

OKEHAMPTON TOWN COUNCIL
Budget 2018/19 - OPTION 2

Actual 2016/17	Budget 2017/18	Actual Oct-17	Projected* 2017/18	Draft Budget 2018/19
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Net tax charges

Administration account	76,493	95,875	44,843	89,394	85,386
Democratic	39,208	39,425	13,503	29,509	40,200
Property	23,670	56,880	42,078	46,974	55,230
Parks & open spaces	17,172	50,669	19,784	37,608	51,125
totals	156,543	242,849	120,208	203,485	231,941

PRECEPT

£226,381

£236,941

Equivalent 'D' band property charge:

£101.94

£105.26

Cost of Okehampton Town Council precept Band D
or an increase of

£2.02 per week

£0.06 per week over 17/18

Note

* Projected figures were produced in October 2017

This option incorporates an additional £5000 to be earmarked to soften the blow of the expected complete removal of the CTSG in 2020/21

Historical Information

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
Actual precept	205201	195000	198736	172469	180983	210179	218,365	226,381	236941
CTSG				27817	24017	20326	18050	16498	15079
Total from WDBC	205201	195000	198736	200286	205000	230505	236415	242879	252020
Band D	85.77	78.11	77.66	79.19	81.30	92.35	99.53	101.94	
Tax Base	2392.58	2496.49	2558.91	2177.92	2226.1	2275.86	2194.07	2220.76	2220.76

corrected to

Precept increase:

3.25% 236,941

Okehampton Town Council Budget 2017/18

Property

Note	<u>Expenditure</u>		Actual	Budget	Actual	Projected	Draft	Code
			2016/17	2017/18	Oct-17	2017/18	2018/19	
5	Salaries & pensions		27638	29750	17300	29750	31000	4001
	Non Domestic(Business) Rates	TH	5566	5950	5961	5961	6400	4011-201
	Non Domestic (Business) Rates	CH	1984	2150	2125	2125	2200	4011-202
	Water Charges	TH	303	500	196	400	500	4012-201
	Water Charges	CH/MH	1981	3500	2115	3500	3800	4012-202
	Gas & Electricity	TH	2059	3800	570	3600	3800	4014-201
	Gas & Electricity	CH	2452	4400	1074	3500	4400	4014-202
	Gas & Electricity	MH	1210	1100	1105	2000	2200	4014-203
	Insurance	TH	2796	3100	2868	2868	3100	4025-201
	Insurance	CH	2384	2550	2456	2456	2600	4025-202
	Insurance	MH	6084	6350	6157	6157	6450	4025-203
	Advertising (Venue)		0	1000	0	1000	500	4031
1	Equipment Insp & Servicing		477	1100	556	1100	2000	4037
	Legal & Professional		980	4000	2826	3500	4000	4055
	Licensing (PRS, Events etc)	CH	805	850	1075	1075	1200	4059
	Clothing/PPE		122	80	0	60	80	4068
	Cleaning		46	1800	39	500	1000	4149
2, 6	General Maintenance	TH	2557	7000	11922	11922	7000	4150-201
3, 7	General Maintenance	CH	3757	4500	4028	4500	7000	4150-202
4	General Maintenance	MH/LM	624	750	6	750	2000	4150-203
	Sinking Fund		0	0	0	0	0	4155
	Works (capital) - Kitchens/offices	TH	2032	2500	0	1000	2000	4402
	total	a	65857	86730	62379	87724	93230	

CAPITAL WORKS (PROJECTS)

	Mayoral Photo Framing		0	1000	0	1000	1000	4407
	Offices Refurb		0	2500	0	0	2500	4402
	total	b	0	3500	0	1000	3500	

8	total expenditure	a+b	65857	90230	62379	88724	96730	
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Income

	Town hall - rent		4000	4000	4000	4000	4000	1001
	Town hall - hire		1500	1350	1445	1600	1350	1003
	Street Trader/Farm Market Income		425	450	363	450	450	1004
	Charter Hall - hire		10234	8600	4684	8600	8600	1011
	Lower Market Offices		4000	4000	2000	4000	4000	1017
	Cinema recharge incl insurance		5135	5400	5209	5400	5400	1018
	Cinema Rent		11394	12500	0	12500	12500	1024
	LM Hall - Rent		5200	5200	2600	5200	5200	1029
	Misc income		300	0	0	0	0	1080
	total income	c	42188	41500	20301	41750	41500	

	Tax charge / net income	(a+b)-c	23669	48730	42078	46974	55230	
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notes

- 1 Servicing and Inspection required includes electrics, radon, legionella, lift and the boiler
- 2 2017/18 budget spend includes external decorating of the TH. Consider decoration of the Council Chamber in 2018/19
- 3 Budget is for the Charter Hall but some of the cost of decorating of the TH has been included here. Consider external and internal decoration of the CH in 2018/19, and replacement of equipment (eg the fridge)
- 4 Consider external decoration of the Cinema
- 5 Projected staffing cost amended - reduced by £500
- 6 Office parquet flooring lifting in places, repair required - increased by £2000
- 7 CH stage lighting upgrade required - increased by £2000
- 8 Recommended increase since Property meeting of £3500

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ADMINISTRATION

		Actual	Budget	Actual	Projected	Draft	
Notes	<u>Expenditure</u>	2016/17	2017/18	Oct-17	2017/18	2018/19	code
4	Salaries & pensions	62526	64000	32724	64000	65500	4001
	Temporary Staff	0	2000	881	1500	2000	4008
5	Staff Training/Conference	51	800	908	1100	1500	4009
	Staff Travel	745	800	340	800	800	4010
	Telephone, Fax & PX	2341	2850	1293	2500	2600	4021
	Printing, Post & Stationery	1458	2500	806	2500	2500	4023
	Subscriptions	1737	1750	1534	1750	1790	4024
	Insurance (non-property)	2286	2500	2358	2400	2600	4025
	Photocopier	1316	2400	282	2000	2400	4026
6	Advertising/Recruitment	0	800	688	1000	800	4031
	Marketing	50	1200	500	800	1200	4032
	Bank Charges & A/c maintenance	756	1000	395	900	900	4051
	Rail Resilience Support Project	397	350	175	350	350	4054
1	Legal & Professional Fees	1817	4500	566	1500	5000	4055
	Payroll Administration	1776	2250	881	2000	2250	4056
2	Audit Fees (Internal and External)	2050	2200	905	2200	2500	4057
	IT: maintenance, software & licenses	1037	1700	1055	1700	1800	4058
	Clothing/PPE	0	75	0	0	75	4068
	Miscellaneous	1360	0	0	0	0	4105
	Capital purchases	0	2500	0	2500	2500	4401
	total a	81703	96175	46291	91500	99065	
	CAPITAL						
7	Office / IT equipment	0	2500	0	0	3100	4401
	total b	0	2500	0	0	3100	
8	Total expenditure a+b	81703	98675	46291	91500	102165	
	Income						
	Insurance Refund	702	800	713	713	700	1041
	Miscellaneous Income	2599	0	193	193	0	1080
	Precept	218365	226381	226381	226381	231941	1176
3	Council Tax Support Grant	18050	16498	16498	16498	15079	1177
	Interest received - bank/Bldg Soc	1909	2000	542	1000	1000	1190
	total income c	241625	245679	244327	244785	248720	
	Tax charge / net income (a+b)-c	-159922	-147004	-198036	-153285	-146555	

1 Anticipated costs re Charities work required

2 New internal and external auditors this year - issues raised by internal auditor could also impact on external audit cost

3 Actual amount advised

4 Projected staffing cost amended - reduced by £1000 - see salaries info sheet

5 Increased by £400 to accommodate required costs including that of Fire Warden, Asbestos, Charities course etc

6 2017/18 Projected cost increased by £200 due to Caretaker vacancy

7 Two computers require software upgrade and one new screen required - increased by £500

8 Recommended changes since last meeting result in overall £0 increase

Okehampton Town Council Budget 2018/19

PARKS & OPEN SPACES (incl CAR PARKS)

Note	Expenditure	Actual	Budget	Actual	Projected	Draft	Code
		2016/17	2017/18	Oct-17	2017/18	Budget 2018/19	
1, 9	Salaries / pensions	68104	70500	42105	72500	74500	4001
1	Temp staff cover	0	0	0	0	2000	
	Water charges	1755	2000	775	1600	2000	4012
	Electricity	1604	2000	1632	3400	3500	4014
	Telephone / alarms	901	1400	511	1000	1200	4021
	Insurance	4722	4850	4727	4727	5000	4025
	Public Lighting - sitewide	860	850	0	850	850	4039
	Legal and Professional fees	1470	2500	1605	2000	3000	4055
	Non Domestic (Business) Rates	4066	8500	4241	4241	4350	4011
	Non Domestic (Business) Rates (Back)	5664	0	5700	5700	5700	4013
2	Car park repairs & maintenance	1933	750	0	0	750	4150
3	Tool & equipment m&r	1760	2350	1115	2000	2350	4067
	Ticket machine maintenance	1191	2000	1279	1700	2000	4005
	Parking Mgt Charge (WDBC)	7636	8500	3991	8500	8800	4006
4	Tractor lease	3812	3850	2224	3850	3850	4444
	Clothing /PPE	225	375	126	300	375	4068
	Tree surveys, works & new trees	1181	2600	960	2600	2600	4148
	Bulbs and Shrubs	672	800	283	800	800	4070
	Soil, Fertilisers, weed killer	418	900	0	900	500	4075
5	Grds maint/footpaths/skatepark	4083	3500	1943	2800	3000	4071
	Waste disposal/dog bins	1974	3000	735	1500	1800	4151
	Property repairs/security	2141	1400	270	1000	1400	4073
	Play equipment m & r	925	7475	142	7000	2000	4164
3	Equipment & plant hire	4203	3000	2583	3000	3000	4074
	Petrol/gas/oil	1493	2100	1010	2100	2100	4157
	Burial ground maintenance	500	500	0	500	500	4038
	Bus shelters	0	250	0	250	250	4166
	Tennis courts - contribution & exp	2700	0	0	0	0	4167
	Park bench refurbishment	0	1000	0	1000	1500	4162
	Public toilets - contribution to WDBC	6079	6750	6257	6257	6750	4161
	total a	132072	143700	84214	142075	146425	
	CAPITAL WORKS						
	Telephone box removal/resiting	0	0	0	0	350	4449
6	Verti drain field	0	900	890	890	0	
7, 10	Replacement matting play area	0	0	0	0	8000	
	total b	0	900	890	890	8350	
	total expenditure a+b	132072	144600	85104	142965	154775	
8	Proposed New EMR's						
	Ash Tree die back removal and replacement	0	0	0	0	500	
11	Replacement of Play equipment	0	0	0	0	2000	
	total c	0	0	0	0	2500	
	total expenditure a+b+c	0	0	0	0	157275	
	Income						
	Waitrose WDBC	60324	55000	32456	57000	57000	1022
	Simmons Park car park incl season tickets	46322	36000	27947	40000	40000	1032
	Park Hirings (incl Fair/Circus)	1550	1800	1807	1807	1850	1083
	Putting club rent	350	350	350	350	350	1009
	Tennis/putting-public	569	350	0	200	250	1079
	DCC Playing field	200	200	200	200	200	1031
	Burial income/reserve plots	1362	2500	1091	2300	2500	1036/1074
	Misc income	600	0	0	0	500	1080
	Skate Park	27	0	0	0	0	1026
	Simmons Charity	3595	3000	1469	3500	3500	1084
	total income d	114899	99200	65320	105357	106150	
12	Net expenditure/income (a+b+c)-d	17173	45400	19784	37608	51125	

Notes

- Holiday cover required to be contracted. In 17/18 this was incorporated in the overall salaries budget
- Proposed to add the unspent £750 from this financial year into the EMR fund (4986) for more major refurbishing work at a later date. £750 also required in 2018/19 for any minor repairs
- Propose to merge the two budget lines - a total of £5350
- Current lease expires at the end of the 2017/18 financial year. Proposed to trade in the tractor for a new version on a 5 year lease basis.
- Skate park maintenance work required and the provision of a new sign
- Work completed
- Play area matting replacement required
- Create EMR budget for potential Ash Tree die back maintenance and replacement, and future play equipment replacement
- Projected staffing cost amended - reduced by £500
- Increased by £1000 since last meeting to meet quote received
- Increased by £1500 since last meeting for equipment replacement
- Recommended changes since last meeting result in overall £500 increase

Okehampton Town Council Budget 2018/19

DEMOCRATIC

		Actual	Budget	Actual	Projected	Draft	Code
<u>Expenditure</u>		2016/17	2017/18	Oct-17	2017/18	Budget	
Notes						2018/19	
1	Election expenses	0	1000	0	0	1000	4027 emr
	Mayor's allowance	1681	2500	506	2500	2500	4028
	Civic clothing & regalia	199	500	0	500	500	4029
	Civic dinner	2579	425	84	400	450	4035
	Mayor's charity	2320	0	0	0	0	4043
	Civic functions	972	1250	690	1250	1250	4060
	Councillor training & expenses	378	750	417	750	1000	4061
	Localism & Devolution agenda/NP support	9791	4000	-4391	-4391	4000	4171
	Commemorative and WWI	426	500	0	0	500	4172
	Insurance	-77					
	Total expenditure	18269	10925	-2694	1009	11200	

Income

Donations and misc.income	700	0	0	0	0	1020
Misc Mayor's Charity income, Donations	396	0	0	0	0	1070/2
Civic dinner	2415	0	-47	0	0	1073
Total income	3511	0	-47	0	0	

Tax charge / net income

14758	10925	-2647	1009	11200
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Grants

Expenditure

2	Grants - specific powers	8700	15000	4300	15000	15500	4205
2	Grants - Section 137	15750	13500	11850	13500	13500	4206
	Total expenditure	24450	28500	16150	28500	29000	

Income

Misc	0	0	0	0	0
Total income	0	0	0	0	0

Tax charge / net income

39208	39425	13503	29509	40200
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Grants 2017/18 include the following:

Ockment Centre	Various sporting
Museum	Community Transport
CA	Christmas lights
Carnival	

Notes

- 1 Recommend that budget line with remaining amount of £1000 is transferred to Earmarked funds
- 2 Split between grant allocations to be agreed following confirmation of the S.137 allowance for 2018/19

Earmarked Reserves (EMR) as at 31 March 2018 to carry forward/create

DRAFT Nov 2017

Notes	Ctee	a/c	Detail	EMR £ 2017/18	Add Reserve 31 Mar 18	New Reserve Total £	Code
		A	RESERVES & CONTINGENCIES - Physical Properties				
	Property	321	EMR Town Hall Boiler	4000	1000	5000	4980
	Property	322	EMR Charter Hall Foyer	2350	150	2500	4977
	Property	328	CCTV Town Centre	14000	0	14000	4978
	Parks	329	CCTV Parks	8750	0	8750	4982
1	Parks	337	EMR Simmons Grave (Memorial Headstone) (Recommend Close)	0	0	0	4981
	Parks	340	EMR Cemetery Footpaths	2000	0	2000	4974
	Parks	341	EMR Park Signs	61	0	61	4983
	Parks	342	EMR Simmons Park Benches	1916	500	2416	4984
	Property	344	EMR Charter Hall Toilets Refurb	10000	0	10000	4985
1		345	Council Chamber Furniture	0	0	0	
	Property	348	Sinking Fund - Property Repairs TH, CH, MH	10000	0	10000	4988
	Parks	349	Jubilee Bridge completion of repair/painting work commenced 16/17	5500	2000	7500	4989
	Parks	350	New Burial Ground Purchase	4000	1000	5000	4990
	Property	352	EMR - Roof Repair/Replacement CH	12500	2500	15000	4995
	Property	353	EMR - Electrical Installation - Insp, Maint & Display Energy Cert	6500	0	6500	4997
	Property	354	EMR - Offices Refurbishment	2500	0	2500	4999
	Parks	356	New Tractor Fund	12500		12500	4973
	P&R	357	Election/Referendum Contingency	0	1000	1000	4027
	Parks	358	Public lighting and Street Furniture Reserve	6000	0	6000	4971
	Parks	359	Devolved Responsibilities Contingency (e.g. public toilets)	30000	10000	40000	4969
2	Parks	360	Car Park Resurfacing and White Lining	8000	750	8750	4968
		B	OTHER RESERVES				
	Parks	323	EMR Waitrose Income Share	40393	0	40393	4979
	?	346	Rail Resilience Contingency	1207	0	1207	4986
	?	347	Neighbourhood Plan Support (Localism)	5165	0	5165	4987
	Parks	351	Business Rate arrears Settlement - Car Park	17270	0	17270	4991
		355	Okehampton Remembers Project - account holding	500	0	500	
		C	Proposed New EMRs to Budget Year 18/19				
	Parks		Ash Tree die back removal and replacement	0	500	500	
3	Parks		Replacement of Play equipment	0	500	2000	
		Totals		205112	19,900	226,512	

1 Recommend close

2 Recommend adding unspent funds from 2017/18 car park repairs budget for future work (code 4150)

3 Amended in line with recommended budget