STOURPORT-ON-SEVERN TOWN COUNCIL

SUE SAUNDERS
TOWN CLERK

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THE CIVIC CENTRE
NEW STREET
STOURPORT-ON-SEVERN
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30th January 2019 SS/AP/F.6Feb19

TO MEMBERS OF THE FINANCE COMMITTEE

Dear Sir/Madam

MEETING OF THE FINANCE COMMITTEE – 5TH FEBRUARY 2019

You are hereby summoned to attend a MEETING of the FINANCE COMMITTEE of the STOURPORT-ON-SEVERN TOWN COUNCIL to be held in the Mayor's Parlour, The Civic Centre, New Street, Stourport-on-Severn on TUESDAY 5TH FEBRUARY 2019 commencing at 3.00 pm for the purpose of transacting the business set out in the Agenda below.

Yours faithfully

Sue Saunders

Town Clerk

AGENDA

1. To receive apologies for absence.

2. To confirm the Minutes of the Meeting of the Committee held on the 31st October 2018. (Appendix 1)

3. Declarations of Interest - to invite Members to declare any interest in any item on this Agenda.

4. Annual Audit for the year ended 31st March 2018. To receive the External Auditor's Report dated 24th September 2018, which provides a fully unqualified Certificate and Opinion. (Appendix 2).

5. Review of Mayoralty. To review the adequacy of the Mayoralty paid each year to the Town Mayor under the provisions of Section 176 of the Local Government Act 1972, and the allowance paid to the Deputy Mayor.

   The Town Council's policy has been to increase the allowances by inflation which is estimated to be 3%. If this is applied, the Mayoralty would increase from £4,805 to £4,906 and the allowance to the Deputy Mayor would increase from £927 to £946 in 2019-20; both with effect from the Annual Meeting of the Council to be held on the 14th May 2019.

6. Risk Assessment Review. To assess risks within the services and operations conducted by the Council, and to decide upon appropriate measures to avoid, reduce or control the risk of its consequences. (Appendix 3)

7. Parks Committee – to receive the recommendations in Minutes Nos. 24 and 25 of the Meeting of the Parks Committee held on the 22nd January 2019. (Appendix 4)

8. To consider the report of the Treasurer on the appended Budget for the Year ending 31st March 2020, including any expenditure service options. (Appendix 5)

9. To consider the reallocation of the Grants Budget to a Councillor Fund to be distributed within the local Community.

10. Arising from consideration of the foregoing Agenda items, and to the report of the Treasurer, to recommend to the Meeting of the Council to be held on the 12th February 2019 the level of the Council's:-

    (a) Budgeted expenditure for the year 2019-20, and

    (b) Precept on the District Council for the year 2019-20.

11. Additional signatory for Bank Account.

Any other business in accordance with Standing Orders.

COMMITTEE MEMBERS

The Mayor (Councillor D Little) (Chairman)
Councillor C J Brewer
Councillor D Sheppard
Councillor N Thomas

Agenda Item No. 2
Appendix 1

MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF STOURPORT-ON-SEVERN TOWN COUNCIL HELD IN THE MAYOR'S PARLOUR, THE CIVIC CENTRE STOURPORT-ON-SEVERN, AT 3.00PM ON TUESDAY 30TH OCTOBER 2018

PRESENT:	The Mayor	Councillor D Little (Chairman)
	Councillors:	C J Brewer
		D Sheppard
		M A Salter (substitute)
Observer:	Councillor:	Mrs V Higgs

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N Thomas.

2. MINUTES

It was RESOLVED that the Minutes of the Meeting of the Committee held on the 31st July 2018 be confirmed as a correct record, and signed by the Chairman.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. EXCLUSION TO THE PRESS AND PUBLIC

Decision: "Under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of "exempt information" as defined in paragraphs of Part 1 of Schedule 12A to the Act.

5. APPOINTMENT OF TOWN CLERK

The report was agreed in principle subject to amendments to be submitted to Council.

Chairman

The Meeting finished at 3.pm.

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Stourport On Severn Town Council (WO0140)**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature	SIGNATURE REQUIRED	Date	24/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

MINUTES OF A MEETING OF THE PARKS COMMITTEE OF STOURPORT-ON-SEVERN TOWN COUNCIL HELD IN THE MAYOR'S PARLOUR, CIVIC CENTRE, STOURPORT-ON-SEVERN 3.00PM ON TUESDAY 22ND JANUARY 2019

PRESENT:	Councillors:	Mrs V M Higgs (Chair) C Brewer K Henderson D Little Mrs L Henderson (Observer)
	Officers:	A Longville (Parks and Cemetery Superintendant) Mrs S Saunders (Town Clerk) G Shaw (Treasurer)

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: Mrs J P Bennett, R Lloyd and C Rogers.

22. MINUTES

It was **RESOLVED** that the Minutes of the meeting of the Committee held on 13th December 2018 be confirmed as a correct record and signed by the Chairman.

23. DECLARATIONS OF INTEREST

None.

24. TREASURER'S REPORT FOR PRIORITY AND BUDGET SETTING 2019/20

The Treasurer took Members through the report and highlighted the following:

- An email had been sent to MFG Solicitors chasing the lease for the Civic Centre from Worcestershire County Council. Members asked for a letter to be sent to the Chief Executive asking for the lease to be completed as soon as possible.

- A meeting had been held with Linda Draycott at Wyre Forest District Council, regarding the Riverside paddling pool. She advised that the lease agreement had not been signed but the paddling pool had transferred to Stourport Town Council with 100% of the costs to be paid by the Town Council in 2019/20. However, Wyre Forest District Council would still provide the expertise and manpower to run the paddling pool. Members agreed that localism funding would be applied for next year to help run the paddling pool.

- Salaries for all parks staff had been bought into line with NJC pay scales.

- Members agreed to increase 'headline' fee for the cemetery from £700 to £720 with effect from 1st April 2019 and allotment rents would increase from £40 to £44 for a full plot and from £20 to £22 for a small plot. It was noted that there had not been an increase in allotment rents for 4 years.

- There was a budget for replacement computers but it was perceived that this was quite high and some of the money would be allocated for the restoration work of the WWI memorial in the town gardens, for which quotes were awaited.

- The Council van would only be replaced if necessary.

25. SIGNAGE AT WAR MEMORIAL PARK

Members approved an additional £5,000 to the parks budget for new signage in the Memorial Park.

The treasurer was thanked for his informative report.

The meeting was closed at 3.35pm.

STOURPORT-ON-SEVERN TOWN COUNCIL
RISK ASSESSMENT updated JAN 2019

		IDENTIFIED RISK	ACTION TAKEN/REQUIRED	2019 UPDATE
Civic Centre and Civic Hall				
1.	Roof of Civic Hall	Hall unusable, claims for loss of income	Reroofing approved by Council Feb 16.	-
2.	Accidents at Civic Hall	Claims, litigation	Inspection, insurance.	-
3.	Civic Group struggle or collapse	Loss of income Empty building - vandalism etc.	Maintain strong, firm relationship Secure the building until re-let	Much improved. Quarterly meetings held with Trustees.
4.	Rear of Civic Hall	Failure to let - vandalism, loss of income	Unit is vacant at present.	Advertising unit for rent.
5.	Incubator unit offices	Local economy weakens so income falls Problem tenants (not yet arisen) Car parking disputes	Contract in place for managmt of units Contract in place for managmt of units Pay for more spaces when needed	- - -
6.	Lease with WCC not yet signed	WCC increase service charge WCC create difficulties in relation to tenancy	Chase solicitors to finalise lease Chase solicitors to finalise lease	Under discussion
7.	Civic Centre furniture and office equipment	Fire Data Loss	Computer data save Repair & Renewal Fund Insurance Appliance Testing Maintenance Contract/Self Insurance Security Software Contingency Planning Annual Health & safety inspection	- - - - - - - -
Town Council staff, administration and governance				
8.	Staff	Loss of key staff especially if at same time	Periods of notice Business continuity plans	New staff have contracts
9.	Governance and business procedures minimal	Exposure to financial loss and claims	Secure Council approval of procedures	-
10.	Responsibility for Health and Safety	Accidents to staff and/or service users, exposure to claims and financial loss and reputational damage	AGREEMENT REACHED FOR WYRE FOREST DISTRICT COUNCIL TO SUPPLY HEALTH AND SAFETY SERVICE TO STC.	Agreement in place but to be reviewed.
11.	Land and property registration and database	Claims, disputes, admin costs etc..	Establish registration and database. TOWN CLERK WORKING WITH WFDC TO PROGRESS THIS	Actively being progressed.
12.	Elected members	Insufficient future quantity and/or quality	Initiatives to encourage public interest.	Website and facebook page well established.
Town Council finances				
13.	Loss of Council Tax Compensation Grant	WFDC warned us that this may not continue. NOW KNOWN THAT THIS BEING PHASED OUT OVER 3 YEARS	Financial planning. Manage expectation of future spend power.	2019/20 budget report includes this

STOURPORT-ON-SEVERN TOWN COUNCIL
RISK ASSESSMENT updated JAN 2019

		IDENTIFIED RISK	ACTION TAKEN/REQUIRED	2019 UPDATE
Abberley Avenue				
14.	Public Open Space (Common Land)	Management & Maintenance	Grass cutting in growing season	-
Areley Kings				
15.	Recreation Ground	Management and maintenance	Removal of fly tipped waste Insurance Annual Health & safety inspection Play Equipment installed	- - - -
Allotment Land				
16.	Kingsway	Management & maintenance of sites	Allotment Rep at each location	-
17.	Areley Kings	Damage to site, loss of income, non-compliance with rules etc..	Insurance. Attendance by our Parks Manager at allotment committee meeting.	-
Cemetery , Minster Road				
18.	Land	Vandalism, Management & Maintenance	Annual Health & safety inspection, on site staffing, frequent inspections by Cemetery Supt.	-
19.	Cemetery Portakabin	Damage, Fire and Safety of staff and visitors	Insurance. Hazardous items being stored in Brick Building.	-
20.	Cemetery Toilet Block	Damage, Fire and Safety of staff and visitors	Appliance Testing	-
21.	Cemetery Office Contents	Damage, Fire and theft.	Contingency Planning Computerising of cemetery records ongoing.	- -
Vale Road/ Mitton Street				
22.	Public Gardens	Management & Maintenance and Vandalism	Insurance	-
Memorial Park				-
23.	Stourport Com Centre - Changing Rooms, Building	Damage, Fire and Safety of staff and visitors	Insurance.	-
24.	Stourport Com Centre - Changing Rooms, Contents	Damage Fire and theft	Insurance.	-
25.	Memorial Park Bandstand	Materials Damage	Daily visit by staff Improvements to bandstand were made in 2018 and more to follow.	- -
26.	War Memorial Gates, Railings, Green Gym, Play Equipment	Damage and theft	Contingency Planning Annual Health & safety inspection	- -
27.	Trees within Memorial Park and other sites	Damage and falls, safety of general public.	Tree inspection and Management SLA with Wyre Forest District Council	Agreement in place but to be reviewed.
Town Clock and Clock Tower				
28.	Town Clock and Tower	Management & Maintenance	Weekly inspection Insurance Structural Engineer Inspections	Ongoing - -
Bus Shelters and Public Seats				
29.	Bus Shelters and Public Seats	Management & Maintenance Vandalism	Insurance Inspection Staff patrols	- - -

STOURPORT-ON-SEVERN TOWN COUNCIL
RISK ASSESSMENT updated JAN 2019

		IDENTIFIED RISK	ACTION TAKEN/REQUIRED	2019 UPDATE
Street Lighting				
30.	Street Lighting	Management & Maintenance	Insurance	-
		Vandalism	Inspection	-
			Staff patrols	-
Christmas Lights				
31.	Christmas Lights	Management & Maintenance	Insurance	-
			Staff & Volunteer Training	-
			Health & safety inspection	-
			Risk Assessment	-
Vehicles and Plant				
32.	General Purpose Van	Management & Maintenance	Insurance	-
	John Deere Mini Tractor	Vandalism, Theft	Servicing & testing	-
	John Deere Pedestrian Mower	Theft	Repair & Renewal Fund	-
	Hayter Ride on Mower	Theft	Repair & Renewal Fund	-
Civic Items				
33.	Mayor's Robe Chain and Badge	Theft	Insurance	-
	Coat of Arms and Silver Casket	Damage	Security	-
	Display Case, Chest and Contents	Theft	Insurance	-
Contracts				
34.	Contracts	Management	Risk Register	-
		Liquidation/Bankrupcy	Contingency Planning	-
			Engagement of specialists	-
			Council Standing Orders	-
			Financial Regulations	-
			Minimise no. of contracts entered into	-

STOURPORT-ON-SEVERN TOWN COUNCIL

FINANCE COMMITTEE
MEETING ON 5th FEBRUARY 2019

REPORT OF THE TREASURER ON THE BUDGET 2019/20

1. INTRODUCTION

The Committee needs to recommend a budget and a precept for 2019/20 to the Council.

Members may recall that Wyre Forest District Council (WFDC) have been, as a result of reductions in Government grants, phasing out annual Council Tax compensation payments to the Town Council of £29,682 as follows:

- At 1st April 2017: reduced to £22,103;
- At 1st April 2018: reduced further to £7,700; and
- At 1st April 2019: reduced to nil.

This year's budget round is, therefore, when the Town Council takes the final 'hit' arising from this change. The Town Council decided in February 2017 to make a modest start immediately on protecting the Council's ongoing financial position and approved an increase in its precept from £27.12 to £28.12 (3.7%). In February 2018 the Town Council approved an increase from £28.12 to £29.50 (4.9%).

The Council also decided in 2017 to support the principle of gradual increases in cemetery fees rather than no increase followed by significant increase.

The appendices attached provide:

- Revised estimates for the current year;
- A draft budget for 2019/20; and
- A projection for 2020/21.

2. ACTUAL INCOME AND EXPENDITURE TO 31st DECEMBER 2018

Accepted good accounting practice requires that budgetary control be carried out during each financial year. This has been happening as usual and is reflected in these papers by the inclusion of a column showing 'Actual Apr-Dec' and this, in turn, is included in the next column i.e. Revised Estimate for 2018/19.

3. REVISED ESTIMATE 2018/19

Total net expenditure per the Revised Estimate for 2018/19 is £235,561, £18,613 more than the Original Estimate of £216,948. Significant variations are as follows:

	£	£
Costs greater than budgeted and reduced income		
Salaries*	13,654	
Civic Centre offices - rent income less than budgeted**	13,300	
Health and safety service	2,500	
Admin – miscellaneous (includes NALC subscription)	2,791	
Indirect employee costs	1,551	
Grave-digging	1,790	
		35,586
Spending less than budgeted		
Contribution to computer fund	-1,500	
Town Centre toilets – provision not needed	-7,000	
Offices to let – marketing etc – new arrangement	- 1,875	
Insurance – cost less than budgetted	-3,592	
Civic Centre business rates – costs below budget	-2,325	
		-16,292
Other minor variations		-681
Total variations		**-18,613**

* This variance on salaries arises from (a) regularising the pay of the Parks staff in line with proper pay grades; and (b) an increase in the hours to be worked by the Town Clerk.

** There are now more grounds for optimism but a number of tenants, particularly of our larger offices, left and it has been difficult to find replacement tenants.

[Members have been aware of these two significant variances during the financial year.]

Members may recall that we will pay **service charges to Worcestershire County Council in relation to our occupation of the first floor of the Civic Centre.** I reported to you last year that

> *'...Sums had been set aside for meeting these service charges but the County had provided little or no information about what the charges for 2015/16, 2016/17 and 2017/18 would actually be. In the last couple of months some figures have been provided and, I'm pleased to report, they are lower than the sums set aside. Further, the County Council have re-measured the areas and our proportion of the space has been reduced, resulting in a further reduction in the expected charge. Thus, there is a significant saving and this will follow through into 2018/19 and beyond.'*

There is, basically, little change in this position so we will need again to set aside sums in 2018/19 and 2019/20 in order to eventually pay the County (or, to be more precise, Place Partnership). These sums can only be estimated so there is scope for variances between these estimated sums and the eventual actual charges.

4. DRAFT BUDGET 2019/20 & BUDGET PROJECTION 2020/21

The summary page of the draft budget shows Total Net Expenditure for 2019/20 of £244,622 and £236,114 for 2020/21. The figures include provision for pay inflation of 2% (in accordance with pay award) and some allowances have been made for price inflation where it appears to be merited. Following the recent proposals of Parks Committee the income estimates are based on:

- cemetery fees increasing from £700 to £720 for adult of normal size (a 2.9% increase) with other cemetery charges increasing in line with this; and
- rents for allotments increasing from £40 to £44 (large plots) and from £20 to £22 (small plots) from 1st April 2019.

The issues arising in preparing the draft budget for 2019/20 include:

- as mentioned in the first paragraph of this report, the final 'hit' (£7,700) from the loss of Council Tax Compensation Grant;
- the full-year cost arising from increasing the number of hours worked by the Town Clerk;
- taking over the full annual cost (approx £12,000) of running the Paddling Pool (the agreement was that we met half in 2018/19 and the full cost thereafter);
- the difficulty in forecasting rental income from 'incubator units' (offices) on the first floor of the Civic Centre. Our arrangements for marketing these units have changed and we have received more interest in the last couple of months than we had through the summer and autumn. The draft budget incorporates prudent assumptions but significant efforts are being made to fill remaining units;
- continuing uncertainty about the service charge for occupying our offices at the Civic Centre – I will update members on this matter at the meeting;
- the request from Parks Committee to make provision of £5,000 in 2019/20 for service improvements.

Members are, of course, very welcome to discuss these issues and the draft budget figures can be amended as appropriate.

Service options

- War Memorial stone refurbishment – estimated £7,000 (funding from external sources to be sought);
- Parks Committee have requested that £5,000 be provided for in the budget to enhance service provision – the precise allocation of this to projects to be determined by Parks Committee in due course – is this request supported?;
- Are there any items in the business plan that warrant adding specific sums into the budget?
- Risk management – are there any issues requiring budget provision?
- Other – do members have any other spending proposals for which budget provision should be made?

Savings

- Telephone costs – the 01299 number (which simply diverts to our main 01562 number) costs the Council almost £1,000 per year and has very limited benefit – should this be phased out and a saving achieved?
- Do members have any proposals for savings in the Town Council's budget?

Please note that the Budget projection for the financial year 2020/21 has been provided to assist with developing budget strategy.

5. VEHICLE, EQUIPMENT , ELECTIONS ETC PROGRAMMES AND FUNDS

Council policy is to maintain a number of funds to avoid 'spikes' in expenditure that distort the pattern of expenditure between financial years. The programme attached meets the costs of vehicle and equipment replacements in the foreseeable future. Annual contributions to build the funds for this are included in the draft budget.

It is now clear that the amount held in the computer fund is more than sufficient for our needs and I have, therefore, reduced the annual contribution to the fund from £2,500 to £1,000. There will be £16,397 in the fund at 31st March 2019 and some of this could be made available to:

- meet one-off costs such as the refurbishment of the war memorial;
- bolster, and possibly merge with, the vehicles and plant fund; and/or
- reduce the precept increase.

Members views on this will be welcome.

6. DETERMINATION OF THE PRECEPT FOR 2018/19

(a) COUNCIL TAX BASE

The Town Council's Council Tax base has been set by the District Council at 6,914 which represents an increase from that set for 2018/19 at 6,849. This means that:

- even with no increase in the current charge of £29.50 the precept income to the Town Council will increase from £202,045 to £203,963; and
- a £1 increase to the Council Tax from the current charge of £29.50 to £30.50 would increase the Council's precept income by a further £6,914.

(b) WORKING BALANCE

Council policy has been for some years to maintain a minimum balance of £50,000. The balance at the end of 2018/19 is forecast to be £71,180. On the basis of the estimates presented and a £2.20 (7.5%) increase in the £29.50 Council Tax to £31.70 this will reduce to £52,690 by 31st March 2020 and, assuming a further £2.30 (7.3%) increase to £34 in 12 months time, fall to a projected £51,650 by 31st March 2021.

(c) PRECEPT FOR 2018/19

Members will, as always, want to strike a balance between protecting the Council's services, both now and for the foreseeable future, and minimising the Council Tax. It is recognised that different members may strike this balance differently but the Council does have to come to a decision.

Members may be surprised at the size of the suggested increases in precept but need to bear in mind the following:

- The final stage in the loss of Council Tax Compensation Grant;
- The assumption of responsibility for the paddling pool;
- The agreed increase from 17 to 24 in the number of hours to be worked by the Town Clerk;
- The regularising of pay for the Parks team;
- The request of Parks Committee (assumed here to be supported) for an extra £5,000 in 2019/20;
- Uncertainty of income from the office units at the Civic Centre; and
- Uncertainty of size of Civic Centre service charge payments to Place Partnership.

The amount of balances held by the Town Council has fallen at the last two year-ends and is forecast to fall by a further £25,000 in the current financial year and further in the coming financial year. Clearly this cannot continue indefinitely. This is why it is suggested that a 7.5% increase this year followed by a 7.3% increase next year may be required to stem the deficits and keep the level of balances above £50,000. However, much will change before the Town Council needs to decide on its 2020/21 precept so a 7.3% increase next year should, by no means, be regarded as 'set in stone'. It is recognised that these are substantial increases and I am, of course, happy to discuss with the Committee how we might be able to reduce them.

Members may be interested to see how the Stourport precept in 2018-19 compared with that of other sizable town and parish councils in Worcestershire.

Local Authority	Parish Name	Band D council tax (£)
Wyre Forest	Kidderminster Town Council	31.00
Malvern Hills	Malvern	98.99
Wychavon	Evesham	56.72
Wychavon	Droitwich Spa	41.67
Wyre Forest	**Stourport-on-Severn**	**29.50**
Bromsgrove	Wythall	27.50
Wyre Forest	Bewdley	39.43
Wychavon	Pershore	65.90
Bromsgrove	Hagley	54.10
Bromsgrove	Catshill and North Marlbrook	19.57
Bromsgrove	Alvechurch	48.58

7. ***RECOMMENDATIONS***

It is RECOMMENDED that the Committee Recommends to Council:

1. ***A decision in relation to burial fees and allotment rents;***
2. ***Approval of the Revised Estimates for 2018/19;***
3. ***Approval of a draft Budget for 2019/20 and the Vehicle, Equipment and Election Programme.***
4. ***An appropriate level of precept after taking into account the draft Budget, any further budget 'bids' and the remainder of this report.***

I will be pleased to respond to any questions arising and help the Committee to decide on its recommendations.

Graham Shaw
Stourport-on Severn Civic Centre
January 2019

STOURPORT-ON-SEVERN TOWN COUNCIL
FINANCE COMMITTEE
BUDGET 2019/20 - SUMMARY

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£		£	£	£	£	£
39,611	1. ADMINISTRATION	35,084	25,259	42,068	41,944	42,408
47,016	2. COST OF DEMOCRACY	33,609	21,933	35,390	36,087	36,587
13,692	3.SERVICES TO THE PUBLIC	15,050	6,177	16,051	15,960	15,960
79,730	4. MEMORIAL PARK + TOWN GARDENS	89,495	53,599	95,702	105,248	107,131
16,266	5. CEMETERY	16,469	12,944	21,443	22,886	23,280
5,109	6. ALLOTMENTS	7,061	2,900	7,641	7,661	7,872
136,998	7. NON-RECURRING	17,000	6,373	10,000	12,000	-
- 11,093	8. STOURPORT CIVIC CENTRE	3,180	- 55,332	7,266	2,875	2,875
327,330	**TOTAL NET EXPENDITURE**	**216,948**	**73,852**	**235,561**	**244,662**	**236,114**
- 191,020	9. PRECEPT ON WYRE FOREST D. C.*	- 202,046	- 202,046	- 202,046	- 219,174	- 235,076
- 22,103	10. COUNCIL TAX COMPENSATION GRANT	- 7,700	- 7,700	- 7,700	-	
- 4,980	11. FUNDING FROM CIVIC HALL RESERVE	-	-	-	-	-
- 13,637	12. FUNDING FROM PLANNING AGREEMT	-	-	-	-	-
- 8,250	13. FUNDING FROM ELECTION RESERVE	-	-	-	-	-
- 84,539	14. FUNDING FROM MEMORIAL PARK FUND	-	-	-	-	-
-	15. FUNDING FROM COMPUTER FUND	-	-	-	- 7,000	
2,802	**DEFICIT/(-SURPLUS) ON YEAR**	7,202	- 135,895	25,815	18,488	1,038
	WORKING BALANCE PROJECTION					
- 99,798	Balance at 1st April	- 99,629		- 96,995	- 71,180	- 52,690
2,803	Less: Deficit/(- Surplus) on Year	7,202		25,815	18,488	1,038
- 96,995	**Surplus Working Balance at 31st March**	**- 92,427**	**-**	**- 71,180**	**- 52,690**	**- 51,650**

* Figs for precept income based on a £2.20 increase in 2019 from a base of £29.50 and and a further £2.30 increase in 2020.

STOURPORT-ON-SEVERN TOWN COUNCIL
FINANCE COMMITTEE
BUDGET 2019-20

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**1. ADMINISTRATION**	£	£	£	£	£
	Expenditure					
	Employees					
157,812	Salaries and Wages	161,526	114,957	175,180	182,297	186,442
- 140,166	*Less: Recharges*	- *143,342*	- *102,103*	- *155,591*	- ***161,913***	- *165,594*
17,646	Net Salaries and Wages	18,184	12,854	19,588	20,384	20,848
2,165	Indirect Employee Costs	800	1,099	2,351	800	800
	Supplies and Services					
26	Office Equipment	100	-	50	100	100
1,159	Printing and Photocopying	1,200	1,012	1,200	1,200	1,200
540	Books, Vending and Stationery	500	319	500	500	500
1,315	Audit Fees	1,300	25	1,300	1,300	1,300
2,445	Postage and Telephones	3,000	1,259	2,600	3,000	3,000
2,500	Contribution to Computer/Equipt/Blgs	2,500	-	1,000	1,000	1,000
315	Bank Charges	200	257	360	360	360
4,328	Insurances	5,400	6,008	6,008	6,100	6,100
4,125	Health and Safety Service	2,000	-	4,500	4,500	4,500
-	Health and Safety Inspections	300	-	300	300	300
-	Finance Software - maintce	-	-	-	-	-
1,948	Miscellaneous	0	2,791	2,791	2,800	2,800
38,512	**Total Expenditure**	**35,484**	**25,624**	**42,548**	**42,344**	**42,808**
	Income					
- 400	Interest Received	-400	-365	-480	-400	-400
38,111	**TOTAL NET EXPENDITURE**	**35,084**	**25,259**	**42,068**	**41,944**	**42,408**

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**2. COST OF DEMOCRACY**	£	£	£	£	£
	Expenditure					
	Employees					
19,068	Salary and Wages Recharged	19,649	13,890	21,167	22,027	22,527
	Supplies and Services					
	Mayoral Board	60	156	156	60	60
607	Mayors chain engraving,robe, etc.	600	1,713	1,713	600	600
579	Printing	400	125	400	400	400
20	Other Expenses	100	-	50	100	100
5,565	Mayor and Deputy Mayor Expenses	5,800	5,269	5,732	5,900	5,900
2,541	Civic Occasions	2,000	1,008	1,400	2,000	2,000
13,637	Elections	-	- 228	-228	0	0
5,000	Elections - Contribution to reserve	5,000	-	5,000	5,000	5,000
47,016	**Total Expenditure**	**33,609**	**21,933**	**35,390**	**36,087**	**36,587**
47,016	**TOTAL NET EXPENDITURE**	**33,609**	**21,933**	**35,390**	**36,087**	**36,587**

STOURPORT-ON-SEVERN TOWN COUNCIL
FINANCE COMMITTEE
BUDGET 2019-20

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**3. SERVICES TO THE PUBLIC**	£	£	£	£	£
	Expenditure					
	Repair and Maintenance of Buildings					
220	Town Clock winding and maintenance	220	-	220	230	230
	Supplies and Services					
2,400	Grants to Organisations	2,700	500	2,700	2,700	2,700
3,000	Grant to Stourport Forward	3,000	-	3,000	3,000	3,000
450	Other Grants incl. Churchyds	1,570	-	1,570	1,570	1,570
6,038	Christmas Lights	5,300	3,576	5,300	5,300	5,300
	Website - ongoing costs	1,000	-	1,000	1,000	1,000
2,084	Town Twinning	2,000	2,101	2,101	2,000	2,000
- 500	Street Sign 30 mph	160	-	160	160	160
13,692	**TOTAL NET EXPENDITURE**	**15,950**	**6,177**	**16,051**	**15,960**	**15,960**

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**4. MEMORIAL PARK AND TOWN GARDENS ETC.**	£	£	£	£	£
	Expenditure					
	Employees					
59,979	Salary and Wages Recharged	60,713	43,691	66,579	69,284	70,859
	Premises Related Costs					
13,452	Maintenance of Grounds	11,900	8,408	11,900	11,900	12,200
599	Electricity	500	213	500	500	500
823	Business Rates	430	-	-	430	430
149	Water Charges	100	67	100	100	100
285	Cleaning Materials	150	112	400	400	400
60	Fire Extinguishers	30	-	60	60	60
	Transport Related Costs					
2,134	Vehicle and Mower Running Costs	2,000	991	2,000	2,000	2,000
1,600	Contr to Vehicle Renew Fund	1,700	-	1,700	1,800	1,800
	Supplies and Services					
2,366	Equipment	2,000	525	2,000	2,000	2,000
375	Tree Survey and Surgery	1,000	-	1,000	1,000	1,000
-	Riverside Paddling Pool	11,624	-	12,622	12,622	12,622
-	Tree inspection arrangement	3,820	-	3,820	3,820	3,820
-	Playgrnd inspection arrangmnt	240	-	240	240	240
817	Other expenditure	-	-	-	-	
82,639	**Total Expenditure**	**96,207**	**54,007**	**102,921**	**106,156**	**108,031**
	Income					
- 400	Rent - Land Com Cen Mem Park	- 400	- 400	-400	-400	-400
- 500	Rent - Land Com Cen A Kings Rec	- 500		-500	-500	-500
-	Riverside Paddling Pool - WFDC	- 5,812		- 6,311	-	-
- 2,000	Paddling Pool - Localism Fund	-	-	-	-	
- 8	Other income	-	- 8	-8	-8	
- 2,908	**Total Income**	**- 6,712**	**- 408**	**- 7,219**	**- 908**	**- 900**
79,730	**TOTAL NET EXPENDITURE**	**89,495**	**53,599**	**95,702**	**105,248**	**107,131**

STOURPORT-ON-SEVERN TOWN COUNCIL
FINANCE COMMITTEE
BUDGET 2019-20

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**5. CEMETERY**	£	£	£	£	£
	Expenditure					
	Employees					
53,063	Salary and Wages Recharged	54,679	38,654	58,903	61,296	62,690
	Premises Related Costs					
622	Electricity	500	344	500	500	500
4,175	Refuse Collection/Disposal	4,100	2,581	4,400	4,500	4,500
	Transport Related Costs					
545	Vehicle and Mower Running Costs	400		400	400	400
	Supplies and Services					
5,980	Grave-digging	6,450	5,100	8,240	8,300	8,300
300	Books-Official Register, etc.	250	-300	300	300	300
90	Subscription to ICCM	90	90	90	90	90
200	Misc. Expenditure	100	-	-		
64,976	**Total Expenditure**	**66,569**	**46,469**	**72,833**	**75,386**	**76,780**
	Income					
	Customer Receipts					
- 48,710	Burial Fees	- 51,000	- 33,525	- 51,390	- 52,500	- 53,500
- 48,710	**Total Income**	**- 51,000**	**- 33,525**	**- 51,390**	**- 52,500**	**- 53,500**
16,266	**TOTAL NET EXPENDITURE**	**15,569**	**12,944**	**21,443**	**22,886**	**23,280**

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**6. ALLOTMENTS**	£	£	£	£	£
	Expenditure					
	Employees					
8,056	Salary and Wages Recharged	8,301	5,868	8,943	9,306	9,517
	Premises Related Costs					
-	Water Charges	1,500	-	1,500	1,500	1,500
	Supplies and Services					
167	Skip hire and disposal	500	333	500	500	500
114	Miscellaneous	-				
359	Commission on rent collection	360	362	362	385	385
8,695	**Total Expenditure**	**10,661**	**6,564**	**11,305**	**11,691**	**11,902**
	Income					
	Customer Receipts					
- 3,586	Allotment Rents	- 3,600	- 3,664	- 3,664	- 4,030	- 4,030
- 3,586	**Total Income**	**- 3,600**	**- 3,664**	**- 3,664**	**- 4,030**	**- 4,030**
5,109	**TOTAL NET EXPENDITURE**	**7,061**	**2,900**	**7,641**	**7,661**	**7,872**

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**7. NON-RECURRING EXPENDITURE**	£	£	£	£	£
	Expenditure					
86,827	Memorial Park - developments	-				
21,125	Areley Kings allotments - fence restoration	-				
10,451	Civic Hall Refurbishment - roof repairs	-				
1,959	Website - Stourport Forward	-				
3,406	Civic Hall - fire doors	-				
4,980	Parks Ctte - improved service provision	10,000	6,373	10,000	5,000	-
	Refurbishment of war memorial				7,000	
8,250	Town Centre toilets - provisional	7,000		-	-	
52,359	Planng agreemt -pay receipt into Fund	-				
189,356	**Total Expenditure**	**17,000**	**6,373**	**10,000**	**12,000**	**-**
	Income					
- 52,359	Receive developers contrib via WFDC	-				
- 52,359	**Total Income**	**-**	**-**	**-**	**-**	**-**
136,998	**TOTAL NET EXPENDITURE**	**17,000**	**6,373**	**10,000**	**12,000**	**-**

STOURPORT-ON-SEVERN TOWN COUNCIL
FINANCE COMMITTEE
BUDGET 2019-20

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	**8. STOURPORT CIVIC CENTRE**	£	£	£	£	£
	Expenditure					
2,000	Acquisition Costs and Legal Advice	2,000	- 2,000	2,000	1,000	1,000
4,500	Offices to let - marketing etc.	4,500	2,250	2,625	1,500	1,500
7,152	Building maintenance (day to day)	1,000		1,000	1,000	1,000
3,500	Telephone/Computers/Broadband	3,180		3,180	5,145	5,145
260	Equipment Lease	-				
	Utilities					
	Gas	3,430		3,430	3,530	3,530
1,293	Electricity	180	2,797	180	190	190
3,425	Water	2,100		2,100	2,160	2,160
	Insurance	4,200	-	-	-	-
3,290	Business Rates	4,000	2,651	1675	1,750	1,750
350	Building maintenance (sinking fund)					
670	Window Replacement	3,290		3,290	3,290	3,290
850	Lift	350		350	350	350
	Car Park	670		670	670	670
- 6,317	Redecoration	850		850	850	850
	Service Charges					
	Security/Caretaking	1,030	- 42,521	1,030	1,060	1,060
	Building maintenance (day to day)	1,540		1,540	1,580	1,580
	Grounds maintenance	660		660	680	680
	Insurance - Building	300		300	310	310
	Cleaning/Waste Disposal/Window Cleaning	6,900		6,900	7,110	7,110
20,973	**Total Expenditure**	**40,180**	**- 36,824**	**31,780**	**32,175**	**32,175**
	Income					
- 4,500	Civic Group - Contrib re Insurance and Maintce	- 4,500	- 3,375	- 4,500	- 4,500	- 4,500
- 793	Electricity income from offices	- 500	- 885	- 885	- 500	- 500
- 25,273	Rent Income from offices	- 32,000	- 13,820	- 18,700	- 24,300	- 24,300
	Sale of piano		- 429	- 429	-	
- 30,566	**Total Income**	**- 37,000**	**- 18,509**	**- 24,514**	**- 29,300**	**- 29,300**
- 9,593	**TOTAL NET EXPENDITURE**	**3,180**	**- 55,332**	**7,266**	**2,875**	**2,875**

STOURPORT-ON-SEVERN TOWN COUNCIL
BUDGET 2019-20
FUNDS AND RESERVES

	2018/19		2019/20	2020/21	2021/22	2022/23
	Original Estimate	Revised Estimate	Estimate	Estimate	Estimate	Estimate
	£	£	£	£	£	£
1. Vehicle and Mower Replacements						
Balance b/f	887	1,636	3,336	- 2,564	- 764	1,036
General Purpose Van			- 5,700		-	-
2 Pedestrian Mowers		-	- 2,000	-	-	-
Annual Contributions from Budget	1,700	1,700	1,800	1,800	1,800	1,800
Balance c/f	**2,587**	**3,336**	**- 2,564**	**- 764**	**1,036**	**2,836**
2. Elections						
Balance b/f	14,772	7,972	12,972	- 2,028	2,972	7,972
Town Council Elections	-	-	- 20,000	-	-	-
Annual Contributions from Budget	5,000	5,000	5,000	5,000	5,000	5,000
Balance c/f	**19,772**	**12,972**	**- 2,028**	**2,972**	**7,972**	**12,972**
3. Computers, Furniture, Equipment and Buildings						
Balance b/f	15,397	15,397	16,397	10,397	11,397	12,397
Computer Equipment and Bdgs	-	-	- 7,000	-	-	-
Annual Contributions from Budget	2,500	1,000	1,000	1,000	1,000	1,000
Balance c/f	**17,897**	**16,397**	**10,397**	**11,397**	**12,397**	**13,397**
4. Civic Centre Planned Maintenance						
Balance b/f	3,290	3,310	8,470	13,630	18,790	23,950
Planned Expenditure						
Annual Contributions from Budget	5,160	5,160	5,160	5,160	5,160	5,160
Balance c/f	**8,450**	**8,470**	**13,630**	**18,790**	**23,950**	**29,110**