



Town Hall | 61 Newland Street | Witham | CM8 2FE  
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## ESTIMATES SUB-COMMITTEE

Meeting of: **Estimates Sub-Committee**

Date: **Monday, 13<sup>th</sup> December 2021**

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)  
S. Ager  
J. Bayford  
J.C. Goodman  
R. Williams

**1. HISTORIC TAX BASE**

To note the historic tax base record ([attached](#))

**2. COMMITTEE BUDGETS**

To review and consider the budget sheets:

- a) Summary Sheet ([attached](#))
- b) Admin & Central Services ([attached](#))
- c) Community Committee ([attached](#))
- d) Environment Committee ([attached](#))
- e) Policy & Resources Committee ([attached](#))
- f) Planning & Transport Committee ([attached](#))

**3. RESERVE BALANCES**

To review and consider suggested reserve allocations & revocations ([attached](#))

**4. PRECEPT**

To make a precept recommendation to Full Council.

**Witham Town Council**

<b>Year</b>	<b>Precept Requested</b>	<b>Tax Base</b>	<b>Band D Rate</b>
2011/12	£448,840.00	8505.60	£52.77
2012/13	£449,900.00	8526.02	£52.77
2013/14	£388,826.00	7368.32	£52.77
2014/15	£392,845.00	7444.49	£52.77
2015/16	£402,239.00	7622.50	£52.77
2016/17	£422,556.00	7825.15	£54.00
2017/18	£455,232.00	8028.78	£56.70
2018/19	£500,776.00	8116.32	£61.70
2019/20	£557,278.00	8231.58	£67.70
2020/21	£624,473.00	8472.90	£73.70
2021/22	£675,494.00	8582.49	£78.71

AVG INC

138.00

1.62%

1

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

2020/2021			2022/2023		
	INCOME	EXPENDITURE		INCOME	EXPENDITURE
CENTRAL SERVICES	£ 9,280.00	£ 277,560.00	CENTRAL SERVICES*	£ 12,500.00	£ 314,165.00
ENVIRONMENT	£ 300.00	£ 190,500.00	ENVIRONMENT	£ 1,650.00	£ 185,364.00
COMMUNITY	£ 78,750.00	£ 211,500.00	COMMUNITY	£ 83,500.00	£ 214,200.00
POLICY & RESOURCES	£ 11,300.00	£ 18,950.00	POLICY & RESOURCES	£ 100.00	£ 25,700.00
			PLANNING & TRANSPORT	£ -	£ 5,000.00
<b>TOTALS:</b>	£ 99,630.00	£ 698,510.00	<b>TOTALS:</b>	£ 97,750.00	£ 744,429.00

\*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: £ 744,429.00

Less Anticipated Operational Income: -£ 97,750.00

**Balanced (Net) Operational Expenditure: £ 646,679.00**Confirmed Collection Fund Surplus £8,698 **TBC**

Confirmed Revenue Support &amp; Central Government Funding £ -

**Total Other Revenue: £8,698****Net allocations to Earmarked Reserves (EMRs): £ 38,175.00****Net operational expenditure less other revenue/EMRs: £ 676,156.00**

2021/2022 Precept levied: £ 675,494.00

**PROPOSED 2022/2023 PRECEPT: (BALANCING FIGURE) £ 676,156.00**

Proposed Difference: £ 662.00

3

**2021/2022 TAX BASE**

8582.49

**2022/2023 TAX BASE**

8582.49

**TBC**  
NOT ADJUSTED WITH 2022/23 FIGURE**2021/2022 BAND D:**

£78.71

**2022/2023 BAND D:**

£78.78

**NET Increase in Band D Property: £0.08****Proposed gross percentage increase/decrease (%): 0.10**

PROPOSED CENTRAL SERVICES BUDGET FOR 2022/2023						
	2021/2022		2022/2023		Difference	
	Current Budget	Forecast Inc/Exp	Proposed Budget			
Sundry Receipts	500		500	0		
Hall Hire	12000		12000	0		
Car Park Licence	8780		0	0		
<b>Total Income</b>	<b>12500</b>	<b>0</b>	<b>12500</b>	<b>0</b>		
Admin - Salaries & Employer N.I Contributions	198950		224215	25265		
Travel Expenses	500		500	0		
Town Hall	31000		35000	4000		
Gas	3500		4500	1000		
Electricity	3700		4700	1000		
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		
<b>Overhead Expenditure</b>	<b>274920</b>	<b>0</b>	<b>314165</b>	<b>39245</b>		

PROPOSED COMMUNITY COMMITTEE BUDGET FOR 2022/2023						
Community	2021/2022		2022/2023		Difference	
	Current Budget	Forecast Inc/Exp	Proposed Budget			
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		
<b>Total Income</b>	<b>84100</b>		<b>83500</b>	<b>-950</b>		
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		
Community Safety/CCTV	8000		8000	0		
Community Special Constables Expenses	5000		5000	0		
Community Special Constable Recruitment	1000		1000	0		
Other Community Support	3000		1500	-1500		
Community Day	4500		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		2200	0		
Social Isolation	3000		0	-3000		
Queen's Jubilee Event			3000	3000		
New Events & Events Improvement			1500	1500		
Silver Cinema	2000		2000	0		
<b>Overhead Expenditure</b>	<b>218000</b>	<b>0</b>	<b>214200</b>	<b>-3800</b>		

PROPOSED (DRAFT) ENVIRONMENT COMMITTEE BUDGET FOR 2022/2023						
Environment	2021/2022		2022/2023		Difference	
	Current Budget	Forecast Inc/Exp	Proposed Budget			
Dog & Bench Sponsorship Scheme	1650		1650			
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>1650</b>	<b>1650</b>		
Operations - Salaries & Employer N.I & LGPS	115000		126714	11714		
Equipment Supplies & Maintenance	4000		4000	0		
Dog & Bench Schemes	1200		1200	1200		
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		1500	1500		
<del>Bus Shelters</del>	<del>1000</del>		0	1000		
Open Spaces General	1500		1500	0		
<del>River Walk Extension</del>	<del>3000</del>		0	-3000		
River Walk Improvements	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		
<b>New - Waste Disposal</b>			1000	1000		
<b>Overhead Expenditure</b>	<b>176550</b>	<b>0</b>	<b>185364</b>	<b>8814</b>		

PROPOSED POLICY & RESOURCES BUDGET FOR 2022/2023						
Policy & Resources	2021/2022			2022/2023		
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference		
Hall Hire	12000				-12000	
Interest Received	500		100		-400	
<b>Total Income</b>	<b>12500</b>		<b>100</b>		<b>-12400</b>	
Civic Receptions	1500		2000	500		
Instructions & Reports	2500		5000	2500		
Christmas Expenses	2300		2700	400		
Mayor's Allowance	2000		2000	0		
Mayors Gift Fund Allowance	500		500	0		
Surveys & Consultations	1000		1000	0		
Newsletter & Publications	10800		11000	200		
Social Media - Communications & Exhibitions	1500		1500	0		
<b>Overhead Expenditure</b>	<b>18950</b>	<b>0</b>	<b>25700</b>	<b>6750</b>		

  

PROPOSED PLANNING & TRANSPORT BUDGET FOR 2020/2021						
Policy & Resources	2021/2022			2022/2023		
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference		
No income line			0			
Neighbourhood Plan	5000		5000			
<b>Overhead Expenditure</b>		<b>0</b>	<b>5000</b>	<b>5000</b>		

Proposed Earmarked Reserves 2022/2023 including event balances and grants held.						ITEM 3
(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
EMR	Members Allowance	£ 3,000.00	£ 3,000.00	£ 200.00	£ 3,200.00	
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	£ -	£ -	£ -		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	
<b>TOTAL PROPOSED ALLOCATIONS/REVOCATIONS (PRECEPT REQUIREMENT)</b>					<b>£ 38,175.00</b>	
<b>GENERAL RESERVE SUPPLEMENT:</b>						