

**THORPE ST ANDREW TOWN COUNCIL**

**VIRTUAL FINANCE AND STAFFING COMMITTEE MEETING**

**Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR**  
Tel/Fax: (01603) 701048 Email: [thomas.foreman@thorpestandrew-tc.gov.uk](mailto:thomas.foreman@thorpestandrew-tc.gov.uk)

**PUBLIC MESSAGE:** This is an online meeting, using Zoom. If you wish to “attend” please email the clerk for a copy of the link to the meeting before noon on Monday 16<sup>th</sup> November 20. Issued: 11<sup>th</sup> November 2020

**Notice of Virtual Finance and Staffing Committee Meeting**

Councillors of the Finance and Staffing Committee, you are hereby summoned to attend the meeting of the Finance and Staffing Committee to be held on the ‘Zoom’ conference platform on 16<sup>th</sup> November 2020 at 7.30pm for the purpose of transacting the following business.

*Foreman*

Thomas Foreman Clerk to the Council

**AGENDA**

- 1 Attendance book and apologies for absence.**
- 2 Declarations of interest in items on the agenda.**
- 3 To confirm the minutes of the meeting held on 19<sup>th</sup> October 2020**
- 4 Public Speaking (maximum 3 minutes per speaker to address the meeting on matters on the agenda – all questions should be notified to the Clerk before 12 noon on the day of the meeting)**
- 5 Budget 2021/22**
- 6 Donation to the Royal British Legion – Verbal Report**

**Future Agenda Items.** (Not for discussion)

**Town Clerk – Dr Thomas Foreman**

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VAT No. 107 2921 90

## Minutes of Virtual Finance and Staffing Committee Meeting held on 19<sup>th</sup> October 2020

### 1. PRESENT:

Miss S Lawn (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr S. Snelling

Mr L. Reeves

Mr J. Ward

Mr J. Fisher

IN ATTENDANCE: Mr T Foreman (Town Clerk),

### APOLOGIES FOR ABSENCE

Mr J Fisher, Mr I Mackie

### 2. **Declarations of Interest**

None

### 3. **Minutes of Meeting held on 21<sup>st</sup> September 2020**

Minutes of the meeting held on 21<sup>st</sup> September 2020 were approved and signed as a true record.

### 4. **Public Session – Limited to 3 minutes per speaker**

None

### 5. **Finance**

#### i. **External Audit Report**

Agreed and noted

#### ii. **Summary of Receipts and Payments (1/4/20 to 30/9/20)**

Agreed

#### iii. **Variance Report**

Agreed

#### iv. **Discretionary Grant**

Dr T Foreman explained that the Town Council had been successful in its Discretionary Grant application totalling of £17,000 for lost income during the covid-19 lockdown.

### 6. **Horsechestnut at River Green**

The Committee considered a report from the Parks and Estates Manager which provided interim details of the work on the Horsechestnut at River Green. It was explained that the initial aerial inspection of the tree had shown a branch hanging in the tree, probably broken away from the trunk when the larger branch fell. Work to remove the fallen branch and the one caught in the tree had been completed. A PICUS test has been booked in for week beginning 26<sup>th</sup> October 2020 and an independent report from the arboriculturist will be produced for the Town Council to consider. The Committee noted this update.

### 7. **Parks Project**

The Town Clerk confirmed that the Council had managed to earmark approximately £15,000 to the parks project, in addition to the £49,000 held by Broadland District Council has part of s.106 payments made towards parkland. Dr T Foreman explained that a previous resolution had authorised the spend for equipment at Laundry Lane,

with a caveat that priority be given to using the fund towards the skatepark which had £80,000 designated as part of the Pinebanks s.106 agreement. It was confirmed that due to the clawback dates on the existing s.106 funds, the current fund of £49,000 and the Town Council earmarked reserve of £15,000 would be used on Laundry Lane due to no work being planned at Pinebanks in the foreseeable future. The Committee noted the report.

**8. Update from Lime Tree Nursery**

The Committee received a written update from Lime Tree Day Nursery which detailed the work which they had undertaken since 20<sup>th</sup> March 2020. The owner of the Nursery thanked the Council for its assistance in keeping the Nursery operating during the lockdown period, enabling keyworker children to attend the Nursery, with up to 13 children attending by August 2020. Details of the current circumstances were highlighted, including plans for the future. The Nursery specifically thanked Mrs T Mancini-Boyle for her nomination of the Nursery as part of the Broadland District Council Community at Heart Lottery. The Committee requested the Town Clerk extend its appreciation to Lime Tree Day Nursery for their ongoing work for children in the community.

**9. Purchase of Storage Container**

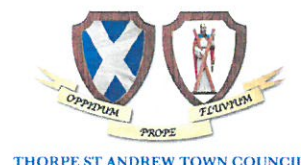
Dr T Foreman provided an overview of the report proposing the purchase of a storage container for the Town Hall. It was explained that, although owned by the Town Council, it could also be used by the Lime Tree Day Nursery meaning they would not need to independently fund a storage unit. The Committee were very supportive of sharing storage space with the Nursery given its commitment to continually invest in its childcare provision and the exceptional work so far in working with the Council to make improvements to the outside area. It was proposed by Miss S Lawn, seconded by Mr F Bowe and on a show of hands with all in favour RESOLVED to purchase a 4m x 2.1m container at a cost not to exceed £2100 (inc VAT).

With no other business the meeting closed at 20.40

Chairman \_\_\_\_\_

Date \_\_\_\_\_





#### Reason for this Report

This report has been prepared for the Finance and Staff committee to consider the draft budget 2021/22 prior to its submission to the December 2020 Town Council meeting. The background provided will also be included in future Town Council papers.

#### Background

The Town Council is required to set a budget by the end of the December 2020 for the next financial year. In doing so a calculation is made of the budget requirement for the revenue and capital budgets.

This budget is met in the greatest degree by the precept which is raised through Council Tax, this is a tax on property categorised by inclusion in one of 8 valuation bands. The headline tax is calculated for Band D and the tax in the remaining bands is worked out as a proportion of this amount. The lowest Band (A) is two-thirds of Band D and the highest Band (H) is twice Band D and three times Band A.

When coming to decisions in relation to the revenue budget and the precept the Council have various legal responsibilities, principally:

1. The Council must act in accordance with its statutory duties and responsibilities
  2. The Council must act reasonably
  3. The Council must ensure it meets its fiduciary responsibility to its Council Tax payers.
1. The statutory responsibility and power of the Authority to calculate and fix a budget and precept is through the Local Government Finance Act 1992. Relevant sections of the Act require:
    - a. s.32 (2); an estimated revenue account of expenditure to be incurred during the year, appropriate allowances for contingencies, any raising of reserves for future years and any account of deficit not accounted for in previous years.
    - b. S.32 (3) an estimated income from fees, charges and grants; and any amount of reserves/balances intended to be used towards meeting revenue expenditure.
    - c. s.32 (4); a calculation of difference between the gross revenue expenditure and anticipated income (difference between a. and b. above)
  2. The reasonableness of the Councils decision is set in the principles of *Associated Provincial Picturehouses Limited v Wednesday Corporation*, that is, it must take account of what is relevant and disregard the irrelevant. The decision should be one which would be made by any reasonable authority in that it is not unreasonable, irrational or perverse.
  3. The Councils fiduciary responsibility includes:
    - a. Responsible use of the Council's resources, including the raising of income (such as rent and other charges) and the control of its expenditure
    - b. Awareness of the financial consequences of decisions on the taxpayer
    - c. Ensuring both short and long term sustainability
    - d. Striking a fair balance between the interest of the taxpayer and the community interest in adequate and efficient services
    - e. Acting in good faith with a view to complying with statutory duties and powers for the benefit of the community.

The most appropriate case relating to the fiduciary responsibility is *Roberts v Hopwood* (1925) where it was said that an Authority which is charged with the administration for definite purposes of funds arising from the taxpayer (whether in full or part) owes a duty “to conduct that administration in a fairly business-like manner with reasonable care, skill and caution, and with a due and alert regard to the interest of (of the ratepayer)”. In addition the finding explains that an Authority must not be “misguided [by] principles of socialistic philanthropy”.

In addition to the highlighted requirements of s.32 of the Local Government Finance Act 1992, the Act explains that an Authority should have regard for the report and calculations of the Responsible Financial Officer. If the budget requirement is insufficient to meet its commitments, there are both practical and legal consequences for the Council.

The Local Government Act 2003 s.28, requires the Council to monitor the income and expenditure against budget calculations throughout the year. If through monitoring it is found that the budgetary situation had deteriorated, the Council must take necessary action to resolve the position. This could include, for instance, reducing spend for a period of the year, increase income, or finance the shortfall from reserves.

Under s.114 of the Local Government Finance Act 1988, the Responsible Financial Officer has a duty to report to the Council that expenditure incurred by the Authority is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In doing so, this report must be sent to the Council’s Auditor and every member of the Council must consider the report within 21 days and at a meeting decide whether it agrees or disagrees with these findings. During this period a restriction on incurring additional spend is in place. The legislation therefore makes clear the responsibility for the Council to set a responsible, clear and realistic budget.

### **Result**

This year’s budget has taken account of the difficulties user groups and businesses will have due to Covid-19 and therefore has not increased letting fees in 2021/22. The budget has also accounted for the creation of an apprentice post for the Parks and Estates team, as well funding the vacant Parks and Estates Officer post which should be filled in early 2021. The draft budget is contained within Appendix A.

Members are reminded that when voting on budget items that they are bound by the provision of s.106 of the Local Government Finance Act 1992.

### **Advice**

The Finance and Staff Committee are asked to review the draft budget as outlined in its terms of reference.

The precept within the draft budget would amount to a 2.2% increase, equating to an increase of £2.16 per annum for a Band D household, or less than 0.05p per week.

The **proposed** estimated rate of £100.63pa on a Band D property is also significantly less than other **current** comparator precepts in Broadland for **2020/21**, which are as follows:

- Sprowston (Band D) currently £122.86pa
- Hellesdon (Band D) currently £129.86pa
- Aylsham (Band D) currently £152.33pa
- Acle (Band D) currently £116.54pa

Each of these authorities have or will be considering their 2021/22 budgets.

In creating this budget each line has been carefully considered, including reductions through costs, assets and reserves. The draft budget meets the legislative requirements outlined within this report. The budget accounts for the capital and asset plan which ensures all spending and required funding are calculated well in advance. This allows funds to be earmarked for tasks and purchases over a period of time rather than funds needing to be raised in a single year.

The Committee is asked to review each budget line and propose any amendments for consideration by the Town Council.

### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

### **Financial Implications**

There are **potentially significant** financial implications arising from this report.

<b>ALLOTMENTS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Duss maint	2043	1053	1700	621	1700	
Duss rent	400	400	400	400	400	
Duss water	489	336	375	273	375	
Hillside maint	2297	390	1500	0	1500	
Hillside water	500	534	500	468	500	
Rent deposit	250	355		25		
<b>Total</b>	<b>5979</b>	<b>3068</b>	<b>4475</b>	<b>1787</b>	<b>4475</b>	
<b>RECEIPTS</b>						
Rents/deposits	4813	4789	4725	3402	4950	1
Water charges	704	946	500	567	800	
<b>TOTAL</b>	<b>5517</b>	<b>5735</b>	<b>5225</b>	<b>3969</b>	<b>5750</b>	

Note 1 - Increase in allotment rents by 4.3% from £23 to £24

<b>BROADLAND DC ELECTIONS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Election costs	0	4187	4000	0	4000	
<b>TOTAL</b>	<b>0</b>	<b>4187</b>	<b>4000</b>	<b>0</b>	<b>4000</b>	

<b>BUILDING MAINTENANCE</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
Town Hall	6330	5948	9000	655	9000	
Morse Pavilion	2440	6424	10000	8242	10000	
Café		220				
River Green Buildings	966	110	5000		5000	
Roxley Hall		2606	5000	265	5000	
<b>TOTAL</b>	<b>9736</b>	<b>15308</b>	<b>29000</b>	<b>9162</b>	<b>29000</b>	

<b>BUSINESS SPONSORSHIP</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>	1099	881	500	456	1000	
<b>TOTAL</b>	<b>1099</b>	<b>881</b>	<b>500</b>	<b>456</b>	<b>1000</b>	
<b>RECEIPTS</b>	1347	398	500	250	250	
<b>TOTAL</b>	<b>1347</b>	<b>398</b>	<b>500</b>	<b>250</b>	<b>250</b>	



<b>CAPTIAL SPENDING</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Asset Replacement	17265		5000		4500	
Buildings & Amenity Areas	4556	13721	7500		7500	
Street lights	4785		9000		9000	
Town Hall	988	885	1000		1000	
War Memorial						
Projects	102121	53428	20000	320	20000	
<b>TOTAL</b>	<b>129715</b>	<b>68034</b>	<b>42500</b>	<b>320</b>	<b>42000</b>	
<b>RECEIPTS</b>	<b>25931</b>	<b>7778</b>				

<b>CEMETERY</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Maintenance	2015	2020	2230		2450	
Water charges	75	53	500	120	500	
<b>TOTAL</b>	<b>2090</b>	<b>2073</b>	<b>2730</b>	<b>120</b>	<b>2950</b>	

<b>COMMUNITY INFRASTRUCTURE LEVY</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>RECEIPTS</b>	<b>4808</b>	<b>3924</b>	<b>0</b>	<b>9113</b>	<b>0</b>	

<b>CONTINGENCY</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Contingency	0	0	5550	0	5550	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5550</b>	<b>0</b>	<b>5550</b>	

<b>EVENTS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>	<b>18161</b>					
One off purchases		2583	1000	376.00	1000	
St Georges Day		1909	2000		2000	
Fireworks		8739	9000		9000	
Rememberance Parade..		487	500		500	
Xmas		5471	2500		2500	
<b>TOTAL</b>	<b>18161</b>	<b>19189</b>	<b>15000</b>	<b>376</b>	<b>15000</b>	
<b>RECEIPTS</b>	<b>17418</b>	<b>18826</b>		<b>0</b>		
St Georges Day			500		500	
Fireworks			11000		11000	
Xmas			500		500	
<b>TOTAL</b>	<b>17418</b>	<b>18826</b>	<b>12000</b>	<b>0</b>	<b>12000</b>	



	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>CEMETERY</b>						
<b>PAYMENTS</b>						
Maintenance	2015	2020	2230		2450	
Water charges	75	53	500	120	500	
<b>TOTAL</b>	<b>2090</b>	<b>2073</b>	<b>2730</b>	<b>120</b>	<b>2950</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>COMMUNITY INFRASTRUCTURE LEVY</b>						
<b>PAYMENTS</b>	0	0	0	0	0	
<b>RECEIPTS</b>	4808	3924	0	9113	0	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>CONTINGENCY</b>						
<b>PAYMENTS</b>						
Contingency	0	0	5550	0	5550	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5550</b>	<b>0</b>	<b>5550</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>EVENTS</b>						
<b>PAYMENTS</b>	18161					
One off purchases		2583	1000	376.00	1000	
St Georges Day		1909	2000		2000	
Fireworks		8739	9000		9000	
Rememberance Parade..		487	500		500	
Xmas		5471	2500		2500	
<b>TOTAL</b>	<b>18161</b>	<b>19189</b>	<b>15000</b>	<b>376</b>	<b>15000</b>	
<b>RECEIPTS</b>	17418	18826		0		
St Georges Day			500		500	
Fireworks			11000		11000	
Xmas			500		500	
<b>TOTAL</b>	<b>17418</b>	<b>18826</b>	<b>12000</b>	<b>0</b>	<b>12000</b>	

<b>FITZMAURICE PARK</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Cleaning	6590	5060	5000	705	6000	
Cricket maint	1462	1370	3000		3000	
Electricity	6055	6641	6000	2451	6000	
Field Maint contract	4246	4178	4500	5039	5400	
Sports Turf Maint	1520	3161	1500	327	1500	
Park Maint	159	4066	1500	240	1500	
Play equip maint		5017	1000	168	1000	
Telephone	368	386	375	198	400	
Tennis court	380		400		400	
Water rates	4220		1300		1300	credit b/fwd
Wheeled bin -litter and dog bin contracts	1260	1571	2000	724	2000	
Repaint Youth Shelter		475	0	0	0	Repaint 2022
<b>TOTAL</b>	<b>26260</b>	<b>31925</b>	<b>26575</b>	<b>9852</b>	<b>28500</b>	
<b>RECEIPTS</b>						
Cricket	1670	2011	2000	0	2000	
Lettings - Fitz Pav	23504	20186	17500	4606	17000	
Other Income	3026		0	0		insurance claim
<b>TOTAL</b>	<b>28200</b>	<b>22197</b>	<b>19500</b>	<b>4606</b>	<b>19000</b>	

Fitzmaurice general lettings and cricket - no increase proposed for 2021/22

<b>Cricket</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21 &amp; 2021/22</b>
Weekend match	106.00	111.00	116.50	122.50
Midweek match	47.00	49.00	51.50	54.25
Training	18.00	19.00	20.00	21.00

<b>GRANTS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	
PAYMENTS		1505	0	14654	0	
<b>TOTAL</b>	<b>0</b>	<b>1505</b>		<b>14654</b>		
RECEIPTS	0	793	0	19500	0	
<b>TOTAL</b>	<b>0</b>	<b>793</b>	<b>0</b>	<b>19500</b>	<b>0</b>	

<b>LEASE PAYMENTS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
Vehicle leasing	3330	5042	4500	2161	4500	new vehicle lease
<b>TOTAL</b>	<b>3330</b>	<b>5042</b>	<b>4500</b>	<b>2161</b>	<b>4500</b>	

<b>Legal Fees</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Legal charges	3353	3950	6500	1075	6500	
<b>TOTAL</b>	<b>3353</b>	<b>3950</b>	<b>6500</b>	<b>1075</b>	<b>6500</b>	
<b>RECEIPTS</b>	<b>755</b>					

<b>LOAN REPAYMENT</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Morse Pavilion	5777	5523	0	0	0	
Roxley Hall	21519	21103	20686	10395	20269	
River Green lights	1783	3566	3566	1783	3566	
Town Hall	4027	3982	3939	1975	3895	
<b>TOTAL</b>	<b>33106</b>	<b>34174</b>	<b>28191</b>	<b>14153</b>	<b>27730</b>	
<b>RECEIPTS</b>	<b>56201</b>			<b>0</b>		

<b>NEWSLETTER</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS/RECEIPTS</b>						
NEWSLETTER	3180	1697	2000	1012.00	2000	

<b>RIVER GREEN</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Note</b>
<b>PAYMENTS</b>						
Staithe picnic Area	414	414	500	34	500	
Electricity	282	483	500	352	600	
R Grn Maintenance	1403	2367	4000	710	4000	keep budget towards quay
R Grn Toilets Electricity		1252	2500	904	2500	
R Grn toilets rates		2042	2250	1472	1700	
Cleaning toilets		5095	5000	1260	5000	
War memorial maintenance	1319	0		0		
<b>Total</b>	<b>3418</b>	<b>11653</b>	<b>14750</b>	<b>4732</b>	<b>14300</b>	
<b>RECEIPTS</b>						
Income	1072	967	1000	0	1000	Mooring & Electricity income
<b>Total</b>	<b>1072</b>	<b>967</b>	<b>1000</b>	<b>0</b>	<b>1000</b>	

<b>ROXLEY HALL</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Note</b>
<b>PAYMENTS</b>						
Cleaning	5415	6018	6000	575	6000	
Electricity	922	1118	1500	300	1500	
Gas	1403	1083	1500	473	1500	
Misc	234	2159	1000		1000	royalty charges, waste bins
Rates	3960	4457	4500	4790	5000	
Water	354	361	500	303	500	
<b>Total</b>	<b>12288</b>	<b>15196</b>	<b>15000</b>	<b>6441</b>	<b>15500</b>	
<b>RECEIPTS</b>						
Lettings	17713	17073	17000	187	12000	lost some groups
<b>Total</b>	<b>17713</b>	<b>17073</b>	<b>17000</b>	<b>187</b>	<b>12000</b>	

<b>S137 PAYMENTS/DONATIONS</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
S137 Bus shelter maintenance						
S137 payments and donations		2526	550	0	550	
<b>TOTAL</b>	<b>0</b>	<b>2526</b>	<b>550</b>	<b>0</b>	<b>550</b>	
<b>RECEIPTS</b>						
S137 Bus shelter maintenance	500	0	0	0	0	
<b>TOTAL</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>STREET FURNITURE</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Cleaning bus shelters	1350	1306	1500	300	1500	
Repairs and Maintenance						
Bus Shelter				375		
<b>TOTAL</b>	<b>1350</b>	<b>1306</b>	<b>1500</b>	<b>675</b>	<b>1500</b>	
<b>RECEIPTS</b>		<b>50</b>				

<b>SIR GEORGE MORSE PARK</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Cleaning Morse and cleaning materials	9276	8464	9500	4319	9500	
Electricity	1911	2930	2200	883	3000	
Equipment hire	460		400	460	400	
Field Maint Contract	10274	6616	6500	7840	7550	<b>contract to 2023</b>
Materials fixtures fittings	452	230	1000	76	1000	
Fuel	2101	1744	2500	611	2500	
Grounds machinery maint	4975	1622	4000	250	4000	
Mileage expenses	230	0				
Miscellaneous	558	328	500	0	500	
Morse Gas	1378	2424	1500	926	2500	
Park Maintenance	324	639	550	0	550	
Play equipment maint	106	1979	1000	168	1000	
St Will Loke - shrub bed	88	88	100	7	100	
Sanitary disposal						
Sports turf maint	6304	10765	8400	825	8400	
Telephone	1127	1697	2000	760	2000	additional mobiles
Tools - equipment	253	276	300	0	300	
Training	2813	1878	3500		3500	
Tree plantation - mowing						
Water Rates	557	815	900	82	900	
Wheeled bin -litter and dog bin contracts	1193	1658	2000	748	2000	
Soccer Marking	4546	4546	4500	1656	2550	
Rates	2376	2430	2500	2470	2700	
Feed in tariff	1068	871		1092		In/out
Cleaning tennis courts	320	1870	500	590	500	
Health & Safety	1030	1104	1900	528	1900	
Vehicle Maintenance	683	6381	1000	72	1000	
<b>TOTAL</b>	<b>54403</b>	<b>61355</b>	<b>57250</b>	<b>24363</b>	<b>58350</b>	
<b>RECEIPTS</b>						
Football	8935	7536	9000	185	9000	
Other Income	510	3600		1800		ceased fitness club
Feed in tariff	1068	871	0	1092	0	in/out
<b>TOTAL</b>	<b>10513</b>	<b>12007</b>	<b>9000</b>	<b>3077</b>	<b>9000</b>	



<b>STREET LIGHTING</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Notes</b>
<b>PAYMENTS</b>						
Energy charge	19881	22776	25000	8328	25000	
Maintenance contract	5200	5195	7000	2800	7000	contract expires 2020
Repairs	3114	9086		870		
<b>TOTAL</b>	<b>28195</b>	<b>37057</b>	<b>32000</b>	<b>11998</b>	<b>32000</b>	
<b>RECEIPTS</b>						
Repairs				0		

<b>TOWN HALL OFFICE</b>	<b>Actual 18/19</b>	<b>Actual 19/20</b>	<b>Budget 20/21</b>	<b>Actual 6mths 20/21</b>	<b>Budget 21/22</b>	<b>Note</b>
<b>PAYMENTS</b>						
Audit	1741	1531	1800	204	1800	
Bank charges	307	273	300	65	300	
Mayors Expenses	963	1020	300		300	
Computer/photocopier	1351	807	750	887	750	
Human Resources H&S Cover			2400	0	2400	New line
Insurance	7450	7749	8500	7896	8500	
Miscellaneous	721	688	300	413	300	
Office equipment	194	735	150	700	150	
Telephone	745	749	800	382	800	
Postage	715	720	900	594	900	
Rates	3264	3339	3500	3393	3500	
Stationery	1180	717	1500	214	1000	
Subscriptions	1130	1277	1000	535	1300	
Training/H&S	300	397	1000	200	1000	
Bottle bank	109	75		21		
Photocopy charges	1051	1085	1200	227	1200	
<b>TOTAL</b>	<b>21221</b>	<b>21162</b>	<b>24400</b>	<b>15731</b>	<b>24200</b>	
<b>RECEIPTS</b>						
Bank interest	162	161	150	71	150	
Del Func / other inc	1129	488	0	95	0	
<b>TOTAL</b>	<b>1291</b>	<b>649</b>	<b>150</b>	<b>166</b>	<b>150</b>	

Town and Neighbourhood Plan	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
Town plan update						
Neighbourhood plan	350	379	1000	146	1000	
<b>TOTAL</b>	<b>350</b>	<b>379</b>	<b>1000</b>	<b>146</b>	<b>1000</b>	

TREE MANAGEMENT	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	Notes
<b>PAYMENTS</b>						
Tree expenditure	6650	2651	9000	0	9000	
<b>TOTAL</b>	<b>6650</b>	<b>2651</b>	<b>9000</b>	<b>0</b>	<b>9000</b>	
<b>VERGE CUTTING</b>						
<b>PAYMENTS</b>						
Fuel & Machinery maint	1556	2129	2500	894	2500	
Hire of equipment	5803	4590	10000	920	10000	
Verge costs		1739		494		windscreen
<b>TOTAL</b>	<b>7359</b>	<b>8458</b>	<b>12500</b>	<b>2308</b>	<b>12500</b>	
<b>RECEIPTS</b>						
Verge cutting	16415	15845	16500	17006	17000	
<b>TOTAL</b>	<b>16415</b>	<b>15845</b>	<b>16500</b>	<b>17006</b>	<b>17000</b>	
<b>WEBSITE</b>						
<b>PAYMENTS</b>						
PAYMENTS	0	4607	1000	243	1000	
<b>TOTAL</b>	<b>0</b>	<b>4607</b>	<b>1000</b>	<b>243</b>	<b>1000</b>	
<b>YOUTH COUNCIL</b>						
<b>PAYMENTS</b>						
PAYMENTS	0	0	1000	0	1000	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1000</b>	<b>0</b>	<b>1000</b>	

	Actual 18/19	Actual 19/20	Budget 20/21	Actual 6mths 20/21	Budget 21/22	
<b>SALARIES</b>						
<b>PAYMENTS</b>						
Foreman salary	40175	42806	43662	21831	43662	
Foreman NIC employer	4499	4717	4800	2407	4800	
Foreman pension employer	9026	9631	10042	5021	10261	
Student loan	1090	216	0	114	0	
Fenn Salary	7722	7800	7542	3771	7758	
Fenn pension -employer	1699	1755	1735	867	1823	
Fenn NIC employer	50	39	0	0	0	
Bass salary	9118	9475	3641	4948	2500	
Bass pen -employer	2006	2132	837	1138	0	
Bass NIC employer	96	117	0	77	0	
Sayer salary	28317	28895	29636	14818	30507	
Sayer pension employer	6230	6501	6816	3408	7169	
Sayer NIC employer	2745	2797	2870	1438	3000	
Calver Salary	20760	21213	22021	10896	22462	
Calver pension employer	4620	4821	5064	2532	5278	
Calver employers NIC	1735	1767	1850	913	2000	
Watkins Salary	14500	14790	17364	0	0	
Watkins pension employer	3190	3328	3993	0	0	
Watkins nic				0	0	
Parr Salary	14790	15092	15545	4401	0	
Parr pension employer	3254	3396	3575	1013	0	
Parr employers NIC	879	892	950	215	0	
Matthews Salary	1568	1013	2590	0	0	
DCCA - RM Salary			15461	896	11866	2020/21
DCC&A pension RM			3556	206	2789	
DCC&A employers NIC RM			900	23	400	
Jones salary	16500	16836	17364	8682	17711	
Jones pension employer	3630	3788	3993	1997	4162	
Jones nic employer	1114	1133	1200	592	1200	
Seaman Salary	16500	13593	17364	2000	0	
Seaman pension employer	3630	3058	3993	0	0	
Seaman NIC employer	1114	884	1200	175	0	
DCCA - CWC Salary				896	11866	
DCC&A pension CWC				206	2789	
DCC&A employers NIC CWC				23	400	
Flack salary				1447	17711	
Flack Pension employer				333	4162	
Flack employers nic				99	1200	
Groundstaff					17711	
Groundstaff employer pension					4162	
Groundstaff employers nic					1200	
Apprentice salary					7898	
Apprentice employer pension					1856	
Apprentice employers nic					500	
Strain payment - pension	1138	11000		0	0	
<b>TOTAL</b>	<b>221695</b>	<b>233485</b>	<b>249564</b>	<b>97383</b>	<b>250803</b>	

**THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET - 2021/22**

<b>INCOME</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Allotments	5100.00	5225.00	5750.00
Business/Sponsorship	1000.00	500.00	250.00
Events	12000.00	15000.00	12000.00
Fitzmaurice Park	18289.00	19500.00	19000.00
River Green	50.00	1000.00	1000.00
Roxley Hall	17000.00	17000.00	12000.00
S137 Payments/donations	1500.00	0.00	0.00
Sir George Morse Park	11500.00	9000.00	9000.00
Town Hall	150.00	150.00	150.00
Verge Cutting (Del Func)	16500.00	16000.00	17000.00
<b>TOTAL</b>	<b>83089.00</b>	<b>83375.00</b>	<b>76150.00</b>

<b>EXPENDITURE</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Allotments	4075.00	4475.00	4475.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)	25500.00	29000.00	29000.00
Business Sponsorship	400.00	500.00	1000.00
Cemetery	2620.00	2730.00	2950.00
Events	12000.00	17000.00	15000.00
Fitzmaurice Park	25850.00	26575.00	28500.00
Lease Payments	4000.00	4500.00	4500.00
Legal Fees	1500.00	6500.00	6500.00
Loan Repayment	34175.00	28191.00	27730.00
Newsletter (Prev in events)			2000.00
River Green	6250.00	14750.00	14300.00
Roxley Hall	13750.00	15000.00	15500.00
S137 Payments/donations	550.00	550.00	550.00
Sir George Morse Park	52500.00	57250.00	58350.00
Street Furniture	1500.00	1500.00	1500.00
Street Lighting	25760.00	32000.00	32000.00
Town Hall	25550.00	24400.00	24200.00
Town Plan/Neighbourhood plan	1000.00	1000.00	1000.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting (Del Func)	12500.00	12500.00	12500.00
Website	1000.00	1000.00	1000.00
Youth Council - new line	1000.00	1000.00	1000.00
Salaries	230432.00	249564.00	250803.00
<b>TOTAL</b>	<b>494912.00</b>	<b>542985.00</b>	<b>547358.00</b>

<b>CAPITAL</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Town Hall	1000.00	1000.00	1000.00
Buildings & Amenity Areas	7265.00	7500.00	7500.00
Street Lighting	9000.00	9000.00	9000.00
Projects	2000.00	20000.00	20000.00
Asset Replacement	5000.00	5000.00	4500.00
<b>TOTAL</b>	<b>24265.00</b>	<b>42500.00</b>	<b>42000.00</b>
<b>REVENUE EXPENDITURE</b>	<b>494912.00</b>	<b>542985.00</b>	<b>547358.00</b>
<b>CAPITAL EXPENDITURE</b>	<b>24265.00</b>	<b>42500.00</b>	<b>42000.00</b>
<b>CONTINGENCY</b>	<b>5550.00</b>	<b>5550.00</b>	<b>5550.00</b>
	<b>524727.00</b>	<b>591035.00</b>	<b>594908.00</b>
<b>LESS INCOME</b>	<b>83089.00</b>	<b>83375.00</b>	<b>76150.00</b>
<b>PRECEPT REQUIRED</b>	<b>441638.00</b>	<b>507660.00</b>	<b>518758.00</b>
		<b>Est 5155</b>	<b>Est 5155</b>
	<b>Est 5148</b>	<b>£98.47</b>	<b>£100.63</b>
<b>BAND D PROPERTIES</b>	<b>85.78 0%</b>	<b>14.8%</b>	<b>2.2%</b>

**The following budget lines are responsible for the increase in the precept**

Income is expected to be lower due to losing several classes at the Roxley Hall  
We are therefore not increasing our lettings, football or cricket charges

We are proposing to employ another grounds person (full year)  
and budgeted for an apprentice to start mid year