

## FIRST DRAFT (October 2020)

Inflation increases based on RPI in August 2020

0.2%

At 30/09/2020

Month

6

## SUMMARISED INCOME &amp; EXPENDITURE ACCOUNT

	Proposed	Budget 2020/21		Year to Date	Budget	Actuals
	Budget 2021/22	Annual At 30/09/2020	YTD Budget At 30/09/2020	Actuals 2020/21	2019/20	
<b>INCOME</b>						
Precept	522,022	514,351	257,176	257,176	505,452	505,452
Council Tax Reduction Grant	-	-	-	-	3,660	3,660
Market & Christmas Festival [Net]	35,410	35,410	17,706	7,378	39,917	38,893
Rents [Net]	7,566	7,566	3,783	7,566	7,775	7,566
Interest on Investments	12,250	17,500	8,750	3,285	21,952	19,617
Interest on Bank Accounts	173	360	180	86	360	350
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	1,035	518	513	625	1,225
Sundry Income	-	-	-	-	-	-
<b>Further Funding from Reserves (to fund Deficit)</b>	245,200	295,705	147,853		148,551	
	<b>823,656</b>	<b>871,927</b>	<b>435,964</b>	<b>276,003</b>	<b>728,292</b>	<b>576,763</b>
<b>EXPENDITURE</b>						
Town Hall Commercial Management [Net]	7,250	5,564	2,782	15,271	(7,165)	2,987
Operational & Administrative Expenses	451,063	441,992	220,996	147,428	471,654	364,762
Civic Expenditure	82,918	84,307	42,154	6,276	89,022	59,750
Cemetery [Net]	139,360	154,831	77,416	85,622	143,782	104,885
Holy Trinity Churchyard & Garden of Remembrance	3,000	3,000	1,500	-	2,500	4,826
Tranquility Garden [Net]	(473)	(4,107)	(2,054)	(2,736)	(3,167)	(5,990)
Allotments [Net]	(155)	(155)	(78)	-	(161)	(165)
Hatton Rock	19,591	19,361	9,681	9,952	19,293	9,553
Initatives, Projects and Grants	121,102	180,134	90,067	33,466	103,934	114,087
Contingency for Inflation (included in above)	597	7,884			8,059	
	<b>823,656</b>	<b>884,927</b>	<b>442,463</b>	<b>295,279</b>	<b>819,692</b>	<b>654,695</b>
<b>NET Surplus (Deficit)</b>	-	<b>(13,000)</b>	<b>(6,499)</b>	<b>(19,276)</b>	<b>(91,400)</b>	<b>(77,932)</b>
<b>Council Tax Base</b>	<b>13225.8</b>	<b>13225.8</b>			<b>13190.3</b>	
<b>Annual Rate Charge Per Household</b>	<b>£39.47</b>	<b>£38.89</b>			<b>£38.32</b>	
<b>% change over 2020/21</b>	<b>1.5%</b>	<b>1.5%</b>			<b>0.0%</b>	
<b>Precept Change</b>	<b>£7,671</b>	<b>£5,239</b>			<b>£3,210</b>	

N.B. The original budget agreed by Council for 2020/21 was £871,927  
During the year, Council agreed virements from designated and general reserves, increasing the working budget by £13,000 (F&S Sep 2019 Mar 2020)  
These adjustments are included in the 2020/21 Budget figures shown here

## MARKET & CHRISTMAS FESTIVAL

FIRST DRAFT (October 2020)

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget 2019/20	Actuals 2019/20
		Annual At 30/09/2020	YTD Budget			
<b>INCOME</b>						
Market	143,943	143,943	71,972	13,060	140,295	142,119
Christmas Festival	-	-	-	-	-	-
	<b>143,943</b>	<b>143,943</b>	<b>71,972</b>	<b>13,060</b>	<b>140,295</b>	<b>142,119</b>
<b>EXPENDITURE</b>						
Market - District Council Share	86,366	86,366	43,183	5,682	84,177	85,271
Market - Tripartite Marketing Expenses	2,879	2,879	1,440	-	2,806	300
Christmas Festival	19,288	19,288	9,644	-	13,395	17,655
	<b>108,533</b>	<b>108,533</b>	<b>54,267</b>	<b>5,682</b>	<b>100,378</b>	<b>103,226</b>
<b>NET INCOME</b>	<b>35,410</b>	<b>35,410</b>	<b>17,706</b>	<b>7,378</b>	<b>39,917</b>	<b>38,893</b>

## TOWN HALL COMMERCIAL MANAGEMENT

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget 2019/20	Actuals 2019/20
		Annual At 30/09/2020	YTD Budget			
<b>INCOME</b>						
Lettings	26,131	30,876	15,438	(775)	41,633	26,131
Sundry Income	247	314	157	-	55	247
	<b>26,378</b>	<b>31,190</b>	<b>15,595</b>	<b>(775)</b>	<b>41,688</b>	<b>26,378</b>
<b>EXPENDITURE</b>						
Personnel	23,664	27,202	13,601	11,832	25,688	22,173
Security Personnel	793	793	397	-	793	506
Cleaning & Laundry	3,600	3,600	1,800	1,337	3,600	3,686
PRS and Licenses	2,287	1,653	827	1,267	1,019	2,680
Operating Equipment	914	914	457	44	800	130
Travel & Subsistence	350	350	175	17	350	140
Marketing, Publicity & Special Projects	1,500	1,500	750	-	1,500	-
Other Costs	500	500	250	-	500	50
Contingency for Inflation	20	242	121		272	
	<b>33,628</b>	<b>36,754</b>	<b>18,377</b>	<b>14,496</b>	<b>34,523</b>	<b>29,364</b>
<b>NET EXPENDITURE</b>	<b>7,250</b>	<b>5,564</b>	<b>2,782</b>	<b>15,271</b>	<b>(7,165)</b>	<b>2,987</b>

## OPERATIONAL & ADMINISTRATION

FIRST DRAFT (October 2020)

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget 2019/20	Actuals 2019/20
		Annual At 30/09/2020	YTD Budget			
EXPENDITURE						
Rother Street Clock Tower	220	220	110	197	220	176
STC Meeting Expenses & Subsistence	1,000	1,000	500	124	1,000	632
Travel and Subsistence	250	250	125	11	250	321
Borough Records	350	350	175	-	350	-
Salaries, Wages and Related Costs	188,717	189,834	94,917	94,359	193,076	199,140
Recruitment	1,500	1,500	750	118	1,500	412
Advertising & Publicity	1,000	1,000	500	-	1,000	69
Office Equipment and Furniture & Stationery	4,650	3,600	1,800	700	5,400	3,581
Equipment Rental	2,274	2,274	1,137	745	2,274	1,390
Combined Insurance Policy	12,124	12,124	6,062	6,555	18,000	11,748
Telephones	2,200	2,200	1,100	1,053	2,200	2,341
Postage & Carriage	1,000	1,000	500	400	1,500	765
Avon Planning Services	4,080	4,080	2,040	2,040	4,080	4,080
Neighbourhood Plan Monitoring & Review	2,000	2,000	1,000	360	2,000	725
Subscriptions	2,260	2,260	1,130	1,064	1,658	1,747
Professional Fees	13,622	13,595	6,798	10,370	13,250	5,574
Audit Fees	5,757	5,746	2,873	4,350	5,585	1,600
Payroll Services	5,800	5,800	2,900	500	6,300	6,300
Health & Safety	1,500	1,500	750	-	1,500	-
Councillor & Staff Training	7,565	7,565	3,783	235	3,565	1,220
IT	8,603	8,325	4,163	4,450	7,999	8,586
Website Maintenance	1,000	1,000	500	1,148	1,000	400
Bank Charges & Interest	1,000	1,000	500	248	1,000	302
Newspapers	40	40	20	19	40	37
Rates & Water Rates	29,532	28,126	14,063	12,992	27,609	27,413
Heating & Lighting	8,006	7,990	3,995	1,284	7,788	7,406
General Repairs, Maintenance & Sundry	137,500	124,036	62,018	1,843	127,500	66,745
Alarm & CCTV Call Out	1,000	1,000	500	365	2,177	-
Lift Maintenance Contract	1,000	1,000	500	1,899	1,000	1,013
Election Exp (Inc Polls/Pro Challenges)	5,000	5,000	2,500	-	20,000	11,038
Contingency for Inflation	512	6,577	3,289		10,832	
	<b>451,063</b>	<b>441,992</b>	<b>220,996</b>	<b>147,428</b>	<b>471,651</b>	<b>364,762</b>

## CIVIC EXPENDITURE

FIRST DRAFT (October 2020)

EXPENDITURE	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget 2019/20	Actuals 2019/20
		Annual At 30/09/2020	YTD Budget			
Mayor's Allowance	6,500	6,500	3,250	151	6,500	4,862
Mayor's Travelling	5,000	5,000	2,500	307	5,000	5,622
New Civic Car (to be added to Mayor's Travelling)	3,864	3,864	1,932	-		
Civic Insignia	1,500	4,864	2,432	3,422	1,500	301
Receptions (Formal & Informal)	6,000	6,000	3,000	730	6,000	4,463
Honoraria inc photographic	3,304	3,329	1,665	1,457	3,272	3,064
Printing & Stationery	500	500	250	210	500	958
Floral Decorations	650	650	325	-	650	350
Civic Robes	1,500	1,500	750	-	1,500	1,033
Civic Gifts	100	100	50	-	100	61
SBC - Town Council funding contribution	25,000	25,000	12,500	-	25,000	25,000
Christmas Activities	2,000	2,000	1,000	-	2,000	1,934
Festival & Events...HODS	2,000	2,000	1,000	-	2,000	-
VE Day 75	-	3,000	1,500	-	-	-
Contingency (including Events tbc)	5,000	5,000	2,500	-	5,000	492
Specific One Off Events	-	-	-	-	-	-
National Mourning Protocol	-	-	-	-	-	-
Event Security	20,000	15,000	7,500	-	30,000	11,611
	<b>82,918</b>	<b>84,307</b>	<b>42,154</b>	<b>6,276</b>	<b>89,022</b>	<b>59,750</b>

## CEMETERY

FIRST DRAFT (October 2020)

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget 2019/20	Actuals 2019/20
		Annual At 30/09/2020	YTD Budget			
<b>INCOME</b>						
Purchase & Interment Fees	33,591	43,074	21,537	16,762	37,332	54,900
Memorial Fees	5,030	10,855	5,428	2,510	7,832	9,940
Sundry Income (Transfers of Burial Rights)	400	400	200	300	400	405
	<b>39,021</b>	<b>54,329</b>	<b>27,165</b>	<b>19,572</b>	<b>45,564</b>	<b>65,245</b>
<b>EXPENDITURE</b>						
Management Charge	139,934	135,173	67,587	69,967	136,457	130,868
Gen Maintenance of Street Furniture	-	-	-	-	-	-
Training	3,000	3,000	1,500	-	-	-
Rates and Water Rates	4,593	4,374	2,187	2,229	4,263	4,263
General Ground Maintenance	6,500	39,964	19,982	22,158	27,500	19,100
Repairs & Maintenance	100	1,100	550	-	50	98
Telephone	450	650	325	223	650	596
Heating & Lighting	1,162	1,160	580	147	562	(244)
Vehicle Expenses	3,523	3,730	1,865	1,761	3,719	4,927
Equipment	10,218	10,218	5,109	7,097	7,000	5,214
Health & Safety	250	250	125	-	250	9
Grave Excavation	4,750	4,750	2,375	1,140	3,585	3,610
Travel & Subsistence	736	626	313	368	855	606
Sundry Seating & Trees	600	600	300	105	600	1,083
Contingency for Inflation	66	1,065	533	-	1,354	-
Vehicle Replacement Contingency	2,500	2,500	1,250	-	2,500	-
	<b>178,381</b>	<b>209,160</b>	<b>104,580</b>	<b>105,194</b>	<b>189,345</b>	<b>170,130</b>
<b>NET EXPENDITURE</b>	<b>139,360</b>	<b>154,831</b>	<b>77,416</b>	<b>85,622</b>	<b>143,781</b>	<b>104,885</b>

## HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget 2019/20	Actuals 2019/20
		Annual At 30/09/2020	YTD Budget			
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	3,000	3,000	1,500	-	2,500	4,826
	<b>3,000</b>	<b>3,000</b>	<b>1,500</b>	<b>-</b>	<b>2,500</b>	<b>4,826</b>

## TRANQUILITY GARDEN

FIRST DRAFT (October 2020)

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals	Budget	Actuals
		Annual At 30/09/2020	YTD Budget		2019/20	
<b>INCOME</b>						
Purchase & Interment Fees	4,913	6,480	3,240	2,456	5,860	5,390
Memorial Fees	560	2,627	1,314	280	2,307	2,400
	<b>5,473</b>	<b>9,107</b>	<b>4,554</b>	<b>2,736</b>	<b>8,167</b>	<b>7,790</b>
<b>EXPENDITURE</b>						
Design, Planning & Consultancy/Set up Costs	-	-	-	-	-	-
Maintenance & Development Costs	5,000	5,000	2,500	-	5,000	1,800
	<b>5,000</b>	<b>5,000</b>	<b>2,500</b>	<b>-</b>	<b>5,000</b>	<b>1,800</b>
<b>NET EXPENDITURE</b>	<b>(473)</b>	<b>(4,107)</b>	<b>(2,054)</b>	<b>(2,736)</b>	<b>(3,167)</b>	<b>(5,990)</b>

## ALLOTMENTS - PARK ROAD

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual At 30/09/2020	YTD Budget		2019/20	
<b>INCOME</b>						
Tenancy Rental	165	165	83	-	171	165
	<b>165</b>	<b>165</b>	<b>83</b>	<b>-</b>	<b>171</b>	<b>165</b>
<b>EXPENDITURE</b>						
Lease	10	10	5	-	10	-
Set up & Maintenance Costs	-	-	-	-	-	-
	<b>10</b>	<b>10</b>	<b>5</b>	<b>-</b>	<b>10</b>	<b>-</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(155)</b>	<b>(78)</b>	<b>-</b>	<b>(161)</b>	<b>(165)</b>

## HATTON ROCK

FIRST DRAFT (October 2020)

### EXPENDITURE

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual At 30/09/2020	YTD Budget		2019/20	
Rent	13,490	13,490	6,745	7,869	13,490	6,749
Rates	4,813	4,584	2,292	2,270	4,521	1,950
Insurance	144	144	72	-	140	142
Heating & Lighting	43	43	22	-	42	1
Service Costs	750	750	375	(188)	750	562
Sundry Expenses	350	350	175	-	350	149
	<b>19,591</b>	<b>19,361</b>	<b>9,681</b>	<b>9,952</b>	<b>19,293</b>	<b>9,553</b>

## INITIATIVES, PROJECTS AND GRANTS

### EXPENDITURE

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual At 30/09/2020	YTD Budget		2019/20	
Special Projects & Grants - Over £20K	89,500	115,000	57,500	-	60,000	60,000
Special Projects & Grants - Under £20K	-	5,000	2,500	-	-	-
Town Projects / Partnership Working / CCTV	27,788	28,087	14,044	27,788	28,087	27,788
Stratforward - BID Levy	745	744	372	709	725	709
Localism Project (NDP) - to Nov 2018	-	-	-	-	-	-
COVID-19 Response & Community Support	-	-	-	3,761	-	9,000
Other Debtors - Stratford Support cash only clients	-	-	-	108	-	631
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	2,164	14,106	7,053	541	11,000	9,418
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	705	6,997	3,499	559	4,122	6,540
Climate Change Pilot Scheme	-	10,000	5,000	-	-	-
Lunch Club (Loneliness/Dementia Friendly projects)	200	200	100	-	-	-
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	<b>121,102</b>	<b>180,134</b>	<b>90,067</b>	<b>33,466</b>	<b>103,934</b>	<b>114,087</b>