

# Okehampton Town Council Budget 2021/22 - Draft Budget V1

## ADMINISTRATION

		Actual	Budget	Actual	Projected	Budget	Budget	Budget	code
		2019/20	2020/21	30/09/2020	2020/21	2021/22	2022/23	2023/24	
Notes									
	<b>Expenditure</b>								
1	Salaries & pensions	79220	84000	35693	84000	87000	88700	91400	4001 101
	Temporary Staff	0	1000	0	0	0	0	0	4008 101
2	Staff Training/Conference	1839	2500	911	5200	5000	1500	1500	4009 101
3	Staff Travel	492	800	25	100	800	800	800	4010 101
	Telephone, Fax & PX	2425	2600	1025	2100	1600	1000	1000	4021 101
	Printing, Post & Stationery	1411	1500	614	1000	1000	1000	1000	4023 101
4	Subscriptions	1166	1900	1827	2050	2100	2100	2200	4024 101
5	Insurance (non-property)	501	520	1090	1090	0	0	0	4025 101
5	Insurance (all areas)	0	0	0	0	18476	19030	19600	
	Photocopier	638	600	234	500	600	600	600	4026 101
	Advertising/Recruitment	638	800	691	800	800	800	800	4031 101
	Marketing	1255	3000	233	1000	3000	3000	3000	4032 101
	Bank Charges & A/c maintenance	338	500	101	250	500	500	500	4051 101
	Rail Resilience Support Project	0	300	0	0	0	0	0	4054 101
	Legal & Professional Fees	2781	4000	35	4000	5000	4000	4000	4055 101
6	Payroll Administration	199	100	0	0	0	0	0	4056 101
	Audit Fees (Internal and External)	1760	2500	380	2500	2500	2500	2500	4057 101
	IT: maintenance, software & licenses	8378	2500	4721	5000	4000	3000	3000	4058 101
	Clothing/PPE	0	80	7	50	100	100	100	4068 101
	Miscellaneous	2300	0	0	0	0	0	0	4105 101
7	CCTV Maintenance Costs	0	0	0	0	1100	1150	1200	
8	Ear Marked Reserves (see attached)		4750	4750	4750				
	<b>total</b>	<b>105341</b>	<b>113950</b>	<b>52337</b>	<b>114390</b>	<b>133576</b>	<b>129780</b>	<b>133200</b>	
	<b>Capital</b>								
	Capital purchases	539	1500	0	500	500	0	0	4401 101
	IT equipment	450	1500	0	500	500	0	0	4403 101
	<b>total</b>	<b>989</b>	<b>3000</b>	<b>0</b>	<b>1000</b>	<b>1000</b>	<b>0</b>	<b>0</b>	
	<b>Total expenditure</b>	<b>106330</b>	<b>116950</b>	<b>52337</b>	<b>115390</b>	<b>134576</b>	<b>129780</b>	<b>133200</b>	
	<b>Income</b>								
	Miscellaneous Income	414	0	0	0	0	0	0	1080 101
	Donations	500	0	0	0	0	0	0	1020 101
	Precept	249753	286702	286702	286702				1176 101
9	Council Tax Support Grant	13782	0	0	0	0	0	0	1177 101
10	Grants Received	0	0	15000	15000	0	0	0	1021 101
	Interest received - bank/Bldg Soc	3064	1500	705	1400	1400	1400	1400	1190 101
	<b>total income</b>	<b>267513</b>	<b>288202</b>	<b>302407</b>	<b>303102</b>	<b>1400</b>	<b>1400</b>	<b>1400</b>	
	<b>Tax charge / net income</b>	<b>(a+b)-c</b>	<b>-161183</b>	<b>-171252</b>	<b>-250070</b>	<b>-187712</b>	<b>133176</b>	<b>128380</b>	<b>131800</b>

### Notes

- 1 3% increase calculated at this time
- 2 Increase due to Councils approval for training requests
- 3 Travel costs expected to decrease as it is envisaged that many training courses and meetings will remain virtual, however training course approved by the Council for the Clerk may go ahead face to face
- 4 Figure increased by 3% overall and to accommodate subscription to the ICCM
- 5 T&F Group recommends insurance for all areas is combined into one budget, so an increase here will show a decrease in other budgets. Overall 3% increase applied
- 6 Payroll managed in house
- 7 Previously resolved CCTV for all areas will be included in within the Administration budget should it go ahead. This is for annual maintenance contract
- 8 Earmarked Reserves - only funds required to be raised in the 2021/22 budget are shown on this sheet
- 9 No longer received
- 10 COVID/Regeneration of High Street grants received from WDBC in 2020/21

# Okehampton Town Council

## Earmarked Reserves (EMR) 2021/22 - Initial Draft V1

POLICY & RESOURCES - ADMINISTRATION & DEMOCRATIC			2020/21		2021/22		2022/23		2023/24	
Notes	a/c	Detail	EMR	Projected Year End Remaining £	Add	EMR TOTAL	Add	EMR TOTAL	Add	EMR TOTAL
		<u>Administration</u>								
1	329	CCTV Town and Park	45000	2000	13000	15000				
	346	Rail Resilience Contingency	1207	1207	0	1207	0	1207	0	1207
2	347	Neighbourhood Plan Support (Localism)	7108	1000	4000	5000	0	5000	0	5000
3	367	IT/Email Upgrade	500	500	500	1000	500	1500	500	2000
4	371	Council Tax Support Grant Removal	7000	0	0	0	0	0	0	0
	373	Climate Change	2000	2000	0	2000	0	2000	0	2000
			17815	4707	17500	24207	500	9707	500	10207
		<u>Democratic</u>								
	372	Markets, Fairs and Charters Celebrations	500	500	0	500	0	500	0	500
5	357	Election/Referendum	2000	1891	110	2001	0	2091	0	2091
6		Civic Regalia and Clothing (vired from Democratic)	0	0	0	500	0	500	0	500
			2500	2391	110	2500	0	3091	0	3091
			<b>22815</b>	<b>9489</b>	<b>17720</b>	<b>29708</b>	<b>500</b>	<b>15889</b>	<b>500</b>	<b>16389</b>

### Notes

- 1 CCTV fund to be added to in preparation for connection to a monitoring hub
- 2 Funds remaining at Year End recommended to be rolled over and vired into the Earmarked Fund
- 3 Gradually rebuild fund for future upgrades and repairs
- 4 Earmarked fund was built up over previous 2 financial years to cushion the blow of its removal in the 2020/21 financial year. Recommend this is vired to another budget: ie Roof Replacement or CCTV
- 5 Add funds to top back up to £2,000. (Invoice received for 2019 elections)
- 6 Funds remaining at Year End recommended to be rolled over and vired into the Earmarked Fund