

OKEHAMPTON TOWN COUNCIL
Budget 2019/20

Actual 2017/18	Budget 2018/19	Actual Nov-18	Projected* 2018/19	Budget 2019/20
-------------------	-------------------	------------------	-----------------------	-------------------

Net tax charges

Administration account	79,636	100,965	54,077	95,167	108,130
Democratic	30,654	29,200	16,983	36,764	39,750
Property	46,211	50,840	9,287	39,477	69,180
Parks & open spaces	10,393	47,875	1,742	27,072	46,475
totals	166,894	228,880	82,089	198,480	263,535

Council Tax Support Grant 13,782
PRECEPT £236,941 **£249,753**

Equivalent 'D' band property charge: £105.26 **£111.29**

Cost of Okehampton Town Council precept Band D per week
or an increase per week from 2018/19 of £0.12

Note

* Projected figures were produced in November 2018

2018/19	
Precept	£236,941
Equivalent 'D' band property charge:	£105.26
Cost of Okehampton Town Council precept Band D	per week £2.02

Historical Information

	<u>2010/11</u>	<u>2011/12</u>	<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>
Actual precept	205201	195000	198736	172469	180983	210179	218,365	226,381	236941	249753
CTSG				27817	24017	20326	18050	16498	15079	13782
Total from WDBC	205201	195000	198736	200286	205000	230505	236415	242879	252020	263535
Band D	85.77	78.11	77.66	79.19	81.30	92.35	99.53	101.94	105.26	111.29
Tax Base	2392.58	2496.49	2558.91	2177.92	2226.1	2275.86	2194.07	2220.76	2251.11	2244.19 -6.92

corrected to

Precept increase:

5.73% 249,753

Okehampton Town Council Budget 2019/20 - Approved Budget

Property

Note **Expenditure**

		Actual	Budget	Actual	Projected	Budget	Code
		2017/18	2018/19	21/11/2018	2018/19	2019/20	
	Salaries & pensions	29219	31000	10404	20000	20000	4001 201
	Non Domestic(Business) Rates	5961	6400	6423	6423	6600	4011 201
	Non Domestic (Business) Rates	2125	2200	2353	2353	2500	4011 202
	Water Charges	266	500	188	500	500	4012 201
	Water Charges	3635	3800	1485	3800	3000	4012 202
	Gas & Electricity	2327	3800	1960	3800	3600	4014 201
	Gas & Electricity	3098	4400	873	4400	3000	4014 202
	Gas & Electricity	1598	2200	1445	2200	2200	4014 203
	Insurance	2868	3100	2749	3100	2850	4025 201
	Insurance	2456	2600	3946	3946	4000	4025 202
	Insurance	6157	4560	2595	2595	3000	4025 203
	Advertising (Venue)	1000	500	0	500	0	4031 201
	Equipment Insp & Servicing	2033	2000	371	2500	2500	4037 201
	Legal & Professional	3716	4000	660	4000	3500	4055 201
	Licensing (PRS, Events etc)	1096	1200	0	1200	1300	4059 202
	Clothing/PPE	0	80	0	80	80	4068 201
	Cleaning	825	1000	1531	2000	1500	4149 201
1	General Maintenance	12626	7000	2501	7000	7000	4150 201
	General Maintenance	8463	7000	4361	7000	7000	4150 202
	General Maintenance	6	2000	350	2000	2000	4150 203
	Fairplace WCs - cleaning & supplies	0	0	0	0	12000	
	Fairplace WCs - repairs & maint.	0	0	0	0	1000	
	Fairplace WCs - Water	0	0	0	0	5000	
	Fairplace WCs - Electricity	0	0	0	0	1300	
2	Ear Marked Reserves (see attached)	0	0	0	0	12500	EMR
	total	89475	89340	44195	79397	107930	
CAPITAL WORKS (PROJECTS)							
	Mayoral Photo Framing	0	1000	0	1000	1000	4407 201
	Works (capital) - Kitchens/offices	491	2000	0	2000	2000	4402 201
	total	491	3000	0	3000	3000	
	total expenditure	89966	92340	44195	82397	110930	
Income							
	Town hall - rent	6000	4000	2027	4000	4000	1001 201
	Town hall - hire	2057	1350	1890	2000	1500	1003 201
	Street Trader/Farm Market Income	606	450	457	500	450	1004 203
	Charter Hall - hire	8938	8600	7547	8600	8600	1011 202
	Lower Market Offices	3000	4000	2000	4000	4000	1017 203
	Cinema recharge incl insurance	5209	5400	5967	6000	5500	1018 203
	Cinema Rent	12500	12500	10000	12500	12500	1024 203
	LM Hall - Rent	5200	5200	4900	5200	5200	1029 203
	Misc income	245	0	110	110	0	1080 201
	Misc income	0	0	10	10	0	1080 202
	total income	43755	41500	34908	42920	41750	
	Tax charge / net income	46211	50840	9287	39477	69180	

notes

- 1 Replacement external Town Hall door and frame approx £3000
- 2 See Earmarked Funds for details - this only shows the additional income required to be obtained through the precept in 2019/20 and will be added to the ear marked funds

Okehampton Town Council Budget 2019/20 - Approved Budget

ADMINISTRATION

<u>Expenditure</u>		Actual	Budget	Actual	Projected	Budget	code
		2017/18	2018/19	21/11/2018	2018/19	2019/20	
Notes							
1	Salaries & pensions	61592	65500	41004	72000	79500	4001 101
	Temporary Staff	881	2000	0	0	1000	4008 101
2	Staff Training/Conference	1188	2000	1433	2000	2500	4009 101
	Staff Travel	696	800	301	600	800	4010 101
	Telephone, Fax & PX	2375	2600	1770	2400	2600	4021 101
	Printing, Post & Stationery	1587	2500	885	1600	1500	4023 101
	Subscriptions	1797	1790	1519	1600	1750	4024 101
3	Insurance (non-property)	2508	2600	0	0	0	4025 101
	Photocopier	486	2400	268	490	600	4026 101
	Advertising/Recruitment	738	800	2154	2160	800	4031 101
	Marketing	500	1200	168	1000	3000	4032 101
	Bank Charges & A/c maintenance	790	900	501	900	900	4051 101
	Rail Resilience Support Project	175	350	0	350	300	4054 101
	Legal & Professional Fees	2231	5000	1562	5000	4000	4055 101
	Payroll Administration	1792	2250	1098	1500	500	4056 101
	Audit Fees (Internal and External)	1705	2500	1246	2100	2500	4057 101
	IT: maintenance, software & licenses	1799	1800	1382	1800	1800	4058 101
	Clothing/PPE	0	75	172	75	80	4068 101
	Miscellaneous	3665	0	0	0	0	4105 101
	Capital purchases	0	2500	473	500	1500	4401 101
4	Ear Marked Reserves (see attached)	0	0	0	0	2000	EMR
	total	86505	99565	55936	96075	107630	
	Capital						
	IT equipment	0	3100	0	1000	1500	4403 101
	total	0	3100	0	1000	1500	
	Total expenditure	86505	102665	55936	97075	109130	
	Income						
	Insurance Refund	729	700	0	0	0	1041 101
	Donations and misc.income	4398	0	0	0	0	1020 101
	Miscellaneous Income	463	0	908	908	0	1080 101
	Precept						1176 101
	Council Tax Support Grant						1177 101
	Interest received - bank/Bldg Soc	1279	1000	951	1000	1000	1190 101
	total income	6869	1700	1859	1908	1000	
	Tax charge / net income	79636	100965	54077	95167	108130	

- 1 Includes on-costs, which were underestimated this financial year. Total salary costs have decreased; 2016/17 £161,122 - 2019/20 projected £158,235.
A member of staff has been paid a number of extra hours to cover whilst vacancy filled - could have been paid from the temporary staff budget
- 2 New staff members requiring additional training (including Parks staff)
- 3 Insurance costs were split differently this current financial year because of the way the figures were provided by the new insurance company. 2019/20 is the 2nd year of a 3 yearly agreement I recommend the budget is £0
- 4 See Earmarked Funds for details - this only shows the additional income required to be obtained through the precept in 2019/20 and will be added to the ear marked funds

Okehampton Town Council Budget 2019/20 - Approved Budget

PARKS & OPEN SPACES (incl CAR PARKS)

Note	Expenditure	Actual	Budget	Actual	Projected	Budget	Code
		2017/18	2018/19	21/11/2018	2018/19	2019/20	
8	Salaries / pensions	69238	74500	41488	73000	76000	4001 302
	Temp staff cover	1440	2000	0	0	1000	4008 302
	Water charges	1682	2000	1674	2500	3000	4012 302
	Electricity	2711	3500	1941	3200	3200	4014 302
	Telephone / alarms	965	1200	477	1000	1200	4021 302
	Insurance	4727	5000	5000	5000	5100	4025 302
	Public Lighting - sitewide	293	850	0	500	850	4039 302
	Legal and Professional fees	1605	3000	0	3000	3000	4055 302
	Non Domestic (Business) Rates	4241	4350	4350	4350	4400	4011 302
1	Non Domestic (Business) Rates (Back)	5700	5700	5700	5700	5700	4013 313
	Tool & equipment m&r	1756	2350	495	2350	2350	4067 302
	Ticket machine maintenance	1732	2000	755	1000	2000	4005 313
	Parking Mgt Charge (WDBC)	5513	8800	4431	8800	8800	4006 313
2	Tractor lease	2631	3850	0	3850	0	4444 302
	Clothing /PPE	394	375	183	300	375	4068 302
	Tree surveys, works & new trees	1365	2600	1475	2600	2600	4148 302
	Bulbs, Shrubs and Plants	311	800	209	800	800	4070 302
	Soil, Fertilisers, weed killer	140	500	113	500	500	4075 302
	Grds maint/footpaths/skatepark	1219	3000	3641	4000	3500	4071 302
3	Waste disposal/dog bins	2143	1800	2328	3000	3000	4151 302
	Property repairs/security	466	1400	303	1400	1400	4073 302
	Play equipment m & r	1945	2000	2259	3000	2500	4164 302
	Equipment & plant hire	3522	3000	2130	3000	3000	4074 302
	Petrol/gas/oil	1610	2100	986	1800	2100	4157 302
	Burial ground maintenance	0	500	118	500	500	4038 302
	Bus shelters	0	250	50	250	250	4166 302
4	Tennis courts - contribution & exp	0	0	0	0	0	4167
	Park bench refurbishment	0	1500	798	1500	1000	4162 302
5	Public toilets - contribution to WDBC	6257	6750	6440	6440	0	4161 302
6	Wildlife Interpretation Boards	0	0	0	0	3000	
	Greenhouse purchase	0	0	0	0	1300	
9	Ear Marked Reserves (see attached)	0	0	0	0	7500	EMR
	total a	123606	145675	87344	143340	149925	
	CAPITAL WORKS						
	Telephone box removal/resiting		350	0	0	350	4449 302
	Verti drain field	890	0	0	0	0	
	Replacement matting play area		8000	0	8000	8000	4453 302
	total b	890	8350	0	8000	8350	
	total expenditure a+b	124496	154025	87344	151340	158275	
	Income						
	Waitrose WDBC	63071	57000	59329	75000	65000	1022 313
7	Simmons Park car park incl season tickets	36971	40000	19219	40000	38000	1032 313
	Park Hirings (incl Fair/Circus)	2167	1850	1792	2275	1850	1083 302
	Putting club rent	350	350	350	350	350	1009 302
	Putting-public		250	0	100	100	1079 302
	DCC Playing field	200	200	200	200	200	1031 302
	Donations	5731					1020 302
	Burial income/reserve plots	1624	2500	2413	2500	2500	1074 302
	Misc income	481	500	628	503	500	1080 302
	Skate Park	0	0	0	0	0	1026
	Simmons Charity	3508	3500	1671	3340	3300	1084 302
	total income c	114103	106150	85602	124268	111800	
	Net expenditure/income (a+b)-c	10393	47875	1742	27072	46475	

Notes

- Last payment due May 2019
- Tractor lease fully paid 2017/18. Transfer 2018/19 budget to EMR for future purchase
- Cost increase due to requirement for 2nd bin and occasional additional empties, also additional public waste bins
- Line to be removed from budget in future
- Fairplace toilets likely to be transferred to OTC by 2019/20 and Market St WC's likelt to be closed by WDBC
- Park-keeper proposed project
- Possible decrease in income due to addition of 3 hourly charge
- Includes apprentice approx cost of £10K
- See Earmarked Funds for details - this only shows the additional income required to be obtained through the precept in 2019/20 and will be added to the ear marked funds
- Possibly reclassified as Charity income

Okehampton Town Council Budget 2019/20 - Approved Budget

DEMOCRATIC

Notes	<u>Expenditure</u>	Actual	Budget	Actual	Projected	Budget	Code
		2017/18	2018/19	21/11/2018	2018/19	2019/20	
3	Ear Marked Reserves (see attached)	?	0	0	0	0	357 102 EMR
	Mayor's allowance	1135	2500	1316	2500	2500	4028 102
	Civic clothing & regalia	0	500	20	100	500	4029 102
1	Civic dinner	360	450	782	1235	500	4035 102
2	Mayor's charity	0	0	1000	1000	0	4043 102
	Civic functions	749	1250	649	1250	1250	4060 102
	Councillor training & expenses	492	1000	360	600	1000	4061 102
	Localism & Devolution agenda/NP support	175	4000	500	1000	4000	4171 102
	Commemorative/Charter Celebrations	0	500	0	500	500	4172 102
	Earmarked funds					500	
	Total expenditure	2911	10200	4627	8185	10750	

<u>Income</u>							
2	Misc Mayor's Charity income, Donations	79	0	567	310	0	1072 102
	Civic dinner	53	0	928	0	0	1073 102
	Total income	132	0	1495	310	0	

Tax charge / net income	2779	10200	3132	7875	10750
--------------------------------	------	-------	------	------	-------

Grants

Expenditure

Grants - specific powers	14525	29000	13962	29000	29000	4205 104
Grants - Section 137	13350					4206 104
Total expenditure	27875	29000	13962	29000	29000	

Income

Misc	0	0	111	111	0	1170 102
Total income	0	0	111	111	0	

Tax charge / net income	30654	39200	16983	36764	39750
--------------------------------	-------	-------	-------	-------	-------

Grants 2018/19 include the following:

Ockment Centre	Various sporting
Museum	Community Transport
CA	Christmas lights
Carnival	Allotments

Notes

- 1 Recommend a £50 increase to take into account of the 2 additional Mace Bearers
Spend to date incurred due to change to last years event
- 2 Mayors Charity funding should not be included in Councils accounts - to be removed
- 3 See Earmarked Funds for details - this only shows the additional income required to be obtained through the precept in 2019/20 and will be added to the ear marked funds

Okehampton Town Council

Earmarked Reserves (EMR) 2019/20 - Approved Budget

POLICY & RESOURCES - ADMINISTRATION & DEMOCRATIC			2018/19		2019/20	
Notes	a/c	Detail	EMR 2018/19	Projected Year End Remaining £	Add	EMR 2019/20
		<u>Administration</u>				
		346 Rail Resilience Contingency	1207	1207	0	1207
		347 Neighbourhood Plan Support (Localism)	5165	8990	0	8990
		355 Okehampton Remembers Project - account holding cleared	500	0	0	0
		368 IT/Email Upgrade	0	5000	0	5000
1		Council Tax Support Grant Removal	5000	5000	2000	7000
			11872	20197	2000	22197
		<u>Democratic</u>				
		800th Charter Celebrations			500	500
		357 Election/Referendum	2000	2000	0	2000
			2000	2000	0	2000
			15872	24197	2500	26697
Notes						
1	This current financial year the Council had agreed to set aside £5K to help offset the likely complete removal of the CTSG, 2019/20 being the last year that it is likely to be received. Recommended that another £2K is added this year so that the amount available in 2020/21 will be approx. 50% of the lost income, thereby helping to avoid a large increase to the precept, or cuts, in 2020/21					

amendment

2500

24697

PARKS			2018/19		2019/20	
Notes	a/c	Detail	EMR 2018/19	Projected Year End Remaining £	Add	EMR 2019/20
		329 CCTV Parks	15750	15750	0	15750
		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	2416	2416	500	2916
		349 Jubilee Bridge Bank Repairs	7500	0	5000	5000
		350 New Burial Ground Purchase	5000	8834	0	8834
		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	12500	16350	0	16350
		351 Business Rate arrears settlement - Car Park	11400	5700	0	5700
		361 Ash Tree die back removal and replacement	500	500	0	500
		362 Replacement of play equipment	10000	10000	1000	11000
		363 Skate Park	2499	2499	0	2499
		364 Bandstand Project	20000	20000	1000	21000
			109802	104286	7500	111786

PROPERTY			2018/19		2019/20	
Notes	a/c	Detail	EMR 2018/19	Projected Year End Remaining £	Add	EMR 2019/20
		321 Town Hall Boiler	5000	10000	1000	1000
		322 Charter Hall Foyer	2500	2500	0	2500
		328 CCTV Town Centre	14000	25000	0	25000
		344 Charter Hall Toilets Refurb	10000	10000	0	10000
		345 Council Chamber Furniture	0	0	0	0
		348 Sinking Fund - Property Repairs TH, CH, MH	10000	20000	0	20000
		352 Roof Repair/Replacement CH	15000	75393	11500	86893
		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	0	25000	0	25000
		367 Chamber Ceiling	0	3000	0	3000
		368 CH Public Address System & Projector Screen	0	10000	0	10000
		369 Chamber Public Address System & Projector Screen	0	10000	0	10000
		370 Asset Investment	0	100000	0	100000
			105500	339893	12500	342393

TOTAL EAR MARKED RESERVES	231174	468376	22500	480876
----------------------------------	---------------	---------------	--------------	---------------