

**Bury St Edmunds Town Council Budget 2019-2020 draft v3**

EXPENDITURE	Last Year (to 31.03.18)		Current Year (to 31 March 2019)				Next Year (01.04.19)		Notes
	Actual	Actual to Dec. 18	Agreed Budget	Committed Expenditure	Projected Year End	Budget	Budget		
4000 Staff Salaries Gross	£62,204	£47,934	£64,069	£17,039	£64,973	£68,460	£68,460	Includes provision for synchronisation with new pay scales applicable from 01 April 2019	
4001 Employers National Insurance	£5,301	£3,631	£5,460	£1,500	£5,131	£5,945	£5,945		
4002 Employers Pension Costs	£15,551	£12,214	£16,018	£4,260	£16,474	£17,115	£17,115	2019/20 25% of gross salary	
4003 Agency/Temporary Staff	£0	£0	£0	£0	£0	£0	£0		
4004 Staff Travel	£331	£70	£350	£280	£350	£350	£350	Assume fully spent	
4005 Training & Other Staff Costs	£641	£383	£3,000	£48	£431	£3,000	£3,000		
4006 Recruitment Advertising	£0	£0	£0	£0	£0	£0	£0		
4106 Allowance - Chairman	£226	£50	£500	£0	£50	£500	£500		
4110 Annual Report to Residents	£12	-£662	£715	£0	£700	£730	£730		
4112 Audit - Independent	£310	£0	£350	£350	£350	£500	£500		
4113 Audit - External	£800	£0	£800	£800	£800	£800	£800		
4115 Bank Charges	£82	£115	£300	£62	£177	£300	£300		
4118 Business Rates	£373	£281	£4,750	£31	£312	£500	£500	Assumes eligibility for Small Business Rates relief on office premises. Rates payable in respect of car parking space. Levy payable in respect of voluntary membership of BID.	
4124 Cleaning	£26	£230	£500	£114	£344	£500	£500		
4125 Computer Mice incl Phones	£4,309	£2,874	£4,500	£1,408	£4,282	£4,500	£4,500	IT/phone services and call costs; Website hosting	
4126 Computer Software	£519	-£24	£524	£555	£531	£550	£550	Financial software and support; Office 365 licences x4	
4128 Election Expenses	£3,382	£0	£6,500	£0	£0	£35,000	£35,000	Ordinary elections May 2019. Estimated costs based on all wards being contested at both Town and District levels (therefore all costs shared with District Council)	
4131 Emergency repairs/maintenance	£0	£0	£530	£150	£150	£530	£530	Noticeboard repair outstanding	
4132 Health & Safety	£0	£0	£250	£0	£0	£250	£250		
4133 Insurance	£2,588	£3,998	£3,000	£0	£3,998	£4,000	£4,000	Includes Buildings insurance payable to Landlord	
4135 GDPR compliance	£0	£1,500	£2,000	£0	£1,500	£500	£500	DPO Service renewal	
4136 Legal Expenses	£0	£0	£1,200	£0	£0	£2,500	£2,500	Including cost of possible office move	
4140 Office Equipment	£859	£0	£550	£0	£0	£700	£700	Uplift for new copier lease costs	

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	Actual	Actual to Dec 18	Agreed Budget	Committed Expenditure	Projected Year End	Budget	Budget		
4141 Office Rental	£11,175	£11,175	£11,175	£0	£11,175	£15,000	£15,000	Rent review on 10th anniversary i.e. 18 December 2019/office move	
4142 Office Service Charge	£6,133	£2,654	£5,654	£2,654	£5,308	£5,800	£5,800	Heating, lighting, water and all services provided under the terms of the lease N.B. Awaiting September 2018 reconciliation	
4145 Professional Fees	£225	£233	£450	£248	£481	£470	£470	Clerk/Asst. Clerk membership of SLCC	
4146 Petty Cash	£370	£161	£400	£150	£311	£400	£400		
4148 Photocopy Costs	£124	£32	£150	£32	£64	£150	£150		
4153 Stationery	£722	£585	£650	£199	£784	£650	£650	All stationery items including printer toner cartridges and postage stamps	
4154 Subscriptions	£3,059	£2,844	£3,250	£0	£2,844	£3,370	£3,370	SALC subscription; Data Protection fee	
4162 Training - Councillors	£60	£0	£2,000	£0	£0	£2,000	£2,000		
4203 Bury in Bloom Basic	£5,370	£5,370	£6,120	£750	£6,120	£6,120	£6,120	Abbeygate Street/Railway Station hanging baskets	
4236 Tourism (Dest. Mgmt. Organ.)	£0	£20,000	£20,000	£0	£20,000	£20,000	£20,000	AGREEMENT WAS £20,000 PER YEAR FOR THREE YEARS - final payment due 2019/20	
4280 Pavements & Public Spaces	£0	£0	£150,000	£150,000	£150,000	£150,000	£150,000	2nd year funding. <b>Potential significant carry forward of unspent budget from 2018/19 financial year - subject to Council approval</b>	
4281 Armed Forces Day 2018	£0	£14,500	£25,000	£0	£14,500	£0	£0		
4290 St Edmunds Day Celebrations	£602	£1,284	£2,500	£13	£1,297	£2,500	£2,500	Includes West Suffolk College Prize Award £200	
4301 Allotments	£6,992	£8,959	£10,000	£1,041	£10,000	£13,000	£13,000	Routine maintenance (grass cutting, hedge cutting); water charges; annual cost of land leased from SEBC at Cotton Lane site; emergency repairs	
4350 Police Community Support Officer (PCSO)	£31,477	£17,929	£31,398	£11,333	£29,262	£68,000	£68,000	Two fully-funded PCSOs per Service Level Agreement effective from 01 January 2019 until 31st December 2020. Annual cost of one PCSO is £34,000 (payable in advance in 2 equal instalments)	
4351 Locality budgets	£39,461	£15,022	£42,500	£27,478	£42,500	£42,500	£42,500	£2,500 per Councillor	
4353 Grant Funding - general	£36,055	£18,726	£26,000	£7,274	£26,000	£50,000	£50,000	Change to a single grant funding pot	
4354 Grant Funding - sports	£20,370	£23,293	£20,000	£0	£23,293	£27,375	£27,375		
4355 Grant Funding - well being	£11,880	£27,375	£20,000	£0	£27,375	£0	£0		
4357 Town Centre Masterplan	£10,000	£0	£0	£0	£0	£0	£0	Not claimed therefore regarded as unspent and returned to reserves BSETC/86/28/Nov/18	
4358 Magna Carta Trust	£862	-£800	£1,200	£250	£250	£250	£250		

4359	Speed Indicator Devices	£3,442	£0	£200	£0	£0	£200	£0	£200	Notes
		Last Year (to 31.03.18) Actual	Actual to Dec 18	Agreed Budget	Committed Expenditure	Projected Year End	Next Year (01.04.19) Budget			
	<b>EXPENDITURE</b>									
4360	Theatre Royal	£0	£10,000	£10,000	£0	£10,000	£10,000	£0	£20,000	£20,000 awarded for the 200 <sup>th</sup> anniversary project in the financial year 2019/2020
4386	Litter Bins	£5,351	£7,327	£5,300	£2,187	£9,514	£9,514	£0	£5,200	Weekly emptying of litter bins and dog bin plus provision for new
4390	Armistice Day Commemoration	£390	£200	£180	£0	£200	£200	£0	£500	Poppy wreaths; Uplift to cover potential higher costs of sound system
4391	Salt/Grit Bins	£0	£0	£1,000	£0	£0	£0	£0	£500	New/replacement bins; Cost of filling bins on unadopted roads
4395	War Memorials	£1,200	£1,250	£3,500	£0	£1,250	£1,250	£0	£1,400	Annual cleaning prior to Armistice/Remembrance Day services
<b>NEW</b>	Insurance valuations of civic regalia	£0	£0	£0	£0	£0	£0	£0	£500	
<b>NEW</b>	Mayoral/Civic events	£0	£0	£0	£0	£0	£0	£0	£15,000	
<b>NEW</b>	Abbey of St Edmund Heritage Partnership Millennium Celebrations 2020	£0	£0	£0	£0	£0	£0	£0	£5,000	
<b>NEW</b>	Office relocation expenses	£0	£0	£0	£0	£0	£0	£0	£8,000	
		<b>£292,834</b>	<b>£260,713</b>	<b>£514,493</b>	<b>£230,205</b>	<b>£493,080</b>	<b>£493,080</b>	<b>£583,740</b>		

INCOME	Last Year (to 31.03.18) Actual	Current Year (to 31 March 2019)			Projected Year End	Notes
		Actual to Dec 18	Agreed Budget	Anticipated income		
1076	Precept Received	£316,389	£434,015	£0	£434,015	0% INCREASE ON BAND D £33.30 (Provisional 2019/20 tax base 13,163.40)
1090	Bank & Investment Interest	£841	£443	£200	£643	
1091	Barclays Loyalty Reward	£18	£25	£10	£35	
1301	Allotment Income	£18,269	£18,037	£0	£18,037	
1405	St Edmund's Day DONATIONS	£300	£75	£0	£75	
1406	Locality budget unspent	£325	£0	£0	£0	
		<b>£336,142</b>	<b>£452,595</b>	<b>£452,571</b>	<b>£210</b>	<b>£452,805</b>
						<b>£456,927</b>

**SURPLUS/DEFICIENCY FOR YEAR**    **£43,308**    **-£61,922**    **-£40,275**    **-£126,813** (TO BE FUNDED FROM GENERAL RESERVES)

**RESERVES**

Balances carried forward at 31st March 2018

£211,383

**LESS**

Protected/restricted reserves (see separate sheet)

£102,000

**PLUS**

Projected deficit for current (2018/19) year

-£40,275

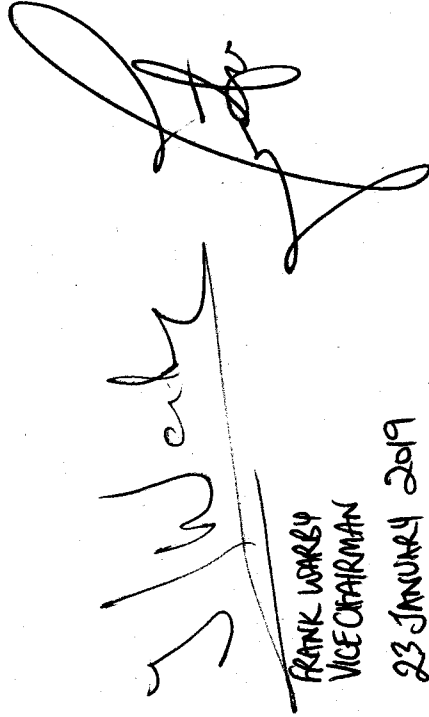
**LESS**

Budgeted deficit for next year (2019/20) year

-£126,813

**PROJECTED UNRESTRICTED GENERAL RESERVES as at 31 March 2019**

**-£57,705 NOTE - this is a direct result of carrying forward unspent Pavements & Public Spaces budget**

  
FRANK WARBY  
VICE CHAIRMAN  
23 JANUARY 2019  
GO VISION  
(CLERT)

<b>RESERVES</b>		
	<b>CURRENT AMOUNT</b>	<b>PROPOSED AMOUNT</b>
<b>MINIMUM PROTECTED GENERAL RESERVE</b> (the level set by Council, below which reserves will not be allowed to drop except in extreme emergency)	£75,000	£75,000
<b>EAR MARKED RESERVES</b> (amounts of money that are set aside for specific items of expenditure to meet known or predicted liabilities or projects)		
Risks identified in risk assessment	£10,000	£0
Office redecoration (per lease)	£2,000	£2,000
War Memorials repairs and restoration	£25,000	£25,000
<b>TOTAL EAR MARKED RESERVES</b>	<b>£37,000</b>	<b>£27,000</b>
<b>TOTAL PROTECTED/RESTRICTED RESERVES</b>	<b>£112,000</b>	<b>£102,000</b>