

Special Finance & General Purposes Committee: Budget Report for the Financial Year 2022-23

Agenda item 4, Thursday 20th January 2022

What is the report about?

This report is about the setting of Connah's Quay Town Council's budget and precept for the financial year 2022-23.

What is the reason for making this report?

Each year the Town Council sets a budget for the following financial year in order to determine the amount of precept. The precept amount is then confirmed to Flintshire County Council for collection and payment.

The Town Council is required to provide details to Flintshire County Council by Friday 21st January 2022.

What are the recommendations?

It is recommended that:

- (a) the precept amount for 2022-23 be set at **£359,843** which equates to a Band D charge of **£58.10**; and,
- (b) the charge rates for the use of the Town Council venues and assets for 2022-23 be implemented from 1st April as outlined on pages 17 and 18.

Introduction and background to the 2022-23 budget.

The budget for 2022-2023 has again been set in the context of extremely difficult, circumstances: specifically the COVID-19 pandemic.

The Civic Hall has been utilised as a Local Testing Site since December 2020 by the UK Health Security Agency (UKHSA). The Town Council have not been able to make use of the Hall for any bookings and so zero income has been raised. Conversely, as part of the agreement, the UKHSA are liable for costs associated with the running of the Hall (utilities etc.) meaning the council's budgeted expenditure for the Hall will be reduced to almost zero.

As a result of the measures introduced by both the UK and Welsh Governments during 2020 and 2021 to tackle the spread of COVID-19, the Town Council's venues have, when allowed to open, been limited to room only bookings for most of this financial year.

During 2021 the development of vaccines against COVID-19 gave hope that things would return to a form of 'normal' and during the summer months this appeared to be the case. However, with different variants of the virus being discovered, restrictions were tightened in in the latter part of 2021.

Consequently there continues to be a major impact on the Council's operations and financial position for a second year, as illustrated in the table below. Added to the uncertainty around ongoing restrictions, it makes forecasting very difficult.

The budget has been prepared with this in mind, but also with some optimism that restrictions will ease and the position will improve towards the middle of 2022. The Town Council needs to be prepared to adapt to the new ‘normal’, and again, elements of the budget are designed to support this.

	Budget 2021-22	Forecast to 31-March	Difference
Total Spend	£482,118.00	£397,647.00	-£84,471.00
Council Income	£122,125.00	£19,418.00	-£102,707.00
Precept	£344,044.00	£344,044.00	£0.00
Reserves	£15,949.00	£34,185.00	£18,236.00

As can be seen from the table above, the precept of Connah’s Quay Town Council only covers around two thirds of the council’s budgeted expenditure. The remaining third is made up of income raised from hire charges for venues, catering, and hospitality. Other local Town & Community Councils calculate the precept to cover **all** (or most) of the expenditure of their council’s activities.

Having to close venues and not being able to provide any catering or hospitality services has highlighted a discrepancy and risk in how the precept is calculated: resulting in a massive gap in the forecast for the 2021-22 income (likely to be around £103,000).

Fortunately costs incurred by the council in operating these services have also been significantly less than expected (likely to be around £85,000) due to not ordering catering or bar supplies.

However, there is still likely to be a larger deficit than budgeted for (£34,185 rather than £15,949) meaning a further £18,236 is forecast to be required from reserves to balance the end of year outturn.

Summary

In setting the budget and precept for 2022-23 the priority has been to protect the services and benefits the Town Council provides for the local community, some of which are outlined below.

	2021-22 budget	2022-23 budget	Change
Free school milk provision	£29,000	£29,000	£NIL
Summer play scheme for 6 weeks (the full summer break)	£20,000	£20,000	£NIL
Free transport to and from the play scheme for all users	£5,000	£5,000	£NIL
Contribution towards the CCTV provision in the town	£22,000	£22,000	£NIL
Festive lighting	£18,000	£16,500	-£1,500
Pantomime	£2,500	£2,500	£NIL
New Year’s Eve celebration	£2,000	£2,000	£NIL

Whilst savings have been made in some areas, there are still difficult decisions that need to be taken to try to mitigate the increase in the amount of precept levied on the residents of Connah's Quay.

Precept 2022-23

Information provided by Flintshire County Council indicates that the Tax Base of Band "D" equivalent properties has increased to 6,193.33 for the financial year 2022-23 (up from 6,186.68 in 2021-22).

The Town Council's Band D precept charge rate for 2021-22 is £55.61.

If the budget items outlined in the report are agreed and there is zero contribution from the Council's reserves, it would require the precept for 2022-23 to be set at £359,843.

This equates to a Band D charge of £58.10, an annual increase of £2.49 (4.48%), which works out at 4 pence per week per household.

	Yr 2021/22	Yr 2022/23	Change
Income (Other exc Precept)	£66,625.00	£69,625.00	£3,000.00
Income (Hospitality)	£55,500.00	£65,500.00	£10,000.00
Precept	£344,044.00	£359,843.00	£15,799.00
Reserves	£15,949.00	£Nil	£-15,949.00
TOTAL INCOME	£482,118.00	£494,968.00	£12,850.00
Staff	£229,430.00	£230,600.00	£1,170.00
Other adjustments	£-6,000.00		
TOTAL STAFF COST	£223,430.00	£230,600.00	£7,170.00
Administration (Office)	£15,750.00	£15,950.00	£200.00
Council Property (Assets)	£115,788.00	£120,168.00	£4,380.00
Council Civic Costs	£11,000.00	£25,250.00	£14,250.00
Council Activity Costs	£93,300.00	£79,100.00	£-14,200.00
Hospitality Operating Costs	£22,850.00	£23,900.00	£1,050.00
TOTAL COSTS	£258,688.00	£264,368.00	£5,680.00

The table below reflects the level of precept in previous years:

Year	TOTAL	Per property	Increase
2013-14	£281,702	£47.74	£1.25
2014-15	£288,911	£48.22	£0.48
2015-16	£293,800	£48.72	£0.50
2016-17	£302,251	£49.74	£1.02
2017-18	£303,391	£49.74	£0.00
2018-19	£309,336	£50.23	£0.49
2019-20	£314,796	£51.06	£0.83
2020-21	£324,403	£52.59	£1.53
2021-22	£344,044	£55.61	£3.02

Financial Reserves

Connah’s Quay Town Council is required under legislation to maintain adequate financial reserves to meet the needs of the Council. Legislation does not provide any specific minimum (or maximum) levels of reserves that the Council should hold.

The current level of TOTAL reserves held by the Town Council is £191,343, including £15,949 that was provided towards setting the budget in order to reduce the total precept for 2021-22.

There is no identified allocation for the balance so it can appear to be ‘spare’ money. However, the impact which the pandemic has had on the Council’s operation and financial position highlights the importance of having reserves available: it is estimated that an additional £18,236 may be required to balance the loss of income and unexpected additional expenditure for the financial year 2021-22.

The Council also has assets which it owns and/or is responsible for. It is therefore necessary that each asset has an allocation from reserves as a contingency in case of unforeseen circumstances that are not covered by insurance, such as a broken boiler or replacement of equipment.

Further, there should also be an allocation set to cover the Council’s general (and required) expenditure (such as bills, rates, loan repayments etc.).

The table below provides an indicative breakdown for the allocation of reserves for the financial year 2021-22. The final figures will be dependent on the final position when the accounts are finalised at the end of March 2022.

Allocation	2021-22	2022-23
Contingency	£6,980	£6,980
Budgeted allocation to Precept	£15,949	£Nil
Additional allocation to Precept	£18,236 (Estimate)	£Unknown
General Expenditure	£60,000	£60,000
Civic Hall	£40,000	£40,000
Community Centre	£20,000	£20,000
Quay Building	£10,000	£10,000
Quay Café	£5,000	£5,000

The Town Council may consider using an amount from reserves to contribute towards reduce the level of precept required for 2022-23. Every £1,000 spent from reserves equates to a 16 pence reduction in the amount of precept per household. The table below illustrates this.

Reserves contribution	Nil	£1,000.00	£2,000.00	£4,000.00	£5,000.00
Precept	£359,843	£358,843	£357,843	£355,843	£354,843
Band D 2022-23	£58.10	£57.94	£57.78	£57.62	£57.46
Band D 2021-22	£55.61	£55.61	£55.61	£55.61	£55.61
Annual Increase	£2.49	£2.33	£2.17	£2.01	£1.85
Per household per week	£0.04	£0.04	£0.04	£0.03	£0.03
%	4.48%	4.19%	3.90%	3.61%	3.33%

Budget Setting

Income and expenditure have been reviewed and categorised according to each budget area, with one key change.

The income and expenditure associated with the Town Council's catering and hospitality services have been reflected separately to provide a more accurate picture of the costs of the council's operations.

This is intended to reduce the Town Council's potential exposure to the impact of future unforeseen incidents. The costs of providing these additional services should (and can) be covered by the income raised from sales made.

The budget areas for consideration are outlined below.

- Staffing Revenue expenditure
- Administration Revenue expenditure
- Council – Civic Revenue expenditure
- Council Assets Revenue expenditure
- Quay Building Revenue expenditure
- Civic Hall – General Revenue expenditure
- Community Centre Revenue expenditure
- Quay Community Room Revenue expenditure
- Allotments Revenue expenditure

- Regeneration Community expenditure
- Council Community expenditure

- Civic Hall – Bar Hospitality expenditure
- Civic Hall – Hospitality Hospitality expenditure
- Quay Community Room – Hospitality Hospitality expenditure

- Capital Spend Capital expenditure

Staffing

Consistent with most local Councils, staffing costs form the largest item of expenditure of the Town Council's budget (£229,430 in 2021-22). This cost includes Employer National Insurance and Employer Pension Contributions.

Staffing costs are likely to remain static during 2022-23. There will be savings from changes in personnel which will offset the additional costs for the increase to the Living Wage and higher Employer National Insurance contributions.

Given the difficulties in setting a budget for 2021-22, and the fact that it is not clear when the restrictions that mean the Council cannot operate a full service from its venues will be eased, there may need to be consideration given to reducing the salary costs during 2022.

Administration

Income

Budget 2021-22	Budget 2022-23	Change
£275	£275	£0

Part of the administrative function of the Town Council is to provide a photocopying service to the public which raises a small amount of income.

It is not proposed to increase the charge for this service.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£15,750	£15,950	+ £200

There is a slight increase in the costs incurred for the administrative function of the Town Council, primarily due to additional service charges for ITC.

Risk

- There is little room for manoeuvre within the budgets. Close monitoring of expenditure will be required.

2022-23 Priorities

- Explore further savings for stationery and postage costs. Target to realise 20% saving.

Council – Civic

Income

Budget 2021-22	Budget 2022-23	Change
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£Nil	£Nil	£Nil
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Expenditure

These are the costs associated with being a community council.

Budget 2021-22	Budget 2022-23	Change
£11,000	£25,250	+£14,250

The Council has no control over elements set by external bodies i.e. Councillor – Expense Allowance, Civic Head Allowance, Chairman’s Allowance – and they have to be budgeted for.

£5,000 was included in the 2021-22 budget for Elections. There were 4 by-elections held for seats on the Town Council during 2021-22 which cost the council £18,120 (£13,000 more than budgeted for).

The last full elections for Town & Community Council’s in May 2017 cost around £13,000. The next elections are scheduled for May 2022. Based on the costs for the recent by-elections, an amount of £19,000 has been included in the budget for election costs.

Risk

- Election costs are an unknown factor and based on estimates provided by Flintshire County Council.

2022-23 Priorities

- None.

Council Assets

These are ‘physical’ assets the Town Council has (some) responsibility for such as CCTV cameras.

Income

Budget 2021-22	Budget 2022-23	Change
£500	£500	£0

Expenditure

Budget 2021-22	Budget 2022-23	Change
£22,425	£22,435	+£10

Risk

- Costs associated for the contribution to Flintshire County Council’s for the town’s CCTV cameras are estimated and if the actual cost is higher, it could impact on the budget.

2022-23 Priorities

- Review CCTV camera coverage and usage across the town and report to the appropriate committee in September 2022.

Quay Building

Income

Budget 2021-22	Budget 2022-23	Change
£7,500	£8,500	+ £1,000

Quay Building has a number of rooms it is able to offer for hire to the community.

With the Civic Hall being used as a Local Testing Site during 2021, there has been an increase in the number of users hiring rooms at Quay Building. It is anticipated that this opportunity will continue over the next 12 months and the projected income has been increased accordingly.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£34,196	£32,640	- £1,556

The budgeted expenditure reflects the costs associated with operating the building, and does not include staffing costs.

Savings have been realised by reviewing utility costs, and so the expenditure budget is lower than previous years.

Risk

- COVID and associated restrictions may impact have an impact on the income projection. The level of the impact will depend on what restrictions are in place and how long they last for.

2022-23 Priorities

- Continue to monitor costs and realise savings where possible.

Civic Hall – General

The Civic Hall incorporates a large room for hire, with licensed bar and catering function available.

This section relates to the room hire of the Hall. The bar and catering function are included separately.

Since December 2020, the Hall has been in use as Local Testing Site for COVID-19 PCR tests. The license is due to expire at the end of March 2022. It is unknown whether a request to extend beyond this date will be sought, and so the budget has been set on the basis that the Hall returns to the Town Council’s management from 1 April.

Income

Budget 2021-22	Budget 2022-23	Change
£8,500	£10,500	+ £2,500

The Hall did not generate any income during the financial year 2021-22 due to its use as a Local Testing Site.

Projected income for the coming financial year has been based on the regular users returning to the Hall and most of the COVID restrictions easing during 2022.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£34,350	£34,650	+ £300

Due to the Hall being used as a Local Testing site for the entire financial year 2021-22, the Town Council will only incur minimal costs. The Town Council is reimbursed for the majority of the running costs for the Hall. The expenditure has been set based on costs that would have been incurred had the Town Council been responsible for the Hall.

Risk

- COVID restrictions.
If restrictions to tackle the spread of coronavirus extend beyond April, the income projection may be impacted. The level of the impact will depend on what and how long the restrictions last for.
- Extending use as a testing site.
If the venue continues to be used as a COVID testing site beyond 31st March it will impact the income projection.

2022-23 Priorities

- To be prepared for re-opening from 1 May 2022.
- Market the Hall to demonstrate its availability and range of uses.

Community Centre

Income

Budget 2021-22	Budget 2022-23	Change
£12,500	£12,500	£Nil

The Community Centre has been impacted by the covid restrictions, but not as much as was feared.

Projected income has therefore been set at the same level as the financial year 2021-22 and is based on the assumption that restrictions will further ease in the Spring time.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£6,975	£6,775	- £200

Given the projected usage of Community Centre this year, only small savings have been identified.

Risk

- COVID restrictions.

If restrictions to tackle the spread of coronavirus extend beyond April, the income projection may be impacted. The level of the impact will depend on how long the restrictions last for.

2022-23 Priorities

- Market the Community Centre to demonstrate its availability and range of uses.

Allotments

Income

Budget 2021-22	Budget 2022-23	Change
£850	£850	£0

Expenditure

Budget 2021-22	Budget 2022-23	Change
£950	£1000	+£50

Expenditure has been increased slightly in order to ensure a proper schedule of essential maintenance works is adhered to.

Risk

- There is a potential issue with trees along the Mill Lane Bridleway which Council has previously been advised about. If action is required, additional costs may be incurred.

2022-23 Priorities

- To finalise and publish a Town Council Allotment Strategy in 2022.
- Review and enhance the security of the site.

Quay Community Room – General

The venue at Connah’s Quay Medical Centre, formally known as Quay Café has been the cause of much debate and discussion since 2019-20.

Focus has been on changing the delivery method at this venue and clarifying its role within the Town Council’s portfolio.

There has been a concerted effort to bring the venue under the broader ‘umbrella’ of the Town Council and treat it the same as other venues for usage and budget setting purposes.

Income

Budget 2021-22	Budget 2022-23	Change
£3,000	£6,000	+ £3,000

As lockdown restrictions are eased it is anticipated that bookings for the room will resume in addition to the exercise and dance classes. Forecast income for room hire has therefore been increased.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£23,868	£22,668	- £1,200

Many of the costs associated with the venue are fixed (rent, rates, and utilities) but other aspects of the budget have been reviewed to realise a small saving.

Risk

- COVID restrictions.

If restrictions to tackle the spread of coronavirus extend beyond April, the income projection may be impacted. The level of the impact will depend on how long the restrictions last for.

2022-23 Priorities

- Develop information and signposting requirements and introduce accordingly.
- Market the venue to demonstrate its availability and range of uses.

Community Expenditure

As a community council, some elements of the budget will be allocated to projects that benefit the local community. They can be divided into those that deliver benefit to the community (Community) and those intended to enhance the town (Regeneration).

Since these are determined annually by the council, they are reflected separately as outlined below.

Council (Community)

Income

Budget 2021-22	Budget 2022-23	Change
£27,500	£27,500	£Nil

The Town Council receives a subsidy for providing school milk to local schools which it claims periodically from the UK Government. The process for claiming the subsidy has changed from January 2021 due to the UK leaving the European Union.

Also included with the income projection are ticket sales for the annual pantomime and New Year Eve Celebration. The income is designed to cover the cost of hosting these events.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£58,600	£58,850	+£250

The Town Council provides funding for a number of services, including a 6 week summer play scheme; school milk for each of the 4 primary schools in the town; pantomime; and, New Year Eve celebration.

The budget has been prepared on the basis that these will continue as the Town Council's priorities for 2022-23.

Risk

- Lower ticket sales for either the pantomime and/or New Year Celebration may result in additional costs for the Town Council.

2022-23 Priorities

- Ensure events are promoted effectively and in a timely manner to increase awareness and interest.

Council (Regeneration)

The purpose of Regeneration is to facilitate improvements to the local environment for residents, businesses, and organisations.

The Town Regeneration Committee is responsible for the delivery of such projects.

Income

Budget 2021-22	Budget 2022-23	Change
£6,000	£3,000	-£3,000

Expenditure

Budget 2021-22	Budget 2022-23	Change
£34,700	£20,250	- £14,450

Included within the expenditure budget are the costs for the provision of festive lighting in the town and includes provision for improving the Christmas tree display.

The contract for the role of Town Manager has been removed and a salaried position created to replace this giving the Council more control over the delivery of its priorities, hence the savings outlined above.

Risk

- None

2022-23 Priorities

- Devise a plan that will identify and help deliver tangible benefits for Connah's Quay.

Civic Hall Bar

Income

Budget 2021-22	Budget 2022-23	Change
£22,000	£25,000	+£3,000

The Civic Hall Bar did not generate any income during the financial year 2021-22 due to its use as a Local Testing Site.

Projected income for the coming financial year has been based on the regular users returning to the Hall and most of the COVID restrictions easing during 2022.

As a general rule, the winter period tends to be the busiest time for the bar and the budget forecast is based on the Hall and the bar being fully functioning from October.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£8,000	£7,900	- £100

Bar expenditure relates to the purchase of products to sell. Due to the Hall being used as a Local Testing site for the entire financial year 2021-22, no costs were incurred by the bar. This year's forecast is difficult to make accurately, but has been based on fewer bookings than in previous years that require a bar.

Risk

- COVID restrictions.

If restrictions to tackle the spread of coronavirus extend beyond April, the income projection may be impacted. The level of the impact will depend on what and how long the restrictions last for.

- Extending use as a testing site.

If the venue continues to be used as a COVID testing site beyond 31st March it will impact the income projection.

2022-23 Priorities

- To be prepared for re-opening from 1 May 2022.
- Market the Hall to demonstrate its availability and range of uses.
- Ensure costs are monitored to reduce wastage.

Civic Hall Catering

Income

Budget 2021-22	Budget 2022-23	Change
£12,500	£17,000	+£4,500

Catering income relates to:

- the sale of refreshments from the Food Hall during events (e.g. table top sales); and,
- providing catering for functions in the Hall (e.g. buffets and set meals).

The budget projection has been increased as it is anticipated the restrictions will ease during 2022 such to allow functions that require catering to start to take place.

It may be possible to open the Food Hall for some events that use the Hall.

Opening the Food Hall is not always appropriate for every booking in the Hall, for example, dance lessons or exercise classes. However, introducing (self-service) vending machines

provides an opportunity to provide refreshments on an ‘ad-hoc’ basis for users of the Hall, including any parents waiting for children attending.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£6,100	£6,500	+£400

Expenditure relates to the purchase of products to sell and has been reduced based on the expected reduction in sales owing to the restrictions around re-opening.

Risk

- COVID restrictions.

If restrictions to tackle the spread of coronavirus extend into 2022, the income projection may be impacted. The level of the impact will depend on what and how long the restrictions last for.

- Extending use as a testing site.

If the venue continues to be used as a COVID testing site beyond 31st March it may impact the income projection.

2022-23 Priorities

- To be prepared for re-opening from 1 May 2022.
- Review and update details of catering available for users of the Hall to include with marketing details.
- Ensure costs are monitored to reduce wastage.

Quay Community Room – Hospitality

Income

Budget 2021-22	Budget 2022-23	Change
£21,000	£23,500	+£2,500

The income relates to:

- the sale of refreshments from the premises when in use as a community facility;
- external catering (e.g. buffets); and,
- providing catering for users of the Quay Building (e.g. buffets).

Plans for the venue use include providing information and signposting for the local community. People visiting may therefore use the vending machines for refreshments rather than having staff open and serving refreshments.

Other users of the venue who do not necessarily require catering for their event (e.g. dance / exercise classes) may also make use of the vending machines for refreshments.

Expenditure

Budget 2021-22	Budget 2022-23	Change
£8,750	£9,500	+£750

Expenditure relates to the purchase of products to sell and has been based on the easing of restrictions around re-opening and greater awareness of the purpose of the venue.

Risk

- COVID restrictions.

If restrictions to tackle the spread of coronavirus extend into 2022, the income projection may be impacted. The level of the impact will depend on what and how long the restrictions last for.

2022-23 Priorities

- Review and update details of catering available for users of the premises to include with marketing details.
- Ensure costs are monitored to minimise wastage.

Charge rates for Town Council venues / facilities

In order to attract and retain users as the coronavirus restrictions are eased, a simplified and standard set of charge rates across all venues was introduced during 2021 based on the following model:

Charge A	Local (Connah's Quay) Resident / Community Group / Charity
Charge B	Local Authority (inc. Public Services) / Non-Local Community Group / Charity
Charge C	Business Rate

All charges are hourly unless otherwise stated.

Civic Hall

<i>Main Room (Room Hire Only)</i>	Current	Proposed	Change
Charge A	£11.00	£12.50	+ £1.50
Charge B	£15.00	£17.50	+ £2.50
Charge C	£22.00	£25.00	+ £2.00
Community After 6pm Fri & Weekends	£13.00	£15.00	+ £2.00

Family parties (per event): CQ Resident	£35.00	£35.00	£Nil
Family parties (per event): Non-CQ Resident	£50.00	£50.00	£Nil

Additional Charges

Bar Opening (per event)	£11.00	£11.00	£Nil
Food Hall Opening (per event)	£11.00	£11.00	£Nil
Stage Hire (inc. lighting) per hour	£ 1.00	£ 2.00	+ £1.00

<i>Len Williams Room</i>	Current	Proposed	Change
Charge A	£ 5.00	£ 5.00	£Nil
Charge B	£ 7.50	£ 7.50	£Nil
Charge C	£10.00	£10.00	£Nil

Community Centre

	Current	Proposed	Change
Charge A	£ 9.00	£ 9.00	£Nil
Charge B	£12.00	£12.00	£Nil
Charge C	£17.00	£17.00	£Nil
Community After 6pm Fri & Weekends	£10.00	£12.50	+ £2.50

Quay Building / Quay Community Room

Chamber	Current	Proposed	Change
Charge A	£11.00	£11.00	£Nil
Charge B	£15.00	£15.00	£Nil
Charge C	£22.00	£22.00	£Nil
Charge A & B After 6pm Fri & Weekends	£13.00	£15.00	+ £2.00
Charge C After 6pm Fri & Weekends		£25.00	NEW

Meeting Room / Quay Community Room

Charge A		£ 5.00	NEW
Charge B	£ 9.00	£ 9.00	£Nil
Charge C	£14.00	£14.00	£Nil
Charge A & B After 6pm Fri & Weekends	£10.00	£11.00	+ £1.00

Additional Charges

	Current	Proposed	Change
Opening/Closing Fee (per booking) (Before 9am & after 7pm)	£Nil	£Nil	£Nil
Public Liability Insurance (per event)	£ 2.50	£ 2.50	£Nil

Allotment

	Current	Proposed	Change
Small plot (per annum)	£24.00	£25.00	+ £1.00
Large plot (per annum)	£48.00	£50.00	+ £2.00

With annual payment discount

Small plot (per annum)	£22.00	£22.50	+ £0.50
Large plot (per annum)	£44.00	£45.00	+ £1.00

Appendix A – Income (General)

Budget 2021-22 Budget 2022-23

Administration

Photocopying Income	£ 250.00	£250.00
Publications	£ 25.00	£25.00
	£ 275.00	£275.00

Council - Assets

CCTV Recharge	£500.00	£500.00
	£ 500.00	£500.00

Quay Building

Income - Refreshments	£500.00	£500.00
Room Hire	£6,000.00	£7,000.00
Exterior Maintenance	£1,000.00	£1,000.00
	£7,500.00	£8,500.00

Civic Hall - General

Room Hire	£8,500.00	£10,500.00
	£8,500.00	£10,500.00

Quay Community Room

Room Hire	£3,000.00	£6,000.00
	£3,000.00	£6,000.00

Community Centre

Income - Room Hire	£12,500.00	£12,500.00
	£12,500.00	£12,500.00

Allotment

Rents	£850.00	£850.00
	£850.00	£850.00

Council (Regeneration)

Annual Festival		£3,000.00
TM Recharge	£6,000.00	
	£6,000.00	£3,000.00

Council (Community)

School Milk Subsidy	£22,000.00	£22,000.00
New Years Eve Ticket Sales	£2,500.00	£2,500.00
NEW - Pantomime	£3,000.00	£3,000.00
	£27,500.00	£27,500.00
TOTAL	£ 66,625.00	£ 69,625.00

Appendix B – Income (Hospitality)

Budget 2021-22 Budget 2022-23

Civic Hall

Bar takings	£22,000.00	£25,000.00
Food Hall	£500.00	£1,000.00
Vending Machines	£7,000.00	£7,000.00
Functions	£9,000.00	£9,000.00
	£34,500.00	£42,000.00

Quay Community Room

Income - Catering	£10,000.00	£9,000.00
Income - External Catering	£1,000.00	£3,000.00
Vending Machines	£7,000.00	£10,000.00
Income - Catering QB	£3,000.00	£1,500.00
	£21,000.00	£23,500.00

TOTAL	£ 55,500.00	£ 65,500.00
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Appendix C – Expenditure Costs (General)

Administration

Description	Budget 2021-22	Budget 2022-23
Insurance	£ 2,750.00	£ 2,500.00
ICT: IT / Computer	£ 6,000.00	£ 7,500.00
Stationery	£ 1,750.00	£ 1,250.00
Postage	£ 1,000.00	£ 800.00
Photocopying	£ 1,000.00	£ 750.00
Membership Fees	£ 750.00	£ 750.00
Audit Fees	£ 1,000.00	£ 1,000.00
Legal & Professional Fees	£ 500.00	£ 500.00
Bank Charges	£ 1,000.00	£ 900.00
Equipment Purchases	£ -	£ -
Sub-Total	£ 15,750.00	£ 15,950.00

Council - Civic

Description	Budget 2021-22	Budget 2022-23
Councillor - Expense Allowance	£ 3,000.00	£ 3,000.00
Civic Head Allowance	£ 500.00	£ 500.00
Chairman's Allowance	£ 1,500.00	£ 1,500.00
Council Civic Ball	£ 600.00	£ 600.00
Civic Regalia	£ 150.00	£ 150.00
Election Costs	£ 5,000.00	£ 19,000.00
Remembrance Sunday	£ 250.00	£ 250.00
Sub-Total	£ 11,000.00	£ 25,000.00

Council - Assets

Description	Budget 2021-22	Budget 2022-23
Land Railway Terrace - Insurance	£ 250.00	£ 250.00
Land Railway Terrace - Right of Way	£ 50.00	£ 50.00
Bus Shelter - Insurance	£ 25.00	£ 25.00
Maintenance of Land & Buildings	£ -	£ -
CCTV Insurance	£ 100.00	£ 110.00
CCTV Equipment	£ 22,000.00	£ 22,000.00
Sub-Total	£ 22,425.00	£ 22,435.00

Quay Building

Description	Budget 2021-22	Budget 2022-23
PWLB Repayment	£ 15,296.00	£ 15,040.00
Insurance	£ 1,000.00	£ 1,000.00
Non Domestic Rates	£ 6,900.00	£ 6,900.00
Utility: Electricity	£ 2,000.00	£ 2,000.00
Utility: Gas	£ 2,000.00	£ 1,000.00
Utility: Water	£ 400.00	£ 400.00
Trade Refuse	£ 1,000.00	£ 1,000.00
Window Cleaning	£ 250.00	£ 500.00
Services	£ 0.00	£ 0.00
ICT: Telephones & Broadband	£ 1,500.00	£ 1,500.00
ICT: Card Payment Machines	£ 750.00	£ 600.00
Equipment Purchases	£ 500.00	£ 250.00
Repairs/Maintenance	£ 300.00	£ 300.00
Cleaning Supplies	£ 300.00	£ 300.00
Catering Supplies	£ -	£ -
Exterior Maintenance	£ 500.00	£ 500.00
H&S: NICEIC (Inspect & Report)	£ 250.00	£ 200.00
H&S: Gas Safety Inspection	£ 250.00	£ 250.00
H&S: Fire Safety Checks	£ 250.00	£ 250.00
H&S: Water Testing	£ 250.00	£ 250.00
Security (Alarm)	£ 500.00	£ 400.00
Sub-Total	£ 34,196.00	£ 32,640.00

Civic Hall - General

Description	Budget 2021-22	Budget 2022-23
Insurance	£ 1,300.00	£ 1,350.00
Non-Domestic Rates	£ 8,239.00	£ 12,000.00
Stocktake	£ 585.00	£ 500.00
Services	£ 500.00	£ -
Utility: Electricity	£ 6,000.00	£ 9,000.00
Utility: Gas	£ 850.00	£ 1,000.00
Utility: Water & Sewerage	£ -	£ -
Trade Refuse	£ 1,400.00	£ 1,500.00
Hygiene Services	£ 150.00	£ 150.00
Pest Control	£ 850.00	£ 1,100.00
Window Cleaning	£ 550.00	£ 600.00
ICT: Telephone	£ 750.00	£ 750.00
Equipment Purchases	£ 1,000.00	£ 750.00
Repairs and Maintenance	£ 1,000.00	£ 750.00
Cleaning Supplies	£ 500.00	£ 500.00
H&S: Fire Safety Checks	£ 500.00	£ 500.00
H&S: NICEIC (Inspect & Report)	£ 250.00	£ 250.00
H&S: Gas Safety Inspection	£ 250.00	£ 250.00
H&S: Water Testing	£ 250.00	£ 250.00
Security (Alarm)	£ 450.00	£ 450.00
Hospitality Allowance	£ 1,000.00	£ 1,250.00
FCC - Licenses	£ 1,000.00	£ 2,000.00
Sub-Total	£ 27,374.00	£ 34,900.00

Community Centre

Description	Budget 2021-22	Budget 2022-23
Insurance	£ 175.00	£ 175.00
Non Domestic Rates	£ 2,200.00	£ 2,200.00
Utility: Electricity	£ 750.00	£ 750.00
Utility: Gas	£ 900.00	£ 900.00
Utility: Water	£ 400.00	£ 400.00
Trade Refuse	£ 400.00	£ 400.00
Window Cleaning	£ 0.00	£ 100.00
Equipment	£ 500.00	£ 250.00
Repairs/Maintenance	£ -	£ -
Non-Catering Supplies	£ 650.00	£ 600.00
H&S: NICEIC (Inspect & Report)	£ 250.00	£ 250.00
H&S: Fire Safety Checks	£ 250.00	£ 250.00
H&S: Gas Safety Inspection	£ 250.00	£ 250.00
H&S: Water Testing	£ 250.00	£ 250.00
Sub-Total	£ 6,975.00	£ 6,775.00

Allotments

Description	Budget 2021-22	Budget 2022-23
Utility: Water	£ 200.00	£ 200.00
Repairs & Maintenance	£ 750.00	£ 800.00
Sub-Total	£ 950.00	£ 1,000.00

Quay Community Room - General

Description	Budget 2021-22	Budget 2022-23
H&S: Fire Safety Checks	£ 100.00	£ 150.00
H&S: Water Testing	£ 100.00	£ 150.00
Insurance	£ 50.00	£ 50.00
Rent	£ 14,568.00	£ 14,568.00
Non-Domestic Rates	£ 2,900.00	£ 2,900.00
Stocktake	£ 400.00	£ 400.00
Utility: Electricity	£ 2,000.00	£ 1,500.00
Utility: Water	£ 500.00	£ 250.00
Hygiene Services	£ 100.00	£ 100.00
Window Cleaning	£ -	£ 50.00
Services	£ -	£ -
ICT: Telephone	£ 750.00	£ 600.00
ICT: EPOS	£ 1,500.00	£ 1,300.00
Equipment	£ 500.00	£ 250.00
Repairs / Maintenance	£ 100.00	£ 100.00
Cleaning equipment	£ 300.00	£ 300.00
Sub-Total	£ 23,868.00	£ 22,668.00

Council (Community)

Description	Budget 2021-22	Budget 2022-23
Summer Holiday Play Scheme	£ 20,000.00	£ 20,000.00
Play Scheme Transportation	£ 5,000.00	£ 5,000.00
School Milk Scheme	£ 29,000.00	£ 29,000.00
Christmas Fayre	£ 200.00	£ 250.00
Flower, Fruit & Veg Show	£ 100.00	£ 100.00
New Year's Eve Arrangements	£ 1,800.00	£ 2,000.00
Pantomime	£ 2,500.00	£ 2,500.00
Sub-Total	£ 58,600.00	£ 58,850.00

Council (Regeneration)

Description	Budget 2021-22	Budget 2022-23
Festive Lighting Motifs (X60)	£ 15,000.00	£ 15,500.00
Installation	£ 3,000.00	£ 1,000.00
Town Regeneration	£ 1,500.00	£ 750.00
Annual Festival	£ -	£ 3,000.00
Town Manager - Contract	£ 15,200.00	£ -
Sub-Total	£ 34,700.00	£ 20,250.00

Appendix D – Expenditure Costs (Hospitality)

Civic Hall - Bar

Description	Budget 2021-22	Budget 2022-23
ICT: Card Payment Machines	£800.00	£700.00
Equipment Purchases	£200.00	£200.00
Bar Supplies	£7,000.00	£7,000.00
Sub-Total	£8,000.00	£7,900.00

Civic Hall - Catering

Description	Budget 2021-22	Budget 2022-23
Equipment Purchases	£0.00	£0.00
Catering Supplies	£1,500.00	£2,000.00
Non-Catering Supplies	£600.00	£500.00
Vending Machines	£4,000.00	£4,000.00
Sub-Total	£6,100.00	£6,500.00

Quay Community Room - Catering

Description	Budget 2021-22	Budget 2022-23
Catering Supplies	£4,000.00	£4,000.00
Non-Catering Supplies	£750.00	£500.00
Vending Machines	£4,000.00	£5,000.00
Sub-Total	£8,750.00	£9,500.00