

**FOURTH DRAFT (January 2020)**

Inflation increases based on RPI in August 2019

2.6%

At 31/12/2019

Month

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**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

(changes since THIRD DRAFT are highlighted)

	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget 2018/19	Actuals 2018/19
		Annual At 31/12/2019	YTD Budget At 31/12/2019			
<b>INCOME</b>						
Precept	506,813	505,452	379,089	379,089	496,472	496,472
Council Tax Reduction Grant	-	3,660	2,745	2,745	9,430	9,430
Market & Christmas Festival [Net]	41,420	39,917	29,938	78,019	39,047	34,930
Rents [Net]	7,566	7,775	5,831	7,566	7,775	7,566
Interest on Investments	17,500	21,952	16,464	15,790	19,224	17,499
Interest on Bank Accounts	360	360	270	291	350	386
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	625	469	1,225	625	752
Grant - Neighbourhood Plan	-	-	-	-	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	(5,564)	7,165	5,375	(2,881)	5,065	489
Reserves for NDP & Tranquility Garden	-	-	-	-	-	28,367
Further Funding from Reserves	293,664	148,551	111,413	12,771	47,774	
	862,793	735,457	551,593	494,615	625,762	595,892
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	455,456	421,654	316,241	250,486	346,780	323,429
Civic Expenditure	85,943	89,022	66,767	46,911	92,555	59,522
Cemetery [Net]	128,367	133,782	100,336	79,313	96,808	105,822
Holy Trinity Churchyard & Garden of Remembrance	3,000	2,500	1,875	4,616	2,500	3,199
Tranquility Garden [Net]	(4,107)	(3,167)	(2,375)	(6,476)	(7,300)	(7,330)
Allotment [Net]	(159)	(161)	(121)	-	(155)	301
Hatton Rock	19,361	19,293	14,470	5,693	18,010	7,025
Initiatives, Projects and Grants (Excluding Tranquility Garden & NDP)	174,934	103,934	77,951	78,283	95,193	120,879
Contingency for Inflation (included in above)	7,884	8,059			5,354	
	862,793	766,857	575,141	458,826	644,391	612,847
<b>NET Surplus (Deficit)</b>	-	(31,400)	(23,548)	35,789	(18,629)	(16,955)
<b>Council Tax Base</b>	13225.8	13190.3			12955.96	
<b>Annual Rate Charge Per Household</b>	£38.32	£38.32			£38.32	
<b>% change over 2019/20</b>	0.0%	0.0%			0.0%	
<b>Precept Change (incl. Reduction Grant)</b>	-£2,299	£3,210			£9,217	

N.B. The original budget agreed by Council for 2019/20 was £735,458  
During the year, Council agreed virements from designated and general reserves, increasing the working budget by £5,143 (F&S Mar 2019 GP Apr 2019)  
A virement from designated reserves of £25,000 was agreed (F&S Nov 2019) to cover costs of Town Hall maintenance (including professional fees)  
Further virements of £1,257 were also agreed (F&S Nov 2019) from general reserves, increasing the working budget by £31,400 in total  
These adjustments are included in the 2019/20 Budget figures shown here

## MARKET & CHRISTMAS FESTIVAL

### FOURTH DRAFT (January 2020)

(changes since THIRD DRAFT are highlighted)

	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget	Actuals
		Annual At 31/12/2019	YTD Budget			
<b>INCOME</b>						
Market	143,943	140,295	105,221	142,119	138,142	137,923
Christmas Festival	-	-	-	-	-	-
	<b>143,943</b>	<b>140,295</b>	<b>105,221</b>	<b>142,119</b>	<b>138,142</b>	<b>137,923</b>
<b>EXPENDITURE</b>						
Market - District Council Share	86,366	84,177	63,133	63,680	82,885	82,754
Market - Tripartite Marketing Expenses	2,879	2,806	2,105	300	2,763	3,004
Christmas Festival	13,278	13,395	10,046	120	13,447	17,235
	<b>102,523</b>	<b>100,378</b>	<b>75,284</b>	<b>64,100</b>	<b>99,095</b>	<b>102,993</b>
<b>NET INCOME</b>	<b>41,420</b>	<b>39,917</b>	<b>29,938</b>	<b>78,019</b>	<b>39,047</b>	<b>34,930</b>

## TOWN HALL COMMERCIAL MANAGEMENT

	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget	Actuals
		Annual At 31/12/2019	YTD Budget			
<b>INCOME</b>						
Lettings	30,876	41,633	31,225	22,570	38,262	32,055
Sundry Income	314	55	41	235	833	144
	<b>31,190</b>	<b>41,688</b>	<b>31,266</b>	<b>22,805</b>	<b>39,095</b>	<b>32,199</b>
<b>EXPENDITURE</b>						
Personnel	27,202	25,688	19,266	19,712	25,135	22,156
Security Personnel	793	793	595	416	2,000	914
Cleaning & Laundry	3,600	3,600	2,700	2,648	3,600	3,633
PRS and Licenses	1,653	1,019	764	2,680	385	3,754
Operating Equipment	914	800	600	70	300	914
Travel & Subsistence	350	350	263	111	350	289
Marketing, Publicity & Special Projects	1,500	1,500	1,125	-	1,500	-
Other Costs	500	500	375	50	500	50
Contingency for Inflation	242	272	204		259	
	<b>36,754</b>	<b>34,523</b>	<b>25,892</b>	<b>25,686</b>	<b>34,030</b>	<b>31,709</b>
<b>NET INCOME</b>	<b>(5,564)</b>	<b>7,165</b>	<b>5,375</b>	<b>(2,881)</b>	<b>5,065</b>	<b>489</b>

**OPERATIONAL & ADMINISTRATION**
**FOURTH DRAFT (January 2020)**

	Proposed Budget 2020/21	Budget 2019/20		Year to Date	Budget	Actuals
		Annual At 31/12/2019	YTD Budget	Actuals 2019/20		
<b>EXPENDITURE</b>						
Rother Street Clock Tower	220	220	165	165	220	85
STC Meeting Expenses & Subsistence	1,000	1,000	750	560	1,000	706
Travel and Subsistence	250	250	188	258	250	82
Borough Records	350	350	263	-	350	-
Salaries, Wages and Related Costs	189,834	193,076	144,807	146,992	221,546	196,345
Recruitment	1,500	1,500	1,125	412	1,500	290
Advertising & Publicity	1,000	1,000	750	-	1,000	69
Office Equipment and Furniture & Stationery	3,600	5,400	4,050	2,399	5,400	5,284
Equipment Rental	2,274	2,274	1,706	1,075	2,000	1,560
Combined Insurance Policy	12,124	18,000	13,500	8,811	15,420	15,396
Telephones	2,200	2,200	1,650	1,616	2,200	2,095
Postage & Carriage	1,000	1,500	1,125	777	1,500	891
Avon Planning Services	4,080	4,080	3,060	3,400	4,080	4,080
Neighbourhood Plan Monitoring & Review	2,000	2,000	1,500	605	2,000	-
Subscriptions	2,260	1,658	1,244	1,356	1,602	2,203
Professional Fees	13,595	13,250	9,938	22,708	10,000	15,556
Audit Fees	5,746	5,585	4,189	1,600	5,390	5,600
Payroll Services	5,800	6,300	4,725	3,500	6,300	1,800
Health & Safety	1,500	1,500	1,125	-	1,500	-
Councillor & Staff Training	7,565	3,565	2,674	910	2,275	3,048
IT	8,325	7,999	5,999	6,598	4,800	7,196
Website Maintenance	1,000	1,000	750	75	1,000	250
Bank Charges & Interest	1,000	1,000	750	141	1,000	328
Newspapers	40	40	30	29	37	41
Rates & Water Rates	28,126	27,609	20,707	20,560	26,675	26,675
Heating & Lighting	7,990	7,788	5,841	4,389	7,525	6,683
General Repairs, Maintenance & Sundry	137,500	77,500	58,125	9,497	10,500	22,802
Alarm & CCTV Call Out	1,000	2,177	1,633	-	2,104	599
Lift Maintenance Contract	1,000	1,000	750	1,013	1,000	2,584
Election Exp (Inc Polls/Pro Challenges)	5,000	20,000	15,000	11,038	2,500	1,181
Office Accommodation Project	-	-	-	-	-	-
Contingency for Inflation	6,577	10,832	8,124	-	4,108	-
	<b>455,456</b>	<b>421,654</b>	<b>316,240</b>	<b>250,486</b>	<b>346,780</b>	<b>323,429</b>

## CIVIC EXPENDITURE

FOURTH DRAFT (January 2020)

EXPENDITURE	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget 2018/19	Actuals 2018/19
		Annual At 31/12/2019	YTD Budget			
Mayor's Allowance	6,500	6,500	4,875	4,173	6,500	2,344
Mayor's Travelling	5,000	5,000	3,750	4,224	5,000	4,969
New Civic Car (to be added to Mayor's Travelling)	3,864					
Civic Insignia	1,500	1,500	1,125	184	1,500	535
Receptions (Formal & Informal)	6,000	6,000	4,500	4,258	6,000	5,659
Receptions - Informal	-	-	-	-	-	-
Honoraria inc photographic	3,329	3,272	2,454	2,260	3,176	3,060
Printing & Stationery	500	500	375	508	500	151
Floral Decorations	650	650	488	215	650	410
Civic Robes	1,500	1,500	1,125	1,033	1,500	123
Civic Gifts	100	100	75	61	100	122
SBC - Town Council funding contribution	25,000	25,000	18,750	18,750	25,000	25,000
Christmas Activities	2,000	2,000	1,500	1,934	5,429	4,620
Festival & Events...HODS	2,000	2,000	1,500	-	2,000	885
VE Day 75	3,000	-	-	-	-	-
Contingency (including Events tbc)	5,000	5,000	3,750	-	5,000	17
Specific One Off Events	-	-	-	-	-	-
National Mourning Protocol	-	-	-	-	200	46
Event Security	20,000	30,000	22,500	9,312	30,000	11,584
	<b>85,943</b>	<b>89,022</b>	<b>66,767</b>	<b>46,911</b>	<b>92,555</b>	<b>59,522</b>

## CEMETERY

### FOURTH DRAFT (January 2020)

(changes since THIRD DRAFT are highlighted)

	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget 2018/19	Actuals 2018/19
		Annual At 31/12/2019	YTD Budget			
<b>INCOME</b>						
Purchase & Interment Fees	43,074	37,332	27,999	41,045	49,464	41,982
Memorial Fees	10,855	7,832	5,874	7,935	7,074	7,055
Sundry Income (Transfers of Burial Rights)	400	400	300	125	400	525
	<b>54,329</b>	<b>45,563</b>	<b>34,173</b>	<b>49,105</b>	<b>56,938</b>	<b>49,562</b>
<b>EXPENDITURE</b>						
Management Charge	135,173	136,457	102,343	98,222	119,143	124,805
Gen Maintenance of Street Furniture	-	-	-	-	312	-
Training	3,000	-	-	-		
Rates and Water Rates	4,374	4,263	3,197	3,197	3,791	3,791
General Ground Maintenance	16,500	17,500	13,125	16,772	8,100	8,462
Repairs & Maintenance	1,100	50	38	-	50	596
Telephone	650	650	488	475	650	568
Heating & Lighting	1,160	562	422	(431)	543	1,326
Vehicle Expenses	3,730	3,719	2,789	2,797	4,000	4,771
Equipment	7,218	7,000	5,250	3,765	7,550	7,218
Health & Safety	250	250	188	9	250	-
Grave Excavation	4,750	3,585	2,689	2,660	4,750	3,040
Travel & Subsistence	626	855	641	469	520	499
Sundry Seating & Trees	600	600	450	483	600	308
Contingency for Inflation	1,065	1,354	1,016	-	987	-
Vehicle Replacement Contingency	2,500	2,500	1,875	-	2,500	-
	<b>182,696</b>	<b>179,345</b>	<b>134,509</b>	<b>128,418</b>	<b>153,746</b>	<b>155,384</b>
<b>NET EXPENDITURE</b>	<b>128,367</b>	<b>133,782</b>	<b>100,336</b>	<b>79,313</b>	<b>96,808</b>	<b>105,822</b>

## HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE

	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget 2018/19	Actuals 2018/19
		Annual At 31/12/2019	YTD Budget			
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	3,000	2,500	1,875	4,616	2,500	3,199
	<b>3,000</b>	<b>2,500</b>	<b>1,875</b>	<b>4,616</b>	<b>2,500</b>	<b>3,199</b>

## TRANQUILITY GARDEN

### FOURTH DRAFT (January 2020)

(changes since THIRD DRAFT are highlighted)

	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals	Budget	Actuals
		Annual At 31/12/2019	YTD Budget			
<b>INCOME</b>						
Purchase & Interment Fees	6,480	5,860	4,395	4,860	6,150	6,370
Memorial Fees	2,627	2,307	1,730	1,970	6,150	2,045
	<b>9,107</b>	<b>8,167</b>	<b>6,125</b>	<b>6,830</b>	<b>12,300</b>	<b>8,415</b>
<b>EXPENDITURE</b>						
Design, Planning & Consultancy/Set up Costs	-	-	-	-	-	-
Maintenance & Development Costs	5,000	5,000	3,750	355	5,000	1,085
	<b>5,000</b>	<b>5,000</b>	<b>3,750</b>	<b>355</b>	<b>5,000</b>	<b>1,085</b>
<b>NET EXPENDITURE</b>	<b>(4,107)</b>	<b>(3,167)</b>	<b>(2,375)</b>	<b>(6,476)</b>	<b>(7,300)</b>	<b>(7,330)</b>

## ALLOTMENTS - PARK ROAD

	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget	Actuals
		Annual At 31/12/2019	YTD Budget			
<b>INCOME</b>						
Tenancy Rental	169	171	128	-	165	198
	<b>169</b>	<b>171</b>	<b>128</b>	<b>-</b>	<b>165</b>	<b>198</b>
<b>EXPENDITURE</b>						
Lease	10	10	8	-	10	-
Set up & Maintenance Costs	-	-	-	-	-	499
	<b>10</b>	<b>10</b>	<b>8</b>	<b>-</b>	<b>10</b>	<b>499</b>
<b>NET EXPENDITURE</b>	<b>(159)</b>	<b>(161)</b>	<b>(121)</b>	<b>-</b>	<b>(155)</b>	<b>301</b>

## HATTON ROCK

### FOURTH DRAFT (January 2020)

(changes since THIRD DRAFT are highlighted)

EXPENDITURE	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget	Actuals
		Annual At 31/12/2019	YTD Budget			
Rent	13,490	13,490	10,118	3,377	12,366	5,625
Rates	4,584	4,521	3,391	1,462	4,368	2,067
Insurance	144	140	105	142	135	(70)
Heating & Lighting	43	42	32	1	41	130
Service Costs	750	750	563	562	750	(757)
Sundry Expenses	350	350	263	149	350	30
	<b>19,361</b>	<b>19,293</b>	<b>14,470</b>	<b>5,693</b>	<b>18,010</b>	<b>7,025</b>

## INITIATIVES, PROJECTS AND GRANTS

EXPENDITURE	Proposed Budget 2020/21	Budget 2019/20		Year to Date Actuals 2019/20	Budget	Actuals
		Annual At 31/12/2019	YTD Budget			
Special Projects & Grants - Over £20K	115,000	60,000	45,000	<b>45,000</b>	55,500	55,500
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	28,087	28,087	21,065	<b>27,788</b>	25,337	25,037
Stratforward - BID Levy	744	725	544	<b>709</b>	727	700
Localism Project	-	-	-	-	-	28,367
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	<b>14,106</b>	11,000	8,250	<b>3,527</b>	11,000	10,939
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	6,997	4,122	3,092	<b>1,259</b>	2,229	336
Climate Change Pilot Scheme	10,000	-	-	-	-	-
Historic Spine Town Hall Plaque	-	-	-	-	400	-
	<b>174,934</b>	<b>103,934</b>	<b>77,951</b>	<b>78,283</b>	<b>95,193</b>	<b>120,879</b>