

EAST GRINSTEAD TOWN COUNCIL
Budget Book 2020/2021 and Annual Report

These papers are to be considered at the following meetings and recommended to the Council on 27th January 2020:

Planning	08.01.20
Public Services	16.01.20
Amenities and Tourism	16.01.20
Finance and General Purposes	16.01.20
Council (Precept Meeting)	27.01.20

Foreword by the Chairman of the Council, Town Mayor Cllr Danny Favour

The Town Mayor is first and foremost Chairman of the Town Council and while I am able to attend civic events and represent the Council at community groups my first duty is to Chair the Council meetings. The East Grinstead Town Council is made up of 19 elected Councillors, we are pleased that the election (held in May) returned 19 Councillors as we are aware that many Parish Councils struggle to gain enough volunteers to step forward and fill their seats.

Our Council is then divided in to Committees: Planning, Public Services, Amenities & Tourism and Finance & General Purposes. The Committees have their own budgets for their area of work, set by the Council as a whole through the Budget process. We are supported by the officers led by our Town Clerk.

The Council has a healthy reserve, in line with the professional accounting sector guidelines. We have earmarked reserves, some are growing so that we are able to plan to purchase expensive items such as vehicles and refurbish buildings, at the moment it is also about delivering on our neighbourhood plan. 2019 saw the first steps of the St Margaret's Loop project of a cycle and walking route as the Council agreed to enter negotiations to purchase the loop. We hope to complete this and start the work in 2020.

The Council are looking at environmental policies and this will be discussed by Council to allow us to determine how East Grinstead can play its part in becoming "greener". The Council will review its neighbourhood plan in 2020 to ensure that it is fully compliant with the District Plan and to refine policies tackling issues that have emerged since the plan was adopted in 2016.

The Council has continued to support local groups and sports clubs with our grants and during 2019 we showcased the East Court Sestercentennial by holding a fun day for youngsters. We are looking forward to supporting more youth activity either directly or through the schools to enter events such as *Young Enterprise* in 2020.

We were delighted to see Age UK move from Swan Mead in to Glen Vue keeping this community facility open and allowing Age UK to expand their services. The plans for the centre include the setting up of a repair café where a group of volunteers will give their time to repair items brought in by the public in return for a donation. The Town Council awarded the grant to access the start-up kit for the repair café, we wish them well.

Finally as Mayor I have been very happy to raise money for the Queen Victoria Hospital Foundation Trust, Street Pastors and First Responders. Three fantastic charities at the heart of service to our community. I thank everyone who has supported the events or made donations, as every penny is appreciated.



Cllr Danny Favor
East Grinstead Town Mayor 2019/20

1. Introduction to the Budget from the Leader of the Council

2019 Has been a year where following the election in May which returned a 100% Conservative Council to the Town, the new administration has wasted no time in starting to deliver on promises to deliver the best for the community.

The Council has seen the start of implementation of our Neighbourhood Plan through the opening of negotiations for the purchase of St Margaret's Loop in order to bring forward a walking and cycling route connecting the north of the town in Baldwins and Ashplats Wards to the station in the heart of the town. This project has a way to go but if successful the intention will be to have the development underway within 2020.

We have been delighted to see the Age UK Service finally move out of Swan Mead and in to Glen Vue, this is a positive move for the service, the community and the community building of Glen Vue and we welcome the hard work by many to ensure that this deal could be made between the charity, Mid Sussex and West Sussex Councils.

We have also seen the District Council start the process of the DPD documents required to support the District Plan and the site allocation document has been through the first consultation period. East Grinstead will be expected to take some of the development needed to meet the Districts targets, our aim is to secure a seat at the table for negotiations with developers concerning infrastructure and ensuring that if the housing comes, appropriate infrastructure is also secured.

West Sussex County Council continue to seek savings on their cost centres and have announced further budgetary reductions. They have services in "special measures" resulting in diversion of funds from previous "core" services such as highways to children and young persons, adult social care and fire and rescue. This is understood, yet remains hard to explain and accept when services are pulled away from the town in order to find savings in other areas.

The services of the Town Council have continued to be delivered to a high standard, with officers delivering a programme of free entertainment in East Court Live, and contributing to other events in time or finances such as Battle of Brittan Day, Armed Forces Day, Remembrance Day the Big Reveal and the Christmas Festival. The Big Reveal this year included the switching on of not only the Christmas Lights (for the second year) but also the lighting of the Rotary Tree of Light and Joy. Some of these were existing events and others new ones. The Council will be looking towards VE Day 2020, the 75th anniversary where a mayoral reception will be held for those who have memories of the 1945 day, a free firework display at East Court, bells, pipers, and a town crier all taking place on The Bank Holiday Friday 8th May. There is also to be a fund to encourage street parties in the town on the Saturday.

The new administration has continued its focus on maintaining and improving facilities and services offered to the public. The High Street Flower Beds and Town Centre hanging baskets; the extension and enhancement of the Christmas Lights on London Road, Railway Approach and the High Street; assuming responsibility for the Kings Street Public Toilets; renewal of play equipment at the Town's various play areas; East Court Estate buildings maintenance and refurbishment are just a few examples.

The Town Council also remains committed to supporting the many charities and community organisations that play a very important and vibrant role in making East Grinstead the great

place it is to live. Accordingly, the Support of community services and organisations through our grant schemes ensures that many vital services remain present and delivering support when residents in East Grinstead need them. We support community organisations with revenue costs, in a time when grants for running costs can be hard to find. We recognise that core costs need to be assisted some times, and our youth sports grants continue to provide new sports and keep activities available to youngsters in the parish. In better advertising of the Henry Smith, John Smith and Sidney Bletchley trust, support for Christmas charitable giving has increased with twice the number of applications received. The trustees (chaired by former Mayor Alex Leggat) were delighted with the increased applications.

As agreed last year, The Council continues to support the Chequer Mead Arts and Community Trust with a £74,000 grant with the second year of the agreed grant. We have also been approached by the Charity to extend their lease to fifty years to assist them with their accounting regime. This has been agreed by the Council but will also protect the Council's financial position with a rent review clause added for the first time to the lease.

The Council are continuing to put money aside for the delivery of the policies of the Neighbourhood Plan and it is hoped that in 2020 we will be able to finalise the re-landscaping of the Queens Road Cemetery to reopen it to the public, and unveil the new Wayfinding trail between station and statue.

In order to meet the requirements in the budget an increase of 6% to the precept has been recommended which will equate to an increase of £4.99 this year, for a Band D dwelling, taking the annual charge to £88.16. When broken down this is cost per day of 24 pence, which we believe is excellent value for the breadth of services and quality provided by the Town Council.

KEY OBJECTIVES 2020 /2021

Planning

- To continue to scrutinise the planning applications and make appropriate recommendations to Mid Sussex District Council with reference to the Neighbourhood Plan.
- Working with the Finance and General Purposes Committee: To review the policies of the Neighbourhood Plan and refresh this to comply with the District Plan, the emerging Development Plan Documents.
- To consider the Licensing applications and where appropriate send comments to the Licencing Authority
- To ensure that East Grinstead has a seat at the table for new development in the town.

Public Services

- To continue to scrutinise the services provided by the Principal Authorities (West Sussex County Council and Mid Sussex District Council), Sussex Police, Fire & Rescue and the Health Authority, holding them accountable for the services provided to the residents of the town
- To support new initiatives (not necessarily delivered by the Council) for community support
- To respond to consultations as appropriate to influence and ensure that East Grinstead residents receive affordable, accessible services
- To bring forward the ideas surrounding walking and cycle ways in the town

Amenities & Tourism

- To continue to provide a first class tourism information service and promote the town to visitors.
- To provide the summer concerts and VE Day celebrations in 2020
- To continue to provide floral displays to make the town attractive and encourage civic pride.
- To forward the St Margaret's loop project to bring the sustainable route in to the town
- To start the process of landscaping Queens Road Cemetery to allow public access.
- To continue to provide excellent community facilities in East Court Mansion, the Old Court House and Meridian Hall.
- To increase the winter resilience programme at the Town Level

Finance & General Purposes Committee

- To ensure that the Council's finances continue to be well stewarded and receive a clean audit
- To continue to support community groups and charities with annual and application grants, for revenue and project costs.
- To increase the grant to Age UK by £2,000 for 2020/21 to assist with the higher cost of running Glen Vue.
- To introduce a new website and social media pages, to reduce the Civic News (The Line) to 2 editions per year.
- To develop a suite of green policies (vehicles to town wide initiatives) to improve East Grinstead's environmental footprint
- Working with the Planning Committee to refresh and deliver the townwide policies within the Neighbourhood Plan.

Dick Sweatman
Leader of the Council

Town Clerk's Introductory Budget Assessment

The detail as to the budget is prepared by the Town Clerk and Responsible Financial Officer, with input from Chairmen of Committees and Heads of Service.

The context for the 2020/21 budget includes the following:

- An increase in precept 6%.
- An average 2% cost of living rise for employees for 2020/21
- The improving performance of investments.
- Continued provision to implement the policies within the Neighbourhood Plan.

- Increase of the Councillor allowance and Town Mayors Expenses allowance in line with the employee cost of living rise
- Continued support for community groups and organisations
- Further investment in to the Capital project for Queens Road Cemetery
- Investment in to the Green Agenda through a capital project regarding replacement fleet

The Town Council continues to take a prudent approach to finance and examines each line of expenditure in the budget in order to draw this budget together. A budget where the highest proportion of spend is staff salaries, and a challenge to officers to provide services at the quality expected but finding savings or new income streams.

The Town Council should, at 31st March 2020, have approximately £540,000 in revenue reserves (earmarked and general) and no debts. This is a slight increase to the previous year's balance.

The format for this year's budget papers is similar to previously. Officers have not completed a revised outturn exercise, as there is no benefit to this as by the time Council approves the figures there is less than two months left in the financial year. However our assessment based on known spending to end-November coupled with commitments to the year-end suggests outturn within the net figure £ 899,000. The layout used continues to reflect the original requirements of the CIPFA Accounting Guidance for Best Value local authorities albeit we are no longer subject to that regime and the requirements of both the Transparency Act and Accounting and Audit Regulations. Hence our budget format clearly shows our Democratic and Representational costs and Corporate Management costs, and allocates our central administration and support service costs in accordance with an agreed formula based on either a time or cost of time formula.

The report comprises five sections in addition to this introduction, details as follows: -

- * Draft Revenue Estimates 2020/21 Explanatory Notes and Schedules;
- * A medium term financial strategy through till 2022/23
- * Contribution to Capital Fund 2020/2021;
- * Precept Information 2020/21
- * Appendix A Draft Revenue Estimates Summary Schedule 2020/21.

2. Draft Revenue Estimates 2020/21

These notes should also be read in conjunction with the detailed draft budgetary analysis schedule (Appendix A) that sets out expenditure on a detailed code and cost centre basis. The schedule produced recognises the various growth items identified by Members policy intentions and by instructions given at other times. The Capital items listed are dealt with in greater detail in section 4 of the report.

The net cost centre spending identified for 2020/2021 financial year is £1,008,464.

Mid Sussex District Council have advised an increase in the taxbase of 0.176% growth. The total budget requirement is £58,797 higher than 2019/20. Levels of revenue reserves (general and earmarked) are anticipated to be at £540,000 on 31st March 2020 which remain healthy and in line with Government suggested levels.

The precept is proposed as an overall rise in precept at a Band D equivalent to 6%. The net budget requirement of £1,008,464 is to be met in full through precept.

Democratic Representation and Management (100)

This cost centre has an overall increase due to the movement of staff responsibilities. The Assistant Clerk post specifically has a portion of responsibility coded to this area code.

Corporate Management (200)

This cost centre has an overall reduction due to the improved performance of investment income and a reduction in the cost for the GDPR service that we receive.

East Court Estate (300)

This cost centre shows the biggest movement in the budget due to the regrading of the Building and Events Supervisor role (recognising the role as much more than a caretaker). Also significant increases in utilities (Water and Electricity) have been allocated. The water rates have been estimated for some time and we are now finally receiving actual usage. Officers have agreed with the utility company for a payment spreading plan to bring the account up to date during 2020. A small increase in income from hire is anticipated as the Council have resolved to retain this years' hire fees, therefore the increase is from pre bookings and expected increase in use.

Community Support (400)

This cost centre sees small changes due to the increased funding by way of sponsorship, grants and income that has been in some cases secured and others anticipated for Summer Events. The accounts are presented differently showing the full cost of the summer events but also the income to be generated. The cost centre has an increase of £6,700 in town events to allow for the VE day celebrations next year (including the £4,500 already booked fireworks), and an increase in the Age UK budget (of £2,000) to assist with their overheads for 2020. There will be no other funds for additional events other than those already known.

Planning (500)

An increase is allowed for in the Neighbourhood Plan delivery budget. The Budget has been growing for the past 3 years since the plan was adopted. This is to allow for the delivery of projects. A wayfinding project as part of the Railway Approach development (Station to Statue) was allocated this year at £40,000. The increase is to replace some of these funds as the St Margaret's loop plan to transform it in to a walk and cycle route begins to move forward in 2020.

Economic Development and Tourism Services (600)

There is very little change in this cost centre. With no proposed changes to spend. This budget supports the work of our tourism unit (joint provided by WSCC/MSDC and EGTC). The Costs of new literature and guides, and a small budget for supporting business initiatives is included here.

Cemetery Services (700)

The salaries of the outside team have been reallocated along with Jonathan Ansley's support role to this cost centre to show more appropriately the work that goes in to the cemeteries. The other area of change is the miscellaneous. When the Cemetery Foreman retired he continues to give us the benefit of services for locking up and security at Mount Noddy along with consultant advice regarding the layout of the cemetery. This fee is offset against his rent, but is shown in full as an expense in the accounts and the rent is also shown as a gross income. As the cemetery fees and charges are being held for 2020 there is no anticipated increase in income.

Civic Pride (999)

The main changes to this cost centre are in the public works budget, and a new allowance for Winter Maintenance will be included. In 2019 a public works budget of £25,000 was awarded to ensure that all the infrastructure as needed for the Christmas lights feeder poles was complete. The budget line has not been reduced back to the 2018 level as the tree mapping project will now be funded from this budget line. The Public Toilets expense has reduced and therefore it is projected that we can reduce this budget line by £2,000. Market rents are doing better and more sponsorship is being achieved therefore the overall income is also increased resulting in a net reduction in this cost centre by £10,000. The new Winter Maintenance budget of £9,000 will allow for equipment that will aid gritting on the pavements freeing up the resources to aid in other areas of the town where needed.

Charities (1000)

The grant to Chequer Mead was agreed to remain at £74,000 for 2020/21. Chequer Mead building is owned by the Council and leased to the Charity on a full maintaining lease as the arts and community centre, with the rent waived. The trust is a charitable incorporated organisation (CIO) and the Town Council appoints five of the eight trustees to the management board. Grant funding from principal councils is not generally forthcoming for arts and the East Grinstead Town Council supports the charity with this significant unrestricted revenue grant.

Central Administration and Support (1100)

This budget is the internal recharge which is calculated by a formula and shared between the other cost centres. There is an increase in the IT costs which will allow for the new website and support for the remote accessibility security for Councillors and Staff. The Civic news budget has been reduced as the publication is proposed to be reduced to 2 editions per year.

Insofar as Committee and Executive accountabilities for the 2020/2021 financial year are concerned they will break down as follows. Charities Committee budgets are of course determined under the overall remit of F&GP.

Service Heading	Committee Responsibility	Executive Accountability
Democratic Representation & Mgt (100)	F&GP	Town Clerk
Corporate Management (200)	F&GP	Town Clerk
East Court Estate (300)	Amenities & Tourism	Estates Manager
Community Support (400)	F&GP	Town Clerk
Planning (500)	Planning	Town Clerk
Economic Dev and Tourism Services (600)	Amenities & Tourism	Town Promotions Manager
Cemetery Services (700)	Amenities & Tourism	Head of Finance & Support Services
Civic Pride (999)	Amenities & Tourism	Estates Manager
Charities (1000)	Charities	Town Clerk
Central Administration & Support	F&GP	Head of Finance & Support Services

3. Medium Term Financial Strategy

In the interests of good financial housekeeping it is appropriate to look ahead a minimum of two financial years beyond the new financial year to establish a medium term financial strategy. There are a number of points that need to be made here.

1. One of the key ongoing objectives is to seek commercial income generating opportunities, particularly on the East Court Estate (300) and Civic Pride (999), whilst driving down costs through effective procurement strategies and potentially new investment in public buildings. The Council has a healthy level of reserves, however property purchase will probably necessitate public works loan board exploration. All cases will be subject to business case scrutiny for any acquisition to result in income generation to the Council whilst supporting community facilities.

2. Council Tax will continue to be a sensitive issue and the Council will need to be especially mindful of this and its impact on individual Council Taxpayers in its decision making, however the Council must also recognise that good stewardship of its assets also requires ensuring the necessary resources to provide longer-term value for money. The Town Council has indicated that it would wish to continue with the modernising of town facilities to keep buildings attractive to hirers and users of the estate. The Parish element of the Council Tax for the 2020/2021 financial year allows for further investment in to the assets of the council and keeps its share of Council tax reasonable, raising where necessary to ensure that important services are maintained or supplemented where removed by other tiers and suitable, professional and qualified staff are retained.

3. In considering fees and charges Members are aware of opportunity cost balance between rising prices and retaining hirers, they recognise that in the current climate, there is little room for further increases for existing services without adversely prejudicing usage levels overall. The hire charges for 2020/21 have already been set by the appropriate committees and have held at 2019/20 levels for hire and also cemetery services.

4. Bank of England current financial forecast predicts inflation rates are likely to remain at, or very close to, the targeted figure of 2%. The current uncertainties of the impact of Brexit continue to affect any predictions due to the unpredictability regarding the value of the Pound against both the Euro and US Dollar. Whilst inflation currently sits at just below the targeted levels, UK interest rates have remained at under 1% since March 2009, and currently stand at 0.75%. The latest forecast is that interest rates will remain at 0.75% in 2020 with a possible increase to 1.00% in 2021. This future forecasted rate increase will have minimal impact due to having zero borrowings and healthy reserves. Furthermore, banks may start to improve saving rates which may help to offset forecasted cost increases.

5. House building activity despite the continuance of successful planning applications has remained low in 2019/20 the base has hardly moved with an uplift in the Council Tax Base of 0.176% for 2020/21. The CIL scheme continues to be awaited, which would see 25% of CIL diverted to the Parish. These funds would help the Town Council to realise their own aspirations in the Neighbourhood Plan and allow the town to spend where needed to counter balance new homes. It is hoped that the District will consider this new scheme in 2020.

6. The Council needs to continue vigilance to recognise the sustainability or otherwise of any income achievable through service level agreements and the implications on the Town Council's own budgets should such grant income be withdrawn.

7. With no debts or borrowings, a likely revenue reserve balance at 31st March 2020 of about £540,000 (a figure falling midway within the Council's general revenue reserves policy), no shortfall in the capital fund, and fixed assets with a value of £4.5 million, the Council is in a healthy financial position. However the Council should not be complacent as economic recovery and changes to central government policies could still potentially impact adversely on income levels, more so than currently predicted and put greater pressures on the voluntary sector, many of which this Council directly supports. The Council expects to review the position on borrowing as the position of the public buildings outside of the Councils ownership

on East Court and East Grinstead as a whole are considered.

4 Contribution to Capital Fund & Capital Reserves

The current forecasted Capital Reserves at 31st March 2020 is £203,425. This is committed, as follows :

Public Toilet Rolling Renewals	£ 20,000
Merchandising Infrastructure	£ 2,446
CCTV – Upgrading	£ 27,587
IT Upgrades including server works	£ 2,252
Salt Depot	£ 23,000
Youth Facilities	£ 9,500
St Swithun's Church Wall	£ 9,386
New Flower Beds	£ 1,356
ECM Terrace Wall	£ 2,400
EC General Repairs	£ 2,704
EC Car Park	£ 10,000
EC Public Toilets	£ 17,566
Old Court House Floor & Roof	£ 21,256
Council Chamber	£ 5,000
Cemetery Fund	£ 48,972

New Capital project costs allocated to the 2020/2021 budget Total £59,000 are as follows :

- Cemetery Fund – a further £15,000 towards the cost of landscaping Queens Road Cemetery and bringing it back in to public use. To place mausolea or columbaria in Mount Noddy Cemetery to improve the longevity of the cemetery
- IT equipment upgrades - £5,000 has been set aside to ensure that the Councils equipment remains reliable and secure in accordance with new accessibility regulations.
- Kings St Toilets capital fund - £4,000 to meet the cost of repairs and replacement facilities.
- Vehicle Replacement - the Councils fleet is getting old and is in need of replacement soon. The intention to explore electric or other environmentally friendly vehicles will require a significant cost and this £15,000 is the start of the fund to replace a vehicle by the end of 2022.
- Meridian Hall Toilets & chairs - following the upgrade of the East Court Toilets the Meridian Halls original toilets are now in need of attention in order to make this a first class hiring venue. With the underspend of the East Court Public Toilets from 2019 being transferred to this project both the male and female toilets in Meridian Hall can be refurbished in 2020. In addition The Estates Manager has indicated that the hirers chairs in the Meridian Hall are in need of replacement. To achieve these improvements to the Meridian Hall as well as the 17,500 underspend an additional £20,000 is allocated.

5 Grants

The Town Council Budget includes grants to various organisations:

Chequer Mead	£74,000
Mid Sussex Voluntary Action	£3,100*
Age UK	£2,350
East Grinstead in Bloom	£1,500
Town Twinning	£1,400
CAB	£3,500
Air Training Corps	£200
EG Shopping promotions	£600
EG Museum.	£3,500
Armed Forces Day	£550
Employment Opportunities	£400
EG Dementia Alliance	£250

Several of the organisations also receive free room use at the Council Offices, as agreed by the Finance and General Purposes Committee annually on recommendation from the Amenities and Tourism Committee.

*The MSVA grant is committed to offset room hire.

These grants are awarded annually to the organisation and are subject to review. The organisations are required to submit their accounts to allow the Grant to be released, Chequer Mead are required to report annually to the Finance and General Purposes Committee. While not otherwise restricted the Grants are intended for revenue costs to meet to objectives of the organisation.

In addition the Council awards Community Grants and Youth Sport Grants based on criteria and via application.

6 Income Generation

The Town Council strives to find income generation opportunities to offset costs where possible. Many of our services are discretionary yet are supported by the Council as needed by the Town to make East Grinstead a desirable place to live and work. Services which can be charged such as hire of rooms; burials are so charged, other income comes from the return on investment, sponsorship for floral decoration, events, publications etc. We seek grants from Mid Sussex DC (S106 and community grants). There is more that can be done to raise income, however seeking sponsors takes time and it is fit in around current workloads from the existing employees. Currently the Council generates income equivalent to 24.2% of its expenditure.

Income for 2020/2021 has been estimated as follows:

Bank / Investments	11,000
Miscellaneous (Accounts for WHPC /Benches/ electricity recharge)	750
Hire of	
East Court (including Escots Tennis Club)	74,000
Meridian Hall	73,200
Old Court House	53,830
Events (grants sponsorship and pitch fees)	15,500
Tourism sales	750
MSDC / WSCC contracts	
Cemetery Fees	41,000
Mount Noddy Lodge rent	9,600

Allotment rents	1,100
Market Stalls	1,500
Hanging Baskets	3,000
Sponsorships (planters)	6,000
Sponsorships (Flowerbeds)	3,000
Principal Council contracts	28,135
	<u>322,365</u>

7 Precept 2020/21

Responsibility for determining precept rests with full Council. Once Council has agreed the precept the Town Clerk will issue a precept demand on the Treasurer of Mid Sussex District Council who, in accordance with precept law, will pay the precept in two instalments, 50% by 1st May 2020 and 50% by 1st October 2020.

The Leader of the Council has advised that Members will be seeking a 6% Parish Council Tax increase for 2020/2021. The tax base for 2020/2021 for East Grinstead civil parish has been calculated by Mid Sussex District Council as 11,438.6 (compared with 11,418.5 in 2019/2020), which is a taxbase increase of 0.176%. This is the lowest base increase since the base was reduced in 2013/14.

The budget can be achieved with a precept of £1,008,464. On this basis the annual band D taxpayer's element of their Parish Council Tax, would be £88.16; a 6% increase totalling £4.99 extra to the annual amount paid in 2019/2020. The increase would equate to 9.5 pence, per week, for a band D home. The total weekly charge will rise from £1.59 to £1.69 for a band D home.

7 REVENUE BUDGET 2020/2021 - RECONCILIATION SCHEDULE & SUMMARY

Reconciliation

	£
General Fund Revenue Reserves 01.04.19	363,000
+ Anticipated Income 2019/2020 (incl precept)	1,266,000

	1,629,000
Less probable Payments 2019/2020	1,215,000

Anticipated Balance at 31.03.2020	414,000
	=====

Budget Summary 2020/2021

Estimated Payments 2020/2021	1,330,829
Less Estimated Income 2020/2021	322,365
Estimated Net Expenditure 2020/2021	1,008,464

Less/plus any allocation from/to Reserves	0
RECOMMENDED ACTUAL PRECEPT 2020/2021	1,008,464
Expressed as an annual Band D charge:	88.16

8 CONCLUDING COMMENTS

It is hoped these papers are helpful in taking the reader through the financial steps of the budget setting, councils spending aspiration, reserves and allocations. The papers are prepared for the January budget setting meetings and the Precept set at the 27th January special council meeting when any decisions on financials set out in the report can be made. These papers will be combined with the financial outturn in June 2020 and will between them formulate the complete Annual Report for East Grinstead Town Council.

**EAST GRINSTEAD TOWN COUNCIL Budget
2020/21(including
2019/20 budget and 2018/19 budgets for comparison
purposes)**

	Budget 2018/19	Budget 2019/20	Budget 2020/21
Budget Requirement	909,300	949,667	1,008,464
Precept	909,300	949,667	1,008,464
Band D =	80.36	83.17	88.16
% Increase	4.8	3.5	6.0

	Budget 2018/19	Budget 2019/20	Budget 2020/21
SUMMARY			
Democratic Representation	91,235	90,903	95,739
Corporate Management	73,587	69,727	67,157
East Court Estate	226,071	278,346	295,010
Community Support	67,913	78,710	79,592
Planning	50,085	60,951	66,411
Economic Development & Tourism	43,312	43,925	43,818
Cemetery Services	39,965	13,396	27,565
Civic Pride	178,132	202,209	200,171
Charities	60,000	74,000	74,000
Capital Fund	79,000	37,500	59,000
TOTAL	909,300	949,667	1,008,464

<u>Democratic Representation</u>			
Salaries and Wages	27,400	28,245	36,307
Employers NI & Superannuation	8,900	9,246	10,711
Members Training	1,000	2,000	2,000
Mayors Allowance	1,890	1,940	1,979
Civic and Ceremonial	1,600	1,600	1,600
Subs to Local Authority Assns.	4,000	4,120	4,120
Member Expenses	21,900	22,450	21,945
Election Costs	6,500	7,500	4,500
Support Service Allocation-In	18,045	13,802	12,577
Total Domestic Representations Exps	91,235	90,903	95,739

<u>Corporate Management</u>			
Salaries and Wages	37,240	39,335	41,882
Employers. NI & Superannuation.	12,160	12,730	12,355
Legal Expenses	1,000	1,250	1,250
HR & DP Consultancy	8,040	8,040	7,300
Internal Audit Fee	900	900	900
Financial Audit Fee	2,200	2,200	2,000
Treasury and Bank Charges	2,520	2,420	2,420
Support Service Allocation-In	18,647	11,972	10,300
Total Corporate Management Exps	82,707	78,847	78,407
Bank/Investment Income	9,000	9,000	11,000
Miscellaneous Income	120	120	250
Total Income	9,120	9,120	11,250
Net Expenditure	73,587	69,727	67,157

<u>East Court Estate</u>			
Salaries and Wages	154,830	183,535	200,921
Employers. NI & Superannuation.	46,320	48,545	59,269
Staff Training	1,600	1,600	1,600
Uniform Business Rate	20,000	20,000	20,330
Gas	7,900	11,000	10,000
Electricity	10,400	12,400	14,000
Water and Sewerage	5,400	7,400	12,500
Cleaning Materials	3,600	4,200	4,200
Waste Collection	4,500	4,500	4,600

Telephone	2,160	2,160	2,200
Equipment Purchases	5,000	7,500	8,500
Equipment Repairs & Maint.	700	700	1000
Building Service Contracts	9,600	10,650	11,000
Buildings Repairs & Maint.	55,556	55,556	55,556
Protective Clothing	600	600	600
Grounds Maintenance	10,000	11,000	11,000
East Court Play Area	16,400	16,400	7,500
Legal Expenses	1,000	1,000	1,000
Licences & Advertisements	2,500	2,500	3,300
Miscellaneous	1,200	2,000	1,800
Support Service Allocation-In	54,105	72,130	65,164
Total East Court Estate Exps	413,371	475,376	496,040
East Court Income	67,000	70,000	74,000
Meridian Hall Income	73,200	73,200	73,200
Old Court House Income	47,100	53,830	53,830
Total Income	187,300	197,030	201,030
Net Expenditure	226,071	278,346	295,010

Community Support

Salaries and Wages	7,740	8,070	8,880
Employers. NI & Superannuation.	2,550	2,640	2,620
Christmas Lights	15,500	20,000	22,000
EG Twinning Grant	1,400	1,400	1,400
High Street Traders Events	250	250	250
CAB Grant	3,500	3,500	3,500
Age UK	350	350	2350
EG Christmas Promotions	600	600	600
MSVA	3,200	3,100	3,100
Community Grants-Other	4,000	4,000	4,000
Defibrillators Batteries Fund	500	500	500
Youth Sports Grants	3,000	3,000	3,000
EG Youth Council	1,250	0	0
Youth Support	0	3,250	3,000
Youth Services Advisor	2,000	0	0
Town Events	1,800	1,800	8,500
Employment Support Initiatives	0	400	400
Speedwatch Equipment	0	900	500
Dementia Friendly East Grinstead	0	250	250
Campaign Initiatives	820	1000	1000
Summer programme	7,000	7,500	12,500
ATC Grant	200	200	200
EG Museum Grant	3,500	3,500	3,500
Armed Forces Day	550	550	550
Support Service Allocation-In	8,203	11,950	12,492
Total Community Support Exps	67,913	78,710	95,092
Community support income(grants pitch and sponsorship)			15,500
net expenditure			79,592

Planning

Salaries and Wages	13,710	14,486	13,426
Employers. NI & Superannuation.	4,530	4,707	3,961
Planning Consultancy	6,000	6,000	6,000
Planning Members Mileage Allowance	0	0	0
Neighbourhood Plan	20,000	26,542	34,300
Support Service Allocation-In	5,845	9,216	8,724
Total Planning Exps	50,085	60,951	66,411

Economic Development & Tourism

Salaries and Wages	31,488	33,564	34,376
Employers. NI & Superannuation.	9,012	9,500	10,141
Telephone / Subscriptions	800	800	240
Economic Development Init.	1,800	1,800	1,800
Tourism Initiatives	3,000	3,000	3,000

Business Support Grant	600	600	600
Business Support Initiatives	400	400	400
Support Service Allocation-In	10,812	8,891	7,646
Total Economic Dev & Tourism Exps	57,912	58,555	58,203
Tourism Sales	1,000	1,000	750
MSDC Initiative Grants - Tourism	13,600	13,630	13,635
Total Income	14,600	14,630	14,385
Net Expenditure	43,312	43,925	43,818

Cemetery Services

Salaries and Wages	37,560	22,645	31,967
Employers. NI & Superannuation.	11,470	6,284	9,430
Electricity	480	480	480
Water and Sewerage	180	200	200
Cleaning Materials	100	100	100
Waste Collection	1,200	2,450	2,450
Telephone	180	180	0
Equipment Purchases	1,800	1,800	1,600
Equipment Repairs & Maint.	1,800	1,800	1,800
Buildings Repairs & Maint.	6,930	6,930	6,330
Protective Clothing	100	100	100
Grounds Maintenance	4,000	4,000	5,000
Planting-Roundabouts/Baskets	600	600	1200
Vehicle Tax/Insurance/Maint.	120	120	120
Fuel-Mowers/Tractors/Digger	1,320	1,320	1,320
Miscellaneous	1,200	1,200	5,800
Support Service Allocation-In	16,725	8,987	10,268
Total Cemetery Services Exps	85,765	59,196	78,165
Mount Noddy Lodge Rent	4,800	4,800	9,600
Cemetery Fees & Charges	41,000	41,000	41,000
Sale of Plaques	0	0	0
Total Income	45,800	45,800	50,600
Net Expenditure	39,965	13,396	27,565

Civic Pride

Salaries and Wages	69,060	72,427	72,846
Employers. NI & Superannuation.	20,420	18,574	21,490
Staff Training	2,600	2,600	2,000
Telephone	900	900	500
Equipment Purchases	1,000	1,350	1,200
Equipment Repairs & Maint.	1,000	1,000	1,000
Protective Clothing	600	1000	800
Planting-Roundabouts/Baskets	8,500	8,500	8,800
Vehicle Tax/Insurance/Maint.	7,600	9,500	9,800
EG in Bloom	1,500	1,500	1,500
Town Clocks	1,000	1,000	1,000
War Memorials	250	250	250
Public Seats	900	900	900
Litter & Dog Bins	1,500	2,500	2,500
Salt/Grit Bins	500	500	500
Bus Shelters	200	200	200
Notice Boards	500	500	250
Turners Hill Rec Ground	400	400	400
Street Lighting	10,800	12,000	12,600
CCTV Maintenance	5,000	4,000	4,000
Graffiti Removal	1,000	1,000	750
Winter Maintenance			9,000
Public Works	15,000	25,000	20,000
Street Scene Planting	13,000	15,000	15,000
Public Toilets	14,000	14,000	12,000
Miscellaneous	360	300	300
Support Service Allocation-In	26,542	34,888	30,185
Total Civic Pride Exps	204,132	229,789	229,771
Allotment Rents	800	1,080	1,100
Market income	1,200	1,000	1,500

Traders Hanging Baskets	3,000	3,000	3,000
Sponsorship (planters gateways etc)	4,000	4,500	6,000
Flowerbed sponsorship	1,200	3,000	3,000
MSDC Initiative Grants / Civic Pride (street signs / graffiti and landscaping)	11,800	11,500	11,500
WSSC Grant - Graffiti/ Roundabouts and other	4,000	3,500	3,000
Miscellaneous Income	0	0	500
Total Income	26,000	27,580	29,600
Net Expenditure	178,132	202,209	200,171

Charities

Chequer Mead Grant	74,000	74,000	74,000
Total Chequer Mead Exps	74,000	74,000	74,000
Accountancy Services provided	14,000	0	0
Total Income	14,000	0	0
Net Expenditure	60,000	74,000	74,000

Central Admin & Support

Salaries and Wages	74,124	79,516	71,179
Employers. NI & Superannuation.	22,080	24,000	20,998
Staff Training	6,000	5,500	5,000
Travelling	2,400	2,400	2,200
Telephone	3,600	4,000	3,000
Insurance	13,200	13,500	12,800
Printing and Stationery	6,000	6,300	6,300
Books and Journals	200	200	180
Postage	900	900	800
Subscriptions	720	720	1600
Equipment Purchases	1,600	1,600	1,700
Equipment Repairs & Maint.	1,200	1,100	1,000
MSDC Concessionary Fares	0	0	0
Legal Expenses	1,000	1,000	0
Civic News	7,500	8,700	5,500
Promotions & Advertisement	1,200	1,200	1,000
Press & Public Relations	1,800	1,800	1,600
Webmaster / Site Costs	1,800	2,000	5,500
IT Hardware/Software	11,200	14,000	14,000
Miscellaneous	2,400	3,400	3,000
Support Service Allocation-In	-158,924	-171,836	-157,357
Total Central Admin & Support Exps	0	0	0

Capital Fund

Capital Project One - Cemetery Fund	10,000	30,000	15,000
Capital Project Two - ECM CCTV	15,000	0	0
Capital Project Three - IT	10,000	0	5,000
Capital Project Four - Public WC Fund	4,000	4,000	4,000
Capital Project Five - MSDC CCTV	5,000	0	0
ECM Terrace Wall	12,000	0	0
ECM & Public Toilets	5,000	0	0
New Flower Beds	4,000	0	0
MH Gates x 2	9,000	0	0
Council Chamber	5,000	0	0
East Court Capital Budget	0	3,500	0
Vehicle replacement			15,000
MH Toilets and Chairs	0	0	20000
Total Capital Projects Exps	79,000	37,500	59,000
TOTAL EXPENDITURE	1,206,120	1,243,827	1,330,829
TOTAL INCOME	296,820	294,160	322,365
NET EXPENDITURE	909,300	949,667	1,008,464
PROPOSED PRECEPT TO BALANCE	909,300	949,667	1,008,464
BALANCE OF FUNDING	0	0	0

