

OKEHAMPTON TOWN COUNCIL

Budget 2021/22 - Final Draft Budget Rev 1 (less £7K earmarked fund)

Actual	Budget	Actual	Projected*	Budget	Budget	Budget
2019/20	2020/21	Sep-20	2020/21	2021/22	2022/23	2023/24

Net tax charges

Administration account
Democratic
Property
Parks & open spaces

102,352	115,450	36,632	98,897	150,926	138,130	141,560
32,450	44,250	9,976	37,500	34,000	34,150	34,150
53,558	72,540	25,496	63,133	76,602	62,602	65,595
12,556	46,650	13,086	46,709	39,980	34,020	37,470
totals	200,916	278,890	85,190	246,239	301,508	268,902
						278,775

Less earmarked fund created to lessen the impact of the removal of CTSG

£7,000

PRECEPT

£294,508

Cost of Okehampton Town Council precept Band D property charge:

p/annum
p/week

£133.39
£2.57

% annual increase from 2020/21 4.41%
 £ annual increase from 2020/21 £5.63
 increase per week from 2020/21 £0.11

2020/21		
Precept		£286,702
Equivalent 'D' band property charge:	per annum	£127.76
Cost of Okehampton Town Council precept Band D	per week	£2.46

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>	<u>2021/22</u>
Actual precept	198736	172469	180983	210179	218,365	226,381	236941	249753	286702	294508
CTSG		27817	24017	20326	18050	16498	15079	13782	0	0
Total from WDBC	198736	200286	205000	230505	236415	242879	252020	263535	286702	294508
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	

Earmar **Okehampton Town Council Budget 2021/22 - Final Draft Budget**

DEMOCRATIC

		Actual	Budget	Actual	Projected	Budget	Budget	Budget	Code
		2019/20	2020/21	30/09/2020	2020/21	2021/22	2022/23	2023/24	
Expenditure									
Notes									
	Mayor's expenses	662	4300	1854	4300	2500	2500	2500	4028 102
1	Civic clothing & regalia	1137	500	0	0	0	0	0	4029 102
	Civic dinner	2460	700	0	700	700	750	750	4035 102
	Civic functions	771	1250	0	500	1000	1050	1050	4060 102
	Councillor training & expenses	633	1000	60	500	800	850	850	4061 102
2	Localism & Devolution agenda/NP support	0	4000	0	0	0	0	0	4171 102
3	Commemorative/Charter Celebrations	0	500	0	0	0	0	0	4172 102
4	Earmarked Reserves (see attached)		0	0	0	0	0	0	
	Total expenditure	5663	12250	1914	6000	5000	5150	5150	
Income									
5	Misc income, Donations	0	0	500	500	0	0	0	1072 102
	Civic dinner	2213	0	0	0	0	0	0	1073 102
	Total income	2213	0	500	500	0	0	0	
	Tax charge / net income	3450	12250	1414	5500	5000	5150	5150	
Grants									
Expenditure									
	Grants - specific powers	29000	29000	7847	29000	29000	29000	29000	4205 104
	Grants - COVID19		3000	715	3000	0	0	0	4208 104
	Total expenditure	29000	32000	8562	32000	29000	29000	29000	
Income									
	Misc		0			0	0	0	1170 102
	Total income		0			0	0	0	
	Tax charge / net income	32450	44250	9976	37500	34000	34150	34150	

Notes

- 1 Rarely required on an annual basis - Recommend funds remaing at Year End are rolled over to 2021/22 and into a Civic Regalia and Clothing Earmarked Fund
- 2 Recommend funds remaing at Year End are rolled over to 2021/22 into the Neighbourhood Plan (Localism) Earmarked budget
- 3 Moved to Earmarked Reserve in 2020/21
- 4 Earmarked Reserves - only funds required to be raised in the 2021/22 budget are shown on this sheet - top up of Election/Referendum reserve
- 5 COVID19 Grant received in 2020/21 financial year

Earmark **Okehampton Town Council Budget 2021/22 - Final Draft Budget Rev 1**

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									
	Expenditure								
1	Salaries & pensions	79220	84000	35693	84000	90100	92800	95600	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	0	0	0	0	5000	5050	5010	
8	Ear Marked Reserves (see attached)		4750	4750	4750	11000	2000	2000	
	total	105341	113950	52337	114390	151576	139780	143210	
	Capital								
	Capital purchases	539	1500	0	500	500	0	0	4401 101
	IT equipment	450	1500	0	500	500	0	0	4403 101
	total	989	3000	0	1000	1000	0	0	
	Total expenditure	106330	116950	52337	115390	152576	139780	143210	
	Income								
	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
11	Investment Income	0	0	0	0	250	250	250	
	total income	267513	288202	302407	303102	1650	1650	1650	
	Tax charge / net income	(a+b)-c	-161183	-171252	-250070	-187712	150926	138130	141560

Notes

- 3% increase calculated at this time, V2 of the budget includes additional costs for the in-house management of the cemetery based on an average of an additional 4 hours per week
- Increase due to Councils approval for training requests
- 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
- Figure increased by 3% overall and to accommodate subscription to the ICCM
- T&F Group recommends insurance for all areas is combined into one budget, so an increase here (£17K) will show a similar decrease across the other budgets. Overall 3% increase applied
- Payroll managed in house
- Previously resolved CCTV for all areas will be included in within the Administration budget should it go ahead. Sum included to cover connection and annual costs - assumes grant requests are approved
£2,000 added following FC 21/12/2020 (Ref 554) for footage retrieval allowance
- Earmarked Reserves - only funds required to be raised in the 2021/22 budget are shown on this sheet these costs are all yet to be agreed by Council
Earmarked income for CCTV reduced from £13,000 to £11,000 meaning no additional demand on the precept from the addition at Note 7
- No longer received
- COVID/Regeneration of High Street grants received from WDBC in 2020/21
- Income expected from recent investment in the Tamar Valley Solar Roof Project

Okehampton Town Council Budget 2021/22 - Final Draft Budget

(EMP) 2021/22 - Final Draft

PARKS & OPEN SPACES (incl CAR PARKS)

<u>Expenditure</u>		Actual	Budget	Actual	Projected	Budget	Budget	Budget	Code
Note		2019/20	2020/21	30/09/2020	2020/21	2021/22	2022/23	2023/24	
1	Salaries / pensions	59473	70000	30789	70000	72100	74300	76550	4001 302
	Temp staff cover	0	500	0	0	0	500	500	4008 302
	Legal and Professional fees	2720	3000	1913	3000	3000	3000	3000	4055 302
	Water charges	948	2000	466	1000	1000	2000	2100	4012 302
	Electricity	2928	3500	1443	3000	3000	3500	3600	4014 302
	Electricity	50	0	0	0	0	0	0	4014 313
2	Telephone / alarms	552	1200	540	800	500	500	500	4021 302
3	Insurance	5089	5100	6097	6097	0	0	0	4025 302
4	Inspections (Water and Bridges)	und/Van	4000	540	2000	4000	4100	4200	4037 302
	Public Lighting - sitewide	1774	850	0	850	850	850	900	4039 302
5	Non Domestic (Business) Rates	4468	4600	4541	4541	4680	4820	4970	4011 302
	Non Domestic (Business) Rates (Back)	5700	0	0	0	0	0	0	4013 313
6	Waste disposal/dog bins	2682	3000	1679	2800	4300	3100	3200	4151 302
	Clothing/PPE	599	400	377	400	400	400	450	4068 302
	Tool & equipment m&r	8040	2350	1177	2350	2300	2350	2400	4067 302
	Equipment & plant hire	833	1000	0	1000	1000	1000	1200	4074 302
	Vehicles - Repairs/MOT/TAX/Service	0	8000	22575	22575	800	850	900	
7	Petrol/gas/oil	1474	2100	676	1500	2000	2100	2200	4157 302
	Tree surveys, works & new trees	3270	3000	1582	3000	3000	3100	3200	4148 302
	Soil, Fertilisers, weed killer	400	750	7	500	750	750	750	4075 302
	Grds maint/footpaths/skatepark	3398	3500	179	3000	3000	3500	3500	4071 302
	Property repairs/security	1635	1400	663	1400	1400	1450	1500	4073 302
	Play equipment repairs and maintenance	1284	2500	1258	2500	2500	2500	2500	4164 302
	Bus shelters	0	250	0	100	250	250	250	4166 302
	Park bench refurbishment	142	1000	0	500	1000	1000	1000	4162 302
9	Public toilets - contribution to WDBC	6607	3400	0	0	0	0	0	4161 302
	Parking Mgt Charge (WDBC)	5900	9000	1484	5000	9000	9000	9000	4006 313
	Surface repairs and maintenance	0	0	0	0	0	0	0	
	Cemetery								
	Burial ground maintenance	0	500	0	500	500	500	500	4038 302
	Spoil Removal	0	0	0	0	1500	500	500	
	Cemetery Management Costs	0	0	0	0	2000	2000	2000	
	Ear Marked Reserves (see attached)	0	6150	0	0	2500	2500	2500	
	total a	119966	143050	77986	138413	127330	130420	133870	
	CAPITAL WORKS								
	Telephone box removal/resiting	0	0	0	150	150	0	0	4449 302
7	Verti drain field (5 yearly)		0	0	0	1000	0	0	
	Replacement matting play area	4575	8000	0	0	8000	8000	8000	4453 302
	total b	4575	8000	0	150	9150	8000	8000	
	total expenditure a+b	124541	151050	77986	138563	136480	138420	141870	
	Income								
	Waitrose WDBC	75142	65000	49877	65000	65000	65000	65000	1022 313
	Simmons Park car park incl season tickets	27448	32000	8159	16000	25000	32000	32000	1032 313
	Park Hirings (incl Fair/Circus)	1667	2000	0	0	1000	2000	2000	1083 302
	Putting-public	741	0	0	150	100	0	0	1079 302
	DCC Playing field	200	200	200	200	200	200	200	1031 302
	Donations	700	0	0	0	0	0	0	1020 302
	Grant	0	0	0	90	0	0	0	1021 302
	Misc income	489	0	1064	1064	0	0	0	1004/1080 302
	Skate Park	0	0	0	0	0	0	0	1026
	Simmons Charity	3394	3200	1505	3200	3200	3200	3200	1084 302
	Cemetery								
	Burial income/reserve plots	2204	2000	4095	6000	2000	2000	2000	1074 302
	total income c	111985	104400	64900	91704	96500	104400	104400	
	Net expenditure/income (a+b)-c	12556	46650	13086	46859	39980	34020	37470	

Notes

- 3% increase calculated at this time
- Changes to IT, phone and alarm systems in 2020/21 should result in lower costs
- T&F Group recommends insurance for all areas is combined into one budget, so an increase here will show a decrease in other budgets.
- Bridge inspections required to be undertaken. Recommends unused funds from this financial year and rolled over in 21/22 to further increase the budget as costs are unknown at this time
- 3% increase applied

Okehampton Town Council Budget 2021/2022 - Final Draft Budget
Earmarked Reserves (EMR) 2021/22 - Final Draft

PROPERTY

Note **Expenditure**

			Actual	Budget	Actual	Projected	Budget	Budget	Budget		
			2019/20	2020/21	30/09/2020	2020/21	2021/22	2022/23	2023/24		
1	Salaries & pensions		21681	25500	8986	25500	26265	27053	27865	4001	201
2	Non Domestic(Business) Rates	TH	6699	7000	6961	6961	7170	7386	7608	4011	201
2	Non Domestic (Business) Rates	CH	2648	3000	3094	3094	3187	3283	3382	4011	202
	Water Charges	TH	211	3500	105	500	500	600	600	4012	201
	Water Charges	CH/MH	7930	6000	3260	6500	6500	6500	6500	4012	202/3
	Gas & Electricity	TH	3043	3600	1274	3000	3600	3650	3700	4014	201
	Gas & Electricity	CH	801	2000	508	1500	2000	2050	2100	4014	202
	Gas & Electricity	MH	2832	2200	723	1700	2200	2250	2300	4014	203
3	Insurance	TH	2543	2600	2580	2580	0	0	0	4025	201
3	Insurance	CH	3900	4000	4050	4050	0	0	0	4025	202
3	Insurance	MH	2902	3000	3833	3833	0	0	0	4025	203
	Equipment Insp & Servicing	TH	23163	3000	3209	5000	5000	5050	5100	4037	201
	Legal & Professional		1100	4000	1387	4000	4000	4000	4000	4055	201
	Licensing (PRS, Events etc)	CH	757	800	459	459	800	800	850	4059	202
	Clothing/PPE		56	80	0	50	80	80	90	4068	201
	Cleaning		822	1000	337	1000	1000	1000	1100	1049	201
9	General Maintenance	TH	3762	7000	644	3000	7000	7000	7100	4150	201
9	General Maintenance	CH	3749	7000	231	3000	7000	7000	7100	4150	202
9	General Maintenance	MH/LMH	519	2000	550	1000	2000	2000	2100	4150	203
8	External Decoration CH/MH/LMH						5000				
3	Fairplace WCs - Insurance		289	260	133	133	0	0	0	4025	311
	Fairplace WC's - Inspections		935	0	0	0	0	0	0	4037	311
	Fairplace WCs - cleaning & supplies		0	7000	3020	7000	7250	7500	8000	4149	311
	Fairplace WCs - repairs & maint.		1977	1500	405	1500	1500	1500	1600	4150	311
	Fairplace WCs - Water		1411	3000	456	2000	3000	3050	3100	4012	311
	Fairplace WCs - Electricity		565	1000	264	600	600	1050	1100	4014	311
4	Ear Marked Reserves (see attached)			1000	1000	1000	1500	1500	1500		
	Market Street Toilets		4045	11500	2204	10000	10000	10000	10000	4015	312
	total	a	98340	112540	49673	98960	107152	104302	106795		

CAPITAL WORKS (PROJECTS)

	Works (capital) - Kitchens/offices	TH	0	2000	0	500	500	1000	1500	4402	201
	total	b	0	2000	0	500	500	1000	1500		
	total expenditure	a+b	98340	114540	49673	99460	107652	105302	108295		

6 Income

	Town hall - rent		4437	4000	2150	2150	2150	4000	4000	1001	201
	Town hall - hire		1963	1500	300	200	500	1500	1500	1003	201
	Street Trader/Farm Market Income		717	500	0	0	0	0	0	1004	203
	Charter Hall - hire		7877	8600	300	500	500	8600	8600	1011	202
	Lower Market Offices		3300	4000	3300	4000	4000	4000	4000	1017	203
	Cinema recharge incl insurance		5723	5700	10577	10577	5000	5700	5700	1018	203
	Cinema Rent		13783	12500	6250	12500	12500	12500	12500	1024	203
	LM Hall - Rent		5900	5200	1300	5200	5200	5200	5200	1029	203
	Donations		0	0	0	0	0	0	0	1020	202
	Misc income	TH	50	0	0	0	0	0	0	1080	201
	Misc income	CH	7	0	0	0	0	0	0	1080	202
	Misc income	WC's	25	0	0	0	0	0	0	1080	311
7	Fairplace WC's Donations		1000	0	0	1200	1200	1200	1200	1020	311
	total income	c	44782	42000	24177	36327	31050	42700	42700		

Tax charge / net income

(a+b)-c

53558	72540	25496	63133	76602	62602	65595
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notes

- 3% increase calculated at this time. Actual costs as at 30/09/2020 are reduced due to the pandemic
- 3% increase applied
- Recommended by Budget T&F Group that insurances are combined in one budget under Administration from 2021/22
- Earmarked Reserves - only funds required to be raised in the 2021/22 budget are shown on this sheet - see Earmarked Reserves for details
- Projected income figures for 2021/22 are low due to the uncertainty caused by the COVID19 pandemic
- Donation from OHPC towards the cost of the provision of the facility. OHPC have been requested to consider a contribution for the 2021/22 financial year
- Proposed redecoration of external woodwork (Charter Hall, Market Hall, Lower Market Hall) whilst scaffolding in place for roofing work - estimated sum only
- Consider rolling over of remaining funds at year end to 2021/22

Okehampton Town Council

Earmarked Reserves (EMR) 2021/22 - Final Draft

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
Administration										
1	329	CCTV Town and Park	45000	2000	11000	13000	2000	2000	2000	4000
	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	15500	22207	500	9707	500	10207
Democratic										
	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
			22815	9489	15720	27708	500	15889	500	16389

Notes

- CCTV fund to be added to in preparation for connection to a monitoring hub
- Funds remaining at Year End recommended to be rolled over and vired into the Earmarked Fund
- Gradually rebuild fund for future upgrades and repairs
- 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
- Add funds to top back up to £2,000. (Invoice received for 2019 elections)
- Funds remaining at Year End recommended to be rolled over and vired into the Earmarked Fund

PARKS			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
		337 Park Enhancement (Bequest received in 2018 to be used for Parks project only)	5731	5731	0	5731	0	5731	0	5731
		340 Cemetery Footpaths	2000	2000	0	2000	0	2000	0	2000
		341 Park Signs	61	61	0	61	0	61	0	61
		342 Simmons Park Benches	2916	3416	0	3416	0	3416	0	3416
		349 Jubilee Bridge Bank Repairs	5000	5000	0	5000	0	5000	0	5000
		350 New Burial Ground Purchase	8834	14574	0	14574	0	14574	0	14574
		358 Public lighting and Street Furniture Reserve	6000	6000	0	6000	0	6000	0	6000
		360 Car Park Resurfacing and White Lining	8445	8445	500	8945	500	9445	500	9945
1		356 New Tractor Fund/Van	16350	0	1000	1000	2000	3000	2000	5000
2		351 Business Rate arrears settlement - Car Park	5700	0	0	0	0	0	0	0
		361 Ash Tree die back removal and replacement	500	1000	0	1000	0	1000	0	1000
		362 Replacement of play equipment	12000	12000	1000	13000	1000	14000	1000	15000
		363 Skate Park	2499	2499	0	2499	0	2499	0	2499
		364 Bandstand Project	22000	22000	0	22000	0	22000	0	22000
			98036	82726	2500	85226	3500	88726	3500	92226

Notes

- Tractor purchased in 2020 - rebuild fund for future replacement
- Arrears settled

PROPERTY			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
1	321	Town Hall Boiler	2000	2000	1000	3000	1000	4000	1000	5000
	322	Charter Hall Foyer	2500	2500	0	2500	0	2500	0	2500
2	344	Charter Hall Toilets Refurb	10000	10000	-5000	5000	0	5000	0	5000
	348	Sinking Fund - Property Repairs TH, CH, MH	20000	20000	0	20000	0	20000	0	20000
3	352	Roof Repair/Replacement CH	95893	95893	10000	105893	0	0	0	0
4	353	Electrical Installation - Insp, Maint & Display Energy Cert	6500	1500	500	2000	500	2500	500	3000
	354	Offices Refurbishment	2500	2500	0	2500	0	2500	0	2500
5	359	Devolved Responsibilities Contingency (e.g. public toilets)	40000	40000	0	40000	0	40000	0	40000
6	365	Charter Hall Internal Decoration	25000	25000	0	25000	0	25000	0	25000
7	366	Council Chamber Ceiling	3000	3000	0	3000	0	3000	0	3000
8	368	Charter Hall Public Address System & Projector Screen	10000	10000	-5000	5000	0	5000	0	5000
9	369	Council Chamber Public Address System & Projector Screen	1000	1000	0	1000	0	1000	0	1000
10	370	Asset Investment	100000	95000	0	95000	0	95000	0	95000
			318393	308393	1500	309893	1500	205500	1500	207000

Notes

- Rebuild budget for future repairs/replacement
- Toilets refurbished in 2019 by others - reduce earmarked fund to £5000 and vire remaining £5000 to Roof Replacement Project
- Add £10,000 from 2 other earmarked funds, plus consider adding additional sum
- Electrical repairs required in 2020-21 following recent inspections - addition in 2021-22 to rebuild for future inspections/repairs
- Potential refurbishment of Fairplace public toilets in the future
- Internal decoration required after roof replacement has been completed
- Ceiling replacement and room redecoration
- Projector and screen purchased in 2019 - reduce earmarked fund to £5000 and vire remaining £5000 to Roof Replacement Project. Sound upgrade to be considered in the future
- Projector and screen purchased in 2019. address system to be considered for replacement in the future
- 2020/21 projected year end figure assumes agreement by full Council to invest £5000 into an energy scheme