BAND D:	2020/2021 BAND D:
	£67.70	£68.60
		NET Increase in Band D Property: £0.90
		Proposed gross percentage increase/decrease (%): 1.33

4

WITHAM TOWN COUNCIL: HOW YOUR TAX IS SPENT

	2019/2020	Band D Equivalent	2020/2021	Band D Equivalent
Community Committee	£306,597.00	£37.25	£320,444.00	£37.82
Environment Committee	£257,982.00	£31.34	£296,444.00	£34.99
Policy & Resources	£64,343.00	£7.82	£73,422.00	£8.67
Allocated Reserves	£108,440.00	£13.17	£134,950.00	£15.93
Total Expenditure:	£737,362.00	£89.58	£825,260.00	£97.40
	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	-£125,688.00	-£14.83
Other Generated Income	-£5,115.00	-£0.62	-£7,419.00	-£0.88
Local Grant Entitlement	£0.00	£0.00	£0.00	£0.00
Total Income:	-£180,084.00	-£21.88	-£234,237.00	-£27.65
PRECEPT	£ 557,278.00	£ 67.70	£ 581,273.00	£ 69.75

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