

OKEHAMPTON TOWN COUNCIL
Budget 2020/21 - Approved

	Actual 2018/19	Budget 2019/20	Actual Nov-19	Projected* 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23
Net tax charges							
Administration account	86,962	108,130	64,446	95,954	115,450	112,410	115,430
Democratic	26,459	39,750	11,680	39,173	38,950	39,500	39,700
Property	70,449	87,470	44,456	80,534	72,540	62,500	65,140
Parks & open spaces	18,067	46,475	627	49,419	53,250	40,750	38,900
*CCTV - annual cost					13512	13512	13512
totals	201,937	281,825	121,209	265,080	293,702	268,672	272,682

CTSG earmarked fund built up to cushion the impact of the withdrawal

PRECEPT

-7,000

£286,702

Cost of Okehampton Town Council precept Band D property charge:

p/annum **£127.76**
p/week £ 2.47

% annual increase from 2019/20 14.80%
£ annual increase from 2019/20 £16.47
increase per week from 2019/20 £0.33

2019/20		
Precept		£249,753
Equivalent 'D' band property charge:	per annum	£111.29
Cost of Okehampton Town Council precept Band D	per week	£2.14

Note

* Projected figures were produced in November 2019

*Based on tender figures and hub recording only

Historical Information

	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Actual precept	198736	172469	180983	210179	218,365	226,381	236941	249753	286702
CTSG		27817	24017	20326	18050	16498	15079	13782	0
Total from WDBC	198736	200286	205000	230505	236415	242879	252020	263535	286702
Band D	77.66	79.19	81.30	92.35	99.53	101.94	105.26	111.29	127.76
Tax Base	2558.91	2177.92	2226.1	2275.86	2194.07	2220.76	2251.11	2244.19	2244.05
								-6.92	-0.14

Okehampton Town Council Budget 2020/21 - Approved Budget

ADMINISTRATION

		Actual	Budget	Actual	Projected	Budget	Budget	Budget	code
		2018/19	2019/20	12/11/2019	2019/20	2020/21	2021/22	2022/23	
Notes	Expenditure								
1	Salaries & pensions	61592	79500	48771	79500	84000	85680	87400	4001 101
	Temporary Staff	881	1000	0	0	1000	1000	1000	4008 101
	Staff Training/Conference	1188	2500	784	2500	2500	2500	2500	4009 101
	Staff Travel	696	800	366	800	800	800	850	4010 101
2	Telephone, Fax & PX	2375	2600	1688	2600	2600	2600	2600	4021 101
	Printing, Post & Stationery	1587	1500	794	1500	1500	1500	1500	4023 101
3	Subscriptions	1797	1750	1166	1750	1900	1900	1950	4024 101
4	Insurance (non-property)	2508	0	501	501	520	550	580	4025 101
	Photocopier	486	600	275	600	600	600	650	4026 101
	Advertising/Recruitment	738	800	588	800	800	800	850	4031 101
5	Marketing	500	3000	286	3000	3000	3000	3000	4032 101
	Bank Charges & A/c maintenance	790	900	202	500	500	500	550	4051 101
	Rail Resilience Support Project	175	300	0	300	300	300	300	4054 101
	Legal & Professional Fees	2231	4000	2780	4000	4000	4000	4000	4055 101
	Payroll Administration	1792	500	0	100	100	100	100	4056 101
	Audit Fees (Internal and External)	1705	2500	0	2500	2500	2500	3000	4057 101
6	IT: maintenance, software & licenses	1799	1800	7971	8500	2500	2500	3000	4058 101
	Clothing/PPE	0	80	0	80	80	80	100	4068 101
	Miscellaneous	3665	0	0	0	0	0	0	4105 101
7	Ear Marked Reserves (see attached)	0	2000	0	2000	4750	0	0	
	total	86505	106130	66172	111531	113950	110910	113930	
	Capital								
	Capital purchases	0	1500	539	1500	1500	1500	1500	4401 101
	IT equipment	0	1500	0	1500	1500	1500	1500	4403 101
	total	0	3000	539	3000	3000	3000	3000	
	Total expenditure	86505	109130	66711	114531	116950	113910	116930	
	Income								
	Insurance Refund	0	0	0	500	0	0	0	1041 101
	Miscellaneous Income	2791	0	413	2295	0	0	0	1080 101
	Precept	236941	249753	249753	249753				1176 101
7	Council Tax Support Grant	15079	13782	13782	13782	0	0	0	1177 101
	Interest received - bank/Bldg Soc	2189	1000	1852	2000	1500	1500	1500	1190 101
	total income	257000	264535	265800	268330	1500	1500	1500	
	Tax charge / net income	(a+b)-c	-170495	-155405	-199089	-153799	115450	112410	115430

Notes

- 1 Pay deal agreement from the NJC awaited - 3% increase calculated at this time, likely to need revising before finalisation
- 2 Feasibility of changing to a VoIP system for the phones is being investigated - generally a saving of around 70% on phone calls can be expected. For budgeting purposes figure left as existing until further info is known
- 3 All likely to increase. DALC have announced 2.5% increase. Figure increased by 3% overall
- 4 Additional Cyber Insurance - unbudgeted 2019/20
- 5 Resolved that the Marketing Budget be used to pay for Town Crier attendance at events as requested by the Mayor/Clerk
- 6 Increase due to annual costs following IT upgrade
- 7 It is anticipated that there will not be a CTSG grant for 2020/21 and forthcoming years - Earmarked fund of £7000 in 2019/20 budget to be used in 20/21 and deducted from overall precept required
- 8 CCTV will be included in within the Administration budget should it go ahead

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Property

Note **Expenditure**

		Actual	Budget	Actual	Projected	Budget	Budget	Budget	Code
		2018/19	2019/20	22/11/2019	2019/20	2020/21	2020/22	2020/23	
1	Salaries & pensions	18823	20000	14492	22500	25500	26300	27100	4001 201
	Non Domestic(Business) Rates	6423	6600	6699	6699	7000	7020	7050	4011 201
	Non Domestic (Business) Rates	2353	2500	2648	2648	3000	3020	3050	4011 202
	Water Charges	827	500	211	4000	3500	3600	3700	4012 201
	Water Charges	1485	3000	5318	6000	6000	6100	6200	4012 202
	Gas & Electricity	4247	3600	1120	3600	3600	3650	3700	4014 201
	Gas & Electricity	1492	3000	613	3000	2000	2050	2100	4014 202
	Gas & Electricity	2311	2200	1972	2200	2200	2250	2300	4014 203
	Insurance	2749	2850	2543	2543	2600	2650	2700	4025 201
	Insurance	3946	4000	3900	3900	4000	4050	4100	4025 202
	Insurance	2595	3000	2902	2902	3000	3050	3100	4025 203
	Equipment Insp & Servicing	2906	20690	20608	20690	3000	3000	3100	4037 201
	Legal & Professional	660	3500	0	0	4000	4000	4000	4055 201
	Licensing (PRS, Events etc)	451	1300	757	800	800	800	850	4059 202
	Clothing/PPE	0	80	56	80	80	80	90	4068 201
	Cleaning	2944	1500	310	1000	1000	1000	1100	1049 201
	General Maintenance	5329	7000	3674	7000	7000	7000	7100	4150 201
	General Maintenance	4756	7000	1949	7000	7000	7000	7100	4150 202
	General Maintenance	350	2000	519	2000	2000	2000	2100	4150 203
	Fairplace WCs - Insurance		0	252	252	260	280	300	
	Fairplace WCs - cleaning & supplies		12000	0	6000	7000	7500	8000	4149 311
	Fairplace WCs - repairs & maint.		1000	1151	1500	1500	1500	1600	4150 311
	Fairplace WCs - Water		5000	782	3000	3000	3050	3100	4012 311
	Fairplace WCs - Electricity		1300	393	1000	1000	1050	1100	4014 311
	Ear Marked Reserves (see attached)		12500	0	12500	1000	0	0	
	Market Street Toilets	0	0	0	0	11500	0	0	
	total	64647	126120	72869	122814	112540	102000	104640	

CAPITAL WORKS (PROJECTS)

	Mayoral Photo Framing	0	1000	0	0	0	500	500	4407 201
	Works (capital) - Kitchens/offices	11588	2000	0	500	2000	2000	2000	4402 201
	total	11588	3000	0	500	2000	2500	2500	

total expenditure	a+b	76235	129120	72869	123314	114540	104500	107140	
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Income

	Town hall - rent	4362	4000	2312	4000	4000	4000	4000	1001 201
	Town hall - hire	2068	1500	1553	1500	1500	1500	1500	1003 201
	Street Trader/Farm Market Income	680	450	523	800	500	500	500	1004 203
	Charter Hall - hire	10378	8600	6112	9000	8600	8600	8600	1011 202
	Lower Market Offices	4300	4000	2300	4000	4000	4000	4000	1017 203
	Cinema recharge incl insurance	5967	5400	5723	5723	5700	5700	5700	1018 203
	Cinema Rent	16250	12500	7533	12500	12500	12500	12500	1024 203
	LM Hall - Rent	7200	5200	2300	5200	5200	5200	5200	1029 203
	Donations	1109	0	0	0	0	0	0	1020 202
	Misc income	110	0	50	50	0	0	0	1080 201
	Misc income	10	0	7	7	0	0	0	1080 202

total income	c	52434	41650	28413	42780	42000	42000	42000	
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Tax charge / net income	(a+b)-c	23801	87470	44456	80534	72540	62500	65140	
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notes

- 1 Pay deal agreement from the NJC awaited - 3% increase calculated at this time, likely to need revising before finalisation
Roll forward £500 left at the end of 2019/20 to this budget heading instead of it going into general reserves

Okehampton Town Council Budget 2020/21 - Approved Budget

PARKS & OPEN SPACES (incl CAR PARKS)

Expenditure	Actual 2018/19	Budget 2019/20	Actual 12/11/2019	Projected 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Code
1 Salaries / pensions	66621	76000	33136	76000	70000	72100	74300	4001 302
Temp staff cover	0	1000	0	0	500	500	500	4008 302
Water charges	1868	3000	782	2000	2000	2000	2100	4012 302
Electricity	2484	3200	1325	3200	3500	3500	3600	4014 302
Electricity	50	0		0	0	0	0	4014 313
2 Telephone / alarms	557	1200	540	1200	1200	1200	1200	4021 302
Insurance	5000	5100	5061	5061	5100	5150	5200	4025 302
Inspections (Water and Bridges)	0	0	0	0	4000	4100	4200	4037 302
Public Lighting - sitewide	64	850	0	850	850	850	900	4039 302
Legal and Professional fees	0	3000	2050	3000	3000	3000	3000	4055 302
Non Domestic (Business) Rates	4350	4400	4468	4468	4600	4650	4700	4011 302
3 Non Domestic (Business) Rates (Back)	5700	5700	5700	5700	0	0	0	4013 313
Tool & equipment m&r	1270	2350	371	2350	2350	2350	2400	4067 302
Ticket machine maintenance	1228	2000		2000	2000	2000	2100	4005 313
Parking Mgt Charge (WDBC)	5900	3048	5115	8800	9000	9000	9000	4006 313
2nd vehicle (New for 2020/21)					8000			
Clothing/PPE	392	375	526	600	400	400	450	4068 302
Tree surveys, works & new trees	2135	2600	3020	4000	3000	3100	3200	4148 302
4 Shrubs and Plants (baskets & Fairplace)	333	800	59	800	1000	1000	1000	4070 302
Soil, Fertilisers, weed killer	113	500	400	500	750	750	750	4075 302
Grds maint/footpaths/skatepark	5420	3500	1768	3500	3500	3500	3500	4071 302
Waste disposal/dog bins	2724	3000	2103	3000	3000	3100	3200	4151 302
Property repairs/security	4599	1400	1214	1400	1400	1400	1500	4073 302
Play equipment m & r	3626	2500	929	2500	2500	2500	2500	4164 302
Equipment & plant hire	2736	3000	628	3000	1000	1000	1200	4074 302
Petrol/gas/oil	1542	2100	1042	2100	2100	2100	2200	4157 302
Burial ground maintenance	478	500	0	500	500	500	500	4038 302
Bus shelters	50	250	0	250	250	250	250	4166 302
Park bench refurbishment	1148	1000	142	1000	1000	1000	1000	4162 302
5 Public toilets - contribution to WDBC	6440	0	6607	6607	3400	0	0	4161 302
Wildlife Interpretation Boards	0	3000	0	3000	1300	4300	0	4076 302
Greenhouse purchase (not required)	0	1300	0	0	0	0	0	4078 302
6 Pillbox Refurb					800	0	0	
Repainting railings, gates, Park Row Bridge					1500	1500	0	
Ear Marked Reserves (see attached)	0	7500			6150			
total a	126828	144173	76986	147386	149650	136800	134450	

CAPITAL WORKS

7 Telephone box removal/resiting	0	350	0	0	0	350	350	4449 302
Verti drain field (5 yearly)	0	0	0	0	0	0	500	
Replacement matting play area	0	8000	4575	8000	8000	8000	8000	4453 302
total b	0	8350	4575	8000	8000	8350	8850	
total expenditure a+b	126828	152523	81561	155386	157650	145150	143300	

Income

8 Waitrose WDBC	75142	65000	48494	65000	65000	65000	65000	1022 313
Simmons Park car park incl season tickets	27448	38000	26727	32000	32000	32000	32000	1032 313
Park Hirings (incl Fair/Circus)	1792	1850	1667	2167	2000	2000	2000	1083 302
Putting club rent	350	350	0	0	0	0	0	1009 302
Putting-public	0	100	0	400	0	0	0	1079 302
DCC Playing field	200	200	200	200	200	200	200	1031 302
Donations	0	0	500	500	0	0	0	1020 302
Burial income/reserve plots	3745	2500	1330	2000	2000	2000	2000	1074 302
Misc income	628	500	411	500	0	0	0	1080 302
Skate Park	0	0	0	0	0	0	0	1026
Simmons Charity	3277	3300	1605	3200	3200	3200	3200	1084 302
total income c	112582	111800	80934	105967	104400	104400	104400	
Net expenditure/income (a+b)-c	14246	40723	627	49419	53250	40750	38900	

Notes

- Pay deal agreement from the NJC awaited - 3% increase calculated at this time, likely to need revising before finalisation
- Fesibility of changing to a VoIP system for the phones is being investigated - generally a saving of around 70% on phone calls can be expected. For budgeting purposes figure left as existing until further info is known
- Back dated non-domestic rates payments complete in 2019/20
- Includes hanging baskets for Town Hall, reseeding of wild flower areas, and Fairplace planting
- Market St for 2019/20 paid in arrears - transfer to Property responsibility from 2020/21
- Refurb of Pillbox in Simmons Park, including structural survey and plaque detailing history
- Work due in 2021/22
- Trend is showing a decrease in income over the last few years - no identifiable reason for this found
- Possibly reclassified as Charity income
- Wildlife interpretation boards - roll forward the amount left in the the 2019/20 budget (projected £3000) instead of it going to general reserves - thus reducing the amount to be budgeted for in 2020/21 to £1300
- Phonebox resiting - roll forward the amount left in the 2019/20 budget (projected £350) instead of going into general reserves
- These 2 rollovers will create a £3350 reduction in the budget requirement for 2020/21

Okehampton Town Council Budget 2020/21 - Approved Budget

DEMOCRATIC

<u>Expenditure</u>		Actual	Budget	Actual	Projected	Budget	Budget	Budget	Code
		2018/19	2019/20	12/11/2019	2019/20	2020/21	2021/22	2022/23	
Notes	Mayor's allowance	1635	2500	188	2500	2500	2500	2500	4028 102
	Civic clothing & regalia	45	500	347	500	500	500	500	4029 102
2	Civic dinner	3128	500	0	500	700	700	750	4035 102
3	Mayor's charity	1000	0	0	0	0	0	0	4043 102
	Civic functions	761	1250	659	1250	1250	1300	1350	4060 102
	Councillor training & expenses	526	1000	513	1000	1000	1000	1100	4061 102
	Localism & Devolution agenda/NP support	500	4000	0	4000	4000	4000	4000	4171 102
	Commemorative/Charter Celebrations	0	500	0	500	0	500	500	4172 102
1	Ear Marked Reserves (see attached)	?	500	0	500	0	0	0	357 102
	Total expenditure	7595	10750	1707	10750	9950	10500	10700	
Income									
	Misc income, Donations	1349	0	0	0	0	0	0	1072 102
	Civic dinner	2992	0	0	0	0	0	0	1073 102
	Total income	4341	0	0	0	0	0	0	
	Tax charge / net income	3254	10750	1707	10750	9950	10500	10700	
Grants									
Expenditure									
4	Grants - specific powers	23315	29000	10550	29000	29000	29000	29000	4205 104
	Grants - Section 137	0							4206 104
	Total expenditure	23315	29000	10550	29000	29000	29000	29000	
Income									
	Misc	111	0	577	577	0	0	0	1170 102
	Total income	111	0	577	577	0	0	0	
	Tax charge / net income	26458	39750	11680	39173	38950	39500	39700	

Notes

This is the first year that the budget has been projected for more than the forthing year and the majority of elements either remain the same, have a guestimated amount, or an indictive 2% increase has been added

- 1 See Earmarked Funds for details - this only shows the additional income required to be obtained through the precept in 2020/21 and will be added to the ear marked funds
 - 2 Increase due to additional Mace Bearers and cost rises
 - 3 Removed from Council accounts as this is funds that have been raised for Charity and is therefore not OTC funds
 - 4 Included under 1 heading now that the Council has the Power of Competence
- Commemorative/Charter Celebrations - roll forward the amount left in the 2019/20 budget (projected £500) instead of going into general reserves - reducing the budget requirement for 2020/21 by £350

Okehampton Town Council

Earmarked Reserves (EMR) 2020/21 - Approved Budget

POLICY & RESOURCES - ADMINISTRATION & DEMOCRATIC			2019/20		2020/21		2021/22		2022/23	
Notes	a/c	Detail	EMR	Projected Year End Remaining £	Add	EMR TOTAL	Add	EMR TOTAL	Add	EMR TOTAL
<u>Administration</u>										
		346 Rail Resilience Contingency	1207	1207	0	1207				
		347 Neighbourhood Plan Support (Localism)	8990	7108	0	7108				
1		367 IT/Email Upgrade	0	0	500	500				
2		371 Council Tax Support Grant Removal	7000	7000	0	7000				
3		CCTV Town and Park	0	0	4250	45000				
4		373 Climate Change	2000	2000	0	2000				
			19197	17315	4750	62815				
<u>Democratic</u>										
		372 Markets, Fairs and Charters Celebrations	500	500	0	500				
		357 Election/Referendum	2000	2000	0	2000				
			2000	2000	0	2500				
			23697	21815	4750	67815	0	0	0	0

- Notes
- 1 Fund to be gradually rebuilt for future required replacement/upgrades
 - 2 In 2018/19 and 2019/20 the Council has put aside a sum of money to help counteract the expected loss of the Council Tax Support Grant in 2020/21 - a sum of approx £13,000. This fund should be taken account of when setting the precept
 - 3 Funds moved from Parks and Property Committee responsibility and joined into one fund
 - 4 Resolved by P&R to create a new earmarked reserve on 02/12/2019, funded by way of a virement from general reserves

PARKS			2019/20		2020/21		2021/22		2022/23	
Notes	a/c	Detail	EMR 2019/20	Projected Year End Remaining £	Add	EMR TOTAL	Add	EMR TOTAL	Add	EMR TOTAL
1		329 CCTV Parks	15750	15750	0	0				
		337 Park Enhancement (Bequest received in 2018 to be used for Parks project only)	5731	5731	0	5731				
		340 Cemetery Footpaths	2000	2000	0	2000				
		341 Park Signs	61	61	0	61				
		342 Simmons Park Benches	2916	3416	0	3416				
		349 Jubilee Bridge Bank Repairs	5000	5000	0	5000				
		350 New Burial Ground Purchase	8834	11601	0	11601				
		358 Public lighting and Street Furniture Reserve	6000	6000	0	6000				
		360 Car Park Resurfacing and White Lining	8445	8445	0	8445				
		356 New Tractor Fund	16350	16350	3650	20000				
		351 Business Rate arrears settlement - Car Park	5700	0	0	0				
		361 Ash Tree die back removal and replacement	500	500	500	1000				
		362 Replacement of play equipment	11000	11000	1000	12000				
		363 Skate Park	2499	2499	0	2499				
		364 Bandstand Project	20000	20000	1000	21000				
			110786	108353	6150	98753	0	0	0	0

- Notes
- 1 Earmarked fund to be moved to responsibility of P&R and in a combined fund with the Town fund

PROPERTY			2019/20		2020/21		2021/22		2022/23	
Notes	a/c	Detail	EMR 2019/20	Projected Year End Remaining £	Add	EMR TOTAL	Add	EMR TOTAL	Add	EMR TOTAL
1		321 Town Hall Boiler	1000	1000	1000	2000				
		322 Charter Hall Foyer	2500	2500	0	2500				
		328 CCTV Town Centre	25000	25000	0	0				
		344 Charter Hall Toilets Refurb	10000	10000	0	10000				
		348 Sinking Fund - Property Repairs TH, CH, MH	20000	20000	0	20000				
		352 Roof Repair/Replacement CH	86893	86893	9000	95893				
		353 Electrical Installation - Insp, Maint & Display Energy Cert	6500	6500	0	6500				
		354 Offices Refurbishment	2500	2500	0	2500				
		359 Devolved Responsibilities Contingency (e.g. public toilets)	40000	40000	0	40000				
		365 CH Internal Decoration	25000	25000	0	25000				
2		366 Chamber Ceiling	3000	3000	0	4000				
		368 CH Public Address System & Projector Screen	10000	10000	0	10000				
		369 Chamber Public Address System & Projector Screen	10000	10000	-9000	1000				
		370 Asset Investment	100000	100000	0	100000				
			342393	342393	1000	319393	0	0	0	0

- Notes
- 1 Earmarked fund to be moved to responsibility of P&R and in a combined fund with the Parks fund
 - 2 Move £9000 of the funds to the Roof Repair/Replacement fund (budget 352)

TOTAL EAR MARKED RESERVES	476876	472561	11900	418146	0	0	0	0
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