

5 December 2018



Town Clerk & RFO
Mr E Reilly FCMI FILCM

Council Offices, The Priory, St Neots, PE19 2BH
Tel: 01480 388911 / enquiries@stneots-tc.gov.uk/ www.stneots-tc.gov.uk

To: All Town Councillors

Copies: County Councillors - J Wisson, S Taylor, & D Wells
District Councillors - N Johnson, D Wells, Dr P Gaskin, & K Prentice
Local Press, Town Council noticeboard and website

NOTICE IS GIVEN that the **EXTRAORDINARY** meeting of **ST NEOTS TOWN COUNCIL** will be held in the **THE MOOT** at the **PRIORY CENTRE**, The Priory, St Neots, PE19 2BH on **TUESDAY 11th DECEMBER 2018** at **7.15pm**.

Members of the Council are HEREBY SUMMONED to attend to consider the following business:

Public Participation

There will be a 10 minute public participation before the meeting to allow any resident to address the Council on any matter appearing on the agenda for this meeting.

AGENDA

1. **Apologies**

To receive councillors apologies.

2. **Declarations of Interest**

To receive from Councillors declarations as to Disclosable Pecuniary Interests and/or Non Statutory Disclosable Interests along with the nature of those interests to any agenda item.

3. **Budget 2019/2020**

MOTION: It was resolved at the Finance & Governance Committee meeting held on 4th December 2018 to recommend the budget for 2019/2020 for approval by Full Council.

Attachment 1

4. **Earmarked Reserves Virement for Approval**

MOTION 1: It was resolved at the Finance & Governance Committee meeting held on 4th December 2018 to recommend the virement of £6,589 from Earmarked Reserves for approval by Full Council as follows:

Attachment 2

- Christmas Lights - £3,368
- Church Yards - £1,579
- Play Areas - £1,642

MOTION 2: An additional sum of £5,000 has previously been approved for installation of the Jubilee Mosaic. Members to consider allocating the balance of £2,872 remaining in the Earmarked Reserves for Street Furniture to partly fund the costs.

MOTION 3: Subject to approval of Motion 2 members to resolve where the remaining balance of £2,128 for the Jubilee Mosaic is funded from.

MOTION 4: Cemetery and Church Yards - Members to resolve that the remaining unspent budget is transferred to Ear Marked Reserves.

MOTION 5: Election Expenses - Members to resolve to vire the remaining unspent budget for 2018/2019 of £6,786 to Ear Marked Reserves.



MOTION 6: Earmarked Reserves Re-Grouping - Members to resolve to re-group the categories shown on the earmarked reserves schedule as listed below:

- Land and Buildings Acquisition Reserve
- Highway Improvements
- Operations Equipment
- Community Centre - Combined
- Street Furniture (Members to note that subject to Motion 2 there will be a nil balance in the category)
- War Memorials
- Loves Farm Community Fit Out - (Members to note that an amount of £6,538 has recently been paid out against the balance of £6,655)

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SHARON COE
Deputy Town Clerk

Attachment 1

Budget 2019/2020
and supporting notes

St Neots Town Council

Budget

For the Year 1st April 2019 to 31st March 2020

Recommended for Approval by Full Council

Itemised by Cost Centre

Summary

CIL Reserves

Earmarked Reserves

Cost per Band D Property

**St. Neots Town Council
Budget Detail - By Centre**

	FY 2018/19		FY 2018/19		FY 2018/19		FY 2019/20	Budget increase/ (decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance	Budget to	Actual for 6m	Agreed	Budget	Percentage	Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to	Actual for 6m	Actual for 6m	Budget	Budget	Percentage	Budget	Budget	Budget
101 Corporate Management											
4380 Audit Fees	£ 5,000	£ -	£ 5,000	£ 5,000	£ 5,000	£ 5,000	0.0%	£ 5,050	£ 5,100.50	£ 5,152	
Net Expenditure - 101	£ 5,000	£ -	£ 5,000	£ 5,000	£ 5,000	£ 5,000	0.0%	£ 5,050	£ 5,101	£ 5,152	
	FY 2018/19		FY 2018/19		FY 2018/19		FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance	Budget to	Actual for 6m	Agreed	Budget		Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to	Actual for 6m	Actual for 6m	Budget	Budget		Budget	Budget	Budget
102 Democratic Representation											
4325 Website Maintenance	£ 2,000	£ -	£ 2,000	£ 2,000	£ 2,000	£ 2,000	0.0%	£ 2,020	£ 2,040.20	£ 2,061	
4333 Newsletter	£ 6,000	£ -	£ 6,000	£ 6,000	£ 3,000	£ 3,000	-50.0%	£ 3,030	£ 3,060.30	£ 3,091	
4375 Election Expenses	£ 16,380	£ 9,594	£ 6,786	£ 6,786	£ 3,500	£ 3,500	-78.6%	£ 3,500	£ 3,500.00	£ 3,500	
4376 Civic Events and Regalia	£ 9,300	£ 1,388	£ 7,912	£ 7,912	£ 9,300	£ 9,300	0.0%	£ 9,393	£ 9,486.93	£ 9,582	
4377 WW1 Beacon Lighting	£ 5,480	£ -	£ 5,480	£ 5,480	£ -	£ -		£ -	£ -	£ -	
4550 Members Allowances & Expenses	£ 330	£ -	£ 330	£ 330	£ 330	£ 330	0.0%	£ 333	£ 336.63	£ 340	
4551 Mayors' Allowance	£ 2,893	£ 323	£ 2,570	£ 2,570	£ 2,893	£ 2,893	0.0%	£ 2,922	£ 2,951.15	£ 2,981	
4553 Council Chamber Expenses	£ 6,156	£ 4,429	£ 1,727	£ 1,727	£ 8,000	£ 8,000	30.0%	£ 8,080	£ 8,160.80	£ 8,242	
Net Expenditure 102	£ 48,539	£ 15,734	£ 32,805	£ 32,805	£ 29,023	£ 29,023	-40.2%	£ 29,278	£ 29,536	£ 29,796	

St. Neots Town Council
Budget Detail - By Centre

		FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23
		Agreed	Actual Year	Variance		/(Decrease)	Estimated	Estimated	Estimated
		Budget	to 30 Sept 18	Budget to Actual for 6m	Budget		Budget	Budget	Budget
105	Central Administration								
4006	Salaries	£ 367,161	£ 190,805	£ 176,356	£ 399,818	8.9%	£ 403,816	£ 407,854.25	£ 411,933
4011	Wages Cleaning	£ 4,200	£ 2,100	£ 2,100	£ 4,200	0.0%	£ 4,242	£ 4,284.42	£ 4,327
4050	HR/HSE Consultants, DBS Checks	£ 6,287	£ 5,010	£ 1,277	£ 7,000	11.3%	£ 7,070	£ 7,140.70	£ 7,212
4090	Seminars, staff and member training	£ 13,494	£ 5,873	£ 7,621	£ 13,494	0.0%	£ 13,629	£ 13,765.23	£ 13,903
4092	Staff Travelling	£ 1,040	£ 493	£ 547	£ 1,040	0.0%	£ 1,050	£ 1,060.90	£ 1,072
4100	Repairs and Maintenance	£ 1,061	£ 566	£ 495	£ 1,061	0.0%	£ 1,072	£ 1,082.33	£ 1,093
4145	Rates	£ -	£ -	£ -	£ -		£ -	£ -	£ -
4146	Office Running Costs	£ 3,700	£ 1,281	£ 2,419	£ 3,700	0.0%	£ 3,737	£ 3,774.37	£ 3,812
4300	Equipment Purchases	£ 2,481	£ 234	£ 2,247	£ 2,481	0.0%	£ 2,506	£ 2,530.87	£ 2,556
4301	Computer Maintenance & Software	£ 13,525	£ 1,298	£ 12,227	£ 14,425	6.7%	£ 14,569	£ 14,714.94	£ 14,862
4320	Telephones	£ 6,593	£ 3,340	£ 3,253	£ 6,680	1.3%	£ 6,747	£ 6,814.27	£ 6,882
4322/									
4323	Printing, stationery and postage	£ 7,730	£ 2,706	£ 5,024	£ 6,000	-22.4%	£ 6,060	£ 6,120.60	£ 6,182
4326	Subscriptions and Publications	£ 4,768	£ 1,002	£ 3,766	£ 4,768	0.0%	£ 4,816	£ 4,863.84	£ 4,912
4327	Sundry Expenses	£ 159	£ -	£ 159	£ 159	-0.1%	£ 161	£ 162.20	£ 164
4330	Recruitment costs and Advertising	£ 1,860	£ -	£ 1,860	£ 1,860	0.0%	£ 1,879	£ 1,897.39	£ 1,916
4381	Bank and card payment charges	£ 888	£ 551	£ 337	£ 1,100	23.9%	£ 1,111	£ 1,122.11	£ 1,133
4382	Insurances	£ 7,202	£ 7,326	£ (124)	£ 7,382	2.5%	£ 7,455	£ 7,530.02	£ 7,605
4386	Professional Fees	£ 5,306	£ 3,640	£ 1,666	£ 20,000	276.9%	£ 10,000	£ 10,000.00	£ 10,000
	Overhead Expenditure	£ 447,455	£ 226,225	£ 221,230	£ 495,168	10.7%	£ 489,919	£ 494,718	£ 499,566

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Actual for 6m	Budget		Budget	Budget	Budget
105 Central Administration								
Income								
1104 Photocopy Income	£ 28	£ 22	£ 6	£ 44	57.1%	£ 44	£ 44.88	£ 45
1157 HDC Foyer Charge	£ -	£ -	£ -	£ -		£ -	£ -	£ -
1201 Sundry Income	£ 587	£ 457	£ 130	£ 150	-74.4%	£ 152	£ 153.02	£ 155
Total Income	£ 615	£ 479	£ 136	£ 194	-68.5%	£ 196	£ 198	£ 200
Net Expenditure	£ 446,840	£ 225,746	£ 221,094	£ 494,974	10.8%	£ 489,723	£ 494,521	£ 499,366
	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Actual for 6m	Budget		Budget	Budget	Budget
108 Other Costs and Income								
4388 Loan Interest Payable	£ 15,219	£ 7,353	£ 7,866	£ 13,851	-9.0%	£ 15,219	£ 15,219	£ 15,219
4389 Loan Repayment PWLB	£ 15,000	£ 7,500	£ 7,500	£ 15,000	0.0%	£ 15,000	£ 15,000	£ 15,000
4392 Loan Repayments HDC Priory C.	£ 13,443		£ 13,443	£ -	-100.0%	£ 13,443	£ -	£ -
Overhead Expenditure	£ 43,662	£ 14,853	£ 28,809	£ 28,851	-33.9%	£ 43,662	£ 30,219	£ 30,219
Income								
1251 Bank and Investment Interest	£ 2,486	£ 1,412	£ 1,074	£ 2,824	13.6%	£ 2,852	£ 2,880.76	£ 2,910
Total Income	£ 2,486	£ 1,412	£ 1,074	£ 2,824	13.6%	£ 2,852	£ 2,881	£ 2,910
Net Expenditure	£ 41,176	£ 13,441	£ 27,735	£ 26,027	-36.8%	£ 40,810	£ 27,338	£ 27,309

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to Actual for 6m	Budget		Budget	Budget	Budget
201 Cemetery and Churchyard								
4100 Repairs & Maintenance	£ 8,573	£ 5,004	£ 3,569	£ 10,000	16.6%	£ 10,100	£ 10,201.00	£ 10,303
4102 Street Furniture	£ 3,000	£ 2,159	£ 841	£ 1,500	-50.0%	£ 1,515	£ 1,530.15	£ 1,545
4116 War Memorials	£ 1,150	£ -	£ 1,150	£ 1,150	0.0%	£ 1,162	£ 1,173.12	£ 1,185
4131 Electricity	£ -	£ 29	£ (29)	£ 120		£ 121	£ 122.41	£ 124
4135 Water	£ 1,150	£ 62	£ 1,088	£ 1,150	0.0%	£ 1,162	£ 1,173.12	£ 1,185
4145 Rates	£ 1,971	£ 1,287	£ 684	£ 2,640	34.0%	£ 2,666	£ 2,693.06	£ 2,720
4382 Insurances	£ 200	£ 169	£ 31	£ 1,000	400.0%	£ 1,010	£ 1,020.10	£ 1,030
Overhead Expenditure	£ 16,044	£ 8,710	£ 7,334	£ 17,560	9.4%	£ 17,736	£ 17,913	£ 18,092
Income								
1100 Cemetery Income	£ 38,140	£ 19,385	£ 18,755	£ 38,140	0.0%	£ 39,094	£ 39,484.44	£ 39,879
Total Income	£ 38,140	£ 19,385	£ 18,755	£ 38,140	0.0%	£ 39,094	£ 40,071	£ 41,073
Net Expenditure	£ (22,096)	£ (10,675)	£ (11,421)	£ (20,580)	-6.9%	£ (21,358)	£ (22,158)	£ (22,981)

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
210 Play Areas and Open Spaces								
4100 Repairs and Maintenance	£ 5,740	£ 2,775	£ 2,965	£ 6,500	13.2%	£ 6,565	£ 6,630.65	£ 6,697
4110 Allotment expenses	£ 1,066	£ 63	£ 1,003	£ 1,066	0.0%	£ 1,077	£ 1,087.43	£ 1,098
/4122 Village Greens, planting and street								
4114 furniture	£ 8,554	£ 2,430	£ 6,124	£ 3,000	-64.9%	£ 3,030	£ 3,060.30	£ 3,091
Planting				£ 7,000				
4124 Glasshouses rental	£ 2,000	£ 1,500	£ 500	£ 2,000		£ 2,020	£ 2,040.20	£ 2,061
4382 Insurances & Eng Inspections	£ 4,871	£ 5,327	£ (456)	£ 4,871	0.0%	£ 4,920	£ 4,968.91	£ 5,019
4519 Celebration Tree Scheme	£ 209	£ -	£ 209	£ 209	0.0%	£ 211	£ 213.20	£ 215
Overhead Expenditure	£ 22,440	£ 12,095	£ 10,345	£ 24,646	9.8%	£ 17,822	£ 18,001	£ 18,181
Income								
1000 Allotment Rents	£ 3,000	£ 415	£ 2,585	£ 1,575	-47.5%	£ 1,591	£ 1,606.66	£ 1,623
1151 CCC Grasscutting Contract	£ 18,500	£ -	£ 18,500	£ 17,899	-3.3%	£ 18,500	£ 18,500.00	£ 18,500
			£ -					
Total Income	£ 21,500	£ 415	£ 21,085	£ 19,474	-9.4%	£ 20,091	£ 20,107	£ 20,123
Net Expenditure	£ 940	£ 11,680	£ (10,740)	£ 5,172	450.2%	£ (2,268)	£ (2,106)	£ (1,942)

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
220 Depot & Operational								
4026 Operational Staff	£ 335,547	£ 193,510	£ 142,037	£ 384,532	14.6%	£ 388,377	£ 392,260.86	£ 396,183
PCSO				£ 12,000		£ 12,120	£ 12,241.20	£ 12,364
4100 Repairs and Maintenance	£ 9,598	£ 4,190	£ 5,408	£ 9,598	0.0%	£ 9,694	£ 9,790.92	£ 9,889
4103 Depot Maintenance Costs	£ 2,239	£ 490	£ 1,749	£ 2,239	0.0%	£ 2,261	£ 2,284.00	£ 2,307
4104 Grounds Maintenance	£ 14,000	£ 14,525	£ (525)	£ 20,000	42.9%	£ 20,200	£ 20,402.00	£ 20,606
Tree Maintenance	£ -	£ -	£ -	£ 15,000		£ 15,150	£ 15,301.50	£ 15,455
Waste disposal	£ -	£ -	£ -	£ 2,500		£ 2,525	£ 2,550.25	£ 2,576
4106 Rent and Rates for Depot	£ 34,141	£ 22,332	£ 11,809	£ 40,000	17.2%	£ 40,400	£ 40,804.00	£ 41,212
4131 Electricity	£ 1,013	£ 190	£ 823	£ 1,013	0.0%	£ 1,023	£ 1,033.36	£ 1,044
4135 Water	£ 533	£ 142	£ 391	£ 533	0.0%	£ 538	£ 543.71	£ 549
4200 Vehicle Running Costs	£ 20,274	£ 11,732	£ 8,542	£ 23,464	15.7%	£ 23,699	£ 23,935.63	£ 24,175
4300 Equipment Repairs	£ 2,666	£ 515	£ 2,151	£ 2,666	0.0%	£ 2,693	£ 2,719.59	£ 2,747
4329 Clothing and Uniforms	£ 1,766	£ 1,342	£ 424	£ 1,766	0.0%	£ 1,784	£ 1,801.57	£ 1,820
4382 Insurances	£ 5,321	£ 4,490	£ 831	£ 5,321	0.0%	£ 5,374	£ 5,427.95	£ 5,482
Overhead Expenditure	£ 427,098	£ 253,458	£ 173,640	£ 520,632	21.9%	£ 525,838	£ 531,097	£ 536,408
Income								
1201 Sundry Income / Recharges	£ 5,126	£ 3,281	£ 1,845	£ 4,000	-22.0%	£ 4,040	£ 4,080.40	£ 4,121
Total Income	£ 5,126	£ 3,281	£ 1,845	£ 4,000	-22.0%	£ 4,040	£ 4,080	£ 4,121
Net Expenditure	£ 421,972	£ 250,177	£ 171,795	£ 516,632	22.4%	£ 521,798	£ 527,016	£ 532,286

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
230 Community Services								
4118 Gatelodge Expenses	£ 1,061	£ -	£ 1,061	£ 1,061	0.0%	£ 1,072	£ 1,082.33	£ 1,093
4119 The Cage, Lock up	£ 276	£ -	£ 276	£ 5,000	1711.6%	£ 280	£ 282.80	£ 286
4351 Museum Grant/running costs	£ 50,000	£ 22,860	£ 27,140	£ 50,000	0.0%	£ 50,000	£ 50,000.00	£ 50,000
4400 Market Expenses	£ 5,306	£ 4,946	£ 360	£ 11,000	107.3%	£ 11,110	£ 11,221.10	£ 11,333
4505 Public Toilets	£ 43,696	£ 15,354	£ 28,342	£ 43,696	0.0%	£ 44,133	£ 44,574.29	£ 45,020
4506 CCTV	£ 9,738		£ 9,738	£ 9,738	0.0%	£ 9,835	£ 9,933.73	£ 10,033
Christmas Lights				£ 12,000		£ 12,000	£ 12,000.00	£ 12,000
4513 Summer Band Concerts	£ 2,441	£ 2,832	£ (391)	£ 3,500	43.4%	£ 3,535	£ 3,570.35	£ 3,606
4343 Dragon Boat Festival	£ 17,000	£ 15,092	£ 1,908	£ 18,000	5.9%	£ 18,180	£ 18,361.80	£ 18,545
4344 Outdoor cinema event	£ 9,000		£ 9,000	£ 9,500	5.6%	£ 9,595	£ 9,690.95	£ 9,788
4555 Town Awards	£ 10,500	£ -	£ 10,500	£ -	-100.0%	£ -	£ -	£ -
4345 Inland Waterways Festival of Water	£ 2,000	£ 4,541	£ (2,541)	£ -	-100.0%	£ -	£ -	£ -
St George's Day Festival	£ -	£ -	£ -	£ 5,000		£ 5,050	£ 5,100.50	£ 5,152
Armed Forces Day	£ 7,500	£ 4,426	£ 3,074	£ 11,000	46.7%	£ 11,110	£ 11,221.10	£ 11,333
4556 Community Events - other	£ -	£ 2,145	£ (2,145)	£ 5,000		£ 5,050	£ 5,100.50	£ 5,152
4516 Christmas Lights	£ 31,263	£ 1,430	£ 29,833	£ 21,000	-32.8%	£ 21,210	£ 21,422.10	£ 21,636
Overhead Expenditure	£ 189,780	£ 73,626	£ 116,154	£ 205,495	8.3%	£ 202,160	£ 203,562	£ 204,977

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance		/(Decrease)	Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to	Budget		Budget	Budget	Budget
			Actual for 6m					
Income								
1003 Table Tennis Rent	£ 100	£ 100	£ -	£ 100	0.0%	£ 101	£ 102.01	£ 103
1006 ATC Rent	£ 900	£ 900	£ -	£ 900	0.0%	£ 909	£ 918.09	£ 927
1007 Gatelodge Rent	£ 8,500	£ 4,250	£ (4,250)	£ 8,500	0.0%	£ 8,585	£ 8,670.85	£ 8,758
1102 Market Income	£ 5,040	£ 1,800	£ (3,240)	£ 3,600	-28.6%	£ 3,636	£ 3,672.36	£ 3,709
1110 DBR (prev Town Promotion) Income	£ 8,000	£9,256	£ 1,256	£ 5,000	-37.5%	£ 7,050	£ 7,120.50	£ 7,192
AFD Income (prev offset against exp)				£ 2,000		£ 4,020	£ 4,060.20	£ 4,101
St George's Festival Income				£ 500		£ 2,505	£ 2,530.05	£ 2,555
Outdoor Cinema Income				£ 300		£ 2,303	£ 2,326.03	£ 2,349
1108 Xmas Lights	£ 2,000		£ (2,000)	£ 2,000		£ 2,020	£ 2,040.20	£ 2,061
Total Income	£ 24,540	£ 16,306	£ (8,234)	£ 22,900	-6.7%	£ 31,129	£ 31,440	£ 31,755
Net Expenditure	£ 165,240	£ 57,320	£ 107,920	£ 182,595	10.5%	£ 171,031	£ 172,121	£ 173,222

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
250 Grants & Donations								
4354 Grants	£ 29,000	£ 3,290	£ 25,710	£ 29,000	0.0%	£ 29,290	£ 29,582.90	£ 29,879
Community Support Groups	£ 10,000	£ 3,500	£ 6,500	£ 10,000		£ 10,100	£ 10,201.00	£ 10,303
CAB	£ 10,000	£ 5,000	£ 5,000	£ 10,000	0.0%	£ 10,100	£ 10,201.00	£ 10,303
EVA	£ 1,400		£ 1,400	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
ESCA	£ 1,400	£ 1,400	£ -	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
LFCA	£ 1,200		£ 1,200	£ 1,700	41.7%	£ 1,717	£ 1,734.17	£ 1,752
Friends of Priory Park	£ 1,400		£ 1,400	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
Pightle	£ 1,400	£ 1,400	£ -	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
LHIF (moved to Highways)	£ 5,000	£ -	£ 5,000	£ -	-100.0%	£ -	£ -	£ -
4355 Art & Drama Awards	£ 6,000	£ 3,000	£ 3,000	£ 6,000	0.0%	£ 6,060	£ 6,120.60	£ 6,182
4356 Youth Provision Grant	£ 6,000	£ 800	£ 5,200	£ 6,000	0.0%	£ 6,060	£ 6,120.60	£ 6,182
Overhead Expenditure	£ 72,800	£ 18,390	£ 54,410	£ 68,700	-5.6%	£ 69,387	£ 70,081	£ 70,782
Net Expenditure	£ 72,800	£ 18,390	£ 54,410	£ 68,700	-5.6%	£ 69,387	£ 70,081	£ 70,782

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance		/(Decrease)	Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to	Budget		Budget	Budget	Budget
			Actual for 6m					
301 Highways and The Environment								
4105 Bus Shelters	£ 1,066	£ -	£ 1,066	£ 1,066	0.0%	£ 1,077	£ 1,087.43	£ 1,098
4109/								
4133 Street Lights	£ 6,932	£ 3,351	£ 3,581	£ 6,932	0.0%	£ 7,001	£ 7,071.33	£ 7,142
4123 Highway Improvements	£ 4,000	£ 80	£ 3,920	£ 4,000	0.0%	£ 4,040	£ 4,080.40	£ 4,121
LHIF (previously in Grants)				£ 5,000		£ 5,000	£ 5,000.00	£ 5,000
4503 Notice Boards	£ 1,600	£ -	£ 1,600	£ 1,600	0.0%	£ 1,616	£ 1,632.16	£ 1,648
Overhead Expenditure	£ 13,598	£ 3,431	£ 10,167	£ 18,598	36.8%	£ 18,734	£ 18,871	£ 19,010
Net Expenditure	£ 13,598	£ 3,431	£ 10,167	£ 18,598	36.8%	£ 18,734	£ 18,871	£ 19,010

**St. Neots Town Council
Budget Detail - By Centre**

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to Actual for 6m	Budget		Budget	Estimated	Budget
350 Eaton Community Centre								
4010 Wages & Caretaking	£ 3,891	£ 1,800	£ 2,091	£ 3,600	-7.5%	£ 3,636	£ 3,672.36	£ 3,709
4100 Repairs, & Plant Maintenance	£ 3,500	£ 329	£ 3,171	£ 3,500	0.0%	£ 3,535	£ 3,570.35	£ 3,606
4130 Biomass Fuel	£ 1,500	£ -	£ 1,500	£ 1,500	0.0%	£ 1,515	£ 1,530.15	£ 1,545
4131 Electricity	£ 1,500	£ 1,162	£ 338	£ 3,000	100.0%	£ 3,030	£ 3,060.30	£ 3,091
4135 Water	£ 666	£ 279	£ 387	£ 666	0.0%	£ 673	£ 679.39	£ 686
4145 Rates	£ 4,347	£ 2,620	£ 1,727	£ 4,412	1.5%	£ 4,456	£ 4,500.35	£ 4,545
4150 Cleaning Materials	£ 689	£ 27	£ 662	£ 689	0.0%	£ 696	£ 702.64	£ 710
4152 Licences	£ 285	£ -	£ 285	£ 285	0.0%	£ 288	£ 290.68	£ 294
4231 Lease Hire/ Contracts	£ 3,522	£ 2,541	£ 981	£ 4,000	13.6%	£ 4,040	£ 4,080.40	£ 4,121
4300 Equipment Purchases	£ 600	£ -	£ 600	£ 600	0.0%	£ 606	£ 612.06	£ 618
4320 Telephones	£ 700	£ 355	£ 345	£ 700	0.0%	£ 707	£ 714.07	£ 721
4331 Marketing	£ 1,700	£ 1,584	£ 116	£ 2,640	55.3%	£ 2,666	£ 2,693.06	£ 2,720
4382 Insurances & Eng Inspections	£ 1,498	£ 1,344	£ 154	£ 2,000	33.6%	£ 2,020	£ 2,040.20	£ 2,061
4416 Waste Disposal	£ 700	£ 403	£ 297	£ 806	15.1%	£ 814	£ 822.20	£ 830
Overhead Expenditure	£ 25,097	£ 12,444	£ 12,653	£ 28,397	13.2%	£ 28,681	£ 28,968	£ 29,258
Income								
1040 River Church Lease	£ 5,697	£ 2,779	£ 2,918	£ 5,560	-2.4%	£ 5,616	£ 5,671.76	£ 5,728
1050 Hall Hire	£ 36,000	£ 16,737	£ 19,263	£ 33,474	-7.0%	£ 33,809	£ 34,146.83	£ 34,488
Total Income	£ 41,697	£ 19,516	£ 22,181	£ 39,034	-6.4%	£ 39,424	£ 39,819	£ 40,217
Net Expenditure	£ (16,600)	£ (7,072)	£ (9,528)	£ (10,637)	19.5%	£ (10,743)	£ (10,850)	£ (10,959)

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance	Budget		Estimated Budget	Estimated Budget	Estimated Budget
370 Town Promotion								
4334 Promotion of Town	£ 18,450	£ 15,051	£ 3,399	£ 14,000	-24.1%	£ 14,140	£ 14,281.40	£ 14,424
Overhead Expenditure	£ 18,450	£ 15,051	£ 3,399	£ 14,000	-24.1%	£ 14,140	£ 14,281	£ 14,424

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre

Priory Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23	
	Agreed	Actual Year	Variance	FY 2018/19	/(Decrease)	Estimated	Estimated	Estimated	
	Budget	to 30 Sept 18		Budget		Budget	Budget	Budget	
501	<u>Priory Centre-Staffing</u>								
4009	Salaries	£ 238,599	£ 132,186	£ 106,413	£ 276,986	16.1%	£ 279,756	£ 282,553.51	£ 285,379
4092	Staff Travelling	£ 134	£ -	£ 134	£ 134	0.0%	£ 136	£ 137.00	£ 138
4099	Added Years Pensions	£ 3,748	£ 1,266	£ 2,482	£ 3,804	1.5%	£ 3,842	£ 3,880.46	£ 3,919
4329	Clothing & Uniforms	£ 800	£ 395	£ 405	£ 800	0.0%	£ 808	£ 816.08	£ 824
4330	Recruitment costs	£ 800	£ -	£ 800	£ 800	0.0%	£ 808	£ 816.08	£ 824
			£ -						
	Net Expenditure	£ 244,082	£ 133,847	£ 110,235	£ 282,524	15.7%	£ 285,350	£ 288,203	£ 291,085

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23
	Agreed	Actual Year			/(Decrease)	Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Variance	Budget		Budget	Budget	Budget
504 Priory Centre-Running Costs								
4100 Repairs & Maintenance	£ 13,000	£ 7,616	£ 5,384	£ 13,000	0.0%	£ 13,130	£ 13,261.30	£ 13,394
4131 Electricity	£ 17,000	£ 6,574	£ 10,426	£ 17,000	0.0%	£ 17,170	£ 17,341.70	£ 17,515
4132 Gas	£ 5,023	£ 988	£ 4,035	£ 5,023	0.0%	£ 5,073	£ 5,123.45	£ 5,175
4135 Water	£ 3,061	£ 3,148	£ (87)	£ 6,296	105.7%	£ 6,359	£ 6,422.55	£ 6,487
4145 Rates	£ 16,542	£ 9,792	£ 6,750	£ 16,542	0.0%	£ 16,707	£ 16,874.49	£ 17,043
4150 Cleaning Materials	£ 2,724	£ 1,711	£ 1,013	£ 3,422	25.6%	£ 3,456	£ 3,490.78	£ 3,526
4152 Licences	£ 4,907	£ 807	£ 4,100	£ 4,907	0.0%	£ 4,956	£ 5,005.30	£ 5,055
4231 Lease/Hire Contracts	£ 9,823	£ 3,897	£ 5,926	£ 9,823	0.0%	£ 9,921	£ 10,019.96	£ 10,120
4300 Equipment Purchases	£ 2,000	£ 1,221	£ 779	£ 3,000	50.0%	£ 3,030	£ 3,060.30	£ 3,091
4304 VAT Irrecoverable - PC expenses	£ 8,000	£ 2,790	£ 5,210	£ 8,000		£ 8,080	£ 8,160.80	£ 8,242
4322 Stationery	£ 504	£ 194	£ 310	£ 504	-0.1%	£ 509	£ 514.13	£ 519
4323 Postage	£ 437	£ 239	£ 198	£ 480	9.9%	£ 485	£ 489.65	£ 495
4324 Photocopying	£ 400	£ 151	£ 249	£ 480	20.0%	£ 485	£ 489.65	£ 495
4325 Website Maintenance	£ 600	£ -	£ 600	£ 600	0.0%	£ 606	£ 612.06	£ 618
4331 Marketing	£ 8,182	£ 3,156	£ 5,026	£ 8,182	0.0%	£ 8,264	£ 8,346.46	£ 8,430
4381 Card payment charges	£ 435	£ 421	£ 14	£ 800	84.1%	£ 808	£ 816.08	£ 824
4382 Insurances & Eng Inspections	£ 4,676	£ 1,411	£ 3,265	£ 6,000	28.3%	£ 6,060	£ 6,120.60	£ 6,182
4416 Waste Disposal	£ 2,112	£ 1,374	£ 738	£ 2,400	13.7%	£ 2,424	£ 2,448.24	£ 2,473
Overhead Expenditure	99,424	£ 45,490	£ 53,934	106,458	7.1%	£ 107,522	£ 108,597	£ 109,683
Income								
1104 Photocopy Income	£ 100	£ 4	£ 96	£ 10	-90.0%	£ 10	£ 10.20	£ 10
1275 Sponsorship from HDC	£ 33,010	£ -	£ 33,010	£ 33,010	0.0%	£ 33,340	£ 33,673.50	£ 34,010
Total Income	£ 33,110	£ 4	£ 33,106	33,020	-0.3%	£ 33,350	£ 33,684	£ 34,021
Net Expenditure	£ 66,314	£ 45,486	£ 20,828	73,438	10.7%	£ 74,172	£ 74,914	£ 75,663

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre
Priory Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance	Budget		Estimated Budget	Estimated Budget	Estimated Budget
520 Priory Centre Bar & Catering								
4020 Catering & Bar Staff	£ 35,342	£ 18,876	£ 16,466	£ 38,507	9.0%	£ 38,892	£ 39,281.03	£ 39,674
4600 Bar Purchases	£ 36,400	£ 17,351	£ 19,049	£ 36,400	0.0%	£ 36,764	£ 37,131.64	£ 37,503
4604 Catering Purchases	£ 8,000	£ 5,022	£ 2,978	£ 10,000	25.0%	£ 10,100	£ 10,201.00	£ 10,303
4605 Cafe Purchases	£ 5,574	£ 2,128	£ 3,446	£ 5,574	0.0%	£ 5,630	£ 5,686.04	£ 5,743
4610 Consumable Purchases	£ 1,958	£ 1,303	£ 655	£ 2,600	32.8%	£ 2,626	£ 2,652.26	£ 2,679
			£ -					
Overhead Expenditure	£ 87,274	£ 44,680	£ 42,594	£ 93,081	6.7%	£ 94,012	£ 94,952	£ 95,901
Income								
1048 Bar Sales	£ 77,422	£ 39,334	£ 38,088	£ 77,422	0.0%	£ 79,358	£ 80,151.49	£ 80,953
1051 Catering Sales	£ 14,965	£ 8,105	£ 6,860	£ 16,210	8.3%	£ 16,615	£ 16,781.40	£ 16,949
1052 Cafe Sales	£ 33,454	£ 16,986	£ 16,468	£ 33,972	1.5%	£ 34,312	£ 34,654.84	£ 35,001
Total Income	£ 125,841	£ 64,425	£ 61,416	£ 127,604	1.4%	£ 130,285	£ 131,588	£ 132,904
Net Expenditure	£ (38,567)	£ (19,745)	£ (18,822)	£ (34,523)	-10.5%	£ (36,273)	£ (36,636)	£ (37,002)

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre
Priory Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance	Budget		Estimated Budget	Estimated Budget	Estimated Budget
525 Priory Centre-Functions								
4021 Wages Toddlers Gym	£ 5,388	£ 1,414	£ (3,974)	£ 3,885	-27.9%	£ 3,924	£ 3,963.09	£ 4,003
4151 Laundry	£ 303	£ 61	£ (242)	£ 303	0.0%	£ 306	£ 309.50	£ 313
4510 Events Expenses	£ 3,242	£ 1,268	£ (1,974)	£ 3,242	0.0%	£ 3,274	£ 3,307.24	£ 3,340
4511 Toddlers' Gym Expenses	£ 32	£ 3	£ (29)	£ 32	0.0%	£ 32	£ 32.44	£ 33
4515 Door Security	£ 500	£ 330	£ (170)	£ 600	20.0%	£ 606	£ 612.06	£ 618
Overhead Expenditure	£ 9,466	£ 3,076	£ (6,390)	£ 8,062	-14.8%	£ 8,143	£ 8,224	£ 8,307
Income								
1045 Door Security	£ 500	£ -	£ 500	£ 600	20.0%	£ 606	£ 612.06	£ 618
1049 Events Income	£ 7,482	£ 3,649	£ 3,833	£ 7,482	0.0%	£ 7,557	£ 7,632.39	£ 7,709
1050 Hall Hire	£ 123,048	£ 64,371	£ 58,677	£ 125,000	1.6%	£ 126,250	£ 127,512.50	£ 128,788
1053 Kitchen Hire	£ 750	£ 892	£ (142)	£ 1,784	137.9%	£ 1,802	£ 1,819.86	£ 1,838
1057 Toddlers Gym Income	£ 1,504	£ 870	£ 634	£ 1,504	0.0%	£ 1,519	£ 1,534.23	£ 1,550
1058 Ballroom Income	£ 1,756	£ 626	£ 1,130	£ 1,252	-28.7%	£ 1,265	£ 1,277.17	£ 1,290
1070 Admin fee / Surcharge	£ 332	£ 1,134	£ (802)	£ 600	80.7%	£ 606	£ 612.06	£ 618
1075 Equipment Hire	£ 3,000	£ 2,302	£ 698	£ 3,500	16.7%	£ 3,535	£ 3,570.35	£ 3,606
1255 credit card commission	£ 188	£ -	£ 188	£ -	-100.0%	£ -	£ -	£ -
1256 Commission of Ticket Sales Rounding	£ 266	£ 223	£ 43	£ 400	50.4%	£ 404	£ 408.04	£ 412
	£ (2)		£ (2)		-100.0%			
Total Income	£ 138,824	£ 74,067	£ 64,757	£ 142,122	2.4%	£ 143,543	£ 144,979	£ 146,428
Net Expenditure	£ (129,358)	£ (70,991)	£ (58,367)	£ (134,060)	3.6%	£ (135,400)	£ (136,754)	£ (138,122)

Budget 2019/2020

St. Neots Town Council
Budget Detail - By Centre
BUDGET SUMMARY - 2019/2020

Net Expenditure	FY 2018/19			FY 2019/20		Increase/ (Decrease)	2020/21			2021/22			2022/23		
	Agreed	Actual Year	Variance	FY 2019/20			Estimated	Estimated	Estimated	Estimated	Estimated	Estimated			
	Budget	to 30 Sept 18	2018/19	Budget	Budget		Budget	Budget	Budget	Budget	Budget	Budget			
Town Council															
101 Corporate Management	£ 5,000	£ -	£ 5,000	£ 5,000	£ 5,000	0.0%	£ 5,050	£ 5,101	£ 5,152						
102 Democratic Representation	£ 48,539	£ 15,734	£ 32,805	£ 29,023	£ 29,023	-40.2%	£ 29,278	£ 29,536	£ 29,796						
105 Central Administration	£ 446,840	£ 225,746	£ 221,094	£ 494,974	£ 494,974	10.8%	£ 489,723	£ 494,521	£ 499,366						
108 Other Costs and Income	£ 41,176	£ 13,441	£ 27,735	£ 26,027	£ 26,027	-36.8%	£ 40,810	£ 27,338	£ 27,309						
201 Cemetery and Churchyard	£ (22,096)	£ (10,675)	£ (11,421)	£ (20,580)	£ (20,580)	-6.9%	£ (21,358)	£ (22,158)	£ (22,981)						
210 Play Areas and Open Spaces	£ 940	£ 11,680	£ (10,740)	£ 5,172	£ 5,172	450.2%	£ (2,268)	£ (2,106)	£ (1,942)						
220 Depot & Operational	£ 421,972	£ 250,177	£ 171,795	£ 516,632	£ 516,632	22.4%	£ 521,798	£ 527,016	£ 532,286						
230 Community Services	£ 165,240	£ 57,320	£ 107,920	£ 182,595	£ 182,595	10.5%	£ 171,031	£ 172,121	£ 173,222						
250 Grants & Donations	£ 72,800	£ 18,390	£ 54,410	£ 68,700	£ 68,700	-5.6%	£ 69,387	£ 70,081	£ 70,782						
301 Highways and The Environment	£ 13,598	£ 3,431	£ 10,167	£ 18,598	£ 18,598	36.8%	£ 18,734	£ 18,871	£ 19,010						
370 Town Promotion	£ 18,450	£ 15,051	£ 3,399	£ 14,000	£ 14,000	-24.1%	£ 14,140	£ 14,281	£ 14,424						
	£ 1,212,458	£ 600,295	£ 612,163	£ 1,340,141	£ 1,340,141	10.5%	£ 1,336,325	£ 1,334,602	£ 1,346,425						
Eatons Community Centre															
350 Eaton Community Centre	£ (16,600)	£ (7,072)	£ (9,528)	£ (10,637)	£ (10,637)	-35.9%	£ (10,743)	£ (10,850)	£ (10,959)						
Priory Centre															
501 Priory Centre-Staffing	£ 244,082	£ 133,847	£ 110,235	£ 282,524	£ 282,524	15.7%	£ 285,350	£ 288,203	£ 291,085						
504 Priory Centre-Running Costs	£ 66,314	£ 45,486	£ 20,828	£ 73,438	£ 73,438	10.7%	£ 74,172	£ 74,914	£ 75,663						
520 Priory Centre-Bar & Catering	£ (38,567)	£ (19,745)	£ (18,822)	£ (34,523)	£ (34,523)	-10.5%	£ (36,273)	£ (36,636)	£ (37,002)						
525 Priory Centre-Functions	£ (129,358)	£ (70,991)	£ (58,367)	£ (134,060)	£ (134,060)	3.6%	£ (135,400)	£ (136,754)	£ (138,122)						
PC Capital Projects				£ 170,000	£ 170,000										
New play area equipment, including install of outside gym				£ 30,000	£ 30,000										
	£ 1,338,328	£ 681,820	£ 656,508	£ 1,686,883	£ 1,686,883	26.0%	£ 1,513,431	£ 1,513,479	£ 1,527,090						
1253 Precept	£ 1,274,405	£ 1,274,405		£ 1,730,000	£ 1,730,000	35.7%	£1,353,539	£1,387,378	£1,422,062						
To/(From Reserves)	£ (77,883)	£ 31,542	£ (109,425)												
From CIL			£ -												
Net Expenditure Over Income	£ 13,960	£ 561,043	£ (547,083)	£ 13,117	£ 13,117		-£159,891	-£126,101	£ (105,028)						

**St. Neots Town Council
Budget Detail - By Centre**

<u>CIL Reserves</u>	Balance At 31 Mar 18	Used to 30/09/2018	Projected exp/income to 31/03/2019	Balance At 31 Mar 19	Projected Expenditure	Balance at 31 March 20
CIL Reserve 2015-2016	£ 144,189					
Push Mowers x5		-2,865				
Tiered seating (excl vat) - PC (PO issued) - moved to Gen Res following meeting 27-11						
Replace Decking, including ramp - PC (excl VAT) - £6,000			-6,000			
Fire Doors PC - £60,000 (excl vat) - pending a survey from fire specialist			-60,000			
CIL Reserve 2015-2016 at 31/03/2019				75,324		
Heritage Bus Shelters (Master Plan phase 1)					-10,000	
Master plan 2.5% Contribution of 2.3mln					-57,500	
West Street resurficing (part of £10,000)					-7,824	
CIL Reserve 2015-2016 at 31/03/2020						£ -
CIL Reserve 2016-2017	£ 32,216			32,216		
West Street resurficing (balance of £10,000)					-2,176	
						£ 30,040
CIL Reserve 2017-2018	£ 9,999			9,999		£ 9,999
CIL Reserve 2018-2019			£ 22,673	22,673		£ 22,673
EXPENDITURE REQUIRED BY PC NOT YET APPROVED BY COUNCIL						
Air Conditioning Units x 3 - Eatons - £13334 - incl vat						
Air Conditioning Units x 10 - PC -ncl vat - £26400						
Digital Sound and Light System - PC incl vat - £50233						
Net Expenditure	£ 186,404	£ (2,865)	£ (66,000)	£ 140,212	-77,500	£ 62,712

Budget 2019/2020

**St. Neots Town Council
Budget Detail - By Centre**

<u>Earmarked Reserves</u>	Balance At 01 Apr 18	Used to 30/09/2018	Projected to 31/03/2019	Balance At 31 Mar 19	Projected Expenditure	Balance at 31 March 20
Allotment Land	£ 43,699			43,699		43,699
Cemetery Land	£ 90,000					
Red Cross Building purchase			-1,000			
Initial inspection of memorials			-15,000	74,000		74,000
Cemetery Land - bal at 31/03/2020						
Christmas Lights	£ 3,368			3,368		3,368
Church Yards	£ 1,579			1,579		1,579
Highway Improvements	£ 1,115			1,115		1,115
Depot Equipment	£ 850			850		850
Eatons Capital Project	£ 798			798		798
Eynesbury Community Centre	£ 60,500			60,500		60,500
Grit Bins	£ 2,000			2,000		2,000
Loves Farm Community Fit Out	£ 6,655			6,655		6,655
Notice Boards	£ 1,674	-1,674		0		0
Play Areas (Upgrade and New)	£ 1,642			1,642		1,642
Street Furniture	£ 7,000	-4,128		2,872		2,872
Priory Centre Capital Projects	£ 3,696			3,696		3,696
War Memorials	£ 7,707			7,707		7,707
LHIF	£ 5,000			5,000		5,000
Net Expenditure	£ 237,283	£ (5,802)	£ (16,000)	£ 215,481	£ -	£ 215,481

NOTE: Amount of £170,000 for PC capital repairs in budget not reflected in Earmarked Reserves for now. Ditto air-con and dig sound and light syst exp

**St. Neots Town Council
Budget Detail - By Centre**

						31/03/2018	30/09/2018	31/03/2019	31/03/2020
	Totals	Per Property	D Properties	Reserves:					
2010/11 Budget	£ 858,727	£ 84.23	10,195	General	219,346	866,939	186,014	232,463	
2011/12 Budget	£ 889,884	£ 84.23	10,565	Earmarked	315,166	231,481	215,481	215,481	
2012/13 Budget	£ 911,639	£ 84.23	10,820	CIL	186,404	183,539	140,212	62,712	
2013/14 Budget	£ 911,639	£ 84.23	10,034	TOTAL	720,916	1,281,959	541,707	510,656	
2014/15 Budget	£ 867,148	£ 84.23	10,295	Notes for General Reserve:					
2015/16 Budget	£ 865,882	£ 82.23	10,530	1. The expected General Reserves at 31/03/19 within budget is £233,306					
2016/17 Budget	£ 1,170,580	£ 108.79	10,760	2. The expected amount has been reduced by: Church Wall exp of £23,000;					
2017/18 Budget	£ 1,210,461	£ 110.97	10,908	£15,800 for play areas; £8,492 - tired seating					
2018/2019 Budget	£ 1,274,405	£ 116.25	10,963	The Council should consider using CIL money for some of the above					
2019/2020 Budget	£ 1,730,000	£ 157.56	10,980						
Increase in the Budget	£ 455,595	£ 41.31	17	Increase / (Decrease) over 2018/19 number of properties					
Weekly increase to band D		£ 0.79							
Percentage increase / decrease		35.54%							

St Neots Town Council

Budget Working Papers and explanations

To be read in conjunction with the budget papers

For the Year 1st April 2019 to 31st March 2020

Itemised by Cost Centre

Full Council

on 11th of December 2018

101 Corporate Management**Expenditure**

Code	Centre	Description	Action	Comments	Budget
4380	101	Audit Fees	No change from 18-19 Budget	External Audit fee has remained £2,000 in the last two years and there has been no notification of an increase at present. Internal Audit last year was £2,100. New intrenal auditors may be appointed but the £5,000 provision should be sufficient	£ 5,000

102 Democratic Representation**Expenditure**

Code	Centre	Description	Action	Comments	Budget
4325	102	Website	No change	The Office does the admin of the Website. However there will still be domain fees, maintenance required.	£ 2,000
4333	102	Newsletter	Reduced by 3,000	The amount was reduced to reflect free publication but also not removed to allow provision for the costs of inclusion in already established newsletters that are printed and delivered around town	£ 3,000
4375	102	Election Expenses	Accrued for next election	Unaware of any reasons why a casual vacancy might occur, and it would be prudent to make provision within the budget to accrue an amount each year transferred to the Earmarked Reserves to cover for the election in three years time.	£ 3,500
4376	102	Civic Events & Regalia	No Change	The events covered are as follows: Bake Off, Charity Ball, Golf Day, Civ Serv, Remb Serv & Carol Concert	£ 9,300
4377	102	WWI Beacon Lighting	No provision in 19/20	This was a one off event	£ -
4550	102	Members Allowances	No Change	Mileage outside town and any other meeting expenses, charity meals incurred by councillors	£ 330
4551	102	Mayors Allowance	No Change	Mayors and Deputy Mayor's Allowance	£ 2,893
4553	102	Council Chamber Exp	Increase by 1844 based on hall hire actuals for 18-19	Charges are for PC room hire for members of Council attending meetings and training	£ 8,000
					£ 29,023

105 General Administration**Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget
4006	105	Salaries, Employers Pension and Employer's NIC - TC Manages and administration	Increase by 8.9%	Assuming the Office will be fully staffed for the whole year. Based on current year's salaries (slightly over current budget). Includes Employer's Pension Contribution Increase of 1.7 %, 2% agreed NJC increase and 1% for salaries going up 1 scale . Allowances made for sick cover have not been included.	£ 399,818
4011	105	Cleaners	No Change	A Charge of £350 per month cross charged for from the Priory Centre wages for cleaning the TC Offices	£ 4,200
4050	105	HR/HSE Consultants, DBS Checks	Increase by £713	Incudes ELAS annual subscription of £6,555, job evaluations, DBS Checks etc Sharon to advise but current budget looks a bit inadequate	£ 7,000
4090	105	Seminars, staff and member training	No Change		£ 13,494
4092	105	Staff Travel	No Change	Funding required is used for attending meetings, training, conferences etc	£ 1,040
4100	105	Repairs Maintenance	No Change	Covers any small repairs required in the TC offices	£ 1,061
4146	105	Office Running Costs	No Change	Basic Office costs, including copier lease rental, card terminal rental, confidential shredding, PAT testing	£ 3,700
4300	105	Equipment Purchased	No Change	The amount is to cover small items. Most computers are quite old. No contingency for the server has been made.	£ 2,481
4301	105	Computers maintenance and software Costs	Increased by £900	Maintenance and Software licences and support. Includes an estimate of £10,000 as neither last, nor current year's supplier's invoices have been received. Increase is to do with magazine design software on 2 machines and full pdf software	£ 14,425
4320	105	Telephones	Increased by 1.3%	includes landlines and mobiles and covers operations and PC, etsimated increase based on 6 months to 30/09/18	£ 6,680
4322	105	Printing, Stationery and postage	Reduced by £1730	Printing/photocopying costs merged. Reduction this year due to new photocopier allowing printing in house also recycling.	£ 6,000
4326	105	Subscriptions	No Change	Subscriptions, Affiliation fees and Publications. CPALC, SLCC, LCAS, publications required.	£ 4,768
4327	105	Sundry	No Change	Costs not allocated to any of the other expense categories	£ 159
4330	105	Recruitment costs and Advertising	No Change	Provision for costs associated with finging new staff	£ 1,860
4381	105	Bank and card Terminals charges	Increased by 212	Increased based on actual charges to 30/09/2018	£ 1,100
4382	105	Insurances	Increased by 2.5%	Analysis from the Insurance company varies each year within the cost centres	£ 7,382
4386	105	Professional fees	Increase by 37%	amounts previousy set aside in the Earmarked Reserves and therefore any overspent values will be funded by the General Reserve. If any of the budgeted amount next year is not being spent, then it is suggested for this to be accrued and Earmarked as a reserve for any future expenditure	£ 20,000
					£ 495,168

Income**2019-2020**

Code Centre	Description	Action	Comments	Budget
1104	105 Photocopying	No Change	Reduce income as demand for photocopying is dwindling	£ 44
1157	105 HDC Office Recharge	No Change	No provision in 2018-2019 and 2019-2020 budget based on the HDC letter that the lease would be terminated on 12/01/2018. However, currently foyer is still being leased.	£ -
1201	105 Sundry	Reduced to £150	Actuals to Sept include insurance pay out of £350	£ 150
				£ 194

108 Other Costs and Income**Expenditure****2019-2020**

Code Centre	Description	Action	Comments	Budget
4388	108 PWLB Loan Interest	No Change	May and Nov 2019 interest as per PWLB schedule	£ 13,851
4390	108 PWLB Loan Repayments	No Change	Loan Repayment. PWLB Actual repayments due	£ 15,000
4392	108 HDC Loan Repayments	Reduced to NIL	Last loan repayment to HDC re Priory Centre due in 18/19	£ -
				£ 28,851

Further information on individual loans is available from the RFO

Income**2019-2020**

Code Centre	Description	Action	Comments	Budget
1251	108 Bank and Investment Interest	Increased 13.4%	CCLA Investment interest - estimate is based on interest received in the current year	£ 2,824
				£ 2,824

201 Cemetery & Churchyard**Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget
4100	201	Repairs Maintenance	Increased by 16.6% based on actual exp for 6 months	The increase is based on actual expenditure for the 6 months to 30 September 2018	£ 10,000
4102	201	Church Yards & Cemetery furniture	Reduced by £659	Includes other street furniture in the current year but reduction to be used under cost centre 'play areas and open spaces' account code 'village greens and street furniture'	£ 1,500
4116	201	War Memorials	No Change	Includes general repairs and maintenance for four war memorials	£ 1,150
4313	201	Electricity	Was not shown separately in last year's budget	£29.20 per Quarter for Mortuary in St Neots New Cemetery	£ 120
4135	201	Water	No Change	The water used in the cemetery is for the flowers and covers the three cemeteries	£ 1,150
4145	201	Rates	Increased by 34 % based on actual exp for 6 months	Rates for all Cemeteries. 6 out of 10 payments made to date and a 1% increase estimated for next year	£ 2,640
4382	201	Insurances	Increased by £800	Actual for Sept 2018 is for the whole year and based on internal split of Zurich insurance. The amount in the current year will be insufficient to cover the memorial safety inspection that we are required to do every 5 years. Suggested increase is to provide some funds that are to be earmarked every year if unspent for future inspections	£ 1,000
					<u>£ 17,560</u>

Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget
1100	201	Cemetery Income	No Change		£ 38,140
					<u>£ 38,140</u>

210 Play Areas & Open Spaces

Expenditure					<u>2019-2020</u>
<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
4100	210	Play Areas' Repairs Maintenance	Increase by £760	Covers repairs and maintenance for the equipment of currently 13 play areas and recreation grounds. Estimate is £500 per play area per annum and it does not include any new play areas that could potentially be adopted.	£ 6,500
4110	210	Allotments	No Change	Covers costs for water, repairs and maintenance of the two allotment sites.	£ 1,066
4114	210	Village greens street furniture	Increased by 1446	It covers maintenance of benches, litter bins and signage located in play areas and open spaces, some of the street furniture budget from cemeteries moved to this cost centre	£ 3,000
4414	210	Planting	Reduced by £1554	Last year was included in village greens, reduction to be used for street furniture	£ 7,000
4124	210	Glass house rental	No Change	£2,000 per annum; 3/4 paid in the 6 months to 30/09/2018	£ 2,000
4382	210	Engineering Inspections & Insurance	No Change	Includes Zurich inspections carried out twice a year. There might be a cost reduction due to only having inspections carried out by Play Safety once a year and not Zurich in the future.	£ 4,871
4519	210	Celebration Tree Scheme	No Change	Committee to advise if this is required	£ 209
					£ 24,646

Income					<u>2019-2020</u>
<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
1000	210	Allotment Rents	Reduced by £1400	Calculation based on the rent for 51 single plots at £25 per plot and 6 double plots at £50 per plot	£ 1,575
1151	210	CCC Grass Cutting Service	Reduced by 3.3%	Change based on contractual figure	£ 17,899
					£ 19,474

220 Operational ServicesExpenditure2019-2020

<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
4026	220	Salaries operations	Increased by 14.6%	Assuming operations team stay fully staffed for the whole year. Based on current year's salaries (over current budget). Includes Employer's Pension Contribution Increase of 1.7 %, 2% agreed NJC increase and 1% for salaries going up 1 scale . Allowances made for sick cover have not been included.	£ 384,532
	220	PCSO		This appointment is to be confirmed following the meeting on 27 November 2018	£ 12,000
4100	220	Repairs Maintenance	No Change	This covers the cost of the maintenance of alarms, machinery, Tools, small equipment, replacements and other sundry items. Ops manager to advise if adequate	£ 9,598
4103	220	Depot Maintenance Costs	No Change	Fire & alarm maintenance, emergency lights of depot	£ 2,239
4104	220	Grounds Maintenance	Increase by £6,000	Amount was not adequate in 18-19 as we engaged a contractor for approximately 5 months costing us about £9,000 - £10,000 to do flower bed maintenance. The budget includes: flowers, lawn mower maintenance, flower posts compost, new soil for flower beds.	£ 20,000
	220	Tree maintenance	New code, previously in Ground Maint	Amount required as a result of inspections carried out every five years. In 19-20 it will cover 34 trees to be maintained by an outside contractor for which we had not budgeted or have Earmarked Reserved for. If the amount spent is slightly lower, then this should be moved to Earmarked Reserves for subsequent years	£ 15,000
	220	Waste Disposal	New code, previously costs in Repairs & Maint	Disposal of waste from cemeteries, play areas, litter bins and depot	£ 2,500
4106	220	Rent & Rates	Increased by £5,859	Current rates are £ 9,720 and rent for depot £22,000. Increase is to cover HDC lease rental increase.	£ 40,000
4131	220	Electricity	No Change		£ 1,013
4135	220	Water	No Change		£ 533
4200	220	Vehicle Costs	Increased by 15.7%	Estimate is based on September actuals and is to cover fuel, Servicing, MOT, Road Fund Licence and repairs. It does not cover fuel increase. There are two old vans in use that require a lot of repairs on a regular basis. Committee to consider replacing those with new.	£ 23,464
4300	220	Equipment	No Change	To cover purchase of small equipment	£ 2,666
4329	220	Clothing & Uniforms	No Change	To cover protective clothing - trousers, boots etc. Amount is expected to go over budget in the current year because of the number of new staff but considered sufficient for next year based on retaining the staff	£ 1,766
4382	220	Insurances	No change	Actual for Sept 2018 is for the whole year and based on internal split of Zurich insurance.	£ 5,321
					<u>£ 520,632</u>

220 Operational Services**Income****2019-2020**

Code	Centre	Description	Action	Comments	Budget
1201	220	Sundry Income	Reduced by £1126 as the actual to Sept included insurance pay out	Services provided to Little Paxton, St Neots Aquatic & Leisure and flowers to Olney Town Council. Actual to Sept included insurance pay out	£ 4,000
					£ 4,000

ST NEOTS TOWN COUNCIL**230 Community Services****Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget
4118	230	Gatelodge	No Change	We are responsible for exterior and some interior maintenance. Current year has not yet utilised any of the budget	£ 1,061
4119	230	The Cage Lock up	Increase by £4,724	Increase is required for rodd repairs to be carried out	£ 5,000
4343	230	Dragon Boat Race	No Change	Increase by £1,000 suggested	£ 18,000
4343	230	Outdoor Cinema	No Change	D&P Committee agreed that this event should take place in 2019-2020. The cost includes film rights, screen and sound system, operational and infrastructure costs. It is for the Full Council to decide if this is to be held	£ 9,500
4351	230	Museum Grant/Running costs	No Change	Museum has requested that grant is being reviewed for 19-20 taking two year's inflation into account	£ 50,000
4400	230	Market Expenses	Increased by 107%	Amount includes £1,000 of rent pitch fee and operations overtime paid for 2 people at farmer's market. Time is calculated at 1.5 hourly rate and is pensionable. Previously - it was a fixed amount	£ 11,000
4505	230	Public Toilets	No Change	The Budget is an estimate for the running costs, including electricity, water, rates repairs and maintenance and toilet supplies	£ 43,696
4506	230	CCTV	No Change	HDC have requested a contribution towards the CCTV camera's located in St Neots. 2018-2019 cost is £9,082	£ 9,738
	230	Christmas Lights	Last year this was included in 4516 account - Christmas Lights	Includes lights rental of £9,500 and safety check of approx £2,000	£ 12,000
4513	230	Summer Bands	Increased by 1059	Amount budgeted last year was insufficient for the provision of 9 band concerts at the Riverside park over the summer and the operations overtime recharge	£ 3,500
4345	230	IW Festival	Not such to be held in 19-20	This was a one off event as run and managed by Inland Water Authority and they are not planning to return for at least 7 years	£ -
4555	230	Town Awards	No such to be held in 19-20	D&P Committee agreed that members of the community could still be recognised for their achievements through other channels	£ -
	230	St George's Day Festival	New event for 19-20	This is a new event requested by the Mayor of St Neots to recognise St George's Day. Costs will include operations and infrastructure, entertainment, licencing, etc.	£ 5,000

4378	102	Armed Forces Day	Increase by £500	The amount of net expenditure is £9,000 but the £2,000 income is shown separately under town promotion income code	£ 11,000
4556	230	Other Events	No such provision was made last year	D&P Committee agreed that a general events budget was needed to allow the Council to organise smaller events throughout the year that would benefit the town.	£ 5,000
4516	230	Christmas Lights	Increased by £237	This covers the erection and dismantling of the lights as well as the Switch on Event, and Insurances	£ 21,000
					<u>£ 205,495</u>

ST NEOTS TOWN COUNCIL

See Page 8

Income

2019-2020

<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
1003	230	Table Tennis Rent	No Change		£ 100
1006	230	Air Training Core	No Change	This rent has recently had a rent review therefore will not be increasing in this year. Rent is £900.	£ 900
1007	230	Gatelodge Rent	No Change		£ 8,500
1102	230	Farems Market Income	Decreased by £1440	Budget estimate based on actual amount based on actual income received in 18-19	£ 3,600
1110	230	DBR (previously Town Promotion) Income	Decreased by £3,000	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors	£ 5,000
	230	AFD Income	New code as itemised	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors	£ 2,000
	230	St George's Day Festival Income	New code as itemised	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors	£ 500
	230	Outdoor Cinema Income	New code as itemised	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors. Income is to be generated from screen advertising	£ 300
1108	230	Christmas Lights	No Change		£ 2,000
					<u>£ 22,900</u>

250 Grants**Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget
4354	250	Grants	Reduced by 4,100	Reduction is as a result of moving LHIF funds of £5,000 to Highways cost centre. Funding for each group has been increased by £100 and £500 for LFCA to correct increase in 17-18 not given	£ 56,700
4355	250	Arts & Drama Awards	No Change		£ 6,000
4352	250	Youth Provision	No Change		£ 6,000
					<u>£ 68,700</u>

301 Highways and the Environment

See Page 10

Expenditure**2019-2020**

Code	Centre	Description	Action	Comments	Budget
4105	301	Bus Shelters	No Change	Cleaning, painting & maintenance	£ 1,066
4109/ 4133	301	Street Lights	No Change	annum. In addition budget is to cover costs for own maintenance but lamppost are insured for any major damage.	£ 6,932
4382	301	Highway Improvements	No Change		£ 4,000
		LHIF	Previously in Grants		£ 5,000
4503	301	Notice Boards	No Change		£ 1,600
					<u>£ 18,598</u>

350 Eatons Community Centre

Expenditure

2019-2020

<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
All	350	Eaton Socon Community Centre	Comparison with 18-19 Budget	Budget at the Eatons have been set based upon the current usage, if usage was to increase this could significantly increase the costs.	
4010	350	Wages - Caretaking	Reduced by 290	Cost is estimated based on PC Caretakers time recharge - currently £300 per month. This is an internal monthly adjustment that decreases the salaries in the PC by £300.	£ 3,600
4100	350	Repairs and Maintenance	No Change	Mostly lift repair and alarms maintenance, fire extinguishers, PAT and full electrical testing and other repairs like painting etc.	£ 3,500
4130	350	Biomass Fuel	No Change	Wood pellets for boiler that regulates the heat and water. Centre manager to advise whether provision is adequate	£ 1,500
4131	350	Electricity	Increased by £1,500. Last year's electricity costs shown under PC due to supplier not quoting the EC address	Last year's budget was inadequate. Electricity costs in the last six months are approximately £250 per month. Manager to advise if further increase is to be considered as the costs will be higher in the winter months and there is also no provision for energy prices increase.	£ 3,000
4135	350	Water	No Change		£ 666
4145	350	Rates	Increased by 1.5%	Actual rates for current year are £4,368 and 1% increase has been added	£ 4,412
4150	350	Cleaning Materials	No Change	Actuals to September 18 are less than expected due to perhaps costs being absorbed by the Priory Centre. Centre manager to advise if adequate	£ 689
4152	350	Licences	No Change	Fixed fee EC licence	£ 285
4231	350	Lease Hire/ Contracts	Increase by 478	Covers costs for hygiene units and hand dryers. Actual to 30/09/2018 includes pest control, annual alarm and lift maintenance that should be under R&M. Increase requested by Centre manager	£ 4,000
4300	350	Small Equipment	No Change		£ 600
4320	350	Phones	No Change	Redcare line and boradband charges	£ 700
4331	350	Marketing	Increased by £940	Last year's budget was inadequate. The budget for next year is based on Hunts Post costs of approximately £220 per month	£ 2,640
4382	350	Insurances & Inspections	Increase by 502	Insurance is based on internal split of the total of Zurich insurance per annum. Increase is associated with the potential requirement of a Zurich annual inspection	£ 2,000
4416	350	Waste Disposal	Increased by £106	Covers the disposal of rubbish left after holding an event. Would rise if events rise. Etimate is based on actuals to Septemeber 2018	£ 806

28,398

ST NEOTS TOWN COUNCIL

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EATONS COMMUNITY CENTRE

Income2019-2020

<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
1040	350	Riverchurch Lease	Reduced by £137	Amount is based on current rent of £5,000 per annum and current service charge of approximately £ 560 per annum. Centre manager believes that an increase should be considered as we cover all facilities costs, including electricity and waste	£ 5,560
1050	350	Hall Hire	Reduced by £2526	Budgeted amount assumes income received to be same as in the current year and based on September actuals	£ 33,474
					<u>£ 39,034</u>

370 Town Centre Management

See Page 12

Expenditure2019-2020

<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
4334	370	Marketing and promotion general expenditure	Reduced by £4,450	Reduction is on the basis that specific to an event costs will be allocated to each event. This budget covers promotion of the town, ie town trails, branding, marketing campaigns	£ 14,000
					<u>£ 14,000</u>

PRIORY CENTRE

See Page 13

501 StaffingExpenditure2019-2020

<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>
4009	501	Salary	Increased by 16%	Assuming the Centre will be fully staffed for the whole year. Based on current year's salaries (slightly over current budget). Includes Employer's Pension Contribution Increase of 1.7 %, 2% agreed NJC increase and 1% for salaries going up 1 scale . Allowances made for sick cover have not been included.	£ 276,986
4092	501	Staff Travelling	No Change	Mileage for staff using their own vehicles to go to training or seminars	£ 134
4099	501	Added Years Pension	Increased by 1.5%	Estimate based on current charge for 'unfunded pension' of £317 per month. Provision for an increase has not been made	£ 3,804
4329	501	Clothing & Uniforms	No Change		£ 800
4330	501	Staff Advertising	No Change		£ 800
					<u>£ 282,524</u>

PRIORY CENTRE

504 PC Running Costs

Expenditure				2019-2020	
Code	Centre	Description	Action	Comments	Budget
4100	504	Repairs and Maintenance	No Change	Mostly lift repair and alarms maintenance, fire extinguishers, PAT, full electrical testing and general repairs, painting etc.	£ 13,000
4131	504	Electricity	No Change	£1,300 per month but provision is made for higher costs in winter. Budget does not reflect potential increase in energy costs	£ 17,000
4132	504	Gas	No Change	Actual gas for 6 months to September much lower than budgeted. Centre Manager's advice is to leave budget unchanged	£ 5,023
4135	504	Water	Increased by £3,148	Last year's budget was not adequate. Estimate based on the 6 months current year actual costs	£ 6,296
4145	504	Rates	No Change	Current rates are £16,320	£ 16,542
4150	504	Cleaning Materials	Increased by £698	Increase is based in 6 months current year actual costs	£ 3,422
4152	504	Licences and other prof fees	No Change	Includes PRS, TV Lic, Wedding, HDC Licence. Software and tills maintenance. Last year's actual was £3,100. Centre manager's advice is to leave budget unchanged	£ 4,907
4231	504	Lease Hire/ Contracts	No Change	Hygiene Units, Hand Dryers, Dust mats, Security, lease for coffee machine, card terminal rental	£ 9,823
4300	504	Equipment	Increased by £1,000	Budget is for a replacement of small equipment, fridges etc. Centre manager's requested an increase	£ 3,000
4034	504	Irrecoverable VAT	No Change	VAT proportion of input VAT relating exempt hall hire income	£ 8,000
4322	504	Stationery	No Change		£ 504
4323	504	Postage	No Change	Postage recharges from TC - currently at £40 per month	£ 480
4324	504	Photocopying	Increased by £80	Copier recharges from TC - currently at £40 per month	£ 480
4325	504	Website Maintenance	No Change		£ 600
4331	504	Marketing & Advertising	No Change	Centre manager confirmed that provision is adequate	£ 8,182
4381	504	Bank Charges and card terminal charges	Increased by £365	These are the charges associated with the the card payment receipts. The estimate is based on the 6 months actuals in the current year	£ 800
4416	504	Waste Disposal	Increased by £288	Amount estimated based on current cost of approximately £200 per month	£ 2,400
4382	504	Insurances & Eng. Inspections	Increased by £1324	Based on Zurich Insurance analysis and including Engineering Inspections and HDC charge for the building insurance of £4940 for 17/18	£ 6,000
					£ 106,459

ST NEOTS TOWN COUNCIL

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Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget
1104	504	Photocopy Income	Reduced by £90	Income from sales of photocopying through the priory centre. Only £4 received in the 6 months to Septemebr 2018, hence the reduction in budget	£ 10
1275	504	Sponsorship	No Change	HDC Contribution capped at £33,010	33,010
					<u>£ 33,020</u>

520 Bar & Catering

See Page 15

Expenditure**2019-2020**

Code	Centre	Description	Action	Comments	Budget
4020	520	Catering and Bar Staff	Increase by 9%	Costs are based on 6 months to September actulas and increased by 2%	£ 38,507
4600	520	Bar Purchases	No Change	Centre manager consider last year's budget to be adequate	£ 36,400
4604	520	Catering Purchases	Increase by £2,000	Increase based on actulas for the 6 months to September 2018.	£ 10,000
4605	520	Café Purchases	No Change	Centre manager consider last year's budget to be adequate	£ 5,574
4610	520	Consumable Purchases	Increase by £642	Increase based on actulas for the 6 months to September 2018. Centre manager considers adequate	£ 2,600
					<u>£ 93,081</u>

Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget
1048	520	Bar Sales	No change	Centre manager consider last year's budget to be adequate	£ 77,422
1051	520	Catering Sales	Increase by 8.3%	Increase based on actuals sales to September 2018.	£ 16,210
1052	520	Café Sales	Increased by 1.5%	Increase based on actuals sales to September 2018.	£ 33,972
					<u>£ 127,604</u>

PRIORY CENTRE

525 Functions**Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget
4021	525	Wages Toddlers Gym	Decrease by £1503	Based on actual costs (1 staff rather than 2) to September 2018, increased by 2% and including £1,000 provision for agency worker. No allowance has been made for sick cover.	£ 3,885
4151	525	Laundry	No Change	This is dependent upon the number of events held, usage is down, based on current values.	£ 303
4510	525	Event Expenses	No Change	Own events held by the Priory Centre	£ 3,242
4511	525	Toddlers Gym Expenses	No Change		£ 32
4515	525	Door Security	Increased by £100	Security costs for under 18 parties increase reflected in the income code	£ 600
					£ 8,062

Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget
1045	525	Door Security	Increased by £100	Security costs for under 18 parties increase reflected in the expense code	£ 600
1049	525	Events Income	No Change	Income from events organised by Priory Centre	£ 7,482
1050	525	Hall Hire	Increase by 1.6%	Small increase suggested by Centre manager.	£ 125,000
1053	525	Kitchen Hire	Increase by £1034	Increased based on actual sales to September 2018	£ 1,784
1057	525	Toddlers Gym	No Change	Toddler's gym runs at a deficit estimated to be in 19-20 £2,381	£ 1,504
1058	525	Ballroom Income	Reduced by £504	Reduction based on actual to September 2018	£ 1,252
1070	525	Admin Fee / Surcharges	Reduced by £534	This income relates to charging hall hirers who change their booking forms and additional bar licence costs for late night events. Reduction based on actual to September 2018.	£ 600
1075	525	Equipment Hire	Increased by £500	This includes income for marquee and other small equipment hires.	£ 3,500
1255	525	Cr Card Receipt Charges	Reduced to Nil	No longer able to charge for this	£ -
1256	525	Commission on Ticket Sales	Increased by £174	Increased based on actual to September 2018.	£ 400
					£ 142,122

	2018/2018 Budget	6 months actuals to Sept 2018	2019/2020 Budget
Total Net Expenditure	-1,338,328	-681,820	-1,686,883
Precept	1,274,405	1,274,405	1,700,000
Net amount of surplus/(deficit)	-63,923	592,585	13,117
Capital or unforeseen Transfer From Earmarked Reserves To	77,883	-31,542	
precept per 19/20 Budget	13,960	561,043	13,117
General Reserve balance at		219,346	
Add Transfer from Earmarked Reserves to		77,883	
Add Transfer from Earmarked/CIL to General for street furniture, Jubilee		8,667	
Balance at 30/09/2018		866,939	

Attachment 2

Earmarked Reserves 30.03.19
suggested virement

**St. Neots Town Council
Budget Detail - By Centre**

	Balance At	Used	Projected	Suggested	Balance At	Projected	Balance at
	01 Apr 18	to 30/09/2018	to 31/03/2019	Reallocation	31 Mar 19	Expenditure	31 March 20
<u>Earmarked Reserves</u>							
Allotment Land	£ 43,699			-43,699			
Cemetery Land	£ 90,000			-90,000			
Land and Buildings Acquisition Reserve - bal at 31/03/2019				133,699	117,699		
Red Cross Building purchase			-1,000				
Initial inspection of memorials			-15,000				117,699
Land & Buildings - bal at 31/03/2020							
Christmas Lights - vire to GR	£ 3,368		£ -	£ (3,368)	0		
Church Yards-vire to GR to offset unbudgeted Church Wall	£ 1,579		£ -	£ (1,579)	0		
Highway Improvements(combines bins and LHIF)	£ 1,115			£ 7,000	8,115		8,115
Depot Equipment	£ 850				850		850
Community Centres - combined				£ 64,994	64,994		64,994
Priory Centre Capital Projects							
Eatons Capital Project	£ 798			£ (798)	0		
Eynesbury Community Centre	£ 60,500			£ (60,500)	0		
Grit Bins	£ 2,000			£ (2,000)	0		
Loves Farm Community Fit Out	£ 6,655				6,655		6,655
Notice Boards	£ 1,674	-1,674		£ -			
Play Areas-vire to gen reserve to cover 18-19 upgardes	£ 1,642			£ (1,642)	0		
Street Furniture	£ 7,000	-4,128			2,872		2,872
Priory Centre Capital Projects	£ 3,696			£ (3,696)	0		
War Memorials	£ 7,707				7,707		7,707
LHIF	£ 5,000			£ (5,000)	0		
Net Expenditure	£ 237,283	£ (5,802)	£ (16,000)	£ (6,589)	£ 208,892	£ -	£ 208,892